



# FISH & WILDLIFE FOUNDATION OF FLORIDA

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October 11, 2019

Ms. Stacie Greco  
Alachua County Environmental Protection Department  
408 West University Ave.  
Gainesville, FL 32601

Re: PFS 20-07, Aquifer Awareness Education Campaign

Dear Stacie,

The Board of Directors of the Fish & Wildlife Foundation of Florida, Inc. (Foundation) is pleased to inform you that your Protect Florida Springs (PFS) tag grant request for the project titled "**Aquifer Awareness Education Campaign**" has been approved for funding. Grant funds will become available as of January 1, 2020. Your grant amount is not to exceed **\$10,000**. Your grant number is **PFS 20-07**. Please use this number in reference to this project in all correspondence.

By accepting this grant, you expressly agree to comply with the following terms and conditions.

1. The project must be limited to expenditures for goods or services as indicated in the proposal budget.
2. As project manager, it is your responsibility to contract for such goods and/or services that you require for this project. The Foundation's responsibility is limited to the payment of invoices submitted to the Foundation by your vendors. Invoices submitted for payment must be signed by the project manager and submitted in a timely fashion. Submit payments to the Foundation Bookkeeper, Erin Smart, either by email to [esmart@wildlifeflorida.org](mailto:esmart@wildlifeflorida.org) or by ground delivery to:

Fish & Wildlife Foundation of Florida, Inc.  
Post Office Box 11010  
Tallahassee, FL 32302

3. Your grant number (**PFS 20-07**) MUST appear on all correspondence and paperwork related to this grant.
4. Equipment purchased with grant funds becomes the property of your organization, and must be labeled with tags "Donated by the Fish & Wildlife Foundation of Florida, Inc." where appropriate.
5. The Foundation is a not-for-profit corporation and is tax-exempt [Federal ID # 59-3277808] [State of Florida Consumer's Certificate of Exemption # 85-8012624063C-7]. Copies of appropriate documentation are available upon request.
6. Changes in the scope of work to the original Foundation-approved grant project/program must be requested in writing through the Foundation grant coordinator for consideration.
7. As the grantee, you have authority to shift grant funds within your approved budget up to five percent (5%) of your total grant award. For this project, you have authority to shift up to **\$500**. You may not shift funds to create a new budget item. You may only shift funds to an item or items that already exist in the approved application. For fund shifts of more than five percent (5%) of the grant award total, you must request approval from the Foundation via written request to the Foundation CFO, Will Bradford, [wbradford@wildlifeflorida.org](mailto:wbradford@wildlifeflorida.org). Approvals of fund shifts in excess of five percent are at the sole discretion of the Foundation.
8. Each project is allowed a window of eighteen months for completion. Your grant will become effective on January 1, 2020. Your expiration date is **June 30, 2021**.
9. If you are not able to complete your project within the stated time frame, you may request a one-time-only extension of six months. The Foundation reserves the right to approve or deny any request for extension. If an extension is granted, no further extensions will be allowed. Before an extension is granted, the Foundation will require a progress report on the project.
10. The Foundation requires submission of an annual report within 30 days of your project anniversary. All grantees are required to submit report through the Foundation's web-based reporting tool if it is available. Instructions on using this tool or paper reporting form will be sent at a later date.
11. The Foundation requires submission of a final report within three calendar months of project completion. All grantees are required to submit report through the Foundation's web-based reporting tool if it is available. Instructions on using this tool or paper reporting form will be sent at a later date.
12. With your final report, the Foundation requests a separate one-page summary of the project, its goals and accomplishments, to be written in "layman's terms." Submission of video or photographs is encouraged when appropriate. The Foundation may use this description in promotional materials that discuss your project achievements. An addendum is provided on the final report form for this purpose.

13. The Foundation maintains an interactive, web-based map of all its active projects. This is intended as a positive public relations tool to showcase our grantees and their projects. To that end, the Foundation will request information on specific project locations, web links, photographs, video clips, etc. Providing this information is a condition of acceptance of this grant.
14. Unused grant funds will revert to the Foundation upon the close of business on June 30, 2021. If an extension has been granted, unused grant funds will revert to the Foundation upon the close of business, December 31, 2021. If either of these dates fall on a non-business day, then the next business day will substitute.
14. The Fish & Wildlife Foundation of Florida, Inc. is providing the financial support for this project and expects recognition on any signage, publicity or printed materials related to the program/project.
  - a. For projects whose end result is a poster, printed report, video, web site or other such media product, please contact The Foundation's Digital Marketing & Membership Manager, Michelle Ashton, at [mashton@wildlifeflorida.org](mailto:mashton@wildlifeflorida.org) to discuss the best way of acknowledging the Foundation's support.
  - b. For attribution in scientific or professional articles and presentations, please include the following:

*This research [or project, etc.] was funded with the help of the Fish & Wildlife Foundation of Florida via proceeds from the 'Protect Florida Springs' license plate.*
  - c. If applicable, we will provide you with signage to post at project locations. You are required to send us a photo of the signage posted at the location.
  - d. In press releases and other media outreach, please include the following paragraph about the Fish & Wildlife Foundation of Florida:

*This project is funded in part by a grant from the nonprofit Fish & Wildlife Foundation of Florida (FWFF) via proceeds from the 'Protect Florida Springs' license plate. Since its founding, the Foundation has raised and given away more than \$36 million for conservation, outdoor recreation and youth programs and camps. For more information, please visit [www.wildlifeflorida.org](http://www.wildlifeflorida.org) or call 813-358-8058.*
  - e. The Foundation will make its logo and the tag logo available for inclusion on any such recognition. The grantee will provide photographs of the finished product.
  - f. For projects whose final product does not fit any of the above categories, the Foundation and the Grantee agree to negotiate in good faith to ensure that the Foundation and the Protect Florida Springs Tag grant program receive appropriate recognition. Please refer any questions on this matter to the Foundation.
15. The Foundation further requests 25 copies of any product that is produced in any tangible media of expression, (copyrighted) to be provided with the final project report. Please coordinate with the Foundation's CFO for specifics on this item.

16. The Foundation will receive a royalty-free, non-exclusive, unrestricted license to use any and all copyrighted materials developed using Protect Florida Springs tag funds. This will be for the Foundation's use in promoting its programs, sharing materials with government and non-profit partners, and expanding hunting education and awareness. The Foundation will not sell or otherwise derive financial benefit from such copyright use. The Foundation asks to receive a copy of any copyrighted materials in a standard digital format upon the completion of the grant.
17. The Foundation may request that you provide information, including video or photographs, for the Foundation's publications or web site describing the project and its impact. It may further request that a report on the project be presented to the Foundation Board of Directors.
18. For grants to the Florida Fish & Wildlife Conservation Commission, transaction reports including the remaining balance on your grant are available on the Foundation's SharePoint site.
19. Acceptance of a Protect Florida Springs License Plates grants is considered acceptance of state financial assistance as a subrecipient from the Department of Highway Safety and Motor Vehicles, CSFA Number 76.103.  
<https://apps.fldfs.com/fsaa/searchCatalogResultsDetail.aspx?id=61052>.

**Entities receiving state financial assistance are required to follow the audit and accountability requirements for state projects as stated in Section 215.97, Florida Statutes, applicable rules of the Department of Financial Services, rules of the Auditor General, and requirements from the State Projects Compliance Supplement.**

**Subrecipients, as a condition of receiving state financial assistance, must permit the independent auditor of the Fish & Wildlife Foundation of Florida, the Department of Highway Safety and Motor Vehicles, the Department of Financial Services, and the Auditor General access to the subrecipient's records and the subrecipient's independent auditor's working papers as necessary to comply with Section 215.97, Florida Statutes.**

**All records including original receipts must be kept for a minimum of three years beyond the project end date. We will be periodically reviewing projects and expenditures.**

On behalf of the Foundation, we wish you tremendous success with your project. Contact Will Bradford at (850) 404-6129 or email [wbradford@wildlifeFlorida.org](mailto:wbradford@wildlifeFlorida.org) if you have questions regarding process or procedures. Please remember to include your grant number on all correspondence.

Sincerely,



Will Bradford  
CFO

c.c.: Andrew Walker  
Michelle Ashton  
Erin Smart