

# TAMPA BAY ESTUARY PROGRAM

## Bay Mini-Grant Application Kit for 2009/2010

The Tampa Bay Estuary Program is accepting grant applications from local citizen groups and organizations for projects that help to protect or restore Tampa Bay while involving the local community. Projects may be educational, involve habitat restoration or both.

### Grant limit: \$7,500

Available on reimbursement basis only.

### Deadline for submissions:

October 1, 2009 by 3:00 p.m.

### Award Date:

Mid-December of each year.

### Who can apply?:

Groups and organizations from Hillsborough, Manatee and Pinellas counties may apply.

### Implementation period:

Project must begin within six months of the award date and must be completed within one year.

### Goal:

The Bay Mini-Grant program supports community-based restoration and education projects focusing on the Tampa Bay Estuary. Empowering citizens through programs such as this helps foster an environmental ethic and promote community stewardship of the bay.



Keep Hillsborough County Beautiful—  
'Scoop that Poop' Pet Waste Education Campaign



## **Introduction**

### **The Tampa Bay Estuary Program**

The Tampa Bay Estuary Program (TBEP) is a partnership of local governments and state and federal environmental agencies that was formed in 1990 to develop a conservation and management plan for Tampa Bay. In addition to conducting research and implementing strategies for bay restoration, TBEP also develops programs to educate citizens about ways to protect and restore Tampa Bay.

Additional background information about the Tampa Bay Estuary Program is available on-line at [www.tbep.org](http://www.tbep.org) or by calling our offices at 727-893-2765.

### **The Bay Mini-Grant Program**

The Bay Mini-Grant program started in 1993 as a way to involve local citizens in the restoration and recovery of Tampa Bay. In the beginning, the grant program awarded \$20,000 annually to local community organizations for a variety of education and restoration projects targeted at involving citizens in the recovery of Tampa Bay. Bay Mini-Grants must meet at least one of the Tampa Bay Estuary Program's goals; water quality, habitat restoration, invasive species, public education, fish & wildlife enhancement. Currently sales from the specialty license plate, the 'tarpon tag' fund the grant program.

In 2008, the Tampa Bay Estuary Program awarded \$145,000 for projects that directly involved citizens in restoring and improving Tampa Bay. The Bay Mini-Grant program attracted 42 applicants. Members of the Estuary Program's Community Advisory Committee evaluated their proposals, with 25 recommended for full or partial funding.

In October of each year the Bay Mini-Grant program looks to attract grant applications for projects addressing bay restoration or education projects involving local community groups and citizens in Pinellas, Hillsborough and Manatee counties. Past projects have included invasive plant removal and planting of Florida native plants at local parks, workshops to educate teachers and involve local school communities, signs to alert boaters and beachgoers about nesting birds, and Boater's Guides for Boca Ciega Bay and Clearwater Harbor; which are popular for their maps and safe boating resources. Additional examples of past grant award projects are available from our website at: <http://www.tbep.org/bayminigrants.html>.

An educational Bay Mini-Grant project should:

- Clearly define its target audience and include a way to measure success
- Ensure school groups focus the project to educate more than one class

A Bay Mini-Grant that is focused on restoration should:

- Explain the restoration area clearly including size of area and location
- Include how volunteers and/or partner organizations will be invited to participate
- Describe how maintenance and monitoring of project area will be conducted, and who will do it

## **Additional Information**

### **FEID/SSN Requirements**

A federal employer identification (F.E.I.D.) number or state tax exemption number for the organization receiving the grant is used for the TBEP to issue a purchase order for the grant funds. If the group or organization does not have an F.E.I.D. number, the coordinator of the project may use his or her social security number for identification to obtain a purchase order number for the project.

### **Grant Eligibility**

Applicants may submit as many proposals as they like; however, only one proposal per applicant may be awarded. Proposals for the same project will be funded no more than two times in a 5-year period.

### **Cost Reimbursements**

**The TBEP will only reimburse the organization listed on the purchase order. Applicant must submit invoices on their letterhead and include appropriate receipts and documentation.** Grant recipients will be required to fund project expenses and then request reimbursement for approved expenditures as they come in. The TBEP will issue a purchase order against which the project's expenditures can be invoiced. Do not begin purchasing items for your project or spending money in any way (such as postage, supplies, etc.) until you have the TBEP's purchase order in hand. It is the applicant's responsibility to make payments to their suppliers. Do not print any brochures or fliers relating to the project prior to receiving notification of the award. A TBEP representative must review all printed materials, including signs. The TBEP logo and/or credit line, and Tampa Bay Estuary license plate art must appear on the printed piece or signage where possible. You may purchase only items listed on your approved budget.

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 TBEP may pay for include (but are not limited to):

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

### **Unbudgeted expenses**

Purchases for items, other than those specified in the line-item budget, will require the TBEP grants administrator's approval **before** they are incurred. Unapproved expenditures will not be reimbursable.

## **Proposal Submission Instructions**

- **Completed Application Form (use form provided on pages A1 - A3).**
- **A separate line-item budget page (See example - Attachment A for budget example):**
  - all estimated expenditures
  - 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)
  - a proposed timetable for spending the money
- **Proposals are due in TBEP offices by **Thursday, October 1, 2009** at 3:00 p.m.**
- **Proposal submission must include one (1) original proposal AND nine (9) copies – for a total of ten (10) proposals submitted.**
- **Proposals must be submitted in entirety.**
- **Proposals must be double-sided and stapled only (no notebooks or folders).**
- **No materials will be considered after the deadline.**
- **No late proposals will be accepted.**
- **No e-mailed proposals will be accepted.**

**Mail (or deliver) completed proposal and an additional nine (9) copies to arrive in TBEP office by Thursday, October 1, 2009 to:**

Bay Mini-Grants/Attn: Misty Cladas  
Tampa Bay Estuary Program  
100 8th Ave. S.E.  
St. Petersburg, FL 33701

Proposals must be submitted on the application form provided. An example of proposed work may be provided, but will not be returned. The application kit can be downloaded, in either Adobe PDF or Microsoft Word format from the TBEP website at [www.tbep.org](http://www.tbep.org). If you do not have access to the internet, you may call the office and have a kit mailed to you.

**Direct questions to:** Misty Cladas  
(727) 893-2765  
[misty@tbep.org](mailto:misty@tbep.org)

## **FAQ's (Frequently Asked Questions)**

**Q. What is the implementation period?**

**A.** Projects will be awarded by mid-December 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 project immediately.

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

**A.** Groups and organizations from Hillsborough, Manatee and Pinellas counties may apply. Both non-profit and for-profit organizations are eligible. Projects must take place within the Tampa Bay watershed. An on-line map is provided at: <http://www.tbep.org/pics/tbwatershedmap.gif>.

The Bay Mini-Grant Program's objective is to support **community-based** restoration and education projects focusing on the Tampa Bay Estuary. Although special consideration is given to non-governmental civic organizations and associations, government agencies may apply if there is strong volunteer or community involvement that supports the spirit of the program. The Bay Mini-Grant Program is not designed as a funding source for government projects.

**Q. What kind of projects will be funded?**

**A.** Projects must address bay problems and priority issues as identified in the Comprehensive Conservation and Management Plan for Tampa Bay (*Charting the Course*) such as water quality, habitat restoration, fish and wildlife conservation, bay awareness/education, dredged material management, spill prevention, or invasive species. A CCMP summary is available on our website [www.tbep.org](http://www.tbep.org). **Activity must be focused in Hillsborough, Manatee or Pinellas counties.** While projects by students and for students will be considered, they must contribute to ongoing adult or youth education, community outreach, or habitat restoration; educational activities that exclusively benefit a single class will not be funded.

**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.

**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 cannot exceed \$7,500. The TBEP may choose to fund a project at less than 100 percent of the requested budget.

## **Reporting Requirements**

Bay Mini-Grant award recipients will be required to submit quarterly progress reports as well as a final report to the TBEP. Quarterly reports can be submitted via e-mail or hard copy. A final report will be required upon completion of the project and include (5) copies of their final product (i.e., brochures, videos, manuals). Templates of the quarterly and 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 along with the final report form must be submitted. If your project is educational in nature and does not have a final product, a copy of the training material or training manual must be submitted with your report.

Deliverables must be submitted before final payment is made unless authorized by the Mini-grants administrator.

All projects, concepts, artwork, photos, videos and other products of these grants may be reproduced at TBEP’s discretion for possible use with future educational programs, at no cost to the TBEP, and should carry an approved TBEP logo and/or credit line, and Tampa Bay Estuary license plate art.

### **Sharing Day**

After the completion of the grant cycle, Bay Mini-Grant recipients will be expected to attend our Mini-Grant Sharing Day. Recipients can showcase their project by giving a brief summary, using pictures, models, or any form they choose. Sharing day is normally scheduled for one afternoon in the month of May in the year after the grants are completed.

Sharing Day is an opportunity for Bay Mini-Grant recipients to share their projects and results with other recipients and the TBEP’s Community Advisory Committee (CAC).

### **Bay Mini-Grant Funding**

The Bay Mini-Grant program is financed by annual sales of the Tampa Bay Estuary specialty license plate - also known as the “Tarpon Tag.” License plate revenues can only be used for projects that directly help to implement bay restoration goals.

The Tampa Bay Estuary License tag costs \$27 the first year and \$17 per year after that. To obtain your tag, simply enclose a note with your auto or boat trailer renewal saying that you want the Tampa Bay Estuary license tag, and enclose the correct amount of money. The tag is also available at your local tag agency office.



## **Selection Criteria**

Proposals submitted to the Tampa Bay Estuary Program will be evaluated according to the following criteria.

a) ***Strength of Proposals*** -- 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 CCMP goals; water quality, habitat restoration, fish and wildlife conservation, bay awareness/education, dredged material management, spill prevention, or invasive species. Another important measure of the strength of the proposal is the likelihood that the project will be successfully implemented.

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

For projects planned on public lands or facilities, applicants must obtain permission for access to or use of those lands or facilities. Permission for use of private property not controlled by the applicant is also required.

The strength of the program and the ability of the group are essential criteria.

c) ***Cost Justification*** -- Cost justification means that the proposal and the budget must give enough detail to show that costs are appropriate to the scope of work. Reimbursement will be based on expenses within the approved budget. The Tampa Bay Estuary Program must approve the budget before a project begins.

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

e) ***Demonstration of Community Support*** -- Where applicable, projects must show long-term community support for implementation, maintenance and monitoring of the project. All proposals, regardless of scope, should reflect some measure of community support.

## **Selection Process**

A selection committee composed of members of the Tampa Bay Estuary Program's Community Advisory Committee will review each proposal. Recommendations will be forwarded to the Program's Management and Policy Boards for final approval. TBEP's Project Manager will serve as the grants administrator for each recipient. TBEP's Project Manager or their representative may request to visit the applicant during or after the grant is completed.

**Tampa Bay Estuary Program  
Bay Mini-Grant Application**

Project Name: \_\_\_\_\_

Lead Organization: \_\_\_\_\_

Description of Lead Organization (Community Assn., Educational Institution): \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal I.D. Number or Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, County, ZIP: \_\_\_\_\_

Project Manager (if different from Exec. Dir.) \_\_\_\_\_

Address: \_\_\_\_\_

City, County, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Other participating organizations: \_\_\_\_\_

Total Amount Requested (not to exceed \$7,500): \_\_\_\_\_

Planned Project Beginning and Completion Dates: \_\_\_\_\_ – \_\_\_\_\_

Have you ever received a TBEP Bay Mini-Grant before? \_\_\_\_\_ If yes, what year(s)? \_\_\_\_\_

Have you applied to any other organizations to receive grant funds for this project? (Yes/No) \_\_\_\_\_

If yes, please provide organization(s) name, amount requested, and status (awarded/declined).

\_\_\_\_\_

What county will the project take place in? \_\_\_\_\_

Where is the physical location of your project? \_\_\_\_\_

Which of the CCMP goals listed below will your project address? \_\_\_\_\_

Water quality, habitat restoration, fish and wildlife conservation, bay awareness/education, dredged material management, spill prevention and response, or invasive species.

How did you hear about the Bay Mini-Grants? \_\_\_\_\_

**Return completed applications by October 1, 2009 by 3:00pm to:**  
Bay Mini-Grants/Attn: Misty Cladas  
Tampa Bay Estuary Program, 100 8th Ave. S.E., St. Petersburg, FL 33701

**Answer the following questions clearly and completely using the space provided.**  
**(Note: If additional space is needed, please use the back of the application.)**

1. Is this proposal for:  
 education  restoration  both
  
2. Summarize the proposed project in **250 words** or less.
  
  
  
  
  
  
  
  
  
  
3. What direct contribution will your project make toward restoring or improving Tampa Bay?
  
  
  
  
  
  
  
  
  
  
4. Describe in **150 words** or less why you and/or your organization will be successful at implementing your proposal. What are your organization's qualifications?
  
  
  
  
  
  
  
  
  
  
5. List organizations, groups, volunteers and/or partners that will participate in the activities.
  - How will you recruit them?
  
  
  
  
  
  
  
  
  
  
  - TBEP recommends letters of support from all partners/cooperators in the project.

6. What will participants learn from participating in this project? How will they use that knowledge to benefit the Estuary?
  
  
  
  
  
  
  
  
  
  
7. What materials or supplies (if applicable) will you provide to the people participating in your project?
  
  
  
  
  
  
  
  
  
  
8. Is your project part of an ongoing project?
  - If yes, how does this mini-grant project fit into the overall effort?
  
  
  
  
  
  
  
  - If no, do you plan to continue this project in the future?
  
  
  
  
  
  
  
  
  
  
9. How will you measure the success of your project? Please be specific.  
(E.g., follow-up monitoring of a habitat restoration site)
  
  
  
  
  
  
  
  
  
  
10. Are you aware you will be expected to give a short presentation at the Bay Mini-Grant Sharing Day? Yes:\_\_\_\_\_ If no, why:\_\_\_\_\_

# Budget for \_\_\_\_\_

<u>ITEM</u>	<u>TBEP SHARE</u>	* <u>MATCH</u> (Include source below)	<u>TOTAL</u>
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\* Please indicate if matching funds listed above are federal, local, state or private.

NOTE: Often TBEP receives more grants than we have money to fund. Please explain how partial funding might impact or affect this project.

ATTACHMENT A

**Sample Budget (with adequate detail)**

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

**Sample Budget (lacking sufficient detail)**

<u>ITEM</u>	<u>TBEP SHARE</u>	<u>MATCH</u>	<u>TOTAL</u>
Transportation	<b>\$ 1,500.00</b>	\$ 1,500.00	\$ 3,000.00
Administration	<b>\$ 250.00</b>	250.00	500.00
Supplies	<b>\$ 1,500.00</b>	0	\$ 1,500.00
Plants	<b>\$ 1,002.50</b>	165.00	\$ 1,167.50
<b>TOTAL Project Costs</b>	<b>\$ 4,252.50</b>	\$ 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.)