

Florida Lighthouse Grant Project Outcomes Report

Approved by Grants Committee April 13 2015; Board May 29, 2015

DEADLINE:

- 60 days after close of the project for which money has been granted, or
- 12 months after receipt of the grant check,
- whichever comes first

SUBMIT REPORTS TO

- Your Lighthouse's District Commissioner (A list of District Commissioners can be found on FLA's website under Resources for Lighthouses/ [Lighthouse District Commissioners](#))
- FLA's Office: Info@FloridaLighthouses.org or mail to PO Box 1676, St Petersburg, FL 33731

FOR PROJECTS UNDER 12 MONTHS IN DURATION: Submit a Project Outcomes Report (POR) and attach documentation stating the funding was used for the purposes requested.

IF YOUR PROJECT HAS RECEIVED SPECIAL APPROVAL FOR A TIME FRAME THAT IS LONGER THAN 12 MONTHS: Submit a Project Outcomes Report (POR) at the end of each 12-month period for work completed in that year.

INCLUDE IN YOUR REPORT:

Remember: report images and content may be used to help communicate the importance of license plate funds and how they help restore, preserve and protect Florida's Lighthouses. It also serves as proof that the funds received were used in a manner that was compliant with the rules of the FLA Grant Application. Please submit all photos as high resolution digital color photographs.

- A brief overview on the project - from start to finish
- Include actual project Start Date and Completion Date
- If project done in phases, provide brief comments on each phase
 - Work done to complete project
 - Partnership assistance during project
 - Project Headwinds ó things that delayed project timeline
 - Project Tailwinds ó things that helped the project stay on schedule
- Describe any additional steps taken to ensure Historic Preservation Standards were met
- Estimated time the completed work will last before project is done again
- Add images of project – Up to five high resolution digital color photographs of the project in its current condition.
 - Prior to or at start of project
 - o Images of project in progress
 - o Images of the project after work has been completed

PR REQUIREMENTS: Grant Recipients are asked to:

- Attend the FLA membership meeting where your grant check will be presented. If grant is under \$2,000, applicant is strongly encouraged to attend Members Meeting and give 3 minute presentation on need of grant. If grant is over \$2,000, applicant is required to attend a Members Meeting and give 3 minute presentation on need for grant.
- Submit a Press Release (provided by FLA) to your local papers and media announcing your FLA grant.
- Include grant info and photos (provided by FLA) in your Lighthouse newsletter.
- Include the check presentation photo/release (provided by FLA) info on your Lighthouse website.
- Display FLA check (provided by FLA) at your Lighthouse.
- Include a small FLA logo on your website, printed materials etc.
- Add a link to FLA website on your Lighthouse website.
- Attend and present a report on grant outcomes to the FLA Board or Membership at a regularly scheduled meeting (as requested).

If possible include copies of any media coverage with your report.

FOR HELP PLEASE CONTACT YOUR FLA DISTRICT COMMISSIONER OR FLA'S GRANT CHAIR

<http://www.floralighthouses.org>