

**FUNDING AGREEMENT FOR FISCAL YEAR 2023-2024 BETWEEN THE
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND
SPADY CULTURAL HERITAGE MUSEUM, INC.**

THIS AGREEMENT is made this ____ day of _____, 2023 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**”).

W I T N E S S E T H:

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, 2024**, unless terminated by the **CRA**.

3. FUNDING: The **CRA** shall provide funding to the **GRANTEE**, for fiscal year 2023-2024, 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 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 2023-2024 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 2023-2024, 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, 2024, April 30, 2024, July 31, 2024 and October 31, 2024. 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

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:

**CHRISTINE TIBBS
561-276-8640
TIBBS@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: _____
Adam Frankel, Chair

ATTEST:

Renée A. Jadusingh, Esq.
CRA Executive Director

APPROVED AS TO FORM:

CRA Legal Counsel

EXHIBIT “A”
A-GUIDE: Achieving Goals Using Impact Driven Evaluation Fiscal Year 2023-2024
Funding Cycle Guidelines



A.-G.U.I.D.E.:
Achieving Goals Using Impact Driven Evaluation

Fiscal Year 2023-2024 Funding Cycle

Delray Beach Community Redevelopment Agency
A.-G.U.I.D.E.: *Achieving Goals Using Impact Driven Evaluation*

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Delray Beach Community Redevelopment Agency

A.-G.U.I.D.E.: *Achieving Goals Using Impact Driven Evaluation*

Fiscal Year 2023-2024

Funding Framework

The mission of the Delray Beach Community Redevelopment Agency (CRA) is to foster and directly assist in the redevelopment of the Community Redevelopment Area in order to eliminate blight, create a sustainable downtown, and encourage economic growth, thus improving the attractiveness and quality of life of the CRA District and the City of Delray Beach as a whole. The City's Community Redevelopment Plan provides the framework for projects and activities intended to accomplish this mission, and offers objectives for redevelopment of the area that is also consistent with the citizens' visions as expressed through various neighborhood and area planning initiatives. In addition, the Community Redevelopment Plan must be consistent with the City of Delray Beach's Comprehensive Plan. In order to remain current in the fast-paced, highly volatile economy of South Florida, both the Community Redevelopment Plan and City of Delray Beach Comprehensive Plan must be reviewed and updated on a regular basis in order to accurately reflect changing conditions and community objectives.

The CRA cannot possibly fund the immense task of redevelopment on its own and must therefore structure its programs to act as catalysts for redevelopment efforts by individual residents and businesses within the CRA and to leverage investment by private enterprise. With limited resources available for redevelopment efforts, the Agency must allocate funding to projects and programs that will provide the most benefit for the dollars expended. To assure the CRA is receiving the intended results from its projects and programs it is important that funding decisions are based on expectations of specific, measurable outcomes. Also, since the implementation of a few strategically placed well-funded programs may have a much greater impact on the overall area than many inadequately funded ones, programs must be evaluated in the context of the agency's overall goals, and implemented accordingly.

Relevant to those activities, state law requires that all public redevelopment activities expressly authorized by the Community Redevelopment Act and funded by tax increment financing must be in accordance with a redevelopment plan which has been approved by the City Commission. The CRA's funding activities must, therefore, align with the Delray Beach Community Redevelopment Plan. Toward that end, the CRA has developed the A.-G.U.I.D.E.: *Achieving Goals Using Impact Driven Evaluation*, as a methodology for verifying alignment and effectiveness of the programs and activities it supports.

Needs and Priorities for Funding

The CRA provides funding to address "Overall Needs" within the Community Redevelopment Area as defined in the Community Redevelopment Plan. Different from the specific needs identified within the various sub-areas of the Community Redevelopment Area, the following "Overall Needs" are area wide in scope and encompass some of the more serious problems that are prevalent throughout the area and contribute to the overall state of decline. These needs, which are described in more detail in Section II of the CRA Plan, are listed below.

- **Removal of Slum and Blight**
- **Land Use**
- **Economic Development**
- **Affordable Housing**
- **Downtown Housing**
- **Infrastructure**
- **Recreation and Cultural Facilities**

While the CRA and City are the primary entities responsible for implementing the Redevelopment Plan, several of the Overall Needs identified in the plan can more effectively be addressed through partnerships with other organizations. Three areas in particular - *Affordable Housing, Recreation and Cultural Facilities*, and *Economic/Business Development* - have the potential to realize better results through strategic alliances between the CRA and nonprofits that have a demonstrated capacity to address those needs. Over the years the CRA has provided significant funding, both for capital projects and operations, to seven "Nonprofit Partners": the Delray Beach Library, Creative City Collaborative (Arts Garage), Delray Beach Historical Society, EPOCH (Expanding and Preserving Our Cultural Heritage, Inc./Spady Museum), the Delray Beach Community Land Trust, and previously Old School Square Center for the Arts and the Greater Delray Beach Chamber of Commerce. All A.-G.U.I.D.E. Non-Profit Partners are located on City-owned property, have received City funding or other assistance, and are identified in the CRA Plan as a program or project that addresses the needs of the CRA district.

In order to better evaluate funding requests from those organizations and potential new "Partners," and measure the results of activities supported by CRA funds relative to the CRA's goals and objectives, the CRA developed the A.-G.U.I.D.E. program.

A.-G.U.I.D.E.: Achieving Goals Using Impact Driven Evaluation

The A.-G.U.I.D.E. presents the Community Redevelopment Agency's (CRA) funding interests and intentions relative to addressing needs identified in the CRA Plan, along with practical information for eligible nonprofit organizations that wish to seek significant CRA funding. Within a strategic framework for awarding and evaluating funding, specific guidelines provide clear and consistent means for the CRA to:

- Inform the community about CRA funding interests and intentions
- Identify funding in each fiscal year that is eligible for strategic partnerships based on the three "Overall Needs" identified above (Affordable Housing, Economic Development, Recreation and Cultural Facilities)
- Advise potential applicants for support regarding how they may become partners in accomplishing shorter and longer-term CRA goals
- Consider and compare funding applications and make funding decisions
- Measure and evaluate organization performance relative to projections once funding is awarded

For each of the three "Overall Needs" the A.-G.U.I.D.E. describes the kinds of activities the CRA will fund; the shorter-term outcomes and longer-term impacts the CRA hopes to achieve in collaboration with its nonprofit partners; and measures by which levels of success in those efforts may be assessed. **Funding applications must demonstrate alignment with these guidelines and the CRA Redevelopment Plan.**

Delray Beach Community Redevelopment Agency (CRA) Funding Framework

	1. Affordable Housing	2. Recreation & Cultural Facilities	3. Economic/Business Development
<i>CRA funds these kinds of activities</i>	<ul style="list-style-type: none"> • Support to implement affordable housing programs 	<ul style="list-style-type: none"> • Performing/visual arts programs/ events • Museum exhibits • Library programs • Education in arts, culture, heritage 	<ul style="list-style-type: none"> • Support for businesses with emphasis on small businesses.
<i>To achieve these (shorter term) outcomes</i>	<ul style="list-style-type: none"> • Increased supply of affordable housing in the CRA District • More opportunities for home ownership • Development of infill housing • Upgraded housing conditions • Increased private investment in residential areas and commercial areas surrounding residential neighborhoods 	<ul style="list-style-type: none"> • More visitors to downtown Delray Beach and the CRA District • Increased economic activity downtown • More and higher quality cultural & educational opportunities • Increased knowledge about local arts, cultural heritage • Programs that engage the residents of the CRA District 	<ul style="list-style-type: none"> • More visitors to downtown Delray Beach and the CRA District • Increased economic activity downtown • More and higher quality cultural & educational opportunities • Increased knowledge about local arts, cultural heritage • Programs that engage the residents of the CRA District
<i>With these long-term impacts</i>	<ul style="list-style-type: none"> • Stabilization of neighborhoods • Improved quality of life • Higher tax base • Improved safety; reduction of crime • Increased property values relative to other areas of the City 	<ul style="list-style-type: none"> • Delray Beach as a nationally recognized arts & culture destination • Higher tax base • More arts related businesses 	<ul style="list-style-type: none"> • National recognition of Delray Beach as a City where companies want to be • Higher tax base • Increase small businesses
<i>Demonstrated by these kinds of measures of success</i>	<ul style="list-style-type: none"> • Number of affordable housing units (new and renovated) • Number of new homeowners • Decrease number of substandard units • Dollars invested • Reduced crime rates • Increase in assessed value 	<ul style="list-style-type: none"> • Number and types of arts, leisure, and educational programs, events, and businesses • Revenue generated by tickets, food & drink, other purchases for partners and community • Numbers of attendees, members, volunteers • Level of private financial support • Level of customer satisfaction 	<ul style="list-style-type: none"> • Number of businesses relocating to or expanding in Delray Beach • Dollars invested/capital raised • Increases in assessed values • Occupancy rates • Number of businesses served and their location

The A.-G.U.I.D.E. framework applies to the major support provided by the CRA to specific Nonprofit Partners and does not replace guidelines for various other CRA funding assistance programs such as: Project Consultancy & Design Services Program; Site Development Assistance Program; Paint-Up & Signage Program; Rent Subsidy Program; Historic Façade Improvement Program; Development Infrastructure Assistance Program; Land Value Investment Program; Job Creation Bonus Program; Community Sponsorship Program, and Curb Appeal Residential Improvement Program.

Amount of Funding

The following guidelines regarding the amount of funding for which a Nonprofit Partner may apply are effective for Fiscal Year 2023-2024.

- CRA support for Nonprofit Partners that have received funding in prior years will not be increased for Fiscal Year 2023-2024, and in fact may be decreased, according to availability of funds and the quality of their applications relative to these guidelines. Funding availability is based on annually approved budget.
- CRA support may not exceed 25% of an organization's total operating budget for the year in which the grant is requested, unless otherwise approved by the CRA Board. A transition plan has been established for each Nonprofit Partner that has received support in excess of 25% in prior years, to reduce CRA funding to not more than 25% of their total budgets. As long as funding of their applications is approved each year, the transition periods may extend through Fiscal Year 2023-2024.
- An organization may request support for *up to two programs or projects*.
- CRA support *may* exceed 25% of the budget for a specific program or project.
- Funding may be requested for a maximum one-year period in any application, though applications may be submitted for the same project/program in more than one consecutive year.
- The inclusion of in-kind cash value and/or services as projected and/or current revenue will be given careful review by the CRA. The value of in-kind revenue must be thoroughly documented and in general should not exceed ten percent (10%) of the total project/program budget. For Affordable Housing programs, real estate donations will not be included in the 10% calculation.
- Nonprofit Partners that have received funding in prior years must submit applications for future funding; no assumption of future funding will be made based on past support.
- Funds will be disbursed quarterly in accordance with the "Funding Agreement" executed by each Nonprofit Partner upon approval of funding.

Along with organizational and programmatic considerations, the CRA will include financial factors in its review of funding proposals to determine whether or not and how much funding will be awarded to each applicant. Financial considerations may include projected and actual revenue and expenses for prior years, financial statements, the proposed program/project budget, committed and potential support from other funders, financial sustainability, and the CRA's own budget and available resources.

Types of Support

The CRA may provide the following types of support for Nonprofit Partners' projects and programs. Generally speaking, a project is defined as a set of activities that has definite start and end points and is relatively short in term (a year or less); the scope is clearly defined and somewhat narrow and not likely to change significantly during the life of the project. A program is longer in term or ongoing and may involve multiple related projects; the scope is broad and activities and objectives must be managed over time as the organization environment changes. Projects and programs are usually linked to identifiable organization work units or cost centers.

Program/project support	Direct costs to develop and/or implement specific projects or programs. Any direct costs related to operation of the program, including but not limited to staffing, equipment, promotions, supplies, and materials.
Matching funds	Contributions provided by another donor or grants awarded that will be paid only if the donor organization raises additional funds from another source.
Program evaluation	Evaluation of a specific project or program; may include support for direct evaluation costs or for technical assistance or outside evaluation.
Public relations services	Printing and duplicating, audio-visual and graphic arts production, assistance in planning special events, public service announcements, and other activities to increase public awareness and promote the organization to the community and other stakeholders. Must be related to a specific program.
Technical assistance	Operational or management assistance which may include financial or program planning, legal advice, marketing, information systems, and other aids to management or program staff; assistance might be offered directly by a staff member or in the form of funding to pay for the services of an outside consultant. Must be related to a specific program.

Eligibility for Funding

Organizations meeting the following criteria are eligible to apply for Nonprofit Partner funding:

- Mission consistent with the mission of the CRA
- Classified as tax-exempt under IRS 501(c)(3)
- In good standing with the State of Florida
- Housed in City- or CRA-owned facilities located in the CRA district with a lease agreement or management agreement with the City of Delray Beach or CRA
- Serves residents of the CRA district and/or visitors that come to the district to participate in funded programs, projects, and events
- Demonstrated commitment by Board of Directors to purpose and accountability for CRA funds

Funding Cycle, Fiscal Year 2023-2024

CRA support for Nonprofit Partners will be allocated in an annual cycle, with specific dates and instructions published prior to the beginning of each cycle. Dates for Fiscal Year 2023-2024 are as follows:

May 1, 2023	Application available online
July 14, 2023	Applications due ONLINE ONLY
August 2023	Staff technical review of applications
August 2023	Evaluation Committee review of applications
August 22, 2023	Applicant organization presentations to CRA Board (Workshop)
September 28, 2023	Funding decisions by CRA Board

The CRA has the right to adjust the dated as necessary. All applicants would be notified of any changes.

In addition, from time to time the CRA may offer special funding initiatives for community partners to provide services in response to emerging/changing community needs and resources.

Application Components

To request CRA support, interested organizations must submit an *Application for Funding*. The application, related forms, and instructions to complete and submit the application package are available on the CRA website. The application package is comprised of the following components, which are described in detail in the instructions.

- *Application for Funding* – includes organization information, a comprehensive narrative description of the proposed project/program, and budget data
- *Cover Letter* - signed by the Chair of the organization's Board of Directors to demonstrate Board commitment to the purpose of and accountability for the proposed project or program
- *501(c)(3) IRS Determination Letter*
- *Evidence of good standing with the State of Florida*
- *Board of Directors* - List of Board members and officers, and, if available, policies on Board roles & responsibilities and Board contributions
- *Strategic Plan* – Strategic Plan or other long-term planning document and, if available, policy on long term planning (must be current)
- *Logic Model* – graphic presentation to demonstrate how project/program activities deliver immediate products and services (outputs), which result in short term changes (outcomes), that in the long-term address Overall Needs identified in the CRA Plan (impacts)
- *Evaluation Plan* – a written plan to translate outputs and outcomes defined on the Logic Model to measurable indicators and identify specific procedures, personnel, schedule, and tools/instruments to collect, analyze, and report data on performance

- *Combined Budget & Narrative Form for Organization and Project/Program* - past, current, and proposed organization budget figures and line-item budget with justification for the proposed project/program
- *Organization financial information* – most recent Financial Statement, IRS Form 990, and Independent Financial Audit/Review/Compilation Report according to your organization’s bylaws
- *Current Balance Sheet* – As of 3/31/2023 or more recent
- *Affiliation Agreements* - if applicable, documents describing current or planned collaborative partnerships with specific roles or resources that each partner will provide relative to the proposed project/program

***The CRA has the right to determine what documents included on the list are not applicable and may request any additional information as necessary.*

Application and Review Process

1. Previously funded Nonprofit Partners will be notified by email of the new funding cycle and public notice will be published on the CRA website.
2. Application and related forms and detailed instructions will be available on the CRA website at <https://delraycra.org/A.-G.U.I.D.E./>.
3. Applications will only be accepted **online** from the opening of the funding cycle until the due date and time. **Link:** [FY2023-2024 A.-G.U.I.D.E. Online Application Form](#).
4. CRA staff will conduct a preliminary review of each application to confirm that the organization is eligible to apply and determine whether application components are present and complete.
5. The Community Engagement Director will recommend applications for review to the Funding Evaluation Committee.
6. The Funding Evaluation Committee will review each application according to established criteria and make preliminary funding recommendations to the CRA Board of Commissioners.
7. Applicant organizations will make presentations based on the Logic Models and Evaluation Plans included as part of their funding applications to the CRA Board.
8. The CRA Board will consider and make final decisions regarding funding requests.

Application Review Criteria

Criteria to be used by the CRA's Funding Evaluation Committee in reviewing applications for funding are grouped into six categories weighted as follows:

Organization Capacity	20%
Need for Project/Program	20%
Project/Program Description	10%
Logic Model	20%
Evaluation Plan	10%
Budget & Sustainability	20%

Specific items will be rated by each member of the Funding Evaluation Committee on a scale of 1 to 5, worst to best possible response: (1) Unacceptable, (2) Minimal, (3) Satisfactory, (4) Good, (5) Excellent.

Specific criteria to be used by the committee to evaluate funding applications are as follows:

ORGANIZATION CAPACITY

- Length of time established, overall growth/stability
- Stability/growth of organization funding
- Board composition, role, commitment to program/project
- Demonstrated experience/success with similar program/project
- Program/project leadership and staff qualifications
- Collaborative relationships/affiliations relative to program/project
- Prior CRA funding experience with similar program/project
- External oversight/accreditation/affiliation
- Long term/strategic planning process
- Current strategic plan and status

NEED FOR PROGRAM/PROJECT

- Program/project need consistent with CRA Overall Need
- Program/project need consistent with organization mission
- Documentation of program/project need
- Uniqueness / lack of duplication, or affiliation with similar resources

PROJECT/PROGRAM DESCRIPTION

- Innovative or proven approach and justification
- Target population(s) clearly defined and within guidelines
- Activities clearly described and consistent with logic model
- Staff and resources adequate to implement activities
- Activities likely to result in stated outputs/outcomes
- Realistic time frame to implement program/project

LOGIC MODEL / PROJECTED RESULTS

- Stated program/project goal clear and relevant to CRA Overall Need
- Clear relationship between activities, outputs, and outcomes
- Activities appropriate to program/project goal
- Realistic outputs and outcomes relative to organization capacity
- Clear, measurable outputs
- Clear, measurable outcomes
- Program/project results likely to lead to stated Impacts

EVALUATION PLAN

- All CRA-funded activities addressed
- Outputs presented with measurable indicators
- Outcomes presented with measurable indicators
- Evaluation processes clearly described (who, how/tools, when)
- Evaluation processes reasonable, appropriate
- Implementation responsibility/process clearly defined
- Application/usefulness of evaluation results

BUDGET & SUSTAINABILITY

- Adequate, appropriate expense budget to implement program/project
- Line-item costs explained/justified in narrative
- Use of CRA funds clearly identified, may be tracked
- Sufficient mix of funding secured to implement program/project
- Non-CRA funding solicited / pending
- Financial documents demonstrate responsible financial management
- Realistic plans to sustain program/project

Accountability for Use of CRA Funds

Nonprofit Partners will be required to submit quarterly and annual evaluation and financial reports to provide data to support progress toward projected outcomes and to account for use of CRA funds. Report forms and instructions will be provided to organizations upon execution of Funding Agreements and will also be available at the CRA office and by email upon request.

Discrepancies in meeting projections included in final funding documents, whether performance fails to meet or exceeds those projections, must be addressed in the organization's Quarterly Evaluation Report. At its discretion the CRA will work with Community Partners to address discrepancies, adjust projections, and/or improve performance.

Proposed changes to funding-related documents must be approved *in advance* by the CRA Community Engagement Director, as follows:

- *All* changes to the Logic Model or Evaluation Plan
- Changes of *more than 10%* in any Budget line item

Reporting Requirements

Prior to the issuance of quarterly payments by the CRA, quarterly reports should be submitted according to the quarterly deadlines, and reports shall include the following:

- Goals & Outcomes Form
- Combined Budget Form and Narrative
- Quarterly Balance Sheet
- Programmatic Visual Highlights
- Additional supporting documentation to justify the expense of CRA funds for each expense over \$2,500 such as bank statements, receipts, cancelled checks, paid invoices, etc.

In addition, the CRA may request any additional information that the CRA deems necessary in order to fully evaluate A-G.U.I.D.E. Nonprofit Partners' performance and financial status. Organizations may be required to present a quarterly update to the CRA Board upon request.

Quarterly reports shall be submitted to the CRA no later than:

- January 31, 2024
- April 30, 2024
- July 31, 2024
- October 31, 2024

Quarterly payments will not be released until the CRA receives the report and any additional information requested and information is verified as complete and sufficient.

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



FY2023-2024 A.-G.U.I.D.E. Funding Cycle Timeline

May 1, 2023	Application available online
July 14, 2023	Application deadline ONLINE ONLY
August 2023	Staff technical review of applications
August 2023	Evaluation Committee review of applications
August 22, 2023	Applicant organization presentations to CRA Board (Workshop)
September 28, 2023	Funding decisions by CRA Board

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

SECTION I. ORGANIZATION INFORMATION

1) Which organization are you submitting this application for: Spady Cultural Heritage Museum, Inc.

2) Address: 170 NW 5th Ave
Delray Beach, Florida, 33444

3) Phone Number: (561) 279-8883

5) Website: www.spadymuseum.com

6) Organization's Executive Leader: Charlene Farrington

7) Application Contact Name if different from Organization Executive: Sharon Blake

8) Application Contact Title Finance and Development Officer

9) Contact Telephone: (561) 279-8883

11) 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.

12) Year Established, Organization History and Growth (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):

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.

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.

The Spady Museum's continued financial growth was evident this fiscal year with increased funding from the Cultural Council for Palm Beach County (CCPBC) at \$78,302 and FL State Arts & Culture at \$58,200. The City of Delray Beach increased funding from \$31,000 to \$50,000 and we are grateful to the Delray Beach CRA for the \$109,000 we were awarded during FY22/23. We also received new general operating awards from The Palm Health Foundation and the Community Foundation for Palm Beach and Martin Counties as well as support for our youth program from Enterprise Holdings Foundation. A percentage of these funds will be allocated to FY23/24 operations and program activities due to the fiscal year overlap with aforementioned agencies' funding periods.

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 third year and presented

Authors

Speak Series 2023.

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 FY2023 presenting authors:

Dr. Jasmine Cobb, *The New Growth: The Art & Texture of Black Hair*

Dr. Traci Baxley, *Social Justice Parenting*

Dr. Marquis Bey, *Black Trans Feminism*

The museum is always willing to serve the community and their interests through collaborations with other nonprofits, clubs and coalitions. This year we were thrilled to help celebrate the Alpha Kappa Alpha Sorority's 40 years of service with a special exhibition in the museum.

The museum's collaboration with CAPE Universal and other partnering organizations (The EJS Project, KOP Mentoring Network, Healthier Delray Beach, Delray Beach Police Department, Digital Vibez and many more), was a huge success in producing the 2nd annual multi-disciplinary African history youth awareness arts festival in the Spady’s backyard during Black History Month 2023. 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.

Finally, the museum ramped up its May 20th event to educate the public about FL's emancipation day, which was one month before Galveston, TX's emancipation day on June 19, 1865. The event is titled "A Delray Beach Family Affair" in honor of FL's Black communities having the freedom to stay together as a family. The event took place in Spady's backyard with music by JSharp, food from several local vendors, and family fun activities including the creation of the Delray Beach Legacy Quilt Project with textile artist, Kianga Jinaki.

13) Policy on Board Contributions (formal or informal policy on Board member contributions; attach policy if applicable):

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.

<u>12</u>	<u>12</u>
Cash donations	Donations raised from others
<u>12</u>	<u>12</u>
Volunteer hours	In-kind donations

16) Oversight/ Accreditation/ Affiliations

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

18) Select one:

New Program

19) If existing program, year established:

2001

20) Has your organization received prior CRA Funding for the same Project/Program?:

Yes

21) Time Period(s) of previous CRA Funding (enter N/A if not applicable):

2001-2022

22) Project/Program Description (if previously funded for the same project or 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

Through a generous grant from the Palm Health Foundation we were able to contract with our volunteer archivist and pay her to work on our entire archive collection, which includes the Virginia Snyder documents.

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 continues to increase each year since the pandemic. Our strong exhibition content narrative and the knowledge of our contracted Museum Educator, Edward Stinson III, makes a memorable visit to the museum.

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, we continue to offer bus tours 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

MLK JR. Brunch is back at the Indian Spring Country Club with attendance again close to 400.

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 again 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

(A Delray Beach Family Affair)

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 branded May 20th emancipation day as "A Delray Beach Family Affair," which was full event in the museum's backyard with gospel music, food and interactive creative activities for participants.

JUNETEENTH

commemorates the emancipation of the enslaved in Galveston, TX. 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 is part of the Delray Beach Juneteenth planning committee. This year Charlene Farrington participated in a morning panel discussion while other staff and artists engaged participants in the second offering of the Delray Beach Legacy Quilt where individuals could artistically design their own quilt square that will be sown together by textile artist, Kianga Jinaki.

Cultural Leadership Academy (CLA)

program encourages area

youth to learn about their culture and history while expressing themselves

through various elements of arts and technology. The program focuses on

building self-esteem, cultural identity and social and civic responsibility in

youth. The empowerment program provides youth with arts and cultural heritage

immersion experiences in Palm Beach County.

Key Accomplishment

Staff from Enterprise Rental Company have been providing entrepreneurship workshops for CLA youth. Enterprise Holdings Foundation has been impressed with the programs we provide through CLA as well as the responsiveness of our youth. As a result of this growing relationship, the museum received a total of \$32,500 in three awards this fiscal year from the foundation.

23) New Project/Program Elements

N/A

24) CRA Overall Need being addressed through Program A:

Recreation & Cultural Facilities

25) Description of how programs and activities (for Program A) align with the selected Overall Need and how they 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:

re
tors to downtown Delray Beach and the CRA District

reased
nomic activity downtown

re
l higher quality cultural & educational opportunities

ents
l activities that appeal to a broader diversity of patrons

reased knowledge
out local arts, cultural heritage

Program B

26) Project/Program Title:

N/A

27) Select one:

N/A - No Program B

28) If existing program, year established:

0

29) Have you received prior CRA Funding for the same Project/Program?:

N/A - No Program B

30) Time Period(s) of previous CRA Funding (enter N/A if not applicable):

n/a

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

N/A

32) New Project/Program Elements

N/A

33) Overall Need being addressed through Program B:

Recreation & Cultural Facilities

34) Description of how programs and activities (for Program B) align with the selected Overall Need and how they meet the goals and objectives of the CRA Redevelopment Plan:

N/A

35) Key Staff and Qualifications (staff directly responsible for implementing, managing, and evaluating the project/program and brief summary of their relevant credentials and experience):

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 24 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, and the Cultural Council for Palm Beach County Category I Program.

36) Potential Challenges and Strategies to Address Them

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. We have increased revenue to hire a FT Finance and Development Associate.

SECTION III. FINANCIAL INFORMATION

Organization Budget Details

37) Total Organization Budget for Previous Fiscal Year (FY 2021-2022): 417,225

38) Total Organization Budget for Current Fiscal Year (FY 2022-2023): 428,245

39) Total Organization Budget for Proposed Fiscal Year (FY 2023-2024): 428,245

Program Budget Details (Program A)

40) Project/Program Budget (\$) (Program A): 109,000

41) Amount Requested (\$) (Program A): 109,000

42) Percent (%) of Org Budget (Program A): 25

Program Budget Details (Program B)

43) Project/Program Budget (\$) (Program B): n/a

44) Amount Requested (\$) (Program B): n/a

45) Percent (%) of Org Budget (Program B): n/a

Funding Request Details

46) Total Funding Requested from CRA (Program A+B):
109,000

47) Percent (%) of Org Budget: 25

48) Type(s) of Support Requested (select one or more types of support as defined in the A.-G.U.I.D.E. guidelines): Program/project support

49) Other Support/Status and Plans for Sustainability: (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)

Over the past 22 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, the Cultural Council for Palm County, FL State Arts& Culture and other project-specific funders (National Endowment for the Arts, Community Foundation of Palm Beach and Martin Counties, Children Services Council, Palm Health Foundation, and Enterprise Holdings Foundation), 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

Required Attachments:

- A. This online application, submitted by the deadline
- B. Cover Letter Signed by Board Chair
- C. 501(C3) IRS Determination Letter
- D. Board of Directors/Officers List
- E. Policy on Board Contributions, if applicable
- F. Strategic Plan or Other Long-Term Planning Document
- G. Logic Model
- H. Evaluation Plan
- I. Combined Budget & Narrative Form for Organization and Project/Program
- J. Most Recent Financial Statements (as of 6/30/2023)
- K. Most Recent Form 990 (for period ending 9/30/2022)
- L. Most Recent Independent Financial Audit/Review/Compilation according to organization’s bylaws (for most recently completed fiscal year - period ending 9/30/2022)
- M. Current Balance Sheet (as of 6/30/3023)

SECTION V. CERTIFICATION STATEMENT AND SIGNATURE

As Chief Executive of the applicant organization I certify that (1) I was provided, read, and understand the A. G.U.I.D.E. Guidelines, (2) the information provided in this application is correct and complete to the best of my knowledge; (3) 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 (4) I will be accountable for compliance with all CRA requirements for operation, evaluation, and reporting.

Executive Leader Name and Title:

Charlene Farrington

Signature:

A handwritten signature in blue ink, appearing to read "Charles", with a long horizontal flourish extending to the right.

Date Submitted"

Thursday, August 31, 2023

EXHIBIT "C"
Budget and Narrative Report



Spady Cultural Heritage Museum, Inc.

Charlene Farrington

Sharon Blake

\$428.245.00

Exhibits, Education Programs and Archives

N/A

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:
FY 2023-2024 Total Organization Budget:

Program/Project A:
Program/Project B:

Spady Cultural Heritage Museum, Inc.
Charlene Farrington
Sharon Blake
\$428,245.00

Exhibits, Education Programs and Archives
N/A

EXPENSES	ORGANIZATION			APPLICATION PROGRAM A		APPLICATION PROGRAM B	
	FY 2022-2023 TOTAL ORGANIZATION BUDGET	FY 2022-2023 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2023)	FY 2023-2024 PROJECTED ORGANIZATION BUDGET	FY 2023-2024 PROJECTED TOTAL PROGRAM BUDGET (A)	FY 2023-2024 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)	FY 2023-2024 PROJECTED TOTAL PROGRAM BUDGET (B)	FY 2023-2024 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (B)
Salaries & Related Taxes (list each position/title separately)							
Position: Executive Director	\$ 69,221.00	\$ 42,498	\$ 69,221.00	\$ 9,592.00	\$ 9,592.00		
Position: Finance and Development Officer	\$ 64,918.00	\$ 39,661	\$ 64,918.00	\$ 9,000.00	\$ 9,000.00		
Position: Finance and Development Associate	\$ 34,000.00	\$ 6,847	\$ 34,000.00				
Spady Payroll Tax Expense	\$ 9,943.00	\$ 7,179	\$ 9,943.00				
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
SUB-TOTAL SALARIES	\$ 178,082.00	\$ 96,185.00	\$ 178,082.00	\$ 18,592.00	\$ 18,592.00	\$ -	\$ -
Fringe Benefits (list each position/title)							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
SUB-TOTAL FRINGE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures (list each separately)							
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Spady Cultural Heritage Museum, Inc.

Charlene Farrington

Sharon Blake

\$428,245.00

Exhibits, Education Programs and Archives

N/A

BUDGET



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N/A

BUDGET



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N/A

	ORGANIZATION			PROGRAM A		PROGRAM B	
Rent/Mortgage & Maintenance (list each separately)							
Storage	\$ 5,000.00	\$ 3,634	\$ 5,000.00				
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ 5,000.00	\$ 3,634.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
Telecommunication (list each separately)							
Phone	\$ 5,000.00	\$ 5,628	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
Internet	\$ 2,500.00	\$ 1,310	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		
SUB-TOTAL TELECOMMUNICATION	\$ 7,500.00	\$ 6,938.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Utilities (list each separately)							
Water	\$ 2,500.00	\$ 1,242	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00		
Electric	\$ 5,000.00	\$ 2,176	\$ 5,000.00	\$ 1,800.00	\$ 1,800.00		
Trash Pick Up	\$ 470.00	\$ 471	\$ 470.00				
SUB-TOTAL UTILITIES	\$ 7,970.00	\$ 3,889.00	\$ 7,970.00	\$ 2,800.00	\$ 2,800.00	\$ -	\$ -



Exhibits, Education Programs and Archives

NARRATIVE A

NOTES:

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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 separately)		
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
Position: Finance and Development Associate	\$ -	
Spady Payroll Tax Expense	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
SUB-TOTAL SALARIES	\$ 18,592.00	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)		
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
SUB-TOTAL FRINGE BENEFITS	\$ -	Total Fringe Benefits
Capital Expenditures (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	Total Capital Expenditures



Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

APPLICATION		
Conferences & Meetings (list each separately)		
American Alliance of Museums	\$ -	
The Association for the Study of African American Life and History	\$ -	
TBD	\$ -	
FL African American Heritage Preservation Conference	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL CONFERENCES & MEETINGS	\$ -	Total Conferences & Meetings
Copying & Printing (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL COPYING & PRINTING	\$ -	Total Copying & Printing
Equipment Rental/Maintenance (list each separately)		
Alarm Systems	\$ 6,500.00	100% of Alarm Systems Service Fees for Museum Building and Programs
Elevator	\$ 2,150.00	100% of Elevator Service Fees for Museum Building and Programs
Security Systems	\$ 400.00	100% of Security Systems Service Fees for Museum Building and Programs
Cleaning	\$ 1,800.00	100% of Cleaning Fees for Museum Building and Programs
Other	\$ -	
General Building Maintenance	\$ 600.00	100% of General Building Maintenance not included in the above for Museum Building and Programs
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ 11,450.00	Total Equipment Rental/Maintenance



Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

APPLICATION		
Insurance (list each separately)		
Fine Arts Insurance	\$ -	
D&O Insurance	\$ -	
GL Insurance	\$ -	
Other	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL INSURANCE	\$ -	Total Insurance
Licenses, Registration, Permits (list each separately)		
Sunbiz	\$ -	
Other	\$ -	
Dept of Agriculture	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ -	Total Licenses, Registration, Permits
Local Travel (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL LOCAL TRAVEL	\$ -	Total Local Travel



Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

APPLICATION		
Office & Program Supplies (list each separately)		
Office & Program Supplies	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ -	Total Office & Program Supplies
Postage & Delivery (list each separately)		
USPS	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL POSTAGE & DELIVERY	\$ -	Total Postage & Delivery
Professional Svcs/Consulting (list each separately)		
Auditor	\$ -	
CPA & Bookkeeper	\$ -	
Capacity Building Consultant	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ -	Total Professional Svcs/Consulting



Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

APPLICATION		
Rent/Mortgage & Maintenance (list each separately)		
Storage	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ -	Total Rent/Mortgage & Maintenance
Telecommunication (list each separately)		
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
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL TELECOMMUNICATION	\$ 7,500.00	Total Telecommunication
Utilities (list each separately)		
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	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL UTILITIES	\$ 2,800.00	Total Utilities



Spady Cultural Heritage Museum, Inc.

Exhibits, Education Programs and Archives

NARRATIVE A