



Reimbursement Grant – Notice of Funding Opportunity

Funding Opportunity Description

The ReGrow Volusia Reimbursement Grant program is funded through the Tree Replacement Trust Fund, which was established as a depository for the tree replacement fees and monies that relate to the Tree Preservation Ordinance of the Land Development Code. This funding opportunity allows for dispersal of the funds for native planting projects on any public land within Volusia County.

Eligible Project Criteria

- Projects on lands open to the public
- Native tree species

Ineligible Project Criteria

- Mitigation projects
- Projects not on lands open to the public
- Non-native plant species

Eligible Entity

All entities, public or private, are eligible.

Deadlines

There are no deadlines associated with this funding opportunity. Applications and awards can be submitted and dispersed year-round.

Submittal Requirements

All submittal requirements are listed in the attached application.



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Budget & Funding Limits

Available Award Amounts

Up to \$25,000. Contact staff for proposed projects over \$25,000. This reimbursement grant cannot be used as match for another funding opportunity.

Match

A 20% match is required. The match may be in the form of cash or in-kind. Cash match is cash provided to the project paid for directly by the applicant and/or a cash contribution from an applicant's project partner. In-kind match is a non-cash match that can include labor (volunteer or staff), goods, equipment and/or supplies, or services (e.g. irrigation installation).

Allowable Expenses

Native tree species and freight (if a justification is provided). Equipment and supplies (not exceeding 25% of the total funds requested) are reimbursable expenses, if they are directly related to the planting project.

Reimbursement Requests

To adhere to the county's procurement policies and procedures, and therefore to be reimbursed by the county, the applicant must register as a vendor with the County of Volusia, Purchasing Department. This can be accomplished online by visiting www.volusia.org, going to the Purchasing Department then to Vendor Self-Service. Direct link - <https://www.volusia.org/services/financial-and-administrative-services/purchasing/vendor-self-service.stml>. If you have questions about becoming a vendor please call Purchasing at 386-736-5953.

The applicant will need to pay for goods and services and then submit proof of expenditure to be reimbursed. Proof includes an invoice summary page, invoices, and receipt of payment.

Funds will be disbursed directly to the applicant upon approval of proof of expenditure.



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Additional Standards

- Once approved, the applicant will have one year to complete or show progress on the project or a new application must be submitted for approval.
- An 80% survivability rate for the plants is expected.

Final Report

A final report will be required for all approved projects within thirty (30) days of project completion. Please include a copy of the volunteer log provided in this packet for if using volunteer labor as in-kind match. Before and after date stamped pictures must be submitted with this report. The report and pictures can be submitted electronically.

Please complete the application in in packet electronically and submit to: acopeland@volusia.org or by US mail:

Volusia County Environmental Management
Attn: Anna Copeland
123 W. Indiana Ave, Room 202
DeLand, FL 32720



REGROW VOLUSIA GRANT APPLICATION

Project Information:

Project Name:

Tax Parcel ID (12 digit):

Project Address:

Applicant Information:

Name:

Company/Affiliation:

Address:

City/State/Zip:

Phone office/cell:

E-mail:

*If different from the owner please state the relationship with the owner.

Owner Information:

Name:

Company:

Address:

City/State/Zip:

Phone office/cell:

E-mail:

Briefly describe the reason for the project and benefit it will provide:

Project time Frame:

Proposed Start Date:

Proposed End Date:

Funds Requested:

Cost Summary – Attach an itemized list of proposed plant/tree materials, including species, quantities, and approximate sizes (container size or caliper and height); an itemized list of equipment and supplies; and details on match items.

Total Plant/Tree Material Cost:

Total Ancillary Cost:

Total Project Cost:

Total Match Provided:

Attachment check list (Items to be included in the grant application):

Grant application, signed below
Signatory authority proof (if owner differs from the applicant)
Current aerial image of project area, with location
Landscape plan demonstrating type, quantity, size, location and spacing of trees/
plants. Dimensions need to be on the plan to give a clear idea of the project.
Itemized list of proposed plant/tree materials
Irrigation plan (must mention or label type used)
Maintenance plan for one year after planting.

Individuals with authority to approve this project:

Applicant Signature _____ Date _____

Owners Signature _____ Date _____
(if different than applicant)

BOX FOR STAFF USE ONLY

Fund amount requested \$ _____

Approval of EMD Director (Under \$9,999)
_____ Date _____

Approval of Growth and Resource Director (\$10,000 - \$24,999)
_____ Date _____

Approval of County Manager (\$25,000 - \$49,999)
_____ Date _____

Over \$50,000 requires County Council approval
_____ Date _____

Approved: YES / NO

Date of approval: _____

Email this completed form to: Anna Copland by email at acopeland@volusia.org

Or by mail to: *County of Volusia*

Environmental Management

Attn: Anna Copland

123 West Indiana Ave. Room

202 DeLand, FL 32720



Photo Release Policy

The County of Volusia strives to present youths and adults in a complimentary and appropriate manner. Photographs and video images are typically used in displays, advertising, printed materials, such as informational and promotional brochures, on the County's websites and for training purposes. Photographs also may be distributed to the news media for publication.

By signing this form, I give the County of Volusia permission to publish or use video images, photographic portraits or pictures of me, along with my name, for art, advertising, trade, public information or any other lawful purpose.

I waive inspecting and/or approving the finished product or the copy that is used in connection with the publication.

I release the County of Volusia from any liability from the use of my image in video and/or photograph or reproduction thereof.

Note: For minors, a signature is required by BOTH the minor and parent/legal guardian.

Date: _____

Name of subject: _____

Address: _____

City/State: _____

Phone: _____

Signature of subject: _____

Signature of parent/legal guardian: _____



REGROW VOLUSIA GRANT FINAL REPORT

Please submit via e-mail within five (5) days of project completion to: acopeland@volusia.org

PROJECT NAME: _____

1. **Cost Summary** – Insert amounts in chart below. Attach an itemized list of plant/tree materials, including species, quantities, and approximate sizes (container size or caliper and height); an itemized list of equipment and supplies; and details on match items. Copies of all receipts must be attached.

Project Needs	Requested Grant Amount	Match Amount (Monetary and/or in-kind match. Value must be at least 20% of grant value, but can be in any category.)
Plant/Tree Materials (at least 75% of total grant value)		
Equipment and Supplies (up to 25% of total grant value)		
Operating Cost		
Overhead Cost		

REGROW VOLUSIA GRANT FINAL REPORT

2. **Project Summary** – Provide a summary of the completed project include project successes, information on what worked well, an explanation of any changes made since the original application, and any other relevant information.

If applicable, provide a project critique in the summary, which should include aspects of the project you might have done differently and any problems that were faced during the project. Information provided in the critique may be used to assist other applicants.

3. **Volunteer Hours** – Provide the number of volunteers that participated in the project and the total number of hours completed by all volunteers. Completed Volunteer Log forms must be attached for all volunteers that participated in the project.

Number of Volunteers: _____

Total Volunteer Hours: _____

4. **Project Photographs** – Before, during, and after pictures must be submitted. Each picture must include a description and the date it was taken, and may be submitted electronically or on a data storage device in either JPG or PDF format.
5. **Photo Release Policy Forms** – A separate form must be submitted for each person included in a photograph of the project.

REGROW VOLUSIA GRANT VOLUNTEER LOG

Project Name: _____

[illegible]