



FLORIDA FRIENDLY LANDSCAPE GRANT GUIDELINES

A. PROJECT REQUIREMENTS

1. Services to be provided

Proposed projects must have as their signed objective the beautification of a public land through creative landscaping that requires minimal supplementary irrigation or other maintenance. Native plant species are to be used to the maximum extent possible. Project proposals must address the following:

- a. Planning and design
- b. Soil preparation (appropriate for plant selection)
- c. Irrigation (for establishment, as needed thereafter)
- d. Appropriate plant selection, ie., cold and salt tolerant
- e. Mulching (to conserve water and minimize weed removal)
- f. Practical turf areas (limited or none)
- g. Appropriate maintenance (fertilization, pruning, mulching, weeding)

Invasive pest plants must not be included in project proposals. A list of commonly sold and planted pests is included in this packet. A list of invasive plants, published by the Exotic Pest Plant Council, is available upon request.

2. Applicant eligibility requirements

- a. Qualified applicants are limited to **legal, private non-profit organizations**.
 1. Eligible organizations include civic organizations, garden clubs, PTO's, PTA's, sport leagues, scouting groups, etc.
 2. Non-eligible organizations include private for profit organizations and public agencies.
- b. Grant shall not exceed funds available in the County Commission District of the project.
- c. A 50:50 match is required (50% grant: 50% applicant). In-kind services and/or materials can be considered as applicant's match. Value of in-kind services and materials shall be valued at prevailing market or retail rates. Labor shall be valued at **\$8.00 pr hour**.



The purpose of the grant funds is for design and implementation of a new project, or a new phase of a project already underway. The grant funds received by the applicant shall be on a reimbursable basis. A final written report shall be submitted. The report shall contain a reimbursement summary sheet along with invoices/receipts, signed in-kind donation forms, payrolls, and log sheets documenting approved expenditures, which must be submitted to Keep Brevard Beautiful before reimbursement can be made.

3. Other special requirements

- a. Landscaping on public lands shall meet all governmental agencies' rules, regulations and ordinances.
- b. Applicants shall provide **written assurance** and a maintenance plan describing the appropriate care and maintenance for a **two-year period**. **If the plants die within the two-year maintenance period, plants must be replaced or future eligibility may be jeopardized.**
- c. Two photos from different angles of the completed project shall be submitted with the final report to KBB.
- d. Grantees are encouraged to use the **free mulch** available from county solid waste facility (landfill). Purchased mulch should be environmentally friendly pine straw, pine nuggets, eucalyptus, or one of the other environmentally friendly recycled mulches (e.g., "Floramulch," "enviromulch," etc.). Do not use cypress. Phone numbers for the county landfills are: Mocking Bird Way Mulching Facility (North) 264-5009, Central Disposal Facility (Central) 633-1888, Sarno Road Transfer Station (South) 255-4366.
- e. A sign must be installed according to grant specifications. Cost of sign must be included in budget under either grant or matching costs.



B. GENERAL INFORMATION

1. Questions: Questions regarding procedures for submittal and technical aspects of the proposal should be directed to:

Keep Brevard Beautiful, Inc.
Attn: Allison Arteaga
1620 Adamson Road
Cocoa, FL 32926
Phone 631-0501 ext. 210, fax 631-2840
E-mail: Allison.KBB@gmail.com
2. Funding source
Grants are 100% funded by the Brevard County Board of County Commissioners through a contract with Keep Brevard Beautiful
3. Method of reimbursement
 - a. Reimbursement will be initiated upon completion of the project, satisfactory documentation provided and tour of completed project by committee. **During the tour, the committee will be looking for the specific plants that were listed in the grant, these plants looking healthy, and the project being maintained. The project funding may be rejected if the above criteria is not met.** (No partial payments will be made.)
 - b. Any work performed on the project and/or any expenditures made prior to the written authorization from KBB are ineligible for reimbursement (with the exception of design).
4. Acceptance of proposals
KBB reserves the right to reject any or all proposals or waive minor irregularities. Minor irregularities are those which will not have a significant or adverse effect on overall competition, cost or performance, these will be determined by the Keep Brevard Beautiful committee.
5. Cost of applicant preparation
KBB is not liable for any costs incurred by the applicant in responding to this grant application.
6. Posting of application evaluations



A tabulation of application evaluations and applications recommended for funding will be made available for review by all interested parties.

C. EVALUATION CRITERIA

Proposals are to be evaluated on the basis of the response to the criteria listed in the grant application packet.

<u>SCORE</u>	<u>Attribute</u>
_____ 1.	<u>Special consideration will be given for attendance at the workshop and utilization of professional guidance.</u>
_____ 2.	Completeness of Proposal Package _____ Resolution or letter of authorization _____ Street Map _____ Written project description _____ Photos _____ List of plants (Common and Botanical Names) _____ Detailed design and construction plans
_____ 3.	Aesthetic value. Use of imaginative design concepts. Contribution to noise abatement, visual screening, and/or the correction of other environmental problems.
_____ 4.	Appropriate design and material selection for the location.
_____ 5.	Suggested use of at least 50% Florida native plant materials
_____ 6.	Detailed cost information, with attention directed to cost effectiveness. Plant costs must be separated from labor costs.
_____ 7.	Irrigation requirements matched to plant needs (water conservation should be emphasized, providing for establishment, as needed thereafter).
_____ 8.	Two year written maintenance plan provided.
_____	TOTAL SCORE



D. SIGNAGE REQUIREMENTS

Required signage should measure at least 4" x 6" and should include the following wording:

**Keep Brevard Beautiful
Florida Friendly Grant
Year**