



## BRIEF GUIDELINES

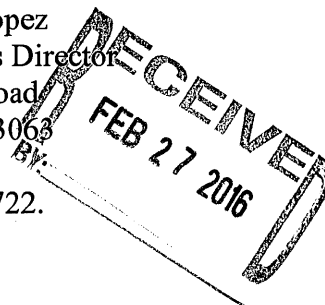
### CITY OF COCONUT CREEK SPECIAL EVENTS GRANT PROGRAM

- 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

RECEIVED  
FEB 27 2016  
MAILED

1. Event Title: JA Fellows Spark Tank Finale

2. Date/Place of Event: March 25, 2017

JA World Huizenga Center at Broward College

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

4. Name of Organization: Junior Achievement of South Florida

Contact Person: Kellie Hensley Title: Director, Special Events

Phone: (9) 979-7124 E-mail: Kellie@JASouthFlorida.org

Mailing Address:

1130 Coconut Creek Blvd.

Coconut Creek, FL 33066

5. Chief Administrative Officer/President Laurie J. Sallarulo

Phone: (9) 979-7111 E-mail: Laurie@JASouthFlorida.org

6. Brief Description of Event/Approximate Number of Attendees: Spark Tank Finale is a local competition where the top 10 JA Fellows teams are invited to showcase their JA Fellows business journey in hopes to win various contests and individual scholarships. The companies are asked to participate in a stage presentation and trade show booth. Individuals are also asked to participate in in-person interview to complete the scholarship process. Approximately 200 attendees.

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: TD Bank

9. How long has your organization been in existence? 1959

10. How much is total cost of your event? \$15,000.00

11. Is your event open to the public? ☒ Yes ☐ No Percentage of Creek residents attending events: 45%

12. What is the total monetary amount requested from the City of Coconut Creek? How will the funds be used?

Junior Achievement of South Florida is requesting \$2,500.00

The funds will be used to pay for food and beverages being served to our students and their guest.

Request: \$2,500.00

Awarded: \$

In-Kind: \$

For:

13. What are the in-kind requests from the City of Coconut Creek?

*JA South Florida is not requesting in-kind at this time.*

14. List other funding/grants that will go toward the event (i.e. cash, in-kind services, donations, grants, etc.).

*JA South Florida has sponsorship opportunities.*

15. What benefits and positive effects will the City of Coconut Creek receive if a grant is awarded?

*JA South Florida will ensure that the City of Coconut Creek receive acknowledgment during the event and marketing by way of website and social media.*

16. What percentage of the profits will go towards charity? What percentage will go towards administrative costs?

*100% of the profits will go towards our non-profit charity and 0% will be allocated towards administrative.*

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: Junior Achievement of South Florida

Name/Date of Event: JA Fellows Spark Tank Finale - March 25, 2017

**ANTICIPATED REVENUES**

Your Organization's Contribution: \$ \_\_\_\_\_

Additional Revenue Sources:

Ticket Sales: \_\_\_\_\_

Donations, Sponsorships & Contributions: 10,000.

Other - (List): \_\_\_\_\_

Total Anticipated Revenue: \$ 10,000.

**ANTICIPATED EXPENDITURES**

Advertising and Publicity: \$ \_\_\_\_\_

Equipment Rentals: 8,000.

Facility Rental: \_\_\_\_\_

Insurance: \_\_\_\_\_

Lodging: \_\_\_\_\_

Security/Police: \_\_\_\_\_

Printing: \_\_\_\_\_

Postage: \_\_\_\_\_

Supplies & Materials: \_\_\_\_\_

Professional Fees: 11,000.

Technical Equipment Expenses: \_\_\_\_\_

Travel and Transportation: \_\_\_\_\_

Other: Food + Beverage 4,000.

Total Anticipated Event Expenditures: \$ 23,000.

**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): Laurie J. Sallarulo

Signature: Laurie J. Sallarulo Date: 2.22.17

Chief Financial Officer (Treasurer): Lisabelle Torres

Signature: Lisabelle Torres Date: 2.22.17



Junior  
Achievement  
A Member of JA Worldwide USA



empowering young people to  
own their economic success™

February 10, 2017

To Whom It May Concern:

Please accept this letter as confirmation that Junior Achievement of South Florida, Inc., EIN 59-0871446, located at 1130 Coconut Creek Blvd., Coconut Creek, FL 33066, is an area in good standing with Junior Achievement USA®.

According to the Internal Revenue standards, the above area is considered a subordinate organization of Junior Achievement USA and is recognized as a 501(c)(3) organization and entitled to all rights of a 501 (c)(3) organization under group exemption number 1116.

You may also verify Junior Achievement of South Florida's tax exempt status by going to the following IRS website:

<http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Business-Master-File-Extract-EO-BMF>

Scroll down to the U.S. map, click on the state of Florida. Once the excel spreadsheet opens, either scroll down or use the Excel "Find" feature to locate the EIN of "Junior Achievement of South Florida". You may need to widen the width of column "A" on the spreadsheet for the EIN numbers to read correctly.

Should you wish additional information or have any questions, please call me.

Sincerely,

Timothy Armijo  
Chief Financial Officer

Enclosure

OGDEN UT 84201-0038

In reply refer to: 0441646085  
Feb. 19, 2010 LTR 4168C E0  
59-0871446 000000 00  
00029847  
BODC: TE

JUNIOR ACHIEVEMENT OF SOUTH FLORIDA  
1130 COCONUT CREEK BLVD  
COCONUT CREEK FL 33066-1647

RECEIVED FEB 23 2010

Employer Identification Number: 59-0871446  
Person to Contact: A. HOPKINS  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Feb. 09, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in May 1994.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Sheila Bronson  
Dept. Manager, Code & Edit/Entity 3





## Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 10/15

85-8012673027C-7	01/31/2016	01/31/2021	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

JUNIOR ACHIEVEMENT OF SOUTH FLORIDA INC  
1130 COCONUT CREEK BLVD  
COCONUT CREEK FL 33066-1647

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. 10/15

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.

# *State of Florida*

## *Department of State*

I certify from the records of this office that JUNIOR ACHIEVEMENT OF SOUTH FLORIDA, INC. is a corporation organized under the laws of the State of Florida, filed on January 13, 1984.

The document number of this corporation is N00908.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on January 20, 2017, 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 Twentieth day of January,  
2017*



*Ken Detjen*  
**Secretary of State**

Tracking Number: CC8049321245

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

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