



SPECIAL EVENTS GRANT PROGRAM APPLICATION

Submission deadline:

September 15, 2022

1. Event Title: Community Chanukah Celebration

2. Date/Place of Event: December 18, 2022, 5:00 pm/ The Promenade at Coconut Creek

3. Has the event site been reserved? ☒ Yes ☐ No

4. Name of Organization: South Florida Academy of Learning

Contact Person: Baila Gansburg Title: Director

Phone: 954-427-7788 E-mail: info@floridajewisahacademy.org

Mailing Address: 3700 Coconut Creek Parkway, Coconut Creek, FL 33066

5. Chief Administrative Officer/President Mrs. Baila Gansburg

Phone: 954-427-7788 E-mail: info@floridajewisahacademy.org

6. Brief Description of Event/Approximate Number of Attendees: _____

~~The Chanukah celebration involves people of all faiths and backgrounds, sharing the holiday's message of love, peace and religious freedom. Between 300-500 people witness the highlight event, which is the Menorah Lighting Ceremony, where local, State and sometimes Federal politicians are in attendance. Participants enjoy a wide array of traditional holiday foods, entertainment, arts and crafts and holiday souvenirs. The entire event is offered free of charge as a community service, and to share information about our school.~~

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: City National Bank / TD Bank

9. What is the date of your organization's original non-profit status? 1997

10. How much is total cost of your event? 11,000

11. Is your event open to the public? ☒ Yes ☐ No

12. Percentage of Creek residents attending events: 80-90%

13. What is the total monetary amount requested from the City of Coconut Creek? **(An itemized list showing exact dollar figures is required.)** 2500.00

14. How will the funds be used? The funds will be used for advertisement, signs, posters, social marketing, mailings, we will also use the funds to purchase holiday foods like donuts, and other chanukah themed refreshments, arts and crafts, and chanukah themed souvenirs

15. What are the in-kind requests from the City of Coconut Creek? None

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

Name of Organization: South Florida Academy of Learning / dba South Florida Jewish Academy

Name/Date of Event: December 18, 2022, 5:00 pm/ The Promenade at Coconut Creek

ANTICIPATED REVENUES

Your Organization's Contribution: \$ 8500.00

Additional Revenue Sources:

Ticket Sales: _____

Donations, Sponsorships & Contributions: Then event is free and open to the public

Other - (List): _____

Total Anticipated Revenue: \$ _____

ANTICIPATED EXPENDITURES

Advertising and Publicity: \$ 1750.00

Equipment Rentals: 1500.00

Facility Rental: _____

Insurance: _____

Lodging: _____

Security/Police: _____

Printing: 900.00

Postage: _____

Supplies & Materials: 3500.00

Professional Fees: 2000.00

Technical Equipment Expenses: 1000.00

Travel and Transportation: 350.00

Other: _____

Total Anticipated Event Expenditures: \$ 11,000

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: _____

Date: 9/6/22

Chief Financial Officer/Treasurer Signature: _____

Date: 9/6/2022



Department of the Treasury
Internal Revenue Service
Tax Exempt & Government
Entities – Gulf States

South Florida Academy of Learning, Inc.
4640 NW 74 Place
Coconut Creek, FL 33073

Date: October 31, 2000

Person to Contact:
Lee D. Cogburn
Employee Badge #:
58-07740
Telephone Number:
(404) 338-8235

Re: Confirmation of Exempt Status

Dear Sirs:

Thank you for your inquiry on the exempt status of the South Florida Academy of Learning, Inc. Employer Identification Number 65-0635581. Our records indicate that you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3). Also, you are not a private foundation by reason of sections 509(a)(1) and 170(b)(1)(A)(ii) of the Code.

If you have any questions, please contact me at the number shown above.

Sincerely,

Lee D. Cogburn
Exempt Organizations Group
Manager

DeLaunay, Maureen

From: S. Florida Jewish Academy <Info@floridajewishacademy.org>
Sent: Wednesday, September 7, 2022 7:01 AM
To: Lopez, Yvonne; DeLaunay, Maureen
Subject: September 15th Special Events Application.
Attachments: SKM_30822090619440.pdf; certificate of incorporation good standing 2022.pdf

please confirm receipt of this email
Thank you

Baila Gansburg
Exec. Director

South Florida Jewish Academy
3700 Coconut Creek Pkwy
Coconut Creek, FL 330663
954-427-7788

A School Where every Child learns.. Differently

Baila@FloridaJewishAcademy.org
www.floridajewishacademy.org

On Mon, Aug 1, 2022 at 11:20 AM Lopez, Yvonne <YLopez@coconutcreek.net> wrote:

Good morning,

The application deadline for the next round of grants is September 15th for events scheduled October 1st - March 31st.

Application and details [here](#).

Please email applications to ylopez@coconutcreek.net and copy mdelaunay@coconutcreek.net with subject line: September 15th Special Events Application.

Thank you.

Yvonne Lopez

Community Relations Director

City of Coconut Creek

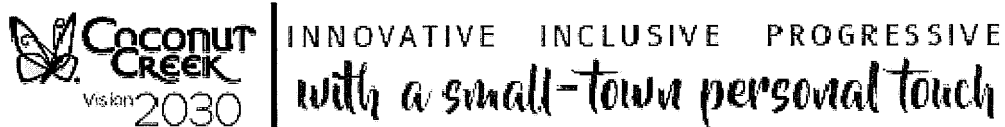
4800 West Copans Road

Coconut Creek, FL 33063

954-973-6722

954-973-6790 fax

www.coconutcreek.net



Under Florida law, most e-mail messages to or from Coconut Creek employees or officials are public records, available to any person upon request, absent an exemption. Therefore, any e-mail message to or from the City, inclusive of e-mail addresses contained therein, may be subject to public disclosure.

State of Florida

Department of State

I certify from the records of this office that SOUTH FLORIDA ACADEMY OF LEARNING, INC. is a corporation organized under the laws of the State of Florida, filed on December 24, 1997.

The document number of this corporation is N97000007139.

I further certify that said corporation has paid all fees due this office through December 31, 2022 and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-eighth day of April,
2022*



Randy R. Lee
Secretary of State

Tracking Number: 1126593525CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



CITY OF COCONUT CREEK SPECIAL EVENTS GRANT PROGRAM

BRIEF GUIDELINES

- 1) Please read the reimbursement application thoroughly before filling it out.
 - 2) Groups applying for financial or in-kind assistance must host their event within the City's limits and certify that they are not and will not engage in any discriminatory activity.
 - 3) Groups must attach a copy of their non-profit certification (tax-exempt status) and certificate of incorporation as a registered non-profit entity in the State of Florida.
 - 4) The Program funds organizations that have a minimum of two (2) years of verifiable non-profit status.
 - 5) Once the Special Events Grant Committee has made a decision regarding your assistance request, the City will notify you of the outcome via an official City grant award letter.
 - 6) If your organization is granted financial assistance and timely provides the City with all the requested reimbursement documentation after the event, the City will mail a check directly to the organization no later than thirty (30) days from receipt of such verifiable documentation.
 - 7) The deadline to submit applications for this round of assistance is September 15, 2022.
 - 8) In addition to the reimbursement documentation, the City must receive a copy of your organization's Board of Directors Meeting Minutes, or the equivalent, that acknowledges the fact that the event occurred consistent with your application.
- IMPORTANT:** 9) The City must receive copies of receipts and corresponding invoices that show the purchase of what the grant award went towards, i.e. reimbursement documentation. Reimbursement is contingent on valid proof of purchase documentation, as determined by the City. **Monies that were not used for the purpose designated by the Special Events Grants Committee will not be reimbursed.**

Email your application to <mailto:mdelaunay@coconutcreek.net>.

If you have any questions, please call Yvonne Lopez at 954.973.6722.

EVALUATION PROCEDURE:

The Special Events Grant Committee will evaluate all eligible applications based on how the event aligns with one (1) or more of the City's initiatives: culture, parks & recreation, education, business/economic development. In addition, the Special Events Grant Committee may consider the number of potential attendees, longevity of the applicant, any prior events hosted by the applicant, overall budget of the event, and the ability of the City to provide the requested assistance.

All applications will be reviewed by the Special Events Grant Committee, whose members are appointed by the City Manager. Interviews may be conducted with applicant groups, at the request of the Special Events Grant Committee.

AWARD AND REIMBURSEMENT PROCESS:

The Special Events Grant Program contemplates a four-step process: 1) submission of the application documentation prior to the event; 2) consideration of the application by the Special Events Grant Committee; 3) authorization or denial by the Committee of certain in-kind services and/or certain purchases for reimbursement by way of an official City grant award letter; 4) after the event, submission of monetary reimbursement documentation consistent with the award granted by Special Events Grant Committee.

Within thirty (30) days after the event, receipts and corresponding invoices must be submitted to the City for monetary reimbursement. Copies of the original receipts and invoices must be dated, include the name of the event, and the name of the hosting organization. All reimbursement documentation must be submitted at the same time. Incomplete packets will be returned to the submitter. If a receipt/invoice includes other expenses not initially considered by the Special Events Grant Committee, or the amount of the service exceeds the amount of the grant award, the City will only reimburse the organization to the extent promised in the grant award letter. If the actual expense of a grant-awarded service is less than originally anticipated, the City will only reimburse the organization for what it actually paid for such service as shown on the receipt/invoice. Reimbursements will be processed within thirty (30) days of the City's receipt of all necessary documentation, as determined by the City.

TERMS AND CONDITIONS:

The Special Events Grant Committee meets and considers applications two (2) times during each fiscal year. The first round of assistance is offered in September for events held during the first six (6) months of the City's fiscal year (October 1 through March 31), with funds disbursed after the City receives copies of all reimbursement documentation related to the initial application requests. The second round of assistance is offered in March for events to be held during the second six (6) months of the City's fiscal year (April 1 through September 30), with funds disbursed after the City receives copies of all reimbursement documentation related to the initial application requests.

Groups requesting assistance under this Program must apply by the deadline specified on the application form. Applicants must provide:

1. A completed application form (enclosed).
2. A proposed budget for the event (on enclosed form).
3. Proof of current non-profit certification with tax-exempt status; submitted with application.
4. For all monetary reimbursement grant awards, copies of reimbursement documentation within thirty (30) days after the event.

Notwithstanding any grant award, a City permit may be required to host your event. Please remember to contact the City's Building Permit Department at 954-973-6750.