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Lighthouse Environmental Programs Washington State Lighthouse License Plate Funding Program Grant Application -- Step 2

Grant Applicant Instructions Step Two: Grant Project Proposal

Notice of Available Funds 200X

Lighthouse Environmental Programs is pleased to announce the availability of funding through the Washington State Lighthouse License Plate program for projects promoting the preservation, rehabilitation and restoration of lighthouses¹ in Washington State. This funding program has been made possible through the sale of Washington Lighthouse License plates.

There are two funding categories:

**Preservation, rehabilitation, and restoration of lighthouse sites
Creation or enhancement of lighthouse interpretive and educational programs or displays**

Proposal Deadline, XXXX XX, 200X

- AN ORIGINAL AND COMPLETE APPLICATION MUST BE RECEIVED AT ADMIRALTY HEAD LIGHTHOUSE BY 4:30 P.M. XX/XX/XXXX. THE LIGHTHOUSE IS LOCATED AT 1280 ENGLE ROAD, COUPEVILLE, WASHINGTON. 98239. THE MAILING ADDRESS IS PO BOX 5000, COUPEVILLE, WA 98239 THE COMPLETE APPLICATION MUST BE PHYSICALLY RECEIVED AT THE LIGHTHOUSE. FAXED OR EMAILED PROPOSAL OR LETTERS OF SUPPORT WILL NOT BE ACCEPTED.

- Applicants will be notified
by LEP Board Grant Administration Coordinator
whether or not their proposals have been selected for funding.

- MAIL ORIGINAL AND 5 COPIES OF PROPOSALS TO:

ATTN: License Plate Administration Coordinator

LIGHTHOUSE ENVIRONMENTAL PROGRAMS
PO BOX 5000
COUPEVILLE, WA 98239

¹ Wherever the term 'lighthouse' or variant of the term is found, please note that LEP's is addressing the preservation of all the campus of buildings within a lights station.

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FOR FURTHER INFORMATION, PLEASE CONTACT;

Gloria Wahlin, License Plate Administration Coordinator at 360 240-5584
Or email Gloria Wahlin at gloriaw@wsu.edu

We look forward to receiving your proposals and appreciate your help in making the Lighthouse License Plate Program and the projects it funds a success.
Thank you for your interest and participation in the program.

PROGRAM PURPOSE

The Washington Lighthouse License Plate program supports structure preservation, rehabilitation, and restoration projects and interpretive and educational programs or displays for which funding are limited or unavailable. Projects should be innovative, highly visible, and should enhance the public's experience of visiting Washington lighthouses. In order to qualify for funding, an applicant lighthouse must be located in Washington State, open to the public, staffed by volunteers, and be a 501(c) 3 nonprofit organization. .

AWARD PROCESS

A lighthouse grants committee, a separate statewide committee, will help determine the distribution of the funds allocated for the Lighthouse Grants. The committee will be organized and convened under the leadership of the LEP Board. It will be composed of one LEP representative, one representative from the North Puget Sound area, and three to five other citizens of the state who have no relationship to any of the potential grantees. LEP will solicit members from such diverse groups as the U.S. Coast Guard, elected officials, building trades, museums, and or higher education institutions. The membership of this committee will change periodically.

The grants committee will meet annually in the fall to review applications. The Committee will help develop program policy, will review applications for eligibility and completeness, and will recommend projects for funding to the LEP Board. The Committee may consider geographic distribution of projects when making recommendations. The LEP Board will make the final determination of funding awards. Subsequently, applicants will receive written notification of the decision.

The grants committee may visit lighthouses to evaluate the feasibility of a project or confirm project completion. They also will receive project completion reports from grantees. The committee will report their findings annually to the LEP Board. In some cases, the grants committee or the LEP Board may recommend modifications of a project proposal or recommend funding a dollar amount that differs from the proposal. Following approval of the project application, including any requested modifications, a contract will be drafted and mailed out for signature by the grant recipient and then returned for final

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LEP contract approval. Project work to be funded by the grant cannot begin until the execution date of the contract. Project funding cannot be released until a fully executed contract is in effect. Recipients of funding can expect to receive funds soon after the start of the New Year.

The program timeline coincides with LEP's annual budget process, which is finalized at year's end. The LEP Board's decisions are final and not subject to appeal. Funds will be distributed for the first round of funding on an advance funding basis. If recipients manage funds and complete programs on time, budget and complete the full scope of work LEP will consider the group for additional funding. If recipients are generally not able complete work as described using the first round of funding LEP reserves the right to begin to fund on a cost-reimbursement basis.

APPLICATION FORM 2006 PROGRAM YEAR

PROJECT

Project Title:

Name of Organization:

Contact Person:

Title:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

Amount Requested: \$

Applicant's Match (Optional. May include cash, interlocal or in-kind resources): \$

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Total Project Budget: _____

Expected Start Date: _____

Expected Completion Date: _____

PROJECT SUMMARY

In the space below, provide a short, concise summary of the project and what it will accomplish. PLEASE follow the summary with a list of expected outcomes when the project is complete. For example if the lighthouse is implementing an on-site children's program the outcomes might be "Children will learn the work and responsibility of a Lightkeeper vicariously through costumed role-playing" or "Children will grasp the size of the tower and height of the focal point through a horizontal, hands on measurement using rope and meter sticks". Outcomes should include a measurable goal and described means of measurement.

Supporting documents are requested as attachments to the applications. These documents are required to the degree they are needed in order to demonstrate applicant's ability to successfully accomplish the program or project as described using LEP grant funds.

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SCOPE OF WORK

Expand Project Summary from previous page to address such issues as:

- If project is not new, how long has project been established?
- List specific ways the project will benefit the lighthouse and the public?
- Describe the promotion that will be done to ensure public knowledge and participation in the project.
- Describe any long-term benefits. What measures will you apply to evaluate its success?

Scope of work should be no longer than one type written page, 12 point, Times New Roman font.

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PRODUCTS

State any products of the proposed project. For example, an interpretive project might result in a display or a brochure. An educational project might result in a teacher's guide or student learning kit. Note that it is not necessary that a tangible object be produced. Products must include Lighthouse License plate Logo and state it as a funding source, if feasible. Brochures and other written documents must be reviewed by a License plate committee member before they are printed.

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DESCRIBE THE AVAILABILITY OF ALTERNATIVE FUNDING OR MATCHING FUNDS OR IN-KIND SERVICES:

Provide a description of the availability of alternative funding, matching funds or in-kind services. Matching funds may consist of actual funds or contributions such as in-kind services, materials, and volunteer labor. If matching funds are available, a demonstration of the commitment for receipt of those funds should be submitted. Please be aware that the Washington Lighthouse License Plate Grant Program supports programs for which there are no other identifiable sources of funding, as well as projects where several funding partners have provided a funding commitment.

DESCRIBE MECHANISM FOR ACKNOWLEDGING THE WASHINGTON LIGHTHOUSE LICENSE PLATE PROGRAM IF THE PROJECT IS SELECTED FOR FUNDING:

Provide a description of how acknowledgment shall be given to the Washington Lighthouse License Plate grant if selected for funding. The ability to continue funding projects depends on the continued sale of Washington Lighthouse License Plates. It is therefore essential that projects funded through the license plate program be visibly acknowledged. For instance, a restoration project could be acknowledged by the placement of a sign near the work noting the source of the funding. (An electronic copy of the logo image for the Washington Lighthouse License Plate program will be provided for this purpose).

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DEMONSTRATE SUPPORT:

Demonstrate support for implementation of the project by the parties responsible. Attach affidavits and letters of recommendation for the project. In addition, if the applicant is not the owner of the property where the proposed project is located, a demonstration of support and written approval for the project and permission from the property owner is needed.

PROJECT BUDGET

Is there a demonstrated **need** for funds? What percentage of the total budget will grant monies cover? What arrangements have been made for continued project operation? Submit a detailed project budget showing income/expenses and a list of items for which monies will be spent, as well as overall organizational budget. Indicate any LEP License Plate grant funds previously received (not applicable for 2006 submissions). Attach a copy of current audited financial statements. (A copy of the organization's most recent IRS Form 990 is a requirement). If audit report is not available, verification of the financial statements by a CPA or officer of the organization, other than the Treasurer, is required.

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PROJECT TIMELINE

Provide a project timeline, showing when each major item or phase will be accomplished.

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DISTRIBUTION PLAN

Describe plans for distribution if request for funding includes brochures/printed materials, kits, or other items. Items must acknowledge License Plate funding as a source by included the Washington Lighthouse License plate Logo. Materials must be reviewed by a License plate committee member before printing and distribution.

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SIGNATURE PAGE

200X PROGRAM YEAR

Project Title: _____

Name of Organization: _____

Amount Requested: _____

Amount of Match, including explanation of any in-kind match resources:

Signature

Date

Printed Name

Title

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APPLICATION INSTRUCTIONS & CHECKLIST

The following checklist will assist you in providing necessary information. Include attachments as requested, even if provided in a previous application. Indicate items that are not applicable.

All Applicants:

- Overall project budget showing revenue and expense items. If applicable, identify amount and value of any in-kind contributions (show how value of in-kind was established). Individual project budget should be specific as to how monies will be spent.
- Project timeline showing proposed commencement and completion dates and dates associated with any major milestones.
- Three letters, independent of the applicant organization, of community support from business leaders or the community at large.
- A brochure or written evidence showing hours in which the lighthouse is open to the public and evidence that volunteers staff the lighthouse.
- Copy of meeting minutes approving the project and authorizing application of the Lighthouse license plate grant.
- Copy of State certificate of non-profit incorporation and/or federal 501(c) 3 IRS determination letter.
- Proof of incorporation (copy of UBI or tax statement).
- Copy of most recent audit report or confirmation of financial statements by a CPA or officer of the organization, other than the Treasurer.
- Copy of meeting minutes supporting the proposed project and its submittal for LEP license plate grant funds.
- Application will be 11 pages or shorter. Reviewers will not consider applications longer than 11 pages. Attachments and other supporting documentation are encouraged.

Note: It is applicant's responsibility to become familiar with state and county requirements through its own legal counsel. A prospective recipient must comply with the Americans with Disabilities Act of 1990 to the same extent that historic building access allows. It is assumed that participation will be open to everyone without discrimination based on race, religion, gender, or physical disability or sexual orientation.

PLEASE.....

- Follow the instructions carefully.
- Answer all questions completely and concisely.
- Avoid the tendency to write more than is needed.

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- Use only the space provided; one additional page is allowed to expand on budget information.
- Submit your application on 8-1/2 inch x 11-inch paper, recycled and double sided is encouraged.
- Use type size no smaller than 12 point.
- Do not use 3-ring binders, report covers, plastic covers, or additional cover pages. Please use staples, not paper clips.

SUBMIT FIVE (5) COMPLETE APPLICATION SETS (INCLUDING COPIES OF ATTACHMENTS).

WHERE TO MAIL OR DELIVER APPLICATION: QUESTIONS: 360-240-5584
LEP c/o WSU Extension Office
P. O. Box 5000
Coupeville, WA 98239

DEADLINES: Application period opens XXXX XX, 200X and closes XXXX XX, 200X. **Applications must be received in the LEP Board Office by 4:30 p.m. on XXXX XX, 200X, or postmarked not later than X/XX/XXXX.** In the interest of fairness, deadlines will be strictly observed and applications received after the deadlines will be returned without review. Any reference to a “postmark” refers to a United States Postal Service (USPS) postmark. Applications sent by facsimile machines (FAX), or email, will not be accepted.

The application form is available electronically at the license plate website.

FUNDING CRITERIA

Proposals will be ranked and ultimately selected based upon the following considerations: Satisfaction of the eligibility requirements listed above. The applicant’s ability to implement the project, including but not limited to the:

- Time frames (This includes the feasibility of completing the work in accordance with the timeline outlined in the application.
- Need for authorization, e.g., permits or certificates of permission (Note: Activities for which permits have been already obtained will be prioritized. If permits are needed prior to the implementation of the project, funding will be awarded and a contract will be written following receipt of such authorizations. Permits must be submitted within six months of the receipt of the written notice of award decision.
- Support of community where the project is located
- Ownership of property or written permission of owners to show support of project
- Applicant’s experience and expertise
- Past performance of applicant if previously funded by Washington Lighthouse License Plate Funding
- Where projects involve groups of people, the applicant’s ability to provide supervision and the qualification of such supervision
- The applicant’s ability to perform and provide for follow-up and/or maintenance

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- The cost versus benefits of the proposal including detailed cost information, public benefits and support information. *

***Please note that indirect costs associated with projects are not eligible for grant funding.**