



# **TOWN OF CUTLER BAY**

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

### MINI-GRANT APPLICATION

**Organization Name:** Cutler Bay Community Theater  
**Mailing Address:** 8260 SW 210th Street, #214  
**City/State/Zip Code:** Cutler Bay, FL 33189  
**Phone#:** 786-707-7449 **Fax #:** N/A  
**E-mail Address:** contact@cutlerbayplays.com  
**Website Address:** www.cutlerbayplays.com  
**Name of Contact Person:** Jennifer Salama **Title:** Secretary / Treasurer

### ORGANIZATION INFORMATION

Is the organization incorporated? Yes ☒ No ☐ FEIN#: 47-4458307

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: 4 # of Staff: 0 # of Volunteers: 30-800

Does your organization carry Liability Insurance? Yes ☐ No ☒ Amount: N/A

### PROPOSAL INFORMATION

Program/Project Name: You're a Good Man Charlie Brown Musical

List Specific Town Priority Area that will be addressed if funded: Arts

Target Age Group: \_\_\_\_\_ # of Residents To Be Served: 30-430

Amount of Request \$: 2,500 Total Program/Project Cost: \$7,605

Source(s) of Additional Funding: Donations and Ticket Sales

Has your organization received previous funding from the Town: Yes ☐ No ☒.

If yes, please List Amount:

Funded \$: N/A Year: N/A # of Residents Served: N/A

Please provide a brief summary of the Previous Project Funded: N/A

Authorized Signature of Board Chair/Executive Director: Judson Wright

Date: 07 / 30 / 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.

Please 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?

Please 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.

Please 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.)

Please 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	\$0	\$1,000-\$2,500	All CBCT personnel will be volunteer. South Miami-Dade Cultural Arts Center personnel will fluctuate depending on volunteer availability.
Consultants	\$0	\$0	N/A
Supplies	\$0	Costumes \$500 Set Pieces \$300 Props \$200	Costumes, set pieces, and props will be made or purchased at least cost possible while maintaining the integrity of the production.
Equipment	\$0	\$0	N/A
Travel	\$0	\$0	N/A
Printing	\$0	Programs \$500	
Other/specify	Rights \$2,500.00	Rights \$45 Rental \$750 Insurance \$310	Rights to produce the show cost \$2,545 Rental of SMDCAC and insurance to cover the production.
<b>TOTAL</b>	<b>\$2,500</b>	<b>\$5,105</b>	<b>\$7,605</b>
<b>Grant request must not exceed \$2,500</b>			

## **1. Organization background info: Overview of mission and history.**

Cutler Bay Community Theater is a 501c3 non-profit organization that operates broadly in the Cutler and Palmetto Bay area, though we have active members throughout Miami. CBCT was created in 2014 by a group of local citizens who recognized a need for a theater arts offering within the community that focuses on providing opportunities for being active participants in the arts regardless of background or experience.

Since our inception, CBCT has hosted over 200 free workshops and a variety of plays and performances throughout each year, including one acts, improv, and sketch comedy. As part of our mission to ensure we are reaching everyone in our community regardless of socioeconomic background, we keep our workshops free and our performances at the lowest ticket prices we can afford, often as low as \$5 per ticket.

Due to this strategy and a general hunger for this kind of offering in our area, we have created an incredibly diverse membership that is representative of just about every demographic our community has to offer. It should be noted that these aren't "theater" people, either. They're teachers and lawyers and accountants and servers. They're students and retirees. They're people with social anxiety or fears of public speaking. They're new people to our community who don't know anyone and are simply seeking to be part of something. They're multicultural and multilingual. They're a beautiful representation of what we are as humans, and what we can be together, especially in spite of these polarized times. It's a place for inter-community connections completely free of politics or prejudice. It's a place where we can learn about working with one another and bettering ourselves as individuals and as a whole.

## **2. Project description: 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?**

As we continue to grow and get feedback from our members on the kinds of offerings they would like to see and participate in, we have been asked countless times over the last several years to do a musical. We have also found that each performance type we do appeals to a different group of people; we felt it was worth considering how we can include these kinds of shows in our annual offering, and provide something new to our members and the community at large.

As such, we feel now is an appropriate time to take on this project. We have decided to investigate the production of *You're a Good Man, Charlie Brown* as our first musical for November 2019, with two weeks of performances at the South Miami Dade Cultural Arts Center. While this kind of commitment comes with a lot of new challenges and expenses, we feel the benefit to the community makes it a worthwhile endeavor.

The benefit this project has to our community is very much in line with our history and mission. Community theatres involve more participants, present more performances of more productions, and play to more people than any other performing art in the country. By

providing this production, we are doing our part to enrich the lives of both the audience and those who participate, and to further support and exemplify the importance of the arts in Cutler Bay.

### **3. Method or strategy for implementation.**

#### **Production:**

Auditions will be held at the end of **July**. These auditions will be open and accessible to the entire community of Cutler Bay, regardless of previous experience. They will be held at Palmetto Bay Academy and advertised through social media.

Rehearsals will be held several times weekly in the coming months to prepare the cast for performances in **November**.

Performances will be held for two weekends in November.

Judson Wright, the Board President; Maggie Eubanks, the Vice President and director of the musical; Jennifer Salama, the Secretary/Treasurer and production manager will be responsible for the overall project. Staff provided by CBCT will be all volunteers. The project will take 3-3 ½ months to fully implement.

### **4. Evaluation of the Project.**

We will be using community participation in front of the curtain, behind the curtain, and as audience members as a metric for evaluating the success of the project. The more people we are able to reach with the show in all of its capacities, the better.

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

DEPARTMENT OF THE TREASURY

Date: **MAR 30 2017**

CUTLER BAY COMMUNITY THEATER  
CORPORATION  
8260 SW 210TH STREET APT 214  
CUTLER BAY, FL 33189-0000

Employer Identification Number:  
47-4458307  
DLN:  
26053480001797  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
July 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
August 12, 2015  
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.

CUTLER BAY COMMUNITY THEATER

Sincerely,

A handwritten signature in black ink, appearing to read "J. Cooper", with a stylized flourish at the end.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements



Board of Directors

**President**

Judson Wright  
8240 SW 210<sup>th</sup> Street, Apt. 106  
Cutler Bay, FL 33189

**Vice President**

Maggie Eubanks  
18810 Franjo Road  
Cutler Bay, FL 33157

**Secretary/Treasurer**

Jennifer Salama  
8260 SW 210<sup>th</sup> Street, Apt. 214  
Cutler Bay, FL 33189

**Director of Communication**

Terrance Marcelle  
9209 SW 227<sup>th</sup> Street, Unit 3  
Cutler Bay, FL 33190



**Electronic Articles of Incorporation  
For**

N15000007878  
FILED  
August 12, 2015  
Sec. Of State  
jahickman

CUTLER BAY COMMUNITY THEATER CORPORATION

The undersigned incorporator, for the purpose of forming a Florida not-for-profit corporation, hereby adopts the following Articles of Incorporation:

**Article I**

The name of the corporation is:

CUTLER BAY COMMUNITY THEATER CORPORATION

**Article II**

The principal place of business address:

8260 SW 210TH STREET  
APT. 214  
CUTLER BAY, FL. 33189

The mailing address of the corporation is:

8260 SW 210TH STREET  
APT. 214  
CUTLER BAY, FL. 33189

**Article III**

The specific purpose for which this corporation is organized is:

THE PURPOSE OF THE CUTLER BAY COMMUNITY THEATER IS TO  
PROVIDE A CREATIVE OUTLET BY AND FOR THE LOCAL CUTLER BAY  
AND SOUTHERN MIAMI COMMUNITIES. WE PROVIDE OPPORTUNITIES  
FOR PLAYS, READINGS, MUSICAL REVIEWS, AND IMPROVISATION.

**Article IV**

The manner in which directors are elected or appointed is:

AS PROVIDED FOR IN THE BYLAWS.

**Article V**

The name and Florida street address of the registered agent is:

JENNIFER E SALAMA  
8260 SW 210TH STREET  
APT. 214  
CUTLER BAY, FL. 33189

I certify that I am familiar with and accept the responsibilities of  
registered agent.

Registered Agent Signature: JENNIFER SALAMA

N15000007878  
FILED  
August 12, 2015  
Sec. Of State  
jahickman

## Article VI

The name and address of the incorporator is:

JENNIFER SALAMA  
8260 SW 210TH STREET  
APT. 214  
CUTLER BAY FL 33189

Electronic Signature of Incorporator: JENNIFER SALAMA

I am the incorporator submitting these Articles of Incorporation and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of this corporation and every year thereafter to maintain "active" status.

## Article VII

The initial officer(s) and/or director(s) of the corporation is/are:

Title: CHR  
JUDSON WRIGHT  
8240 SW 210TH STREET, APT 106  
CUTLER BAY, FL. 33189

Title: VCHR  
RACHEL KASTEN  
9195 SW 125TH TERRACE  
MIAMI, FL. 33176 UN

Title: SEC  
JENNIFER SALAMA  
8260 SW 210TH STREET, APT. 214  
CUTLER BAY, FL. 33189 UN

Title: COMM  
TERRANCE MARCELLE  
9209 SW 227TH STREET, UNIT 3  
CUTLER BAY, FL. 33190 UN



## TOWN OF CUTLER BAY

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

Agency Name: Cutler Bay Community Theater  
 Project Name: Write a Good Man (Charlie Brown)

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/A
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)?			X	The project is aligned with the Town's goal of increased access to cultural events.
Does the proposal clearly describe proposed program/project?		X		
Is the method of strategy for implementation feasible?			X	A narrative of the set and target audience would be helpful.
Does the applicant provide a clear evaluation plan?		X		Evaluation tool is unclear. IE: Growth in ticket sales, social media engagement, summary of audience reaction.
Is the budget clear and aligned?			X	

TOTAL SCORE: 21

RECOMMEND FOR FUNDING: X YES \_\_\_ NO

DATE: 10/31/14



## TOWN OF CUTLER BAY

CUTLER BAY COMMUNITY FUND GRANT PROGRAM  
MINI-GRANT APPLICATION SCORING RUBRICAgency Name: CUTLER BAY COMMUNITY THEATERProject Name: YOU'RE A GOOD MAN CHARLIE BROWN MUSICAL

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>COVER PAGE IS MISSING</u> (Required)	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 (DOES NOT EXCEED)
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	GREAT JOB DESCRIBING THEIR ORGANIZATION'S REACH & IMPORTANCE TO THE COMMUNITY
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?		3		
Is the budget clear and aligned?			5	

TOTAL SCORE: 23RECOMMEND FOR FUNDING: ✓ YES    NODATE: 10/8/19



## TOWN OF CUTLER BAY

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

Agency Name: Cutler Bay Community Theater  
 Project Name: You're a Good Man, Charlie Brown Musical

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)	
Includes separate Letter of Support (optional).	yes.
Does applicant provide proof of 501(c)3 Tax Exempt Status? (Required)	yes.
Grant request does not exceed \$2,500 (Required)	yes.
Proposed project targets residents of the Town of Cutler Bay. (Required)	yes.

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	yes. the project aligns with cultural activities accessible to all residents, and creates a common bond.
Does the proposal clearly describe proposed program/project?			5	yes. the proposal is concise and clearly defined to express the idea in Cutler Bay.
Is the method of strategy for implementation feasible?			5	yes. the method of strategy for implementation is feasible and descriptive.
Does the applicant provide a clear evaluation plan?		3		somewhat. evaluation as based on attendance and interest.
Is the budget clear and aligned?			5	yes. the proposed budget project is clear and aligned to the production and cost associated with funding.

TOTAL SCORE: 23

RECOMMEND FOR FUNDING: YES YES \_\_\_ NO

DATE: October 8, 2019