



## Coast Academy Parent Association

### Deering Estate NESTT Field Trip

- Submitted Application
- Scoring forms from reviewers



# **Cutler Bay Community Fund Grant Program Application**

**Coast Academy Parents Association  
(C.A.P.A.)**



**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.

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

Date

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

IMG\_1897.JPEG

Page 1 of 1

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

DEN:

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](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**

- **President**  
Ligeikis, Michele
- **Executive Vice President**  
Rivas, Nadia
- **Treasurer**  
Hernandez, Giselle
- **VP of Grants**  
Vela, Stephanie Anne
- **VP of Fundraising and Uniforms**  
Chavez, Imelda
- **Historian**  
Lum, Dory

Florida Department of State

DIVISION OF CORPORATIONS


[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

<a href="#">04/30/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/24/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<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>

**SCHOOL SUPPORT GROUP/NONPROFIT ORGANIZATION  
COMMERCIAL PACKAGE INSURANCE POLICY**

**MEMORANDUM OF INSURANCE**

Master Policy Number: XPK80998373	Memorandum Number: NANPO0045576
Issuing Company: <b>The American Insurance Company</b> 1465 N. McDowell Blvd Petaluma, California 94954 Nationwide Claims: 1-888-347-3428	National Program Administrator: <b>R.V. Nuccio &amp; Associates Insurance Brokers, Inc.</b> 10148 Riverside Drive Toluca Lake, CA 91602 Nationwide: 1-800-567-2685

**01. MEMORANDUM HOLDER NAME AND ADDRESS (MEMORANDUM HOLDER MEANS NAMED INSURED)**

- a. Memorandum Holder: Coast Academy Parent Association, Inc
- b. Street Address: 19400 GULFSTREAM RD
- c. City: CUTLER BAY
- d. State: FL
- e. Zip Code: 33157

**02. COVERAGE PERIOD**

Inception Date 11/1/2019 12:01A.M. to Expiration Date 11/1/2020 12:01A.M. Standard Time at the Named Insured's address as stated above.

**03. BUSINESS TYPE**

☐ PTA    ☐ PTO    ☒ Booster Club    ☐ Educational Foundation    ☐ Nonprofit Organization

**04. COVERAGE PART**

	LIMIT OF INSURANCE	DEDUCTIBLE	PREMIUM
a. <b>INLAND MARINE PROPERTY COVERAGE PART</b>			\$0.00
Business Personal Property/Equipment	Not Covered	Not Covered	
b. <b>INLAND MARINE CRIME COVERAGE PART</b>			\$0.00
(01) Employee Dishonesty	Not Covered	\$250	
(02) Forgery Or Alteration	Not Covered	\$250	
(03) Theft, Disappearance And Destruction Of Money			
(a) Inside The Premises	Not Covered	\$250	
(b) Outside The Premises	Not Covered	\$250	
c. <b>GENERAL AND AUTOMOBILE LIABILITY COVERAGE PART</b>			\$45.00
(01) General Aggregate	\$2,000,000	\$0	
(02) Products/Completed Operations Aggregate	\$2,000,000		
(03) Personal And Advertising Injury	\$1,000,000		
(04) Each Occurrence	\$1,000,000		
(05) Damage To Premises Rented To You	\$100,000		
(06) Medical Expense	\$5,000		
(07) Non-Owned And Hired Automobiles	Not Covered		

State Guarantee Fund    \$0.00

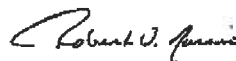
**05. TOTAL PREMIUM Due At Inception**    \$45.00

**06. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION**

Date Issued:

Form Number: NPOUWS001

By



Robert V. Nuccio

3/20/2008

NPOUWS001

© Copyright 2008. All rights reserved. R. V. Nuccio & Associates Insurance Brokers, Inc. 818-980-1413.



**SCHOOL SUPPORT GROUP/NONPROFIT ORGANIZATION  
DIRECTORS & OFFICERS LIABILITY INSURANCE POLICY**

**MEMORANDUM OF INSURANCE**

<b>Master Policy Number:</b> NDF32253080 <b>Issuing Company:</b> <b>The American Insurance Company</b> 1465 N. McDowell Blvd Petaluma, California 94954 <b>Nationwide Claims:</b> 1-888-347-3428	<b>Memorandum Number:</b> NPODO0051593 <b>National Program Administrator:</b> <b>R.V. Nuccio &amp; Associates Insurance Brokers, Inc.</b> 10148 Riverside Drive Toluca Lake, CA 91602 <b>Nationwide:</b> 1-800-567-2685																												
<b>01. MEMORANDUM HOLDER NAME AND ADDRESS (MEMORANDUM HOLDER MEANS NAMED INSURED)</b> a. Memorandum Holder: Coast Academy Parent Association, Inc b. Street Address: 19400 GULFSTREAM RD c. City: CUTLER BAY d. State: FL e. Zip Code: 33157																													
<b>02. COVERAGE PERIOD</b> Inception Date 11/1/2019 12:01 A.M. to Expiration Date 11/1/2020 12:01 A.M. Standard Time at the Named Insured's address as stated above.																													
<b>03. RETROSPECTIVE DATE:</b> 11/1/2019																													
<b>04. BUSINESS TYPE</b> <input type="checkbox"/> PTA <input type="checkbox"/> PTO <input checked="" type="checkbox"/> Booster Club <input type="checkbox"/> Educational Foundation <input type="checkbox"/> Nonprofit Organization																													
<table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><b>05. COVERAGE</b></td> <td style="width: 20%; text-align: center;"><b>LIMIT OF INSURANCE</b></td> <td style="width: 20%; text-align: center;"><b>RETENTION</b></td> <td style="width: 20%; text-align: right;"><b>PREMIUM</b></td> </tr> <tr> <td>a. <b>DIRECTORS &amp; OFFICERS LIABILITY</b></td> <td></td> <td></td> <td style="text-align: right;"><b>\$24.75</b></td> </tr> <tr> <td>    01. Each Occurrence</td> <td style="text-align: center;">\$1,000,000</td> <td style="text-align: center;">\$0</td> <td></td> </tr> <tr> <td>    02. Annual Aggregate</td> <td style="text-align: center;">\$1,000,000</td> <td></td> <td></td> </tr> <tr> <td>b. <b>EMPLOYMENT PRACTICES LIABILITY</b></td> <td style="text-align: center;">Covered</td> <td style="text-align: center;">\$0</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">State Guarantee Fund</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>06. TOTAL PREMIUM Due At Inception</b></td> <td></td> <td></td> <td style="text-align: right;"><b>\$24.75</b></td> </tr> </table>		<b>05. COVERAGE</b>	<b>LIMIT OF INSURANCE</b>	<b>RETENTION</b>	<b>PREMIUM</b>	a. <b>DIRECTORS &amp; OFFICERS LIABILITY</b>			<b>\$24.75</b>	01. Each Occurrence	\$1,000,000	\$0		02. Annual Aggregate	\$1,000,000			b. <b>EMPLOYMENT PRACTICES LIABILITY</b>	Covered	\$0				State Guarantee Fund	\$0.00	<b>06. TOTAL PREMIUM Due At Inception</b>			<b>\$24.75</b>
<b>05. COVERAGE</b>	<b>LIMIT OF INSURANCE</b>	<b>RETENTION</b>	<b>PREMIUM</b>																										
a. <b>DIRECTORS &amp; OFFICERS LIABILITY</b>			<b>\$24.75</b>																										
01. Each Occurrence	\$1,000,000	\$0																											
02. Annual Aggregate	\$1,000,000																												
b. <b>EMPLOYMENT PRACTICES LIABILITY</b>	Covered	\$0																											
		State Guarantee Fund	\$0.00																										
<b>06. TOTAL PREMIUM Due At Inception</b>			<b>\$24.75</b>																										
<b>07. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION</b>																													

Date Issued: 10/24/2019  
Form Number: NPOUWS001

By 

Robert V. Nuccio



## Applicant Information

School Support Group Type	Booster Club
School Support Group Name	Coast Academy Parent Association, Inc
Website	
Is your group primarily a project graduation group?	No
Does your organization conduct its business from a school campus between the grades of K-12?	Yes
School Name	Cutler Bay Middle School
School Address	19400 GULFSTREAM RD
School City	CUTLER BAY
School State	FL
School Zip Code	33157
First Name	JAVIER
Last Name	GIRAUD
Phone	3057818660
E-Mail Address	JAVIERGIRAUD@YAHOO.COM
Membership dues	0
Cash grants/gifts/scrips/online sales	9000
Bingo	0
Other Fund Raising Activities	0
Is the applicant's mailing address the same as the address indicated above?	Yes

## Coverages

Effective Date	11/1/2019
Liability Plus	\$1,000,000/\$2,000,000
Damage to Premises Rented Limit	\$100,000
Bonding Plus	No, I do not want to purchase this coverage
I understand and agree that no coverage will be provided unless we install and maintain the required accounting procedures at inception and throughout the coverage period.	Not Applicable
Directors and Officers Plus	Yes
Accident Medical Plus	No, I do not want to purchase this coverage.
Property Plus	No, I do not want to purchase this coverage.
Does your School Support Group (SSG) have any other Organizations, Auxiliaries, Clubs, Chapters, Groups or Entities operating along with, attached to, subordinate to or under your SSG; or any other Organizations, Auxiliaries, Clubs, Chapters, Groups or Entities over which you exercise any control and/or to which you might expect this insurance to also provide insurance coverage?	No
I agree that after diligent inquiry, neither I nor any of our Directors, Officers, or Members are aware of any circumstances, conditions, or situations which may give rise to a loss under this insurance.	Yes
Do you understand and agree that any known or existing circumstances, conditions, or situations which may give rise to a loss under this insurance will not be covered by the policy?	Yes
Do you understand and agree that if you select the Mail-in Check payment option, the effective date will be the date payment is processed by R.V. Nuccio & Associates or the requested effective date, whichever is later?	Yes
I understand and agree that the underwriter retains the right to review the application for accuracy, and that the policy will not provide any insurance coverage if any application information is falsely reported, falsely stated, incorrectly selected, incorrectly stated, misreported, misrepresented, misstated or wrongly stated, whether or not intentional. I understand and agree that by entering my name below, I am effectively signing this application for insurance.	Yes
Name	JAVIER GIRAUD
Accepted Date	10/24/2019



Memorandum Number  
Memorandum Number D&O  
Memorandum Number AD&D  
Expiration Date

NANPO0045576  
NPODO0051593

11/1/2020

## Additional Insureds

Number of Additional Insureds

0




---

## SCHOOL SUPPORT GROUP ANNUAL INSURANCE QUOTE

---

### APPLICANT INFORMATION

Applicant Name: Coast Academy Parent Association, Inc

Date: 10/24/2019

Proposed Coverage Dates: 11/1/2019 12:01AM to 11/1/2020 12:01AM

Client ID#: 1569586

POLICY INFORMATION	LIMIT		COST
<b>1. Liability Plus</b>	\$1,000,000/\$2,000,000	\$	45.00
RVNA, Inc. Administration & Unlimited Additional Insured Charge		\$	110.00
<b>2. Bonding Plus</b>	Not Covered	\$	0.00
RVNA, Inc. Administration Charge		\$	0.00
<b>3. Directors &amp; Officers Liability Plus</b>	\$1,000,000	\$	24.75
RVNA, Inc. Administration Charge		\$	25.25
<b>4. Accident Medical Plus</b>	Not Covered	\$	0.00
RVNA, Inc. Administration Charge		\$	0.00
<b>5. Property Plus</b>	Not Covered	\$	0.00
RVNA, Inc. Administration Charge		\$	0.00
RVNA, Inc. Loss Payee Charge		\$	0.00
State Guarantee Fund		\$	0.00
<b>TOTAL</b>		<b>\$</b>	<b>205.00</b>

**If you wish to purchase this exclusive insurance product, please log in at  
[protectyournonprofit.com](http://protectyournonprofit.com)**

### NOTES

- This is a quotation only. Prices are subject to change without notice.
- Quotation is subject to online completion of the application and underwriting approval.
- It is the insureds responsibility to read the policy. Request a sample policy online at [protectyournonprofit.com](http://protectyournonprofit.com).
- Licensing information available upon request.
- Policy is underwritten by an A+ rated insurance carrier.



## 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: *m. ligeikis*  
 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			
<b>TOTAL</b>			
Grant request must not exceed \$2,500			



## TOWN OF CUTLER BAY

CUTLER BAY COMMUNITY FUND GRANT PROGRAM  
MINI-GRANT APPLICATION SCORING RUBRICAgency Name: Coast Academy Parents Association (CAPA)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:  <u>(Required)</u>	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>	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 Community Fund's priority area of educational, environmental and aesthetic (community beautification) because it would promote environmental responsibility through scientific research, literacy, and mathematics education for the youth of the community.
Does the proposal clearly describe proposed program/project?			5	The proposal clearly describes the project that would assist students with instruction for 30 weeks and includes field study and lab trips to apply topics learned.
Is the method of strategy for implementation feasible?			5	The method of strategy for implementation is feasible as it is organized and well thought out. The program explains the different topics that are overseen by the Nurturing Environmental Stewards of Today and Tomorrow as well as COAST teachers and volunteers that chaperon the trips.
Does the applicant provide a clear evaluation plan?			5	The applicant provides a clear evaluation plan as success is measured with student attendance and monthly teacher feedback at board/parent meetings.
Is the budget clear and aligned?		3		The budget is clear and aligned for project as it shows that \$2,500 will fund the transportation to allow the students to travel to Deering Estate via private bus company. However, there is no specifics on how much private bus company will charge per trip.

TOTAL SCORE: 23RECOMMEND FOR FUNDING: X YES    NODATE: 07/06/2020



## TOWN OF CUTLER BAY

CUTLER BAY COMMUNITY FUND GRANT PROGRAM  
MINI-GRANT APPLICATION SCORING RUBRICAgency Name: Coast Academy Parent's AssociationProject 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)	Yes, all required items were included
Includes separate Letter of Support (optional).	No
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	CAPA is an organization in Cutler Bay for Cutler Bay students that focuses on the environment, education, and sustainability, which are very important topics in the community
Does the proposal clearly describe proposed program/project?			5	The success of the program greatly depends on the transportation of students between school and Deering Estate where the program takes place. Without this grant, it may not be possible for some parents to pay
Is the method of strategy for implementation feasible?			5	Although the method of strategy described is not reflective of what the grant is requesting (transportation) it does describe the program in greater detail
Does the applicant provide a clear evaluation plan?			5	The evaluation of the plan is simple and straightforward
Is the budget clear and aligned?		3		Although the budget for the grant is specified as travel, additional information could have been provided in terms of the cost per trip or other details.

TOTAL SCORE: 23RECOMMEND FOR FUNDING: ☒ YES ☐ NODATE: 07/07/20



## TOWN OF CUTLER BAY

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

**Agency Name:** Coast Academy Parents Association (CAPA)  
**Project Name:** Deering Estates NESTT Field Trip 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:  _____	Y
(Required)	
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	The project is very well aligned with the mission of the Town's Community Fund in the educational, aesthetic, and environmental areas.
Does the proposal clearly describe proposed program/project?			5	The proposal provides a clear description of the program goals and its value for the participants, facilitators, and community.
Is the method of strategy for implementation feasible?			5	Plan of implementation provides great detail of topics, activities, and time frame that will be used to achieve the program objectives and outlines NESTT and COAST Marine Science Magnet teachers will oversee overall project, with teacher and parent volunteers as chaperones.
Does the applicant provide a clear evaluation plan?			4	The evaluation plan is clear that success will be measured by attendance and with teacher feedback.
Is the budget clear and aligned?			4	The budget is clear and aligned with the budget amount but does not show breakdown of transportation cost per trip.

**TOTAL SCORE:** 23

**RECOMMEND FOR FUNDING:** X YES       NO

**DATE:** July 7, 2020