

2020 Sarasota Bay Partners Grants Information Packet

Mission

The mission of the Sarasota Bay Estuary Program's (SBEP) Sarasota Bay Partners Grants program is to improve the overall quality of Sarasota-Manatee area bays, their tributaries, and their watersheds and to promote environmental education and community involvement in SBEP's mission. To further these goals, funding is available for projects that focus on *Habitat Restoration and Water Quality* and *Bay-Related Environmental Education and Community Stewardship*. Eligible projects may focus on either or both themes.

Eligibility

Businesses, non-profit organizations, schools, academic institutions, civic associations, religious organizations, and neighborhood/homeowners' associations located in the Sarasota Bay Estuary Program watershed are eligible to receive funding. The SBEP watershed reaches from Anna Maria Island south to the Venice Inlet (dark green area in Figure 1). Please contact SBEP if you are not sure that your project area falls within the SBEP watershed.

Timeframe

Eligible project timelines must begin no earlier than May 2020 and end no later than August 2021.

Funding

\$30,000 is available for 2020 Bay Partners Grants awards. A maximum amount of \$4,000 may be awarded to each applicant.

Please note: Bay Partners Grants are reimbursement grants. Funds will only be awarded at the completion of the project.



Figure 1: Sarasota Bay watershed.

Project Categories

Grant funding is available for projects to enhance wildlife habitats, water quality, environmental education, or community engagement in Sarasota-Manatee area bays, tributaries, and watersheds.

Examples of projects eligible for funding:

Habitat Restoration and Water Quality Projects.

- Removing invasive species and replacing them with Florida native plants.
- Enhancing bay, creek, or pond shorelines with Florida native plants, including installation of living shorelines and vegetated buffer zones.
- Installing Bay-friendly landscaping such as rain gardens and bioswales.

Bay-Related Environmental Education and Community Stewardship Projects.

- Environmental education programs that incorporate principles of best practices in environmental education, such as those developed by the [North American Association for Environmental Education](#).
- School or college environmental club service or outreach projects.
- Designing bay-related outreach materials for distribution to the public.
- Community storm drain stenciling activities.
- Neighborhood engagement campaigns to encourage Bay-friendly behaviors.

Examples of types of projects NOT eligible for funding:

- Projects on private property owned by individuals
- Projects that do not include a community outreach or involvement component
- Adding or repairing walls, fish ponds, swimming pools, patios, decks, benches, light fixtures, road signs, or any other non-natural feature
- Proposals seeking funds for ongoing administrative support of established programs
- Lobbying activities
- 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

A subcommittee of the Sarasota Bay Estuary Program Citizen Advisory Committee will review the applications using the criteria below and make recommendations to SBEP staff and boards for funding on April 1, 2020. Applicants will be notified about review committee decisions in mid-May 2020.

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. Please indicate on your application if your organization does not wish to be considered for partial funding. Scores, comments, and recommendations from the Grant Review Committee will be available for review upon request.

2020 Bay Partners Grants Scoring

- Lead Organization has not received Bay Partners Grant funding within the past three years (5 points)
 - The Sarasota Bay Estuary Program aims to broaden the reach of Bay Partners Grants. Therefore, organizations that have not received Bay Partners funding within the past three (3) years will automatically receive 5 points.
- Project Description (20 points)
 - How well does the application describe the project and its goals?
 - Does the applicant provide evidence that the Project Leader and other participants have the expertise to carry out the project or that they will seek out expertise?
 - Does the applicant describe realistic and meaningful project outputs and outcomes?
 - Does the application detail how the applicant will measure project success?
 - Has the applicant acquired all necessary permits and permissions for the project?
 - For Habitat Restoration and Water Quality projects:
 - Are photos, maps, or project plans included in the application?
 - Is a maintenance plan for the project described?
 - For Environmental Education and Community Stewardship projects:
 - Are lesson/activity plans or outreach/communication plans included in the application?
 - Does the project incorporate principles of best practices in environmental education, such as those developed by the [North American Association for Environmental Education](#)? (Lesson plans may be attached to the grant application to demonstrate best practices.)
- Environmental Benefits (30 points)
 - For Habitat Restoration and Water Quality projects:
 - Will the project make a *lasting* positive impact on wildlife habitats or water quality in Sarasota-Manatee area bays, creeks, and watersheds?
 - Does the project follow guidelines for best practices in habitat restoration or bay-friendly landscaping?
 - [Guidance for Living Shorelines in the Sarasota Bay Watershed](#)
 - [Stormwater Systems in Your Neighborhood](#)

- [Florida-Friendly Landscaping](#)
- [Rain Gardens and Bioswales](#)
- [Living on the Water's Edge: Homeowner's Guide to Low-Maintenance Landscaping Around Stormwater Ponds](#)
- [Living on the Water's Edge: Homeowner's Guide to Low-Maintenance Landscaping Along Seawalls, Bayfronts, and Canals](#)
- For Environmental Education and Community Stewardship projects:
 - Does the applicant describe how the project will help encourage positive behavior change leading to better water quality and wildlife habitats?
 - Will the project increase participants' knowledge about Sarasota-Manatee area bays, creeks, and watersheds?
- Community Involvement (30 points)
 - Are letters of support from participating organizations, expected project participants, expert advisers, board members, or other project stakeholders included in the application?
 - For Habitat Restoration and Water Quality projects:
 - Does the project engage members of the immediate community? The public? Are volunteers involved? Is a public community event to showcase the project planned?
 - For Environmental Education and Community Stewardship projects:
 - Does the applicant describe the community that will be served by the education or outreach project? Is the community need for the project defined in the application?
- Budget Proposal (15 points)
 - Does the application include a detailed line item budget describing all estimated expenditures? Are all expenditures allowed costs? If the applicant organization is a gated or restricted-access community, is cash match identified? (Cash match is not required but is encouraged for restricted-access communities.)
 - See Appendix I for guidance on creating a good budget proposal.

Project Costs

Reimbursable 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 application budget). Attendance costs are not allowed.
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 reimbursable:

Food, drinks, entertainment, memberships, computer software, hardware, and supplies, contingency funds, contributions and donations, depreciation, 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.

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. The Sarasota Bay Estuary Program will not be held responsible for work done with Sarasota Bay Partners Grant funding that does not have proper permits.

Permissions. If the project involves use of any property (including public parks, preserves, and right-of-ways) not owned by the applicant, the applicant must obtain prior permission from the property owner and submit the permission in writing as part of the grant application to SBEP. Applications without such written permissions will be denied funding.

Application Submission Instructions

Applications are due at 5:00 PM on Monday, March 2, 2020.

The application for 2020 Sarasota Bay Partners Grants is available as an online form or as a download from the SBEP website. [Please visit the SBEP website for links to both options.](#)

Please email your application to Darcy Young, Director of Planning and Communications at darcy@sarasotabay.org or complete the online application by 5:00 pm on Monday, March 2, 2020.

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, please contact:

Darcy Young, Director of Planning and Communications | darcy@sarasotabay.org | (941) 955-8085

Appendix I: Sample Grant Budget

[Please click here to download the blank Bay Partners Grant budget form \(direct download\).](#)

In this example, the applicant is proposing a budget for a Habitat Restoration project that will include paying a landscaping contractor to site and dig a rain garden and then planting the rain garden with volunteers from the neighborhood. The applicant also plans to conduct outreach to neighborhood residents to encourage Bay-friendly landscaping and reduce fertilizer use.

Example of a Good Project Budget

This budget contains details that allow grant reviewers to ensure that the budget contains realistic and allowed costs.

Budget Item	Request to SBEP (\$)	Match (\$)	Total (\$)
65 1-gallon swamp milkweed plants @ \$5/each	\$325	-	\$325
100 1-gallon blue flag iris plants @ \$5/each	\$500	-	\$500
10 bags FloriMulch @ \$2.50/each	\$25	-	\$25
500 Educational brochures – design and printing	\$250	\$250	\$500
Educational sign for project site – design, printing, and installation	\$250	\$100	\$350
Volunteer labor for planting and maintaining the rain garden and distributing educational brochures – 25 volunteers x 10 hours/each x \$25.43/hour*	-	\$6,172.50	\$5,675
Landscape contractor labor to scope and dig area for rain garden – quote attached to application	\$1,000	\$1,500	\$2,500
TOTAL COSTS	\$2,350	\$8,022.50	\$10,372.50

* current hourly national volunteer time valuation rate according to the [Independent Sector](#)

Example of a Poor Project Budget

This budget is not sufficiently detailed. Descriptions of each line item are important for reviewers to ensure that the budget contains realistic and allowed costs.

Budget Item	Request to SBEP (\$)	Match (\$)	Total (\$)
Plants	\$825		\$825
Mulch	\$25		\$25
Outreach materials	\$500	\$350	\$850
Labor	\$1,000	\$7,672.50	\$8,175
TOTAL COSTS	\$2,350	\$8,022.50	\$10,372.50

Please contact Darcy Young at (941) 955-8085 or darcy@sarasotabay.org with questions about building a project budget.

Appendix II: Responsibilities of Grant Awardee (after receiving award letter)

- *Acknowledgement of receipt.* Awardees must acknowledge receipt of the award letter and notify SBEP immediately if there have been any changes to the project scope or budget.
- *Community engagement.* Grant awardees must demonstrate community involvement in the project. Documentation of the public involvement event must be included in the final report.
- *Presentation of project.* Sarasota Bay Partners Grants awardees are highly encouraged to share their finished project with the SBEP Citizen Advisory Committee in a presentation or video. SBEP will contact each grantee with suggested presentation dates.
- *Funding Acknowledgement.* Any publications, media coverage, signage, or advertisement associated with the grant project must give funding/sponsor credit to the Sarasota Bay Estuary Program. A digital file of the SBEP logo will be provided in the award letter email.
- *Costs/expenditures.* Costs of the project exceeding the grant award amount are the responsibility of the applicant. Changes to the project budget or scope after grant approval must be approved by the SBEP Director of Planning and Communications.
- *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. Extensive changes in the scope of work may require additional documentation and review by the Grant Review Committee and may result in denial of the 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 given to the grantee.

To receive reimbursement, the grant awardee must submit a final and invoice to darcy@sarasotabay.org no later than August 31, 2021. A suggested invoice format is included in Appendix III.

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, and
- photographs or videos of the completed project or educational activity. Please attach photographs and videos as SEPARATE files (not embedded in a PDF).

Appendix III: Suggested Invoice Format

Current Date

To:

Darcy Young
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: \$