

FLORIDA STATE GRANT PROGRAMS

2004-2005

18th Edition

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ACKNOWLEDGEMENTS

FLORIDA STATE GRANT PROGRAMS 2004-2005, 18th Edition

As we enter our eighteenth year of production of Florida State Grant Programs we would like to thank everyone from our in-house staff to the state workers who run Florida's programs.

Florida Funding Publications thanks our customers for their years of loyal support and wishes them success with their grant-seeking efforts.

Please visit our web page:

www.floridafunding.com

Email us with questions:

info@floridafunding.com

INTRODUCTION

Florida Funding's Florida State Grant Programs, 2004-2005 contains a comprehensive list of Florida's state funded and administered grant programs, as well as some federal "pass-through" programs.

Almost anyone familiar with searching for grants, loans or technical assistance knows that half the battle is finding the correct program, phone number and point of contact. This book is designed to improve coordination and communication between state agencies and local governments and nonprofits.

In this book, you will find information about state grants, loans, and technical assistance programs. Appendices, arranged by program title and subject area, will make it easier to identify appropriate programs for individual funding needs.

Florida State Grant Programs is divided into 20 sections, covering state and federal programs. Each section contains a contact list and detailed profiles for assistance programs administered.

Each department details individual program profiles containing the following headings:

- *Program Title*
- *Eligible Applicants*
- *Funding*
- *Matching Requirements*
- *Program Description*
- *Type of Assistance*
- *Deadline*
- *Contact Information*

Appendix A is arranged by program name.

Appendix B is arranged by subject category.

Subjects include:

- *Arts and Humanities*
- *Historic Preservation*
- *Education and Training*
- *Recreation*
- *Community Development*
- *Housing*
- *Environment Resources*
- *Social Services*
- *Economic Development*
- *Law Enforcement*
- *Health Care*
- *Transportation*

Florida Funding Publications has made every effort to provide the most current information available. All the information contained in this book has been confirmed by each administering department. However, budgets, deadlines and points of contact may change throughout the year. These should always be verified with each agency before submitting applications.

*Florida Funding
reminds readers to
always verify information.*

GRANT VOCABULARY/DEFINITIONS

DEADLINE/DUE DATE: Many state agencies require that applications reach the state office no later than 5:00 p.m. on the published deadline. When this is the case, they do not accept postmarks on the due date. Potential applicants should contact the agencies and clarify their deadline requirements.

IN-KIND MATCH: The grantee may fulfill the project cost-sharing obligation with contributions other than cash, including donations of equipment, supplies, property, space and/or staff services.

NONPROFIT ORGANIZATION: Often the granting agencies require that organizations be registered as not-for-profit, tax-exempt organizations that have received official 501(c)(3) status from the Internal Revenue Service. State agencies require that applicants be registered as not-for-profit Florida corporations pursuant to Chapter 617, Florida Statutes. For more information, contact DOS's Division of Corporations, Non-Profit Section, and P.O. BOX 6327, TALLAHASSEE, FL 32314. Phone: 850/245-6052.

PASS-THROUGH: The process by which the state government receives federal funds via grants, contracts, or formula allocations and then passes them to sub-state entities. The pass-through may be mandated by the grant program statute or may be the result of the state's decision to administer federal funds through "sub-grants."

TAX-EXEMPT STATUS: This term is defined in Sections 501 (specifically 501(c)(3) and others) of the Internal Revenue Code. Most granting agencies require a copy of the organization's IRS 501(c)(3) determination letter to confirm federal tax-exempt status.

UNITS OF LOCAL GOVERNMENT: Applicants should check with the granting agency for its specific definition. "Local government" often includes: county, parish, municipality, city, town, township, village, state-designated Indian tribal government, local public authority, school district, special district, intrastate district, council of governments, sponsor group representative organization, other regional or interstate government entity, or any agency of a local government.

ABOUT OUR COMPANY

Florida Funding Publications is a subsidiary of **John L. Adams & Company, Inc.** Our clients include units of government and not-for-profit corporations throughout Florida and the United States.

For more than two decades, **John L. Adams & Company** consultants have provided grants acquisition expertise and funding resources for grant-seekers. Clients from Puerto Rico to Massachusetts have realized more than \$550 million in successful grant programs from federal, state, local and private sources for various needs and activities. Typical projects encompass:

Economic and Community Development • Parks and Recreation • Cultural Affairs • Historic Preservation • Education • Environmental Conservation • Law Enforcement • Capital Improvements • Youth Programs • Recovery from Storm Damage • Social Services

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FLORIDA STATE GRANT PROGRAMS 2004-2005

RESOURCE SUMMARY SHEET

The primary sources of grant funds are federal, state, and foundation programs. Annual disbursements in each area have increased for the two decades we have tracked them, reflecting growth in the national economy. Of the three, assets available for grant awards have grown most dramatically among private foundations. The best results generally come from a coordinated approach using support from both public and private monies.

Following is a summary sheet of statistics that may be helpful in planning project-funding strategies:

STATE FUNDS:

- Total number of available programs (without federal "pass-through" programs): 154
- Annual state-wide disbursements: \$1.5 B (FY 2001-2002)
- Amount disbursed by federal "pass-through" programs (approx): \$1 B

PRIVATE FUNDS:

FLORIDA

- Total number of grant-making foundations (2004 data): (est.) 3,668
- Total assets for this group: \$12.9 B
- Total disbursements: \$891 M
- Priority areas for support declared by these foundations (some have more than one area):

Arts & Cultural	1247	Community	1616
Education	1942	Environment	641
Health	1383	Medicine	923
Religion	1843	Research	716
Scholarship	438	Social Services	1531
Sports/Athletics	353	Other	591

NATIONAL

- Total number of grant-making foundations (approx, 2001 data): 61,810
- Total assets of this group (est.): \$476.8 B
- Total annual disbursements (est.): \$27.6 B

PREPARING A GRANT PROPOSAL

Preparation of any grant proposal requires thorough research, critical for a successful grant application. The first step: Find programs that most resemble your funding needs. The main purpose of **Florida State Grant Programs** is to help you narrow your list to a handful of potential grant sources. This will limit the number of grant proposals you will need to prepare and will exponentially increase their chances of success.

Search through *Appendix B* to locate programs that correspond to your area of interest. Make your search as broad as possible, so that potential programs won't be overlooked. For example, if you are seeking funding for underprivileged youth services, search for programs under the "social services," "health services" and "education" categories. You also could extend your search to the "recreation" category that might support a project such as an after-school basketball league in a local park for underprivileged youths.

After you have found programs in *Appendix B*, you should call the contact numbers to verify the listed deadlines. If a deadline is not listed, you should call the contact name and number listed in this guide for more information. *Remember that although Florida Funding provides the latest information on grant programs, often deadlines for the new fiscal year are unavailable at the time of publication.* Keep in touch with your program contact to be sure that you are aware of any changing information.

CONTACT

Before preparing your grant proposal, it is critical that you contact the person who administers that program. Program priorities, requirements and deadlines constantly change, and it is imperative that you make personal contact with the administrator to ensure that you have accurate information. Program administrators are extremely useful resources during the grant-writing process and provide expertise in areas of interest. *Do not underestimate the benefit of making personal contact and keeping open a constant stream of communication.*

RESEARCH

After you have identified the appropriate program for your needs, request a copy of the application and guidelines. Often these can be downloaded at the department's web site. Review these thoroughly. Many government programs have specific funding requirements, and even the slightest discrepancy could prevent your project from obtaining funding. If necessary, make a few minor changes in your proposal to ensure compliance with program requirements.

****INSIDE TIP:** Ask for a copy of a successfully funded application.

Begin preparation of your proposal by collecting all the data pertaining to your project. You will need: budget, narrative text, other funding sources, timetable, articles of incorporation, tax-exemption certificate, audit, photos or drawings, and facts/statistics.

It is important to gather statistics, including information about similar programs that exist in your area, the number of individuals who would be served by the program, and even information on related issues or concerns in your area. This information should be used in the proposal narrative.

PROPOSAL ELEMENTS

Although programs differ in their requirements for the proposal format, the following is a list of the basic components of a typical proposal:

LETTER OF TRANSMITTAL

Every proposal should be accompanied by a cover letter on organization letterhead. This letter should state that the proposal has been prepared in accordance with the guidelines of the funding program. It should give a brief overview of the project, should specify the amount of funding requested and the proposed match, if any. The letter should also be signed by your organization's highest-ranking official (executive director, chairman of the board, or similar).

PROJECT SUMMARY

A one-page summary should provide an outline for your proposal. Include basic information such as the name of the program, address, contact person, purpose of the program, program benefits, cost, methods that will be used to evaluate the program, qualifications of the agency to administer the program and a brief explanation regarding how funding will be achieved for the program.

NARRATIVE

The narrative portion of the proposal makes the argument for your project. It should follow the same basic structure as the project summary, but should elaborate on each point. In addition to the topics above, you should prepare a brief history of the organization or project, a project timetable and a list of funding already received for the project. Make this portion of the proposal interesting and concise.

Your objective in this section is to prove that your project will put the agency's funds to the best possible use. Aim to "sell" your project. You may find a prescribed list of questions in the program guidelines that must be answered in this section. Remember that the reviewer is interested in the quality of the project's goals and objectives. Make a clear argument for why the grant is the appropriate source of funding for your project.

DOCUMENTATION

Be sure to review the application guidelines carefully. You often will be provided with a list of documents that are needed. Try to fill every request. Applications often are disqualified if this information is incomplete. Include documents such as articles of incorporation, by-laws, audited financial statements, a board of directors list, tax-exempt certificates, and photographs in this section.

BUDGET

The budget is the core of the proposal. **It should be prepared first and the rest of the proposal should support it.** It should include estimated costs and state the formulas used to calculate those costs. Use caution in preparing your budget. Refer to the program guidelines, as there are very specific restrictions on the use of grant funding. Make sure that your budget does not violate these rules. Also, it often is a good idea to include a column indicating what portions of the project will be funded by your organization or other funding sources.

LETTERS OF RECOMMENDATION

Although letters of recommendation are not always required, it is helpful to include them. Make sure to obtain written support for your project from a variety of knowledgeable individuals, such as government officials, specialists in the field and private citizens.

PRESENTATION

After you have prepared all the components, make the presentation attractive. Remember, the individuals reviewing your proposal may also be reviewing hundreds of others at the same time. Make your proposal as easy to read as possible.

Remember that a proposal should be an obvious argument for your project. It often is necessary to repeat key points in the proposal several times. It does not pay to be subtle. You need to get your point across to a reviewer who is not familiar with your project. Make your proposal simple, clear and compelling.

REVIEW

After you have completed the proposal, ask several people to review it before you submit it. Someone who is not directly involved in the project is more likely to notice portions that may seem unclear or incomplete. If possible, try to find someone within the agency who is first willing to review it. Agency staffs are often willing to do this if you provide them a copy well in advance of the deadline date. This can provide you with valuable input.

SUBMISSION

After you have completed all these steps, be sure that the proposal is received by the agency **before** the deadline. Most deadlines are not flexible. Applications arriving after the deadline often are deemed ineligible. Send your proposal with plenty of time to spare and call to verify that it was received.

These guidelines for proposal preparation are meant to serve as examples. They are based on methods that have been successfully used by our company. However, they are not meant to represent the only method for preparing proposals. Grant writers must refer to the program's guidelines and ensure that the proposal meets those requirements.

REGISTER WITH THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Florida law requires that organizations soliciting contributions in the State of Florida register with the Florida Department of Agriculture and Consumer Services. In January 1992, the Florida Solicitation of Contributions Act went into effect that regulates solicitation of public contributions and requires full public disclosure of certain information from those soliciting contributions. For more information about how to get registered and about the Florida Solicitation of Contributions Act, contact:

**Florida Department of Agriculture and Consumer Services
Division of Consumer Services
2005 Apalachee Parkway, Rhodes Bldg.
Tallahassee, Florida 32399-6500
800/435-7352
www.800HELPFLA.com**

Please Read These Essential Tips!

- Always contact sources *before* sending submissions.
- Verify all information.
- Deadlines are subject to change, so stay in touch with the program contact.
- "Funds available" does not always mean that all the funds are earmarked for grants.
- Some programs, although administered by the state, correspond to the federal funding cycle.
- Program names, addresses, e-mail addresses and contact names are always changing.
- Prepare well in advance by creating a yearly funding acquisition plan.
- Use web sites, mailing lists, or subscriptions to keep your organization constantly informed.

FLORIDA STATE GRANT PROGRAMS 2004-2005

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

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**FLORIDA DEPARTMENT OF
AGRICULTURE AND CONSUMER SERVICES**

Assistant Commissioner/Chief of Staff Terry L. Rhodes	850/488-3022
Inspector General Joe Martelli	850/245-1360
Public Information Administrator Terry McElroy	850/488-3022
General Counsel Richard Tritschler	850/245-1000
Chief Cabinet Aide Jim Boxold	850/410-6747
Legislative Affairs David McInnes	850/488-3022
Deputy Commissioner for Agricultural Services Craig Meyer	850/488-3022
Deputy Commissioner for Consumer Services Jay Levistein	850/488-3022
Deputy Commissioner for Food Safety Dr. Joanne Brown	850/488-3022

AGRICULTURAL EDUCATION AND PROMOTION FACILITY

The purpose of this program funding for the new construction of an agricultural center, which provides direct public benefits and emphasizes local government sponsorship and support in promoting and/or educating the public about the agricultural industry. Projects must be agricultural, livestock or fair-oriented projects.

TYPE OF AID: Direct appropriation

ELIGIBILITY: Local governments, fir associations

RECENT FUNDING: FY 04-05: None

DEADLINES: October 1 annually

MATCHING REQUIREMENTS: 40% of the costs incurred or related to the planning, design, permitting, construction or renovation of the facility.

CONTACT:

Craig Christ
Dept. of Agriculture & Consumer Services
Bureau of State Farmers' Markets
407 S. Calhoun Street, #209
Tallahassee, FL 32399-0800
Phone: 850/487-4322
SUNCOM: 277-4322
Fax: 850/488-9006
Email: christc@doacs.state.fl.us
<http://doacs.state.fl.us>

AGRICULTURAL LIVESTOCK MARKETS, PAVILIONS & CENTERS

The purpose of this program is to provide funding for the construction, renovation, or repair of agriculture center, livestock pavilions, and fair facilities, which provide direct public benefits and emphasize local government sponsorship and support.

TYPE OF AID: Grants

ELIGIBILITY: Local governments, nonprofits

RECENT FUNDING: N/A

DEADLINES: N/A

MATCHING REQUIREMENTS: Funds are disbursed on a reimbursement basis.

CONTACT:

Don Coker
Dept. of Agriculture & Consumer Services
Bureau of State Farmers' Markets
Mayo Building, M37
407 S. Calhoun Street, #209
Tallahassee, FL 32399-0800
Phone: 850/487-4322
SUNCOM: 277-4322
Fax: 850/488-9006
Email: cokerd@doacs.state.fl.us
<http://www.florida-agriculture.com>

COMMUNITY BUDGET REQUESTS, APPROPRIATIONS, GRANTS

The purpose of this program is support programs, services, or capital outlay initiatives that are local or regional in scope, are intended to produce measurable results, and has tangible community support to members of the Legislature, a state agency, or the Governor.

TYPE OF AID: Grants, loans, reimbursements

ELIGIBILITY: Local, county, or regional governmental entities, private organizations, and nonprofit organizations submitted through a local government entity.

RECENT FUNDING: FY 04-05: N/A

DEADLINES: Call for details.

MATCHING REQUIREMENTS: Required. See statute 216.052, section (2).

CONTACT:

Craig Christ
Dept. of Agriculture & Consumer Services
Bureau of State Farmers' Markets
407 S. Calhoun Street, #209
Tallahassee, FL 32399-0800
Phone: 850/487-4322
SUNCOM: 277-4322
Fax: 850/488-9006
Email: christc@doacs.state.fl.us
<http://doacs.state.fl.us>

ENDANGERED OR THREATENED NATIVE FLORA CONSERVATION

The purpose of this program is to provide funding to qualified corporations in the private sector for the purpose of providing recognition of those flora native to the state that are endangered or threatened; and to encourage, within a controlled program, the protection, curation, propagation, reintroduction, and monitoring of native flora that are identified as endangered or threatened.

TYPE OF AID: Grants

ELIGIBILITY: Nonprofits

RECENT FUNDING: N/A

DEADLINES: July 31, 2004

MATCHING REQUIREMENTS: Call for details

CONTACT:

Dan Phelps
Division of Plant Industry
Department of Agriculture & Consumer Services
P.O. Box 147100
Gainesville, FL. 32614-7100
Phone: 352/372-3505, ext 106
Fax: 352/955-2301
SUNCOM: 352/624-1162
Email: phelpsd@doacs.state.fl.us
<http://doacs.state.fl.us/~pi/>