



DONATION APPLICATION REQUESTS!

PURPOSE:

In accordance with the City Charter, there must be a "municipal purpose" in order to be eligible to receive a donation. The donation is designed to assist organizations that build relationships and enhance the Cocoa community. A maximum of \$1,000 may be awarded, based on funding availability, per fiscal year for local projects and programs. It is the goal of the City Council that funding these programs will promote stronger and healthier neighborhoods.

ELIGIBILITY:

Any organization **that serves Cocoa residents**, may apply.

- ⊖ Organization is in good standing and licensed to do business in Florida;
- ⊖ Provides a service beneficial to the citizens of the City of Cocoa;
- ⊖ Does not receive funding from any other City source e.g. CDBG funds, RDA funds;
- ⊖ Has not already been awarded funding within the same fiscal year;
- ⊖ Organization has not violated terms of previous fiscal year awards;
- ⊖ Organization does not have any past due fees and taxes owed to the City.

Funds provided by the City are not intended to be used for cash scholarships, sub-grants, or sub-awards. They are to be used by the organization applicant. To clarify, however, membership scholarships for needy children, such as Little League, would be eligible. In-kind services from the City that may be requested include, but are not limited to, the following:

- ⊖ Personnel time (police, fire, public works personnel);
- ⊖ Waiver of fees for permits, banners, rental of facilities;
- ⊖ Use of City equipment.

Donations are on a first come, first serve basis whether in-kind or monetary and the maximum amount awarded to any recipient is \$1,000 per fiscal year. If the donation is in-kind, upon Council approval the requested funds will be transferred to the appropriate account to cover the costs of the donation.

PROJECT SELECTION:

Applications will be scored on the criteria contained in the application. A minimum score of 45 points must be obtained to be eligible to receive funding. Please make sure that all requested information is provided at the time of submittal. Successful applications will:

- ⊖ Provide a service to Cocoa residents that enhance the community;
- ⊖ Provide proof of non-profit status;
- ⊖ Submit a Use of Funds Statement outlining the request from the City, statement of project impact, goals, and objectives as outlined in the Grant Application;
- ⊖ Spend allocated funds within the specified fiscal year;

- Appoint a point of contact;
- Involve Cocoa residents whenever possible;
- Provide an After Action Statement, along with a Material Purchases Schedule identifying how City funds were expended.

Funds donated by the City are to be used for the sole purpose delineated in the submitted application unless unforeseen circumstances arise which affect the use of donated funds (e.g. natural or man-made disaster). The organization will be responsible for reporting any changes to the application to the City Clerk as soon as possible. If the monetary donation was for a special event and the event is canceled due to events outside of the organization's control such as inclement weather and the event cannot be rescheduled, the City Manager will have the authority to waive repayment requirements. The City Manager will have the discretion to request the reimbursement of City funds if the organization's justification for the change is not reasonable. If the City's donation was for in-kind staff time and the event is re-scheduled, the organization will have to coordinate with staff and the donation may not be possible.

Failure to adhere to the above requirements will result in denial of future application requests and possible forfeiture of funds already committed.

APPLICATION DEADLINE:

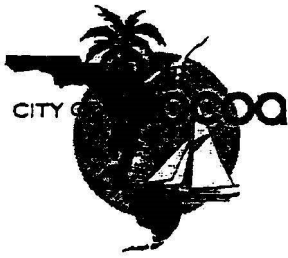
As of the initial date of adoption of this policy, the City Manager, through his designee, the City Clerk, will handle the processing of requests for any monetary contributions or donations. Each applicant must submit a Donation Application Request (Appendix C) with all attachments directly to the City of Cocoa's City Clerk's Office. All requests submitted directly to the City Council will not be considered for eligibility but will be referred to the City Clerk's Office for an application.

Monica Arsenault, City Clerk
65 Stone Street
Cocoa, FL 32922

Requests for a monetary contribution for a special event must be submitted to the City Clerk's Office a minimum of 60 days prior to the date of the event. The Donation Application Request does not eliminate the need to complete a Special Events application. The City's Special Events application is required for planning and coordinating purposes, not donations.

Donation Application Request forms will be accepted on a first-come, first-served basis and will be reviewed internally by an employee of the City Clerk's Office, the Finance Department, and OMB. Those applications that meet the minimum criteria will be submitted to the City Attorney to insure that the contribution request is consistent with the City Charter and applicable law. Requests that meet **ALL** minimum criteria will be forwarded to the City Council for action. The Council shall have the sole and absolute discretion to approve or deny any donation request. An applicant whose application does not meet the minimum criteria will be notified in writing that the request will not be forwarded to the City Council for further action. Any questions or comments please call (321) 433-8484.

Please refer to *OMB Policies & Procedures, Section III. Specific Policies, B. Donation Policy* for more information. Adopted by Cocoa City Council 04/11/2006.



SUBMITTAL CHECKLIST

Please make sure that all requested information below is accompanying the application.

Organization Name: Cocoa Youth Athletics Corp.

Project Name: Continuing to build a positive program

		YES	NO
1	Completed Application	x	
2	Exhibit A - IRS Letter of Non-Profit Determination Or State of FL Non-Profit Designation	x	
3	Exhibit B - Income/Expense Report <small>(Last Filed Federal 990 or 990EZ will be accepted in lieu of)</small>	x	
4	Exhibit C - Project Objectives	x	
5	Exhibit D - Use Of Funds Statement	x	

Please send original application with requested attachments to:

City of Cocoa

Monica Arsenault, City Clerk
65 Stone Street
Cocoa, Florida 32922

These must be post marked no later than 60 days prior to the event.

If you have any questions, please call City Hall at 321-433-8488 . Thank You.



DONATION APPLICATION

PART I: GENERAL INFORMATION

APPLICANT INFORMATION:

APPLICANT NAME: Cocoa Youth Athletics Corp.

FEDERAL ID #: 85-8017614722C-1
Please attach IRS Determination Letter as support documentation Exhibit A.

ADDRESS: P.O. Box 236752

CITY/STATE: Cocoa, Fl **ZIP:** 32922

CONTACT PERSON: Alicia Phillips **TITLE:** Cocoa Youth Athletics Corp. Secretary
Contact person will be in direct contact with the City and responsible for administering the grant if awarded.

TELEPHONE #: 321-208-6458 **FAX #:** _____

EMAIL ADDRESS: cyeaop@gmail.com

FINANCIAL: Provide budget information for your organization by completing the attached Income/Expense Report as Exhibit B or last filed IRS 990 or 990EZ will be accepted in lieu of this financial report.

CURRENT OPERATING BUDGET: 1500.00

PROJECT INFORMATION:

NAME OF PROJECT: Continuing to provide a positive program for the kids in our local areas

TOTAL PROJECT COST: \$ <u>1500.00</u>	AMOUNT OF MONETARY REQUEST: \$ <u>1000.00</u>
<i>Neither monetary nor in-kind may exceed \$1,000</i>	AMOUNT OF IN-KIND REQUEST: \$ <u>500.00</u>

COUNCIL DISTRICT: CITYWIDE DISTRICT 1 DISTRICT 2
 DISTRICT 3 DISTRICT 4

For more information please go to our official City web site at www.cocoafi.org

ANTICIPATED PARTICIPANTS TO BE SERVED: 200-300 youth

OF COCOA RESIDENTS TO BE SERVED: 200
(20 POINTS)

NEW PROGRAM?: YES NO (10 POINTS) **EXPANDED PROGRAM?:** YES NO

PART II: EVALUATION CRITERIA

PROJECT IMPACT:

1. Please describe in detail, the proposed project objectives. Why is this project needed? Some of the issues the applicant may wish to address include, but are not limited to:

- ◆ How quality of life for Cocoa residents will be enhanced;
- ◆ Who will be served (children, seniors, families, and/or the disabled, etc.);
- ◆ How the project is unique to the Cocoa community;
- ◆ How the project meets an unmet need in the community;
- ◆ Educational and informational benefits.

Please limit response to one typed page and attach as Exhibit C. (UP TO 50 POINTS)

2. Will any Cocoa residents be involved in the selecting, planning, and/or implementation of the proposed project? Yes X No _____ If yes, briefly describe. (10 POINTS)

The program includes residents in and of the City of Cocoa and surrounding areas of Brevard County.

Residents will help organize and supervise youth during practices and games. Residents assist in planning game and practices, equipment and uniform issuances, and setting up concessions.

3. Briefly describe your organization's experience and ability to deliver the project as proposed and timeline for completion. (UP TO 20 POINTS)

As of this past year we were able to add 50 to 100 youth participate in our program. We were able to offer

25-50 scholarships to under privilege youth and suit each of them with new equipment and uniforms. We are expecting an increase in participation this year of 50 to 100 more youth as our registration period has

begun and we are ahead by 20% from this time last year.

USE OF FUNDS:

Complete Exhibit E - Use Of Funds Statement describing type of funds requested (monetary and/or in-kind services), types of in-kind services required (dates and times); how requested monetary funds are to be used for the program/event, including costs, potential vendor and a general description of the proposed purchases.

NOTE: Upon completion of the event, an After Action Statement, Materials Purchase Schedule, and supporting documentation must be submitted to confirm use of City funds and services provided. Failure to do so, will result in denial of future requests.

Remember that all expenditures of grant funds will need to be accounted for by supplying copies of sales receipts, cancelled checks, and/or invoices to the City.

see attached copies of equipment purchases.

I hereby certify that the information provided in this application is true and accurate, and I have the authority to apply for this donation on behalf of the organization.

Antoinio Rashad Williams. , President

Signature of Authorized Representative

4/12/24

Date



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8017614722C-1	10/23/2023	10/31/2028	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

COCOA YOUTH ATHLETICS CORPORATION
365 COUNTRY LANE DR
COCOA FL 32926-5384

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. 01/18

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 about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

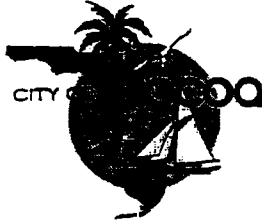


Exhibit B INCOME/EXPENSE REPORT

Please provide the following information for your most current completed fiscal year.
This report must be submitted with Application Request For Funding.

Organization Name: Cocoa Youth Athletics Corp.
Fiscal Period: 1/1/24 - 12/31/24

INCOME	AMOUNT
Support	
Govt. grants	\$
Foundations	\$
Corporations	\$
United Way	\$
Individual contributions	\$ 3000
Fundraising efforts	\$ 500
Membership income	\$
In-Kind support	\$ 400
Investment income	\$
Other (specify)	\$
	\$
	\$
Revenue	
Govt. contracts	\$
Earned Income	\$
Other (specify)	\$
	\$

EXPENSES	AMOUNT
Salaries and wages	\$ 0
Insurance and Benefits	\$ 1500
Professional fees	\$ 500
Fundraising costs	\$ 0
Travel	\$ 0
Equipment	\$ 14000
Printing fees	\$ 200
Telephone/Utilities	\$ 100
Postage	\$ 0
Rent	\$ 0
In-Kind expenses	\$ 0
Depreciation	\$ 0
Other (specify)	\$ 0
	\$

TOTAL INCOME \$ 3900.00

TOTAL EXPENSES \$ 16,300.00

Last Filed Federal 990 or 990EZ Form will be accepted in lieu of the above Income/Expense Report.

EXHIBIT C

1. Objectives of this project:

- a. Give youth the opportunity to learn the skills of football and cheer.
- b. To allow you to learn about trust, honesty, and teamwork.
- c. To provide children with an outlet for physical activity to help with their health and mental well-being.
- d. To promote teamwork and good sportsmanship.

2. This project will help the youth of our community with a chance to be kids! It will provide them many opportunities to participate at the local, state and national levels of sports.

3. We serve all kids. The majority are from the City of Cocoa, but we serve youth from all of Brevard County.

4. Our program works to meet the needs of not only our youth, but also the needs of our community. We volunteer with churches, we host parties for the senior citizens, we promote service over self.



Exhibit D

City of Cocoa
Use of Funds Statement
(To be submitted with Donation Application)

Date: 4/12/24

Project Dates: 7/1/14 to 12/15/24

Organization: Cocoa Youth Athletics Corp.

Project: Continuing to build Champions

1.) Please list the In-kind services requested from the City, along with the dates and times required: _____
2020 to 2023 the City has donated \$4,000 per year to help purchase new equipment and provide 5 to 10 scholarships for youth to participate in our program.

2.) Please list the amount of monetary funds requested from the City, describing how the requested funds are to be used, including individual costs, potential vendors, and a general description of the proposed purchases: _____
Any new commitment by the City will be spent to order more equipment, uniforms, provide scholarships if necessary.
Vendors used have been TTS, Inc for uniforms, Riddell, Academy or Dicks Sporting Goods for equipment

Certification: I hereby certify that the In-kind services and/or purchases will be used to support this project.

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Alicia Phillips, Secretary of State
Project Administrator 4/12/24
Date

Netayla Chapple, Treasurer
Project Financial Officer 4/12/24
Date



City of Cocoa
After Action Statement
 (To be submitted after completion of project/event)

Date: 4/12/24

Project Dates: 7/1/23-12/20/23

Organization: Cocoa Youth Athletics Corp.

Project: Building Champions One TD at a time.

1.) Provide a follow-up to the event, including a description and success of the activity, attendance, etc: _____

This year we had two teams to win the ACYAA Superbowl and one team to go on to win the 2023 AAU -14U Division Champs.

2.) Were the Cocoa provided monetary funds and/or in-kind services helpful? _____

The monetary funding was very helpful in assisting the league with teams' fees for registrations for the tournaments.

3.) Additional Comments: _____

Without the help of the City of Cocoa, our youth would not have a program that helps build character, discipline, friendship, and leadership skills.

Certification: I hereby certify that the in-kind services and/or purchases will be used to support this project.

Certification: I hereby certify that the in-kind services and/or purchases will be used to support this project.

Alicia Phillips
Project Administrator 4/12/24
Date

Netayla Chapple, Treasurer
Project Financial Officer 4/12/24
Date

Attach any back up documentation, pictures, newspaper stories, etc.



City of Cocoa

Material Purchases Schedule

To be attached when utilizing City of Cocoa funds to purchase or rent materials
Submit with the After Action Statement

Date: 4/12/24

Grantee: _____ Project: Continuing to build Champions.

Vendor Name	Vendor Invoice #	Check # and Date	Project Cost	General Description
TTS		7/20/23	14,000.00	New Uniforms for the league
Academy			300.00	Purchased water tent for the heat for the kids.

TOTAL \$ \$17,000.00

Certification: I hereby certify that the purchases noted above were used in accomplishing the project.

Certification: I hereby certify that the attached documents such as, canceled checks, sales receipts, and invoices support the funded project.

x: Alicia Phillips 4/12/24
Project Administrator Date

x: Netalya Chapple, Treasurer 4/12/24
Project Financial Officer Date

SCORING CHECKLIST FOR GRANT APPLICATIONS

Organization: Cocoa Youth Athletic Corp.

Project Name: Continuing to Build Champions

SCORE

1. New or expanded program for the organization?
If Yes, the applicant receives **10 points**.
Yes No 0

2. How many Cocoa residents will be served with this project?
Applicant can receive up to **20 points** in this section.
Majority of recipients = **20 points**;
Half of recipients served = **10 points**.
Number 20

3. Were Cocoa volunteer residents used in the implementation of this project?
If yes, the applicant receives **10 points**.
Yes No 10

4. What impact will this project have on the community?
The following will be considered:
Enhances quality of life for Cocoa residents.
Programs for children, seniors, families, and/or disabled.
Unique to the Cocoa community
Fills an unmet need in the Cocoa community
Has record of community support
Educational and informational benefits
Applicant may receive up to **50 points** in this section
50

5. Has the applicant demonstrated the ability to execute their proposed project?
Applicant may receive up to **20 points** in this section.
Yes No 20

6. COMMENTS:

Total Score

Minimum threshold met?: Yes No

Forwarded to City Attorney for review: Yes No Date: 07/11/2024

Meets municipal purpose?: Yes No

City Council: _____ Approved: Yes No
Approved 04/06 Donor Application Scoring