

Florida Lighthouse Association (FLA) Grant Application Instructions

Board Approved May 15, 2021

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.

Florida's maritime heritage is central to understanding Florida's culture and way of life. Lighthouses played a critical role in Florida's history; making it possible to explore, settle and develop Florida by using its 1,350 miles of coastline. They are too important to be destroyed by neglect.

The Board of Directors of the Florida Lighthouse Association recognizes 30 historic lighthouses in Florida, out of the original 62 identified structures. Priority is given to funding grants for preservation and restoration of these 30 light stations. FLA funds projects by local organizations, which protect, restore, and save Florida's existing lighthouses, extant light stations, associated outbuildings, and historic Fresnel lenses. FLA supports all historic Florida lighthouses; for more information see FLA's website www.floralighthouses.org.

FLA Funding Criteria

Funding is restricted to Florida Lighthouses who are active members of FLA and is awarded at the discretion of FLA's Board of Directors. FLA limits funding to projects that best meet FLA's criteria, are a sound investment of funds and best fulfill FLA's mission and goals. Filling out and submitting this application does not necessarily mean that your project will be funded in whole or part. Applicants must have an active FLA lighthouse membership. This membership must be maintained through the duration of the grant project and for at least five years after the submission of a Project Outcome Report.

FLA Grants Types

FLA's Grant Committee will review your application and decide which grant will be used to fund your project. For complete descriptions and requirements see the last page of these instructions.

What FLA Does Not Fund

FLA does not fund faux lighthouses i.e. decorative, residential, religious, or commercial buildings built to resemble lighthouses. FLA does not fund privately-built, non-historic lighthouses. FLA does not fund the restoration of buoys, minor aids, or other associated maritime structures, nor museum or tourism operations. FLA does not provide funds for general operating support, endowment funds, special events for individual lighthouses, or functions or fundraisers for lighthouse groups.

Application Deadlines

Applications must be submitted by the deadlines approved by the FLA Board. As of 2019, deadlines are: December 1 for the Winter Meeting (Jan/Feb), April 1 for the Spring Meeting (May/June), September 1 for the Fall Meeting (Oct). FLA will notify you in writing once your application has been reviewed. The applicant is required to attend a Members Meeting and give a 3-minute presentation on need for grant. This should be the same meeting at which the grant is awarded.

Privately Owned Lighthouses

Historic lighthouses not owned by a non-profit organization or government entity are eligible for FLA grants, provided they meet all other eligibility criteria. Grants will only be awarded to privately-owned lighthouses at the Fall FLA Meeting and priority will be given to non-profit or government-owned lighthouses over those privately-owned.

Historic Structures Used For Housing or Storage

Historic cottage-style lighthouses, keeper dwellings, and light station auxiliary structures are sometimes used for residences, offices, storage, or other purposes that make them inaccessible to visitors. FLA believes the preservation of historic Lighthouse Service structures is important, regardless of use. However, grants for preservation of such structures will be awarded only at the FLA Fall Meeting and priority will be given to structures used for historical interpretation and accessible to visitors.

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Matching Requirements

While matching gifts are not required, FLA prefers that its grant funds be used to attract additional funding for your project, especially for grant applications of \$15,000 or more.

Expenditure Requirements

- **Deadline** - ALL funds must be spent **within 12 months** of receiving the grant check.
- **Unused funds**, funds not expended as specified in your grant application and funds not spent in the 12-month grant period are to be returned to the Florida Lighthouse Association.
- Return of funds will not negatively impact your ability to re-apply in the future.
- **Exceptions** – Requests for a longer time frame (**maximum of 24 months**) will be considered when a lighthouse specifies that it will be **using its FLA grant to secure matching funds**. In order to qualify for this exception this information must be submitted on the grant application. Reports every 12 months are required.

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. Depending on the changes, a new application form may need to be completed.
- FLA will not provide additional funding to cover changes that go over budget, unless another application is submitted, reviewed, and approved.

Grant Agreements

If your grant is approved, the grant applicant must sign the Grant Agreement form before they can receive the grant check. This form will be provided by either the FLA Administrator or Grants Chair.

Reporting Requirements and Deadlines:

- **Project Status Reports** must be submitted via email to the Grants Chair two weeks before each regularly scheduled FLA Membership Meeting. These only need to be a few sentences long. They should state whether the project is still on schedule and briefly summarize any project work completed thus far.
- **The Project Outcomes Report** with attachments documenting that FLA grant funds were used in accordance with your grant application is due 60 days after completion of the funded project or 12 months after receipt of the grant check, whichever comes first.
- **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.
- **Reports must be submitted to:**
 - FLA Grants Committee Chair: grants@floridalighthouses.org
 - Grantee's Lighthouse's District Commissioner (list can be found on [FLA's website](#))
 - FLA Office: info@Floridalighthouses.org or
120 Palencia Village Dr Ste C105 PMB 116, St. Augustine, FL 32095

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PR Requirements: Grant Recipients are asked to:

- Applicant is required to attend a Members Meeting to give a 3-minute presentation on need for grant and have their photo taken with the vanity check for their grant
- Submit a Press Release (provided by FLA) to your local newspapers and other media announcing your FLA grant.
- Share the grant info and photos (provided by FLA) in your lighthouse newsletter or magazine.
- Share the check presentation photo (provided by FLA) on your lighthouse website and/or social media accounts.
- Display the FLA vanity check (provided by FLA) at your lighthouse, if practical.
- Include a small FLA logo on your website, printed materials, etc.
- Add a link to FLA website on your Lighthouse website.
- After completion of the grant project, attend a regularly scheduled FLA Membership meeting and give a 5-10 minute presentation, with photos, about the project. Ideally, this should be the first meeting after the completion of the project.

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.

Completing the Application

- Read these instructions in their entirety.
- Complete the grant application form in its entirety.
- Use compelling reasons that your project should be funded.
- Demonstrate adequate planning and financial knowledge of your project.
- Use only the space provided and follow the directions exactly.

Type Faces Sizes, Style, and Form

Please use a common font such as Times New Roman or Arial with a 12-point font size. Handwritten applications are accepted, but discouraged. Handwriting must be legible. Neatness counts.

Attach To Your Application

(Do not attach additional pages unless they are specifically requested in the checklist below)

- A copy of your bylaws.
- A copy of your 501c3, non-profit status, if applicable.
- A copy of any formal planning documents if available. Small copies of architect's drawings may be scanned and attached.
- Up to five high resolution digital color photographs of the project in its current condition.
- Up to 5 letters of support from partners. (not required, but encouraged).
- Be sure to sign and scan the signature page and include it with your application.
- The completed application form should be submitted as a PDF, with supporting documents in a second PDF, and photos as a third PDF or individual JPGs

Help with Applications

Contact your FLA Lighthouse District Commissioner (contact information available on the FLA's website) or the FLA Grants Chair (grants@floralighthouses.org).

Sending Your Application

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Please email your application to the Grants Chair at Grants@FloridaLighthouses.org and copy the FLA Office info@FloridaLighthouses.org. This can be done in multiple emails if necessary.

Three Types of FLA Grants are Awarded

FLA's Grant Committee will review your application and decide which grant(s) will be used to fund your project.

GENE OAKES GRANT (License Plate Grants)

FLA's 'Visit Our Lights' Florida license plate funds "the preservation, restoration, and protection" of Florida's historic lighthouses through grants. Funds are awarded to official lighthouse towers and lighthouse stations. These funds are restricted to historic preservation as well as restoration of physical structures. FLA supports historic preservation projects that save lighthouses for future generations. Projects must restore or protect lighthouse towers, lighthouse keepers' houses, outbuildings, barracks buildings, or other historic structures associated with a lighthouse station. Priority is given to lighthouse towers, especially against immediate threats. FLA may fund projects that provide official plans or architectural drawings for lighthouse towers or other historic light station structures. FLA may also fund "brick and mortar" projects, supplies for historic preservation projects, or significant maintenance projects on previously restored structures.

FLA may fund Fresnel lens restoration or relighting projects for extant and recognized lighthouses. The lens must be historic (not a replica), have clear provenance to a fundable Florida lighthouse, and be active in or displayed at a fundable Florida lighthouse. Priority will be given to building restoration over lens restoration.

Definition of a Fundable Light Station

A major aid to marine navigation that meets the following criteria:

1. The optic is located on top of an enclosed structure that is or was constructed and operated by the Federal government (Lighthouse Service and/or Coast Guard).
2. The structure or property includes (or historically included) a resident keeper's dwelling, or is otherwise recognized by the FLA as one of Florida's historic lighthouses.
3. May be lighted or unlighted at time of application.

Historic Preservation Standards a Priority

Priority may be given to projects that are restorations using original materials and which meet the *Secretary of the Interior's Standards for Historic Restoration and/or Rehabilitation*. More information about these federal standards may be found online from the National Park Service or visit:

www.cr.mps.gov. The State of Florida Historic Preservation Office is another good source of information and may be found by visiting the following link: www.flheritage.com.

Size of Projects

There is no limit to funding for FLA, except budget and funding availability and need.

Small projects are considered those up to \$15,000 with large projects above \$15,000.

TOM TAYLOR GRANT (General Fund Grants)

FLA provides grants from the general fund for most projects that are not eligible for Gene Oakes license plate grants. Examples include: replica historic light station buildings, bricks-and-mortar projects not eligible for license plate funds (including historic structures associated with the US Lighthouse Service but not associated with a historic lighthouse station), roadside or park signage of a historic nature with verbiage and/or images tied to the area lighthouse, educational projects about lighthouses, lenses not eligible for license plate funds, promotion of events that involve multiple lighthouses.

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HIB CASSELBERRY GRANT (*License Plate “Protection via Education” Grants*)

To support the protection of Florida’s historic lighthouses via education, FLA may designate a portion of license plate funds for educational projects that meet certain criteria. This grant may only be used for the fabrication of new permanent interpretive signage (indoor or outdoor) or other permanent physical exhibits. Research, design, and installation of the signage/exhibit shall be funded by other sources. Eligible signage/exhibit shall principally interpret the history of the lighthouse. FLA strongly prefers that the signage/exhibit be located at a historic Florida light station, but will consider off-site placement under reasonable circumstances, such as off-shore lighthouses. Matching funds are strongly preferred.

The signage/exhibit shall include the following credit:

This exhibit funded by the Florida Lighthouse Association’s “Visit Our Lights” State of Florida license plate (CSFA 76.106).

A Fresnel lens exhibit is eligible for this grant if restoration of the exhibited lens would be eligible for a Gene Oakes Grant. This grant program may not be used for the fabrication of a replica Fresnel lens for an exhibit.

Historical markers related to lighthouses are eligible if they are placed as part of the official [Florida Historical Marker Program](#). This grant may be used to cover up to 50% of the marker cost charged by the State of Florida. The Florida Lighthouse Association shall be listed on the marker as a sponsor.

This grant program is primarily intended to make up for shortfalls in the availability of Tom Taylor General Fund Grants. The Hib Casselberry Grant budget will not normally exceed 10% of the Gene Oakes Grant budget and may be less depending on the availability of license plate funds and the anticipated need for structural restoration/preservation projects (i.e. Gene Oakes Grants).