CITY OF KEY WEST GRANTS PROCESS

MARK FINIGAN FINANCE DIRECTOR

TO: CITY OF KEY WEST PARKS & RECREATION ADVISORY BOARD

FEBRUARY 25, 2021

ROLES

GRANT WRITERS

Langton Consulting

- Needs Assessment
 (Beginning of contract & updated every year)
- Research grants
- Identify potential grants
- Write grant applications





GRANTS ADMINISTRATOR

Carolyn Sheldon

- Coordinates with Staff & Grant Writers
- Administers awarded grants

CITY COMMISSION / CITY MANAGEMENT

- Approval to apply (City Management)
- Approval to accept (City Commission)



1. Awareness

- *SmartGrants Report
- *Professional Contacts
- *Personal Contacts
- *Research

2. Project Development Staff develops project

8. Grant written

9. If awarded...

Grants

Administrator administers grant;

Project Manager executes project

by Grant Writers with Project Manager assistance

GRANTS PROCESS

3. Identification Which grant to pursue for which project

7. Coordination

with Grant Writers via Grants Administrator 4. Coordination

with Grants Administrator

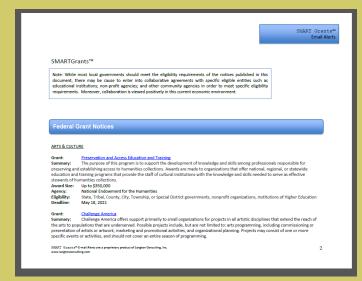
6. Approval

from Grant Evaluation Committee

5. Grant Evaluation Form

Project Manager completes form & sends to Grants Administrator

SAMPLE "SMART GRANTS" REPORT



SMART Grants by Langton Consulting

Federal, State, Foundation Grant-Related Notices and Field Intelligence

Volume 20, Edition 4 February 5 – February 18, 202



SAMPLE GRANT EVALUATION FORM

Grant Evaluation Form

Grant Contact Information			
Today's Date			
Department			
Point of Contact			

Grant Pursuit Information				
Funding Source Name				
Application Due Date				
Web Link or Other Information Available	Please forward with the form			

Grant Information		
Grant/Project Name		
Total Project Estimate		
Grant Request \$\$		
Match Required Y/N		
In Kind Y/N		
Project Description		
Additional Information		
Currently Budgeted (Y/N)		

Project Approval Status				
City Manager Approval /Date	Signature:	Date:		

APPLYING FOR GRANTS

- How important is data collection?
 - Departmental Input is critical
 - Grant application requirements vary
- Some common requirements:
 - Public participation
 - Ownership / site control
 - Conceptual site plan
 - Match amount
- What can the Parks & Rec Board do to help get grants?
 - Team effort is needed to successfully go through the grants process



- Adopt a Park Program
- Grant Funding
 - o Land and Water Conservation Fund
 - o Recreational Trails Program
 - o Florida Recreation Development Assistance Program
 - o Rivers, Trails, and Conservation Assistance Program
 - o PeopleforBikes Community Grants Program
 - o Boating Infrastructure Grant Program
 - o Outdoor Recreation Legacy Partnership Program
- Public/Private Partnership
- Park Bond

GRANTS FOR PARKS & RECREATION

Grants Applied For in Past Two Years:

Phase IB Multipurpose Field

Artificial Turf – Land and Conservation Fund

Artificial Turf - SFWMD

No Awards

Past 5 Years:

No Recreational Grants Awarded

Opportunities exist but have very specific requirements to apply

QUESTIONS?