

# Charlotte County Boater Revolving Fund

## Fiscal Year 2025 Grant Application and Guidelines

**Application Deadline is January 31, 2024**

Effective December 15, 2023, applicants may apply for grant assistance from the Boater Revolving Fund revenues collected from boat registration fees, and from the West Coast Inland Navigation District (WCIND) revenues collected from property tax assessments. The Marine Advisory Committee will not accept or consider applications after the deadline.

**Who May Apply:** Charlotte County government agencies and local not-for-profit organizations may apply for these funds.

**Types of Grant Funding Available:** There are 3 sources of grant funding available. A single application will be submitted and the County will determine what source of funding best fits your application. Some categories of funding require a recipient match. In addition to the following specific criteria, all projects must serve a public purpose and benefit the community as a whole.

- **WCIND.** Funding for public navigation channels, boating access facilities, waterfront parks, and piers; as well as, marine and environmental education and safety programs. Projects are categorized into 5 groups; marine law enforcement (funded 100%), navigation improvement (funded 100%), environmental education (funded 100%), boater safety/education (50% match required), and boater recreation (50% match required). WCIND funding may not be used for general operations and maintenance.
- **Boater Improvement-State.** Recreational channel marking and other uniform waterway markers, public boat ramps, lifts and hoists, marine railways, public launching facilities, removal of derelict vessels, hazardous floating structures. (funded 100%)
- **Boater Improvement-Local.** Patrol, regulation, and maintenance of the lakes, rivers, and waters, as well as, other boating-related activities. (Up to 100% funding available)

**General Information:** This is a **cost reimbursement** program for projects that will be completed within one fiscal year; which is from **October 1, 2024 to September 30, 2025**. All unspent grant funds remaining at the end of the grant period will be retained by Charlotte County and unobligated. For extenuating circumstances, a project extension may be approved upon written request.

With submittal of the application, all non-government applicants must provide their organization's current Florida Division of Corporations Annual Report. Copies are available at <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>.

If awarded, organizations will be required to sign a funding agreement with Charlotte County Board of County Commissioners (BCC) outlining the obligations of both parties as they relate to the grant. A sample of this agreement is available on the Charlotte County public website at <https://www.charlottecountyfl.gov/boards-committees/marine-advisory-committee/boater-improvement-fund.stml>.

Agencies awarded grant funds will be required to provide **quarterly reports** of project status. Law Enforcement agencies may have additional reporting requirements. Additionally, agencies awarded funds for equipment, goods, or services exceeding \$5,000 in value will be required to provide Charlotte County:

- No less than 3 written bids for approval prior to purchase. If an item or service is determined by the recipient to be available from only one vendor, the recipient may request, in writing, a "sole-source" purchase authorization from Charlotte County.
- An annual report of any equipment's current use and value until the asset value falls below \$5,000.
- A formal request for disposition of equipment if it is no longer used for the purpose grant funds were awarded.

### Grant Application Processing Schedule:

- **12/15/2023 – 01/31/2024.** Application Period. No applications will be accepted or considered after the deadline.
- **February – March 2024.** Charlotte County Marine Advisory Committee (MAC) reviews and prioritizes applications for formal recommendation to Board of County Commissioners (BCC).
- **April 2024.** BCC reviews MAC recommendation and votes on applications.
- **July – September 2024.** Grant contracts developed and signed.
- **10/01/2024.** Fiscal Year 2025 Grant term begins.

**Application Instructions:**

The name of the applicant's organization must be the legal title of that entity. For non-governmental organizations, it will be the same as provided on the Florida Division of Corporation Annual Report. Ensure the appropriate corporate designation (i.e. LLC, Inc.) is included with the organization's title. Attach the Florida Division of Corporation Annual Report.

For not-for-profit organizations, the Principal Officer identified must be the official who is authorized to legally bind the organization contractually, and whose name is identified as an officer of the organization on the Florida Division of Corporations Annual Report.

Projects for grant funding must fall into at least one of several categories of work. Select the category or categories that best describe your project's scope.

Briefly describe the project on the application and, if desired, attach a detailed description of the project to the application. Descriptions should provide a full scope of the project.

The applicant will indicate the total amount of grant funding requested, as well as, any funds the applicant will contribute towards the project. Not all projects require an applicant to contribute project funds; however, two categories of projects available for grant funding from WCIND require the applicant to pay for 50% of the project; referred to as matching funds. These projects are associated with boater safety and education, and boater recreation. If the applicant is requesting Boater Improvement-Local funding from Charlotte County to fund all, or a portion of, the applicant's required 50% matching funds, provide a statement to justify the request.

Pre-Construction permits, engineering, plans, and specifications must be paid for by the applicant, and should be complete and current at the time of application. Enter the required permits, their status, and expiration. Attach permits, plans, maps, and other related detail to the application.

The applicant must complete the project budget sheet attached to the application. Be sure to fill out all columns of the grant budget to distinguish Grant Funds budgeted and Matching Funds budgeted, if applicable. If the attached budget template is insufficient for your project, the applicant may attach an alternative budget format.

You may submit your signed application via e-mail to [Mark.Snow@CharlotteCountyFL.gov](mailto:Mark.Snow@CharlotteCountyFL.gov). You may also mail your application to the following address:

**Charlotte County Fiscal Services Division**  
**Attn: Mark Snow**  
**18500 Murdock Circle**  
**Suite B-109**  
**Port Charlotte, FL 33948**

Signed applications with budget and applicable supporting documents must be received by **1/31/2024** at the Fiscal Services Division address to be considered for the **FY2025** grant cycle. Please direct questions regarding this granting opportunity to Mark Snow at 941-764-4982.

**Please do not return these instruction pages.**



Charlotte County Government
Board of County Commissioners
Boater Revolving Fund Grant Application

Fiscal Year 2024 (10/1/2024 to 9/30/2025) – Application Deadline 1/31/2024

Name of Organization: \_\_\_\_\_

Principal Officer: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Any project for which funds are requested must have a public purpose, and must apply to one or more of the following categories: (select applicable categories)

- Waterway Management
Marine Law Enforcement
Environmental Education
Protection of Marine Life & Aquatic Environment
Public Boat Ramps & Launching Facilities
Other Projects for Boater & Waterway Enhancement
Marine Debris Removal
Dredging
Boater Recreation
Aids to Navigation
Boaters' Safety & Education

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_

Explain how the project benefits the community as a whole: \_\_\_\_\_

\_\_\_\_\_

Total Amount of Grant Funding Requested: \_\_\_\_\_

Total Amount of Matching Funds Applicant is Contributing (if any): \_\_\_\_\_

Boater Safety/Education and Boater Recreation Projects require 50% applicant matching funds. Is Applicant requesting supplemental Local Boater Improvement funds to pay all, or a portion of the 50% required match?

Yes [ ] No [ ]

If yes, provide justification. \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_

Project Location: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Are there other sources of funding for this project? \_\_\_\_\_

Is a permit required for this project? Yes  No  If yes, list each, its type, and status. Attach all permits that have been issued or applied for: \_\_\_\_\_

**Complete attached budget.** Attach additional supporting documentation pertinent to your request.

Applicants should be available to the Marine Advisory Committee on the date of review to answer questions regarding the project. Dates of review will be posted on the Charlotte County public website at [Marine Advisory Committee | Charlotte County, FL \(charlottecountyfl.gov\)](http://MarineAdvisoryCommittee|CharlotteCountyFL(charlottecountyfl.gov)).

\_\_\_\_\_  
Principle Officer or BCC Department Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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Please complete your project's budget:

BUDGET ESTIMATE DETAIL	Grant Funds	Matching Funds <sup>1</sup>	Total
<b>Construction Expenses</b>			
<b>Contractual Services</b>			
<b>Materials</b>			
<b>Equipment</b>			
<b>Salaries<sup>2</sup></b>			
<b>Promotional Materials</b>			
<b>GRAND TOTAL</b>			

The budget may be adjusted between categories; however, the scope of the project may not change.

<sup>1</sup> Matching funds are **required** for WCIND Boating Safety/Education and Recreation projects.

<sup>2</sup> Salaries are eligible toward BIF grants. Salaries allowed for WCIND grant **only** for Law Enforcement projects.