

**FUNDING AGREEMENT FOR FISCAL YEAR 2022-2023 BETWEEN THE
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND
GREATER DELRAY BEACH CHAMBER OF COMMERCE, 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 **GREATER DELRAY BEACH CHAMBER OF COMMERCE, 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 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, Subsection C, page 32-33 of the Plan states that the CRA is committed to promoting economic development activities through its support of the Chamber of Commerce economic development initiatives; and

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

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

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

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

3. **FUNDING:** The **CRA** shall provide funding to the **GRANTEE**, for fiscal year 2022-2023, in an amount not to exceed **FORTY THOUSAND AND 00/100 Dollars**

(\$40,000.00) (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 **TEN THOUSAND SEVEN HUNDRED FIFTY AND 00/100 DOLLARS (\$10,000.00)** shall be made by the **CRA** to the **GRANTEE**. The **CRA** has the right to withhold quarterly payments until receipt of documentation from the **GRANTEE**, and until the **CRA** receives free access to all additional information and/or documentation from the **GRANTEE** that the **CRA** deems necessary, in its sole and absolute discretion, to analyze the **GRANTEE's** financial position, performance, and expenditure of funds in accordance with its approved A-GUIDE funding application.

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

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

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

7. DUTY TO SUPPLEMENT: The **GRANTEE** shall supplement by providing written notice with supporting documentation to the **CRA** of *any* additions or changes to

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

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

9. QUARTERLY REPORTS: Prior to the issuance of quarterly payments by the **CRA** for Fiscal Year 2022-2023, as specified in this Agreement, **GRANTEE** shall provide quarterly program budget and narrative reports to the **CRA**. **GRANTEE** shall use the form, attached as **Exhibit "C"**, in order to document the **GRANTEE's** expenditure of funds and the **GRANTEE's** progress towards outcomes projected in the Goals & Outcomes Report and Budget. Supporting documentation including but not limited to invoices and cancelled checks, etc. to justify the expense of **CRA** funds for each expense over Two Thousand Five Hundred and 00/100 Dollars (\$2,500.00) shall be submitted to the **CRA** each quarter along with the quarterly budget and narrative

reports (“Supporting Documentation”). The CRA’s Executive Director may approve and accept alternative forms or information as Supporting Documentation at her sole and absolute discretion. The **GRANTEE** will also be required to submit a Quarterly Balance Sheet. In addition, the **GRANTEE** may be required to present a quarterly update to the **CRA** Board upon request. The program budget and narrative reports, supporting documentation, and Balance Sheet shall be provided to the **CRA** no later than January 31, 2023, April 30, 2023, July 31, 2023 and October 31, 2023. In addition, the **CRA** may request that the **GRANTEE** provide any additional information and/or documentation that the **CRA**, in its sole and absolute discretion, deems necessary to fully evaluate the **GRANTEE's** performance and financial status. Such additional information shall be provided, promptly and free of charge, by the **GRANTEE** to the **CRA**. The quarterly payment will not be released to the **GRANTEE** until the **CRA** receives the program budget and narrative reports, supporting documentation, Balance Sheet and any additional information and/or documentation requested and not until such information and/or documentation is verified as complete and sufficient by the **CRA**.

10. GOALS AND OBJECTIVES: If the **CRA** determines pursuant to the A-GUIDE Logic Model and Evaluation Plan that the **GRANTEE** is not achieving the stated impacts and outcomes, or is otherwise not furthering the **CRA's** goals and objectives, the **CRA** shall provide written notice to the **GRANTEE** of such deficiency(ies), and the **GRANTEE** shall have fourteen (14) days from the effective date of the notice, pursuant to Section 19 of this Agreement, to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **GRANTEE** fail to cure such deficiency(ies) to the satisfaction of the

CRA, the **CRA** Board has the right to terminate the Agreement immediately after delivery of written notice, pursuant to Section 19 of this Agreement, to **GRANTEE**. Furthermore, the **CRA** may, in its sole and absolute discretion, cease and recoup all payments to the **GRANTEE**. The **CRA's** Board shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is filling the **CRA's** goals and objectives. Funds which are to be repaid to the **CRA** pursuant to this Section are to be repaid by delivering to the **CRA** a certified check for the total amount due within ten (10) days of the **CRA's** demand. In no way shall the **CRA** be subjected to any liability or exposure for the termination of this Agreement under this Section.

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

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

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

14. INSPECTION: The **GRANTEE** hereby gives the **CRA**, through any authorized representative, upon reasonable notice, access to and the right to examine all records, books, papers, or documents relating to the funding and financial status provided pursuant to this Agreement. The **GRANTEE** hereby agrees to maintain books, records and documents in accordance with accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by the **CRA** under this Agreement in accordance with the Florida Public Record Laws as provided in Chapter 119, Florida Statutes, as may be amended from time to time. The **GRANTEE** hereby agrees that if it has caused any funds to be expended in violation of this Agreement, it shall be responsible to refund such monies in full to the **CRA**, including unlawful and/or unauthorized expenditures discovered after the termination of this Agreement, and if this Agreement is still in force, any subsequent request for payment shall be withheld by the **CRA**. The **CRA** shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is expending funds in accordance with this Agreement. Funds which are to be repaid to the **CRA** pursuant to this Section are to be

repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand.

15. **AUDIT RIGHTS.** The CRA shall have the right at any time to conduct audits including free access of the **GRANTEE**'s records pertaining to the Funding Amount, this Agreement, its financial status, performance, and expenditure of funds in accordance with its approved A-GUIDE funding application and this Agreement. Such records must be maintained by the **GRANTEE** for a period of seven (7) years. The **GRANTEE** agrees to cooperate with the CRA in the performance of these activities. Such audits shall take place at a mutually agreeable date and time. If it is determined, in the CRA's sole and absolute discretion, during the course of the audit that the funding under this Agreement was used for unallowable costs, the **GRANTEE** agrees to promptly reimburse the CRA for such unallowable payments upon request, including unlawful and/or unauthorized expenditures discovered after the termination of this Agreement. The right of the CRA to conduct audits pursuant to this Agreement shall exist for seven (7) years from the completion and/or termination of this Agreement. This Section shall survive expiration or early termination of this Agreement. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand.

16. **IMPROPER EXPENDITURE:** In the event the **GRANTEE** does not expend funds in accordance with its approved A-GUIDE funding application and budget, attached as **Exhibit "B"**, the **CRA** shall provide written notice, pursuant to Section 19 of this Agreement, to the **GRANTEE** of such deficiency(ies), and the **GRANTEE** shall have

fourteen (14) days from date of return receipt to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **GRANTEE** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** shall be entitled to recoup the portion of the Funding Amount allocated and/or already disbursed to the **GRANTEE**, under the terms of this Agreement. The **CRA** shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is expending funds in accordance with its approved A-GUIDE funding application.

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

18. **ATTORNEY'S FEES:** If any legal action or other proceeding is brought for the enforcement of this Agreement, compliance, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorneys' fees, court costs and all expenses (including taxes) even if not 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

CHAMBER: Stephanie Immelman, President and CEO
140 NE 1st Street
Delray Beach, FL 33444
Telephone No.: (561) 278-0424

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

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

(a) Keep and maintain public records required by the **CRA** to perform under this Agreement.

(b) Upon request from the **CRA**'s custodian of public records, provide the **CRA** with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the **GRANTEE** does not transfer the records to the **CRA**.

(d) Upon completion of this Agreement, transfer, at no cost, to the public agency all public records in possession of the **GRANTEE** or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the **CRA** upon completion of the Agreement, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the **GRANTEE** keeps and maintains public records upon completion of the Agreement, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the **CRA**'s custodian of public records, in a format that is compatible with the information technology systems of the public agency.

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

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

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

22. **GOVERNING LAW AND VENUE:** This Agreement shall be governed by and in accordance with the Laws of Florida. At all times, **GRANTEE** shall comply with

all applicable federal, state and local laws and regulations and failure to do so is deemed a material breach of this Agreement. The venue for any action arising from this Agreement shall be in Palm Beach County, Florida.

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

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

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

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

ATTEST:

GREATER DELRAY BEACH
CHAMBER OF COMMERCE, INC., a
Florida Not-for-profit Corporation

By: _____

Print Name: _____

Print Name: _____

Title: _____

DELRAY BEACH COMMUNITY
REDEVELOPMENT AGENCY

By: _____
Shirley E. Johnson, Chair

ATTEST:

Renée A. Jadusingh, Esq.
CRA Executive Director

APPROVED AS TO FORM:

CRA Legal Advisor

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



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

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

IMPORTANT DATES

Fiscal Year 2021-2022 Funding Cycle

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

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

GENERAL INSTRUCTIONS

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

Before you begin to fill in the application:

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

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

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

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

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

INDIVIDUAL APPLICATION ITEMS

SECTION I. ORGANIZATION INFORMATION

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

SECTION II. PROJECT/PROGRAM INFORMATION

Program A

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

Program B, if applicable

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

Section III. FINANCIAL INFORMATION

Enter budget amounts for the Organization:

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

Enter budget amounts for the Project/Program:

Program A:

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

Program B:

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

SECTION IV. APPLICATION CHECKLIST

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

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

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

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

SECTION V. CERTIFICATION STATEMENT AND SIGNATURE

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

ASSEMBLING THE APPLICATION

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

Cover Letter

1. Application for Funding

2. Organization Information:

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

3. Project/Program Documents:

- Logic Model
- Goals and Outcomes Report
- Evaluation Plan

4. Financial Information:

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

5. Affiliation Agreements, if applicable

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

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

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

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

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

SUBMISSION OF THE APPLICATION

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

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

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

QUESTIONS / TECHNICAL ASSISTANCE

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

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



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

SECTION I. ORGANIZATION INFORMATION		
1 Organization Legal Name: Greater Delray Beach Chamber of Commerce		
<i>dba</i> , if applicable:		
2 Address: 104 NE 1st Street Delray Beach 33444		
3 Telephone: 561.278.0424	4 Fax:	5 Website: www.delraybeach.com
6 Mission Statement: To strengthen and advocate for the business interests of Delray Beach		
7 Executive Leader: Stephanie Immelman		
8 Application Contact:	9 Title:	
10 Contact Telephone: 561.278.0424	11 Email:	
12 Year Established, Organization History and Growth (maximum 1,000 words): <p>Formed in 1925, the Greater Delray Beach Chamber of Commerce has served as the hub of business for nine decades where today stakeholders intersect with government, technology, health care, education, economic development, tourism, arts, culture and non-profit interests.</p> <p>The Greater Delray Beach Chamber of Commerce is one of only 300 chambers in the country which is accredited by the U.S. Chamber of Commerce, placing us in the top 3 percent of all chambers in the United States.</p>		
13 Policy on Board Contributions (maximum 250 words): N/A		
14 For current fiscal year, number of Board Members contributing: ____ Cash donations ____ Donations raised from others <u>20</u> Volunteer hours ____ In-kind donations		
15 For current fiscal year, amount/value of Board member contributions: \$_____ Cash donations \$_____ Donations raised from others \$_____ Volunteer hours \$_____ In-kind donations		
16 Oversight/Accreditation/Affiliation:		

SECTION II. PROJECT/PROGRAM INFORMATION**Program A****17 Project/Program Title:** Small Business Development Center at FAU**18 Check one:**☐

New

☒

Existing

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

2016

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

Yes

☐

No

21 Time Period(s):2016-2017
2017-2018
2018-2019
2019-2020
2020-2021
2021-2022**22 Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):**

The SBDC at FAU relationship with the Delray Beach CRA provides a dedicated consultant to the local business community in support of economic development efforts. The dedicated consultant engages a team of 15 consultant specialists to address the businesses unique needs through one-on-one services.

Over the program years this partnership included:

We have provided 5,703.36 of consulting hours.

Our consultants have assisting in providing \$4,353,735 in funding provisions to support the economic health of the City of Delray Beach, including assisting businesses in securing \$742,300 in funding by the SBA during the pandemic.

Our clients in Delray Beach have confirmed that we have been instrumental in helping them increase sales revenue by \$11, 645,816 since starting our partnership with the Delray Beach CRA.

The number of clients served by the SBDC at FAU over the life of the partnership is at 398, with 52% (205) located within the CRA District. For the Delray Beach CRA, that would be equivalent expenditure of \$195 per business as a result of making this program available.

We designed and delivered the "Building a Better Small Business" Series of 7 key topics that was held during the first 3 years of the partnership. In the third year began providing more targeted events like the Construction Trade Conference in 2018 where participants and Delray Beach Construction Business owners were able to discuss opportunities in the industry and network. s

In 2020 the SBDC switched to virtual learning during the pandemic - including 6 live webinars within the year to respond to the Covid epidemic. We provided a very popular Financial Literacy for Business Owners training.

The SBDC participated in events provided by the Economic Partners throughout the year, including the Reopen Task Force, town halls for recovery efforts and monthly Government Affairs meetings. This past year we participated in We Heart Small Business delivering workshops including Procurement Readiness (in partnership with the City of Delray Beach) and Funding Resources (in partnership with the Delray Beach CRA). And we delivered for the Delray Beach Chamber University which was open to all clients.

We have provided in the Quarterly Reports examples of businesses we've worked with, in some cases were given permission to share their stories.

Program B (if applicable)**23 Project/Program Title:****24 Check one:**☐

New

☐

Existing

**25 If existing
Program, year
established:****26 Prior CRA Funding for
Same Project/Program?**☐

Yes

☐

No

27 Time Period(s):**28 Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):**

29 Delray CRA Overall Need Addressed and Description:

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

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

The activities of the SBDC at FAU partnership focuses on the health of the business community. As an agency of the SBA, we assist in securing emergency funding for expansion, emergency during and after disasters for the local clients. We are responsible for education on eligibility, procurement, and direct guidance on securing the funds and assistance. We work with clients to scale their businesses and as a result create new jobs. And we serve as a resource to business owners as a local team that understands the local economic environment.

30 Key Staff and Qualifications (maximum 500 words):

Jacqueline Ramirez, Lead Consultant, MBA

Expertise: Sales Growth, Business Management, Strategic Planning, Human Resources. Jacqueline Ramirez is a certified Business consultant assisting clients with strategic planning, business development and communications. She has over 25 years of experience in organizational redesign, team dynamics and leadership coaching. She is an experienced facilitator and is a certified Emotional Intelligence (EI) coach.

Sandra Marin, Regional Director, CGBP, MPA, PMP Specializes in international trade and technology commercialization, community and industry engagement, and entrepreneurial ecosystems.

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

SECTION III. FINANCIAL INFORMATION

ORGANIZATION BUDGET

32 Total Organization Budget for Previous FY 2020-2021:	33 Total Organization Budget for Current FY 2021-2022:	34 Total Organization Budget for Proposed 2022-2023:
\$ 783,223.55	\$ 870,678	\$ 898,678

PROGRAM BUDGET

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

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

Office space, wifi, meeting room, presence on local city economic partner websites.

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

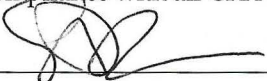
Providing all services through a hybrid of virtual and in person. Use of lead consultant and hybrid consulting specialists to ensure the client has multiple resources available.

SECTION IV. APPLICATION CHECKLIST

A.	Cover Letter Signed by Board Chair	<input checked="" type="checkbox"/>
B.	501(C)(6) IRS Determination Letter	<input checked="" type="checkbox"/>
C.	Board of Directors List	<input checked="" type="checkbox"/>
D.	Policy on Board Contributions, If Applicable	<input type="checkbox"/>
E.	Strategic Plan or Other Long-Term Planning Document	<input checked="" type="checkbox"/>
F.	Logic Model	<input checked="" type="checkbox"/>
G.	Goals and Outcomes Report	<input checked="" type="checkbox"/>
H.	Evaluation Plan	<input checked="" type="checkbox"/>
I.	Combined Budget Form	<input checked="" type="checkbox"/>
J.	Project/Program Budget & Narrative Form	<input checked="" type="checkbox"/>
K.	Most Recent Financial Statement	Time Period: <u>05/21/2022</u> <input checked="" type="checkbox"/>
L.	Most Recent Form 990	Time Period: <u>2020</u> <input checked="" type="checkbox"/>
M.	Most Recent Independent Financial Audit/Review/Compilation	Time Period: <u>2020</u> <input checked="" type="checkbox"/>
N.	Affiliation Agreements, If Applicable	Time Period: _____ <input type="checkbox"/>
O.	Current Balance Sheet as of 3/31/21	<input checked="" type="checkbox"/>

SECTION V. CERTIFICATION STATEMENT AND SIGNATURE

As chief executive of the applicant organization I certify that (1) the information provided in this application is correct and complete to the best of my knowledge; (2) I am committed to the purpose of the proposed project or program and will work with Board and staff members to accomplish its stated outcomes; and (3) I will be accountable for compliance with all CRA requirements for operation, evaluation, and reporting.



Executive Leader Name and Title

7/15/2022
Date Submitted

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name: Greater Delray Beach Chamber of Commerce
 Executive Leader: Stephanie Immelman
 Key Financial Manager: Delferine Spooner
 Current FY 2022-2023 Total Organization Budget: 867,911.90 (Expense Budget)

Program/Project A: Small Business Development
 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					
Individual Donations					
Foundation Grants					
Government - Federal					
Government- Local/County					
Government- State					
In-Kind					
Interest Income					
Membership					
CRA Actual or Requested	\$ 40,000.00	\$ 10,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Other: 10-Administration	\$ 43,018	\$ 23,164	\$ 43,018		
Other: 20-Membership	\$ 358,545	\$ 140,647	\$ 358,545		
Other: 30-Marketing	\$ 37,400	\$ 7,775	\$ 37,400		
Other: 40-Economic Development & Tourism	\$ -	\$ 2,000	\$ -		
Other: 50-Government Affairs Education	\$ 6,375	\$ 150	\$ 6,375		
Other: 60-Delray Affair Event	\$ 308,500	\$ -	\$ 323,500		
Other: 70-79 Programming Income	\$ 76,840	\$ 27,192	\$ 89,840		
Other: Misc Chamber Events	\$ -	\$ -	\$ -		
TOTAL INCOME	\$ 870,678.00	\$ 210,927.43	\$ 898,678.00	\$ 40,000.00	\$ 40,000.00
CRA % of Total Income	5%	5%	4%	100%	

NOTES:

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

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

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name: Greater Delray Beach Chamber of Commerce
 Executive Leader: Stephanie Immelman
 Key Financial Manager: Delferine Spooner
 Current FY 2022-2023 Total Organization Budget: 867,911.90 (Expense Budget)

Program/Project A: Small Business Development
 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:					
Position:					
SUB-TOTAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits (list each position/title)					
Position:					
Position:					
SUB-TOTAL FRINGE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures (list each seperately)					
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences & Meetings (list each seperately)					
SUB-TOTAL CONFERENCES & MEETINGS	\$ -	\$ -	\$ -	\$ -	\$ -
Copying & Printing (list each seperately)					
SUB-TOTAL COPYING & PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Rental/Maintenance (list each seperately)					
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance (list each seperately)					
SUB-TOTAL INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name: Greater Delray Beach Chamber of Commerce
Executive Leader: Stephanie Immelman
Key Financial Manager: Delferine Spooner
Current FY 2022-2023 Total Organization Budget: 867,911.90 (Expense Budget)

Program/Project A: Small Business Development
Program/Project B: N/A

APPLICATION

	ORGANIZATION			PROGRAM A	
Licenses, Registration, Permits (list each seperately)					
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ -	\$ -	\$ -	\$ -	\$ -
Local Travel (list each seperately)					
SUB-TOTAL LOCAL TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -
Office & Program Supplies (list each seperately)					
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery (list each seperately)					
SUB-TOTAL POSTAGE & DELIVERY	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Svcs/Consulting (list each seperately)					
40 SBDC Professional /Consulting	\$ 35,000.00	\$ 8,750.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ 35,000.00	\$ 8,750.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Rent/Mortgage & Maintenance (list each seperately)					
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunication (list each seperately)					
SUB-TOTAL TELECOMMUNICATION	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities (list each seperately)					
SUB-TOTAL UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name: Greater Delray Beach Chamber of Commerce
Executive Leader: Stephanie Immelman
Key Financial Manager: Delferine Spooner
Current FY 2022-2023 Total Organization Budget: 867,911.90 (Expense Budget)

Program/Project A: Small Business Development
Program/Project B: N/A

	ORGANIZATION			APPLICATION	
				PROGRAM A	
Other: (list each seperately)					
Other: 10 Administrative Expenses	\$ 522,716	\$ 117,923	\$ 545,667	\$ 5,000.00	\$ 5,000.00
Other: 20-Membership	\$ 41,611	\$ 10,744	\$ 41,611		
Other: 30-Marketing	\$ 77,700	\$ 18,859	\$ 77,700		
Other: 40-Economic Development & Tourism	\$ 4,788	\$ 1,834	\$ 4,788		
Other: 50-Government Affairs Education	\$ 1,550	\$ -	\$ 1,550		
Other: 60-Delray Affair Event	\$ 163,797	\$ -	\$ 163,797		
Other: 70-79 Programming Expense	\$ 20,750	\$ 6,884	\$ 25,750		
Other: Misc Chamber Events	\$ -	\$ -	\$ -		
SUB-TOTAL OTHER	\$ 832,911.90	\$ 156,243.33	\$ 860,862.98	\$ 5,000.00	\$ 5,000.00
SUB-TOTAL EXPENSES	\$ 867,911.90	\$ 164,993.33	\$ 895,862.98	\$ 40,000.00	\$ 40,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 867,911.90	\$ 164,993.33	\$ 895,862.98	\$ 40,000.00	\$ 40,000.00
NET INCOME	\$ 2,766.10	\$ 45,934.10	\$ 2,815.02	\$ -	\$ -

Organization Name:

Greater Delray Beach Chamber of Commerce

Program/Project A:

Small Business Development

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	\$ 40,000.00	SBDC & Chamber Admin		
Other: 10-Administration	\$ -			
Other: 20-Membership	\$ -			
Other: 30-Marketing	\$ -			
Other: 40-Economic Development & Tourism	\$ -			
Other: 50-Government Affairs Education	\$ -			
Other: 60-Delray Affair Event	\$ -			
Other: 70-79 Programming Income	\$ -			
Other: Misc Chamber Events	\$ -			
TOTAL INCOME	\$ 40,000.00			

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:

Greater Delray Beach Chamber of Commerce

Program/Project A:

Small Business Development

APPLICATION

EXPENSES	AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title seperately)		
Position:	\$ -	
Position:	\$ -	
<i>SUB-TOTAL SALARIES</i>	\$ -	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)		
Position:	\$ -	
Position:	\$ -	
<i>SUB-TOTAL FRINGE BENEFITS</i>	\$ -	Total Fringe Benefits
Capital Expenditures (list each seperately)		
0	\$ -	
<i>SUB-TOTAL CAPITAL EXPENDITURES</i>	\$ -	Total Capital Expenditures
Conferences & Meetings (list each seperately)		
0	\$ -	
<i>SUB-TOTAL CONFERENCES & MEETINGS</i>	\$ -	Total Conferences & Meetings
Copying & Printing (list each seperately)		
0	\$ -	
<i>SUB-TOTAL COPYING & PRINTING</i>	\$ -	Total Copying & Printing
Equipment Rental/Maintenance (list each seperately)		
0	\$ -	
<i>SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE</i>	\$ -	Total Equipment Rental/Maintenance
Insurance (list each seperately)		
0	\$ -	
<i>SUB-TOTAL INSURANCE</i>	\$ -	Total Insurance

Organization Name:

Greater Delray Beach Chamber of Commerce

Program/Project A:

Small Business Development

APPLICATION

Licenses, Registration, Permits (list each seperately)		
0	\$ -	
<i>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</i>	\$ -	<i>Total Licenses, Registration, Permits</i>
Local Travel (list each seperately)		
0	\$ -	
<i>SUB-TOTAL LOCAL TRAVEL</i>	\$ -	<i>Total Local Travel</i>
Office & Program Supplies (list each seperately)		
0	\$ -	
<i>SUB-TOTAL OFFICE & PROGRAM SUPPLIES</i>	\$ -	<i>Total Office & Program Supplies</i>
Postage & Delivery (list each seperately)		
0	\$ -	
<i>SUB-TOTAL POSTAGE & DELIVERY</i>	\$ -	<i>Total Postage & Delivery</i>
Professional Svcs/Consulting (list each seperately)		
40 SBDC Professional /Consulting	\$ 35,000.00	A partnership with the Small Business Development Center at Florida Atlantic University, cost for a dedicated Business Consultant at the Greater Delray Beach Chamber of Commerce
<i>SUB-TOTAL PROFESSIONAL SVCS/CONSULTING</i>	\$ 35,000.00	<i>Total Professional Svcs/Consulting</i>
Rent/Mortgage & Maintenance (list each seperately)		
0	\$ -	
<i>SUB-TOTAL RENT/MORTGAGE & MAINTENANCE</i>	\$ -	<i>Total Rent/Mortgage & Maintenance</i>
Telecommunication (list each seperately)		
0	\$ -	
<i>SUB-TOTAL TELECOMMUNICATION</i>	\$ -	<i>Total Telecommunication</i>
Utilities (list each seperately)		
0	\$ -	CRA2023
<i>SUB-TOTAL UTILITIES</i>	\$ -	<i>Total Utilities</i>

Organization Name:

Greater Delray Beach Chamber of Commerce

Program/Project A:

Small Business Development

APPLICATION

Other: (list each seperately)		
Other: 10 Administrative Expenses	\$ 5,000.00	SBDC Admin Expenses
Other: 20-Membership	\$ -	
Other: 30-Marketing	\$ -	
Other: 40-Economic Development & Tourism	\$ -	
Other: 50-Government Affairs Education	\$ -	
Other: 60-Delray Affair Event	\$ -	
Other: 70-79 Programming Expense	\$ -	
Other: Misc Chamber Events	\$ -	
<i>SUB-TOTAL OTHER</i>	<i>\$ 5,000.00</i>	<i>Total Other</i>
SUB-TOTAL EXPENSES	\$ 40,000.00	<i>Sub-Total Expenses</i>
	\$ -	<i>Administrative Expenses</i>
TOTAL EXPENSES	\$ 40,000.00	<i>Total Expenses</i>

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>

Q1: OCTOBER 2022 - DECEMBER 2022

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

FY 2022-2023
A-GUIDE Goals and Outcomes Report

<u>The Greater Delray Beach Chamber of Commerce (CHAMBER)</u> <u>Program A: Small Business Development Center (SBDC) : Provide consulting services that focus on the unique needs of small businesses in Delray Beach. Utilizing the broad capabilities of the SBDC team develop a long term strategy for the business owner, immediate response to their needs and mitigation of the harmful effects that disasters impose.</u>		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								
Business Consulting								
1	Growth in Delray Beach economic development entities/ businesses served by the Small Business Development Center (10% increase - from 207 to 227)	227					0	0%
2	Quarterly seminars	4					0	0%
Additional Resources & Services								
3	Specialty small group seminars provided	4					0	0%
Communication and Engagement on Accessing Capital								
4	Monthly newsletters disseminated	12					0	0%
OUTCOMES								
Business Consulting								
1	Growth in Delray Beach economic development entities/ businesses served by the Small Business Development Center (10% increase - from 207 to 227)	10%	0%	0%	0%	0%	0%	0%
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.