

*The Mission of the Florida Wildflower Foundation is to connect, protect and expand
native wildflower habitats through education, planting, conservation and research.*

**2021 VIVA FLORIDA LANDSCAPE DEMONSTRATION GARDEN**

 **GRANT APPLICATION**

**The Florida Wildflower Foundation (Foundation) requests applications for grants of up to $3,000 each to establish, expand or enhance native wildflower demonstration gardens or meadows.**

**GOALS**

The Foundation is requesting applications from public agencies and private non-profit organizations for demonstration gardens or meadows at Florida nature centers and public parks and on public lands. Successful applications demonstrate the ability to increase awareness and knowledge of native wildflowers among their visitors by illustrating the benefits and beauty of Florida native wildflowers in cultivated landscapes or meadow restorations. Viva Florida Landscape Demonstration Gardens educate the general public about the role of native wildflowers and plants in supporting native pollinators, providing ecosystem services, creating wildlife habitat, and in general, contributing to a better environment for all Floridians. The Foundation has a strong preference for projects developed with community support and in partnership with local community groups, non-profit organizations, and area businesses.

**CALENDAR**

* January 1 – March 15: Applications are accepted.
* May 15: Applicants are notified of proposal acceptance or denial.
* May 16 – 31: Contracts are issued to awardees.
* June 1 – 30: Initial payments are issued. (See “Award Payment Schedule” below for distribution details.)

**REQUIREMENTS**

To receive a grant, applicants must first agree to:

* Establish, expand or enhance a native planting in a highly visible location with frequent pedestrian traffic and maintain it for a minimum of one year from installation date.
* Provide matching contributions equal to or greater than 50% of the grant amount.
* Contributions may include in-kind donations of materials, services and/or volunteer time, as well as staff time and other applicant-paid expenses related to the project.
* Use at least 80 percent of the grant funds to purchase Florida native wildflowers, grasses, and flowering shrubs and/or vines. Species selected must be
* in accordance with FWF’s definition of cultivars,
* appropriate for the region and site conditions of the planting, and
* purchased from the Florida Wildflower Growers Cooperative (seed), Florida Association of Native Nurseries members and/or other retail outlets specializing in Florida native plants.
* Develop educational materials and programming that is relevant to/includes the demonstration garden.
* Submit four progress reports. The reporting schedule will be based on the planting installation date and will be outlined in the contract.
* Provide complimentary admission as may be necessary (with advanced notice) for Foundation staff, consultants, volunteers and/or board members to periodically evaluate the project's establishment, maintenance and aesthetics.

**AWARD PAYMENT SCHEDULE**

* Grant funds will be distributed in two payments:
* 50% upon execution of the grant agreement (receipt of signed contract and invoice)
* 50% upon approval of the final report

**GUIDANCE TO APPLICANTS**

* It is recommended that applicants review this application in its entirety prior to beginning the process of filling it out in order to prepare answers and collect required materials.
* Funding may be awarded to projects meeting program goals and judged as having the best chance of success and public exposure. The Foundation may request a preliminary site visit by a Foundation member or representative.
* Projects that are currently underway or that will begin prior to the award announcement date (May 15) are not eligible for funding.
* Projects that have received funding through the Viva Florida program within the past 365 days may be eligible for additional funding butmust be pre-approved by the Foundation before applying. If you received a Viva Florida grant in the last year and would like to apply for additional funding for the same project, please contact Stacey Matrazzo, program manager, at SMatrazzo@FlaWildflowers.org prior to applying.
* Schedule installation during the spring or fall planting season. Determine when plant establishment can be expected.
* Successful proposals include evidence of community support. A community’s support for a proposal is measured by the level and type(s) of commitment(s) to provide in-kind or monetary contributions to the success of the project.

**HELPFUL RESOURCES**

* Florida Wildflower Foundation’s definition of native cultivars
<http://www.FlaWildflowers.org/resources/pdfs/pdf10/FWF-CultivarStatement.pdf>
* Florida Wildflower Foundation resources for selecting, planting and growing wildflowers
<https://FlaWildflowers.org/planting>
* Viva Florida Site Prep Guidelines
<http://www.FlaWildflowers.org/resources/pdfs/2017/VivaFlorida_SitePrepGuidelines.pdf>
* Xerces Society Organic Site Preparation
<https://Xerces.org/sites/default/files/2018-05/16-027_02_XercesSoc_Organic-Site-Preparation-for-Wildflower-Establishment_web.pdf>
* Florida Association of Native Nurseries
<http://www.AFNN.org>
* Plant Real Florida
<http://www.PlantRealFlorida.org>
* Florida Wildflower Growers Cooperative
<http://www.floridawildflowers.com>
* Atlas of Florida Plants
<http://florida.plantatlas.usf.edu>
* Florida Exotic Pest Plant Council's (FLEPPC's) List of Invasive Species
<http://bugwoodcloud.org/CDN/fleppc/plantlists/2019/2019_Plant_List_ABSOLUTE_FINAL.pdf>
* Natives for Your Neighborhood
<https://www.RegionalConservation.org/beta/nfyn/>
* Florida Native Plant Society’s Plants for Your Area
 <http://www.FNPS.org/plants>

This program is funded by donations made through the sale of Florida’s State Wildflower license plate. To purchase a tag or become a member of the Florida Wildflower Foundation visit [www.FlaWildflowers.org/support](http://www.FlaWildflowers.org/support).

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**VIVA FLORIDA LANDSCAPE DEMONSTRATION GARDEN GRANT APPLICATION**

***Do not alter this application. Answer questions ONLY in the gray boxes provided.
A red asterisk (\*) indicates questions that require an answer.***

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| **II. Project Manager Contact Information** |
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| 1. The project manager accepts responsibility for all responses in the application, project oversight, report submission, responding to inquiries, and ensuring the terms of the contract are adhered to.**\*** |
| Full name:  |       |
| Agency or non-profit affiliation:  |       |
| Email address:  |       |
| Phone number:  |       |
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| **II. Project Location** |
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| 1. Name and physical address of nature center, public park or public land where demonstration planting will be located.**\*** |
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| 2. Is the planting site owned by the public agency or organization whose land on which it is located?**\*** |
| [ ]  Yes |
| [ ]  No, it is leased |
| Landowner organization's name: |       |
| Landowner representative's name: |       |
| Landowner’s address |       |
| Landowner’s phone | *
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| Landowner’s email address | *
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| Date lease will expire | *
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| **• Required attachments** (to be uploaded along with the application; **do not embed in this document**): * + - Letter of support from the landowner acknowledging permission to install a native demonstration planting on the property is required.
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| **II. Planting Project Proposal and Site Details** |
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| *The following questions pertain to the site selected for the native wildflower demonstration planting.* |
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| 1. Describe the location of the planting site (e.g., It is located at the entrance of the park; It is accessible from a trail; It is next to the visitor center; etc.).**\*** |
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| 2. Provide the site’s GPS coordinates. **\***  |       |
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| 3. Provide the site’s dimensions. **\***  |       |
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| 4. Describe the site’s soil type (e.g., sand, clay, loam, etc.) and moisture conditions (e.g., dry, occasionally moist, moist to wet, saturated, etc.).**\*** |
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| 5. Describe the site’s light (exposure) (e.g., full sun, partial shade, high pine shade, broadleaf shade, etc.).**\***  |
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| ***Note****:* ***Full sun*** *= at least 6 hours of direct sunlight between 9 a.m. and 5 p.m.* ***Partial sun/shade*** *= 3–6 hours of direct sunlight between 9 a.m. and 5 p.m*. |
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| 6. Describe the site’s current and past conditions. Include a list of the native, non-native and invasive speciesŧ that are or have been growing within and around the site. If invasive species have been removed, please tell us how long ago they were removed and what removal methods were employed (e.g., herbicide application, mechanical removal, hand removal, etc.).**\*** |
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| ***ŧInvasive species can make or break a planting. It is important that invasive species within and around your site be removed and managed effectively to ensure the success of your project. If invasive species are present in or around your proposed site, you will be required to follow the*** [***Foundation’s site preparation requirements***](http://www.flawildflowers.org/resources/pdfs/2017/VivaFlorida_SitePrepGuidelines.pdf)***. If you are unsure if a non-native present on your site is an invasive, please refer to the*** [***Florida Exotic Pest Plant Council's (FLEPPC's) List of Invasive Species***](http://fleppc.org/list/2015FLEPPCLIST-LARGEFORMAT-FINAL.pdf)***.*** |
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| 7. Provide a preliminary list of species (include scientific names) to be used.**\*** |
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| 8. Provide a narrative of the proposed planting, including project timeline/schedule, site preparation plan, construction methods, and maintenance methods and schedule.**\***  |
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| **• Required attachments** (to be uploaded along with the application; **do not embed in this document**): * At least one current photo of the site**\***
* An illustrated design plan/sketch**\***
* Itemized estimate from nursery/plant supplier\*
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| **IV. Expert Review** |
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| 1. An expert review of the selected planting site is required to determine suitability and sustainability prior to planting. Provide the name, organization affiliation and contact information of the expert who performed/will perform your site review.*\***(The expert review can be conducted by a representative of your organization or organizations such as the Florida Native Plant Society, University of Florida/IFAS Extension office, etc., however, it must be someone other than the project manager. If you are unable to identify an expert in your area, the Foundation may be able to suggest one. Contact Stacey Matrazzo at* *SMatrazzo@FlaWildflowers.org* *prior to submitting this application.)* |
| First name:  |       |
| Last name |       |
| Organization/Affiliation |       |
| Phone | *
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| Email address | *
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| **• Required attachments** (to be uploaded along with the application; **do not embed in this document**): * Written statement from expert regarding site condition and project sustainability**\***
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| **V. Education and Outreach** |
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| 1. Describe the plan for native wildflower educational materials and programming as it relates to the project and grant program’s goals. Plan must include educational components such as programming related to the planting, interpretative signage, plant identification tools and handouts/brochures. (Must be at least 100 words.)\* *FWF logo files and style guide will be provided. Use of logo(s) must be approved prior to production.* |
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| 2. An important goal of the Viva Florida Wildflower Demonstration Grant Program is to increase awareness and knowledge of the environmental, historical and cultural significance of Florida’s native flora. Select the outreach method(s) in which you will promote the native wildflower planting. Choose all that apply; you must select at least one method.\**Stories and posts must attribute funding to the State Wildflower license plate and the Florida Wildflower Foundation.*  |
| [ ]  Newsletter | [ ]  Website | [ ]  YouTube  |
| [ ]  Instagram  | [ ]  Facebook | [ ]  Twitter |
| [ ]  Other (specify)        |
|  |
| 3. List any additional methods that will be used to increase awareness and/or knowledge of the environmental, historical and cultural significance of Florida’s native flora. |
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| 4. What is the annual number of visitors to the nature center, public park or public land?**\***  |
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| **VI. Community Support and Sponsors** |
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| 1. List community groups, non-profit organizations, government agencies, businesses and other project sponsors and briefly describe their participation. Include contact information for each (name, organization, phone number and email address) and a dollar value for each contribution.**\*** |
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| **VII. Budget** |
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| 1. Enter the total FWF grant fund amount being requested (maximum of $3,000)**\***  |       |
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| 2. Would a partial award (to be determined by the Foundation) be of benefit to your proposed project?**\*** |
| [ ]  Yes  | [ ]  No |
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| 3. Complete the budget form on the next page***.\**** |
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| **• Required attachments** (to be uploaded along with the application; **do not embed in this document**): * Itemized estimate from nursery/plant supplier**\***
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| **VIVA FLORIDA LANDSCAPE DEMONSTRATION GARDEN BUDGET FORM**- Do not delete or add columns. Add rows as needed. Ignore those that don't apply. - Enter expense amounts in the appropriate columns:- Expenses to be paid by the applying organization should be listed under "Applicant share." - In-kind donations should be listed under "In-kind share." Assign a value to any goods or services donated. Use $27.20/hr to calculate volunteer hour values.- Expenses to be paid with grant funds should be listed under "Grant share." This must include plant/seed expenses. "Grant share" total must match total grant fund amount being requested."- "Applicant share" and "In-kind share" total must equal 50% or more of the total grant fund amount being requested AND must be at least $500. - “Grant share” total must equal the amount of grant funding being requested (maximum of $3,000). - Round amounts to the nearest dollar. |
|  | **Expense funding source** |  |
|  | **Applicant share** | **In-kind share** | **Grant share** | **TOTAL** |
| **STAFF HOURS** *(include administration, program development, labor, training, etc.)* |  |  |  |  |
|       | $       | $       | $       | $       |
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| **VOLUNTEER HOURS** *(use 2020 volunteer rate of $27.20/hr.)* |  |  |  |  |
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| **CONSULTANT FEES** (*(itemize)* |  |  |  |  |
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| **PLANTS & SEEDS** *(enter total and* ***upload itemized estimate from nursery/supplier;*** *amount must represent a minimum of 80% of grant award)* |  |  |  |  |
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| **OTHER SUPPLIES** *(itemize)* |  |  |  |  |
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| **OTHER EXPENSES** *(itemize)* |  |  |  |  |
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| **VIII. Project Goals and Requirements** |
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| 1. Describe how the planting will help achieve the goals of the Viva Florida Wildflower Landscape Demonstration grant program. (See Goals section on page 1.)**\*** |
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| 2. Check each box to agree to the following\*: |
| [ ]  | Plants to be established will be:- Florida native wildflowers, grasses, and flowering shrubs and vines;- in accordance with the Foundation’s definition of native cultivars;- and appropriate for the region and site conditions of the planting.*(See Helpful Resources section on page 2 for help determining a species’ nativity and appropriateness.)* |
| [ ]  | At least 80% of funding provided by the Foundation shall be used to purchase native plants or seeds from the Florida Wildflower Growers Cooperative, Florida Association of Native Nurseries members and/or other retail outlets specializing in native plants. |
| [ ]  | The following types of mulch shall not be used: cypress mulch, grass clippings, pine bark, compost or man-made materials such as recycled rubber. |
| [ ]  | The planting site will be properly prepared prior to installing plants. *(See Helpful Resources section on page 2 for assistance with site preparation.)* |
| [ ]  | The planting will be installed by a date agreed upon by the applicant and the Foundation. |
| [ ]  | The site currently has the staff and/or volunteers to maintain and care for the planting. |
| [ ]  | The planting will remain in place and be maintained for a minimum of 365 days from the installation date. |
| [ ]  | Economically and ecologically sustainable practices will be used to establish and manage the wildflower plantings. |
| [ ]  | If pesticide use is necessary (e.g., for fire ant control), all pesticides shall be utilized in accordance with all federal, state, and local laws, ordinances, regulations and rules. **\*\*Systemic insecticides are not permitted.\*\*** |
| [ ]  | Plants will not be fertilized during the first growing season after planting; if subsequent fertilization is deemed necessary, it shall be approved by the Foundation prior to application. |
| [ ]  | Plant identification labels will be installed; or, if impractical, a plant identification guide/handout will be created and made available to visitors. |
| [ ]  | The number of visitors to your facility, the number of those attending native wildflower educational programming at your facility, and the number and hours of volunteers assisting with the planting and programs will be reported. |
| [ ]  | A minimum of two site visits (to be conducted by a Foundation representative) may be scheduled. |
| [ ]  | OPTIONAL: Visitor surveys will be conducted to gauge the impact of the planting and programming. |
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| **IX. Reporting** |
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| Awardees are required to submit four reports during the grant period. The reporting schedule will be determined by the Foundation based on the project timeline and will be outlined in the contract. Report templates will be provided in advance of the due date by the Foundation’s grant administrator.  |
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| Check each box to agree to the following\*: |
| [ ]  | An initial report will include a narrative describing the installation process, and photos taken before, during and after the installation.  |
| [ ]  | A final report will include an itemized expense report and receipts, as well as a maintenance schedule/plan for the following year. NOTE: The final payout is contingent upon receipt and approval of the final report. |
| [ ]  | All reports will include:* volunteer hours specific to the planting and programming
* visitation numbers specific to the planting and programming
* photos of the planting, especially in peak bloom
* photos of programming, visitors and/or volunteers
* information about visitor impressions and the impact of the planting and programming
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| **X. Forfeiture Clause** |
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| If the grantee fails to meet all of the requirements of the Viva Florida Landscape Demonstration Garden Grant (as indicated in this application and the contract) to the satisfaction of the Foundation (except as a result of a hurricane, tornado or other act of God), the grantee will forfeit the grant and refund any funds received. |
| [ ]  | By checking this box, you certify that you have read and acknowledge all of the requirements and agree to these terms. This will serve as your digital signature, acknowledging the terms of this application. **\*** |
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| **XI. Checklist of Required Files** |
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| Check to acknowledge the following items will be uploaded along with your application: |
| [ ]  | Completed application (**Application must be uploaded as a Word doc; other formats will not be accepted.**)  |
| [ ]  | Letter of support from landowner (if property is leased) |
| [ ]  | Sketch or design plan for project |
| [ ]  | Written statement from expert |
| [ ]  | Itemized estimate from nursery/plant supplier |
| [ ]  | Current photo(s) of planting site  |
| [ ]  | Additional support documents (list below)      |
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| **XII. Application submission** |
| Upon completion, use the link below to upload this application along with all required files: <https://flawildflowers.wufoo.com/forms/viva-florida-application-submission/>. Be sure to click "SUBMIT" once all documents have been uploaded**. If you do not see a confirmation message,** **YOUR APPLICATION WAS NOT SUBMITTED.** Go back and review that all requirements have been addressed. Those that were not will be highlighted in red.  |