



**BUDGET AMENDMENT REQUEST**

Date 3/18/2025

NO. \_\_\_\_\_

**INCREASE**

Account No.	Division	Description	Budget Current	Change	Proposed Budget
001 334530	General	Florida Wildflower Foundation	-	750	750
001051 45293	General	Misca Program Costs - Grants	9,500	750	10,250

**DECREASE**

Account No.	Division	Description	Budget Current	Change	Proposed Budget

**Explanation:** recognize funds related to the Public Library Landscape Demonstration Gardens Grant Program

Requested By: Andi Figart  
Department Head

Approved By:  
Finance Director Crystal Dunn  
City Manager \_\_\_\_\_

Council Action Required  Yes  No (If Yes, Date Approved \_\_\_\_\_ )

Date Posted \_\_\_\_\_ Current Month \_\_\_\_\_ Posted By: \_\_\_\_\_



**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](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](http://www.PlantRealFlorida.org)) and seeds from the Florida Wildflower Seed and Plant Growers Association ([www.FloridaWildflowers.com](http://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