



Innovation Grant Application Cover Sheet

Grant Request

Amount Requested (\$2,500-\$10,000):
Name of Program/Project (for which funds are sought):

Organization Information

Organization Name:		
Organization Address:		
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Date Incorporated:	FEIN (or equivalent):	Annual Budget:
Contact Person for Organization	E-mail:	Phone:
Name:		Title:
Contact Person for this Grant:	E-mail:	Phone:
Name:		Title:

Organization Description

Summarize the organization's mission:

Geographical area served (for this grant):
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Summarize the purpose of your request:
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Time frame in which funds will be used (3/17 or later):	Start date:	End date:
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List any other private or public funding sources for this project (if applicable):
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Signature of Authorized Official

I authorize I can sign on behalf of this organization and verify the information provided on this form is accurate to the best of my knowledge.

Signature:	Date:
Print Name and Title:	

Please provide the following information in this order. Narratives are not to exceed **10 single spaced pages**, exclusive of attachments.

Proposals must be submitted by email to RecycleCT1@gmail.com. Please put “Innovation” in the subject line. The deadline is January 20, 2017 with funding allocations expected in March 2017.

A. Completed Grant Application Cover Sheet

- (located on page 1 of this document; to be completed in full)

B. Background

- Organization’s mission, history, overall goals and/or objectives.
- Description of current education, research, or public information programs and activities. Please emphasize major achievements in the past two years as it relates advancing waste reduction, reuse, recycling, and/or composting.
- Description of formal and informal relationships with municipalities, civic groups, and other organizations.

C. Purpose of funding request

- If applying for general operating support (up to 15% of grant funding), briefly state how this grant will be used.
- If your request is for a specific project please provide the following information:
 - a. The community and/or agency needs or problems that this effort will address, including population served.
 - b. Describe how the project addresses these identified needs.
 - c. Program description to include strategies employed to implement the proposed project:
 1. Goals and objectives,
 2. Timetable for accomplishing stated goals and objectives,
 3. Program methodology,
 4. Staffing (i.e., experience and management expertise), and
 5. Collaboration with other organizations or groups.
- If this is a collaboration, briefly describe the role of any partnering organizations in the project. Where applicable, grant submissions should include letters of support/agreement from partnering municipalities, civic groups and organizations.

D. Evaluation

1. Explain how you will measure the effectiveness or expected impact of your activities.
2. Describe your criteria for success.
3. Describe the results you expect to have achieved by the end of the funding period.

E. Grant Reporting

- Final grant reports are required at the end of the grant period. Briefly describe a plan and timeframe for meeting the grant reporting requirements (described under *Grant Reporting* in Application Guidelines for RecycleCT Innovation Grant).

F. Budget

- Describe any matching financial or in-kind support that has already been committed in support of the proposed project.
- Describe all expenditures, including all covered general operating expenses and specific project expenses.