Application Evaluation Form

Project/Program:

	Program Name:	A: 1909 Accelerator			
	Amount Requested:	$62,500			
		73%			
		1	2	3	
	ORGANIZATION CAPACITY (20%)				
1	Length of time established, overall growth/stability	3	3	3	
2	Stability/growth of organization funding	3	3	3	
3	Board composition, role, commitment to program/project	3	4	4	
4	Demonstrated experience/success with similar program/project	12	12	13	
5	Program/project leadership and staff qualifications	4	4	4	
6	Collaborative relationships/affiliations relative to program/project	3	3	5	
7	Strategic planning process / current plan	1	1	1	
	Organization Capacity Subtotal	29	30	33	
		13%	13%	15%	
	NEED FOR PROGRAM/PROJECT (20%)				
8	Program/project need consistent with CRA Overall Need	5	4	5	
9	Program/project need consistent with organization mission	4	4	5	
10	Documentation of program/project need	3	4	3	
11	Uniqueness / lack of duplication, or affiliation with similar resources	4	3	3	
	Need for Program/Project Subtotal	18	18	17	
		18%	18%	17%	
	PROJECT/PROGRAM DESCRIPTION (10%)				
12	Innovative vs proven approach and justification	4	4	4	
13	Target population(s) clearly defined and within guidelines	3	4	5	
14	Activities clearly described and consistent with logic model	4	4	4	
15	Staff and resources adequate to implement activities	4	4	4	
16	Activities likely to result in stated outputs/outcomes	3	3	3	
17	Realistic time frame to implement program/project	3	3	4	
	Program/Project Description Subtotal	21	22	24	
		7%	7%	8%	
	LOGIC MODEL / PROJECTED RESULTS (20%)				
18	Stated program/project goal clear and relevant to CRA Overall Need	8	8	10	
19	Clear relationship between activities, outputs, and outcomes	3	3	4	
20	Activities appropriate to program/project goal	3	3	4	
21	Clear, measurable outputs	3	3	4	

		1	2	3	
22	Clear, measurable outcomes	3	3	4	
23	Program/project results likely to lead to stated Impacts	3	3	3	
	Logic Model/Projected Results Subtotal	23	23	29	
		13%	13%	17%	
	EVALUATION PLAN (10%)				
24	All CRA-funded activities addressed	3	3	4	
25	Outputs presented with measurable indicators	2	3	4	
26	Outcomes presented with measurable indicators	3	3	4	
27	Evaluation processes clearly described (who, how/tools, when)	3	3	4	
28	Evaluation processes reasonable, appropriate	4	4	4	
30	Implementation responsibility/process clearly defined	3	3	4	
31	Application/usefulness of evaluation results	3	3	4	
	Evaluation Plan Subtotal	21	22	28	
		6%	6%	8%	
	BUDGET & SUSTAINABILITY (20%)				
32	Adequate, appropriate expense budget to implement program/project	4	4	5	
33	Line item costs explained/justified in narrative	3	3	4	
34	Use of CRA funds clearly identified, may be tracked	3	3	4	
35	Sufficient mix of funding secured to implement program/project	3	3	4	
36	Mix & status of non-CRA funding solicited / pending	2	2	3	
37	Financial documents demonstrate responsible financial management	3	3	3	
38	Realistic plans to sustain program/project	2	2	4	
	Budget & Sustainability Subtotal	20	20	27	
		11%	11%	15%	
	TOTAL	**132**	**135**	**158**	
		68%	**70%**	**80%**	
	NOTES AND COMMENTS				
	Committee Chair:				

Delray Beach CRA – Program/Project Logic Model _X_ A ___ B

Organization: **Greater Delray Beach Chamber of Commerce / Palm Beach Tech** Contact Person: **Jeb Conrad / Joe Russo**

Program/Project Name: **The 1909 Accelerator**   **Funding Period:** **October 2018 – September 2019**

Program/Project Budget: **Request:**

CRA Need Area: **Economic / Business Development – Business Incubator facilities/programs**

Brief Description: We seek to answer the question, "Where do entrepreneurs in Palm Beach County go?"

Through Coworking, Acceleration and Mentorship, we believe we can provide bridges to all these gaps and begin a new era of innovation indicative of the history of Palm Beach County.

GOAL: Build Delray Beach into a Creative & Innovative Community by creating a space that supports entrepreneurs of all backgrounds to build their companies in our City.

Key Activities	Outputs	Outcomes	Impact(s)
Accelerator Six month program helping entrepreneurs bring their ideas to reality through education, mentorship and micro-financing.	2 months – Weekly education course using the Co.Starters curriculum. 4 months – Directed mentorship using the UNION software platform developed by the 1776 Accelerator.	Graduate 50 people with the intent to support the launch of at least 10 companies.	Increase tax base from startups. Increased employment opportunities, especially in the tech sector. Delray Beach to become known as a leading innovation City.
Mentorship Mentees will have the opportunity to learn one on one (in person or virtually) from successful entrepreneurs who have built companies in Palm Beach County.	Mentees will get advice on business plans, team building, marketing and raising capital. Utilize Metric Tracking of Key Performance Indicators (KPIs) to track mentorship.	Onboard 25 local mentors that can commit to 1hour per month of office hours. Many more mentors will be onboarded beyond this countywide.	Ability to attract and retain talent in Delray Beach, by allowing current success to be passed down.
Coworking Leverage current partnerships with coworking facilities in Palm Beach county including The KTCHN. Collaborate to create dedicated space in Delray Beach.	Introduce coworking passport to allow members some access to other spaces each month. Focus attention on building a longterm coworking space in Downtown Delray Beach	Establish dedicated space in Delray Beach to foster tech entrepreneurs. Support the current community of coworking members and expand the program to new members. Enable startups to utilize coworking until their business grows enough to warrant larger space. Ensure that the mentees find a space in Delray Beach	Increase tax base. Utilization of empty or under-used real estate space. Ensure businesses are in the pipeline to occupy new space that comes on the market.

Logic Model A, Delray Beach Chamber of Commerce, 2018-2019, June 25 2018

Funding Evaluation Plan
Delray Beach Community Redevelopment Agency (CRA)

Organization Greater Delray Beach Chamber of Commerce / Palm Beach Tech

Contact Person Jeb Conrad / Joe Russo

Project/Program A Name The 1909 Accelerator____ **Funding Period** October 2018- September 2019

Project/Program B Name_____**Funding Period**_____

PROGRAM/PROJECT _X_ A __B	Activity #1 Accelerator: 6 month program for Entrepreneurs
OUTPUTS / Measurable Indicators ➜	**Evaluation Process - Outputs: Who, Tools, When**
2 Months | Curriculum	Who: Enrollees in The 1909 Accelerator Tools: Co.Starters Curriculum When: Weekly education course
OUTCOMES / Measurable Indicators ➜	**Evaluation Process - Outcomes: Who, Tools, When**
Graduate 50 People through the Accelerator Support the launch of 10 companies annually	See below
OUTPUTS / Measurable Indicators ➜	**Evaluation Process - Outputs: Who, Tools, When**
4 Month | Mentorship Directed mentorship	Who: Mentors & Enrollees in The 1909 Accelerator Tools: UNION Software platform When: At mentor & mentee availability, weekly
OUTCOMES / Measurable Indicators ➜	**Evaluation Process - Outcomes: Who, Tools, When**
Graduate 50 People through the Accelerator Support the launch of 10 companies annually.	Who: Graduate 95% of the initial enrollees. Tools: Mentorship program for graduates supported by UNION Software platform. When: Continue to follow up with enrollees within a year of completing the 6 month course to assist in successful launch of their operations.

PROGRAM/PROJECT __X A __B	Activity #2 - Mentorship program
OUTPUTS / Measurable Indicators ➜	**Evaluation Process - Outputs: Who, Tools, When**
The 1909 uses Key Performance Indicators (KPI) to track mentorship. All members will be asked to respond to a quarterly survey that identifies their level of satisfaction as well as their company's progress. KPIs include: • Active and Total Users • Total Paying Customers • Total FTEs • Market Size • Total Revenue Generated • Capital Raised to Date • Cash on Hand • Monthly Burn Rate • Runway in Months • Average Value of Subscription, Transaction, Account	Who: The 1909 Mentors – successful entrepreneurs who have built companies in Palm Beach County. Tools: Survey of Members; UNION Software Platform When: Quarterly
OUTCOMES / Measurable Indicators ➜	**Evaluation Process - Outcomes: Who, Tools, When**
Onboard 25 mentors in Delray Beach, and 100 mentors in Palm Beach County	Who: The 1909 staff Tools: Recruitment When: End of September 2019
OUTPUTS / Measurable Indicators ➜	**Evaluation Process - Outputs: Who, Tools, When**
Mentees will get advice on business plans, team building, marketing, raising capital, etc.	Who: Members and Mentors Tools: One on One coaching, both in person and virtually When: Starting at month 3 of curriculum and continuing on for a year after completing the full 6 month course.
OUTCOMES / Measurable Indicators ➜	**Evaluation Process - Outcomes: Who, Tools, When**
Support 50 local entrepreneurs annually	Who: The 1909 Staff Tools: Survey of members When: Annual review of members and status

PROGRAM/PROJECT _X_ A _B	Activity #3 - Coworking – Leverage current partnerships and create new ones in Delray Beach
OUTPUTS / Measurable Indicators ➜	**Evaluation Process - Outputs: Who, Tools, When**
Introduce coworking passport to allow members access to other spaces on a monthly basis. Current partnerships include The KTCHN, Social House, Flamingo House	Who: The 1909 Staff and Chamber Tools: Networking When: First 3 months of Program
OUTCOMES / Measurable Indicators ➜	**Evaluation Process - Outcomes: Who, Tools, When**
Have signed contracts for interchangeable access with Coworking partners listed above.	Who: The 1909 Staff, Chamber and management of the KTCHN, Social House and Flamingo House Tools: Contract negotiation When: March 2019.
OUTPUTS / Measurable Indicators ➜	**Evaluation Process - Outputs: Who, Tools, When**
Collaborate to create dedicated space in Delray Beach. Reach out to other non-profits or organizations with under-utilized space.	Who: The 1909 staff and the Chamber Tools: Networking When: First 6 months of program
OUTCOMES / Measurable Indicators ➜	**Evaluation Process - Outcomes: Who, Tools, When**
Sign contract on dedicated space for The 1909 Coworking Program	Who: The 1909 and Chamber Tools: Networking When: September 2019

Narrative response:

1. **Describe input, if any, to this Evaluation Plan, or the Logic Model(s) on which it is based, from outside consultants, staff, Board, funders, clients, or other organization stakeholders.**

This Plan has been developed by Palm Beach Tech which has already established a Business Incubator program in West Palm Beach. The 1909 is a program fostering tech startups in Palm Beach County. Palm Beach Tech is looking to expand to other key cities in the county and has chosen Delray Beach and the Greater Delray Beach Chamber of Commerce to partner with on this initiative.

2. **Does the organization engage in other evaluation activities and reporting? If so, describe briefly.**

The 1909 will institute a set of best in class Key Performance Indicators (KPI's) for all of its supported entrepreneurs and their companies, developed in part by the 1776 Accelerator and 500 Startups

- Active Users
- Total Users
- Total Paying Customers
- Total FTE's *(Full Time Equivalent)*
- Market Size

- Total Revenue Generated
- Quarterly Revenue
- Capital Raised to Date
- Cash on Hand
- Monthly Burn Rate
- Runway in Months *(Capital - Burn Rate)*
- Average Value of Subscription, Transaction, Account

3. **Will any additional cost be incurred to implement this Evaluation Plan?** ___Yes _X_ No
   If yes, describe specific items and amounts.

4. **If applicable, have additional costs been included in the project/program budget?**

N/A

5. **Who will be responsible for coordinating the evaluation process and preparing quarterly/annual reports?**

   Stephanie Immelman *(Delray Beach Chamber)* and Joe Russo *(The 1909)*

6. **How will evaluation data be used for internal performance improvement?**

Feedback will constantly drive positive changes to the program, but results will annually be reported with the next year's identified improvements where applicable

7. **Will evaluation data/reports be shared with organization staff?**

Yes

8. **Will evaluation data/reports be shared with the organization's Board of Directors?**

Yes

9. **The Delray Beach CRA requires that evaluation data relative to CRA support be reported quarterly and at the end of the year. Will the data/reports be shared with other funders?**

Yes

10. **Who are other organization stakeholders? Will evaluation data/reports be shared with them?**

Delray Beach Chamber of Commerce, The 1909, Palm Beach Tech Association, FAU Adams Center for Entrepreneurships, FAU Tech Runway, Knight Foundation

Signatures below indicate approval of and commitment to this Evaluation Plan and the Logic Model on which it is based:

_____   _____

Signature   Date   Signature   Date

Printed Name   Printed Name

Executive Director / Chief Executive Officer   Chairperson, Board of Directors

Attachment: Logic Model(s)

CRA Combined Budget Form - Funding Application FY 2018-19

Organization Name	Greater Delray Beach Chamber of Commerce / Palm Beach Tech
Executive Leader & Key Financial Manager Names	Jeb Conrad (Greater Delray Beach Chamber)
Current FY (2017-18) Total Organization Budget	$1.039 Million
Program/Project A Name	The 1909 Accelerator
Program/Project B Name	N/A
Application Due Date	June 25, 2018

INCOME	FY 2018 Budget	FY 2018 Organization Fiscal YTD thru 5/31/18	Projected FY 2019 Organization Total Budget	FY 2018-19 Projected Total Program/Project A	FY 2018-19 Projected Total Program/Project B
Fees, Tickets, Registration, etc.	602,673	505,455	620,753	12,500	
Corporate Grants/Contributions	20,300	14,500	20,909		
Individual Donations					
Foundation Grants					
Government - Federal					
Government- Local/County			125,000		
Government- State					
In-Kind	-				
Interest Income					
Membership	416,855	178,879	429,360		
CRA Actual or Requested	-		-	62,500	
Other:					
Other:					
Other:					
Total Income	**1,039,828**	**698,834**	**1,196,022**	**75,000**	**-**
CRA % of Total Income	0%	0%	0%	83%	#DIV/0!

NOTES:

(1) The CRA Request in INCOME Column G should equal the CRA Request at the bottom of the EXPENSES budget

(2) Total INCOME should equal Total EXPENSES to project a balanced budget in FY 2017-18 (Column G)

(3) CRA % of projected Total Organization Income may not exceed 25% for FY 2017-18 (Column G) unless approved by CRA

(4) Figures in Column I and, if applicable, Column K, should match Program/Project Budget Narrative

	A	C	E	G	I	K
33	**EXPENSES** *See separate Instructions for line item definitions*	**FY 2018 Budget**	**FY 2018 Organization Fiscal YTD thru 5/31/18**	**Projected FY 2018-19 Organization Total Budget**	**FY 2018-19 Projected Total Program/Project A**	**FY 2018-19 Projected Total Program/Project B**
34	Salaries & Related Taxes	685,897	233,687	826,755	40,000	
35	Fringe Benefits				7,500	
36	Professional Svcs/Consulting				4,000	
37	Insurance				950	
38	Licenses, Registration, Permits				1,300	
39	Conferences & Meetings	32,363	10,984	34,000	1,950	
40	Copying & Printing	1,500	4,275	5,000	4,500	
41	Equipment Rental/Maintenance				1,000	
42	Rent/Mortgage & Maintenance					
43	Utilities				500	
44	Telecommunication				500	
45	Office & Program Supplies				12,500	
46	Postage & Delivery				300	
47	Local Travel					
48	Capital Expenditures					
49	Gala and Delray Affair	235,976	148,081	243,055		
50	Eco Dev & Tourism	48,600	11,700	50,058		
51	membership	34,559	1,907	35,595		
52	**Sub-Total Expenses**	**1,038,895**	**410,634**	**1,194,463**	**75,000**	-
53	___ % Admin/Indirect Expense					
54	Total Expense	1,038,895	410,634	1,194,463	75,000	-
55						
56	**NET INCOME**	933	288,200	1,559	-	-
57						
58	**Total Expenses Project A + B**			75,000		
59	*CRA Request*			62,500	-	-
60						
61	NOTES:					
62	(1) Refer to separate Instructions for definitions of each line item expense					
63	(2) In Column G, CRA Request may be less than Total Expense as there may be other sources of revenue for the program(s)					
64	(3) Projected NET INCOME (Total Income minus Total Expense) should equal zero for a balanced budget in FY 2017-2018 (Column G)					

CRA Program/Project A Budget Narrative Form

	Organization Name	Greater Delray Beach Chamber of Commerce / Palm Beach Tech
	Program/Project A Name	The 1909 Accelerator

PROGRAM/PROJECT A INCOME NARRATIVE	Amount	Justification / basis for budgeted amount (Insert lines for significant specific funding sources beneath line item categories)	C or P (2)	Date of: - P -Decision or - C - Funding Start (3)
Fees, Tickets, Registration, etc.	$ 12,500.00	Registration fees for all of our participants, covering the cost of their materials.		
Corporate Grants/Contributions	$ -			
Individual Donations	$ -			
Foundation Grants	$ -			
Government- Federal	$ -			
Government- Local/County	$ -			
Government- State	$ -			
In-Kind	$ -			
Interest Income	$ -			
Membership	$ -			
CRA Request	$ 62,500.00	See Combined Budget, Revenue Section		
Other:	$ -			
Other:	$ -			
Other:	$ -			
Total Income	$ 75,000.00	Equals Total Income, Program/Project A, Combined Budget (Column I)		

NOTES:
(1) Insert additional rows for significant specific funding sources beneath each line item category
(2) For each significant grant, contract, or contribution, indicate if it is (C) confirmed, or (P) decision pending
(3) For each item in Column E, indicate date decision is expected for PENDING and date funding begins for CONFIRMED
(4) CRA Request, Column C, should match Column I on the Combined Budget
(5) Total Income should equal Program/Project A, Total Income, Combined Budget (Column I)

COMMENTS:

	A	B	C	D	E	F
32	**PROGRAM/PROJECT A EXPENSE NARRATIVE**		Amount	Item Detail/Description		
34	Salaries & Related Taxes:					
35			$ 40,000.00	Program Coordinator		
36			$ -			
37			$ -			
38			$ 40,000.00	Total Salaries & Related Taxes		
40	Fringe Benefits:					
41			$ 7,500.00	Benefits		
42			$ -			
43			$ -			
44			$ 7,500.00	Total Fringe Benefits		
46	Professional Svcs/Consulting:		$ 1,500.00	Legal		
47			$ 2,500.00	Additional instructors if necessary		
48			$ -			
49			$ -			
50			$ 4,000.00	Total Professional Services / Consulting		
52	Insurance:		$ 950.00	Insurance Contribution		
53			$ -			
54			$ -			
55			$ 950.00	Total Insurance		
57	Licenses, Registration, Permits:		$ 1,000.00	CO.STARTERS Liscense		
58			$ 300.00	UNION Software		
59			$ -			
60			$ 1,300.00	Total Licenses, Registration, Permits		
62	Conferences & Meetings:		$ 1,750.00	Training Travel		
63			$ 200.00			
64			$ -			
65			$ 1,950.00	Total Conferences & Meetings		
67	Copying & Printing		$ 4,500.00	Marketing		

Delray Beach Chamber of Commerce/Project A, 2018-2019, June 25 2018

	A	B	C	D	E	F
69/70	Equipment Rental/Maintenance		$ 1,000.00			
71/72	Rent/Mortgage & Maintenance		$ -			
73/74	Utilties		$ 500.00			
75/76	Telecommunications		$ 500.00			
77/78	Office & Program Supplies		$ 12,500.00			
79/80	Postage & Delivery		$ 300.00			
81/82	Local Travel		$ -			
83/84	Capital Expenditures		$ -			
85/86	Other:		$ -			
87/88	Other:		$ -			
89/90	____% Admin/Indirect Expense					
91	TOTAL EXPENSES		$ 75,000.00	Equals Total Expense, Program/Project A, Combined Budget (Column I)		
92						
93						
94						
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Chamber - ACTIVITY # _A_ : Chamber/PB Tech 1909 Accelerator	Yearly Goal	Qtr 1 Ending 12/31/18	Qtr 2 Ending 3/31/19	Qtr 3 Ending 6/30/19	Qtr 4 Ending 9/30/19	TOTAL	% Annual Goal Achieved	On target	Below expected goal
OUTPUTS									
1. Accelerator Program									
CoStarter Educational Cources	8					0	0%		
UNION 1776 Accelerator Mentorship Months	4					0	0%		
Attendees	50					0	0%		
2. Mentorship Program									
Onboard Local Mentors	25								
Mentorship Performance Indicators :	25								
Active Users									
Total Users									
Total Paying Customers									
Total FTE's									
Market Size									
Total Reveune Generated									
Quarterly Revenue									
Capital Raised to Date									
Cash on Hand									
Monthly Burn Rate									
Runaway in Months									
Average Value of Subscritpion, Transaction, Account									
Mentorship Hours per Month	1					0	0%		
Attendees	50					0	0%		
Menors Onboarded Countywide									
3. Coworking Program									
Leverage Coworking Facilities in PBC- The KTCHN									
Leverage Coworking Facilities in PBC									
Create Delray Coworking Space									
Coworking Passport Monthly	0					0	#DIV/0!		
Expand Coworking Members	4					0	0%		
Expand Coworking Programs to New Members	50					0	0%		
OUTCOMES									
1. Accelerator Program									
Graduates	50					0	0%		
Compainies Lauched	10					0	0%		
Increae Tax Base from Startups									
Employment Opportunities in Tech Sector and Other									
Delray Beach known as a Leading Innovation City									
2. Mentorship Program									
Onboard Local Mentors	25								
Mentorship Hours per Month	1					0	0%		

	Yearly Goal		Qtr 1 Ending 12/31/18		Qtr 2 Ending 3/31/19		Qtr 3 Ending 6/30/19		Qtr 4 Ending 9/30/19		TOTAL		% Annual Goal Achieved	On target	Below expected goal
Attract and Reatin talent in Delray Beach															
2. Research Services in the City Archives															
Create Delray Coworking Space															
Create Delray Coworking Space for Tech Entrepreneurs															
Space Available to Mentees in Delray Beach	50														
Increase Tax Base															
Utilization of Empty or Underused Real Estate Space															
Ensure Businesses are in the Pipeline to Occupy New Space that comes on the Market															

NARRATIVE

	Yearly Goal		Qtr 1 Ending 12/31/18		Qtr 2 Ending 3/31/19		Qtr 3 Ending 6/30/19		Qtr 4 Ending 9/30/19		TOTAL		% Annual Goal Achieved	On target	Below expected goal
OUTPUTS															