



**2024 GRANTS-IN-AID  
STANDARD & EXCEPTIONAL GRANT APPLICATION**



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## ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

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### **APPLICANT INFORMATION**

1. Applicant: Seville Village Improvement Association
2. Address: 1591 US Highway 17  
City: Seville  
State: Florida  
Zip Code: 32190
3. Type of Organization:  
☐ Municipal government    ☐ Volusia County Government  
☒ Not-for-Profit Corporation classified as a 501(c) (3)
4. Federal ID #: 59-3155983
5. County Council District of Project: ☒ 1    ☐ 2    ☐ 3    ☐ 4    ☐ 5
6. Is the project in a Community Redevelopment District (CRA)?    ☐ Yes    ☒ No
7. Contact Name: Jana Register  
Title: Activities Director, Seville Village Improvement Association  
Telephone #: (386) 490-6000  
E-Mail: jbregister@yahoo.com
8. Mission Statement: Seville VIA is committed to preserving the historic past of our community while promoting change to insure a bright future for Seville and it's residents.  
***www.sevillevia.org***



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### **PROJECT INFORMATION**

1. Project Title: Historic Seville School Restoration

Project Location Address: 1591 US Highway 17

City: Seville

State: Florida

Zip Code: 32190

2. Type of Project:

☒ Renovation      ☒ Restoration      ☐ New Construction      ☐ Acquisition

3. ECHO Category – Select One (review ECHO Guidebook pages 3 - 4):

☐ Environmental      ☐ Cultural      ☒ Historic      ☐ Outdoor Recreation

4. The Project Site of Facility is (select one):

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

☐ Land/Project Management Agreement (length of agreement): Length of agreement

**NOTE: LEASES/AGREEMENTS MUST BE BINDING AND NON-CANCELABLE**

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

### **PROJECT DESCRIPTION**

1. Describe the project and explain how it will achieve the goals of Resolution 2020-79 to plan for the future growth of Volusia and enhance the quality of life for its residents (use factual information/documentation to show how this project will accomplish these goals):

The Seville School has been in continuous use since 1914, originally used as a grammar and high school. Locally designated as a historic site by the Volusia County Historic Preservation Board and eligible for placement on the National Registry of Historic Places. The project site buildings were on the *"Most Endangered Historic Property List for Volusia County"*.

The continued preservation and restoration of the historic school site would ensure one of Volusia County's most significant historic resources is protected and made available to



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future generations to connect with the heritage of the Seville community. Since the closing of the school, the site has become the historic centerpiece of northwest Volusia County. The facility houses two historic museums showcasing the school's past through artifacts collected along with a space to preserve the rich history of Seville itself while also providing a site for community festivals and history celebrations. It provides these social and cultural services in an area where few exist. The facility tells a story about the areas past and offers fond memories for those who attended the "Seville School" throughout its history. The importance of the school buildings to the community and its history has grown during its time under control of the Seville Village Improvement Association.

Descendants of the original settlers of Seville, still living here today, remember their first day at "Seville School". The same school bell that marked the beginning of their first day of school is the same school bell that marked the last day for all time, on June 6th, 2008. They remember writing on the very same chalk boards that are there today. They watched their children, grandchildren and great-grandchildren walk through the halls of the same school that nurtured them through their youth. The association organizes community forums featuring the communities' elder residents to talk about those times, passing along its history to the next generation before it is lost. These buildings were then and are still, today the historical memory and heart of Seville. Although everything else has changed, the school remains unchanged, a tangible link from the past to the present. It is the only lasting vestige of a bygone era. It embodies the goals set by Resolution 2020-79 preserving a significant historic resource and the developing, enhancing and promoting heritage tourism opportunities in northwest Volusia County. The project will also foster public memory and community identity by promoting and providing access to destinations and experiences associated with past events, peoples, and places.

2. If applying for an exceptional grant, describe how the project meets the requirements of an exceptional project. An exceptional project means a project of paramount and crucial countywide importance which provides for receipt of services by significantly large numbers of people in all areas of the county. For more information on exceptional projects see page 8 of the [ECHO Guidebook](#).

Not applying for an exceptional grant, but this project enhances the lives of all Seville residents. Seville is an underserved community with needs for services for residents of all ages. The courses



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and programs provided at this facility help meet these needs for a majority of the community's residents.

3. Describe the project and construction timeline:

The project includes the improvement of thermal and moisture protection of the historic buildings and the Clark Garnsey WPA murals inside through the replacement of the roof and HVAC systems. The historic wooden floors will be restored and access to the facility will be improved by expanding the parking area, improving sidewalks and upgrading handicap access. Additional facility improvements will include improved signage and landscaping to increase visibility and usage. The funds will ensure the historic structures (national registry) and grounds on the property are safe, maintained and can continue to serve to preserve the history of the community of Seville and increase the knowledge and appreciation of this history to its citizens. The project will take approximately 16 months to complete.

4. Describe how the green infrastructure and sustainability standards will be used in the project ([Green Building Standards | US EPA](#)). Upgrading the thermal and moisture protection systems using Energy Star approved products and programable controls. Lighting upgrades will utilize LED fixtures. Floor restoration will use water-based stains. Professional Energy Audit performed by Duke Energy.

5. How will the project conserve water and/or promote water efficiency?

N/A.

6. How will the project conserve energy and/or promote renewable energy?

The upgrades to the thermal and moisture protections systems and the installation of LED lighting will decrease energy consumption by the facility.

7. How will the project, if a new facility, meet the green building standards or certifications?

N/A

8. Describe how the project will comply with the ADA accessibility requirements:

To ensure the building meets ADA accessibility requirements for historic buildings the following will be done:

- A minimum of one accessible route (A ramp with a 1:6 slope for a maximum two-foot length may be used at an exterior entry). One ramp already exists, the project plans to improve access to this ramp through improved parking access and sidewalk configuration.
- At least one accessible entry will be provided. Signage will be provided at public entries directing to the accessible entry.



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- An accessible toilets will be provided on the accessible route.
- An accessible route will be provided to all public spaces at the level of the entry.
- New displays and written information will be viewable by a seated person, including horizontal displays at a maximum height of 44 inches.

9. If applicable, describe any additional phases:

N/A

### **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:  
**Jana Register and Brad Purcell will serve as the liaison between the various contractors.**
2. List the person/persons who created the budget and describe their experience with this type of project:  
**Brad Purcell – Former County Commissioner, Chief of Staff – St. Johns River Water Management District**  
**Jana Register – Former Director of Florida FFA Association, President/Owner – Jayell Bell and Associates, Inc.**  
**Mike Register – Current Executive Director – St. Johns River Water Management District**
3. If a complete list is not available, explain why (include when the project team will be selected):  
**Roofing Contractor: C and R Roofing**  
**HVAC Contractor: Heritage Heating and Air**  
**Fencing: Better Fence Company**  
**Parking Lot Contractor: CTS Paving**  
**Sign Contractor: Stewart Signs**  
**Landscaping Contractor: Legacy Farms**  
**Lighting Contractor: Ryan Erickson, S&R**

### **PROJECT MANAGEMENT TEAM**

1. List the name of staff dedicated to this project (include their responsibilities and the amount of time each will be spending on the project per week):  
**All positions are volunteer**  
**Jana Register – Project Coordinator – 20 hours**  
**DeAnne Haynes – Project Funds Disbursement – 5 hours**  
**Brad Purcell – Review Contracts and Materials lists as needed 5 hours**



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### **PERFORMANCE MEASURES**

1. Explain the project's goals and objectives:

**This project will restore and preserve this historically significant building complex and improve access for the community as they learn of Seville's vibrant past to meet the following goals:**

- 1) **Better display and interpretation of artifacts and educational materials by providing more exhibits, storage and exhibit preparation space. Measured by the number of new displays and tracking museum visitors.**
- 2) **Climate control allowing for conservation and preservation of fragile artifacts including the 6 WPA Garnsey murals. Measured by tracking energy costs.**

2. Elaborate on how these goals and objectives will be measured for the length of the restrictive covenants:

**Improved Handicap Access Completed**

**Activity Logs**

**Evaluation of condition of historic buildings and murals**

**Feedback evaluation forms from the community**

### **FUNDING REQUEST**

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

a. Standard Grant Request (up to \$600,000.00)	\$ 214,779
b. Exceptional Grant Request (up to \$2,500,000.00)	\$
c. Confirmed Match Funds	\$ 218,529
d. Total Project Cost (ECHO + Match)	\$ 433,308

2. Mandatory Workshop was attended by: Brad Purcell

Date of Workshop: September 28, 2023

3. List any prior year grants received from ECHO (include year, project name and amount of grant):

ECHO Grant 2008 – Seville School Acquisition Project

### **BUDGET INFORMATION**

1. A complete project budget must be submitted in the format provided by the county. Budget must be accurate and realistic (projects will be implemented within the budget set at the time of application).



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2. The budget should be presented by each type of funding:
  - a. UC = Unencumbered Cash
  - b. LM = Land Match
  - c. IK = In-kind
  - d. PSC = Previously Spent Cash
3. The budget must include temporary and permanent ECHO signage (signs may not be funded with ECHO funding).





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<b>BUDGET DETAIL CHART</b>							
Construction Phase Expenditures <i>Add rows as needed</i>	UC +	LM +	IN-KIND +	PSC	= MATCH	ECHO	TOTAL
<b>General Requirements:</b>							
Mobilization, Waste Collection, etc.					.	.	
Contractor Fees					.	.	
<b>Professional Services:</b>							
<b>Design and Permitting</b>	\$5,350				\$5,350	\$5,350	\$10,700
<b>Construction:</b>	\$93,892				\$93,892	\$93,892	\$187,784
Parling lot construction		.	.	.			
Fencing/gates/landscape		.	.	.			
ADA accessibility		.	.	.			
lighting							
Floor restoration		.	.	.			
Sign upgrade							
<b>Building Restoration:</b>	\$70,323				\$70,323	\$70,323	\$140,646
Floor restoration		.	.	.			
roofing		.	.	.			
<b>Thermal and Moisture Protection:</b>	45,214				\$45,214	\$45,214	\$90,428
HVAC		.	.	.			
<b>Signage:</b>	\$3,750				\$3,750		\$3,750
Educational Signage	.	.	.	.	.	.	.
ECHO Temp Sign		.	.	.	.	.	.
ECHO Permanent Sign		.	.	.	.	.	.
<b>PROJECT TOTALS</b>	\$218,529				\$218,529	\$214,779	\$433,308



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Line items should be made to match your project (some examples are Equipment, Metals, Finishes, Wood, and Plastic, Thermal, Plumbing). Budgeted match amounts should be placed in the corresponding description column (Unencumbered Cash, Land Match, In-kind Services/Items or Previously Spent Cash).

Request amounts should be compromised of all line items and entered in the detail category heading.

### **MATCH DOCUMENTATION**

1. All documentation for match must be included in the application as outlined in the ECHO Guidebook pages 9 - 11.

### **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.*

### **OPERATING FORECAST DETAIL**

1. Outline how the facility or project will operate once complete. The narration should include such items (as applicable) as staffing, maintenance requirements, increased programming, fees and memberships. Include a detailed maintenance and replacement plan for the 20-year compliance period:

Seville Village Improvement Association will oversee the day-to-day operations of the facility.

The organization is an all-volunteer organization so there will be no management costs. Since acquiring the facility in 2008 this group has successfully performed necessary maintenance and improvements/enhancements through fund raising efforts and volunteer work. After the project, maintenance activities and costs will be significantly less but these efforts to fundraise will continue through our established programs.



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2. Submit a business plan, feasibility study and marketing plan. These plans must be specific to Volusia County and the proposed project:  
**see attached**

### TIPS:

#### Tips for writing a business plan:

- A business plan is a document detailing a business's future objectives and strategies for achieving them.
- A business plan should be a detailed road map that explains the goals and plans to achieve them.

#### Tips for writing a feasibility study:

- A feasibility study is an assessment of the practicality of a proposed plan or method that will provide a clear picture of your organization's budget and operations.
- A few factors that should be considered while writing the feasibility study:
  - How will the project provide quality of life benefits to county residents?
  - Have you conducted a survey or public meeting/workshop?
  - Is the project practical?
  - What is the life expectancy of the project?
  - Can the organization maintain the project for the 20 year compliance period?

#### Tips for writing a marketing plan:

- A marketing plan is an operational document that outlines an advertising strategy an organization will implement to reach its target market.
- The marketing plan should include details on the marketing channels and the campaign.



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### **FISCAL STABILITY**

#### **1. BUSINESS INFORMATION** (not all line items will apply to all applicants)

Operational funding for this organization	Prior Completed Year	Current Year	Projected Year	Next Projected Year
Fundraising, Memberships, Donations, etc.	\$23,000	\$23,000	\$23,000	\$23,000
County Grants (other than ECHO)				
Grants (Non-County)			\$450,000	
Cash Donations				
<b>TOTALS</b>	<b>\$23,000</b>	<b>\$23,000</b>	<b>\$473,000</b>	<b>\$23,000</b>
Administrative Costs	0.00	0.00	0.00	0.00
Program Costs	0.00	0.00	0.00	0.00
Educational Outreach Programs	0.00	0.00	0.00	0.00
Contractor Services (for this project)	0.00	0.00	0.00	0.00
Marketing & Advertising	0.00	0.00	0.00	0.00
Payroll Total Expense	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Not-for-Profit	0	0	0	0
Endowments	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Number of Full-time Employees	0	0	0	0
Number of Part-time Employees	0	0	0	0
Volunteer Hours	250	250	1,200	1,200
Value of Volunteer Hours (@\$20 /hr.)	\$5,000	\$5,000	\$24,000	\$24,000
<b>TOTALS</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$24,000</b>	<b>\$24,000</b>

#### **2. Has this organization defaulted on any grant in the past five years?**

☐ Yes ☒ No

If yes, please explain:

### **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.



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- 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.

### **DRAWINGS**

1. Drawings are required from ALL applicants (documents must be legible and to scale with legends):
  - b. Current drawings and/or excavation plans for the facility.
  - a. Site survey with existing structures and site plans with structures.
2. Vacant land acquisition projects shall include:
  - a. Conceptual drawings of improvements to the property, which are to be completed within two years of acquisition.
  - b. Proposed structures must include elevations, floor plans and design elements such as landscaping.
3. Street Locator Map (indicate the physical location of the project within the local areas; include road names and "North" for directional reference).
4. Site Plan should show the building footprint, travel ways, parking, landscaping, etc. This section should include:
  - a. Site Survey
  - b. Trees and topography
  - c. Civil drawing
  - d. Water retention drainage and circulation
5. Preliminary and Schematic Drawings. Drawings should show:
  - a. A general model of floor/site plans, showing the 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](https://ffl.ifas.ufl.edu/pdf/FYN_Plant_Selection_Guide_2015.pdf)).



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6. 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
  
7. 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.
  - 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.

8. Permanent ECHO Sign documents should include site design, materials and site placement.

Will Match Previous Sign Design and Location which is currently placed at the front entrance of the building.



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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.

#### OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY

Signature/Date:

Printed Name:

Phone #:

#### OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature/Date:

Printed Name:

Phone #:

#### CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature/Date:

Printed Name:

Phone #:

#### NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS

Signature/Date:

Printed Name: Michael A. Register

Phone #: 386-717-9092

Executive Board or Board of Directors reviewed and approved this application on (date): 11/5/2023



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PROJECT/CONSTRUCTION TIMELINE CHART

Description	April - June 2023	July - Sept 2023	Oct - Dec 2023	Jan - March 2024	April - June 2024	July - Sept 2024	Oct - Dec 2024	Jan - March 2025	April - June 2025
Design				X					
Construction									
HVAC				X	X				
Roof					X				
Lighting					X				
Paving Parking					X	X			
Floors							X	X	
Signage					X				
Fencing/Steps								X	X





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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.

#### APPLICANT

- ☐ ECHO Application, completed and signed
- ☐ Mission Statement for Organization
- ☐ Proof of ownership or copy of lease
- ☐ Restrictive Covenants or Statement agreeing to follow this requirement
- ☐ 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)
- ☐ Completed and signed Drawings
- ☐ Street Locator Map
- ☐ Site Plan
- ☐ Preliminary & Schematic Drawings
- ☐ Design & Development Documents
- ☐ Construction Documents
- ☐ Permanent ECHO Sign Documents
- ☐ Certification of Information and Compliance
- ☐ Project/Construction Timeline Chart
- ☐ Other