


SPECIAL EVENTS GRANT PROGRAM APPLICATION

Submission deadline:

September 15, 2022

1. Event Title: Santa's Brunch
2. Date/Place of Event: North Rec Center Saturday December 3th 2022
3. Has the event site been reserved? Yes No
4. Name of Organization: Women's Club of Coconut Creek
Contact Person: Liliana Gallego Title: Volunteer
Phone: 954-397-0008 E-mail: santabrunchcc@gmail.com
Mailing Address: 4913 N.W. 50th CT, Coconut Creek-Florida-33073
5. Chief Administrative Officer/President Laura Matheric
Phone: 954-756-1117 E-mail: wcpresidentcc@gmail.com
6. Brief Description of Event: Approximate Number of Attendees: Approximately 100 attendees (children and adults); Community Event for children ages 3-8 years of age who reside in Coconut Creek. The children will enjoy entertainment, snack, goodie-bag, gifts and crafts.
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? 9/30/2022-9/30/2027
10. How much is total cost of your event? \$4032.00
11. Is your event open to the public? Yes No **(coconut creek residents only)**
12. Percentage of Creek residents attending events: 100%
13. What is the total monetary amount requested from the City of Coconut Creek? **(An itemized list showing exact dollar figures is required.)** \$4032.00
14. How will the funds be used? Funds will be used to provide food for kids and adults, entertainment, 1 gift per kid, craft and a goodie bag.
15. What are the in-kind requests from the City of Coconut Creek? Permit, Use of location, 30 8 ft tables, 100 chairs, Christmas Decorations to include tree, inflatables, wall decorations, banners at city sites, ad in Cocogram, interview on CreekTV, hand sanitizers stations and thermometers for COVID protocol.
16. List other funding/grants that will go toward the event (i.e. cash, in-kind services, donations, grants, etc.). None.

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17. What benefits and positive effects will the City of Coconut Creek receive if a grant is awarded? In keeping with Creek tradition, this would be the 32nd annual event of Santa's Brunch for the city. This event provides lasting memories by allowing children to experience a visit Santa with their friends and family; they create art and interact with holiday entertainment. From this event, parents from Coconut Creek feel vested in the activities this city has to offer. 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. This is a community outreach event where we do not anticipate making a large profit.
18. What percentage of the profits will go towards charity? What percentage will go towards 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 indoor event. We follow all CDC and city policies at the time of the event and include temperature checks upon entry and hand sanitizer stations.
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.
24. *Note: You may attach additional pages, if needed.*
25. 
President/CEO Signature

Itemized Estimated Costs

ANTICIPATED EXPENDITURE ITEMS	ITEMS	ANTICIPATED COST
Advertising and Publicity		\$60.00
	one month sponsored Ad on Facebook	\$60.00
Printing		\$457.00
	200 Trifold brochure, 8.5 x 11 White 100# Gloss Text 1218, Printed on 2 sides	\$70.00
	3 Banner for back of booth fold and tape grommets all around, 72 x 24 on 1 side for 3 elementary school car line	\$180.00
	300 11 x 17 White 100# Gloss Text 1218, Printed on 2 sides flyers	\$187.00
	250 Labels for Bags - glossy - rectangular, 3 x 2 Hi Gloss Labels, Printed on 1 side	\$20.00
Supplies & Materials		\$1,015.00
	Arts & crafts, items for the goodie bag, one gift per child in attendance	\$800.00
	500 pens with logo	\$85.00
	100 pc reusable drawstring nylon cinch bags with event logo	\$130.00
Professional Fees		\$1,000
	Magician	\$500.00
	DJ / Music	\$500.00
Other:		\$1500.00
	Food and beverages	\$1,500
Total Anticipated Event Expenditures:		\$4,032.00

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

Name of Organization: Women's Club of Coconut Creek

Name/Date of Event: December 3, 2022

ANTICIPATED REVENUES

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

Additional Revenue Sources:

Ticket Sales: \$15/child + \$10/adult, estimating 50 kids (\$750) + 50 adults (\$500) = \$1,200.00

Donations, Sponsorships & Contributions:

Other - (List): \$0 _____

Total Anticipated Revenue: \$ _____ \$1,200.00

ANTICIPATED EXPENDITURES

Advertising and Publicity: \$ 60.00 _____

Equipment Rentals: 0 _____

Facility Rental: 0 _____

Insurance: 0 _____

Lodging: 0 _____

Security/Police: 0 _____

Printing: 457.00 _____

Postage: 0 _____

Supplies & Materials: 1,015.00 _____

Professional Fees: 1,000.00 _____

Technical Equipment Expenses: 0 _____

Travel and Transportation: 0 _____

Other: \$1,500.00 _____

Total Anticipated Event Expenditures: \$ _____ 4032.00 _____

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: *Aura McDermott Madson*
Date: 9/13/2022

Chief Financial Officer/Treasurer Signature: *Tammy Baker*
Date: 9/13/2022



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

DR-14
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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.