

**2020/2021 GRANTS-IN-AID
STANDARD & EXCEPTIONAL GRANT APPLICATION**



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

GRANT APPLICATION FORM

1. Applicant (Legal name of organization): Enterprise Preservation Society

2. Address (mailing): P.O. Box 4015 (360 Main St.)

City: Enterprise State: FL Zip Code: 32725

3. Federal ID #: 59-3674061

Florida Not-for-Profit Corporation Charter # (if applicable): N0000006082

Florida Dept. of Agriculture & Consumer Services Registration # (if applicable): CH24965

4. Resident County Council District of Project: District 5

5. Contact Person:

Name: Bob Sayre Title: Vice Chairman, Board of Directors

Telephone #: (321) 303-1828 E-Mail: bobsayre51@gmail.com_____

6. Project Title: New Roof for our museum building. We've got a solid proposal from a reputable company and the look and type of asphalt shingles have been okayed by Trevor Bedford, Volusia County Historic Preservation Office.

Project Location Address: 360 Main St.

City: Enterprise_____State: FL_____Zip Code: 32725

7. Type of Project:

☒ Renovation ☐ Restoration ☐ New Construction ☐ Acquisition

8. ECHO Category (Check all that apply – see ECHO guidebook):

☐ Environmental ☒ Cultural ☒ Historical ☐ Outdoor Recreation

9. The Project Site of Facility is (check one):

☒ Owned by Applicant ☐ Leased by the Applicant (length of lease): _____



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☐ Applicant has Land/Project Management Agreement (length of agreement): We own the building and property with no mortgage. See addendum



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Note: Leases/Agreements must be binding and non-cancelable

10. Is the Project Site/Facility mortgaged or will it be? ☐ Yes ☒ No

Current Mortgage: \$ N/A _____ Mortgage at Closing: \$ N/A _____

Mortgage Length: N/A _____ years Term ending date: N/A _____

Name and Address of Lien Holder: We own the building and property outright with no mortgage

Is the facility in a Community Redevelopment District (CRA)? ☐ Yes ☒ No

11. Type of Organization:

☐ Municipal government or a budgeted organization of Volusia County government

☒ Not-for-Profit Corporation classified as a 501(c) (3)

12. Project Funding (Grant Amount Request and Match):

a. Standard Grant Request (up to \$600,000.00): \$ 16,270.00

b. Exceptional Grant Request (up to \$2,500,000.00): \$ _____

c. Confirmed Match Funds \$ 6,450.00

d. Total Project Cost \$ 32,540.00

13. Mandatory Workshop was attended by: Ed Sullivan, Chairman, Bob Sayre, Vice Chairman,
Board of Directors _____ Date: 8/31/21

14. List any prior year grants received from ECHO (include year, project name and amount): _____

ECHO Grant #05-09 (2005) - \$80,000.00

ECHO Grant #08-17 (2008) - \$140,000.00

ECHO Grant # 14-08 (2014) - \$41,000.00



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MISSION

To renovate our original roof to existing building standards. The roof was repaired two years ago to the best of our ability (work was done by in-house volunteers), but remains in critical condition as defined by a roof survey conducted when the building was first moved in 2007.



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1. Provide the Mission Statement for your organization:

The mission of Enterprise Preservation Society will be to preserve the identity, history, and rural character of Enterprise, Florida, founded in 1841. To achieve this end, the Society's efforts are to focus on working with the community to raise funds for 1) promoting public awareness; 2) preserving historical structures and assets; 3) beautifying the community, and 4 creating opportunities for environmental education.

PROJECT TEAM

1. List the name and address of the architect, engineer, design consultants and/or general contractor selected. Include the information for the persons signing the Certification of Information and Compliance Form.

ROOF – MECCA Roofing, 500 Winderley PL, Unit 100, Maitland, FL 32751

Steve Bator, CEO (407) 437-4146

2. List the person/persons who created the budget and describe their experience with this type of project.

Roy Walters, PHD Engineering Physics (ret.) Ed Sullivan, Sr. Design Engineer, Clair Global

Both men were instrumental in creating and executing the budgets of the past 3 ECHO grants

3. If a complete list is not available, explain why (include when the project team will be selected).



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PROJECT MANAGEMENT TEAM

4. List the names of staff dedicated to this project (include their responsibilities and the amount of time each will be spending on the project per week).

Ed Sullivan, Chairman of the Board. Overseeing technical engineering
(5 hours per week)

Roy Walters, Board Treasurer, Overseeing finances. Monitor construction commitments.
(2 hours per week)

Bob Sayre, Vice Chairman of the Board, Overseeing day-to-day construction of the roof
(10 hours per week)

RESTRICTIVE COVENANTS

1. Do you agree to comply with the requirement to file a 20-year Restrictive Covenant with the Volusia County Clerk of Court if ECHO Grant is awarded?

☒

Yes

☐

No

△ If the project of the application is mortgaged or leased property, other than those applying for trails in the County Master Plan or projects on land not owned by the applicant, a letter from the Mortgagee or Lessor, stating that they agree to sign the Restrictive Covenants must be provided with the application.

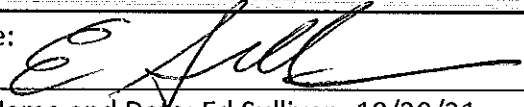
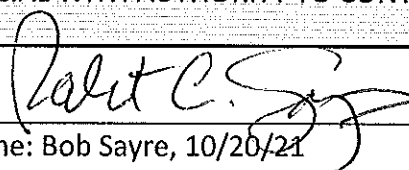
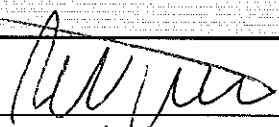
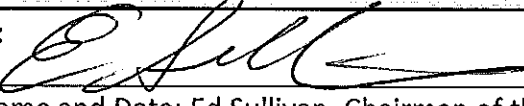
△ Applicants with projects on State or Federal owned lands are automatically exempt from this requirement, but are held to the same liquidated damages cited within the Restrictive Covenants through language found in the final ECHO agreement for which the grantee is held responsible.



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CERTIFICATION OF INFORMATION AND COMPLIANCE FORM

I/We certify that all of the information contained within this application and subsequent attachments is true and correct to the best of my/our knowledge, and that the project for which the application is made shall be in compliance with the Americans with Disabilities Act of 1990, and that should a grant be awarded, the organization agrees to comply with the conditions of the grant award agreement including the Restrictive Covenants.

1. OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY	
Signature: 	
Printed Name and Date: Ed Sullivan, 10/20/21	
Phone #: (407) 509-0078	
2. OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT	
Signature: 	
Printed Name: Bob Sayre, 10/20/21	
Phone #: (321) 303-1828	Date: 9/28/21 10/20/2021
3. CHIEF FINANCIAL OFFICER FOR THE APPLICANT	
Signature: 	
Printed Name and Date: Roy Walters	Date: 10/20/2021
Phone #: (321) 438-7662	
4. NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS	
Signature: 	
Printed Name and Date: Ed Sullivan, Chairman of the Board of Directors, September 26, 2021 9/20/2021	
Phone #: (407) 509-0078	
Executive Board or Board of Directors reviewed and approved this application on (date):	



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PROJECT DESCRIPTION

1. Describe the project and explain how it will achieve the goals of Resolution 2000-156 and 2020-79 to plan for the future growth of Volusia County and enhance the quality of life for its residents (use factual information/documentation to show how project will accomplish these goals).
 - This project consists of a roof replacement only. The roof needed to be replaced when the building was acquired, but we did not have the funding to do the work. This is the final phase of the building renovation. Future plans include an outdoor pavilion and an educational facility for solar energy systems. The new roof will protect and preserve the museum and it's contents for the next generation.
 - We have chosen a reputable contractor who also owns IQ Solar, which is the company we want to work with in the future for a pavilion with solar panels. They have chosen to renovate the roof with a type of asphalt shingle that has been approved by Trevor Bedford, Volusia County Historic Preservation Officer
2. Describe the project and construction timeline.
 - Roof renovation will begin immediately after ECHO grant award. We have chosen an experienced roofing contractor whose office is local and whose management is very supportive of this project.
3. Describe how the green and sustainability standards will be used in the project (information can be found at <https://www.volusia.org/services/growth-and-resource-management/environmental-management/green-volusia/green-buildings.shtml>).
 - The new shingles should help the museum building save money on our monthly power bill, as they are new, insulated, and have Leak Barrier Protection.
 - The roofing contractor is including solar attic fans at no additional cost. This will reduce cooling costs during the summer by reducing energy consumption.
4. Describe how the project will comply with the ADA accessibility requirements.
 - Our museum is currently already equipped with ADA approved ramps and railings to make building accessible to any physically impaired guest.
5. If applicable, describe any additional phases.
 - We are hoping and expecting to construct an adjacent pavilion with rest rooms at a later date. The pavilion will support a full 12KW solar energy installation and educational signage. Sound and lighting systems will be donated by Clair Global and its affiliates.

PERFORMANCE MEASURES

1. Explain the project's goals and objectives.
 - To renovate our current outdated, leaky roof with a new one utilizing state-of-the art roofing technology
2. Elaborate on how these goals and objectives will be measured for the length of the restrictive covenants.
 - The roof comes with a 50-year warranty on the shingles, which will be for future generations to measure!



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DRAWINGS

All drawings are included in attached Addendum

1. Drawings are required from all applicants (documents must be legible and to scale with legends):
 - a. Current drawings and/or excavation plans for the facility.
 - b. Site survey with existing structures and site plans with structures.
 - c. Vacant land acquisition projects shall include: N/A
 - d. Proposed structures must include elevations, floor plans and design elements such as landscaping.
2. Street Locator Map (indicate the physical location of the project within the local areas; include road names and "North" for directional reference).
3. Site Plan should show the building footprint, travel ways, parking, landscaping, etc. (plans should be to scale). This section should include:
 - a. Site survey
 - b. Trees and topography
 - c. Civil drawing
 - d. Water retention drainage and circulation
4. Preliminary and Schematic Drawings. Drawings should show:
 - a. A general model of floor/site plans, showing location of project elements.
 - b. Florida-friendly landscape plan (The Florida Friendly Landscaping guide can be found at https://ffl.ifas.ufl.edu/pdf/FYN_Plant_Selection_Guide_2015.pdf)
5. Design and Development Documents. Documents should show more detail including:
 - a. Selection of materials and engineering systems involved
 - b. Detailed cost estimate
 - c. Environmentally sustainable materials.

PLEASE SEE ADDENDUM



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6. Construction Documents should include written and graphic instructions. These documents should be focused on specifications for the project (building systems, floor plans, elevations, etc.) and should include site utilities and ADA information. **N/A**
 - a. Outdoor, trails, parks, sports facilities and playgrounds require a bid set of plans, which are ready to be used for the procurement process.
 - b. New construction, facility remodel and historic projects require a set of A&E plans, which are ready to be used for the procurement process.
 - c. Historic projects need to demonstrate research and compliance with the Historic Preservation Standards and Guidelines.
 - Renovation plans for roof approved by Trevor Bedford, Volusia County
7. Permanent ECHO Sign documents should include sign design, materials and site placement.

PROJECT BUDGET

1. A complete project budget must be submitted in the format provided by the county (see below). Budget must be accurate and realistic (projects will be implemented within the budget set at the time of application).
2. The budget should be presented by each type of funding:
 - a. **UC – Unencumbered Cash**
 - b. **LM – Land Match**
 - c. **IK – In-kind Services/Donations**
 - d. **PSC – Previously Spent Cash**
3. The budget must include temporary and permanent ECHO signage (Signs may not be funded with the ECHO portion of the budget).



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BUDGET DETAIL CHART

Construction Expenditure	UC	LM	IK	PSC	Match	ECHO	Total
Building Renovation							
Roofing	\$ 6,450		\$ 8,800	\$ 500	\$ 15,750	\$ 15,750	\$ 31,500
Subtotal	\$ 6,450	\$ -	\$ 8,800	\$ 500	\$ 15,750	\$ 15,750	\$ 31,500
ECHO Signage							
Temporary			\$ 520		\$ 520	\$ 520	\$ 1,040
Permanent (Existing)					\$ -		\$ -
Subtotal	\$ -	\$ -	\$ 520	\$ -	\$ 520	\$ 520	\$ 1,040
					Match	ECHO	Total
Project Totals	\$ 6,450	\$ -	\$ 9,320	\$ 500	\$ 16,270	\$ 16,270	\$ 32,540

In-Kind Match Detail:

- The \$8,800 In-Kind match is a gift from the roofing company, as listed on their quote.
- The \$520 In-Kind Match is our volunteer clean-up crew, 20 hours at \$26 per hour.



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MATCH DOCUMENTATION

1. See Roofing company quote below.

OPERATING FORECAST DETAIL

1. Outline how the facility or project will operate once complete.
 - a. In the narration include items such as (as applicable):
 - i. Staffing
 - ii. Maintenance Requirements
 - iii. Increased Programming
 - iv. Fees (including memberships and entrance fees)
 - b. Include a detailed maintenance and replacement plan for the 20-year compliance period.
2. Submit a business plan, feasibility study and marketing plan. These plans must be specific to Volusia County and the proposed project.

FISCAL STABILITY

BUSINESS INFORMATION

Operational funding for this organization	Prior Completed Year	Current Year	Projected Year	Next Projected Year
Fundraising, Memberships, Donations, etc.	26,293.80	28,700.00	28,700.00	28,700.00
County Grants (other than ECHO)	5270.75	6000.00	6000.00	6000.00
Grants (Non-County)	8660.25	2000.00	2000.00	2000.00
Cash Donations	15,000.00	5000.00	5000.00	5000.00
TOTALS	55,224.80	5000.00	5000.00	5000.00
Administrative Costs	30,510.92	25,200.00	25,200.00	25,200.00
Program Costs	12,386.92	11,000.00	11,000.00	11,000.00
Educational & Educational Outreach Programs	3593.23	3500.00	3500.00	3500.00
Contractor Services (for this project)				
Marketing & Advertising	1170.75	2000.00	2000.00	2000.00
Payroll Total Expense	0	0	0	0
TOTALS	47,661.61	41,700.00	41,700.00	41,700.00
Not-for-Profit				
Endowments				
TOTALS				
Number of Full-time Employees	0	0	0	0
Number of Part-time Employees	0	0	0	0
Volunteer Hours	4,087	4,087	4,087	4,087
Value of Volunteer Hours (@16.00__hr.)	100,908.03	100,908.03	100,908.03	100,908.03
TOTALS	65,392.00	65,392.00	65,392.00	65,392.00



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3. Has this organization defaulted on any grant in the past five years? If yes, please explain.

NO



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FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

1. County of Volusia and Local Municipalities: must provide a link to their Financial Statement under GASB 34. The link should include the following documents:
 - a. A Management Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
 - b. A Response Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
 - c. An Opinion Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
2. Not-for-Profit Organizations: the required financial information is determined by the operating revenue or expenses/expenditures annual average of the three fiscal years prior to the application deadline, as outlined in the ECHO Guidebook.
 - a. Additional supporting documents for Not-for-Profit organizations:
 - i. IRS letter granting Not-for-Profit 501 (c) (3) status in Florida.
 - ii. The most recent Uniform Business Report (Annual Report) filed with the State of Florida, Division of Corporations.
 - iii. Unrestrictive ownership or undisturbed use of facility documentation (unless the project is an acquisition).
 - iv. Letter of intent to sell from the owner for Acquisition Projects.

PLEASE SEE ATTACHED ADDENDUM



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Attachment Checklist: Please check your application before submitting.

The following items/documentation **must** be included with your application or your application **will not** be scored. All match sources must be secured and proof thereof submitted by the Application Deadline in the Application Review Calendar found [Volusia ECHO](#).

APPLICANT

- ☐ ECHO Application, completed and signed
- ☐ Proof of ownership or copy of lease
- ☐ Mission Statement for Organization
- ☐ Form 1.6 – Certification of Information and Compliance, completed and signed
- ☐ Drawings
- ☐ Street Locator Map
- ☐ Site Plan
- ☐ Preliminary & Schematic Drawings
- ☐ Design & Development Documents
- ☐ Construction Documents
- ☐ Permanent ECHO Sign Documents
- ☐ Project Budget Detail Chart
- ☐ Official Documentation of Match
- ☐ Business Plan
- ☐ Feasibility Study
- ☐ Marketing Plan
- ☐ Fiscal Stability Chart
- ☐ Financial Audit Documents (listed in the ECHO Guidebook page 15)
- ☐ Not-for-Profits only: IRS Status Letter classifying Organization as a 501(c) (3)
- ☐ Restrictive Covenants or Statement agreeing to follow this requirement
- ☐ Other