

# Charlotte County Boater Improvement Fund / West Coast Inland Navigation District

## FY 2017/2018 Grant Application

Effective December 15, 2016, applicants may apply for grant assistance from the Florida Boater Improvement Fund (BIF) revenues collected from boat registration fees, as well as, from the West Coast Inland Navigation District (WCIND) revenues collected from property tax assessments. Application deadline is January 16, 2017.

**Who May Apply:** Charlotte County government agencies and non-government organizations may apply for these funds.

**Types of Grant Funding Available:** There are 3 sources of grant funding available. In addition to the following specific criteria, all projects must serve a **public purpose** and benefit the community as a whole.

- **WCIND.** Funding for public navigation channels, boating access facilities, waterfront parks, and piers; as well as, marine and environmental education and safety programs. Projects are categorized into 5 groups; marine law enforcement (funded 100%), navigation improvement (funded 100%), environmental education (funded 100%), boater safety/education (50% match required), and boater recreation (50% match required). WCIND funding may not be used for general operations and maintenance.
- **BIF-State.** Recreational channel marking and other uniform waterway markers, public boat ramps, lifts and hoists, marine railways, public launching facilities, removal of derelict vessels, hazardous floating structures. (funded 100%)
- **BIF-Local.** Patrol, regulation, and maintenance of the lakes, rivers, and waters, as well as, other boating-related activities of such municipality or county. (Up to 100% funding available)

**General Information:** These are **cost reimbursement** grants for projects that will be completed within one fiscal year; which is from **October 1, 2017 to September 30, 2018**. All unspent grant funds remaining at the end of the grant period will be retained by Charlotte County and unobligated. For extenuating circumstances, a project extension may be approved upon written request.

If awarded, the recipient of grant funds will be required to sign a legal contract agreement with Charlotte County outlining the obligations of both parties as it relates to the grant. A sample of this agreement is available on the Charlotte County public website at <https://www.charlottecountyfl.gov/boards-committees/mac/Pages/BoaterImprovementFund.aspx>.

Agencies awarded grant funds will be required to provide Charlotte County **quarterly reports** of project status. Additionally, agencies awarded funds for equipment, goods, or services exceeding \$5,000 in value will be required to provide Charlotte County:

- No less than 3 written bids for approval prior to purchase. If an item or service is determined by the recipient to be available from only one vendor, the recipient may request, in writing, a "sole-source" purchase authorization from Charlotte County.
- An annual report of any equipment's current use and value until the asset value falls below \$5,000.
- A formal request for disposition of equipment if it is no longer needed or used for the purpose grant funds were awarded.

### Grant Application Processing Schedule:

- **12/15/2016 – 01/16/2017.** Application Period.
- **03/09/2017.** Charlotte County Marine Advisory Committee (MAC) review and prioritization of applications for formal recommendation to Board of County Commissioners (BCC).
- **May 2017.** BCC reviews MAC recommendation and votes on applications.
- **July 2017.** WCIND board votes on district applications for funding.
- **July – September 2017.** Grant contracts developed and signed.
- **10/01/2017.** Grant term begins.

**Application Instructions:**

The name of the applicant's organization must be the legal title of that entity as provided on documents of incorporation or governmental designation. If a corporation, ensure the appropriate corporate designation (i.e. LLC, INC, Inc.) is included. Attaching a legal document identifying your organization's legal name will be helpful for verification (Articles of Incorporation).

The Principal Officer identified must be the official who is authorized to legally bind the organization contractually.

Projects for grant funding must fall into at least one of the several categories of work. Select the category or categories that best describe your project's scope.

Briefly describe the project on the application. More detailed descriptions of the project should be attached to the application.

The applicant will indicate the total amount of grant funding requested, as well as, any funds the applicant will contribute towards the project. Not all projects require an applicant to contribute project funds; however, two categories of projects available for grant funding from WCIND require the applicant to pay for 50% of the project; referred to as matching funds. These projects are associated with boater safety and education, and boater recreation. If the applicant is requesting BIF-Local funding from Charlotte County to fund all, or a portion of, the applicant's required 50% matching funds, provide a statement as to how this additional funding is in the County's best interest.

Project permits, engineering, plans, and specifications must be paid for by the applicant, and should be complete and current at the time of application. Enter the required permits, their status, and expiration. Attach permits to the application.

The applicant must complete the project budget sheet attached to the application. Be sure to fill out all columns of the grant budget to distinguish Grant Funds budgeting and Matching Funds budgeting. If the attached budget template is insufficient for your project, the applicant may attach an alternative budget format.

You may scan your application to Jim Darden at [jim.darden@charlottecountyfl.gov](mailto:jim.darden@charlottecountyfl.gov). You may also mail or drop your application off to the following address:

**Charlotte County Fiscal Services Division  
Budget & Administrative Services Department  
Attn: Jim Darden  
18500 Murdock Circle  
Suite B-109  
Port Charlotte, FL 33948**

Please direct questions regarding this granting opportunity to Jim Darden at 941-764-5532.



**Budget and Administrative Services Department  
Fiscal Services Division, Grants Section**

Attention: Jim Darden  
18500 Murdock Circle, Port Charlotte, FL 33948  
Phone: 941.764.5532

**Charlotte County Boater Improvement Fund Grants Application**

Fiscal Year 2018 (10/1/2017 to 9/30/2018)

Name of Organization: \_\_\_\_\_

Principal Officer: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Any project for which funds are requested must have a public purpose, and must apply to one or more of the following categories: (select applicable category)

- |   |  |
|---|--|
| <input type="checkbox"/> Waterway Management                              | <input type="checkbox"/> Marine Debris Removal       |
| <input type="checkbox"/> Marine Law Enforcement                           | <input type="checkbox"/> Dredging                    |
| <input type="checkbox"/> Environmental Education                          | <input type="checkbox"/> Boater Recreation           |
| <input type="checkbox"/> Protection of Marine Life & Aquatic Environment  | <input type="checkbox"/> Aids to Navigation          |
| <input type="checkbox"/> Public Boat Ramps & Launching Facilities         | <input type="checkbox"/> Boaters' Safety & Education |
| <input type="checkbox"/> Other Projects for Boater & Waterway Enhancement |  |

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain how the project benefits the community as a whole: \_\_\_\_\_

\_\_\_\_\_

Total Amount of Grant Funding Requested: \_\_\_\_\_

Total Amount of Matching Funds Provided: \_\_\_\_\_

Boater Safety/Education and Boater Recreation Projects require 50% applicant matching funds. Is Applicant requesting supplemental BIF-Local funds to pay all, or a portion of the 50% required match?  Yes  No

If yes, explain why this project should be funded 100%. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

**Other sources of funding for this project?** \_\_\_\_\_

\_\_\_\_\_

**Is a permit required for this project?**  Yes  No **If yes, list each, its type, and status. Attach all permits that have been issued or applied for:** \_\_\_\_\_

\_\_\_\_\_

**Complete attached budget. Attach additional supporting documentation you feel is pertinent to your request.**

**Applicants should be available to the Marine Advisory Committee on the date of review to answer questions regarding the project. Dates of review will be posted on the Port Charlotte public website at <https://www.charlottecountyfl.gov/Boards-Committees/MAC>.**

**Signature of individual authorized to legally bind the organization contractually.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

Please complete your project's budget:

BUDGET ESTIMATE DETAIL	Grant Funds	Matching Funds <sup>1</sup>	Total
Construction Expenses (specify)			
Contractual Services (specify)			
Materials (specify)			
Equipment (specify)			
Salaries <sup>2</sup> (specify)			
Promotional materials (Specify)			
<b>GRAND TOTAL</b>			

The budget may be adjusted between categories; however, the scope of the project may not change.

<sup>1</sup> Matching funds are **required** for WCIND Boating Safety/Education and Recreation projects.

<sup>2</sup> Salaries are eligible toward BIF grants. Salaries allowed for WCIND grant **only** for Law Enforcement projects.