

**NYSDEC Division of Materials Management
Bureau of Permitting and Planning**

**Municipal Waste Reduction & Recycling
Coordination/Education Pre-Application**

This form entitles the applicant to be considered for a waste reduction/recycling grant administered by the NYSDEC. It is NOT a full application. Upon notice from NYSDEC the applicant will be required to complete a full application.

Step1 Provide some identifying information:

Applicant	DEC Region
	County
Check Applicant type(s):	
County	City
Local Public Authority	Town
School District	Village
	Local Public Benefit Corporation
Other District	Native American tribe or nation (in NYS)

Project Name or Description:	
Project Manager: (name & title of Municipal Employee who can provide project information)	
Address:	Phone:
	E-mail:
Project category: (check all that apply)	
Recycling Coordinator	Waste Reduction
Recycling Education	Composting
Total project cost \$	State Share Request (50% of total) \$
<i>Note: Do NOT fill-in the green fields. They will calculate the correct values automatically.</i>	
Do you currently have a Recycling Coordinator ?	YES NO
If yes, please include the person's name and official title in your scope of work.	

Step 2. Provide a brief SCOPE OF WORK for your project. (one paragraph)

Municipal Waste Reduction & Recycling Coordination/Education Pre-Application (continued)
Step 3. Describe what will be ACCOMPLISHED with this grant (one paragraph).

Step 4. Provide a BUDGET.

You may fill in the form below or submit a separate attachment for your budget.

Period Covered by this Grant Request _____ **to** _____
Personal Services/Recycling Coordinator Salary
 Percentage of person's time dedicated to recycling _____ %

Description of expense	Year 1	Year 2	Year 3	Total
Recycling Coordinator Salary				
Fringe Benefits at _____ %				

Subtotal Coordinator Expenses - \$

Public Education/Promotion/Outreach Expenses

Description of expense	Year 1	Year 2	Year 3	Total

Attach an additional chart, if necessary

Subtotal Educational Expenses - \$

Total Expenses - \$

State Aid Requested (50% of Total Expenses) - \$

Municipal Waste Reduction & Recycling Coordination/Education Pre-Application (continued)

Step 5: Carefully read the following information.

1. Completing a "Pre-Application" is NOT a guarantee of funding.
2. The project manager will be notified when funding becomes available for the project. At that time, a full final application must be completed in order to receive funding.
3. Failure to submit the final application with all required information will result in the project being disapproved and removed from the waiting list.
4. Upon approval by the DEC of a final application, a municipality must enter into a contract with the NYSDEC to obtain funding.
5. Applicants must incur all expenses and request State reimbursement at a 50% rate. Proof of payment is necessary to receive State reimbursement.
6. If this file is being e-mailed to DEC, it will only be considered received if a confirmation reply is received by the applicant.

Check this box if you understand the terms listed above.
Pre-applications cannot be accepted unless the box is checked.
Call 518-402-8678 if you do not understand these items.

Step 6: Submit this entire form:

E-mail the completed form to planning@gw.dec.state.ny.us

If you do not receive a reply confirmation, the pre-application will not be considered received. Please re-send by regular mail.

OR Print this entire document and send by US Mail to:

NYS Dept. of Environmental Conservation
Division of Materials Management
Bureau of Permitting and Planning
Planning and Municipal Assistance Section
625 Broadway
Albany, NY 12233-7260

Municipal Waste Reduction and Recycling Program Pre-Application Frequently Asked Questions

What will this program fund?

Personal services (salary/fringe benefits of a Recycling Coordinator); direct costs for waste reduction or recycling public education/promotion/outreach; and specific consultant services, that cannot be carried out by the Coordinator. Purchases of dedicated recycling or composting facilities and equipment are also eligible.

Call 518-402-8678 for the CAPITAL PROJECTS application. This program will reimburse the grantee for up to 50% of the eligible costs of the project.

Who is eligible to apply?

Counties, cities, towns, villages, local public authorities or local public benefit corporations (as established by State law), school districts, supervisory districts, Native American tribes or nations residing in New York State, or any combination of the above. Private sector companies, not-for-profit corporations or State agencies are **not** eligible for this program.

What is the status of funding for the program?

Funding is appropriated in the annual State budget. DEC maintains a waiting list of projects in anticipation of monies becoming available in future budgets. Please call 518-402-8678 for a more precise funding status.

How can my community apply?

Applicants need only complete a "Pre-application" and submit the required information, as outlined on the "Pre-application." This will insert your project on the waiting list until funding becomes available.