

Sample Business Proposals



EPA Federal Government Grant Proposal #2

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APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application Construction Pre-application Construction		2. DATE SUBMITTED	Applicant Identifier
Non-Construction Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
Legal Name: Arizona Department of Environmental Protection		Organizational Unit: Waste Programs	
Address (give city, county, state, and zip code): 2030 North Washington Avenue Phoenix, AZ 85007 Sheraton County		Name and telephone number of the person to be contacted on matters involving this application (give area code) John Smith, (602) 000-0000	
6. EMPLOYER IDENTIFICATION NUMBER (EIN):		7. TYPE OF APPLICANT: (enter appropriate letter in box)	
1	2	3	4
5	6	7	8
9			
8. TYPE OF APPLICATION: New Continuation Revision		A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Inter-municipal M. Profit Organization G. Special District N. Other (Specify):	
If Revision, enter appropriate letter(s) A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): Revised Application		9. NAME OF FEDERAL AGENCY: U.S. E.P.A.– Pollution Prevention	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Pollution Prevention Grant	
TITLE: Pollution Prevention			
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Statewide			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date 00/00/0000	Ending Date 00/00/0000	a. Applicant 02	b. Project 1,2,3,4,5,6
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372	
a. Federal	\$85,000 .00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE	
b. Applicant	\$.00		
c. State	\$85,000 .00	b. NO. PROGRAM IS NOT COVERED BY E.O. 12372	

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Project

Arizona Department of Environmental Protection
2030 North Washington Avenue
Phoenix, AZ 85007
Sheraton County

(PH) 602-000-0000
(FX) 602-000-0001

Pollution Prevention Grant

Prepared for: U.S. E.P.A.– Pollution Prevention

Prepared by: John Smith
Director

Description

The Arizona Department of Environmental Protection desires to create an Arizona Green Business Program, as part of a collaborative effort to help business and government operations come into full compliance with current environmental regulations, make progress toward preventing pollution, and conserve vital resources.



Budget Information

BUDGET INFORMATION – Non Construction Programs

Section A – BUDGET SUMMARY

Estimated Unobligated Funds New Or Revised

Budget

Grant Program Function Or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Federal (c)	Non- Federal (d)	Federal (e)	Non- Federal (f)	Total (g)
1. FY 00	66.708			\$85,000		\$85,000
2. FY00					\$85,000	\$85,000
3.						
4.						
5. Totals				\$85,000	\$85,000	\$170,000

SECTION B – BUDGET CATEGORIES

GRANT PROGRAM, FUNCTION OR ACTIVITY

6. Object Class Categories	FY 00 Federal			FY00 State Match		Total
a. Personnel	\$39,000			\$44,573		\$83,573
b. Fringe Benefits	\$9,297			\$10,698		\$19,995
c. Travel	\$2,300					\$2,300
d. Equipment						
e. Supplies	\$1,680					\$1,680
f. Contractual	\$4,000					\$4,000
g. Construction						
h. Other						
i. Total Direct Charges (sum 6a+6h)	\$56,277			\$55,271		\$111,548
j. Indirect Charges	\$23,987			\$27,607		\$51,589
k. Totals (sum of 6i and 6j)	\$80,264			\$82,873		\$163,147
7. Program Income						

Standard Form 424A (4-88)

Prescribed by OMB Circular A-102

Project Budget

Arizona Pollution Prevention Grant Cooperative Agreement

Third Year (00/00/0000 thru 00/00/0000)

	FY 00 New	FY00 State Match	Total
Personnel Costs	\$38,736	\$44,573	\$83,309
Fringe Benefits: Fringe Benefits are computed at 24% for Federal Funds and 24% for State Match Funds for the DEP	\$9,297	\$10,698	\$19,999
Travel: Out of State (see separate travel list)	\$1,400		\$1,400
In-State: In-State travel cost based on State authorized mileage and per diem rates	\$900		\$900
Equipment			
Supplies	\$1,680		\$1,680
Other: Training – Travel and Registration Fees			
Contractual (see separate Contractual List)			
Indirect	\$23,987	\$27,602	\$51,589
Total	\$80,000	\$82,873	\$158,877

Federal Grant Personnel

BUDGET CATEGORIES INFORMATION (FROM SF-424, SECTION B TOTALS)

ARIZONA POLLUTION PREVENTION GRANT

Federal Grant Personnel (FY 0000)

Include and Indicate Vacant Positions

Position Title 1		Section 2	Annual Salary 3	Work Years (decimal) 4	Personnel Costs 5
Environmental Health Specialist II			\$33,090	0.68	\$22,501
Environmental Health Specialist II			\$30,949	0.50	\$15,475

Personnel Category Totals	1.18	\$37,975
Additional Personnel Costs – Pay Raise		\$ 760
Fringe Benefits Total: 0.2400		\$ 9,297
Indirect Totals 0.4994		\$23,987
Grand Total Personnel Costs		\$72,020

Federal Out-of-State Travel

BUDGET CATEGORIES INFORMATION (FROM SF-424A, SECTION B TOTALS)

ARIZONA POLLUTION PREVENTION GRANT

Federal Out-of- State Travel (FY 0000)

Destination	Purpose	Section	Price	Number of Trips	Number Of People	Cost
Kansas City, KS	Pollution Seminar		\$700	1	1	\$700
TBD	Pollution Seminar		\$700	1	1	\$700
Exact locations are to be determined.						
Total Out of State Travel				2	2	\$1400

Federal In-State Travel

BUDGET CATEGORIES INFORMATION (FROM SF-424A, SECTION B, TOTALS)

ARIZONA POLLUTION PREVENTION GRANTS

Federal In-State Travel (FY 0000)

In-State Travel	Purpose	Section	Number of People	Cost
Day Trip-Per Diem	Training		1	\$220
Overnight Per Diem	Training		1	\$120
Overnight Lodging	Training		1	\$280
Motor Pool Charges	Training		2	\$280
Total In-State Travel				

Federal Supplies

BUDGET CATEGORIES INFORMATION (FROM SF-424A, SECTION B, TOTALS)

ARIZONA POLLUTION PREVENTION GRANT

Federal Supplies (FY 0000)

Supply Item(s) 1	Section 2	Unit Price 3	Quantity 4	Cost 5
Office Supplies: Labels, name tags, paper, toner, folders, binders		\$230		\$230
Printing of Fact Sheets & Reports		\$400		\$400
Workshop Supplies		\$200		\$200
Workshop Facilities		\$350		\$350
Registration Fees for Training		\$250		\$250
Registration Fees for Out of State Meetings		\$250		\$250
Total Supplies				\$1,680

Federal Contractual

BUDGET CATEGORIES INFORMATION (FROM SF-424A, SECTION B, TOTALS)

ARIZONA POLLUTION PREVENTION GRANT

FEDERAL CONTRACTUAL (FY 0000)

Contract / Purpose		Section	Unit Cost	Cost
Pollution Prevention Showcase				\$4000
Total Contractual				\$4000

STATE MATCH GRANT PERSONNEL

BUDGET CATEGORIES (FROM SF-424A, SECTION B, TOTALS)

ARIZONA POLLUTION PREVENTION GRANT

State Match Grant Personnel (FY 0000)

(Include and Indicate Vacant Positions)	Section	Annual Salary	Work Years	Personnel Costs
Position Title				
Environmental Program Specialist		\$45,976	0.20	\$9,198
Environmental Program Specialist II		\$31,875	0.20	\$6,375
Environmental Health Specialists		\$48,447	0.20	\$9,689
Environmental Health Engineer		\$35,866	0.20	\$7,173
Environmental Engineer		\$54,212	0.20	\$10,842
Personnel Totals			1.00	\$43,275

Additional Personnel Costs – Pay Raise	\$1,298
Fringe Benefits	\$10,696
Indirect Total	\$27,602
Grand Total Personnel Costs	\$82,873

Background

The Arizona Department of Environmental Protection desires to create an Arizona Green Business Program, as part of a collaborative effort to help business and government operations come into full compliance with current environmental regulations, make progress toward preventing pollution, and conserve vital resources.

Through this program, a “green establishment” can receive a logo to display on its premises for the public. It can also use the logo in advertising. The logo is intended to help consumers identify environmentally responsible facilities in both business and government. The program organizers want to use the public’s awareness of environmental issues to help foster – through consumer buying power—additional business advocates.

Abstract

The Arizona Department of Environmental Protection seeks to create the Arizona Green Business Program as a collaborative effort to help business and government operations come into full compliance with environmental regulations, become active in preventing pollution and conserving resources. Through this program, a green business will receive a logo which they can display on their premises or advertise across multiple media. For example companies can use the logo in their advertisement campaigns. By using this logo consumers are alerted to the establishment's commitment to the environment. This strategy was selected based on the perception that the public has become fully aware of the environmental movement and will "buy" with businesses that demonstrate the commitment to become "green".



S A M P L E

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