



Florida Boating Safety and Education Grant Application

FOR OFFICE USE ONLY	
Grant Application Number :	Date Received:

Fill in all sections that apply – Leave all other sections blank

I – APPLICANT INFORMATION			
a. Applicant:			
b. Federal Employer Id. No.:			
c. Project Manager Name:		Project Manager Title:	
d. Mailing Address:		City:	Zip Code:
e. Shipping Address:		City:	Zip Code:
f. Telephone:	Fax:	Email:	
g. District Numbers:	State House:	State Senate:	County Commission:

II – PROJECT SUMMARY	
a. Project Title:	
b. Project Goal(s):	
c. Project Cost:	Total Cost: \$ _____ Grant Amount Requested: \$ _____
d. Project Type(s):	<input type="checkbox"/> Education Course Enrollment <input type="checkbox"/> Printed Materials (boater guides, etc.) <input type="checkbox"/> Informational Kiosks / Signs <input type="checkbox"/> Portable Exhibits (tabletop display, trade show exhibit) <input type="checkbox"/> Interactive Displays <input type="checkbox"/> Broadcast Media (TV/radio, Internet, billboard, etc.) <input type="checkbox"/> Print Media (magazines, newspapers) <input type="checkbox"/> Life Jacket Wear Initiatives
e. Brief Project Summary (Detailed project summary/scope of work is required as an attachment to this application):	

III – PROJECT NEED

Describe Primary Need for Project:

IV – PROJECTED OUTCOMES

a. Explain how the project may enhance awareness and following of important safe boating practices among Florida's recreational boaters.

b. Describe the system to be used in measuring the effectiveness of the project.

V – BUDGET

a. Has a detailed cost estimate been developed for this project? If yes, attach a copy to application.

Yes, Preliminary

Yes, Final

No

b. PROJECT COST: NON-CASH FUNDS

Cost Item	Applicant	Other Source (List in Section VI below)	Do Not Use This Column	TOTAL
Administration	\$	\$		\$
In-Kind Project Management	\$	\$		\$
In-Kind Labor	\$	\$		\$
In-Kind Materials	\$	\$		\$
In-Kind Equipment	\$	\$		\$
Total Non-Cash Funds	\$	\$		\$

c. PROJECT COST: CASH FUNDS

Cost Item	Applicant	Other Source (List in Section VI below)	Grant Request	TOTAL
Administration / Project Management	\$	\$	\$	\$
Education Course Enrollment Project	\$	\$	\$	\$
Informational Kiosk/Sign Project	\$	\$	\$	\$
Interactive Display Project	\$	\$	\$	\$
Print Media Project	\$	\$	\$	\$
Printed Materials Project	\$	\$	\$	\$
Portable Exhibits Project	\$	\$	\$	\$
Broadcast Media Project	\$	\$	\$	\$
Life Jacket Wear Initiative Project	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Total Cash Funds	\$	\$	\$	\$

d. TOTAL FUNDS (Non-cash + Cash)

\$	\$	\$	\$
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VI – OTHER SOURCE OF FUNDS (STATUS)

a. Federal State/Local Loan Agency: _____

b. Grant Name: _____ Amount \$ _____

c. Approval Status: Approved Pending Intend to Apply, Date: _____

a. Federal State/Local Loan Agency: _____

b. Grant Name: _____ Amount \$ _____

c. Approval Status: Approved Pending Intend to Apply, Date: _____

a. Federal State/Local Loan Agency: _____

b. Grant Name: _____ Amount \$ _____

c. Approval Status: Approved Pending Intend to Apply, Date: _____

VII - PERMITS

a. Does the project require a permit? Yes No

b. If Yes, what type: Local State Other, explain:

c. Status of Permit Application: Not yet applied for Applied for, pending Approved

VIII – APPLICATION ATTACHMENTS CHECKLIST

Include an electronic copy on compact disk (CD) and seven (7) photocopies of the application with attachments.

Incl.	--- Required Attachments ---
<input type="checkbox"/>	a. Cover Letter: application transmittal cover letter (Identify priority rank with multiple applications).
<input type="checkbox"/>	b. Application: One (1) application with original signature from authorized individual.
<input type="checkbox"/>	c. Project Proposal: a detailed description of project as described in the application instructions.
<input type="checkbox"/>	d. Delegation of Authority: Formal documentation to show that the person signing the application has the authority to apply for, administer and commit the governing body or not-for-profit organization to the grant project on behalf of the applicant.
<input type="checkbox"/>	e. Detailed Cost Estimate: Cost estimate in the form of a formal bid, written quote from proposed vendor or a detailed cost estimate for the project elements.
--- Optional Attachments ---	
<input type="checkbox"/>	f. Permits: Photocopies of any required project permit(s) or permit application(s). If exempt, provide notification of exemption from permitting agency.
<input type="checkbox"/>	g. Plans: preliminary design/engineering plans (if applicable).

APPLICANT SIGNATURE

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and, to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority including the necessary requisite property interests to undertake the proposed activities.

I also certify that the Applicant’s governing body is aware of and has authorized the Project Manager as the official representative of the Applicant to act in connection with this application and subsequent project as well as to provide additional information as may be required. By signature below, the Applicant agrees to comply with all applicable federal, state, and local laws in conjunction with this proposal and resulting project so approved.

Print/Type Name

Title

Applicant Signature

Date

STATE OF FLORIDA, COUNTY OF (_____)

Personally appeared before me this _____ day of _____, 20____, _____, who subscribed and swore to the above instrument in my presence.

Notary Public Name: _____

My commission expires: _____

NOTE: Instruction and further information regarding this application and the Florida Boating Safety and Education Grant Program can be found in the Program’s Guidelines document or you may contact the Program Administrator at: Florida Fish and Wildlife Conservation Commission, Florida Boating Safety and Education Grant Program, 620 South Meridian Street, Tallahassee, FL 32399-1600; or call (850) 488-5600.

**FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
FLORIDA BOATING SAFETY AND EDUCATION GRANT PROGRAM**

Instructions for Completing the Boating Safety and Education Program Grant Application

GENERAL INSTRUCTIONS

- Submit one (1) original and seven (7) photocopies of the application with attachments.
- Submit one (1) electronic copy of application on compact disk (CD).
- Staple application in upper left-hand corner, or clip with one binder clip. **Do not place in a spiral binder, three-ring binder, or report cover.**
- Please place a tabbed divider between each attachment.
- Please make all photocopies of attachments on paper no larger than 8 ½” x 11”.

I – APPLICANT INFORMATION	
a. Applicant:	Enter the name of the governmental or not-for-profit entity applying for the grant.
b. Federal Employer Id. No.:	Enter the applicant’s Federal Employer Identification (FEID) Number. Payment will be sent to the address associated with this FEID number.
c. Project Manager Name: Title:	Enter the name and title of the person in charge of the project. All correspondence will be sent to this person.
d. Mailing Address:	Enter the mailing address for the Project Manager. All correspondence will be sent to this address.
e. Shipping Address:	Enter the physical address for the Project Manager (no post office boxes) for delivery of overnight packages.
f. Telephone No.: Fax No.: E-mail:	Enter the telephone number, fax number, and email address where the Project Manager may be contacted during regular business hours.
g. District Numbers:	Enter the District numbers for the State House, State Senate and the County Commission.

II – PROJECT SUMMARY	
a. Project Title:	Provide a brief title for the project.
b. Project Goal(s):	Provide a description of the intended goal(s) of the project in relation to enhancing safe boating in Florida.
c. Project Cost:	Enter total project monetary cost, including only the eligible project elements for grant funding. Enter the total funds requested from this Program.
d. Project Type(s):	Check all that apply to the project.
e. Scope of Work/Detailed Project Summary:	Provide a thorough description of the work to be done, the expected outcome(s) or final product(s), and what will be accomplished.

III – PROJECT NEED(S)
Briefly describe why this project is needed. Explain any existing problems and how this project will correct the problem, or describe how this project will enhance recreational boating in the local community.

IV - PROJECT OUTCOMES
a. Briefly explain the anticipated results/outcomes to be derived from the completion of this project and how the results will address the project needs identified in Section III.
b. Explain measurements to be used to gauge the effectiveness of the project in order to evaluate whether or not it actually resulted in meeting any or all of the project needs.

V – BUDGET	
a. Has a detailed cost estimate been developed for this project?	Indicate whether a preliminary or final cost estimate has been developed. If yes, attach a copy of the estimate to the application.
b. PROJECT COST - NON-CASH FUNDS*	Enter amount of in-kind matching funds for each cost item. Amounts in “Other” column should include in-kind funds from any third-party agreements (provided by someone other than the applicant). *Please note: All applications must include some form of non-cash matching funds.
c. PROJECT COST - CASH FUNDS	Enter amount of funding to be provided by the applicant and other sources. Enter the amount of funding requested in the column labeled “Grant Request.”
d. TOTAL FUNDS	Sum of non-cash funds and cash funds for each column.

VI – OTHER SOURCE OF FUNDS (Partnerships)	
Include information on funding from sources other than this grant program or the applicant. Enter information for each funding source.	
a. Funding Source:	Check source of funds: Federal grant, State/Local grant, or loan.
b. Grant Name:	Enter name of grant program.
c. Approval Status:	Enter status of grant/loan application. If “Intending to Apply”, enter date of application deadline.

VII – PERMITS	
a. Florida Department of Environmental Protection	Check status of all permit applications (if applicable). If project does not require permits, or project is exempt from permitting requirements, check “N/A”. If available, attach a photocopy of all permits or permit applications. If project is exempt, attach a copy of exemption
b. Florida Fish and Wildlife Conservation Commission	
c. U.S. Army Corps of Engineers	

d. Local and Others (If needed)	notification. If there are no permits required due to the type of project, check “No” and provide a brief statement to that effect.
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VIII – APPLICATION ATTACHMENTS CHECKLIST
<p>Indicate which attachments have been included with the application. Required attachments must be included or application will be deemed incomplete. Optional attachments may be omitted, but applications with optional attachments included will receive a higher score during evaluation.</p> <p>Please place a tabbed divider between each attachment. Submit one original (with original signature), an electronic copy on compact disk (CD) and seven (7) photocopies of the entire application with attachments.</p> <p>Completed applications should be in the following order: Cover Letter, Application Form, Project Proposal, Delegation of Authority, Detailed Cost Estimate, Permits/Permit Applications (if included) and Plans (if included).</p>

PROJECT PROPOSAL

The Project Proposal must be a detailed description of the project which will serve as the project’s scope of work. It should include the following elements:

- a. Project Description: A detailed description of the project including what the project will produce or accomplish, the audience the project will target, and how the project will enhance recreational boating safety in Florida.
- b. Specific Tasks: Describe in detail the work that will be done in order to complete the project and the measurements of effectiveness that will be used to evaluate success.
- c. Timetable: Include a proposed schedule for when tasks are to begin and when they will be completed.