



## Coast Academy Parent Association

### Deering Estate NESTT Field Trip

- Scoring forms from reviewers
- Application Submitted on 12/28/2017
- Amount of Request: \$2,500

### Application Summary

The COAST Academy Parent Association's request for \$2,500 will fund the travel expenses for approximately 100 students enrolled in the COAST Marine Science Magnet at Cutler Bay Middle School to attend weekly field trips to Deering Estates to participate in the “Nurturing Environmental Stewards of Today and Tomorrow (NESTT)” Program.



**TOWN OF CUTLER BAY**  
**CUTLER BAY COMMUNITY FUND GRANT PROGRAM**

**MINI-GRANT APPLICATION SCORING RUBRIC**

**Agency Name:** Coast Academy Parent Association  
**Project Name:** Deering Estate NESTT Field Trip

**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>Insurance? N/A</u> (Required)	Y N
Includes separate Letter of Support (optional).	N
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 insurance needed. Children covered under school insurance. Trips occur during school day

	NO (0)	Somewhat (3)	YES (5)	Score & Comments
Is the project aligned with the Community Fund's priority area(s)?			Y	
Does the proposal clearly describe proposed program/project?			Y	
Is the method of strategy for implementation feasible?			Y	
Does the applicant provide a clear evaluation plan?		Y	Y	<u>Unclear how many students attend trips</u>
Is the budget clear and aligned?		Y	Y	<u>Travel only</u>

TOTAL SCORE: 23

RECOMMEND FOR FUNDING:  YES  NO

DATE: 4/9/18



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

**Agency Name:** Coast Academy Parent Association Inc.  
**Project Name:** Deering Estate NESTT PROGRAM FIELD TRIPS  
**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>Certificate of Insurance and/or Letter of Indemnity</u> <i>(Required) Covered under school insurance policy</i>	<del>N</del> Y
Includes separate Letter of Support (optional).	N
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> <u>students at Cutler Bay school</u>	<del>N</del> 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:** 4-10-18



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

**Agency Name:** COAST ACADEMY PARENT ASSOCIATION (C.A.P.A.)

**Project Name:** DEERING ESTATE NESTT PROGRAM FIELD TRIPS

**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>CERTIFICATE OF INSURANCE IS NOT NEEDED</u> (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: 25

RECOMMEND FOR FUNDING:  YES     NO

DATE: 4/11/2018



# **CUTLER BAY COMMUNITY FUND GRANT PROGRAM APPLICATION**

**COAST ACADEMY PARENT ASSOCIATION (CAPA)**



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

**APPLICATION CHECKLIST**

Please initial below as confirmation that each of the required documents has been submitted with the Application for review.

ac

COVER PAGE

ac

APPLICATION CHECKLIST

ac

Copy of Organization Non-Profit Status Letter from IRS

ac

List of Board Members, Director/Agency Head, Titles, Addresses, Phone Numbers.

ac

Evidence of Incorporation for State of Florida ([www.sunbiz.org](http://www.sunbiz.org))

\_\_\_\_\_

Letters of Support for the project (limit to three (3)) (OPTIONAL)

\_\_\_\_\_

Copy of the organization's Certificate of Insurance and/or a Letter of Indemnity

ac

Grant request does not exceed \$2,500

ac

Grant Application (1 Original and 3 Copies)

**CERTIFICATION**

I certify that the information contained in this Application, including Budget and Attachments (supporting materials) are true and correct to the best of my knowledge. I understand that if information contained in this Application is found to be false or incorrect it may be cause for disqualification.

[Signature]

12 / 7 / 17

Signature of Authorized Representative  
Vice President

Date

Title

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

DEPARTMENT OF THE TREASURY

Date: JUL 17 2016

COAST ACADEMY PARENT ASSOCIATION  
INC  
9280 CARIBBEAN BLVD  
CUTLER BAY, FL 33157-0000

Employer Identification Number:  
81-3108707  
DLN:  
26053589002226  
Contact Person: ID# 31954  
CUSTOMER SERVICE  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
May 31  
Public Charity Status:  
509(a) (2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
July 5, 2016  
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](http://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.

Letter 5436

LIST OF BOARD MEMBERS

Attachment "B" (Page 8 of 17)

President

Michael Callahan

305-282-5387

Vice President

Amy Carnall

786-271-7737

Vice President

Monica Mills

305-331-1567

Secretary

Amy Storey

786-218-0789

Treasurer

Mark Squirrell

305-281-1959



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

## Detail by Entity Name

Florida Not For Profit Corporation  
COAST ACADEMY PARENT ASSOCIATION, INC.

### Filing Information

<b>Document Number</b>	N14000000168
<b>FE/EIN Number</b>	APPLIED FOR
<b>Date Filed</b>	01/06/2014
<b>Effective Date</b>	01/01/2014
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDMENT AND NAME CHANGE
<b>Event Date Filed</b>	06/20/2016
<b>Event Effective Date</b>	NONE

### Principal Address

19400 GULFSTREAM RD  
CUTLER BAY, FL 33157

### Mailing Address

9280 CARIBBEAN BLVD.  
CUTLER BAY, FL 33157

Changed: 06/20/2016

### Registered Agent Name & Address

CALLAHAN, MICHAEL P  
9280 CARIBBEAN BLVD.  
CUTLER BAY, FL 33157

Name Changed: 06/20/2016

Address Changed: 06/20/2016

### Officer/Director Detail

#### **Name & Address**

Title President, Chairman

Callahan, Michael  
19400 GULFSTREAM RD  
CUTLER BAY, FL 33157

**Title VP**

**Camall, Amy**  
 19400 GULFSTREAM RD  
 CUTLER BAY, FL 33157

**Title VP**

**Mills, Monica**  
 19400 GULFSTREAM RD  
 CUTLER BAY, FL 33157

**Title Treasurer**

**Squirrel, Mark**  
 19400 GULFSTREAM RD  
 CUTLER BAY, FL 33157

**Title Secretary**

**Story, Amy**  
 19400 GULFSTREAM RD  
 CUTLER BAY, FL 33157

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2015	04/30/2015
2016	05/05/2016
2017	04/20/2017

**Document Images**

<a href="#">04/20/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/20/2016 -- Amendment and Name Change</a>	<a href="#">View image in PDF format</a>
<a href="#">05/05/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/30/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/10/2015 -- Revocation of Dissolution</a>	<a href="#">View image in PDF format</a>
<a href="#">01/07/2015 -- VOLUNTARY DISSOLUTION</a>	<a href="#">View image in PDF format</a>
<a href="#">01/06/2014 -- Domestic Non-Profit</a>	<a href="#">View image in PDF format</a>

Florida Department of Banking and Finance



## TOWN OF CUTLER BAY

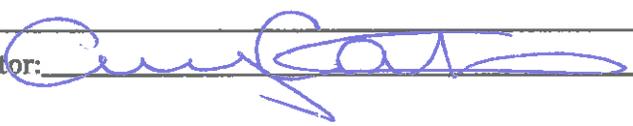
CUTLER BAY COMMUNITY FUND GRANT PROGRAM  
MINI-GRANT APPLICATION

**Organization Name:** COAST Academy Parent Association (C.A.P.A.)  
**Mailing Address:** PO Box 571099  
**City/State/Zip Code:** Miami, FL 33157  
**Phone#:** 786-271-7737 **Fax #:** \_\_\_\_\_  
**E-mail Address:** Amylynn1272@gmail.com  
**Website Address:** \_\_\_\_\_  
**Name of Contact Person:** Amy Camall **Title:** C.A.P.A. Vice President

**ORGANIZATION INFORMATION**

Is the organization incorporated? Yes  No  FEIN#: 81-8108707  
 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: 5 # of Staff: 0 # of Volunteers: 50  
 Does your organization carry Liability Insurance? Yes  No  Amount: \_\_\_\_\_

**PROPOSAL INFORMATION**

**Program/Project Name:** Deering Estate NESTT Program Field Trips  
**List Specific Town Priority Area that will be addressed if funded:** Education, Aesthetics, and Environmental  
**Target Age Group:** 11-15 # of Residents To Be Served: 0  
**Amount of Request \$:** 2500.00 **Total Program/Project Cost:** 2500.00  
**Source(s) of Additional Funding:** \_\_\_\_\_  
 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:** 12 / 15 / 2017



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.

**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?

**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.

**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.)

## 1. ORGANIZATION BACKGROUND INFORMATION

COAST Academy Parent Association (CAPA) started in 2014. It began as a small group of parents that wanted to organize and help with the students in the COAST Marine Science Magnet at Cutler Bay Middle School.

The mission of the COAST Academy is the advancement of marine and environmental conservation through scientific research, literacy, and mathematics education, leading to responsible stewardships and the sustainability of our natural marine resources. The students work with environmental researchers at various local agencies.

The mission of CAPA is to help and support the students, as well as the teacher, in the COAST magnet. CAPA is responsible for raising funds for the students endeavors throughout the community to protect and serve our natural marine resources. CAPA also uses funds to financially support the classroom with needed supplies, for both the students and the marine tanks in the classroom. We hold events throughout the school year to promote the students, their education, and their cause. Parent volunteers give countless hours of time toward the benefit of the students and our community.

## 2. PROJECT DESCRIPTION

COAST Academy Parent Association (CAPA) is funding the travel expenses for the students in the COAST Marine Science Magnet at Cutler Bay Middle School to the Deering Estate NESTT Program.

The Nurturing Environmental Stewards of Today and Tomorrow (NESTT) Program at Deering is offered during the school year, bringing best practices to teach and serve the students. By means of a science-based curriculum for studies in ecology, biology, marine biology, geology, archeology, and environmental science, the NESTT Program's primary goal is to educate community members, particularly youth, about preserving our biodiversity through environmental stewardship, environmental sustainability, and overall resource management. Ultimately, to conserve and preserve the life sustaining resources of our planet.

Every week for thirty weeks during the academic school year, the COAST Marine Science Magnet students will receive instruction from the Deering Estate at Cutler Education and Interpretive Staff, which includes field study and lab trips to apply many of the science, math, and reading topics learned during each week's curriculum unit. The lessons and activities correlate to Department of Education standards of Learning and the Florida Comprehensive Assessment Test objectives.

The students travel to the Deering Estate at Cutler every week which requires the use of a private bus company. Without the funds for the bus service, provided by COAST Academy Parent Association, most of the students would not be able to participate in such an educationally relevant activity.

As parents wishing to contribute and help our children, our community, and our environment, we seek to fund most of the transportation and travel for the students to Deering Estates and Cutler.

### 3. METHOD OR STRATEGY FOR IMPLEMENTATION

The activities to achieve the objectives of the project are participation in required lessons, hands-on activities, and labs while taking part in the program. Each week different topics, objectives, and activities are focusing on which covers much of the yearly standards for sixth, seventh, and eighth grade science student.

Topics and activities focus on weather, water cycles, marine biology, pollution, water quality, animal adaptations, and physical oceanography. Students participate in classroom lessons, labs, and outdoor activities like kayaking to fully understand, incorporate, and generalize their learning.

The overall project is overseen by the Nurturing Environmental Stewards of Today and Tomorrow (NESTT) Program Education and Interpretive staff, as well as the COAST Marine Science Magnet teachers. Each week the COAST teachers attend, with the students, along with COAST Academy Parent Association volunteers to chaperone the trips.

## 4. EVALUATION OF THE PROJECT

Benefits and success of the program will be measured by the attendance of the students on a weekly basis to the NESTT Program at Deering Estates at Cutler. Teacher feedback to CAPA is given on a monthly basis at board meetings and parent meetings.



**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			
Equipment			
Travel	2500.00		Allows for children to attend NESTT
Printing			
Other/specify			
<b>TOTAL</b>	2500.00		
<b>Grant Request does not exceed \$2,500.</b>			