



The DEEP Foundation, Inc.

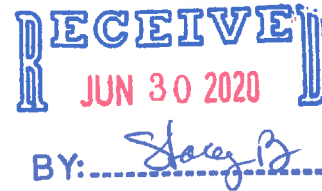
Cutler Bay Scuba Program

- Submitted Application
- Scoring forms from reviewers



June 30, 2020

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

APPLICATION CHECKLIST

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

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

06 / 30 / 2020

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

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

DEPARTMENT OF THE TREASURY

Date:

JUN 7 5 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. 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 947

0000113 06/30/17



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

| | | | |
|--------------------|----------------|-----------------|------------------------|
| 85-8017301174C-3 | 06/23/2017 | 06/30/2022 | 501(C)(3) ORGANIZATION |
| Certificate Number | Effective Date | Expiration Date | Exemption Category |

This certifies that

DEEP FOUNDATION INC
9423 STERLING DR
CUTLER BAY FL 33157-7047

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

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

2020 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 | Title | CFO, SECRETARY |
| Name | MCGLYNN, JAMES M | Name | MCGLYNN, JESSICA STEELE |
| Address | 9474 SW 227TH TERR | Address | 9474 SW 227TH TERR |
| City-State-Zip: | CUTLER BAY FL 33190 | City-State-Zip: | CUTLER BAY FL 33190 |
| | | | |
| Title | OFFICER | | |
| Name | VALDES, CHRISTOPHER M | | |
| Address | 11825 SW 169 ST. | | |
| City-State-Zip: | MIAMI FL 33177 | | |

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 MCGLYNN

CEO

06/30/2020

Electronic Signature of Signing Officer/Director Detail

Date



June 25, 2020


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 SCUBA diving classes that our COAST students and parents have attended. They have helped 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 President


| COMMERCIAL GENERAL LIABILITY INSURANCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------------|--|-------------------------|--|--|------------------------------|----------|----------------------|--|--------------------------------|--------------|------------------------|-------------------------|---|----------|------------|------------|-----------------------|--------------|------------------------------|--------------|--|--|--------------------------------|--|------------------------------|---------|--|--|----------------------|-------------------|
|  | | UNDERWRITER: DAN RISK RETENTION GROUP, INC. offered through DAN SERVICES, INC. NAIC NO. 15928 - SC COMPANY CODE: 207640 6 W. Colony Place, Suite 200, Durham, NC 27705 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | DECLARATIONS PAGE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Named Insured: DEEP Foundation Inc DBA DEEP Foundation Inc. Address: 9474 SW 227th Terr City, State, Zip: Cutler Bay, FL 33190 | | Policy Number: GL106-11993 Policyholder ID: 2718258 See Policy for a full description of terms, conditions, limitations & exclusions. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | DESCRIPTION OF OPERATIONS: <p style="text-align: center;"><i>This policy consists of the following coverage parts for which a premium is indicated. The premium may be subject to adjustment.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Commercial General Liability</th> <th style="width: 20%;">\$855.00</th> <th colspan="2" style="text-align: center; background-color: #f2f2f2;">POLICY PERIOD</th> </tr> <tr> <td>Lakes and Quarries Endorsement</td> <td>Not Included</td> <th style="width: 20%;">Effective Date:</th> <th style="width: 20%;">Expiration Date:</th> </tr> </thead> <tbody> <tr> <td>Tour and Travel Agent Liability Endorsement</td> <td>\$119.00</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">1-Oct-2019</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">1-Oct-2020</td> </tr> <tr> <td>Terrorism Endorsement</td> <td>Not Included</td> </tr> <tr> <td>Employee Benefit Endorsement</td> <td>Not Included</td> </tr> <tr> <td colspan="2"></td> <td colspan="2" style="text-align: center; vertical-align: middle;">12:01 AM Eastern Standard Time</td> </tr> <tr> <td>Taxes and Administrative Fee</td> <td>\$74.00</td> <td colspan="2"></td> </tr> <tr> <td>TOTAL PREMIUM</td> <td>\$1,048.00</td> <td colspan="2" style="text-align: center;">Minimum/Retained - 100%</td> </tr> </tbody> </table> | | | | Commercial General Liability | \$855.00 | POLICY PERIOD | | Lakes and Quarries Endorsement | Not Included | Effective Date: | Expiration Date: | Tour and Travel Agent Liability Endorsement | \$119.00 | 1-Oct-2019 | 1-Oct-2020 | Terrorism Endorsement | Not Included | Employee Benefit Endorsement | Not Included | | | 12:01 AM Eastern Standard Time | | Taxes and Administrative Fee | \$74.00 | | | TOTAL PREMIUM | \$1,048.00 |
| Commercial General Liability | \$855.00 | POLICY PERIOD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lakes and Quarries Endorsement | Not Included | Effective Date: | Expiration Date: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tour and Travel Agent Liability Endorsement | \$119.00 | 1-Oct-2019 | 1-Oct-2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Terrorism Endorsement | Not Included | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Benefit Endorsement | Not Included | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 12:01 AM Eastern Standard Time | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Taxes and Administrative Fee | \$74.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL PREMIUM | \$1,048.00 | Minimum/Retained - 100% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>In exchange for the payment of the premium and subject to all terms of this policy, we agree to provide the insurance as stated in the policy.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LOCATIONS TO WHICH THIS POLICY APPLIES: | | FORM OF BUSINESS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Above Address - no additional locations identified | | Non-profit Corporation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIMITS OF LIABILITY | | SCHEDULE OF DEDUCTIBLES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Aggregate | \$2,000,000 | CGI Deductible | \$0 Per Occ. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Each Occurrence | \$1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Products & Completed Operations Aggregate | \$1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personal & Advertising Injury | \$1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Damage to Premises Rented to You | \$100,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Medical Expense Per Person (Any One Person) | \$10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SCHEDULE OF RIDERS AND ENDORSEMENTS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Notice: This policy is issued by your Risk Retention Group. Your Risk Retention Group may not be subject to all of the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your Risk Retention Group.

Date: 26-Jun-2020

Per: 
 William M. Zieffle, DAN Services, Inc.

Date: 26-Jun-2020

Agent/Broker 
 Rochelle L. Wright, 6 W. Colony Place, Durham, NC 27705
 Florida License # W151191

The insured is requested to read this declarations page, and if incorrect, return it immediately for alteration.

THIS POLICY CONTAINS A CLAUSE(S) WHICH MAY LIMIT THE AMOUNT PAYABLE.

GL106

THIS POLICY DOES NOT AUTOMATICALLY RENEW

**COMMERCIAL GENERAL LIABILITY INSURANCE**

UNDERWRITER: DAN RISK RETENTION GROUP, INC.

offered through
DAN SERVICES, INC.

NAIC NO. 15928 - SC COMPANY CODE: 207640

6 W. Colony Place, Suite 200, Durham, NC 27705

DECLARATIONS PAGE

Named Insured: DEEP Foundation Inc
DBA DEEP Foundation Inc.

Address: 9474 SW 227th Terr

City, State, Zip: Cutler Bay, FL 33190

Policy Number: GL106-11993

Policyholder ID: 2718258

See Policy for a full description of terms, conditions, limitations & exclusions.

SCHEDULE OF ADDITIONAL INSURED

[illegible]



**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.org

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: 4 # 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:** \$5200

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/\$2500 **Year:** 2018/2019 **# of Residents Served:** 8/10

Please provide a brief summary of the Previous Project Funded: Following a "Discover Scuba Diving Class 10 participants were selected to participate in an open water scuba certification class.

Authorized Signature of Board Chair/Executive Director: *Jessica McGlynn*

Date: 06 / 30 / 2020



**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 | \$2500 \$200 | Open Water Certification Class (10) Discover Scuba Diving Class |
| TOTAL | \$2500 | \$2700 | |
| Grant request must not exceed \$2,500 | | | |

1. Organizational Background Information

DEEP Foundation Inc, Divers for Education and Environmental Protection started in 2017 and is 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 either 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 Juls Undersea Lodge in Key Largo, FL and Rainbow Reef Dive Center in Key Largo, FL.

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.



TOWN OF CUTLER BAY

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

Agency Name: DEEP Foundation, Inc.

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

If any of the **required** categories are not provided, please set this application aside and proceed to the next application.

| | NO (0) | Somewhat (3) | YES (5) | Score & Comments |
|--|-----------|-----------------|------------|---|
| Is the project aligned with the Community Fund's priority area(s)? | | | 5 | The project is aligned with the Community Fund's priority area of educational and environmental because it would promote ocean conservation environmental responsibility due to their "green" education and awareness activities for children of the community. |
| Does the proposal clearly describe proposed program/project? | | | 5 | The proposal clearly describes the project that would assist students with obtaining their Open Water Certification. It outlines the three phases of the project. |
| 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 has already been operating for three years and has partnered with COAST Academy Parent Association and Cutler Bay Middle School to ensure success. |
| Does the applicant provide a clear evaluation plan? | | | 5 | The applicant provides a clear evaluation plan as success is measured with how many students obtain their Open Water Scuba Certification. |
| Is the budget clear and aligned? | | | 5 | The budget is clear and aligned for project as it shows that \$2,500 will fund (10) Open Water Certification Classes. |

TOTAL SCORE: 25

RECOMMEND FOR FUNDING: ☒ YES ☐ NO

DATE: 07/06/2020



TOWN OF CUTLER BAY

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

Agency Name: DEEP Foundation Inc.

Project Name: Cutler Bay Scuba 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: (Required) | Yes |
| 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 | DEEP Foundation is an organization within Cutler Bay that serves Cutler Bay students. It promotes an environmental and educational awareness in the next generation. |
| Does the proposal clearly describe proposed program/project? | | | 5 | The program is well outlined, describing the components of each of the 3 phases for the Scuba program. |
| Is the method of strategy for implementation feasible? | | | 5 | DEEP Foundation's Scuba Program is established, includes partnerships with other local organizations and has been successful in the past |
| Does the applicant provide a clear evaluation plan? | | | 5 | Yes, the evaluation is simple and straightforward |
| Is the budget clear and aligned? | | 3 | | The budget could have been clearer, listing the cost of what each open water certification class is per student or additional information. |

TOTAL SCORE: 23

RECOMMEND FOR FUNDING: ☒ YES ☐ NO

DATE: 07/07/20



TOWN OF CUTLER BAY

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

Agency Name: DEEP Foundation Inc

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

If any of the **required** categories are not provided, please set this application aside and proceed to the next application.

| | NO (0) | Somewhat (3) | YES (5) | Score & Comments |
|--|-----------|-----------------|------------|---|
| Is the project aligned with the Community Fund's priority area(s)? | | | 5 | Project aligns with our Community Fund as it seeks through an educational program to create and develop divers with a passion for ocean conservation and obtain Open Water Scuba Certification, then go on to directly impact our environment. |
| Does the proposal clearly describe proposed program/project? | | | 5 | The applicant is clear in their mission, need for the program, and the need for economic support. Proposal provides a clear description of the three phases participants will be required to complete to earn their Open Water Scuba Certification. |
| Is the method of strategy for implementation feasible? | | | 4 | The method of implementation is clear and simple. Town previously funded program in 2018 and 2019. No criteria noted on how students' interest and ability to participate will be determined, or for participant selection to ensure success. |
| Does the applicant provide a clear evaluation plan? | | | 5 | The evaluation plan is very clear-cut as the success of the program is ultimately measured by the number of students that obtain the Open Water Scuba Certification. |
| Is the budget clear and aligned? | | | 4 | The applicant does not provide a budget of the overall program. Budget does not itemize/breakdown costs, i.e. materials, training site and/or equipment rental fees, open water dive transportation and/or training site fees. |

TOTAL SCORE: 23

RECOMMEND FOR FUNDING: ☒ YES ☐ NO

DATE: July 7, 2020