



BRIEF GUIDELINES

CITY OF COCONUT CREEK SPECIAL EVENTS GRANT PROGRAM

- 1) Please read the application thoroughly before filling it out.
- 2) Groups applying for financial or in-kind assistance must host their event within the City limits and certify that they are not and will not engage in any discriminatory activity.
- 3) Be sure to attach a copy of your 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 been in existence for more than five (5) years.
- 5) Once the Special Events Grant Committee has made a decision regarding your assistance request, the City will notify you of the outcome.
- 6) If your organization is granted financial assistance, the City will mail a check directly to the organization after April 1, 2017.
- 7) The deadline to submit applications for this round of assistance is **March 1, 2017**.
- 8) If you do receive assistance through this Program, the City requires that you provide it with two (2) complimentary tickets to your event.
- 9) The City must receive a copy of your organization's Board of Directors minutes stating the fact that the event took place.

NEW: 10) The City must receive copies of receipts and corresponding invoices that show the purchase of what the grant award went towards. You are required to reimburse monies that were not used, or were not used for the purpose designated by the Special Events Grants Committee.

Mail or bring the completed application to:

Coconut Creek City Hall
Attention: Yvonne Lopez
Community Relations Director
4800 West Copans Road
Coconut Creek, FL 33063

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



SPECIAL EVENTS GRANT PROGRAM

OVERVIEW:

The intention of the Special Events Grant Program is to help non-profit organizations produce a variety of activities, which must take place in the City of Coconut Creek, serve Coconut Creek residents and prohibit discrimination of any kind. This unique program offers groups assistance to help get their events underway. Grants may be in the form of money or in-kind services.

WHAT IS A SPECIAL EVENT?

A Special Event is an activity developed by a community non-profit group centered around a specific theme that draws participants from inside and outside the City. The event should draw on volunteer resources to plan, organize, and manage the event. The Special Events Grant Committee may consider professional fees for speakers or entertainers; however, salaries and purchase of permanent equipment will not be considered.

By providing such support, the City's intention is to encourage many worthwhile cultural, educational, health, environmental, and business promotions, which otherwise might not be hosted in the community.

An event should contribute to the City's image as a premier residential and business community in South Florida. The event's theme and activities should reinforce the predominant social values in the community and provide the type of desired programs that reflect the community's diverse interests. Any Special Event should highlight the City's facilities and resources while providing an economic boost to restaurants and the retail community, when possible.

Special Events are grouped into four (4) broad categories:

1. **Cultural Events:** include such areas as theater, music, dance, and art in a variety of forms, all responding to the community's diverse interests.
2. **Parks & Recreation Events:** will create an active environment that may include play, exercise, amusements, and sports.
3. **Educational Events:** brings different ethnic, cultural, health, and environmental groups together by providing programs of common interest.
4. **Business Promotional Events:** highlight the existing business community and the potential business opportunities available.

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 October 1. 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 April 1.

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

1. A proposed budget (on enclosed form).
2. Proof of current non-profit certification with tax-exempt status.
3. Final financial statement (on enclosed form) within twenty one (21) days after event has been completed. This must include receipts for purchases that applicant received grant funds for.

Notwithstanding grant award, a city permit may be required to host your event. Contact the Building Permit Department at 954-973-6750. If a grant is awarded to your organization and your event is cancelled, a full reimbursement to the City is required.

EVALUATION PROCEDURE:

All applications will be evaluated based on how the event aligns with one (1) or more of the City's initiatives: culture, parks & recreation, education, business/economic development; the location within City limits; 501(c)(3) status; number of potential attendees; event access/open to the public; longevity of the organization (5-year minimum); and overall budget of the event.

All applications will be reviewed by the Special Events Grant Committee, whose members are appointed by the City Manager. Personal interviews may be conducted with applicant groups, at the direction of the Special Events Grant Committee. The City reserves the right to attend and evaluate each event funded by this grant.

LIMITATIONS:

Organizations may submit applications for more than one (1) event per fiscal year, provided the events are completely separate, with a different set of activities and budget. Funds are limited per year.

Organizations that have failed to meet a reimbursement obligation in previous years or additional conditions of approval will not be eligible for future consideration until all prior obligations have been fulfilled.

Salaries, benefits or permanent equipment are not permitted to be part of the anticipated expenditures outlined in a proposed budget for the event.

DEADLINE FOR APPLICATIONS:

The deadline for submitting applications is **March 1, 2017**.

Applications should be submitted to:

Special Events Grant Program
Attn: Yvonne Lopez
Community Relations Director
4800 West Copans Road
Coconut Creek, FL 33063
954.973.6722

NEW: The City must receive copies of receipts and corresponding invoices that show the purchase of what the grant award went towards. You are required to reimburse monies that were not used, or were not used for the purpose specified by the Special Events Grants Committee.



SPECIAL EVENTS ASSISTANCE GRANT APPLICATION

Submission deadline:

March 1, 2017

1. Event Title: Health & Wellness Fair
2. Date/Place of Event: Saturday April 1st, 2017/Broward College North Campus Library (Bldg62)
3. Has the site been reserved? Yes No
4. Name of Organization: Broward College
Contact Person: Dr. Nora Powell Title: Interim Dean, Health Science
Phone: (954) 201-6904 E-mail: npowell@broward.edu
Mailing Address: 1000 Coconut Creek Blvd Coconut Creek, FL 33066
5. Chief Administrative Officer/President Marielena DeSanctis
Phone: (954) 201-6511 E-mail: mdesanct@broward.edu
5. Brief Description of Event/Approximate Number of Attendees: This event is a health & wellness fair in which we will provide a variety of screenings, such as but not limited to blood pressure, pulse rate, temperature, cholesterol, vision, and HIV testing. Free information will be available on smoking cessation, diets for those with diabetes or high blood pressure, dental hygiene, and cancer. In the Past years, we averaged 150-175 community participants.
6. Attach non-profit certification (tax-exempt status) and Certificate of Incorporation as a registered entity in The State of Florida.
Attached: Yes No
7. Bank affiliations: Wells Fargo
8. How long has your organization been in existence? 102 Years
9. How much is total cost of your event? \$2,000
10. Is your event open to the public? Yes No Percentage of Coconut Creek residents attending events: 90%.
11. What is the total monetary amount requested from the City of Coconut Creek? How will the funds be used? \$2,000/The funds will be used for Health Supplies, such as PPE, Testing Kits, food and advertising.
12. What are the in-kind requests from the City of Coconut Creek? \$-0-
13. List other funding/grants that will go toward the event (i.e. cash, in-kind services, donations, grants, etc.). Broward College will utilize the operational/auxiliary funds to cover costs of the Health Science Fair. Local Hospitals and other health care providers will also be invited to participate and provide their services as well. Last year, Baptist Health, Nipro Diagnostics, and Holy Cross Hospital were community partners of the event And donated in-kind services.

15. What benefits and positive effects will the City of Coconut Creek receive if a grant is awarded?
The City of Coconut Creek will be listed as a sponsor of the health fair on all materials used to market the event. Citizens of the city of Coconut Creek will be invited to the event for the free screenings.
16. What percentage of the profits will go towards charity? What percentage will go towards administrative costs?
Broward College will not collect any proceeds from the health fair or use any grant funds for administrative cost.
17. I agree to submit copies of receipts that prove the award was used in the manner that was specified by the Special Event Grant Committee.
18. I am duly authorized to speak on behalf of my organization.
19. I hereby certify that my organization does not and will not engage in any form of discrimination and prohibits discriminatory activity.

Note: You may attach additional pages, if needed.

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

Name of Organization: Broward College
Name/Date of Event: Health & Wellness Fair; Saturday April 1st, 2017

ANTICIPATED REVENUES

Your Organization's Contribution:	\$	0
<u>Additional Revenue Sources:</u> 0		
Ticket Sales:		0
Donations, Sponsorships & Contributions:		0
Other - (List):		0
Total Anticipated Revenue:	\$	0

ANTICIPATED EXPENDITURES

Advertising and Publicity:	0
Equipment Rentals:	0
Facility Rental:	0
Insurance:	0
Lodging:	0
Security/Police:	0
Printing:	\$100
Postage:	0
Supplies & Materials:	\$900
Professional Fees:	0
Technical Equipment Expenses:	0
Travel and Transportation:	0
Other: Refreshments/Food	\$1,500
Total Anticipated Event Expenditures:	\$2,500

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: [Signature] Date: 03.01.2017

Chief Financial Officer (Treasurer):
Signature: [Signature] Date: 3/1/17



Consumer's Certificate of Exemption

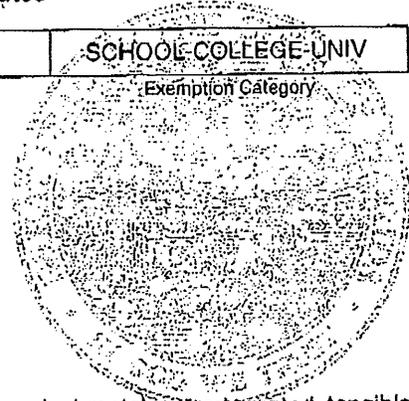
DR-14
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

85-8012557374C-7	07/31/2015	07/31/2020	SCHOOL COLLEGE-UNIV
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

BROWARD COLLEGE
6400 NW 6TH WAY
FORT LAUDERDALE FL 33309-6123



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
R. 04/11

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 regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.