



# Florida Defense Support Task Force

## FY 2016- 2017 Grant Funding Application

### March 18, 2016

#### Background

The Florida Defense Support Task Force (FDSTF) was established in 2011 under Florida Statute 288.987 with the mission to make recommendations to preserve, protect and enhance Florida's military installations, support the state's position in research and development related to or arising out of military missions and contracting, and to improve the state's military friendly environment for service members, military dependents, military retirees, and business that bring military and base-related jobs to the state.

#### Purpose

Within budget constraints, the FDSTF may fund projects that can be leveraged to promote, preserve, or enhance military missions and installations in Florida.

#### Criteria

- A. **The FDSTF will consider providing resources only for initiatives which directly support preserving, protecting and enhancing Florida's military installations. Projects must directly improve the military value of the installation.**
- B. Projects must have a clearly defined, measurable outcome in support of the Task Force mission of protecting military installations in Florida.
- C. Projects should be able to be accomplished within one year of contracting. If the project is expected to take longer than one year to complete, then the applicant must justify the longer time period.

#### Process

- A. Applicants for FDSTF project consideration must:
  1. Obtain support of a FDSTF member as a project sponsor.
  2. Submit a FDSTF Project Application (Attachment A), a Budget and Financial Report Form (Attachment B) and a Plan of Action Form (Attachment C) to the Task Force Executive Director with CC to Marcy Muldrow Sanders, Grants Manager, electronically no later than 4:00 PM EDT on April 21, 2016.
- B. When scheduled, the applicant must present the project proposal to the full FDSTF.
- C. Approval requires a majority vote of eligible FDSTF members.

#### Previous Grant Recipients

- A. Previous grant recipients are eligible to apply for FY 2016-2017 grants.

- B. FY 2014-2015 Task Force grant recipients are not eligible to apply for FY 2016-2017 grants unless they have expended at least 50% of their funds from any previous fiscal year's grant award without providing justification for spending delays.

### **Ineligible use of funds**

All expenditures must be in accordance with the State of Florida requirements, rules and regulations. If travel expenses are an authorized activity in the Budget (Attachment B) and Plan of Action (Attachment C) then Grantee shall submit bills for such travel expenses and shall be reimbursed only in accordance with section 112.061, F.S.

- A. Staff salaries.
- B. Purchase of food, alcohol, equipment, furniture, or fixtures.
- C. Receptions, gifts, and membership dues.
- D. Lobbying any branch of state government.
- E. Administration of the project in excess of 10% of the award.
- F. Project operating costs incurred before the applicant and Enterprise Florida, Inc. execute the grant agreement.
- G. Business entertainment expenses, including meals or activity fees.

### **Contracting**

- A. Enterprise Florida will be the contracting authority in support of the FDSTF.
- B. The contract manager will be Marcy Muldrow Sanders, Grants Manager.
- C. Payments will be made on a reimbursement basis, in accordance with the contracted performance and reporting timeline.
- D. Contracts will commence at the beginning of the state fiscal year – July 1<sup>st</sup> – or as soon thereafter as possible.

### **Reporting Requirements**

- A. Reports will be required quarterly determined by the length of the contract in accordance with the Enterprise Florida reports schedule.
- B. Enterprise Florida will report each project's progress to the FDSTF at least quarterly during the FDSTF meeting.

### **Guidance to Applicants**

- A. Applicants must obtain support of a FDSTF member as a project sponsor. Once support is obtained, the applicant may submit funding application directly to FDSTF Executive Director via email with CC to the Task Force Grants Coordinator.
- B. Applicants must submit a quote to be used in a possible press release announcing the grant award.
- C. No later than May 6, 2016, the Task Force Executive Director will notify the applicant to appear at the May 19, 2016 FDSTF meeting to make an in-person presentation.
- D. Presentations will include the proposal, clear support of the criteria listed above, details of the project, funding requested, expected return on investment and clearly defined, measurable outcomes in support of the Task Force mission.

- E. Presentations are limited to a maximum of 15 minutes.
- F. Upon conclusion of the presentations, the FDSTF members may render decisions concerning approval and grant amount. Approval requires a majority vote of eligible FDSTF members.
- G. Funding for 2017 Task Force grants will be contingent on the state of Florida budget.
- H. If you have applied for an Enterprise Florida Defense Grant, either Defense Infrastructure Grant (DIG) or Defense Reinvestment Grant (DRG), then you must indicate that on your application and clearly differentiate it from the Task Force grant application.

**Florida Defense Support Task Force FY 2016-2017 Grants Timeline**

<b>March 18, 2016</b>	Release of FY 2016-2017 Grant Funding Application.
<b>April 21, 2016</b>	Deadline for Task Force grant application submissions.
<b>April 25-29, 2016</b>	Staff reviews all applications for eligibility.
<b>May 6, 2016</b>	Staff provides TF Members all applications for review
<b>May 9 - 18, 2016</b>	Task Force members review applications.
<b>May 19, 2016</b>	Eligible grant applicant oral presentations in Tallahassee. TF votes to decide final recipients and amounts for FY 2016-2017 grants.
<b>TBD</b>	Task Force FY 2016-2017 grants announced.

**Points of Contact:**

Bruce Grant, Executive Director, Florida Defense Support Task Force,  
 Telephone (850) 878-0826 Email: [bgrant@enterpriseflorida.com](mailto:bgrant@enterpriseflorida.com)

Marcy Muldrow Sanders, Grants Manager, Florida Defense Support Task Force,  
 Telephone (850) 878-4566 Email: [msanders@enterpriseflorida.com](mailto:msanders@enterpriseflorida.com)

**Florida Defense Support Task Force Web Site:** <http://www.enterpriseflorida.com/fdstf/>

**Attachments:**

- Attachment A: FDSTF Project Application
- Attachment B: Budget and Financial Reporting form
- Attachment C: Plan of Action form

## **Attachment A: FDSTF Project Application**

All applications must contain the project information in the format below:

**1. Project Title:**

**2. Applicant:**

Organization name:

Name of Primary Contact:

Title:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Website:

Grant Manager Information (if different from above):

Name of Grant Manger:

Title:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

**3. Task Force Sponsor:**

**4. Enterprise Florida Defense Grant (DIG or DRG) Requested: Yes \_\_\_ No \_\_\_**

If yes, please explain how this grant request differs from DIG/DRG.

**5. Previous Performance:**

Please list previous Florida Defense Support Task Force awards, including amounts and current status of each project.

Contract #	Grantee	Project Title	Amount Requested	Award Amount	Amount Returned	Status: <ul style="list-style-type: none"> <li>• Open</li> <li>• Closed</li> <li>• Cancelled</li> </ul>

**6. Project Criteria (check all that apply):**

- The mission of the FDSTF as described in F.S. 288.987.
- FDSTF goals as stated in the FDSTF Strategic Plan, dated 7/19/13.
- Clearly defined, measurable outcome.

**7. Summary of Project:**

Must include the following:

- a. Project description
- b. Objectives
- c. Deliverables
- d. Direct correlation to FDSTF criteria and expected benefit to the state (ROI)
- e. Performance measures
- f. Budget and Financial Reporting form (Attachment B)
- g. Plan of Action form (Attachment C)

**8. Funding requested from the Florida Defense Support Task Force:**

Total request:

**9. Project relation to other local/state/federal budgets:**

Circle one: related / not related      If "related," explain how

**10. Amounts of other leveraged funding/ contributions:**

Federal \_\_\_\_\_                      State \_\_\_\_\_  
Local    \_\_\_\_\_                      Private \_\_\_\_\_  
Other    \_\_\_\_\_

**11. Estimated length of project:**

Start date \_\_\_\_\_                      End date \_\_\_\_\_

(Note: Projects should be able to be accomplished within one year of contracting. If the project is expected to take longer than one year to complete, then the applicant should justify the longer time period.)

**12. Suggested Quote to be Used in Press Release Announcing Grants:**

**Attachment B: Budget and Financial Report Form**

FY 2016-2017 Florida Defense Support Task Force Grant Funding

Date \_\_\_\_\_

Budget Category	Match Program Expenditures			FDSTF Program Expenditures			Total Program Expenditures		
	Application Budget	Actual		Application Budget	Actual		Application Budget	Actual	
		Current Quarter	Program to Date		Current Quarter	Program to Date		Current Quarter	Program to Date
<b>Task/Purchase</b>									
Activity 1:									
Activity 2:									
<b>Task/Purchase</b>									
Activity 3:									
Activity 4:									
<b>Task/Purchase</b>									
Activity 5:									
Activity 6:									
<b>TOTAL ALL CATEGORIES</b>									

## Attachment C: Plan of Action Form

Date \_\_\_\_\_

<b>Planned Activity</b>	<b>Budget Cost</b>	<b>Objective</b>	<b>Outcomes</b>	<b>Performance Measures</b>
<b>Task</b>				
Activity 1:				
Activity 2:				
<b>Task</b>				
Activity 3:				
Activity 4:				
<b>Task</b>				
Activity 5:				
Activity 6:				