

FLA GRANT AGREEMENT PAGE 1 of 2

APPROVED BY BOARD – AUGUST 3, 2019

The Florida Lighthouse Association's (FLA) mission is to safeguard Florida's remaining lighthouses for future generations by supporting community based restoration, preservation and education efforts.

Date: _____

_____ (lighthouse organization)

acknowledges receipt of a \$ _____ FLA grant (check # _____) to be used for

_____ (brief project description)

and hereby agrees to fulfill the terms of this agreement.

Expenditures:

- **Deadline** - ALL funds must be spent **within** 12 months 24 months of receiving the grant check.
- **Unused funds**, funds not expended as specified in your grant application and funds not spent within the approved grant time frame will be returned to the Florida Lighthouse Association.

Requests for Project Funding Changes:

- FLA recognizes that changes in preservation projects do occur. All requests for changes must be in writing and submitted to FLA in advance; FLA will notify you regarding approval/disapproval in writing. FLA will allow you to make changes inside a preservation project to allow for expenditures that are under the budget. Include all financial details in your request. If you intended to spend money on mortar work, for example, rather than on metal work explain why and include any cost changes.
- FLA will not provide additional funding to cover changes that go over budget, unless another application is submitted, reviewed and approved.

Reporting Requirements and Deadlines:

- **Project Outcomes Report** with attachments documenting that FLA grant funds were used in accordance with your grant application is due at the FLA offices and FLA Grants Committee Chair 60 days after completion of the funded project or 12 months after receipt of the grant check, whichever comes first.
- Attend and present a report on grant outcomes to the FLA Board or Membership at a regularly scheduled meeting. Preferably this will be the next meeting after the completion of the project and the presentation should include a PowerPoint or similar visual presentation with photos of the project.
- **Project Status Reports** must be submitted 2 weeks prior to each quarterly FLA Board Meeting between the issuing of the grant check and receipt of the Projects Outcome Report.
- **If your project requested a matching funds exception and was approved for 24 months.** Submit a Project Outcomes Report (POR) at the end of each 12-month period for work completed. Be sure to mark this as an interim report and indicate what months that the report covers.
- **Failure to submit a report** may result in a request that all or a portion of the funds be returned to FLA. Failure to use the money as requested may result in similar action. In either of these situations you may also be ineligible for future funding from FLA.

SUBMIT REPORTS OR QUESTIONS TO:

- Your Lighthouse's District Commissioner
(see FLA's website under: Resources for Lighthouses / [Lighthouse District Commissioners](#))
- FLA Office: Info@FloridaLighthouses.org or mail to PO Box 1676, St Petersburg, FL 33731
- FLA Grants Committee Chair: grants@floridalighthouses.org

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Membership Requirement:

Your lighthouse will maintain an active FLA membership for the duration of the project and for at least five years after the completion of the project. Failure to do so may result in ineligibly for future funding from FLA.

PR Requirements:

- Submit a Press Release (provided by FLA) to your local newspapers and media announcing your FLA grant.
- Include grant info and photos (provided by FLA) in your Lighthouse newsletter or magazine.
- Include the check presentation photo/release (provided by FLA) info on your Lighthouse website and/or social media account.
- Display FLA vanity check (provided by FLA) at your Lighthouse (if feasible).
- Include a small FLA logo on your website, printed materials, etc.
- Add a link to FLA website on your Lighthouse website.

FLA Reserves the Right to Change Its Policies: FLA reserves the right to change its mission, goals, funding eligibility requirements and more. You have responsibility to make sure you are working from up-to-date data.

My signature below certifies that I have read, understand and accept the conditions of this grant and that have been authorized to receive the grant check and sign the grant agreement on behalf of this organization.

Signature

Date

Print Name

Title

Lighthouse Organization

Title

Florida Lighthouse Association, Inc.
PO Box 1676
St Petersburg, FL 33731
727-667-7775
Info@FloridaLighthouses.org
<http://www.floridalighthouses.org>