

**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

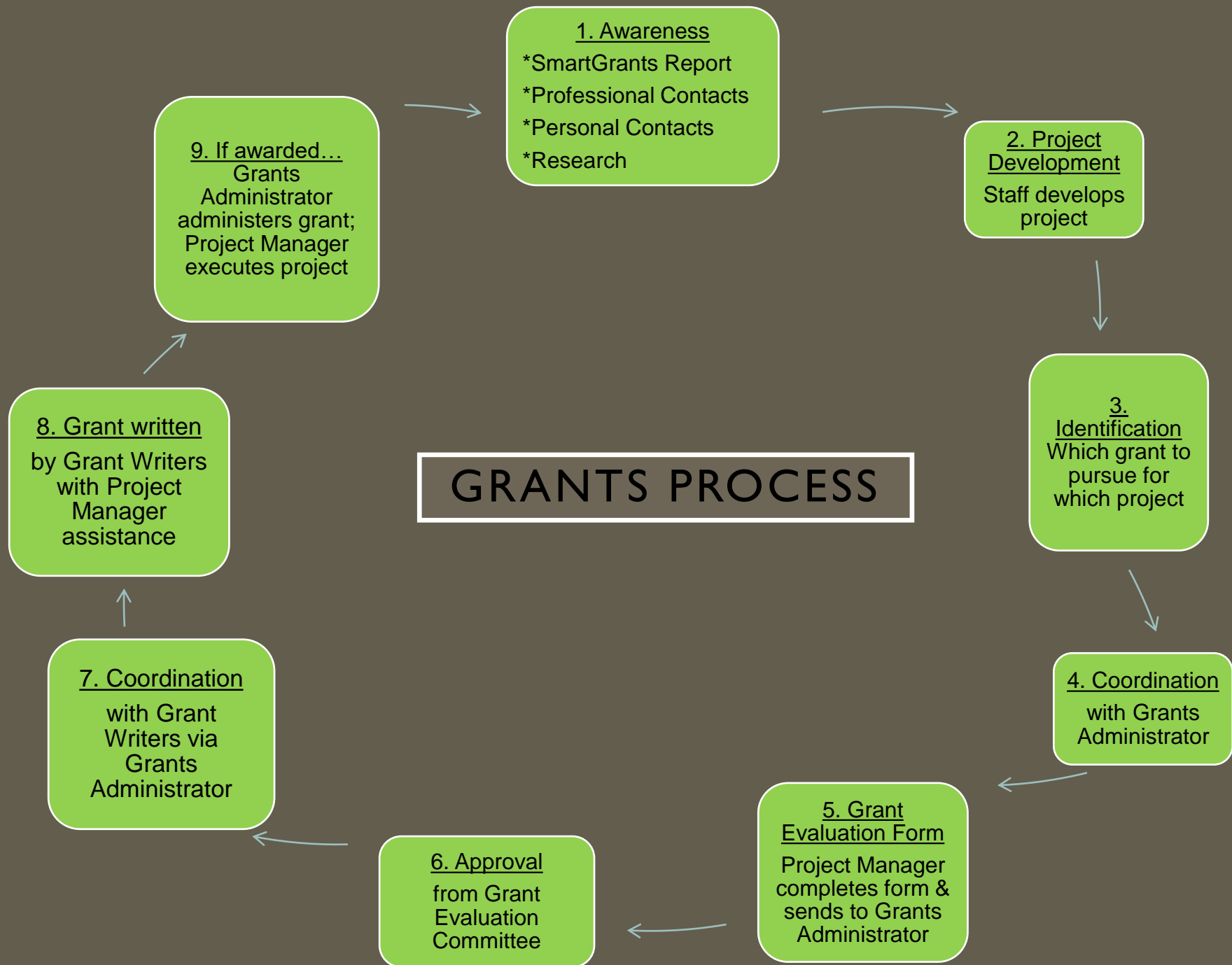
### Carolyn Sheldon

- Coordinates with Staff & Grant Writers
- Administers awarded grants

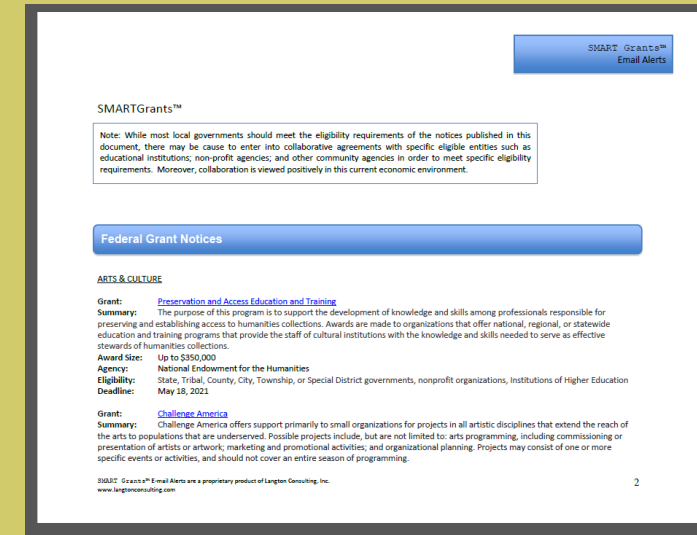
## CITY COMMISSION / CITY MANAGEMENT

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





# SAMPLE “SMART GRANTS” REPORT



# 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



## FUNDING OPTIONS

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

# GRANTS FOR PARKS & RECREATION

## **Grants Applied For in Past Two Years:**

**Phase 1B 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?