City of Palm Coast, Florida
Agenda Item

Agenda Date: SEPTEMBER 14, 2021

Department	PARK & RECREATION	**Amount**	
Item Key	11577	**Account #**	

Subject RESOLUTION 2021-XX APPROVING THE CULTURAL ARTS GRANTS FOR THE FISCAL YEAR 2021-2022

Presenter: James Hirst

Background: The City of Palm Coast has been offering the annual Cultural Arts Financial Assistance Matching Grant program since 2002.

The Cultural Arts organizations in the power point have expressed a desire to receive grant monies from the City of Palm Coast for programs and/or events held in the City of Palm Coast. The City of Palm Coast has supported local non-profit organizations by awarding Cultural Arts Grants to eligible applicants for the past twenty years.

Twelve applications were received for Fiscal Year 2021-2022. This year, our team of City employees met on August 20th, 2021 in a public meeting with the applicants. The committee reviewed the twelve applications to ensure they met the basic qualifications. Attached is the recommendation for Council review.

Recommended Action: ADOPT RESOLUTION 2021-XX APPROVING THE CULTURAL ARTS GRANTS FOR A TOTAL OF $30,000 FOR THE FISCAL YEAR 2021-2022.

Overview/History

- The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program has been an annual program since 2002
- Funding for Cultural Arts Programs conducted in the City of Palm Coast by City based organization.
- Fiscal Year 2022 Approved budget = $30,000
- General Requirements
  - Tax exempt or 501 (c)(3) organization
  - City Based Organization
  - Program/Event open to the general public and held within the City
  - Recipients must participate in one community event hosted by the City or facilitate a program/event inside the Arts District.



Open Call for Submissions

This year the City conducted public outreach for new programs. Applications were sent to new groups:

- Palm Coast Songwriters Festival
- City Lights
- The Green Room
- Palm Coast Music Festival
- Christ the King Academy
- Community Chorus of Palm Coast
- Portuguese American Education Society



Review and Evaluation



- Public Meeting Held August 20th - Reviewed FY2022 Submissions
- Applications reviewed by the Cultural Arts Review Team:
  - Lauren Johnston –Parks & Rec
  - James Hirst – Parks & Rec
  - Jose Papa – Community Development
  - Jordon Myers – Community Development
  - Rose Conceicao- Procurement
  - Sophia Clark –Parks & Rec



Review Criteria

- Event/Program promotes Cultural Arts
- Expenses Directly Related to Program/Event
- 10% Must be Used for Marketing
- Event to take place in the City during 2022 Fiscal Year

Recommendation

Name of Organization	Contact	Amount Requested	Recommended Award
African American Cultural Society	William L. Seeney	$3,000.00	$2,600.00
Choral Arts Society	Betty Christian	$3,000.00	$2,600.00
City Lites	Meshella Woods or James Sims	$3,000.00	$2,600.00
City Repertory Theatre	Diane Ellertsen	$3,000.00	$2,600.00
Family Matters of Palm Coast	Denise L. Calderwood	$2,400.00	$1,400.00
Flagler Auditorium	Amelia Fulmer	$3,000.00	$2,600.00
Flagler Performing Arts Academy	Ann Paris	$3,000.00	$2,600.00
Gargiulo Art Foundation	Arlene C. Volpe	$3,000.00	$2,600.00
Palm Coast Arts Foundation	Nancy Crouch	$3,000.00	$2,600.00
Garden Club of Palm Coast	Denise Garcia	$3,000.00	$2,600.00
Palm Coast United Methodist Church	Bronnetta Hamilton	$3,000.00	$2,600.00
The Green Room	Theresa Williams	$3,000.00	$2,600.00

Total Amount Max Requested $35,400 Total Budgeted Recommended $30,000

Questions



RESOLUTION 2021-____
CULTURAL ARTS GRANTS
FISCAL YEAR 2021-2022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE ELIGIBILITY LIST FOR THE CULTURAL ARTS GRANTS; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE SAID AGREEMENTS WITH THE APPROVED ORGANIZATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Cultural Arts organizations have expressed a desire to receive grant monies from the City of Palm Coast for programs and/or events held in the City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires to provide monetary assistance to the Cultural Arts organizations providing quality and innovative programs and/or events to the citizens of the City of Palm Coast; and

WHEREAS, Cultural Arts organizations provide a valuable service to the citizens of Palm Coast.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:

SECTION 1. APPROVAL. The City Council of the City of Palm Coast hereby approves the eligibility list for the Cultural Arts Grants, as attached hereto and incorporated herein by reference as Exhibit "A."

SECTION 2. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute agreements between the City of Palm Coast and the approved organizations.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 5. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

DULY PASSED and ADOPTED by the City Council of the City of Palm Coast, Florida, on this ____ day of _____ 2021.

CITY OF PALM COAST, FLORIDA

_____

ATTEST: DAVID ALFIN, MAYOR

_____

VIRGINIA A. SMITH, CITY CLERK

Approved as to form and legality

_____

WILLIAM E. REISCHMANN, JR., ESQ.

Attachment: Exhibit A-Cultural Arts Grants Eligibility List

DocuSign Envelope ID: D232258B-7C5A-4578-A810-A8E22B195ACA

CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* WLS

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* DS WLS

B. Requestor must be based in the City of Palm Coast. *Acknowledged* DS WLS

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* DS WLS

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* DS WLS

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* DS WLS

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* DS WLS

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* DS WLS

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* DS WLS

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* DS WLS

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* DS WLS

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* WLS

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* WLS

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged WLS

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* WLS

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* WLS

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* WLS

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* WLS

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* WLS

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* WLS

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* WLS

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged WLS

C. The Request for Reimbursement of Funds Form **must** include:
1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* WS

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* WS

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments. *Acknowledged* DS WS

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS WS

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

DocuSign Envelope ID: D232258B-7C5A-4578-A810-A8E22B195ACA

Please provide the following information:

ORGANIZATION NAME (REQUESTOR): African American Cultural Society, Inc.

STREET ADDRESS: 4422 US Hwy#1, North

CITY, STATE, ZIP CODE: Palm Coast, Florida 32164

CONTACT PERSON: William L. Seeney

PHONE 386- 447- 7030 EMAIL wseeney@att.net

PROGRAM NAME: AACS Cultural Arts Series

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? 10

TOTAL PROGRAM COST: 4,000.00

AMOUNT REQUESTED: 3,000.00

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: _____NO __X__ YES

IF YES, GRANT AMOUNT $2,636.00 FINAL PROGRAM COST: $3,500.00

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)

- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*

- Most recent IRS 990 Form or organization audit report

- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.

- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
William L. Seeney
4D4439F1025E414...
Signature (Authorized Representative)

William L. Seeney
Print Name

Grant Administrator
Title

Aug 12, 2021 | 12:07 PM EDT
Date

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SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

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SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

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ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



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MUSIC IN THE PARK



Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

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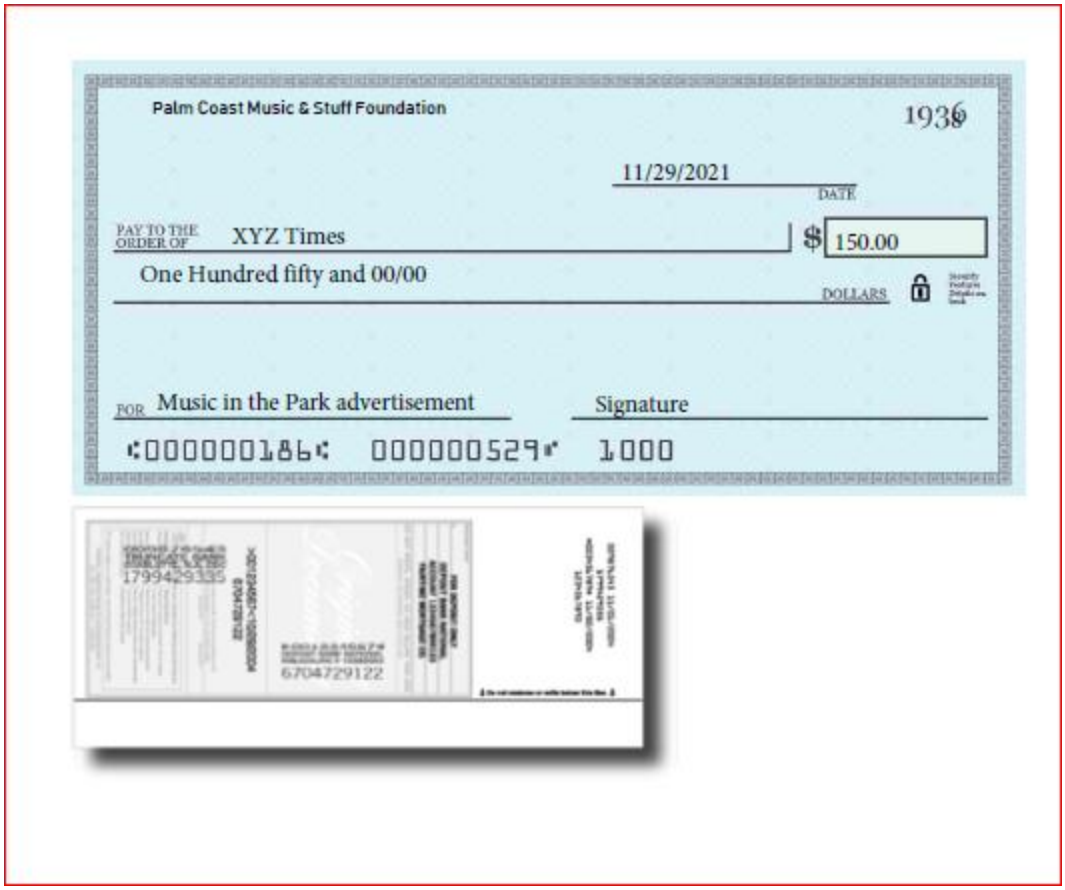



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123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

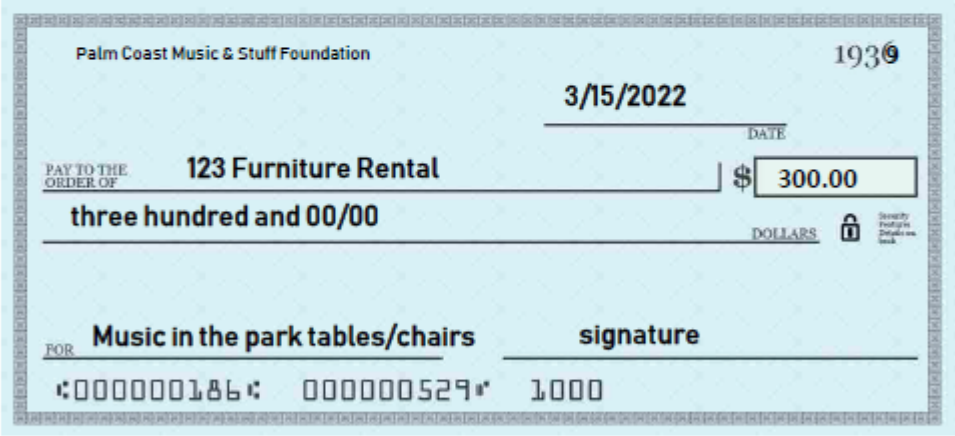
RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939





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RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a_____

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _X_ No_____ Exception Comment n/a_____

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_____X_____ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments -

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August 12, 2021

Lauren Johnson, Director
Palm Coast Parks & Recreation Department
305 Palm Coast Parkway, NE
Palm Coast, Florida 32164

On behalf of the African American Cultural Society, Inc. (AACS), we appreciate your consideration of this grant proposal as well as the Leisure Services Advisory Committee and the Palm Coast City Council.

The AACS is celebrating 30 years of service and continues to provide to the community of Palm Coast, programs and activities that reveal the history and culture of people of African descent and provide information about the African Diaspora experience. We have planned several celebratory programs in 2021 to commemorate this milestone.

Based on our past year's attendance and the growing interest of residents and other organizations to support AACS programs at both our Center and about the community, we anticipate an opportunity in the coming year to serve more in the community of Palm Coast particularly our youth. We plan to continue to present cultural exhibits, participate in town festivals and celebrations in addition to our center-based programs and events as health restrictions allow. The Corona Virus Pandemic has caused us to introduce Virtual Presentations that we have successfully executed since June 2020.

The continued support of the City of Palm Coast as a partner in the perpetuation of our many programs is appreciated. We have provided all the information required for the application through the DocuSign process. We are once again soliciting grant funds to support the "AACS Cultural Arts Series" referenced in our Financial Assistance Application.

Thank you for your review and consideration. Should you need to contact me, I can be reached at 386-586-1411 (H), 386-569-1212 (C) or at the AACS Center, 386-447-7030.

Sincerely,

William L. Seeney
Grant Administrator

Enclosures

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AFRICAN AMERICAN CULTURAL SOCIETY, INC

REQUEST FOR CITY OF PALM COAST CULTURAL ARTS FINANCIAL ASSISTANCE 2021

ORDER OF CONTENTS

Completed Request for Financial Assistance Application

IRS Determination Letter

Organizational Budget Worksheet

Cultural Program Request Projected Operating Budget

IRS 990 FORM

AACS Board of Directors – 2021

Current Supplemental Program Attachments

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CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Application

2021-2022

Describe the purpose of the organization: The African American Cultural Society, Inc. was established in 1991 to preserve and perpetuate the cultural heritage of the African Diaspora through educational, artistic, intellectual and social activities and services deemed to be in the best interest of the entire community. In doing so, the African American Cultural Society has often been recognized for its contributions in serving the community through its programs and events that perpetuate and embellish its mission.

Describe the purpose of the program being considered for funding: The "AACS Annual Cultural Arts Series" consists of programs that educate, enlighten, enrich and entertain the City of Palm Coast Community on the unique arts and history of the African American community and African Diaspora. The following programs are included and require Grant assistance: (Continued on separate attachment)

If awarded, describe how the City of Palm Coast's financial assistance will be used: The Grant will be spread across the four (4) programs in the following manner: Kwanzaa Program: Cost of materials, promotional materials and performer/facilitator fees. Youth Reality Program: Cost of materials (e.g. Stage Props, Costumes, Reference Sources, etc.), promotional materials, a month long AACS Center Exhibit Display: Cost to lease panel displays and the Juneteenth Celebration: Cost of materials, facilitator fees, promotional materials. See Operating Budget Attachments for each Program.

Explain why funding requested from the City is essential for development of the program: The AACS Operational Budget is not sufficient to provide full funding for the stated program requirements. Although we encourage donations and contributions, they fall short of enabling the AACS to sometimes present a full program of the event and at times we may have to defer the program for that year.

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Attachment for "Describe the Purpose of the Program"

AFRICAN AMERICAN CULTURAL SOCIETY, INC

"CULTURAL ARTS SERIES" DESCRIPTION - 2021/2022

KWANZAA PROGRAM – offers the general public an opportunity to be informed on the history and cultural significance of this African American Holiday Season that celebrates family, community and culture. It is celebrated from December 26 thru January 1 and it takes its name from the first harvest celebrations of Africa. The seven days are highlighted by ceremonies depicting seven communitarian African values, commonly referred to as the "Seven Principles." Namely, Umoja (Unity), Kujichagulia (Self-Determination), Ujima (Collective Work and Responsibility), Ujamaa (Cooperative Economics), Nia (Purpose), Kuumba (Creativity), and Imani (Faith). Our program generally encompasses 1-2 days but includes the celebration of each of the seven principles. This takes place with the tenants of each principle being explained by speakers (in-house and guest performers) supplemented with appropriate props and exhibits. All of the events take place at the AACS Center on US#1, Palm Coast. (Public attendance is expected to be 150-175.) Planning is now underway to format this year's program. Budget requirements are attached.

YOUTH BLACK HISTORY REALITY PROGRAM – enables the youth of our community to study and reenact significant prominent African Americans and their contributions to American history in a theatrical program format. They dress in costume and use various props to highlight their presentation of that person. A lot of rehearsing and the time of AACS volunteers are required to prepare for this event. A guest performer may also be engaged to further enhance the program. This program is offered to the general public at the AACS Center, US#1, Palm Coast. It is generally held the third Sunday in February (Black History Month) from 4pm to 7pm and the program generally exceeds "capacity turnout" from the community (over 250). To see our youth extolling the virtues of various African American heroes they have been taught to know or being exposed to for the first time is very memorable to everyone. The youth are recruited from our schools, churches, clubs and AACS member families. Because of the size of the audience, a light fare is offered at the end for fellowship and cordiality. Budget requirements are attached.

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AACS CENTER EXHIBIT DISPLAY- Leasing a professional Traveling Exhibit display with approximately 10 panels to highlight African American contributions to American culture. Each panel tells a story on a famous historical African American through photos and written narratives and is supported by DVD/Audio commentary. The exhibit will be displayed over a Four (4) week period during February/March or September 2022. The exhibit will be open to the public (donations only) and special arrangements made with cultural groups in the school system and other organizations will be extended. This is an opportunity for the AACS to present an extended program to the community that allows flexibility for viewing over a period of time. The AACS plans to expand its normal operations to provide access to view the exhibit on a daily basis. Projected attendance is expected to exceed 500. Budget requirements are attached.

JUNETEENTH PROGRAM – is an indoor/outdoor program at the AACS Center set in a festival style format to commemorate the ending of slavery in the United States. On June 19, 1865, the Union soldiers landed at Galveston, Texas with news that the war had ended and all slaves were now free, even though this was two and a half years after President Lincoln's Emancipation Proclamation. Our program includes interactive children activities as well as informational speakers on the occasion, music performances, exhibits, artifacts, artwork, books, and light food sales. The program is held over 1-2 days and attracts a sizable following from community patrons and members. (Public attendance is expected to be 150-200) "Juneteenth" has gained in popularity nationwide and is a program that must be featured as a National African American Historical event. In June 2021, Congress made June 19th a National Holiday. Budget requirements are attached.
Of Note: Due to the Corona Virus Pandemic, the June 2020 and 2021 Programs were conducted as a Virtual Video Program with public access. Over 500 public contacts were counted.

AFRICAN AMERICAN CULTURAL SOCIETY, INC

GENERAL STATEMENT

The Cultural Arts Programs held at the AACS Center are always open to the general public with no admission charge. Grant monies and donations, not operating funds, generally support these programs. That is why grant funds are so essential for the delivery of these and other cultural programs to our community. It is also important to note that most of the African American and African Diaspora Cultural Programs presented by the AACS are the only venue in the Flagler County area to offer these presentations to the community.

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AFRICAN AMERICAN CULTURAL SOCIETY, INC

"CULTURAL ARTS SERIES" PROJECTED BUDGET

Cultural Arts Fiscal Year: October 1, 2021 – September 30, 2022

Kwanzaa Program	**$ 1,000**
Youth Black History Reality Program	**$ 600**
AACS Center Exhibit Display	**$ 1,200**
Juneteenth Celebration	**$ 1,200**
Total	**$4,000**

Part of the cultural programs of the African American Cultural Society, Inc. will be funded with the City of Palm Coast Grant. The remaining part will be paid out from the operating budget of AACS, donations, and fund-raising activities.

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PALM COAST CULTURAL ARTS FINANCIAL ASSISTANCE

PROGRAM BUDGET 2021 – 2022

PROGRAM TITLE: "KWANZAA"

African American Cultural Society, Inc

EXPENDITURES:

Kwanzaa Program materials and supplies	$ 300.00
Exhibits	$ 200.00
Performing Artists	$ 400.00
Marketing: Advertising/Promotions/Programs	$ 100.00
Total Expenditures	$ 1,000.00

REVENUES:

Grants: PCCAFA	$ 800.00
Donations, other funding	$ 200.00
Total Projected Revenues	$ 1,000.00

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PALM COAST CULTURAL ARTS FINANCIAL ASSISTANCE

PROGRAM BUDGET 2021 – 2022

PROGRAM TITLE: "YOUTH BLACK HISTORY REALITY"

African American Cultural Society, Inc

EXPENDITURES:

Program materials and supplies	$ 200.00
Exhibits, Costumes	$ 200.00
Performing Artists	$ 100.00
Marketing: Advertising/Promotions/Programs	$ 100.00
Total Expenditures	$ 600.00

REVENUES:

Grants: PCCAFA	$ 400.00
Donations, other funding	$ 200.00
Total Projected Revenues	$ 600.00

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PALM COAST CULTURAL ARTS FINANCIAL ASSISTANCE

PROGRAM BUDGET 2021 – 2022

PROGRAM TITLE: "CENTER EXHIBIT DISPLAY"

African American Cultural Society, Inc

EXPENDITURES:

Program materials and supplies	$ 150.00
Lease Exhibits, Shipping	$ 600.00
Insurance, other support	$ 300.00
Marketing: Advertising/Promotions/Programs	$ 150.00
Total Expenditures	$ 1,200.00

REVENUES:

Grants: PCCAFA	$ 900.00
Donations, other funding	$ 300.00
Total Projected Revenues	$ 1,200.00

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PALM COAST CULTURAL ARTS FINANCIAL ASSISTANCE

PROGRAM BUDGET 2021– 2022

PROGRAM TITLE: "JUNETEENTH"

African American Cultural Society, Inc

EXPENDITURES:

Program materials and supplies	$ 400.00
Exhibits	$ 200.00
Performing Artists	$ 400.00
Marketing: Advertising/Promotions/Programs	$ 200.00
Total Expenditures	$ 1,200.00

REVENUES:

Grants: PCCAFA	$ 900.00
Donations, other funding	$ 300.00
Total Projected Revenues	$ 1,200.00

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IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248567569
Sep. 03, 2010 LTR 4168C E0
59-3104305 000000 00
00013207
BODC: TE

AFRICAN AMERICAN CULTURAL SOCIETY
INC
% EDMUND G PINTO JR
PO BOX 350607
PALM COAST FL 32135-0607

011806

Employer Identification Number: 59-3104305
Person to Contact: MRS. BLACK
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Aug. 25, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in FEBRUARY 1993.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

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Organization Name	**African American Culture Society, Inc.**
Federal ID # (FEIN)	**59-3104305**
Fiscal Year End	**6/30/2022**
Program Name	**AACS Cultural Arts Series 2021-2022**

	Total Organization	Total Program Budget	Grant Request
Income			
Government Grants	4,300		
Foundation and Corporate Grants	8,100		
Admission Fees			
Contributions from Individuals	17,400	1,000	
Membership Income	12,900		
Fundraising	98,600		
Earned Income			
Interest Income			
Other Income			
Total Income	141,300	1,000	0
Expenses			
Personnel Expenses			
Salaries and Wages	12,700		
Employee Benefits and Taxes	1,500		
Operating Expenses			
Bank/Investment Fees			
Depreciation Expenses			
Equipment Rental and Maintenance	600		
Food Costs			
Fundraising/Development Expenses	51,200		
Insurance Expenses	13,800	300	300 XXXXX 200
Marketing/Advertising Costs	3,800	550	450
Postage and Delivery	2,200	600	500
Professional Development			
Professional Fees	3,200	900	625
Rent and Occupancy			
Supplies and Materials	3,200	1,650	1,325 1225
Telephone Expenses			
Travel Expenses			
Utility Expenses	20,000		
Awards/Scholarships	11,000		
Building Maintenance Expenses	11,500		
Miscellaneous Expenses	200		
Total Expenses	134,900	4,000	3,200 xx3,200 $3000

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Form **990-EZ**

Short Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

► **Do not enter social security numbers on this form, as it may be made public.**

► **Go to *www.irs.gov/Form990EZ* for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2019 calendar year, or tax year beginning 07/01 **, 2019, and ending** 06/30 **, 20** 20

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization
AFRICAN AMERICAN CULTURAL SOCIETY INC

Number and street (or P.O. box if mail is not delivered to street address) — Room/suite
PO Box 350607

City or town, state or province, country, and ZIP or foreign postal code
Palm Coast, FL, 32135-0607

D Employer identification number
59-3104305

E Telephone number
386-447-7030

F Group Exemption Number ►

G Accounting Method: ☑ Cash ☐ Accrual Other (specify) ►

I Website: ► aacspalmcoast.org

J Tax-exempt status (check only one) — ☑ 501(c)(3) ☐ 501(c) ( ) ◄ (insert no.) ☐ 4947(a)(1) or ☐ 527

H Check ► ☑ if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

K Form of organization: ☑ Corporation ☐ Trust ☐ Association ☐ Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ . . . . . ► $ 118,923

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I . . . . . ☑

Revenue	1	Contributions, gifts, grants, and similar amounts received		1	62,667
	2	Program service revenue including government fees and contracts		2	15,155
	3	Membership dues and assessments		3	27,508
	4	Investment income		4	0
	5a	Gross amount from sale of assets other than inventory	5a 0		
	b	Less: cost or other basis and sales expenses	5b 0		
	c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)		5c	0
	6	Gaming and fundraising events:			
	a	Gross income from gaming (attach Schedule G if greater than $15,000)	6a 0		
	b	Gross income from fundraising events (not including $ 0 of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000)	6b 13,593		
	c	Less: direct expenses from gaming and fundraising events	6c 0		
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)		6d	13,593
	7a	Gross sales of inventory, less returns and allowances	7a 0		
	b	Less: cost of goods sold	7b 0		
	c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)		7c	0
	8	Other revenue (describe in Schedule O)		8	0
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ►		9	118,923
Expenses	10	Grants and similar amounts paid (list in Schedule O)		10	0
	11	Benefits paid to or for members		11	0
	12	Salaries, other compensation, and employee benefits		12	14,289
	13	Professional fees and other payments to independent contractors		13	1,747
	14	Occupancy, rent, utilities, and maintenance		14	68,559
	15	Printing, publications, postage, and shipping		15	5,688
	16	Other expenses (describe in Schedule O)		16	0
	17	**Total expenses.** Add lines 10 through 16 ►		17	90,283
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)		18	28,640
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)		19	161,804
	20	Other changes in net assets or fund balances (explain in Schedule O) .See Schedule O, Statemer		20	131,087
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ►		21	321,531

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Part II **Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II . . . . . ☐

		(A) Beginning of year		(B) End of year
22	Cash, savings, and investments	33,482	22	62,122
23	Land and buildings	128,322	23	259,409
24	Other assets (describe in Schedule O)	0	24	0
25	**Total assets**	161,804	25	321,531
26	**Total liabilities** (describe in Schedule O)	0	26	0
27	**Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)	161,804	27	321,531

Part III **Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III . . ☐

What is the organization's primary exempt purpose? See Schedule O, Statement 2

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28	To promote cultural programs and activities that enhance the understanding of the African American culture (Grants $ 9,886) If this amount includes foreign grants, check here ▶ ☐	28a	27,817
29	(Grants $) If this amount includes foreign grants, check here ▶ ☐	29a	
30	(Grants $) If this amount includes foreign grants, check here ▶ ☐	30a	
31	Other program services (describe in Schedule O) (Grants $ 0) If this amount includes foreign grants, check here ▶ ☐	31a	0
32	**Total program service expenses** (add lines 28a through 31a) ▶	32	27,817

Part IV **List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV . . . . . ☐

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Edmund G Pinto Jr Director	4.00	0	0	0
Lynda Baten Director	2.00	0	0	0
Meshella Woods Director	4.00	0	0	0
Jean Tanner Director	2.00	0	0	0
Melba McCarty Director	2.00	0	0	0
Richard Barnes Director	2.00	0	0	0
Daniel Isaac Director	2.00	0	0	0
Stephanie Robinson Director	3.00	0	0	0
Joseph Matthews President	20.00	0	0	0
Sybil Dodson-Lucas Officer	2.00	0	0	0
Gloria Singleton Officer	2.00	0	0	0
(Continued on Schedule O, Statement 3)				

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Part V **Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V . ☐

			Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33		✔
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions	34		✔
35a	Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		✔
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b		
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		✔
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		✔
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0			
b	Did the organization file **Form 1120-POL** for this year?	37b		✔
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		✔
b	If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b			
39	Section 501(c)(7) organizations. Enter:			
a	Initiation fees and capital contributions included on line 9 39a			
b	Gross receipts, included on line 9, for public use of club facilities 39b			
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0			
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		✔
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0			
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ 0			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e		✔
41	List the states with which a copy of this return is filed ▶			
42a	The organization's books are in care of ▶ Joseph Matthews Telephone no. ▶ 386-447-7030 Located at ▶ PO Box 350607, Palm Coast, FL 32135-0607 ZIP + 4 ▶ 32135-0607			
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b		✔
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country ▶	42c		✔
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041**—Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43			

			Yes	No
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a		✔
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b		✔
c	Did the organization receive any payments for indoor tanning services during the year?	44c		✔
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d		
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		✔
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions	45b		✔

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			Yes	No
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46		✓

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

			Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47		✓
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		✓
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		✓
b	If "Yes," was the related organization a section 527 organization?	49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over $100,000 . . . . ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over $100,000 . . ▶ _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A . . . . . ▶ ☑ **Yes** ☐ **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ _____ 9/20/20
Signature of officer — Date

▶ **Victor R Krause, Budget & Finance Committee**
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN

Firm's name ▶ | Firm's EIN ▶

Firm's address ▶ | Phone no.

May the IRS discuss this return with the preparer shown above? See instructions . . . . . ▶ ☐ **Yes** ☐ **No**

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SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

► Attach to Form 990 or Form 990-EZ.

► Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization	Employer identification number
AFRICAN AMERICAN CULTURAL SOCIETY INC	59-3104305

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☑ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:

10 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations . . . . . .

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

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Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	95,288	33,658	41,643	38,306	62,687	271,582
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf			0	0	0	0
3 The value of services or facilities furnished by a governmental unit to the organization without charge			0	0	0	0
4 **Total.** Add lines 1 through 3	95,288	33,658	41,643	38,306	62,687	271,582
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						271,582

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4	95,288	33,658	41,643	38,306	62,687	271,582
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	23,200	26,309	16,529	12,032	13,593	91,663
9 Net income from unrelated business activities, whether or not the business is regularly carried on			0			0
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)			0			0
11 **Total support.** Add lines 7 through 10						363,245

12 Gross receipts from related activities, etc. (see instructions) 12 0

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . . . ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f)) . . . . 14 74.77 %

15 Public support percentage from 2018 Schedule A, Part II, line 14 . . . . . 15 74.36 %

16a **33 1/3% support test—2019.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ▶ ☑

b **33 1/3% support test—2018.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ▶ ☐

17a **10%-facts-and-circumstances test—2019.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . . ▶ ☐

b **10%-facts-and-circumstances test—2018.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . . ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ▶ ☐

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Part III **Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	15	%
16	Public support percentage from 2018 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2019** (line 10c, column (f), divided by line 13, column (f))	17	%
18	Investment income percentage from **2018** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests—2019.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support tests—2018.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

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Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* ***Part VI*** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer (b) and (c) below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* ***Part VI*** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* ***Part VI*** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* ***Part VI*** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in* ***Part VI****, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* ***Part VI.***	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* ***Part VI.***	9a		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* ***Part VI.***	9b		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* ***Part VI.***	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

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Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?	11a		
b	A family member of a person described in (a) above?	11b		
c	A 35% controlled entity of a person described in (a) or (b) above? *If "Yes" to a, b, or c, provide detail in* ***Part VI.***	11c		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? *If "No," describe in* ***Part VI*** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* ***Part VI*** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* ***Part VI*** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* ***Part VI*** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		
3	By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* ***Part VI*** *the role the organization's supported organizations played in this regard.*	3		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (****see instructions****).*

a ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*

c ☐ The organization supported a governmental entity. *Describe in* ***Part VI*** *how you supported a government entity (see instructions).*

			Yes	No
2	Activities Test. ***Answer (a) and (b) below.***			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. ***Answer (a) and (b) below.***			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *Provide details in* ***Part VI.***	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* ***Part VI*** *the role played by the organization in this regard.*	3b		

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Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A—Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	**1**		
2 Recoveries of prior-year distributions	**2**		
3 Other gross income (see instructions)	**3**		
4 Add lines 1 through 3.	**4**		
5 Depreciation and depletion	**5**		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7 Other expenses (see instructions)	**7**		
8 Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	**8**		

Section B—Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	**1a**		
b Average monthly cash balances	**1b**		
c Fair market value of other non-exempt-use assets	**1c**		
d Total (add lines 1a, 1b, and 1c)	**1d**		
e Discount claimed for blockage or other factors (explain in detail in **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	**2**		
3 Subtract line 2 from line 1d.	**3**		
4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	**4**		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**		
6 Multiply line 5 by .035.	**6**		
7 Recoveries of prior-year distributions	**7**		
8 Minimum Asset Amount (add line 7 to line 6)	**8**		

Section C—Distributable Amount		Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	**1**	
2 Enter 85% of line 1.	**2**	
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	**3**	
4 Enter greater of line 2 or line 3.	**4**	
5 Income tax imposed in prior year	**5**	
6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**	

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

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Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

Section D—Distributions		**Current Year**
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in **Part VI**). See instructions.	
7	**Total annual distributions.** Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in **Part VI**). See instructions.	
9	Distributable amount for 2019 from Section C, line 6	
10	Line 8 amount divided by line 9 amount	

Section E—Distribution Allocations (see instructions)		**(i) Excess Distributions**	**(ii) Underdistributions Pre-2019**	**(iii) Distributable Amount for 2019**
1	Distributable amount for 2019 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2019 (reasonable cause required—explain in **Part VI**). See instructions.			
3	Excess distributions carryover, if any, to 2019			
a	**From 2014**			
b	**From 2015**			
c	From 2016			
d	From 2017			
e	From 2018			
f	**Total** of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2019 distributable amount			
i	Carryover from 2014 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2019 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2019 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4.			
5	Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in **Part VI.** See instructions.			
6	Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in **Part VI.** See instructions.			
7	**Excess distributions carryover to 2020.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	**Excess from 2015** . . .			
b	Excess from 2016 . . .			
c	Excess from 2017 . . .			
d	Excess from 2018 . . .			
e	Excess from 2019 . . .			

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Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

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SCHEDULE O (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

► **Attach to Form 990 or 990-EZ.**

► **Go to *www.irs.gov/Form990* for the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization

AFRICAN AMERICAN CULTURAL SOCIETY INC

Employer identification number

59-3104305

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Other Changes In Net Assets Structured Explanation

Description	Amount
updated land and buildings value	131,087
Total:	**131,087**

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Primary Exempt Purpose

Primary Exempt Purpose

To promote cultural programs and activities that enhance the understanding of the African American culture

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Officers, Directors, Trustees and Key Employees Compensation

		Hours	Compensation	Benefits	Expense
Name	Melinda Morais	2.00	0	0	0
Title	Officer				
Name	John Reid	2.00	0	0	0
Title	Officer				
Name	Reinhold Schlieper	2.00	0	0	0
Title	Officer				
Name	William Hopson	2.00	0	0	0
Title	Officer				
Name	Merritt Robertson	4.00	0	0	0
Title	Officer				
Name	Geraldine Wright	3.00	0	0	0
Title	Officer				
Name	Victor Krause	10.00	0	0	0
Title	Financial Secretary				
Name	Marie Winston-McCray	2.00	0	0	0
Title	Director				

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AFRICAN AMERICAN CULTURAL SOCIETY, INC
Elected Board of Directors – 2021

Edmund G. Pinto, Board Chairperson
1 Eric Place, Palm Coast, Fl 32164
Retired NYC Transit Administrator, Past AACS President, and has served in multiple AACS positions and committees

Daniel Isaac, Board Vice Chairperson
69 Beachway Drive, Palm Coast, Fl. 32137
Retired Law Enforcement Officer, Has served on various AACS Committees

Meshella Woods, Board Secretary
67 Price Lane, Palm Coast, Fl. 32164
Also serves as Cultural Center Curator

Richard Barnes, Board Member
PO Box 352686, Palm Coast, Fl. 32135
Retired Corporate Manager, Past Board Chairperson, Serves on Various AACS Committees

Lynda Baten, Board Member
86 Rolling Sands Drive, Palm Coast, Fl 32164
Retired Educator, Past AACS Treasurer, Also serves on several AACS Committees

Stephanie E. Matthews, Board Member
2 Butternut Drive, Palm Coast, Fl 32137
Career in Accounting/Finance, Has held several officer positions with Executive Boards and served as Chairperson, AACS 25th Anniversary Committee & serves other committees

Kurt R. Bottoms, Board Member
P.O. Box 350233 Palm Coast, Fl. 32135
Retired Law Enforcement. Has chaired and serves on various AACS Committees

Marie Winston – McCray, Board Member
40 Woodlyn Lane, Palm Coast, Fl 32164
Retired NYC Transit and Past President NYC Transit Retirees Palm Coast Chapter; Previously served on Executive Board and also serves on several AACS Committees

Jean Tanner, Board Member
6 Tucahoe Way, Palm Coast, Fl 32164
Retired, Corporate Associate- Also Real Estate sales. Chairperson for the AACS Membership Committee and also serves on several other AACS Committees

Joseph Matthews, Current President of the AACS and its Executive Board and a voting Board Member, PO Box 351343, Palm Coast, Fl 32135

Victor Krause, Financial Secretary of the AACS and a voting Board Member
114 Lakewalk Drive N, Palm Coast, Fl. 32164
Retired Corporate Executive and has chaired and serves on various AACS Committees

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The African American Cultural Society, Inc

with support from the

City of Palm Coast

Invites you to join us as we

Celebrate and share the principles of

Kwanzaa

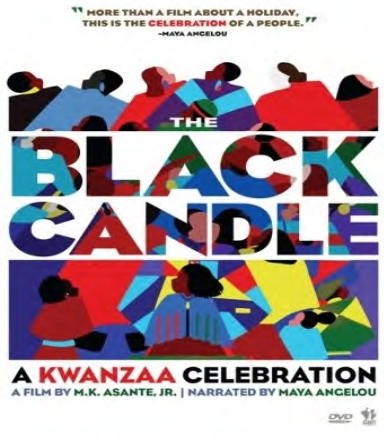
Sunday, December 27th, 2020 2:30pm

Holding to the traditions of **Kwanzaa** you'll be treated and delighted to Spoken Word and a "eclectic collection of vendors"

We will also be showing the critically acclaimed documentary film

"THE BLACK CANDLE"

by M.K. Asante, Jr, narrated by the late Dr. Maya Angelou







4422 US Hwy 1 North, Palm Coast, Florida 32164

(near Whiteview Pkwy)

386-447-7030

This free event is open to the community and all are welcomed

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The African American Cultural Society, Inc.

Kwanzaa Celebration



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'THE BLACK CANDLE' SYNOPSIS

The Black Candle is a landmark, vibrant documentary film that uses Kwanzaa as a vehicle to explore and celebrate the African-American experience.

Narrated by world renowned poet Maya Angelou and directed by award-winning author and filmmaker MK Asante, *The Black Candle* is an extraordinary, inspirational story about the struggle and triumph of family, community, and culture.

Filmed across the United States, Africa, Europe and the Caribbean, *The Black Candle* is a timely illumination on why the seven principles of Kwanzaa (unity, self-determination, collective work and responsibility, cooperative economics, purpose, creativity and faith) are relevant today.

The first feature film on Kwanzaa, *The Black Candle* traces the holiday's growth from the first celebration in 1966 to its present-day reality as a global holiday embraced by over 20 million celebrants.

With vivid cinematography and an all star cast that features NFL Legend Jim Brown, Hip Hop icon Chuck D, Kwanzaa's founder Dr. Maulana Karenga, artist Synthia Saint James and many others, *The Black Candle* is more than a film about a holiday: it's a celebration of a people!



Master of Ceremony …. Joseph Matthews

Greeting …. Melba McCarthy

Invocation ….. Muriel Weems

Negro National Anthem

Spoken Word …... Imani Kenshasha

Libation ……. Ed Brown

Movie ….. The Black Candle

Principles of Kwanzaa …..... Rob Whiting

Liturgical Dancers

Candle Lighting

Benediction

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DocuSign Envelope ID: D232258B-7C5A-4578-A810-A8E22B195ACA

18th Annual Youth Black History Program

An annual FREE public celebration with partial support from the City of Palm Coast!

Saturday, February 20, 2021

4:00 p.m.

African American Cultural Center

4422 North US Highway 1, Palm Coast, Fla.

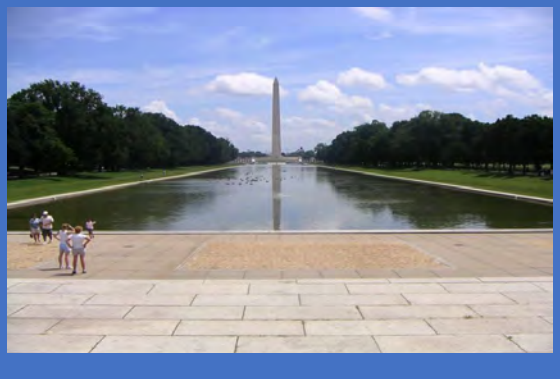
Our Black History:

Strong Roots, Amazing Achievements, An Incredible Future!









Call Jeanette Wheeler, Program Committee, at 386.302.0441 for donation and scholarship info.

Scholarship donations accepted online at www.aacspalmcoast.org

© 2021 AACS Public Affairs Committee v1

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Virtual Event with support from the City of Palm Coast

Palm Coast, Fla. (386) 447-7030

www.aacspalmcoast.org



BRIDGING the gap



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Draft: Juneteenth Agenda:

Theme: **From The Cotton Field to the White House!**

Background music Otis Redding Change Gonna Come. Picture cotton field and White house.

Welcome: Joe Matthews

Invocation: Bill Hopson

Lift every voice and sing: Alvin Ailey dance Troupe

Committee Chair Welcome: Imani Kinshasa

Proclamation: Mayor Melissa Holland

What Is Juneteenth: History Read by young people pictures (cotton field, people working, families, map of Texas)

Song: Trouble don't last always

Juneteenth History continued: Pictures, (migration, Congress 1871, Freed Slave convention 1912)

Dance/ Song Speak Now by Leslie Odom

Poem (part 1 by Amanda Gorman) pictures (lynching, bombing of church, Pettis Bridge, dogs attacking people

Song How I got over

Poem (part 2) pictures (Church service, March on Washington, Raised fist at Olympics, Kaepernick kneeling, people going to polls.)

Song T Michael Rambo I'll Over Come Someday (Juneteenth Freedom at Last Celebration in Minnesota 2015)

Poem part3 (pictures Juneteenth celebration in other states Pictures elected Black Politian's, children)

Art: Importance of art to our people (Larry Green)

Song Change Gonna Come: (picture Obama's, Kamala Harris, White House)

Closing Remarks: Ed Pinto.

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CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* BL

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* BL

B. Requestor must be based in the City of Palm Coast. *Acknowledged* BL

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* BL

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* BL

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* BL

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* BL

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* BL

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* BL

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* BL

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* BL

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C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* BL

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* BL

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged BL

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* BL

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* BL

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* BL

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* BL

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* BL

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* BL

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* BL

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged BL

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C. The Request for Reimbursement of Funds Form **must** include:
1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* BC

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* BC

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments.

Acknowledged DS BC

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS BC

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

DocuSign Envelope ID: 9AA524FD-4CCB-42F6-83E7-8E29ECE78316

Please provide the following information:

ORGANIZATION NAME (REQUESTOR): Choral Arts Society

STREET ADDRESS: PO Box 351061

CITY, STATE, ZIP CODE: Palm Coast, FL32135

CONTACT PERSON: Betty Christian, Treasurer

PHONE 407-474-1437 EMAIL betty@inthecreek.com

PROGRAM NAME: Concert Series

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? 2-5 Concerts/ yr for 23 Yrs

TOTAL PROGRAM COST: $17,482

AMOUNT REQUESTED: $3,000

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: _____NO ___X___ YES

IF YES, GRANT AMOUNT $2,636 FINAL PROGRAM COST: $1,797.27

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Betty Christian
F8AF347D72CF48A...
Signature (Authorized Representative)

Betty Christian
Print Name

Treasurer
Title

Aug 9, 2021 | 9:20 AM PDT
Date

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SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

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SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

DocuSign Envelope ID: 9AA524FD-4CCB-42F6-83E7-8E29ECE78316

ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



DocuSign Envelope ID: 9AA524FD-4CCB-42F6-83E7-8E29ECE78316

MUSIC IN THE PARK



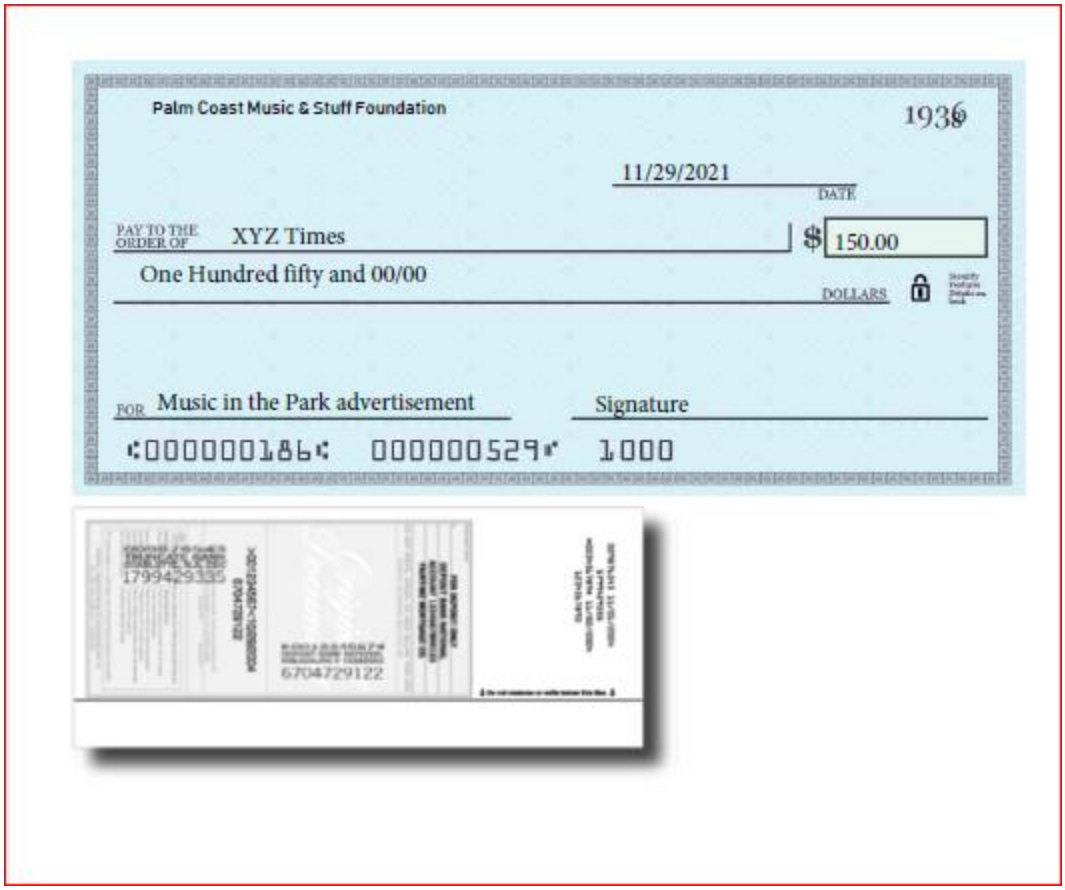
Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

DocuSign Envelope ID: 9AA524FD-4CCB-42F6-83E7-8E29ECE78316





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123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939

Palm Coast Music & Stuff Foundation 1939

3/15/2022
DATE

PAY TO THE ORDER OF 123 Furniture Rental $ 300.00

three hundred and 00/00 DOLLARS

FOR Music in the park tables/chairs signature

⑆000000186⑆ 000000529⑈ 1000



DocuSign Envelope ID: 9AA524FD-4CCB-42F6-83E7-8E29ECE78316

RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a_____

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _X_ No_____ Exception Comment n/a_____

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_____X_____ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments -

DocuSign Envelope ID: 9AA524FD-4CCB-42F6-83E7-8E29ECE78316

Choral Arts Society

Cheryl R. McGregor
Artistic Director

Lou Fifer
President

Cynthia Paul
Vice President

Mary Jennings
Secretary

Betty Christian
Treasurer

Roger Lacallade
Director Publicity

Ms. Rose Conceicao
Contract Coordinator
City of Palm Coast
160 Lake Avenue
Palm Coast, FL 32164

Dear Ms. Conceicao:

Attached please find a completed Request for Cultural Arts Financial Assistance Application on behalf of Choral Arts Society. Per the instructions, also attached are:

1. Description and purpose of our events
2. IRS Determination Letter
3. Completed Budget Worksheet
4. Most Recent IRS 990 Form
5. Complete Roster of Board of Directors
6. Support Materials in the form of copies of our programs, mailings and advertising.

CAS has been most fortunate to have received a Cultural Arts Grant from Palm Coast for many consecutive years. We are most grateful and cannot express how important these funds are for our continual ability to exist. Our hope is that the City will once again support us so that we can continue to offer these free concerts to our local residents.

If I can be of any further assistance or if you require more information, please feel free to contact me.

Sincerely,

Betty Christian
Choral Arts Society Treasurer
PO Box 351061
Palm Coast, FL 32135
betty@inthecreek.com
407-474-1437
info@casfl.org
www.casfl.org

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Choral Arts Society

I. CAS is a non-profit music organization dedicated to providing excellence in the choral music experience for our membership and community. CAS works diligently to provide scholarship funds for local graduating seniors who are majoring in music as a future career.
CAS was formed by Artistic Director Cheryl Robinson McGregor in 1999. A Palm Coast tradition, CAS is the premier performance choir in Flagler County. Members are amateur singers who maintain a high level of vocal artistry. Three major concerts are scheduled each year.

II. Spring: Music from the Stage (2 performances) Average attendance of 325 over 2 days
July 4th: Celebrate America with a rousing patriotic program Average attendance of 545 in one day
December: Sound of Christmas (2 performances) Average attendance of 520 over 2 days

III. There is no admission charge for our concerts, but a free will donation offering is received. Each year we donate a portion of its proceeds to the CAS Scholarship Fund for music education. We currently have 3 students on scholarship from Flagler Palm Coast High School - 1 attending Stetson University, 1 attending Florida Atlantic University and 1 attending Lynn University, Boca Raton. Each of the current students, as well as former students, perform at least 1 of our concerts each year during their 4 year scholarship term.

IV. All concerts are performed at St. Thomas Episcopal Church, 5400 Belle Terre Pkwy, Palm Coast, FL

V. Funding from the City of Palm Coast will be used to defray the cost of advertising and enhance our social media presence both of which continue to increase each year.

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 23 2004

CHORAL ARTS SOCIETY
PO BOX 351061
PALM COAST, FL 32135-1061

Employer Identification Number:
52-2156833
DLN:
17053010759034
Contact Person:
ERIC J BERTELSEN ID# 31323
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 1999, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

DocuSign Envelope ID: 9AA524FD-4CCB-42F6-83E7-8E29ECE78316

Organization Name	Choral Arts Society				
Federal ID # (FEIN)	52-2156833				
Fiscal Tear End	September 30, 2021				
Program Name	Concert Series				

	Total Organization Budget		**Total Program Budget**		**Grant Request**
Income					
Government Grants					$3,000
Foundation and Corporate Grants					
Admission Fees					
Contributions from individuals	$8,500				
Membership Income	$2,400				
Fundraising					
Earned Income					
Interest Income					
Other Income					
Total Income	$10,900				$3,000
Expenses					
Personnel Expenses					
Salaries and Wages					
Employee Benefits and Taxes					
Operating Expenses					
Bank/Investment Fees	$90				
Depreciation Expenses					
Equipment Rental and Maintenance	$465		$465		
Food Costs					
Fundraising/Developmet Expenses	$570		$570		$428
Insurance Expenses	$664				
Marketing/Advertising Costs	$2,105		$2,105		$1,672
Postage and Delivery	$400		$400		$300
Professional Development					
Professional Fees	$9,900				
Rent and Occupancy	$750				
Supplies and Materials	$800		$800		$600
Telephone expenses					
Travel expenses					
Other Expenses 1	$1,500				
Other Expenses 2					
Misc. Expenses	$238				
Total Expenses	$17,482		$4,340		$3,000

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IRS

Confirmation

e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** CHORAL ARTS SOCIETY
- **EIN:** 522156833
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520210464334219
- **Filing Status Date:** 02-15-2021
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS

DocuSign Envelope ID: 9AA524FD-4CCB-42F6-83E7-8E29ECE78316

Choral Arts Society

Cheryl R. McGregor
Artistic Director

Richard Butler
Accompanist

Lou Fifer
President

Cynthia Paul
Secretary

Betty Christian
Treasurer

Roger Lacallade
Director Publicity

August 9, 2021

Choral Arts Society Board of Directors

Cheryl R. McGregor, Artistic Director 24 Rymshaw Drive, Palm Coast, FL 32164

Lou Fifer, President 42 Oakmont Cir, Ormond Beach, 32174

Cynthia Paul, Vice President 85 Ave de la Mer #705, Palm Coast, FL 32137

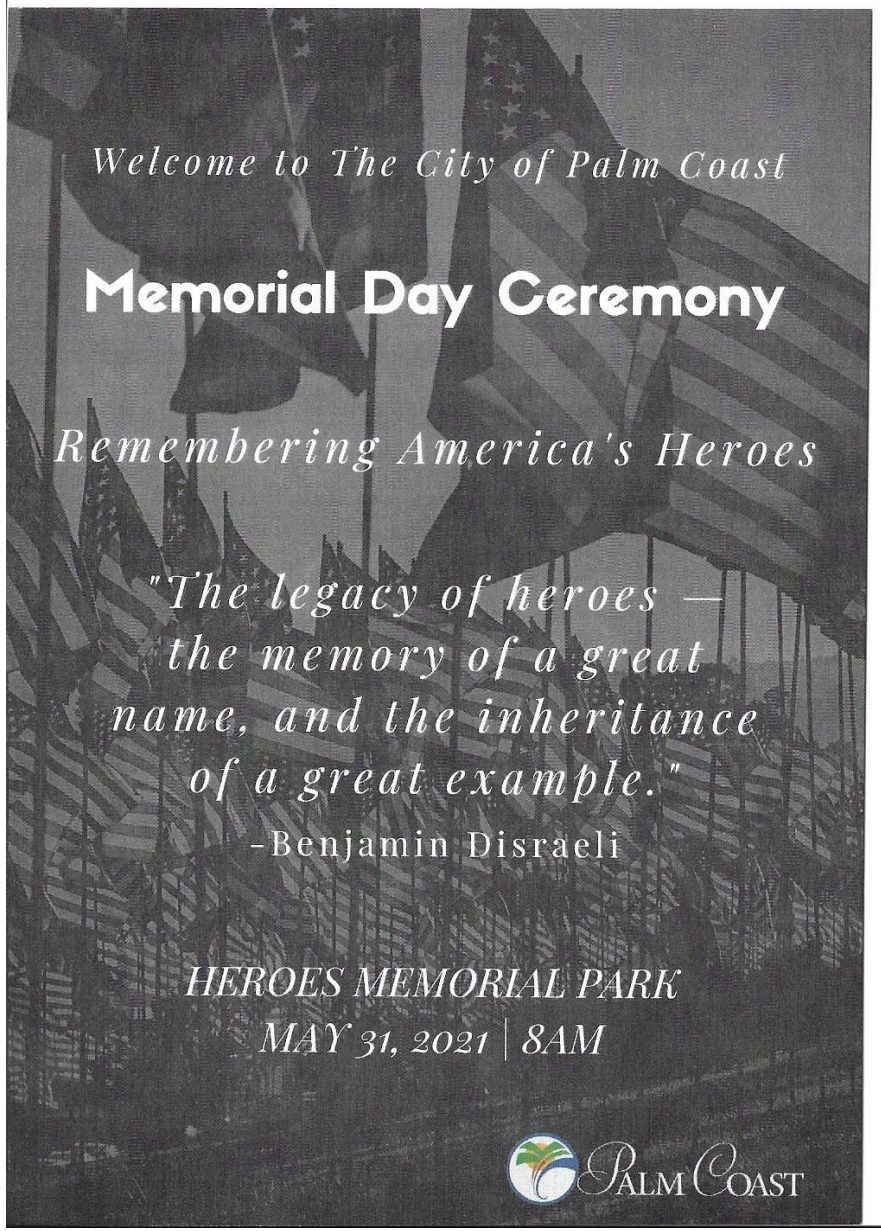
Mary Jennings, Secretary 7 Laurel Oak Pl, Palm Coast, FL 32137

Betty Christian, Treasurer 28 Marbella Ct, Palm Coast, FL 32137

Roger Lacallade, Director Publicity 11 Marbella Ct, Palm Coast, FL 32137

Sincerely,

Betty Christian
Choral Arts Society Treasurer
PO Box 351061
Palm Coast, FL 32135
betty@inthecreek.com
407-474-1437
info@casfl.org
www.casfl.org



Order of Events

Welcome
Councilman Nicholas Klufas

Posting of Colors
Matanzas High School JROTC

Pledge of Allegiance
Councilman Nicholas Klufas & Emma Stanford

National Anthem
Choral Arts Society

Opening Prayer
Pastor Greg Peters - Parkview Church

Remarks
Councilman Nicholas Klufas

Guest Remarks
Congressman Michael Waltz

Laying of the Wreath
Gold Star Families

Taps
Flagler-Palm Coast High School

21 Gun Salute
Marine Corps League

Closing
Councilman Nicholas Klufas

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City of Palm Coast Free Performance 05/31/2021

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We have decided to cancel the rest of our season until next year. Therefore,
'The Sound of Christmas' for December 11 & 13, 2020 has been cancelled.

We hope to see you for our 2021 Concert Series

'Music From The Stage"	'Celebrate America'	'The Sound of Christmas'
Friday, May 14, 2021 at 7:00PM	Monday, July 5, 2021 at 1:00 PM	Friday, December 10, 2021 at 7:00 PM
Sunday, May 16, 2021 at 3:00PM	(Please note date change)	Sunday, December 12, 2021 at 3:00 PM

PALM COAST	All concerts are held at St Thomas Episcopal Church	CULTURE BUILDS FLORIDA FLORIDA DEPARTMENT OF STATE DIVISION OF CULTURAL AFFAIRS

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Email changes to arice@creativepages.net

The DONATE button is still not working on www.casfl.org here is the last information I received from PayPal support – can you do this for us?

"We have tried to troubleshoot the issue with the button but we couldn't as something is missing from the button. Your account looks good and everything's correctly set.

Would you please try to create a new donation button and confirm us that the issue still coming.

Sincerely,
Umamaheswari
Global Technical Support
PayPal, Inc."

On all pages:

Replace this logo with the new one:

Old –



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NEW –

On "HOME" and "CONCERTS" pages:

Change the dates (see below) DELETE THE MAY DATES ALTOGETHER

~~Music from the Stage~~

- ~~May 14, 2021 @ 7pm~~
- ~~May 16, 2021 @ 3pm~~

Please check website in case of changes

Celebrate America!

- July 5, 2021 @ 1pm
- Please note date change

Please check website in case of changes

The Sound of Christmas

- December 10, 2021 @ 7pm
- December 12, 2021 @ 3pm

On "About" page – replace Richard Butler – Accompanist with the following:

Richard Lee Butler – Accompanist –

February 7, 1948 – April 19, 2021



Richard Lee Butler, 73, of Daytona Beach, FL, passed away peacefully on April 19, 2021. He was born on February 7, 1948, in Memphis, Tennessee to Dewey and Belle Butler. He graduated from The Cincinnati Conservatory at The University of Cincinnati with a Master's Degree in piano performance. He taught music and piano and loved

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playing the piano. Richard worked for Herb Sussman's World Travel, Stetson University, and Bethune-Cookman University. At the time of his death, he worked for the Mike Curb College of Music at Daytona State College, United Presbyterian Church, and Coral Arts Society in Palm Coast. He is survived by his husband, William Bruce of Daytona Beach, Florida, his mother, Belle Butler of Tennessee, and his sisters Becky DeLaney of Tennessee and Roberta Regan of California. He is also survived by his nephews Patrick DeLaney (Jaclyn) of Richmond, Virginia; Rob DeLaney (Sokhna) of Champaign, Illinois; and niece Lauren Kretzschmar of Petaluma, California. He will be greatly missed by all who knew him. A memorial service will be held at a later date. In lieu of flowers, please plant a tree in Richard's memory or make a memorial donation to United Presbyterian Church, the Coral Arts Society, or the Mike Curb College of Music at Daytona State College in Richard's name. Condolences may be expressed to the family at **www.dalewoodwardfuneralhomes.com**.

On "About" page – replace Cheryl Robinson – Artistic Director with the following:

Cheryl R. McGregor – Artistic Director



Cheryl R. McGregor, Lyric Soprano, a native of Chicago, studied voice at the American Conservatory of Music and University of Chicago. A move to Philadelphia led to a soloist career with Sydney Rothstein, Peter Nero and the Philadelphia Pops Orchestra, the Lansdowne Symphony, St. Clements Episcopal Church, and the Savoy Opera Company of Philadelphia.
Cheryl is the founder of CAS.

On "About" page – add the following using the same background color as Artistic Director:

Katya Feldman – Accompanist

Katya Feldman is the pianist and organist at the Hammock Community Church in Palm Coast, and the piano teacher in Palm Coast/Flagler Beach areas. She received her Bachelor and Master of Music degrees in Piano performance and education at the Belarus State Conservatory in Minsk. She was an accompanist at The School for Strings in New York. Katya gave solo piano recitals at C.W. Post College and Rutgers University. She performed with the Minsk Chamber Orchestra at Moscow Conservatory Rachmaninoff Hall and at Minsk Philharmonic Hall, at the International Festival of Early Music (on harpsichord), in Bruges, Belgium. She was an award winner at the National Piano Competition in Minsk.

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2020

Choral Arts Society With Hammock Dunes Chorus

HOLIDAY SING-ALONG SONG BOOK



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IT'S BEGINNING TO LOOK A LOT LIKE CHRISTMAS

IT'S BEGINNING TO LOOK A LOT LIKE CHRISTMAS
EV'RYWHERE YOU GO;
TAKE A LOOK IN THE FIVE AND TEN
GLISTENING ONCE AGAIN
WITH CANDY CANES AND SILVER LANES AGLOW.

IT'S BEGINNING TO LOOK A LOT LIKE CHRISTMAS
TOYS IN EV'RY STORE
BUT THE PRETTIEST SIGHT TO SEE
IS THE HOLLY THAT WILL BE
ON YOUR OWN FRONT DOOR.

IT'S BEGINNING TO LOOK A LOT LIKE CHRISTMAS
EV'RYWHERE YOU GO;
THERE'S A TREE IN THE GRAND HOTEL,
ONE IN THE PARK, AS WELL,
THE STURDY KIND THAT DOESN'T MIND THE SNOW.

IT'S BEGINNING TO LOOK A LOT LIKE CHRISTMAS
SOON THE BELLS WILL START;
AND THE THING THAT WILL MAKE THEM RING
IS THE CAROL THAT YOU SING RIGHT WITHIN YOUR HEART

DECK THE HALLS

DECK THE HALLS WITH BOUGHS OF HOLLY,
FA LA LA LA LA, LA LA LA LA.
'TIS THE SEASON TO BE JOLLY,
FA LA LA LA LA, LA LA LA LA.

DON WE NOW OUR GAY APPAREL,
FA LA LA LA LA, LA LA LA LA.
TOLL THE ANCIENT YULE TIDE CAROL,
FA LA LA LA LA, LA LA LA LA.

SEE THE BLAZING YULE BEFORE US.

FA-LA-LA-LA-LA, LA-LA-LA-LA

STRIKE THE HARP AND JOIN THE CHORUS.

FA-LA-LA-LA-LA, LA-LA-LA-LA (CONT.)

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FOLLOW ME IN MERRY MEASURE.
FA-LA-LA-LA-LA, LA-LA-LA-LA
WHILE I TELL OF YULE-TIDE TREASURE.
FA-LA-LA-LA-LA, LA-LA-LA-LA

IRVING BERLIN'S WHITE CHRISTMAS

THE SUN IS SHINING, THE GRASS IS GREEN,
THE ORANGE AND PALM TREES SWAY.
THERE'S NEVER BEEN SUCH A DAY IN HAMMOCK DUNES FLA
BUT IT'S DECEMBER THE TWENTY-FOURTH,
AND I AM LONGING TO BE UP NORTH.

I'M DREAMING OF A WHITE CHRISTMAS,
JUST LIKE THE ONES I USED TO KNOW.
WHERE THE TREETOPS GLISTEN,
AND CHILDREN LISTEN,
TO HEAR SLEIGH BELLS IN THE SNOW.

I'M DREAMING OF A WHITE CHRISTMAS,
WITH EVERY CHRISTMAS CARD I WRITE
MAY YOUR DAYS BE MERRY AND BRIGHT
AND MAY ALL YOUR CHRISTMASES BE WHITE!

JOY TO THE WORLD

JOY TO THE WORLD, THE LORD HAS COME,
LET EARTH RECEIVE HER KING.
LET EVERY HEART PREPARE HIM ROOM
AND HEAVEN AND NATURE SING,
AND HEAVEN AND NATURE SING,
AND HEAVEN, AND HEAVEN, AND NATURE SING.

JOY TO THE EARTH; THE SAVIOR REIGNS;
LET MEN THEIR SONGS EMPLOY;
WHILE FIELDS AND FLOODS, ROCKS, HILLS, AND PLAINS
REPEAT THE SOUNDING JOY,
REPEAT THE SOUNDING JOY,
REPEAT, REPEAT THE SOUNDING JOY.

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GOD REST YE MERRY GENTLEMEN

GOD REST YOU MERRY, GENTLEMEN LET NOTHING YOU DISMAY
REMEMBER, CHRIST, OUR SAVIOR WAS BORN ON CHRISTMAS DAY
TO SAVE US ALL FROM SATAN'S POWER WHEN WE WERE GONE ASTRAY
O TIDINGS OF COMFORT AND JOY, COMFORT AND JOY
O TIDINGS OF COMFORT AND JOY.

IN BETHLEHEM, IN JEWRY, THIS BLESSED BABE WAS BORN,
AND LAID WITHIN A MANGER UPON THIS BLESSED MORN;
TO WHICH HIS MOTHER MARY DID NOTHING TAKE IN SCORN
O TIDINGS OF COMFORT AND JOY, COMFORT AND JOY
O TIDINGS OF COMFORT AND JOY.

THE CHRISTMAS SONG

CHESTNUTS ROASTING ON AN OPEN FIRE,
JACK FROST NIPPING AT YOUR NOSE;
YULETIDE CAROLS BEING SUNG BY A CHOIR
AND FOLKS DRESSED UP LIKE ESKIMOS

EVERYBODY KNOWS A TURKEY AND SOME MISTLETOE
HELP TO MAKE THE SEASON BRIGHT;
TINY TOTA WITH THEIR EYES ALL AGLOW
WILL FIND IN HARD TO SLEEP TONIGHT.

THEY KNOW THAT SANTA'S ON HIS WAY,
HE'S LOADED LOTS OF TOYS AND GOODIES ON HIS SLEIGH,
AND EVERY MOTHER'S CHILD IS GONNA SPY
TO SEE IF REINDEER REALLY KNOW HOW TO FLY.

AND SO WE'RE OFFERING THIS SIMPLE PHRASE
TO KIDS FROM ONE TO NINETY-TWO;
ALTHOUGH IT'S BEEN SAID MANY TIMES, MANY WAYS;
"MERRY CHRISTMAS, MERRY CHRISTMAS,
MERRY CHRISTMAS TO YOU!"

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SILVER BELLS

CITY SIDEWALKS, BUSY SIDEWALKS
DRESSED IN HOLIDAY STYLE
IN THE AIR THERE'S A FEELING OF CHRISTMAS
CHILDREN LAUGHING PEOPLE PASSING
MEETING SMILE AFTER SMILE
AND ON EVERY STREET CORNER YOU'LL HEAR
SILVER BELLS, SILVER BELLS
IT'S CHRISTMAS TIME IN THE CITY
RING-A-LING, HEAR THEM RING
SOON IT WILL BE CHRISTMAS DAY

RUDOLPH THE RED-NOSED REINDEER

RUDOLPH, THE RED-NOSED REINDEER
HAD A VERY SHINY NOSE.
AND IF YOU EVER SAW HIM,
YOU WOULD EVEN SAY IT GLOWS.

ALL OF THE OTHER REINDEER
USED TO LAUGH AND CALL HIM NAMES.
THEY NEVER LET POOR RUDOLPH
JOIN IN ANY REINDEER GAMES.

THEN ONE FOGGY CHRISTMAS EVE
SANTA CAME TO SAY:
"RUDOLPH WITH YOUR NOSE SO BRIGHT,
WON'T YOU GUIDE MY SLEIGH TONIGHT?"

THEN ALL THE REINDEER LOVED HIM
AS THEY SHOUTED OUT WITH GLEE,
RUDOLPH THE RED-NOSED REINDEER,
YOU'LL GO DOWN IN HISTORY!

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JINGLE BELLS

DASHING THROUGH THE SNOW IN A ONE HORSE OPEN SLEIGH.
OVER THE FIELDS WE GO LAUGHING ALL THE WAY.

BELLS ON BOB-TAIL RING MAKING SPIRITS BRIGHT.
WHAT FUN IT IS TO RIDE AND SING A SLEIGHING SONG TONIGHT.

JINGLE BELLS, JINGLE BELLS, JINGLE ALL THE WAY.
OH WHAT FUN IT IS TO RIDE IN A ONE HORSE OPEN SLEIGH, O
JINGLE BELLS, JINGLE BELLS, JINGLE ALL THE WAY.
OH WHAT FUN IT IS TO RIDE IN A ONE HORSE OPEN SLEIGH.

DING DONG MERRILY ON HIGH

DING DONG MERRILY ON HIGH,
IN HEAV'N THE BELLS ARE RINGING:
DING DONG! VERILY THE SKY
IS RIV'N WITH ANGEL SINGING.
GLORIA, HOSANNA IN EXCELSIS!

PRAY YOU, DUTIFULLY PRIME
YOUR MATIN CHIME, YE RINGERS;
MAY YOU BEAUTIFULLY RIME
YOUR EVETIME SONG, YE SINGERS.
GLORIA, HOSANNA IN EXCELSIS!

E'EN SO HERE BELOW, BELOW,
LET STEEPLE BELLS BE SWUNGEN,
AND "IO, IO, IO!"
BY PRIEST AND PEOPLE SUNGEN.
GLORIA, HOSANNA IN EXCELSIS!

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HARK! THE HERALD ANGELS SING

HARK! THE HERALD ANGELS SING, "GLORY TO THE NEW BORN KING,
PEACE ON EARTH AND MERCY MILD, GOD AND SINNERS RECONCILED!"
JOYFUL, ALL YE NATIONS RISE, JOIN THE TRIUMPH OF THE SKIES;
WITH TH' ANGELIC HOST PROCLAIM, "CHRIST IS BORN IN BETHLEHEM!"
HARK! THE HERALD ANGELS SING, "GLORY TO THE NEW BORN KING!"

CHRIST BY HIGHEST HEAV'N ADORED CHRIST THE EVERLASTING LORD.
LATE IN TIME BEHOLD HIM COME, OFFSPRING OF THE VIRGIN'S WOMB.
VEILED IN FLESH THE GODHEAD SEE; HAIL TH'INCARNATE DEITY,
PLEASED AS MAN WITH MEN TO DWELL, JESUS, OUR EMANUEL.
HARK! THE HERALD ANGELS SING, "GLORY TO THE NEW BORN KING!"

O COME ALL YE FAITHFUL

O COME, ALL YE FAITHFUL, JOYFUL AND TRIUMPHANT!
O COME YE, O COME YE TO BETHLEHEM;
COME AND BEHOLD HIM BORN THE KING OF ANGELS:
O COME, LET US ADORE HIM,
O COME, LET US ADORE HIM,
O COME, LET US ADORE HIM,
CHRIST THE LORD

SING CHOIRS OF ANGELS, SING IN EXULTATION,
SING, ALL YE CITIZENS OF HEAVEN ABOVE!
GLORY TO GOD IN THE HIGHEST: O COME, LET US ADORE HIM,
O COME, LET US ADORE HIM,
O COME, LET US ADORE HIM,
CHRIST THE LORD

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PEACE, PEACE, SILENT NIGHT
CHORUS & AUDIENCE – PLEASE WATCH DIRECTOR

FIRST AND SECOND TIME - CHORUS

THIRD TIME – CHORUS & AUDIENCE
SILENT NIGHT, HOLY NIGHT,
ALL IS CALM, ALL IS BRIGHT,
ROUND YON VIRGIN, MOTHER AND CHILD,
HOLY INFANT SO TENDER AND MILD,
SLEEP IN HEAVENLY PEACE,
SLEEP IN HEAVENLY PEACE.



THANKS TO ALL

FOR JOINING US THIS EVENING.

MAY GOD BLESS YOU AND YOUR LOVED ONES THIS HOLIDAY SEASON.

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Choral Arts Society
PO Box 351061
Palm Coast FL 32135

April 2021

Dear Friends and Family of the Choral Arts Society:

We hope you and your loved ones are safe, healthy, and well. Because of the COVID pandemic, this year has been difficult for us all. All performing arts organizations, including Choral Arts Society, have had to discontinue their concerts, plays, and performances. However, our Board of Directors has been meeting regularly, creating a pathway for the future. We had planned a wonderful season of concerts, celebrating what we do best – superb, fun, choral music in Flagler County.

We have had to cancel our first two concerts of our 2021 season: Our May Broadway Concerts and our Fourth of July Concert. It is just not safe yet to sing out openly. As the Choral Arts Board continues to work throughout this pandemic, we are hoping to start up rehearsals in early September to prepare for our Christmas Concerts in our usual fashion in December 2021. Fingers crossed!

A major source of our funding source each year is from generous donations provided by you our fans at all our concerts. With our concerts and sources of income canceled for 2020 and most of 2021, we need funding. We ask you now to show your endorsement of the Choral Arts Society and for our future. This is not an easy thing for us to ask! But we need your financial support. Please show your backing for the Choral Arts Society, what we stand for, and for the power of music in your life by donating or making a pledge.

We hope you will want to contribute to the future of music in the Palm Coast area and help us with a donation. All contributions are tax-deductible, and we are grateful for donations of any amount.

Our sincere thanks for continuing to be part of the Choral Arts family. Your gracious generosity helps ensure that we realize our top priorities: to sustain the Choral Arts Society of Palm Coast and continue to nurture good choral music in the greater Flagler County area. We are looking forward to seeing you at our Christmas concerts in December. Fingers and everything else crossed!

Many Thanks!

The Choral Arts Society of Palm Coast Board of Directors

Lou Fifer, President
Betty Christian, Treasurer
Cynthia Paul, Vice-President
Roger Lacallade, Director Publicity
Mary Jennings, Recording Secretary
Cheryl McGregor, Artistic Director

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Sun & Surf Magazine and Palm Coast Observer Advertisements



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7/7/20

Dear Betty,

Thank you for your continued support of St. Thomas and for your generous contribution on behalf of CAS. It is our joy to be in partnership with CAS and we look forward to the next concert.

Be well + God bless.

Bob+

THE REV. ROBERT P. GOOLSBY, Rector

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May 2021

To:
Choral Arts Society

Please accept my anonymous donation to your wonderful organization. It is my pleasure to support your endeavors in these trying times. I look forward to your future concerts.

Thank you for what you do to promote quality music in our community.

PO Box 351061
Palm Coast, FL 32135

ORLANDO FL 328
30 APR 2021 PM 6 L

Choral Arts Society
PO Box 351061
Palm Coast, FL 32135

32135-106161

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To All Members of the
Choral Arts Society,

I really missed your concerts in 2020 but understand they had to be cancelled. We all have to keep safe. I am sending this donation so you can give the scholarships to the students you pick to help.

I am hoping to be enjoying the concerts this year but will understand if you feel you need to wait another year.

God Bless you all,

Isabel Culmone

Love your Concerts!

Elizabeth B. Mazzeo

4/20/20 Cheryl,

I did not think I would be here for any of your 2020 concerts - such a disappointment for me. However now with no planes flying into New York my May 6th flight is a cancel. I may still be here for the May 24th Concert. Even if the situation improves I think I will stay until at least May 25th - I only hope the Concert will be held!

Elizabeth



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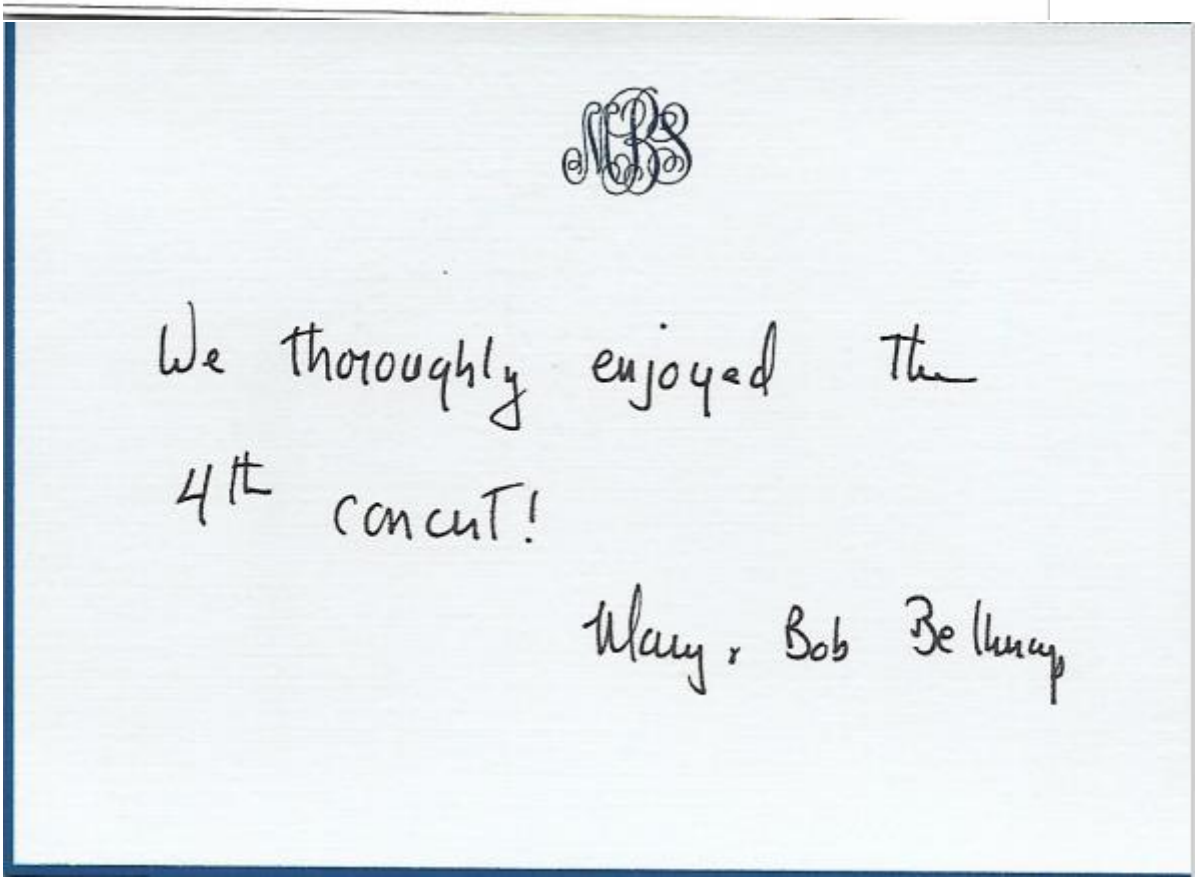
The enclosed check is my gift to Choral Arts Society.
Keep up the good work!

Anne

Anne Atkins
2 Purnell Way
Palm Coast, FL 32164



We thoroughly enjoyed the 4th concert!

Mary & Bob Bellamy

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From: betty@inthecreek.com <betty@inthecreek.com>
Sent: Sunday, May 5, 2019 2:53 PM
To: Emily Rosenberger <emily.rosenberger@TuscanGardensPC.com>
Cc: betty@inthecreek.com; madamdirectorcas@bellsouth.net
Subject: Re: July 4th Choral Arts Society Concert

Hello, Emily.
We would love to have you and your residents join us on July 4th! Our concerts are free of charge with a collection of donations if you desire. If you could let me know how many of you will be attending, I will try to set aside a section for you so that you may sit together as this is one of our patrons' favorite concerts.
We also have concerts this month on May 17th and 19th, as well as December 6th and 8th. Please feel free to check our website www.casfl.org for additional information.

Sincerely,
Betty Christian, Treasurer
Choral Arts Society
PO Box 351061
Palm Coast, Fl 32135
407-474-1437

-------- Original message --------
From: Emily Rosenberger <emily.rosenberger@TuscanGardensPC.com>
Date: 5/5/19 2:37 PM (GMT-05:00)
To: '"betty@inthecreek.com'" <betty@inthecreek.com>
Subject: July 4th Choral Arts Society Concert

Hello!

My name is Emily Rosenberger and I am the Program Director here at Tuscan Gardens Senior Living of Palm Coast. A resident recently recommended the July 4th Choral Arts Society Concert as an outing for other residents here – I was wondering if it would be possible to reserve tickets for the event? A small group of us recently went to another concert and they absolutely loved it so I am trying to set up more opportunities for residents to enjoy the arts.
I appreciate any feedback! Thank you for your time,
Emily

Emily Rosenberger
Signature Programs Director
Tuscan Gardens® of Palm Coast
650 Colbert Lane
Palm Coast, FL 32137

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From: Teresa Dunn [mailto:teresa.dunn@legendseniorliving.com]
Sent: Monday, March 25, 2019 10:59 AM
To: Betty Christian <betty@inthecreek.com>
Subject: 05/19 3pm The Windsor of Palm Coast 14 Attendees RE: Music from the Stage

Betty,
Thank you so much, our resident's are going to love it.
Most of our residents have walkers.
We will have 14 Counting the driver and myself.
Teresa

Teresa Dunn
Life Enrichment Coordinator
The Windsor of Palm Coast
teresa.dunn@legendseniorliving.com
Phone:

From: Betty Christian <betty@inthecreek.com>
Sent: Monday, March 25, 2019 9:29 AM
To: Teresa Dunn <teresa.dunn@legendseniorliving.com>
Subject: RE: Music from the Stage
Teresa,
What a wonderful idea! We would love to have you bring them. All of our concerts are free of charge and we accept donations if you desire.
If you have an idea of how many will be coming, I will see if we can reserve a section for you.
Thank you for your interest,
Betty Christian
Choral Arts Society Treasurer
PO Box 351061
Palm Coast, FL 32135
betty@inthecreek.com
407-474-1437
info@casfl.org
www.casfl.org

From: Teresa Dunn [mailto:teresa.dunn@legendseniorliving.com]
Sent: Monday, March 25, 2019 10:16 AM
To: info@casfl.org
Subject: Music from the Stage
What would the cost be to bring our seniors from Windsor at Palm Coast to the 3pm show.
Thank you
Teresa Dunn

Teresa Dunn
Life Enrichment Coordinator
The Windsor of Palm Coast
teresa.dunn@legendseniorliving.com
Phone:

LEGEND SENIOR LIVING
50 Town Ct
Palm Coast, FL 32164
www.legendseniorliving.com
Find us on social media

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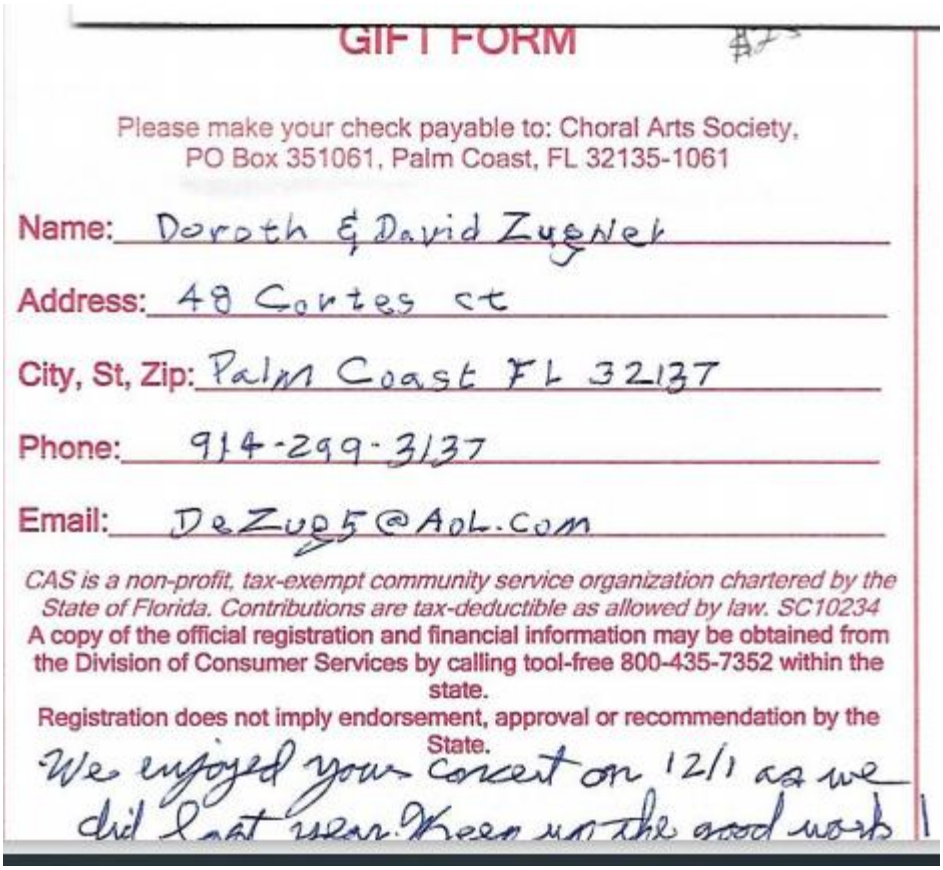
-----Original Message-----
From: Carol Caso [mailto:glitzie@bellsouth.net]
Sent: Tuesday, May 21, 2019 8:19 PM
To: Betty Christian <betty@inthecreek.com>
Subject: Sunday's Concert

Hello Betty:

Just a few lines to tell you how much I enjoyed the concert on Sunday. In all the years I've been attending the CAS concerts, I think about (8 or longer), this is the first time I've ever heard your Director, Cheryl Robinson, sing a solo. I never knew she had such a beautiful voice and myself & my guests enjoyed the whole concert very much. I always love hearing your solos and Cynthia & Harriett's solos as well. I especially love how the group always sings songs that everyone is familiar with. Also, just to let you know, I invited 18 friends for Sunday's concert, and out of those 18, only 8 of us actually were able to attend. Most of those I invited were going out of town. I also announced it to our President of the Sunshine Social Club so she could announce it to our other club members. Anyway, please tell Cheryl how much my friends & I all enjoyed her singing & hope she will sing more often. I look forward to attending the 4th of July concert, and hope to bring more friends in the future. I use to march in the 4th of July parade in Flagler Beach with our Flagler Beach Yacht Club, but after a few years of marching in the terribly hot sun and hot afternoon picnics. I decided to attend your patriotic concerts and never looked back. Now I look forward to celebrating my Independence Day inside a cool church and enjoying the beautiful music of the Choral Arts Society. God bless you all for bringing so much enjoyment to others through music.

Yours truly,
Carol Caso



GIFT FORM

Please make your check payable to: Choral Arts Society,
PO Box 351061, Palm Coast, FL 32135-1061

Name: Doroth & David Zygnek

Address: 48 Cortes ct

City, St, Zip: Palm Coast FL 32137

Phone: 914-299-3137

Email: DeZyg5@AOL.com

CAS is a non-profit, tax-exempt community service organization chartered by the State of Florida. Contributions are tax-deductible as allowed by law. SC10234
A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling tool-free 800-435-7352 within the state.
Registration does not imply endorsement, approval or recommendation by the State.

We enjoyed your concert on 12/1 as we did last year. Keep up the good work!

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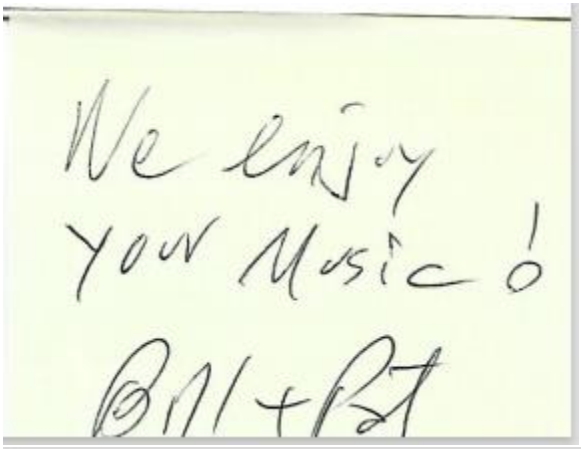

To The Choral Arts Society,

Please accept this donation in memory of my sister

Ruth Morrissey

Singing with you brought great joy to her life.

Norma Hempe

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GIVING FORM

To make a tax-free donation to the CAS, please complete the form below, tear off this panel, and mail it along with a check payable to the "Choral Arts Society":

Choral Arts Society
PO Box 351061
Palm Coast FL 32135

#135

Levels of Support

Grand Sponsor	$1,000 +
Director's Circle	$500-$999
Angel	$250-$499
Benefactor	$100-$249
Patron	$ 50-$ 99
Friend	$ 25-$ 49

$100 + 35 as always!

Name Terry Mewshaw

Address 2356 Dunbar Lane

City, Zip Falls Church, VA 22046

Phone 703 534 4176

Email TMAMCA@gmail.com

A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll-free 800-435-7352 within the state. Registr does not imply endorsement, approva recommendation by the State.

The Choral Arts Society is a non-prof exempt community service organi chartered by the State of Fl Contributions are tax-deductible as al by law. SC10234

Still proud - hope all well!
Jerry

Gratitu



Elizabeth Mazzeo
196 London Dr.
Palm Coast, FL 32137-9757

S

Cheryl,
I am trying to adjust my Dec, schedule to get to the Concert Dec. 1. I enjoy your Concerts so much - it's worth delaying my trip to Marco Island. my best to you + your group -
Elizabeth



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CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* MEW

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* MEW

B. Requestor must be based in the City of Palm Coast. *Acknowledged* MEW

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* MEW

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* MEW

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* MEW

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* MEW

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* MEW

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* MEW

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* MEW

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* MEW

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* MEW

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* MEW

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged MEW

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* MEW

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* MEW

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* MEW

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* MEW

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* MEW

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* MEW

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* MEW

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged MEW

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C. The Request for Reimbursement of Funds Form **must** include:

1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* MEW

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* MEW

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments. *Acknowledged* DS MEW

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS MEW

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

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Please provide the following information:

ORGANIZATION NAME (REQUESTOR): City Lites Inc.

STREET ADDRESS: 52 Woodfield Dr

CITY, STATE, ZIP CODE: Palm Coast FL 32164

CONTACT PERSON: Meshella Woods or James Sims

PHONE 904-993-9613 or 347-495-9621 EMAIL meshella.woods@citylitesinc.org

---

PROGRAM NAME: Motown and Mo' 2021 Christmas Show

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? Approx. 30

TOTAL PROGRAM COST: $16,530

AMOUNT REQUESTED: $3,000

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: X NO _____ YES

IF YES, GRANT AMOUNT_____ FINAL PROGRAM COST: _____

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Meshella E. Woods
527DC8AC5CF0422...
Signature (Authorized Representative)

Meshella E. Woods
Print Name

Marketing and Promotions Director
Title

Aug 13, 2021 | 1:28 AM EDT
Date

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SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

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SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

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ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



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MUSIC IN THE PARK



Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

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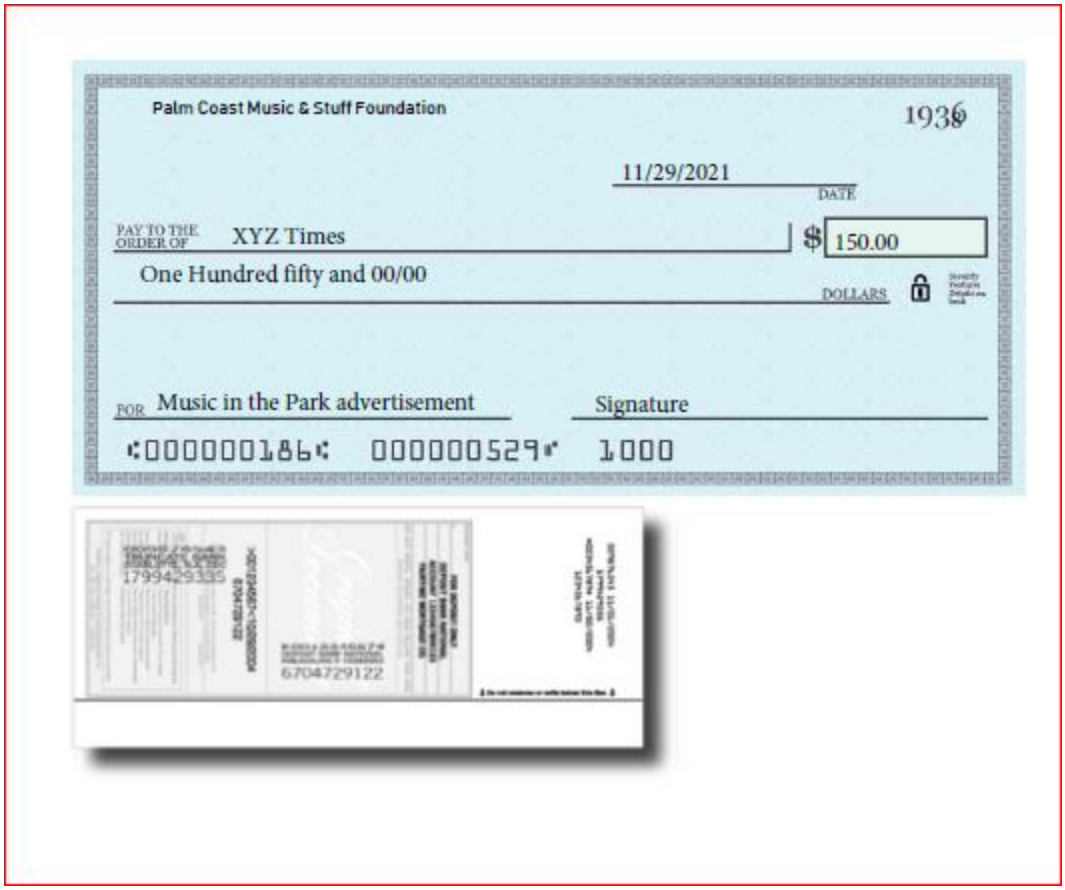



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123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

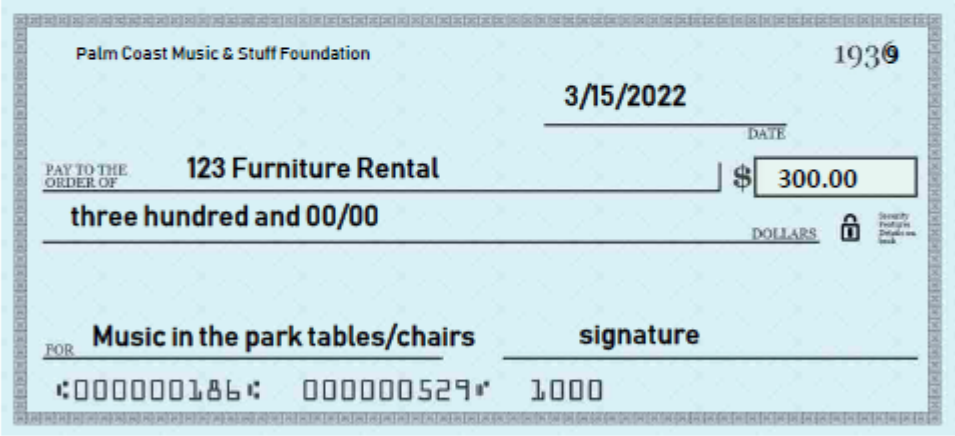
RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939





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RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a_____

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _X_ No_____ Exception Comment n/a_____

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_____X_____ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments -

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August 11, 2021

City of Palm Coast
Attn: Rose Conceicao, Contract Coordinator
160 Lake Ave
Palm Coast FL 32164

Re: Palm Coast Cultural Arts Grant

City Lites Inc is a non-profit, charitable organization that produces various musical and dramatic performances annually, as fundraisers, to provide scholarships for college-bound youth for the past ten years. City Lites Inc carried on the traditional Motown program started by the late Carlos Ann Butler in the the public schools during the late 1990s and has broadened it to reach a wide audience. We provide opportunities for community volunteerism and student education through cultural arts performance in Palm Coast and surrounding communities. Our organization's continuing success has been in part through the support of the Flagler Auditorium, Dennis Fitzgerald Performing Arts Center. On December 17 and 18, 2021 City Lites will perform a 2021 Motown and Mo' Christmas Show. We anticipate an attendance totaling more than 700.

Our program volunteers are a diverse group of people from varied backgrounds, ethnicities and ages. There are limited opportunities in the area for performances of the type that we provide and we need more. The community of Flagler county has always come out and fully supported our performances, which indicates the interest and need for more diverse entertainment offerings in our county. City Lites has been a vital resource in the community, providing arts education opportunities and growth experiences to youth, promoting volunteerism for youth and seniors alike, bringing diverse cultural arts entertainment to our area, which serves as a vital source of community building. Families and individuals who are residents and visitors to our area all benefit from our performances. Many of our out-of-town audience plan their return trip a year in advance to see our performances.. City Lites supports the Flagler Palm Coast School of Performing Arts programs providing an opportunity for youth to have a theatrical experience and hone their craft in lighting, staging and other performance support. The scholarships provided have aided youth in their college financial need.

The City of Palm Coast's financial assistance, if awarded, will be used to enhance promotion and marketing of the program, purchase needed costume accessories, stage props and cover some printing expenses. The funding is essential for development of the program because our volunteers donate their personal funds in order for the organization to meet its obligations. Although we have been able to exist, it places an undue burden on those who volunteer their time and resources to make the show a success. Since the pandemic we have been unable to do our normal fundraising. The grant funds will allow us to eliminate some of those our program costs and also extend our reach in marketing and promotion of the program to ensure ticket sales. Proceeds from the event will go toward scholarships after expenses. Therefore financial support will allow more funds to be allocated toward our next fiscal year scholarships to Palm Coast youth.

In Flagler County, the arts have been a powerful resource providing a social and cultural benefit that builds community and economic growth. The county is growing rapidly in its development and support of the arts and humanities. City Lites, Inc. has been an integral part of that growth providing a significant impact in our community and our schools.

James L. Sims,
President
City Lites, Inc.
A non-profit federal tax exempt corporation via section 501(c)(3)

52 Woodfield Drive | Palm Coast Fla. 32164 | 386-447-8461

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 02 2013

CITY LITES INC
C/O IRVING ROBINSON
79 WESTBURY LANE
PALM COAST, FL 32164

Employer Identification Number:
26-1786129
DLN:
17053213302002
Contact Person:
DANIEL RENNER ID# 31697
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
July 25, 2012
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

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City Lites, Inc.
26-1786129

City Lites 2021 Motown and Mo' Christmas Show
January 1 - December 31, 2021

	Total Org Budget	Total Prog Budget		Grant Request
Income				
Admissions Fees		$17,500		
Contributions from individuals	500			
Membership Income	1,200			
Donations (Belk charity)	50			
Producer Loans		500		
Playbill Ads		3,500		
DVD sales		630		
Grant				$3,000
	$1,750	$22,130	+	$3,000

Grand Total Income $26,880 **Program Total Income $25,130**

Expenses				
Venue Space Rental and technical assist (Flagler Auditorium)		$6,000		
Rehearsal Space Rental (AACS)		800		
Equipment Storage	$1,200			
Equipment rental and Maintenance		1,800		
Business and Administrative fees	900			
Marketing and Advertising		900		800
Professional fees	350			
Bookkeeping and Office Supplies/Subscriptions	800			
Printing		380		1,200
Photographer/Graphic Art.		550		
Videography Expenses		500		
Liability Insurance	500			
Meeting Expense	300			
Producer returns		600		
Costumes, Make-up Accessories and Props		2,000		1,000
Scholarships	6,000			
	$10,050	$13,530	+	$3,000

Grand Total Expenses $26,880 **Program Total Expenses $16,530**

Note: City Lites, Inc. has not been able to perform or fund raise due to the pandemic. Therefore they do not have the normal expenses projected in the budget. This event will be the first since their last event held in February of 2020.

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City Lites Board of Directors

Jimmy Sims, President
52 Woodfield Dr., Palm Coast FL 32164

Dr. Irving Robinson, Vice President
79 Westbury Ln, Palm Coast FL 32164

Barbara Jackson, Recording Secretary
31 Wasserman Dr., Palm Coast FL 32164

William Jones, Treasurer
25 Woodworth Dr., Palm Coast FL 32164

Eileen Hopson, Correspondence Secretary
68 Wheeling Ln., Palm Coast FL 32164

Charleen Nixon, Financial Secretary
18 Prince Eric Ln,, Palm Coast FL 32164

Meshella Woods, Publicity and Marketing
67 Price Ln., Palm Coast 32164

Margaret Young-James, Ways and Means
2 Washington Pl., Palm Coast FL 32164

Luci Gillis, Talent Director
631 Washington St., Daytona Beach, FL 32114

Ronald Ambrose, Sargent of Arms
23 Flemington Ln., Palm Coast FL 32137

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Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than $50,000 fall into this category.

Tax Year 2019 Form 990-N (e-Postcard)

Tax Period:
2019 (01/01/2019 - 12/31/2019)

EIN:
26-1786129

Legal Name (Doing Business as):
City Lites Inc

Mailing Address:
PO Box 352942
Palm Coast, FL 32135
United States

Principal Officer's Name and Address:
James Sims

PO Box 352942
Palm Coast, FL 32135
United States

Gross receipts not greater than:
$50,000

Organization has terminated:
No

Website URL:

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palmcoastobserver.com

PalmCoastObserver.com



Motown show comes home to Flagler for 15th show

By: Observer Staff | Staff

Oct. 13, 2012

Read more

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Picasa 3.0

Veteran performer Donna Decina will turn back time with the Motown vocals.

Showtimes: Oct. 18, 19

Artists who have graced the stage for the performances of Motown & Mo' are the Temptations, Patti LaBelle, Marvin Gaye, Aretha Franklin, Barry White, Whitney Houston, and others.

daytonatimes.com

SHARE THIS →

"I've been in the show since the original Motown," said Donna Decina. "I've been there since Day 1, and I love it.

"I don't look at the walls anymore. I look at the people's faces," she said emphatically. "And, I think what works with us is that we start with prayer and end with prayer.

"Every year, I wear more shinier outfits," she added.

After 10 seasons as director, the show's creator – the late Carlos Ann Butler – retired.

Motown & Mo' switched hands and became a City Lites production.

But, in April 2016, Carlos presented "Reunited," the Motown reunion, bringing the original cast to the stage.

Carlos unexpectedly passed away Sept. 18, 2016.

She introduced the performances the performances in 1998, just like the throwbacks of yesteryears when New

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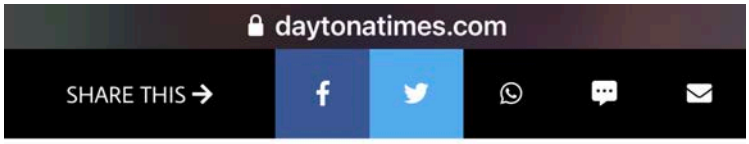


Alston joins cast

Interviewing a Motown newcomer, I asked:

"Give me your name."

"My name is Isaiah Alston."

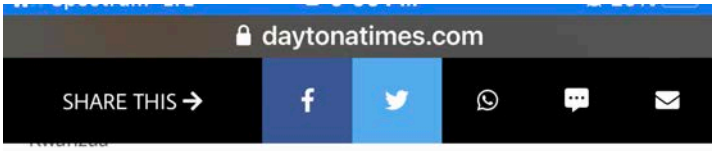
"Do you have a famous dad?"

"Yes. My father's name is Stanley Alston."

"Is this your first year on board with Motown?"

"Yes," he answered. "I did a Christmas show and a spring show with my friend, Luci Gillis, when we were in "A Taste of Broadway."' Luci then inquired whether he would have an interest in trying out for Motown & Mo,' wherein Isaiah's reply was in the affirmative.

"And everything else is part of the stage performance," Isaiah added, "the music and trying to work on the steps."



Memorable moments will gain energy and lyrical insight with a cast flaunting the stuff that Motown & Mo' is known for.

The best of Motown includes R&B, doo-wop, hip hop and jazz.

It's a showstopper for performances at Flagler Auditorium and among the year's highest achievements to arrive on the sound stage of the auditorium.

The show has gotten rave reviews from the community.

Some of the commentators announcing the smash hits have been Cynthia Black, Stacy Simpson, Donna Gray Banks, Jarred Armstrong and the late Willard Anderson.

I caught up with the cast in production at the Columbia Club, where new and veteran performers were turning back time with the Motown vocals and beyond.

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Don't miss this show, which will journey through time, Oct. 18, 7 p.m.; and Oct. 19, 5 p.m. The group rate for a 10-person minimum is $20 per person.

The ticket price is $25.

The tickets can be purchased at Flagler Auditorium's box office, 5500 East Highway 100, Palm Coast, or call 386-437-7547, or toll-free, 1-866-352-4537.

Remember that Motown & Mo' is a non-profit scholarship fundraiser.



Cast warming up for Flagler's next 'Motown' show

By Danielle Anderson Correspondent

Posted Oct 6, 2015 at 11:41 AM

Updated Oct 6, 2015 at 11:56 AM



Charlene Adams, Berdine Andrews and Chenita Johnson ... ▲

Launching into "Jimmy Mack," the energy of Berdine Andrews flows thorough the microphone during a recent rehearsal as Charlene Adams and Chenita

google.com

news-journalonline.com

News Sports

Charlene Adams, Berdine Andrews and Chenita Johnson ... ▲

Launching into "Jimmy Mack," the energy of Berdine Andrews flows thorough the microphone during a recent rehearsal as Charlene Adams and Chenita Johnson run through the choreographed steps behind her while the audience claps in sync.

"I truly love to dance and they've given me the opportunity to be the lead this year," said Andrews. "My confidence level has built up; I guess that's why they gave me a lead."

Andrews, Adams and Johnson are all part of the City Lites troupe that has been preparing for the 16th season of "Motown and Mo'," with shows set for Oct. 16-17 at the Flagler Auditorium.

Jimmy Sims, the troupe's director and president, said members really look forward to performing in the annual show.

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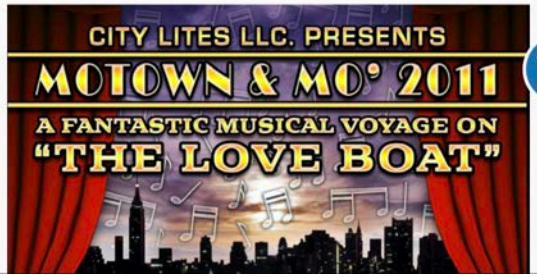
ormondbeach.org

City Lites presents "Mo Town & Mo"

Saturday, October 22, 2011
Don't miss City Lites presents "Mo Town & Mo", music of Motown, Soul, R&B at the Ormond Beach Performing Arts Center. Get your tickets in advance; this show is always a hit!

Date:	October 22, 2011
Time:	2:00 PM-4:00 PM
Time Details:	3 shows! 10/21- 7pm, 10/22- 2pm and 7pm.
Location:	Ormond Beach Performing Arts Center View Facility
Address:	399 N. US Highway 1 Ormond Beach, FL 32174
Contact:	386-793-5208
Cost:	$20 advance tickets
Link:	View flyer



nextdoor.com

nextdoor Sign in

Florida / Palm Coast / Palm Coast Events / City Lites Inc. presents Motown and Mo' a holiday celebration



City Lites Inc. presents Motown and Mo' a holiday celebration

Fri, Dec 1, 2017, 7:00 PM
Flagler Auditorium

Going? 2 Going · 4 Maybe

Event details

City Lites Motown and Mo' is a non-profit organization that provides scholarships for Flagler County high school students who pursue a career in the Arts. Tickets are now on sale at the Flagler Auditorium in Palm Coast. Purchase

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news-journalonline.com

FHN Michael Jackson - MJ and Eri TURN RADIO ON

News Sports Entertainment

Motown and Mo' gives back to local schools



BUY HIDE CAPTION

Michael Wyatt leads the entire cast through a cover of Kool & the Gang's "Celebration" to start the show. - News-Journal/PATRICK APPOLONIA

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It was an experience that probably would have pleased legendary Motown founder Berry Gordy as the local nonprofit organization City Lites delivered a two-day, three-show "Motown and Mo' " weekend at Flagler Auditorium.

It was an experience that probably would have pleased legendary Motown founder Berry Gordy as the local nonprofit organization City Lites delivered a two-day, three-show "Motown and Mo' " weekend at Flagler Auditorium.

Called "Drifting on a Memory," the weekend performances marked the first time that the show, now in its 15th year, was performed in Flagler County, a special and significant move for the group.

"This show is a bit more special than all of the preceding ones because we are home," Dr. Irving Robinson, president of City Lites, said in a written statement.

Perhaps even more special was that all proceeds from



Perhaps even more special was that all proceeds from the event will be used to fund two annual college scholarships for local high school students — one from Flagler Palm Coast High School and another from Matanzas – who are interested in the performing arts.

The show itself featured the sort of high-octane performances that any audience might expect from the likes of Motown icons such as the Temptations and Smokey Robinson and the Miracles as cast members of all ages took on the roles of these performers and several others.

Perhaps the most entertaining act of the night, judging from audience reaction, was cast member Michael Wyatt's interpretation of Michael Jackson performing "Billie Jean," complete with flashy dance moves that included Jackson's trademark "moonwalk."

It wasn't only Motown that carried the show as performers also took on more contemporary songs such as Adele's "Rolling in the Deep" and classics from other genres such as "It's Not Unusual" and "Burning Love."

Taboola Feed

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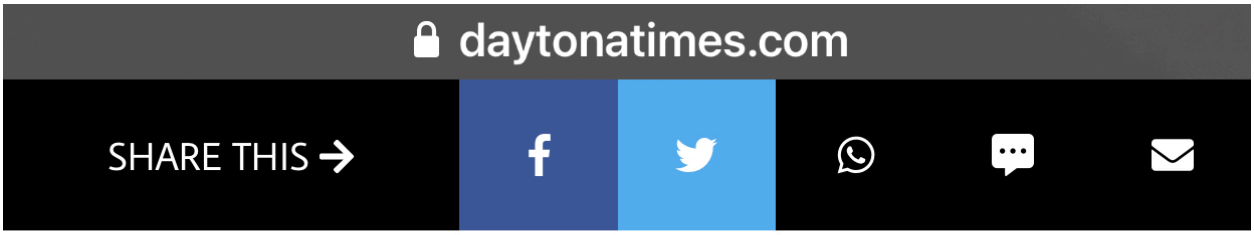

In a 2017 interview regarding the cast, James L. Sims, director and City Lites president, said, "They work hard. They are local people that you see every day at the post office, the doctor's office, at Walmart. We walk among you, but we all come together for a common cause to support children."

City Lites, Inc., a 501 (c) (3) non-profit organization, awards scholarships to graduating seniors transitioning into college and pursuing careers in the performing arts.

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2019 and 2021 Scholarship Recipients

Zanah Banks



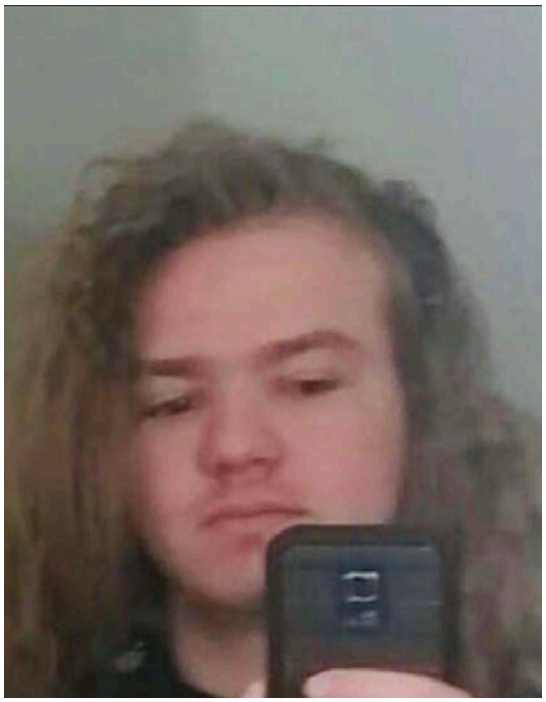
Leah Sanaa Simpson



Nia Maria Felton



Dane Montell



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Maya Felton



Shaunte White



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Marketing and Promotion Plan

We will market via a variety of print, online and traditional methods with flyers, posters, letters, email lists (targeting new and past attendees), public service announcements on commercial radio and on PBS radio and TV, press releases, paid media ads and phone calls. Paid newspaper, radio spots, and social media ads will be utilized. Also, promotions via organization newsletters, our website, Eventbrite and Facebook events pages as well as our organization page will advertise the event.

Direct contact with churches, schools, local organizations and governments will be made to encourage support, participation and assistance in spreading the word that our program is back. Volunteers and participants involved with the program will be asked to reach out by word of mouth and other methods to bring in ticket sales. In addition we participate in the Belk Charity event where we are able to approach a large potential audience in the Palm Coast community with advertising along with a fundraising opportunity. We hope to expand on that opportunity this year.

There will be a concerted effort to attract African American residents from underserved communities and to involve local families as well as students at the university level and young adults. Our program tends to attract a mainly white baby-boomer demographic, yet a survey indicates there is an interest in the programming by a wide variety of people; both baby boomers of any ethnicity and younger people who have discovered that much of their music was drawn from the 1960s and 1970s great musicians of the time.

Although a large percentage of audience participants are white, we do attract a diverse community following, which we will continue to seek in order to promote diversity, community and a better understanding of the musical history, culture and people of the African Diaspora (as well as those from other backgrounds who were well-known in the music industry of the time).

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CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* DE

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* DE

B. Requestor must be based in the City of Palm Coast. *Acknowledged* DE

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* DE

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* DE

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* DE

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* DE

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* DE

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* DE

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* DE

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* DE

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* DE

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* DE

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged DE

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* DE

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* DE

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* DE

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* DE

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* DE

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* DE

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* DE

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged DE

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C. The Request for Reimbursement of Funds Form **must** include:

1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* DS DE

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* DE

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments. *Acknowledged* DS DE

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS DE

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

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Please provide the following information:

ORGANIZATION NAME (REQUESTOR): City Repertory Theatre, Inc.

STREET ADDRESS: 160 Cypress Point Pkwy.

CITY, STATE, ZIP CODE: Palm Coast, FL 32137

CONTACT PERSON: Diane Ellertsen/Jerry Lapidus

PHONE 386-264-1460/386-871-4223 EMAIL dancechef@gmail.co,

PROGRAM NAME: 2021-2022 Season

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? 10

TOTAL PROGRAM COST: 29,100.00

AMOUNT REQUESTED: 11,600.00

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: _____NO ___X___ YES

IF YES, GRANT AMOUNT 2636.00 FINAL PROGRAM COST: 29,100.00

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Diane Ellertsen
1219A8B95A2D405...
Signature (Authorized Representative)

Diane Ellertsen
Print Name

Admin. Exec.
Title

Aug 10, 2021 | 2:34 PM EDT
Date

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SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

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SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation	Music in the Park
Grantee Organization Name	Program Funded
John Doe	4/1/2022
Signature of Authorized Representative	Program Date
John Doe	President
Print Name of Authorized Representative	Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

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ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



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MUSIC IN THE PARK



Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

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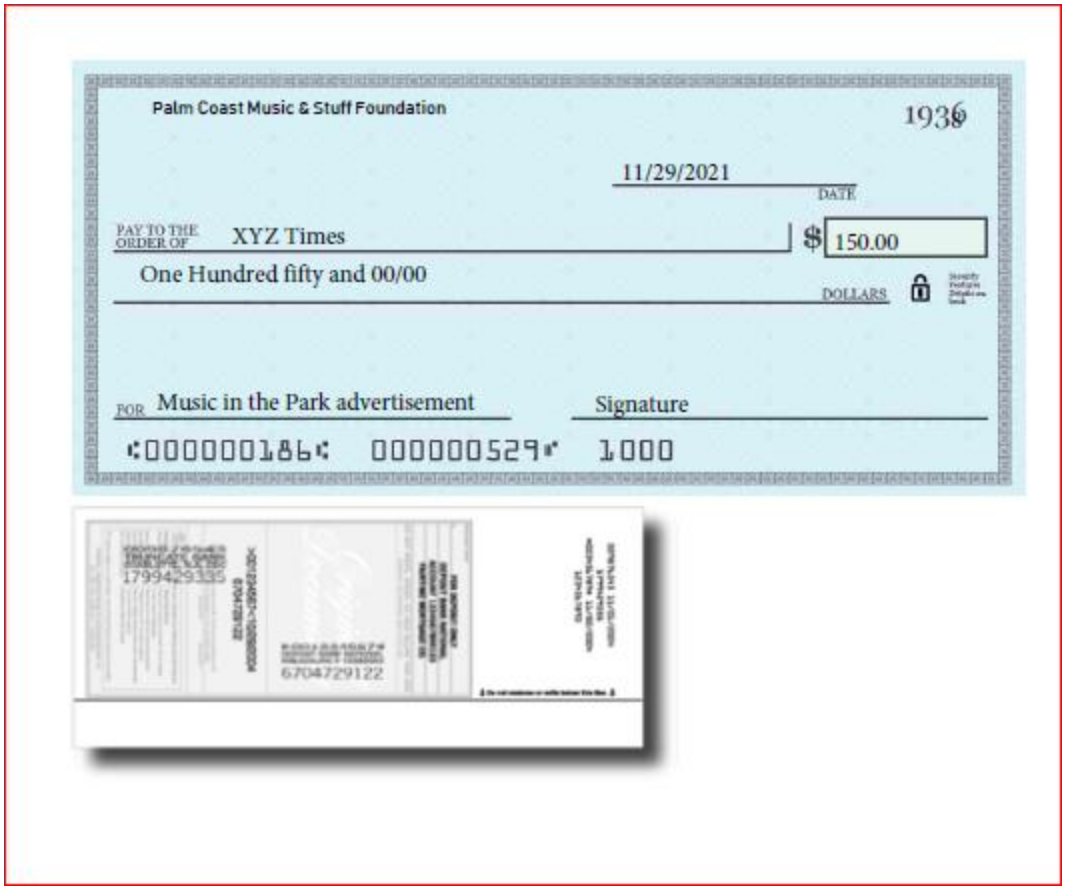



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123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

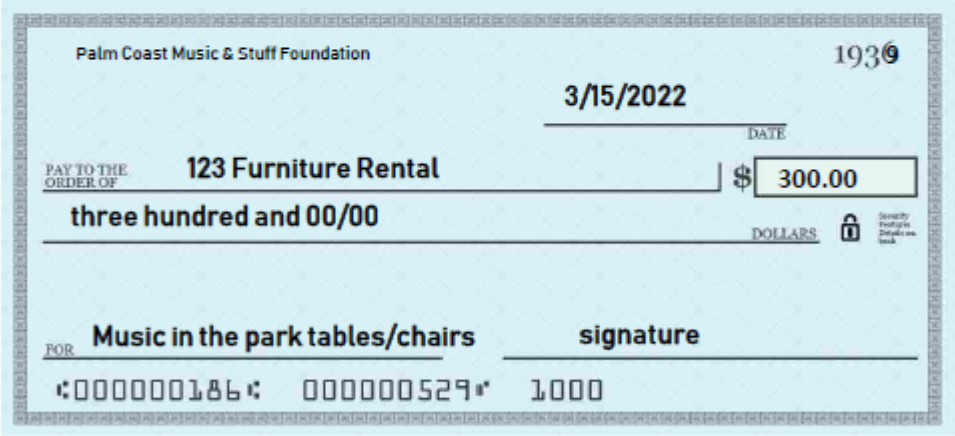
RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939





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RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a_____

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _X_ No_____ Exception Comment n/a_____

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_____X_____ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments -

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August 8th, 2021

City Repertory Theatre, Inc.
160 Cypress Point Pkwy
Suite B207
Palm Coast, FL 32164

Director
Palm Coast Parks and Recreation Department
305 Palm Cost Parkway NE
Palm Coast, Florida 32137

Re: Cultural Arts Financial Assistance Grant application

Please accept the attached materials as our request for Cultural Arts Financial Assistance from the City of Palm Coast.

If you need to speak to me directly, please feel free to contact me, at any time, at 386-264-1448.

Thank you for your consideration,

Sincerely,
John Sbordone
John Sbordone
Artistic Director
City Repertory Theatre, Inc.

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 29 2012

CITY REPERTORY THEATRE INC
C/O JOHN SBORDONE
2 ROLLING PLACE
PALM COAST, FL 32164

Employer Identification Number:
32-0347348
DLN:
17053212355002
Contact Person:
RENEE RAILEY NORTON ID# 31172
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
June 20, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Holly O. Paz
Director, Exempt Organizations

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PALM COAST
Find Your Florida

City of Palm Coast
Cultural Arts Financial Assistance Grant
Budget Worksheet

Organization Name	City Repertory Theatre
Federal ID Number (FEIN)	32-0347348
Fiscal Year End	30-Dec
Program Name:	2021-2022 Season

	Budget of Program Being Considered for Funding	Eligible Items to be Considered for Funding	Organization Fiscal Year Budget
Income			
Government Grants	$ 5,000.00	$ 3,000.00	$ 5,000.00
Foundation and Corporate Grants	$ 1,000.00		$ 1,000.00
Admission Fees	$ 40,000.00		$ 40,000.00
Contributions from Individuals	$ 500.00		$ 500.00
Membership Income			
Fundraising/Sponsorships	$ 1,100.00		$ 1,100.00
Earned Income			
Interest Income			
Other Income			
Total Income	$ 47,600.00	$ 3,000.00	$ 47,600.00
Personnel Expenses			
Salaries and Wages			
Professional Development			
Employee Benefits and Taxes			
Total Personnel Costs			
Operating Expenses			
Rent/Mortgage			$ 13,200.00
Utility Expenses (Water, Phone, Internet, etc)			$ 2,100.00
Office Equipment Rental & Maintenance	$ 2,000.00		$ 2,000.00
Awards, Scholarships			$ 500.00
Fundraising/Development Expenses			$ 500.00
Insurance Expenses			$ 2,000.00
Marketing/Advertising	$ 4,400.00	$ 4,400.00	$ 4,400.00
Professional Fees/Directors & Music Directors	$ 5,500.00		$ 5,500.00
Supplies and Maintenance/Sets & Costumes	$ 3,500.00		$ 3,500.00
Postage and Delivery			$ 200.00
Travel Expense			
Bank and Credit Card Fees	$ 600.00		$ 600.00
Ticketing fees	$ 1,300.00		$ 1,300.00
Rights, Royalties & Scripts	$ 7,200.00	$ 7,200.00	$ 7,200.00
Printing (posters/programs)	$ 2,100.00		$ 2,100.00
Miscellaneous Expenses	$ 2,500.00		$ 2,500.00
Total Operational Costs	$ 29,100.00	$ 11,600.00	$ 47,600.00
Total Expenses	$ 29,100.00	$ 11,600.00	$ 47,600.00

City Repertory Theatre, Inc.
160 Cypress Point Pkwy
Suite B206
Palm Coast, FL 32164

CRT BOARD OF DIRECTORS

Name	Title	Additional responsibilities	address	City	St	Zip	Outside Affiliations
Julia Davidson Truilo	Board President	Performer, Music Director, Public Relations	307 John Anderson Dr.	Ormond Beach	FL	32176	Executive Director, Ormond Beach MainStreet
John Sbordone	Artistic Director	Head of Production	315 S. 3rd St.	Flagler Beach	FL	32136	Educational Theatre Assoc., Palm Coast Arts Foundation, Flagler County Art League
Diane Ellertsen	Director	Choreographer, House & Financial Management	19 Cunningham Lane	Palm Coast	FL	32137	Dance Instructor, Flagler Palm Coast High School; Manager, Mezzaluna Restaurant
Jerry Lapidus	Director	Stage Management, Public Relations & Grants	52 Appaloosa Lane	Ormond Beach	FL	32174	Southeastern Theatre Conference, Democratic Executive Committee
Margaret DiCianni	Director	Box Office Manager, Assistant House Manager	1250 S. Flagler Ave	Flagler Beach	FL	32136	Professional dancer, choreographer and dance instructor

CRT

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DocuSign Envelope ID: A1BD7156-D319-4ED2-A5CA-410A348F092C

Dear Friend,

After six years of bringing the Flagler Playhouse to its highest point, Diane Ellertsen and John Sbordone founded a new theatre, **City Repertory Theatre Inc.**, to fill an important function in the life of Flagler County.

OUR MISSION:

We establish a new theatre, unique in our community, to offer alternative entertainment; our plays and programs are intended to provoke the mind and the spirit, while providing excellent opportunities for serious actors to pursue their art. Further, we will explore new ideas in the community and create a forum for discussion. Our workshops will give students access to intensive training. And finally, we wish to generate an atmosphere for possibilities.

Surrounding themselves with a hard working and visionary Board of Directors,
CRT has already brought a most successful Poetry Clash to the County. This was followed by a student oriented workshop on Shakespeare culminating in an acclaimed, triumphant production of **Rockabilliewillie.**

In October, 2011 **City Repertory Theatre** officially opened with **The Laramie Project,** lauded as bringing a piece of New York City's Soho and Paris's Left Bank to Palm Coast.

CREATIVITY IS ALLOWING YOURSELF TO MAKE MISTAKES - ART IS KNOWING WHICH ONES TO KEEP

DIANE/JOHN

CO-FOUNDERS

With over 325 productions in academic, professional and community theatre, **John Sbordone** served as Director of Theatre and Head of Arts at the University of Maine, The Taft School and Wilbraham & Monson Academy, in addition to six years as Artistic Director for the Flagler Playhouse.

With a BFA in Dance from Boston Conservatory of Music and countless community theatre productions under her belt, **Diane Ellertsen** co-founded **Theater Loft** in Boston, MA. Diane worked as President and Choreographer for the Flagler Playhouse for four years in addition to running the Dance Dept. and overseeing the Pirate Theater at Matanzas High School last year.

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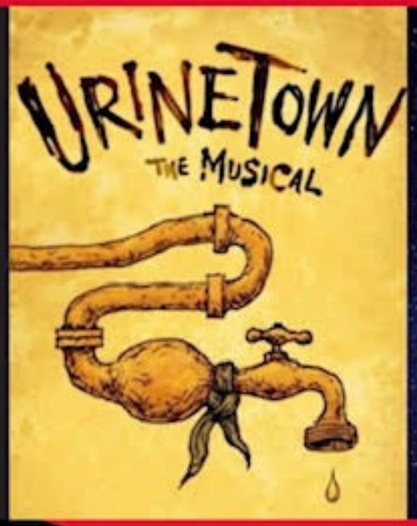
2021-2022 SEASON

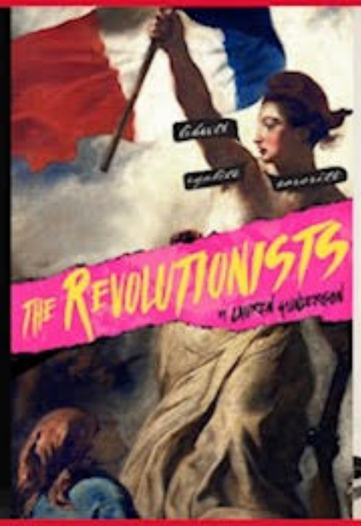
CITY REPERTORY THEATRE













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IRS

Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** CITY REPERTORY THEATRE INC
- **EIN:** 320347348
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520211864784735
- **Filing Status Date:** 07-05-2021
- **Filing Status:** Pending

MANAGE FORM 990-N SUBMISSIONS

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Elena Silva Cunningham reviewed City Repertory Theatre — 5 stars

September 26, 2014 ·

Just saw "Avenue Q". What a wonderful way to spend the evening! This show is fun, irreverent, laugh-out-loud funny, touching, bawdy and the puppets seem like real people after a while. The actors are all amazing for not only remembering all those lines, but also for learning all the intricate movements of their puppet characters. Do not miss this show! Get your tickets now before it sells out! You will love it!



Garrett Marinconz recommends City Repertory Theatre.

April 11 ·

Amazing little theatre in the heart of our hometown!



Beau Wade recommends City Repertory Theatre.

May 20 ·

This is one of the best places to see authentic, thought provoking, challenging shows in all of Northeast and Central Florida. If you love to see good theatre, come here. If you love to perform, this is the theatre you want to work at.

Larisa Palazzolo recommends City Repertory Theatre.

February 26 ·

Wonderful job cast and crew! I arranged a field trip up to see your Sunday performance with a small group of my high school students and their parents. We just happened to be reading Taming of the Shrew this year. Thank you all for making their first exposure to a live performance of Shakespeare fun and engaging!! It was long drive for us from Port St Lucie and Stuart... but it was worth it!!



Pam Richardson reviewed City Repertory Theatre — 5 stars

June 15, 2018 ·

Fabulous local theater and venue. Lot's of new modern shows not the same old stuff. Intimate venue with a community feel, free parking, inexpensive tickets, great directing and interesting shows. I grew up in the theater and this is truly a unique 5 star theater.

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At the auditions for this workshop, John and I acknowledged the use of a contract in order to fully understand the scope of this venture. We have put together the following in order to outline what this workshop is about. Please read it carefully and return to us, signed, at our next session. To put this into perspective, there are 23 sessions before we run the workshop production performance of **THE SKINNY ON THE SKINNY.**

Thank you,
Diane and John

CRT WORKSHOP

I understand that the workshop production is contingent upon the consistent participation and good will of the ensemble.

I understand I am an integral part of the ensemble and I have a responsibility to each of my fellow ensemble members as well as CRT.

I understand I am a vital part of this group and the whole group is vital to the production.

I understand I am committing to three sessions a week beginning June 11th, 2012 and culminating in the workshop productions Thursday, August 2nd and run thru the weekend.

I pledge not to miss more than two sessions over the course of the workshop and to be in attendance for all sessions beginning July 23rd.

By signing below, I accept the CRT Scholarship of $400.00 to participate in **The Skinny on the Skinny** Workshop.

I further understand that this scholarship makes me part of CRT's family and obligates me to participate in some aspect of at least two productions in the 2012/2013 season.

_____ _____
SIGNATURE DATE

_____ _____
SIGNATURE (PARENT/GUARDIAN) DATE

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City Repertory Theatre, Inc.
160 Cypress Point Pkwy. Suite B2006
Palm Coast, FL 32164

1. **Describe the purpose of the organization.**
   We created City Repertory Theatre (CRT)) to be a unique resource to our community, offering alternative entertainment. Playing to no less than forty, per performance, our plays and youth programs are intended to provoke both the mind and the spirit, while providing excellent opportunities for serious actors to pursue their art. Further, we explore new ideas in the community and create a forum for discussion. Our summer workshops give students access to intensive training culminating in public performances. Funding from The City of Palm Coast will be used to offset the royalty costs associated with our season productions.

2. **Describe the program being considered for funding and its purpose.**
   As we have for the past ten years, we will present a challenging program of plays and musicals, combining new, cutting-edge works with familiar classics, always keeping in mind our goals.

The 2021-2022 Season will include:

Lady Day at Emerson's Bar and Grill 9-26 thru 9-26-2021
The time is 1959. The place is a seedy bar in Philadelphia. The audience is about to witness one of Billie Holiday's last performances, given four months before her death. More than a dozen musical numbers are interlaced with salty, often humorous, reminiscences to project a riveting portrait of the lady and her music.

Urinetown 10-22 thru 10-31-2021
A sidesplitting sendup of greed, love, revolution (and musicals!), in a time when water is worth its weight in gold.
***Urinetown* is a hilarious musical satire of the legal system, capitalism, social irresponsibility, populism, bureaucracy, corporate mismanagement, municipal politics and musical theatre itself!**

Hilariously funny and touchingly honest, *Urinetown* provides a fresh perspective on one of America's greatest art forms.

Blithe Spirit 12-2 thru 12-5-2021
The smash comedy hit of the London and Broadway stages, this much-revived classic from the playwright of *Private Lives* offers up fussy, cantankerous novelist Charles Condomine, re-married but haunted (literally) by the ghost of his late first wife, the clever and insistent Elvira who is called up by a visiting happily wacky soothsayer, one Madame Arcati.

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City Repertory Theatre, Inc.
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Wait Until Dark 1-21 thru 1-30-2022
A Broadway hit, this masterfully constructed thriller moves from one moment of suspense to another as it builds toward an electrifying, breath-stopping final scene. WAIT UNTIL DARK is a tense thriller. Playwright Frederick Knott is a master craftsman…This is a first rate shocker,the suspense drama we've long awaited eagerly.

The Revolutionists 3-11 thru 3-20-2022
Greetings from the French Revolution—where heads will roll. When you put former queen Marie Antoinette, assassin Charlotte Corday, playwright Olympe de Gouges, and Caribbean spy Marianne Angelle in a room together, literally ANYTHING can happen—especially big laughs! France's fight for equality and freedom propels itself to modern times with this bold, brave and blisteringly funny new work about feminism, legacy and standing up for one's beliefs. Who runs the world? The jury's still out, but these girls sure as hell changed it.

Waiting for Godot 4-29 thru 5-8-2022
WAITING FOR GODOT revolves around two seemingly homeless men simply waiting for someone—or something to happen. They wait near a tree, they talk. Nothing seems to happen. The result is a comical wordplay of poetry, dreamscapes, and nonsense, which has been interpreted as mankind's inexhaustible search for meaning. One of the great masterpieces of the 20th Century, Samuel Beckett's play is brought to you by Victoria Page, Earl Levine, Beau Wade and Bethany Stillion.
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Dear Friends, ***September, 2020***

We hope you are all well and safe. Many of us, as we are sure you are, are looking forward to the possibilities of our upcoming season. Beau, Angela, Agata, Diane and I have worked to find a way to safely open our 10th year in early October. We will be performing in an outdoor venue to ensure the safety and well being of our patrons and cast. Our good friends at ***The Palm Coast Arts Foundation*** have volunteered their space at Towne Center to assist our efforts.....

Dear Friends ***July, 2021***

WOW!!!! Remember that? With all of the support we received through out the year, we are opening our 11th Season back at CRT'!! We are grateful for the encouragement and perseverance of you: our patrons and the support from The Palm Coast Arts Foundation and Flagler Auditorium. Our casts and crews did double duty transporting costumes, sets, props, lights and more from CRT to THE TENT. And from the tent to the storage area before and after each rehearsal and performance! We value their dedication to our mission and their desire to create art.

A Message from our Artistic Director: May, 2021:

I have been thinking hard over the last week to find an 11th season that meets CRT'S stated mission. That mission includes provoking the mind and the spirit and providing challenging acting vehicles for the dedicated actor/artists who choose to work with us. Over our first 10 seasons we've stayed fairly true to those goals producing groundbreaking plays; we've introduced Shakespeare in the Park and premiered original plays in Florida. We've nurtured the talents of many young actors and watched them grow into serious students of the theatre. We've worked with seasoned professionals and provided them the opportunity to stretch their creative muscles and thrive. I surely think CRT'S first 10 seasons have met the challenges of our mission and succeeded.

Our 11th season, following a devastating year of COVID and isolation, needs to reestablish our goals while providing access to funds so that we may survive financially. I propose the following season that is at once old and new, daring and challenging and continues to provoke the mind and challenge our actors. John Sbordone



We open our season September 17th and once again offer a Season Pass for our upcoming productions: six shows for the price of five @ a cost of $120.00. We hope you will join us as we continue to create for Flagler County and beyond

See you in the theatre, Diane, John and the entire CRT family!

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CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* DS

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* DS

B. Requestor must be based in the City of Palm Coast. *Acknowledged* DS

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* DS

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* DS

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* DS

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* DS

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* DS

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* DS

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* DS

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* DS

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* _____

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* _____

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged _____

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* _____

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* _____

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* _____

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* _____

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* _____

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* _____

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* _____

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged _____

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C. The Request for Reimbursement of Funds Form **must** include:

1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* _____

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* _____

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments.

Acknowledged _____

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged _____

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

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Please provide the following information:

ORGANIZATION NAME (REQUESTOR): Family Matters of Flagler

STREET ADDRESS: 44 Buttermill Drive

CITY, STATE, ZIP CODE: Palm Coast Fl 32137

CONTACT PERSON: Denise Calderwood

PHONE 386-225-3053 EMAIL denise_calderwood@yahoo.com

PROGRAM NAME: Cultural Immersion

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? 0

TOTAL PROGRAM COST: 3600

AMOUNT REQUESTED: 2400

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: _____NO ___X___ YES

IF YES, GRANT AMOUNT 2400 FINAL PROGRAM COST: 3600

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Denise Calderwood
8349C3346090404C...
Signature (Authorized Representative)

Denise L Calderwood
Print Name

Denise Calderwood
Title

Aug 15, 2021 | 5:23 PM EDT
Date

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SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

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SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

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ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



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MUSIC IN THE PARK



Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

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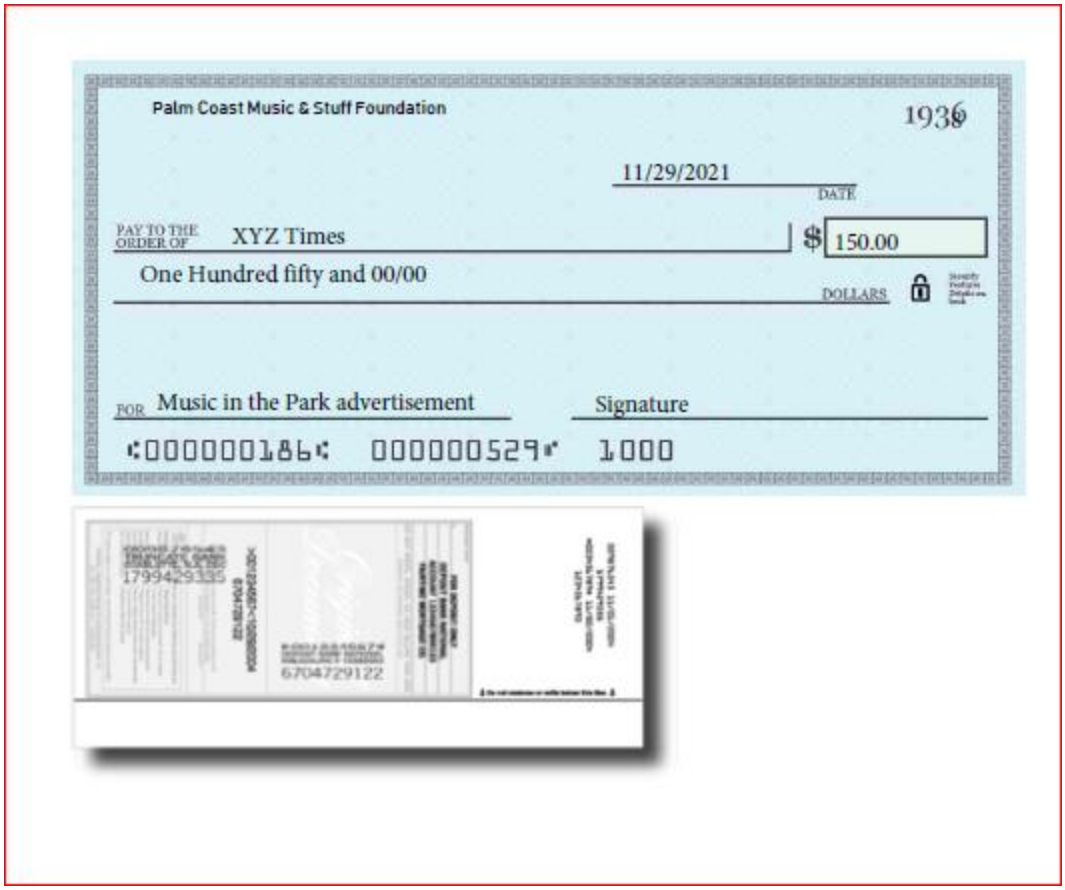



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123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

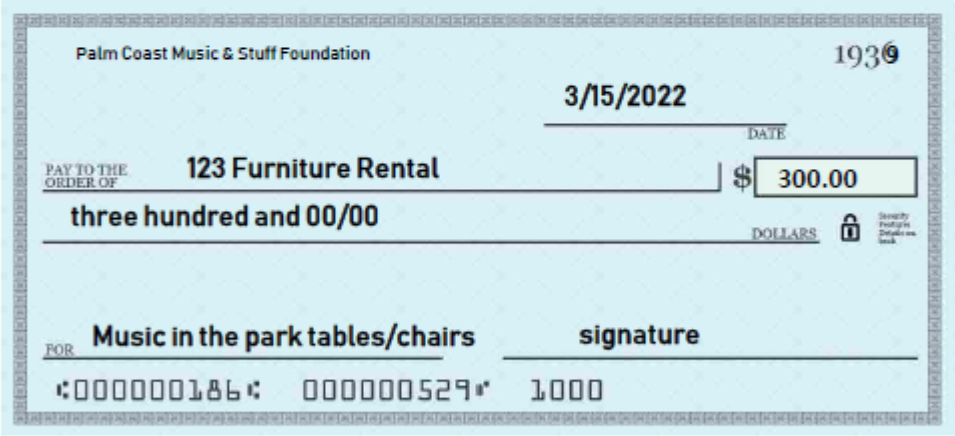
RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939





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RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _____ No_X_ Exception Comment Letter explaining lack of resources

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_X_ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments - Delayed due to computer issues

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Family Matters of Flagler
P.O. Box 351374
Palm Coast, Fl. 32135
www.familymattersofflagler.com
386-225-3053

August 14, 2020

DISREGARD THIS PAGE

Lauren Johnson
160 Lake Avenue
Palm Coast, Fl. 32137

2020 letter added in error

To whom it may concern:

As the founder of Family Matters of Flagler, I am submitting a Request for a Cultural Arts Financial Assistance grant in the amount of $3,000. Our organization understands that it is an 80% contribution and our total event will cost $6,000.

Family Matters of Flagler Inc. is a small, volunteer run not for profit organization. We have a dedicated group of Board members and well over 60 volunteers who assist in our mission of serving the families of Flagler County. Since we are a small agency, we have a small budget, under $10,000 and we have no paid staff. We have several collaborative agreements with signed MOU's that offer our organization in-kind (free) full service office space, with telephone and electric bills being paid by volunteers and we are negotiating to rehire paid, part time staff in a job training program with AARP called Senior Corp of Employment (SCEP) which was suspended due to the pandemic.

Family Matters of Flagler has been in existence since 1998 and we founded several initiatives in our community, with many of them still in operation today. And we are proud to say that in 1999, we assisted the City of Palm Coast when it was first created by helping them establish their first parks and recreation programming by working in partnership to obtain a five year federal juvenile justice delinquency grant for $100,000 a year for five years. This award funded the creation and operation of the Flagler Youth Center.

Family Matters of Flagler is known as a very active advocacy organization and for the last year we have been advocating and providing direct services on behalf of the city's homeless population. We are proud to say that we cleaned up the area behind the library and relocated the

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38 people living there. We aided 13 of them to move out of the area, with five moving out of state, two moving to Jacksonville, four to Volusia County and two to Orlando and the rest remain in Flagler County, with a few of them still residing in tents scattered throughout the city. We actively provide case management, food, transportation and occasionally recreational activities to those affected by homelessness.

In addition, we have been actively educating our elected officials on the need for a dedicated senior center. We sponsor several senior groups and we are currently serving 300 seniors who want to socialize and gather together. Our goal is to provide services on a daily basis in our own facility that has the ability to serve food because our seniors still want to socialize and many are on fixed incomes, so going out to restaurants is a true luxury they can't afford. Twenty eight percent (28%) of our county's population is over 65 and the city has the highest concentration of seniors 90 and above and many of them are still active in community events.

Family Matters is known for their ability to create programs that meet our community's unmet needs and we design the programs with sustainability in mind from the beginning.

Examples of the programs we started are Flagler County Youth Center, Focus on Flagler Youth Coalition, the Palm Coast Historical Society, The African American Cultural Society Third Eye program, and the Flagler Chapter of the Boys and Girls Club. All of these programs are thriving today. We also assisted three times with the start up and fund development of a Flagler County YMCA. However, they are unable to continue to support programming in Flagler County without the County or City's help.

Our current initiatives include a senior employment program where we train and place senior citizens at not for profits or government agencies to upgrade their skills so they can re-enter the workforce.

In addition, we have embarked on our own food journey by acquiring a licensed food truck that we bring to community events to raise funds and to deliver the message that Disenfranchised Populations Matter!

Family Matters is a mobile organization registered in the City of Palm Coast. Our office is a rehabilitated former mobile pet diagnostic lab that we converted and have placed on the road as a mobile office. Attached is a picture of the office when acquired and a new picture of it as it stands now prior to us finding a sponsor which we are actively seeking.

One of the greatest unmet needs we face is transportation. Several of the City's residents are unable to drive so we ventured into the area of transportation and we take trips out of county at least twice a month to visit and partake in cultural events outside of our community. And we actively advertise and participate in the City's Cultural Arts funded program events as well as activities provided at the Palm Coast Community Center.

Please feel free to contact me at 386-225-3053 at any time or by email to discuss our organization and how we can work together to demonstrate to Palm Coast residents that we both care about our community and its Disenfranchised Populations.

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Family Matters of Flagler
P.O. Box 351374
Palm Coast, Fl. 32135
www.familymattersofflagler.com
386-225-3053

Palm Coast Cultural Arts 2021-2022 Application

Cultural Immersion

Family Matters of Flagler with the sponsorship of the City of Palm Coast Cultural Arts program clearly recognized in all print and radio advertisements would like to bring a Cultural Immersion to the Palm Coast Community Center.

It is our mission with this program to educate and bring awareness of the vast cultural experiences that one can have right here in their own backyard. Some of the founders and Board members of Family Matters have lived in Palm Coast since its founding and it has been their combined experiences that have led them to design the Palm Coast Cultural Immersion program.

Palm Coast Cultural Immersion will be a one day training program that immerses participants in the cultural programs offered by the multitude of cultural arts organizations in Palm Coast. Participants will be able to explore the rich cultural history that Palm Coast offers and participants will be taken on a tour around the city to show off the organizations that have brick and mortar facilities, like the African American Cultural Society, the Palm Coast Arts Foundation, the Flagler County Art League and some of its newest art galleries that have opened up around the city. The program will also offer some one act theater performances and art exhibits from organizations that were founded in the city but had to

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relocate out of the city due to the inability to find affordable rental space. Example: The Flagler Playhouse and J.J. Graham of Salvo Art.

The program will highlight the accomplishments of all of the cultural arts organization despite the hurdles that they have each had to overcome to thrive.

Ask anyone who has been involved in the arts if they feel the city of Palm Coast has funded the arts to the proper funding level and if they were honest they would tell you that the amount of money offered is nothing compared to the amount of dollars the city budgets every year for the sports programs: the pool, the golf course, the tennis center, the community center, Holland Park and now, pickleball courts.

The Cultural Immersion program will highlight cities that have successfully integrated sports, arts and even social services together all within the same Parks and Recreation budget. For example, the City of Ormond Beach has several, thriving Sports complexes, including three physical gyms , a beautiful performing arts facility, and two senior centers that serve meals, operating all together with a smaller budget than the City of Palm Coast has currently. Another thriving example is the city of Winter Park, which has three community centers each with their own pools and gyms operating year round with each having active cultural, senior, and youth programming, with most of their activities being provided free of charge. Again both of these cities have a Parks and Recreation Budget smaller than the City of Palm Coast.

The founders and Board of Family Matters are truly grateful for the funds they have received in the past from the city and we look forward to working more closely with the city staff in the future.

We know from past experiences that by offering the Cultural Immersion program we will be able to educate and persuade the city's residents to get more actively engaged in the arts community and for them to embrace the Arts District that has been proposed for Town Center. We know this Cultural Immersion experience will make a difference and we are willing to put the time and effort into showcasing the Arts Community from an outsider's perspective.

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Family Matters of Flagler
P.O. Box 351374
Palm Coast, Fl. 32135
www.familymattersofflagler.com
386-225-3053

August 10, 2021

To whom it may concern:

Family Matters of Flagler Inc. is a small, volunteer run not for profit organization. We have a dedicated group of Board members and well over 60 volunteers who assist in our mission of serving the families of Flagler County. Since we are a small agency, we have a small budget, under $10,000 and we have no paid staff. We have several collaborative agreements with signed MOU's that offer our organization in-kind (free) full service office space, with telephone and electric bills being paid by our volunteers on a rotating basis.

Our Board voted to develop an audit oversight committee that oversees the spending of the budget we have established and as a result, we have not conducted an audit. We do not have the financial resources to pay for a report. The committee, which comprises a member who was formerly a CPA can and will attest that we follow standard accounting principles and that we are in full compliance. Our books are available for review and we bank at Vy-Star Credit Union.

In the past, our organization had received numerous federal and state grants and when we had the funds we always had an audit completed and we were always in full compliance with our funders. We truly hope that you understand the reason we do not have an audit and we hope that you will still consider us for funding.

In the near future, when our financial capacity increases we will at that time obtain a full review of our procedures.

Sincerely,

Denise Calderwood Founder of Family Matters of Flagler

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Board of Directors

President Charlene McDuff

Vice President Adrienne Dolenki

Secretary Denise Calderwood, Founder

Attorney Scott Sellis

Financial Planner:

Grant Writer Joni Cassillas, Small Business Owner

Director Martine Wallenberg

Director Lisa Cancel

Director Connie Perez

Member Jessica Plumley, Homeless Person

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Family Matters of Flagler Inc.

Proposed Art Immersion Budget FY 2021-2022

Proposed Income	
Source -donations from individuals supporters	$ 500
Proposed In Kind - Service	$ 1900
City of Palm Coast Cultural Grant	$ 2400
Proposed Expenses	
rental fee of community center	500
Advertising in local newspapers	425
Postage and mailings	300
Copying and Printing	700
Insurance coverage for one day event	475
Total Expenses:	2,400

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Family writing on RV at City of Palm Coast Public Works 2021 BIG truck event.

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RV parked at the cormer of SR 100 road and Jarozs St on the city owned parcels for three days

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Family particpating at 2021 Palm Coast Chalkfest , drawing our entry for us, in collaboration with a few senior citizens .

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Young and old love to draw on the RV

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 2 4 2015

FAMILY MATTERS OF FLAGLER INC
44 BUTTERMILL DRIVE
PALM COAST, FL 32137-1111

Employer Identification Number:
59-3609711
DLN:
26053661111635
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
September 16, 2015
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

Based on the information you submitted on your application, we approved your request for reinstatement under Section 7 of Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the submission date of your application.

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5437

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CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* LF

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* DS LF

B. Requestor must be based in the City of Palm Coast. *Acknowledged* DS LF

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* DS LF

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* DS LF

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* DS LF

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* DS LF

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* DS LF

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* DS LF

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* DS LF

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* DS LF

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* _____

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* _____

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged _____

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* _____

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* _____

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* _____

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* _____

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* _____

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* _____

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* _____

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged _____

C. The Request for Reimbursement of Funds Form **must** include:

1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* DS IF

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* IF

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments. *Acknowledged* DS IF

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS IF

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

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Please provide the following information:

ORGANIZATION NAME (REQUESTOR): The Flagler Audtiorium Governing Board

STREET ADDRESS: 5500 Hwy 100E

CITY, STATE, ZIP CODE: Palm Coast, Florida 32164

CONTACT PERSON: Amelia Fulmer

PHONE 3864377547 EMAIL FulmerA@flaglerschools.com

PROGRAM NAME: Flagler Auditorium 2021-22 Season

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? 29

TOTAL PROGRAM COST: 401.000

AMOUNT REQUESTED: 3000

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: _____NO ___X___ YES

IF YES, GRANT AMOUNT 2636.00 FINAL PROGRAM COST: 69, 000.00

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Amelia Fulmer
153126040DD3B4C2...
Signature (Authorized Representative)

Amelia Fulmer
Print Name

Director, The Flagler Auditorium
Title

Aug 9, 2021 | 9:02 AM EDT
Date

DocuSign Envelope ID: BE1E98B3-C001-4308-80F1-AFD601B9F56C

SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

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SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

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ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



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MUSIC IN THE PARK



Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

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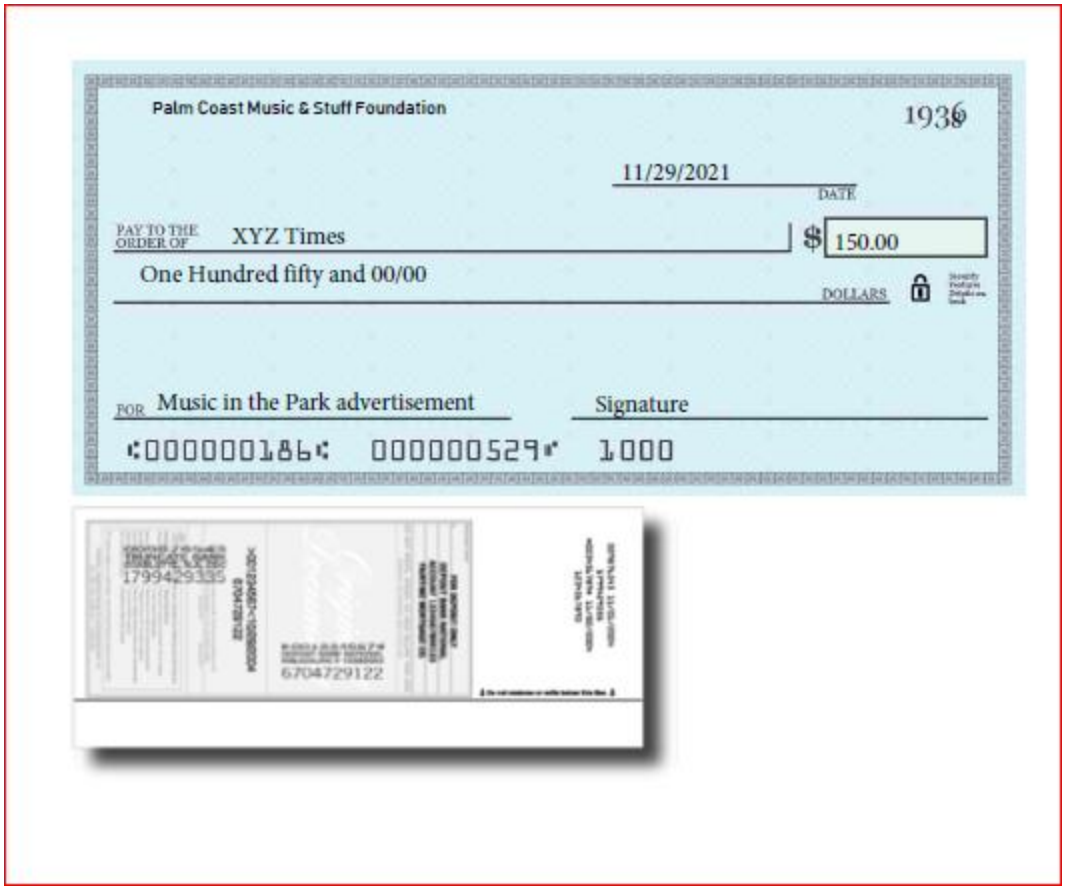



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123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

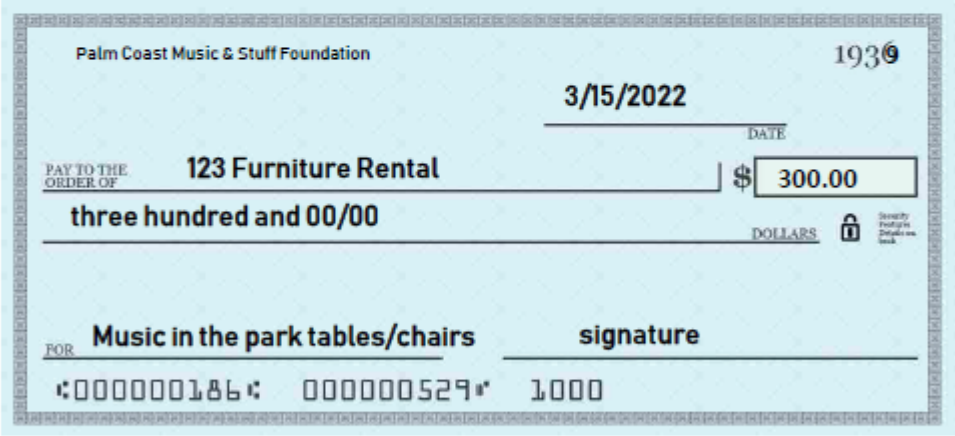
RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939





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RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a_____

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _X_ No_____ Exception Comment n/a_____

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_____X_____ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments -

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City of Palm Coast Parks and Recreation
305 Palm Coast Parkway, NE
Palm Coast, Fl. 32137

August 9, 2021

Dear Parks and Recreation:

The Flagler Auditorium is Flagler County's Premier Performing Arts Center for the community! Offering the latest technology and design, the Auditorium educates, enlightens, enriches, and exposes children and adults to the thrill of quality, live performances. The Flagler Auditorium Governing board is a direct support organization of Flagler County Schools and is a non- profit organization.

The Auditorium was created by a public bond offering to present a state-of-the-art performing arts center, having 1,000 seats and providing a venue for professional, school and community performances. It functions as a host for performing arts and technical theatre classes and is considered a teaching theatre. It offers everything from nationally touring Broadway to cultural programs, big band, family theater, symphonic and celebrity entertainment.

The Auditorium has contracted a schedule of professional shows for the 2021-22 season to begin in mid October. At the time of this application, these shows are expected to continue as planned. However, if these shows are postponed or cancelled, the Auditorium Governing Board will continue to encourage, and sustain the Arts as a unique cultural institution in Flagler County. We are dedicated to raising awareness and support for Arts Education, not only in Flagler Schools but for all ages. We hope to provide service, leadership and direction in planning, scheduling and promoting the Arts through the use of our facility for the welfare of our City.

We greatly appreciate your past support as we request your assistance again this season as we work to continue our purpose and mission. If you have any questions or concerns regarding this application, please feel free to contact me.

Sincerely,

Amelia W. Fulmer

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ARTICLES OF INCORPORATION

OF

THE FLAGLER AUDITORIUM GOVERNING BOARD, INC.

A

FLORIDA NON-PROFIT CORPORATION

DIRECT-SUPPORT ORGANIZATION

ARTICLE I
CORPORATE NAME

The name of this corporation is THE FLAGLER AUDITORIUM GOVERNING BOARD, INC.

ARTICLE II
CORPORATE NATURE

This is a non-profit corporation, organized solely for charitable and educational purposes pursuant to the Florida Corporations Not-For-Profit Law set forth in Section 617 of the Florida Statutes and it will act as a Direct-Support Organization as set forth in 237.40 (1991 Florida Statutes).

ARTICLE III
DURATION

The corporate existence of this corporation shall begin on the date the Certificate of Incorporation is issued by the Secretary of State of Florida and shall continue perpetually thereafter unless dissolved as provided by law.

ARTICLE IV
PRINCIPAL OFFICE

The principal office and place of business of the corporation shall be located at The Flagler County School Board, State Road 100, Post Office Box 755, Bunnell, Flagler County, Florida 32110, and may be changed from time to time as provided for in the By-Laws.

ARTICLE V
PURPOSES

The purposes of the corporation shall be:

A. To create a favorable climate for the arts in the community; to expand the reach of arts activity into the total community and encourage greater community awareness of arts activity; to provide a source for services and technical

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assistance to arts institutions; to establish lines of communication between arts institutions and public and private agencies; to raise the level of priority for arts education; to promote and encourage cultural and artistic activities in the Flagler County, Florida; to develop the artistic and cultural resources within such area; to encourage, sustain and support existing and future artistic and cultural institutions; and to encourage the public to give support, financial and otherwise, to all of such activities; to promote leadership and direction in planning, scheduling and promoting the performing arts and community use of the Flagler Auditorium.

B. For the advancement of charity, education, and any other related or corresponding charitable purposes by the distribution of its funds for such purposes.

C. To operate as a direct-support organization created by the authority of Florida Statutes, Section 237.40. To receive, hold, invest, and administer property and to make expenditures to or for the benefit of public pre-kindergarten through 12th grade education and adult vocational and community education programs in Flagler County, Florida.

D. To operate exclusively in any other manner for such charitable and educational purposes as will qualify it as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or under any corresponding provisions of any subsequent Federal Tax Laws, covering the distributions to organizations qualified as tax exempt organizations under the Internal Revenue Code, as amended, including private foundations and private operating foundations.

ARTICLE VI
POWERS

A. To solicit, receive, and hold by gift, bequest, devise, grant and to acquire by purchase, lease, exchange or otherwise, property, both real and personal, either as absolute owner or as trustee thereof, and to manage and administer the same.

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with and approved by the Board which are tax exempt organizations under the provisions of Section 501 (c)(3) of the Internal Revenue Code of the United States of America, or acts amendatory thereof or supplementary thereto.

D. In general to do and perform all things necessary and to have all powers necessary and provided under Chapter 617 of the Florida Statutes, needful or desirable to encourage, promote and provide with funds obtained, opportunities to promote the Arts in Flagler County. The Board of Directors of the Organization shall have full power to modify the conditions and regulations under which any funds received shall be spent, so as to secure the application of the funds in the best manner adopted to the conditions of the time and to the needs of Flagler County; provided, however, that the transactions of the corporation shall at all times be related to the general purposes included in previous sections.

ARTICLE VII
MANAGEMENT OF CORPORATE AFFAIRS

Board of Directors. The powers of this corporation shall be exercised, its properties controlled, and its affairs conducted by a Board of Directors, consisting of not less than three (3) persons. The number of directors of the corporation shall be determined by the Bylaws duly adopted.

The directors named herein as the first Board of Directors shall hold office until the first meeting of the Flagler County School Board at which time the Flagler County School Board shall approve a Board of Directors.

The directors approved at the first meeting of the Flagler County School Board, and at all times thereafter, shall serve for a term as set forth by the Bylaws.

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board, and any such action by written consent shall have the same force and effect as if taken by unanimous vote of the directors. Any certificate or other document filed under any provision of law which relates to actions so taken shall state that the action was taken by unanimous written consent by the Board of Directors without a meeting, and that the Articles of Incorporation and the Bylaws of this corporation authorize the directors to so act. Such a statement shall be prima facie evidence of such authority. All meetings and actions of the organization shall be open to the public as may be required by law.

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The names and addresses of such initial members of the Board of Directors are as follows:

Barbara Bowles
22 Blare Castle Drive
Palm Coast, FL 32137

Dave Dickson
125 Wood Haven Drive
Palm Coast, FL 32137

Michael Guberman
Post Office Box 350969
Palm Coast, FL 32135-0969

Mary Ann Haas
1317 South Daytona Avenue
Flagler Beach, Fl 32136

Ruth Koenings
10 Carlos Court
Palm Coast, FL 32137

Laura Morris
P.O. Box 932
Bunnell, FL 32110

James Upson
P.O. Box 425
Bunnell, FL 32110

Theda M. Wilson
P.O. Box 350768
Palm Coast, FL 32135-0768

Aleta Merrick
2017 North Daytona Avenue
Flagler Beach, Fl 32136

Jack Clegg
Post Office Box 7
Bunnell, FL 32110

Ralph Reel
9 Blackburn Place
Palm Coast, FL 32137

Barbara Revels
Post Office Box 434
Flagler Beach, FL 32136

Joyce Bergen
Post Office Box 350422
Palm Coast, FL 32135-0422

Duke Chaffee
Post Office Box 1118
Flagler Beach, FL 32136

Jerry Full
9 Crossbow Court
Palm Coast, FL 32137

Eugene McCoy
Post Office Box 352569
Palm Coast, FL 32135-2569

Gabrielle Summerville
200 Pelican Lane
Painters Hill, FL 32136

Steve Polito
6 Cadillac Place
Palm Coast, FL 32137

ARTICLE VIII
EARNINGS AND ACTIVITIES OF CORPORATION

A. No substantial part of the activities of the corporation shall attempt to influence legislation; nor shall the corporation participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office, nor shall this corporation engage in any transactions, accumulations of funds, or any other activities prohibited to tax exempt charitable, scientific and educational organizations at that time by the Internal Revenue Laws and other laws of the United States of

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America, or any laws of the state of Florida, or any other state or country where such activities of this corporation are conducted.

B. No part of the net earnings of this corporation shall inure to the benefit of any director, officer or private individual, except as reasonable compensation for services rendered, goods received, and other property or valuable thing which may be acquired by the corporation for the accomplishment of its purposes. No dividend shall ever be declared or paid by this corporation.

C. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

D. Notwithstanding any other provision of these Articles, this corporation shall not engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

ARTICLE IX
DISTRIBUTION OF ASSETS

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as such court shall determine, which are organized and operated exclusively for such purposes.

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ARTICLE X
MEMBERSHIP

The qualification for members and the manner of their admission shall be regulated by the Bylaws for this Corporation. The original incorporators shall be the first members.

ARTICLE XI
SUBSCRIBERS

The names and addresses of the Subscribers of this corporation are as follows:

Michael Guberman
Post Office Box 350969
Palm Coast, FL 32135-0969

Steve Polito
6 Cadillac Place
Palm Coast, FL 32137

Aleta Merrick
2017 North Daytona Avenue
Flagler Beach, Fl 32136

Barbara Revels
Post Office Box 434
Flagler Beach, FL 32136

ARTICLE XII
AMENDMENT OF BY-LAWS

The Bylaws of the corporation shall be made, altered or rescinded by a majority vote of the Board of Directors of the organization.

ARTICLE XIII
DEDICATION OF ASSETS

The property of this corporation is irrevocably dedicated to educational and charitable purposes, and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof, or to the benefit of any private individual.

ARTICLE XIV
REGISTERED AGENT AND OFFICE

The address of the corporation's registered office shall be 4 Old Kings Road North, Suite B, Palm Coast, Florida 32137 and the name of its registered agent at said address shall be Michael D. Chiumento.

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ARTICLE XV
AMENDMENT OF ARTICLES

These Articles of Incorporation can be amended by the Directors at the regular annual meeting or at a special Board meeting called for that purpose. Such action shall be effected upon filing same with the Secretary of State of the State of Florida, or as otherwise provided by law.

ARTICLE XVI
INDEMNIFICATION

Every director and officer of the corporation shall be indemnified by the corporation against all expenses and liabilities, including counsel fees reasonably incurred by or imposed upon him in connection with any proceeding or any settlement of any proceeding to which he may be a party, or in which he may become involved by reason of his being or having been a director or officer at the time said expenses are incurred. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such director and officer may be entitled. Further, the private property of all directors and officers shall be wholly exempt from liability for any and all debts, obligations and liabilities of this corporation.

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The undersigned, being the Subscribers and Incorporators of this Corporation, for the purpose of forming this nonprofit Corporation under the laws of the State of Florida, has executed these Articles of Incorporation this 9th day of July, 1991.

MICHAEL GUBERMAN

ALETA MERRICK

~~DAVE DICKSON~~

STEVE POLITO

BARBARA REVELS

STATE OF FLORIDA

COUNTY OF FLORIDA

I HEREBY CERTIFY that on this day, before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared MICHAEL GUBERMAN, ALETA MERRICK, ~~DAVE DICKSON~~, STEVE POLITO and BARBARA REVELS, to me personally known to be the persons described as subscribers in and who executed the foregoing Articles of Incorporation, and acknowledged before me that they subscribed to those Articles of Incorporation.

WITNESS my hand and official seal in the County and State named above this 25th day of July, 1991.

Antoinette Webb
Notary Public, State of Florida
at Large

My Commission Expires:

Notary Public, State of Florida
My Commission Expires Aug. 16, 1993
Bonded Thru Troy Fain - Insurance Inc.

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CERTIFICATE DESIGNATING PLACE OF BUSINESS OR DOMICILE FOR THE SERVICE OF PROCESS WITHIN FLORIDA, NAMING AGENT UPON WHOM PROCESS MAY BE SERVED

IN COMPLIANCE WITH SECTION 48.091, FLORIDA STATUTES, THE FOLLOWING IS SUBMITTED:

FIRST: THAT THE FLAGLER AUDITORIUM GOVERNING BOARD, INC., DESIRING TO ORGANIZE OR QUALIFY UNDER THE LAWS OF THE STATE OF FLORIDA, WITH ITS PRINCIPAL PLACE OF BUSINESS AT THE FLAGLER COUNTY SCHOOL BOARD, STATE ROAD 100, BUNNELL, FLORIDA 32110 FLORIDA, HAS NAMED MICHAEL D. CHIUMENTO, 4 OLD KINGS ROAD NORTH, PALM COAST, FLORIDA 32137, AS ITS REGISTERED AGENT AND OFFICER TO ACCEPT SERVICE OF PROCESS WITHIN FLORIDA.

President

HAVING BEEN NAMED TO ACCEPT SERVICE OF PROCESS FOR THE ABOVE-STATED CORPORATION, AT THE PLACE DESIGNATED IN THIS CERTIFICATE, I HEREBY AGREE TO ACT IN THIS CAPACITY, AND I FURTHER AGREE TO COMPLY WITH THE PROVISIONS OF ALL STATUTES RELATIVE TO THE PROPER AND COMPLETE PERFORMANCE OF MY DUTIES.

MICHAEL D. CHIUMENTO
REGISTERED AGENT

DATE: 7/9/91

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Show Related Revenues		
Projected ticket sales		$320,000.00
Ticket Fees		$25,000.00
Playbill Advertisements		$12,000.00
Support Grants		
State Support Grant		25,000.00
Tourist Development 110		$10,000.00
Tourist Development Advertising		$5,000.00
City Grant		$2,400.00
Other Contributions		
Show sponsorships		$18,000.00
		417,400.00
Show Related expenses		
Show Contract expense		$200,000.00
Show bill expense		$8,500.00
Hospitality		$7,000.00
Hotels for performers		$13,000.00
Contract labor & other Services		$15,000.00
		$243,500.00
Advertising/ Marketing		
Newspaper/ mail print advertising		$43,000.00
Radio		$12,000.00
Social media/ Digital initiatives		$10,000.00
Magazines/ monthly publications		$16,000.00
Digital memberships/ partners		$2,000.00
Brochures/ Ad creation		$10,000.00
Video Market content creation		$10,500.00
Other -analytics, research		$10,000.00
		$113,500.00
PR contract Services		$12,500.00
General Administrative		$12,000.00
Financial Charges		$19,500.00
	Total	**$44,000.00**
Total Expenses		**$401,000.00**
NET SHOW INCOME		$16,400.00
Fundraising Income		
Income:		
Donations and Grant Income		$8,000.00
Corporate Patron Contributions		$12,000.00

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Scholarship donations	$1,000.00
Arts Plates - restricted	$2,600.00
Arts in Education donations	$4,000.00
	$27,600.00
Fundraising expense -net	
Misc. Fundraisers	$4,000.00
VIP events	$3,000.00
Fundraising Sales	$2,000.00
Holiday Extraganza	$2,000.00
	$11,000.00
Ticket Income Net	$16,400.00
Fundraising net	$18,100.00
	$34,500.00
Less Scholarships and grants	$30,000.00
Net Income	$4,500.00

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Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ **Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2019 calendar year, or tax year beginning 07-01-2019 , and ending 06-30-2020

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization
THE FLAGLER AUDITORIUM GOVERNING BOARD INC

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) 5500 E STATE HIGHWAY 100

Room/suite

City or town, state or province, country, and ZIP or foreign postal code
PALM COAST, FL 321642443

D Employer identification number
59-3079371

E Telephone number
(386) 437-7547

G Gross receipts $ 572,798

F Name and address of principal officer:
SANDRA SIEPETOWSKI
5500 E STATE HIGHWAY 100
PALM COAST,FL 321642443

H(a) Is this a group return for subordinates? ☐ Yes ☑ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. (see instructions)

H(c) Group exemption number ▶

I Tax-exempt status: ☑ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ WWW.FLAGLERAUDITORIUM.ORG

K Form of organization: ☑ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: 1991

M State of legal domicile: FL

Part I Summary

1 Briefly describe the organization's mission or most significant activities:
THE FLAGLER AUDITORIUM GOVERNING BOARD IS DEDICATED TO PROVIDING FLAGLER COUNTY WITH PROFESSIONAL ENTERTAINMENT AT AFFORDABLE PRICES, SUPPORTING ARTS THROUGH EDUCATION, PROVIDING GRANTS AND SCHOLARSHIPS, AND NURTURING ARTS AND CULTURE THROUGH THE COMMUNITY.

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	**3**	13
4	Number of independent voting members of the governing body (Part VI, line 1b)	**4**	13
5	Total number of individuals employed in calendar year 2019 (Part V, line 2a)	**5**	0
6	Total number of volunteers (estimate if necessary)	**6**	75
7a	Total unrelated business revenue from Part VIII, column (C), line 12	**7a**	0
b	Net unrelated business taxable income from Form 990-T, line 39	**7b**	0

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	592,290	82,474
9	Program service revenue (Part VIII, line 2g)	568,049	463,946
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	14,405	9,710
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	18,491	8,627
12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,193,235	564,757
13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	1,129,568	11,886
14	Benefits paid to or for members (Part IX, column (A), line 4)	0	0
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	0	0
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0	0
b	Total fundraising expenses (Part IX, column (D), line 25) ▶0		
17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	532,022	413,961
18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	1,661,590	425,847
19	Revenue less expenses. Subtract line 18 from line 12	-468,355	138,910

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	581,569	517,769
21	Total liabilities (Part X, line 26)	217,479	14,769
22	Net assets or fund balances. Subtract line 21 from line 20	364,090	503,000

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date: 2021-04-07

SANDRA SIEPETOWSKI PRESIDENT
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
		2021-04-07		P01447809

Firm's name ▶ JAMES MOORE & COPL — Firm's EIN ▶ 59-3204548

Firm's address ▶ 121 EXECUTIVE CIRCLE
DAYTONA BEACH, FL 321141180 — Phone no. (386) 257-4100

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May the IRS discuss this return with the preparer shown above? (see instructions) ☑ Yes ☐ No

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Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III . . . . . ☑

1 Briefly describe the organization's mission:

THE FLAGLER AUDITORIUM GOVERNING BOARD IS DEDICATED TO PROVIDING FLAGLER COUNTY WITH PROFESSIONAL ENTERTAINMENT AT AFFORDABLE PRICES, SUPPORTING ARTS THROUGH EDUCATION, PROVIDING GRANTS AND SCHOLARSHIPS, AND NURTURING ARTS AND CULTURE THROUGH THE COMMUNITY.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? . . . . . ☐ Yes ☑ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? . . . . . ☐ Yes ☑ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 396,456 including grants of $) (Revenue $ 466,497)

PROVIDING FLAGLER COUNTY WITH PROFESSIONAL ENTERTAINMENT AT AFFORDABLE PRICES THROUGH THE COMMUNITY USE OF THE FLAGLER AUDITORIUM IN FLAGLER COUNTY, FLORIDA, THROUGH PERFORMANCE TICKET SALES, CORPORATE SPONSORSHIPS, SHOWBILL, DIRECT GRANTS FOR PERFORMANCES, AND LOCAL OPERATING GRANTS.

4b (Code:) (Expenses $ 9,888 including grants of $ 9,888) (Revenue $)

SUPPORTING ARTS IN EDUCATION (INCLUDING GRANTS AND SCHOLARSHIPS TO STUDENTS PURSUING CAREERS IN PERFORMING ARTS OR TECHNICAL THEATER, EDUCATIONAL ARTS ACTIVITIES IN THE SCHOOLS AND COMMUNITY) FROM PATRON CONTRIBUTIONS AND SPECIFIC FUNDRAISING ACTIVITIES.

4c (Code:) (Expenses $ 1,998 including grants of $ 1,998) (Revenue $ 3,850)

NURTURING ARTS AND CULTURE THROUGHOUT THE COMMUNITY FROM ARTS PLATES AND OTHER FUNDS, AND CAPITAL GRANTS TO ENHANCE THE AUDITORIUM FOR THE USE OF THE COMMUNITY

(Code:) (Expenses $ including grants of $) (Revenue $)

VARIOUS OTHER PROGRAM SERVICES RELATING TO THE PERFORMING ARTS AND COMMUNITY USE OF THE FLAGLER AUDITORIUM IN FLAGLER COUNTY, FLORIDA.

4d Other program services (Describe in Schedule O.)
(Expenses $ including grants of $) (Revenue $ 299)

4e **Total program service expenses** ▶ 408,342

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	Yes	
2	Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?	2		No
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		No
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		No
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	5		No
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D,* Part I	6		No
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		No
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D,* Part III	8		No
9	Did the organization report an amount in Part X, line 21 for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		No
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi endowments? *If "Yes," complete Schedule D, Part V*	10	Yes	
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D,* Part VI.	11a		No
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		No
c	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		No
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		No
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		No
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f	Yes	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	Yes	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		No
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		No
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		No
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		No
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		No
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		No
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* (see instructions)	17		No
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		No
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		No
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		No
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		No

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22	Yes	
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		No
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		No
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L,* Part I	25a		No
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L,* Part I	25b		No
26	Did the organization report any amount on Part X, line 5 or 22 for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		No
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L,* Part III	27		No
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		No
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		No
c	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		No
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		No
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		No
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		No
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		No
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		No
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34	Yes	
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		No
b	If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		No
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		No
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note.** All Form 990 filers are required to complete Schedule O.	38	Yes	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	11		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?			1c Yes	

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Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	**2a**	0		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? **Note.** If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			**2b**	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year? . . .			**3a**	No
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation in Schedule O* . . .			**3b**	
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?			**4a**	No
b	If "Yes," enter the name of the foreign country: ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? . .			**5a**	No
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?			**5b**	No
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?			**5c**	
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? . . .			**6a**	No
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?			**6b**	
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?			**7a**	Yes
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?			**7b**	Yes
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?			**7c**	No
d	If "Yes," indicate the number of Forms 8282 filed during the year	**7d**			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?			**7e**	No
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?			**7f**	No
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?			**7g**	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?			**7h**	
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?			**8**	
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?			**9a**	
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? . . .			**9b**	
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12 . . .	**10a**			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities . . .	**10b**			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	**11a**			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	**11b**			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?			**12a**	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year.	**12b**			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state? . . . . . **Note.** See the instructions for additional information the organization must report on Schedule O.			**13a**	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	**13b**			
c	Enter the amount of reserves on hand	**13c**			
14a	Did the organization receive any payments for indoor tanning services during the tax year?			**14a**	No
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O* . .			**14b**	
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year?			**15**	No
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? . . If "Yes," complete Form 4720, Schedule O.			**16**	No

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Part VI **Governance, Management, and Disclosure** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to lines 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI . . . . . ☑

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.	**1a**	13		
b	Enter the number of voting members included in line 1a, above, who are independent	**1b**	13		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		**2**		No
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?		**3**		No
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		**4**		No
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		**5**		No
6	Did the organization have members or stockholders?		**6**		No
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		**7a**		No
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		**7b**		No
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?		**8a**	Yes	
b	Each committee with authority to act on behalf of the governing body?		**8b**	Yes	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses in Schedule O*		**9**		No

Section B. Policies (*This Section B requests information about policies not required by the Internal Revenue Code.*)

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	**10a**		No
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	**10b**		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	**11a**	Yes	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	**12a**	Yes	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	**12b**	Yes	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	**12c**	Yes	
13	Did the organization have a written whistleblower policy?	**13**	Yes	
14	Did the organization have a written document retention and destruction policy?	**14**	Yes	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	**15a**	Yes	
b	Other officers or key employees of the organization	**15b**	Yes	
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	**16a**		No
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	**16b**		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶

18 Section 6104 requires an organization to make its Form 1023 (or 1024-A if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☑ Own website ☑ Another's website ☑ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records:
▶AMELIA FULMER 5500 E STATE HIGHWAY 100 PALM COAST,FL 321642443 (386) 437-7547

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Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII . . . . . ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, or highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
(1) KATHERINE BROWN DIRECTOR	2.00	X						0	0	0
(2) LINDA COLE DIRECTOR	2.00	X						0	0	0
(3) BILL KLINKENBERG DIRECTOR	2.00	X						0	0	0
(4) MARY JANE LEFEBVRE DIRECTOR	2.00	X						0	0	0
(5) MATTHEW MAXWELL DIRECTOR	2.00	X						0	0	0
(6) ROBERT REESE DIRECTOR	2.00	X						0	0	0
(7) MARALEE WALSH MCDANIEL DIRECTOR	2.00	X						0	0	0
(8) SANDRA SIEPIETOSKI PRESIDENT FROM 2/2020	8.00	X		X				0	0	0
(9) LAURIE ALTER PRESIDENT THROUGH 2/2020	8.00	X		X				0	0	0
(10) DEBBY MEYER SECRETARY	4.00	X		X				0	0	0
(11) RICHARD HAMILTON TREASURER	4.00	X		X				0	0	0
(12) RHONDA ALEX VICE PRESIDENT	2.00	X		X				0	0	0
(13) EDDIE HERRERA VICE PRESIDENT	2.00	X		X				0	0	0
(14) PRISCILLA NETTS VICE PRESIDENT	2.00	X		X				0	0	0
(15) MARY STETLER VICE PRESIDENT THROUGH 9/2019	2.00	X		X				0	0	0
(16) GEORGE HANNS DIRECTOR - RESIGNED AS OF 2/2020	2.00	X						0	0	0
(17) ALANA FITZGERALD DIRECTOR - RESIGNED AS OF 2/2020	2.00	X						0	304 0	0

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Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
(18) AMELIA FULMER EXECUTIVE DIRECTOR	40.00			X				0	80,267	0
1b Sub-Total ▶										
c Total from continuation sheets to Part VII, Section A ▶										
d Total (add lines 1b and 1c) ▶								0	80,267	0

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 0

		Yes	No
3 Did the organization list any **former** officer, director or trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	**3**		No
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	**4**		No
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	**5**		No

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
		305

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

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Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII . . . . . ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c	1,570			
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	80,904			
	g Noncash contributions included in lines 1a - 1f:$	1g				
	h **Total.** Add lines 1a-1f		82,474			
Program Service Revenue		Business Code				
	2a PERFORMANCES	711190	463,946	463,946		
	b					
	c					
	d					
	e					
	f All other program service revenue.					
	g **Total.** Add lines 2a–2f		463,946			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		9,710			9,710
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
		(i) Real	(ii) Personal			
	6a Gross rents	6a 3,850				
	b Less: rental expenses	6b 0				
	c Rental income or (loss)	6c 3,850				
	d Net rental income or (loss)			3,850	3,850	
		(i) Securities	(ii) Other			
	7a Gross amount from sales of assets other than inventory	7a				
	b Less: cost or other basis and sales expenses	7b				
	c Gain or (loss)	7c				
	d Net gain or (loss)					
	8a Gross income from fundraising events (not including $ 1,570 of contributions reported on line 1c). See Part IV, line 18	8a 4,800				
	b Less: direct expenses	8b 2,574				
	c Net income or (loss) from fundraising events			2,226		2,226
	9a Gross income from gaming activities. See Part IV, line 19	9a				
	b Less: direct expenses	9b				
	c Net income or (loss) from gaming activities					
	10a Gross sales of inventory, less returns and allowances	10a 8,018				
	b Less: cost of goods sold	10b 5,467				
	c Net income or (loss) from sales of inventory			2,551	2,551	
	Miscellaneous Revenue	Business Code				
	11a					
	b					
	c					
	d All other revenue					
	e **Total.** Add lines 11a–11d					
	12 **Total revenue.** See instructions		564,757	470,347	0	11,936

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX . . . . . ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	1,998	1,998		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	9,888	9,888		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	8,240		8,240	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O)	12,804	12,804		
12 Advertising and promotion	84,488	84,488		
13 Office expenses	6,752	2,198	4,554	
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel	816		816	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	1,612		1,612	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	1,105		1,105	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a PERFORMANCE PRODUCTIONS	268,790	268,790		
b FINANCE CHARGES	19,412	19,412		
c HOSPITALITY	6,670	5,492	1,178	
d REPAIRS & MAINTENANCE	3,272	3,272		
e All other expenses				
25 **Total functional expenses.** Add lines 1 through 24e	425,847	408,342	17,505	0
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720).				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part IX . . . . . ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash–non-interest-bearing	19,762	1	62,150
	2	Savings and temporary cash investments	343,206	2	449,752
	3	Pledges and grants receivable, net	211,250	3	5,000
	4	Accounts receivable, net	6,285	4	0
	5	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	1,066	9	867
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a			
	b	Less: accumulated depreciation — 10b		10c	
	11	Investments—publicly traded securities		11	
	12	Investments—other securities. See Part IV, line 11		12	
	13	Investments—program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 34)	581,569	16	517,769
Liabilities	17	Accounts payable and accrued expenses	7,409	17	2,705
	18	Grants payable		18	
	19	Deferred revenue	10,070	19	12,064
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17 - 24). Complete Part X of Schedule D	200,000	25	0
	26	**Total liabilities.** Add lines 17 through 25	217,479	26	14,769
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ▶ ☐ and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions		27	
	28	Net assets with donor restrictions		28	
		Organizations that do not follow FASB ASC 958, check here ▶ ☑ and complete lines 29 through 33.			
	29	Capital stock or trust principal, or current funds	0	29	0
	30	Paid-in or capital surplus, or land, building or equipment fund	0	30	0
	31	Retained earnings, endowment, accumulated income, or other funds	364,090	31	503,000
	32	Total net assets or fund balances	364,090	32	503,000
	33	Total liabilities and net assets/fund balances	581,569	33	517,769

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Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI . . . . . ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	564,757
2	Total expenses (must equal Part IX, column (A), line 25)	2	425,847
3	Revenue less expenses. Subtract line 2 from line 1	3	138,910
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	364,090
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column	10	503,000

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII . . . . . ☑

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☑ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		No
	If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b	Yes	
	If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☑ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes," to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c	Yes	
	If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		No
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.	3b		

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Additional Data

Return to Form

Software ID:

Software Version:

Form 990, Special Condition Description:

310

Special Condition Description

SCHEDULE A (Form 990 or 990EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.**

▶ **Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization
THE FLAGLER AUDITORIUM GOVERNING BOARD INC

Employer identification number
59-3079371

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)

9 ☐ An agricultural research organization described in **170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land grant college of agriculture. See instructions. Enter the name, city, and state of the college or university:

10 ☑ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations . . . . . _____

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1- 10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
Total						

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Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)** (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization failed to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grant.") . .						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge..						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) . .						
6 **Public support.** Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4. .						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources . . .						
9 Net income from unrelated business activities, whether or not the business is regularly carried on . .						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.). .						
11 **Total support.** Add lines 7 through 10						

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . . . ▶☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f)) 14

15 Public support percentage for 2018 Schedule A, Part II, line 14 15

16a **33 1/3% support test—2019.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ▶☐

b **33 1/3% support test—2018.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ▶☐

17a **10%-facts-and-circumstances test—2019.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . . ▶☐

b **10%-facts-and-circumstances test—2018.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . . ▶☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ▶☐

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Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .	108,866	139,475	124,086	592,290	82,474	1,047,191
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	590,188	537,331	489,097	580,533	471,964	2,669,113
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . .						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5	699,054	676,806	613,183	1,172,823	554,438	3,716,304
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year.						0
c Add lines 7a and 7b. .						0
8 **Public support.** (Subtract line 7c from line 6.)						3,716,304

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6. . .	699,054	676,806	613,183	1,172,823	554,438	3,716,304
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources . .	6,045	6,422	23,618	22,218	13,560	71,863
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975.						
c Add lines 10a and 10b.	6,045	6,422	23,618	22,218	13,560	71,863
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on.						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . .						
13 **Total support.** (Add lines 9, 10c, 11, and 12.). .	705,099	683,228	636,801	1,195,041	567,998	3,788,167

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**. . . . . ▶☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2019 (line 8, column (f) divided by line 13, column (f))	15	98.100 %
16	Public support percentage from 2018 Schedule A, Part III, line 15	16	98.470 %

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2019** (line 10c, column (f) divided by line 13, column (f))	17	1.900 %
18	Investment income percentage from **2018** Schedule A, Part III, line 17	18	1.530 %

19a **33 1/3% support tests—2019.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ▶☑

b **33 1/3% support tests—2018.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3% and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . ▶☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions . . . . ▶☐

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Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in **Part VI** how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in **Part VI** how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer (b) and (c) below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in **Part VI** when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in **Part VI** what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes" and if you checked 12a or 12b in Part I, answer (b) and (c) below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in **Part VI** how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in **Part VI** what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in **Part VI,** including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in **Part VI.***	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ) .*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in **Part VI.***	9a		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in **Part VI.***	9b		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in **Part VI.***	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings).*	10b		

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Part IV Supporting Organizations (continued)

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?	**11a**		
b	A family member of a person described in (a) above?	**11b**		
c	A 35% controlled entity of a person described in (a) or (b) above? *If "Yes" to a, b, or c, provide detail in* ***Part VI****.*	**11c**		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? *If "No," describe in* ***Part VI*** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* ***Part VI*** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised or controlled the supporting organization.*	**2**		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* ***Part VI*** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* ***Part VI*** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**		
3	By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* ***Part VI*** *the role the organization's supported organizations played in this regard.*	**3**		

Section E. Type III Functionally-Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year **(see instructions)**:

- **a** ☐ The organization satisfied the Activities Test. Complete **line 2** below.
- **b** ☐ The organization is the parent of each of its supported organizations. Complete **line 3** below.
- **c** ☐ The organization supported a governmental entity. Describe in **Part VI** how you supported a government entity (see instructions)

2 Activities Test. **Answer (a) and (b) below.**

			Yes	No
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**		
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**		

3 Parent of Supported Organizations. **Answer (a) and (b) below.**

a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *Provide details in* ***Part VI.***	**3a**		
b	Did the organization exercise a substantial degree of direction over the policies, programs and activities of each of its supported organizations? *If "Yes," describe in* ***Part VI.*** *the role played by the organization in this regard.*	**3b**		

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Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income

			(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	**1**		
2	Recoveries of prior-year distributions	**2**		
3	Other gross income (see instructions)	**3**		
4	Add lines 1 through 3	**4**		
5	Depreciation and depletion	**5**		
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7	Other expenses (see instructions)	**7**		
8	**Adjusted Net Income** (subtract lines 5, 6 and 7 from line 4)	**8**		

Section B - Minimum Asset Amount

			(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):	**1**		
a	Average monthly value of securities	**1a**		
b	Average monthly cash balances	**1b**		
c	Fair market value of other non-exempt-use assets	**1c**		
d	**Total** (add lines 1a, 1b, and 1c)	**1d**		
e	**Discount** claimed for blockage or other factors (explain in detail in Part VI):			
2	Acquisition indebtedness applicable to non-exempt use assets	**2**		
3	Subtract line 2 from line 1d	**3**		
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	**4**		
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**		
6	Multiply line 5 by .035	**6**		
7	Recoveries of prior-year distributions	**7**		
8	**Minimum Asset Amount** (add line 7 to line 6)	**8**		

Section C - Distributable Amount

			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	**1**	
2	Enter 85% of line 1	**2**	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	**3**	
4	Enter greater of line 2 or line 3	**4**	
5	Income tax imposed in prior year	**5**	
6	**Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	**6**	

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7 ☐ Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions)

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Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

Section D - Distributions	**Current Year**
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in **Part VI**). See instructions	
7 **Total annual distributions.** Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in **Part VI**). See instructions	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	**(i) Excess Distributions**	**(ii) Underdistributions Pre-2019**	**(iii) Distributable Amount for 2019**
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required-- explain in **Part VI**). See instructions.			
3 Excess distributions carryover, if any, to 2019:			
a From 2014.			
b From 2015.			
c From 2016.			
d From 2017.			
e From 2018.			
f **Total** of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: $			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. If the amount is greater than zero, explain in **Part VI**. See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. If the amount is greater than zero, explain in **Part VI**. See instructions.			
7 **Excess distributions carryover to 2020.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015.			
b Excess from 2016.			
c Excess from 2017.			
d Excess from 2018.			
e Excess from 2019.			

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Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions).

Facts And Circumstances Test

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Return Reference	Explanation

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SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes," on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
▶ **Attach to Form 990.**
▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization
THE FLAGLER AUDITORIUM GOVERNING BOARD INC

Employer identification number
59-3079371

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (e.g., recreation or education)
☐ Preservation of an historically important land area
☐ Protection of natural habitat
☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

		Held at the End of the Year
a	Total number of conservation easements	2a
b	Total acreage restricted by conservation easements	2b
c	Number of conservation easements on a certified historic structure included in (a)	2c
d	Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ $ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ $ _____

(ii) Assets included in Form 990, Part X ▶ $ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ $ _____

b Assets included in Form 990, Part X ▶ $ _____

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Part III **Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a ☐ Public exhibition
- b ☐ Scholarly research
- c ☐ Preservation for future generations
- d ☐ Loan or exchange programs
- e ☐ Other .....

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?. . . ☐ Yes ☐ No

Part IV **Escrow and Custodial Arrangements.**
Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? . . . . . ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c	Beginning balance	1c
d	Additions during the year	1d
e	Distributions during the year	1e
f	Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? . . . ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII . . . . ☐

Part V **Endowment Funds.**
Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	22,000	22,000	22,000	27,000	27,000
b Contributions . . .					
c Net investment earnings, gains, and losses					
d Grants or scholarships . . .					
e Other expenditures for facilities and programs . . .	22,000			5,000	
f Administrative expenses					
g End of year balance		22,000	22,000	22,000	27,000

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ▶ .....
- b Permanent endowment ▶ .....
- c Temporarily restricted endowment ▶ 100.000 %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations . . . . . 3a(i)		No
(ii) related organizations . . . . . 3a(ii)		No
b If "Yes" on 3a(ii), are the related organizations listed as required on Schedule R? 3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI **Land, Buildings, and Equipment.**
Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				321
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10(c).)* . . ▶				0

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Part VII Investments—Other Securities.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11b.See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3)Other		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 12.)* ▶		

Part VIII Investments—Program Related.
Complete if the organization answered 'Yes' on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total. *(Column (b) must equal Form 990, Part X, col.(B) line 13.)* ▶		

Part IX Other Assets.
Complete if the organization answered 'Yes' on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. *(Column (b) must equal Form 990, Part X, col.(B) line 15.)* ▶	

Part X Other Liabilities.
Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f.
See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col.(B) line 25.)* ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☑

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Part XI **Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**
Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	572,798
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0
3	Subtract line **2e** from line **1**			3	572,798
4	Amounts included on Form 990, Part VIII, line 12, but not on line **1**:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b	-8,041		
c	Add lines **4a** and **4b**			4c	-8,041
5	Total revenue. Add lines **3** and **4c.** (This must equal Form 990, Part I, line 12.)			5	564,757

Part XII **Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**
Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	433,888
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d	8,041		
e	Add lines **2a** through **2d**			2e	8,041
3	Subtract line **2e** from line **1**			3	425,847
4	Amounts included on Form 990, Part IX, line 25, but not on line **1:**				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0
5	Total expenses. Add lines **3** and **4c.** (This must equal Form 990, Part I, line 18.)			5	425,847

Part XIII **Supplemental Information**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Return Reference	Explanation
PART V, LINE 4:	THE GOVERNING BOARD HAD RECEIVED A SERIES OF ANNUAL CAPITAL ENDOWMENT CONTRIBUTIONS FROM A LOCAL CHARITABLE DONOR FUND, WITH A GRANTOR STIPULATION THAT THE FUNDS WERE TEMPORARILY RESTRICTED FOR FUTURE CAPITAL IMPROVEMENTS TO THE AUDITORIUM.
PART X, LINE 2:	MANAGEMENT OF THE BOARD CONSIDERS THE LIKELIHOOD OF CHANGES BY TAXING AUTHORITIES IN ITS FILED INCOME TAX RETURNS AND RECOGNIZES A LIABILITY FOR OR DISCLOSES POTENTIAL SIGNIFICANT CHANGES THAT MANAGEMENT BELIEVES ARE MORE LIKELY THAN NOT TO OCCUR, INCLUDING CHANGES TO THE BOARD'S STATUS AS A NOT-FOR-PROFIT ENTITY. MANAGEMENT BELIEVES THE BOARD MET THE REQUIREMENTS TO MAINTAIN ITS TAX-EXEMPT STATUS AND HAS NO INCOME SUBJECT TO UNRELATED BUSINESS INCOME TAX, THEREFORE NO PROVISION FOR INCOME TAXES HAS BEEN PROVIDED IN THESE FINANCIAL STATEMENTS.
PART XI, LINE 4B - OTHER ADJUSTMENTS:	SPECIAL EVENT EXPENSES REPORTED ON 990 PART VIII -2,574. COST OF GOODS SOLD REPORTED ON 990 PART VIII -5,467.
PART XII, LINE 2D - OTHER ADJUSTMENTS:	SPECIAL EVENT EXPENSES REPORTED ON 990 PART VIII 2,574. COST OF GOODS SOLD REPORTED ON 990 PART VIII 5,467.

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Schedule I (Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments and Individuals in the United States

Complete if the organization answered "Yes," on Form 990, Part IV, line 21 or 22.
▶ Attach to Form 990.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization
THE FLAGLER AUDITORIUM GOVERNING BOARD INC

Employer identification number
59-3079371

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? . . . . . ☑ Yes ☐ No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.

Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than $5,000. Part II can be duplicated if additional space is needed.

(a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1)							
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							
(9)							
(10)							
(11)							
(12)							

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table . . . . . ▶

3 Enter total number of other organizations listed in the line 1 table . . . . . ▶ 325

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Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
(1) SCHOLARSHIPS	9	9,000			
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

Return Reference	Explanation
PART I, LINE 2:	THE ORGANIZATION'S GRANT POLICIES DICTATE THE FOLLOWING: THE BOARD WILL PROVIDE FUNDING TO FLAGLER COUNTY NON-PROFIT ARTS ORGANIZATIONS, SCHOOLS, AND INDIVIDUALS TO SUPPORT ARTISTIC AND CULTURAL PROGRAMS. OF PARTICULAR INTEREST IS ARTS EDUCATION AND OUTREACH TO UNDER-SERVED AREAS. PROPOSALS WILL BE EVALUATED ON UNIQUENESS, QUALITY AND IMPACT, AND GRANTS WILL BE AWARDED BASED ON FUNDS AVAILABLE. ORGANIZATIONS, ARTISTS AND SCHOOLS MAY APPLY FOR PROGRAMS IN THE FOLLOWING DISCIPLINES: ARTS IN EDUCATION; MUSIC, DANCE; FOLK ARTS; HUMANITIES; LITERATURE; FILM/VIDEO/MEDIA; THEATER AND MUSICAL THEATER; VISUAL ARTS; OR THE COLLECTION OR EXHIBITION OF CULTURAL OR ARTISTIC WORKS. THE SCHOLARSHIP AND GRANTS COMMITTEE WILL REVIEW THE APPLICATIONS (APPLICATION FORM ATTACHED), DETERMINE AVAILABLE SOURCES OF FUNDS, AND WILL PROPOSE GRANTS FOR APPROVAL BY THE BOARD. GRANTS WILL NOT BE PAID UNTIL THE APPLICANT SUBMITS REQUIRED DOCUMENTATION THAT CONFORMS WITH RULES SET BY THIS POLICY AND, WHEN ARTS PLATE MONEY IS USED, RULES SET BY THE STATE OF FLORIDA. POST GRANT REPORTING: IF REQUESTED BY THE BOARD, FINAL REPORTS ARE DUE WITHIN THREE MONTHS OF COMPLETION OF THE GRANT ACTIVITY. APPLICANTS THAT FAIL TO MEET THIS REQUIREMENT WILL NOT BE ELIGIBLE FOR GRANT PAYMENTS FROM THE BOARD. THE FINAL REPORT SHOULD INCLUDE A BRIEF NARRATIVE, FINANCIAL REPORT AND ANY SUPPORTING DOCUMENTATION INCLUDING COPIES OF RECEIPTS AND PUBLICITY BY DEADLINES NOTED IN THE AWARD LETTER.
SCHEDULE I, PART III, COLUMN B	THE ORGANIZATION AWARDED SEVEN DIFFERENT TYPES OF SCHOLARSHIPS (TOTAL RECIPIENTS NOT PROVIDED). THE SCHOLARSHIPS WERE FOR THE FOLLOWING FOR ARTS IN EDUCATION, ARTS IN EDUCATION MUSIC CAMP, DANCE COSTUMES, BAND SUMMER CAMP , CHORUS SUMMER CAMP, BAND LEADERSHIP TRAINING AND STARLETS SUMMER CAMP MUSIC MOTION STUDENTS.

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SCHEDULE O (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
▶ **Attach to Form 990 or 990-EZ.**
▶ **Go to *www.irs.gov/Form990* for the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization
THE FLAGLER AUDITORIUM GOVERNING BOARD INC

Employer identification number
59-3079371

Return Reference	Explanation
FORM 990, PART VI, SECTION B, LINE 11B	FORM 990 IS REVIEWED AND ACCEPTED BY THE AUDIT COMMITTEE AND/OR EXECUTIVE COMMITTEE PRIOR TO THE FILING OF THE RETURN.
FORM 990, PART VI, SECTION B, LINE 12C	MANAGEMENT REQUIRES THAT ALL MEMBERS OF THE BOARD AND STAFF OF THE ORGANIZATION COMPLETE A CONFLICT OF INTEREST DISCLOSURE STATEMENT ON AN ANNUAL BASIS.
FORM 990, PART VI, SECTION B, LINE 15	THE ORGANIZATION DOES NOT PAY ANY SALARIES OR BENEFITS TO THE EXECUTIVE DIRECTOR OR ANY EMPLOYEES. ALL SUCH EXPENSES ARE BORNE BY THE FLAGLER COUNTY SCHOOL DISTRICT.
FORM 990, PART VI, SECTION C, LINE 19	ALL OF THE ORGANIZATION'S DOCUMENTS ARE MADE AVAILABLE TO THE PUBLIC UPON REQUEST. IN ADDITION, THE ORGANIZATION'S TAX RETURN IS PROVIDED TO GUIDESTAR, WHERE IT IS PUBLICY AVAILABLE ON THEIR WEBSITE AT: WWW.GUIDESTAR.ORG.
FORM 990, PART XII, LINE 2C	THE PROCESS FOR THE SELECTION AND SUPERVISION OF THE ORGANIZATION'S INDEPENDENT AUDITOR HAS REMAINED CONSISTENT WITH THE PRIOR YEAR.
FORM 990, PAGE 1, PART I, LINE 6	INDIVIDUAL BOARD MEMBERS AND OTHER MEMBERS OF THE COMMUNITY VOLUNTEER THEIR PERSONAL SERVICES TO THE ORGANIZATION DURING THE PERFORMANCE SEASON. 328

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SCHEDULE R (Form 990)

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.**
▶ **Attach to Form 990.**
▶ **Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization
THE FLAGLER AUDITORIUM GOVERNING BOARD INC

Employer identification number
59-3079371

Part I **Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II **Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity? Yes	(g) No
(1) FLAGLER COUNTY DISTRICT SCHOOL BOARD PO BOX 755 BUNNELL, FL 32110	SCHOOL	FL					No

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Part III **Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income(related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproprtionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership

Part IV **Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity? Yes	(i) No
							331		

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Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note. Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

		Yes	No
1 During the tax year, did the orgranization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?			
a Receipt of **(i)** interest, **(ii)** annuities, **(iii)** royalties, or **(iv)** rent from a controlled entity	1a		No
b Gift, grant, or capital contribution to related organization(s)	1b	Yes	
c Gift, grant, or capital contribution from related organization(s)	1c		No
d Loans or loan guarantees to or for related organization(s)	1d		No
e Loans or loan guarantees by related organization(s)	1e		No
f Dividends from related organization(s)	1f		No
g Sale of assets to related organization(s)	1g		No
h Purchase of assets from related organization(s)	1h		No
i Exchange of assets with related organization(s)	1i		No
j Lease of facilities, equipment, or other assets to related organization(s)	1j		No
k Lease of facilities, equipment, or other assets from related organization(s)	1k		No
l Performance of services or membership or fundraising solicitations for related organization(s)	1l		No
m Performance of services or membership or fundraising solicitations by related organization(s)	1m		No
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n	Yes	
o Sharing of paid employees with related organization(s)	1o	Yes	
p Reimbursement paid to related organization(s) for expenses	1p	Yes	
q Reimbursement paid by related organization(s) for expenses	1q		No
r Other transfer of cash or property to related organization(s)	1r		No
s Other transfer of cash or property from related organization(s)	1s		No

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) FLAGLER COUNTY DISTRICT SCHOOL BOARD	O	180,184	AMOUNT PAID
			332

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Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations? Yes	(e) No	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproprtionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership
											333		

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Part VII **Supplemental Information**

Provide additional information for responses to questions on Schedule R. (see instructions).

Return Reference	Explanation

Additional Data

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Flagler Auditorium Governing Board August 2021

First Name	Last Name	Phone	Email	Address		
Rhonda	Alex	(386)597-2363	Rhonda51@cfl.rr.com	39 New Water Oak Dr. Palm Coast, FL 32137		
Linda	Cole	(386)275-8555	lindacolesings@yahoo.com	Po Box 791 Flagler Beach, Fl. 32136		
Eddie	Herrera	(386)931-5892	eddie@myallianceteam.com	1 Florida Pk Dr. N Suite 105B Palm Coast, FL 32137		
Mary Jane	LeFrebrve	(386)447-1064	ralefebre@earthlink.net	28 Porto Mar Unit 601 Palm Coast, FL 32137		
Ralph	Lightfoot	(386)864-1510	ralphlight@gmail.com	38 Fenwick Ln. Palm Coast, FL 32137		
Debby	Meyer	(386)283-7280	1meyergroup@gmail.com	1620 S Ocean Shore Blvd Flagler Beach, FL 32136		
Priscella	Netts	(386)931-2765	pgn@pcfl.net	17 Flintstone Ct. Palm Coast, FL 32137		
Robert	Reese	(386)503-4370	bob@rjrmanagement.com	2561 Moody Blvd. Ste. 202 Flagler Beach, FL 3213		
Jay	Scherr	(904)236-0431	jays@jscottconsultingservices.com	531 John Anderson Hwy. Flagler Beach, FL 32136		
Sandra	Siepietoski	(386)517-6852	sandjax2@aol.com	2001 Palm Drive Unit H102 Flagler Beach, FL 32136		
Sarah	Ulis	(386)283-5166	theulises@att.net	8 Vanderbelt Place Palm Coast, FL 32164		
Maralee	Walsh-McDaniel	(924)512-1174	mwalsh9025@aol.com	131 Brownstone Ln Palm Coast, FL 32137		
Sascha	Wise	(386)864-0664	sacha@wisetaxaccounting.com	26 East Bourne Ln. Palm Coast, FL 32164		
Ex Officio Officers						
Amelia	Fulmer	(386)338-5388	amelia@flagleauditorium.org	903 Ocean Marina Dr. Flagler Beach, Fl. 32136		
Trevor	Tucker		TuckerT@flaglerschools.com	School Board Liason		
Peacock	Paul		PeacockP@flaglerschools.com	Chief or Operations - Flagler Schools representative		

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Background Information:

The Flagler Auditorium has been the leading assembly venue in the area since 1991. Our organization seeks to endorse the development of the Arts both locally, regionally and statewide. We support the development of local performing and visual arts in various ways. One of the goals in our purpose statement is to make the Performing Arts available and accessible to everyone in the region.
The Flagler Auditorium presents live theatre, music, performing arts, and educational opportunities for the citizens of Flagler County and surrounding areas. We are requesting funds to sustain the marketing of our 2021-22 programming. We plan to present a diverse offering of world-class entertainment this year, offering professional shows, local, community, and school events. We plan to offer subscription and group sales in addition to single ticket sales online. It is our sincere intention to promote and raise the level of awareness for the Arts as a partner with the City of Palm Coast. We will also work with local businesses and arts groups. We intend to advertise inside and outside of the county, conduct performance surveys, and collect visitor information. Collecting data about our audiences is essential to our success. We also promote educational art activities, bringing students and parents from the region to participate in district and state events whenever possible.

Tracking Attendance:

The Flagler Auditorium will track its success through ticket sales and reports, corporate support, contributions, marketing results, budgeting, media coverage and reviews. In addition, we will report attendance from regional events held at the Auditorium. We will conduct surveys of audience members by email after every performance. Valuable information is gained from these surveys, which help determine show selection and customer service. Still, they also give us information on how the patron learned about our venue and our community. This creates valuable data for our success and for the Tourist Development Council.

Our **Event Objectives:**

Objectives:

1) To negotiate quality show contracts and performances at prices that are accessible to everyone in the community. We will work to serve our target audience to build revenue for our mission.

2) To present a season of performances appealing to our target audiences but to provide programming of all preferences and ages, therefore serving the community and supporting Arts education. We also present community and school performances throughout the year.

3) To support Arts education initiatives in Flagler county by scheduling shows and events with an educational and cultural component. Educating and introducing students to careers in the performing arts not only on stage but backstage and in the box office also create economic opportunity for our future.

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4) To provide children, underserved populations, low income and special needs individuals with access to the performing arts through community outreach, arts initiatives, and charitable giving programs, including scholarships, summer camps, and art teacher assistance.

5) To serve as a major economic boost to Flagler County, making significant contributions to the economic health of our community by creating jobs, and creating opportunities for shopping, hotel and retail businesses. Booking Artist and fans in local hotels is a priority in our contracts.

Other Sources of Funding

The Flagler Auditorium receives support from the Division of Cultural Affairs and the Tourist Development Council. We are a direct support organization of Flagler County Schools but we rely on ticket sales, contributions and sponsorships for sustainability. The School district funds the majority of capital, maintenance and salaries for the venue. All of these contributions allow us to program shows that bring in audiences and have events that serve all ages.

What makes our event(s) Unique?

As a presenter, the Flagler Auditorium prides itself on the standard of excellence it has set for Flagler County and the surrounding communities. We take commitment to serving the local community seriously. We seek to offer something for every interest and every age group. The professional performers we have brought to our venue for the past 30 years have displayed the finest examples of classical/ country/ popular music, opera, ballet, modern dance, comedy, drama, jazz, and Broadway musicals and masterclasses. These offerings serve our community and our mission to inspire and educate. As a direct support organization of Flagler Schools, We are passionate about Arts Education and seek to include masterclasses and workshops. We seek to create opportunities for students to learn and grow in the arts, creating audiences and stakeholders for the future.

Our Pandemic story:

On March 1, 2020, all indicators showed our success as a thriving venue. In the 2019 - 20 season, the Auditorium had strong ticket sales and strong attendance. We recently completed a one million dollar expansion with a significant wing added, a box office and lobby improvements. We received support from the Department of Cultural Affairs, the school district the City of Palm Coast and the TDC. When the season was cancelled due to the pandemic we continued quality customer service with our staff working from home, granting refunds to our patrons from cancelled performances. Our board continued to meet and look for ways to serve the community through zoom. We offered our social media marketing channels and marquee to the community, supporting the TDC initiatives such as "Power to prevent "and advertising for the city to Buy Local. In September. We held a live outdoor concert with the funds from the “State of the Arts” plates Program. All of the net proceeds benefitted the three other Performing Arts organizations in Flagler County.

We did not give up on programming. We opened the theatre at 25% and joined resources with other organizations in the community from the historical societies, the business community and service organizations to create events to bring us together indoors and outdoors. The impact on our revenue last year could have been devastating without the assistance of the school district,

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state and local grants along with the patrons and businesses that remained committed to our mission and our future. The Auditorium served over 2000 audience members and the performing arts students in Flagler County Schools. We made new connections with people in the area online and in the theatre

The Arts create jobs, stimulate trade and attract investment to Flagler County. Building trust and creating strong bonds between people of different backgrounds enables all of our enterprises to grow. Our programs not only increase tourism, they increase community participation. This participation creates and bestows a stronger community identity. This identify rallies hope, productivity and economic vibrancy to our area.

Cultural organizations such as the Flagler Auditorium create activities that attract people and investment in our economy. The City of Palm Coast is supports a variety of businesses, organizations and arts organizations. In accepting financial support from the City of Palm Coast the Flagler Auditorium seeks to become an anchor arts institution in the community by advocating for and building cultural experiences while expanding Arts education for all.

Marketing and Advertising

Presently our target audience for professional shows are 55+ years old, living within driving distance of Flagler County with a modest income. This data is derived from our members, previous ticket sales, and data on our website, including followers on social media pages. However, the Flagler Auditorium has a broader audience due to student participation in recitals and concerts. Three of the shows this season will entice our target audience but they will also bring an educational component for our students by providing workshop opportunities with drama, chorus and band high school students.

Press releases distributed to a broad media list covering several counties, airtime on local and out of town **radio**--both for-profit and not for profit stations.

Print advertising via numerous newspapers, magazines, brochures, mailers and collaborative efforts with other organizations.

Presentations to local and regional groups, providing virtual and in person show announcements and tours of the Auditorium

Email marketing to our own dedicated subscribers and all school board employees, Facebook and social media promotion to our community of fans with detailed information on each show at our website, flagleauditorium.org. We use constant contact weekly and it has delivered the greatest results on ticket sales. We offer specials for returning patrons, discount codes for groups, and dynamic pricing with segmented audiences. The board has a commitment to developing more audiences from our community over the next year. We have continued our print advertising while also exploring new ways of spreading our message through social media and community building.

Community outreach helps to spread a spirit of community that leads to new audiences and new relationships. We will continue to highlight organizations in the community before our shows in an outdoor festival environment whenever possible, giving service organizations and other arts groups an opportunity to inform patrons and out-of-town guests about our unique assets. By helping the community we expand our outreach. .

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We have recently rebuilt our **website** and our **ticket system**. (www.flagleraudi torium.org) with photos and detailed information on every show including promotional materials, video, sound clips, etc. We will be able to reach interested audiences 24 hours a day. Our ticket system assists us in development and customer service by showing patron values and providing online analytics on how patrons arrived at our site.

We will continue our previous marketing and advertising inside and outside the community, but we will be investing in data collection and focus groups to determine the motivation of audiences. In this way, we hope to better understand future show attendance. We will widen our target audience by researching and surveying new and current audiences. The City of Palm Coast will be a vital resource for us and our partnership within the Arts District and will be crucial to the future of our venue and our role as part of tourism in Flagler County.

Show Budget and Marketing for the 2021-22 Season

Show Related Revenues	
Projected ticket sales	$320,000.00
Ticket Fees	$25,000.00
Playbill Advertisements	$12,000.00
Support Grants	
State Support Grant	25,000.00
Tourist Development 110	$10,000.00
Tourist Development Advertising	$5,000.00
City Grant	$2,400.00
Other Contributions	
Show sponsorships	$18,000.00
	417,400.00
Show Related expenses	
Show Contract expense	$200,000.00
Show bill expense	$8,500.00
Hospitality	$7,000.00
Hotels for performers	$13,000.00
Contract labor & other Services	$15,000.00
	$243,500.00
Advertising/ Marketing	
Newspaper/ mail print advertising	$43,000.00
Radio	$12,000.00
Social media/ Digital initiatives	$10,000.00

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Magazines/ monthly publications		$16,000.00
Digital memberships/ partners		$2,000.00
Brochures/ Ad creation		$10,000.00
Video Market content creation		$10,500.00
Other -analytics, research		$10,000.00
		$113,500.00
PR contract Services		$12,500.00
General Administrative		$12,000.00
Financial Charges		$19,500.00
	Total	**$44,000.00**
Total Expenses		**$401,000.00**
NET SHOW INCOME		$16,400.00
Fundraising Income - Net		
Income:		
Donations		$8,000.00
Corporate Patron Contributions		$12,000.00
Scholarship donations		$1,000.00
Arts Plates - restricted		$2,600.00
Arts in Education		$4,000.00
		$27,600.00
Fundraising expense -net		
Misc. Fundraisers		$4,000.00
VIP events		$3,000.00
Fundraising Sales		$2,000.00
Holiday Events		$2,000.00
		$11,000.00
Ticket Income Net		$16,400.00
Fundraising net		$18,100.00
		$34,500.00
Less Scholarships and grants		$30,000.00
Net Income		$4,500.00

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2021-2022 Season



President's Own Marine Band
Oct. 10, 2021 - 3:00 PM



Let's Hang On, Franki Valli Tribute
Nov. 19, 2021 - 7:00 PM



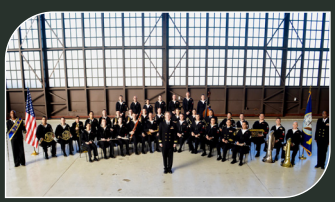
Last Child, Aerosmith Experience
Nov. 27, 2021 - 7:00 PM



Darlene Love
Dec. 11, 2021 - 7:00 pm



The American Sirens
Dec. 17, 2021 - 7:00 pm



Navy SouthEast Band
Dec. 19, 2021 - 3:00 pm



Winter Dance Party
Jan. 7, 2022 - 7:00 pm



The Bronx Wanderers
Jan. 27, 2022 - 7:00 pm

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Rocky and the Rollers
Jan. 30, 2022 - 2:00 pm



Adbacadabra
Feb. 4, 2022 - 7:00 pm



Melissa Manchester
Feb. 6, 2022 - 7:00 pm



Motones & Jerseys
Feb. 18, 2022 - 7:00 pm



Six Appeal
Feb. 28, 2022 - 7:00 pm



Married to Broadway Sharpe Family Singers
Mar. 10, 2022 - 7:00 PM



Doo Wop Project
Mar. 18, 2022 - 7:00 pm



The Texas Tenors
Mar. 25, 2022 - 7:00 pm



Canadian Brass
Mar. 29, 2022 - 7:00 pm



One Night in Memphis
Apr. 18, 2022 - 7:30 pm



Bobby Darin Splish Splash!
Apr. 24, 2022 - 3:00 pm

ALWAYS FREE PARKING

SUBSCRIPTIONS AVAILABLE

GROUP DISCOUNTS

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	A	B	C	D
1				
2		**Calendar of Events 2021-2022**	**Day**	**Date**
3		**AUGUST**		
4		Superintendents welcome back	**Tuesday**	8/3/2021
5		Freshman Orientation	**Wednesday**	8/4/2021
6		Bus Driver Training Auditorium All Day	**Monday**	8/9/2021
7		Bulldog Success Day 7am- 3pm	**Wednesday**	8/16/2021
8		Surf Film Festival -Flagler Beach Surf Club event	Thursday	8/19/2021
9		**SEPTEMBER**		
10		September 911 Anniversary Event- Tiger Bay club	Wednesday	9/8/2021
11		National Arts Education Event	Saturday	9/18/2021
12		Thespian Variety Show	Tuesday	9/28/2021
13		**OCTOBER**		
14		President's Own Marine Band	Sunday	10/10/2021
15		Drama One Acts - Main Stage	Friday - Sun	10/28/2021
16		Senior Meeting - during the day	Friday	10/29/2021
17		**NOVEMBER**		
18		FPCHS Jazz Band	Thursday	11/4/2021
19		VETERANS DAY ceremony	Wednesday	11/11/2021
20		FPCHS BAND POPS concert	Tuesday	11/16/2021
21		FYO Fall Concert	Wednesday	11/17/2021
22		Let's Hang On - Franki Valli tribute	Friday	11/19/2021
23		Last Child - Aerosmith Show	Saturday	11/27/2021
24		**DECEMBER**		
25		Motown & Mo Rehearsal	Friday	12/3/2021
26		Motown & Mo SHOWS	Saturday	12/4/2021
27		MHS BLUE Steel	Tuesday	12/7/2021
28		FPCHS Holiday Band and Chorus Concert	Thursday	12/9/2021

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29		Darlene Love	Saturday	12/11/2021
30		FPCHS DANCE Show - stage/ rehearsal	Tuesday	12/14/2021
31		FPCHS Dance Show	Wednesday	12/15/2021
32		American Sirens	Friday	12/17/2021
33		Navy SouthEast Band TBA	Sunday	12/19/2021
34		**JANUARY**		
35		Winter Dance Party	Friday	1/7/2022
36				
37		Flagler Schools Teacher of the Year Celebration	Thursday	1/20/2022
38		The Bronx Wanderers	Thursday	1/27/2022
39		Rocky and The Rollers	Sunday	1/30/2022
40		**FEBRUARY**		
41		Abba	Friday	2/4/2022
42		Melissa Manchester	Sunday	2/6/2022
43		FPCHS Drama Show	Friday	2/11/2022
44		FPC Drama Show	Saturday	2/12/2022
45		FYO Winter CONCERT	Monday	2/14/2022
46		Earth to Mars (Bruno Mars) Fundraiser	Wednesday	2/16/2022
47		Motown vs. Jerseys	Friday	2/18/2022
48		Six Appeal (Chorus workshop)	Monday	2/28/2022
49		**MARCH**		
50		Band District - Regional	Thursday	3/3/2022
51		Band District- Regional	Friday	3/4/2022
52		Band District- Regional	Saturday	3/5/2022
53		Sharpe Family Singers - Thespian meet and greet/workshop	Thursday	3/10/2022
54		Doo Wop Project	Friday	3/18/2022
55		The Texas Tenors	Friday	3/25/2022

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	A	B	C	D
56		Canadian Brass (workshop with band)	Tuesday	3/29/2022
57		**APRIL**		
58		One Night In Memphis	Friday	4/8/2022
59		FPCHS Dance on Deck	Tuesday	4/12/2022
60		FPCHS Dance on Deck	Wednesday	4/13/2022
61		**FPCHS Dance SHOW**	Thursday	4/14/2022
62		FPCHS Spring Chorus	Tuesday	4/19/2022
63		FPCHS Dance on Deck	Wednesday	4/20/2022
64		**FPCHS Starlets Dance SHOW**	Thursday	4/21/2022
65		Bobby Darin Splish Splash! Matinee	Sunday	4/24/2022
66		FYO Spring Concert	Monday	4/25/2022
67		**MAY**		
68		Musical Set and Tech Build stage occupied- May 1st - 14th -		5/1/2021- 5/12/2021
69		**FPCHS Musical**	Thursday	5/12/2022
70		**FPCHS Musical**	Friday	5/13/2022
71		**FPCHS Musical Matinee**	Saturday	5/14/2022
72		**FPCHS Musical**	Saturday	5/14/2022
73		**FPCHS Band CONCERT**	Tuesday	5/17/2022
74		**FPCHS Thespian Awards**	Monday	5/23/2022
75		**JUNE**		
76		Mia Bella Dance Academy	Saturday	6/4/2022
77		Flagler School of Dance on Deck	Friday	6/11/2022
78		**Flagler School of Dance SHOW**	Saturday	6/12/2022
79		City Repertory on Deck - rehearsal	Mon.-Thurs	6/13-6/16
80		**Schoolhouse Rock with City Repertory SHOW**	Fri - Sat.	June 17-18 2022
81		Flagler Broadcasting Sponsored show - TBA	Saturday	6/25/2022
82		**LEGEND**		
83		Community Shows		

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	A	B	C	D
84		School Shows		
85		Government/ school board all county events		
86		Governing Board Shows		

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	E	F
1		
2	**Show Time**	
3		
4	8:00AM	
5	5:00 PM	
6	7:00 AM	
7	8:00 AM	**Tentative**
8	7:00 PM	
9		
10	4:00 PM	
11	5:30 PM	
12	7:00 PM	
13		
14	3:00 PM	
15	TBA	
16	8:00 AM	
17		
18	7:00 PM	
19	10:AM	
20	7:00 PM	
21	7:00 PM	
22	7:00 PM	
23	7:00 PM	
24		
25	TBA	
26	TBA	
27	7:00 PM	
28	7:00 PM	

DocuSign Envelope ID: BE1E98B3-C001-4308-80F1-AFD601B9F56C

	E	F
29	7:00 PM	
30	TBA	
31	7:00 PM	
32	7:00 PM	
33	TBA	
34		
35	7:00 PM	
36		
37	6:00 PM	
38	7:00 PM	
39	2:00 PM	
40		
41	7:00PM	
42	7:00 PM	
43	7:00 PM	
44	7:00 PM	
45	7:00 PM	
46	7:00 PM	
47	7:00 PM	
48	7:00 PM	
49		
50	TBA	
51	TBA	
52	TBA	
53	7:00 PM	
54	7:00 PM	
55	7:00 PM	

DocuSign Envelope ID: BE1E98B3-C001-4308-80F1-AFD601B9F56C

	E	F
56	7:00 PM	
57		
58	7:30 PM	
59	PM	
60	PM	
61	7:00 PM	
62	7:00 PM	
63	PM	
64	7:00 PM	
65	2:00 PM	
66	7:00 PM	
67		
68	ALL DAY	
69	7:00 PM	
70	7:00 PM	
71	2:00 PM	
72	7:00 PM	
73	6:00 PM	
74	6:00 PM	
75		
76	TBA	
77	TBA	
78	TBA	
79	TBA	
80	TBA	Matinee Friday
81	TBA	
82		
83		

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CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* DS

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* DS

B. Requestor must be based in the City of Palm Coast. *Acknowledged* DS

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* DS

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* DS

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* DS

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* DS

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* DS

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* DS

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* DS

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* DS

DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* _____

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* _____

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged _____

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* _____

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* _____

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* _____

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* _____

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* _____

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* _____

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* _____

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged _____

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C. The Request for Reimbursement of Funds Form **must** include:

1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* DS _____

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* _____

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments. *Acknowledged* DS _____

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS _____

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

Please provide the following information:

ORGANIZATION NAME (REQUESTOR): Flagler Performing Arts Academy

STREET ADDRESS: 250 Palm Coast parkway N.E. #607-223

CITY, STATE, ZIP CODE: Palm Coast, Fl 32137

CONTACT PERSON: Ann Paris

PHONE 386-589-3019 EMAIL ann@palmcoastsummercmp.com

PROGRAM NAME: Palm Coast Summer Theater Camp

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? 6 summers

TOTAL PROGRAM COST: 25,000.00

AMOUNT REQUESTED: 3,000.00

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: _____NO ___X___ YES

IF YES, GRANT AMOUNT 2400.00 FINAL PROGRAM COST: $25,000.00

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Ann Paris
6E946EAB7CFA463...
Signature (Authorized Representative)

Ann Paris
Print Name

President
Title

Aug 2, 2021 | 8:45 AM PDT
Date

DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

MUSIC IN THE PARK



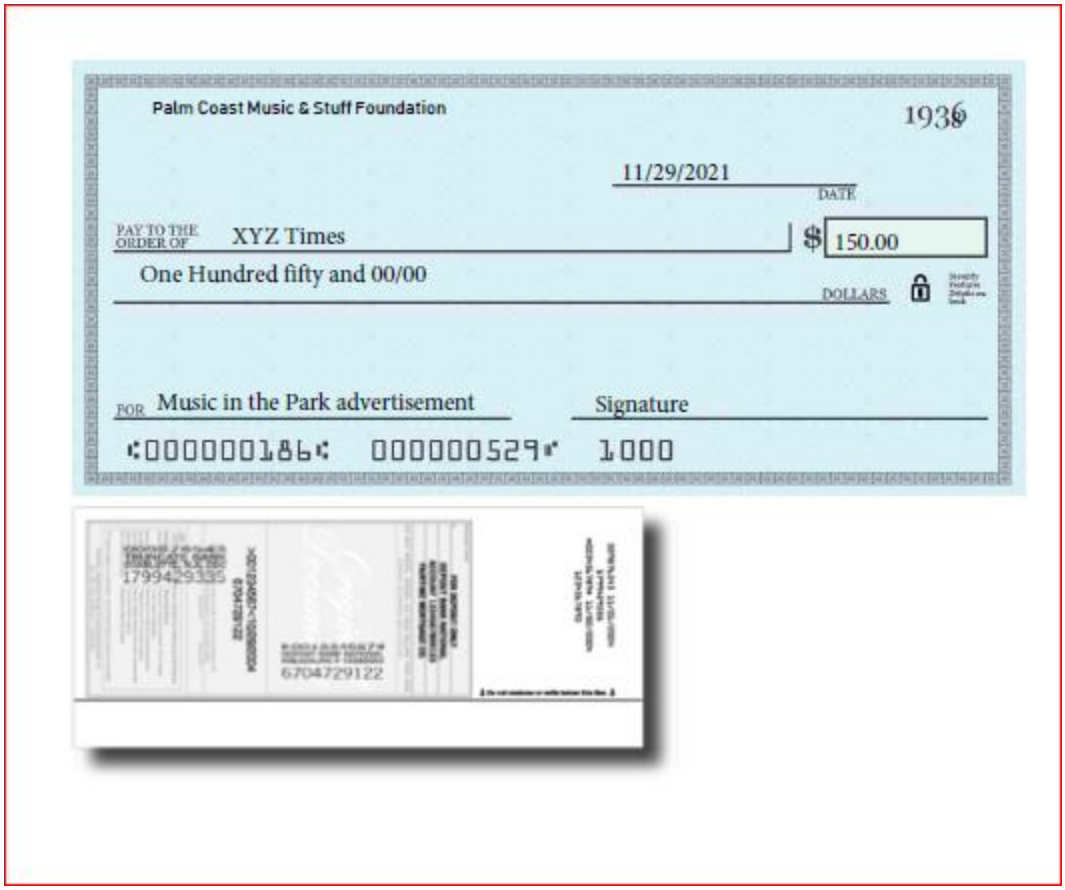
Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C





DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939

Palm Coast Music & Stuff Foundation 1939

3/15/2022
DATE

PAY TO THE ORDER OF 123 Furniture Rental $ 300.00

three hundred and 00/00 DOLLARS

FOR Music in the park tables/chairs signature

⑆000000186⑆ 000000529⑈ 1000



DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a_____

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _X_ No_____ Exception Comment n/a_____

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_____X_____ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments - n/a

DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

1 Wages, tips, other comp. 62038.53	2 Federal income tax withheld 3512.91
3 Social security wages 64056.00	4 Social security tax withheld 3971.46
5 Medicare wages and tips 64056.00	6 Medicare tax withheld 928.90

Employer's name, address, and ZIP code

SCHOOL BOARD OF FLAGLER COUNTY
1769 EAST MOODY BLVD BLDG 2
P.O. BOX 755
BUNNELL FL 32110-0755

7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a DD 8557.52
	12b
13 Statutory employee: Retirement plan: X; Third-party sick pay	12c
	12d
14 FRSEE 2017.47 DUES 642.00 FRSER 6136.82	Employee's social security no. 547-35-7057
	Employer ID number (EIN) 59-6000609
	Control number

ANN S PARIS
39 FENHILL LANE
PALM COAST FL 32137

Employee's name, address, and ZIP code

15 St. / Employer's state ID number	16 State wages, tips, etc.	17 State income tax
FL		
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Wage and Tax Statement — **Copy B** — This information is being furnished to the IRS. **To Be Filed With Employee's FEDERAL Tax Return.**

Form **W-2** 2020

OMB No. 1545-0008 Department of the Treasury – Internal Revenue Service

1 Wages, tips, other comp. 62038.53	2 Federal income tax withheld 3512.91
3 Social security wages 64056.00	4 Social security tax withheld 3971.46
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1769 EAST MOODY BLVD BLDG 2
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	Employer ID number (EIN) 59-6000609
	Control number

ANN S PARIS
39 FENHILL LANE
PALM COAST FL 32137

Employee's name, address, and ZIP code

15 St. / Employer's state ID number	16 State wages, tips, etc.	17 State income tax
FL		
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Wage and Tax Statement — **Copy 2** — **To Be Filed With Employee's State, City, or Local Income Tax Return**

Form **W-2** 2020

OMB No. 1545-0008 Department of the Treasury – Internal Revenue Service

1 Wages, tips, other comp. 62038.53	2 Federal income tax withheld 3512.91
3 Social security wages 64056.00	4 Social security tax withheld 3971.46
5 Medicare wages and tips 64056.00	6 Medicare tax withheld 928.90

Employer's name, address, and ZIP code

SCHOOL BOARD OF FLAGLER COUNTY
1769 EAST MOODY BLVD BLDG 2
P.O. BOX 755
BUNNELL FL 32110-0755

7 Social security tips	8 Allocated tips
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	12b
13 Statutory employee: Retirement plan: X; Third-party sick pay	12c
	12d
14 FRSEE 2017.47 DUES 642.00 FRSER 6136.82	Employee's social security no. 547-35-7057
	Employer ID number (EIN) 59-6000609
	Control number

ANN S PARIS
39 FENHILL LANE
PALM COAST FL 32137

Employee's name, address, and ZIP code

15 St. / Employer's state ID number	16 State wages, tips, etc.	17 State income tax
FL		
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Wage and Tax Statement — **Copy 2** — **To Be Filed With Employee's State, City, or Local Income Tax Return**

Form **W-2** 2020

OMB No. 1545-0008 Department of the Treasury – Internal Revenue Service

1 Wages, tips, other comp. 62038.53	2 Federal income tax withheld 3512.91
3 Social security wages 64056.00	4 Social security tax withheld 3971.46
5 Medicare wages and tips 64056.00	6 Medicare tax withheld 928.90

Employer's name, address, and ZIP code

SCHOOL BOARD OF FLAGLER COUNTY
1769 EAST MOODY BLVD BLDG 2
P.O. BOX 755
BUNNELL FL 32110-0755

7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a DD 8557.52
	12b
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	12d
14 FRSEE 2017.47 DUES 642.00 FRSER 6136.82	Employee's social security no. 547-35-7057
	Employer ID number (EIN) 59-6000609
	Control number

ANN S PARIS
39 FENHILL LANE
PALM COAST FL 32137

Employee's name, address, and ZIP code

15 St. / Employer's state ID number	16 State wages, tips, etc.	17 State income tax
FL		
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Wage and Tax Statement — **Copy C — For EMPLOYEE'S RECORDS**

This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

Form **W-2** 2020

OMB No. 1545-0008 Department of the Treasury – Internal Revenue Service

Instructions for Employee

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your tax return.

Box 5. You may be required to report this amount on Form 8959, Additional Medicare Tax. See the Instructions for Forms 1040 and 1040-SR to determine if you are required to complete Form 8959.

Box 6. This amount includes the 1.45% Medicare Tax withheld on all Medicare wages and tips shown in box 5, as well as the 0.9% Additional Medicare Tax on any of those Medicare wages and tips above $200,000.

Box 8. This amount is **not** included in box 1, 3, 5, or 7. For information on how to report tips on your tax return, see the Instructions for Forms 1040 and 1040-SR.

You must file Form 4137, Social Security and Medicare Tax on Unreported Tip Income, with your income tax return to report at least the allocated tip amount unless you can prove with adequate records that you received a smaller amount. If you have records that show the actual amount of tips you received, report that amount even if it is more or less than the allocated tips. Use Form 4137 to figure the social security and Medicare tax owed on tips you didn't report to your employer. Enter this amount on the wages line of your tax return. By filing Form 4137, your social security tips will be credited to your social security record (used to figure your benefits).

Box 10. This amount includes the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over $5,000 is also included in box 1. Complete Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.

Box 11. This amount is (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 457(b) plan, or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount. This box shouldn't be used if you had a deferral and a distribution in the same calendar year. If you made a deferral and received a distribution in the same calendar year, and you are or will be age 62 by the end of the calendar year, your employer should file Form SSA-131, Employer Report of Special Wage Payments, with the Social Security Administration and give you a copy.

Box 12. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and S) and designated Roth contributions (codes AA, BB, and EE) under all plans are generally limited to a total of $19,500 ($13,500 if you only have SIMPLE plans; $22,500 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to $19,500. Deferrals under code H are limited to $7,000.

However, if you were at least age 50 in 2020, your employer may have allowed an additional deferral of up to $6,500 ($3,000 for section 401(k)(11) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the Instructions for Forms 1040 and 1040-SR.

Note: If a year follows code D through H, S, Y, AA, BB, or EE, you made a make-up pension contribution for a prior year(s) when you were in military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.

A—Uncollected social security or RRTA tax on tips. Include this tax on Form 1040 or 1040-SR. See the Instructions for Forms 1040 and 1040-SR.

B—Uncollected Medicare tax on tips. Include this tax on Form 1040 or 1040-SR. See the Instructions for Forms 1040 and 1040-SR.

C—Taxable cost of group-term life insurance over $50,000 (included in boxes 1, 3 (up to social security wage base), and 5)

D—Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.

E—Elective deferrals under a section 403(b) salary reduction agreement

F—Elective deferrals under a section 408(k)(6) salary reduction SEP

G—Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan

H—Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See the Instructions for Forms 1040 and 1040-SR for how to deduct.

J—Nontaxable sick pay (information only, not included in box 1, 3, or 5)

K—20% excise tax on excess golden parachute payments. See the Instructions for Forms 1040 and 1040-SR.

L—Substantiated employee business expense reimbursements (nontaxable)

M—Uncollected social security or RRTA tax on taxable cost of group-term life insurance over $50,000 (former employees only). See the Instructions for Forms 1040 and 1040-SR.

N—Uncollected Medicare tax on taxable cost of group-term life insurance over $50,000 (former employees only). See the Instructions for Forms 1040 and 1040-SR.

P—Excludable moving expense reimbursements paid directly to a member of the U.S. Armed Forces (not included in box 1, 3, or 5)

Q—Nontaxable combat pay. See the Instructions for Forms 1040 and 1040-SR for details on reporting this amount.

R—Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.

S—Employee salary reduction contributions under a section 408(p) SIMPLE plan (not included in box 1)

T—Adoption benefits (not included in box 1). Complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.

V—Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5). See Pub. 525, Taxable and Nontaxable Income, for reporting requirements.

W—Employer contributions (including amounts the employee elected to contribute using a section 125 (cafeteria) plan) to your health savings account. Report on Form 8889, Health Savings Accounts (HSAs).

Y—Deferrals under a section 409A nonqualified deferred compensation plan

Z—Income under a nonqualified deferred compensation plan that fails to satisfy section 409A. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See the Instructions for Forms 1040 and 1040-SR.

AA—Designated Roth contributions under a section 401(k) plan

BB—Designated Roth contributions under a section 403(b) plan

DD—Cost of employer-sponsored health coverage. **The amount reported with code DD is not taxable.**

EE—Designated Roth contributions under a governmental section 457(b) plan. This amount does not apply to contributions under a tax-exempt organization section 457(b) plan.

FF—Permitted benefits under a qualified small employer health reimbursement arrangement

GG—Income from qualified equity grants under section 83(i)

HH—Aggregate deferrals under section 83(i) elections as of the close of the calendar year

Box 13. If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions you may deduct. See Pub. 590-A, Contributions to Individual Retirement Arrangements (IRAs).

Box 14. Employers may use this box to report information such as state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a member of the clergy's parsonage allowance and utilities. Railroad employers use this box to report railroad retirement (RRTA) compensation, Tier 1 tax, Tier 2 tax, Medicare tax, and Additional Medicare Tax. Include tips reported by the employee to the employer in railroad retirement (RRTA) compensation.

Note: Keep **Copy C** of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help **protect your social security benefits,** keep Copy C until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year.

Notice to Employee

Do you have to file? Refer to the Instructions for Forms 1040 and 1040-SR to determine if you are required to file a tax return. Even if you don't have to file a tax return, you may be eligible for a refund if box 2 shows an amount or if you are eligible for any credit.

Earned income credit (EIC). You may be able to take the EIC for 2020 if your adjusted gross income (AGI) is less than a certain amount. The amount of the credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You can't take the EIC if your investment income is more than the specified amount for 2020 or if income is earned for services provided while you were an inmate at a penal institution. For 2020 income limits and more information, visit *www.irs.gov/EITC*. See also Pub. 596, Earned Income Credit. **Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.**

Clergy and religious workers. If you aren't subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. Be sure to get your copies of Form W-2c from your employer for all corrections made so you may file them with your tax return. If your name and SSN are correct but aren't the same as shown on your social security card, you should ask for a new card that displays your correct name at any SSA office or by calling 800-772-1213. You may also visit the SSA website at *www.SSA.gov*.

Cost of employer-sponsored health coverage (if such cost is provided by the employer). The reporting in box 12, using code DD, of the cost of employer-sponsored health coverage is for your information only. **The amount reported with code DD is not taxable.**

Credit for excess taxes. If you had more than one employer in 2020 and more than $8,537.40 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than $5,012.70 in Tier 2 RRTA tax was withheld, you may also be able to claim a credit. See the Instructions for Forms 1040 and 1040-SR and Pub. 505, Tax Withholding and Estimated Tax.

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1 Wages, tips, other comp. 62038.53	2 Federal income tax withheld 3512.91
3 Social security wages 64056.00	4 Social security tax withheld 3971.46
5 Medicare wages and tips 64056.00	6 Medicare tax withheld 928.90

Employer's name, address, and ZIP code

SCHOOL BOARD OF FLAGLER COUNTY
1769 EAST MOODY BLVD BLDG 2
P.O. BOX 755
BUNNELL FL 32110-0755

7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a DD 8557.52
	12b
13 Statutory employee: Retirement plan: X; Third-party sick pay	12c
	12d
14 FRSEE 2017.47 DUES 642.00 FRSER 6136.82	Employee's social security no. 547-35-7057
	Employer ID number (EIN) 59-6000609
	Control number

ANN S PARIS
39 FENHILL LANE
PALM COAST FL 32137

Employee's name, address, and ZIP code

15 St. / Employer's state ID number	16 State wages, tips, etc.	17 State income tax
FL		
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Wage and Tax Statement — **Copy B** — This information is being furnished to the IRS. **To Be Filed With Employee's FEDERAL Tax Return.**

Form **W-2** 2020

OMB No. 1545-0008 Department of the Treasury – Internal Revenue Service

1 Wages, tips, other comp. 62038.53	2 Federal income tax withheld 3512.91
3 Social security wages 64056.00	4 Social security tax withheld 3971.46
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Employer's name, address, and ZIP code

SCHOOL BOARD OF FLAGLER COUNTY
1769 EAST MOODY BLVD BLDG 2
P.O. BOX 755
BUNNELL FL 32110-0755

7 Social security tips	8 Allocated tips
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	Employer ID number (EIN) 59-6000609
	Control number

ANN S PARIS
39 FENHILL LANE
PALM COAST FL 32137

Employee's name, address, and ZIP code

15 St. / Employer's state ID number	16 State wages, tips, etc.	17 State income tax
FL		
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Wage and Tax Statement — **Copy 2** — **To Be Filed With Employee's State, City, or Local Income Tax Return**

Form **W-2** 2020

OMB No. 1545-0008 Department of the Treasury – Internal Revenue Service

1 Wages, tips, other comp. 62038.53	2 Federal income tax withheld 3512.91
3 Social security wages 64056.00	4 Social security tax withheld 3971.46
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SCHOOL BOARD OF FLAGLER COUNTY
1769 EAST MOODY BLVD BLDG 2
P.O. BOX 755
BUNNELL FL 32110-0755

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	Employer ID number (EIN) 59-6000609
	Control number

ANN S PARIS
39 FENHILL LANE
PALM COAST FL 32137

Employee's name, address, and ZIP code

15 St. / Employer's state ID number	16 State wages, tips, etc.	17 State income tax
FL		
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Wage and Tax Statement — **Copy 2** — **To Be Filed With Employee's State, City, or Local Income Tax Return**

Form **W-2** 2020

OMB No. 1545-0008 Department of the Treasury – Internal Revenue Service

1 Wages, tips, other comp. 62038.53	2 Federal income tax withheld 3512.91
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SCHOOL BOARD OF FLAGLER COUNTY
1769 EAST MOODY BLVD BLDG 2
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BUNNELL FL 32110-0755

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ANN S PARIS
39 FENHILL LANE
PALM COAST FL 32137

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FL		
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Wage and Tax Statement — **Copy C — For EMPLOYEE'S RECORDS**

This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

Form **W-2** 2020

OMB No. 1545-0008 Department of the Treasury – Internal Revenue Service

Instructions for Employee

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Cost of employer-sponsored health coverage (if such cost is provided by the employer). The reporting in box 12, using code DD, of the cost of employer-sponsored health coverage is for your information only. **The amount reported with code DD is not taxable.**

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 19 2016

FLAGLER PERFORMING ARTS ACADEMY INC
250 PALM COAST PARKWAY NE 607-223
PALM COAST, FL 32137-8224

Employer Identification Number:
81-3556709
DLN:
26053630003216
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
August 5, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search box to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

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DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

Flagler Performing Arts Academy

Aug. 1, 2021
City of Palm Coast,
Re: Request for Cultural Arts Financial Assistance

Dear Committee,

The Flagler Performing Arts Academy (a 5013c nonprofit) greatly appreciates the opportunity to apply for grant assistance from the City of Palm Coast. Our program received funding from your organization last summer and as a result we were not only able to provide 50 children and 5 interns with a 4 week professional quality musical theater training, but over 500 community residents were able to enjoy the magic of 2 high quality theatrical experiences. Thanks to you, we were able to expand this highly beneficial experience to the children and residents of Palm Coast.

We are hopeful that we will be granted funds to continue to provide an enriching artistic experience to many more young people in our community.

We are seeking funding to provide a 3 week musical theatre camp and 6 performances in June 2022. We anticipate the participation of 40 performers ages eight to eighteen, 10 student and adult volunteers, a possible technical stage crew camp, and 500+ community and visitor audience members. Grant funds will be used to offset the cost for Royalties, Costumes, Sets, and Props.

Ann Paris will serve as the program director. Mrs. Paris is currently teaching chorus, dance, drama and musical theater in Flagler County Schools, she has been an adjunct instructor at Daytona State College, teaches private voice students, has authored a book (Vocal Relaxation System) and has many years of performing professionally throughout the world. (find full bio at http://palmcoastsummercamp.com/about-the-director/).

I am happy to meet with the selection commitee if necessary, Thank you.

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Sincerely,

Ann Paris, Founder and Creative Director

Flagler Performing Arts Academy

ann@palmcoastsummercamp.com

1. THE PURPOSE OF FLAGLER PERFORMING ARTS ACADEMY is best summed up in our mission statement.

Mission statement: “The mission of Flagler Performing Arts Academy is to provide a high quality musical theater education to children and youth in a safe, positive environment, fostering teamwork, self-discipline, and sense of accomplishment while bringing exposure to the arts in our community.” Flagler Performing Arts Academy, Inc. is a 501 (C)(3) Organization.

We have started fulfilling our mission by producing a Summer Musical Theater Camp for children ages 8-16. They are trained in vocal music (promoting healthy vocal production), dance and acting. The camp culminates with a Professional quality Musical Production.

We strive to raise the quality of performance here in Palm Coast by focusing on improving skills related to all forms of the performing arts, while increasing awareness and attracting audience members of all ages, cultural background, and experiences.

Our future goals includes dance classes, voice and acting training, improvisation and music reading classes for children, adults and seniors. A future permanent home for the Flagler Performing Arts Academy will provide year round arts education for all residents of Palm Coast.

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2. DESCRIBE THE PROGRAM BEING CONSIDERED FOR FUNDING AND IT’S PURPOSE. INCLUDE DATES, DESCRIPTION, LOCATION AND ANTICIPATED

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ATTENDANCE AT EACH PRESENTATION. EXPLAIN WHY THE PROGRAM BEING OFFERED IS IMPORTANT TO PLAM COAST RESIDENTS AND VISITORS.

The Flagler Performing Arts Academy will conduct a three week musical theatre camp for 40 local students ages 8 -18 and will present 4 performances of a professional quality musical, for approximately 400 local residents and visitors. All activities will be conducted in Palm Coast.

LOCATION of Events: Buddy Taylor Middle School 4500 Belle Terre Pkwy, Palm Coast, FL 32164

ATTENDANCE:
Camp: 50 Students
Performances: 500+ residents and visitors

TENTATIVE EVENT DATES:
CAMP: Monday-Friday 9AM-2PM from JUNE 6-June 24, 2022

Show dates: Friday June 24@ 2PM and 7PM, Sat. June 25 @ 2PM and 7PM and Sunday June 26 @ 2PM and 7PM

THE VALUE OF CAMP TO THE CITY OF PALM COAST RESIDENTS AND VISITORS:

Multiple studies show that both making of theatre, and attending live theatre, contribute to educational and social development, yet often these are the first programs that are cut from many schools.

Research shows that students involved in drama performance outscore non-arts students on the SAT by an average of 65 points in the verbal component and 34 points in the math. Drama students also demonstrate improved school attendance and have lower dropout rates. Performing arts programs have proven to be particularly beneficial to students with learning difficulties.

Drama teaches children to listen, observe and empathize with those around them. Drama students learn to cooperate and collaborate with the other participants through the rehearsal and performance process. Musical theatre fosters a social awareness through exposure to the social issues, events and cultures portrayed in the scripts. Performing on stage requires tremendous concentration and sustained mental focus which is a skill that carries over to all aspects of life.

Furthermore watching live theatre also has numerous benefits. According to a 2014 study at Arkansas, watching live theatre enhances literary knowledge, tolerance and empathy of

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students to a far greater degree than reading or watching a movie can produce. The inclusion of human conflict in many plays increased individuals ability to comprehend and empathize with other people's feelings and reactions, and helps people relate to each other.

Theatre not only entertains and enchants the audience, it fires the imagination, giving children the skills, curiosity and creativity they need to understand the complex world we live in, and music in a live show sparks something in children that is difficult to extinguish.

Finally, having live theatre events, especially those that cater to families and children of all ages, promotes our community. Programs like ours is what attracts visitors and potential home buyers. By exposing the community to the Arts, we strive to attract audience members of all ages, cultural backgrounds, and experiences.

3. HOW THE CITY OF PALM COAST'S FINANCIAL ASSISTANCE WILL BE USED AND WHY FUNDING FROM THE CITY IS ESSENTIAL FOR THE DEVELOPMENT OF THE PROGRAM.

The financial assistance from the City will be used for Royalties, (which includes: rights, scripts, and musically arrangements) and Supplies (which includes: props, sets, and costumes and as required 20% of grant money will be used for advertising.

Funds from the City are essential for The Summer Musical Theatre Program to take place. The children in our community deserve the most thoughtful, careful, and developmentally appropriate instruction that we can provide. Yet, we need to keep camp fees and ticket prices reasonable so that those with limited funds might still participate. The only way we can accomplish this is through assistance such as the City of Palm Coast offers. We will also be seeking donations and volunteer help, do fundraising, and look for other grant opportunities.

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City of Palm Coast

Cultural Arts Financial Assistance Grant

Budget Worksheet

Organization Name	Flagler Performing Arts Academy
Federal ID Number (FEIN)	81-3556708
Organization - Fiscal Year End	
Name of Program Being Considered for Funding:	Summer Musical Theatre Camp

	Budget of Program Being Considered for Funding	Eligible Items to be Considered for Funding	Organization Fiscal Year Budget
Income			
Government Grants			
Foundation and Corporate Grants			
Admission Fees	9000		
Contributions from Individuals	1000		
Membership Income			
Fundraising			
Earned Income			
Interest Income			

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	Earned Income				
	Interest Income				
	Other Income / Ticket sales	4250			
	Total Income	14250	0		0
	Personnel Expenses				
	Salaries and Wages				
	Professional Development/Training				
	Employee Benefits and Taxes				
	Total Personnel Costs		0		0
	Operating Expenses				
	Rent/Mortgage	3400			
	Utility Expenses (Water, Phone, Internet etc.)				
	Office Equipment Rental & Maintenance				
	Awards, Scholarships				
	Fundraising/Development Expenses				
	Insurance Expense				
	Marketing/Advertising	1000	300		
	Professional Fees/Honorariums	9000			
	Supplies for Program	1500	1500		
	Postage and Delivery				
	Travel Expense				
	Other Expenses Specify Royalties	1200	1200		
	Other Expenses Specify Ticket Service	1200			
	Other Expenses Specify				
	Total Operational Costs	17300	3000		0
	Total Expenses		3000		0

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	Personnel Expenses					
	Salaries and Wages					
	Professional Development/Training					
	Employee Benefits and Taxes					
	Total Personnel Costs		0		0	
	Operating Expenses					
	Rent/Mortgage	3400				
	Utility Expenses (Water, Phone, Internet etc.)					
	Office Equipment Rental & Maintenance					
	Awards, Scholarships					
	Fundraising/Development Expenses					
	Insurance Expense					
	Marketing/Advertising	1000	300			
	Professional Fees/Honorariums	9000				
	Supplies for Program	1500	1500			
	Postage and Delivery					
	Travel Expense					
	Other Expenses Royalties Specify	1200	1200			
	Other Expenses Ticket Service Specify	1200				
	Other Expenses Specify					
	Total Operational Costs	17300	3000		0	
	Total Expenses		3000		0	

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 19 2016

FLAGLER PERFORMING ARTS ACADEMY INC
250 PALM COAST PARKWAY NE 607-223
PALM COAST, FL 32137-8224

Employer Identification Number:
81-3556709
DLN:
26053630003216
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
August 5, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search box to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

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BOARD OF DIRECTORS

Ann Paris, Director
39 Fenhill Ln
Palm Coast, Fl. 32137

James L. Paris, Treasurer
39 Fenhill Ln
Palm Coast, Fl. 32137

Joy Cromwell, Board Member
10 River Dr.
Gorham, N H 03581

James N. Paris
714 Sioux Dr.
Orlando, Fl.32807

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FPAA SUPPORT MATERIALS PARIS RESUME: On website under “About the Director” tab

http://palmcoastsummercamp.com/

CAMP SURVEY:



MY 2 CENTS WORTH

My name (optional): _____
My top musicals: 1._____2._____ 3. _____
I would take part in a Holiday-Themed Talent Show YES ___ NO ____
I would attend a Holiday-Themed Talent Show YES ___ NO ____
I know of a company that might want tp sponsor our show next summer. If so, name of company and contact person _____
THANK YOU!!

PHOTOS: Please check our website, Facebook page and these drop box links for videos and pictures.

Website: https://palmcoastsummercamp.com/

Facebook Page: Palm Coast Summer Theater Camp

Video of Matilda 2021: Matilda Video

Video of Into the Woods: Into The Woods Video

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VIDEO OF SHOW: This is important - while you can view a portion of the video without downloading it, you will have to download the videos to your own computer to view them in

their entirety. **You will find the download button in the pull down menu from the upper right hand corner of the screen.**

Link To Our Dropbox share folder -

https://www.dropbox.com/sh/99b5acuqd39nc7d/AAB6aoGTvdtr_utpLfkGz-PTa?dl=0

MEDIA: Please Check our facebook page, our website and article below

https://www.facebook.com/palmcoastsummertheatercamp/ http://palmcoastsummercamp.com/

https://www.news-journalonline.com/NEWS/20180620/magical-nanny-lands-in-palm-coast

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PRODUCTION TEAM

Producer: Flagler Performing Arts Academy
Creative Directors: Ann Paris, Gerald Kitt
Stage Manager/Assistant: Zameena Phillips, Montgomery Pendleton
Music Director: Ann Paris
Choreographer: Gerald Kitt, Ann Paris
Set Construction: Phillip Patterson
Costume Design: Sue Howden
Lighting Design: Les Ober, Gerald Kitt
Sound: Zameena Phillips
Set Design/Properties: Doreen Lazzano
Publicity/Web Design: Jim Paris
Video: Jim Paris
Tickets: Jim Paris

Special Thanks to:

*Parents of Cast Members
*The Social Club Members and Board for
*Hilton Town Center
*Amadis Ballroom
*Diane Rigoli Starbucks at Island Walk

Partially funded by the City of Palm Coast and Flagler Auditorium who awarded us a very important grant to make this production possible. Thank you always to the late Maxine Kronick, who was and will always be "the wind beneath our wings".

Palmcoastsummercamp.com

FLAGLER PERFORMING ARTS ACADEMY PRESENTS



Book by
Dennis Kelly

Music and Lyrics by
Tim Minchin

Orchestrations and Additional Music by
Chris Nightingale

Roald Dahl's Matilda The Musical JR.
Is presented through special arrangement with Music Theatre International (MTI).All authorized performance materials are also supplied by MTI.
www.mtishows.com

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MUSICAL NUMBERS:

Miracle

Naughty

Acrobat Story (Part 1)

School Song

The Hammer

Naughty - Superglue (Part 2)

Chokey Chant

This Little Girl

Bruce

When I Grow Up

The Smell Of Rebellion

Quiet

Revolting Children

Bows

CAST (in order of appearance):

Erica……..…….. Jacie Enget
Tommy…….**.....** Sean Balsario
Amanda…..……..…….... Emma Zwirn
Bruce…….…… Adrian Piotrowicz
Lavender……..... Gabriella Hitt
Alice…….…..... Evaline Ilic
Hortensia…….……..…..... Delaney Garten
Nigel……....…….…… Milo Obama
Matilda……...……. Emily Robinson
Mr. Wormwood……..... Seth Kirk
Mrs. Wormwood…...……. Montgomery Pendleton
Michael……...……. Noah Smith
Mrs. Phelps……..... Aliya Washington
Escapologist & Sergei…….…….....Marlon Muentes
Acrobat…….....……..... Sophia Purdy
Cooks…..…..... Carmen Holcy & Lora Thompson
Miss Honey….Mackinzie Rogan & Cannon Dowda
Agatha Trunchbull…….....…. Aidan Wise
Rudolpho……... Gerald Kitt

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Ensemble

Little Kids: Annabelle Kocher, London Hibbard, Carlin Blaine, Seneca Amaral, Victoria Greeney, Reni Little, Jenna Baldwin, Mallory Blackburn, Adianna De Oliveira, Lauren Rutledge Emma Zwirn, Gabriella Hitt, Evaline Ilic, Delaney Garten, Jacie Engert, Sean Balsiero, Adrian Piotrowicz & Milo Obama

Big Kids/Moms and Dads: Aliyah Washington, Mandy Flaherty, Sophia Purdy, Amelia Aponte, Hailee Bedard, Miah Haymes, Ari Aponte, Sienna Morris, Kyleigh Brown, Alex Blaine, Noah Smith, Tara Molinerio, Marlon Muentes, Cannon Dowda & Mackinzie Rogan (when not Miss Honey)

Matilda Gymnasts: Sean Balsiero, Alex Blaine, Kyleigh Brown & Jaice Engert

Ensemble

Little Kids: Annabelle Kocher, London Hibbard, Carlin Blaine, Seneca Amaral, Victoria Greeney, Reni Little, Jenna Baldwin, Mallory Blackburn, Adianna De Oliveira, Lauren Rutledge Emma Zwirn, Gabriella Hitt, Evaline Ilic, Delaney Garten, Jacie Enget, Sean Balsiero, Adrian Piotrowicz & Milo Obama

Big Kids/Moms and Dads: Aliyah Washington, Mandy Flaherty, Sophia Purdy, Amelia Aponte, Hailee Bedard, Miah Haymes, Ari Aponte, Sienna Morris, Kyleigh Brown, Alex Blaine, Noah Smith, Tara Molinerio, Marlon Muentes, Cannon Dowda & Mackinzie Rogan (when not Miss Honey)

Matilda Gymnasts: Sean Balsiero, Alex Blaine, Kyleigh Brown & Jaice Engert

DocuSign Envelope ID: 5319771D-9044-4F0C-8906-C93CE009BB9C

PRODUCTION TEAM

Producer: Flagler Performing Arts Academy
Creative Director: Gerald Kitt
Stage Manager/Assistant: Montgomery Pendleton
Music Director: Ann Paris
Choreographer: Gerald Kitt
Set Construction: Phillip Patterson
Costume Design: Cynthia Geiges
Lighting Design: Gerald Kitt
Sound: Montgomery Pendleton
Set Design/Properties: Doreen Lazzano
Publicity/Web Design: Jim Paris
Video: Jim Paris
Tickets: Jim Paris

Special Thanks to:

*Parents of Cast Members
*The Social Club Members and Board for
*Hilton Town Center
*Amadis Ballroom
*Diane Rigoli Starbucks at Island Walk

Partially funded by the City of Palm Coast and Flagler Auditorium who awarded us a very generous grant to make this production possible. Thank you always to the late Maxine Kronick, who was and will always be "the wind beneath our wings:.

FLAGLER PERFORMING ARTS ACADEMY PRESENTS



Book by
JAMES LAPINE

Music and Lyrics by
STEPHEN SONDHEIM

Originally Directed on Broadway by James Lapine

Into the Woods JR.
Is presented through special arrangement with
Music Theatre International (MTI).
All authorized performance materials are also supplied by MTI.
www.mtishows.com

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Song List

Opening Part I
Opening Part II
Opening Part III
Opening Part IV
Opening Part V
Opening Part VI
Opening Part VII
Opening Part VIII
Opening Part IX
Cinderella At The Grave
Hello, Little Girl
I Guess This Is Goodbye/Maybe They're Really Magic
I Know Things Now
A Very Nice Prince
Giants In The Sky
Agony
Any Moment/ Moment In The Woods
It Takes Two
Stay With Me
On The Steps Of The Palace
Ever After

Cast

Narrator/Mysterious Man …… Thomas Dunne

Baker…….…. Aidan Wise

Baker's Wife……..… Savanna Dacosta

Little Red Ridinghood…….…….. Chloe Raymond

Jack ……...….. Nick Rodrigues

Cinderella …… Charlotte Fletcher & Lauren Marie

The Witch ……..……. Lora Thompson

Jack's Mother ……...…… Carmen Holcy

Cinderella's Prince ...……...……...… Gabe Auletti

Rapunzel's Prince/Wolf ……..…….. Seth Kirk

Milky White ……..…….. Ziva Boothman

Rapunzel ……..... Lauren Marie & Charlotte Fletcher

Steward ……..…….. Zameena Phillips

Florinda …….…….. Chloe Williams

Lucinda……..…….. Alivia Fraine

Cinderella's Stepmother/Granny……... Ysa Boothman

Cinderella's Mother ……...….. Angelina DeMaio

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Form **990-N**

Electronic Notice (e-Postcard)

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

OMB No. 1545-2085

2020

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the **2020** Calendar year, or tax year beginning **2020-01-01** and ending **2020-12-31**

B Check if available

- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: **FLAGLER PERFORMING ARTS ACADEMY INC**

250 PALM COAST PARKWAY
NE 607-223, PALM COAST,
FL, US, 32137

D Employee Identification Number **81-3556708**

E Website:

F Name of Principal Officer: **ANN PARIS**

250 PALM COAST PARKWAY
NE 607-223, PALM COAST,
FL, US, 32137

Information Copy - Do not send to IRS.

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

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CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* DS DAG

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* DS DAG

B. Requestor must be based in the City of Palm Coast. *Acknowledged* DS DAG

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* DS DAG

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* DS DAG

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* DS DAG

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* DS DAG

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* DS DAG

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* DS DAG

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* DS DAG

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* DS DAG

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* DS DAG

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* DS DAG

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged DS DAG

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* DS DAG

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* DS DAG

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* DS DAG

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* DS DAG

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* DS DAG

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* DS DAG

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* DS DAG

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged DS DAG

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C. The Request for Reimbursement of Funds Form **must** include:

1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* DS DLG

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* DLG

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments. *Acknowledged* DS DLG

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS DLG

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

DocuSign Envelope ID: BEDDE008-182E-4E03-B72F-75F70F06CF85

Please provide the following information:

ORGANIZATION NAME (REQUESTOR): The Garden Club at Palm Coast inc.

STREET ADDRESS: PO Box 352153

CITY, STATE, ZIP CODE: Palm Coast, Fl 32135

CONTACT PERSON: Denise A. Garcia

PHONE 630-650-6701 EMAIL ry1lin2@gmail.com

PROGRAM NAME: The Garden Club at Palm Coast Spring Festival and Plant Sale

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? 8

TOTAL PROGRAM COST: 6000.00

AMOUNT REQUESTED: 3000.00

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: _____NO ___X___ YES

IF YES, GRANT AMOUNT $2640.34 FINAL PROGRAM COST: $5081.54

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Denise A. Garcia
EA9AF16ECAC241B...
Signature (Authorized Representative)

Denise A. Garcia
Print Name

Spring Festival Chair
Title

Aug 9, 2021 | 5:04 PM EDT
Date

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SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

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SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

DocuSign Envelope ID: BEDDE008-182E-4E03-B72F-75F70F06CF85

ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



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MUSIC IN THE PARK



Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

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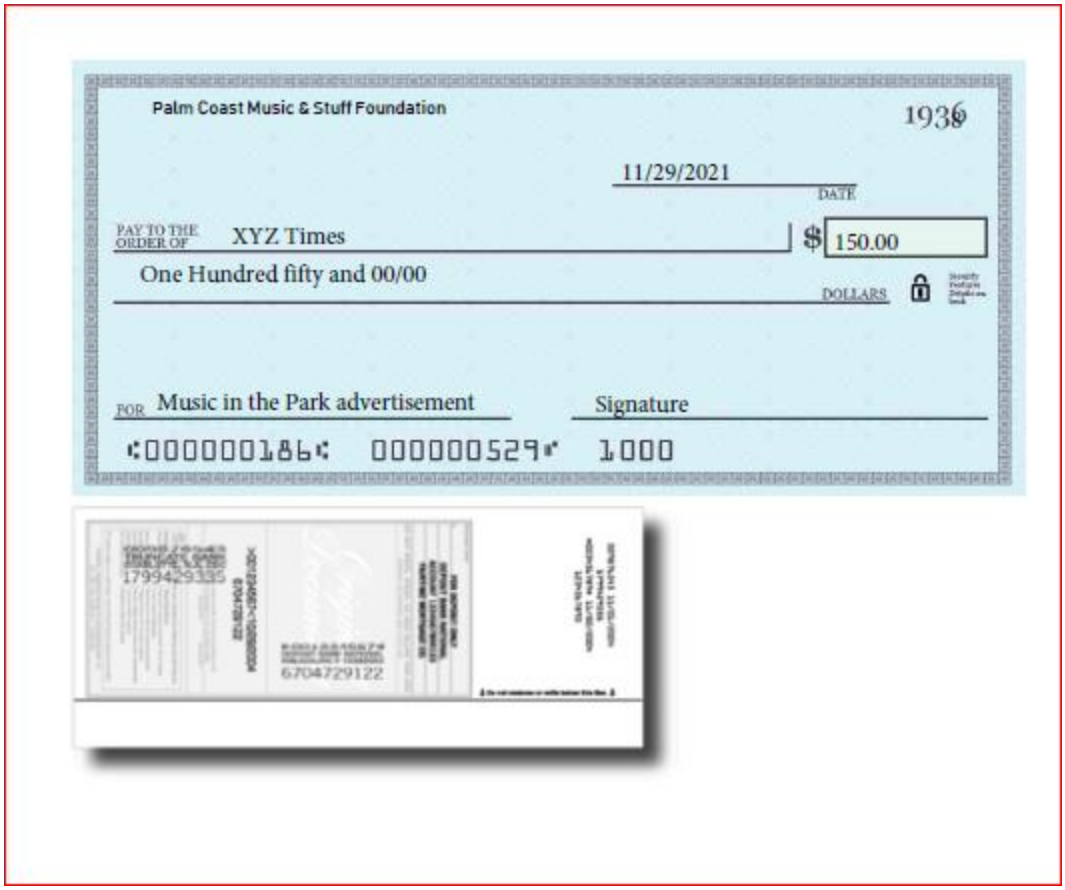



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123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939

Palm Coast Music & Stuff Foundation 1939

3/15/2022
DATE

PAY TO THE ORDER OF 123 Furniture Rental $ 300.00

three hundred and 00/00 DOLLARS

FOR Music in the park tables/chairs signature

⑆000000186⑆ 000000529⑈ 1000



DocuSign Envelope ID: BEDDE008-182E-4E03-B72F-75F70F06CF85

RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a_____

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _X_ No_____ Exception Comment n/a_____

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_____X_____ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments -

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The Garden Club at Palm Coast, Inc.
P.O. Box 352153
palm Coast, Fl 32135-2153

www.GardenClubAtPalmCoast.org
facebook.com/Gardenclubatpalmcoast
nfo@GardenClubAtPalmCoast.org

Palm Coast Parks & Recreation
160 Lake Avenue
Palm Coast, FL. 32164

The Garden Club at Palm Coast is applying for a City of Palm Coast Cultural Arts Financial Assistance Grant. Attached are the appropriate forms and documents. With the impact of Covid 19 to our budget for 2020-2021, the Garden Club at Palm Coast thanks you for your consideration of our application for this important grant.

Sincerely,

Carol Walker

Carol Walker
President, Garden Club at Palm Coast

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P.O. Box 352153
palm Coast, Fl 32135-2153

www.GardenClubAtPalmCoast.org
facebook.com/Gardenclubatpalmcoast
nfo@GardenClubAtPalmCoast.org

1. The Purpose of the Organization:

The purpose of The Garden Club at Palm Coast, Inc. is: "To aid in the protection and conservation of plants, birds, trees, air and water; to stimulate knowledge and a love of horticulture and floral design; to educate and participate in environmental affairs and to encourage "civic pride".

II. Information about the program:

A. The Spring Festival & Plant Sale is a free annual educational event for the community of Palm Coast and surrounding areas. The purpose is to encourage interest in all phases of horticulture, to promote beautification, education and fellowship among adults and youth with a common interest in gardening and floral design. Over 80 vendors participate offering products for home and garden décor, nature related artisans and crafters, growers, and landscape designers.

B. Date: Saturday, April 16th, 2022

C. Flagler Palm Coast High School

D. The Garden Club at Palm Coast will present 15 demonstrations and information classes in 5 or more subjects throughout the day. We estimate over 2500 attendees.

1. Floral Design (ongoing throughout the day and given away to our guest through games)
2. Florida Native Plants (3 presentations or more from our vendors and the club)
3. Propagation Techniques (2 presentations 10-15 guest)
4. Cooking with Herbs (2 presentations 10-15 guest)
5. Butterfly Plants (3 presentations 20 or more guest)
6. Student Artwork Showcase (on going throughout the day, awards at 3:00 pm)

E. The importance of our event is to instill a love and respect for nature in our Palm Coast community through study, conservation and sharing our knowledge of gardening the Florida way.

III. If awarded:

If awarded the funds will be used for publicity, equipment rentals, children's activities, musical entertainment, security, and trash removal. Funding from the City is essential for the development of this annual event's continued success and expansion because a healthy outdoor environment affects the way we live. Gardening is not just a science, but it is a living art form.

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

Dear Applicant :

DEPARTMENT OF THE TREASURY

Date : FEB 27 2015

GARDEN CLUB AT PALM COAST
PO BOX 352153
PALM COAST, FL 32137-2153

Employer Identification Number: 59-2491524
DLN :
26053433003175 Contact Person : CUSTOMER SERVICE 31954 Contact Telephone Number :
(877) 829-5500
Accounting Period Ending :
Decernber 31
Public Charity Status:
170 (b) (1) (A) (vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
January 20, 2015
Contribution Deductibility:

Addendum Applies:
No

We re pleased to tell you we determined you ' re exempt from federal income tax under Internal Revenue Code (IRC) Section 501 (c) (3) . Donors can deduct contributions they make to you under IRC Section 170. You 're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records .

Organizations exempt under IRC Section 501 (c) (3) are further classified as either public •chaF±ties or private foundations. We determined you re a public charity under •the IRC Section listed at the top of this letter.

Based on the information you submitted on your application, we approved your request for reinstatement under Section 7 of Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the submission date of your applicasion.

If we indicated at the top of this letter that you ' re required to file Form 990/990 -EZ/990-N, our records Show you' re required to file an annual information return (Form 990 or Form 9Y0-EZ) or electronic notice (Form 990 -N, the e -Postcard) . If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked .

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www. i rs . gov/ charities. Enter '1 4221-PC 'J in the search bar

Letter 5436

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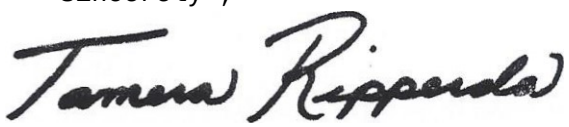
GARDEN CLUB AT PALM COAST

to view Publication 4221-PC, Compliance Guide for 501 (c) (3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements .

Sincerely ,



Director, Exempt Organizations

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DocuSign Envelope ID: BEDDE008-182E-4E03-B72F-75F70F06CF85

02/09/20

FLORIDA DEPARTMENT OF REVENUE

Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8016704097C-5	03/31/2020	03/31/2025	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

THE GARDEN CLUB AT PALM COAST INC
52 RIVER TRAIL DR
PALM COAST FL 32137-4591

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

FLORIDA DEPARTMENT OF REVENUE

Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).

2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).

5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.

6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

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The Garden Club At Palm Coast
Federal EIN 59-2491524
Operating Fiscal Year End: May 31
Tax Year End: December 31

Fiscal Period June 1, 2021 to May 31, 2022	Total Organization Budget	Total Spring Fest. Budget	Grant Request
Income:			
Foundation, Government and Private Grants	$3,000	$3,000	$3,000
Membership Income	$4,000	$0	$0
Fund Raising Programs / Events	$19,250	$9,860	$0
Contributions / Donations:			
>Individuals & Corporate Programs	$600	$400	$0
Total Income	**$26,850**	**$13,260**	$3,000
Expenses:			
Florida Federation of Garden Club Dues	$1,500	$0	$0
Equipment Rental & Maintenance	$200	$200	$0
Marketing and Advertising	$1,450	$950	$0
Supplies / Materials	$2,525	$1,425	$0
Facility Rent and Occupancy	$3,600	$2,000	$0
Professional Fees and Programs	$350	$350	$0
Insurance	$450	$0	$0
Other Fundraising & Operating Expenses	$3,450	$200	$0
Total Expenses	**$13,525**	**$5,125**	$0
Net Income from operations	**$13,325**	**$8,135**	**$3,000**
Club Donations			
Scholarships, Community Charities	**$8,790**		
Net Reserve	**$4,535**		

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Spring Festival & Plant Sale 2022

	Budget	Committed	PAID TO DATE
AMOUNT BUDGETED	**$ 6,000.00**		
TOTAL BUDGET AVALABLE	**$ 6,000.00**		
EXPENSES			
Booths			
High School Rental	$ 1,800.00		
DJ	$ 400.00		
Rentals	$ 400.00		
SUB TOTAL RENTALS	**$ 2,600.00**	**$ -**	
Plant Sale			
Plants	$ 900.00		
Supplies	$ 100.00		
SUB TOTAL PLANTS	**$ 1,000.00**	**$ -**	**$ -**
Publicity			
Ads, Facebook	$ 350.00		
Printing, postcards etc.	$ 450.00		
Graphics signs	$ 200.00		
SUB TOTAL PUBLICITY	**$ 1,000.00**	**$ -**	**$ -**
Supplies			
Office Supplies	$ 50.00		
Parking Supplies	$ -		
SUB TOTAL SUPPLIES	**$ 50.00**	**$ -**	**$ -**
Other Expenses			
Security			
Waste Pro		$ -	
SUB TOTAL OTHER EXPENSES	**$ -**	**$ -**	**$ -**
Club Booths			
Hospitality	$ 50.00		
Vendors	$ 50.00		
Bake Sale	$ 50.00		
Membership	$ 275.00		
Childrens Crafts	$ 25.00		
Raffle	$ 25.00		
Student Posters	$ 300.00		
SUBTOTAL CLUB BOOTH	**$ 775.00**		
Total Planned	**$ 5,425.00**		

Income	
Vendors	$ 3,400.00
Donations (cash)	$ 550.00
Raffle	$ 1,075.00
Sponsors	$ 2,000.00
Kohls	
Plant Sale	$ 3,200.00
Grant	$ 3,000.00
Food Truck Tuesday	$ 525.00
Credit Charge	
TOTAL	**$ 13,750.00**

PROFIT

Budget	**$ 6,000.00**
Income	**$ 13,750.00**
NET PROFIT	**$7,750.00**

Sponsors	
	$ -
TOTAL	

Donations	Gift Cards
TOTAL	**$ -**

Printing	

Advertising	
	$ -

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THE GARDEN CLUB AT PALM COAST - AUDIT COMMITTEE REPORT - 11TH MARCH 2021

COMMITTEE MEMBERS PRESENT: Lorraine Beagley, Janet Correia, Carol Walker, Beth Hagan, Jane Villa-Lobos. Joan Bartle presented her apologies for her absence.

The Committee met on March 11th 2021 at Lorraine Beagley's home to view the Treasurer's records from March 2020 to February 2021.
Susan McConnell and Tom McKean were present to to answer any questions.

THE REVIEW INCLUDED:

1) **Reconciling Bank Statements with Treasurers Reports based on the check register balances.**
2) **Sampling deposit records and corresponding bank records.**
3) **Sampling expense disbursement records with check register and bank records.**
4) **Reviewing record keeping processes and methodology.**
5) **Together with the Garden Club's accounts, the Propagation Guild was also audited.**

RESULTS:

1) **All monthly records from March 2020 to February 2021 reconciled to bank statements based on sampling.**
2) **End of August 2020 Treasurer's Report did not balance against the bank statement. Tom to follow up and detect the discrepancy and report back.**
3) **Monthly financial reports could not be reconciled with Pay Pal account, which is linked to a separate bank account.**
4) **Quick Books presently used, however, on the hand over to the new Assistant Treasurer, another method will be used.**

RECOMMENDATIONS:

To change the Pay Pal account to be linked to the Garden Club's checking account, therefore automatically transferring all proceeds to the bank account. Presently, a balance is kept in the Pay Pal account.

Type to enter text

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THE GARDEN CLUB AT PALM COAST - AUDIT COMMITTEE REPORT - 11TH MARCH 2021

Check Pay Pal account on a daily basis - especially during the Membership Renewal, Spring Festival and other important activities throughout the year.

Set up policy on Pay Pal Account to include other members access to the account, as deemed necessary by the President and Board Members.

Discrepancy with Pay Pay Account of $1,500 (which was credited to the account twice in 2019), should be carried as a liability on our financial reports.

Keep a paper trail of all cash receipts from each meeting (especially from the 50/50), so we can reconcile to all bank deposits.

To included for the Arrangers Guild accounts to be in audited in 2022. There was no activity for this, due to Covid restraints.

The Treasurer and Assistant Treasurer recommended the Garden Club change to a different bank. The current bank, Intracoastal Bank in Palm Coast, has no weekend service.

On behalf of the entire Board, we wish to thank Susan McConnell for her service as Treasurer and Tom McKean as Assistant Treasurer, and for all their assistance and financial expertise. We would also like to thank all the Audit Committee as listed above for attending and helping with this Audit.

Sincerely,

Lorraine Beagley
Audit Chair

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Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2020

Open to Public Inspection

A For the **2020** Calendar year, or tax year beginning **2020-01-01** and ending **2020-12-31**

B Check if available
- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: **GARDEN CLUB AT PALM COAST**
PO Box 352153, Palm Coast,
FL, US, 32135

D Employee Identification Number **59-2491524**

E Website:
gardenclubatpalmcoast.org

F Name of Principal Officer: **Carol Walker**
88 Southlake Dr, Palm Coast,
FL, US, 32137

Information Copy. Do not send to IRS

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

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The Garden Club at Palm Coast, Inc.

P.O. Box 352153
palm Coast, Fl 32135-2153

www.GardenClubAtPalmCoast.org
facebook.com/Gardenclubatpalmcoast
nfo@GardenClubAtPalmCoast.org

OFFICERS	**ADDRESS**
President: Carol Walker	88 Southlake Drive, Palm Coast, FL 32137
Vice President: Jane Howells	17 Clementina Ct., Palm Coast, FL 32137
Secretary: Adrienne Harrell	26 Pope Ln, Palm Coast, FL 32164
Treasurer: Susan McConnell	53 Comanche Court, Palm Coast, FL 32137
Asst. Treasurer: Beth Hagan	5 Osprey Circle, Palm Coast, FL 32137
Immediate Past President (1)	
Sue Bara	254 Westhampton Dr. Palm Coast, FL 32164
Directors: (3)	
1 Year: Carol Geran	85 Southlake Drive, Palm Coast, FL 32137
2 Year: Joan Bartle	20 Southlake Drive, Palm Coast, FL 32137
3 Year: Margie Brady	109 Masters Circle, FL 32137
Standing Committee: (9)	
Arrangers Guild: Linda Hensler	21 Eastman Ln., Palm Coast, FL 32164
Communications: Denise Garcia	75 Islands Estates Parkway, Palm Coast, FL 32137
Fundraising: Denise Garcia	75 Island Estates Parkway, Palm Coast, FL 32137
Horticulture: Jane Villa-Lobos	29 Clearview Ct N, Palm Coast, FL 32137
Hospitality: Lorraine Beagley	2 Cherokee Ct. E, Palm Coast, FL 32137
Membership: Ellen Werner	79 Fortune Ln, Palm Coast, FL 32137
Propagation Guild: Jane Villa-Lobos	29 Clearview Court N, Palm Coast, FL 32137
Publicity: Edith Campins	122 Cimmaron Dr., Palm Coast, FL 32137
Selection of the Month: Nancy Iandoli	38 Beechwood Ln. Palm Coast, FL 32137

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8TH ANNUAL SPRING FESTIVAL & PLANT SALE

Sat. April 17, 2021 - 9 to 4pm

presented by
The Garden Club at Palm Coast

PLANTS/CRAFTS/MUSIC
KID'S ACTIVITIES
FOOD TRUCKS

Palm Coast Arts Foundation
1500 Central Avenue
Palm Coast Town Center

info@gardenclubatpalmcoast.org

SPONSORED BY

CULTURAL ARTS GRANT

Proceeds benefit
The Garden Club's
Scholarship Program

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Here are the winners from both schools

Thank you for participating and we look forward to meeting the students

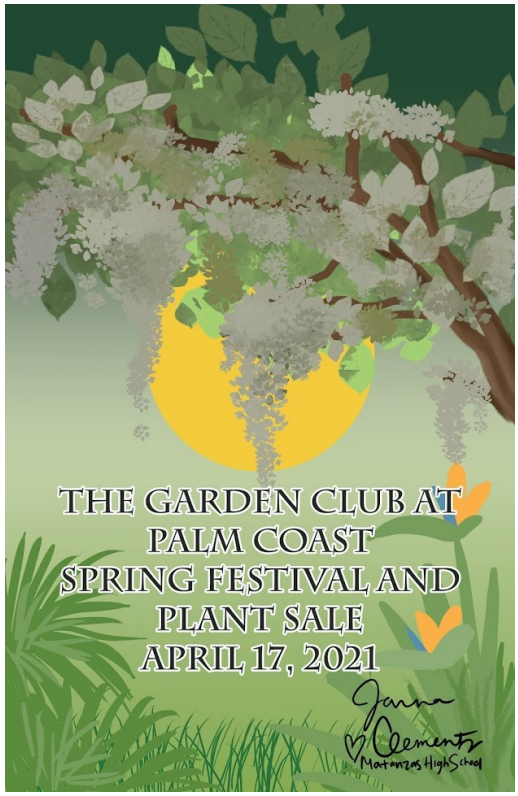
Denise Garcia and The Festival Team



Please Thank all the students

for participating.

1st Place



2nd Place

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3rd Place



Honorable Mention

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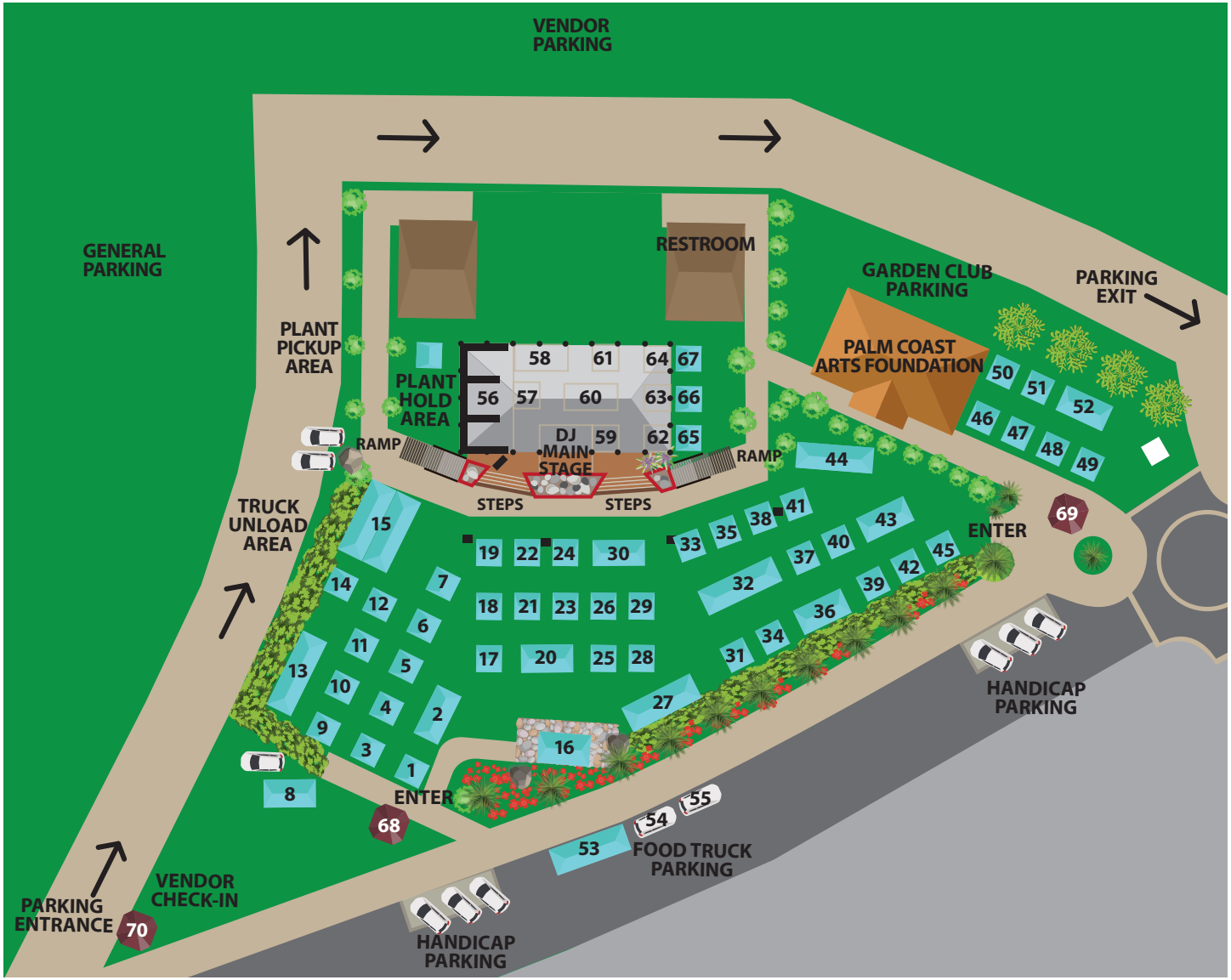

1 The Pizzelle Lady
2 BEBco
3 Carmen Eempanadas
4 Sues Creations
5 Genesis Treasures
6 Diana Moore
7 GCPC Arrangers' Guild
8 Lowes
9 WIA Webb Image Art
10 Natural Nirvana
11 Wicked Saucy
12 Lilly Jane Handmade
13 Cactus and Exotics
14 City of Palm Coast
15 3 Seasons Growers
16 GCPC Dining Tent
17 Salty Bird Farm Microgreens
18 Equilibrium Clayworks
19 By The Sea Essentials
20 McCrory's Nursery
21 My Maine Mat
22 Creative Cards & Gifts by Sondra
23 Paw Paw Native Plant Chapter
24 Pampered Chef
25 Hypertufa Dreams
26 Linda Carpenter Creations
27 GCPC Raffle Sales
28 Lemonade and more
29 On The Beach
30 Mike's Plumeria
31 Artful Gardens
32 Moon Tide Garden Escapes
33 Artisan Original Designs
34 Friends of Gamble Rogers
35 GCPC Selection of the Month
36 Native Plant Consulting LLC
37 Dips n' Such
38 Lunar Sol, LLC
39 Marlin's Bees Products
40 Vegan Sample Handbags
41 UF/IFAS Master Gardeners of Flagler Cty
42 Microgreensect.com
43 Cates/Carrow
44 Eden Paridise Gardens
45 GCPC Treausures in the Attic
46 Palm Coast Arts Foundation
47 Local Fare South
48 A1A Coffee LLC
49 Walk for Alzheimer's
50 Fusion Arts
51 Ambrosin Collection
52 Gardens of Honey
53 Rock & Roll Kettle Corn
54 Ramon's Kitchen
55 Irie Cuisine by JC
56 GCPC Plant Sale
57 Butterfly 4 Hope
58 Hammock Treasures
59 Snap-On Jewels
60 Karen Brady Quilts
61 Two Birds Create
62 Sea Coast Pottery
63 Chime & Shine
64 Easter Seals/FL Tellecommentions Relay
65 Cat's Creations
66 Ellen Guyette Crochet
67 GCPC Hospitality & First Aid
68/69 GCPC Membership
70 GCPC Vendor Check In

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THANK YOU TO ALL OUR GREAT SPONSORS WHO MADE THIS DAY POSSIBLE

CULTURAL ARTS GRANT

Orchid Level Sponsors – $500

HAMMOCK BEACH RESORT

Palm Coast ARTS FOUNDATION

Rose Level Sponsors – $250

BLACK KOW SINCE 1969

PALM COAST SIGNS

Daisy Level Sponsors – $150

edible NORTHEAST FLORIDA

FlaglerLive.com Your news service for Flagler, Florida & Beyond

SUN and SURF

Violet Level Sponsors – $100

Prata Jewelers OF PALM COAST, INC.

PALM COAST SPORTS MEDICINE REHAB CENTER, INC. PHYSICAL THERAPY • OCCUPATIONAL THERAPY • SPEECH THERAPY

Surf 97.3 fm WQFB

CHIUMENTO DWYER HERTEL GRANT ATTORNEYS AT LAW

Bunnell Feed & Supply

Dandelion Level Sponsors – $75

Observer You. Your Neighbors. Your Neighborhood. PalmCoastObserver.com/Subscribe

ups

Additional Sponsors, who have supported the Garden Club throughout the year

Hammock Gardens NURSERY & LANDSCAPING

BIG FROG CUSTOM T-SHIRTS & MORE

DF&D Dolphin Printing & Design, Inc.

Flagler AUDITORIUM

Baker Creek Heirloom Seeds The Best Seeds For The Gardens!

KOHL'S That's more like it.

LOWE'S Home Improvement Warehouse Improving Home Improvement

Chez Jacqueline rare gifts for fine homes

Panera BREAD

Gospel Gardens LLC

2021 SPRING FESTIVAL ACTIVITIES

9:00 AM	Start Time: ***Vendors Open***
	Master of Ceremonies: ***Abe Mills***
	Children's Scavenger Hunt: ***Ongoing All Day***
10:00 AM	Raffle: ***Ten Tickets Pulled***
	Entertainment by: ***Nathan McLaughlin***
10:30 AM	Arrangers' Guild Tent: ***Flower Arranging ABC's***
11:00 AM	Raffle: ***Ten Tickets Pulled***
	Entertainment by: ***Wiggles McGhee***
11:15 AM	Demonstration: ***Pampered Chef – Cooking Demo***
12:00 AM	Raffle: ***Ten Tickets Pulled***
	Entertainment by: ***DJ Abe Mills***
1:00 PM	Raffle: ***Ten Tickets Pulled***
	Entertainment by: ***Salty Dogs***
1:30 PM	Demonstration: ***Marlin Bees – Life of a Bee***
2:00 PM	Raffle: ***Ten Tickets Pulled***
	Entertainment by: ***Wiggles McGhee***
2:30 PM	Presentation: ***Winning Student's Poster Contest***
	Raffle Ticket Sales Close
3:00 PM	Raffle: ***Last Remaining Tickets Pulled***
	Entertainment by: ***Salty Dogs***
4:00 PM	End Time

Thank you all for supporting the Garden Club's Scholarship Fund

See you next year!

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2021 FFGC Convention



Congratulations to FFGC new President Marge Hendon and new District VI Director Suzi Bailey.

We are all very proud to support Kathleen Terlizzo as Chairperson and all of her Conference Committee members especially the GCPC members; Kelley Callery, Linda Hensler, Nancy Iandoli, Susan McConnell, Thomas McKean and Carol Walker.

8TH ANNUAL SPRING FESTIVAL & PLANT SALE

Sat. April 17, 2021 - 9 to 4pm

presented by

The Garden Club at Palm Coast

PLANTS/CRAFTS/MUSIC

Palm Coast Arts Foundation
1500 Central Avenue
at Town Center

Proceeds benefit The Garden Club's Scholarship Program

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SAVE THE DATE

8TH ANNUAL SPRING FESTIVAL & PLANT SALE

Sat. April 17, 2021 - 9 to 4pm

presented by

The Garden Club at Palm Coast

PLANTS/CRAFTS/MUSIC
KID'S ACTIVITIES
FOOD TRUCKS

1500 Central Avenue
Palm Coast Town Center

info@gardenclubatpalmcoast.org

SPONSORED BY

CITY OF PALM COAST, FLORIDA — PALM COAST — INCORPORATED 1999

CULTURAL ARTS GRANT

Proceeds benefit
The Garden Club's
Scholarship Program

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8TH ANNUAL SPRING FESTIVAL & PLANT SALE

Sat. April 17, 2021 - 9 to 4pm

presented by

The Garden Club at Palm Coast

KID'S ACTIVITIES • PLANTS/CRAFTS/MUSIC • FOOD TRUCKS

Palm Coast Arts Foundation 500 Central Avenue Palm Coast Town Center

info@gardenclubatpalmcoast.org

Proceeds benefit The Garden Club's Scholarship Program

SPONSORED BY

CULTURAL ARTS GRANT

Flagler AUDITORIUM DENNIS FITZGERALD PERFORMING ARTS CENTER

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Festival & Plant Sale Back Again!

by Carol Geran

The Garden Club at Palm Coast is pleased to announce the Annual Spring Festival & Plant Sale is back this year. It will be held on Saturday, April 17, 2021 from 9 am - 4 pm at the Palm Coast Arts Foundation, 1500 Central Avenue, Palm Coast Town Center. We are thrilled to offer a beautiful, spacious outdoor venue for this year's festival. Parking and admission are free.

Our vendors feature an assortment of talented artisans whose offerings include: recycled glass garden art, pottery, hypertufa pots, fused glass, wind chimes, plant stakes, dried herbs & spices, freshly harvested micro greens, and so much more. And of course, there will be a huge selection of plants at great prices.

Proceeds from this event benefit the Club's high school scholarship fund as well as student community projects. For example, the club provided a scholarship to a boy scout who designed and planted the butterfly garden around the Garfield turtle in front of the Palm Coast Historical Society in James Holland Park.

The Garden Club will be following all Covid-19 safety protocols, (requiring masks, social distancing and limiting participants) while browsing our vendors and the Club' s plant sale.

Come enjoy the shopping with live music by local musicians and stop by the food trucks on the street for a bite to eat. There is something for everyone, so come enjoy a great day of fun for the whole family.



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The Garden Club at Palm Coast

SPRING FESTIVAL & PLANT SALE



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CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* ACV

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* ACV

B. Requestor must be based in the City of Palm Coast. *Acknowledged* ACV

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* ACV

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* ACV

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* ACV

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* ACV

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* ACV

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* ACV

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* ACV

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* ACV

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* _____

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* _____

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged _____

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* _____

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* _____

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* _____

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* _____

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* _____

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* _____

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* _____

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged _____

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C. The Request for Reimbursement of Funds Form **must** include:

1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* ACV

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* ACV

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments. *Acknowledged* DS ACV

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS ACV

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

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Please provide the following information:

ORGANIZATION NAME (REQUESTOR): Gargiulo Art Foundation, Inc.

STREET ADDRESS: 8 Cedar Point Dr.

CITY, STATE, ZIP CODE: Palm Coast, FL 32164

CONTACT PERSON: Tom Gargiulo

PHONE 386-446-0617 EMAIL avolpe@cfl.rr.com

PROGRAM NAME: Art Shows and Sculpture

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? Twice

TOTAL PROGRAM COST: $5,350

AMOUNT REQUESTED: $3,000

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: _____NO ___X___ YES

IF YES, GRANT AMOUNT $2,636 FINAL PROGRAM COST: $4,840

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Arlene C. Volpe
3DAB86C26F5949F...
Signature (Authorized Representative)

Arlene C. Volpe
Print Name

Director, Secretary, Treasurer
Title

Aug 7, 2021 | 12:42 PM PDT
Date

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SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

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SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

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ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



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MUSIC IN THE PARK



Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

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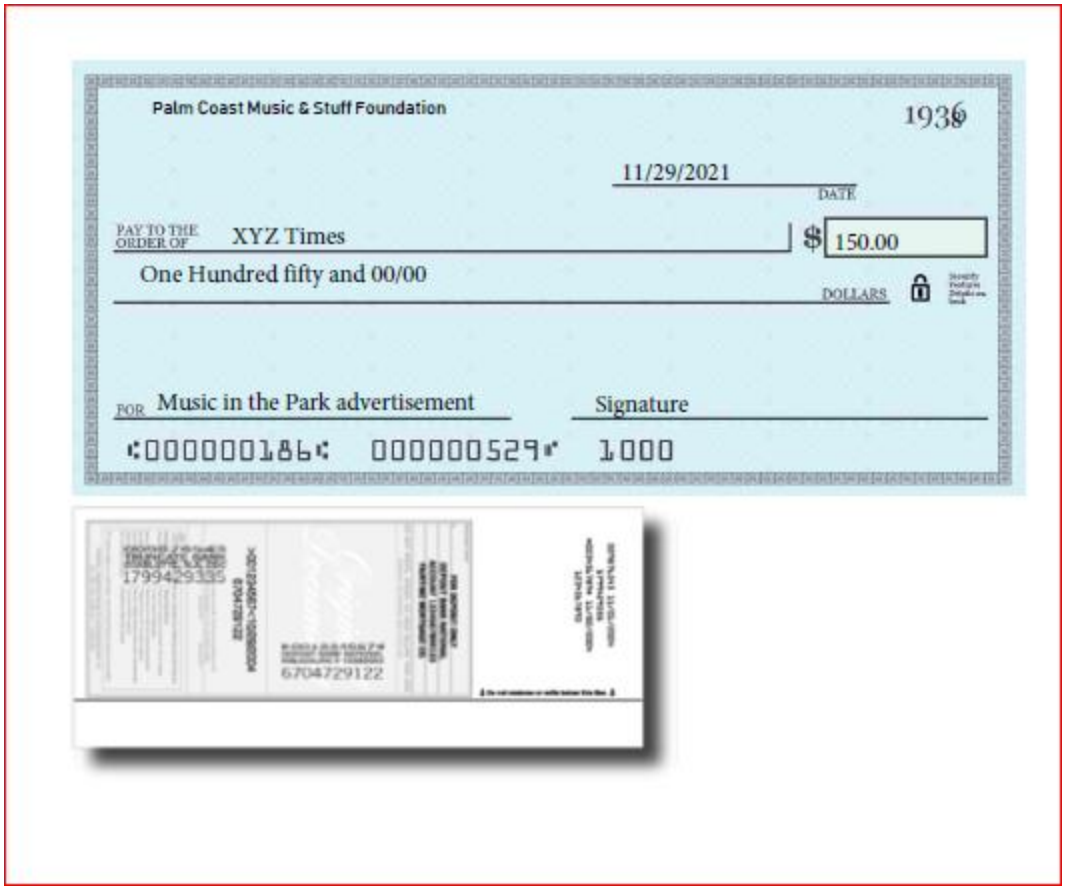



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123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939

Palm Coast Music & Stuff Foundation 1939

3/15/2022
DATE

PAY TO THE ORDER OF 123 Furniture Rental $ 300.00

three hundred and 00/00 DOLLARS

FOR Music in the park tables/chairs signature

⑆000000186⑆ 000000529⑈ 1000



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RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a_____

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _X_ No_____ Exception Comment n/a_____

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_____X_____ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments - There are no separate supporting materials. However, I believe that that their letter head and there board roster are examples of their artwork displays.

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 0 5 2001

GARGIULO ART FOUNDATION INC
C/O THOMAS L GARGIULO
8 CEDAR POINT DR
PALM COAST, FL 32164

Employer Identification Number:
91-2082593
DLN:
17053086012041
Contact Person:
JENNIFER NICOLIN ID# 95152
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that, as indicated in your application, you are a private foundation within the meaning of section 509(a) of the Code. In this letter we are not determining whether you are an operating foundation as defined in section 4942(j)(3).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA). However, since you are a private foundation, you are subject to excise taxes under chapter 42 of the Code. You also may be subject to other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circum-

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DocuSign Envelope ID: FDC5B2A3-2B31-4DA8-B32A-4A9CC209BFD2

SAMPLE BUDGET WORKSHEET

Organization Name	GARGIULO ART FOUNDATION		
Federal ID # (FEIN)	91-2082593		
Fiscal Year End	2022		
Program Name	ART SHOWS AND SCULPTURE		
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants	3,000	~~3~~ 5,000	3000
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			~~39,000~~ 42,000
Membership Income	2,500	2,500	2,500
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income	5,500	7,500	47,500
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs	300	300	300
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs	2,550	2,550	2,550
Postage and Delivery	300	300	300
Professional Development			
Professional Fees			17,600
Rent and Occupancy			
Supplies and Materials	250	250	500
Telephone expenses			
Travel Expenses			
Other Expenses 1 PUBLIC ART	23000	23,000	23,000
Other Expenses 2			
Misc. Expenses			1,000
Total Expenses	26,400	26,400	45,250

In Process

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Form **990-PF**

Department of the Treasury
Internal Revenue Service

Return of Private Foundation

or Section 4947(a)(1) Trust Treated as Private Foundation

▶ **Do not enter social security numbers on this form as it may be made public.**
▶ **Go to *www.irs.gov/Form990PF* for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

For calendar year 2019 or tax year beginning , **2019, and ending** , **20**

Name of foundation

GARGIULO ART FOUNDATION

A Employer identification number

91-2082593

Number and street (or P.O. box number if mail is not delivered to street address) | Room/suite

8 CEDAR POINT DRIVE

B Telephone number (see instructions)

(386) 446-0617

City or town, state or province, country, and ZIP or foreign postal code

Palm Coast, FL 32164

C If exemption application is pending, check here ▶ ☐

G Check all that apply: ☐ Initial return ☐ Initial return of a former public charity ☐ Final return ☐ Amended return ☐ Address change ☐ Name change

D 1. Foreign organizations, check here . . . ▶ ☐

2. Foreign organizations meeting the 85% test, check here and attach computation . . . ▶ ☐

H Check type of organization: ☒ Section 501(c)(3) exempt private foundation ☐ Section 4947(a)(1) nonexempt charitable trust ☐ Other taxable private foundation

E If private foundation status was terminated under section 507(b)(1)(A), check here . . . . . ▶ ☐

I Fair market value of all assets at end of year (from Part II, col. (c), line 16) ▶ $ 0

J Accounting method: ☒ Cash ☐ Accrual ☐ Other (specify) _____ (Part I, column (d) must be on cash basis.)

F If the foundation is in a 60-month termination under section 507(b)(1)(B), check here . . . ▶ ☐

Part I **Analysis of Revenue and Expenses** (The total of amounts in columns (b), (c), and (d) may not necessarily equal the amounts in column (a) (see instructions).)

			(a) Revenue and expenses per books	(b) Net investment income	(c) Adjusted net income	(d) Disbursements for charitable purposes (cash basis only)
Revenue	1	Contributions, gifts, grants, etc., received (attach schedule)	72,772			
	2	Check ▶ ☐ if the foundation is not required to attach Sch. B				
	3	Interest on savings and temporary cash investments				
	4	Dividends and interest from securities				
	5a	Gross rents				
	b	Net rental income or (loss)				
	6a	Net gain or (loss) from sale of assets not on line 10				
	b	Gross sales price for all assets on line 6a				
	7	Capital gain net income (from Part IV, line 2)				
	8	Net short-term capital gain				
	9	Income modifications				
	10a	Gross sales less returns and allowances				
	b	Less: Cost of goods sold				
	c	Gross profit or (loss) (attach schedule)				
	11	Other income (attach schedule)				
	12	**Total.** Add lines 1 through 11	72,772	0		
Operating and Administrative Expenses	13	Compensation of officers, directors, trustees, etc				
	14	Other employee salaries and wages				
	15	Pension plans, employee benefits				
	16a	Legal fees (attach schedule)				
	b	Accounting fees (attach schedule)				
	c	Other professional fees (attach schedule)				
	17	Interest				
	18	Taxes (attach schedule) (see instructions)				
	19	Depreciation (attach schedule) and depletion				
	20	Occupancy				
	21	Travel, conferences, and meetings				
	22	Printing and publications				
	23	Other expenses (attach schedule) STMT03	34,550			
	24	**Total operating and administrative expenses.** Add lines 13 through 23	34,550	0		0
	25	Contributions, gifts, grants paid	0			0
	26	**Total expenses and disbursements.** Add lines 24 and 25	34,550	0		0
	27	Subtract line 26 from line 12:				
	a	**Excess of revenue over expenses and disbursements**	38,222			
	b	**Net investment income** (if negative, enter -0-)		0		
	c	**Adjusted net income** (if negative, enter -0-)			0	

For Paperwork Reduction Act Notice, see instructions.

EEA

Form **990-PF** (2019)

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Part II Balance Sheets Attached schedules and amounts in the description column should be for end-of-year amounts only. (See instructions.)

		Beginning of year	End of year	
		(a) Book Value	(b) Book Value	(c) Fair Market Value
Assets	1 Cash - non-interest-bearing	8,997	2,280	
	2 Savings and temporary cash investments			
	3 Accounts receivable ▶			
	Less: allowance for doubtful accounts ▶			
	4 Pledges receivable ▶			
	Less: allowance for doubtful accounts ▶			
	5 Grants receivable			
	6 Receivables due from officers, directors, trustees, and other disqualified persons (attach schedule) (see instructions)			
	7 Other notes and loans receivable (attach schedule) ▶			
	Less: allowance for doubtful accounts ▶			
	8 Inventories for sale or use			
	9 Prepaid expenses and deferred charges			
	10a Investments - U.S. and state government obligations (attach schedule)			
	b Investments - corporate stock (attach schedule)			
	c Investments - corporate bonds (attach schedule)			
	11 Investments - land, buildings, and equipment: basis ▶			
	Less: accumulated depreciation (attach schedule) ▶			
	12 Investments - mortgage loans			
	13 Investments - other (attach schedule)			
	14 Land, buildings, and equipment: basis ▶			
	Less: accumulated depreciation (attach schedule) ▶			
	15 Other assets (describe ▶)			
	16 **Total assets** (to be completed by all filers - see the instructions. Also, see page 1, item I)	8,997	2,280	0
Liabilities	17 Accounts payable and accrued expenses			
	18 Grants payable			
	19 Deferred revenue			
	20 Loans from officers, directors, trustees, and other disqualified persons			
	21 Mortgages and other notes payable (attach schedule)			
	22 Other liabilities (describe ▶)			
	23 **Total liabilities** (add lines 17 through 22)	0	0	
Net Assets or Fund Balances	**Foundations that follow FASB ASC 958, check here ▶ [X] and complete lines 24, 25, 29, and 30.**			
	24 Net assets without donor restrictions	8,997	2,280	
	25 Net assets with donor restrictions			
	Foundations that do not follow FASB ASC 958, check here ▶ [ ] and complete lines 26 through 30.			
	26 Capital stock, trust principal, or current funds			
	27 Paid-in or capital surplus, or land, bldg., and equipment fund			
	28 Retained earnings, accumulated income, endowment, or other funds			
	29 **Total net assets or fund balances** (see instructions)	8,997	2,280	
	30 **Total liabilities and net assets/fund balances** (see instructions)	8,997	2,280	

Part III Analysis of Changes in Net Assets or Fund Balances

1	Total net assets or fund balances at beginning of year - Part II, column (a), line 29 (must agree with end-of-year figure reported on prior year's return)	1	8,997
2	Enter amount from Part I, line 27a	2	38,222
3	Other increases not included in line 2 (itemize) ▶	3	
4	Add lines 1, 2, and 3	4	47,219
5	Decreases not included in line 2 (itemize) ▶ STMT16	5	20,225
6	Total net assets or fund balances at end of year (line 4 minus line 5) - Part II, column (b), line 29	6	26,994

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GARGIULO ART FOUNDATION, INC.

The Hamptons of Pine Lakes - 8 Cedar Point Drive, Palm Coast, FL 32164

BOARD OF DIRECTORS

Tom Gargiulo, President/CEO

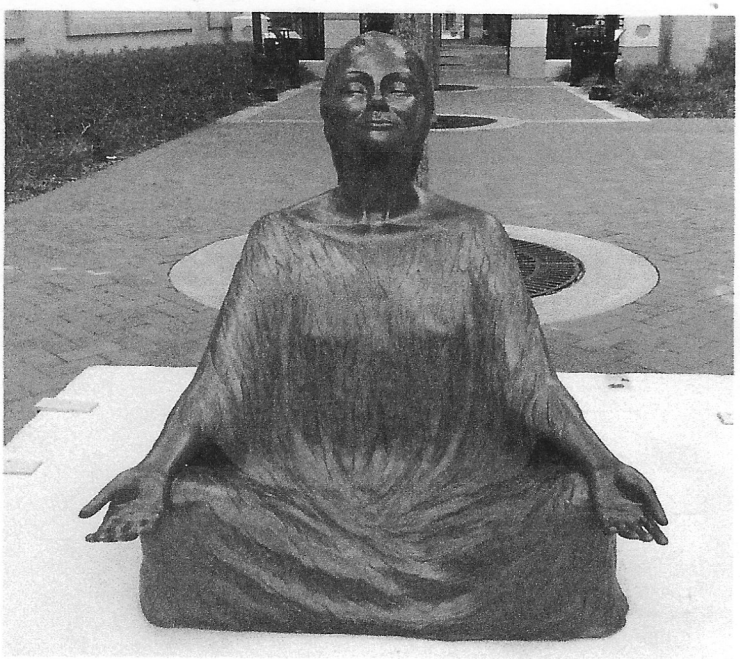
8 Cedar Point Drive, Palm Coast, FL 32164
Tom is the creative force of the Foundation in providing ideas for varied visual art, poetry,performance shows and public art that support and enhance the art and culture in Palm Coast.

Frank A. Gargiulo, Vice President

124 Dobson Street, Bridgeport, CT 06606
Frank brings skills acquired in leading not for profit organizations in Connecticut. He generously contributes financially to the Gargiulo Art Foundation, Inc.

Arlene C. Volpe, Director, Secretary, Treasurer

8 Cedar Point Drive, Palm Coast, FL 32164
brings her 40 years of experience in business and the arts from Connecticut and Florida to the Foundation



GAF's proposed bronze sculpture "PEACE" by Ormond Beach Artist Joan Baliker for Palm Coast Community Center "PEACE" is in the public collections of Ormond and Deland and was displayed at the Daytona Beach Museum of Art and Science in the fall of 2017.

"PEACE" SHOULD BE EVERYWHERE

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SUPPORT MATERIALS: Gargiulo Art Foundation, Inc. Town Center Sculpture Garden

Since 2005, the Gargiulo Art Foundation has gained considerable experience installing 14 outdoor public sculptures in the City of Palm Coast. Our grant for 2022, if approved, will be used to advertise the installation of a sculpture garden in Town Center. Our Foundation is committing **$100,000** over a period of four years to this project.

Well known Deland Sculptor **Harry Messersmith** will head this project. The former Deland Museum of Art Director has considerable expertise working and directing community projects. His sculptures adorn many private and public collections throughout Deland including the brick façade of Deland City Hall. The Artist is familiar with Palm Coast and has met with the late **Ken Jones Arts' Commission Chairman and Beautification Committee Member** on the Town Center Lake site.

Excitement is building among area sculptors for the **proposed Sculpture Garden in Palm Coast**. Artist Harry Messersmith and the Gargiulo Art Foundation, aware of problems associated with public outdoor sculptures in other cities have a new approach for sculptors' concerns. Palm Coast financial assistance was granted to install the loan of an interactive sculpture **IMAG NE**), at **the Flagler County Public Library** and **Town Center in Palm Coast** for two months. The sculpture was well received at both sites. An opportunity was missed to purchase the sculpture from the artist at a greatly discounted price to the GAF for lack of funds. The sculpture went on to Georgia for a two month loan and was purchased by a town in Georgia.

We were recently contacted by Palm Coast officials to consider a Key West Sculptor's work. So it is obvious to us that the City is aware of the value of Art in Public Places in Palm Coast. Full financial support, if awarded, will be used for advertising the program.

The GAF will purchase the loaned pieces in four years or less and gift them to the City. This will provide sculptors the opportunity to show their costly art at less expense. GAF will match contributions 50 – 50 for purchases of sculpture. A plaque will accompany all donated work with contributor names listed. This will give patrons and businesses incentive to match the Foundation's contribution. For example . . . a sculpture costing $16,000 (Paul Baliker's Florida Panther at Linear Park) would be $4,000 a year for four years. The Foundation would pay $2,000 each year and the sponsor(s) will contribute 50%. A plaque will be installed listing contributors in year five.

Harry Messersmith's 3 outdoor bronze relief sculptures at the Publix Shopping center, Palm Coast Parkway between Firehouse Subs and Pizza Hut is the result of a collaboration of GAF, the artist, Palm Coast Landscape Architect Bill Butler, and property owner can promote art and culture in Palm Coast.

My dream is to recognize Palm Coast, not only for its beautiful palm trees, but as a destination for visitors and tourists to view our city's arts and culture.

We hope the City of Palm Coast Cultural Arts Financial Assistance Grant Committee will support our project and award GAF the maximum financial assistance.

Thank you.

Tom Gargiulo

TG:acv

ccc: Harry Messersmith

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Gargiulo Art Foundation

The Hamptons of Pine Lakes
8 Cedar Point Drive
Palm Coast, FL 32164

GAF President – Thomas L. Gargiulo
GAF Vice President – Frank A. Gargiulo

Arlene C. Volpe
Secretary/Treasurer

August 7, 2021

Cultural Arts Financial Assistance
City of Palm Coast
Parks and Recreation
305 Palm Coast Parkway NE
Palm Coast, FL 32164

RE: 2021 Financial Assistance Grant

Dear Cultural Arts Review Members:

The Gargiulo Arts Foundation (GAF) opened the Flagler County's first and only art gallery and recognized its first Artist of the Year in 2000. GAF supports the arts in Palm Coast through varied art shows, including poetry, music, art performances and "Art in Public Places" which are open to the public free of charge.

Our request for financial assistance if granted would be used for "Art Shows and Sculptures". GAF will produce 3 to 4 month long art shows and install sculptures approved by the City of Palm Coast in the Town Center Park.

Thank you for your consideration.

Sincerely,

Tom Gargiulo

Tom Gargiulo
President and CEO

A 501(c) 3 Not for Profit Organization



GAF Art in Public Places
"Holly" Oil Painting by Linda Solomon, Main entrance
at the Flagler County Public Library, Palm Coast, FL.

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CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* DS TW

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* DS TW

B. Requestor must be based in the City of Palm Coast. *Acknowledged* DS TW

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* DS TW

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* DS TW

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* DS TW

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* DS TW

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* DS TW

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* DS TW

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* DS TW

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* DS TW

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* _____

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* _____

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged _____

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* _____

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* _____

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* _____

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* _____

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* _____

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* _____

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* _____

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged _____

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C. The Request for Reimbursement of Funds Form **must** include:

1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* DS TW

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* TW

E. **<u>Non-Allowable Expenses</u>** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments. *Acknowledged* DS TW

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS TW

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

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Please provide the following information:

ORGANIZATION NAME (REQUESTOR): The Green Room, Inc.

STREET ADDRESS: 43 Belvedere Ln

CITY, STATE, ZIP CODE: Palm Coast, FL 32137

CONTACT PERSON: Theresa Williams

PHONE 610-504-2645 EMAIL info@thegreenroomfarm2table.org

PROGRAM NAME: Tree of Lights 2021

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? 1

TOTAL PROGRAM COST: 6500

AMOUNT REQUESTED: 3000

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: X NO _____ YES

IF YES, GRANT AMOUNT_____ FINAL PROGRAM COST: _____

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Theresa Williams
DCD3951FF3F248B...
Signature (Authorized Representative)

Theresa Williams
Print Name

President
Title

Aug 12, 2021 | 4:06 PM EDT
Date

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SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

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SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E

ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E

MUSIC IN THE PARK



Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

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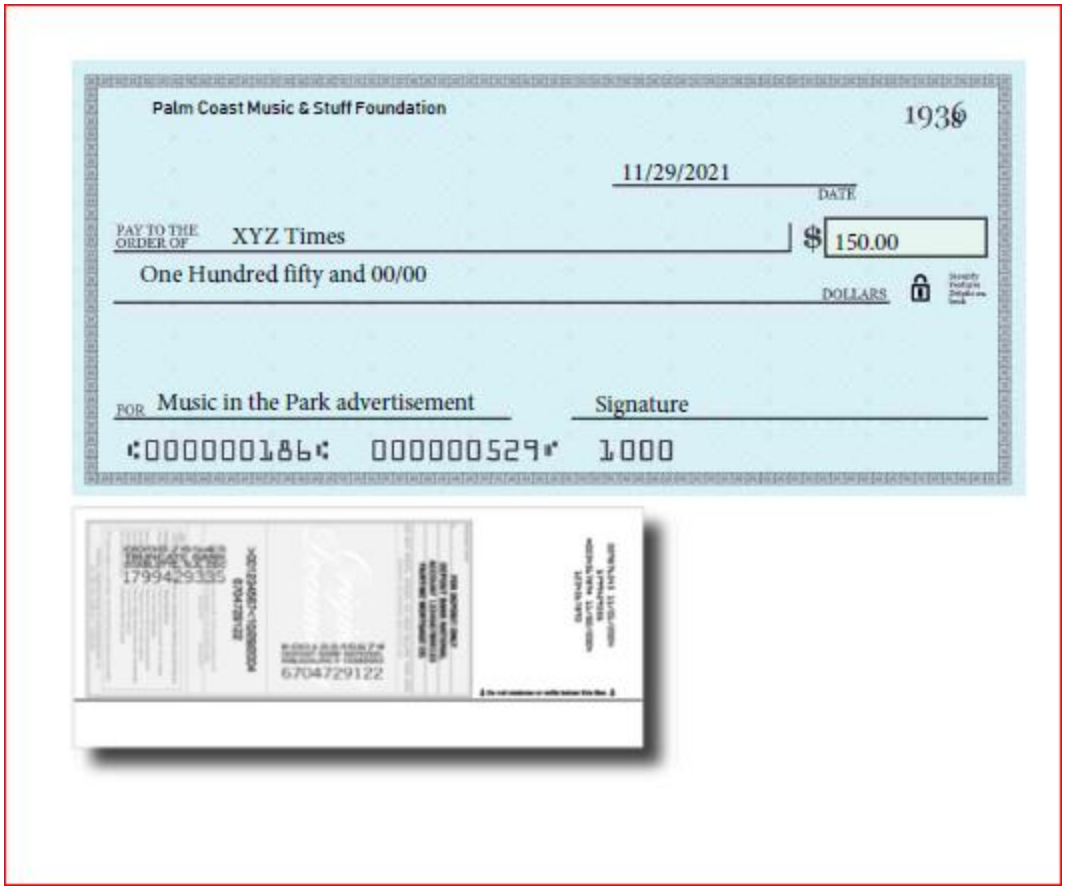




DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E

123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939

Palm Coast Music & Stuff Foundation 1939

3/15/2022
DATE

PAY TO THE ORDER OF 123 Furniture Rental $ 300.00

three hundred and 00/00 DOLLARS

FOR Music in the park tables/chairs signature

⑆000000186⑆ 000000529⑈ 1000



DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E

RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a_____

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _X_ No_____ Exception Comment n/a_____

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_____X_____ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments -

DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E

The Green Room
Farm to Table Dinner Theatre

43 Belvedere Ln, Palm Coast, FL 32137

The purpose of THE GREEN ROOM is to enhance the culture of our community by supporting, encouraging and showcasing local artists and agriculture through the presentation of high-quality theatrical productions paired with first class farm-to-table cuisine. As we are still in our start-up phase, the agricultural/food aspect is added whenever possible.

We are asking for funding for our 2021 Tree of Lights.

Event Description:

Tree of Lights is an outdoor contemporary Christian Christmas cantata celebrating the birth of Christ. This 45 minute concert tells the story of Christ's birth through music and narration. A 30-foot computerized "Tree of Lights" adds to the festivities. All performers are volunteers from our local community. The singers are accompanied by fully orchestrated tracks.

Last year our production was held in the large field at the Florida Agricultural Museum. Due to Covid, it was a drive-in concert where attendees could either remain in their cars or set up chairs and blankets in front of their cars. A per car fee was charged to help offset the cost.

This year, we would love to offer this as a FREE concert in TOWN CENTER. At this point in time, we have not reached out to the city to discuss this possibility. It is our hope that this grant application will open that dialogue.

Event Dates:

Early December 2021 for 3 nights

Event Location:

Town Center

Anticipated Attendance:

100 people per performance

Why this program is important:

This event is a celebration of the true meaning of Christmas. It is appropriate for all ages and a wonderful family activity. We plan on this becoming a yearly family tradition.

As a new nonprofit with a genuine goal of supporting our community, we would love to be able to offer this as a free concert. With Town Center trying to become a "destination" for families, businesses and arts/artists, we can think of no better place to hold this event. As Town Center grows, so will participation in the Tree of Lights.

As a side note, our ultimate goal is to be able to raise enough funds to build our Farm-to-Table Dinner Theatre in Town Center.

This event is important to our organization as it will bring more exposure to our growing company.

Why funding from the City of Palm Coast is important:

In order to present this as a FREE concert, we will need the support of the City.

DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

THE GREEN ROOM INC
43 BELVEDERE LN
PALM COAST, FL 32137

Date:
08/14/2020
Employer ID number:
84-4200609
Person to contact:
Name: Renee Railey Norton
ID number: 0203263
Telephone: (877) 829-5500
Accounting period ending:
August 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
December 26, 2019
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053568001410

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E

Form **990-N**

Electronic Notice (e-Postcard)

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

OMB No. 1545-2085

2019

Open to Public Inspection

A For the **2019** Calendar year, or tax year beginning **2019-09-01** and ending **2020-08-31**

B Check if available

- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: **GREEN ROOM INC**

43 Belvedere Ln, Palm Coast, FL, US, 32137

D Employee Identification Number **84-4200609**

E Website:
www.thegreenroomfarm2table.org

F Name of Principal Officer: **Theresa Marie Williams**

43 Belvedere Ln, Palm Coast, FL, US, 32137

Information Copy - Do not send to IRS

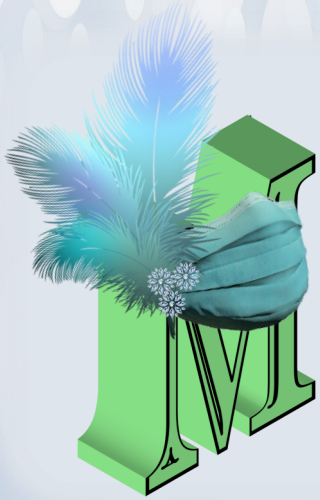
Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E



New Year's Eve 2020 MASKerade FUNdraiser

Thursday, December 31, 2020
8:00pm-1:00am

The Florida Agricultural Museum, Palm Coast

BYOB - Desserts, Mixers & Champagne Toast Provided

Table of 4 - $100 Table of 6 - $140

For Reservations Call: 386-627-4080

Masks required - Prizes to be awarded!
Funniest, Prettiest, Scariest, etc.

MUSIC - DANCING - ENTERTAINMENT - RAFFLES
All proceeds benefit

The Green Room
Farm to Table Dinner Theatre

Visit us at:
TheGreenRoomFarm2Table.Org

Thank you to our Event Sponsor

AWT PROPERTY MANAGEMENT

The Green Room
Farm to Table Dinner Theatre

Presents

Tree of Lights

A Musical Celebration of Christ's Birth

December 3, 4, 5 & 6, 2020 at 7:00pm
The Florida Agricultural Museum
7900 N Old Kings Rd, Palm Coast

Production Sponsors

MaryAnn Kocher Frassetto

DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E

About *The Green Room*

The Green Room is a one-of-a-kind farm to table dinner theatre that celebrates the merging of local arts and agriculture. Formed as a 501c3 charitable organization, its mission is to enhance the culture of our community by supporting, encouraging and showcasing local artists and agriculture through the presentation of high-quality theatrical productions paired with first class farm-to-table cuisine.
It will be the first dinner theatre in the country to operate solely farm-to-table.
We are currently seeking Founding Donors to kick our project into high gear. A location has been found that will suit our current needs and also allow room for expansion. We need to raise $2.5 million for the purchase of the property. If you would like to learn more, please feel free to contact Terri Williams, President,
at info@thegreenroomfarm2table.org
Or visit our website:
Thegreenroomfarm2table.org

From the President

Welcome to the first production of *The Green Room, Inc!*

While starting a nonprofit organization is a challenge at any time, starting one during a pandemic is especially challenging! I need to thank our Board of Directors for their tireless support and dedication to this project. I also need to thank Kara Hoblick and the Florida Agricultural Museum for their help in making this concert a reality! The performers you will hear tonight have spent countless hours rehearsing on their own and their talents and love of music will shine just as bright as our tree. I thank them for all the hard work they have put in. I also need to thank my Mom who has always supported my dreams. Tonight would not have been possible without you! Lastly, I need to thank my late husband, Larry Williams, who showed me that with faith, confidence and determination, “Anything is possible...even Miracles”. Enjoy the concert!

Terri Williams

Program

Narrator	Peter Gutierrez
Overture	
Let the Celebration Begin	Ensemble
A Baby Changes Everything	Soloist Jillian Rossi
Son of the Highest	Ensemble
Is There Room	Soloist Amanda Pladdys
Little Baby Boy	Soloist Andrew Trotter
God Is With Us	Soloist Dawn Sauer
Repeat the Sounding Joy	Soloist Christine Jackson
The Little Drummer Boy	Ensemble
Emmanuel	Ensemble
Peace on Earth	Soloist Shawn Moksnes
Joy to the World	Ensemble

Ensemble Members: Jerri Thurman Berry, Jonathan Gambrell, Jo Grandel-Everett, Peter Gutierrez, Christine Jackson, Shawn Moksnes, Jeff Perry, Amanda Pladdys, Jillian Rossi, Dawn Sauer, Manon Stonecypher, Andrew Trotter, Cornella Weston and April Whaley

Audio: Dave Miserendino
Spotlight: Eve Moksnes
Conceived, Compiled and Directed by Terri Williams

DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E

City Cultural Arts Grant Budget 2021

Organization Name		The Green Room Inc.
FEIN#		84-4200609
Fiscal Year End		31-Aug-20

Income		Total Organization Budget	Total Program Budget	Grant Request
Government Grants		3000	3000	3000
Admission Fees		5000		
Individual Contributions		1000		
Fundraising		500		
Other Income		5000	3500	
Total Income		14500	6500	3000

Expenses				
Personnel		2000		
Equipment Rental		5000	4500	2500
Food Costs		500		
Insurance		450		
Marketing/Advertising		2000	1000	500
Supplies/Materials		500	500	
Misc. Expenses		500	500	
Total Expenses		10950	6500	3000

DocuSign Envelope ID: 000EBF88-51B9-476C-82E5-F6FC42123F4E

The Green Room Inc. Board of Directors

Theresa Williams, President

43 Belvedere Ln

Palm Coast, FL 32137

Valeriya Kostyuk, Treasurer

27 Farnum Ln

Palm Coast, FL 32137

Reagan Wilson, Secretary

24 Felter Ln

Palm Coast, FL 32137

Jonathan Gambrell, Director

216 N 4th St

Flagler Beach, FL 32136

MaryAnn Frassetto, Director

43 Belvedere Ln

Palm Coast, FL 32137

DocuSign Envelope ID: C6F3A329-CF9E-40AA-A09D-DE5A1E79211A

CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* MC

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* MC

B. Requestor must be based in the City of Palm Coast. *Acknowledged* MC

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* MC

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* MC

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* MC

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* MC

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* MC

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* MC

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* MC

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* MC

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* _____

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* _____

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged _____

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* _____

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* _____

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* _____

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* _____

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* _____

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* _____

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* _____

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged _____

C. The Request for Reimbursement of Funds Form **must** include:

1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* DS MC

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* MC

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments. *Acknowledged* DS MC

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS MC

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

DocuSign Envelope ID: C6F3A329-CF9E-40AA-A09D-DE5A1E79211A

Please provide the following information:

ORGANIZATION NAME (REQUESTOR): Palm Coast Arts Foundation

STREET ADDRESS: 1500 Central Avenue

CITY, STATE, ZIP CODE: Palm Coast, FL 32164

CONTACT PERSON: Nancy Crouch

PHONE 3862254394 EMAIL nancycrouch@palmcoastartsfoundation.com

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PROGRAM NAME: First Saturday Creative Bazaar

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? 26

TOTAL PROGRAM COST: 19,200.00

AMOUNT REQUESTED: 3000.00

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: _____NO __X__ YES

IF YES, GRANT AMOUNT 2636.00 FINAL PROGRAM COST: 6000.00

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Nancy Crouch
B78EE0CB66FE466...
Signature (Authorized Representative)

Nancy Crouch
Print Name

Executive Director
Title

Aug 15, 2021 | 1:01 PM EDT
Date

DocuSign Envelope ID: C6F3A329-CF9E-40AA-A09D-DE5A1E79211A

SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

DocuSign Envelope ID: C6F3A329-CF9E-40AA-A09D-DE5A1E79211A

SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

DocuSign Envelope ID: C6F3A329-CF9E-40AA-A09D-DE5A1E79211A

ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



DocuSign Envelope ID: C6F3A329-CF9E-40AA-A09D-DE5A1E79211A

MUSIC IN THE PARK



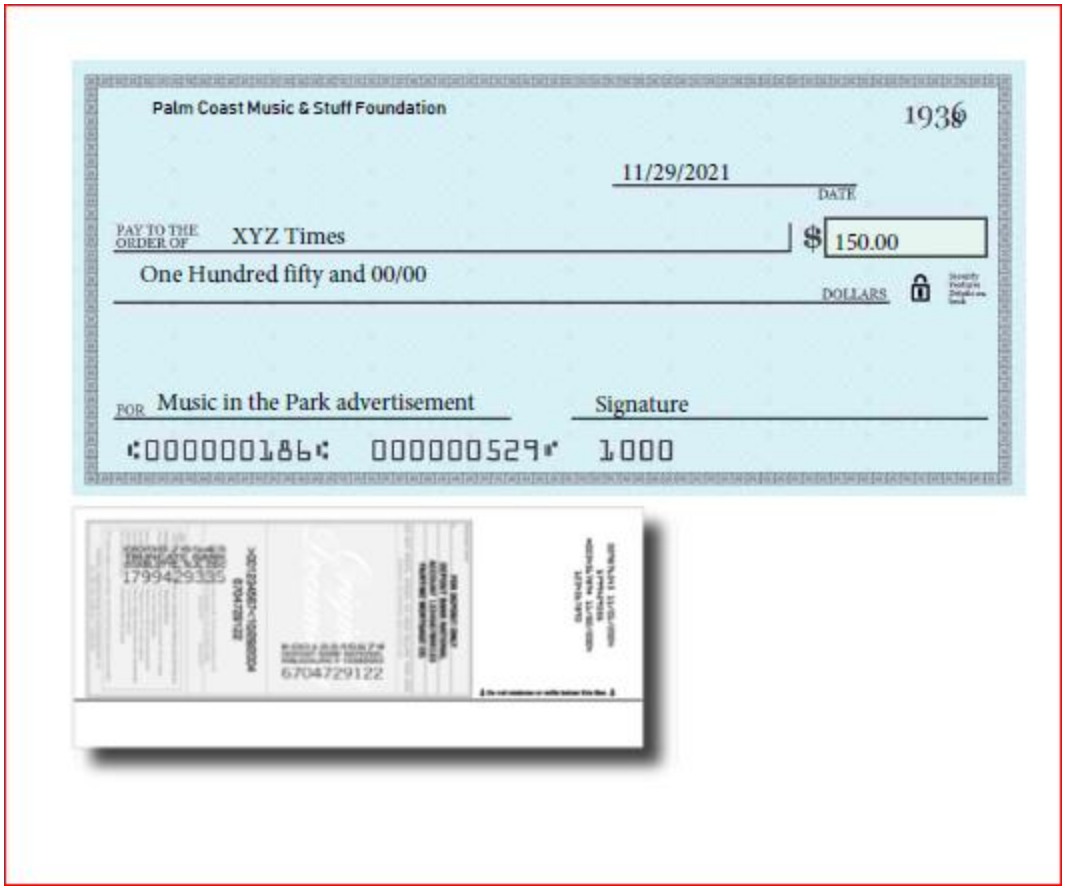
Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

DocuSign Envelope ID: C6F3A329-CF9E-40AA-A09D-DE5A1E79211A





DocuSign Envelope ID: C6F3A329-CF9E-40AA-A09D-DE5A1E79211A

123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939

Palm Coast Music & Stuff Foundation 1939

3/15/2022
DATE

PAY TO THE ORDER OF 123 Furniture Rental $ 300.00

three hundred and 00/00 DOLLARS

FOR Music in the park tables/chairs signature

⑆000000186⑆ 000000529⑈ 1000



DocuSign Envelope ID: C6F3A329-CF9E-40AA-A09D-DE5A1E79211A

RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment n/a_____

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _X_ No_____ Exception Comment n/a_____

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_____X_____ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments -

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 22 2008

PALM COAST/FLAGLER FOUNDATION FOR
THE ARTS & ENTERTAINMENT INC
PO BOX 351766
PALM COAST, FL 32135-1766

Employer Identification Number:
80-0101548
DLN:
17053271713048
Contact Person:
GREGORY K OLWINE ID# 31382
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated November 2005, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Robert Choi

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

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BOARD OF TRUSTEES – 2021

Updated: July 2021

Barr, AJ (Sam Brunetti)
Treasurer
250 Palm Coast Pkwy, NE
Palm Coast, FL 32137
(C) **386 -283-2433**
msajbarr@earthlink.net
artist, and Flagler County School teacher

Barr, Andrea (Rob)
Tech Talk Studios
4 Office Park Drive
Palm Coast, FL 32137
(W) 386-597-7929
C: 386-449-9408
Retired Apple Computers; owner
Tech Talk Studios

Florence, Lindsey
180 Eric Drive
Palm Coast, FL 32164
(H) 586-4023
glflorence@mindspring.com
retired music teacher

Ganci, Joe (Joan)
51 Woodhollow Lane
Palm Coast, FL 32164
(H) 446-2288
(C) 793-9002
ganciarts@cfl.rr.com
retired IBM Executive – and artist

***Hamilton, Awilda (Hayes Jackson)**
Events
13 River Park Drive, North
Palm Coast, FL 32137
(H) 597-6950
(C) 216-272-2677
hamjacks1@aol.com
retired Dean, Kent State University

Hardison, Leila
(Education)
40 Mt. Vernon Lane
Palm Coast, FL 32164
(H) 447-5708
(C) 302-602-0783
leiladrmom@aol.com
retired higher education – medical field

Mangano, Joan (Jim)
16 Curry Court
Palm Coast, FL 32137
(H) 446-1339
(C) 871-8981
Joanmangano38@gmail.com
Retired teacher – artist

***Perkovich, Sam**
President
8 Erickson Place
Palm Coast, FL 32164
(H) 437-3346
(C) 931-3145
(W) 449-8281
samperkovich@gmail.com
realtor – owner/broker Parkside Realty

VOLUNTEER STAFF:

Nancy Crouch
Executive Director
6 St. Andrews Court
Palm Coast, FL 32137
(C) 847-309-6233
(W) 225-4394
nancycrouch@palmcoastartsfoundation.com

Terry Dougherty
Office Assistant
(386) 225-4394

*Executive Committee

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Palm Coast ARTS FOUNDATION

First Saturday

Creative Bazaar,

Arts & Crafts Vendors

- Framed prints
- Photographs
- Jewelry
- Sculptures
- to clothing... something for everyone!

1500 Central Avenue (Town Center)



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FIRST SATURDAY
CREATIVE BAZAAR

First Saturday Creative Bazaars were created in 2019 as a consistent outlet for area artisans to showcase their creations.

Since 2019 PCAF has hosted nearly thirty of these monthly events, postponing at times due to inclement weather or of course the COVID crisis. Vendors vary and has included beautiful creations of wood working products; jewelry; children's illustrators; hand-made quilts and stuffed animals; to ceramics, photography, and paintings.

The Creative Bazaars offer these vendors inexpensive space and it is our intention to keep these costs to a minimum for our vendors.

We have opened these monthly Bazaars for musicians to perform as well. Another opportunity for musical artists to perform to a shopping audience.

Applications are required of all vendors and musicians.

The Bazaars are held each month on the site of the Palm Coast Arts Foundation in Town Center, 1500 Centra Avenue.

Number of vendors vary depending on the month with the holiday months showing the most activity. Anywhere from 12 to 35 vendors register for these monthly Bazaars and attendance of shoppers also varies to a high of 300 in peak months.

The City of Palm Coast cultural arts grant will be used mainly for advertising. We advertise on the radio, social media, area signage, and print ads for these Creative Bazaars.

####

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Palm Coast ARTS FOUNDATION

1500 Central Avenue
Palm Coast, FL 32164
office: 386-225-4394
www.palmcoastartsfoundation.com

August 12, 2021

City of Palm Coast
Cultural Arts Grant

Please accept this cover letter as our true intention of application for the 2021-2022 cultural arts grant. Use of these funds will be prioritized mainly for advertising and marketing using the funds for print ads, radio spots, social media sites, and area signage.

The First Saturday Creative Bazaars have now become a monthly activity for area residents and visitors to our area. We appreciate the opportunity for share our space the first Saturday of each month with area artists.

Thank you for your consideration of this important grant.

Sincerely,

Nancy Crouch

Nancy Crouch
Executive Director

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Form **990** (Rev. January 2020)

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

► **Do not enter social security numbers on this form as it may be made public.**

► **Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

A For the 2019 calendar year, or tax year beginning July 1 , 2019, and ending June 30 , 20 20

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: Palm Coast Arts Foundation Inc.

Doing business as:

Number and street (or P.O. box if mail is not delivered to street address): 1500 Central Ave.

Room/suite:

City or town, state or province, country, and ZIP or foreign postal code: Palm Coast, FL 32164

D Employer identification number: 80-0101548

E Telephone number: (386) 225-4394

G Gross receipts $

F Name and address of principal officer: Shirlyn Perkovich
8 Erickson Place, Palm Coast, FL 32164

H(a) Is this a group return for subordinates? ☐ Yes ☑ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

H(c) Group exemption number ►

I Tax-exempt status: ☑ 501(c)(3) ☐ 501(c) ( ) ◄ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ► palmcoastartsfoundation.com

K Form of organization: ☑ Corporation ☐ Trust ☐ Association ☐ Other ►

L Year of formation: 2004

M State of legal domicile: FL

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: Sponsors local performing arts events (music, theater, and art education) in the community to raise funds and build awareness of the Foundation's goal to build a cultural arts center in Flagler County, Florida.

2 Check this box ► ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	12
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	12
5	Total number of individuals employed in calendar year 2019 (Part V, line 2a)	5	2
6	Total number of volunteers (estimate if necessary)	6	30
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b	Net unrelated business taxable income from Form 990-T, line 39	7b	0

Revenue

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	229,841	59,100
9	Program service revenue (Part VIII, line 2g)	116,895	94,202
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	510	109
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	13,327	23,036
12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	360,606	176,447

Expenses

13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	1,000	0
14	Benefits paid to or for members (Part IX, column (A), line 4)	0	0
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	95,956	92,421
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0	0
b	Total fundraising expenses (Part IX, column (D), line 25) ►		
17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	215,209	113,602
18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	312,166	206,023
19	Revenue less expenses. Subtract line 18 from line 12	48,441	-29,576

Net Assets or Fund Balances

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	1,050,777	1,047,353
21	Total liabilities (Part X, line 26)	310 000	360 538
22	Net assets or fund balances. Subtract line 21 from line 20	740,777	686,815

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Firm's name ►			Firm's EIN ►	
Firm's address ►			Phone no.	

May the IRS discuss this return with the preparer shown above? (see instructions) ☐ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11282Y Form **990** (2019)

Part III **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III . . . . . ☐

1 Briefly describe the organization's mission:

Sponsors local performing arts events (music, theater, and art education) in the community to raise funds and build awareness of the Foundation's goal to build a cultural arts center in Flagler County, Florida.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? . . . . . ☐ Yes ☑ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? . . . . . ☐ Yes ☑ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 44,246 including grants of $) (Revenue $ 94,202)

Provided community events including music concerts, plays, and art education events to include Picnic & Pops, solo artists and groups, Shakespeare in the Park, Art Education Week, and others.

4b (Code:) (Expenses $ including grants of $) (Revenue $)

4c (Code:) (Expenses $ including grants of $) (Revenue $)

4d Other program services (Describe on Schedule O.)
(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses ▶

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Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	✔	
2	Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?	2	✔	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		✔
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		✔
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	5		✔
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		✔
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		✔
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		✔
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		✔
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10		✔
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	✔	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		✔
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		✔
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d	✔	
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	✔	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		✔
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		✔
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		✔
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		✔
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		✔
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		✔
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		✔
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		✔
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* (see instructions)	17		✔
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		✔
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		✔
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		✔
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		✔

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Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		✔
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		✔
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		✔
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		✔
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		✔
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		✔
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		✔
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		✔
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		✔
c	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		✔
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		✔
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		✔
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		✔
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		✔
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		✔
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		✔
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		✔
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		✔
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		✔
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O.	38	✔	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	0		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c			✔

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Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

				Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	2		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b		✔	
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)				
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a			✔
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a			✔
b	If "Yes," enter the name of the foreign country ► ---------- See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a			✔
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b			✔
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c			
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a			✔
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b			
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a			✔
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b			
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c			✔
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e			✔
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f			✔
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g			✔
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h			✔
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8			✔
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			✔
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			✔
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state?	13a			
	Note: See the instructions for additional information the organization must report on Schedule O.				
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a			✔
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b			
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15			✔
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16			✔

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Part VI **Governance, Management, and Disclosure** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI . . . . . ☐

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year . .	1a	12		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent .	1b	12		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			✔
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? .	3			✔
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			✔
5	Did the organization become aware during the year of a significant diversion of the organization's assets? .	5			✔
6	Did the organization have members or stockholders?	6			✔
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			✔
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			✔
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		✔	
b	Each committee with authority to act on behalf of the governing body?	8b		✔	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			✔

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		✔
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	✔	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a		✔
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b		
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c		
13	Did the organization have a written whistleblower policy?	13		✔
14	Did the organization have a written document retention and destruction policy?	14		✔
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a		✔
b	Other officers or key employees of the organization	15b		✔
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		✔
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ Florida

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☑ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶

Shirlyn Perkovich (386-263-2991), 8 Erickson Place, Palm Coast, FL 32164

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Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII . . . . . ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Shirlyn Perkovich President	10.00	✔		✔				0	0	0
(2) Dolores Genk Secretary	5.00	✔		✔				0	0	0
(3) AJ Barr Treasurer	10.00	✔		✔				0	0	0
(4) Robert Alex Vice President	2.00	✔		✔				0	0	0
(5) Nancy Crouch Executive DIrector	40.00				✔			58,800	0	0
(6) Andrea Barr Trustee	1.00	✔						0	0	0
(7) Lindsey Florence Trustee	2.00	✔						0	0	0
(8) Joe Ganci Trustee	1.00	✔						0	0	0
(9) Awilda Hamilton Trustee	5.00	✔						0	0	0
(10) Leila Hardison Trustee	1.00	✔						0	0	0
(11) Joan Mangano Trustee	1.00	✔						0	0	0
(12) Eric Vardakis Trustee	5.00	✔						0	0	0
(13)										
(14)										

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Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1b **Subtotal** ▶										
c **Total from continuation sheets to Part VII, Section A** ▶										
d **Total (add lines 1b and 1c)** ▶										

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual* 3		✔
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual* 4		✔
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person* 5		✔

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶

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Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII . . . . . ☐

					(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512–514
Contributions, Gifts, Grants and Other Similar Amounts	1a	Federated campaigns	1a					
	b	Membership dues	1b	24,960				
	c	Fundraising events	1c					
	d	Related organizations	1d					
	e	Government grants (contributions)	1e					
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	34,140				
	g	Noncash contributions included in lines 1a–1f	1g	$ 415				
	h	**Total.** Add lines 1a–1f ▶			59,100			
				Business Code				
Program Service Revenue	2a	Event revenue		711300	94,202	94,202		
	b							
	c							
	d							
	e							
	f	All other program service revenue						
	g	**Total.** Add lines 2a–2f ▶			94,202			
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts) ▶			109	109		
	4	Income from investment of tax-exempt bond proceeds ▶						
	5	Royalties ▶						
				(i) Real	(ii) Personal			
	6a	Gross rents	6a	2,115				
	b	Less: rental expenses	6b					
	c	Rental income or (loss)	6c	2,115				
	d	Net rental income or (loss) ▶			2,115	2,115		
				(i) Securities	(ii) Other			
	7a	Gross amount from sales of assets other than inventory	7a					
	b	Less: cost or other basis and sales expenses	7b					
	c	Gain or (loss)	7c					
	d	Net gain or (loss) ▶						
	8a	Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b	Less: direct expenses	8b					
	c	Net income or (loss) from fundraising events ▶						
	9a	Gross income from gaming activities. See Part IV, line 19	9a					
	b	Less: direct expenses	9b					
	c	Net income or (loss) from gaming activities ▶						
	10a	Gross sales of inventory, less returns and allowances	10a	33,396				
	b	Less: cost of goods sold	10b	12,475				
	c	Net income or (loss) from sales of inventory ▶			20,921	20,921		
				Business Code				
Miscellaneous Revenue	11a							
	b							
	c							
	d	All other revenue						
	e	**Total.** Add lines 11a–11d ▶			0			
	12	**Total revenue.** See instructions ▶			176,447	117,347		478

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX . . . . . ☐

	Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2	Grants and other assistance to domestic individuals. See Part IV, line 22				
3	Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors, trustees, and key employees				
6	Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7	Other salaries and wages	85,840		85,840	
8	Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9	Other employee benefits				
10	Payroll taxes	6,581		6,581	
11	Fees for services (nonemployees):				
a	Management				
b	Legal				
c	Accounting	11,259		11,259	
d	Lobbying				
e	Professional fundraising services. See Part IV, line 17				
f	Investment management fees				
g	Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12	Advertising and promotion	9,525	8,558	968	
13	Office expenses	2,212		2 212	
14	Information technology	10,148		10,148	
15	Royalties				
16	Occupancy	35,802		35,802	
17	Travel				
18	Payments of travel or entertainment expenses for any federal, state, or local public officials				
19	Conferences, conventions, and meetings				
20	Interest	409		409	
21	Payments to affiliates				
22	Depreciation, depletion, and amortization				
23	Insurance	4,757		4,757	
24	Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a	Bank ;& Merchant Fees	2,021		2,021	
b	Printing & Postage	2,935	1,334	1,601	
c	DIrect Event Expenses	28,354	28,354		
d	Repairs & Maintenance	6,180	6,000	180	
e	All other expenses				
25	**Total functional expenses.** Add lines 1 through 24e	206,023	44,246	161,778	
26	**Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

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Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X . . . . . ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing		35,737	1	42,406
	2	Savings and temporary cash investments		2,003	2	2,004
	3	Pledges and grants receivable, net		2,500	3	0
	4	Accounts receivable, net			4	
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net		50,000	7	70,000
	8	Inventories for sale or use		1,324	8	831
	9	Prepaid expenses and deferred charges			9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 943,502			
	b	Less: accumulated depreciation	10b 107,720	862,991	10c	835,782
	11	Investments—publicly traded securities		20,495	11	20,603
	12	Investments—other securities. See Part IV, line 11			12	
	13	Investments—program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11		75,727	15	75,727
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		1,050,777	16	1,047,353
Liabilities	17	Accounts payable and accrued expenses		3,572	17	6,197
	18	Grants payable			18	
	19	Deferred revenue			19	
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			22	
	23	Secured mortgages and notes payable to unrelated third parties			23	
	24	Unsecured notes and loans payable to unrelated third parties		50,000	24	70,000
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D		256,428	25	284,341
	26	**Total liabilities.** Add lines 17 through 25		310,000	26	360 538
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ▶ ☐ and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions		740,777	27	686,815
	28	Net assets with donor restrictions			28	
		Organizations that do not follow FASB ASC 958, check here ▶ ☐ and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds			31	
	32	Total net assets or fund balances		740,777	32	686,815
	33	Total liabilities and net assets/fund balances		1,050,777	33	1,047,353

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Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI . . . . . ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	176,447
2	Total expenses (must equal Part IX, column (A), line 25)	2	206,023
3	Revenue less expenses. Subtract line 2 from line 1	3	-29,576
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	740,777
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	-24,386
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	686,815

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII . . . . . ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☑ Cash ☐ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		✔
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b		✔
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		✔
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

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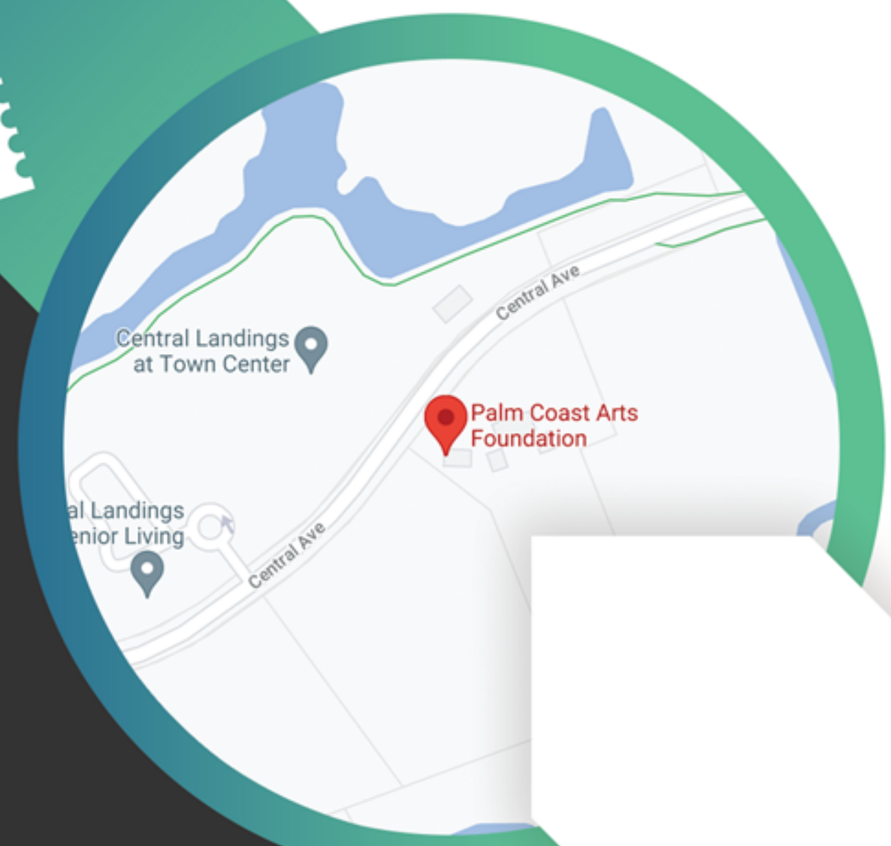
Palm Coast
ARTS FOUNDATION
Presents

FIRST SATURDAY
CREATIVE BAZAAR

9:00am-2:00pm

Arts & Crafts
1500 Central Avenue
(Town Center)

FREE ADMISSION!



Vendors have included

Framed prints, photographs, jewelry, sculptures, to clothing... something for everyone!

- July 3rd
- August 7th
- September 4th
- October 2nd
- November 6th
- December 4th

info@palmcoastartsfoundation.com

palmcoastartsfoundation.com

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PCAF GRANT REQUEST: Creative Bazaars 2021-2022			
Organization Name:	**Palm Coast Arts Foundation Inc.**		
FEIN:	80-0101548		
Fiscal Year End:	Jun 30 (Jul 1, 2021 - Jun 30, 2022)		
Program Name:	**Creative Bazaars**		
Income	**Total Budget**	**Program Budget**	**Grant Request**
Government Grants			$ 3,000.00
Foundation and Corporate Grants			
Admission Fees			
Contributions from Individuals			
Membership Income			
Fundraising (Turtles)	$ 15,000.00		
Earned Income			
Interest Income			
Other Income (Creative Bazaar & Stage)	$ 10,000.00	$ 6,000.00	
Total Income	**$ 25,000.00**	**$ 6,000.00**	**$ 3,000.00**
Expenses			
Personnel Expenses			
Salaries & Wages			
Employee Benefits & Taxes			
Operating Expenses			
Bank/Investment Fees	$ 100.00		
Depreciation Expense	$ 24,285.00		
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses	$ 7,500.00		
Insurance Expenses	$ 5,500.00		
Marketing/Advertising Costs	$ 1,000.00	$ 1,500.00	
Postage and Delivery	$ 100.00		
Professional Development			
Professional Fees			
Rent and Occupancy	$ 7,380.00		
Supplies and Materials			
Telephone Expenses	$ 480.00		
Travel Expenses			
Other Expense 1 (Outside services)		$ 1,000.00	
Other Expense 2 (Licenses)	$ 578.00		
Other Expense 3 (Repair, lawn)	$ 2,340.00	$ 1,000.00	
Misc. Expenses			
Total Expenses	**$ 49,263.00**	**$ 3,500.00**	**$ -**
Net Income	**$ (24,263.00)**	**$ 2,500.00**	**$ 3,000.00**

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CULTURAL ARTS FINANCIAL ASSISTANCE
MATCHING GRANT INSTRUCTIONS AND APPLICATION
FISCAL YEAR 2022 (OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

The City of Palm Coast defines "Cultural Arts Program" as an activity, event or program that is open to the public and whose purpose is to:

- Educate the public on the unique characteristics of a defined cultural group;
- Introduce a distinct, traditional activity, event or program of a defined cultural group;
- Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc., or
- Present a new cultural activity, event or program to the community.

The City of Palm Coast Cultural Arts Financial Assistance Matching Grant program is intended to provide funding for Cultural Arts Programs that are conducted in the City of Palm Coast by a City based organization.

To apply for a Cultural Arts Financial Assistance from the City of Palm Coast, please review the attached instructions and application. Initial where indicated, attach the requested documentation, and DocuSign where indicated. Once you complete this submission via DocuSign, your application will be submitted to for review of eligibility and recommendation regarding the grant award. *Acknowledged* BH

SECTION I – Eligibility

A. Requestor must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the Requestor must be tax deductible pursuant to 26 USC 170. *Acknowledged* BH

B. Requestor must be based in the City of Palm Coast. *Acknowledged* BH

C. Requestor has not already received $3,000 or more funding from the City for the fiscal year for which this application is being submitted. *Acknowledged* BH

D. Requestor must not request more than one grant from the City during a fiscal year. *Acknowledged* BH

E. Requestor must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation. *Acknowledged* BH

F. Requestor's Cultural Arts Program(s) must be open to the general public and held within the boundaries of the City of Palm Coast. *Acknowledged* BH

G. Requestor's Cultural Arts Program(s) must begin on or after October 1st and must end on or before September 30th of the fiscal year for which this application is being submitted. *Acknowledged* BH

H. If Requestor is awarded a grant, Requestor must participate in at least one community event hosted by the City. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation. *Acknowledged* BH

SECTION II – Financial Assistance/Maximum Grant Award/Allowable Expenses

A. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Total grants funds available are dependent upon approval of the fiscal year budget by City Council. Requestor acknowledges that not all applications may be funded. Preference will be given to first time applicants. *Acknowledged* BH

B. Maximum Grant Award – Requestor acknowledges that no grant award will exceed the lessor of 80% of the total program cost or $3,000. In addition, in determining the award, the Requestor's share of the program costs must be at least 20% of program cost. *Acknowledged* BH

C. Requestor acknowledges that the City's allocation of awarded grants will be distributed on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted subject to the Maximum Grant Award. *Acknowledged* BH

D. Requestor acknowledges that Grant distribution is a reimbursement of costs actually incurred and will be paid AFTER the event. *Acknowledged* BH

SECTION III - Application Procedure

A. An authorized representative of the Requestor must initial this instruction sheet where indicated, DocuSign the application form and submit required attachments as follows :

- Cover letter, preferably on the organization's letterhead
- IRS Determination Letter (highlight effective date)
- Completed Budget Form
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

Acknowledged BH

B. Completed applications must be returned by the Deadline for Application listed below. Incomplete or late applications will not be eligible for consideration. *Acknowledged* BH

SECTION IV – Review, Recommendation and Award Meetings

Applications will be reviewed at a public meeting – typically the second week of September. The meeting place, date and time is subject to change. Therefore please check the City of Palm Coast Website for agendas and meeting dates. *Acknowledged* BH

Thereafter, the recommendation will be brought to the City Council for review and approval. The Meeting dates for the Work Shop and Business meetings are subject to change. *Acknowledged* BH

Meeting dates, times and locations as well as agendas are available on the City of Palm Coast website at https://www.palmcoastgov.com/agendas. *Acknowledged* BH

SECTION V – Grant Agreement

A. Upon City Council approval, the Contract Coordinator will forward to each funded organization the formal **Agreement**, the **Request for Reimbursement of Funds Form**, and the **Request to Use City Logo Form**. An authorized representative of the governing board of the funded organization must DocuSign the Agreement and Request for Use of City Logo Form within ten business days following receipt of the Agreement. *Acknowledged* BH

B. Funded organizations must acknowledge and recognize the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant in all program related promotional/marketing materials. Copies of each must be submitted to the Parks & Recreation Department for record keeping purposes. *Acknowledged* BH

SECTION VI – Request for Reimbursement of Funds

A. Grantee may submit Requests for Reimbursement at any time during the program as expenses are incurred. However, the final Request for Reimbursement of Funds Form must be completed and returned to the City within 30 days from the conclusion of the funded event, but no later than September 30th of the fiscal year. *Acknowledged* BH

B. Allowable Expenses - Allowable expenses are as follows:

1. Directly related to the program ONLY;
2. Ten percent (10%) of the grant funding must be used for marketing of the funded program; if not, the funds granted will be reduced accordingly.
3. Specifically and clearly detailed in the program budget;
4. Incurred, invoiced and accrued between the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year).

Acknowledged BH

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C. The Request for Reimbursement of Funds Form **must** include:

1. Receipts for purchases of Allowable Expenses (see below) only
2. Copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor *Acknowledged* DS BH

D. The funded organization must provide additional documentation such as canceled checks, paid invoices, or other financial documents verifying grant related and allowable expenses upon City's request. *Acknowledged* DS BH

E. **Non-Allowable Expenses** – Expenses that will not be funded include, but are not limited to, the following:

1. Operating expenses including but not limited to organization staff salaries, phone, utilities, office supplies, equipment costing over $1,000, property improvements, fixtures, building maintenance, space rental, insurance, vehicle maintenance and other overhead or indirect costs;
2. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.;
3. Obsolescence/Renovation – Improvement of facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work;
4. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations) ;
5. Expenses incurred or obligated before or after the funded fiscal year;
6. Lobbying or attempting to influence federal, state, or local legislation;
7. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs;
8. Private entertainment, food, and beverages;
9. Plaques, awards, and scholarships;
10. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status;
11. Re-Granting by using grant monies to underwrite grant programs or individual grants within one's own organization or another organization;
12. Contributions and donations;
13. Mortgage payments.

Acknowledged DS BH

Past Grantee Organization may lose eligibility for current and future grant opportunities if their Requests for Reimbursement of Funds are incomplete and/or otherwise not in compliance with these requirements. Acknowledged DS BH

QUESTIONS:

All questions should be addressed to:

Rose Conceicao, Contract Coordinator
E-mail: rconceicao@palmcoastgov.com

DEADLINE FOR APPLICATION: August 13, 2021

TENTATIVE MEETING DATES: (SUBJECT TO CHANGE)

Cultural Arts Review Committee Meeting
August 20, 2021, 4:00-6:00 pm Workshop Room City Call

Workshop Meeting
September 14, 2021 9:00 am Workshop Room, City Hall

Business Meeting
October 5, 2021 6:00 pm Council Room, City Hall

Check website for any changes to Agenda items and Meeting dates, time and locations: https://www.palmcoastgov.com/agendas

DocuSign Envelope ID: 5935C07F-623A-41AB-9724-2EAD5865F160

Please provide the following information:

ORGANIZATION NAME (REQUESTOR): Palm Coast United Methodist Church Concert Series

STREET ADDRESS: 5200 Belle Terre Pkwy

CITY, STATE, ZIP CODE: Palm Coast, Fl. 32137

CONTACT PERSON: Bronnetta Hamilton

PHONE 386-246-3983 EMAIL bronnettahamilton@att.net

PROGRAM NAME: PCUMC Concert Series

HOW MANY TIMES HAS PROGRAM BEEN PRESENTED TO THE PUBLIC? presented several times each year

TOTAL PROGRAM COST: $13,950.00

AMOUNT REQUESTED: 3,000.00

WAS YOUR ORGANIZATION A RECIPIENT OF THE CITY OF PALM COAST'S CULTURAL ARTS GRANT IN THE PRIOR FISCAL YEAR: _____NO ___X___ YES

IF YES, GRANT AMOUNT 2,636.00 FINAL PROGRAM COST: 2,089.60

REQUIRED ATTACHMENTS:

- Cover letter, preferably on Requestor's letterhead, with the following: ***(must be typed)***

  I. Describe the purpose of your organization
  II. Information about the program including:
    a. Description of the event(s)
    b. Event date(s)
    c. Location(s)
    d. Anticipated attendance (at each presentation if more than one)
    e. Explain why the program is important to Palm Coast residents and visitors.
  III. Describe how the City of Palm Coast's financial assistance will be used, if awarded, and why funding from the City is essential for development of the program.

- IRS Determination Letter (highlight effective date)
- Budget Worksheet showing Total Organization Budget, Total Program Budget, and Request (*See sample format on next page)*
- Most recent IRS 990 Form or organization audit report
- Complete roster of Board of Directors, including names, addresses and the nature of each members participation in the organization.
- Any support materials such as resumes, marketing plan, brochures, community feedback, surveys, etc.

I have read, understood and agree to comply with the requirements contained in these Cultural Arts Financial Assistance Matching Grant Instructions and Application:

DocuSigned by:
Bronnetta Hamilton
71A7A6A7988B4A6...
Signature (Authorized Representative)

Bronnetta Hamilton
Print Name

Administrative Coordinator
Title

Aug 11, 2021 | 6:02 PM PDT
Date

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SAMPLE BUDGET WORKSHEET

Organization Name			
Federal ID # (FEIN)			
Fiscal Year End			
Program Name			
	Total Organization Budget	**Total Program Budget**	**Grant Request**
Income			
Government Grants			
Foundation and Corporate Grants			
Admission fees			
Contributions from individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income			
Expenses			
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Operating Expenses			
Bank/Investment fees			
Depreciation Expenses			
Equipment Rental and Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expenses			
Marketing/Advertising Costs			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone expenses			
Travel Expenses			
Other Expenses 1			
Other Expenses 2			
Misc. Expenses			
Total Expenses			

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SAMPLE OF COMPLETED
REQUEST FOR REIMURSEMENT OF FUNDS
(With examples of backup documentation)

CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Request for Reimbursement of Funds

I HEREBY CERTIFY, INDIVIDUALLY AND FOR THE REFERENCED ORGANIZATION, UNDER PENALTY OF PERJURY, THAT THE FOLLOWING FUNDS, AS REQUESTED, WILL BE COMPLETELY EXPENDED, INCLUDING ANY INTEREST THAT MAY BE ACCRUED, IN THE MANNER DESIGNATION IN THE ORGANIZATION'S GRANT APPLICATION AND IN COMPLIANCE WITH THE CULTURAL ARTS GRANT AGREEMENT, AS LISTED BELOW BY BUDGET CATEGORY, ON AN ACTUAL DOLLAR BASIS.

Date of this Request: 3/20/2022

VENDOR NAME AND DESCRIPTION	AMOUNT SPENT	RECEIPT ATTACHED YES/NO/OTHER*
ABC Print Co - Brochure Developement	$150.00	yes
XYZ Times- Newspaper Ad	$150.00	other- Canceled check and copy of ad
123 Furniture Rental - Chairs and tables	$300.00	yes

**If no receipt, please provide other documentation to support payment has been made and is directly related to program (ie canceled check).*

Palm Coast Music & Stuff Foundation
Grantee Organization Name

Music in the Park
Program Funded

John Doe
Signature of Authorized Representative

4/1/2022
Program Date

John Doe
Print Name of Authorized Representative

President
Title of Authorized Representative

Please submit completed form via email to parksandrecreationi@palmcoastgov.com or mail to:

City of Palm Coast
Attn: Parks & Recreation
305 Palm Coast Parkway NE
Palm Coast, Florida 32137

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ABC Print Co
13 Mockingbird Lane
Bunnell, FL 12345

RECEIPT

11/1/2021

- Brochure Development – Music in The Park – 3 hours @ $50/hr = $150.00

PAID IN FULL Check # 1936

Palm Coast Music & Stuff Foundation 1936

11/1/2021
DATE

PAY TO THE ORDER OF ABC Print Company $ 150.00

One Hundred Fifty and 00/00 DOLLARS

FOR Music in Park Brochure

Signature

⑆000000186⑆ 000000529⑈ 1000



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MUSIC IN THE PARK



Come to the first annual

Music in the Park

Where: XXXXXXXXXXXX

When:XXXXXXXXXXXXX

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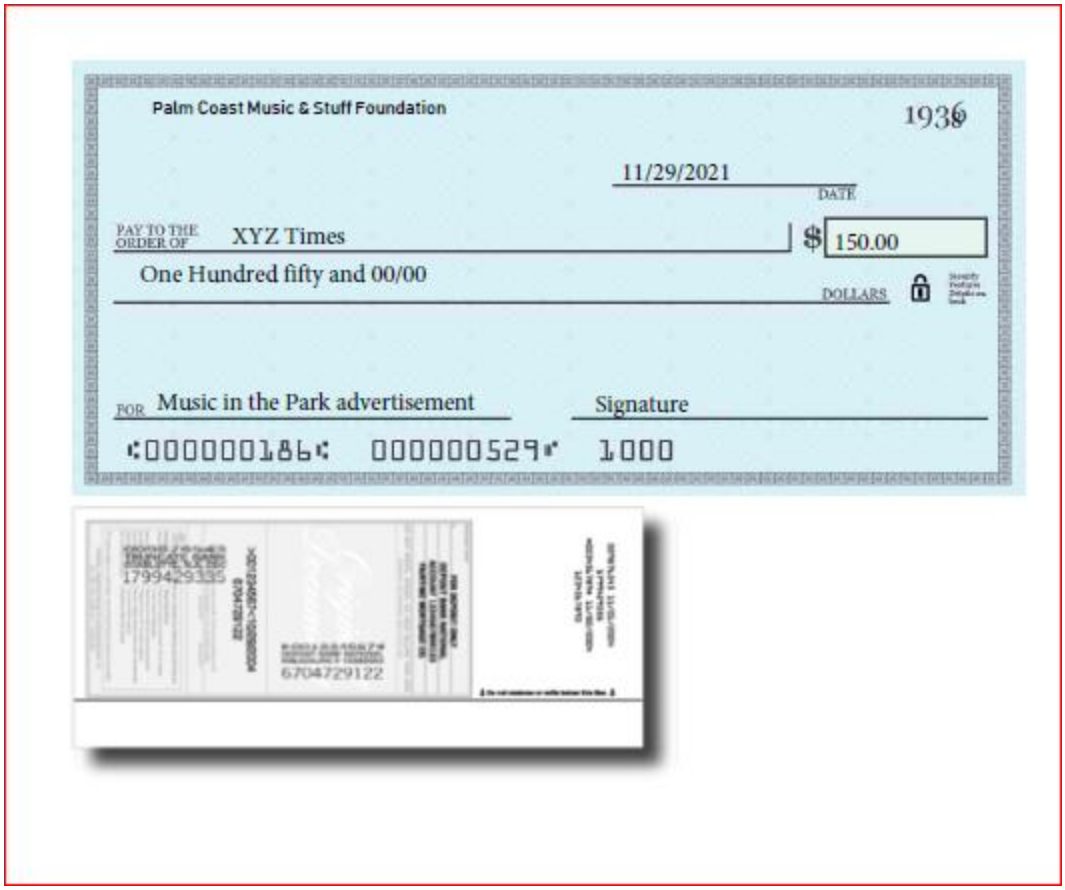



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123 Furniture Rental
567 Furniture Row
Palm Coast, FL 12345

RECEIPT
3/15/2022

- 50 Chairs
- 10 tables

Event date – 4/1/2022 To be delivered by 9:00 am
Location – Center Park, Palm Coast Town Park

$300.00

PAID IN FULL Check # 1939

Palm Coast Music & Stuff Foundation 1939

3/15/2022
DATE

PAY TO THE ORDER OF 123 Furniture Rental $ 300.00

three hundred and 00/00 DOLLARS

FOR Music in the park tables/chairs signature

⑆000000186⑆ 000000529⑈ 1000



DocuSign Envelope ID: 5935C07F-623A-41AB-9724-2EAD5865F160

RECEIPT OF REQUIRED ATTACHMENTS CHECKLIST:

Cover Letter: Yes _X_ No_____ - Letterhead: Yes _X_ No_____

IRS Determination Letter: Yes _X_ No_____ Exception Comment Religious

Completed Budget Worksheet Form: Yes _X_ No_____

IRS 990 or Audit Report: Yes _____ No_X_ Exception Comment Yes -6033 a2Ai

Roster of Board of Directors: Yes _X_ No_____

Supporting Materials: Yes _X_ No_____

STATUS:

_X_ ALL DOCUMENTS RECEIVED - ACCEPTED FOR REVIEW

_____ APPLICATION INCOMPLETE OR LATE – NOT ACCEPTED FOR REVIEW

Additional Comments -

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Purpose of the organization:

The PCUMC Concert Series purpose is to provide programs for the enjoyment, education and personal enrichment of the greater Palm Coast community. It supports multicultural performing artists in interactive relationships with the residents of our community. Our program expands the arts experience of the community with access to high quality performing arts and related learning experiences. Participants witness a live performance and are able to immediately interact with the artists and with others in the audiences. We provide a catalyst for students of the arts and the community who live vastly different lives in different parts of our community to appreciate and experience each other. The series has multiple and diverse audiences for its culminating performances. We are addressing challenges in the field of access to music education, economic access for persons of limited means, and physical access for persons with disabilities.

Describe the purpose of the program being considered for funding:

The program being considered for funding is the schedule of concert events that educate, enlighten, enrich and entertain the residents of the City of Palm Coast. The 2021-2022seasons will present a varied schedule of fine concerts for our community. The entire schedule is enclosed on a separate page.

Estimated number of attendances at each program:

Renese King (125)

Chamber Players (125)

Flagler Youth Orchestra (130)

Bethune-Cookman University Concert Chorale (200)

Mardi Gras Scholarship Fund Raiser Dance (160)

RythmTrail Steel Drum Band (200)

Why funding is essential:

A Cultural Arts Financial Grant from the City of Palm Coast will be necessary to help achieve our purpose and goals to present quality events for the residents of the city. The concert series receives only the use of the building as the church's contribution. Hence the continuation of this cultural arts program is largely dependent on support from the City Grant, friends of the concert series, donors and fund-raising events.

Location:

All concerts are held in the church sanctuary.
The community center ballroom is the venue for the Mardi Gras celebration.

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0000005 07/18/18

FLORIDA

Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

Certificate Number	Effective Date	Expiration Date	Exemption Category
85-8012562511C-2	09/30/2018	09/30/2023	RELIGIOUS-PHYSICAL PLACE

This certifies that

PALM COAST UNITED METHODIST CHURCH INC
5200 BELLE TERRE PKWY
PALM COAST FL 32137-8657

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

FLORIDA

Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).

2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).

5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.

6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

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PALM COAST
Find Your Florida

City of Palm Coast
Cultural Arts Financial Assistance Grant

Budget Worksheet

Organization Name PCUMC Concert Series

Federal ID Number (FEIN) 36-2167731

Organization - Fiscal Year End Aug-21

Name of Program Being Considered for Funding: Concert Series

	Budget of Program Being Considered for Funding	Eligible Items to be Considered for Funding	Organization Fiscal Year Budget
Income			
Government Grants	3,000.00	3,000.00	3,000.00
Foundation and Corporate Grants			
Admission Fees			
Contributions from Individuals		2,000.00	2,000.00
Membership Income			
Fundraising		2,500.00	2,500.00
Earned Income			
Interest Income			
Other Income		6,450.00	6,450.00
Total Income	3000	13950	13950
Personnel Expenses			
Salaries and Wages			
Professional Development/Training			
Employee Benefits and Taxes			
Total Personnel Costs	0	0	0
Operating Expenses			
Rent/Mortgage			
Utility Expenses (Water, Phone, Internet etc.)			
Office Equipment Rental & Maintenance			
Awards, Scholarships		2,000.00	2,000.00
Fundraising/Development Expenses		700	700
Insurance Expense			
Marketing/Advertising	2,000	2,500	2,500
Professional Fees/Honorariums		6,100	6,100
Supplies for Program		250	250
Postage and Delivery		100	100
Travel Expense		500	500
Technical Service	1,000.00	1,000	1,000
Receptions/Supplies			
Deputies, Miscellaneous Expenses		800	800
Lodging Expense			
Total Operational Costs	3000	13950	13950
Total Expenses	3000	13950	13950

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Council on Finance and Administration of the
United Methodist Church, a/k/a the United
Methodist Church and Its Affiliated Organiza-
tions

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, they are not automatically exempt from other Federal excise taxes.

You and your affiliated religious organizations are not required to file the Return for Organizations Exempt From Income Tax, Form 990, as you come within the exception contained in section 6033(a)(2)(A)(i) of the Code.

You and your affiliated religious organizations are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you or your affiliated religious organizations are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities, or those of your affiliated religious organizations, is unrelated trade or business as defined in section 513 of the Code.

You and your affiliated religious organizations are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You and your affiliated religious organizations are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Donors may deduct contributions to you and to your affiliated religious organizations as provided by section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to or for your use, or to or for the use of your affiliated religious organizations, are deductible for Federal estate and gift tax purposes under section 2055, 2106, and 2522 of the Code.

If you change your purposes, character, or method of operation, please let your key District Director know so he may consider the effect on your exempt status. Also, please keep him informed of any changes in your name or address.

PCUMC CONCERT SERIES PERSONNEL

NAME	ADDRESS	CITY, ZIP	TELEPHONE	E-MAIL ADDRESS
ADMINISTRATIVE Coordinator:				
Bronnetta Hamilton	91 Breeze Hill Lane	Palm Coast. 32137	246-3983	bronnettahamilton@att.net
Treasurer:				
Velma Francis	5 Chatham Pl.	Palm Coast, 32146	585-4138	velduke@cfl.rr.com
ADVISORY BOARD:				
Joseph Hamilton	91 Breeze Hill Lane	Palm Coast, 32137	246-3983	brzhll91@gmail.com
Howard Jennings	7 Laurel Oak Place	Palm Coast, 32137	445-4103	hpjct@hotmail.com
Mary Jennings	7 Laurel Oak Place	Palm Coast, 32137	445-4103	
Linda Osborn	15 Patrick Place	Palm Coast, 32137	446-6843	linosbo@bellsouth.net
Yvette Bynum	103 Brushwood Lane	Palm Coast, 32137	386-597-2818	evetb@verizon.net
Paige D. Long	South Daytona Ave	Flagler Beach	386-569-3010	contraflute#gmail.com
Cheri Pires		Flagler Beach	678-614-9374	pgichari@gmail.com
STAFF:				
Elise Richardson	3 Rockinghorse Dr.	Palm Coast, 32164	586-7834	frichardson17@cfl.rr.com
Janice Williams	34 Woodstone Ln	Palm Coast, 32164	446-3055	janicewilliams1075@yahoo.com
Chris Bland	634 South Lake Dr.	Ormond Beach	910-512-2528	cbland910@yahoo.com
Anzonetta Symister	5 Wellstream Ln	Palm Coast	386-307-7470	harmonizer561@yahoo.com

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PALM COAST UNITED METHODIST CHURCH
CONCERT SERIES
2021-2022 SEASON

Sunday, October 24, 2021 3:30pm
Renese King
Talented instrumentalist, choral director, arranger, spiritual and gospel singer
Suggested Donation $10.00

Sunday, November 7, 2021 3:30pm
Chamber Players of Palm Coast
Classical Music with strings, winds and harpsichord

Sunday, November 14, 2021 3:30pm
Bethune-Cookman University Concert Chorale
Suggested Donation $10.00

Saturday, February 26, 2022 3:00 – 7:00pm
Mardi Gras Scholarship Fund Raiser Dance

Sunday, March 27, 2022 3:30pm
Chamber Players of Palm Coast
Classical Music with strings, winds and harpsichord

Saturday, April 2, 2022 4:00pm
Harmony Chamber Orchestra
From Flagler Youth Orchestra

Friday, April 29, 2022 7:00pm
RythmTrail Steel Drum Band
Donation: Adult $20.00 – Student $5.00

Please bring family and friends!