



## Sustainability Incentive Grant FY 2015-16 Application

### OVERVIEW:

The City of Fort Lauderdale recognizes that the commitment of its citizens to the recycling effort in our City is essential to the promotion and practice of good environmental stewardship.

The Sustainability Incentive Grant Program encourages neighborhoods to engage in grassroots efforts to promote waste reduction and increase participation in City recycling and sustainability programs.

*Who is eligible to apply:* Homeowner Associations officially recognized by the City of Fort Lauderdale.

*How does the HOA earn money?* The City's Recycling Program Coordinator develops specific activities for each year's Sustainability Incentive Grant (SIG). Activities are worth a set amount of points. At the end of each fiscal year, Green Your Routine (GYR) representatives submit a grant application documenting points earned over the course of that year.

HOA's must utilize at least 25% of their SIG earnings to fund environmental sustainability projects. A section of the SIG application requests a written summary of the previous year's allocation of SIG funding. Some ideas on ways to spend SIG funds to meet this requirement are:

- NCIP cash match for maintenance or projects
- Urban gardens, neighborhood plants, trees, mulch, etc.
- Urban canopy (shade trees, not palms) for private property
  - The City provides free trees for public property.
  - May use city contract pricing for purchases.
  - Contact Gene Dempsey, City Urban Forester, with questions at 954-828-5785.
- Park amenities made of recyclable materials
- Newsletters printed on minimum 30% recycled paper and/or with soy ink (invoice/receipt must express)
- HOA website costs (encourages paperless technology)
- School supplies made of recyclable materials for local school children
- Scholarships for Environmental Studies students
- Community yard sales
- Welcome packages for new residents (must include recycling information)
- Clean-up event items, such as gloves, rakes, trash pickers and garbage bags
- Recycled material tote bags
- Neighborhood event recycling containers
- Energy-efficient light bulbs for clubhouse/meeting room
- Other similar programs and projects that promote sustainability

### SUBMITTING YOUR GRANT APPLICATION

To qualify for grant awards, HOA's must complete this form and attached all required documentation. All program guidelines must have been followed, and this form must be completed with accurate information to ensure proper processing of this request.

***The 2015-16 application submittal deadline is September 16, 2016\* (date subject to change)***

## APPLICANT INFORMATION – PLANNING ONLINE APPLICATION

HOA Name:	
Submitted By:	
Email Address:	Phone Number:

### SECTION 1. MEETING ATTENDANCE FOR GYR REPRESENTATIVE – 1 pt per meeting; max of 6 pts

Please mark a “1” in the GYR representative column when in attendance at the GYR Meeting that month.

1 point for Rep in Attendance

October 12, 2015	
December 14, 2015	
February 8, 2016	
April 11, 2016	
June 13, 2016	
August 8, 2016	
<b>Total Points Requested</b>	

### SECTION 2. HOA RECRUITMENT – 1 pt per new HOA that attends at least 3 meetings this FY

HOAs that have not participated in the GYR program since October, 2012 (2 fiscal years) are eligible. Lists of available and unavailable HOAs can be requested from the Recycling Office. The HOA must be in close physical proximity to your own.

HOA Name	Date of Contact with HOA	Date Notified Recycling Office
<b>Total Points Requested</b>		

**SECTION 3. PARTICIPATION IN CITY SPECIAL EVENTS**

Please track events in which your HOA participated and total points earned for these approved events. **Volunteer signature sheets will be used as validation for awarding points.**

<b>Approved Events</b>	<b>Date</b>	<b>Points Per Person Per Shift</b>	<b>Points Requested</b>
Cycle for Trees	10/31/15	1	
Big Toy and Truck Show	11/14/15	1	
Tree Giveaway	Nov 2015	1	
New Year's Eve SET UP	12/31/15	2	
New Year's Eve	12/31/15	3	
Fort Lauderdale United Day	Jan 2016	1	
Tree Giveaway (part of Ft Laud United Day)	Jan 2016	1	
HHW/Electronics Recycling Collection	1/30/16	1	
Neighbor Support Night Tree Giveaway	Feb 2016	1	
Tree Giveaway	Feb 2016	1	
Water Matters Day	March 2016	1	
St. Patrick's Day Parade SET-UP	March 2016	2	
St. Patrick's Day Parade	March 2016	2	
HHW/Electronics Recycling Collection	4/9/16	1	
Fort Lauderdale Cares Day	April 2016	1	
Tree Giveaway	April 2016	1	
Great American Beach Party SET UP	5/27/16	2	
Great American Beach Party	5/28/16	2	
Tree Giveaway	6/13/16	1	
July 4 <sup>th</sup> SET-UP	7/3/16	2	
July 4 <sup>th</sup> Celebration	7/4/16	2	
HHW/Electronics Recycling Collection	7/23/16	1	
Ocean Conservancy Beach Cleanup	September 2016	2 (2 people max)	
Tree Giveaway	Sept 2015	1	
Jazz Brunch	Monthly	2 total per event	
Starlight Musical	Summer	3 total per event	
<b>Total Event Points Requested</b>			

**SECTION 4. NEIGHBORHOOD EVENTS/LOCAL PROJECTS & PROGRAMS – 1 Point/Event, Max 5**

Neighborhoods earn points by coordinating recycling at neighborhood clean-up events or other neighborhood activities where the public is invited. General meetings do not qualify. Requirements include: placing and monitoring recycling bins as well as distributing information and/or having recycling education activities. For points to be awarded: Submit Neighborhood Event Form (complete top section only) at least two (2) weeks in advance of event to the Office of Recycling. After event, complete bottom section. Keep form and documentation supporting the event (marketing, photos, etc.) to submit with the SIG Application. CAN INCLUDE NEIGHBORHOOD STREET CLEANUPS FROM NEIGHBOR VOLUNTEER OFFICE (NOT INDIV HOUSES)

	Name of Event	Event Date	Nbhd Event Form Submission Date	Points Requested
1.				
2.				
3.				
4.				
5.				
<b>Total Points Requested</b>				

**SECTION 5. ADOPT A STREET PROGRAM – 1 Point ; Max 6 pts (2 pts initial sign up; 1 pt/cleaning)**

Neighborhoods adopt a 1-mile stretch of roadway in the City of Fort Lauderdale through the City’s Adopt-A-Street program and submit proof of quarterly cleaning that INCLUDES recycling of any recyclables found. Application and reporting can be completed online at: <http://www.fortlauderdale.gov/departments/city-manager-s-office/office-of-neighbor-support/adopt-a-street-program>.

	Adopt A Street Program	Date	Street Adopted/Cleaned	Points Requested
	Registration/Sign Up - 2 pts			
1.	Quarter 1 Cleaning – 1 pt			
2.	Quarter 2 Cleaning – 1 pt			
3.	Quarter 3 Cleaning – 1 pt			
4.	Quarter 4 Cleaning – 1 pt			
<b>Total Points Requested</b>				

**SECTION 6. AIR POTATO HOA COMPETITION – .5 pt each 30 lbs (approx. 1 5-gal bucket); Max 15 pts**

HOAs compete to collect the most air potatoes that have dropped in the fall in an effort to reduce the growth of this plant in the spring. Competition will be 3 weeks between January and February. Exact dates and details to be determined. Winning HOA receives a bonus point, even if max is reached.

	<b>divided by 30, multiplied by .5 =</b>	
<b>Total Pounds Collected</b>		<b>Total Points Requested</b>

**SECTION 7. CERTIFIED WILDLIFE HABITAT REGISTRATIONS** – .5 Pt each registration; Max 5 pts  
 Neighborhoods earn points for increasing the number of National Wildlife Federation Certified Wildlife Habitats (CWHs) registered within their HOA limits. See website for requirements and registration: <http://www.nwf.org/How-to-Help/Garden-for-Wildlife/Create-a-Habitat.aspx>.

**CITY TO COMPLETE THE FOLLOWING CHART. NO INPUT FROM HOA REQUIRED FOR THIS SECTION.**

Total Increase of CWHs October 1, 2015 to September 15, 2016 per NWF	
<b>Points Awarded:</b>	

**SECTION 8. COMMUNICATION TOOLS**

**PART 1 - NEIGHBORHOOD NEWSLETTER SUSTAINABILITY ARTICLES – 1 point each; max of 5**

Neighborhoods that publish printed or online newsletters are encouraged to include informative recycling **articles**. For one point each publication:

1. **Articles** must focus on one or more of the following: City recycling programs, resource reduction and reuse, buying recycled, litter prevention, reduction of contamination, proper collection of green waste.
2. Graphics, color and other presentations that make the message “reader-friendly” must be included. Graphics should not be larger than the article.

No points will be given for announcements, which should be standard.

Month Newsletter was printed or posted online	Page Number	Points Requested
1.		
2.		
3.		
4.		
5.		
<b>Total Points Requested</b>		

**SECTION 8. COMMUNICATION TOOLS**

**PART 2 – ELECTRONIC MEDIA – one point per quarter, max 4 points**

Criteria for social media points (website, facebook, Next Door and/or twitter sites):

1. Site is updated quarterly at a minimum. Provide quarterly copies for the application.
2. Site includes a recycling tab, used to promote sustainability

Site includes a prominent, preferably graphic link to the City recycling or sustainability website:

[www.fortlauderdale.gov/gyr](http://www.fortlauderdale.gov/gyr).

Electronic Media	Pts per Qtr	Q1	Q2	Q3	Q4	Total Pts Requested
Updated Online Info, Quarterly	.5					
Sustainability/Recycling Tab	.25					
Prominent link to City’s Recycling or Sustainability Website	.25					

**SECTION 9 – INCREASING TREE CANOPY. 1 PT EACH GIVEAWAY; MAX 2 GIVEAWAYS**

Encourage HOAs to give away trees at their neighborhood events/meetings.

Free trees available – 50 per event, max 2 times each fiscal year.

Gene provides to HOA; HOA handles distribution and address documentation.

Tree Giveaway Date	Tree Giveaway Date	Total Pts Requested

**SECTION 10. OTHER.**

Use this section to include projects or events that were not included in other sections.

**SECTION 11. FUNDS USED TO PROMOTE SUSTAINABILITY.**

A minimum of 25% of the SIG funds earned last fiscal year (2014-2015) by your HOA must have been spent to promote sustainability. Copies of purchase receipts must be provided as documentation. All office supply items must include recycled material.

My HOA earned \$\_\_\_\_\_ from the Sustainability Incentive Grant in FY 2014-15.

**25%** of that amount (.25 x amount above) = \$\_\_\_\_\_

Use this box to explain how your HOA spent at least 25% of the total funds promoting sustainability:

**STEPS TO COMPLETE THE APPLICATION:**

1. Complete all appropriate sections of Grant Application
2. Attach or include all required support documentation:
  - a. Multi-family outreach communications with City staff
  - b. COMPLETED Neighborhood Event Form and the event photos or flyers
  - c. Newsletters (with recycling article highlighted)
  - d. Printouts of website, facebook or twitter recycling article postings (quarterly)
  - e. Website printout showing link to the City’s recycling website (quarterly)
  - f. Copies of receipts for sustainable purchases made with previous year’s SIG funds
3. Obtain signature of HOA president or authorized Board Member
4. Include the REQUIRED W-9 taxpayer identification form.

\_\_\_\_\_  
Signature of HOA President, Director, or Authorized Board Member

\_\_\_\_\_  
Date