MARC SWMD APPLICATION CHECKLIST

BUDGET

☐ If mileage is requested, indicate $0.37 per mile

If salary is requested:

☐ Provide hourly rate and wages
☐ Indicate whether salary include fringe or indirect
☐ If fringe or indirect is requested, at what percentage?
☐ Indirect percentage must be justified
☐ Upload documentation for line items $3,000 or more
☐ Upload match documentation: letter of commitment must include exact amount of match

For projects requested $50,000 or more:

☐ Profit and loss projection
☐ 3-years of financial statements (submit with signature page)
☐ Description of other project financing
☐ For education projects over $50,000, provide two-year vision

WORKPLAN/TASKS

☐ Include SWMD approval for printed materials
☐ Bid process for items $3,000 or more

LETTERS OF SUPPORT

☐ Letters must include date, signature, and on letterhead if applicable.