	Program Name:	A: Cultural Heritage Exibit & Museum			
	Amount Requested:	$70,000			
	Total Amount Recommended:				
		76%			
		1	2	3	
	ORGANIZATION CAPACITY (20%)				
1	Length of time established, overall growth/stability	3	4	3	
2	Stability/growth of organization funding	3	5	3	
3	Board composition, role, commitment to program/project	4	4	4	
4	Demonstrated experience/success with similar program/project	13	14	13	
5	Program/project leadership and staff qualifications	4	4	4	
6	Collaborative relationships/affiliations relative to program/project	3	4	3	
7	Strategic planning process / current plan	4	4	2	
	Organization Capacity Subtotal	34	39	32	
		15%	17%	14%	
	NEED FOR PROGRAM/PROJECT (20%)				
8	Program/project need consistent with CRA Overall Need	4	4	4	
9	Program/project need consistent with organization mission	4	5	4	
10	Documentation of program/project need	4	4	4	
11	Uniqueness / lack of duplication, or affiliation with similar resources	4	5	4	
	Need for Program/Project Subtotal	16	18	16	
		16%	18%	16%	
	PROJECT/PROGRAM DESCRIPTION (10%)				
12	Innovative vs proven approach and justification	4	4	4	
13	Target population(s) clearly defined and within guidelines	4	5	4	
14	Activities clearly described and consistent with logic model	4	4	4	
15	Staff and resources adequate to implement activities	4	4	4	
16	Activities likely to result in stated outputs/outcomes	3	4	3	
17	Realistic time frame to implement program/project	3	4	3	
	Program/Project Description Subtotal	22	25	22	
		7%	8%	7%	
	LOGIC MODEL / PROJECTED RESULTS (20%)				
18	Stated program/project goal clear and relevant to CRA Overall Need	8	9	8	
19	Clear relationship between activities, outputs, and outcomes	3	4	3	
20	Activities appropriate to program/project goal	3	4	3	
21	Clear, measurable outputs	4	4	3	

Application Evaluation Form

Project/Program:

		1	2	3	
22	Clear, measurable outcomes	3	3	3	
23	Program/project results likely to lead to stated Impacts	4	4	3	
	Logic Model/Projected Results Subtotal	25	28	23	
		14%	16%	13%	
	EVALUATION PLAN (10%)				
24	All CRA-funded activities addressed	4	4	4	
25	Outputs presented with measurable indicators	3	4	3	
26	Outcomes presented with measurable indicators	3	3	3	
27	Evaluation processes clearly described (who, how/tools, when)	4	4	3	
28	Evaluation processes reasonable, appropriate	4	4	3	
29	Implementation responsibility/process clearly defined	3	4	4	
30	Application/usefulness of evaluation results	3	4	4	
	Evaluation Plan Subtotal	24	27	24	
		7%	8%	7%	
	BUDGET & SUSTAINABILITY (20%)				
31	Adequate, appropriate expense budget to implement program/project	4	4	3	
32	Line item costs explained/justified in narrative	4	4	3	
33	Use of CRA funds clearly identified, may be tracked	3	4	3	
34	Sufficient mix of funding secured to implement program/project	3	4	3	
35	Mix & status of non-CRA funding solicited / pending	4	4	3	
36	Financial documents demonstrate responsible financial management	4	4	3	
37	Realistic plans to sustain program/project	4	4	3	
	Budget & Sustainability Subtotal	26	28	21	
		15%	16%	12%	
	TOTAL	147	165	138	
		74%	83%	70%	
	NOTES AND COMMENTS				
	Committee Chair:				

Delray Beach CRA – Program/Project Logic Model _X_A __B

Organization ___Delray Beach Historical Society___ **Contact Person** ___Winnie Edwards___

Program/Project Name DBHS Cultural Heritage Exhibit, Museum & Learning Center Programs_ **Funding Period** _Oct 1 2018 - Sept 30 2019_

Program/Project Budget _$178,000_ **Request** _$70,000_ **CRA Need Area** _Recreational and Cultural Facilities_

Brief Description   The Delray Beach Historical Society develops a yearly calendar of Exhibits, Events, Services and Retail opportunities that serve to further our mission of preserving and sharing Delray Beach's history and cultural heritage. The DBHS utilizes all 3 campus buildings for the following: Rotating educational and entertaining Delray Beach history displays, themed cultural heritage events, seasonal celebrations, educational workshops and classes, facilitative research, image ordering services and retail.

GOAL: Through this Program, the DBHS can continue to fulfill its mission for Delray Beach by creating a sense of excitement for local history, pride of citizenship and stewardship of our legacy for generations to come. Our unique platform for storytelling and our quality presentations take place on our campus in the heart of downtown and at nearby, partnering cultural centers. We want to continue our significant contribution to the overall vibrancy, quality of life and growth of our town. Support for this program will assist us in preserving the Archives, from which all Program materials are generated, expand our partnership with other area cultural centers, increase our capacity to connect with the Education community and enhance our visitor attendance to our Programs.

Key Activities	Outputs	Outcomes	Impact(s)
Events & Celebrations to include: 1) Fall Event 2) Winter Event 3) Spring Event 4) Summer Event	Attendees: 1,100 Income generated: $38,000 New Members: 26	An income increase of 90% from $20,000. Visitors come to downtown and the CRA district. The DBHS continues to produce high quality cultural activities. DBHS's exhibits continue to educate and inspire DBHS attracts a broad diversity of patrons. DBHS partners with other area cultural centers.	Increased 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. Elevates civic and social connectivity, inclusion, sense of pride and community. Contributes to the view of Delray as a nationally recognized arts & culture destination.

Key Activities	Outputs	Outcomes	Impact(s)
Exhibits & Education Programs to include:			Increases "sense of place," and provides perspective and context about who we are and where we came from.
1) Lecture 1 .	Attendees: 1,800	Attendance will increase over last year by 28% from 1,400.	
2) Lecture 2		Entrance fees will stay the approximately the same.	
3) Lecture 3	Entrance Fees: $4,900		Elevates civic and social connectivity, inclusion, sense of pride and community.
4) Lecture 4	New Members: 15	Targeted visitors come to downtown and the CRA district.	
5) New History Exhibit		The DBHS continues to produce high quality cultural activities.	Contributes to the view of Delray as a nationally recognized arts & culture destination.
6) Workshop 1			
7) Workshop 2		DBHS attracts a broad diversity of patrons.	
8) Summer Camp		DBHS partners with other area cultural centers.	

Key Activities	Outputs	Outcomes	Impact(s)
Archive Preservation & Learning Center Services to include: 1) Image orders + gift sales 2) Research and Library Resource Services 3) Oral and Video Histories	Research Projects & Image Orders: 350 Image Orders + Gift Sales: $6,400 History recordings: 8 New Members: 5	Request fulfillment to reflect prior year Image order income to reflect prior year. Increase in memberships by 66% from 3. More visitors come to downtown and the CRA district. DBHS attracts a broad diversity of patrons. New homeowners and business owners of gain an appreciation for the uniqueness of Delray Beach. New addition of history recordings for archive.	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. Increased 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.

Funding Evaluation Plan
Delray Beach Community Redevelopment Agency (CRA)

Organization Delray Beach Historical Society   **Contact Person** Winnie Edwards

Project/Program A Name   DBHS Cultural Heritage Exhibit, Museum & Learning Center Programs

Funding Period Oct 1, 2018 – Sept 30, 2019

Copy-and-paste table below to address each Key Activity included in the Logic Model for each Program/Project (Program/Project A and, if applicable, B)

| PROGRAM/PROJECT X A _B Activity #___:	
OUTPUTS / Measurable Indicators ➔	**Evaluation Process - Outputs: Who, Tools, When**
Exhibits and Education Programs 1) Lecture 1 2) Lecture 2 3) Lecture 3 4) Lecture 4 5) New History Exhibit 6) Workshop 1 7) Workshop 2 8) Summer Camp Attendees: 1,800 Entrance Fees: $4,900 New Members: 15 **Events and Celebrations** 1) Fall Event 2) Winter Event 3) Spring Event 4) Summer Event Attendees: 1,100 Income generated: $38,000 New Members: 26 **Archive Preservation & Learning Center Services** 1) Image orders + Gift Sales 2) Research and Library Resource Services 3) Oral and Video Histories Research Projects & Image Orders: 350	Board, Executive Director, Program Coordinator, Event Committees, Sign-in sheets, Sponsorships, Membership Applications, Donation Boxes, Aggregate of 4 events, 8 programs and services offered Q1 – Q4 Board, Executive Director, Archivist, Program Coordinator, Archive Committee, Sign-in sheets, Underwriters, Membership Applications, Donation Boxes, Two programs combined Q1–Q4 Archivist, Executive Director, Archive Committee, Sign-in sheets, Image Order Contracts, Q1-Q4

Image Orders: $6,400 History recordings: 8 New Members: 5	
OUTCOMES / Measurable Indicators ➜	**Evaluation Process - Outcomes: Who, Tools, When**
Exhibits and Education Programs Attendance will increase over last year by 28% from 1,400. Entrance fees will stay the approximately the same. Targeted visitors come to downtown and the CRA district. The DBHS continues to produce high quality cultural activities. DBHS attracts a broad diversity of patrons. DBHS partners with other area cultural centers. Events and Celebrations An income increase of 90% from $20,000. Visitors come to downtown and the CRA district. The DBHS continues to produce high quality cultural activities. DBHS's exhibits continue to educate and inspire DBHS attracts a broad diversity of patrons. DBHS partners with other area cultural centers. Archive Preservation & Learning Center Services Request fulfillment to reflect prior year Image order + gift income to reflect prior year. Increase in memberships by 66% from 3. More visitors come to downtown and the CRA district.	President, Executive Director, Treasurer, Sign-in sheets, Sponsorships, Membership Applications, Donation Boxes, Aggregate of 4 events, 8 programs and services offered Q1 – Q4 President, Executive Director, Treasurer, Sign-in sheets, Underwriters, Membership Applications, Donation Boxes, Two programs combined Q1 – Q4 President, Executive Director, Archivist, Treasurer, Archive Committee, Sign-in sheets, Image Order Contracts, Q1-Q4

DBHS attracts a broad diversity of patrons.	
New homeowners and business owners of gain an appreciation for the uniqueness of Delray Beach.	
New addition of history recordings for archive.	

Narrative response:

1. Describe input, if any, to this Evaluation Plan, or the Logic Model(s) on which it is based, from outside consultants, staff, Board, funders, clients, or other organization stakeholders. Collaboration for this Evaluation Plan consisted of the Board President, Board of Governors, Executive Director, Program Coordinator and Archivist.
2. Does the organization engage in other evaluation activities and reporting? If so, describe briefly. We discuss and evaluate the successes and failures of all of our initiatives at regular Board meetings. The Executive Director is provided action items as a result of these discussions. We have Guest Sign-in books, Project Logs, Archive Catalogs and we record anecdotal feedback from visitors.
3. Will any additional cost be incurred to implement this Evaluation Plan? ___Yes _X_ No   If yes, describe specific items and amounts.
4. If applicable, have additional costs been included in the project/program budget?
5. Who will be responsible for coordinating the evaluation process and preparing quarterly/annual reports? Executive Director
6. How will evaluation data be used for internal performance improvement? The evaluation data will determine which or our programs are making the greatest impact and guide us to make changes for the following year. The data will also assist in determining staff goals.
7. Will evaluation data/reports be shared with organization staff? Yes
8. Will evaluation data/reports be shared with the organization's Board of Directors? Yes
9. The Delray Beach CRA requires that evaluation data relative to CRA support be reported quarterly and at the end of the year. Will the data/reports be shared with other funders? Yes
10. Who are other organization stakeholders? Will evaluation data/reports be shared with them? The City of Delray Beach. Yes.

Signatures below indicate approval of and commitment to this Evaluation Plan and the Logic Model on which it is based:
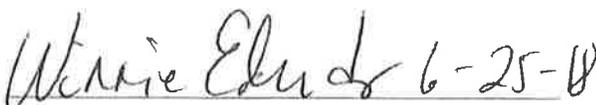
Winnie Edwards 6-25-18   _Howard Ellingsworth_ 6-25-18
Signature   Date   Signature   Date

Printed Name - Winnie Edwards   Printed Name – Howard Ellingsworth, President
Executive Director / Chief Executive Officer   Chairperson, Board of Directors

Attachment: Logic Model(s)

CRA Combined Budget Form - Funding Application FY 2018-19

	A	B	C	D	E	F	G	H	I	J	K
2	Organization Name				Delray Beach Historical Society						
3	Executive Leader & Key Financial Manager Names				Winnie Edwards						
4	Current FY (2017-18) Total Organization Budget				$280,000						
5	Program/Project A Name										
6	Program/Project B Name										
7	Application Due Date				June 25, 2018						
8											
9	INCOME		FY 2017-2018 Budget		FY 2017-2018 Organization Fiscal YTD thru 5/31/18		Projected FY 2018-19 Organization Total Budget		FY 2018-19 Projected Total Program/Project A		FY 2018-19 Projected Total Program/Project B
10	Fees, Tickets, Registration, etc.										
11	Corporate Grants/Contributions		15,000		15,000		15,000				
12	Individual Donations										
13	Foundation Grants		8,500		12,000		10,700				
14	Government - Federal										
15	Government- Local/County		50,000		25,000		50,000		18,700		
16	Government- State										
17	In-Kind										
18	Interest Income				18						
19	Sponsorships						40,000		40,000		
20	Membership & Annual Appeal		55,000		38,345		50,000				
21	CRA Actual or Requested		70,000		68,750		70,000		70,000		
22	Other: Photo/Gift Shop Sales & Misc.		5,075		2,342		6,400		6,400		
23	Other: Exhibits, Events & Programs		76,425		75,028		42,900		42,900		
24	Other:										
25	Total Income		280,000		236,483		285,000		178,000		
26											
27	CRA % of Total Income		25%		29%		25%		39%		#DIV/0!
28											
29	NOTES:										
30	(1) The CRA Request in INCOME Column G should equal the CRA Request at the bottom of the EXPENSES budget										
31	(2) Total INCOME should equal Total EXPENSES to project a balanced budget in FY 2017-18 (Column G)										
32	(3) CRA % of projected Total Organization Income may not exceed 25% for FY 2017-18 (Column G) unless approved by CRA										
33	(4) Figures in Column I and, if applicable, Column K, should match Program/Project Budget Narrative										

	A	B	C	D	E	F	G	H	I	J	K
34	**EXPENSES** *See separate Instructions for line item definitions*		FY 2017-2018 Budget		FY 2017-2018 Organization Fiscal YTD thru 5/31/18		Projected FY 2018-19 Organization Total Budget		FY 2018-19 Projected Total Program/Project A		FY 2018-19 Projected Total Program/Project B
35	Salaries & Related Taxes		145,800		96,485		155,000		93,000		
36	Fringe Benefits										
37	Professional Svcs/Consulting		15,000		2,275		12,000		7,200		
38	Insurance		6,500		3,945		7,000		4,200		
39	Licenses, Registration, Permits										
40	Conferences & Meetings		4,000		1,594		5,500		3,300		
41	Copying & Printing										
42	Equipment Rental/Maintenance										
43	Rent/Mortgage & Maintenance		23,500		12,686		19,000		11,400		
44	Utilities		12,000		6,601		11,500		6,900		
45	Telecommunication										
46	Office & Program Supplies		9,250		11,036		13,500		8,100		
47	Postage & Delivery										
48	Local Travel										
49	Capital Expenditures		24,600		4,005		36,000		21,600		
50	Other: Advertising & Marketing		6,000		2,522		8,000		4,800		
51	Other: Exhibits, Events & Programs		33,350		19,023		17,500		17,500		
52	**Sub-Total Expenses**		**280,000**		**160,172**		**285,000**		**178,000**		-
53	___% Admin/Indirect Expense										
54	Total Expense		280,000		160,172		285,000		**178,000**		-
55											
56	**NET INCOME**		-		76,311		-		-		-
57											
58	Total Expenses Project A + B						178,000				
59	*CRA Request*						-		-		-
60											
61	**NOTES:**										
62	(1) Refer to separate Instructions for definitions of each line item expense										
63	(2) In Column G, CRA Request may be less than Total Expense as there may be other sources of revenue for the program(s)										
64	(3) Projected NET INCOME (Total Income minus Total Expense) should equal zero for a balanced budget in FY 2017-2018 (Column G)										
65											

	A	B	C	D	E	F
1				*CRA Program/Project A Budget Narrative Form*		
2						
3	**Organization Name**					
4	**Program/Project A Name**					
5						
6	**PROGRAM/PROJECT A INCOME NARRATIVE**		Amount	Justification / basis for budgeted amount (Insert lines for significant specific funding sources beneath line item categories)	C or P (2)	Date of: - P -Decision or - C - Funding Start (3)
7						
8	Fees, Tickets, Registration, etc.					
9	Corporate Grants/Contributions					
10	Individual Donations					
11	Foundation Grants					
12	Government- Federal					
13	Government- Local/County		18,700	Amount to fund shortfall of program revenue over expenses		
14	Government- State					
15	In-Kind					
16	Interest Income					
17	Sponsorships		40,000	100% of Sponsorship revenue earmarked to pay for program expenses		
18	Membership					
19	CRA Request		70,000	See Combined Budget, Revenue Section		
20	Other: Photo/Gift Shop Sales & Misc.		6,400	100% of sales earmarked to pay for program expenses		
21	Other: Exhibits, Events & Programs		42,900	See detailed budget		
22	Other:					
23	**Total Income**		**178,000**	Equals Total Income, Program/Project A, Combined Budget (Column I)		
24						
25	**NOTES:**					
26	(1) Insert additional rows for significant specific funding sources beneath each line item category					
27	(2) For each significant grant, contract, or contribution, indicate if it is (C) confirmed, or (P) decision pending					
28	(3) For each item in Column E, indicate date decision is expected for PENDING and date funding begins for CONFIRMED					
29	(4) CRA Request, Column C, should match Column I on the Combined Budget					
30	(5) Total Income should equal Program/Project A, Total Income, Combined Budget (Column I)					
31						
32	COMMENTS:					

	A	B	C	D	E	F
33	**PROGRAM/PROJECT A EXPENSE NARRATIVE**		Amount	Item Detail/Description		
34						
35	Salaries & Related Taxes:		93,000	Estimated at 60% of total salaries - see detailed budget		
36						
37						
38						
39			93,000	Total Salaries & Related Taxes		
40						
41	Fringe Benefits:					
42						
43						
44						
45			-	Total Fringe Benefits		
46						
47	Professional Svcs/Consulting:		7,200	Estimated at 60% of total salaries - see detailed budget		
48						
49						
50						
51			7,200	Total Professional Services / Consulting		
52						
53	Insurance:		4,200	Estimated at 60% of total salaries - see detailed budget		
54						
55						
56			4,200	Total Insurance		
57						
58	Licenses, Registration, Permits:					
59						
60						
61			-	Total Licenses, Registration, Permits		
62						
63	Conferences & Meetings:		3,300	Estimated at 60% of total salaries - see detailed budget		
64						
65						
66			3,300	Total Conferences & Meetings		
67						
68	Copying & Printing					
69						
70	Equipment Rental/Maintenance					

	A	B	C	D	E	F
71						
72	Rent/Mortgage & Maintenance		11,400	Estimated at 60% of total salaries - see detailed budget		
74	Utilties		6,900	Estimated at 60% of total salaries - see detailed budget		
76	Telecommunications					
78	Office & Program Supplies		8,100	Estimated at 60% of total salaries - see detailed budget		
80	Postage & Delivery					
82	Local Travel					
84	Capital Expenditures		21,600	Estimated at 60% of total salaries - see detailed budget		
86	Other: Advertising & Marketing		4,800	Estimated at 60% of total salaries - see detailed budget		
88	Other: Exhibits, Events & Programs		17,500	See detailed budget		
90	____% Admin/Indirect Expense					
92	**TOTAL EXPENSES**		178,000	Equals **Total Expense, Program/Project A, Combined Budget (Column I)**		
93						

DBHS - ACTIVITY # _A_ : Cultural Heritage and Museum Program	Yearly Goal	Qtr 1 Ending 12/31/18	Qtr 2 Ending 3/31/19	Qtr 3 Ending 6/30/19	Qtr 4 Ending 9/30/19	TOTAL	% Annual Goal Achieved	On target	Below expected goal
OUTPUTS									
Events and Celebrations (Halloween Fall Fest Exhibit & Event, Christmas at Cason Cottage, Annual Harvest Dinner, Exhibit Kick-Off Event, Neighborhood Series, Lecture 1 and Lecture 2)									
1 Attendees	1,400	0	0			0	0%		
2 Ticket Sales	$20,000	$0	$0			0	0%		
3 Sponsor Dollars	$49,000	0	0			0	0%		
4 New Members	12	0	0			0	0%		
Exhibits and Museum Tours									
5 Attendees	1,400	0	0			0	0%		
6 Entrance Fees	$5,000	$0	$0			0	0%		
7 New Members	8	0	0			0	0%		
Archive Preservation & Learning Center Services									
8 Research Projects & Image Orders	350	0	0			0	0%		
9 Image Orders Dollars	$5,575	$0	$0			0	0%		
10 New Members	3	0	0			0	0%		
OUTCOMES									
Events and Celebrations (Halloween Fall Fest Exhibit & Event, Christmas at Cason Cottage, Annual Harvest Dinner, Exhibit Kick-Off Event, Neighborhood Series, Lecture 1 and Lecture 2)									
11 Attendance Increase Year Over Year (up from $1,260)	10%						0%		
12 Ticket Sales Increase Year Over Year (up from $6,400)	68%						0%		
13 Sponsor Dollars Increase Year Over Year (up from $22,540)	54%						0%		
Exhibits and Museum Tours									
14 Entrance Fees Increase Year Over Year (up from $2,800)	150%						0%		
Archive Preservation & Learning Center Services									
15 Fullfillment Requests Remain Constant	0.00%						0%		
16 Image Order Revenue Increase Year Over Year (from $4,100)	56%						0%		

NARRATIVE

DBHS - ACTIVITY # _A_ : Cultural Heritage and Museum Program	Yearly Goal	Qtr 1 Ending 12/31/17	Qtr 2 Ending 3/31/18	Qtr 3 Ending 6/30/18	Qtr 4 Ending 9/30/18	TOTAL	% Annual Goal Achieved	On target	Below expected goal
OUTPUTS									
Events and Celebrations (Halloween Fall Fest Exhibit & Event, Christmas at Cason Cottage, Annual Harvest Dinner, Exhibit Kick-Off Event, Neighborhood Series, Lecture 1 and Lecture 2)									
1 Attendees	1,400						0%		
2 Ticket Sales	$20,000						0%		
3 Sponsor Dollars	$49,000						0%		
4 New Members	12						0%		
Exhibits and Museum Tours									
5 Attendees	1,400						0%		

#												
6	Entrance Fees	$5,000							0%		
7	New Members	8							0%		
	Archive Preservation & Learning Center Services										
8	Research Projects & Image Orders	350							0%		
9	Image Orders Dollars	$5,575							0%		
10	New Members	3							0%		
	OUTCOMES										
	Events and Celebrations *(Halloween Fall Fest Exhibit & Event, Christmas at Cason Cottage, Annual Harvest Dinner, Exhibit Kick-Off Event, Neighborhood Series, Lecture 1 and Lecture 2)*										
11	Attendance Increase Year Over Year	10%							0%		
12	Ticket Sales Increase Year Over Year	68%							0%		
13	Sponsor Dollars Increase Year Over Year	54%							0%		
	Exhibits and Museum Tours										
14	Entrance Fees Increase Year Over Year	89%							0%		
	Archive Preservation & Learning Center Services										
15	Fullfillment Requests (Remain Constant)								0%		
16	Image Order Revenue Increase Year Over Year	53%							0%		
	Signature of Executive Director										
	I attest that data included in document is true and accurate										