



Cooperative Agreement

THIS AGREEMENT is made and entered into on October 1, 2016, by and between the Gulf Coast RC&D Council (hereinafter called the "council") and Baldwin County Commission hereinafter call the "Grantee").

THE PURPOSE of this agreement is to implement the project as described in the attached application or proposal entitled **The Tree Project- A Historical Perspective**.

The Council and the Grantee deem it mutually advantageous to cooperate in this project, and hereby agree as follows:

1. The Council Agrees:
 - A. To provide \$ 11,500.00 in General funds for the above mentioned project. Funds are subject to availability based on quarterly appropriations, and are subject to proration if ordered by the State Finance Director.
 - B. To provide other assistance in planning and implementation as needed, available, and agreed to by the Council.
2. The Grantee Agrees:
 - A. To use the funds only on projects that will have public benefits. Project cannot begin or any funds spent before October 1st of grant year.
 - B. Matching is not required but is needed to document the total project cost.
 - C. Operate and maintain the project with local resources.
 - D. Allow pre-arranged public tours of the project.
 - E. Comply with all provisions of the Federal Civil Rights laws and regulations.
 - F. To spend funds only on items included and approved in the project proposal unless changes are agreed to by both parties. Changes must be requested in writing.
 - G. Submit a final completion report, including copies of all invoices, receipts, types, and amounts of matching funds, total costs and a narrative of the project and what it accomplished along with before and after photographs.
 - H. If you purchased equipment of any kind with grant funds, you will need to supply the serial and model number of all equipment before your grant is closed out. Call the office and ask for Gulf Coast logo stickers to be placed on all the items. Examples: Computers, printers, machinery, electric or battery operated equipment, cameras, scanners, projectors, etc.
 - I. Complete the project on or before August 1, 2017.
 - J. Notify the Gulf Coast RC&D office before the project begins. The Council has the right to examine all records, books, papers or documents related to this agreement for up to three years after the last grant funds are expended.
3. It is Mutually Agreed:
 - A. This agreement shall become effective on the date appearing in the first paragraph.
 - B. This agreement may be revised upon mutual consent of both parties.
 - C. The Council may take appropriate action to ensure compliance with the terms of this agreement, which may include termination, suspension, or other remedies deemed necessary.

Signatures:


Executive Director

10/20/16
DATE


J. Tucker Dorsey

10.18.16
DATE



The Grant Process

Gulf Coast RC&D Council offers two types of grant programs: Educational and General Funds. The difference between the two is that an educational grant must reflect an educational component. Grant award funds range between \$2,000 and \$15,000. Requirements for proposals are: projects must be able to be completed within eleven months, they must provide benefits to the general public, and they must focus on land conservation, land management, water management, or human/community development. Grant applications should also reflect plans for local support and community involvement.

Grant award funds are made on a **REIMBURSEMENT BASIS**; i.e., all purchases must be made up front by the grant recipient. **Receipts, invoices, proofs of payment, etc. must be submitted before reimbursement will be made.** Other items needed for reimbursement include a project summary, pictures, articles, and a project closeout report detailing in-kind, cash match, and volunteer information.

Eligibility

- Must be located within the three-county area of coverage, which covers Baldwin, Escambia, and Mobile Counties
- Must not have received funding from Gulf Coast RC&D within the last two years

The grant process is summarized in the following four basic steps:

Step 1: Complete the application and return it to P.O. Box 281, Atmore, AL 36504 or to gulfcoastred@frontier.com. Applications will be accepted, for FY2016 funding, between **July 1, 2015 and June 30, 2016**.

Step 2: The status of the application (approval, hold, or denial) will be communicated as soon as a decision is rendered.

Step 3: If the proposal is approved, a grant contract must be signed. Spending guidelines and project closeout instructions will be provided along with the grant contract. The project must be completed by **August 1, 2016**. All required reports must be submitted by **August 15, 2016**.

Step 4: Reimbursement payments will be made within two weeks after the closeout reports have been reviewed and approved. **No reimbursement** will be made for expenses incurred prior to signing the grant contract.

2016 General Funds Grant Application

<i>Organization Information</i>			
Sponsoring Organization:	Baldwin County Commission		
County:	Baldwin	Senate District: (GCRCD Office use only)	House District: (GCRCD Office use only)
Mailing Address:	312 Courthouse Square, Suite 12 Bay Minette, AL 36507		Sponsor's Tax ID No.: 636001408
Email Address:	fanderson@baldwincountyal.gov		
Phone:	(251) 580-2572		
Fax:	(251) 580-2528		
<i>Contact Information</i>			
Contact Person:	Felisha Anderson		
Title / Position:	Director/County Archivist		
Mailing Address:	312 Courthouse Square, Suite 26, Bay Minette, AL 36507		
Email Address:	fanderson@baldwincountyal.gov		
Phone:	(251) 580-2572		
Signature of Authorized Representative:			
<i>Project Information</i>			
Name of Project:	The Tree Project - A Historical Perspective		
Project Description: (please precisely describe the project in 250 words or less)	The Baldwin County Bicentennial Park is a 367-acre area, which is dedicated to preserving the county's rich cultural heritage and leaving a historical legacy for future generations. The proposed project will allow the Baldwin County Department of Archives and History to plant native trees and plants that were in the area at the beginning of the settlement of Baldwin County such as the Southern Long-leaf pine, the Live Oak, Hydrangeas, and Camellias. We have an existing plan detailing where each tree and plant is needed. There will also be educational kiosks showing the location, description and significance of the historical plants. The project will be implemented by the Baldwin County Parks Department with historical consultation provided by the Director of the Baldwin County Department of Archives and History.		
Amount Requested: (please keep request within the \$2K - \$15K range)	\$11,500		
Budget Items (use additional sheets if necessary)	Purchase Price of Item(s)	Amount Requested from RC&D	
Trees & Flowers	\$5,000	\$5,000	
Soil Nutrients	\$1,000	\$1,000	
Educational Kiosks	\$4,000	\$4,000	
Printed Materials	\$1,500	\$1,500	
Project Timeline (must be completed by August 1, 2016)	The project will be complete by August 1, 2016.		