



Palm Beach County League of Cities Advocacy Grant Program

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Richard Radcliffe

Office Manager
JeRiise Hansen

Mission

To provide grants to municipalities for advocacy on the state and national levels.

Purpose

To partner with municipalities who wish to become more involved and engaged on the state and national levels by providing financial assistance for elected officials and municipal staff.

Criteria

- Must be a current elected official or municipal chief administrator.
- Must be willing to be on a Florida League of Cities Policy Committee.
- Must provide reports to the PBC League of Cities Board of Directors and their own municipal council.
- For national travel, must be willing to be on a National League of Cities Policy Committee.

Programs

- *Tallahassee Advocacy*
 - Up to 2 days in Tallahassee for advocacy on the hill for the PBC League of Cities legislative agenda or the Florida League of Cities legislative agenda (excluding PB County Day or FLC Legislative Action day).
 - Must meet with the FLC Legislative staff that will set appointments, must agree to follow schedule set by FLC Legislative staff, and must meet with attendees and Legislators. The PBC League will pay for travel and expenses in an amount not to exceed \$500.00.
- *Florida League of Cities DC Fly-in*
 - Must have never attended a FLC Fly-in, must have been on a FLC policy committee for at least one year, and must agree to join a NLC policy committee.
 - Must agree to follow schedule set up by Florida League Staff.
 - The PBC League will pay for flight and hotel in FLC block in an amount not to exceed \$500.00.



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Application Process

Applicants must complete an application along with the required backup to be reviewed and approved prior to travel. The application must be approved by the PBC League of Cities Executive Board of Directors by a majority (by email) vote and the approval should be presented to the Board of Directors at the next meeting. Once approved recipients must provide proof of attendance and receipts for the applicant or municipality to be reimbursed.

Reimbursement Process

Applicants will be responsible for the initial cost of all travel expenses.

Travel is eligible for reimbursement based on the actual cost of coach air travel, mileage based on the IRS mileage rate and for car transportation (excluding car rentals).

Lodging is eligible for reimbursement for up to two (2) nights in Tallahassee and up to two (2) nights in Washington DC.

Food/Beverage reimbursements will be done based on either detailed receipts or based on the state per diem rate.

Only one (1) reimbursement of up to \$500.00 per Municipality shall be granted per fiscal year.