

GRANT GUIDANCE

Request for Proposal Announcement

The United States Environmental Protection Agency (U.S. EPA) and Battelle, a non-profit research organization, are seeking applications for a small grant competition that enhances the capacity of remote Arctic communities to manage solid waste. Subaward grantees will be responsible for developing and implementing a small-scale project that results in measurable improvements to solid waste management in their community.

Award Information

Award Amount	50,000 to 75,000 USD	Period of Performance	1/20/2025 – 10/19/2026
Type of Application	Competitive	Number of Awardees	Up to 4

Timeline

Proposal Due Date: November 7, 2024	Award Notification: December 16, 2024
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Eligible Projects

Specific project ideas are left up to applicants. Projects may include:

- Infrastructure improvement
- Planning, inventory, assessment, and purchase of supplies and equipment
- Clean up of contaminated sites
- Improvements to collection, transport, or management of sanitary landfills
- Recycling program initiation or improvements
- Inter-governmental partnership building
- Increasing community awareness on local solid waste management practices
- Other projects related to solid waste management in small, remote, Arctic communities

Projects that present a solution that can be scaled up, replicated elsewhere, or have a circumpolar aspect are preferred. For-profit institutions are ineligible to receive a subaward grant.

Expectations and Deliverables

U.S. EPA and Battelle anticipate that a successful project will involve the following tasks and deliverables.

1. **Virtual kickoff meeting.** Attend a virtual kickoff meeting held by U.S. EPA and Battelle (via Teams or Zoom).
2. **Create a final workplan, measurement plan, and budget.** As part of the proposal process, applicants will be asked to draft a workplan, measurement plan, and budget (see Application Requirements below). If the applicant is selected as a subaward grantee, the workplan, measurement plan, and budget will be revised as needed, and resubmitted as a final version. These materials will be reviewed and approved by U.S. EPA and Battelle before work begins.
3. **Implement the Project.** Perform actions as described in the workplan.
4. **Seek assistance when needed.** U.S. EPA and Battelle look forward to seeing subaward grantees' projects succeed. As such, subaward grantees should alert U.S. EPA and Battelle to any risks or obstacles that may impact project completion.
5. **Participate in three meetings with U.S. EPA and Battelle staff.** All subaward grantees will attend three grantee meetings to provide project updates, discuss challenges encountered, share successes, and seek assistance, if needed.
6. **Attend a workshop with other subaward grantees.** U.S. EPA will conduct a workshop in the Arctic for subaward grantees. Representatives for the project should plan to attend. Please include travel costs to the workshop in your budget proposal, assuming the workshop will be 2.5 days and held in Yellowknife, Canada. (The final workshop location and schedule is yet to be decided and the estimate provided is not a commitment to a location.) Participants should be prepared to provide updates on their project and actively participate in the workshop. In preparation for the workshop, please include time to make logistical arrangements, prepare materials to share at the workshop, and complete any follow-up items after the workshop.
7. **Mid-Point Report.** This report will formally document the status of project implementation at the mid-point of the period of performance, as determined by U.S. EPA and Battelle's approval of the workplan

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and budget. This report will contain accomplishments, challenges, and mitigation plans, in addition to providing general updates on the project. An outline for the mid-point report will be provided for subaward grantees. All written deliverables should be in English.

8. **Final Report.** Similar to the mid-point report, subaward grantees will describe cumulative accomplishments and challenges encountered during the implementation phase. Additionally, subaward grantees will describe how they performed against the metrics defined in the measurement plan. Lastly, subaward grantees will describe how the project impacted solid waste management in the community, and as relevant, how the project aims to continue moving forward. The final report should include photos and/or videos that show project successes. An outline for the final report will be provided to subaward grantees. Any changes requested by U.S. EPA and Battelle on the mid-point report should be incorporated into the final report.
9. **Contribute materials and input for development of a challenges and successes summary report and 1-year post implementation evaluation interview.** U.S. EPA and Battelle will develop documents based on the subaward grantee projects. The intention of these documents is to share successes and challenges with others in the circumpolar region to build a community of practice for solid waste management in the Arctic. Project representatives are expected to participate in activities related to the post implementation 1-year evaluation, which will include monitoring and reporting on any impacts of the project in the time between ending implementation and evaluation (the monitoring phase). The evaluation may include participating in an interview, providing before and after photos of the project, or providing materials from the implementation period and monitoring phase. Documentation of any activities during the monitoring phase is encouraged for inclusion in the evaluation. Materials and documentation may include: manuals, guides, types and quantity of materials inventoried, staged, and/or backhauled, as applicable. Subaward grantees should also provide an update on how the project has performed at the 1-year mark against the metrics defined in the measurement plan. As part of your budget, please allocate funds to participate in these activities.

Timeline

The period of performance for the subaward is 21 months. The bulk of activity will take place during the project implementation period in the first 10 months, with the final report being delivered in month 10. Approximately one year after the project implementation period ends, subaward grantees are required to participate in an evaluation interview and provide materials and documentation, as applicable.

Milestone	Month											% of Funds (Sample)*	
	1	2	3	4	5	6	7	8	9	10	21		
Kickoff meeting													5%
Final workplan activities (including outcomes, milestones, and measurements of successes and challenges) and start up purchases													15%
Project Planning (agreements, partner meetings, education, etc.)													N/A
Implementation													N/A
Grantee meetings													N/A
Mid-point report													20%
Workshop													5%
Final report													50%
Monitoring phase													N/A
Evaluation													5%

*If the applicant would prefer an invoice plan different from that proposed in the table above, please include your preferred invoice plan and justification in your proposal.

Application Requirements

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As part of your application, please include the following:

- 1) **Workplan** – Describes the solid waste management need, your solution’s objectives, and how your solution will benefit your community, town, or region. Your plan should specify the steps you will take, how, and by whom they will be executed. Additionally, please describe how the project will transition to a monitoring phase following implementation. If your project could be scaled up, replicated elsewhere in the Arctic, or has a circumpolar component, please speak to that in your workplan.
- 2) **Measurement plan** – Describes how you intend to document what your project has achieved.
 - Provide 2-5 metrics by which the success of your project can be measured. Additionally, please note how you plan to track performance against the metrics during the monitoring phase. These metrics should be a mix of yes/no indicators and quantitative indicators. Include at least one monitoring indicator for use during your project’s monitoring phase.
 - Examples:
 - Yes/no: New burn unit purchased
 - Yes/no: All-terrain vehicle (ATV) or snowmobile repairs completed
 - Yes/no: Community clean-up day held
 - Quantitative: Number of landfill operators trained
 - Quantitative: Pounds of waste removed from illegal dumpsites in community
 - Quantitative: Percentage of community households that received a recycling bin
 - Quantitative: Number of ‘no dumping’ signs placed
- 3) **Budget** – Please provide a breakdown of how the money requested will be spent. Be sure to include costs for travel to the workshop and to participate in the 1-year post-implementation evaluation interview.
 - a. Up to two awards will be made for 75,000 USD and two awards for 50,000 USD.

If your proposal is selected for award, you will use these three elements to draft the second deliverable, *Final workplan, measurement plan, and budget*.

Award Information and Notice

Review and Selection Process. Proposals will be evaluated against evaluation criteria. Each eligible proposal will be scored by a review panel. Proposals will be ranked according to numerical score and review panel recommendations.

Notification to successful applicants will be made via e-mail. The notification will advise that the proposed project has been recommended for funding. The notification is not an authorization to begin performance. Negotiations may take place to revise scope, budget, and milestone payments, if needed. Unsuccessful applicants will receive notification of results via e-mail.

Proposal Assistance and Communication. Battelle and U.S. EPA cannot meet with individual applicants to discuss proposed projects or provide informal comments on draft proposals. Applicants are responsible for the contents of their proposal(s). Battelle and U.S. EPA can answer clarifying questions about this opportunity. Relevant questions and answers regarding this opportunity may be shared with all applicants.

Evaluation Criteria

Proposals will undergo a two-step evaluation process. Only proposals that meet the completeness criteria will move on to the second step.

1. **Completeness** - Proposal includes a workplan, measurement plan, and budget that conform to the application requirements. (Pass/Fail)
2. **Scored Criteria**

Importance	Points	Requirement to be Evaluated	Evaluation Parameters
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Arctic Solid Waste Management Small Grant Competition for Small and Remote Communities

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1	300	Impact – How much impact is the projected project likely to have? Projects with larger impact to a small remote population are preferred.	Measurement plan that includes 2-5 metrics to evaluate project success and impact.
2	250	Need – What is the scale and severity of the solid waste management issue? Describe the need in the community or region for effective solid waste management solutions.	Workplan contains a description of why the project is being proposed and what need the project aims to address.
3	250	Feasibility – Is completion of the project feasible as a standalone project with the time and budget allotted, without on-going funding being provided?	Is the project feasible with the time and budget allotted? Could it be made more feasible with revision?
4	100	Budget	Under this criterion, applicants will be evaluated based on the extent and quality to which: <ul style="list-style-type: none"> a) The proposed budget provides a detailed breakout by funding type in the proper budget category for each activity the applicant is requesting funding. b) Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes; and c) The applicant’s approach, procedures, and controls will ensure that awarded grant funds will be expended in a timely and efficient manner.
5	100	Replicability – could the project be replicated in other Arctic communities/regions?	Proposal speaks to replicability of the project.

Application Submission & Program Contacts

If you plan to submit a proposal, please contact Meredith Fritz at fritz@battelle.org.

Questions about this opportunity are welcome. If you have questions, please contact, Meredith Fritz at fritz@battelle.org.

Relevant questions and answers regarding this opportunity may be shared with all applicants.

Application materials must be sent to fritz@battelle.org by **November 7, 2024 at 5:00 PM, Eastern Daylight Time.**