

# 2010 Lead by Example Incentive Fund Program Application Form

Applications should not exceed 4 pages and must be submitted electronically to:  
[Benjamin.Knudson@co.hennepin.mn.us](mailto:Benjamin.Knudson@co.hennepin.mn.us)

## Required Applicant Information:

Project Title:	Date:
County Department:	
Contact Name:	Title:
Phone:	E-Mail:
Mail Code:	

Grant Request: \_\_\_\_\_ Matching Funds: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

**Department Director Approval:** The approval of the completed application by the applicant department's director is required prior to submitting the application.

Dept. Director:

Date approval was secured:

## **1. Project Description:**

Please provide a brief project description (200 words or less)

## **2. Current department practices:**

Please provide any relevant background information about how your department is currently meeting its needs and what practices, products or services will be evaluated for change.

## **3. Proposed Project Goals, Work Plan, and Timeline:**

Please describe the **main tasks** that your department will take to plan and implement the project and evaluate the products or services for environmental attributes and potential reduction of waste, and the **estimated timeline for each task** through project completion.

Research/planning:

Implementation:

Evaluation:

Final reporting:

**4. Project Budget:**

**Provide a detailed budget.** Please provide budget information and current expenses relevant to your department's current practice and the estimated costs for the proposed Lead by Example project. If the project cost is over \$10,000, you must identify the nature and source of matching funds (see Guidelines for more information on eligible and ineligible expenses).

<u>Costs associated with current practice</u>	<u>Costs to implement new practice</u>
Total \$	Total \$

**5. Environmental Benefits:**

Please describe the annual environmental benefits of this project. Please provide as many quantitative measures as possible (examples: project will save 40 reams of paper a year, reduction in the use of 5 gallons of hazardous solvent, 6 tons of organic material will be composted). Projects must have a component of solid or hazardous waste reduction to be funded. Additional environmental benefits (energy conservation, water conservation, etc) should also be included and will be considered in the evaluation if the project has a main component of solid or hazardous waste reduction. Please review the "Outcomes" section in the Guidelines for additional information.

**6. Measuring and Evaluating Results**

Please describe how you will measure and evaluate the success of your project. Please provide a measurement strategy for each goal listed in Item 3, Proposed Project Goals, Work Plan and Timeline.

**7. Sharing the Project**

Please describe how you will share the results of your project, either with other Hennepin County departments or with similar departments in other public entities.

**8. Sustaining the Project**

After the project is completed, please describe how your department will sustain the project without additional funding from Environmental Services.