



The DEEP Foundation

Cutler Bay Scuba Program

- Scoring forms from reviewers
- Application Submitted on 3/30/2018
- Amount of Request: \$2,500

Application Summary

The DEEP Foundation's request for \$2,500 will engage students and families with an interest in Scuba Diving. Following an introductory "Discover Scuba Diving" class, eight (8) participants will be selected to participate in an intensive training, with the goal of obtaining the PADI Open Water Scuba Certification.



TOWN OF CUTLER BAY

CUTLER BAY COMMUNITY FUND GRANT PROGRAM
MINI-GRANT APPLICATION SCORING RUBRICAgency Name: Deep foundationProject Name: Cutler Bay Scuba ProgramPriority Area (circle): Educational Aesthetic (community beautification)Environmental Cultural Social Services Other: _____

Clear and Complete Application	Y/N
Application complete with all checklist items included. List any application elements there were not provided or incomplete: (Required)	Y
Includes separate Letter of Support (optional).	Y
Does applicant provide proof of 501(c)3 Tax Exempt Status? (Required)	Y
Grant request does not exceed \$2,500 (Required)	Y
Proposed project targets residents of the Town of Cutler Bay. (Required)	Y

If any of the **required** categories are not provided, please set this application aside and proceed to the next application.

	NO (0)	Somewhat (3)	YES (5)	Score & Comments
Is the project aligned with the Community Fund's priority area(s)?			Y	Education + Environment certification course
Does the proposal clearly describe proposed program/project?			Y	8 Parent/child teams
Is the method of strategy for implementation feasible?			Y	
Does the applicant provide a clear evaluation plan?		Y		
Is the budget clear and aligned?			Y	

TOTAL SCORE: 23RECOMMEND FOR FUNDING: X YES ___ NO

DATE: _____



TOWN OF CUTLER BAY
CUTLER BAY COMMUNITY FUND GRANT PROGRAM
MINI-GRANT APPLICATION SCORING RUBRIC

Agency Name: DEEP Foundation Inc.
Project Name: Cutler BAY SCUBA PROGRAM

Priority Area (circle): Educational Aesthetic (community beautification)
 Environmental Cultural Social Services Other: _____

Clear and Complete Application	Y/N
Application complete with all checklist items included. List any application elements there were not provided or incomplete: <u>(Required)</u>	Y
Includes separate Letter of Support (optional).	Y
Does applicant provide proof of 501(c)3 Tax Exempt Status? <i>(Required)</i>	Y
Grant request does not exceed \$2,500 <i>(Required)</i>	Y
Proposed project targets residents of the Town of Cutler Bay. <i>(Required)</i>	Y

*If any of the **required** categories are not provided, please set this application aside and proceed to the next application.*

	NO (0)	Somewhat (3)	YES (5)	Score & Comments
Is the project aligned with the Community Fund's priority area(s)?			5	
Does the proposal clearly describe proposed program/project?			5	
Is the method of strategy for implementation feasible?			5	
Does the applicant provide a clear evaluation plan?			5	
Is the budget clear and aligned?			5	

TOTAL SCORE: 25

RECOMMEND FOR FUNDING: YES NO

DATE: 4-9-18



TOWN OF CUTLER BAY

CUTLER BAY COMMUNITY FUND GRANT PROGRAM
MINI-GRANT APPLICATION SCORING RUBRICAgency Name: DEEP FOUNDATION INC.Project Name: CUTLER BAY SCUBA PROGRAMPriority Area (circle): Educational Aesthetic (community beautification)

Environmental Cultural Social Services Other: _____

Clear and Complete Application	Y/N
Application complete with all checklist items included. List any application elements there were not provided or incomplete: (Required)	Y
Includes separate Letter of Support (optional).	Y
Does applicant provide proof of 501(c)3 Tax Exempt Status? (Required)	Y
Grant request does not exceed \$2,500 (Required)	Y
Proposed project targets residents of the Town of Cutler Bay. (Required)	Y

If any of the **required** categories are not provided, please set this application aside and proceed to the next application.

	NO (0)	Somewhat (3)	YES (5)	Score & Comments
Is the project aligned with the Community Fund's priority area(s)?			5	
Does the proposal clearly describe proposed program/project?			5	
Is the method of strategy for implementation feasible?			5	
Does the applicant provide a clear evaluation plan?			5	
Is the budget clear and aligned?			5	

TOTAL SCORE: 25RECOMMEND FOR FUNDING: YES NODATE: 4/11/2018

DEEP Foundation Inc.

9423 Sterling Drive, Cutler Bay, FL 33157 | 305-588-2118 | Jessica@WeAreDEEP.org

03/30/2018

Office of the Town Clerk
Town of Cutler Bay
10720 Caribbean Blvd. #105
Cutler Bay, Florida 33189
Attn: Cutler Bay Community Fund

Dear Cutler Bay Community Fund:

DEEP Foundation Inc. is a Florida 501(c)(3) non-profit organization devoted to creating and developing divers with a passion for ocean conservation. We are currently working on a program that will make scuba diving more accessible to residents of Cutler Bay, specifically students of Cutler Bay Middle School and Cutler Bay Senior High and their families. Please find our grant application as well as the program details attached.

Sincerely,



Jessica Steele
CFO, Secretary

RECEIVED
MAR 30 2018

BY: _____

30-77-18A 11:33 RCVD

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

Date:

JUN 15 2017

DEEP FOUNDATION INC
9423 STERLING DRIVE
CUTLER BAY, FL 33157-0000

Employer Identification Number:
82-1600506
DLN:
26053563002117
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 17, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

DEEP Foundation Inc
Board Members

Officer/Director Detail

Title: CEO

MCGLYNN, JAMES M
9423 STERLING DRIVE
CUTLER BAY, FL 33157
786-683-1894

Title: CFO, Secretary

STEELE, JESSICA A
9423 STERLING DRIVE
CUTLER BAY, FL 33157
305-588-2118

Title: Officer

Valdes, Christopher M
11825 SW 169 ST,
Miami, FL 33177
305-986-2441

2018 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# N17000005323

Entity Name: DEEP FOUNDATION, INC

Current Principal Place of Business:

9423 STERLING DRIVE
CUTLER BAY, FL 33157

Current Mailing Address:

9423 STERLING DRIVE
CUTLER BAY, FL 33157 US

FEI Number: 82-1600506

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

MCGLYNN, JOHN J III
759 S. FEDERAL HIGHWAY
SUITE 200F
STUART, FL 34994 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title CEO
Name MCGLYNN, JAMES M
Address 9423 STERLING DRIVE
City-State-Zip: CUTLER BAY FL 33157

Title CFO, SECRETARY
Name STEELE, JESSICA A
Address 9423 STERLING DRIVE
City-State-Zip: CUTLER BAY FL 33157

Title OFFICER
Name VALDES, CHRISTOPHER M
Address 11825 SW 169 ST.
City-State-Zip: MIAMI FL 33177

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: JAMES MCGLYNN

CEO

03/26/2018

Electronic Signature of Signing Officer/Director Detail

Date



TOWN OF CUTLER BAY

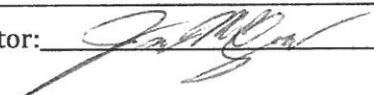
CUTLER BAY COMMUNITY FUND GRANT PROGRAM
MINI-GRANT APPLICATION

Organization Name: DEEP Foundation Inc.
Mailing Address: 9423 Sterling Drive
City/State/Zip Code: Cutler Bay, FL 33157
Phone#: 305-588-2118 **Fax #:** _____
E-mail Address: jessica@WeAreDEEP.org
Website Address: www.WeAreDEEP.org
Name of Contact Person: Jessica Steele **Title:** CFO

ORGANIZATION INFORMATION

Is the organization incorporated? Yes No FEIN#: 82-1600506
 Does the organization have 501(c)(3) Tax Exemption Status? Yes No
 Does the organization have a Board of Directors? Yes No
 If yes, provide a list of your current board members with your application.
 Total # of Board Members: 3 # of Staff: 3 # of Volunteers: 5
 Does your organization carry Liability Insurance? Yes No Amount: \$1,000,000

PROPOSAL INFORMATION

Program/Project Name: Cutler Bay Scuba Program
 List Specific Town Priority Area that will be addressed if funded: Education/Environmental
 Target Age Group: 10+ # of Residents To Be Served: 8
 Amount of Request \$: 2500 Total Program/Project Cost: \$6195
 Source(s) of Additional Funding: Fundraising, Donations
 Has your organization received previous funding from the Town: Yes No
 If yes, please List Amount:
 Funded \$: _____ Year: _____ # of Residents Served: _____
 Please provide a brief summary of the Previous Project Funded: _____
 Authorized Signature of Board Chair/Executive Director: 
 Date: 03 / 30 / 2018



TOWN OF CUTLER BAY

CUTLER BAY COMMUNITY FUND GRANT PROGRAM
MINI-GRANT APPLICATION

1. ORGANIZATION BACKGROUND INFORMATION (no more than 1 page)

- Give an overview of the agency mission and history.

See Attached

2. PROJECT DESCRIPTION (no more than 2 pages)

- Give a general overview of the project. Why is the project needed? Who will you serve and how will they benefit? How will the community benefit from your project? Other agencies or organizations involved in the project?

See Attached

3. METHOD OR STRATEGY FOR IMPLEMENTATION (no more than 1 page)

- Describe the activities to achieve objectives. Who will be responsible for the overall project? What staff will be involved? Time frame for implementing the project.

See Attached

4. EVALUATION OF THE PROJECT (no more than 1/2 page)

- How will you measure success or benefits? (i.e. attendance, surveys, pre and post- tests, etc.)

See Attached

1. Organizational Background Information

DEEP Foundation Inc, Divers for Education and Environmental Protection started in 2017 and is located in Cutler Bay, FL. The mission of DEEP is to create and develop scuba divers with a passion for ocean conservation. Our program introduces students and their families to the sport of scuba diving through Discover Scuba Diving classes and provides interested candidates with the classes needed to obtain their PADI Open Water Scuba Certification.

Once certified as open water scuba divers, DEEP continues to work with students to empower them to protect marine wildlife and habitats for future generations, by facilitating reoccurring projects aimed at protection, preservation and restoration. Through partnerships and collaboration with organizations such as the National Park Conservation Association, Coral Restoration Foundation, Dive Against Debris and REEF Foundation, DEEP can facilitate events that grow divers as citizen scientists and environmental stewards. Some of the programs that our members have had the opportunity to participate in include Coral Reef Restoration, Fish ID Surveys, Shark Tagging, Sea Turtle Hatchling Releases, Dive Against Debris clean-ups, Civic Voice Lessons, Advocating for Ecosystem Restoration at the Capital as well as several other projects in Biscayne National Park including drift current studies, beach clean-ups and water quality testing.

2. Project Description

Scuba Diving is an expensive sport and many of the students that we work with simply cannot afford the costs associated with obtaining their Open Water Certification. DEEP would like to help supplement these costs by working with different entities to provide a scholarship funds and fundraising opportunities that will allow students to complete their certification and participate in on going ocean conservation events. Scholarship funds and fundraising opportunities will be made available to residents of the Cutler Bay community as well as students that attend Cutler Bay Middle School and Cutler Bay Senior High School.

The PADI Open Water Diver course consists of three main phases. Phase one is knowledge development. Students will be provided with a physical book or an online e-learning resource and will be required to complete 5 sections of materials and knowledge reviews to understand basic principles of scuba diving. A classroom session will be conducted to review all learning materials to ensure that students have a thorough understanding of all materials. Upon completion of the classroom session students will need to take and pass a final exam to demonstrate an understanding of all concepts.

Phase two consists of 5 confined water dives. Confined water dives are conducted at a site in which the environment is entirely predictable and controlled, in this case a swimming pool. Students will learn basic scuba skills, how to use of basic scuba equipment and safety procedures. Once students demonstrate the ability to complete all skills they will move on to the next phase.

Phase three consists of 4 open water dives to be performed in an ocean environment with wither a boat or shore entry. Student will be required to demonstrate a mastery of all skills during these dives. Upon completion of these dives students will earn their Open Water Certification or Junior Open Water Certification and will receive a certification card in the mail from PADI within 2 weeks.

3. Method or strategy for Implementation

DEEP Foundation will partner with the COAST Academy Parents Association at Cutler Bay Middle School to engage students and families with an interest in Scuba Diving. Students will attend a Discover Scuba Diving class to solidify their interest and ability to participate in the program. Eight participants (4 parent/child pairs) will be selected to participate in the PADI Open Water Certification class. Participants will be required to pay for half of the cost of the certification. If participants are unable to raise the funds needed on their own, DEEP Foundation will provide fundraising opportunities.

Classroom sessions will take place at Cutler Bay Middle School utilizing the COAST Marine Science Magnet Classroom. Confined water training sessions will take place at the Cutler Ridge Park pool. Open Water training dives will take place in Key Largo, Florida at Jules Undersea Lodge and Rainbow Reef Dive Center.

4. Evaluation of the Project

The success of this program will be measured by the number of students who are able to obtain their Open Water Scuba Certification.



TOWN OF CUTLER BAY

**CUTLER BAY COMMUNITY FUND GRANT PROGRAM
 MINI-GRANT APPLICATION**
5. BUDGET INFORMATION

A. Please fill in information as requested.

PROPOSED PROJECT BUDGET

ITEM	GRANT REQUEST	OTHER FUNDS/INKIND	JUSTIFICATION
Personnel			
Consultants			
Supplies	\$800		Class Materials
Equipment	\$100	\$375	Pool Rental Scuba Gear Rental
Travel			
Printing			
Other/specify	\$1600	\$1720 Discount \$1600 Fundraiser	Open Water Certification
TOTAL	\$2500	\$3695	
Grant Request does not exceed \$2,500.			



To the Town of Cutler Bay,

The DEEP foundation Inc. has been working with CAPA to help certify students and parents within the COAST program in SCUBA. The DEEP Foundation Inc. has hosted several discover SCUBA diving classes that our COAST students and parents have attended, with some of those students and parents becoming certified in SCUBA. CAPA will continue to work closely with The DEEP Foundation Inc. in continuing to help COAST students and parents in becoming certified in SCUBA.

Sincerely,

A handwritten signature in black ink, appearing to read "Monica Mills".

Monica Mills

CAPA Vice President



COMMERCIAL GENERAL LIABILITY INSURANCE

UNDERWRITER: DAN RISK RETENTION GROUP Attachment "C" (Page 16 of 17)

offered through
DAN SERVICES, INC.

NAIC NO. 15928 - SC COMPANY CODE: 207640
6 W. Colony Place, Suite 200, Durham, NC 27705

DECLARATIONS PAGE

Named Insured: DEEP Foundation Inc
DBA DEEP Foundation Inc
Address: 9423 Sterling Dr
City, State, Zip: Cutler Bay, FL 33157

Policy Number: GL105-11125
Policyholder ID: 2718258
See Policy for a full description of terms, conditions, limitations & exclusions.

DESCRIPTION OF OPERATIONS:

*This policy consists of the following coverage parts for which a premium is indicated.
The premium may be subject to adjustment.*

Commercial General Liability	\$830.00	POLICY PERIOD	
		Effective Date:	Expiration Date:
		17-Oct-2017	10/17/2018
		12:01 AM Eastern Standard Time	
Taxes and Administrative Fee	\$67.00		
TOTAL PREMIUM	\$897.00	Minimum/Retained - 100%	

*In exchange for the payment of the premium and subject to all terms of this policy,
we agree to provide the insurance as stated in the policy.*

LOCATIONS TO WHICH THIS POLICY APPLIES:
Above Address - no additional locations identified

FORM OF BUSINESS:
Nonprofit Corporation

LIMITS OF LIABILITY

SCHEDULE OF DEDUCTIBLES

General Aggregate	\$2,000,000	CGL Deductible	\$1,000	Per Occ.
Each Occurrence	\$1,000,000			
Products & Completed Operations Aggregate	\$1,000,000			
Personal & Advertising Injury	\$1,000,000			
Damage to Premises Rented to You	\$100,000			
Medical Expense Per Person (Any One Person)	\$10,000			

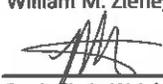
SCHEDULE OF RIDERS AND ENDORSEMENTS:

Notice: This policy is issued by your Risk Retention Group. Your Risk Retention Group may not be subject to all of the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your Risk Retention Group.

Date: 17-Oct-2017

Per: 
William M. Ziefle, DAN Services, Inc.

Date: 17-Oct-2017

Agent/Broker: 
Rochelle L. Wright, 6 W. Colony Place, Durham, NC 27705
Florida License # W151191

The insured is requested to read this declarations page, and if incorrect, return it immediately for alteration.

THIS POLICY CONTAINS A CLAUSE(S) WHICH MAY LIMIT THE AMOUNT PAYABLE.



COMMERCIAL GENERAL LIABILITY INSURANCE

UNDERWRITER: DAN RISK RETENTION GROUP, INC. Attachment "C" (Page 17 of 17)

offered through DAN SERVICES, INC.

NAIC NO. 15928 - SC COMPANY CODE: 207640
6 W. Colony Place, Suite 200, Durham, NC 27705

DECLARATIONS PAGE

Named Insured: DEEP Foundation Inc
DBA DEEP Foundation Inc
Address: 9423 Sterling Dr
City, State, Zip: Cutler Bay, FL 33157

Policy Number: GL105-11125
Policyholder ID: 2718258
See Policy for a full description of terms, conditions, limitations & exclusions.

SCHEDULE OF ADDITIONAL INSURED

Table with 5 columns: NAME, ADDRESS, CITY, STATE, ZIP. Contains entries for Town of Cutler Bay, Rainbow Reef Dive Center, Captain Slate's Scuba Adventure, and National Parks Conservation Association.