



Public Library Landscape Demonstration Gardens Grant Program

Letter of Agreement

Grantee information

Payee: City of New Port Richey
Attn: Andi Figart, Library Director
Project location: 5939 Main Street New Port Richey, FL. 34652
Project manager: Paige Ely
Phone number: (727)-853-1279
Email address: ElyP@cityofnewportrichey.org

Grant award amount \$ 750

Terms of agreement

1. Use of grant funding will be restricted to the project outlined in Attachment II.
2. Wildflowers to be used in the above referenced project shall be:
 - In accordance with the Foundation’s definition of native wildflowers and native wildflower cultivars: https://www.flawildflowers.org/wp-content/uploads/2022/01/FWF_WildflowerCultivarDefinitions.pdf
 - Appropriate for the region of the state in which the designated site occurs
 - Appropriate for the designated site’s conditions
3. Plants shall be purchased from a current member of the Florida Association of Native Nurseries (www.PlantRealFlorida.org) and seeds from the Florida Wildflower Seed and Plant Growers Association (www.FloridaWildflowers.com).
4. The wildflower planting will be inspected by the Foundation or its representative during the grant cycle (April 2025) to ensure grant requirements are being met.
5. Two reports shall be submitted during the grant cycle. See Attachment I for reporting schedule. Follow-up surveys may be completed bi-annually to receive additional seed packets for replenishing the seed library.
6. Signage and educational materials related to the project must be approved by the Foundation prior to production.
7. All other terms agreed upon in the project proposal. See Attachment II.

Payment will be made within 30 days of receipt of a signed copy of this agreement.

Project manager Signature _____

Printed name _____

Date _____

ATTACHMENT I

Reporting schedule and details

- Estimated planting date: April 1-April 3 2025
- Initial progress report due via online survey September 2025 (covering installation through and prior to second seed packet distribution).
 - Report will include:
 - an overview of site prep, construction and installation methods
 - a list of all species installed, noting those that were purchased with funds from this grant
 - estimate of visitation between installation and September 2025
 - details on associated educational programs conducted or materials produced/distributed between installation and September 2025
 - copies of/links to any publicity featuring the planting between installation and September 2025; this may include but is not limited to newsletter, website, Facebook, other social media, local TV or newspaper
 - photos of site before and after installation
 - Additional photos of volunteers and/or visitors interacting with the site are encouraged.
 - itemized receipts for expended grant funds
 - Accounting of seed packet distribution
 - Additional follow-up surveys will be sent out twice yearly and must be received in order to continue receiving seed packets. These surveys will include estimation of visitation, Information about the seed library and photos of the site