



2024-25 Keep Louisiana Beautiful Beautification Grant Application

DEADLINE TO APPLY: 5/30/24

Purpose and Description

Keep Louisiana Beautiful's (KLB) mission is to promote personal, corporate, and community responsibility for a clean and beautiful Louisiana. Through programs and a statewide network of affiliates and partners, KLB provides tools and resources to prevent litter, reduce waste, increase recycling, and beautify spaces. For more information visit keeplouisianabeautiful.org.

Grant Purpose

To improve the appearance of communities throughout Louisiana by creating beautiful, well-maintained public spaces. People are less likely to litter in well-maintained areas that display community pride, so reducing litter in highly visible areas is a key driver of this grant. Priority planting projects include improving and beautifying entry points to cities, highway corridors and medians, downtown roadways and intersections, and other highly visible and highly used public spaces. KLB seeks projects that have diverse community support, volunteer involvement, collaboration with stakeholders and benefit many community members.

Grant Type

-\$1000-\$10,000 reimbursement grant that funds planting projects in highly visible areas to enhance the beauty of public spaces and promote community pride.

-Minimum 15% cash match, in-kind donation or equivalent volunteer hours value is required

-Project must be on public property

Eligible to Apply

-Louisiana parishes, municipalities, state agencies, governmental entities

-KLB Community Affiliates who are current Circle of Excellence recipients and KLB Community Affiliates in formation, in cooperation with their municipality's highest authorizing official agreeing to allow the project to be executed on public property and agreeing to maintain the project

-KLB University Affiliates and University Affiliates in formation in cooperation with their university's highest authorizing official agreeing to allow the project to be executed on university property and agreeing to maintain the project

- All applicants must submit Form W-9
- All applicants must be in good standing with the Louisiana Secretary of State
- All applicants must be a State Certified Vendor. Register: doa.la.gov/oa/osp/vendor-resources/
- Application must be submitted by the deadline and be completed in its entirety

Funding Guidelines

Grant focus is to fund the purchase of native trees, shrubs, and perennial plants. Plantings must account for a sizable portion of the project. The grant project must be completed on or before May 22, 2025. Reimbursements will be dispersed once the project and all the grant requirements are completed and the final report, including proper reimbursement request documentation is submitted to KLB by May 22, 2025.

- 25% of the plantings must be native to Louisiana
- Annual plants will not be funded
- Soil, mulch, pavers, and edging as part of the overall project may not exceed 25% of grant request
- Welcome sign materials when incorporated into a planting project may not exceed 25% of grant request
- Contractors to assist with the project may not exceed 25% of grant request
- A 15% in-kind or cash match, or equivalent volunteer hours value is required

This grant is made possible with funding from the State of Louisiana and the Office of the Lt. Governor.

Terms and Requirements

Failure to abide by all the requirements and/or submit the completed final report by May 22, 2025, will result in non-reimbursement for this grant and ineligibility for subsequent KLB grants. To be awarded a grant, the applicant agrees to the following:

- Gardens and plantings must be on public property or on Louisiana university campuses.
- Applying for this grant must be pre-approved by the applying entity's highest authorizing official.
- A letter from the highest authorizing official, approving use of the public space for this grant project and agreeing to maintain the project must be uploaded with this application.
- A Grant Agreement (GA) must be signed between KLB and the grant recipient before reimbursable work or purchases can begin on the grant project. Grant recipient must abide by the approved grant budget as documented in the GA.
- All grant recipients must attend a mandatory scheduled webinar before KLB will issue the GA.
- A minimum 15% in-kind or cash match, or equivalent volunteer hours value is required.
- Any project that requests funding for a "Welcome" sign must include some type of planting (garden or

trees) to enhance the area surrounding the signage.

-Projects must have an irrigation plan and a maintenance plan. Plans must be uploaded with the application.

-Projects must have a plant design that must be uploaded with the application. The design does not have to be done by a professional landscape designer. It can be a sketch, but it must have sufficient detail to describe the project and show that the project has been well thought out. Plant and tree types, quantity and placement, and hardscape materials and placement must be identified.

-Community engagement and volunteer support are required.

-A small sign provided by KLB must be staked in the garden area acknowledging KLB's and the Lt. Governor's support of the project for at least one month after the project has been completed. A photo of the sign at the final project site must be uploaded in the final report.

-A grant award acknowledgement letter must be sent to grantee's state representatives and senator. A copy must be uploaded with the final report.

-A press release announcing that grantee received a KLB grant must be sent to the local media. A copy must be uploaded with the final report.

-Two social media posts must be made:

1) By 30 days after GA is executed, grantee must announce on social media channels that grantee received a KLB Healthy Communities Grant and how the grant will help the community. Tag Keep Louisiana Beautiful - on Facebook and Instagram tag @keeploisianabeautiful and - on Twitter tag @keeplabeautiful.

2) At the conclusion of the project, a second social media post must be made announcing the outcome and photos of your completed project tagging as instructed above. Photos of both media posts must be uploaded in the final grant report.

-"Before" photographs of the proposed project site must be submitted with the application, and "after" photographs of the project, including the KLB acknowledgement sign, must be submitted with the final report.

-Beautification Grant projects must be completed on or before May 22, 2025.

-Changes in grant scope and/or budget as outlined in the GA must be pre-approved by KLB.

-A completed final grant report, photographs, press release, acknowledgement letters, social media photos and reimbursement request with proper receipts and documentation must be submitted to KLB by May 22, 2025. The report may be submitted before the deadline upon project completion but will not be accepted after May 22, 2025.

-Applicants must register for, conduct, and submit a report for a KLB Love the Boot Week event tentatively scheduled for April 18-27, 2025.

Grant Cycle

The grant cycle begins once the grantee attends the mandatory grant virtual meeting and the Grant Agreement is signed by the Executive Director of KLB and the Louisiana Department of Culture, Recreation and Tourism's Appointing Authority. The grant cycle ends for all grantees on May 22,

2025.

I verify that I have read and agree with all grant terms and requirements.

Yes No

Organization Information

Organization Name

Type

State Agency Parish Municipality KLB
 University Affiliate Governmental Entity KLB
 Community Affiliate

Address of Organization

Address Line 1

Address Line 2

City

State

Zip Code

Name of Parish

Name of Applicant Contact

First

Last

This contact is the person responsible for managing the grant process and progress. They are the main point of contact for KLB.

Title of Applicant Contact

Email of Applicant Contact

Phone of Applicant Contact

Do you have approval from an authorizing official to apply for this grant?

Yes No

Name of Authorizing Official

First

Last

The Authorizing Official is the person who has the authority to approve this application and reimbursement terms and enter into a contract for the organization. Please note that this individual will receive a copy of this grant application upon submission.

Title of Authorizing Official

Email of Authorizing Official

Phone of Authorizing Official

Upload Organization Form W-9

Applying organization is in good standing with the Louisiana Secretary of State

Yes No

State Certified Vendor Number

Letter of Authorization

This letter authorizes your organization to apply for a Beautification Grant. It should include wording indicating

- 1.) the name and title of the authorizing official
- 2.) the grant name "2024-25 KLB Beautification Grant"
- 3.) that the authorizing official understands and agrees to participate in a grant that it is a reimbursement grant and that requires internal funds to be committed to and used for the project upfront
- 4.) the amount of the funds requested
- 5.) a short description of the scope of the project
- 6.) that the authorizing official approves use of public space for this project and agrees to ongoing maintenance of the project.

The letter must be signed by the organization's authorizing official and submitted on organization letterhead.

Upload Letter

Project Location

Who owns the public property of the proposed project?

Do you have approval to use this land for this project?

Yes No

Project must be executed on public property.

Describe the location of the proposed project site. Include an address or cross streets. Is it in a median, roadway, streetscape etc.?

Upload a photograph of the proposed project site.

Beautification Project Details

Grant Request Amount

Describe the purpose, components and scope of the project in detail. Why is this beautification project needed? What elements will it include? What types and quantities of plants and trees will you use to accomplish your goals? Who will be your project partners? How many volunteers will you have and what will they do? What are the benefits to the community?

Must be between 50 and 1,000 characters.

Explain the long-term maintenance and irrigation plans for the project. What department or entity will be responsible for managing the plans? Explain how the maintenance and irrigation will be funded long-term.

Must be between 50 and 1,000 characters.

Design Plan - Upload a detailed sketch of the project including types of plants and trees, quantity, and hardscape material. It does not have to be a professional rendering, but must have sufficient detail to align with your budget request and show that the project has been well thought out.

Budget - Cash or In-Kind Donation Match or Volunteer Hours

Select only "Cash Match" OR "In-kind Match" for each line item, not both. For Cash Match list the \$ amount for each donor separately. For In-kind Match, list the total In-kind \$ value for each donor. If claiming volunteer hours towards match, list "Volunteer Hours" in item description and multiply number of hours by \$27.39 (Independent Sector LA rate) to get the dollar amount to be entered in

the "In-kind Match" column. You are required to have at least a 15% in-kind match, cash match or equivalent volunteer hours value.

Item Description/Donor	Cash Match	In-kind Match	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
		Total:	Grand Total:
		\$0.00	\$0.00

Budget and Budget Justification

All budget items must be related to the project and clearly identified in the project description. Direct costs and administrative costs/fees are prohibited. Reimbursements requests will be approved based on budget items aligning with budget requests, so include detailed item descriptions. For example, if you are planting a garden, along with creating line items for plants, create budget line items for soil, mulch, etc. that you wish to be reimbursed for. See Funding Guidelines in the Purpose and Description section at the beginning of the application for allowed budget items and percentages.

Item Description	Quantity	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
			Grand Total:
			\$0.00

Explain how each budgeted item is necessary and relevant to the completion of the grant project. Budget items not directly related to the project or clearly defined in the project description will not be funded.

Submission

I verify that I have permission and authority to submit this grant application on behalf of the organization and that the information I provided in this application is true and accurate. I have read and agree with the requirements and terms of the grant.

Applicant's Name

First

Last

Applicant's Signature

Please use your mouse or touch screen to sign manually.

Date

SAMPLE