



## 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	Y
(Required)	Y
Proposed project targets residents of the Town of Cutler Bay.	Y
(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 aligned with the Educational & Environmental priority areas of the Community Fund
Does the proposal clearly describe proposed program/project?			5	The proposal clearly describes the program as well as the project & how it would help community
Is the method of strategy for implementation feasible?			5	The method of strategy for implementation is feasible as it lays out where sessions would take place
Does the applicant provide a clear evaluation plan?			5	There is a clear evaluation plan as success is measured by pass rate
Is the budget clear and aligned?		3		The budget is somewhat clear as it does not specify cost of class per student

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: 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: <u>NO COVER PAGE</u> (Required)	N
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: X YES \_\_\_ NODATE: 7/2/19



## 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: <u>See checklist items were included</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)?			Y	4 - program aligns with Educational & Environmental
Does the proposal clearly describe proposed program/project?			Y	5 - proposal is clearly described and questions answered.
Is the method of strategy for implementation feasible?			Y	5 - method is feasible and inclusive of Town resources.
Does the applicant provide a clear evaluation plan?		Y		3 - not a clear evaluation plan, as students may not pass.
Is the budget clear and aligned?			Y	5 - budget aligns with program needs.

TOTAL SCORE: 22RECOMMEND FOR FUNDING: Y 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.

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

6 / 26 / 2019  
Date

CFO, Secretary  
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





April 14, 2019

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 (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 for Cutler Bay, specifically students of Cutler Bay Middle School and their families. Please find our grant application as well as the program details attached.

Sincerely,

Jessica McGlynn  
CFO, Secretary



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

### MINI-GRANT APPLICATION

**Organization Name:** DEEP Foundation Inc.  
**Mailing Address:** 9474 SW 227 Terrace  
**City/State/Zip Code:** Cutler Bay, FL 33190  
**Phone#:** 305-588-2118 **Fax #:** 413-383-1085  
**E-mail Address:** Jessica@WeAreDEEP.or  
**Website Address:** www.WeAreDEEP.org  
**Name of Contact Person:** Jessica McGlynn **Title:** Program Director

### 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: Educational Environmental  
 Target Age Group: 10+ # of Residents To Be Served: 10  
 Amount of Request \$: \$2500 Total Program/Project Cost: \$5000  
 Source(s) of Additional Funding: Fundraising Donations  
 Has your organization received previous funding from the Town: Yes ☒ No ☐  
 If yes, please List Amount:  
 Funded \$: 2500 Year: 2018 # of Residents Served: 8  
 Please provide a brief summary of the Previous Project Funded: Following a "Discover Scuba Diving" Class 8 participants were selected to participate in an open water scuba certification class.  
 Authorized Signature of Board Chair/Executive Director: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**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



**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			
Printing			
Other/specify	\$2500	\$2300 Fundraising \$ 200	Open Water Certification Class (10) Discover Scuba Diving Class
<b>TOTAL</b>	<b>\$2500</b>	<b>\$2500</b>	
<b>Grant request must not exceed \$2,500</b>			



## 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. Ten participants 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 private pool. Open Water training dives will take place at Tigertail Lake in Davie, FL and in Tavernier, FL at Captain Slates 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.



April 15, 2019

To the Town of Cutler Bay,

Over the past year, the DEEP Foundation Inc. has worked with CAPA to help several of the COAST students and parents obtain their SCUBA certification. They have hosted several discover SCUBA diving classes that our COAST students and parents have attended. They have help spread awareness to our COAST students about ocean pollution at several of our coastal clean ups. CAPA and DEEP plan to continue to work together to not only SCUBA certify COAST students and families but also spread awareness and educate them about their impact on the coastal and ocean environments.

Sincerely,

*Michelle Ligeikis*

Michelle Ligeikis

CAPA Vice President Fundraising

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

DEPARTMENT OF THE TREASURY

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](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.

DEEP Foundation, Inc

Board Members

Officer/Director Detail

Title: CEO  
McGlynn, James M  
9474 SW 227 Terrace  
Cutler Bay, FL 33190  
786-683-1894

Title: CFO, Secretary  
McGlynn, Jessica S  
9474 SW 227 Terrace  
Cutler Bay, FL 33190  
305-588-2118

Title: Officer  
Valdes, Christopher M  
11825 SW 169 St.  
Miami, FL 33177  
305-986-2441



**2019 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT**

DOCUMENT# N17000005323

**Entity Name:** DEEP FOUNDATION, INC**Current Principal Place of Business:**9474 SW 227TH TERR  
CUTLER BAY, FL 33190**Current Mailing Address:**9474 SW 227TH TERR  
CUTLER BAY, FL 33190 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	9474 SW 227TH TERR
City-State-Zip:	CUTLER BAY FL 33190
Title	OFFICER
Name	VALDES, CHRISTOPHER M
Address	11825 SW 169 ST.
City-State-Zip:	MIAMI FL 33177

Title	CFO, SECRETARY
Name	MCGLYNN, JESSICA STEELE
Address	9474 SW 227TH TERR
City-State-Zip:	CUTLER BAY FL 33190

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 M MCGLYNN

CEO

04/07/2019

Electronic Signature of Signing Officer/Director Detail

Date



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
04/16/2019

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).

<b>PRODUCER</b> DAN Services Inc 6 W Colony Pl Durham, NC 27705		<b>CONTACT NAME:</b> Rochelle Wright <b>PHONE (A/C, No, Ext):</b> 919-490-2934 <b>E-MAIL ADDRESS:</b> liabilityinsurance@dan.org <b>FAX (A/C, No):</b> 919-490-2935	
<b>INSURED</b> DEEP Foundation, Inc. DBA DEEP Foundation, Inc. 9474 SW 227th Terr. Cutler Bay, FL 33190		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> DAN Services Inc <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 15928	

**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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	GL105-11471	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00
						MED EXP (Any one person) \$ 10,000.00
						PERSONAL & ADV INJURY \$ 1,000,000.00
						GENERAL AGGREGATE \$ 2,000,000.00
						PRODUCTS - COM/OP AGG \$ 1,000,000.00
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATU-TORY LIMITS \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Certificate Holder is listed as an Additional Insured with regard to General Liability when required by written contract.

**CERTIFICATE HOLDER**
**CANCELLATION**

Town of Cutler Bay 10720 Caribbean Blvd Suite 105 Cutler Bay, FL 33189	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> 
--	--