

**FLORIDA DEPARTMENT OF TRANSPORTATION**

**APPLICATION FOR FUNDS COVER SHEET**

Applicant's control # \_\_\_\_\_ (FDOT use only)

Applicant's FEID# \_\_\_\_\_

Applicant Name: City of Key West/ Keep Key West Beautiful Affiliate

Applicant's State Vendor ID (SVID) Number id #VF596000346036

Based on your SVID Number, the Applicant is a \_\_\_\_\_ Non-profit 501C3 ☒ Local Gov't **(only ☒ one)**

State Vendor ID Mailing Address: PO Box 1409 City Key West

State FL Zip 33040

Telephone/Cell (305) 809-3776 Fax (305) 809-3978

Web-Site address KeyWestRecycles.com Facebook Name Keep Key West Beautiful

Contact Person Dee Dee Green E-mail address dgreen@cityofkeywest-fl.gov

Person responsible for funds Mark Finigan , Finance Director City of Key West

Program manager is employed by ☒ local/county govt. \_\_\_\_\_ not-for-profit organization **(only ☒ one)**

Program manager is a ☒ part-time employee \_\_\_\_\_ full-time employee. (For local and county Government, indicate whether the program manager devotes part time or full time efforts to the KAB Affiliate).

Does the organization have a Board of Directors \_\_\_\_\_ NO ☒ YES (enclose current list of board members)?

I have enclosed the following attachments:

- ☒ Affiliate Proposed Budget Form (attached exhibit "C")
- ☒ Detailed Marketing Plan (Summary of the proposed 16/17 grant program activities)
- ☒ List of Board of Directors Members
- ☒ Affiliate Grant Program Activity Options Form (attached exhibit "D")
- ☒ Screen shot of the front page of your web site and Facebook\* page.
- ☐ Proof of registration with the [Florida Department of Agriculture and Consumer Services](#) as a [charitable organization](#).\*
- ☐ Proof of registration with the [Florida Department of State as a not-for-profit organization](#).\*
- ☐ Proof of registration with the [State of Florida Vendor Identification Number](#).
- ☒ Copy of the final version of the 15.16 FDOT Annual Report's exhibit "E".
- ☒ Copy of the 2016 KAB Annual Report tracker completion page.
- ☐ Copy of the Single Audit Act Exemption Submission Letter - 2015 ending year (if applicable)
- ☒ KAB 16/17 Certificate or KAB Letter in good standing (obtain from KAB).

(\*local gov't based programs exempt)

The undersigned has read and fully understands the requirements and conditions for applying and receiving FDOT Litter Prevention Education Program funding, and represents that he/she is duly authorized on behalf of the applicant to act as the authorized representative.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Keep Key West Beautiful**  
**Program Manager**

Dee Dee Green,  
City of Key West Solid Waste Coordinator

**Keep Key West Beautiful Board of Directors**  
**(City of Key West City Commissioners)**

Craig Cates (Mayor)  
Jimmy Weekley  
Samuel Kaufman  
Billy Wardlow  
Richard Payne  
Margaret Romero  
Clayton Lopez

We are currently in process of assembling a board. At this time the City of Key West City Commissioners Serve as our Board of Directors.

# **FLORIDA DEPARTMENT OF TRANSPORTATION**

## **EXHIBIT “D”**

### **GRANT PROGRAM ACTIVITY OPTIONS**

Please check the activities that your affiliate will conduct at the local level during the grant period ending September 30, 2017. The applicant must identify 3 additional activities, which will be completed during the funding period for a minimum total of 7 activities. Return this completed form with your proposal application. If awarded funds, this attachment will become a part of the agreement. The 4 activities already checked are required components, and cannot be counted towards the required 3 minimum additional activities. All program activities must be conducted within your local communities.

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|--|---|
| <input checked="" type="checkbox"/> GAC & DIH-KOPLF Trash-Off (Mar/April/May)( <b>req.</b> )     | <input checked="" type="checkbox"/> Litter prevention education PSA's |
| <input checked="" type="checkbox"/> Community Litter Prevention & Recycling pres.( <b>req.</b> ) | <input type="checkbox"/> Adopt-A-Spot                                 |
| <input checked="" type="checkbox"/> State Adopt-A-Highway promotion ( <b>required</b> )          | <input type="checkbox"/> Adopt-A-Median                               |
| <input checked="" type="checkbox"/> 2017 KAB Award Submission ( <b>required</b> )                | <input type="checkbox"/> Local Adopt-A-Road (County)                  |
| <input checked="" type="checkbox"/> Local Adopt-A-Street (City)                                  | <input type="checkbox"/> Clean Builders program                       |
| <input type="checkbox"/> Electronic Recycling partnership with SWIX                              | <input type="checkbox"/> Litter receptacle placement                  |
| <input type="checkbox"/> America Recycles Day Activities (November)                              | <input type="checkbox"/> Christmas tree Recycling (Dec)               |
| <input type="checkbox"/> Local Litter Hotline  | <input type="checkbox"/> Litter ordinance improvements                |
| <input type="checkbox"/> Environmental court   | <input type="checkbox"/> Waste in Place education                     |
| <input type="checkbox"/> Local Litter enforcement programs                                       | <input type="checkbox"/> Graffiti abatement                           |
| <input type="checkbox"/> Graffiti Hurts workshops / program implementation                       | <input type="checkbox"/> Neighborhood improvement programs            |
| <input type="checkbox"/> Litter free events  | <input type="checkbox"/> Business / School Recycling                  |
| <input checked="" type="checkbox"/> Community gardens  | <input type="checkbox"/> MSW community presentations                  |
| <input type="checkbox"/> Recycling / reuse projects / programs                                   | <input type="checkbox"/> Composting                                   |
| <input type="checkbox"/> Local Waste exchange  | <input type="checkbox"/> "Get a Grip" video presentation              |
| <input type="checkbox"/> Recyclables collection program / special projects                       | <input type="checkbox"/> Charge up to Recycle presentations           |
| <input type="checkbox"/> Close the Loop/Buy Recycled presentations                               | <input type="checkbox"/> Illegal dumping abatement                    |
| <input type="checkbox"/> Illegal dumping hotline   | <input type="checkbox"/> Tree planting reforestation projects         |
| <input type="checkbox"/> Recycling education   | <input type="checkbox"/> School Programs/Educational Fairs            |
| <input type="checkbox"/> Marine Debris abatement programs/projects                               | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Adopt-A-Shore (Assist)  |   |
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## **Keep Key West Beautiful Grant Marketing Plan**

### **1. DRIVE IT HOME – Keep Our Paradise Litter-Free (DIH-KOPLF) Trash-Off in conjunction with the National Great American (GA) cleanup (March, April, & May) \*required-**

During March, April and May we plan to have Earth Day Clean-up's that are part of the GACU and the DIH-KOPLF campaigns. We will have links on our Website and our FB pages. Part of the grant money will be used in advertising these programs.

### **2. Solid Waste, Recycling, and Litter Prevention Presentations \*required-**

Our director goes into schools from Pre-K to College, businesses and local community groups with presentations about litter prevention, Solid Waste, where garbage, recycling, yard waste, and leachate go. How this affects our drinking water, our community and understanding what resources are.

### **3. Adopt-a-Highway Annual Promotion \*required-**

Highways are available for adoption by local service groups, businesses, families or schools. Adoptive groups are asked to agree to clean their area four times a year and submit tallies sheets that include number of volunteers, bags of trash collected and a count of certain types of trash such as cigarette- butts and plastic bags. Each group is given an "Adopt-a-Highway" sign with their name and the sign is displayed during the clean-ups acknowledging the group efforts.

Money from the grant will be used to buy signs and print certificates. The State Adopt-a-Highway program will be added to the website and FB. Part of our outreach will involve making contact with groups who are already doing this on their own and bringing them all under the same umbrella.

The City of Key West and Waste Management assists KKWB with group referrals; gloves and trash bags; and the removal of waste when needed through coordination of Waste Management and Community Service crews and/or waste containers.

### **4. KAB 2017 Award Submission \*required-**

KKWB plans to submit an award for one of our local programs.

### **5. Adopt-a-Street Annual Program \*required-**

Streets are available for adoption by local service groups, businesses, families or schools. Adoptive groups are asked to agree to clean their area four times a year and submit tallies sheets that include number of volunteers, bags of trash collected and a count of certain types of trash such as cigarette- butts and plastic bags. Each group is given an "Adopt-a-Street" sign with their name and the sign is displayed during the clean-ups acknowledging the group efforts.

Money from the grant will be used to buy signs and print certificates. The City Adopt-a-Street program will be added to the website and FB. Part of our outreach will involve making contact with groups who are already doing this on their own and bringing them all under the same umbrella.

The City of Key West and Waste Management assists KKWB with group referrals; gloves and trash bags; and the removal of waste when needed through coordination of Waste Management and Community Service crews and/or waste containers.

#### 6. Litter Prevention PSA's-

We will have a series of PSA's on the local government channels, part of our paid advertising on cable and in print ads that are donated to the City as well as part of presentations with the schools.

#### 7. Cigarette Recycling Brigade- (program set up last year and kickoff anticipated for summer 2017)-

Outreach program about the dangers of cigarette litter. We plan to do a refund program with local businesses each month. The plan is, they act as a collection and payment point for gallon bags of the cigarette material for recycling. This will encourage locals to help clean up beaches and roadways of cigarette butts.

The City plans to place cigarette collection containers along the major streets and public areas and for collection also.

Money from the grant will be used in advertising, signs and awards programs.

#### 8. International Coastal Clean Up-

Each year there are several locations and groups that participate in the cleanup.

The City of Key West and Waste Management assists KKWB with group referrals; gloves and trash bags; and the removal of waste when needed through coordination of Waste Management and Community Service crews and/or waste containers.

#### 9. KKWB Earth Day Clean Up-

April 22 Key West will celebrate Earth Day by hosting Earth Day. Local schools go out and clean their school grounds and surrounding neighborhoods. This event is also part of the GACU.

The City of Key West assists KKWB with gloves and trash bags; and the removal of waste when needed through coordination of Waste Management and Community Service crews and/or waste containers.

We also get volunteers from a school to come to a central cleanup location and we do a trash sort, categorization and record the information.

#### 10. Annual Litter Index- Annual Program-(kickoff anticipated for 2017)-

This annual survey of litter will begin being performed in the spring. Volunteers will randomly select areas for evaluation of six to eight sites representing rural areas, urban streets, neighborhoods and/or parks. This survey is submitted to Keep America Beautiful for compilation with the other 400+ affiliates across the country for a nationwide evaluation. A numeric score is assigned and compared year to year. The plan will be to do this in April and May.

**Keep Key West Beautiful  
Budget / Matching Requirements**

**EXHIBIT “C”**

**PROPOSED BUDGET FOR USE OF FDOT FUNDS**

	<u>FDOT FUNDS*</u>	<u>MATCHING FUNDS</u>
Salaries (\$20.00 @ hr. max limit)	_____ (Exe. Dir Only)	5,200.00
Organizations Public Liability Ins.	_____	_____
Rent/ Utilities	<u>Match Only</u>	2,500.00
Accounting / Auditor Services	_____ (\$300.00 max)	2,000.00
Phone / cell / internet access*	<u>600.00</u> (\$600.00 max)	1,200.00
Office Supplies	<u>200.00</u>	200.00
Program Materials for Exhibit “D”	<u>8,400.00</u> (No Drink / Food)	- 1,000.00
Volunteer Hours	<u>Match Only</u>	10,000.00
Local Advertising (DIH-KOPLF)	<u>2,000.00</u> (\$2,000.00 min)**	4,210.00
Printing*	_____	_____
Travel (KAB / KFB Annual Meetings Only)	<u>1,500.00</u> (\$1,500.00 max)	_____
Internet / Social Media Support	<u>2,000.00</u> (\$2,000.00 max)	200.00
KAB Annual Dues Only	<u>300.00</u>	_____
	_____	_____
Total FDOT Funds	<u>\$15,000.00</u>	Total Matching <u>\$26,510.00</u>

**Keep Key West Beautiful**  
**Funding Limits per Proposal**

Affiliates will be eligible for \$15,000.00 for the 16/17 grant cycle based on budgetary spending authority and FDOT approvals, with the grant cycle ending September 30, 2017. All invoices for the 16/17 grant cycle for grant reimbursement will be dated on or before June 30, 2017.

## **Keep Key West Beautiful Program Options**

1. DRIVE IT HOME – Keep Our Paradise Litter-Free (DIH-KOPLF) Trash-Off in conjunction with the National Great American (GA) cleanup (March, April, & May) \*required-

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