



# SPECIAL EVENTS FUNDING/DONATION REQUEST APPLICATION FOR ORGANIZATIONS

Please attach pertinent background information to this application. You may attach additional pages, if needed.

ORGANIZATION PROFILE			
Organization Name:	DUCK HAVEN INC	Today's Date:	8/20/17
Organization Leader:	EUNICE SIVERTON	Title:	PRESIDENT
Mailing Address:	5627 NW 61st Ave	City:	MARGATE
Phone Number:	954 979 5044	State:	FL
Website:	DUCK HAVEN INC	Zip:	33063
		Email Address:	DRSIVERTON@DUCKHAVENINC.COM
		Tax ID:	
Total number served by organization in last calendar year: 1200 Of which, 500 were Margate residents.			
Total number of Margate residents projected to be served in next calendar year:			
Organization Description:		Organization Information (Please indicate which of the following criteria your organization meets):	
Duck rescue, vet rehab. Have all disabled ducks 41 years -		<input checked="" type="checkbox"/> Tax Exempt status under Internal Revenue Code 501(c)3, 501(c)4, or 501(c)6. Please include copy of your notification letter and most current Form 990 if your organization is required to file this document.	
		<input type="checkbox"/> Not a private Foundation as defined under Internal Revenue Code 509.4.	
		<input checked="" type="checkbox"/> Volunteer Board of Directors is the governing body.	
		<input type="checkbox"/> Independent audit is performed each year. If so, please include last completed audit.	
		<input type="checkbox"/> Annual budget is approved by the Board of Directors. Please include.	
		<input type="checkbox"/> Registered with Charity Navigator.	

ABOUT THE FUNDING REQUEST	
Funding Request:	1,000
Total Budget/Cost for Special Event:	
% of funding request used to provide services:	% of funding request for administration:
Please describe the intended use of requested funds and indicate the time period you are requesting these funds for (please attach letters of community support if applicable):	
Repairs - Roofing - Fencing	



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Please provide a needs statement (Why do you need the requested funds?):

We need Repairs for dome Roof

Explain the public benefit (educational, economic, health, etc.) to the City of Margate and its citizens from the City funds received:

ANY INJURED DUCKS WE RESCUE -  
Provide vet care and housing

Please provide an outcome statement (What will be accomplished with the money?) explaining the impact as a result of obtaining funding from the City:

OUR ROOF OVER SANCTUARY WILL BE SECURE

Demonstrate how you will evaluate your results. These measures need to be directly related to the need and expected outcome:

HANDYMAN WILL INSTALL NEW  
ROOFING MATERIALS



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Please list other sources and amounts being requested from other agencies:

NONE

Has your organization received funding from the City of Margate in the past? ☐ Yes ☒ No  
If yes, please indicate the amount and the year:

(Agency) \_\_\_\_\_ agrees to assure compliance with all applicable federal, state, and local laws and regulations, including but not limited to:

Civil Rights Act of 1964  
Section 501 of the Rehabilitation Act of 1973  
Title IX of the Education Amendments of 1975  
Age Discrimination Act of 1975  
Section 654 of OBRA of 1981  
ADA of 1990  
HIPPA of 1996

*This application must be signed by the applicant's authorized representative. By signing this application, the authorized representative certifies that the organization for which funding is sought has full knowledge of the grant request and is able to utilize the funds sought for their stated purpose. Please note that reports of service delivery and expenditures of any funds may be required.*

*I certify that the above information is true and accurate*

Authorized Representative (Printed): EUNICE SILVERTSEN Date: 8/29/17  
Authorized Representative (Signature): Eunice Silvertsen Date: 8/30/17

***This application and its content are considered a public record in accordance with Florida Statutes Chapter 119. If you believe any information on this application is exempt from public records in accordance with Florida Statutes Chapter 119, please provide an explanation and attach to this application.***

### OFFICIAL USE ONLY

Date Received:	Application Reviewed By:	
Amount Approved by City Commission:	Date Approved:	Account #



## **SPECIAL EVENTS FUNDING/DONATION REQUEST PROGRAM INFORMATION GUIDE**

Organizations or individuals seeking funding from the City of Margate must complete the Special Events Funding/Donation Request Application for Organizations or the Special Events Funding/Donation Request Application for Individuals. The amount requested cannot exceed \$1,000 per organization or \$500 per individual. Organizations or individuals must submit said application and necessary documentation to:

City of Margate  
City Clerk's Office  
5790 Margate Boulevard  
Margate, FL 33063

For requests by both organizations and individuals, the funding request must provide a public benefit (educational, economic, health, etc.) to the City of Margate and its citizens. If the requestor is an individual, the individual must be a City of Margate resident. For individual requests, registration fees associated with a school, program, or event shall be paid directly to the sponsoring entity, if possible. If the requestor is an organization, the organization must:

- Be a non-profit organization, either with Articles of Incorporation filed with the Florida Department of State, or for those non-profits organized within another state, be registered with the State of Florida as a foreign corporation.
- Be in existence and operating within the State of Florida for at least twelve (12) months prior to the date of application to the City for a donation.
- Submit in addition to their application: (1) a copy of their 501(c)3, 501(c)4, or 501(c)6 notification letter; (2) a copy of their current Form 990 (if your organization is required to file this document); (3) a copy of their last completed audit; and (4) annual budget.

After receipt of the application, all applications shall be presented to the City Commission at the next regularly-scheduled City Commission meeting. The City Commission, at its sole discretion, shall determine which organizations or individuals are awarded funding. All decisions of the City Commission are final and binding. Once funding has been approved, the approved amount will be provided to the organization or individual. Please note that an affidavit will be prepared by the City and must be completed by the organization or individual recipient within two weeks of the event/expenditure. In addition, reports of service delivery/expenditures of any funds and/or receipts may be required. Furthermore, all individual recipients are requested to provide/present photographs/details following the event/expenditure at a public meeting. If an organization or individual is awarded a donation for a particular purpose/event, and the event is canceled, a full reimbursement to the City is required. Organizations and individuals may apply for one donation per fiscal year. Organizations or individuals that have failed to meet a reimbursement obligation in previous years or additional conditions of approval will not be eligible for future consideration until all prior obligations have been fulfilled.

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: February 22, 1999

Duck Haven Inc.  
2627 NW 61st Ave  
Margate, FL. 33063

Person to Contact:

Felicia Johnson 31-04013

Customer Service Representative

Telephone Number:

877-829-5500

Fax Number:

513-684-5936

Federal Identification Number:

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter.

Our records indicate that a determination letter issued in May 1997, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Duck Haven Inc.  
[REDACTED]

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

  
C. Ashley Bullard  
District Director









