

INSTRUCTIONS FOR APPLICANTS:

This template is provided as a guide and checklist for preparing your application. Applicants must prepare and submit a separate proposal document that includes all required sections listed below, in accordance with the RFP.

Do not simply fill in this template — your submission must be a complete, standalone proposal.

Mattress Recycling Council 2026 Illegal Dumping Pilot Project Applicant Information

Organization Name:	
Contact Person & Title:	
Phone / Email:	
Date:	

1. Executive Summary (1–2 pages max)

- **Qualifications & Experience:** Briefly describe your organization’s relevant experience.
- **Project Team:** List key staff (project manager, technical/functional leads, consultants).
- **Project Overview:** Describe your proposed project:

2. Team Qualifications

- List staff and consultants, their role in the project and key experience.

3. Project Plan

- **Approach & Methods:** Describe the proposed project in detail. How will you reduce/prevent illegal dumping?
- **Expected Impact:** Estimate mattresses diverted and awareness/enforcement improvement.
- Provide a detailed description of tasks, milestones, responsible parties, and timeline for implementation. Include a structured table that clearly lays out the work plan.

4. Funding Request

- Funding Request: total requested amount (\$)
- Matching Funds (optional): total matching funds (\$)
- Total Project Cost

5. Compensation Table

- Applicants must provide a table that clearly links tasks/milestones to their associated costs. The table should include, at a minimum:
 - Task or milestone description
 - Responsible staff/organization
 - Estimated completion date
 - Cost for each task/milestone
 - Total project cost

6. Applicant Experience

- Describe your organization's experience with illegal dumping mitigation, enforcement, education and outreach, research, or similar projects.

7. Environmental Justice / Community Impact

- Explain whether your project is located in or directly benefits an Environmental Justice (EJ), rural, or underserved community. Highlight any additional community benefits.

8. Final Reporting and Measurement

- Explain how you will measure project success and present the required data for the final report. Final report requirements are listed in the RFP.

9. Attachments

- Baseline data
 - At least one year of data from 2024 and/or 2025 documenting illegally dumped mattresses collected from the public right-of-way within the proposed project area.
- Equipment quotes
- References / supporting documents

10. Letter of Transmittal

- Applicants must complete and include the required Letter of Transmittal form as the cover page of their proposal.