



Sustainability Incentive Grant FY 2013-2014 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 20% 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
- 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 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 items, such as gloves, rakes, trash pickers and garbage bags for neighborhood cleanup events
- Recycled material tote bags
- Neighborhood event recycling containers
- Energy-efficient light bulbs
- 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 2013-2014 application submittal deadline is September 26th, 2014.

APPLICANT INFORMATION

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

SECTION 1. MEETING ATTENDANCE FOR GYR REPRESENTATIVE – 1 point per meeting; max of 6 points

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 14, 2013	
December 9, 2013	
February 10, 2014	
April 14, 2014	
June 9, 2014	
August 11, 2014	
Total Points Requested	

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

HOAs that have not participated in the GYR program since October, 2011 (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
Total Points Requested		

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.

Approved Events	Date	Points Per Person Per Shift	Points Requested
Snyder Park Clearing	10/16/13	1	
Snyder Park Tree Planting	10/19/13	1	
New Year’s Eve	12/31/13	3	
HHW/Electronics Recycling	2/8/13	1	
Water Matters Day	March 2014	1	
St. Patrick’s Day Parade	March 2014	2	
Earth Day Event	April 2014	1	
Great American Beach Party	5/26/14	2	
July 4th	7/4/14	2	
Ocean Conservancy Beach Cleanup	September 2014	2 (2 people max)	
Jazz Brunch	Monthly	2 total per event	
Starlight Festival	Summer	3 total per event	
Total Event Points Requested			

SECTION 4. MULTI-FAMILY OUTREACH

Part 1 – PROPERTY IDENTIFICATION EFFORT – Max 2 points/property, max 6 pts

HOAs contact multi-family properties currently not recycling, inform of the assistance of a matching grant that will cover up to 50% of the first 6 months of a recycling contract with a maximum of \$1,000.00 to expand recycling at apartments and condominiums.

Multi-Family Property Address	Date of Contact(s)	Meeting Date	Result or Response
Total Points Requested			

SECTION 4. MULTI-FAMILY OUTREACH

Part 2 – CONDUCTING A WORKSHOP – Max 2 points per workshop

Workshop Date	Location	Points (2 each)
Total Points:		

SECTION 5. 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.

	Name of Event	Event Date	Neighborhood Event Form Submission Date	Points Requested
1.				
2.				
3.				
4.				
5.				
Total Points Requested				

SECTION 6. AIR POTATO ROUNDUP HOA COMPETITION – .5 point each 30 lbs (approx. 1 5-gal bucket)

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 begins 1/18/14 through 2/15/14. Winning HOA receives a bonus point.

Date Weighed	Weight	Points Requested (.5 point for every 30 pounds)	Verified By (City to Complete)	Total Points Awarded (City to Complete)
Total Points Requested				

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 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>.

	Registration Address	Registration Number	Registration Date	Points Requested
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Total Points Requested				

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.			
Total Points Requested			

SECTION 8. COMMUNICATION TOOLS

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

Criteria for social media points (Website, Facebook, NextDoor 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.

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

SECTION 8. COMMUNICATION TOOLS

PART 3 – USING NEXT DOOR - .5 for each 10 new neighbors registered; max 5 points

The City Strategic Plan includes a goal of increasing the usage of Next Door as a communication tool. For those HOAs that choose to utilize this tool and encourage participation from your neighbors, points will be awarded for assisting the City in meeting its goal. The number of registered users for your HOA Next Door network will be documented in November 2013 and again in September 2014. The increase in registered users will be calculated and points awarded up to a maximum of 5 points.

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

Baseline Info (number of people using your Next Door site in November 2013):	
September 2014 total number of users on your site:	
Total User Increase:	
Points Awarded:	

SECTION 9. FUNDS USED TO PROMOTE SUSTAINABILITY.

A minimum of 20% of the SIG funds earned last fiscal year (2012-2013) by your HOA must have been spent to promote sustainability. Copies of purchase receipts must be provided as documentation. If your HOA has not yet spent last year’s funding, please describe the project for which the money is intended. If your HOA has participated in the GYR Program for at least 3 years and has not spent any SIG funding received to date, please include an anticipate project date when the funds will be utilized.

My HOA earned \$ _____ from the Sustainability Incentive Grant in FY 2012-13.

20% of that amount (.20 x amount above) = \$ _____

Use this box to explain how your HOA spent at least 20% 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.
5. Include documentation required to receive FY 2012-13 withheld funding (will not apply to all).

Signature of HOA President, Director, or Authorized Board Member

Date