

**FUNDING AGREEMENT FOR FISCAL YEAR 2021-2022 BETWEEN THE
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND
SPADY CULTURAL HERITAGE MUSEUM, INC.**

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

WITNESSETH:

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

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

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

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

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

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

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

3. The **CRA** is providing total funding to the **SPADY** for fiscal year 2021-22 in an amount not to exceed One Hundred Six Thousand and 00/100 Dollars (\$106,000.00), (the "Funding Amount"). The funds are to be used by **SPADY** to support its organizational operations, and for the purpose of providing community and cultural programs in conformance with the programs/projects within the CRA district specified in the A-GUIDE documents. Quarterly payments in an amount not to exceed Twenty-Six Thousand Five Hundred and 00/100 Dollars (\$26,500.00) shall be made by the **CRA** to **SPADY** as provided herein. The first quarterly payment shall be provided by the **CRA** to **SPADY** on October 1, 2021, with the condition that **SPADY** will provide documentation as required by this Agreement. The remaining quarterly payments shall be provided by the CRA to **SPADY** following the **CRA's** receipt and review of documentation required to be submitted by **SPADY** pursuant to this Agreement. The **CRA** has the right to withhold the quarterly payment until receipt of all documentation from **SPADY**, and until

the **CRA** receives all additional information from **SPADY**, that the **CRA** deems necessary, in its sole and absolute discretion, to analyze **SPADY's** financial position.

4. Prior to the issuance of quarterly payments by the **CRA** for Fiscal Year 2021-2022, as specified in this Agreement, **SPADY** shall provide the **CRA** with budget and narrative reports on a quarterly basis. **SPADY** shall use the form, attached as Exhibit "A", in order to document **SPADY's** expenditure of funds and **SPADY's** progress towards outcomes projected in the Goals and Outcomes Report and Budget. **SPADY** will also be required to submit a Quarterly Balance Sheet. In addition, **SPADY** may be required to present a quarterly update to the **CRA** board upon request. The program budget and narrative reports shall be provided to the **CRA** no later than January 31, 2022, April 30, 2022, July 31, 2022, and October 31, 2022. The **CRA** may request that **SPADY** provide additional information that the **CRA** deems necessary in order to fully evaluate the **SPADY's** performance and financial status. The **CRA** reserves the right to withhold a quarterly payment in the event **SPADY** fails to provide the **CRA** with the quarterly reports and any additional information requested.

5. In the event the **SPADY** does not expend funds in accordance with its approved A-GUIDE funding application, attached as Exhibit "B", the **CRA** shall provide written notice to the **SPADY** of such deficiency(ies), and the **SPADY** shall have fourteen (14) days from receipt of the notice to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **SPADY** 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 **SPADY**, under the terms of this Agreement. The **CRA** shall have sole and absolute discretion with respect to the determination as to whether

SPADY is expending funds in accordance with its approved A-GUIDE funding application.

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

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

8. **SPADY** hereby gives the **CRA**, through any authorized representative, upon reasonable notice, access to and the right to examine all records, books, papers, or documents relating to the funding provided pursuant to this Agreement. **SPADY** 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. **SPADY** hereby agrees that if it has caused any funds to be expended in violation of this Agreement, it shall be responsible to refund such monies in full to the **CRA**, or if this Agreement is still in force, any subsequent request for payment shall be withheld by the **CRA**.

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

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

11. If the **CRA** determines pursuant to the A-GUIDE Logic Model and Evaluation Plan that **SPADY** 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 **SPADY** of such deficiency(ies), and **SPADY** shall have fourteen (14) days from receipt of the notice to cure the deficiency(ies) to the satisfaction of the **CRA**. Should **SPADY** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** Board has the right to void the Agreement immediately after delivery of written notice to **SPADY**. The **CRA's** Board shall have sole and absolute discretion with respect to the determination as to whether **SPADY** is filling the **CRA's** goals and objectives.

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

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

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

SPADY: Charlene Farrington, Museum Director
170 NW 5TH Ave
Delray Beach, Florida 33444
Telephone No.: (561) 279-8883

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

15. PUBLIC RECORDS. **SPADY** shall comply with the applicable provisions of Chapter 119, Florida Statutes. Specifically, **SPADY** 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 **SPADY** does not transfer the records to the **CRA**.

(d) Upon completion of the Agreement, transfer, at no cost, to the public agency all public records in possession of the **SPADY** 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 **SPADY** 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 SPADY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SPADY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

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

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

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

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

ATTEST:

Print Name: _____

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

By: _____

Print Name: _____

Title: _____

DELRAY BEACH COMMUNITY
REDEVELOPMENT AGENCY

By: _____
Shirley E. Johnson, Chair

ATTEST:

Renée A. Jadusingh, Esq.
CRA Executive Director

APPROVED AS TO FORM:

CRA Legal Advisor

EXHIBIT "A"
BUDGET AND NARRATIVE REPORTS

FY 2021-2022 A-GUIDE COMBINED BUDGET

Organization Name: Spady Cultural Heritage Museum, Inc.
Executive Leader: Charlene Farrington
Key Financial Manager: Sharon Blake
Current FY 2020-2021 Total Organization Budget: \$417,419.00

Program/Project A: Exhibits, Education Programs, and Archives
Program/Project B: N/A

INCOME	ORGANIZATION			PROGRAM A	PROGRAM B
	FY 2020-2021 TOTAL ORGANIZATION BUDGET	FY 2020-2021 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2021)	FY 2021-2022 PROJECTED ORGANIZATION BUDGET	FY 2021-2022 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)	FY 2021-2022 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (B)
Fees, Tickets, Registration, etc.	\$ 8,000	\$ 846	\$ 5,400		
Corporate Grants/Contributions	\$ 7,000	\$ 45	\$ -		
Individual Donations	\$ 20,000	\$ 17,641	\$ 25,000		
Foundation Grants	\$ 102,500	\$ 48,750	\$ 180,750		
Government - Federal	\$ 60,000	\$ 22,400	\$ 13,800		
Government- Local/County	\$ 23,619	\$ 6,970	\$ 54,443		
Government- State	\$ 10,700	\$ 7,886	\$ 2,500		
In-Kind	\$ -				
Interest Income					
Membership	\$ 8,500	\$ 1,480	\$ 3,000		
CRA Actual or Requested	\$ 106,000	\$ 56,465	\$ 106,000	\$ 106,000	
Other: City of Delray Beach (FY21-22 moved to Local/County w/Cultural Council for PBC)	\$ 31,000	\$ 31,000	\$ -		
Other: Education Programs	\$ 20,000	\$ 5,315	\$ 13,200		
Other: FL African American Heritage	\$ 12,600	\$ 2,844	\$ 8,132		
Other: Unique Events and Fundraisers	\$ 7,500	\$ 510	\$ 5,000		
TOTAL INCOME	\$ 417,419	\$ 202,153	\$ 417,225	\$ 106,000	\$ -
CRA % of Total Income	25%	28%	25%	100%	0%

NOTES:

CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA

FY 2021-2022 A-GUIDE COMBINED BUDGET

EXPENSES	FY 2020-2021 TOTAL ORGANIZATION BUDGET	FY 2020-2021 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2021)	FY 2021-2022 PROJECTED ORGANIZATION BUDGET	FY 2021-2022 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)	FY 2021-2022 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (B)
Salaries & Related Taxes (list each position/title seperately)					
Position: Executive Director	\$ 71,210	\$ 32,964	\$ 65,925	\$ 7,950.00	
Position: Finance and Development	\$ 66,486	\$ 30,912	\$ 61,827	\$ 7,950.00	
Position: TBD	\$ 55,723	\$ -			
Spady Payroll Tax Expense			\$ 9,943		
<i>SUB-TOTAL SALARIES</i>	\$ 193,419	\$ 63,876	\$ 137,695	\$ 15,900.00	\$ -
Fringe Benefits (list each position/title)					
Position: Executive Director	\$ -		\$ -		
Position: Finance and Development	\$ -		\$ -		
Position: TBD	\$ -				
<i>SUB-TOTAL FRINGE BENEFITS</i>	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures (list each N/A)					
<i>SUB-TOTAL CAPITAL EXPENDITURES</i>	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences & Meetings (list each					
American Alliance of Museums	\$ 195	\$ 195			
The Association for the Study of African American Life and History	\$ 500	\$ -			
TBD	\$ 3,705	\$ -	\$ 1,500		
<i>SUB-TOTAL CONFERENCES &</i>	\$ 4,400	\$ 195	\$ 1,500	\$ -	\$ -
Copying & Printing (list each					
	\$ 300	\$ -	\$ -		
<i>SUB-TOTAL COPYING & PRINTING</i>	\$ 300	\$ -	\$ -	\$ -	\$ -
Equipment Rental/Maintenance (list each seperately)					
Alarm Systems	\$ 9,480	\$ 3,720	\$ 6,284	\$ 6,284	
Elevator	\$ 2,010	\$ 683	\$ 2,016	\$ 2,016	
Security Systems	\$ 342	\$ 144	\$ 342	\$ 342	
Cleaning	\$ 1,800	\$ 1,050	\$ 1,000	\$ 1,000	
Other	\$ 868	\$ 1,662	\$ -		
<i>SUB-TOTAL EQUIPMENT</i>	\$ 14,500	\$ 7,259	\$ 9,642	\$ 9,642.00	\$ -

FY 2021-2022 A-GUIDE COMBINED BUDGET

Insurance (list each seperately)					
Fine Arts Insurance	\$ 2,800	\$ 1,485	\$ 1,350	\$ 1,350.00	
D&O Insurance	\$ 1,100	\$ -	\$ 1,102		
GL Insurance	\$ 1,400	\$ 935	\$ 1,400		
Other	\$ 5,100	\$ -			
SUB-TOTAL INSURANCE	\$ 10,400	\$ 2,420	\$ 3,852	\$ 1,350.00	\$ -
Licenses, Registration, Permits (list each seperately)					
Sunbiz	\$ 61	\$ 61	\$ 61		
Other	\$ 539	\$ -	\$ 439		
SUB-TOTAL LICENSES, REGISTRATION,	\$ 600	\$ 61	\$ 500	\$ -	\$ -
Local Travel (list each seperately)					
N/A					
SUB-TOTAL LOCAL TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -
Office & Program Supplies (list each					
Office & Program Supplies	\$ 4,000	\$ 844	\$ 2,000		
SUB-TOTAL OFFICE & PROGRAM	\$ 4,000	\$ 844	\$ 2,000	\$ -	\$ -
Postage & Delivery (list each					
USPS	\$ 2,500	\$ 974	\$ 2,000		
SUB-TOTAL POSTAGE & DELIVERY	\$ 2,500	\$ 974	\$ 2,000	\$ -	\$ -
Professional Svcs/Consulting (list each					
Auditor	\$ 7,400.00	\$ 7,400	\$ 8,000		
CPA & Bookkeeper	\$ 2,600.00	\$ 1,895	\$ 4,000		
Capacity Building Consultant	\$ 20,000.00	\$ 10,590	\$ 20,000		
Impact 100-Archivist and Intern			\$ 34,000		
SUB-TOTAL PROFESSIONAL	\$ 30,000	\$ 19,885	\$ 66,000	\$ -	\$ -
Rent/Mortgage & Maintenance (list each seperately)					
Storage	\$ 5,000	\$ 1,983	\$ 5,000		
SUB-TOTAL RENT/MORTGAGE &	\$ 5,000	\$ 1,983	\$ 5,000	\$ -	\$ -
Telecommunication (list each					
Phone	\$ 4,760.00	\$ 2,247	\$ 4,500	\$ 4,500.00	
Internet	\$ 3,740.00	\$ 915	\$ 2,000	\$ 2,000.00	
SUB-TOTAL TELECOMMUNICATION	\$ 8,500	\$ 3,162	\$ 6,500	\$ 6,500.00	\$ -

FY 2021-2022 A-GUIDE COMBINED BUDGET

Utilities (list each seperately)					
Water	\$ 2,000.00	\$ 881	\$ 1,700	\$ 1,700.00	
Electric	\$ 6,130.00	\$ 1,280	\$ 3,900	\$ 3,900.00	
Trash Pick Up	\$ 370.00	\$ 123	\$ 375		
<i>SUB-TOTAL UTILITIES</i>	\$ 8,500	\$ 2,284	\$ 5,975	\$ 5,600.00	\$ -
Other: (list each seperately)					
Advertising/Marketing	\$ 25,369.00	\$ 15,353	\$ 44,700	\$ 14,700.00	
Education Programs	\$ 57,460.00	\$ 39,284	\$ 80,350	\$ 12,000.00	
Exhibit Rental, Fabrications, Installation	\$ 49,921.00	\$ 12,725	\$ 44,961	\$ 40,308.00	
Dues & Subscriptions	\$ 1,500.00	\$ 4,178	\$ 5,000		
Other Expense	\$ 500.00	\$ 1,127	\$ 500		
Credit Card Processing Fees	\$ 500.00	\$ 61	\$ 500		
Bank Fees	\$ 50.00	\$ 70	\$ 50		
Unique Events	\$ -	\$ 453	\$ 500		
<i>SUB-TOTAL OTHER</i>	\$ 135,300	\$ 73,251	\$ 176,561	\$ 67,008.00	\$ -
SUB-TOTAL EXPENSES	\$ 417,419	\$ 176,195	\$ 417,225	\$ 106,000.00	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 417,419	\$ 176,195	\$ 417,225	\$ 106,000.00	\$ -
NET INCOME	\$ -	\$ 25,957	\$ 0	\$ -	\$ -

FY 2021-2022 A-GUIDE COMBINED BUDGET

Organization Name: Spady Cultural Heritage Museum, Inc.

Program/Project A: Exhibits, Education Programs, and Archives

INCOME	AMOUNT	PROGRAM A Justification/Narrative for CRA Funded Program	*C or P	**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	\$ 106,000.00	FY 2021-2022 CRA Funding Request at 25%	P	Sept 2021
TOTAL INCOME	\$ 106,000.00			

NOTES:
CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA

EXPENSES	AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title separately)		
Position: Executive Director	\$ 7,950.00	12% of annual salary
Position: Finance and Development Officer	\$ 7,950.00	12% of annual salary
<i>SUB-TOTAL SALARIES</i>	\$ 15,900.00	<i>Total Salaries & Related Taxes</i>
Fringe Benefits (list each position/title)		
Position:	\$ -	
Position:	\$ -	
<i>SUB-TOTAL FRINGE BENEFITS</i>	\$ -	<i>Total Fringe Benefits</i>
Capital Expenditures (list each separately)		
	\$ -	
<i>SUB-TOTAL CAPITAL EXPENDITURES</i>	\$ -	<i>Total Capital Expenditures</i>
Conferences & Meetings (list each separately)		
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL CONFERENCES & MEETINGS</i>	\$ -	<i>Total Conferences & Meetings</i>
Copying & Printing (list each separately)		
	\$ -	

FY 2021-2022 A-GUIDE COMBINED BUDGET

<i>SUB-TOTAL COPYING & PRINTING</i>	\$ -	<i>Total Copying & Printing</i>
Equipment Rental/Maintenance (list each		
Alarm Systems	\$ 6,284.00	Fire and burglary monitoring and maintenance
Elevator	\$ 2,016.00	Wheel chair lift maintenance
Security Systems	\$ 342.00	Building security monitoring
Cleaning	\$ 1,000.00	cleaning and general maintenance expense
	\$ -	
<i>SUB-TOTAL EQUIPMENT</i>	\$ 9,642.00	<i>Total Equipment Rental/Maintenance</i>
Insurance (list each seperately)		
Fine Arts Insurance	\$ 1,350.00	Insurance for gallery exhibits and archive collection
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL INSURANCE</i>	\$ 1,350.00	<i>Total Insurance</i>
Licenses, Registration, Permits (list each		
	\$ -	
	\$ -	
<i>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</i>	\$ -	<i>Total Licenses, Registration, Permits</i>
Local Travel (list each seperately)		
	\$ -	
<i>SUB-TOTAL LOCAL TRAVEL</i>	\$ -	<i>Total Local Travel</i>
Office & Program Supplies (list each		
	\$ -	
<i>SUB-TOTAL OFFICE & PROGRAM SUPPLIES</i>	\$ -	<i>Total Office & Program Supplies</i>

FY 2021-2022 A-GUIDE COMBINED BUDGET

Postage & Delivery (list each seperately)		
	\$ -	
<i>SUB-TOTAL POSTAGE & DELIVERY</i>	\$ -	<i>Total Postage & Delivery</i>
Professional Svcs/Consulting (list each		
	\$ -	
<i>SUB-TOTAL PROFESSIONAL SVCS/CONSULTING</i>	\$ -	<i>Total Professional Svcs/Consulting</i>
Rent/Mortgage & Maintenance (list each		
	\$ -	
<i>SUB-TOTAL RENT/MORTGAGE &</i>	\$ -	<i>Total Rent/Mortgage & Maintenance</i>
Telecommunication (list each seperately)		
Phone	\$ 4,500.00	Five phone lines
Internet	\$ 2,000.00	WiFi-Spady Museum and Williams Cottage
<i>SUB-TOTAL TELECOMMUNICATION</i>	\$ 6,500.00	<i>Total Telecommunication</i>
Utilities (list each seperately)		
Water	\$ 1,700.00	Spady Museum and sprinkler systems
Electric	\$ 3,900.00	Spady Museum, Williams Cottage and Lamp post
<i>SUB-TOTAL UTILITIES</i>	\$ 5,600.00	<i>Total Utilities</i>
Other: (list each seperately)		
Advertising/Marketing	\$ 14,700.00	32% of marketing/advertising budget which include Marketing/PR, social media management, graphic design and print/digital advertising
Education Programs	\$ 12,000.00	MLK, Emancipation Celebrations (May 20th and Juneteenth) and Kwanzaa/Kuumba Village
Exhibit Rental, Fabrications, Installation	\$ 40,308.00	All expenses related to exhibition activities
<i>SUB-TOTAL OTHER</i>	\$ 67,008.00	<i>Total Other</i>
SUB-TOTAL EXPENSES	\$ 106,000.00	<i>Sub-Total Expenses</i>
	\$ -	<i>Administrative Expenses</i>
TOTAL EXPENSES	\$ 106,000.00	<i>Total Expenses</i>

EXHIBIT "B"
A-GUIDE FUNDING APPLICATION



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 preserve and share the rich cultural experiences of black communities. 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>At the beginning of the pandemic, the board and staff redirected strategic planning activities to create with our consultants a ninety-day crisis management plan. After careful assessment of our financial position in May 2020 it was determined that we are in a position of financial strength and resumed strategic planning activities. During our current fiscal (FY20/21) year of capacity building through CSC funding, the consultants, board and staff has continued with board governance and development but is putting more focus on fund development. Dr. Noe and Mr. Frenz will assist with the development of a five-year business plan for the Spady Marketplace. The need/aspiration is to position the Spady Museum for sustained, unrestricted revenue by creating an online marketplace as the museum's social enterprise. The five-year business plan will include financial scenarios; the initial launch; selecting an e-commerce platform; additional staffing to manage the marketplace; and the</p>		

build-out of a fulfillment process. After six months of brainstorming meetings the marketplace concept has evolved from selling products from the African Diaspora but to also include ticketed or free interactive experiences such as art workshops, book clubs, etc to increase participation with the museum as well as increasing unrestricted revenue.

Despite the seven-month shutdown of the museum we were able to maintain operations and staff salaries by receiving PPP funds and CARES Act funds totaling \$86,000+ through the SBA, NEA, FL Dept of State/Cultural Division, Florida Humanities Council and the Cultural Council for PBC. These funds assisted the museum with expenses related to reopening, program modification and business interruption. Combined with other earned and contributed income, the Spady Museum ended FY19-20 in the best financial position in its 20-year history with **\$400,000+ in cash income (see audit)**. This is quite an accomplishment during a pandemic! For FY21-22, (our 20th anniversary year) we endeavor to match, if not exceed, FY19-20's cash income.

In an effort to pivot to virtual programming, the museum increased its video productions and broadened its social media offerings on YouTube and Twitter to reach people with its virtual program schedule and virtual museum tours by adding a specialized videographer (Benson Photography) and social media subcontractor (VP Consulting) under Kaliah Communications, Inc. The concentration on more virtual programming was due to the pandemic closing the physical museum for more than seven months, and to answer the demand for more culturally aware content, following the 2020 summer protests over inequities and systemic racism.

The museum's YouTube channel also includes new feature videos, produced through Benson Photography, sharing workshops on the "Jazz: The Joan Cartwright Collection" exhibit, the 2020 Kwanzaa Celebration, and "Unsung," an exhibition that explored and celebrated the courage, spirit and leadership of Black men and women in shaping the Black community, historically and today. This exhibition also featured the stories of South Floridians dealing with the Covid-19 pandemic and the community response to their cries for help. The Covid-19 story collection was a collaborative project between Palm Health Foundation, Healthier Delray Beach and the EJS Project.

The social media sites have hundreds of partners, which use the museum's posts to feed their own platforms. The Spady Museum has utilized Facebook advertising to successfully promote specific programs, such as the virtual 2020 Juneteenth "Porch Stories" Celebration, virtual 2021 Martin Luther King Jr. Event, and the 2021 Black History Month program, featuring celebrated author Jason Reynolds, speaking virtually at the Arts Garage.

The museum's board and staff are continuously seeking ways to adapt to new technologies in order to serve our current audience and attract new audiences through virtual programs. For instance, we purchased Pivo (<https://getpivo.com>), which is a smart tracking pod that attaches to a smart phone and turns the phone into cameraman with Auto Tracking, Voice & gesture command, Live streaming. It maximizes the mobile capability with Auto Tracking, Smart Capture, and more. With this technology we do not need a professional videographer each time we wish to videotape a program. It is an inexpensive approach to producing videos to upload on our social media sites (Facebook, Instagram, and YouTube) to give our audiences educational experiences online. We are using Zoom Meetings for smaller interactive education programs, such as book clubs and lectures to engage audiences.

Planned marketing strategies for FY 2020-2021 are to welcome back visitors as cultural institutions reopen to a safety-conscious public, and continue to expand our reach via virtual and digital platforms. We are anticipating the creation of more hybrid events (in-person combined with virtual elements) to accommodate an audience in transition from pre-pandemic to post-pandemic entertainment-seeking. The addition of more online content, as well as more digital promotion, is planned to reach audiences who are navigating the new environments of travel and tourism.

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: 15

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:

\$ <u>6,028</u> Cash donations	\$ <u>4,163</u> Donations raised from others
\$ <u>1,000</u> Volunteer hours	\$ <u>1,000</u> 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

18 Check one:

- New
 Existing

19 If existing Program, year established: 2001

20 Prior CRA Funding for Same Project/ Program?

- Yes
 No

21 Time Period(s):

2001-2020

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 Spady Museum was fortunate this year to bring in a volunteer archivist who is 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.” The following are examples of exhibits presented in the Spady Museum galleries in FY19 though FY 21: “Edouard Duval-Carrie: Decolonizing Refinement Exhibit” looks at cane manufacturing, cotton and tobacco made possible through slave labor in the Americas, specifically focusing on the impact it had in South Florida. “Sankofa Today: The Present is Looking Back and Moving Forward”. The exhibit addressed the parallels in the experiences of people of the African Diaspora. “Alternate Heroes” was an exhibit from our collection that featured private citizens who made names for themselves by choosing to serve others. “Covid Stories” (in collaboration with Palm Health Foundation, Healthier Delray and EJS Project). This exhibit shared personal stories of Palm Beach County residents dealing with Covid-19 and hardships it caused. “Jazz: The Joan Cartwright Collection.” This exhibit highlighted Jazz musicians and their roles in the fight for Civil Rights and Social Justice in America.

Key Accomplishment

During the Covid-19 shutdown, the museum maintained an audience through virtual tours and gallery talks. Interest in our Jazz exhibit and Dr. Joan Cartwright's gallery talks helped boost our visitation after reopening 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. Public tours will resume when social distancing requirements are lifted.

Key Accomplishment

Although we haven't scheduled any bus tours since the beginning of the Covid-19 quarantine, interest is picking up for FY21-22. As an alternative to the bus tour, staff have been conducting walking tours in the West Settlers' district.

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

Due to Covid-19 MLK, Jr. Brunch was a virtual event hosted through Zoom Meetings Webinar. For our first attempt of hosting a major event entirely through a virtual format, we did exceedingly well. 100 attendees signed into Zoom and our gross profit was over \$5,000. For FY 21-22 we endeavor to host a hybrid event of both virtual and in-person for guests and speakers.

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

Kwanzaa/Kuumba was the museum's first in-person event since the shutdown. Held in our backyard, attendees were able to socially distance and enjoy the celebration as well as artist-led activities.

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

This is a new event to the museum's roster.

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 museum had to postpone the 2020 collaboration with the Arts Garage due to the pandemic. The concert featuring North Carolina's Pat "Mother Blues" Cohen has been rescheduled to June 19, 2021 at the Arts Garage. Spady is still celebrating Juneteenth by collaborating with the children's librarian at the Delray Beach Library in live streaming a skit about the importance of Juneteenth.

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 22 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 and South Arts' Dance on Tour Program.

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

Challenge: COVID-19 pandemic.

Strategy: Develop programs and services that can both be presented in-person and online for audiences to view according to their comfort level with current social distancing protocols.

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; Children's Services Council-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

32 Total Organization Budget for Previous FY 2019-2020: \$400,430.00	33 Total Organization Budget for Current FY 2020-2021: \$417,419	34 Total Organization Budget for Proposed 2021-2022: \$417,225
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PROGRAM BUDGET

35 Project/Program Budget (A): \$106,000	36 Amount Requested (A): \$106,000	37 % of Org Budget 25%
38 Project/Program Budget (B): \$	39 Amount Requested (B): \$	40 % of Org Budget %
41 Total CRA Request (Program A+B): \$106,000		42 % of Org Budget 25%

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 Delray, Leadership Palm Beach, KOP Network, 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, Impact 100), 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: 10/1/20-3/31,21__	X
L.	Most Recent Form 990	Time Period: ___2019_____	X
M.	Most Recent Independent Financial Audit/Review/Compilation	Time Period: _2019/2020_____	X
N.	Affiliation Agreements, If Applicable	Time Period: ___N/A_____	<input type="checkbox"/>
O.	Current Balance Sheet as of 3/31/2021		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

5/20/2021
Date Submitted