



**SARASOTA BAY
ESTUARY PROGRAM**
Restoring Our Bays

111 S. Orange Avenue, Suite 200W, Sarasota, Florida, 34236 • tel: 941.955.8085 • fax: 941.955.8081
www.sarasotabay.org

2017 Bay Partners Grants – Informational Document

Mission

The mission of the Sarasota Bay Estuary Program's *Bay Partners Grants* program is to promote environmental education, awareness, community involvement, and stewardship and to improve the overall quality of Sarasota Bay, its tributaries, and its watershed. To further these goals, funding is available for projects that focus on *Watershed Habitat Improvement, Water Quality Improvement, and/or Watershed Environmental Education*.

Eligibility

Businesses, non-profit organizations, schools, academic institutions, civic associations, religious organizations, and neighborhood/homeowners' associations located in Sarasota and Manatee counties with projects that will benefit the Sarasota Bay watershed are eligible to receive funding. The watershed reaches from the northern end of Anna Maria Island south to the Venice Inlet and encompasses the barrier islands in between (Figure 1). Please contact the SBEP if you are not sure that your project would fall within the Sarasota Bay watershed.



Figure 1: Sarasota Bay watershed.

Timeframe

Eligible project timelines must begin no earlier than June 2017 and end no later than June 2018.

Funding

\$20,000 is available for 2017 applicants. A maximum amount of \$3,000 may be awarded to each applicant. *Please note: this is a reimbursement grant. Funds will only be awarded at the completion of the project.* Matching funds are not required, but are encouraged. In-kind donations such as volunteer hours may be applied.

Project Categories

Grant funding is available for projects that would achieve habitat improvement or water quality improvement in the Sarasota Bay watershed and/or that would enhance environmental education or outreach programming for communities in the Sarasota Bay watershed.

Examples of projects eligible for funding:

Watershed Habitat Improvement Projects. Examples include:

- Creating a wildlife or pollinator garden.
- Removing invasive species and replacing them with Florida native plants.
- Enhancing a Bay, creek, or pond shoreline with native plants, including installation of living shorelines and vegetated buffer zones.

Water Quality Improvement Projects. Examples include:

- Installing green infrastructure such as rain gardens, bioswales, and green roofs. Learn more about green infrastructure and low-impact design from the brochures on [our website](#).
- Demonstration project showing rain-harvesting techniques for homeowners, such as rain barrels and cisterns.
- Community storm drain stenciling activities.

Watershed Environmental Education Projects. Examples include:

- Bay stewardship education programs or camps.
- School or college environmental club projects.
- Designing and printing Bay-related educational signage, guides, or brochures.
- Creating videos, apps, or other electronic media to encourage stewardship of Sarasota Bay.

Examples of types of projects NOT eligible for funding:

- Non-environmental programming
- Adding or repairing walls, fish ponds, swimming pools, patios, decks, benches, light fixtures, road signs, or any other non-natural feature
- Projects related to compliance, regulation, code enforcement or penalties
- Projects that use invasive plant species identified on the Florida Exotic Pest Plant (FLEPPC) list: <http://www.fleppc.org/list/list.htm>

Grant Selection Process

The Sarasota Bay Estuary Program's grants review committee will review the applications using the criteria below. Applicants will be notified about review committee decisions in early June 2017.

Selection Criteria

Applicants may earn a maximum of 100 points. Scores will be determined by totaling the points earned. Funds will be allocated based on scores. Applicants may receive partial funding. Scores, comments, and recommendations from the Grant Review Committee will be available for review upon request.

Applicants that have never received a Bay Partners Grant will receive preference – *please indicate on your application if your organization has never received a Bay Partners Grant.*

2017 Bay Partners Grants Scoring

- Project Description (20 points)

How well does the application describe the project and its goals? Does the proposal further the mission of the Bay Partners Grants program and the Sarasota Bay Estuary Program?

- Ecological Benefit (40 points)

Will the proposed project benefit natural habitats and/or water quality in the Sarasota Bay watershed? Does the project incorporate benefits to wildlife? If the project aims to alter existing habitat, does the applicant provide evidence that their organization possesses or can acquire the knowledge necessary to make the alterations? If maintenance will be required past the scope of the Bay Partners Grant, is a plausible maintenance plan described? Will the project make a lasting positive impact on the Sarasota Bay watershed?

- Community Involvement (30 points)

Does the application show evidence of providing benefit for the community? Does the project fill a community need? Does the project have potential to strengthen the community over the long term? Does the project promote environmental awareness and stewardship? Will the community be involved in the project? If not, is another community event (open house, online virtual tour, free public class... be creative!) identified?

- Budget Proposal (10 points)

Does the application include a line item budget describing all estimated expenditures, all sources and amounts of funding, and a proposed spending schedule? Do the supplies and labor listed as expenditures meet the criteria for acceptable project costs?

Project Costs

Allowed Costs:

1. Administration costs - Accounting, bookkeeping, printing, reproduction, postage, shipping, rental of office space (at comparable rates), insurance, indirect costs (limited to 5% of costs of labor), phone costs (solely related to grant work).
2. Professional services – Hourly, with invoice of rate and work accomplished.
3. Materials, plants, and supplies – As necessary to carry out the work of the grant (actual price after discounts, rebates or special offers).
4. Equipment – Rental only for sole use of grant work; maintenance and repair only to keep in operating order for life of grant. Purchasing of equipment only in certain circumstances detailed in application and decided upon by Grant Review Committee.
5. Meetings and Conferences – Hosting (only if clearly defined in grant). Attendance costs are not allowed without prior written permission and then only for presentations of information relating to grant work.
6. Reference Materials – If related to grant work. Must be available for public access.
7. All costs must result from work performed solely for the grant.

The following costs are NOT allowed:

Memberships, computer software, hardware, and supplies, contingency funds, contributions and donations, depreciation, entertainment, food, drinks, gifts, regulations, code enforcements, fines and penalties, bad debts, interest and financial costs of borrowing, pre-payments, legislative expenses, payment to association members, unexpended funds, and attendance at conferences and meetings (unless prior written permission is obtained).

Project Permits and Permissions

Permitting compliance. It is the responsibility of the applicant to ensure all required permits are obtained and submitted with project application materials. The project must comply with all applicable federal, state and local codes. If you don't know if the project will require a permit, contact the relevant city or county public works, environmental services or building departments. Grants will not be approved without proper permits. The Sarasota Bay Estuary Program will not be held responsible for work done with Bay Partners Grant funding that does not have proper permits.

Permissions. If the project involves use of any parks or preserves, the applicant must obtain permission from the appropriate land management agency to utilize the park or preserve in the project and submit the permission in writing as part of the grant application.

Application Submission Instructions

Please email your application to Darcy Young at darcy@sarasotabay.org by 4:00 pm on Friday, March 3, 2017.

Alternatively, you may submit a hard copy to:

Sarasota Bay Estuary Program
Attn: Darcy Young
111 South Orange Avenue, Suite 200W
Sarasota, Florida 34236

For more information:

Darcy Young
darcy@sarasotabay.org
(941) 955-8085

Appendix I: Responsibilities of Grant Awardee (post-award letter)

- *Community engagement.* Grant awardees must demonstrate community involvement and education in the project. If appropriate, your project may involve a volunteer effort. If your project does not involve volunteers, you must organize a community education and involvement event or program around your project. For example, you could host an open house, virtual online tour, or public class related to your project. Documentation of the public involvement event must be included in the final report.
- *Acknowledgement.* Any publications, media coverage, signage, or advertisement associated with the grant project must give funding/sponsor credit to the Sarasota Bay Estuary Program. Please contact the SBEP office to request a digital file of our logo.
- *Project deadline.* Invoices and final reports must be submitted to SBEP no later than August 31, 2018.
- *Costs/expenditures.* Costs of the project exceeding the grant award amount are the responsibility of the applicant.
- *Notice of inability to complete project.* If unforeseeable circumstances (including but not limited to natural disasters) change the nature or scope of the work described in the grant and agreed upon when awarded, it is the responsibility of the grant awardee to contact SBEP to determine if the grant monies can still be used in the project. Severe changes in the scope of work may require additional documentation, review by the Grant Review Committee, encouragement to apply again next year or even denial of revised proposal.

Please note: The Sarasota Bay Estuary Program may use all publications, artwork, reports, creative works, or other products produced using *Bay Partners Grants* at any time, with appropriate credit and notice given to the grantee.

Final Project Report

To receive reimbursement, the grant awardee must submit a final report and invoice to darcy@sarasotabay.org no later than August 31, 2018.

The final report must include:

- a detailed description of the project,
- the names of organizations or individuals involved in the project,
- a description of how the project met the goals outlined in the application,
- a description of community benefits achieved by the project,
- documentation of successful community involvement and education (including, if applicable, documentation of volunteer hours), and
- photographs of the completed project or educational activity.

Appendix II: Suggested Invoice Format

Current Date

To: Sarasota Bay Estuary Program
111 South Orange Avenue, Suite 200W
Sarasota, FL 34236

From: Organization name (as it appears on W-9)
Organization address (as it appears on W-9)

INVOICE

Description of items or services purchased:
Cost of items or services purchased: \$
Total cost to be reimbursed: \$