Wisconsin Department of Agriculture, Trade and Consumer Protection

Division of Agricultural Resource Management

Bureau of Agrichemical Management

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**DATCP USE**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_

ARM-ACM-400 (Rev. 3/22)



**2025 Wisconsin Clean Sweep Grant Solicitation Request   
Agricultural and Household Hazardous Waste Collections**

**(Wis. Stat § 93.57 and Wis. Admin Code ch. ATCP 34)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section A: Applicant Contact Information (Grant Coordinator)** | | | | | | | | | | |
| Name/Title: | | | | | | | | | | |
| Agency, Unit of Government or Tribe: | | | | | | | | | | |
| Address, City and Zip: | | | | | | | | | | |
| Phone Number: | | | | | | Email: | | | | |
| **Multiple municipality/tribal applications:**   * Identify partners and each contact, adding additional sheets if necessary. * ***These partnerships must be supported by a formal resolution, memorandum of agreement (MOA) or something similar. Include a copy of the resolution, MOA or partnership agreement.*** * If you provide county-wide coverage, no need to list each city or town within the coverage area. | | | | | | | | | | |
| **Municipality or Tribe** | **Contact Name** | | | | | **Municipality or Tribe** | | | **Contact Name** | |
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| **Section B: Grant Request Summary and Estimated Match**   1. Mark type of clean sweep. 2. Mark *permanent* (waste collected at least 6 months and includes permanent infrastructure) *continuous* (4 or more collection days) or *temporary* (1 to 3 collection days). 3. Grant Requests: **See instructions for multi-municipal grants found in grant announcement.** For single applicants, maximum amounts:  * Ag Permanent = $11,000; Ag Continuous = $10,000; Ag Temporary = $8,000 * HHW Permanent = $25,000; HHW Continuous = $22,000; HHW Temporary = $20,000 * Write in lesser values if desired.  1. **Required 25% match:** Calculate using formula [(Grant Request / .75) – Grant Request] | | | | | | | | | | |
| **Clean Sweep Type** | | **Continuous or Temporary** | | | | **Grant Request** | | **Required Match  ((Grant/.75) – Grant)** | | |
| Ag Clean Sweep (only counties are eligible) | | Permanent  Continuous  Temporary | | | |  | |  | | |
| HHW Clean Sweep | | Permanent  Continuous  Temporary | | | |  | |  | | |
| Are you willing to accept an amount less than your request?  YES  NO | | | | | | | | | | |
| **Section C: Waste Management: Waste Contractor Information** | | | | | | | | | | |
| **Temporary Collections:** You must use the state hazardous waste contractor, Veolia Environmental Services. The contract and pricing schedule is available on Vendornet: <https://vendornet.wi.gov/Contract.aspx?Id=d28e211e-8ae4-e911-8116-0050568c7f0f>.  **Continuous and Permanent Collections:** List name of waste contractor or indicate if you will bid or release an RFP for these services: *insert text*  *If you are not using the state contractor, supply the contract cover sheet of your chosen contractor or the declaration or announcement of your request for proposal (RFP) with your application.* | | | | | | | | | | |
| **Section D: Collection Sites and Dates: Complete the table for each collection site you intend to use.** For example, county garage, town shop, landfill, fair grounds, high school parking lot. Then indicate if the site will be used in spring, fall or on a continuous basis. Add another sheet if necessary. | | | | | | | | | | |
| **List proposed collection site(s)** | | | | | **Proposed Collection Dates Spring (Jan.-June); Fall (July – Dec.) or Permanent and Continuous (indicate a range of months)** | | | | | |
|  | | | | | Spring  Fall  Continuous insert time frame  Permanent insert time frame | | | | | |
|  | | | | | Spring  Fall  Continuous insert time frame  Permanent insert time frame | | | | | |
|  | | | | | Spring  Fall  Continuous insert time frame  Permanent insert time frame | | | | | |
|  | | | | | Spring  Fall  Continuous insert time frame  Permanent insert time frame | | | | | |
|  | | | | | Spring  Fall  Continuous insert time frame  Permanent insert time frame | | | | | |
| **Section E: Previous grant funding:** Our goal is to identify first time applicants or underserved areas. | | | | | | | | | | |
| Is this the first time applying for an Ag Grant?   Yes  No  If no, when did you last receive an Ag Grant?       (year) | | | | Is this the first time applying for an HHW Grant?   Yes No  If no, when did you last receive an HHW Grant?        (year) | | | | | | |
| **Section F: Waste Reduction Efforts to Limit Waste** | | | | | | | | | | |
| Will you address waste reduction, reuse or recycling with clean sweep participants?  Yes  No If yes, briefly describe those efforts. Some examples are workshops, brochures, product exchange program for usable items, Facebook or Pinterest or website to share ideas. Attach examples or provide links to webpages, etc. First time applicants, describe plans if you marked yes. | | | | | | | | | | |
| **Section G: Clean Sweep Collection Budget Estimate and Match Calculation** The section is to work out a budget and determine if the project will meet the required match. Cost categories are suggestions, adjust as needed. | | | | | | | | | | |
| **Cost Categories** | | | **Ag Grant** | | | | **HHW Grant** | | | |
| **Column 1 Reimbursable Expense** | **Column 2 Cash or  In-kind Match** | | | **Column 3 Reimbursable Expense** | | | **Column 4 Cash or  In-kind Match** |
| Waste Contractor Disposal estimate | | |  |  | | |  | | |  |
| Staff salaries estimate | | |  |  | | |  | | |  |
| Printing, mailing, signs | | |  |  | | |  | | |  |
| Building rental | | | **Match Only** |  | | | **Match Only** | | |  |
| Supplies | | |  |  | | |  | | |  |
| Volunteers ($10/hr.) per volunteer | | | **Match Only** |  | | | **Match Only** | | |  |
| Other | | |  |  | | |  | | |  |
| **Subtotals** | | | $ | $ | | | $ | | | $ |
| **Total estimated project costs**  (Ag=Column 1 + 2; HHW= 3 + 4) | | | $ | | | | $ | | | |
| **Calculate Match:** Calculate 25% match of *estimated total project costs*. (Total Project Cost x .25 = Match) **If the match amount calculated is less than required match in Section B on page 1**, you will need to increase your match to qualify for your grant request. If your calculated match is greater than Section B, you have met the requirement. | | | | | | | | | | |
| **Calculated Match** | | | **Ag: $** | | | | **HHW: $** | | | |
| **Verify that your calculated match above equals or exceeds the required match on page 1.**  Yes  No (adjust budget) | | | | | | | | | | |
| **I understand that documentation (e.g. itemized invoices, receipts) must be provided with my 2025 final report for all expenses, except staff salaries.** | | | | | | | | | | |
| **Section H: Describe your local support.** For example: resolutions from your local government, monetary support, business donations, community or governmental volunteers, survey results. (Add sheets or expand block if necessary.) **Attach examples or documentation.** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Section I: Outreach/Public Information.** Describe how you will advertise the clean sweep to your service area. (Examples include press releases, newspaper advertisements, presentations, social media, brochure distribution or targeting an ethnic or underserved group.) **Note if you plan on anything new for 2025** or if you had success with an activity or method with a previous Clean Sweep. (Add sheets or expand block if needed.) **Attach examples**. First time applicants, describe plans. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Section J: Expanded Services.** Will your event add new services, expand your collection area or add collection events for 2025? | | | | | | | | | | |
| YES (If yes, briefly describe.) NO  First time applicant, does not apply. | | | | | | | | | | |
| **Section K: Website.** List the website address where you intend to post information about your clean sweep. If a specific webpage isn’t yet available, provide the main web address where the public is likely to find information or a link to the Clean Sweep event. | | | | | | | | | | |
| **Web address:** Click here to enter text. | | | | | | | | | | |
| **Section L: Satellite Collections.** Will you host any satellite collections in 2025? A “satellite collections” is any collection of hazardous waste within the county the participant serves, but separate from the mail collection headquarters. | | | | | | | | | | |
| YES (If yes, how many?) NO | | | | | | | | | | |

**Reminders:**

For partnerships/multi-government collections, did you include a copy of your resolution, memorandum of understanding/agreement or partnership agreement?

Did you verify that your planned budget meets or exceeds the required match?

Have you attached examples and documentation of Waste Reduction Efforts, Local Support, and Outreach/Public Information?

Email completed form to Clean Sweep, [DATCPcswp@wisconsin.gov](mailto:DATCPcswp@wisconsin.gov) by **11:59 p.m., Friday, May 24, 2024.** You will receive an automatic reply email once your application is received. You may alsopostmark it by that time or complete the application online through the Clean Sweep SharePoint site. If you mail your application and supporting materials, send to DATCP Clean Sweep, ARM Division – 2nd Floor, PO Box 8911 Madison WI 53708-8911. If you have any questions while completing the application, please contact [DATCPcswp@wisconsin.gov](mailto:DATCPcswp@wisconsin.gov), (608) 224-4545, or (608) 292-0615.

Personal information you provide may be used for purposes other than that for which it was originally collected *[s. 15.04(1) (m), Wis. Stats.]*.

*Completion of this form is necessary to obtain a license [ss. 15.04(1)(m) and Wis. Admin. Code ch. Adm 34.06].*