

**FUNDING AGREEMENT FOR FISCAL YEAR 2022-2023 BETWEEN THE
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND
SPADY CULTURAL HERITAGE MUSEUM, INC.**

THIS AGREEMENT is made this ____ day of _____, 2022 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 **SPADY CULTURAL HERITAGE MUSEUM, INC.**, a Florida not-for-profit corporation, (hereinafter referred to as the “**GRANTEE**”).

WITNESSETH:

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

WHEREAS, the **CRA** Board finds that the services and programs provided by the **GRANTEE** further the goals and objectives of the **CRA** as contained in the Plan, and are in the best interest of the **CRA**; and

WHEREAS, the **CRA** will provide funding to the **GRANTEE**, pursuant to the terms and conditions of this Agreement and the terms and conditions set forth in the “A-GUIDE: *Achieving Goals Using Impact Driven Evaluation*,” (“A-GUIDE”), in order to assist the **GRANTEE** with activities that address the goals and objectives contained in the **CRA**’s Plan, and the needs and priorities defined by the **CRA** in the **CRA**’s A-GUIDE, for which the **GRANTEE** has applied and which have been awarded according to procedures specified in the A-GUIDE; and

WHEREAS, Florida Statutes states that:

“Community redevelopment” or “redevelopment” means undertakings, activities, or projects of a county, municipality, or community redevelopment agency in a community redevelopment area for the elimination and prevention of the development or spread of slums and blight, or for the reduction or prevention of crime, or for the provision of affordable housing, whether for rent or for sale, to residents of low or moderate income, including the elderly, and may include slum clearance and redevelopment in a community redevelopment area or rehabilitation and revitalization of coastal resort and tourist areas that are deteriorating and economically distressed, or rehabilitation or conservation in a community redevelopment area, or any combination or part thereof, in accordance with a community redevelopment plan and may include the preparation of such a plan.

Section 163.340(9), Florida Statutes, and;

WHEREAS, Part Four, Section II.B, Subsection 2.8, page 82-83 of the Plan states that the CRA’s project objective for the West Settlers Historic District/Spady Museum is to promote historic preservation and maintain the historic character of the neighborhood. The Plan also states that the CRA will assist Expanding and Preserving Our Cultural Heritage (“EPOCH”) and the City of Delray Beach (“City”) in operating and expanding the multi-cultural historic museum and related facilities. Moreover, the Plan states that the CRA will assist, to the extent feasible, the continued development and operation of the Spady Museum and related facilities; and

WHEREAS, the **CRA** finds that this Agreement serves a municipal and public purpose, is consistent with the 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. TERM DATE: The term of this Agreement shall commence upon execution by both parties. The Agreement shall continue in full force and effect until **September 30, 2023**, unless terminated by the **CRA**.

3. FUNDING: The **CRA** shall provide funding to the **GRANTEE**, for fiscal year 2022-2023, in an amount not to exceed **ONE HUNDRED AND NINE THOUSAND AND 00/100 Dollars (\$109,000.00)** (the "Funding Amount"). The Funding Amount funds are to be used by the **GRANTEE** to support its organizational operations 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 **Twenty-Seven Thousand Two Hundred and Fifty and 00/100 Dollars (\$27,250.00)** shall be made by the **CRA** to the **GRANTEE**. The **CRA** has the right to withhold quarterly payments until receipt of documentation from the **GRANTEE**, and until the **CRA** receives free access to all additional information and/or documentation from the **GRANTEE** that the **CRA** deems necessary, in its sole and absolute discretion, to analyze the **GRANTEE's** financial position, performance, and expenditure of funds in accordance with its approved A-GUIDE funding application.

4. FUNDING AVAILABILITY: The **CRA's** obligation to pay under this Agreement is contingent upon the **CRA** having received tax increments funds pursuant to Chapter 163, Part III, Florida Statutes and that the Funding Amount has been budgeted and appropriated by the **CRA's** Board of Commissioners.

5. A-GUIDE GUIDELINES: The A-GUIDE: Achieving Goals Using Impact Driven Evaluation Fiscal Year 2022-2023 Funding Cycle Guidelines, attached as **Exhibit “A”**, is incorporated herein by reference and made apart hereof.

6. A-GUIDE NONPROFIT PARTNER APPLICATION: The **GRANTEE’s** A-GUIDE Nonprofit Partner Application for Funding and its attachments including budget, attached as **Exhibit “B”**, is incorporated herein by reference and made apart hereof.

7. DUTY TO SUPPLEMENT: The **GRANTEE** shall supplement by providing written notice with supporting documentation to the **CRA** of *any* additions or changes to the information or documents it provided to the **CRA** in its approved A-GUIDE Nonprofit Partner Application for Funding and its attachments within thirty (30) days of learning of the aforementioned addition or change. Failure to comply with this provision is deemed a material breach of this Agreement and may be grounds for termination. Furthermore, the **CRA** may, in its sole and absolute discretion, cease and recoup all payments to the **GRANTEE** and the **GRANTEE** shall promptly refund all funding received under this Agreement to the **CRA**. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand. In no way shall the **CRA** be subjected to any liability or exposure for the termination of this Agreement under this Section.

8. FACILITIES: The **GRANTEE** must be housed in a City or **CRA** owned facilities located in the **CRA** district as defined in the **CRA’s** Plan with a lease, revocable license or similar agreement or management agreement with the City or CRA.

9. QUARTERLY REPORTS: Prior to the issuance of quarterly payments by the **CRA** for Fiscal Year 2022-2023, as specified in this Agreement, **GRANTEE** shall provide quarterly program budget and narrative reports to the **CRA**. **GRANTEE** shall use the form, attached as **Exhibit "C"**, in order to document the **GRANTEE's** expenditure of funds and the **GRANTEE's** progress towards outcomes projected in the Goals & Outcomes Report and Budget. Supporting documentation including but not limited to invoices and cancelled checks, etc. to justify the expense of **CRA** funds for each expense over Two Thousand Five Hundred and 00/100 Dollars (\$2,500.00) shall be submitted to the **CRA** each quarter along with the quarterly budget and narrative reports ("Supporting Documentation"). The **CRA's** Executive Director may approve and accept alternative forms or information as Supporting Documentation at her sole and absolute discretion. The **GRANTEE** will also be required to submit a Quarterly Balance Sheet. In addition, the **GRANTEE** may be required to present a quarterly update to the **CRA** Board upon request. The program budget and narrative reports, supporting documentation, and Balance Sheet shall be provided to the **CRA** no later than January 31, 2023, April 30, 2023, July 31, 2023 and October 31, 2023. In addition, the **CRA** may request that the **GRANTEE** provide any additional information and/or documentation that the **CRA**, in its sole and absolute discretion, deems necessary to fully evaluate the **GRANTEE's** performance and financial status. Such additional information shall be provided, promptly and free of charge, by the **GRANTEE** to the **CRA**. The quarterly payment will not be released to the **GRANTEE** until the **CRA** receives the program budget and narrative reports, supporting documentation, Balance Sheet and any additional information and/or documentation requested and not until

such information and/or documentation is verified as complete and sufficient by the CRA.

10. GOALS AND OBJECTIVES: If the **CRA** determines pursuant to the A-GUIDE Logic Model and Evaluation Plan that the **GRANTEE** 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 **GRANTEE** of such deficiency(ies), and the **GRANTEE** shall have fourteen (14) days from the effective date of the notice, pursuant to Section 19 of this Agreement, to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **GRANTEE** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** Board has the right to terminate the Agreement immediately after delivery of written notice, pursuant to Section 19 of this Agreement, to **GRANTEE**. Furthermore, the **CRA** may, in its sole and absolute discretion, cease and recoup all payments to the **GRANTEE**. The **CRA's** Board shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is filling the **CRA's** goals and objectives. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand. In no way shall the **CRA** be subjected to any liability or exposure for the termination of this Agreement under this Section.

11. VARIANCES: Proposed changes to funding-related documents must be approved in advance by the CRA Community Engagement Director, as follows: 1) All changes to the Logic Model or Evaluation Plan; or 2) Changes of more than ten percent (10%) in any Budget line item.

12. MEDIA/PUBLIC RELATIONS: The **GRANTEE** 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**. 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. News releases; print advertising; radio and television advertising must have the **CRA**'s logo clearly recognizable/audible in the advertisement. Upon request by the **CRA**, the **GRANTEE** shall provide proof of the use of the **CRA** logo as required by this paragraph for projects funded pursuant to this Agreement.

13. INDEPENDENT CONTRACTOR: Both the **CRA** and the **GRANTEE** agree that the **GRANTEE** shall at all times act as an independent contractor in the performance of its duties under this Agreement. Accordingly, the **GRANTEE** shall be responsible for the payment of all taxes including Federal and State taxes arising out of the **GRANTEE'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.

14. INSPECTION: The **GRANTEE** 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 and financial status provided pursuant to this Agreement. The **GRANTEE** 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. The **GRANTEE** 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**, including unlawful and/or unauthorized expenditures discovered after the termination of this Agreement, and if this Agreement is still in force, any subsequent request for payment shall be withheld by the **CRA**. The **CRA** shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is expending funds in accordance with this Agreement. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand.

15. **AUDIT RIGHTS.** The CRA shall have the right at any time to conduct audits including free access of the **GRANTEE**'s records pertaining to the Funding Amount, this Agreement, its financial status, performance, and expenditure of funds in accordance with its approved A-GUIDE funding application and this Agreement. Such records must be maintained by the **GRANTEE** for a period of seven (7) years. The **GRANTEE** agrees to cooperate with the CRA in the performance of these activities. Such audits shall take place at a mutually agreeable date and time. If it is determined, in the CRA's sole and absolute discretion, during the course of the audit that the funding under this Agreement was used for unallowable costs, the **GRANTEE** agrees to promptly reimburse the CRA for such unallowable payments upon request, including unlawful and/or unauthorized expenditures discovered after the termination of this Agreement. The right of the CRA to conduct audits pursuant to this Agreement shall

exist for seven (7) years from the completion and/or termination of this Agreement. This Section shall survive expiration or early termination of this Agreement. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand.

16. IMPROPER EXPENDITURE: In the event the **GRANTEE** does not expend funds in accordance with its approved A-GUIDE funding application and budget, attached as **Exhibit "B"**, the **CRA** shall provide written notice, pursuant to Section 19 of this Agreement, to the **GRANTEE** of such deficiency(ies), and the **GRANTEE** shall have fourteen (14) days from date of return receipt to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **GRANTEE** 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 **GRANTEE**, under the terms of this Agreement. The **CRA** shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is expending funds in accordance with its approved A-GUIDE funding application.

17. TERMINATION FOR CONVENIENCE: The **CRA**, in its sole and absolute discretion, reserves the right to terminate this Agreement without cause upon five (5) days written notice to GRANTEE. Upon receipt or effectiveness of such notice, pursuant to Section 19 of this Agreement, the GRANTEE shall not receive any additional funds from the Funding Amount from the **CRA**. Furthermore, upon issuing such notice, the **CRA** may, in its sole and absolute discretion, cease all payments to the GRANTEE. In no way shall the **CRA** be subjected to any liability or exposure for the

termination of this Agreement under this Section.

18. **ATTORNEY'S FEES:** If any legal action or other proceeding is brought for the enforcement of this Agreement, compliance, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorneys' fees, court costs and all expenses (including taxes) even if no taxable as court costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled, provided, however, that this clause pertains only to the parties to this Agreement.

19. **NOTICE.** All notices, requests, and responses provided for herein shall be in writing. Such documents shall be given by deposit in the custody of the United States Postal Service, by registered or certified mail (postage prepaid), return receipt requested, and notice shall be deemed effective on the third (3rd) business day after mailing. The **CRA** and **GRANTEE** designate the following as the appropriate people and places for delivering notices and other documents:

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

Email Copy to: Kim Phan, Esq., Legal Advisor
Kimp@mydelraybeach.com

SPADY: Charlene Farrington, Museum Director
170 NW 5TH Ave
Delray Beach, Florida 33444

Telephone No.: (561) 279-8883

Both parties reserve the right to designate a different representative in the future, or to change the address for notice, by providing written notice to the other party of such change.

20. PUBLIC RECORDS. **GRANTEE** shall comply with the applicable provisions of Chapter 119, Florida Statutes. Specifically, **GRANTEE** 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 **GRANTEE** does not transfer the records to the **CRA**.
- (d) Upon completion of this Agreement, transfer, at no cost, to the public agency all public records in possession of the **GRANTEE** 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 **GRANTEE** 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 GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CHAMBER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

KIM N. PHAN, ESQ.
561-276-8640
KIMP@MYDELRAYBEACH.COM
20 NORTH SWINTON AVENUE
DELRAY BEACH, FLORIDA 33444

21. **ASSIGNMENT:** Neither the **CRA** nor the **GRANTEE** shall assign or transfer any rights or interest in this Agreement.

22. **GOVERNING LAW AND VENUE:** This Agreement shall be governed by and in accordance with the Laws of Florida. At all times, **GRANTEE** shall comply with all applicable federal, state and local laws and regulations and failure to do so is deemed a material breach of this Agreement. The venue for any action arising from this Agreement shall be in Palm Beach County, Florida.

23. **SEVERABILITY:** The invalidity 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.

24. **ENTIRE AGREEMENT:** This Agreement shall not be valid until signed by the **CRA** Chair. 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.

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

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

ATTEST:

SPADY CULTURAL HERITAGE MUSEUM, INC., a Florida Not-for-profit Corporation

By: _____

Print Name: _____

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"
A-GUIDE: Achieving Goals Using Impact Driven Evaluation Fiscal Year 2022-2023
Funding Cycle Guidelines



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

Organizations interested in applying for support from the Delray Beach Community Redevelopment Agency (CRA) are strongly encouraged to review the A-GUIDE: *Achieving Goals Using Impact Driven Evaluation*, to confirm eligibility and obtain complete guidelines. The A-GUIDE, application, and related forms are available online at www.delraycra.org.

IMPORTANT DATES

Fiscal Year 2021-2022 Funding Cycle

May 1, 2022	Application available online
July 15, 2022	Applications due
August 2022	Evaluation Committee review of applications
September 1, 2022	Applicant organization presentations to CRA Board (Workshop)
September 29, 2022	Funding decisions by CRA Board

***The CRA has the right to adjust the dates as necessary. All applicants would be notified of any change.*

GENERAL INSTRUCTIONS

Your application must be completed using the format provided by the CRA. The Word Application form uses the Palatino Linotype, 11-point font. Maintain this font and *single spacing* for your responses, if using the Word Application.

Before you begin to fill in the application:

- Read all of these application instructions carefully
- Re-name the file using the following format: Application, Name of Organization, Due date.doc (if using Microsoft Word Format)
- Fill in your organization name and the due date in the Footer (if using Microsoft Word Format)

If requested funding is not linked to a specific named project or program within the organization but rather to an organization-wide activity, administrative function, or other component it must still correlate with a "Key Activity" on the organization's Logic Model. A project/program "title" should be assigned to identify it, and it should be considered Project/Program A or B, accordingly.

Enter all responses in the spaces provided. Instructions for specific items follow. Enter a response or "Not Applicable" for each item; do not leave any blanks.

Limit your narrative responses to the stated number of words. It is not necessary to use the maximum number of words; respond to each item as succinctly as possible to get your point across. (Use the Word Count feature in Word to check the exact number.)

You may find it helpful to draft your responses on a separate sheet and then copy-and-paste into the application form.

INDIVIDUAL APPLICATION ITEMS

SECTION I. ORGANIZATION INFORMATION

- 1 **Organization legal name:** as shown on the 501(c)(3) letter; include dba name (doing business as), if applicable
- 2 **Address:** physical location of main organization office
- 3 **Telephone:** telephone number, including area code, for main organization office
- 4 **Fax:** organization fax number, including area code
- 5 **Website:** organization website address
- 6 **Mission Statement:** Board-approved mission statement
- 7 **Executive Leader:** name of Executive Director or Chief Executive Officer
- 8 **Application Contact:** name of person to contact for questions regarding application
- 9 **Title:** of Application Contact, if applicable
- 10 **Contact Telephone:** phone number for Application Contact, if applicable
- 11 **Email:** e-mail address for Application Contact, if applicable
- 12 **Year Established, Organization History and Growth (maximum 1,000 words):** brief overall history and key events that speak to your organization's strengths and qualifications, especially as they pertain to the proposed services for which you are requesting CRA support; include negative events or challenges you have overcome if you think doing so will strengthen your case
- 13 **Policy on Board Contributions (maximum 250 words):** formal or informal policy on Board member contributions; attach policy if applicable
- 14 **For current fiscal year, number of Board members contributing cash donations, donations raised from others, volunteer hours, in-kind donations:** the unduplicated number of Board members only that have contributed in each category during the current fiscal year
- 15 **For current fiscal year, amount/value of Board member contributions of cash, donations raised from others, volunteer hours, in-kind donations:** the total dollar value for each category of contributions by Board members represented in item #15
- 16 **Oversight/Accreditation/Affiliation**

SECTION II. PROJECT/PROGRAM INFORMATION

Program A

- 17 **Project/Program Title:** specific project or program within the organization or organization-wide activity, administrative function, or other component; must correlate with a “Key Activity” on the Logic Model and be assigned a title
- 18 **New or Existing Project/Program (select Yes or No)**
- 19 **If Existing Project/Program, Year Established**
- 20 **Prior CRA Funding for Same Project/Program (select Yes or No):** has your organization received previous CRA funding for the same type of project or program?
- 21 **Time Period:** indicate the fiscal year(s) if organization has received prior CRA funding for the same project/program
- 22 **Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):** provide a description of the project/program for which CRA funding is being requested

Program B, if applicable

- 23 **Project/Program Title:** specific project or program within the organization or organization-wide activity, administrative function, or other component; must correlate with a “Key Activity” on the Logic Model and be assigned a title
- 24 **New or Existing Project/Program (select Yes or No)**
- 25 **If Existing Project/Program, Year Established**
- 26 **Prior CRA Funding for Same Project/Program (Yes/No):** has your organization received previous CRA funding for the same type of project or program?
- 27 **Time Period:** indicate the fiscal year(s) if organization has received prior CRA funding for the same project/program
- 28 **Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):** provide a description of the project/program for which CRA funding is being requested
- 29 **Delray CRA Overall Need Addressed and Description:** select and describe program’s alignment to an Overall Need – “Economic/Business Development” OR “Affordable Housing” OR “Recreation & Cultural Facilities” as defined in the CRA Plan and the A-GUIDE Funding Framework
- 30 **Key Staff and Qualifications (maximum 500 words):** staff directly responsible for implementing, managing, and evaluating the project/program and brief summary of their relevant credentials and experience
- 31 **Potential Challenges and Strategies to Address Them (maximum 500 words)**

Section III. FINANCIAL INFORMATION

Enter budget amounts for the Organization:

- 32 **Total Organization Budget for Previous FY 2020-2021:** Final audited Total Organization budget for the previous Fiscal Year
- 33 **Total Organization Budget for Current FY 2021-2022:** Board-approved Total Organization Budget for the current Fiscal Year; most recent figure if the budget has been revised during the year
- 34 **Total Organization Budget for Proposed 2022-2023:** Proposed Total Organization Budget for the fiscal year for which the request is being submitted; if the request is made for the current Fiscal Year, enter that amount again

Enter budget amounts for the Project/Program:

Program A:

- 35 **Project/Program A Budget:** total budget amount for the project/program included in this CRA application
- 36 **Amount Requested**
- 37 **Project/Program A Percent of Organization Budget:** percent of Amount Requested of the *Total Organization Budget* (not the Total Project/Program Budget); this amount may not exceed 25%

Program B:

- 38 **Project/Program B Budget:** total budget amount for the project/program included in this CRA application
- 39 **Amount Requested**
- 40 **Project/Program B Percent of Organization Budget:** percent of Amount Requested of the *Total Organization Budget* (not the Total Project/Program Budget); this amount may not exceed 25%
- 41 **Total funding being requested from the CRA:** total Project/Program Budget for A + B being requested from the CRA; total should match the Budget Form (Attachment J); refer to separate budget instructions
- 42 **Total Percent of Organization Budget:** percent of the total Amount Requested of the *Total Organization (item #37 plus #40)*; this amount may not exceed 25%
- 43 **Type(s) of Support Requested:** list one or more types of support as defined in the A-GUIDE Guidelines
- 44 **Other Support/Status and Plans for Sustainability (maximum 500 words):** planned and committed financial support including status of funds requested but not confirmed, as well as other factors expected to assure sustainability of the program; for time-limited projects, mix of funding and other support expected to make it possible to complete the project within the anticipated time frame

SECTION IV. APPLICATION CHECKLIST

- A. Cover Letter signed by Board President/Chair stating: (1) the application package was endorsed by a majority vote of the board; include the date of the meeting in which the vote was taken and the vote (e.g., 5-2, 7-0); (2) the board understands that the CRA funding is to be utilized in conjunction with programs and operations that are consistent with the CRA's mission, and (3) board members are committed to assisting the organization in working to achieve the measurable outcomes identified in the funding application. *If the Board meeting schedule precludes a review/vote prior to submitting the application, indicate in the letter the date that meeting will take place and send the full commitment letter before the CRA Board presentation*
- B. 501(c)(3) Letter
- C. Board of Directors/Officers list
- D. Policy on Board contributions, if applicable
- E. Strategic Plan or other long-term planning document
- F. Logic Model – *refer to separate instructions*
- G. Goals and Outcomes Report
- H. Evaluation Plan - *refer to separate instructions*
- I. Combined Budget Form
- J. Project/Program Budget & Narrative Form - *refer to separate instructions*
- K. Most recent Financial Statement – current fiscal year-to-date through April
- L. Most recent Form 990
- M. Most recent Independent Financial Audit/Review/Compilation Report According to organization's bylaws
- N. Affiliation Agreements, if applicable
- O. Current Balance Sheet – As of 3/31/2022 or more recent.

*****The CRA has the right to determine what documents included on the list are n/a and request any additional information as necessary.***

The checklist is provided to assure that the application is complete. Applicants will be advised of missing components and given a time-limited opportunity to add them. If the time frame passes and missing components are not provided, incomplete applications will not be given further consideration.

- Enter ✓(provided), X (not provided), or leave unchecked if not applicable, for each item on the checklist
- Enter titles and/or dates as requested for various documents

SECTION V. CERTIFICATION STATEMENT AND SIGNATURE

The name and title of the chief executive of the organization must be typed in and he or she must sign and date the certification statement in blue ink.

ASSEMBLING THE APPLICATION

Print the original document and mark it "ORIGINAL" at the top of the first page. Assemble the complete application document in the following order:

Cover Letter

1. Application for Funding

2. Organization Information:

- 501(c)(3) Letter
- Board of Directors list
- Policy on Board roles & responsibilities, if applicable
- Policy on Board contributions, if applicable
- Strategic Plan or other long term planning document
- Policy on strategic/long term planning, if applicable

3. Project/Program Documents:

- Logic Model
- Goals and Outcomes Report
- Evaluation Plan

4. Financial Information:

- CRA Project/Program Budget Request
- CRA Project/Program Budget Narrative
- Most recent Financial Statement
- Most recent Form 990
- Most recent Independent Financial Audit/Review/Compilation according to your organization's bylaws

5. Affiliation Agreements, if applicable

Make Five (5) copies of the complete document, including the cover letter and all attachments. (Printing on three-hole-punch paper will preclude having to punch holes in all of the sheets.) Do not staple any of the pages together.

Place the original and each of the four copies in a three-ring loose-leaf binder. Place the cover letter on top and enter the remaining pages in order as instructed above behind the following five tabs:

- 1. Application Form**
- 2. Organization Information**
- 3. Project/Program Documents**
- 4. Financial Information**
- 5. Affiliation Agreements**

Save your completed Application for Funding and CRA Combined Budget, including Project/Program Budget Narrative(s) as .pdf files. Copy these files *and all other application attachments* onto a flash drive. It is *NOT* necessary to convert all other attachments to .pdf files if they are not already saved in that format.

Label the flash drive with your organization name and the submission due date.

SUBMISSION OF THE APPLICATION

Place the original application, plus Four copies, and the flash drive in a sealed box and deliver to the CRA office at the following address by hand, US mail, or courier service. Proof of delivery is recommended.

ATTENTION: Alexina Jeannite, Community Engagement Director
Delray Beach Community Redevelopment Agency
20 North Swinton Avenue
Delray Beach, FL 33444
(561) 276-8640

The application package must be received at the CRA office on the due date. *Late applications will not be accepted.* Applications will not be accepted by fax or email.

QUESTIONS / TECHNICAL ASSISTANCE

You may submit questions by e-mail to jeannitea@mydelraybeach.com until two weeks before the application deadline. You will receive a response within two business days and answers relevant to all applicants will be posted on the CRA website, www.delraycra.org.

EXHIBIT "B"
A-GUIDE Nonprofit Partner Application for Funding and its Attachments



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

SECTION I. ORGANIZATION INFORMATION		
1 Organization Legal Name: Spady Cultural Heritage Museum, Inc.		
<i>dba</i> , if applicable:		
2 Address: 170 NW 5th Ave, Delray Beach, FL 33444		
3 Telephone: 561-279-8883	4 Fax: N/A	5 Website: www.spadymuseum.com
6 Mission Statement: The Spady Cultural Heritage Museum’s (Spady Museum) mission is to expand, preserve and present the culturally diverse history of the Black communities of Palm Beach County. We envision a culturally and economically vibrant community where the history and contributions of the black communities of Palm Beach County are understood and appreciated.		
7 Executive Leader: Charlene Farrington		
8 Application Contact: Sharon Blake	9 Title: Finance and Development Officer	
10 Contact Telephone: 561-279-8883	11 Email: sharblake68@gmail.com	
12 Year Established, Organization History and Growth (maximum 1,000 words): <p>Founded in 2001 by Vera Rolle Farrington, a PBC educator and native South-Floridian, the Spady Museum is housed in the former home of the late Solomon D. Spady, a prominent community leader and principal of the “colored school” for 25 years. The Spady House is an historic two-storied home completed in 1926 and is located in Delray Beach, Florida.</p> <p>The purpose of the Spady Museum is to preserve the history of the black community in our area through careful and consistent archiving so that we may educate others about this unique history of black settlement. With a commitment to becoming a resource for people seeking information about the area’s black history and culture, the Spady Museum opened in July 2001. The idea of archiving and educating was encouraged by the community, including the Delray Beach Historical Society. From the beginning, the Delray Beach community has recognized the economic and social benefits of Delray Beach as a hub of cultural history, education, and diversity, and the importance of historical context as a source of continuity and pride for its citizens.</p> <p>The Spady Museum successfully began its FY21/22 season with a new exhibition, <i>Strong Communities Emerging</i>, which retells the story of when Black people from the Bahamas, North Florida and the coastal communities of the Carolinas and Georgia arrived in Delray Beach to settle and build their family legacies in the deeply segregated south where Jim Crow laws were in force.</p> <p>In-person visitation has steadily increased for museum gallery tours, the Ride & Remember Historic Bus Tour and commemorative events such Kwanzaa/Kuumba Village in which the museum partnered with the Kwanzaa 365 organization in order to enhance program activities and increase attendance.</p>		

In an effort to celebrate and promote the journey of black cultural awareness, the Spady Museum, Delray Beach CRA and the Arts Garage collaborated again for the second year and presented *Authors Speak Series 2022*.

The timely topic of this “free to see” series is *The Impact of Race on American Society*, offering an “interesting enlightening conversations with writers who have cultivated a perspective on black cultural awareness through their research and personal experiences.” The following were FY2022 presenting authors:

Leslie Gray Streeter

Book title: *Black Widow*

Dr. Ralina L. Joseph, PhD

& Dr. Allison Briscoe-Smith, PhD

Book title: *Generation Mixed Goes to School:*

Radically Listening to Multiracial Kids

Simone Browne

Book Title: *Dark Matters: On the Surveillance of Blackness*

A soft launch of the Spady Marketplace took place in December 2021. This website is a social enterprise initiative that will provide an online portal for cultural experiences (workshops, book clubs, virtual tours, etc.) as well a marketplace of culturally specific items from the African diaspora from artisans and other affiliated members.

The Milagro Center, Spady Museum, Habitat for Humanity, Boys and Girls Club, The EJS Project, KOP Mentoring Network, Healthier Delray Beach, Delray Police Department, Delray Beach Public Library, CAPE Universal, My Brother's Keeper, Digital VibeZ and many more, collaborated to successfully produce a multi-disciplinary African history youth awareness arts festival in the Spady's backyard during Black History Month 2022. Festival activities included youth performances; a visual arts contest and exhibition; and a youth entrepreneurship sales and promotion area. Festival attendees participated in a Community Drum Circle in which they were drumming on 100 drums for a presentation of Unity in the Community.

Despite postponing the MLK, Jr. Brunch until April 4th (the day of Dr. King's assassination) due to another COVID-19 resurgence in January, the brunch was well attended with approximately 211 people in attendance and a gross profit of \$13,000.

In July 2019 the Palm Beach County commissioners called for a coalition of diverse community leaders to explore options for claiming the Palm Beach County monument created by the Alabama-based Equal Justice Initiative (EJI) and creating a permanent location for that monument here in Palm Beach County. On June 18, 2022, The Palm Beach County Community Remembrance Project Coalition, which includes Executive Director Charlene Farrington, hosted a soil collection at Pompey Park. The ceremony was to remember Samuel Nelson, who was charged and arrested for attempted criminal assault of a white woman in Miami. Nelson's body was found, riddled with bullets, next to a canal west of Delray Beach. His 1926 murder was labeled a lynching. The soil that was collected near the site

of his body's location will be put on display at the Equal Justice Initiative's National Memorial for Justice and Peace.

The Spady Museum, in collaboration with the Delray Beach Library, hosted an intergenerational panel, discussing the gloriousness of blackness This was the culminating event for the Palm Beach County School District's African and African-American Studies Summer Institute. The discussion was designed to highlight the positives about being black.

Finally, the museum ended it last fiscal year in a strong financial position. The auditor's review and findings stated that it was a very clean audit with a strong financial position and that 85% of Spady Museum funds go to programs and activities.

13 Policy on Board Contributions (maximum 250 words):

The 2011 Strategic Plan states: "Board members will become actively involved in the fundraising process, including making a personally meaningful financial contribution to the organization. The overall goal will be to raise at least 5% of the budget." In addition, Board Members are actively involved in the fundraising process, including community outreach, personal contact with donors, and becoming personally invested (by serving on committees, donating financially, or donating time) to fund-raising events throughout the year.

14 For current fiscal year, number of Board Members contributing: 13

46 Cash donations 25 Donations raised from others 250 Volunteer hours 1,000.00 In-kind donations

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

\$ 10,300 Cash donations \$ 3,474 Donations raised from others
\$ 1,000 Volunteer hours \$ 1,000 In-kind donations

16 Oversight/Accreditation/Affiliation:

As a member of the African American Heritage Preservation Network (FAAHPN), the Spady Museum aspires to the goals and standards set forth by the organization. FAAHPN was organized in 1996 under the leadership of the Riley Museum and its founding director, Althemese Barnes. The vision of the Spady Museum is closely aligned with the FAAHPN's mission to promote African American preservation in the state of Florida and we have collaborated with the Riley Museum in the past by hosting various archive items and exhibits from their collection. FAAHPN's focus is on documenting historic properties, educating leaders of cultural organizations, and engaging in community service activities that revitalize neighborhoods and generate interest in Black history, and their internship program is helping to "grow the next generation of historians, scholars, and museum professionals." The Spady Museum recognizes the necessity of maintaining collaborative relationships throughout the State. FAAHPN member benefits include:

- Networking to enhance historical preservation and museum opportunities
- Access to information and financial resources
- Technical assistance in grant preparation, resource development, and marketing
- Affiliation with a recognized professional association and access to talent and expertise
- Increased credibility and visibility
- Shared resources that support funding initiatives and programs

Along with other Florida museums, the Spady Museum is involved in the FAAHPN's Collections Care Management project. From FAAHPN's website: "African American Network Museums are participating in an Institute of Museum and Library Services (IMLS) Collections Care and Management project: Eartha and Clara White Mission and Museum in Jacksonville, Florida; Spady Museum in Delray Beach, Florida; Pinellas African American Museum in Clearwater, Florida; L.B. Brown House Museum in Bartow, Florida; Black Heritage Museum in New Smyrna Beach, Florida; Riley Museum; J.D. Thomas Cultural Center in Sanford, Florida; and Blanchard House Museum in Punta Gorda, Florida."

The Spady Museum is also a member of the Cultural Council of Palm Beach County, and Association for the Study of African American Life & History (ASALH) in Fort Lauderdale.

SECTION II. PROJECT/PROGRAM INFORMATION

Program A

17 Project/Program Title: Exhibits, Education Programs and Archives

<p>18 Check one: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing</p>	<p>19 If existing Program, year established: 2001</p>	<p>20 Prior CRA Funding for Same Project/ Program? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>21 Time Period(s): 2001-2021</p>
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22 Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):

THE SPADY MUSEUM BLACK HISTORY ARCHIVES are at the heart of our mission (to expand, preserve, and present the culturally diverse history of the black communities in Delray Beach) and are a continuous work-in progress. The Spady Museum collects Delray Beach's Black History in an effort to present information in an endeavor to fill in the missing pages of the County's pre-settlement and settlement history. The archives are an excellent resource for visitors to the area, community residents, local, national, and international historians, school children, ancestry enthusiasts, and all people who are interested in the Black history of Delray Beach. The Archive contains historical documents, photographs, papers, and other artifacts that reflect the unique history of the places, events, people, and cultural traditions and other influences from the African Diaspora in Delray Beach.

Key Accomplishment

The volunteer archivist has made significant progress with cataloging the Virginia Snyder collection.

EXHIBITS include those from our permanent collection as well as exhibits on loan that highlight the historical and cultural significance of people and places from the African Diaspora. Exhibits from the museum's own resources and archives include "Legacies of Delray's Pioneer Families," "Carver High School," and "African American Neighborhoods of Old Delray: Then and Now." Currently on a semi-permanent display is *Strong Communities Emerging*. The exhibition is a narration of how Black people arrived in Delray Beach to settle and build their family legacies in the late 1800s.

Key Accomplishment

Visitation has increased since the decrease in pandemic restrictions. Also, the exhibit panels have been an excellent teaching tool that our contracted Museum Educator, Edward Stinson III, uses to discuss Reconstruction, Jim Crow and more during a museum tour.

RIDE & REMEMBER BUS TOUR is a two-hour tour with a focus on the five historic districts of Delray Beach. These tours are designed to provide people from all backgrounds, ages, and walks of life a fun and interactive experience as they learn about the City's culturally diverse history. Currently, tours are by appointment for small private groups who feel comfortable together.

Key Accomplishment

The museum has not offered open to the public tours since the initial March 2020 COVID-19 quarantine and social distancing requirements. However, at the beginning of this current fiscal year, bus tours have been scheduled for private parties who are comfortable with each other in the bus's confined space.

MARTIN LUTHER KING, JR BRUNCH is hosted on MLK day in January each year that features speakers and artistic presentations and welcomes close to 400 guests on this important day of remembrance.

Key Accomplishment

Despite postponing the brunch until April 4th (the day of Dr. King's assassination) due to another COVID-19 resurgence in January, the brunch was well attended with approximately 211 people in attendance and a gross profit of \$13,000.

EDUCATIONAL PROGRAMS

KWANZAA and KUUMBA VILLAGE (formerly Make a Gift Village) have been combined to create a more enriching experience for attendees. KWANZAA is an African-Americans celebration of life from 12/26-1/1. Kuumba is the Kwanzaa principle that celebrates creativity and uplifts community. The museum's staff thought it made sense to merge two programs that celebrate life and help under-served families and the homeless with creating gifts for the holidays at no cost to them.

Key Accomplishment

The museum partnered with Broward County-based organization, Kwanzaa 365, to celebrate the first day of Kwanzaa, Umoja. Through this partnership, out-of-county visitation increased by more than 30 percent.

FLORIDA EMANCIPATION DAY commemorates the emancipation of the enslaved in Florida. The official day is May 20th. During this month programs will be presented to educate the community about our day, which is equally important as Juneteenth.

Key Accomplishment

The Spady Museum held a small backyard celebration to honor May 20th and inform participants that Florida has its own Emancipation Day that's equally as important as Juneteenth.

JUNETEENTH commemorates the emancipation of the enslaved in the United States. This celebration teaches the community about the historic significance of Juneteenth through traditional crafts, music, oral history recordings, and storytelling.

Key Accomplishment

The Spady Museum's Executive Director, Charlene Farrington, worked the Delray Beach's Juneteenth Committee, which is the first time there's been a collaborative effort of this size in Delray Beach to celebrate Juneteenth. At the Juneteenth Celebration on June 18th, Charlene Farrington and fellow coalition members of the Palm Beach County Remembrance Project led participants through a soil collection ceremony to commemorate Sam Nelson, who was lynched in 1926 in Delray Beach.

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:

The Spady Museum is the only professional cultural museum dedicated to preserving and presenting the history of black settlement in Palm Beach County, making the Spady Museum an important cultural anchor that attracts visitation to the Sub Area #4: Northwest Neighborhood."

Spady Museum programming encourages four types of cultural participation including: attendance at events, exhibits, and lectures; community participation in collecting archives and preserving history; cultivating cultural awareness in youth; engaging in collaborative partnerships with area artists, businesses, and cultural organizations. Attendance at events, exhibits, and lectures is a critical component in bringing people together and contributing to the economic development of Delray Beach in support of the following CRA Redevelopment Plan's goals and objectives:

- More visitors to downtown Delray Beach and the CRA District
- Increased economic activity downtown
- More and higher quality cultural & educational opportunities
- Events and activities that appeal to a broader diversity of patrons
- Increased knowledge about local arts, cultural heritage

30 Key Staff and Qualifications (maximum 500 words):

Charlene Farrington, Executive Director

Ms. Farrington earned her bachelor's in Business Administration from Mercer University in Georgia in 1985. As the daughter of the Spady Museum's Founder, Vera Farrington, Ms. Farrington has been immersed in Black history and preservation for several decades. She was named director of the Spady Cultural Heritage Museum in August 2012 and under her leadership, the museum has strengthened relationships with city and county leaders and historical organizations, and has forged new partnerships within the community. Affiliations include: the Florida African American Preservation Network; Palm Beach County Cultural Council, and the Cultural Education Committee.

Sharon Blake, Finance and Development Officer

Ms. Blake has over 23 years of experience in nonprofit arts. As the Finance and Development Officer, Sharon brings a wealth of nonprofit management expertise to the Spady Museum. Formerly the Director of Music, Theatre, and Dance at the Maryland State Arts Council, Ms. Blake oversaw an annual grant portfolio of \$3.6 million in general operating support; developed the Maryland Touring Artists Roster and Maryland Presenters Network; and, served as the state ADA/504 coordinator. Her previous professional experience includes grants management positions at the Georgia Council for the Arts, VSA arts National Office, and the Association of Performing Arts Presenters. Ms. Blake has served as a panelist for the National Endowment for the Arts' (NEA) Traditional Arts Program, South Arts' Dance on Tour Program, Florida Department of Arts & Culture Level 1 Museum Programs.

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

Challenge: Developing and maintaining authentic partnerships that are mutually beneficial to all partners and the communities being served.

Strategy: We will continue to work with organizations, businesses and individuals to find opportunities for authentic collaborations. Currently we are in partnership with the Palm Beach County School District-teacher and student workshops; Palm Beach County African Diaspora Historical and Cultural Society, Inc.-Oral Histories; Arts Garage; CRA-Author Talk Series; and the Florida African American Heritage Preservation Network: May 20th Emancipation and exhibits.

Challenge: Increasing earned/unrestricted income for the museum continues to be a top priority

Strategy: Implement the new strategic plan/direction in the area of social enterprise that will transition us from a traditional charity-based nonprofit into an organization that has the mechanisms to earn income.

Challenge: Increasing revenue to hire additional FT and PT permanent staff positions with professional skills in nonprofit and/or museum management.

Strategy: Implement the new strategic plan/direction in the area of social enterprise that will support additional staff positions.

SECTION III. FINANCIAL INFORMATION

ORGANIZATION BUDGET

<p>32 Total Organization Budget for Previous FY 2020-2021: 417,419</p>	<p>33 Total Organization Budget for Current FY 2021-2022: \$417,225</p>	<p>34 Total Organization Budget for Proposed 2022-2023: \$428,245</p>
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PROGRAM BUDGET

<p>35 Project/Program Budget (A): \$109,000</p>	<p>36 Amount Requested (A): \$109,000</p>	<p>37 % of Org Budget 25%</p>
<p>38 Project/Program Budget (B): \$</p>	<p>39 Amount Requested (B): \$</p>	<p>40 % of Org Budget %</p>
<p>41 Total CRA Request (Program A+B): \$109,000</p>		<p>42 % of Org Budget 25%</p>

43 Type(s) of Support Requested (refer to A-G.U.I.D.E. guidelines):

Classified as a Recreation & Cultural Facilities under the CRA's Redevelopment Plan and A-Guide Guidelines, the Spady Museum is requesting support to implement programs through museum exhibits and educational activities that share the importance of Delray Beach's Black culture and heritage.

44 Other Support/Status and Plans for Sustainability (maximum 500 words):

Over the past 20 years, the Spady Museum has become an important part of the cultural fabric of Delray Beach and the surrounding area, and our presence is generously supported by the community. The Spady Museum is fully committed to the CRA's vision of Delray Beach as an arts and culture destination. We are one of the nonprofits that receive CRA support; and we engage in numerous community activities (e.g., Arts Garage, Leadership Palm Beach, KOP Mentoring Network, EJS Project, Delray Beach Historical Society, the Florida African American Heritage Preservation Network and Florida Atlantic University).

We are committed to serving the needs of our community by providing programs in cultural education and awareness for all. In addition, Spady is a member of the Florida African American Heritage Preservation Network (FAAHPN), which encourages Florida Museums to collaborate and share information, and provides continuing education in the fields of historical preservation and archiving.

With continued financial support from the City of Delray Beach, the Delray Beach CRA, the Palm Beach County Commission, and the Palm Beach County Cultural Council, and other project-specific funders (National Endowment for the Arts, Community Foundation of Palm Beach and Martin Counties, Children Services Council), the Spady Museum is in a fiscally sound position and is a cultural arts center that offers a unique community experience for all its visitors and stakeholders.

SECTION IV. APPLICATION CHECKLIST

A.	Cover Letter Signed by Board Chair		X
B.	501(C)(3) IRS Determination Letter		X
C.	Board of Directors List		X
D.	Policy on Board Contributions, If Applicable		X
E.	Strategic Plan or Other Long-Term Planning Document		X
F.	Logic Model		X
G.	Goals and Outcomes Report		X
H.	Evaluation Plan		X
I.	Combined Budget Form		X
J.	Project/Program Budget & Narrative Form		X
K.	Most Recent Financial Statement	Time Period: 10/1/21-6/30,22__	X
L.	Most Recent Form 990	Time Period: ___2020_____	X
M.	Most Recent Independent Financial Audit/Review/Compilation	Time Period: 2020-2021_____	X
N.	Affiliation Agreements, If Applicable	Time Period: __N/A_____	<input type="checkbox"/>
O.	Current Balance Sheet as of 6/30/2022		X

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.

Charlene Farrington
Executive Leader Name and Title

7/14/2022
Date Submitted

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Spady Cultural Heritage Museum, Inc.
Executive Leader:	Charlene Farrington, Executive Director
Key Financial Manager:	Sharon Blake, Finance and Development Officer
Current FY 2022-2023 Total Organization Budget:	417,225
Program/Project A:	Exhibits, Education Programs and Archives
Program/Project B:	N/A

APPLICATION

INCOME	ORGANIZATION			PROGRAM A	
	FY 2021-2022 TOTAL ORGANIZATION BUDGET	FY 2021-2022 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2022)	FY 2022-2023 PROJECTED ORGANIZATION BUDGET	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET (A)	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)
Fees, Tickets, Registration, etc.	\$ 5,400	\$ 3,425	\$ 5,243		
Corporate Grants/Contributions	\$ -	\$ 500	\$ -		
Individual Donations	\$ 25,000	\$ 3,474	\$ 5,000		
Foundation Grants	\$ 180,750	\$ 60,050	\$ 70,000		
Government - Federal	\$ 13,800	\$ -			
Government- Local/County	\$ 54,443	\$ 39,246	\$ 109,302		
Government- State	\$ 2,500	\$ -	\$ 58,200		
In-Kind					
Interest Income					
Membership	\$ 3,000	\$ 7,270	\$ 10,000		
CRA Actual or Requested	\$ 106,000	\$ 79,500	\$ 109,000	\$ 109,000.00	\$ 109,000.00
Other: Education Programs	\$ 13,200	\$ 14,979	\$ 25,000		
Other: FL African American Heritage Preservation Network	\$ 8,132	\$ 15,693	\$ 15,000		
Other: Unique Events and Fundraisers	\$ 5,000	\$ 17,609	\$ 21,500		
TOTAL INCOME	\$ 417,225.00	\$ 241,746.00	\$ 428,245.00	\$ 109,000.00	\$ 109,000.00
CRA % of Total Income	25%	33%	25%	100%	

NOTES:

- CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA
- For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$1,000 such as bank statements, receipts, cancelled checks, paid invoices, etc.

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Spady Cultural Heritage Museum, Inc.
Executive Leader:	Charlene Farrington, Executive Director
Key Financial Manager:	Sharon Blake, Finance and Development Officer
Current FY 2022-2023 Total Organization Budget:	417,225
Program/Project A:	Exhibits, Education Programs and Archives
Program/Project B:	N/A

APPLICATION

EXPENSES	ORGANIZATION			PROGRAM A	
	FY 2021-2022 TOTAL ORGANIZATION BUDGET	FY 2021-2022 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2022)	FY 2022-2023 PROJECTED ORGANIZATION BUDGET	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET (A)	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)
Salaries & Related Taxes (list each position/title seperately)					
Position: Executive Director	\$ 65,925	\$ 44,859.00	\$ 69,221.00	\$ 9,592.00	\$ 9,592.00
Position: Finance and Development Officer	\$ 61,827	\$ 41,865.00	\$ 64,918.00	\$ 9,000.00	\$ 9,000.00
Position: TBD			\$ 34,000.00		
Spady Payroll Tax Expense	\$ 9,943	\$ 6,648.00	\$ 9,943.00		
SUB-TOTAL SALARIES	\$ 137,695.00	\$ 93,372.00	\$ 178,082.00	\$ 18,592.00	\$ 18,592.00
Fringe Benefits (list each position/title)					
Position:					
SUB-TOTAL FRINGE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures (list each seperately)					
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences & Meetings (list each seperately)					
American Alliance of Museums					
The Association for the Study of African American Life and History			\$ 1,000.00		
TBD	\$ 1,500.00		\$ 500.00		
FL African American Heritage Preservation Conference		\$ 1,646.00	\$ 1,000.00		
SUB-TOTAL CONFERENCES & MEETINGS	\$ 1,500.00	\$ 1,646.00	\$ 2,500.00	\$ -	\$ -
Copying & Printing (list each seperately)					
	\$ -				
SUB-TOTAL COPYING & PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Spady Cultural Heritage Museum, Inc.
Executive Leader:	Charlene Farrington, Executive Director
Key Financial Manager:	Sharon Blake, Finance and Development Officer
Current FY 2022-2023 Total Organization Budget:	417,225
Program/Project A:	Exhibits, Education Programs and Archives
Program/Project B:	N/A

	ORGANIZATION			APPLICATION	
				PROGRAM A	
Equipment Rental/Maintenance (list each seperately)					
Alarm Systems	\$ 6,284	\$ 5,563.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
Elevator	\$ 2,016	\$ 1,064.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00
Security Systems	\$ 342	\$ 451.00	\$ 400.00	\$ 400.00	\$ 400.00
Cleaning	\$ 1,000	\$ 1,350.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
Other	\$ -				
General Building Maintenance		\$ 605.00	\$ 600.00	\$ 600.00	\$ 600.00
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ 9,642.00	\$ 9,033.00	\$ 11,450.00	\$ 11,450.00	\$ 11,450.00
Insurance (list each seperately)					
Fine Arts Insurance	\$ 1,350	\$ 1,431.00	\$ 1,450.00	\$ 1,450.00	\$ 1,450.00
D&O Insurance	\$ 1,102	\$ 242.00	\$ 1,100.00		
GL Insurance	\$ 1,400	\$ 931.00	\$ 1,400.00		
Other					
SUB-TOTAL INSURANCE	\$ 3,852.00	\$ 2,604.00	\$ 3,950.00	\$ 1,450.00	\$ 1,450.00
Licenses, Registration, Permits (list each seperately)					
Sunbiz	\$ 61	\$ 70.00	\$ 70.00		
Other	\$ 439	\$ 280.00	\$ 430.00		
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ 500.00	\$ 350.00	\$ 500.00	\$ -	\$ -
Local Travel (list each seperately)					
SUB-TOTAL LOCAL TRAVEL	\$ -				
Office & Program Supplies (list each seperately)					
Office & Program Supplies	\$ 2,000	\$ 2,415.00	\$ 3,000.00		
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ 2,000.00	\$ 2,415.00	\$ 3,000.00	\$ -	\$ -
Postage & Delivery (list each seperately)					
USPS	\$ 2,000	\$ 1,021.00	\$ 2,000.00		
SUB-TOTAL POSTAGE & DELIVERY	\$ 2,000.00	\$ 1,021.00	\$ 2,000.00	\$ -	\$ -
Professional Svcs/Consulting (list each seperately)					
Auditor	\$ 8,000	\$ 8,064.00	\$ 8,500.00		
CPA & Bookkeeper	\$ 4,000	\$ 2,780.00	\$ 4,000.00		
Capacity Building Consultant	\$ 20,000	\$ 13,332.00	\$ 4,000.00		
Impact 100-Archivist and Intern	\$ 34,000				
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ 66,000.00	\$ 24,176.00	\$ 16,500.00	\$ -	\$ -

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Spady Cultural Heritage Museum, Inc.
Executive Leader:	Charlene Farrington, Executive Director
Key Financial Manager:	Sharon Blake, Finance and Development Officer
Current FY 2022-2023 Total Organization Budget:	417,225
Program/Project A:	Exhibits, Education Programs and Archives
Program/Project B:	N/A

	ORGANIZATION			APPLICATION	
				PROGRAM A	
Rent/Mortgage & Maintenance (list each seperately)					
Storage	\$ 5,000	\$ 3,367.00	\$ 5,000.00		
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ 5,000.00	\$ 3,367.00	\$ 5,000.00	\$ -	\$ -
Telecommunication (list each seperately)					
Phone	\$ 4,500	\$ 3,706.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Internet	\$ 2,000	\$ 1,407.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
SUB-TOTAL TELECOMMUNICATION	\$ 6,500.00	\$ 5,113.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Utilities (list each seperately)					
Water	\$ 1,700	\$ 1,090.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00
Electric	\$ 3,900	\$ 1,893.00	\$ 5,000.00	\$ 1,800.00	\$ 1,800.00
Trash Pick Up	\$ 375	\$ 256.00	\$ 470.00		
SUB-TOTAL UTILITIES	\$ 5,975.00	\$ 3,239.00	\$ 7,970.00	\$ 2,800.00	\$ 2,800.00
Other: (list each seperately)					
Advertising/Marketing	\$ 44,700	\$ 46,026.00	\$ 71,020.00	\$ 16,208.00	\$ 16,208.00
Education Programs	\$ 80,350	\$ 26,322.00	\$ 61,613.00	\$ 26,000.00	\$ 26,000.00
Exhibit Rental, Fabrications, Installation	\$ 44,961	\$ 27,201.00	\$ 44,960.00	\$ 25,000.00	\$ 25,000.00
Dues & Subscriptions	\$ 5,000	\$ 6,308.00	\$ 6,500.00		
Other Expense	\$ 500	\$ 411.00	\$ 500.00		
Credit Card Processing Fees	\$ 500	\$ 131.00	\$ 200.00		
Bank Fees	\$ 50				
Unique Events	\$ 500	\$ 2,086.00	\$ 5,000.00		
SUB-TOTAL OTHER	\$ 176,561.00	\$ 108,485.00	\$ 189,793.00	\$ 67,208.00	\$ 67,208.00
SUB-TOTAL EXPENSES	\$ 417,225.00	\$ 254,821.00	\$ 428,245.00	\$ 109,000.00	\$ 109,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 417,225.00	\$ 254,821.00	\$ 428,245.00	\$ 109,000.00	\$ 109,000.00
NET INCOME	\$ -	\$ (13,075.00)	\$ -	\$ -	\$ -

Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

APPLICATION

INCOME	AMOUNT	PROGRAM A Justification/Narrative for CRA Funded Program	*C (confirmed) or P (pending)	**Date of Funding Decision (for P) or Start Date (for C)
Fees, Tickets, Registration, etc.	\$ -			
Corporate Grants/Contributions	\$ -			
Individual Donations	\$ -			
Foundation Grants	\$ -			
Government - Federal	\$ -			
Government- Local/County	\$ -			
Government- State	\$ -			
In-Kind	\$ -			
Interest Income	\$ -			
Membership	\$ -			
CRA Actual or Requested	\$ 109,000.00		P	Sept 2022
Other: Education Programs	\$ -			
Other: FL African American Heritage Preservation Network	\$ -			
Other:Unique Events and Fundraisers	\$ -			
TOTAL INCOME	\$ 109,000.00			

NOTES:

- CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA
- For quarterly reporting, additional supporting documentation required to justify expense of CRA funds, for \$1,000 or more, for the quarter such as receipts, cancelled checks, paid invoices, etc.

Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

APPLICATION

EXPENSES	AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title seperately)		
Position: Executive Director	\$ 9,592.00	14% of Executive Director Salary
Position: Finance and Development Officer	\$ 9,000.00	14% of Finance and Development Officer Salary
<i>SUB-TOTAL SALARIES</i>	\$ 18,592.00	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)		
Position:	\$ -	
<i>SUB-TOTAL FRINGE BENEFITS</i>	\$ -	Total Fringe Benefits
Capital Expenditures (list each seperately)		
0	\$ -	
<i>SUB-TOTAL CAPITAL EXPENDITURES</i>	\$ -	Total Capital Expenditures
Conferences & Meetings (list each seperately)		
American Alliance of Museums	\$ -	
The Association for the Study of African American Life and History	\$ -	
TBD	\$ -	
FL African American Heritage Preservation Conference	\$ -	
<i>SUB-TOTAL CONFERENCES & MEETINGS</i>	\$ -	Total Conferences & Meetings
Copying & Printing (list each seperately)		
0	\$ -	
<i>SUB-TOTAL COPYING & PRINTING</i>	\$ -	Total Copying & Printing

Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

APPLICATION

APPLICATION		
Rent/Mortgage & Maintenance (list each seperately)		
Storage	\$ -	
<i>SUB-TOTAL RENT/MORTGAGE & MAINTENANCE</i>	\$ -	Total Rent/Mortgage & Maintenance
Telecommunication (list each seperately)		
Phone	\$ 5,000.00	100% of Phone for Communication of Museum Programs and Services
Internet	\$ 2,500.00	100% of Internet or Communication of Museum Programs and Services
<i>SUB-TOTAL TELECOMMUNICATION</i>	\$ 7,500.00	Total Telecommunication
Utilities (list each seperately)		
Water	\$ 1,000.00	40% of Water for Museum Building and Sprinkler Systems
Electric	\$ 1,800.00	36% of Electricity for Museum Building and Williams Cottage Programs and Services
Trash Pick Up	\$ -	
<i>SUB-TOTAL UTILITIES</i>	\$ 2,800.00	Total Utilities
Other: (list each seperately)		
Advertising/Marketing	\$ 16,208.00	23% of Advertising and Marketing. The remaining \$54,812 is funded by the confirmed 22-23 award from the Cultural Council for PBC.
Education Programs	\$ 26,000.00	43% of Education Program Expenses Outlined in the Application Narrative.
Exhibit Rental, Fabrications, Installation	\$ 25,000.00	56% of Exhibit Program Expenses Outlined in the Application Narrative.
Dues & Subscriptions	\$ -	
Other Expense	\$ -	
Credit Card Processing Fees	\$ -	
Bank Fees	\$ -	
Unique Events	\$ -	
<i>SUB-TOTAL OTHER</i>	\$ 67,208.00	Total Other
<i>SUB-TOTAL EXPENSES</i>	\$ 109,000.00	Sub-Total Expenses
	\$ -	Administrative Expenses
TOTAL EXPENSES	\$ 109,000.00	Total Expenses

EXHIBIT "C"
Budget and Narrative Report

Organization Name:
Executive Leader:
Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:
Program/Project B:

REPORT PERIOD: **Q1: OCTOBER 2022 - DECEMBER 2022**

INCOME	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING				PROGRAM B			
	FY 2022-2023 TOTAL ORGANIZATION BUDGET	FY 2022-2023 ORGANIZATION BUDGET YEAR-TO-DATE ACTUALS	VARIANCE [FAVORABLE OR (UNFAVORABLE)]	PERCENT- AGE	FY 2022-2023 TOTAL PROGRAM BUDGET (A)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY	FY 2022-2023 PROGRAM YEAR-TO- DATE ACTUALS CRA FUNDING ONLY (A)	FY 2022-2023 CURRENT QUARTER- TO-DATE ACTUALS CRA FUNDING ONLY (A)	FY 2022-2023 TOTAL PROGRAM BUDGET (B)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY (B)	FY 2022-2023 PROGRAM YEAR-TO- DATE ACTUALS CRA FUNDING ONLY (B)	FY 2022-2023 CURRENT QUARTER- TO-DATE ACTUALS CRA FUNDING ONLY (B)
Fees, Tickets, Registration, etc.			\$ -	0%	\$ -				\$ -			
Corporate Grants/Contributions			\$ -	0%	\$ -				\$ -			
Individual Donations			\$ -	0%	\$ -				\$ -			
Foundation Grants			\$ -	0%	\$ -				\$ -			
Government - Federal			\$ -	0%	\$ -				\$ -			
Government- Local/County			\$ -	0%	\$ -				\$ -			
Government- State			\$ -	0%	\$ -				\$ -			
In-Kind			\$ -	0%	\$ -				\$ -			
Interest Income			\$ -	0%	\$ -				\$ -			
Membership			\$ -	0%	\$ -				\$ -			
CRA Actual or Requested			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
TOTAL INCOME	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CRA % of Total Income	0%	0%			0%	0%	0%	0%	0%	0%	0%	0%

NOTES:
 CRA support may not exceed 25% of an organization's total operating budget for the year in which the grant is requested
 Program budget changes of more than 10% in any Budget line item must be approved in advance.
 For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$2,500 such as bank statements, receipts, cancelled checks, paid invoices, etc.

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD: Q1: OCTOBER 2022 - DECEMBER 2022

EXPENSES	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING				PROGRAM B			
	FY 2022-2023 TOTAL ORGANIZATION BUDGET	FY 2022-2023 ORGANIZATION BUDGET YEAR-TO-DATE ACTUALS	VARIANCE [FAVORABLE OR (UNFAVORABLE)]	PERCENT- AGE	FY 2022-2023 TOTAL PROGRAM BUDGET (A)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)	FY 2022-2023 PROGRAM YEAR-TO- DATE ACTUALS CRA FUNDING ONLY (A)	FY 2022-2023 CURRENT QUARTER- TO-DATE ACTUALS CRA FUNDING ONLY (A)	FY 2022-2023 TOTAL PROGRAM BUDGET (B)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY (B)	FY 2022-2023 PROGRAM YEAR-TO- DATE ACTUALS CRA FUNDING ONLY (B)	FY 2022-2023 CURRENT QUARTER- TO-DATE ACTUALS CRA FUNDING ONLY (B)
Salaries & Related Taxes (list each position/title seperately)												
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL SALARIES	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits (list each position/title)												
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL FRINGE BENEFITS	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences & Meetings (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL CONFERENCES & MEETINGS	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copying & Printing (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL COPYING & PRINTING	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Organization Name:
 Executive Leader:
 Key Financial Manager:
 Current FY 2022-2023 Total Organization Budget:
 Program/Project A:
 Program/Project B:
 REPORT PERIOD: Q1: OCTOBER 2022 - DECEMBER 2022

	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING				PROGRAM B			
Equipment Rental/Maintenance (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL INSURANCE	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses, Registration, Permits (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Travel (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL LOCAL TRAVEL	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office & Program Supplies (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Organization Name:
 Executive Leader:
 Key Financial Manager:
 Current FY 2022-2023 Total Organization Budget:
 Program/Project A:
 Program/Project B:
 REPORT PERIOD: Q1: OCTOBER 2022 - DECEMBER 2022

	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING				PROGRAM B				
Postage & Delivery (list each seperately)													
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
SUB-TOTAL POSTAGE & DELIVERY	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Svcs/Consulting (list each seperately)													
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent/Mortgage & Maintenance (list each seperately)													
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunication (list each seperately)													
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
SUB-TOTAL TELECOMMUNICATION	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities (list each seperately)													
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
	\$ -		\$ -	0%	\$ -				\$ -				
SUB-TOTAL UTILITIES	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Organization Name:
Executive Leader:
Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:
Program/Project B:

REPORT PERIOD: **Q1: OCTOBER 2022 - DECEMBER 2022**

	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING				PROGRAM B			
Other: (list each seperately)												
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL OTHER	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL EXPENSES	\$ -	\$ -	\$ -	50%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET INCOME	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

EXPENSES	AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Are Used	AMOUNT	PROGRAM B Justification/Narrative for How CRA Funds Are Used
Salaries & Related Taxes (list each position/title separately)				
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
SUB-TOTAL SALARIES	\$ -	Total Salaries & Related Taxes	\$ -	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)				
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
SUB-TOTAL FRINGE BENEFITS	\$ -	Total Fringe Benefits	\$ -	Total Fringe Benefits
Capital Expenditures (list each separately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	Total Capital Expenditures	\$ -	Total Capital Expenditures
Conferences & Meetings (list each separately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL CONFERENCES & MEETINGS	\$ -	Total Conferences & Meetings	\$ -	Total Conferences & Meetings
Copying & Printing (list each separately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL COPYING & PRINTING	\$ -	Total Copying & Printing	\$ -	Total Copying & Printing

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Equipment Rental/Maintenance (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -	Total Equipment Rental/Maintenance	\$ -	Total Equipment Rental/Maintenance
Insurance (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL INSURANCE	\$ -	Total Insurance	\$ -	Total Insurance
Licenses, Registration, Permits (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ -	Total Licenses, Registration, Permits	\$ -	Total Licenses, Registration, Permits
Local Travel (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL LOCAL TRAVEL	\$ -	Total Local Travel	\$ -	Total Local Travel
Office & Program Supplies (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ -	Total Office & Program Supplies	\$ -	Total Office & Program Supplies

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Postage & Delivery (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL POSTAGE & DELIVERY	\$ -	Total Postage & Delivery	\$ -	Total Postage & Delivery
Professional Svcs/Consulting (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ -	Total Professional Svcs/Consulting	\$ -	Total Professional Svcs/Consulting
Rent/Mortgage & Maintenance (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ -	Total Rent/Mortgage & Maintenance	\$ -	Total Rent/Mortgage & Maintenance
Telecommunication (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL TELECOMMUNICATION	\$ -	Total Telecommunication	\$ -	Total Telecommunication
Utilities (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL UTILITIES	\$ -	Total Utilities	\$ -	Total Utilities

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

Other: (list each seperately)				
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
SUB-TOTAL OTHER	\$ -	Total Other	\$ -	Total Other
SUB-TOTAL EXPENSES	\$ -	Sub-Total Expenses	\$ -	Sub-Total Expenses
	\$ -	Administrative Expenses	\$ -	Administrative Expenses
TOTAL EXPENSES	\$ -	Total Expenses	\$ -	Total Expenses

FY 2022-2023
A-GUIDE Goals and Outcomes Report

Spady Cultural Heritage Museum (SPADY) PROGRAM A: Museum Programming - To collect, preserve and share the history of Delray Beach's Black community through Exhibits, Education Programs and Archives.		Yearly Goal	Qtr 1 Ending 12/31/2022	Qtr 2 Ending 3/31/2023	Qtr 3 Ending 6/30/2023	Qtr 4 Ending 9/30/2023	TOTAL	% Annual Goal Achieved <i>(*See Note)</i>
OUTPUTS								
Exhibits								
1	Visitors (in-person & virtual)	1,900					0	0%
Educational Programs								
2	Ride & Remember Bus Tour attendance	60					0	0%
3	MLK Brunch attendance (Q2 or Q3 activity)	300					0	0%
4	Kwanzaa/Kuumba Village attendance (Q1 or Q2 activity)	100					0	0%
5	Emancipation Celebrations attendance (Q3 activity)	100					0	0%
Archives								
6	Teacher Workshop	1					0	0%
OUTCOMES								
Exhibits								
1	In-person museum visitors spend money in Delray Beach	50%					0%	0%
2	Visitors told about Delray Beach's Black History	100%					0%	0%
Educational Programs								
5	Ride & Remember attendees who spend money in Delray Beach	50%					0%	0%
6	Ride & Remember attendees told about Delray Beach's Black history	100%					0%	0%
7	MLK Brunch attendees have the opportunity to celebrate the legacy of Dr. King	100%					0%	0%
8	Kwanzaa/Kuumba Village attendees learn about this African-American holiday	100%					0%	0%
9	Emancipation Celebrations attendees receive a timeline on the US emancipation	100%					0%	0%
Archives								
10	Course Curriculum created from archive source materials	1					0%	0%

FY 2022-2023
A-GUIDE Goals and Outcomes Report

<i>Spady Cultural Heritage Museum (SPADY) PROGRAM</i> <i>A: Museum Programming - To collect, preserve and share the history of Delray Beach's Black community through Exhibits, Education Programs and Archives.</i>	Yearly Goal	Qtr 1 Ending 12/31/2022	Qtr 2 Ending 3/31/2023	Qtr 3 Ending 6/30/2023	Qtr 4 Ending 9/30/2023	TOTAL	% Annual Goal Achieved <i>(*See Note)</i>
OTHER ACTIVITIES							
Activity/Program/Project 1:							
<i>Shows/Exhibits/Programs</i>						0	
<i>Attendees</i>						0	
<i>Revenue</i>						\$0.00	
Activity/Program/Project 2:							
<i>Shows/Exhibits/Programs</i>						0	
<i>Attendees</i>						0	
<i>Revenue</i>						\$0.00	
Activity/Program/Project 3:							
<i>Shows/Exhibits/Programs</i>						0	
<i>Attendees</i>						0	
<i>Revenue</i>						\$0.00	
Activity/Program/Project 4:							
<i>Shows/Exhibits/Programs</i>						0	
<i>Attendees</i>						0	
<i>Revenue</i>						\$0.00	
Activity/Program/Project 5:							
<i>Shows/Exhibits/Programs</i>						0	
<i>Attendees</i>						0	
<i>Revenue</i>						\$0.00	
Activity/Program/Project 6:							

Signature of Executive Director
I attest that data included in document is true and accurate

- *NOTE:**
- (1) Goals & Outcomes Report is intended to evaluate programmatic activities of CRA Funded A-GUIDE Program(s) only. Goals are evaluated on a quarterly basis based on data provided in the A-GUIDE Program Logic Model Form, which complements this Form.*
- (2) Please note that the CRA's A-GUIDE Program reporting structure and forms are not intended as a tool to inform other/external grant programs.*