



City of Atlantic Beach

Agenda

Cultural Arts and Recreation Advisory Committee (CARAC) Meeting

Tuesday, October 11, 2022 - 6:00 p.m.

Commission Chamber
City Hall, 800 Seminole Road

Page(s)

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- 2.A. Approve minutes of the September 8, 2022, Cultural Arts and Recreation Advisory Committee meeting. 3 - 7
[September 8th CARAC Minutes](#)

3. RECOGNITION OF VISITORS/PUBLIC COMMENTS

4. ONGOING BUSINESS

- 4.A. CARAC's Report for October 24th Commission Meeting
4.B. Transition Process for Events / Organizations

5. NEW BUSINESS

- 5.A. Formal CARAC Recommendation Request
5.B. Monthly Newsletter Spotlight (Committee Report) 9
[COAB Grant Monthly Spotlight](#)
5.C. Future Grant Review Process / Timeline 11 - 21
[CARAC Grant - Organization Application FINAL Hardcopy](#)
5.D. Review Grant Acceptance Letter / Agreement 23 - 25
[Grant Award Letter FINAL](#)

6. OPEN ITEMS / FOLLOW UP

- 6.A. Recreation Volunteer Program Update

7. OTHER AGENDA ITEMS/ANNOUNCEMENTS

- 7.A. Next CARAC Meeting is scheduled for November 1, 2022

8. ADJOURNMENT

Any person wishing to speak to the Cultural Arts and Recreation Advisory Committee on any matter at this meeting should submit a Comment Card located at the entrance to Commission Chamber prior to the start of the meeting.

This meeting will be live-streamed and videotaped. To access live or recorded videos, click on the [Meeting Videos tab](#) on the city's home page at www.coab.us.

In accordance with the American with Disabilities Act and Section 286.26 of the Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact City Clerk Donna Bartle at 247-5809 or at City Hall, 800 Seminole Road, Atlantic Beach, Florida not less than three (3) days prior to the date of this meeting.



MINUTES
Special Meeting of the Cultural Arts and
Recreation Advisory Committee (CARAC)
Meeting
Thursday, September 8, 2022 - 12:00 AM
Commission Chamber

Present: An Oskarsson, CARAC Chair
Jane Stevens, Member
Lisa Goodrich, Member
Mateo Jurasic, Member
Mary Mullahey, Member
Joseph Schwarz, Member
Wally Sears, Alternate Member

Absent: Carol Silcox, Member

Also Present: Latrenia Thomas, Director of Cultural Arts and Recreation

1. CALL TO ORDER AND ROLL CALL

A. Meeting was called to order by An Oskarsson at 9:13 a.m.

2. OPENING REMARKS

A. We have new applicants so An explained how the day would go. Hoping that members were able to score and review today's presenters. Will hear from each of the applicants and then the members can revise the score and turn it into staff at the end of the meeting. This will be the same Tuesday, for the other six presentations. After the final presentations, it will be decided whether we will fully fund, partially fund, or not fund each of the applications. It will be written on the score sheet and staff will tally that up on Tuesday after the conclusion of the final presentation meeting. At 6 p.m., we will have our regular committee meeting and we will then discuss how voters were made and make a final recommendation. For the presentations today, An asked that it be limited to 10 minutes, reserving some time for Q&A. Please highlight and explain what a participant experience is in your program and if you're a repeat application, we'd like to hear how things went last year. We have a new recommendation, that if you are a repeat applicant, to consider for next year, working with staff and becoming a City program instead of going through this process and asking for a grant every year.

3. GRANT PRESENTATIONS

A. 9:35 a.m. - FACE4kids (Kirk Farber)

Fitness and Character Education, Inc.: a youth leadership organization. FACE4Kids motivates elementary youth to build fitness, self-esteem, and character before it's too late. In 1997, participated in an intervention program for incarcerated juveniles in Duval

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County Jail and saw firsthand how they had to accept the consequences of their actions. I wanted to make a difference and realized I had to catch them earlier rather than later to share character values with a focus on respect and leadership.

Benefits from strategic partnerships, offering an 8-week program free during the school day throughout the year.

The program is a combination of martial arts, agility training, jump rope, juggling, and public speaking.

Implemented in over 50 different public school locations in Duval County since 2004. Expanded into Pennsylvania in 2012.

Each school/location is held accountable with pre & post surveys data-metrics in 5 categories: fitness, confidence, school effort, social skills, and behavior choices.

Met Sholanda at the Gail Baker Community Center and will be starting the program in September on Mondays at 4 p.m. for 8 weeks.

Also spoke with Kim Gallagher, the principal at ABE, and will be starting that program at 1:30 p.m. on Mondays starting this month.

B. 9:15 a.m. - Brush Up! Canvas Painting Class (Crystal Rodriguez)

Requesting grant funding for a visual arts space program in Atlantic Beach called Brushes Up! Canvas Painting Class.

Background in Community Art Education for 17 years. Started in City Kids Art Factory in 2005, and then taught art in YMCA, Boys & Girls Club, Duval Public Schools, and Youth Crisis Center etc.

Canvas classes range from small children to adults.

Did a virtual art program through the pandemic.

Why should this program be in the community centers?

Vision: course will last for 12 months and will alternate between the Gail Baker and Jordan Community Centers.

Goal: reach at least 20-25 AB residents every month at each center

Provide inspiring art programming for youth centered around canvas classes and family craft nights which will be themed. The program will also be free for attendees and families.

Cater specific to teens just as a target focused to provide high quality art instruction that's consistent, that they will look forward to, that they can even invite their families on a monthly basis. I can see art and service as a social & emotional therapy tool.

Provided a list of themes for the paint nights geared toward the demographics that are being served. Like to have students showcase their artwork at the end of the program and invite the community out to root residents in their community and help the children take pride in their art.

Measured with quality surveys after each session to better serve the demographics.

Q&A:

- will promote through the community centers and social media
- will develop skills in drawing and painting

C. 9:55 a.m. - NOVA Dance and Wellness Academy Inc. (Aubrey Benthem)

Provide high quality dance and wellness training – yoga, functional health classes, nutrition coaching.

Approach is to cultivate athleticism and artistry specifically with children
Good practices for children & dance development
ABT (American Ballet Theater) curriculum, have a close relationship and work with the Florida Ballet, most of our instructors are Florida Ballet Company dancers, high caliber staff to pour into students
Believe that high caliber education shouldn't only be accessible to people who can afford it. We want to make that accessible to students that wouldn't normally have access to it. Meet kids where they are at – so adults and kids can pursue wellness together.
Mission: bring a unique, high caliber, and accessive form of wellness and movement to the Atlantic Beach community.
Target audience in kids and seniors.
Classes that are offered that would work well in the community centers are: Kids hip hop, teen hip hop, primary ballet, mama yoga, prenatal yoga, chair yoga
Flexible in class schedules and locations. Looking at Baker and Jordan Community Centers.
Have spoken with Baker and Jordan staff, but haven't set up a schedule yet.
Asked to focus on hip hop classes and chair yoga to start because seniors and teens have been identified as a big gap.
Will be able to adjust scheduling and can supplement the chair yoga and update the financial.

D. 10:15 a.m. - Connecting Thru Music (Karen Demuth)

4th year with this grant.
Provide music therapy and music enrichment. Main purpose is to bring music therapy to NE FL for children with special needs. Music therapy is a use of music to reach non-musical goals – social, emotional, physical, cognitive, learning goals.
Asking for funding for this program at Neptune Beach Elementary, which has 12 classrooms for children with moderate to severe handicap. It serves the beaches. 33% of their students are AB residents.
In 2016, asked to start a music program at NBE, but they didn't have the funding. Funding started in presenters backyard and just doing music enrichment. Demuth's background is nursing, healthcare.
In St. Johns County, Minda Gordon started the public school music therapy program. Met with her and started with another company in 2019 and the children in NB thus far, receive 2 30-minute sessions a week of music therapy and one session of music. All music therapists are board certified.
Have seen great results, positive data, the teachers are very involved and very engaged. It costs us a little under \$5000 a year to provide this to the students.
In 4th year of \$160,000 grant from Kids Hope Alliance, but that's only for afterschool and camps. That's great, but where it's really effective is in school. The music therapists work on things like paying attention, sharing, and verbalization. We're building a foundation for learning.
Looking into also adding the program at Landmark Middle School.
Looking for sponsorships per classroom. Have a business plan together to get sponsorships per child and per classroom.

E. 10:35 a.m. - Beaches Fine Arts Series (Kathy Wallis)

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Most funding has been towards education outreach programming.

Celebrating 50th anniversary of providing free concerts and educational outreach for the community. Follows mission to enrich our communities by sharing the transforming power of music and art free to all.

This year's concert series is going to present favorite world class artists from the past. The visual artists this year will be new to the series so we will have new and old combined.

Tracy Morris - The Educational Outreach focuses on schools – visited ABE with FL string quartet and 120 kids were able to enjoy. We also provide busing to any of the schools who want to visit the facility. Working with ABE music teacher to ensure the students are exposed to these opportunities.

This year expanding outreach opportunities by bringing in "I Have a Song Inside My Heart" program whose organizers have performed at Lincoln Center. Hoping to serve about 550 students with that program.

Programs are available to all schools. It's up to the administrators of the schools to take advantage of these opportunities.

F. 10:55 a.m. - Yesha Taekwondo (Chuck Coker)

Celebrating 40 years' service to communities.

Intended to help people that were not able to afford Olympic and family training.

Buck is the head trainer and read one testimony from a parent.

Committee questioned the time frame and location to try and get it more AB centered participants – other than the location. Try to integrate it with the afterschool program.

G. 11:15 a.m. - Fletcher High School (Randy Salinas)

Due to funding from the previous year, were able to hold a lot of events and expand their group that they wouldn't have been able to otherwise. Also set up the groundwork for what is being planned for the coming years.

Last year's grant focused on supporting the band program as a whole – expanding and recruiting more people involved in band and color guard. Focused on elementary and middle school color guard students and were able to hold a clinic over the summer – 46 students in grades 4-8 – ½ were from AB. Were also able to recruit at Mayport and Fletcher Middle School and as a result, the rookie class for the Fletcher High School band this year is 3x what it was in the past. 15 seniors graduated last year and have 37 new members this year from the beaches area.

There are new needs this year. Some of the same from previously – like the consumable items (reeds, oil, etc.) To help support the rest of the funds for the band, have fundraising opportunities. Need some new instruments, like trumpets.

Goal is to start helping out and grow the afterschool programs at the elementary school level – San Pablo, Anchor, and Atlantic Beach Elementary. Starting individual guard programs so that when they go into Middle School, they are ready to continue that education with the staff that Fletcher High provides at the middle school level. The students have something to look forward to as an extracurricular activity.

4. RECOGNITION OF VISITORS

An announced to recognize the visitors.

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September 8, 2022

5. OTHER AGENDA ITEMS/ANNOUNCEMENTS

The Committee discussed their thoughts on moving grant organizations / schools under the scope of the Receptions budget.

6. ADJOURNMENT

There being no further business, Chair An Oskarsson adjourned the meeting at 12:00 p.m.

Attest:

An Oskarsson, Chair

Latrenia Thomas

COAB Monthly Newsletter Spotlight
2022-2023

October – NOVA Dance & Wellness Academy

November – FACE4kids

December – Brush Up! Canvas Painting Class

January – PossAbilities Plus

February – Beaches Fine Arts Series

March – Atlantic Beach Elementary

April – Connecting Thru Music

May – New Age Hippy

June – Fletcher High School

July – Jax Board Riders

August – Mayport Middle School

September – D-1 Training



EXHIBIT A

City of Atlantic Beach

Cultural Arts & Recreation Advisory Committee Grant Application

FY 2023-24

1

ORGANIZATIONS & INDIVIDUALS

July 2022

Dear Grant Applicant,

Thank you for your interest in applying for a City of Atlantic Beach Cultural Arts & Recreation (CARAC) grant. In Atlantic Beach, we place a high priority on arts and recreation as a key indicator of a good quality of life for our residents; and our City Commission has allocated funding for FY 2022-23 once again to support these activities. Indeed, one of the City Commission's 2022 Priorities is *"LIVABILITY - Improve health, recreation, arts, culture, leisure, education, military appreciation, and other quality of life indicators via ... improving accessibility to programming for all residents, particularly children and senior citizens."*

If you've applied for a CARAC grant in the past, you'll find that we've made some changes. First, it is no longer necessary for applicants to have 501(c)3 nonprofit status so long as your project or program adheres to our stated giving guidelines.

Second, to encourage a variety of programming year to year, we may recommend moving forward that your project become a regular City project if you've been funded for three years or more. We'll evaluate these projects on a case-by-case basis when the time comes.

Finally, we've moved the entire process online to save some trees, as we here in AB are always wont to do.

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We are, however, still adhering to the relevant code pertaining to contributions:

Sec. 2-2: "... the City may contribute city funds or other support to artistic, recreational, or cultural programs, events or projects which benefit the residents of Atlantic Beach, as follows:

- (1) Requests for contributions to such programs, events or projects shall be submitted to the cultural arts and recreational advisory committee.
- (2) The cultural arts and recreational advisory committee will make recommendations on any such requests to the city commission, who will then make the final decision on funding the request.

Please note the timeline we have outlined within this application. One other heads up: We will be requiring each recipient to submit a Final Report at the end of this grant cycle. A sample of what to expect is attached in the Appendix.

Let's get started ...

REQUEST FOR PROPOSAL (RFP)

October 1, 2023-September 30, 2024

City of Atlantic Beach Cultural Arts & Recreation Grant

Giving Guidelines and Eligibility Requirements

1. The City of Atlantic Beach (COAB) seeks to support arts and recreation events and programs are physically and financially accessible to all Atlantic Beach residents, with priority consideration given to events or programs that are held within COAB city limits.
2. COAB will NOT consider grants for:
 - a. Organizations that discriminate, including but not limited to, on the basis of race, religion, gender, gender identity, sexual orientation, ethnic orientation, country of origin, citizenship, veteran, or disability status.
 - b. Political groups.
3. Programs and/or events must be completed within the fiscal year of this grant award.

Grant Expenditures and Accountability

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1. The maximum grant awarded is \$5,000.
2. Grant recipients are required to maintain and provide financial records to support claimed expenditures pertaining to the successful completion of the project or event. (In other words, show us how you spent the money.)
3. On-going projects or programs will be required to submit a mid-term Progress Report at a milestone determined by the City Staff. Mid-term Progress Reports will be submitted to the Cultural Arts & Recreation Advisory Committee.
4. Upon completion of program or event, a Final Report outlining the success of the event or program will be submitted to the Cultural Arts & Recreation Advisory Committee. Any media produced highlighting the event or program should be included in this Final Report along with lessons learned and opportunities for improvement, if any.
5. Significant non-compliance issues will be taken into consideration and may affect future funding by COAB.

For more information, please contact:

City of Atlantic Beach Cultural Arts and Recreation Department
Latrenia Thomas, Director
lthomas@coab.us (preferred method of contact); (904) 247-5828

Key Timeline for FY 2023-24 Grant Period:

June 14, 2023	Electronic Request for Proposal goes live. Press release issued.
Week of June 13, 2023	Public meeting to review grant and FAQs. (Potential applicants are invited to attend, but attendance is not mandatory.)
July 30, 2023 – 11:59 p.m.	Deadline for FY 2022-23 Cultural Arts & Recreation grant proposals. The Recreation Director will collect all applications as they are received and forward eligible applications to the Cultural Arts & Recreation Advisory Committee (CARAC) within three (3) days of submission deadline.
August 11, 2023	Notify semi-finalists, who will be required to present a brief summary of their proposal and answer questions from the CARAC.
September 8, 2023 9 a.m. to noon	MANDATORY presentations to the CARAC. Specific times of the presentations TBD.
September 12, 2023 3 p.m. to 6 p.m.	MANDATORY presentations to the CARAC. Specific times of the Presentations TBD.
September 12, 2023	Cultural Arts & Recreation Committee will vote and make recommendations on funding at this regularly scheduled meeting.
October 9, 2023	Committee presents grants recommendations to the City Commission at this regularly scheduled meeting.
October 11, 2022	Applicants are notified regarding awards.
October 11, 2023 – November 14, 2023	<ul style="list-style-type: none">- Grant awards are dispersed, and agreements signed.- Grantees are provided a rubric for progress/final reports- Payments to schools; ongoing events receive incremental payments.- (One-third at signing, another third halfway when progress rubric is submitted, and final third when the final report is submitted.)

To gain access to the application, please answer the following questions:

1. Does your program pertain to cultural arts and/or recreation?
 - a. Yes.
 - b. No.
2. Has your project/program received a Cultural Arts & Recreation grant in the past?
 - a. Yes. When, and how much did you receive? Upload your Final Report from previous year's funding.
 - b. No, this is my first time applying.
3. Are you prepared and committed to recognizing COAB as a supporter of your project/program in all your printed and social media?
 - a. Yes.
 - b. No.
4. Are you prepared and committed to providing COAB with information and material that will be shared by COAB in public event notification?
 - a. Yes.
 - b. No.
5. Are you prepared and committed to providing COAB with year-end data and measurement of success?
 - a. Yes.
 - b. No.
6. Will your project/program be performed in Atlantic Beach?
 - a. Yes. Move on to application.
 - b. No.
7. Do you have data to suggest Atlantic Beach residents have historically participated in your programming?
 - i. Yes. What percentage of your audience/participation is attended by Atlantic Beach residents?
 - ii. No.

APPLICATION:

NAME OF PROGRAM/EVENT: _____

1. Participation (Max 10 points)

- a. Location(s) where program will take place
- b. Number of attendees/participants who are Atlantic Beach residents
- c. Total estimated number of participants
- d. Frequency or duration of program/event (e.g., 1 time event for 2 hours, or 1 time/month for 1 hour, etc.)
- e. Is the event open and accessible to all residents of Atlantic Beach who may want to participate?
 - i. Yes.
 - ii. No. Please describe why. *250 word limit*

2. Need (Max 10 points) – Briefly describe any community needs or gaps that the program/event is intended to address. *250 word limit*

Reviewers will consider the following questions when assigning points:

- a. Is there a demonstrated need for the program/event?
- b. Is the program/event duplicative of other programs/events in the area?
- c. Is the program/event a response to a need articulated from the community?
- d. Does the program/event target a population that is currently underserved? (e.g., teens, children with special needs, low-income residents, etc.)

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3. Program/Event Description (Max 10 points) – Describe the goals and objectives of the program/event, as well as benefits to the residents of Atlantic Beach. *250 word limit*

Reviewers will consider the following questions when assigning points:

- a. Are the goals and objectives described in the application SMART (specific, measurable, achievable, results-focused, and time bound)?
- b. Does the program/event pertain to arts and/or recreation?
- c. How will the program/event benefit the residents of Atlantic Beach?

4. Expected Outcomes (Max 5 points) – Describe if the program is evidence based (i.e., has a record of achieving expected outcomes). Be prepared to address improvements or changes to your project since the previous year. *250 word limit*

Reviewers will consider the following questions when assigning points:

- a. Is the program/event based on published evidence?
- b. Does the program/event have a demonstrated history of success (in other contexts or similar cities, or in previous years)?
- c. If your project has been funded in previous years, how has your project improved or otherwise changed since the previous year? Upload your Final Report from previous year's funding.
- d. How will the program/event benefit the residents of Atlantic Beach?

5. Marketing (Max 5 points) – Describe how the program/event will be promoted and marketed to the community. Describe how the City of Atlantic Beach will be promoted as a sponsor of the program/event. *250 word limit*

6. Cost (Max 5 points) – If there is a fee or cost to participate, describe how you will ensure that participants are not denied the opportunity to participate due to their inability to pay any registration or other related fees or costs. If there is no fee or cost, please state N/A. *250 word limit*

Reviewers will consider the following questions when assigning points:

- a. Is the program/event free for residents of Atlantic Beach?
- b. If there is a fee or cost, does the proposal describe steps to ensure participants are not denied the opportunity to participate due to their inability to pay fees or costs?

7. Evaluating Success (Max 5 points) – Briefly describe how you will measure success. This should include how you will assess participant satisfaction, number of participants and, if applicable, changes in knowledge, attitudes, skills or behaviors. Describe data and/or survey collection methods. Please also describe how data will be used to inform and improve program/event. *250 word limit*

Reviewers will consider the following questions when assigning points:

- a. Is there an evaluation plan for measuring participation, participant satisfaction and, if applicable, changes in knowledge, attitudes, skills or behavior?
- b. Will data provide actionable information for future planning?
- c. Will results be useful for dissemination to the community?
- d. Does evaluation include feedback from participants/audience, as well as planners, organizers and volunteers?

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8. Resourcing (Max 5 points) – Please describe any plan to leverage additional resources (e.g., other funding, volunteers, in-kind donations) or collaborations with others to offset expenses. If your project or organization receives any funding from COAB in any way, please state how much and for what. *250 word limit*

Reviewers will consider the following questions when assigning points:

- a. Is there a plan to leverage additional resources as mentioned above?
- b. Is there collaboration with other organizations?
- c. Is this a for-profit program/event?

UPLOAD Required Application Documents:

1. Program/Event Responsibility Party/Point of Contact Information
2. List Social Media Handles, Website
3. Upload Summary of Program Budget
4. Upload Timeline of Key Milestones and Deliverables
5. Upload List of Organization Board of Directors and/or Additional Donors
6. Upload One (1) Letter of Recommendation
7. Provide Contact Information for (2) References
8. Upload most current IRS W-9 Form

IMPORTANT NOTES:

1. Only one (1) grant per eligible applicant.
2. The City Commission and/or Cultural Arts & Recreation Advisory Committee, at its/their discretion, may modify the contribution award to qualified recipients based on merit of proposal and/or number of other qualified applications received. The contribution award may not exceed the maximum amount of available financial resources of the FY2023-24 Annual Atlantic Beach Community Grant Program as approved under the City's Annual Operating Budget.
3. In the event that the amount awarded is less than the amount requested, applicants must be prepared to submit a revised program budget and description reflecting changes in scale, if applicable.
4. Applications received after deadline or outside of online application will NOT be accepted.
5. Organizations already receiving funds or financial support from the City of Atlantic Beach FY 2023-2024 may not apply for additional funding.
6. Expenses must be directly related to proposed program or event services, materials, or activities occurring within the award period.
7. Awardees will be required to maintain financial records to support claimed expenditures and project accomplishments.
8. Progress Reports (in the case of ongoing programs) and/or Final Reports will be submitted by the applicant to City Staff after key milestones or completion.
9. The Final Report is due 30 days following completion of the program or event. If the Final Report is not received within 30 days following completion of program or event, the award recipient will be required to immediately reimburse the City of Atlantic Beach grant funds.
10. City Staff will review submitted copies of paid receipts/invoices and a written final report to ensure that funds were spent in compliance with the approved application. Applicant will be required to reimburse the City of Atlantic Beach for all inappropriately spent funds.
11. Significant non-compliance issues will be taken into consideration and may affect future funding decisions jointly made by the City Commission.
12. All eligibility criteria is administered and determined by the Recreation Director and the Arts & Recreation Committee.
13. All decisions made on eligibility by the Atlantic Beach City Commission, the Recreation Director, and the Arts & Recreation Committee are deemed final.
14. Cultural Arts & Recreation Contribution Grant applicant and recipients agree to indemnify and hold harmless the City of Atlantic Beach from any and all liability, defense costs, including other fees, loss or damage which the City may suffer as a result of claims, demands, costs or judgment against it, arising from all activities engaged by grant recipients in its use of public funds.
15. Applicants must be available for site visits during the application process, if requested, and successful grantees must be available for site visits during program activities or events.

APPENDIX

SAMPLE Final Report

City of Atlantic Beach

Cultural Arts & Recreation FY 2023-24 Grant

Please provide the following information and data on the actual event/program that was implemented.

If the actual information or data differ significantly from what you expected and described in your proposal, please explain the difference.

NAME OF PROGRAM/EVENT: _____

1. PARTICIPATION

- Location(s) where program/event took place.
- Total # of participants.
- # of participants who were Atlantic Beach residents.
- Total # of hours each participant was directly engaged in program/event.
- Frequency and duration of program/event (e.g. twice a week, 2 hours each time).
- Was the event open to all residents of Atlantic Beach?
- In what ways did you facilitate accessibility of your program/event to participants? (e.g., Did you rotate locations, or provide transportation options?)
- If known, what age group(s) did your program serve? (e.g., Under 18, 18-30, 30-54, 55+)
- What was the fee or cost to participate?
- In what ways did you advertise and market the event? Please UPLOAD marketing samples.
- Do you feel the advertising/marketing was effective?

2. PROGRAM/EVENT

- Briefly describe how the program/event went. You are encouraged to UPLOAD up to five photos related to your program/event.
- What were the main goals and objectives of your program/event? Were your goals and objectives met? Why or why not?

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3. EVALUATION

- How did you evaluate the success/effectiveness of your event/program?
- Were you able to collect the data and measures that you proposed in your application? If the answer is yes, please summarize the evaluation results. If no, please explain.

4. STRENGTHS & AREAS FOR IMPROVEMENT

- Please list what you consider to be the biggest achievements or accomplishments of your program/event.
- What did you learn? Please list at least two ways to improve your program/event in the future.
- If you have been funded in prior years, how has your project changed or improved over the years?

5. BUDGET & FUNDING

- How much were you awarded?
- How much did you utilize?
- Did you return funds that were not ultimately utilized?
- If known, what was the total cost of your program/event?
- What other sources of funding did you have?
- UPLOAD copies of paid receipts and invoices here.

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6. FEEDBACK

- Please share any feedback you have about how our process could be improved.



City of Atlantic Beach
716 Ocean Blvd
Atlantic Beach, FL 32233
(904) 247-5828
Recreation@coab.us

Date: 10-10-2022

To: PossAbilities Plus
2536 Baker Street
Jacksonville FL 32233

Subject: Cultural Arts & Recreation Advisory Committee Grant Awards

Dear Susan,

Congratulations! The Cultural Arts and Recreation Advisory Committee has reviewed your recent grant request and proposal to determine that your organization/school application has been approved. We are delighted to confirm that you will be awarded the amount of \$5,000.00. The Committee intends that the grant be used toward's PossAbilities Plus. The awarded funding for the fiscal year 2022 – 2023 will be disbursed in the form of a check by mail.

Enclosed you will find a grant agreement validating our grant relationship. This Grant Agreement explains the responsibilities and expectations of both parties in our grant relationship. Please sign the Grant Agreement and return it within 30 days of receipt to the Adele Grage Cultural Center, 716 Ocean Blvd., Atlantic Beach, FL, 32233. Please keep a copy for your records. We will also need an invoice for the awarded amount along with the signed Grant Agreement. You can email this invoice to recreation@coab.us or mail it with your Agreement. When emailing, please use the subject - Grant Award: (Organization/School) - and provide the correct address to mail the check to. Once the Grant Agreement and invoice are received in our office, the grant monies will be dispersed.

Best wishes to your organization for a successful project. We look forward to seeing your program flourish in our community.

Sincerely,

Latrenia Thomas
Recreation Director



**Recreation and Cultural Arts Department
Grant Agreement**

October 10, 2022-September 30, 2023

City of Atlantic Beach Cultural Arts & Recreation Grant

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Grant Expenditures and Accountability

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4. Upon completion of program or event, a Final Report outlining the success of the event or program will be submitted to the Cultural Arts & Recreation Advisory Committee. Any media produced highlighting the event or program should be included in this Final Report along with lessons learned and opportunities for improvement, if any.
5. Significant non-compliance issues will be taken into consideration and may affect future funding by COAB.
6. We inform you that our Recreation Staff / Committee will plan a site visit with your program. A staff member will contact you to arrange a date and time to review the event / program.

ORGANIZATION / SCHOOL

GRANTEE SIGNATURE

CULTURAL ARTS AND RECREATION DIRECTOR

DATE

