



**KEEP PORT ST. LUCIE BEAUTIFUL COMMITTEE
LANDSCAPE/BEAUTIFICATION GRANT APPLICATION**

Keep Port St. Lucie Beautiful (KPSLB) is pleased to offer a Landscape/Beautification Grant, a competitive annual matching grant of up to \$5,000 awarded to eligible groups to fund landscaping/beautification projects within the City of Port St. Lucie. The Keep Port St. Lucie Beautiful Committee (the “Committee”) administers the grant program and represents the final granting authority for this grant.

KPSLB is a part of the Keep Florida Beautiful and Keep America Beautiful efforts and its purpose is to address physical and visual aspects of the community environment.

To apply, please review this packet in its entirety and submit one original and **ten (10)** copies of the complete application package (including all supplemental documentation) to be postmarked **no later than April 30**. (Applications not postmarked by the deadline will be ineligible.) Please do not alter the original grant application in any way.

As another option, applications may be delivered in person at the KPSLB office. Should you choose to hand-deliver your Application, use the Submission Receipt attached to the packet for confirmation of submittal. Applications may be mailed to or delivered in person at:

Keep Port St. Lucie Beautiful Grant Program
450 SW Thornhill Drive
Port St. Lucie, FL 34984

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Instructions to Applicants
KEEP PORT ST. LUCIE BEAUTIFUL COMMITTEE
LANDSCAPE/BEAUTIFICATION GRANT APPLICATION

GRANT INFORMATION AND REQUIREMENTS:

- a) **GRANT PURPOSE:** The purpose of the grants program is to improve environmental health and to support improvements within neighborhoods in Port St. Lucie by providing financial support for Florida Friendly landscape and beautification projects. Grants are available for new landscape improvement projects or revitalization of existing landscapes.
- b) **WHO MAY APPLY:** Community based groups/associations within the City of Port St. Lucie are eligible to apply. Groups must be active and comprise at least two (2) or more individuals that reside, work, and/or demonstrate an interest in an area within Port St. Lucie. Examples include: service groups/clubs, non-profit organizations, and homeowner/ property owner associations. The groups must be established and incorporated within the City of Port St. Lucie prior to the submission deadline and have a proven and demonstrable activities history. However, groups do not need to possess exempt status (e.g., 501(c)(3)) under federal tax regulations in order to qualify. City departments may also apply for grant funding.
- c) **WHO MAY NOT APPLY:** a sole individual and single business.
- d) **GRANT AMOUNTS:** For eligible groups/associations, grants are 50/50 matching dollar grants with a grant cap of \$5,000 per project. Qualifying for the maximum award would mean receiving a reimbursement check in the amount of \$5,000.

City projects are funded 100%, not to exceed \$10,000 (unless waived by the Committee and approved by the Port St. Lucie City Council). For city projects, grant funding does not include costs associated with administrative, in-kind services, design, and other associated municipal labor and equipment costs.

Over a 5-year period, applicants can be awarded up to \$5,000 for qualifying projects. Applicants awarded the maximum amount will be required to wait five years from date of approval to be eligible for grant money.

*** Written approval from the City is required before any projects may be started.** Thus, notice of an award does not necessarily constitute final approval of a project.

- e) **GRANT ROUNDS/APPLICATION DEADLINES:** There is one grant round each fiscal year. The submittal deadline will be on April 30th of each applicable grant year. Applications will be accepted at anytime throughout the year for funding consideration at the next round. Applications will be funded based on three conditions:

- 1. Amount of funds available

2. Number of points earned by the project according to the ranking criteria in the application.
3. The visual and or environmental impact the project will have on the community.

Applications are processed by the Committee, where they are received and evaluated based on the above factors. The process is competitive and, thus, not every application will be approved. The Committee reserves the right to reject any and all grant applications. In the event circumstances, exigent or otherwise, afford the Committee discretion to modify the waiting period, the Committee may modify/relax the 5-year waiting period via a Notice prominently attached to the Application packet for the cycle at issue. A modification of the waiting period shall only occur through a unilateral promulgation by the Committee and, thus, applicants' requests shall not be considered.

An applicant must submit an original and ten (10) copies of the application. All supplemental materials/documentation must be submitted with the original application.

f) SCHEDULE: Qualifying projects will be recommended by the Committee to the City Council for funding. Applicants will be notified by June 1st as to the status of the application. Projects approved by the City Council will require a site inspection prior to any work being started. All landscape/beautification projects must adhere to the City's, rules, regulations, and ordinances and go through the permitting process, where applicable, and be submitted by the grant recipient to the appropriate City department for review and approval, if necessary.

g) PAYMENT OF GRANT FUNDS: Grant recipients will only be reimbursed after the project is completed. Recipients are responsible for completing all required grant services themselves or through a qualified contractor. Upon completion of the project, proof of the costs associated with the approved work plan, performed by either the grant recipient or the contractor, must be submitted to the Committee. To the extent possible, utilize the Proof of Costs sheet supplied in this packet. In addition, the project will be inspected for compliance with the approved work plan. Prior to requesting the inspection, grant recipients should insure the project is ready for inspection to include insuring removal of all weeds and dead material. The Committee will then reimburse the grant recipient for half of the cost of the project, not to exceed the amount originally approved. If the project exceeds the original amount, the grant recipient is responsible for paying the difference.

h) GENERAL CRITERIA FOR ELIGIBILITY:

- 1) To be eligible, landscape/beautification projects must be located within the incorporated Port St. Lucie city limits. Projects located outside the City of Port St. Lucie will not be eligible.
- 2) Group/association projects must be contained within their land ownership.
- 3) Projects should be located on group/association private property and must be visible from the public right-of-way. Exceptions may be made for special projects in the right-of-way provided that the project meets the safety standards of the City.
- 4) All group/association projects must be owned by the group/association and have no second party affiliation and/or obligation.
- 5) Only projects started after a formal notice to proceed has been issued by the City are eligible for funding assistance.

- 6) Projects should be completed within 90 days of approval. If not, an additional 45 days may be allowed if requested in writing and approved by the Committee.
- 7) Applicants are encouraged to provide all required documentation specified. Failure to provide the required documentation will render applications nonconforming, and such applications will not be considered.
- 8) Grant recipients must agree to install a Keep Port St. Lucie Beautiful sign supplied by the Committee.

i) TYPES OF LANDSCAPE PROJECTS THAT WILL BE FUNDED: Grants are for softscape only such as plants, trees, mulch, and sod. Only non-invasive and non-annual plants will be funded (see attached reference material). Reasonable costs associated with preparation work may also be funded. Costs associated with upgrading or improving irrigation and electrical systems may not exceed 50% of the total cost of the project or 50% of the total grant. The following are examples of improvements that do not qualify for grants:

- Road/entrance improvements (paving/stone work/curbing/re-stabilization)
- Electrical improvements to existing systems
- Electrical improvements/new additions exceeding landscape/beautification request (matching dollars for landscape/beautification required)
- New personal signs or upgrades
- Building improvements/demotion or relocation
- Permit costs

These examples are not all inclusive. The Committee reserves the right to add to this list as deemed appropriate and necessary.

j) MAINTENANCE: Grant recipients are responsible for all long-term maintenance, upkeep, and repairs. The Keep Port St. Lucie Beautiful Committee and/or the City of Port St. Lucie have no obligation for maintenance, upkeep, and repairs. If grant recipients for any reason do not fulfill their long-term maintenance, upkeep, and repair responsibilities, they will be ineligible for any future grants.



KEEP PORT ST. LUCIE BEAUTIFUL COMMITTEE
LANDSCAPE/BEAUTIFICATION GRANT APPLICATION

I. APPLICANT INFORMATION

Applicant Name: _____

Type of Applicant: Home-owners association Service group
 Non-profit organization Public school
 Religious organization City government
 Other (specify) _____

Contact Person: _____ Title: _____

Address: _____

Telephone: _____ Email: _____

II. AUTHORIZED SIGNATURE

As the duly authorized representative of the applicant, I hereby certify that: all parts of the application package have been read and understood, that all information submitted herein is true and correct, and that it is the intent of the applicant to install and maintain the proposed project according to the plans, specifications, and costs attached herein. Upon signing below, I understand that if the applicant is chosen to receive the grant, this is a binding contract between the Keep Port St. Lucie Beautiful Committee and the applicant that I have been designated to represent. The submission of an application with misleading or inaccurate information may be grounds for disqualification.

Signature: _____ Title: _____

Printed designee's name: _____

Witnessed by: _____ Date: _____

III. PROJECT INFORMATION

A. Total Cost of Project: _____ **Grant Amount Requested:** _____

Number of Estimates Obtained: _____ (3 minimum)

Lowest Estimate Selected: Yes No

If “no” is selected, please provide an explanation.

Please note that grant funding will be based on the lowest bid unless a different bid provides “best value.” The element of price is but one of the criteria used in determining best value.

Other criteria include: (1) the vendor has sufficient resources to complete the order, has a satisfactory record of performance, is a supplier or authorized vendor for this product, and has demonstrated skill and experience in performing contracts of a similar nature. (2) The bid is within a competitive price range and meets all requirements of the solicitation (delivery, quality, and price).

B. Project Location: (Attach photographs of all areas of the site to be landscaped.)

C. General Project Description: (In the simplest of terms, explain what you are trying to accomplish, e.g., beautify an entry, plant shade trees along a road bordering our community, landscape a median, etc.)

D. Timeframe for Project:

Is this a phased-in project? _____ If so, what phase is being applied for?

Start Date _____ Completion Date _____

(Note: Project cannot commence until after approval of the grant. Project should be completed within 90 days of approval, with an option of an additional 45 days if requested in writing.)

E. Source of Funds for Beautification Project:
_____ (Note: Copy of current bank statement of applicant **must be** attached, but may be redacted to obscure sensitive information.)

F. Landscape/Beautification Plan: Detailed plans must be attached with precise dimensions and descriptive project notations. Plans must be clean, legible, and to scale. Three bids must be submitted in support of the project. The bids must include an itemized listing of all material (plant and otherwise) and services to be performed; the listing must include per item cost and size (e.g., container size). In particular, we need to know: What are you planting? How many plants? What sizes? What are the individual costs of each plant? (NOTE: Insure the three bids include the same items.)

G. Maintenance Plan: A maintenance plan must be attached which provides evidence of commitment to the project on a long-term basis. Please note that if a grant recipient for any reason does not fulfill its long-term maintenance, upkeep, and repair responsibilities, the grant recipient will be ineligible for any future grants.

H. Criteria Used in Reviewing Grant Application: Grant applications are judged based on the following criteria. A total 100 points are possible. For an application to be approved, the project must earn at least 75 points. An addendum form for the application

is attached if you wish to include information about the criteria. (Note: Even though an application may earn 75 points or more, it may not be approved, especially in those cases where insufficient funds are available to fund all eligible grant applications.)

1. Appropriateness of the design for the location- "[Right Plant, Right Place](#)" (15 points)
2. Use of imaginative design concepts (5 points)
3. Aesthetic values (5 points)
4. Use of desirable [native, hybrid native, or naturalized plant material](#) (15 points)
5. Use of [wildflowers](#) (5 points)
6. Irrigation requirements matched to plant needs (water conservation is emphasized) (10 points)
7. [Low maintenance](#) requirements (also see [Florida Friendly Plant Database](#))(10 points)
8. Feasibility of maintenance and installation (5 points)
9. Provisions for minimal impact on traffic safety during the maintenance operations (10 points)
10. Demonstration of the use of [environmentally sensitive and beneficial materials](#) such as recycled mulch. For example: Pine Bark, Pine Straw, Eucalyptus, Melaleuca or mixed hardwood (environmentally friendly) or yard waste, utility mulch, or recycled wood waste (10 points)
11. Use of [non-recycled mulches](#) such as Cypress (non-environmentally friendly), stone, rock, etc. (deduct 10 points)
12. Contributions to noise abatement, visual screening, and/or correction of other environmental problems (10 points)
13. In-kind hours up to a total of 10 hours @\$10.00 an hour (hours must be documented and signed by those donating their time) (5 points)
14. Cost effectiveness (5 points)



Optional Addendum
KEEP PORT ST. LUCIE BEAUTIFUL COMMITTEE
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Justification in Support of the Grant Application:

Appropriateness of the design for the location – “Right Plant, Right Place.”

(15 points)

(See “Florida Friendly Landscaping 101” at <http://floridayards.org/>)

Use of imaginative design concepts

(5 points)

Aesthetic values

(5 points)

Use of native, hybrid native, or naturalized plant material

(15 points)

(See “Native Landscape Plants for South Florida” at <http://edis.ifas.ufl.edu/EP222>)

Use of wildflowers

(5 points)

(See “Native Wildflowers on Roadsides of Central and South Florida” at <http://edis.ifas.ufl.edu/EP138> – click on PDF version)

Irrigation requirements matched to plant needs (water conservation is emphasized)

(10 points)

Low maintenance requirements

(10 points)

(See “Low Maintenance Plants for South Florida” at <http://edis.ifas.ufl.edu/EP107> or “Florida Friendly Plant Database” at <http://floridayards.org/>)

Feasibility of maintenance and installation

(5 points)

Provisions for minimal impact on traffic safely during the maintenance operations

(10 points)

Demonstration of the use of environmentally sensitive and beneficial materials such as recycled mulch.

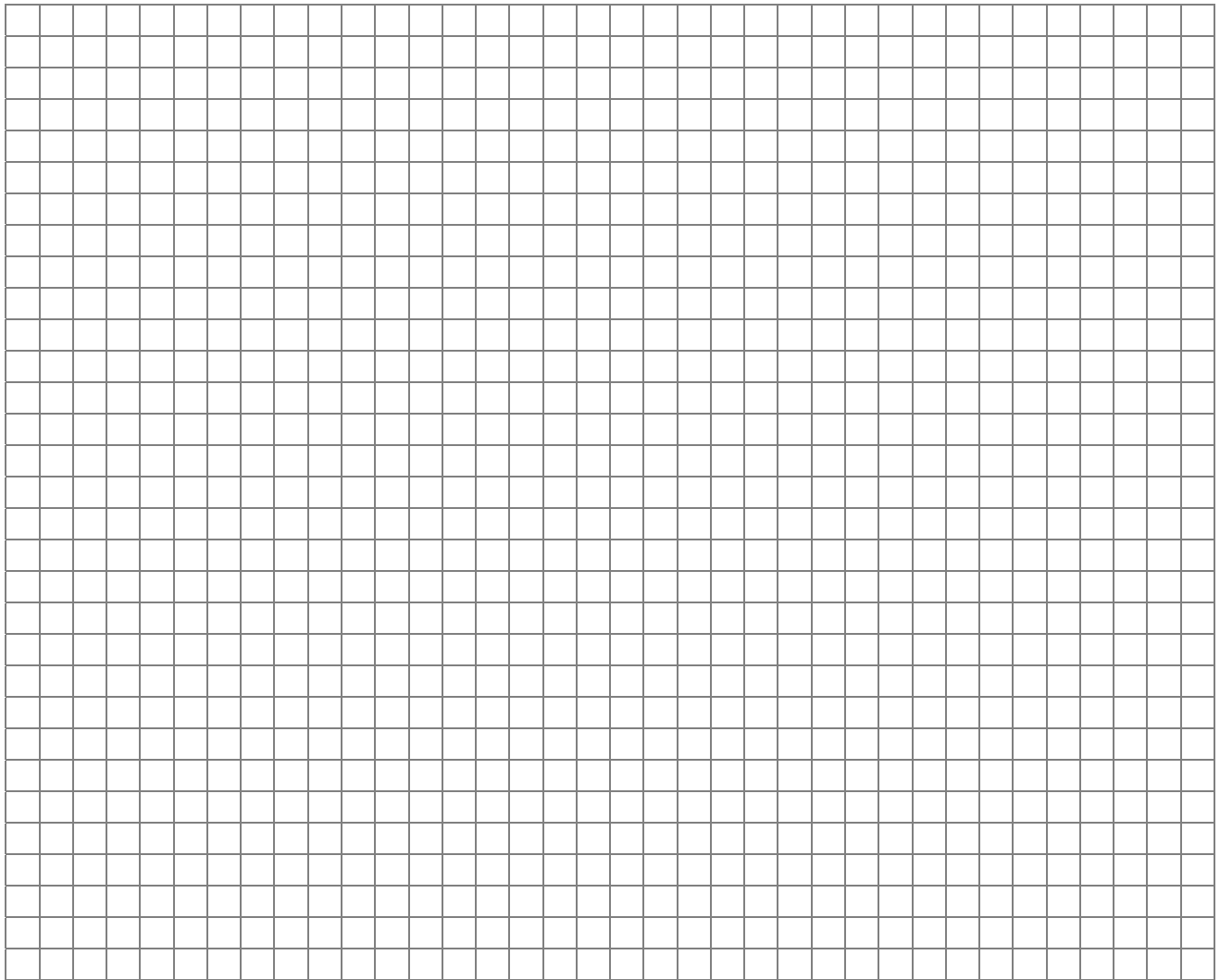
(10 points)

(See “Landscape Mulches: What are the Choices in Florida?” at <http://edis.ifas.ufl.edu/FR079>

Use of non-recycled mulches

(deduct 10 points)

(See “Landscape Mulches: What are the Choices in Florida?” at <http://edis.ifas.ufl.edu/FR079>



Reference Material
KEEP PORT ST. LUCIE BEAUTIFUL COMMITTEE
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- Florida Exotic Pest Plant Council's 2005 [List of Invasive Species](#)
- Florida Friendly [Landscaping 101](#)
- [Native Wildflowers on Roadsides of Central and South Florida](#)
- [Low Maintenance Plants for South Florida](#)
- Florida Friendly [Plant Database](#)

- **Landscape Mulches:** [What are the Choices in Florida?](#)



APPLICATION CHECKLIST
KEEP PORT ST. LUCIE BEAUTIFUL COMMITTEE
LANDSCAPE/BEAUTIFICATION GRANT APPLICATION

- ___ 1. Completed Application Form.

- ___ 2. Five (5) or more photographs of landscaping site taken from different angles.

- ___ 3. Copy of current bank statement of applicant. (NOTE: You may redact the account number and any other sensitive information.)

- ___ 4. Detailed plans of the project with precise dimensions and descriptive project notations. (NOTE: The use of the Detailed Planting Plan sheet is required, if applicable.)

___ 5. Three (3) or more bids from a licensed contractor/business in support of the project, including an itemized listing of all material (plant and otherwise) and services to be performed; the listing must include per item cost and size (e.g., container size). (NOTE: Insure the three bids include the same items.)

___ 6. A maintenance plan providing evidence of a commitment to the project on a long-term basis.

___ 7. Optional Addendum (NOTE: Not required, but strongly encouraged).

___ 8. Submittal Receipt (NOTE: Only if Application is submitted in person.)



PROOF OF COSTS/RIEMBURSEMENT SUMMARY SHEET
KEEP PORT ST. LUCIE BEAUTIFUL COMMITTEE
LANDSCAPE/BEAUTIFICATION GRANT APPLICATION

Materials/Services and Vendor name/address	Cost in (\$) Amount	Matching Grant Requested	Total Costs (Cost + Grant Requested)	Receipt Attached? (YES/NO)

* It is advisable to make several copies of this blank sheet for use.



SUBMITTAL RECEIPT
 KEEP PORT ST. LUCIE BEAUTIFUL COMMITTEE
 LANDSCAPE/BEAUTIFICATION GRANT APPLICATION

INTERNAL COPY

Applicant Name: _____

Applicant Signature: _____

Contact Person: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Person accepting application: _____

Date of acceptance: _____

Cut here

Cut here

APPLICANT COPY

Applicant Name: _____

Applicant Signature: _____

Contact Person: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Person accepting application: _____

Date of acceptance: _____