

August 01, 2023

██████████
Community Outreach Coordinator
Pensacola and Perdido Bays Estuary Program
226 S. Palafox Place
Pensacola, FL 32502

SUBJECT: University of West Florida Letter of Authority – ██████████

Dear ██████████:

On behalf of the University of West Florida, this letter provides authority for the proposal submission for ██████████, acting director, Florida Public Archaeology network (FPAN). Please accept the enclosed proposal in response to the Pensacola and Perdido Bays Estuary Program 2023-2024 Community Grant, titled “**Interpreting Pensacola and Perdido Bays Estuaries through Archaeological Research and Museum Engagement.**”

I can be reached at (██████████) or ██████████ if you have any questions or need any additional information.

Sincerely,

DocuSigned by:
██████████
EE54FB85E706412...

██████████
Associate Vice President
Research Administration

cc: ██████████



PENSACOLA & PERDIDO BAYS ESTUARY PROGRAM

2023- 2024 Community Grant APPLICATION

☐ By selecting this box, I agree that the project team will not solicit PPBEP staff, Community Grant Selection Committee Members, or Policy Board Members regarding our proposal by phone, e-mail, in-person communication, etc. I accept that if any member of the project team is found to have solicited on behalf of their team's proposal, that the proposal will be ineligible for funding.

Project proposals must include:

- ☐ Signed Cover Letter indicating authority to apply for grant (1-page maximum)
- ☐ Completed Application Form
- ☐ Budget Worksheet (Excel Attachment)

Optional Additional Documents:

- ☐ Project Map (as appropriate)
- ☐ Other critical documents (e.g. permits or permit applications)

Instructions: Once complete, send your cover letter, application, and budget worksheet to PPBEP (info@ppbep.org).

All proposals must be received before **11:59 p.m. on August 3, 2023**. Late submittals will not be considered.

Project Title:

Organization Name:

Organization Address:

Description of Lead Organization:

☐ 501 c(3) ☐ Educational Institution

☐ Local Government

Primary Contact within Lead Organization

Primary Contact Name:

Primary Contact Position:

Primary Contact E-mail:

Primary Contact Phone:

Financial Reimbursement/Grants Dept. Contact Name:

Financial Reimbursement/Grants Dept Contact E-mail:

Financial Reimbursement/Grants Dept Contact Phone:

Project Partners (organization names and primary contacts)

First Partner and Primary Contact:

Other Partners and Primary Contacts (as needed):

Project Abstract (250 words):

Total Amount Requested (not to exceed \$50,000): \$

Please explain how partial funding might impact or affect this project:

Have you received a PPBEP grant before? ☐Yes ☐No

If yes, what year(s)?:

Matching Contributions Proposed:\$

Type (in-kind, cash, etc.):

Proposed Grant Start Date (earliest start date is October 2, 2023):

Proposed Grant End Date (must be completed by May 31, 2024):

What city and county will the project take place in?

How did you hear about the Community Grant Program? Please select all that apply.

☐ PPBEP Newsletter ☐ Partner Newsletter ☐ Social Media ☐ News

☐ Word of mouth ☐ Website ☐ Other (please explain):

Required Permits, Approvals, and their status (if applicable, 100-word limit):

Project Description: Summarize the proposed project in 500 words or less. Please include a brief overview of proposed project activities and outcomes and how they will contribute towards restoring the Pensacola or Perdido Bays.

CCMP Alignment: Please check the proposal categories that your project will address. Describe how the project will align with the Estuary Program's CCMP Action Plans. Clearly state which Goals and Objectives will be supported through the proposed work. (250 words or less)

- ☐ Water Quality
- ☐ Sedimentation
- ☐ Habitat Restoration
- ☐ Fish and Wildlife Conservation
- ☐ Watershed Awareness and Education
- ☐ Resilience
- ☐ Community Science

Estuary Impact: Describe how the project activities will impact the community and target bay issues that result in restoration, enhancement, or protection of the bay systems and associated watersheds. State how the project will address one or more of the proposal categories identified in the RFP (250 words or less).

Community Impact: List organizations, groups, volunteers and/or partners that will participate in the activities and explain how you will recruit them, if applicable. PPBEP recommends letters of support from all partners/cooperators in the project. How many people do you estimate your project will reach? (250 words or less)

Project Approach: Clearly state the approach, methods, and analyses that will be used to accomplish the proposed project. Describe the proposed timing, deliverables, and measurable resource benefits identified for each phase of the project. When structuring project phases, please consider that payment will only be made upon the completion of a phase, following documentation that the defined measurable resource benefit and match requirement have been met.

Please select the project approaches that your proposal will utilize:

- ☐ Research (that informs management and restoration efforts)
- ☐ Restoration
- ☐ Education & Outreach
- ☐ Community Science

Approach Summary:

Task Timeline (Phases) and description (approach, methods)

Deliverables:

Measurable benefit of project on natural resources:

Project Monitoring and Evaluation: How will you measure the success of your project? Please be specific. (e.g., follow-up monitoring of a habitat restoration site, pre/post-tests). Please note any challenges or limitations you anticipate in conducting this monitoring or the interpretation of anticipated results. (250 words or less)

Demonstration of Applicant Ability: Describe why you and/or your organization will be successful at implementing your proposal. What are your organization's qualifications? List key individuals, their role in the project, and describe their qualifications relevant to project implementation.

Budget Narrative: Provide a detailed description of how the total budget will be spent across project phases and identify the timing, type (cash or in-kind) and source of match for each phase of the proposed project. Include details for the information requested in the Budget Worksheet, such as personnel being paid with PPBEP grant funds (by position), hours per individual (if not in table), purpose of contracts, etc. If volunteer hours are included as match, describe hours worked, number of volunteers, and hourly value (see Budget Categories and Descriptions for details). For large, multi-partner projects, be sure to describe which sources of match are dedicated to the PPBEP-funded elements of the project.

Other: Provide any further information important for the review of this proposal, including ancillary benefits such as community engagement through volunteerism; creation of a regional model for others to replicate; new partnerships; building upon and applying open-source science tools.

EXAMPLE

PPBEP Community Grant Budget Worksheet
*Interpreting Pensacola and Perdido Bays Estuaries through Archaeological Research
and Museum Engagement*

BUDGET WORKSHEET
2023-2024 Community Grant

Project Title:

Expense Category	PPBEP Request	Match	Match Source	Total Project Cost
Salaries and Benefits	\$4,526.00	\$1,064.00	cash from ____ source; in-kind from ____	\$5,590.00
Project Manager (_____) - ____ hours @ \$____	\$1,748.00	\$437.00	In-kind from UWF	
Creative Co-Lead (_____) - ____ hours @ \$____	\$2,511.00	\$627.00	In-kind from UWF	
Creative Co-Lead (_____) - ____ hours @ \$____	\$267.00			
Equipment (\$5,000 or more)	\$0.00	\$0.00	Cash from ____; In-kind from ____	\$0.00
Supplies and Materials	\$3,885.00	\$0.00	Cash from ____; In-kind from ____	\$3,885.00
Exhibit vinyl artwork	\$2,065.00			
Exhibit mounts and panels for text/graphic elements	\$1,000.00			
SAMSUNG 32-inch Class LED Smart FHD TV 1080P	\$250.00			
Flatscreen TV monitor wall mount	\$50.00			
10" HDMI Digital Microscope (2)	\$520.00			
Contracts	\$0.00	\$300.00	Cash from ____; In-kind from ____	\$300.00
Youth Education Consultant (_____) - ____ hours @ \$____		\$300.00	In-kind from self	
Other	\$750.00	\$0.00	Cash from ____; In-kind from ____	\$750.00
Exhibit opening reception	\$500.00			
Social media marketing (Facebook and Instagram)	\$250.00			
Indirect Costs (no more than 10% of PPBEP requested budget, includes both Overhead and Administration)	\$916.00	\$0.00		\$916.00
Sub-total without indirect	\$9,161.00			
% indirect x subtotal	\$916.00			
Totals	\$10,077.00	\$1,364.00		\$11,441.00

PPBEP Grant Timeline - Interpreting Pensacola and Perdido Bays Estuaries through Archaeological Research and Museum Engagement

Project Timeline									
	Activity	Notes	Identified Resource Benefit	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024
Phase 1	Research and Data Collation	Collect archaeological, historical, and ecological research highlighting Pensacola and Perdido Bays estuaries	Exhibit to feature multidisciplinary work on Pensacola and Perdido Bays, showcasing contributions of local agencies, educational institutions, and civic organizations; Annotated bibliography	x					
	Establish theme	Tailor exhibit content to fit the appropriate goals and objectives put forth by PPBEP's Action Plans	Exhibit design will be directly informed by PPBEP's mission and action plans	x					
	Develop exhibit plan	Plan out exhibit content and layout based on National Association for Interpretation (NAI) best practices using collated research	Informing and engaging Resource Center visitors based on current science and research; advancing visibility of science in the community	x					
	Generate text	Finalize interpretive panel content	Informing and engaging Resource Center visitors based on current science and research; advancing visibility of science in the community	x	x				
	Produce graphic design	Design exhibit graphics in partnership with Kool Graphics to fit existing space			x				
	Youth activity design	Utilize expertise of project consultant and local educator, [REDACTED]	Activity can be used for educational purposes with visiting groups during guided-tours, or by individual visitors to the Resource Center		x				
	Social media copy production	Target Facebook and Instagram audiences with tailored advertisement for each platform	Grow reach for advertisement of new exhibit space		x				
Phase 2	Purchase new supplies	Purchase microscopes, flatscreen monitor with wall mount, wall wrap and panel vinyl, additional exhibit materials				x			
	De-install old exhibit	Temporarily remove current exhibit midden material and work with Kool Graphics to de-install current vinyl graphics				x			
	Installation	Kool Graphics to install new vinyl graphics and project team to install new microscopes, TV monitor, and any other exhibit components	Free exhibit open to all Resource Center visitors with accessible hands-on components, as well as digital components that allow the exhibit space to grow and evolve with the new research			x	x		
	Social media advertisement	Via Facebook and Instagram	Promote intallation of new exhibit (with resource benefits listed above) and increase visibility of PPBEP and FPAN programs in the Pensacola community					x	
	Opening Reception	Free and open public event; two-hour duration with light refreshments	Promote intallation of new exhibit (with resource benefits listed above) and increase visibility of PPBEP and FPAN programs in the Pensacola community						x



The grant funding requested will renovate and reinterpret this 14-foot linear wall space currently on display.