Mattress Recycling Council
Funding for Illegally Dumped Mattress Mitigation Pilot Study — Applicant Instructions

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.

PROPOSAL CONTENTS

1. Letter of Transmittal

Applicants must complete and include the required Letter of Transmittal form as the cover page of their proposal. *This form is located in the RFP on pages 10-11.*

2. 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.

3. Team Qualifications

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

4. 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.

5. Funding Request

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

6. 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

7. Applicant Experience

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

8. 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.

9. 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.

10. Attachments

- Baseline data, if available
- Equipment quotes
- References / supporting documents