



INDIAN RIVER LAGOON NATIONAL ESTUARY PROGRAM

2018 Small Grant Application Kit

IRLNEP Small Grants Program at a Glance:

The Indian River Lagoon National Estuary Program (IRLNEP) is accepting grant applications from local citizen groups and organizations for projects that support community-based restoration and community engagement/education projects focused on the Indian River Lagoon (IRL). The guiding objective of the small grants program is to mobilize as many segments of the public as possible to focus on IRL restoration and protection. Projects selected for funding are those that help foster an environmental ethic and promote community stewardship of the IRL. Projects must engage local communities and may involve habitat restoration, be educational, or both.

Goal:

The IRLNEP Small Grants Program supports action plans of the IRL Comprehensive Conservation and Management Plan (CCMP) through community-based restoration and education projects focusing on the Indian River Lagoon. Empowering citizens through programs such as this helps foster an environmental ethic and promotes community stewardship of the IRL.

Funding available:

\$500 - \$5,000 per grant, with a maximum funding cap of \$100,000 (\$10,000 per IRL county, two times per year)

Deadline for submissions: March 9, 2018.

Award Date: Funding will be made available on or after July 1, 2018.

Eligibility:

Community groups and organizations from Volusia, Brevard, Indian River, St. Lucie, and Martin counties may apply. This includes:

- Teachers, school districts, school clubs;
- Community clubs and organizations (scouting groups, civic groups, churches, etc.)
- Homeowner's and neighborhood associations;
- Non-profit groups;
- Small businesses, business organizations;
- Local governments and agencies **IF** a strong volunteer or community involvement component is outlined in the proposal.

Implementation period:

Project must begin within 6 months of the award date and be completed within 1 year of award date.

Introduction

The Indian River Lagoon National Estuary Program:

The health of estuaries is threatened by land use changes, habitat loss, pollution, resource conflicts and other issues. In 1987, Congress established the National Estuary Program (NEP) as a non-regulatory, community-based program to protect and restore the water quality of estuaries. The U.S. Environmental Protection Agency (EPA) administers the NEP, identifies Estuaries of National Significance and supports the development of comprehensive management plans to assure that estuaries maintain their ecological integrity.

The Indian River Lagoon was nominated as an Estuary of National Significance and joined the NEP in 1990 under the sponsorship of the St. Johns and South Florida Water Management Districts. The Program's Comprehensive Conservation and Management Plan (CCMP) was published in 1997 and updated in 2008.

Today, the IRLNEP is sponsored by the IRL Council, which was established in February 2015 as an independent special district of Florida. The IRL Council includes representatives of five counties bordering the Lagoon (Volusia, Brevard, the Indian River County Lagoon Coalition, St. Lucie and Martin counties), the St. Johns River and South Florida Water Management Districts, and the Florida Department of Environmental Protection (DEP). The U.S. EPA provides guidance to the Council.

Additional background information about the Indian River Lagoon National Estuary Program is available on-line at www.irlcouncil.com.

IRLNEP Small Grants Program:

The IRLNEP Small Grants Program is intended as a means of involving local citizens in the restoration and recovery of the IRL. The Program seeks applications for projects addressing IRL restoration or education that involve local community groups and citizens in Volusia, Brevard, Indian River, St. Lucie and Martin counties. Projects must address IRL problems and priority issues as identified in the Proposal Categories listed below. They should promote public involvement in solutions for Lagoon protection and restoration.

Proposals focused on restoration should:

- Be focused on IRL water or habitat quality.
- Define the restoration area clearly including size of area and location. Maps and GPS coordinates are encouraged.
- Describe how volunteers and/or partner organizations will participate.
- Describe how and how often maintenance and monitoring of the project area will be conducted, and who will do it.
- Have letter(s) of support from the landowner of the area to be restored. All IRLNEP Small Grants Program projects must take place on community-owned, public-owned or conservation easement lands. For projects planned on public lands or facilities, applicants must obtain permission for access to or use of those lands or facilities. Projects designed to be implemented on private residential property (i.e.: a single-family home) will not be funded. However,

properties such as churches, civic organizations, and social clubs may be considered if a strong community engagement component exists in the envisioned project. Permission for use of private property not controlled by the applicant is also required.

Proposals focused on community engagement/education should:

- Be focused on the IRL (issues, stressors, solutions).
- Clearly define target audience(s) and include a plan for how success will be measured.
- Describe what activities will be performed to engage the community and what the expected educational outcomes are.

Proposal Categories:

- **Improving Water Quality/Reducing Nutrient Loading from Urban Landscapes** (Examples: fertilizer reduction campaign, native plant gardening, rain gardens, rain barrels, citizen science to monitor ponds and outfalls, etc.).
- **Habitat Restoration and Protection** (Examples: restoration of natural shorelines, oyster restoration, enhancement of seawalls, projects addressing seagrasses, mangroves, coastal and freshwater wetlands, and marine debris and microplastics reduction/recycling initiatives).
- **Fish and Wildlife Conservation** (Examples: Improving awareness of threats to wildlife from monofilament line; protection of seagrass beds; education about fish and wildlife habitats, etc.).
- **Lagoon Awareness and Education** (Examples: Providing programs for schools, YMCA groups, Scouts or other youth organizations; programs involving youth in finding solutions to Lagoon problems; programs for disadvantaged youth, etc.).
- **Invasive Species** (Examples: Eradication of invasive plants or animals; education about harmful aquatic invasive species and how to prevent their spread; discouraging release of unwanted pets).

Grant Eligibility:

IRLNEP Small Grants are directed toward schools, businesses, community groups and organizations wishing to involve the public in IRL restoration and education programs. An organization's tax identification number or state tax exemption number is used for the IRLNEP to issue a purchase order for the grant funds. Individuals wishing to undertake activities of this nature are encouraged to partner with an appropriate organization to submit a proposal for funding consideration.

Procurement:

The IRLNEP will issue a purchase order against which the project's expenditures can be invoiced. Recipients may purchase only items listed in the approved budget for the project. The IRLNEP will reimburse only the organization listed on the purchase order. Grant recipients must submit invoices on their organization's stationary (letterhead) and include receipts as documentation for the full amount of the invoice. Grant recipients may not begin purchasing items for their projects or begin spending money in any way (such as postage, supplies, etc.) until the IRLNEP's purchase order is in hand.

Recipients may not print any brochures or fliers relating to the project prior to receiving notification of the award. Prior to printing, an IRLNEP representative must review all printed materials, including signs. The IRLNEP logo must appear on all print or web materials.

Payment(s) will be authorized upon the receipt of a printed invoice on applicant letterhead with appropriate receipts attached. Any reimbursement of expenses will be in accordance with Florida Statutes.

Expenses:

Items the IRLNEP may pay for include (but are not limited to):

- tool rentals
- postage
- native landscaping plants
- project-related printing
- meeting room rentals
- portable toilet rentals
- film and photo processing
- project-related signage
- materials (i.e. water quality sampling kits, supplies to produce educational materials)
- volunteer food within reason (i.e. light lunches, refreshments, bottled water)

Unbudgeted expenses:

Purchases for items, other than those specified in the line-item budget, will require the IRLNEP grants administrator's approval **before** they are incurred.

OTHER INFORMATION:

Public Entity Crimes:

As provided in the IRL Council Operating Procedures Manual, a person or affiliate who has been placed on the Convicted Proposers list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be successful or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity.

Non-Lobbying:

Pursuant to section 216.347, Fla. Stat., as amended, funds received from the IRL Council under this Agreement shall not be used for the purpose of lobbying the Legislature or any other state agency.

Right to Protest:

Any actual proposer aggrieved in connection with the solicitation or award of a contract may file a written protest in accordance with the procedures outlined in the IRL Council Operating Procedures Manual.

Right to Accept or Reject:

The IRL Council reserves the right to accept or reject any or all proposals, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the contracts on such

coverage and terms it deems will best serve the interests of the Board.

Funding Contingencies and Restrictions:

Project funding from the IRL Council is subject to annual funding received from IRL Council local stakeholder contributions, Congressional appropriation to the U.S. EPA under Section 320 of the Clean Water Act for the National Estuary Program, and projected revenues from the sales of Indian River Lagoon license plates.

Strategic decisions related to IRLNEP work plan funding are determined annually by the IRLNEP Management Conference with final decision for project priorities and budget allocations by the IRL Council Board of Directors (Board).

Funding of proposals selected under this Request for Proposals (RFP) is contingent upon availability of funds. There is no guarantee that sufficient funds will be available to make awards for all qualified projects. The exact amount of funds awarded for each project will be determined in pre-award negotiations between the applicant and IRL Council staff with final award decisions by the IRL Council Board of Directors.

Proposals accepted for funding may have their requested amounts reduced based on Management Conference recommendations or availability of funding. In the event that a proposal is selected for funding but becomes subject to funding reduction, IRLNEP staff will notify applicants in advance of any reductions and will meet with proposers to provide an opportunity to consider the effect(s) funding reduction will have on the project scope and deliverables.

The IRL Council is under no obligation to expend all funds allocated within a proposal category.

Proposal Submission Instructions:

Complete an Application Form (use form provided beginning on Page 10). Include:

A separate line-item budget page (See example - Attachment A, Page 13, for budget example) that includes:

- a. all estimated expenditures
- b. all sources and amounts of funding (include if you are applying to other funding agencies for the same project, and if so, who you are applying to and the status of that grant)

Save these documents in PDF format and email your complete proposal to:

Kathy Hill, Administrative and Communications Director
Indian River Lagoon National Estuary Program
hill@irlcouncil.org

Questions may be directed to Kathy at (772)742-2858 ext. 102 until the proposal deadline.

Submission Checklist:

- Proposals are due in IRLNEP offices by March 9, 2018 by 5 p.m.
- Proposals will be accepted only as PDFs submitted via email.
- Proposal must be completed in its entirety.
- Late proposals and materials submitted after the deadline will not be accepted.

Reporting Requirements:

IRLNEP Small Grants Program award recipients will be required to submit a written final report upon completion of the project. Final reports must include: (1) digital copy and (1) hard copy of all final products of print and/or web publications (i.e., brochures, videos, manuals, signage, etc.). A template of the final report will be provided to you with the purchase order.

If your project is restoration oriented and does not have a final product, “before and after photos” and/or a video must be submitted with the final report.

If your project is educational in nature and does not have a final product, a copy of all training materials, manuals, information, etc. must be submitted with your report.

Deliverables must be submitted before final payment is made unless authorized by the IRLNEP Small Grants Program administrator.

All projects, concepts, artwork, photos, videos and other products of these grants may be reproduced at the discretion of the IRLNEP for possible use with future educational programs, at no cost to the IRLNEP, and must carry an approved IRLNEP logo and/or credit line.

IRLNEP Small Grant Showcase

After the completion of the grant cycle, IRLNEP Small Grants Program recipients are expected to attend our Small Grant Showcase. Recipients will showcase their projects by giving a brief summary, using pictures, models, or any form they choose. The Small Grants Showcase is expected to be

scheduled for one afternoon in the month of March in the year after the grants are completed. The Small Grant Showcase is an opportunity for IRLNEP Small Grants Program recipients to share their project results and successes with other recipients and members of the IRLNEP Management Conference.

Selection Criteria:

Proposals submitted to the IRLNEP Small Grants Program will be evaluated according to the following criteria.

- a) ***Strength of Proposals (40%)*** -- Specifically, the strength of the project will be evaluated on the originality of the proposed project and the extent to which it addresses a need. Applicant's proposal must meet one or more of the following Proposal Categories: water quality, habitat restoration and protection, Fish and wildlife conservation, lagoon awareness and education, and invasive species.

- b) ***Ability of the Applicant (20%)*** -- The project team must demonstrate a reasonable ability to successfully complete the proposed project.

- c) ***Cost Justification (10%)*** -- Cost justification means that the proposal and the budget must give enough detail to show that costs are appropriate to the scope of work.

- d) ***Demonstration of How Project Will Help the IRL (20%)*** -- The project's goal and objectives must explicitly state how the project will target lagoon issues that result in the restoration, enhancement, or protection of the IRL.

- e) ***Demonstration of Community Support (10%)*** -- All proposals, regardless of scope, should reflect some measure of community support. Where applicable, projects must show long-term community support for implementation, maintenance and monitoring of the project (Example: if a rain garden is funded, how will it be maintained, by whom, and for how long?).

Selection Process:

A selection committee composed of members of the IRLNEP Citizens' Advisory Committee will review each proposal. Recommendations will be forwarded to the Program's Management and Policy Boards for final approval. IRLNEP staff will assigned to serve as the grant administrator for each recipient. IRLNEP's grant administrator or their representatives, may request to visit the recipient or the project location during or after the grant is completed.

FAQ's (Frequently Asked Questions)

Q. What is the implementation period?

A. Funding for awarded projects will be made available on or after July 1, 2018 via a purchase order. Project must begin within six months of the date on the purchase order authorization and must be completed within one year. Applicants awarded grant monies will need to sign and return a "scope of work." Upon receipt of signed scope, applicants will then be issued a purchase order and can begin working on their projects immediately. The grant award date will be the date on the purchase order.

Q. Who can apply? Can a government agency apply?

A. Groups and organizations from Volusia, Brevard, Indian River, St. Lucie and Martin counties may apply. Both non-profit and for-profit organizations are eligible. Individuals are strongly encouraged to partner with an appropriate organization to develop and implement projects for funding. Projects must take place within the IRL watershed. Local governments and government agencies may apply if there is strong volunteer or community involvement that supports the spirit of the program. The IRLNEP Small Grants Program is not designed as a funding source for government projects.

Q. What kind of projects will be funded?

A. Projects must address lagoon issues and problems as identified in the IRL Comprehensive Conservation and Management Plan. Priority areas include: water quality, habitat restoration, fish and wildlife conservation, lagoon awareness/education, reducing nitrogen loading from urban landscapes, or removing invasive species. The 2008 update to the IRL CCMP is available on the IRLNEP website at:

http://www.irlcouncil.com/uploads/7/9/2/7/79276172/ccmp_update_2008_final.pdf

Projects involving installation of plants must use plants that are native to Florida, or considered "Florida-Friendly" by the University of Florida IFAS Florida-Friendly Landscaping™ Program. Plants should be installed according to the Nine Principles of Florida-Friendly Landscaping™ found at http://fyn.ifas.ufl.edu/homeowners/nine_principles.htm

Information about native and Florida-Friendly plants can be found at:

Florida Yards

<http://floridayards.org/>

Florida Native Plant Society

<http://fnps.org/plants> and www.floridata.com

Waterwise Landscaping

<https://www.sjrwmd.com/water-conservation/waterwise-landscaping/>

Plants listed on the noxious weed list (link below) may not be installed using funds from IRLNEP Small Grants: <http://plants.usda.gov/java/noxious?rptType=Federal>

Q. What won't be funded?

A. Proposals seeking funds for ongoing administrative support of established programs will not receive consideration. Costs not allowed include: reimbursement for costs outside the grant's scope of work, purchase of **commercial** software and hardware, contingency funds, depreciation, entertainment, purchase or printing of T-shirts or other clothing, fines and penalties, bad debts, interest and financial costs of borrowing, attendance at conferences and meetings, lobbying expenses. Grant funds will not fund projects on private residential property. Faith-based organizations are eligible to apply for small grants. However, funding may not be used to support religious worship, instruction, or proselytization activities.

Q. Are matching funds required?

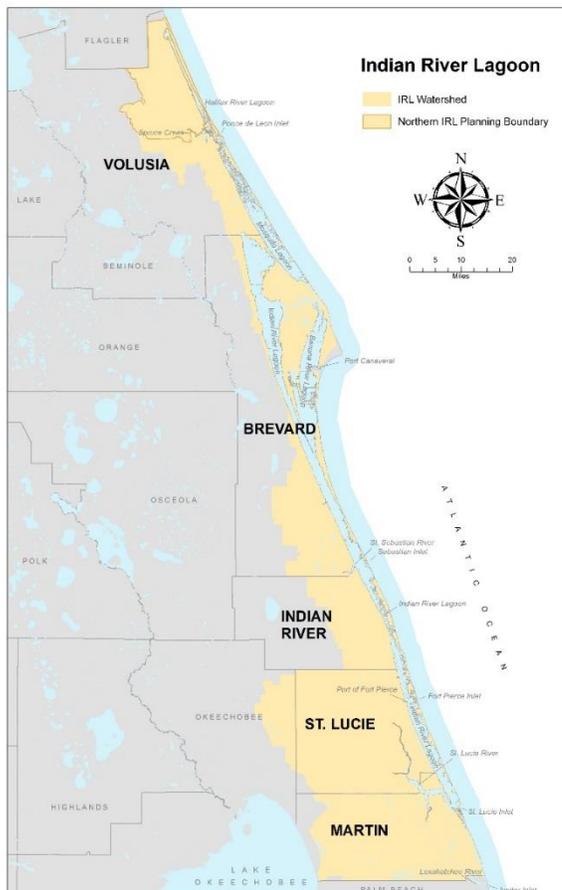
A. Matching funds are not required, but proposals showing matching fund commitment through in-kind services such as volunteer hours will receive special consideration.

Q. What if I'm not sure how much it will cost to do the project?

A. Talk to potential suppliers of the items or services you think you will need for the project. Get the best estimates possible to include in the proposal. If the project is approved, the purchase order you receive will be based on the proposal.

Q. What is the maximum amount an applicant can request?

A. Grant requests may not exceed \$5,000. The IRLNEP may choose to fund a project at less than 100 percent of the requested budget.



Map of IRLNEP watershed. Projects located in the watershed and northern planning boundary (orange area) will be considered for funding.

If you have questions about your project location, you may contact Kathy Hill at (772)742-2858 Ext. 102.



Indian River Lagoon National Estuary Program 2018 Small Grants Program Application

Project Name:	
Organization Name:	
Street Address:	
City/County/Zip:	
Organization Executive Director Name:	
Phone:	E-mail:
Project Lead/Manager:	
Phone:	E-mail:
Organization Type (School, Business, HOA, etc.):	
Other participating organizations:	
Total Amount Requested (not to exceed \$5,000):	
The IRLNEP receives more grant requests than we have available money to fund. Briefly explain how partial funding might impact or affect this project:	
Planned Project Beginning and Completion Dates:	
Have you applied to any other organizations to receive grant funds for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide organization(s) name, amount requested, and status (awarded/declined).	
What city and county will the project take place in?	
Where is the physical location of your project?	

Which of the Proposal Categories will your project address?

- Water quality/nutrient reduction
 habitat restoration
 fish/wildlife conservation
 Lagoon awareness/education
 climate change
 invasive species

How did you hear about the Small Grants Program?

Return completed applications as PDFs via email only by March 9, 2018 at 5:00pm to:

Kathy Hill
 Indian River Lagoon National Estuary Program
hill@irlcouncil.org

Answer the following questions clearly and completely.

1. Is this proposal for:
 EDUCATION RESTORATION BOTH

2. Summarize the proposed project in **300 words or less**. Please include in the summary how your project will contribute towards restoring or improving the IRL.

3. List organizations, groups, volunteers and/or partners that will participate in the activities and how you will recruit them.

4. Describe (**300 words or less**) why you and/or your organization will be successful at implementing your proposal. What are your organization's qualifications?

IRLNEP recommends letters of support from all partners/cooperators in the project.

5. How many people do you estimate your project will reach?

6. How will you measure the success of your project? Please be specific (e.g., follow-up monitoring of a habitat restoration site).

7. What will participants learn from participating in this project? How will they use that knowledge to benefit the Lagoon?

8. What materials or supplies (if applicable) will you provide to the people participating in your project?

9. Is your project part of an ongoing project?
 - If yes, how does this grant project fit into the overall effort?

 - If no, do you plan to continue this project in the future?

10. You will have the opportunity to share the success of your project to the IRLNEP Management Conference and potentially other organizations. Are you willing to share your project's success in-person at the IRLNEP Small Grants Showcase? If no, please explain:

Attachment A
Sample Budget (with adequate detail)

<u>ITEM</u>	<u>IRLNEP Funds</u>	<u>*MATCH</u>	<u>TOTAL</u>
Bus Transportation (2 buses @ \$150 per trip x 10 trips)	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
Instructor Costs (\$50 per day x 10 days)	\$ 250.00	250.00	500.00
Teaching Materials and Supplies (Native plant handbook, pocket folders 30 students/day x 10 days @ \$5 ea.)	\$ 1,500.00	0	\$ 1,500.00
65 - 1 gal. beautyberry @ \$2.00 ea.	\$ 65.00	65.00	\$ 130.00
600 - gopher apple @ \$1.25 ea.	\$ 750.00	0	\$ 750.00
230 - Florida paintbrush @ \$1.25 ea.	\$ 187.50	100.00	\$ 287.50
TOTAL Project Costs	\$ 4,252.50	\$ 1,915.00	\$ 6,167.50

Sample Budget (lacking sufficient detail)

<u>ITEM</u>	<u>IRLNEP Funds</u>	<u>MATCH</u>	<u>TOTAL</u>
Transportation	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
Administration	\$ 250.00	250.00	500.00
Supplies	\$ 1,500.00	0	\$ 1,500.00
Plants	\$ 1,002.50	165.00	\$ 1,167.50
TOTAL Project Costs	\$ 4,252.50	\$ 1,915.00	\$ 6,167.50

*** Please indicate if matching funds listed above are federal, local, state or private.**
(Example: Match funding of \$1,915.00 provided in cash by the Local Neighborhood Association.)