

**FUNDING AGREEMENT FOR FISCAL YEAR 2022-2023 BETWEEN THE
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND
DELRAY BEACH HISTORICAL SOCIETY, INC.**

THIS AGREEMENT is made this ____ day of _____, 2022 by and between the **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**, a public body corporate and politic, duly created and operated pursuant to Chapter 163, *Florida Statutes*, (hereinafter referred to as “**CRA**”), and **DELRAY BEACH HISTORICAL SOCIETY, 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 by attracting visitors to and promoting economic development activity within the CRA district, and are in the best interest of the **CRA**; and

WHEREAS, the **CRA** will provide funding to the **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 Three, Section II(A), page 31 of the Plan states that the major charge of the CRA is the consistent removal of slum and blight while subsequently preserving and enhancing the tax base of the CRA Redevelopment Area; and

WHEREAS, Part Three, Section II(G), page 35 of the Plan identifies recreation and cultural facilities as one of the “Overall Needs” of the CRA’s Redevelopment Area; and

WHEREAS, Part Four, Section I(B), page 53 of the Plan states that restoration and preservation of historic structures will be promoted and encouraged in the Old School Square Historic Arts District and the Marina Historic District; and

WHEREAS, Part Four, Section II(A), Subsection 1.2, page 60 of the Plan states that a project objective of the CRA is to facilitate economic development and ensure that the downtown remains the economic, cultural, and government center of the City; and

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

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

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

2. **TERM DATE:** The term of this Agreement shall commence upon execution by both parties. The Agreement shall continue in full force and effect until **September 30, 2023**, unless terminated by the **CRA**.

3. **FUNDING:** The **CRA** is providing total funding to the **GRANTEE** for fiscal year 2022-2023 in an amount not to exceed **SEVENTY-FIVE THOUSAND AND 00/100 Dollars (\$75,000.00)** (the "Funding Amount"). The Funding Amount funds are to be used by the **GRANTEE** to support its organizational operations for the purpose of providing community and cultural programs in conformance with the programs/projects within the **CRA** district specified in the A-GUIDE documents. Quarterly payments in an amount not to exceed **EIGHTEEN THOUSAND SEVEN HUNDRED FIFTY AND 00/100 DOLLARS (\$18,750.00)** shall be made by the **CRA** to the **GRANTEE**. The **CRA** has the right to withhold quarterly payments until receipt of documentation from the **GRANTEE**, and until the **CRA** receives free access to all additional information and/or documentation from the **GRANTEE** that the **CRA** deems necessary, in its sole and absolute discretion, to analyze the **GRANTEE's** financial position, performance, and expenditure of funds in accordance with its approved A-GUIDE funding application.

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

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

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

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

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

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

information shall be provided, promptly and free of charge, by the **GRANTEE** to the CRA. The quarterly payment will not be released to the **GRANTEE** until the **CRA** receives the program budget and narrative reports, supporting documentation, Balance Sheet and any additional information and/or documentation requested and not until such information and/or documentation is verified as complete and sufficient by the CRA.

10. GOALS AND OBJECTIVES: If the **CRA** determines pursuant to the A-GUIDE Logic Model and Evaluation Plan that the **GRANTEE** is not achieving the stated impacts and outcomes, or is otherwise not furthering the **CRA's** goals and objectives, the **CRA** shall provide written notice to the **GRANTEE** of such deficiency(ies), and the **GRANTEE** shall have fourteen (14) days from the effective date of the notice, pursuant to Section 19 of this Agreement, to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **GRANTEE** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** Board has the right to terminate the Agreement immediately after delivery of written notice, pursuant to Section 19 of this Agreement, to **GRANTEE**. Furthermore, the **CRA** may, in its sole and absolute discretion, cease and recoup all payments to the **GRANTEE**. The **CRA's** Board shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is filling the **CRA's** goals and objectives. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand. In no way shall the **CRA** be subjected to any liability or exposure for the termination of this Agreement under this Section.

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

12. MEDIA/PUBLIC RELATIONS: The **GRANTEE** shall insure that all publicity, public relations, advertisements and signs recognize the **CRA** for the support of all activities conducted with the funds provided by the **CRA**. The use of the **CRA** logo is permissible, but all signs or other advertising materials used to publicize **CRA** funded activities must be approved by the **CRA** prior to being utilized. News releases; print advertising; radio and television advertising must have the CRA's logo clearly recognizable/audible in the advertisement. Upon request by the **CRA**, the **GRANTEE** shall provide proof of the use of the **CRA** logo as required by this paragraph for projects funded pursuant to this Agreement.

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

14. INSPECTION: The **GRANTEE** hereby gives the **CRA**, through any authorized representative, upon reasonable notice, access to and the right to examine

all records, books, papers, or documents relating to the funding and financial status provided pursuant to this Agreement. The **GRANTEE** hereby agrees to maintain books, records and documents in accordance with accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by the **CRA** under this Agreement in accordance with the Florida Public Record Laws as provided in Chapter 119, Florida Statutes, as may be amended from time to time. The **GRANTEE** hereby agrees that if it has caused any funds to be expended in violation of this Agreement, it shall be responsible to refund such monies in full to the **CRA**, including unlawful and/or unauthorized expenditures discovered after the termination of this Agreement, and if this Agreement is still in force, any subsequent request for payment shall be withheld by the **CRA**. The **CRA** shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is expending funds in accordance with this Agreement. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand.

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

under this Agreement was used for unallowable costs, the **GRANTEE** agrees to promptly reimburse the CRA for such unallowable payments upon request, including unlawful and/or unauthorized expenditures discovered after the termination of this Agreement. The right of the CRA to conduct audits pursuant to this Agreement shall exist for seven (7) years from the completion and/or termination of this Agreement. This Section shall survive expiration or early termination of this Agreement. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand.

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

17. **TERMINATION FOR CONVENIENCE:** The **CRA**, in its sole and absolute discretion, reserves the right to terminate this Agreement without cause upon five (5) business days written notice to **GRANTEE**. Upon receipt or effectiveness of such

notice, pursuant to Section 19 of this Agreement, the GRANTEE shall not receive any additional funds from the Funding Amount from the **CRA**. Furthermore, upon issuing such notice, the **CRA** may, in its sole and absolute discretion, cease all payments to the GRANTEE. In no way shall the **CRA** be subjected to any liability or exposure for the termination of this Agreement under this Section.

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

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

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

Facsimile No.: (561) 276-8558

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

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

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

20. PUBLIC RECORDS. **GRANTEE** shall comply with the applicable provisions of Chapter 119, Florida Statutes. Specifically, **GRANTEE** shall:

- (a) Keep and maintain public records required by the **CRA** to perform under this Agreement.
- (b) Upon request from the **CRA**'s custodian of public records, provide the **CRA** with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the **GRANTEE** does not transfer the records to the **CRA**.
- (d) Upon completion of this Agreement, transfer, at no cost, to the public agency all public records in possession of the **GRANTEE** or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the **CRA** upon completion of the Agreement, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the **GRANTEE** keeps and maintains public records upon completion of the Agreement, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the **CRA**'s

custodian of public records, in a format that is compatible with the information technology systems of the public agency.

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

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

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

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

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

24. ENTIRE AGREEMENT: This Agreement shall not be valid until signed by the **CRA** Chair. No prior or present agreements or representations with regard to any subject matter contained within this Agreement shall be binding on any party unless included expressly in this Agreement. Any modification to this Agreement shall be in writing and executed by the parties.

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:

CREATIVE CITY COLLABORATIVE
OF DELRAY BEACH INC. (D/B/A ARTS
GARAGE), a Florida Non for-profit
Corporation

By: _____

Print Name: _____

Print Name: _____

Title: _____

DELRAY BEACH COMMUNITY
REDEVELOPMENT AGENCY

By: _____
Shirley E. Johnson, Chair

ATTEST:

Renée A. Jadusingh, Esq.
CRA Executive Director

APPROVED AS TO FORM:

CRA Legal Advisor

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



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

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

IMPORTANT DATES

Fiscal Year 2021-2022 Funding Cycle

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

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

GENERAL INSTRUCTIONS

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

Before you begin to fill in the application:

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

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

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

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

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

INDIVIDUAL APPLICATION ITEMS

SECTION I. ORGANIZATION INFORMATION

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

SECTION II. PROJECT/PROGRAM INFORMATION

Program A

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

Program B, if applicable

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

Section III. FINANCIAL INFORMATION

Enter budget amounts for the Organization:

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

Enter budget amounts for the Project/Program:

Program A:

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

Program B:

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

SECTION IV. APPLICATION CHECKLIST

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

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

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

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

SECTION V. CERTIFICATION STATEMENT AND SIGNATURE

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

ASSEMBLING THE APPLICATION

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

Cover Letter

1. Application for Funding

2. Organization Information:

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

3. Project/Program Documents:

- Logic Model
- Goals and Outcomes Report
- Evaluation Plan

4. Financial Information:

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

5. Affiliation Agreements, if applicable

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

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

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

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

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

SUBMISSION OF THE APPLICATION

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

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

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

QUESTIONS / TECHNICAL ASSISTANCE

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

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



A-G.U.I.D.E.

Nonprofit Partner Application for Funding

SECTION I. ORGANIZATION INFORMATION

1 **Organization Legal Name:** The Delray Beach Historical Society

dba, if applicable:

2 **Address:** 3 NE 1st Street, Delray Beach FL 33444

3 **Telephone:** 561-274-9578

4 **Fax:**

5 **Website:**

www.delraybeachhistory.org

6 **Mission Statement:**

The Delray Beach Historical Society, believing that a sense of history is fundamental to understanding human experiences, collects, preserves, and shares materials from Delray Beach's past, so that present and future generations can comprehend more fully their predecessors, their communities and themselves. The society encourages and assists people of all backgrounds and interests to learn more about Delray Beach's diverse history.

7 **Executive Leader:** Winnie Edwards

8 **Application Contact:** Winnie Edwards

9 **Title:** Executive Director

10 **Contact Telephone:** 561-274-9578

11 **Email:**

Winnie@delraybeachhistory.org

12 **Year Established, Organization History and Growth (maximum 1,000 words):**

The Delray Beach Historical Society was founded in 1964 by pioneer, Ethel Sterling Williams and Kenneth Ellingsworth along with residents of Delray Beach who felt the history and record of the town should be collected and preserved. A collection of documents and photos stored in an office downtown had transitioned over the years to include a one-acre campus with three historic cottages, the City Archive, and a Heritage Garden.

The founders had vision and confidence that successive generations would endow and implement this vital organization. For nearly 60 years, the Historical Society has served the community by continuing the important work of acquiring, archiving, preserving, and sharing the City's history and serving as a guardian of Delray Beach's official archival collections. Currently, there are over 80,000 items in the City Archive, a 30% increase from 2021.

It was the Delray Beach Historical Society that provided funding support and fostered the development of Spady Cultural Heritage Museum, the Preservation Trust and Old School Square. In addition, the Society was instrumental in the formation of the City's Historic Preservation Planning Department in the 1980's.

The DBHS Timeline and Achievements:

July 30, 1964 - A small group of residents holds an organizational meeting at a local bank downtown to devise a plan to generate interest in establishing a Historical Society.

August 1964 - The Delray Beach Historical Society is chartered as a non-profit organization and a meeting of the Board of Governors is held at the Chamber of Commerce building.

Sept. 9, 1964 - The Society begins to collect the records of Delray history. The Archives Committee decides the city library will keep the archival material and plans a window display at the First National Bank.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

fund-raisers.

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

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

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

1995 - Delray Beach celebrates its Centennial of Settlement. DBHS is instrumental in the yearlong celebration. The Society moves the old Florida East Coast railway depot to the Ocean City Lumber property. The FEC depot is the logo of the city's centennial celebration, and the depot becomes the DBHS office.

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

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

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

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

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

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

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

2009 - The last Antiques Show and Sale occurs.

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

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

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

facilitated by local architects and historians.

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

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

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

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

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

2017-2018 - Further digitization of the archives begins with new software and a vibrant intern program. DBHS launches three new exhibits: Two permanent exhibits in the ESW building – "La Florida" (pre-history – 1865) and "Delray Beach: The Last Frontier," (1865-1918) and one rotating exhibit in the Bungalow – "Sunny Greetings from Delray Beach (1920's- 40's).

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

2018-2019 – Exhibit attendance increases. Events continue with Fall Fest and Harvest, celebrating Delray's agricultural heritage. Grass River Garden Club perimeter fencing is installed. Our Wise Elder Circle grows to 25 people. DBHS receives a grant for \$25,000 for our Oral History Project. Cason Cottage is converted to meeting, lecture, workshop and event space. DBHS raises money for interior renovations. The Heritage Lecture series grows to and attract larger crowds.

2019-2020 – Permanent exhibits continue to thrive with record attendance. DBHS creates educational modules for teachers and visitors. Archive expands – DBHS raises \$11,000 to purchase state-of-the-art revolving Archive shelving. Over 2,500 new items are donated to the City Archive. Research and preservation projects increase. Elder Circle grows to 35 people. DBHS raises money for an “Educational Heritage Garden.” DBHS launches “Twilight in the Garden” event working with local restaurants and farmers. DBHS holds its 7th Annual Fall Fest, with nearly 600 in attendance. Our 2019 Summer Camp sells out two sessions - “The Art & History of Letter Writing.” The Heritage Lecture Series events sell out. One highlight includes producing a “preservation / conservation” co-op lecture and panel discussion with six different conservation and environmental organizations in South Florida. DBHS partners with the City of Delray Beach, Spady, Old School Square, the Delray Beach Public Library, Sandoway, the Chamber of Commerce and other organizations on events such as “Delray Beach: Rise,” “Black History Month,” Leadership Delray and others. The global pandemic hits in March 2020. DBHS keeps up regular communications, works continuously in the City Archive and fulfills research requests. DBHS offers at-home “Backyard Adventure Summer Camp Kits.”

2020-2021 – This was a year of great challenge due to the Covid-19 Pandemic. The DBHS remained open and the Society created safe experiences and opportunities for visitors and residents. The public was encouraged to utilize the Archive remotely or distanced. Key achievements include the development of our Covid-19 Documentary Project, family take-home history and craft activity kits for summer – spring of 2021. Build out of a one-acre, free outdoor exhibit, featuring 1,000 images, displayed for six months and visited by over 4,000 people. We also launched the “Indivisible” Exhibit: The History of Haitian Residents of Delray Beach, in partnership with the Arts Warehouse. We continued to build out our “Educational Heritage Garden,” planting over 400 new 100% Florida native plants, installing educational markers and a new pergola entrance for the campus.

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

2022 – Still recovering from the pandemic, the Society launches a new exhibit, “Delray Beach: WWII Homefront.” Robust Garden Lecture Series opens to sold out audiences. Daily work in the Heritage Garden continues. The Society launches several new and ongoing events: an Outdoor Movies series, Shop Local Holiday Bazaar for Artisans, and an Art in the Garden event to bring the community together. The Society increases fundraising efforts. Nearly 15,000 new items are donated to the City Archive. Society undertakes a reorganization project, including the Archive, offices and storage space. Society acquires an offsite, “Auxiliary Archive” space to safely house new donations. Society holds “Twilight in the Garden” fundraiser. Society launches new documentary series, “Delray Beach Historical Backroads.” School and group visits and off-site presentations increase. We launch our new website: www.delraybeachhistory.org.

13 Policy on Board Contributions (maximum 250 words):

To exhibit commitment to the mission and to reach our fund-raising goal, Board members agree that personal contributions to the Society are essential. Although the Society’s policy on contributions is informal, there is a fundamental outline. Qualifications to be a Board member, per our bylaws, require that each member, during his or her membership on the Board, be an Active Member of the Society. Board responsibilities include supporting the Society financially with a suggested minimum contribution of \$2,500 per year. This can be achieved through personal contribution, general

fundraising and generating sponsorships. Board members are expected to give to the best of their means, at a level they would consider generous. In addition to cash contributions, the Board is committed to attending special events, buying tickets, in-kind donations, pro bono contributions or otherwise participating in the Society's activities.

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

85% Cash donations 80% Donations raised from others 100% Volunteer hours 100% In-kind donations

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

<u>\$37,500</u>	Cash donations	\$40,000	Donations raised from others
200	Volunteer hours	\$3,000	In-kind donations

16 Oversight/Accreditation/Affiliation: NA

SECTION II. PROJECT/PROGRAM INFORMATION

Program A

17 **Project/Program Title:** The DBHS Cultural Heritage Exhibit, Museum & Learning Center Program

18 **Check one:**

☐ New
☒ Existing

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

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

☒ Yes

21 **Time Period(s):**

October 1, 2022 – September 30,
2023

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

The DBHS Cultural Heritage Exhibit, Museum & Learning Center Program is the ultimate expression of fulfilling our mission and responsibility to the community. As our community grows and changes, it is our vision to expand our archival collection, our service capacity, and our knowledge so that we may continue to share our history and heritage in as many unique, engaging ways as possible.

Our Program is the proper mix of collecting and preserving our history in the City Archive; education, exhibitions, documenting history, celebratory events, tours, presentations, storytelling, lectures, workshops and outreach. The Program includes two categories:

- 1) Exhibits, Programs & Events. This includes history exhibits on and offsite, lectures, a book club, workshops, summer camp, educational presentations, documenting, celebratory events, community partnerships and collaborations, relationship building.
- 2) Preservation Services. This includes acquiring, accessioning, and preserving archival items; facilitating research requests from the community; completing oral and video histories; historic image orders.

Notable accomplishments from 2020-2021:

We stayed open throughout the pandemic and continued to offer free research and access to the City Archive. Post pandemic, we continue to be open 6 days per week.

In place of in-person camp, we continued to build and offer camp kits for hundreds of families with many kits going to the Boys & Girls Club, Achievement Center, Paul's Place and 4Kids.

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

We continued to build and expand our "Educational Heritage Garden," planting several hundred new 100% Florida native plants and trees and installing educational markers.

We opened a new history exhibit, "Delray Beach: WWII Homefront." This exhibit and the research process fostered new relationships and broadened our outreach capacity. We expanded our on-site tours, school visits and off-site presentations.

We have expanded the Archive, added new shelving, reorganized collections for better access and invested in technology.

We launched a new website.

We launched a new documentary series, "Delray Beach Historical Backroads."

Our social media engagement has increased by 70%.

We have maintained our membership and sponsorship support.

29 Delray CRA Overall Need Addressed and Description:

☐ Economic/Business Development ☐ Affordable Housing ☒ Recreation & Cultural Facilities

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

Fulfills our most important mission — to preserve Delray Beach’s history and heritage.

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

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

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

Continues to lead in cultural offerings and serves as a destination for visitors to the CRA District.

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

Increases understanding of the value of historical societies and preservation.

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

Engages the younger generations to embrace and enjoy learning about local history and learning and being inspired by it.

30 Key Staff and Qualifications (maximum 500 words):

Executive Director (full time)

Winnie Edwards, Executive Director, has a BA in Communications and Graphic Design. She brings 8 years non-profit experience and eighteen years of professional private sector job experience, has held leadership and executive roles in multiple fields of strategic marketing, growth strategy, creative branding, graphic design, multi-media production, communications, and event planning. Relevant core strengths include passion for local history, storytelling, and sense of community; strong work ethic, excels in relationship building, personnel management; ability to think broadly and see projects through to completion; adaptable/flexible; ability to problem solve and shift priorities as needed; determination and stamina. The current Executive Director also serves as the Marketing Director and Exhibit Producer.

Development & Program Administrator (part time)

Shannon Ewing as born Ft. Worth Texas and moved to South Florida in 2001. She attended Harding University and Arkansas State University and has had a vast career in hospitality management roles, activities planning, development and membership engagement. Shannon also helped manage the family’s construction company, focusing on business development, and she owned her own daycare center. Her core strengths are communication, relationship building, database management and

outreach. She has a passion for local history and especially sharing it with children's groups. She currently lives in Delray Beach and is raising her two sons.

Archive Coordinator (part time)

Tom Warnke moved to Delray Beach with his family in 1962 from Milwaukee, Wisconsin. He attended Plumosa Elementary School and Delray Beach Junior High School before graduating from Seacrest High School. He received his B.A. in Social Science and Psychology from Florida Atlantic University in 1970. After eight years working for the State of Florida in Delray as a Juvenile Court Counselor, he had a 25-year career in sales and marketing. This included 18 years with Costa Del Mar Sunglasses, from being the company's first salesman, to becoming VP of Sales and Marketing. His favorite activities include the ocean as his playground, especially surfing.

As a volunteer, Tom invested 40 years as District Director of the non-profit Eastern Surfing Association, producing hundreds of amateur surfing events. ESA is the National Governing Body for amateur surfing on the U.S. East Coast, and he was elected Chairman of the ESA Board of Directors. In 1996 Tom founded the first Florida Chapter of Surfrider Foundation in Palm Beach County and has served as a volunteer administrator for the chapter for 22 years, working on issues such as public beach access, coastal construction and sea level rise. In 2017 he became Executive Director of the Surfing Florida Museum, a non-profit organization dedicated to the preservation and exhibition of a complete history of surfing in Florida.

Tom's role and strengths lie in his passion for local history preservation, facilitating research requests, scanning and assisting with our archival photo collection, accessing new items into the Archive, filing in the Archive, completing photo orders assistance with exhibit creation.

Facility Manager (part time)

Dan Kowalski is the facility manager for the Delray Beach Historical Society. He is responsible for the care, maintenance, and minor repairs of three historic cottages and an acre of Florida native educational gardens. Dan is a 4-year Delray Beach resident and a 15-year Delray Beach property owner who is dedicated to the historic preservation of his adopted hometown. Before moving to Delray Beach, Dan was a Budget Officer for the Department of Defense, responsible for a 5-year, \$1 billion program to develop emerging technologies to address critical warfighting needs. Prior to that, he was a Career Naval Officer and aviator. He served as a naval helicopter pilot aboard numerous ships throughout the world in support of the nation's defense; as primary flight instructor in turbo-prop airplanes; and as the Science and Technology Director on the staff of the Chief of Naval Operations in the Pentagon. Dan holds a Master Degree in Finance, an MBA and a Bachelor Degree in Science.

The DBHS also hires contractors to assist with event planning and accounting.

Events & Special Programs

Liz Bold

Accounting Professional Services

Krystina Buckley

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

- 1) Fundraising: We are in a competitive environment with an increasing number of valuable non-profits in Delray Beach. It is a challenge to raise needed operating funds, as saving history is not often thought of as a 'front line' need. Strategy: We have hired a part-time staff person to help us with development. We are researching and plan to apply for additional grants in our field.
- 2) Relative to our mission, nearly 60% of what we offer to the community is considered a "service to the City," and does not generate income. This includes the acquisition of donations from the community for the City archive, now containing over 80,000 items; accessioning, cataloging, digitizing and preserving these items utilizing professional archiving standards and practices; answering daily requests including research, document, photo and news scanning; researching and providing accurate information according to the official City records for the media, educational institutions, civic groups, areas businesses, writers, students, general researchers and the community; assimilating information and generating content for exhibits, news articles, the website and special projects.

The DBHS Oral History Project and the Backroads Project are costly, yet a critical part of what we do. We build on over 300 histories going back to the 1930's, and work continuously on documenting new histories. We are excited to present as many as possible in new and interactive ways to a broader audience.

Outreach to local schools. We are woefully aware that History and Social Studies are being cut from schools across the U. S. Our mission has never been more important, but with busing logistics, transportation costs and restrictions and limited resources in schools, students are unable to visit on a regular basis. We are currently investigating grants for busing and hoping to partner with other area non-profits to create joint visits.

In summary, it is a challenge to balance our income generating fundraisers and programs with our free professional services to the community and promise to the City to maintain, grow and share the City Archival Collection. Strategy: We are approaching the coming year with a balance of programs to attract a broader reach and younger families. We will target specific grants for our Archive services.

SECTION III. FINANCIAL INFORMATION

ORGANIZATION BUDGET

32 Total Organization Budget for
Previous FY 2020-2021:
\$300,000

33 Total Organization Budget
for Current FY 2021-2022:
\$300,000

34 Total Organization Budget
for Proposed 2022-2023:
\$400,000

PROGRAM BUDGET

35 Project/Program Budget (A):
\$ 316,000

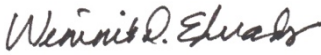
36 Amount Requested (A):
\$ 75,000

37 % of Org Budget
18.75 %

41 Total CRA Request (Program A+B): NA	42 % of Org Budget
43 Type(s) of Support Requested (refer to A-G.U.I.D.E. guidelines): Program and Project Support; Management Development & Capacity Building	
44 Other Support/Status and Plans for Sustainability (maximum 500 words): The DBHS recognizes there are key components necessary for program sustainability, including the diversification of revenue sources, partnerships and collaborative strategies, fundraising, sponsorships, organizational and community capacity building, and the strategic use of Society members and volunteers. In 2022 and 2023, the Society has committed to research new grants and increase our membership and sponsorship fundraising goals to serve a growing and broader audience.	

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.	Evaluation Plan	X
H.	Combined Budget Form	X
I.	Project/Program Budget & Narrative Form	X
J.	Most Recent Financial Statement	Time Period: _____ X
K.	Most Recent Form 990	Time Period: __2021__ X
L.	Most Recent Independent Financial Audit/Review/Compilation	Time Period: __2022__ X
M.	Affiliation Agreements, If Applicable	Time Period: _2022_ X
N.	Current Balance Sheet	X
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.

Winnie Edwards, Executive Director		July 15, 2022
Executive Leader Name and Title	Signature	Date Submitted

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Delray Beach Historical Society
Executive Leader:	Winifred Edwards
Key Financial Manager:	Sylvia Pecaro
Current FY 2022-2023 Total Organization Budget:	400,000
Program/Project A:	Cultural Heritage Exhibit, Museum & Learning Center Program
Program/Project B:	N/A

APPLICATION

INCOME	ORGANIZATION			PROGRAM A	
	FY 2021-2022 TOTAL ORGANIZATION BUDGET	FY 2021-2022 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2022)	FY 2022-2023 PROJECTED ORGANIZATION BUDGET	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET (A)	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)
Fees, Tickets, Registration, etc.					
Corporate Grants/Contributions	\$ 5,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	
Individual Donations					
Foundation Grants					
Government - Federal					
Government- Local/County	\$ 50,000.00	\$ 125,000.00	\$ 100,000.00	\$ 100,000.00	
Government- State					
In-Kind					
Interest Income					
Membership	\$ 55,000.00	\$ 50,840.00	\$ 64,000.00	\$ -	
CRA Actual or Requested	\$ 75,000.00	\$ 37,500.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
Other: Exhibits, Programs & Events	\$ 61,900.00	\$ 12,590.00	\$ 60,000.00	\$ 60,000.00	
Other: Donations & Sponsorships	\$ 45,000.00	\$ 63,399.00	\$ 80,000.00	\$ 80,000.00	
Other: Photos, Sales, & Miscellaneous Income	\$ 8,100.00	\$ 2,575.00	\$ 20,000.00	\$ -	
TOTAL INCOME	\$ 300,000.00	\$ 291,904.00	\$ 400,000.00	\$ 316,000.00	\$ 75,000.00
CRA % of Total Income	25%	13%	19%	24%	

NOTES:

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

For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$1,000 such as bank checks, paid invoices, etc.

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Delray Beach Historical Society
Executive Leader:	Winifred Edwards
Key Financial Manager:	Sylvia Pecaro
Current FY 2022-2023 Total Organization Budget:	400,000
Program/Project A:	Cultural Heritage Exhibit, Museum & Learning Center Program
Program/Project B:	N/A

APPLICATION

EXPENSES	ORGANIZATION			PROGRAM A	
	FY 2021-2022 TOTAL ORGANIZATION BUDGET	FY 2021-2022 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2022)	FY 2022-2023 PROJECTED ORGANIZATION BUDGET	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET (A)	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)
Salaries & Related Taxes (list each position/title seperately)					
Position: Executive Director	\$ 80,000.00	\$ 37,771.00	\$ 90,000.00	\$ 85,500.00	\$ 20,292.72
Position: Grounds, Maintenance	\$ 15,000.00	\$ 7,589.00	\$ 15,000.00	\$ 6,000.00	\$ 1,424.05
Position: Operations Manager	\$ 38,000.00	\$ 21,751.00	\$ 38,000.00	\$ 26,600.00	\$ 6,313.29
Position: Archivist (part time & contract)	\$ 36,000.00	\$ 13,032.00	\$ 57,000.00	\$ 57,000.00	\$ 13,528.48
Position: Contracted Service (events & operations)	\$ 4,000.00	\$ 12,901.00	\$ 20,000.00	\$ 15,000.00	\$ 3,560.13
Position Payroll Taxes	\$ 15,000.00	\$ 5,973.00	\$ 13,000.00	\$ 10,400.00	\$ 2,468.35
Position: Payroll Processing Fess & Misc.	\$ -	\$ -	\$ 2,000.00	\$ 1,600.00	\$ 379.75
SUB-TOTAL SALARIES	\$ 188,000.00	\$ 99,017.00	\$ 235,000.00	\$ 202,100.00	\$ 47,966.77
Fringe Benefits (list each position/title)					
Position: Executive Director Health insurance	\$ -	\$ 2,322.00	\$ 5,000.00	\$ 4,750.00	\$ 1,127.37
Position:					
SUB-TOTAL FRINGE BENEFITS	\$ -	\$ 2,322.00	\$ 5,000.00	\$ 4,750.00	\$ 1,127.37
Capital Expenditures (list each seperately)					
Landscaping	\$ 8,000.00	\$ -	\$ -		
Signage	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 12,000.00	\$ 2,848.10
Software	\$ 1,000.00	\$ -	\$ -	\$ -	
Computers, Printers, etc.	\$ 1,000.00	\$ 2,500.00	\$ 5,000.00	\$ 4,250.00	\$ 1,008.70
SUB-TOTAL CAPITAL EXPENDITURES	\$ 22,000.00	\$ 2,500.00	\$ 17,000.00	\$ 16,250.00	\$ 3,856.80
Conferences & Meetings (list each seperately)					
Conferences & Meetings	\$ 5,500.00	\$ 1,148.00	\$ 8,000.00	\$ -	\$ -
SUB-TOTAL CONFERENCES & MEETINGS	\$ 5,500.00	\$ 1,148.00	\$ 8,000.00	\$ -	\$ -
Copying & Printing (list each seperately)					
Printing & Copying	\$ 500.00	\$ 1,892.00	\$ 3,500.00	\$ 2,625.00	\$ 623.02
SUB-TOTAL COPYING & PRINTING	\$ 500.00	\$ 1,892.00	\$ 3,500.00	\$ 2,625.00	\$ 623.02

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Delray Beach Historical Society
Executive Leader:	Winifred Edwards
Key Financial Manager:	Sylvia Pecaro
Current FY 2022-2023 Total Organization Budget:	400,000
Program/Project A:	Cultural Heritage Exhibit, Museum & Learning Center Program
Program/Project B:	N/A

	ORGANIZATION			APPLICATION	
				PROGRAM A	
Equipment Rental/Maintenance (list each seperately)					
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance (list each seperately)					
Insurance	\$ 8,000.00	\$ 442.00	\$ 9,500.00	\$ 950.00	\$ 225.47
SUB-TOTAL INSURANCE	\$ 8,000.00	\$ 442.00	\$ 9,500.00	\$ 950.00	\$ 225.47
Licenses, Registration, Permits (list each seperately)					
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ -	\$ -	\$ -	\$ -	\$ -
Local Travel (list each seperately)					
Travel	\$ -	\$ 200.00	\$ -	\$ -	\$ -
SUB-TOTAL LOCAL TRAVEL	\$ -	\$ 200.00	\$ -	\$ -	\$ -
Office & Program Supplies (list each seperately)					
Office & Program Supplies	\$ 4,000.00	\$ 8,060.00	\$ 6,500.00	\$ 5,525.00	\$ 1,311.31
Dues & Subscriptions	\$ 1,000.00	\$ 714.00	\$ 2,500.00	\$ 1,000.00	\$ 237.34
Software & Computer Supplies	\$ 4,500.00	\$ 1,486.00	\$ 1,250.00	\$ 500.00	\$ 118.67
Taxes & Licenses	\$ 750.00	\$ 1,240.00	\$ 1,000.00	\$ 400.00	\$ 94.94
Security	\$ 3,000.00	\$ 468.00	\$ 1,000.00	\$ 400.00	\$ 94.94
Bank Fees	\$ 1,000.00	\$ 908.00	\$ 500.00	\$ 200.00	\$ 47.47
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ 14,250.00	\$ 12,876.00	\$ 12,750.00	\$ 8,025.00	\$ 1,904.67
Postage & Delivery (list each seperately)					
Postage & Delivery	\$ 2,000.00	\$ 530.00	\$ 750.00	\$ -	\$ -
SUB-TOTAL POSTAGE & DELIVERY	\$ 2,000.00	\$ 530.00	\$ 750.00	\$ -	\$ -

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Delray Beach Historical Society
Executive Leader:	Winifred Edwards
Key Financial Manager:	Sylvia Pecaro
Current FY 2022-2023 Total Organization Budget:	400,000
Program/Project A:	Cultural Heritage Exhibit, Museum & Learning Center Program
Program/Project B:	N/A

	ORGANIZATION			APPLICATION	
				PROGRAM A	
Professional Svcs/Consulting (list each seperately)					
Accounting/Legal	\$ 4,500.00	\$ 3,656.00	\$ 18,000.00	\$ 4,500.00	\$ 1,068.04
Compilation/990	\$ 2,000.00	\$ 1,750.00	\$ 2,000.00	\$ 500.00	\$ 118.67
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ 6,500.00	\$ 5,406.00	\$ 20,000.00	\$ 5,000.00	\$ 1,186.71
Rent/Mortgage & Maintenance (list each seperately)					
General Maintenance (Grounds & Garden)	\$ 2,000.00	\$ 4,302.00	\$ 3,500.00	\$ 800.00	\$ 189.87
Storage	\$ 2,000.00	\$ 3,986.00	\$ 7,500.00	\$ 5,000.00	\$ 1,186.71
Misc. repairs	\$ 500.00	\$ 291.00	\$ 250.00	\$ 62.50	\$ 14.83
Computer Repairs	\$ 500.00	\$ 1,949.00	\$ 500.00	\$ 125.00	\$ 29.67
Equipment repairs	\$ 500.00	\$ -	\$ -	\$ -	\$ -
Pest Control	\$ 1,000.00	\$ 723.00	\$ 1,250.00	\$ 312.50	\$ 74.17
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ 6,500.00	\$ 11,251.00	\$ 13,000.00	\$ 6,300.00	\$ 1,495.25
Telecommunication (list each seperately)					
SUB-TOTAL TELECOMMUNICATION	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities (list each seperately)					
Utilities	\$ 12,300.00	\$ 6,236.00	\$ 14,000.00	\$ 10,500.00	\$ 2,492.09
SUB-TOTAL UTILITIES	\$ 12,300.00	\$ 6,236.00	\$ 14,000.00	\$ 10,500.00	\$ 2,492.09
Other: (list each seperately)					
Other: Advertising, Marketing & Website	\$ 10,000.00	\$ 16,669.00	\$ 12,000.00	\$ 12,000.00	\$ 2,848.10
Other: Exhibits, Programs & Events	\$ 24,450.00	\$ 11,322.00	\$ 47,500.00	\$ 47,500.00	\$ 11,273.73
Other: Charitable Gifts	\$ -	\$ 400.00	\$ -	\$ -	\$ -
Other: Gift Shop & Miscellaneous costs	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -
SUB-TOTAL OTHER	\$ 34,450.00	\$ 28,391.00	\$ 61,500.00	\$ 59,500.00	\$ 14,121.84
SUB-TOTAL EXPENSES	\$ 300,000.00	\$ 172,211.00	\$ 400,000.00	\$ 316,000.00	\$ 75,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 300,000.00	\$ 172,211.00	\$ 400,000.00	\$ 316,000.00	\$ 75,000.00
NET INCOME	\$ -	\$ 119,693.00	\$ -	\$ -	\$ -

Organization Name:

Delray Beach Historical Society

Program/Project A:

Cultural Heritage Exhibit, Museum & Learning Center Program

APPLICATION				
INCOME	AMOUNT	PROGRAM A Justification/Narrative for CRA Funded Program	*C (confirmed) or P (pending)	**Date of Funding Decision (for P) or Start Date (for C)
Fees, Tickets, Registration, etc.	\$ -			
Corporate Grants/Contributions	\$ -			
Individual Donations	\$ -			
Foundation Grants	\$ -			
Government - Federal	\$ -			
Government- Local/County	\$ -			
Government- State	\$ -			
In-Kind	\$ -			
Interest Income	\$ -			
Membership	\$ -			
CRA Actual or Requested	\$ 75,000.00			
Other: Exhibits, Programs & Events	\$ -			
Other: Donations & Sponsorships	\$ -			
Other: Photos, Sales, & Miscellaneous Income	\$ -			
TOTAL INCOME	\$ 75,000.00			

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

Organization Name:

Delray Beach Historical Society

Program/Project A:

Cultural Heritage Exhibit, Museum & Learning Center Program

APPLICATION

EXPENSES	AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title seperately)		
Position: Executive Director	\$ 20,292.72	
Position: Grounds, Maintenance	\$ 1,424.05	
Position: Operations Manager	\$ 6,313.29	
Position: Archivist (part time & contract)	\$ 13,528.48	
Position: Contracted Service (events & operations)	\$ 3,560.13	
Position Payroll Taxes	\$ 2,468.35	
Position: Payroll Processing Fess & Misc.	\$ 379.75	
<i>SUB-TOTAL SALARIES</i>	\$ 47,966.77	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)		
Position: Executive Director Health insurance	\$ 1,127.37	
Position:	\$ -	
<i>SUB-TOTAL FRINGE BENEFITS</i>	\$ 1,127.37	Total Fringe Benefits
Capital Expenditures (list each seperately)		
Landscaping	\$ -	
Signage	\$ 2,848.10	
Software	\$ -	
Computers, Printers, etc.	\$ 1,008.70	
<i>SUB-TOTAL CAPITAL EXPENDITURES</i>	\$ 3,856.80	Total Capital Expenditures
Conferences & Meetings (list each seperately)		
Conferences & Meetings	\$ -	
0	\$ -	
<i>SUB-TOTAL CONFERENCES & MEETINGS</i>	\$ -	Total Conferences & Meetings
Copying & Printing (list each seperately)		
Printing & Copying	\$ 623.02	
0	\$ -	
<i>SUB-TOTAL COPYING & PRINTING</i>	\$ 623.02	Total Copying & Printing

Organization Name:

Delray Beach Historical Society

Program/Project A:

Cultural Heritage Exhibit, Museum & Learning Center Program

APPLICATION

Equipment Rental/Maintenance (list each seperately)		
0	\$ -	
0	\$ -	
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -	Total Equipment Rental/Maintenance
Insurance (list each seperately)		
Insurance	\$ 225.47	
0	\$ -	
SUB-TOTAL INSURANCE	\$ 225.47	Total Insurance
Licenses, Registration, Permits (list each seperately)		
0	\$ -	
0	\$ -	
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ -	Total Licenses, Registration, Permits
Local Travel (list each seperately)		
Travel	\$ -	
0	\$ -	
SUB-TOTAL LOCAL TRAVEL	\$ -	Total Local Travel
Office & Program Supplies (list each seperately)		
Office & Program Supplies	\$ 1,311.31	
Dues & Subscriptions	\$ 237.34	
Software & Computer Supplies	\$ 118.67	
Taxes & Licenses	\$ 94.94	
Security	\$ 94.94	
Bank Fees	\$ 47.47	
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ 1,904.67	Total Office & Program Supplies
Postage & Delivery (list each seperately)		
Postage & Delivery	\$ -	
0	\$ -	
SUB-TOTAL POSTAGE & DELIVERY	\$ -	Total Postage & Delivery

Organization Name:

Delray Beach Historical Society

Program/Project A:

Cultural Heritage Exhibit, Museum & Learning Center Program

APPLICATION

Professional Svcs/Consulting (list each seperately)		
Accounting/Legal	\$ 1,068.04	
Compilation/990	\$ 118.67	
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ 1,186.71	Total Professional Svcs/Consulting
Rent/Mortgage & Maintenance (list each seperately)		
General Maintenance (Grounds & Garden)	\$ 189.87	
Storage	\$ 1,186.71	
Misc. repairs	\$ 14.83	
Computer Repairs	\$ 29.67	
Equipment repairs	\$ -	
Pest Control	\$ 74.17	
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ 1,495.25	Total Rent/Mortgage & Maintenance
Telecommunication (list each seperately)		
0	\$ -	
0	\$ -	
SUB-TOTAL TELECOMMUNICATION	\$ -	Total Telecommunication
Utilities (list each seperately)		
Utilities	\$ 2,492.09	
0	\$ -	
SUB-TOTAL UTILITIES	\$ 2,492.09	Total Utilities
Other: (list each seperately)		
Other: Advertising, Marketing & Website	\$ 2,848.10	
Other: Exhibits, Programs & Events	\$ 11,273.73	
Other: Charitable Gifts	\$ -	
Other: Gift Shop & Miscellaneous costs	\$ -	
SUB-TOTAL OTHER	\$ 14,121.84	Total Other
SUB-TOTAL EXPENSES	\$ 75,000.00	Sub-Total Expenses
	\$ -	Administrative Expenses
TOTAL EXPENSES	\$ 75,000.00	Total Expenses

EXHIBIT "C"
Budget and Narrative Report

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

NOTES:

CRA support may not exceed 25% of an organization’s total operating budget for the year in which the grant is requested

Program budget changes of more than 10% in any Budget line item must be approved in advance.

For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$2,500 such as bank statements, receipts, cancelled checks, paid invoices, etc.

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

INCOME	Quarter-to-date amount for CRA Funds ONLY	PROGRAM A Narrative for CRA Funds Only	Quarter-to-date amount for CRA Funds ONLY	PROGRAM B Narrative for CRA Funds Only
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	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
TOTAL INCOME	\$ -		\$ -	

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:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

FY 2022-2023
A-GUIDE Goals and Outcomes Report

<i>The Delray Beach Historical Society (DBHS) - PROGRAM A: Cultural Heritage Exhibit, Museum & Learning Center Program : The Program's goal and vision to expand the archival collection, service capacity, and knowledge in order to continue to share Delray's history and heritage with the community in as many unique, engaging ways as possible.</i>		Yearly Goal	Qtr 1 Ending 12/31/2022	Qtr 2 Ending 3/31/2023	Qtr 3 Ending 6/30/2023	Qtr 4 Ending 9/30/2023	TOTAL	% Annual Goal Achieved (*See Note)
OUTPUTS								
Programing & Events: 1) Heritage Lectures 2) Garden Lectures 3) History Exhibits 4) Educational Garden 5) Events & Celebrations								
1	Attendees	4,800					0	0%
2	Activities Income/Revenues Generated	\$60,000					\$0	0%
3	New Members	45					0	0%
Preservation Services: 1) Research and Archive Resource Services 2) Preservation Projects 3) Oral and Video Histories								
4	Research Projects	240					0	0%
5	Preservation Projects	300					0	0%
6	Oral & Video Histories	15					0	0%
OUTCOMES								
Programing & Events: 1) Heritage Lectures 2) Garden Lectures 3) History Exhibits 4) Educational Garden 5) Events & Celebrations								
1	Increase in attendance (from 4,500 to 4,800)	6.7% increase over LY	0%	0%	0%	0%	0%	0%
2	Activities Income Generation (from \$61,900 to \$60,00)	0.3% decrease from LY	0%	0%	0%	0%	0%	0%
3	Increase in new membership	10% increase over LY	0%	0%	0%	0%	0%	0%
Preservation Services: 1) Research and Archive Resource Services 2) Preservation Projects 3) Oral and Video Histories								
	Research Projects (from 200 to 240)	20% increase over LY	0%	0%	0%	0%	0%	0%
	Preservation Projects (from 100 to 300)	200% increase from LY	0%	0%	0%	0%	0%	0%
	Oral & Video Histories	maintained	0%	0%	0%	0%	0%	0%

FY 2022-2023
A-GUIDE Goals and Outcomes Report

<i>The Delray Beach Historical Society (DBHS) - PROGRAM A: Cultural Heritage Exhibit, Museum & Learning Center Program : The Program's goal and vision to expand the archival collection, service capacity, and knowledge in order to continue to share Delray's history and heritage with the community in as many unique, engaging ways as possible.</i>	Yearly Goal	Qtr 1 Ending 12/31/2022	Qtr 2 Ending 3/31/2023	Qtr 3 Ending 6/30/2023	Qtr 4 Ending 9/30/2023	TOTAL	% Annual Goal Achieved (*See Note)
OTHER ACTIVITIES							
Activity/Program/Project 1:							
Shows/Exhibits/Programs						0	
Attendees						0	
Revenue						0	
Activity/Program/Project 2:							
Shows/Exhibits/Programs						0	
Attendees						0	
Revenue						0	
Activity/Program/Project 3:							
Shows/Exhibits/Programs						0	
Attendees						0	
Revenue						0	
Activity/Program/Project 4:							
Shows/Exhibits/Programs						0	
Attendees						0	
Revenue						0	
Activity/Program/Project 5:							
Shows/Exhibits/Programs						0	
Attendees						0	
Revenue						0	
Activity/Program/Project 6:							
Shows/Exhibits/Programs						0	
Attendees						0	
Revenue						0	

Signature of Executive Director

I attest that data included in document is true and accurate

***NOTE:**

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