



TOWN OF CUTLER BAY

CUTLER BAY COMMUNITY FUND GRANT PROGRAM
MINI-GRANT APPLICATION SCORING RUBRICAgency Name: Coast Academy Parents Association (C.A.P.A.)Project Name: Deering Estate NESTT Program Field TripsPriority 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).	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 (0)	Somewhat (3)	YES (5)	Score & Comments
Is the project aligned with the Community Fund's priority area(s)?			5	The project is extremely aligned with the educational, aesthetic, and environmental priority areas of the Community Fund
Does the proposal clearly describe proposed program/project?			5	The proposal provides a clear timeframe and properly describes proposed program.
Is the method of strategy for implementation feasible?			5	The method of strategy for implementation is feasible as buses will be used to transport students to educational activities
Does the applicant provide a clear evaluation plan?			5	The applicant provides a clear evaluation plan as benefits & success are measured at board & parent meetings
Is the budget clear and aligned?		3		The Grant application does not specify the exact cost of transportation which funds would cover

TOTAL SCORE: 23RECOMMEND FOR FUNDING: X YES ___ NODATE: 7/2/19



TOWN OF CUTLER BAY

CUTLER BAY COMMUNITY FUND GRANT PROGRAM
MINI-GRANT APPLICATION SCORING RUBRICAgency Name: CUTLER COAST ACADEMY PARENTS ASSOCIATIONProject Name: DEERING ESTATE NEST PROGRAM FIELD TRIPSPriority 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).	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 (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: X YES ___ NODATE: 7/2/2019



TOWN OF CUTLER BAY

CUTLER BAY COMMUNITY FUND GRANT PROGRAM
MINI-GRANT APPLICATION SCORING RUBRICAgency Name: Coast Academy Parents Association (C.A.P.A.)Project Name: Deering Estate NEST Program 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: (Required)	y.
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 (0)	Somewhat (3)	YES (5)	Score & Comments
Is the project aligned with the Community Fund's priority area(s)?			5	5- project aligns with several aspects of the Community Fund.
Does the proposal clearly describe proposed program/project?			5	5- project is clearly described and extensive!
Is the method of strategy for implementation feasible?			4	4- The method of strategy is feasible and inclusive of all middle-school grades.
Does the applicant provide a clear evaluation plan?			4	4- Evaluation is based on student participation & staff reports.
Is the budget clear and aligned?			5	5- budget is aligned with transportation costs as requested.

TOTAL SCORE: 23RECOMMEND FOR FUNDING: YES YES ___ NODATE: July 2, 2019



**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.

- mf Cover Page
- mf Application Checklist
- mf Copy of Organization Non-Profit Status Letter from IRS
- mf List of Board Members, Director/Agency Head, Titles, Addresses, Phone Numbers
- mf Evidence of Incorporation for State of Florida (www.sunbiz.org)
- _____ Letters of Support for the project (limit to three) *Optional*
- mf Copy of the organization's Certificate of Insurance and/or a Letter of Indemnity
- mf Grant request does not exceed \$2,500
- mf 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.

mf guk
Signature of Authorized Representative

6 / 11 / 2019
Date

President
Title

Completed applications, along with the required and supporting documentation, are to be delivered to:

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

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

DEPARTMENT OF THE TREASURY

Date: JUL 11 2016

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

Employer Identification Number:
81-3108707
DIN:
26053589002226
Contact Person:
CUSTOMER SERVICE ID# 31954
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. 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

- President
 - Ligeikis, Michelle
 - 305-496-9692
- Executive Vice President
 - Romero-Lopez, Taymi
 - 352-396-4844
- Treasurer / Secretary
 - Hernandez, Giselle
 - 305-970-4394
- VP of Volunteers and Grants
 - Rivas, Nadia
 - 786-399-3588
- VP of Fundraising and Uniforms
 - Chavez, Imelda
 - 786-261-5610
- Historian
 - Dory Lum
 - 786-205-0674



[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

Document Number	N14000000168
FEI/EIN Number	81-3108707
Date Filed	01/06/2014
Effective Date	01/01/2014
State	FL
Status	ACTIVE
Last Event	AMENDMENT AND NAME CHANGE
Event Date Filed	06/20/2016
Event Effective Date	NONE

Principal Address

19400 GULFSTREAM RD
CUTLER BAY, FL 33157

Mailing Address

19400 Gulfstream Rd.
CUTLER BAY, FL 33157

Changed: 04/24/2018

Registered Agent Name & Address

Giraud, Javier
3870 SW 137th Avenue
Miami, FL 33175

Name Changed: 04/24/2018

Address Changed: 04/24/2018

Officer/Director Detail

Name & Address

Title President

Ligeikis, Michele
19400 GULFSTREAM RD
CUTLER BAY, FL 33157

Title Executive Vice President

Romero-Lopez, Taymi
19400 GULFSTREAM RD
CUTLER BAY, FL 33157

Title VP of Volunteers and Grants

Rivas, Nadia
19400 GULFSTREAM RD
CUTLER BAY, FL 33157

Title Treasurer

Hernandez, Giselle
19400 GULFSTREAM RD
CUTLER BAY, FL 33157

Title Secretary

Hernandez, Giselle
19400 GULFSTREAM RD
CUTLER BAY, FL 33157

Title VP of Fundraising and Uniforms

Chavez, Imelda
19400 Gulfstream Rd.
CUTLER BAY, FL 33157

Title Historian

Lum, Dory
19400 Gulfstream Rd.
CUTLER BAY, FL 33157

Annual Reports

Report Year	Filed Date
2017	04/20/2017
2018	04/24/2018
2019	04/30/2019

Document Images

04/30/2019 -- ANNUAL REPORT	View image in PDF format
04/24/2018 -- ANNUAL REPORT	View image in PDF format
04/20/2017 -- ANNUAL REPORT	View image in PDF format
06/20/2016 -- Amendment and Name Change	View image in PDF format
05/05/2016 -- ANNUAL REPORT	View image in PDF format
04/30/2015 -- ANNUAL REPORT	View image in PDF format
03/10/2015 -- Revocation of Dissolution	View image in PDF format
01/07/2015 -- VOLUNTARY DISSOLUTION	View image in PDF format
01/05/2014 -- Domestic Non-Profit	View image in PDF format



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
10/31/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER R.V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Robert V. Nuccio PHONE (A/C No, Ext): (800) 364-2433 FAX (A/C No): (818) 980-1595 E-MAIL ADDRESS: support@rvnuccio.com
INSURER(S) AFFORDING COVERAGE	
INSURED Coast Academy Parent Association, Inc 19400 GULFSTREAM RD CUTLER BAY, FL 33157	INSURER A: Fireman's Fund Insurance Company INSURER B: Nationwide Life Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 21873 66869

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			XPK80978520 NANPO0041141	11/1/2018	11/1/2019	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N		N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Directors and Officers			NPODO0046767	11/1/2018	11/1/2019	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Robert V. Nuccio

© 1988-2010 ACORD CORPORATION. All rights reserved.



TOWN OF CUTLER BAY CUTLER BAY COMMUNITY FUND GRANT PROGRAM

MINI-GRANT APPLICATION

Organization Name: Coast Academy Parents Association (CAPA)
Mailing Address: PO BOX 571099
City/State/Zip Code: MIAMI, FL 33157
Phone#: 305-496-9692 **Fax #:** _____
E-mail Address: CAPACOAST@GMAILCOM
Website Address: https://www.instagram.com/coast_parent_association/
Name of Contact Person: Michelle Ligeikis **Title:** CAPA President

ORGANIZATION INFORMATION

Is the organization incorporated? Yes ☒ No ☐ FEIN#: 81-3108707
 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: 6 # of Staff: 0 # of Volunteers: 50
 Does your organization carry Liability Insurance? Yes ☒ No ☐ Amount: \$1,000,000.00

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:** approx 50+
Amount of Request \$: 2,500 **Total Program/Project Cost:** \$13,000
Source(s) of Additional Funding: Fundraising through CAPA
 Has your organization received previous funding from the Town: Yes ☒ No ☐
 If yes, please List Amount:
Funded \$: \$2,500 **Year:** 2018 **# of Residents Served:** approx 50+
Please provide a brief summary of the Previous Project Funded: Deering Estate NESTT Program Field Trips
This funding went to the transportation cost to get the students back and forth to Deering Estate.
Authorized Signature of Board Chair/Executive Director: *mfigeikis*
Date: 06 / 11 / 2019



**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

Please fill in information as requested.

PROPOSED PROJECT BUDGET			
ITEM	GRANT REQUEST	OTHER FUNDS/INKIND	JUSTIFICATION
Personnel			
Consultants			
Supplies			
Equipment			
Travel	\$2,500		Allows students to attend NESTT
Printing			
Other/specify			
TOTAL			
Grant request must not exceed \$2,500			