

**FUNDING AGREEMENT FOR FISCAL YEAR 2021-2022 BETWEEN THE  
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND  
DELRAY BEACH HISTORICAL SOCIETY, INC.**

**THIS AGREEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2021 by and between the **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**, a public body corporate and politic, duly created and operated pursuant to Chapter 163, *Florida Statutes*, (hereinafter referred to as “**CRA**”), and **DELRAY BEACH HISTORICAL SOCIETY, INC.**, a Florida not-for-profit corporation, (hereinafter referred to as the “**HISTORICAL SOCIETY**”).

**WITNESSETH:**

**WHEREAS**, increasing economic development through cultural opportunities within the Delray Beach Community Redevelopment Area is essential to the Community Redevelopment Plan; and

**WHEREAS**, the **CRA** Board finds that the services and programs provided by the **HISTORICAL SOCIETY** further the goals and objectives of the **CRA** as contained in the **CRA's** Community Redevelopment Plan by attracting visitors to and promoting economic development activity within the **CRA** district, and are in the best interest of the **CRA**; and

**WHEREAS**, the **CRA** will provide funding to the **HISTORICAL SOCIETY**, pursuant to the terms and conditions of this Agreement, in order to assist the **HISTORICAL SOCIETY** with activities that address the goals and objectives contained in the **CRA's** Community Redevelopment Plan, and the needs and priorities defined by the **CRA** in the **CRA's** “A-GUIDE: *Achieving Goals Using Impact Driven Evaluation*,” for

which the **HISTORICAL SOCIETY** has applied and which have been awarded according to procedures specified in the A-GUIDE; and

**WHEREAS**, the **CRA** finds that this Agreement serves a municipal and public purpose, is consistent with the Community Redevelopment Plan, and conforms with the requirements of Florida law.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. The recitations set forth above are hereby incorporated herein by reference.

2. The term of this Agreement shall commence upon execution by both parties. The Agreement shall continue in full force and effect until September 30, 2022.

3. The **CRA** is providing total funding to the **HISTORICAL SOCIETY** for fiscal year 2021-22 in an amount not to exceed Seventy-Five Thousand and 00/100 Dollars (\$75,000.00) (the "Funding Amount"). The funds are to be used by the **HISTORICAL SOCIETY** to support its organizational operations, and for the purpose of providing community and cultural programs in conformance with the programs/projects within the CRA district specified in the A-GUIDE documents. Quarterly payments in an amount not to exceed Eighteen Thousand Seven Hundred Fifty and 00/100 Dollars (\$18,750.00) shall be made by the **CRA** to the **HISTORICAL SOCIETY**. The **CRA** has the right to withhold the quarterly payment until receipt of documentation from the **HISTORICAL SOCIETY**, and until the **CRA** receives all additional information from the **HISTORICAL SOCIETY**, that the **CRA** deems necessary, in its sole and absolute discretion, to analyze the **HISTORICAL SOCIETY's** financial position.

4. Prior to the issuance of quarterly payments by the **CRA** for Fiscal Year 2021-2022, as specified in this Agreement, **HISTORICAL SOCIETY** shall provide quarterly budget and narrative reports to the **CRA**. **HISTORICAL SOCIETY** shall use the form, attached as Exhibit "A", in order to document the **HISTORICAL SOCIETY's** expenditure of funds and the **HISTORICAL SOCIETY's** progress towards outcomes projected in the Goals & Outcomes Report and Budget. The **HISTORICAL SOCIETY** will also be required to submit a Quarterly Balance Sheet. In addition, they may be required to present a quarterly update to the **CRA** Board upon request. The program budget and narrative reports shall be provided to the **CRA** no later than January 31, 2022, April 30, 2022, July 31, 2022 and October 31, 2022. In addition, the **CRA** may request that the **HISTORICAL SOCIETY** provide any additional information that the **CRA** deems necessary in order to fully evaluate the **HISTORICAL SOCIETY's** performance and financial status. The payment will not be released to the **HISTORICAL SOCIETY** until the **CRA** receives the report and any additional information requested.

5. In the event the **HISTORICAL SOCIETY** does not expend funds in accordance with its approved A-GUIDE funding application, attached as Exhibit "B", the **CRA** shall provide written notice to the **HISTORICAL SOCIETY** of such deficiency(ies), and the **HISTORICAL SOCIETY** shall have fourteen (14) days from receipt of the notice to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **HISTORICAL SOCIETY** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** shall be entitled to recoup the portion of the Funding Amount allocated and/or already disbursed to the **HISTORICAL SOCIETY**, under the terms of this Agreement. The **CRA**

shall have sole and absolute discretion with respect to the determination as to whether **HISTORICAL SOCIETY** is expending funds in accordance with its approved A-GUIDE funding application.

6. The **HISTORICAL SOCIETY** shall insure that all publicity, public relations, advertisements and signs recognize the **CRA** for the support of all activities conducted with the funds provided by the **CRA**, including sponsorship of holiday activities. The use of the **CRA** logo is permissible, but all signs or other advertising materials used to publicize **CRA** funded activities must be approved by the **CRA** prior to being utilized. Upon request by the **CRA**, the **HISTORICAL SOCIETY** shall provide proof of the use of the **CRA** logo as required by this paragraph for projects funded pursuant to this Agreement.

7. Both the **CRA** and the **HISTORICAL SOCIETY** agree that the **HISTORICAL SOCIETY** shall at all times act as an independent contractor in the performance of its duties under this Agreement. Accordingly, the **HISTORICAL SOCIETY** shall be responsible for the payment of all taxes including Federal and State taxes arising out of the **HISTORICAL SOCIETY's** activities in accordance with this Agreement including by way of illustration but not limitation, Federal income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as may be lawfully required.

8. The **HISTORICAL SOCIETY** hereby gives the **CRA**, through any authorized representative, upon reasonable notice, access to and the right to examine all records, books, papers, or documents relating to the funding provided pursuant to this Agreement. The **HISTORICAL SOCIETY** hereby agrees to maintain books, records

and documents in accordance with accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by the **CRA** under this Agreement in accordance with the Florida Public Record Laws as provided in Chapter 119, Florida Statutes, as may be amended from time to time, and for at least a minimum of three (3) years following the termination of this Agreement. The **HISTORICAL SOCIETY** hereby agrees that if it has caused any funds to be expended in violation of this Agreement, it shall be responsible to refund such monies in full to the **CRA**, or if this Agreement is still in force, any subsequent request for payment shall be withheld by the **CRA**.

9. No prior or present agreements or representations with regard to any subject matter contained within this Agreement shall be binding on any party unless included expressly in this Agreement. Any modification to this Agreement shall be in writing and executed by the parties.

10. The validity of any portion, article, paragraph, provision, clause, or any portion thereof of this Agreement shall have no force and effect upon the validity of any other part of portion hereof.

11. This Agreement shall be governed by and in accordance with the Laws of Florida. The venue for any action arising from this Agreement shall be in Palm Beach County, Florida.

12. If the **CRA** determines pursuant to the A-GUIDE Logic Model and Evaluation Plan that the **HISTORICAL SOCIETY** is not achieving the stated impacts and outcomes, or is otherwise not furthering the **CRA's** goals and objectives, the **CRA** shall provide written notice to the **HISTORICAL SOCIETY** of such deficiency(ies), and

the **HISTORICAL SOCIETY** shall have fourteen (14) days from receipt of the notice to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **HISTORICAL SOCIETY** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** Board has the right to void the Agreement immediately after delivery of written notice to **HISTORICAL SOCIETY**. The **CRA's** Board shall have sole and absolute discretion with respect to the determination as to whether **HISTORICAL SOCIETY** is filling the **CRA's** goals and objectives.

13. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

CRA: Renée A. Jadusingh, Esq., Executive Director  
20 N. Swinton Avenue  
Delray Beach, FL 33444  
Telephone No.: (561) 276-8640  
Facsimile No.: (561) 276-8558

HISTORICAL SOCIETY:

Winnie Edwards, Executive Director  
3 Northeast 1<sup>st</sup> Street  
Delray Beach, Florida 33444  
Telephone No.: (561) 266-0194

14. Neither the **CRA** nor the **HISTORICAL SOCIETY** shall assign or transfer any rights or interest in this Agreement.

15. PUBLIC RECORDS. **HISTORICAL SOCIETY** shall comply with the applicable provisions of Chapter 119, Florida Statutes. Specifically, **HISTORICAL SOCIETY** shall:

(a) Keep and maintain public records required by the **CRA** to perform under this Agreement.

(b) Upon request from the **CRA**'s custodian of public records, provide the **CRA** with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the **HISTORICAL SOCIETY** does not transfer the records to the **CRA**.

(d) Upon completion of the Agreement, transfer, at no cost, to the public agency all public records in possession of the **HISTORICAL SOCIETY** or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the **CRA** upon completion of the Agreement, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the **HISTORICAL SOCIETY** keeps and maintains public records upon completion of the Agreement, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the **CRA**'s custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF THE HISTORICAL SOCIETY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE HISTORICAL SOCIETY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**CHRISTINE TIBBS  
561-276-8640  
TIBBSC@MYDELRAYBEACH.COM  
20 NORTH SWINTON AVENUE  
DELRAY BEACH, FLORIDA 33444**

16. This Agreement shall not be valid until signed by the **CRA** Chair.

**(This Space is Intentionally Blank; Signature Page to Follow)**

**IN WITNESS WHEREOF**, the DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY and **DELRAY BEACH HISTORICAL SOCIETY, INC.** have made and executed this Agreement and have hereunto set its hand the day and year written above.

ATTEST:

\_\_\_\_\_

Print Name: \_\_\_\_\_

DELRAY BEACH HISTORICAL SOCIETY, INC., a Florida Not-for-profit Corporation

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY

By: \_\_\_\_\_  
Shirley E. Johnson, Chair

ATTEST:

\_\_\_\_\_

Renée A. Jadusingh, Esq.  
CRA Executive Director

APPROVED AS TO FORM:

\_\_\_\_\_

CRA Legal Advisor



EXHIBIT "A"  
BUDGET AND NARRATIVE REPORTS

EXHIBIT "B"  
A-GUIDE FUNDING APPLICATION



# A-G.U.I.D.E. Nonprofit Partner Application for Funding

<b>SECTION I. ORGANIZATION INFORMATION</b>		
<b>1 Organization Legal Name:</b> The Delray Beach Historical Society		
<i>dba</i> , if applicable:		
<b>2 Address:</b> 3 NE 1 <sup>st</sup> Street Delray Beach, FL 33444		
<b>3 Telephone:</b> 561.274.9578	<b>4 Fax:</b>	<b>5 Website:</b> www.delraybeachhistory.org
<b>6 Mission Statement:</b> The Delray Beach Historical Society, believing that a sense of history is fundamental to understanding human experiences, collects, preserves, and shares materials from Delray Beach’s past, so that present and future generations can comprehend more fully their predecessors, their communities and themselves. The society encourages and assists people of all backgrounds and interests to learn more about Delray Beach’s diverse history.		
<b>7 Executive Leader:</b> Winnie Edwards		
<b>8 Application Contact:</b> Winnie Edwards	<b>9 Title:</b> Executive Director	
<b>10 Contact Telephone:</b> 561.274.9578	<b>11 Email:</b> Winnie@delraybeachhistory.org	
<b>12 Year Established, Organization History and Growth (maximum 1,000 words):</b>  <p>The Delray Beach Historical Society was founded in 1964 by pioneer, Ethel Sterling Williams and Kenneth Ellingsworth along with several residents of Delray Beach who felt the history and record of the town should be collected and preserved. It all started with a small collection of documents and photos stored in an office downtown, which has ultimately transitioned to a one-care campus in Delray Beach with three historic cottages, the City Archive, and gardens, open year-round.</p> <p>The founders had vision and confidence successive generations would endow and implement this vital organization. For nearly 60 years, the Historical Society has served the community by continuing the important work of acquiring, archiving, preserving and sharing the City’s history and serving as a guardian of Delray Beach’s cultural heritage. As of 2021, the archive collection has expanded to over 65,000 items, preserved inside a hurricane-proof, air-controlled bunker built by the City and private donations.</p> <p>It was the Delray Beach Historical Society that provided funding support and fostered the development of Spady Cultural Heritage Museum, The Preservation Trust and Old School Square. In addition, the Society was instrumental in the formation of the City’s Historic Preservation Planning Department.</p> <p><b>The DBHS Timeline and Achievements:</b>  <b>July 30, 1964</b> - A small group of residents holds an organizational meeting at a local bank downtown to devise a plan to generate interest in establishing a Historical Society.  <b>August 1964</b> - The Delray Beach Historical Society is chartered as a non-profit organization and the organizational meeting of the Board of Governors is held at the Chamber of Commerce building.  <b>Sept. 9, 1964</b> - The Society began immediately to collect the records of Delray history. The Archives Committee decides the city library will keep the archival material and plans a window display at the</p>		

First National Bank.

**Sept. 23, 1964** - At the time of the first regular meeting of the Board of Governors the Society has 86 active members, 1 patron member, 3 student members and 4 life members.

**July 20, 1966** - The society discusses restoring the Florida East Coast train depot to be used as a museum. The depot restoration project was taken up again decades later and completed in 1996.

**1971** - The Society formulates plans for collections, a place for the archives, and publishing a book about Delray Beach History.

**Feb. 18, 1972** - In a letter to the City Council the Society recommends that the City change the name of South 12th Street to Linton Boulevard, after Congressman William Linton, who platted and registered the town-site of Linton.

**1972** - Society events include a panel discussion on life in early Delray with a display of 100 photos of early Delray, and a presentation by Lora S. Britt, long-time area resident and editor of Palatka Daily News.

**June 1, 1985** - The society moves into new headquarters upstairs at the Arcade Tap Room on Atlantic Avenue.

**March 1986** - Members work with the Old School Square Foundation to plan the restoration of Old School Square. The site was officially listed on the national Register of historic places in March 1988.

**April 1986** - The society proposes the purchase of property on the corner of North Swinton Avenue and Northeast First Street.

**October 1986** - DBHS plays a vital role in the city's 75<sup>th</sup> anniversary Diamond Jubilee, hosting an old-fashioned picnic and a downtown parade.

**1987** - The DBHS holds a contest to name the Society's newsletter. "The Orange Grove Observer" submission wins. The annual spring brunch is held at the Colony Hotel.

**March 1987** - With the assistance of the Society, the City approves a historic preservation ordinance that provides for a seven-member Preservation Board to designate and preserve historic buildings in Delray Beach.

**1988** - The Society facilitates the designation of four city historic districts in Delray Beach: Nassau Park, the Old School Square District, Del-Ida Park, and the Marina Historic District. The annual spring brunch theme is "Old School Days" in honor of Old School Square project. DBHS continues its oral history projects. The \$6,000 profit from the DBHS Christmas House is donated to the restoration of Old School Square.

**January 1989** - The Cason Cottage Museum opens and the Society administrative office moves into the cottage. The cottage hosts its first exhibits of Delray Beach History, including Legends, the Art of Architecture, The Cartoonists, and A Victorian Christmas House.

**1991-** The Washington & Friends Come to Delray exhibit at Cason Cottage includes study guides for students. The Cason Cottage Gift Shop thrives. Paul Stanton and William Luke continue croquet lessons and donate regulation croquet sets for school tours. DBHS hosts golf and tennis tournament fund-raisers.

**1992 -** Foreign Exchange students from Japan — hosted by the Sister Cities organization — visit Cason Cottage.

**1993 -** The Society opens the Cornell Archives Room at Old School Square, upstairs at the Cornell Museum.

**February 1994 -** The Society hosts the first Antiques Show and Sale as a fundraiser at the Delray Beach Community Center. In addition to the Show and Sale, the DBHS sponsored lectures by nationally known antiques experts and published the AS&S Magazine that included articles about Delray Beach history.

**1995 -** Delray Beach celebrates its Centennial of Settlement. DBHS is instrumental in the yearlong celebration. The society moves the old Florida East Coast railway depot to the Ocean City Lumber property. The 1896 depot originally stood downtown, at East Atlantic Avenue and Southeast First Street. The FEC depot is the logo of the city's centennial celebration, and the depot becomes the DBHS office.

**1998 -** The DBHS receives an award from the Florida Trust for Historic Preservation for restoration of 1896 FEC Station. DBHS donates \$25,000 to the new S.D. Spady Museum.

**1999 -** The society underwrites research for historic designation for the Atlantic Avenue and George Bush Boulevard bridges. The Archives Gallery Exhibit Exploring the Civil War in Florida draws more than 2,000 visitors.

**2000 -** James Abbott, Curator of Decorative Arts for the Baltimore Museum of Art, evaluates authenticity of the Cason Cottage collection and reports to the DBHS.

**2001 -** Lavender Shutters Antiques storeowners Babs Pickering and Allen Brown donate the 1926 bungalow style cottage to the society. The historic bungalow is moved from its 122 S.E. Sixth Ave. location to the current Society grounds where it serves as additional space for exhibits, offices, gift shop, and as a visitor center for the museum. Restoration is complete in 2004.

**2003 -** The Archives Gallery hosts the Delray Wreck SS Inghulva – 100 Years of Memories exhibit.

**2006 -** The Society, along with the Spady Museum, launches Ride and Remember Trolley Tours.

**2007-2008 -** The Society acquires the 1908 Hunt House, now known as the Ethel Sterling Williams History Learning Center. The vacant house stood at 124 N.E. Fifth Ave. and was slated for demolition to make way for a condominium development. Archives documenting the history of Delray Beach are moved from the Cornell Museum to an archive storage facility attached to the former farmhouse.

**2009 -** The last Antiques Show and Sale occurs.

**May 20, 2009** - Dedication and ribbon cutting for the Ethel Sterling Williams History Learning Center in the 1908 Hunt House includes a Celebration of Generations event.

**July 2009** - DBHS wins the Pat Cayce Award for Excellence in Historic Preservation from the City of Delray Beach Preservation Board.

**2010** - DBHS presents a three-month-long community program, Samuel Ogren Sr. — Delray Beach's National Register Architect, funded by the Florida Humanities Council and the National Endowment for the Humanities. The program includes a portable exhibit displayed at the Ogren-designed Sandoway House, at City Hall, and at Art & Jazz on Atlantic Avenue, and public panel discussions facilitated by local architects and historians.

**2011** - DBHS urges the City to celebrate Delray Beach's centennial of incorporation and participates in several events during the year. DBHS co-sponsors two new historic marker applications, the Cason Cottage grounds and Atlantic Avenue Crossing at the Intracoastal Waterway.

**2012** - The Society's new web site is completed. DBHS assists Old School Square by providing images and text for refurbishing the history exhibit at the Crest Theatre. The Ethel Sterling Williams History Learning Center hosts the Palm Beach County History Institute for Palm Beach County teachers. The Cason Cottage Museum participates in Smithsonian magazine's Museum Day Live and hosts a Designer Showcase fundraiser in December. DBHS co-hosts the family-oriented Barefoot by the Sea event at the Sandoway House.

**2013** - The Society hosts an Easter Egg Hunt on the Society grounds and participates in Smithsonian Museum Day Live and hosts a tour for Leadership Delray. The Society's events included a campus-wide Fall Festival; an Antique Jewelry Show; Christmas at Cason Cottage.

**2014-2015** – The DBHS turns 50! - The Society experiences revitalization with a strong Board of Governors and new Executive Director. Adherence to the Society's mission and a calendar full of exhibits and events showcasing our history results in increasing memberships and interest in the Society. More artifacts and memorabilia are donated to the Society. The research and archive information requests from the community are in record numbers. The Society continues its regular tours of Cason Cottage and invites students/schools for activities and tours. "Nostalgic Delray" Exhibition is launched, with 125 paintings and histories on display to educate the community about our historic districts, architectural history and treasured locales.

**2016-2017** - The DBHS completes exterior repairs to the Ethel Sterling Williams History Learning Center and Cason Cottage and opens "Fish Tales" - our most comprehensive exhibit to date, which explores our local fishing history and heritage going back to the late 1800's. The DBHS hires a part-time Archivist and Membership and Program Coordinator. DBHS receives rare Seminole Doll and Garment Collection, as well as new oral and written histories and diaries for the Archives. DBHS held its 4<sup>th</sup> Annual Harvest Farm To Table event, the 4<sup>th</sup> Annual Halloween Fall Fest and the 4<sup>th</sup> Annual Christmas at Cason Cottage. DBHS partnered with the Coastal Conservation Association for a joint membership drive, and Spady Cultural Heritage Museum for Trolley Tours.

**2017-2018** - Further digitization of the archives began with new software and a vibrant intern program. DBHS launched three new exhibits: Two permanent exhibits in the ESW building – "La

Florida" (pre-history – 1865) and "Delray Beach: The Last Frontier," (1865-1918) and one rotating exhibit in the Bungalow – "Sunny Greetings from Delray Beach (1920's- 40's).

Our Wise Elder Circle was launched. DBHS begins new Oral and Video History Program.  
DBHS begins plans to redefine Cason Cottage for education, pop-up exhibits and workshops.  
DBHS receives a \$12,000 grant from the Grass River Garden Club for a new white picket fence.

**2018-2019** – Our exhibits continue to attract visitors and locals throughout the year. Our school visits increase. Our off-site presentations increase. We continued our tradition of community events with our Fall Fest and Harvest, celebrating Delray's agricultural heritage. We installed our new white picket fence and are planning to install Educational Heritage Gardens around our campus to enhance our tour experience. Our Wise Elder Circle has grown to 25 people. DBHS received a grant for \$25,000 for our Oral History Project. Cason Cottage has converted to meeting, lecture, workshop and event space – to make better use of the space and attract more visitors to the historic cottage. DBHS raised money for interior renovations. Heritage Lecture series is growing and attracting larger crowds.

**2019-2020** – Our two permanent exhibits continue to attract visitors and schools. DBHS creates educational modules for teachers and visitors. Archive expands – DBHS raises \$11,000 to purchase new revolving shelf. Over 2,500 new items are donated to the City Archive. Research and preservation projects increase. Elder Circle grows to 35 people. DBHS raises money to develop an outdoor classroom in the form of an "Educational Heritage Garden," utilizing the full one-acre, downtown campus. DBHS launches new fundraising concept, "Twilight in the Garden" event working with local restaurants and farmers. DBHS holds its 7<sup>th</sup> Annual Fall Fest, with nearly 600 in attendance. Our 2019 Summer Camp has two sold out sessions - "The Art & History of Letter Writing." The Heritage Lecture Series events sell out. A highlight includes producing a "preservation / conservation" co-op lecture and panel discussion with six different conservation and environmental organizations in South Florida. DBHS partners with the City of Delray Beach, Spady, Old School Square, the Delray Beach Public Library, Sandoway, the Chamber of Commerce and other organizations on events such as "Delray Beach: Rise," "Black History Month," Leadership Delray and others. The global pandemic hits in March 2020. DBHS keeps up regular communications, works continuously in the City Archive and fulfills research requests. DBHS offers an at-home "Backyard Adventure Summer Camp Kit" with history and outdoor activities. Our Board of Governors continues to be strong and involved with 17 members.

**2020-2021** – This was a year of great challenge due to the Covid-19 Pandemic. The DBHS remained open but pivoted immediately. All services remained open five days per week. The Archive was utilized by the public remotely or distanced in person. Key achievements included the development of our Covid-19 Documentary Project – collecting stories, photos, artifacts for the City archive. Offering children and families take-home history and craft activities summer – spring of 2021. Building a one-acre, free outdoor exhibit which was displayed for six months and visited by over 3,000 people. We launched the "Indivisible" Exhibit: The History of Haitian Residents of Delray Beach. We continued to build out our "Educational Heritage Garden," planting over 400 new 100% Florida native plants, installing educational markers and installing a new pergola entrance for the campus.

We began the process of reorganizing the City Archive and accessioned over 2,400 new items. At the time of this grant writing, we are finishing up two large historical graphics display projects for the new Opal Hotel lobby and Wells Fargo Bank. We welcomed three new board members at our on-line Annual Meeting.

**13 Policy on Board Contributions (maximum 250 words):**

To exhibit commitment to the mission and to reach our fund-raising goal, Board members agree that personal contributions to the Society are essential. Although the Society’s policy on contributions is informal, there is a fundamental outline. Qualifications to be a Board member, per our bylaws, require that each member, at all times during his or her membership on the Board, be an Active Member of the Society. Board responsibilities include supporting the Society financially with a suggested minimum contribution of \$2,500 per year. This can be achieved through personal contribution, general fundraising and generating sponsorships. Board members are expected to give to the best of their means, at a level they would consider generous. In addition to cash contributions, the Board is committed to attending special events, buying tickets, in-kind donations, pro bono contributions or otherwise participating in the Society’s activities.

**14 For current fiscal year, number of Board Members contributing:**

\_75%\_Cash donations 90%\_Donations raised from others 100%\_Volunteer hours 100% In-kind donations

**15 For current fiscal year, amount/value of Board member contributions:**

\$\_\_10,000\_\_ Cash donations \$\_\_40,000\_\_ Donations raised from others  
\$\_\_200 Volunteer hours \$\_\_1,000\_\_ In-kind donations

**16 Oversight/Accreditation/Affiliation:**

N/A

**SECTION II. PROJECT/PROGRAM INFORMATION**

**Program A**

**17 Project/Program Title:**

**18 Check one:**

New  
 Existing

**19 If existing Program, year established:**

**20 Prior CRA Funding for Same Project/ Program?**

Yes  
 No

**21 Time Period(s):**

October1, 2021 - September 30, 2022

**22 Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):**

The DBHS Cultural Heritage Exhibit, Museum & Learning Center Program is the ultimate expression of fulfilling our mission and responsibility to the community. It is our goal and vision to expand our archival collection, our service capacity, and our knowledge so that we may continue to share our history and heritage with the community in as many unique, engaging ways as possible. Our unique platform continues to be collecting and preserving our history in the City Archive; education, exhibitions, celebratory events, tours, presentations, storytelling, lectures, workshops and outreach.

Our Program is an encapsulation of our mission-based programs at the DBHS, divided into three categories:

- 1) Exhibits & Educational Programs, which include history exhibits, lectures, workshops, summer camp, educational presentations.
- 2) Archive Preservation & Learning Center Services, which include acquiring, accessioning and preserving archival items; research requests from the community and civic organizations; oral and video histories; historic images orders.
- 3) Heritage Events and Celebrations, which include seasonal events, fundraisers, participation in City initiatives and partner programs.



This past year, the Delray Beach Historical Society remained open 5 days per week. We continued to manage our Archive Preservation & Learning Center Services. More individual item donations to the archive came in compared to the prior year. Our research requests were steady throughout the year and photo requests have increased. We initiated upgrades, expansion, and a new organizational protocols in the City Archive.

We pivoted to offer the community both a summer and spring camp kit for families with hundreds of families reached including sponsored kits to the Boys & Girls Club, Achievement Center, Paul's Place.

We built an outdoor exhibit with 1,000 images, visited by nearly 3,000 people. We opened our interior exhibits in the winter with limited and safe access.

We created a photographic exhibit, titled, "Indivisible. Citizens on Watch: Haitian Residents of Delray Beach. The exhibit was displayed at the Arts Warehouse and visited by the community and local schools for two months.

We worked continuously on our Covid-19 Documentary project for the archive.

We created a creative writing contest focusing on documenting the pandemic.

We continued to build out our "Educational Heritage Garden," planting over 400 new 100% Florida native plants, installing educational markers and installing a new pergola entrance for the campus.

We held our Annual Meeting on-line and initiated a "Restaurant Give-Back Program," valued at \$4,000 to thank our area restaurants.

Our programs this past year included partnerships with Spady Cultural Heritage Museum, Community Greening, The Delray Beach Orchid Society, The Preservation Trust, The Arts Warehouse, The Delray Beach Writer's Guild, Delray Beach Public Library and many area restaurants.

**29 Delray CRA Overall Need Addressed and Description:**

Economic/Business Development  Affordable Housing  Recreation & Cultural Facilities

**Description of how programs and activities align with and/or meet the goals and objectives of the CRA Redevelopment Plan:**

Fulfills our most important mission to preserve our history and heritage.

Directly connects the community with the people of the past who shaped our landscape, named our landmarks and made the decisions that ultimately affect us today.

Increases "sense of place," and provides perspective and context about who we are and where we came from.

Elevates civic and social connectivity, inclusion, sense of pride and community.

Contributes to the view of Delray as a nationally recognized arts & culture destination.

Increases understanding of the value of historical societies and preservation.

Expands view with renewed appreciation for Delray's family histories, unique assets, cultural climate and historically designated landmarks and neighborhoods.

**30 Key Staff and Qualifications (maximum 500 words):**

Executive Director (full time)

The Executive Director has a BA in Communications and Graphic Design. She brings six years non-profit experience and eighteen years of professional private sector job experience, holding primarily leadership and executive roles in the fields of strategic marketing, growth strategy, creative branding, graphic design, multi-media production, writing/communications and event planning. Relevant core strengths include passion for local history, storytelling, and sense of community; strong work ethic, excels in relationship building, personnel management, ability to think broadly and see projects through to completion; adaptable/flexible, ability to problem solve and shift priorities as needed, determination and stamina.

Operations Manager (part time)

Our Operations Manager was raised in Ocean Ridge, FL and completed her undergraduate studies at Princeton University and later obtained a Juris Doctorate from University of California, Berkeley, School of Law. Upon joining the Florida Bar, she served as a Federal Court Law Clerk and then worked as a litigator in the areas of White-Collar Criminal Defense, Employment Law, and Complex Commercial Law. After five years of legal practice, she decided to bring her advocacy skills and commitment to helping her home community into the nonprofit arena full-time. She previously directed the young-adult engagement division of the Jewish Federation of Palm Beach County, increasing event attendance by 200% and the annual budget by 120%. She joined the staff of the Delray Beach Historical Society in February 2020 and plays a leadership role in development and membership acquisition, along with program support.

Archivist (full time)

The DBHS is currently interviewing for this critical role. Currently, we have an Archive Coordinator in place until such time that we can fully fund a professional Archivist.

The DBHS also hires contract staff to assist with campus and garden grounds keeping and event planning.

**31 Potential Challenges and Strategies to Address Them (maximum 500 words):**

- 1) Fundraising: We are in a competitive environment with an increasing number of valuable non-profits in Delray Beach. It is a challenge to raise needed operating funds. We have hired a part-time staff person to help us with development. We plan to research and access new grants.
- 2) Relative to our mission, nearly 60% of what we are honored to offer to the community is considered a "service to the City," and does not generate income. This includes the acquisition of donations from the community for the City archive, now containing over 60,000 items; accessioning, cataloging, digitizing and preserving these items utilizing professional archiving standards and practices; answering daily requests including research, document, photo and news scanning; researching and providing accurate information according to the official City records for the media, educational institutions, civic groups, areas businesses, writers, students, general researchers and the community; assimilating information and generating content for exhibits, news articles, the website and special projects.

The DBHS Oral History Project is a critical part of what we do. Building on over 300 or so histories going back to the 1930's, we work continuously on documenting new histories from those who lived it for to future generations.

Because every program, event, exhibit and lecture begins with ideas and content from the Archive, we are continually challenged with balancing our income generating "Program offering" to the community with our free "professional and critical services" to the community. This is typical of historical societies around the United States. Though we have had meaningful discussions with the City regarding partial funding for an Archivist position and have collaboratively concluded it is something valuable to explore, the discussions have not ended with a solution. We find ourselves year after year challenged with hiring the necessary professional, with the proper skill set, to fill this role. We would like to revisit this again to see if we may collaborate with the City.

- 3) Outreach to local schools. History and Social Studies are being cut from schools across the U. S. Our mission has never been more important, but with busing costs and restrictions and limited resources in schools, students are prohibited from visiting on a regular basis. We are currently investigating grants for busing and hoping to partner with other area non-profits to create joint visits.
- 4) As we emerge from a global pandemic, we understand that all challenges and strategies to address them are fluid and subject to embracing the greater, overall challenges we face as a City. We will continue to monitor and prioritize these challenges and make any necessary changes to our strategy.

### SECTION III. FINANCIAL INFORMATION

#### ORGANIZATION BUDGET

32 <b>Total Organization Budget for Previous FY 2019-2020:</b> \$300,000	33 <b>Total Organization Budget for Current FY 2020-2021:</b> \$300,000	34 <b>Total Organization Budget for Proposed 2021-2022:</b> \$300,000
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#### PROGRAM BUDGET

35 <b>Project/Program Budget (A):</b> \$ 225,000	36 <b>Amount Requested (A):</b> \$ 75,000	37 <b>% of Org Budget</b> 25 %
38 <b>Project/Program Budget (B):</b> \$ NA	39 <b>Amount Requested (B):</b> \$ NA	40 <b>% of Org Budget</b> %
41 <b>Total CRA Request (Program A+B):</b> \$ NA		42 <b>% of Org Budget</b>

43 **Type(s) of Support Requested (refer to A-G.U.I.D.E. guidelines):**  
Program and Project Support; Management Development & Capacity Building

44 **Other Support/Status and Plans for Sustainability (maximum 500 words):**  
The DBHS recognizes there are key components necessary for program sustainability, including the diversification of revenue sources, partnerships and collaborative strategies, fundraising, sponsorships, organizational and community capacity building, and the strategic use of Society members and volunteers.

The DBHS has raised nearly \$45,000 for the creation of the new “Educational Heritage Gardens” to be located on our campus downtown. This was initiated in the spirit of fulfilling our educational mission and enhancing and expanding our offering to the community, ensuring a sustainable future for the society.

**SECTION IV. APPLICATION CHECKLIST**

A.	Cover Letter Signed by Board Chair	<input checked="" type="checkbox"/>	
B.	501(C)(3) IRS Determination Letter	<input checked="" type="checkbox"/>	
C.	Board of Directors List	<input checked="" type="checkbox"/>	
D.	Policy on Board Contributions, If Applicable	<input checked="" type="checkbox"/>	
E.	Strategic Plan or Other Long-Term Planning Document	<input checked="" type="checkbox"/>	
F.	Logic Model	<input checked="" type="checkbox"/>	
G.	Goals and Outcomes Report	<input checked="" type="checkbox"/>	
H.	Evaluation Plan	<input checked="" type="checkbox"/>	
I.	Combined Budget Form	<input checked="" type="checkbox"/>	
J.	Project/Program Budget & Narrative Form	<input checked="" type="checkbox"/>	
K.	Most Recent Financial Statement P&L	Time Period: <u>  </u> March 2021	<input checked="" type="checkbox"/>
L.	Most Recent Form 990	Time Period: <u>  </u> 2019 <u>  </u>	<input checked="" type="checkbox"/>
M.	Most Recent Independent Financial Audit/Review/Compilation	Time Period: Sept. 30,2020	<input checked="" type="checkbox"/>
N.	Affiliation Agreements, If Applicable City Management Agreement	Time Period: Current Lease +	<input checked="" type="checkbox"/>
O.	Current Balance Sheet as of 5/30/2020		<input checked="" type="checkbox"/>

**SECTION V. CERTIFICATION STATEMENT AND SIGNATURE**

As chief executive of the applicant organization I certify that (1) the information provided in this application is correct and complete to the best of my knowledge; (2) I am committed to the purpose of the proposed project or program and will work with Board and staff members to accomplish its stated outcomes; and (3) I will be accountable for compliance with all CRA requirements for operation, evaluation, and reporting.

*Weninit D. Edwards*

Executive Leader Name and Title

  4-28-21  

Date Submitted