The MARC Solid Waste Management District manages a grant program to support recycling, reuse, market development and composting projects in Cass, Clay, Jackson, Platte and Ray counties.

Questions regarding the application process should be directed to Nadja Karpilow at 816-701-8226 or Karpilow@marc.org.
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<td>5</td>
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1 CREATE A USER ACCOUNT

First-time users must first create an account to log-in to the system. From the log-on page, click the link labeled ‘Create New User.’ Enter the information requested on the ‘Create a User Account’ page and click the ‘Create Account’ button. When creating your account, please select a user name and password that you will remember for future log-ins. If you should lose this information, please contact us for assistance.

Once you create an account, you may log-on and apply.

Your account, including your user name and password, will expire at the end of this grant round.
2 2021 DISTRICT GRANT APPLICATION

Fill in all the required fields. The required fields are noted with an asterisk (*). Click the ‘Save and Next’ button to save your entire application and move to the next page.

You will not be able to move on to the next page of the application if required fields are not completed. An incomplete required field will be highlighted in red if you try to save the page and move to the next page.

There is an auto-save feature built into the application. After 20 minutes of idle time, the application will auto-save your data. The application may or may not log you out, depending on your browser settings.

You will see ‘Not all required pages have been viewed’ next to the project name until you have viewed all of the required pages for the application.

1. GENERAL PROJECT INFORMATION

Provide the title of your project. Your title should be concise, substantive and informative to a non-specialist audience.

Enter the name and address of the applicant organization. Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If you are applying as an individual, enter your name and 123456789.
Please provide the following information about the grant-funded project:

- List all of the geographic locations where the grant project will provide services.
- Identify the grant project outcomes:
  - Number of new jobs created by this project.
  - When estimating tons diverted, include only the tons that will be diverted as a result of grant funds. Do not include tons that are currently being diverted.
  - If the project does not divert material, provide a description of the other methods that will be used to evaluate the project. For example, other measurables might include the number of collection events, the number of presentations, the number of individuals expected to attend a presentation, or the number of flyers to be printed and distributed.

Summarize the amount of grant funding you are requesting and how much match you will provide. The district requires cash or in-kind matching contributions equal to 10 percent of the requested amount.

If you have entered preliminary estimates in this section, please be sure to double-check before the application deadline to ensure that the numbers you have entered in this section match the budget that you will create in Section 6.

<table>
<thead>
<tr>
<th>Communities and/or Organizations Served by Proposed Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(500 characters or less)</td>
</tr>
<tr>
<td>Number of new positions created:</td>
</tr>
<tr>
<td>Estimated tons diverted as a result of grant funds:</td>
</tr>
<tr>
<td>If project does not divert material, indicate other measurables that will be used:</td>
</tr>
<tr>
<td>(500 characters or less)</td>
</tr>
<tr>
<td>Amount Requested from District:</td>
</tr>
<tr>
<td>Amount of Cash and In-Kind Match:</td>
</tr>
<tr>
<td>Total Cost of Project:</td>
</tr>
<tr>
<td>(Minimum 20% of total project cost)</td>
</tr>
</tbody>
</table>
Provide the contact information for the Authorized Official who is submitting the application on behalf of the organization. For an organization this person is typically the president, vice president or executive director. For a city or county, this person is typically the administrator, manager or department head.

Provide the name and contact information of the project manager to contact on matters related to this grant project. The contact person needs to be the individual who can best answer questions about the application and project.

<table>
<thead>
<tr>
<th><strong>Authorized Official:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
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<tr>
<td><strong>Address:</strong></td>
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<tr>
<td><strong>City:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td></td>
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<tr>
<td><strong>Zip Code:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Project Manager:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td></td>
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<tr>
<td><strong>Address:</strong></td>
<td></td>
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<tr>
<td><strong>City:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Zip Code:</strong></td>
<td></td>
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<tr>
<td><strong>Phone:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td></td>
</tr>
</tbody>
</table>
2. EXECUTIVE SUMMARY

Please provide a brief summary (3,500 characters or less) of your project. Describe materials targeted for diversion, describe the vision for implementation, list who will execute the project and provide the project location.

3. PROJECT NARRATIVE

This is the section that you will use to provide information about your project. Please fill in every field. If you have nothing to put in a field, write in ‘None’ or ‘Not Applicable.’ If supporting documentation is requested, you will have to opportunity to upload the requested files at the end of the application.
Question 3.6a asks you to describe your organization or business. The options provided by the drop-down menu include:

- Local Government
- Non-Profit Organization
- Individual
- Private Business
- School/Educational Facility
- Other

3.6b Demonstrate experience relevant to project:

(3,500 characters or less)

3.6c If business or non-profit, describe services or products currently offered and indicate number of years in business:

(3,500 characters or less)

3.7a Is there any other organization(s) in the district providing the same or similar services as your project proposal? Please describe:

(3,500 characters or less)

3.7b Will the proposed project collaborate or compete with these existing efforts noted in 3.7a above? Please explain.

(3,500 characters or less)

3.8 Describe where your materials will come from (feedstock), and describe who will process your materials (end markets). Include current letters of support from both feedstock and end markets in the Supporting Documents section at the end of this application.

(3,500 characters or less)
3.9 Explain how your services will be promoted:

(3,500 characters or less)

3.10 Please provide maps if it would be helpful to describe the project. For example, if you are requesting containers for a campus-wide program, include a map that shows where containers would be placed. You can submit the map in PDF or JPG format on the Supporting Documents section at the end of this application.

3.11 Identify the project manager responsible for conducting the project and his or her specific qualifications, such as managerial, operational or technical capabilities. Include qualifications for other key staff involved in the project. Resumes may be submitted in the Supporting Documents section at the end of this application. Please combine all resumes into a single file.

(3,500 characters or less)

3.12 Will grant funds support any new positions? If so, how will the positions be supported after the project year is over?

(3,500 characters or less)

3.13 Describe any federal, state or local permits, licenses, or waivers required to complete this project. Also describe the process for obtaining necessary permits, licenses or waivers or provide an explanation as to why they are not required. Attach copies of permits, licenses or waivers that have been obtained. You can submit in PDF or JPG format on the Supporting Documents section at the end of the application.

(3,500 characters or less)
4. WORK PLAN AND TIMETABLE

Please list all of the appropriate tasks in the timetable. An example timetable is provided below.

**Example Timetable**

To complete the timetable, type the task name in the ‘New Task Description’ box and check the corresponding months. Click the ‘Add this task’ to add the new task to the timetable.
The new task will become part of the timetable after the ‘Add this task’ button has been clicked:

Tasks may be revised by using the ‘Edit’ button. You may then update the timetable with the changes or cancel the revision.

You may also delete a task using the ‘Delete’ button. A pop-up window will appear to confirm the deletion.

Once you have completed the timetable, you may click the ‘Save and Next’ button to move to the next page.
5. PROJECT EVALUATION

Please describe how the project will be quantitatively and qualitatively evaluated to measure successes and/or benefits of the project.

5.1 Describe the procedures that will be used to quantitatively measure the success or benefit of the project. Measurements should include estimated weight in tonnages or volume of waste recycled or diverted.

If tonnages are not relevant to the project, then measurements should include for example the number of schools or assemblies reached; businesses participating, etc.

(3,500 characters or less)

5.2 Describe the evaluation procedures that will be used to qualitatively measure the success of the project. For example, community surveys can determine quality of service and anecdotal stories reflecting project success can be used.

(3,500 characters or less)

6. PROJECT FINANCES

Please describe other sources of funding and past grants received from the district. You will also create your project budget in this section.

Funding Sources

6.1 Has your organization received funds from EIERA, other solid waste districts, or the MARC SWMD, in the last five years?

[ ] Yes  [ ] No

If yes, please describe:

(3,500 characters or less)
Detailed Budget Information

The budget worksheet is your opportunity to explain the details of your budget. All requested funds and matching funds must be directly attributable to the project.

Your project budget is as important as your project description. Make sure that the activities you describe are accounted for in your budget. Likewise, make certain that every item in your budget relates to an activity described in your project description. Your budget should represent actual expenses related to your project. Please do not inflate your budget and remember to check your math.

Use the ‘Notes’ area to explain or describe these items in further detail.

Expenses for all major activities and purchases (> $3,000) must be supported by documentation showing how each cost estimate was determined. This documentation should be in the form of quotes for consultant services or equipment, letters of commitment, web site and catalog pages, or previous receipts. You will be required to provide this documentation as part of your application. See Section 8 for information on uploading documents.

Below, we explain the various budget categories to use. At the end of this section, we have provided a sample grant budget.

After you have completed your budget, please go back to Section 1 and confirm that the amounts for ‘Amount Requested from District,’ the ‘Amount of Cash and In-Kind Match,’ and the ‘Total Cost of Project’ that you previously entered in Section 1 are the same.
6.4 Detailed budget information.
- Expenses (both requested and match) for line items $3,000 or more must be supported by documentation showing how each cost estimate was determined. Please correlate line item with attached quote.
- Salary must show hourly wage and hours spent on project. Please indicate if salary includes fringe (56.69%) and/or indirect (22.54%). Applicants will need to verify how indirect was determined.
- The mileage rate is $.37 per mile. Mileage can only be reimbursed for travel in Missouri.
- Commitment of match funds must be included. For example, if salary is used as match, a letter from the director/CEO must be provided indicating staff support for the project. Letter should include the specific dollar amount that is being provided as match.

Please select from the following categories when adding new items:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
<th>Requested Funds ($)</th>
<th>Match Funds ($)</th>
<th>Total Funds ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1PER</td>
<td>Personnel</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2PRO</td>
<td>Professional Services</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3EQU</td>
<td>Equipment</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>4SUP</td>
<td>Supplies</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5TRA</td>
<td>Travel</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>6OTH</td>
<td>Other</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Budget Categories**

1. **Personnel:** Please list each employee/position and the total projected hours to be spent on this project. A full-time employee, where work is devoted exclusively to this project would be listed as 2,080 hours.

   If you are requesting funds to support staff salaries, please provide a breakdown of the hourly wage per project hours anticipated for each staff person in the ‘Notes’ area. Please indicate whether the rate includes fringe and/or indirect benefits, and if it does, include the percentage. Please note the limits in the budget form. (Fringe benefits can include FICA and Medicare amounts provided by employer.)

   Additional supporting documents (resumes/statements of qualification) may be submitted for (see Section 8 for more details).

   If personnel salaries are to be used as match funds, you must upload a letter from your organization’s CEO/director stating the organization’s commitment to provide staff salary in support of the project. The letter should include the specific dollar amount that is being provided as match. This letter will be uploaded in Section 8 of the application.

2. **Professional Services:** Please list subcontractor services to be provided, not specific contractors. Subcontractor services may be subject to competitive bidding requirements. List all services in reasonable detail and provide supporting documentation for expected cost in the form of examples or quotes, as applicable.

   Only one type of subcontracted service should be listed per line. For example, electrical wiring for baler; web design services; or recycling collection/transportation services.
Supporting documentation for cost estimates greater than $3,000 must be submitted. See Section 8 for more details.

3. **Equipment:** Equipment is defined as a single article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 and greater. (If the projected expenditure is less than $5,000 it should be listed under Supplies.)

All equipment that is proposed to be purchased, as either district funded or match funded, will require the same level of documentation (as to their purchase), including initial estimates of cost and subsequent supporting documents when purchased. Any equipment purchased with district funds is subject to Security Agreement requirements.

List only one piece of equipment per line. Use generic descriptions (not brand names) and provide reasonable detail.

Supporting documentation for equipment must be submitted. See Section 8 for more details on uploading documentation.

4. **Supplies:** This category is for items with a useful life of less than one year or a purchase price of less than $5,000. This category can include (but is not limited to) recycling containers, computer software, and office supplies.

List one type of expenditure per line. If purchase will be for a quantity of same-type items, you may group these items together. Provide details regarding quantity and associated costs for each line item.

Supporting documentation for line item cost estimates greater than $3,000 must be submitted. See Section 8 for more details.

5. **Travel:** Travel must be directly related to the project. Maximum mileage reimbursement from grant funds in $0.37 per mile.

6. **Other:** Use this category to account for expenditures not covered by the other categories. For example, this category can be used for rent; utilities, insurance, postage, publication costs, telephone and insurance.

List one type of expenditure per line. If purchase will be for a quantity of same-type items, you may group these items together. Provide details regarding quantity and associated costs for each line item.

Supporting documentation for line item cost estimates greater than $3,000 must be submitted. See Section 8 for more details.

**Matching Funds**

Matching funds may be cash or in-kind. They include any known sources of grants or gifts, any in-kind contributions, and any sources of revenue, such as collection fees. However, other grant
funding originating from the Missouri Department of Natural Resources, such as a Missouri Market Development Program Grant from the Environmental Improvement and Energy Resources Authority (EIERA) or a grant from another solid waste management district, may not be used as match.

The total of match funds provided must represent a minimum of 10 percent of requested amount. The percentage of requested funds and match funds is automatically calculated based on completion of the budget worksheet.

**Sample Budget**

![Sample Budget Table]

<table>
<thead>
<tr>
<th>Code</th>
<th>Budget Category</th>
<th>Notes</th>
<th>Requested Funds ($)</th>
<th>Match Funds ($)</th>
<th>Total Funds ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1PER</td>
<td>Program Manager</td>
<td>1. Employee 1 at $15.39 per hour at 40-hours per week. This does not include fringe or indirect.</td>
<td>$25,020</td>
<td>$7,000</td>
<td>$32,020</td>
</tr>
<tr>
<td>1PER</td>
<td>Project Supervisor</td>
<td>2. Employee 2 at $18.25 per hour for 191 hours toward project. See letter of match documentation in Supplemental Information Section for salary match</td>
<td>$0</td>
<td>$3,486</td>
<td>$3,486</td>
</tr>
<tr>
<td>2PRO</td>
<td>Social media</td>
<td>development</td>
<td>$240</td>
<td>$0</td>
<td>$240</td>
</tr>
<tr>
<td>2PRO</td>
<td>Website design</td>
<td></td>
<td>$1,875</td>
<td>$0</td>
<td>$1,875</td>
</tr>
<tr>
<td>3EQU</td>
<td>(2) two wheel dollies</td>
<td></td>
<td>$300</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td>3EQU</td>
<td>Misc. tools for repair</td>
<td></td>
<td>$1,000</td>
<td>$0</td>
<td>$1,000</td>
</tr>
<tr>
<td>3EQU</td>
<td>Shelving</td>
<td>See quote for shelving attached in Supplemental Information Section</td>
<td>$4,000</td>
<td>$0</td>
<td>$4,000</td>
</tr>
<tr>
<td>4SUP</td>
<td>Gaylord boxes</td>
<td></td>
<td>$500</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td>5TRA</td>
<td>Mileage</td>
<td>3,000 miles at $0.37 per mile for pick-up of materials</td>
<td>$1,100</td>
<td>$0</td>
<td>$1,100</td>
</tr>
</tbody>
</table>

**Total Budget**

- **Requested**: $34,035
- **Match**: $10,486
- **Total**: $44,521

**Percentage of Total**

- **76.45%**
- **23.55%**
- **100%**
3 Financial Information for Projects Requesting $50,000 or More

Additional Information

If you are requesting $50,000 or more in funding, you are required to provide additional information in this section.

7.1 For facilities and equipment grants, attach a preliminary project design, engineering plans and specifications. (You can provide the attachment to the Supporting Documents section at the end of the application.)

7.2 Please provide three years’ previous financial statements, audits or reports. (Note: We only need one copy for each year). For governmental entities, a bond rating is acceptable. An audited summary of assets and liabilities is acceptable. If a business has not been in operation for three years, individual income tax returns of the principal owner are acceptable.

Provide hard copies of the financial documents when you submit your signature page.

7.3 Provide contact information from three credit references or attach a letter of reference from a bank. This criterion is not required for government entities. (You can attach a letter of reference on the Supporting Documents section at the end of the application)

(3,500 characters or less)

7.4 Project Financing: Describe sources of financial support, both existing and planned, for the next three years.

(3,500 characters or less)

7.5 Trade Secrets. Any applicant may assert a claim of business confidentiality covering a part or all of that information by including a letter with the information to be protected from disclosure. (This can be done on the Supporting Documents section at the end of the application.)

The Mid-America Regional Council Solid Waste District (MARC SWMD) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC SWMD are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All content in this application is considered a public record and is subject to public release following decisions by MARC SWMD regarding the grant application. If an applicant has information that it considers proprietary, the applicant must identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the application. After a grant assistance agreement is executed or submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC SWMD will notify the applicant of the request for access, and it shall be the burden of the applicant to establish that those documents are exempt from disclosure under the law.
If your project is educational in nature or addresses waste reduction, please discuss your plan to maintain the project for two years following the grant period.

For all other projects, you will be required to complete a profit-loss table covering a three-year period. Please indicate anticipated project expenses and income on a yearly basis. Itemize expenses and income related to the project, including requested funds, cash match and in-kind match. Please use the ‘Notes’ area to explain your totals.

You may change the numbers that you entered, just click the ‘Update Totals’ button to revise table and save the changes.
FINANCIAL REPORTS/AUDITS

If you are requesting $50,000 or more, three years of financial reports or audits must be provided to the district. For governmental entities, a bond rating is acceptable. An audited summary of assets and liabilities is acceptable. If a business has not been in operation for three years, individual income tax returns of the principal owner are acceptable.

Your financial reports must be submitted in hard copy with your signature page and either hand delivered by August 24, 2020 by 5 p.m. or postmarked by August 24, 2020.
4 SUPPORTING DOCUMENTS

Use this section to upload documentation to support your grant application. If you experience problems uploading documents, please contact the district for assistance.

DOCUMENTS REQUIRED FROM ALL APPLICANTS

Each file is limited to a maximum size of 3 MB. We can only accept the following file types through this web page: PDF, JPG, Microsoft Word, and Microsoft Excel. Where multiple files are requested, please combine them into one PDF or one file type.

NOTE: Please do not use any special characters (colon, #, ?, %) in the file names of your supporting documents. Underscore and dash are OK.

8.1 Letter of support from local government. The application requires a letter of support from the local government representative such as Mayor, City Council, or County Commissioner.

8.2 Letter(s) of support from potential clients or users of proposed service:

8.3 Letter(s) of documentation for match funds:

8.4 Letter of support from feedstock and endmarkets (as indicated in section 3.3):

Letter of support from local government

Please attach a current letter of support from a local government representative from the jurisdiction in which the project will be located. A local government representative can include a county commissioner, mayor, solid waste district management council member or other government official. Additional letters of support may be included to provide evidence of community interest in and support for your project. Provide only those supporting letters that are directly relevant to your project.

Letter(s) of support from clients

Attach a current one-page letter from potential clients or organizations that will use the services of your project. Letters should include a statement indicating their willingness to work with the applicant and if applicable, the prices they will pay or charge for the materials.

Documentation of match funds

For salary match, a letter of commitment from the authorized official is required stating the organization’s commitment to provide staff salary with the specific dollar amount indicated. For other match, such as donations or in-kind services, documentation must be provided in the form
of a letter with the specific dollar amount provided and a signature from the organization providing the match.

**Letter of support from outside source/company that will process material**

If the project relies on an outside source or company(s) to process the materials recovered, please provide current letters of support acknowledging their involvement in the project specific to this application, their willingness to accept materials, and the fees paid or fees charged.

**APPLICATION-SPECIFIC DOCUMENTS**

9. Other Documents

Each file is limited to a maximum size of 3 MB. We can only accept the following file types through this web page: PDF, JPG, Microsoft Word, and Microsoft Excel. Where multiple files are requested, please combine them into one PDF or one file type.

**NOTE:** Please do not use any special characters (;/\%^& *) in the file names of your supporting documents. Underscore and dash are OK.

9.1 Maps, if applicable (as indicated in section 3.10):

Choose File  No file chosen

9.2 Resumes, please combine all resumes in one file (as indicated in section 3.11):

Choose File  No file chosen

9.3 Copies of permits, licenses or waivers (as indicated in section 3.13):

Choose File  No file chosen

9.4 Documentation for expenses over $3,000 (as indicated in section 6.4):

Choose File  No file chosen

9.5 Project design or specifications for projects requesting $50,000 or more (as indicated in section 7.1):

Choose File  No file chosen

9.6 Three credit references or bank letter of reference for projects requesting $50,000 or more (as indicated in section 7.3):

Choose File  No file chosen

9.7 Trade secrets, if applicable for projects requesting $50,000 or more (as indicated in section 7.5):

Choose File  No file chosen

**Maps, if applicable**

Please attach maps or diagrams, if applicable, to illustrate the placement of collection bins.
**Resumes**

Resumes should provide details for the key personnel associated with your project.

**Permit documents**

If applicable, provide copies of permit documents that pertain to your project.

**Documentation for expenses greater than $3,000**

Expenses and match funds for major activities or purchases greater than $3,000 must be supported by documentation showing how each cost estimate was determined. Please clearly identify the appropriate budget line item to the supporting documentation.

**Project design specifications**

If you are requesting more than $50,000 and your grant application includes a request for equipment or a facility (e.g., building, site improvements), please upload a preliminary project design, engineering plans and specifications.

**Credit references**

If you are requesting $50,000 or more, please provide three credit references or a bank letter of reference. Credit references are not required for government entities.

**Trade secrets**

All content in this application is considered to be a public record and is open to the public. Any applicant may assert a claim of business confidentiality covering a part or all of that information by including a letter with the information to be protected from disclosure. It is the burden of the applicant to establish that the documents are exempt from disclosure under the Missouri Open Records Act (Chapter 610, RSMo). See Section 7.5 for additional explanation.
5 SUBMITTING THE APPLICATION

As you move through the application, your submittal is automatically saved.

On the final page there is a ‘Submit’ button to send the application to the district. You do have to option to revise the application and resubmit up until the final application deadline.

If you decide you do not want to submit the application, you can delete the data from the ‘My Projects’ area of the Contact Information page by clicking the ‘Delete’ button.

A pop-up window will appear to confirm the deletion.

Once the application deadline has passed, you cannot add, modify or delete any part of the application through the online system.

Before submitting your application, please review the application checklist located on the 2021 district application home page to verify that you have completed all the required components.
**SUMMARY PAGE**

A complete summary page of your application is available for you to print or save for your records. You can find the summary page in the ‘My Projects’ area of the Contact Information page. You can access the summary page by clicking the ‘Summary’ hyperlink.

The Summary page can be printed to a printer on your network using the print dialog (CTRL-P for Windows, Command P for Mac) within your browser.

Alternatively, the Summary can be made into a PDF from the same print dialog (CTRL-P for Windows, Command P for Mac) within the browser by choosing ‘Adobe PDF’ from the list of available printers.

**SIGNATURE PAGE**

In order for the district to accept your application, you must print and sign the signature page. You can find the signature page in the ‘My Projects’ area of the Contact Information page. You can access the signature page by clicking the ‘Print and sign’ hyperlink.

The signature page can be printed to a printer on your network using the print dialog (CTRL-P for Windows, Command P for Mac) within your browser.
The signed copy of the signature page must be hand delivered to the MARC offices by 5:00 pm, Monday, August 24 or must be postmarked by Monday, April 24. Your application will not be considered if you do not sign and/or deliver/postmark the signature page by the stated deadline. There will be no exceptions to this requirement.

**Creating an Additional Project Application**

You may submit more than one grant application from your user account. Click the ‘Add Project’ button from the ‘My projects’ area of the Contact Information page.

You must complete a full application for each additional project, including separate supporting documents, and submit a signature page for the each subsequent application to be considered for award.

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