

# Sample Business Proposals



## EPA Federal Government Grant Proposal #2

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# Project

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

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(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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