



SPECIAL EVENTS GRANT PROGRAM APPLICATION

Submission deadline: September 15, 2022

1. Event Title: The Butterfly Garden Tour of Coconut Creek
2. Date/Place of Event: Saturday, March 4, 2023, at various gardens, yards, and farms throughout Coconut Creek
3. Has the event site been reserved? ☐ Yes ☒ No
4. Name of Organization: The Women's Club of Coconut Creek
Contact Person: Barbara McDermott Title: Chair of the Butterfly Garden Tour Committee
Phone: 954-298-8303 E-mail: bjmcdermo@yahoo.com Mailing Address: 5531 NW 38 Terrace Coconut Creek, 33073
5. Chief Administrative Officer/President Laura Matheric, President
Phone: 954-756-1117 E-mail: wcPresidentcc@gmail.com
6. Brief Description of Event/Approximate Number of Attendees: This event will provide the public the rare opportunity to visit beautiful private yards, farms, vegetable and sculpture gardens in lovely areas across Coconut Creek. We hope to host 50 volunteers from Coconut Creek in addition to 250 attendees from the city and surrounding areas.
7. Attach non-profit certification (tax-exempt status) and Certificate of Incorporation as a registered entity in the State of Florida. Attached: ☒ Yes ☐ No
8. Bank affiliations: JP Morgan Chase
9. What is the date of your organization's original non-profit status? September 2022 – September 2027
10. How much is total cost of your event? \$4,450.05
11. Is your event open to the public? ☒ Yes ☐ No
12. Percentage of Creek residents attending events: 80%
13. What is the total monetary amount requested from the City of Coconut Creek? **(An itemized list showing exact dollar figures is required.)**
\$4,450.05
14. How will the funds be used? We plan to purchase advertising space, cover printing costs, acquire a ticket management system, and gather supplies and materials necessary for the promotional gift bag that will emphasize the city's green initiative.
15. What are the in-kind requests from the City of Coconut Creek? For each home on the tour, a 10x10 tent with a folding table and three chairs. We will need a banner printed for promotions

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around the city. The day of the event, we will need directional signs, and signs with QR codes for alignment with the city's green initiative. Advertising in the Cocogram. An interview on Creek TV. Encourage the Hometown Market to add additional vendors on this day who specifically sell gardening themed items.

16. List other funding/grants that will go toward the event (i.e. cash, in-kind services, donations, grants, None.
17. What benefits and positive effects will the City of Coconut Creek receive if a grant is awarded?
All proceeds will go towards the Women's Club of Coconut Creek's Annual Scholarship Fund that benefit graduating high school seniors living in Coconut Creek.
18. What percentage of the profits will go towards charity? What percentage will go towards administrative costs? 100% of the profits will go to charity. Nothing will go towards administrative costs.
19. What precautions will be taken against the spread of Covid-19?
This is an outdoor event. We follow all CDC and city policies at the time of the event.
20. ☒ I am duly authorized to speak on behalf of my organization.
21. ☒ I understand that I must timely submit all the required reimbursement documentation prior to receiving reimbursement for any authorized expense under the Special Events Grant Committee's award letter.
22. ☒ I hereby certify that my organization does not and will not engage in any form of discrimination and prohibits discriminatory activity.
23. ☒ In consideration of participating in the Special Events Grant Program, my organization agrees to be fully responsible for its acts of negligence or its employees' acts of negligence when acting within the course of scope of their employment, which may arise out of, in connection with, or because of the Special Events Grant Program. Nothing herein is intended to serve as a waiver of sovereign immunity by either party under Section 768.28, Fla. Stat., nor shall anything included herein be construed as consent to be sued by any third parties in any matter arising out of the Special Events Grant Program.

Note: You may attach additional pages, if needed.



President/CEO Signature

Itemized expenditures

ANTICIPATED EXPENDITURE ITEMS	ITEMS	ANTICIPATED COST
Advertising and Publicity		\$720.00
	Ad in the Parklander	\$600.00
	Two month sponsored Ad on Facebook	\$120.00
Printing		\$476.67
	300 Color Butterfly Tour Brochure - 8 "pages" , 11 x 17 White 100# Gloss Text 1218, 2 sheets, Printed on 2 sides	\$378.00
	200 Trifold brochure, 8.5 x 11 White 100# Gloss Text 1218, Printed on 2 sides	\$70.00
	333 Business cards (blank on back to write name and number), 3.5 x 2 White 100# Accent Opaque Cover 1812, Printed on 1 side for raffle	\$19.67
Supplies & Materials		\$2,773.38
	WristCo Neon Green 3/4" Tyvek Wristbands - 500 Pack Paper Wristbands For Events	\$14.99
	WristCo 3/4" Tyvek Wristbands Lightweight Durable Waterproof Great for Events and Screening Neon Red 100 Paper Wristbands	\$5.24
	300 pc reusable drawstring nylon cinch bags with event logo	\$386.33
	300 pc Reusable BPA free refillable water bottle with event logo.	\$887.82
	48 t-shirts for volunteers with event logo	\$450.00
	300 milkweed seeds	\$477.00
	300 ponchos with event logo	\$467.00
	500 pens with logo	\$85.00
Other:		\$480.00
	Event Brite ticket management system	\$480.00
Total Anticipated Event Expenditures:		\$4,450.05

**PROPOSED EVENT BUDGET
CITY OF COCONUT CREEK
SPECIAL EVENTS GRANT PROGRAM**

Name of Organization: The Women's Club of Coconut Creek

Name/Date of Event: The Butterfly Garden Tour of Coconut Creek, March 4, 2023

ANTICIPATED REVENUES

Your Organization's Contribution: \$ volunteer efforts from club members

Additional Revenue Sources:

Ticket Sales: \$25/ticket for 250 attendees = \$6,250.00

Donations, Sponsorships & Contributions: 0

Other - (List): 0

Total Anticipated Revenue: \$ \$6,250.00

ANTICIPATED EXPENDITURES

Advertising and Publicity: \$ 720.00

Equipment Rentals: 0

Facility Rental: 0

Insurance: 0

Lodging: 0

Security/Police: 0

Printing: 476.67

Postage: 0

Supplies & Materials: 2,773.38

Professional Fees: 0

Technical Equipment Expenses: 0

Travel and Transportation: 0

Other: 480.00

Total Anticipated Event Expenditures: \$ 4,450.05

Disallowed Expenses:

Salaries, Benefits & Permanent Equipment

We hereby certify that all figures, facts, and representations made in this statement are true and correct to the best of my knowledge.

Chief Administrative Officer/President Signature: *Laura McDermott Hahn*

Date: 9/9/2022

Chief Financial Officer/Treasurer Signature: *Tammy Baker*

Date: 9/12/2022



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8012593372C-1	09/30/2022	09/30/2027	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

THE WOMENS CLUB OF COCONUT CREEK INC
3906 NW 56TH ST
COCONUT CREEK FL 33073-4116

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

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1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.