



CITY OF
MARGATE
Together We Make It Great

MEMORANDUM FROM THE OFFICE OF THE CITY CLERK

TO: Mayor Joanne Simone
FROM: Jennifer M. Johnson, Assistant City Clerk
DATE: April 7, 2015
RE: Charitable Donation Policy

I reached out to the Cities and Towns of Broward County to obtain clarification on the Charitable Donations and the Forms used for this type of request. The City of Margate Local Funds/Charitable Requests draft form is attached to compare with the other organizations as a starting point. I also included the information for the City of Delray Beach as requested from the City Manager from the previous Commission Workshop held on Wednesday, February 4, 2015, concerning this topic.

I have attached the following forms for consideration that seem to be appropriate to the information you are looking for:

- City of Coconut Creek- Special Events Assistance Program
- City of Cooper City- Charitable Funding, Agency Request for Charitable Funding Form
- City of Dania Beach- City Commission Charitable Donation Policy adopted May 20, 2011
- Town of Davie- Community Endowment Grants Program, Application Request for Funding Fiscal Year 2015 Form
- City of Delray Beach- Application for Charitable and Benevolent Contribution Requests Form
- City of Pembroke Pines- Agenda Request Form, Local Funds/Charitable Request Application
- City of Weston- Resolution and Procedures for Charitable Contributions
- City of Wilton Manors-Commission Agenda Report with Resolution No. 2013-0009 and Articles of Incorporation of The Wilton Manors Foundation, Inc.

In regards to your questions for the Resolution process in approving charities, how they get on the list of approved charities, selection committee members and how it is presented to the Commission I reached out to surrounding Cities to obtain more information.

Also, I reached out to the City of Plantation to get more information on this process. It is my understanding that organizations send a letter/email requesting funds directly to the Mayor's office. In speaking with Susan DiLaura, the City does not donate to smaller charities or offer sponsorship but they do offer in-kind services (for example- donating chairs to the Women's Club for an event). They do not have a Resolution in place that addresses charities.

Please see the information that was provided to me from other City Clerks below:

City of Coconut Creek-

The City has a Special Events Assistance Program and the application process for the Assistance Program is offered twice a year in March and September. The Special Events Assistance program is a twice a year application process.

Another program is the one for donations to Broward County organizations that benefit residents of the City of Coconut Creek (Area Agency on Aging, 211, Women in Distress, Family Central). The charities for the second “program” are approved by the City Commission during the budget process on an annual basis. Charities send a letter requesting donations. If approved by the Commission, they are added to the list. They have yet to delete an organization. The Special Events Assistance program is a twice a year application process. There is an annual budget of \$25,000 for the Special Events Assistance Program.

City of Coral Springs

The City has a grant for sports tournaments **only** and it is made by the City to various groups sponsoring a tournament by the City’s Sports Commission Committee. The Committee has been set up to identify, attract and retain quality sporting events that will have a substantial positive economic impact on the community. Sports organizations are referred to this committee for grants. **There are no “donations” given to any other group(s), which the standard answer is given regardless of whether it’s on or off the dais.**

City of Lauderhill

The Resolution for approved charities for Lauderhill states that the list “may be amended from time to time, serves a good purpose and is in the best interest of the residents”. My understanding from the City Clerk is that this list was only amended once at the request of a Commissioner. In terms of the donated amount, they handle it differently as each City Commissioner has individual discretionary accounts of \$4,700 per budget year. Each Commissioner chooses who they donate to and the amount. This does not include budgeted donations to organizations like Women in Distress, Family Central, YMCA, and the Area Agency on Aging which is donated as a whole in the budget process.

City of Weston

The Resolution (copy attached) states the specific criteria, documentation requirements and procedures for such charitable contributions as set forth by the City Commission.

City of Wilton Manors

The City receives letters requesting a donation. In practice, the Commission has not granted any donations from the dais, but that does not prohibit anyone from attending a meeting and requesting such during public comment. The Commission has historically given to only three organizations (Family Central, ADRC, Women in Distress) and these are the only budgeted donations. They did budget \$2,800 in the last budget for smaller charities, which was removed during the budget process.

They also have a 501c3 organization named the Island City Foundation (ICF), with a Board of Directors made up entirely of City Commissioners. It is a formal board that holds public meetings and raises money for different needs within the City. They also

give out donations on occasion. Recently they gave to the local Kiwanis Club for a Navy Days event. Only a letter was written, it was placed on an agenda and the Board voted on it. The intention of the board is to “promote and support public purposes benefitting the residents of Wilton Manors, Florida” (Articles of Incorporation attached). The ICF is the body that grants more donations than the Commission has.

Dais Solicitations

In response to the requested process for dais solicitations my research has shown that most City Clerks do not encounter the solicitations during a Commission Meeting. This may be because they have the forms in place for requesting funds, have the Resolution in place for the listed charities or they do not have organizations requesting funds at the dais.

The Town of Davie does have a specific person that organizations are directed to if the Commission is approached at the dais. The Town does have a program in place (with forms) that must be completed. Please note the Clerk's response below which shows further specific information:

The Town has a community endowment fund in which charitable organizations are required to complete an application when requesting funds. This is processed through Charles M. Taylor, the Intergovernmental Affairs Coordinator (954-797-1190). As far as organizations approaching the dais, they are advised to reach Mr. Taylor.

Selection Committees

The City of Coconut Creek has a Committee for the Special Events Assistance program, which consists of staff from Parks & Recreation, Public Works, and Sustainable Development departments which review and approve/disapprove the applications.

The City of Dania Beach has a Donation Review Committee, which is comprised of the Assistant City Manager, Recreation Director, Director of Finance, Chairperson of Parks, Recreation and Community Affairs Advisory Board, and the Chairperson of the Marine Advisory Board (Charitable Donation Policy attached). This group makes recommendations as a whole and provides this information to the City Manager for final review.

Furthermore, the City of Wilton Manors has provided their Resolution stating which charities they will donate to. There is no process to be added to the list at this time and it has not been updated since 2013. If a charity wanted to be added then the City Manager's office would be responsible for the update. They have not crossed the path of having a formal selection committee. If so, the staff element would most likely include the Leisure Services Director, Finance Director and City Manager.

If you would like to review the copies of the Resolutions from the Cities and Towns that have specified what charities they wish to exclusively donate to, please let me know.

Thank you.

cc: City Clerk



LOCAL FUNDS/CHARITABLE REQUESTS INFORMATION GUIDE

Organizations seeking funding from the City of Margate must complete the attached Local Funds/Charitable Requests Application. Requesting organizations 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.
- Complete the attached application as prescribed by the City Commission and submit said application and necessary documentation no later than **INSERT DATE** to:

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

- 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 (3) annual budget.

Following review by City staff, applications shall be presented to the City Commission at either a regularly-scheduled City Commission meeting or at a special meeting scheduled for that specific purpose. The City Commission shall determine which agencies and/or organizations 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. Please note that reports of service delivery and expenditures of any funds may be required. If an organization is awarded a donation for a particular purpose/event, and the event is canceled, a full reimbursement to the City is required. Organizations may apply for one donation per fiscal year. Organizations 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. Requests for funding made to the City Commission during a public meeting shall be referred for staff review for consideration and compliance with this policy.



LOCAL FUNDS/CHARITABLE REQUEST APPLICATION

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

ORGANIZATION PROFILE			
Organization Name:		Today's Date:	
Organization Leader:		Title:	
Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		
Website:		Tax ID:	
Total number served by organization in last calendar year: _____ Of which, _____ 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): <input 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 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.	
% of annual budget spent for administration: _____			
% of annual budget spent for provision of services: _____			
ORGANIZATION REQUEST			
Funding Request:		Total Budget/Cost:	
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):			



LOCAL FUNDS/CHARITABLE REQUEST APPLICATION

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

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

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

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



LOCAL FUNDS/CHARITABLE REQUEST APPLICATION

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

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): _____ Date: _____

Authorized Representative (Signature): _____ Date: _____

OFFICIAL USE ONLY

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



BRIEF GUIDELINES

CITY OF COCONUT CREEK SPECIAL EVENTS ASSISTANCE PROGRAM

- 1) Please read the application thoroughly before filling it out.
- 2) Groups applying for financial or in-kind assistance must have their event within the City limits.
- 3) Be sure to attach a copy of your non-profit certification (tax-exempt status) and certificate of incorporation as a business in the State of Florida.
- 4) Once the Review Committee has made a decision regarding your assistance request, you will be notified of the outcome.
- 5) The check, if financial assistance is provided, will be mailed directly to the organization after April 1, 2015.
- 6) It is very important that the City receive your group's "Final Statement of Revenue & Expenditures" twenty-one (21) days after the completion of the event. You will receive this document when you receive the check. Failure to return the aforementioned document may result in denial of future funding requests.
- 7) We must adhere to the deadline of **March 17, 2015** for submitting applications for this round of assistance.
- 8) If you do receive assistance from us, you will be expected to provide us with two complimentary tickets to your event so that a committee member and guest can attend and evaluate your program.
- 9) The City must receive a copy of your organization's Board of Directors minutes stating the fact that the event took place and the profits received.

Mail or bring the completed application to:

Coconut Creek City Hall
Attention: Yvonne Lopez
Community Relations Director
4800 West Copans Road
Coconut Creek, FL 33063

If you have any questions, please call Yvonne Lopez at 954.973.6722.



SPECIAL EVENTS ASSISTANCE PROGRAM

OVERVIEW:

The Special Events Assistance program is designed to help non-profit organizations produce a variety of activities, which must be held in Coconut Creek. This unique program offers groups assistance to help get their events underway. Funding may be in the form of in-kind services, grants, or reimbursable loans.

WHAT IS A SPECIAL EVENT?

A Special Event is an activity developed by community non-profit groups around a specific theme that draws participants from inside and outside the City. The event should draw on volunteer resources to plan, organize and manage the event. Salaries are not covered, although professional fees for speakers or entertainers may be considered.

By providing such support, our intention is to encourage many worthwhile cultural, educational, health, environmental and business promotions, which otherwise might not be hosted in the community.

An event should contribute to the City's image as a premier residential and business community in South Florida. The event's theme and activities should reinforce the predominant social values in the community and provide the type of desired programs that reflect the community's diverse interests. A Special Event is expected to showcase the City's facilities and resources while providing an economic boost to restaurants and the retail community, if possible.

Special events are grouped into four broad categories:

- **Cultural Events** includes such areas as theater, music, dance and art in a variety of forms, all responding to the community's diverse interests.
- **Parks & Recreation Events** will create an active environment that may include play, exercise, amusements and sports.
- **Educational Events** brings different ethnic, cultural, health and environmental groups together by providing programs of common interest.
- **Business Promotional Events** showcase the existing business community and the potential business opportunities available.

TERMS AND CONDITIONS:

The Special Events Assistance Program is administered two times during each fiscal year.

- First round of assistance is offered in September for events held during the first six (6) months of the City's fiscal year (October 1 through March 31) with funds disbursed after October 1.
- Second round of assistance is offered in March for events to be held during the second segment of the City's fiscal year (April 1 through September 30), with funds disbursed after April 1.

Groups requesting assistance under this program must apply by the deadline specified on the application form. If assistance is approved, a permit may be required and will be mailed to you. Applicants must provide:

- A proposed budget (on enclosed form)
- Proof of current non-profit certification with tax-exempt status
- Final financial statement (on enclosed form) within 21 days after event has been completed
- Complete items of request

If your organization is awarded a grant, and your event is cancelled, a full reimbursement to the City is required.

EVALUATION PROCEDURE:

All applications will be evaluated based on how the event aligns with one or more of the City's Strategic Initiatives, including facilitating greater interaction amongst residents in the community, enhancing resident educational opportunities, and promoting a positive environmental image of the City.

All applications will be reviewed and personal interviews may be conducted with applicant groups by a City Evaluation Committee appointed by the City Manager. A representative from the Evaluation Committee may attend and evaluate each event funded.

LIMITATIONS:

- Organizations may apply for only one loan or grant per event. Organizations may submit applications for more than one event per fiscal year, provided the events are completely separate, with a different set of activities and budget. Funds are limited per year.
- Organizations 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.
- **Salaries, benefits or permanent equipment** are not permitted to be part of the anticipated expenditures for the event.

DEADLINE FOR APPLICATIONS:

The deadline for submitting applications is **March 17, 2015**.

Applications should be submitted to:

Special Events Funding Program
Attn: Yvonne Lopez
Community Relations Director
4800 West Copans Road
Coconut Creek, FL 33063
954.973.6722



SPECIAL EVENTS ASSISTANCE PROGRAM APPLICATION

Submission deadline:
(March 17, 2015)

1. Event Title: _____

2. Date/Place of Event: _____

Has the site been reserved? Yes No

3. Name of Organization: _____

Contact Person: _____ Title: _____

Phone: _____ E-mail: _____

Mailing Address:

4. Brief Description of Event/Approximate Number of Attendees: _____

5. Chief Administrative Officer/President _____

Phone: _____ E-mail: _____

6. Attach non-profit certification (tax-exempt status) and Certificate of Incorporation as a business in the State of Florida.

Attached: Yes No

7. Bank affiliations: _____

8. Total grant requested: _____

9. Total in-kind requested: _____

10. Sources of funds for hosting above event from other sources, i.e. cash, in-kind services, donations, grants, etc. _____

11. What benefits and positive effects will the City of Coconut Creek receive if a grant is awarded?

12. What percentage of the profits goes towards charity? What percentage towards administrative costs?

Note: You may attach additional pages, if needed.

**PROPOSED EVENT BUDGET
CITY OF COCONUT CREEK
SPECIAL EVENTS ASSISTANCE PROGRAM**

Name of Organization: _____

Name/Date of Event: _____

ANTICIPATED REVENUES

Your Organization's Contribution: \$ _____

Additional Revenue Sources:

Ticket Sales: _____

Donations, Sponsorships & Contributions: _____

Other - (List): _____

Total Anticipated Revenue: \$ _____

ANTICIPATED EXPENDITURES

Advertising and Publicity: \$ _____

Equipment Rentals: _____

Facility Rental: _____

Insurance: _____

Lodging: _____

Security/Police: _____

Printing: _____

Postage: _____

Supplies & Materials: _____

Professional Fees: _____

Technical Equipment Expenses: _____

Travel and Transportation: _____

Other: _____

Total Anticipated Event Expenditures: \$ _____

Disallowed Expenses:

Salaries, Benefits & Permanent Equipment

We hereby certify that all figures, facts and representations made in this statement are true and correct to the best of our knowledge.

Chief Administrative Officer: _____
Signature: _____ Date: _____

Chief Financial Officer: _____
Signature: _____ Date: _____



Special Events Assistance Program

In-Kind Wish List

Equipment	Value Per Item	Amount Needed	Total Value
Generator (5 KW-small)	\$255		
Generator (35 KW-medium)	\$555		
Generator (150 KW-large)	\$905		
Light Tower (4 lights/4000 watts)	\$380		
Shelter/Pavilion			
• Sabal Pines	<u>Residents</u> \$100/M-F \$200/wknds \$100 - security <u>Non-Residents</u> \$150/M-F \$250/wknds \$100 – security		
Show Mobile	\$1,500		
Tent (30X30)	\$795		
Tent (20X20)	\$520		
		Grand Total	

If your organization has been approved for a grant or in-kind services, and you require a permit, the appropriate permit will be mailed to you. Permit costs will be waived.

Any tables and chairs for events will be by rental only. Coordination of delivery and pick up on City property will be handled through the Parks & Recreation Department.

Police and Fire Services will be charged separately and will not be covered by the Special Events Assistance Program.



**City of Cooper City
Charitable Funding**

AGENCY REQUEST FOR CHARITABLE FUNDING

Agency Name: _____ Organization Type: Government
 For Profit
 501(c)3

Address: _____

1.) Give a brief description of your agency:

2.) Type of services provided:

3.) Number of years providing services? _____

4.) Total agency annual operating budget? _____

5.) Do you have contracts to provide services with other agencies or government entities?

yes

no

If Yes, please list type, amount, service contract dates and contracting agency.

6.) Do you operate any licensed programs?

yes

no

If Yes, please list license, licensing authority, license type and expiration date.

7.) Number and type of licensed personnel?

8.) Does your agency have any accreditations or certifications? If so, list accrediting organization(s).

9.) How much is this funding request for?

10.) What is the time period you are requesting these funds for? (services already delivered or yet to be delivered.)

11.) Is this funding request to assist in meeting a required match, to fund existing programs or services, or for new services? Please explain:

12.) How many individuals does your organization serve annually?

13.) How many individuals did you serve in last calendar year?

14.) Of the persons served, how many and what percentage were Cooper City residents?

15.) How many Cooper City residents do you project to serve in next calendar year?

16.) What service(s) will you provide with these funds?

17.) How do you measure your services delivered? (i.e.; what is the definition of your units of service?)

18.) Identify how many units of service in each service your agency delivered in last calendar year, and how many units of service were delivered to Cooper City residents.

Please include a copy of your most recent Certified Financial Statement

Please note: Reports of service delivery and expenditures of any funds will be required

I certify that the above information is true and accurate.

Authorized Agent: _____

Title: _____

Signature: _____ Date: _____

COMPLIANCE ASSURANCES

(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**

Authorized Agent: _____

Signature: _____ Date _____

RESOLUTION NO: 06-12-7

**A RESOLUTION OF THE CITY OF COOPER CITY,
FLORIDA, ESTABLISHING A POLICY FOR THE
SUBMITTAL, REVIEW AND AWARD OF
CHARITABLE DONATIONS FROM THE CITY OF
COOPER CITY; AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the City receives many requests from non-profit organizations for donations in order to assist them in achieving the requisite matching funds to enable such organizations to be eligible for State and Federal grants and foundation bequests; and

WHEREAS, the City Commission is desirous of adopting a policy for the submittal of such requests by non-profit organizations, the Commission's review of such requests and awards to selected organizations as a part of the budget process;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY
COMMISSION OF THE CITY OF COOPER CITY, FLORIDA:**

Section 1: Donations Policy.

Non-profit organizations organized and/or registered within the State of Florida may solicit donations from the City of Cooper City to assist them in achieving funds necessary for matching grants from the State or Federal government or private foundations, and to help fund the services offered by such organizations, in the following manner:

- A. Any such 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;

- B. Must 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;
- C. Must complete an application form as prescribed by the City Commission, as shown on Exhibit "A", attached hereto and made a part hereof by this reference, and submit same to the City Clerk's Office no later than April 15 of any calendar year for funding in the next fiscal year's budget;
- D. Applicants must demonstrate that they have provided direct delivery of services to residents of the City within the year prior to their submittal of the application.

Section 2: Review of Applications.

The City Commission shall schedule a review of the applications received, either at a regularly-scheduled Commission meeting or at a special meeting scheduled for that specific purpose. The City Commission, in its sole and exclusive discretion, shall determine which agencies and/or organizations are eligible for funding in the next fiscal year's budget. At this meeting, the City Commission shall establish a

total dollar amount to be included within the upcoming budget document.

Section 3: Funding Awards.

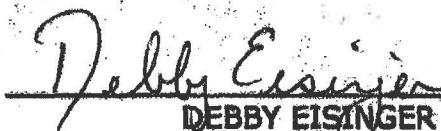
In preparing the annual budget document, City staff will budget for awards to the organization(s) which have been approved by the City Commission, based upon the following formula. The dollar value of each organization's request shall be divided by the total dollar value of all requests received and previously authorized by the City Commission. The total appropriation limit established by the City Commission, less ten percent (10%) to allow for a discretionary fund for late, special or emergency requests), shall then be multiplied by each organization's specific percentage of total authorized requests to determine the value of the donation to be made by the City to that organization. Provided, however, the following rules shall apply:

- A. No donation computed based on the formula set forth hereinabove, shall exceed the specific dollar value requested by the applicant.
- B. The City Commission may, by an extraordinary majority vote, permit the total value of a donation to a specific organization to exceed the stated formula, provided that organization has received prior donations from the City, based on the Fiscal Year 2005/2006 budget.

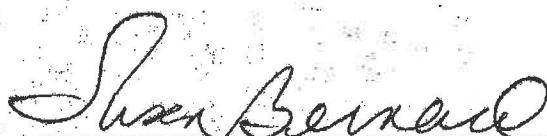
- C. Any donations made from the ten percent (10%) discretionary fund shall require an extraordinary majority vote of the City Commission.
- D. Any funds appropriated for donations and not spent for such purpose during the then current fiscal year, shall revert to the General Revenue Fund at the end of the fiscal year.

Section 4: This Resolution shall be in full force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 12th day of December, A.D., 2006.


DEBBY EISINGER
Mayor

ATTEST:


SUSAN BERNARD
City Clerk

Roll Call

Mayor Eisinger
Commissioner Roper
Commissioner Ferrara
Commissioner Valenti
Commissioner Kleiman

YES
ABSENT
YES
YES
YES



CITY OF DANIA BEACH CITY COMMISSION CHARITABLE DONATION POLICY

A Donation Review Committee, comprised of the Assistant City Manager, Recreation Director, Director of Finance, Chairperson of the Parks, Recreation and Community Affairs Advisory Board, and the Chairperson of the Marine Advisory Board, shall solicit, review, investigate, evaluate and, as a body of the whole, make recommendations regarding the annual allocation and payment of charitable donation appropriations provided within the approved City budget. In the absence of any member of the Committee, the Assistant Finance Director or Controller may serve as an alternate. The Committee recommendations will be provided to the City Manager for final review and written approval prior to any donation payment being made.

The Donation Review Committee shall solicit donation requests from Charitable Organizations on an annual basis. The solicitation will be done in April with an understanding that all charitable requests be submitted to the City Finance Department by May 15th, so as to include them for consideration in the Manager's annual budget recommendation. The Review Committee shall send annual written solicitation notices only to those organizations that received charitable funding from the City in the prior year.

The Donation Review Committee recommends that Charitable Donations pertain only to money payments made from the City to Charitable Organizations that are qualified by IRS exemption (501-C3 and the like) having no affiliations to religious entities or City business. City support of Charitable Organizations will further be restricted to those organizations providing services to persons and families that are financially and/or physically unable to provide for themselves. A further consideration of support shall be direct benefits or services provided by Charitable Organizations to residents of Dania Beach. Charitable Donations of cash by the City will not be considered for business, athletic, civic and social groups. In-kind services and use of public facilities by Charitable Organizations may be considered separately through the City's Recreation Department.

Solicitations for donations made to the City Commission during a public meeting shall be referred to the Review Committee for consideration and compliance with this policy.



ADMINISTRATION DEPARTMENT
6591 ORANGE DRIVE • DAVIE, FLORIDA 33314
PHONE: 954.797.1190 • FAX: 954.797.2065 • WWW.DAVIE-FL.GOV

June 20, 2014

FY 2014 Town of Davie Community Endowment Grants

Dear Potential Applicant:

The Town of Davie is currently accepting applications for the Fiscal Year 2015 Community Endowment Grant Program. The Town will be collecting and reviewing the agency applications and making funding recommendations to the Davie Town Council.

PLEASE NOTE THAT LIMITED FUNDING IS AVAILABLE AND FUNDING MAY NOT BE AVAILABLE IN FUTURE YEARS.

THE MAXIMUM REQUEST PER AGENCY IS \$40,000. IT IS POSSIBLE THAT ALL APPLICATIONS MAY NOT BE FUNDED OR MAY RECEIVE REDUCED AMOUNTS.

Application materials are available with this correspondence. Please submit one (1) clearly marked original application and seven (7) clearly marked copies. All application materials are due **Friday, July 18, 2014 by 5:00 p.m.** at the Town of Davie Administration Office, 6591 Orange Drive, Davie, FL 33314.

The Town Council will be holding a workshop on **Wednesday, August 6, 2014 @ 5:00 p.m.** at Davie Town Hall, 6591 Orange Drive, Davie, FL 33314 to discuss funding for the Community Endowment Grant Program. We encourage all applicants to be in attendance at this workshop. Please do not hesitate to contact me at (954) 797-1190 or via email at mtaylor@davie-fl.gov with any questions or concerns.

Sincerely,

C. Mitch Taylor, MPA
Intergovernmental Affairs Coordinator



**TOWN OF DAVIE
COMMUNITY ENDOWMENT GRANTS PROGRAM
APPLICATION REQUEST FOR FUNDING FISCAL YEAR 2015**

The Davie Town Council will consider applications for Community Endowment Grants to agencies that provide services to residents of Davie for Fiscal Year 2015 (October 1, 2014 – September 30, 2015).

PLEASE NOTE THAT LIMITED FUNDING IS AVAILABLE AND FUNDING MAY NOT BE AVAILABLE IN FUTURE YEARS. IT IS POSSIBLE APPLICATIONS MAY NOT BE FUNDED OR MAY RECEIVE REDUCED FUNDING.

Applications shall be submitted for a one year grant cycle contingent upon the following criteria:

- 1) Applicant is a nonprofit organization operating within the Town of Davie
- 2) Performance of agency against quantifiable and measurable criteria, which the agency must specify.

Application Requirements

Applicant programs/projects must align with at least one of the seven (7) Focus Areas:

- 1) Art, Music or Theater
- 2) Education
- 3) Health, Wellness or Nutrition
- 4) Shelter and Housing/Housing Counseling
- 5) Respite Care and Services
- 6) Diversity and Cultural Outreach
- 7) Training and Career Planning/Development
- 8) Emergency Assistance to Town of Davie residents

Complete and return one (1) original and seven (7) copies of the application on or before **Friday, July 18, 2014 by 5:00 p.m.** at the Town of Davie Administration Office at 6591 Orange Drive, Davie, FL 33314. All agencies receiving funding will be required to enter into contractual agreement with the Town which will specify performance and periodic financial and programmatic reporting requirements, if awarded. The Town of Davie reserves the right to determine whether submitted proposals are eligible, timely and complete, whether funding requests are appropriate and whether other considerations relating to the funding application and funding requirements have been met. All decisions of the Town Council are final and binding. Additional specific requests for follow-up information may be required by the Town of Davie from the submitting agency when the information sought is deemed necessary and in the Town's best interest.



APPLICATION COVER SHEET

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Fax No.: (____) _____

Executive Director: _____

Executive Director Email: _____

Name/Title of Grant Contact: _____

Grant Contact Email: _____

Endowment application must be signed by the applicant's Executive Director. 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.

Print Name: _____

Signature: _____

Date: _____



INFORMATION ON THE PROPOSED FY 2015 PROGRAM/PROJECT

- I. BRIEF STATEMENT OF AGENCY PURPOSE AND MISSION (500 words maximum)

- II. WHAT PROGRAM/PROJECT WAS THE PREVIOUS FISCAL YEAR (FY2014) COMMUNITY ENDOWMENT FUNDING UTILIZED FOR?
Please indicate your organization's fiscal year (Starting MM/DD – Ending MM/DD)

- III. PROGRAM/PROJECT DESCRIPTION TO BE FUNDED BY COMMUNITY ENDOWMENT GRANT FUNDS (500 words maximum)

- IV. PROGRAM/PROJECT NEEDS AND OBJECTIVES (700 words maximum)
 - Why is this program/project essential to Town of Davie residents? What focus area(s) will the program/project address?

- V. HISTORICAL AND ANTICIPATED BENEFITS AND OUTCOMES
Please indicate your organization's fiscal year (Starting MM/DD – Ending MM/DD): (1,000 words maximum)

Please address the following:
 - Total number of clients, recipients or participants served by the program/project in FY2013 and to date in FY2014.
 - Number of Davie residents served by the program/project in FY2013 and to date in FY 2014.
 - Include the anticipated number of Davie recipients or participants to be served with this funding.

- VI. WHAT METHODOLOGY WILL BE USED FOR EVALUATING THE PROGRAM'S PERFORMANCE (300 words maximum)



**VII. INDICATE COMMUNITY COLLABORATIONS AND PARTNERSHIPS
(IF APPLICABLE) (500 words maximum)**

- Briefly explain the collaborations (e.g., agencies, programs and individuals), if applicable. Letters of support must be attached from referenced collaborators. (See Attachment D)

VIII. BUDGET

(Please use table provided below. You may add additional rows, if necessary)

- What is the annual program/project cost? Provide the amount of funds requested and secured for the program/project. Secured funds may be from other grant sources or the applicant's budget. Please provide a description for items included in the budget that will not be used for direct assistance to Davie residents. Also, explain how these purchases will benefit Davie residents.

PLEASE NOTE: Town of Davie Community Endowment funds can only be used for Davie residents.

BUDGET ITEM	PROGRAM COST (\$)	GRANT AMOUNT REQUESTED (\$)	OTHER FUNDING SOURCES (\$)	MATCHING FUNDS (\$)	TOTAL (\$)
TOTAL					

- What is the estimated cost of providing services per Davie participant? How many Davie residents does your organization expect to provide services to in FY15? How many Davie residents were recipients of your agency services in FY14?
- Estimate of total agency revenues and expenditures.

FISCAL YEAR	REVENUE	EXPENDITURES
FY2014	\$	\$



IX. OTHER TOWN FUNDING SOURCES AND AGENCIES:

- List all funds received from ALL Town sources and agencies during the preceding five (5) fiscal years. Examples of other municipal funding sources would include the Community Endowment, the Community Redevelopment Agency, CDBG funding, etc.

Please indicate your organization's fiscal year (Starting MM/DD – Ending MM/DD).

X. ATTACHMENTS

- Attachment A: Staff Background and Qualifications
- Attachment B: Attach the most recent audited financial statement. If agency does not have a certified audit, submit a compilation of financial statements, including income statement and balance sheet for the most recent year.
- Attachment C: Attach the most recent letter from the Internal Revenue Service (or other evidence) determining the tax-exempt status under section 501 (C) (3), 501(C) (4), or 501(C) (6) of the Internal Revenue Code. Attach the most current 990 if your organization is required to file this document.
- Attachment D: Attach letters of community support for the proposed program/project.

CITY OF DELRAY BEACH
APPLICATION FOR CHARITABLE AND
BENEVOLENT CONTRIBUTION REQUEST
FOR FISCAL YEAR

APPLICANT INFORMATION:

Agency: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name/title of
Contact Person: _____
Phone: _____

AGENCY INFORMATION:

Please indicate which of the following criteria your organization meets:

tax exempt status under Internal Revenue Code 501(c)3. Please include a copy of your notification letter.

Not a Private Foundation as defined under Internal Revenue Code 509.4.

Volunteer Board of Directors is the governing body.

Independent audit is performed each year. If so, please include.

Annual budget is approved by the Board of Directors. Please include.

BLACK COPY OF LAST TAX RETURN OR AUDIT REPORT.

Please outline the intended use of the requested fluids.

What public benefit (educational, economic, health, etc.) will result from funds received from the City?

APPLICATION FOR CHARITABLE AND
BENEVOLENT CONTRIBUTION REQUEST
Page 2

How many participants are currently utilizing your agency's program? _____

Of the total, how many are residents of Delray Beach? _____

Geographic Area(s) Served: _____

What is the total cost of your program? _____

Please list those special event fund raising opportunities held in the City of Delray Beach in which your agency participated or provided volunteers and the number of volunteers provided at each:

Special Event

Number of Volunteers Provided

Please list the other sources and amounts of revenue being requested this fiscal year.

Has your organization received funding from the City of Delray Beach in the past? If so please indicate the amount and year.

Please provide a Needs Statement (Why do you need the money?) explaining the reasons for your project and your request for funding. This statement should be a paragraph in length and provide specific and measurable information.

Application for Charitable and
Benevolent Contribution Request

Page 3

Provide an Outcome Statement (What will be accomplished with the money?) explaining the impact as a result of obtaining funding from the City. This statement should be a paragraph in length and provide specific and measurable information.

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

As a condition of being funded, the recipient organization shall submit two Status Reports to the City Manager. These reports should be submitted as designated in the award letter. These reports need to address how the use of City funding has impacted the expected outcome as provided in the Outcome Statement. These reports need to include measurable evaluation information and should not exceed one page in length.

Failure to submit these Status Reports may jeopardize approval of future requests for funding.

The undersigned is submitting this application on behalf of the agency.

Signature

Date

Name (Print)

Title



City of Pembroke Pines, FL

Agenda Request Form

10100 Pines Blvd.
Pembroke Pines, Florida
33026
www.ppines.com

Agenda Number: 21.

File Number: 08-0853

File Type: Commission Items

Status: Passed

Version: 0

Reference:

Controlling Body: City Commission

Requester:

Initial Cost:

Introduced: 06/13/2008

File Name: Charitable Funds Request Form

Final Action: 06/18/2008

Title: MOTION TO APPROVE PROPOSED APPLICATION FORM FOR CHARITABLE REQUESTS FROM THE CITY.

Notes:

Attachments: 1. Draft-Charitable Funds Request Form

Agenda Date: 06/18/2008

Agenda Number: 21.

Enactment Date:

Enactment Number:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	City Commission	06/18/2008	amend				Pass
0	City Commission	06/18/2008	approve				Pass

SUMMARY EXPLANATION AND BACKGROUND:

1. The City Manager has requested staff to develop an application for competing charitable requests from the City.

2. The proposed form was created to provide details and background information about the group requesting donations. This form will assist the Commission in selection process.

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** None
- b) **Amount budgeted for this item in Account No:** Not Applicable
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable
- d) **5 year projection of the operational cost of the project** Not Applicable
- e) **Detail of additional staff requirements:** Not Applicable



City of Pembroke Pines, FL

Agenda Request Form

10100 Pines Blvd.
Pembroke Pines, Florida
33026
www.ppinies.com

Agenda Number: 21.

**LOCAL FUNDS/CHARITABLE REQUEST APPLICATION
CITY OF PEMBROKE PINES**



DRAFT

Organization Profile

Organization Name:		
Organization Leader:		Title:
Mailing Address:		
Zip Code:	City:	County:
Phone:	Email Address:	
Website:		Non for Profit Status:
Organization Budget:		
Tax ID:		
Board Chair:		Phone:
Board Members:		Phone:

The Request

Purpose: to		
Request Contact:		Phone:
Request Amount:		Total Budget:
Program Area :		

What is the opportunity or problem you want to address? What is the benefit to the City and its citizens?

Who will this request serve?

Age Group:	Race/Ethnicity:
Gender:	Income:
Other population characteristics:	

Strategy: How would you use the funds to address this problem or opportunity?

Finances

Total Project Expenses: \$ _____

Amount Requested: \$ _____

Financial Support: Indicate funds that are already committed to this proposal (Committed) and requests for support you have submitted and are under active consideration (Pending Requests).

Funding Source	Funds Already COMMITTED to this Project/Program	Funds Currently PENDING for this Project/Program
TOTAL		

Budget for this Proposal: Use this form for program or operating support requests.

Budget Line Items	To be paid by Local Funding	To be paid by other sources	TOTAL
Personnel	\$	\$	\$
Consultants/Professional Services	\$	\$	\$
Operating Expenses	\$	\$	\$
Building Expenses	\$	\$	\$
Other (specify):	\$	\$	\$
TOTAL PROJECT EXPENSES	\$	\$	\$

In-kind Support: Describe in-kind support for the project, including volunteer activities and contributions received for items such as office space, office equipment, program supplies, etc.

Future Funding: The City does not commit to continued funding. Outline your plan to secure funding support for **THIS** project, once funds are expended. Be as specific as possible, including the names of particular institutions or groups, and your history of mobilizing funds from these sources including funding amounts.

Organization Background

Describe the mission and summarize the history of the organization. Be sure to include the organization's main activities and programs. In addition, describe the organization's target group or participant.

Authorizing signatures (Typing in your name acts as your signature):

Organization Leader:	Title:	Date:
Board Chair:	Title:	Date:

RESOLUTION NO. 2005-71

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WESTON, FLORIDA, ESTABLISHING SPECIFIC CRITERIA, DOCUMENTATION REQUIREMENTS AND PROCEDURES FOR CHARITABLE CONTRIBUTIONS.

WHEREAS, Section 7.04 entitled "Charitable contributions" of the City Charter was amended by a referendum vote on November 2, 2004; and

WHEREAS, prior to the amendment, this charter section prohibited the City from making charitable contributions; and

WHEREAS, the revised Section 7.04 allows for the City to make charitable contributions in certain circumstances, providing that the total amount of all contributions to such entities shall not exceed \$25,000.00 per year, and provides that the City Commission shall establish specific criteria, documentation requirements and procedures for such charitable contributions; and

WHEREAS, the City Commission believes that it is in the best interest of the City to establish such criteria, documentation requirements and procedures for charitable contributions.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Weston, Florida:

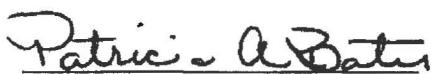
Section 1: The foregoing recitals contained in the preamble to this Resolution are incorporated by reference herein.

Section 2: The specific criteria, documentation requirements and procedures for charitable contributions are established, as set forth in Exhibit "A," attached hereto.

Section 3: This Resolution shall take effect upon its adoption.

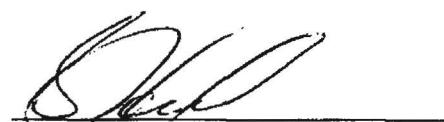
ADOPTED by the City Commission of the City of Weston, Florida, this 2nd day of May 2005.

ATTEST:


Patricia A. Bates, City Clerk

Approved as to form and legality
for the use of and reliance by the
City of Weston only:


Jamie Alan Cole, City Attorney


Eric M. Hersh, Mayor

Roll Call:

Commissioner Stermer	Yes
Commissioner Henriksson	Yes
Commissioner Chermak	Yes
Commissioner Cheren	Yes
Mayor Hersh	Yes

EXHIBIT "A"

PROCEDURES FOR CHARITABLE CONTRIBUTIONS

1. Charter Provision.

Section 7.04. Charitable contributions. The City shall not make any charitable contribution to any person or entity, except as provided in this Section. The City may make charitable contributions to entities that are exempt under the Internal Revenue Code, 26 USC Sec. 501 (c)(3), and provide goods and/or services that directly and substantially benefit individuals in the City, provided that the total amount of all contributions to such entities shall not exceed \$25,000.00 per year. The City Commission shall establish specific criteria, documentation requirements and procedures for such charitable contributions.

2. Specific Criteria and Documentation Requirements.

a. Criteria. All charitable organization applicants shall meet all of the following criteria in order to be considered by the City Commission for charitable contributions:

i. The Charitable organization ("Organization") must be exempt under the Internal Revenue Code, 26 USC Sec. 501 (c) (3);

ii. The Organization must provide goods and/or services that directly and substantially benefit individuals in the City;

iii. The Organization must have been established for a minimum of one year prior to the date of application, and must have been providing goods and/or services to City residents for at least one year prior to the date of application; and

iv. The requested funding must be required by federal, state or local law in order for the Organization to obtain matching funds.

b. Documentation. As part of the application process, described below, the Organization shall submit the following documentation to the City:

i. Documentation proving its 501(c)(3) status or proof of an application in process;

ii. A detailed description as to how the organization directly and substantially benefits individuals in the City, including placing a value on the services provided;

iii. Financial statements and a proposed budget describing how the required funds will be spent;

iv. A brief description of the Organization;

v. Corporate registration documents;

vi. Documentation showing that the Organization has been providing goods and/or services to City residents for at least one year prior to the date of application; and

vii. Documentation showing that the requested funding is required by federal, state or local law in order for the Organization to obtain matching funds.

3. Funding, Application and Allocation Process.

a. Funding. The total amount available for all contributions shall be established by the City Commission within the fiscal year budget of the City. The total amount of all contributions to Organizations shall not exceed \$25,000.00 per year.

b. Applications. Organizations requesting funding shall submit a written application prior to noon on the first business day in December. The City Manager shall review each application to determine compliance with the charter requirements and criteria set forth herein and shall present all qualified Organization applicants to the City Commission at the earliest available Commission meeting.

c. Allocation. Decisions by the City Commission shall be based upon written submissions. Notwithstanding the amount of money appropriated in the budget for charitable contributions, upon review of the applications, the City Commission may choose to contribute a lesser amount. The City Commission shall not contribute an amount of money to any Organization that exceeds that Organization's requested amount or that exceeds the required matching fund amount for that Organization.

The following allocation method shall be utilized:

The Mayor and each Commissioner shall be given 20 points to allocate to all Organizations that have applied for funding. If an Organization receives at least 21 points, it shall be deemed eligible for funding, but if it receives less than 21 points it shall be deemed ineligible. The amount of funding for each Organization shall be equal to the number of points received divided by the total available number of points (excluding points given to Organizations that did not receive at least 21 points), multiplied by the total amount of money to be allocated.

Example:

\$25,000 total allocated, 5 Organizations apply to the City:

Organization 1 receives 38 points
Organization 2 receives 28 points
Organization 3 receives 22 points
Organization 4 receives 8 points
Organization 5 receives 4 points

The total amount of points (excluding the Organizations that did not receive at least 21 points) is 88 points.

Calculations:

Organization 1: 38 divided by 88 multiplied by \$25,000 = \$10,795.00
Organization 2: 28 divided by 88 multiplied by \$25,000 = \$7,955.00
Organization 3: 22 divided by 88 multiplied by \$25,000 = \$6,250.00

RESOLUTION NO. 2013-0009

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, AUTHORIZING THE CITY OF WILTON MANORS' SPONSORSHIP OF PROGRAMS AND EVENTS ORGANIZED BY AND PROMOTED BY CERTAIN CHARITABLE ORGANIZATIONS; CONFIRMING COMPLIANCE WITH SECTION 1-19(C)(5)A.4. OF THE BROWARD COUNTY CODE OF ORDINANCES AS ADOPTED PURSUANT TO COUNTY ORDINANCE 2011-19; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 11, 2011, the Board of County Commissioners of Broward County, Florida, adopted Ordinance No. 2011-19, which implemented a Code of Ethics for elected municipal officials, and went into effect January 2, 2012 (“Code of Ethics”); and

WHEREAS, the Code of Ethics prohibits a City Commissioner from using City staff or resources for charitable solicitations on behalf of not-for-profit organizations; however, Section 1-19(c)(5)a.4. of the Code of Ethics permits the use of City staff and resources if the charitable organization or fundraising event is sponsored by the respective governmental entity; and

WHEREAS, the City Commission adopted Resolution No. 3772 on February 13, 2012, authorizing sponsorship of programs and events by charitable organizations; and

WHEREAS, the City desires to amend the list of charitable organizations set forth on Exhibit A to Resolution 3772; and

WHEREAS, the City has formed or supports a number of charitable organizations, including those listed on **Exhibit “A”** which is attached hereto and incorporated herein; and

29 **WHEREAS**, the City Commission desires to continue the sponsorship relationship
30 with those charitable organizations listed on **Exhibit “A”** and any future charitable
31 organization formed by the City, and provide a mechanism for the City’s elected officials
32 to use City staff and resources for the purpose of soliciting on behalf of those charitable
33 organizations listed on **Exhibit “A”** and any future charitable organization formed by the
34 City, consistent with the provisions of the Code of Ethics; and

35 **WHEREAS**, the City Commission finds that the adoption of this Resolution
36 reaffirms the pre-existing relationship between the City and those charitable organizations
37 listed on **Exhibit “A”**, is consistent with the requirements of the Code of Ethics, and will
38 serve a municipal and public purpose by enabling the City and those charitable
39 organizations listed on **Exhibit “A”** to procure funding for charitable purposes within the
40 City; and

41 **WHEREAS**, the City Commission finds that the sponsorship of programs and
42 events organized by and promoted by those charitable organizations listed on **Exhibit “A”**,
43 as well as any future charitable organization formed by the City, is in the best interest of
44 the health, safety, and welfare of the residents and citizens of the City of Wilton Manors.

45 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF
46 THE CITY OF WILTON MANORS, FLORIDA, THAT:**

47 **Section 1.** The aforementioned "Whereas" clauses are hereby ratified and
48 confirmed as being true and correct and are incorporated herein.

49 **Section 2.** The City Commission of the City of Wilton Manors, Florida,
50 approves the City of Wilton Manors’ sponsorship of those charitable organizations listed
51 on **Exhibit “A”**, and any future charitable organization formed by the City, in accordance

52 with the Code of Ethics. The City Commission authorizes the respective City officials to
53 take all actions consistent with this Resolution.

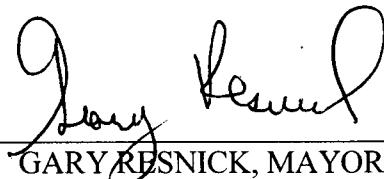
54 **Section 3.** All resolutions or parts of resolutions in conflict herewith, be and the
55 same are repealed to the extent of such conflict.

56 **Section 4.** If any Section, sentence, clause or phrase of this Resolution is held to
57 be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall
58 in no way affect the validity of the remaining portions of this Resolution.

59 **Section 5.** This Resolution shall become effective immediately upon its passage
60 and adoption.

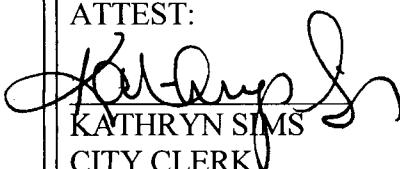
61 **PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF**
62 **WILTON MANORS, FLORIDA, THIS 22nd DAY OF JANUARY 2013.**

63 CITY OF WILTON MANORS, FLORIDA

64 By: 

65 GARY RESNICK, MAYOR

66 ATTEST:

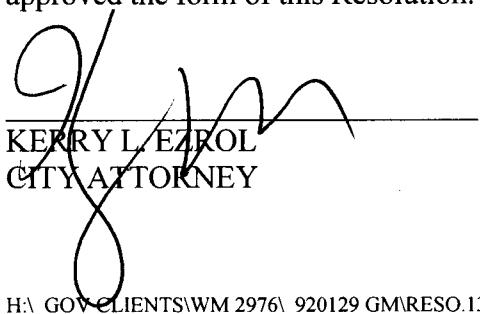
67 
68 KATHRYN SIMS
69 CITY CLERK

70 RECORD OF COMMISSION VOTE

71 MAYOR RESNICK
72 VICE MAYOR CARSON
73 COMMISSIONER GALATIS
74 COMMISSIONER GREEN
75 COMMISSIONER NEWTON

Aye
Aye
Aye
Aye
Aye

76 I HEREBY CERTIFY that I have
77 approved the form of this Resolution.

78 
79 KERRY L. EZROL
80 CITY ATTORNEY

81
82
83
84
85
86
87
88
89 H:_GOV\CLIENTS\WM 2976\920129 GM\RESO.13\2013-0009 (Adopt Ord. 2011-19 code of ethics for elected municipal officials-charitable organizatios) (01.22.13 mtg).doc

EXHIBIT “A”

Aging and Disability Resource Center of Broward County
American Cancer Society
The Broward County League of Cities, Inc.
Broward House, Inc.
Family Central, Inc.
Florida Initiative for Suicide Prevention
Friends of the Wilton Manors Library, Inc.
Gilda's Club of South Florida, Inc.
Kids in Distress, Inc.
Kiwanis Club of Wilton Manors Florida, Inc.
National Voices for Equality Education and Enlightenment, Inc.
North East Little League, Inc.
Oakland Park/Wilton Manors Council of the Greater Fort Lauderdale Chamber of Commerce
Pace Center for Girls Broward
Poverello Center, Inc.
Pride Center at Equality Park
Rainbow Business Coalition of Greater Fort Lauderdale
Sunserve (Sunshine Social Services, Inc.)
Taste of the Island
The Island City Foundation, Inc.
Wilton Manors Business Association
Wilton Manors Community Affairs Advisory Board (CAAB)
Wilton Manors Elementary/PTA
Wilton Manors Historical Society, Inc.
Wilton Manors Development Alliance, Inc.
Women in Distress of Broward County



CITY OF WILTON MANORS

"THE ISLAND CITY"

COMMISSION AGENDA REPORT

MEETING DATE: January 22, 2013

From: Joseph L. Gallegos, City Manager
Prepared by: Leigh Ann Henderson, Asst. City Manager

- (a) **Subject:** Resolution No. 2013-0009 Recognizing and Authorizing the City Commission's Support of Programs and Events Sponsored and Promoted by Certain Charitable Organizations in Compliance with the requirements of Section 1-19(C)(5)A.4 of the Broward County Code of Ethics Ordinance 2011-19.
- (b) **City Manager Recommendation:** Recommend Approval
- (c) **Report In Brief:** The above referenced section of the Broward County Code of Ethics Ordinance exempts "the actions of local elected officials in connection with charities or fundraising events sponsored by the official's governmental entity". Approval of Resolution No. 2013-0009 updates the list of charitable organizations previously adopted by Resolution No. 3772 on February 13, 2012 (exhibit "A" of the Resolution) which the City has supported directly and/or assisted in fund-raising.
- (d) **Discussion:** The City desires to continue the sponsorship relationship with these non-profits and charitable entities or with future charitable organizations formed by the City and to provide a mechanism for the City's elected officials to use City staff and resources for the purpose of soliciting on behalf of those organizations.
- (e) **Strategic Plan Consistency:** Approval of the Resolution would further Goal No. 1: Sustainable Urban Village; Objective No. -5: Maintaining a Distinctive Community Identity; and Goal No. 3: Strong Community Identity and Pride; Objective No. -2: Strong Working Partnerships and Relationships: Citizens, Community Organizations, Businesses, City.
- (f) **Concurrences:** City Attorney
- (g) **Fiscal Impact:** Continued ability to support the charitable organizations listed in Exhibit A

(h) Alternatives: None suggested.

(i) Attachments: Resolution No. 2013-0009

Articles of Incorporation

of

The Wilton Manors Foundation, Inc.

ARTICLEI

NAME

The name of this corporation shall be: The Wilton Manors Foundation, Inc. The principal address of this corporation shall be 524 Northeast 21st Court, Wilton Manors, Florida 33305.

ARTICLEII

ENABLING LAW

This corporation is organized pursuant to Chapter 617, Florida Statutes, as a corporation not-for-profit.

ARTICLEIII

PURPOSE

The purposes for which this Corporation are organized are exclusively charitable, cultural, scientific and educational, within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended and the Regulations promulgated thereunder, being principally to promote and support public purposes benefitting the residents of Wilton Manors, Florida, including: activities in the Arts; various social services; construction or restoration of public facilities; improvement or expansion of programs in law enforcement, education, recreation, economic

development, and so forth; address public emergencies as they may arise; establish an endowment fund for the purpose of generating a permanent dedicated revenue source for generating well defined public benefits; and other similar purposes, generally supplementing or complementing other resources available to the City, and/or accomplishing needed projects which cannot be undertaken with other revenues or for which available revenues are insufficient.

Toward that end, the Corporation shall be empowered to:

1. Take and hold, by bequest, gift, grant, purchase, lease, or otherwise, any property, tangible, or intangible, or any undivided interest therein, without limitation as to amount or value;
2. To contract for the operation or management of any part of a program or facility;
3. To contract for the operation of concessions in or about a facility or, at the Board of Directors' discretion, operate such concessions as they deem desirable (e.g., for public festivals);
4. To advertise and promote within or without the State as to facilities and activities of the Corporation;

5. To sell, convey, or otherwise dispose of, any such property, and to invest, reinvest, or deal with, the principle thereof, or the income therefrom, in such manner as, in the judgment of the Corporation's Board of Directors, will best promote the purposes of the Corporation, and without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received, these Articles of Incorporation, the By-Laws of the Corporation, or any other law applicable thereto;
6. To receive income from various sources, including grants, fees, entrance charges, rent, loans, and/or any other appropriate source determined to be necessary to carry out the purposes of the Corporation, and to determine the best use of those receipts through preparation of annual budgets, approved by the Board of Directors with the advice and guidance of a Certified Public Accountant and other professionals as warranted;
7. To have and exercise any and all powers conferred upon corporations, both for profit and not for profit, under the statutes of the State of Florida, provided, however, that this Corporation is not empowered to engage in any activity that in itself is not in furtherance of its purposes as set forth above;

8. Other provisions of these Articles of Incorporation notwithstanding, this Corporation shall not carry on any other activities not permitted to be undertaken by: a) a corporation exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future United States Internal Revenue law, or b) a corporation to which contributions are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1986, or any other corresponding provisions of any future United States Internal Revenue law;
9. To the extent permitted by law, to exercise its rights, powers, and privileges by holding meetings of its members and the Board of Directors, and by having one or more offices, by employing personnel, and by establishing branches, subdivisions, and agencies, in any part of the world;
10. Alone, or in cooperation with other persons or organizations, to do any and all lawful acts and things which may be necessary, useful, suitable, or proper, for furtherance, accomplishment, or attainment of any or all of the purposes or powers of the Corporation, provided, however, that the Corporation may not exercise any power, either expressed or implied, in such a manner as would disqualify the Corporation from exemption

from income tax under Section 501 (c)(3) of the Internal Revenue Code;

11. Notwithstanding the powers and purposes enumerated elsewhere in these Articles, the Corporation shall be restricted as follows: no part of the net earnings of the Corporation shall inure to the benefit of any Board member, other member, officer, or other associate or representative of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation in effecting one or more of its purposes), and no Board member, other member, officer, or private individual, shall be entitled to share the distribution of the Corporation's assets upon dissolution of the Corporation;

12. No substantial part of the activities of the Corporation shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLEIV

TERM

The period of the duration of this Corporation is perpetual, unless dissolved

according to law.

ARTICLEV

INCORPORATORS

The name and residence of the subscribers to these Articles of Incorporation are:

Mr. King Wilkinson, Mr. John P. Seiler, Mr. John Fiore, Ms. Gloria O'Gorman, and Mr. Rich Pratt.

ARTICLEVI

QUALIFICATIONS OF MEMBERS

The qualification of members of the Corporation, the authorized number, and the manner of admission of members to this Corporation, the different classes of membership, if any, the privilege of voting and other rights and privileges of members, the liability of members and/or dues or assessments, and the method of collection thereon in the termination and transfer of membership, shall be as set forth in the By-Laws of this Corporation.

ARTICLEVII

MANAGEMENT OF CORPORATE AFFAIRS:

- A. Board of Directors: The powers of this Corporation shall be exercised, its properties controlled, and its affairs conducted by the Board of

Directors. The Directors shall be the members of the duly elected City Council of Wilton Manors, Florida.

B. Employment of Staff: the Board of Directors may retain staff for the purpose of conducting day-to-day management and supervision of Corporation affairs, consistent with policies and directions set by the Board, and with the qualifications and provisions outlined in the By-Laws.

ARTICLEVIII

REGISTERED OFFICE AND AGENT

The address of the Corporation's initial registered office in the State of Florida:

City Hall
524 Northeast 21st. Court
Wilton Manors, Florida 33305

The name and address of this Corporation's initial registered agent is:

Kerry L. Ezrol, Esquire
c/o Josias, Goren, Cherof, Doody, and Ezrol, P.A.
Suite 200
3099 East Commercial Boulevard
Fort Lauderdale, Florida 33308

ARTICLEIX

BY-LAWS

By-Laws will be hereinafter adopted at the first meeting of the Board of Directors. Such By-Laws may be amended or appealed in whole, or in part, in the

manner provided therein. Any amendment to the By-Laws shall be binding on all members of this Corporation.

ARTICLEX

AMENDMENTS OF ARTICLES

Amendments to these Articles of Incorporation may be proposed by a Director and presented to a quorum of the Board of Directors for their vote; amendments may be adopted by a vote of a majority of members of the Board of Directors of the Corporation.

ARTICLEXI

DISSOLUTION

In the event of dissolution of this Corporation, the residual assets of the Corporation will be distributed to one or more organizations of the type described in Sections 501 (c)(3) and 170 (c)(2) of the Internal Revenue Code of 1986, and corresponding provisions of any subsequent federal tax laws, or to the federal, state, or local government, for exclusive public purposes and use. Any assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principle office of the Corporation is located, exclusively for such purposes or to organizations as a court shall determine, which are organized and operated exclusively for the charitable purposes as described in Sections 501(c)(3) and 170(c)(2).

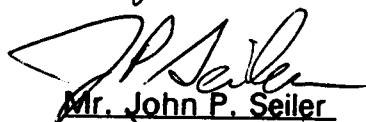
ARTICLEXII
NONDISCRIMINATION

No person shall be denied membership, association with, participation in the programs of, or other involvement with the business and services of the Corporation on the basis of race, creed, national origin, age, sex, handicap, or religion.

This principal shall be reflected in the By-Laws, and in the policies and programs subsequently enacted by the Board.

IN WITNESS WHEREOF, the undersigned Incorporators have executed these Articles of Incorporation, for the purpose of forming this Corporation, not-for-profit, under the laws of the State of Florida, this 25th day of June, 1997.


Mr. King Wilkinson


Mr. John P. Seiler

Mr. King Wilkinson

Mr. John P. Seiler


Mr. John Fiore


Ms. Gloria O'Gorman


Mr. Rich Pratt


Gloria O'Gorman

State of Florida)

County of Broward)

Before me, the undersigned King Wilkinson, John P. Seiler, John Fiore, Gloria O'Gorman, Rich Pratt, personally appeared Mr. King Wilkinson, Mr. John P. Seiler, Mr. John Fiore, Ms. Gloria O'Gorman, and Mr. Rich Pratt, who, being first duly sworn, acknowledged to me that they are the persons described as the Incorporators of, and the ones who executed, the foregoing Articles of Incorporation, and that they executed the same for the purposes therein expressed.

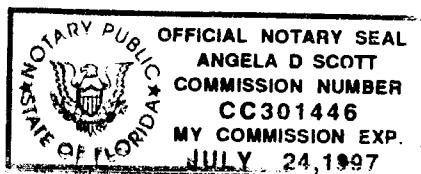
Witness my hand and seal this 25 day of June, 1997.

ANGELA D. SCOTT
Angela D. Scott

Notary Public, State of Florida at large

My commission expires:

(NOTARY SEAL)



Having been named to accept service of process for the Wilton Manors Foundation, Inc., at the place designated in the foregoing Articles of Incorporation, I hereby agree to act as a Registered Agent, and I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties.

Dated this 24th day of June, 1997

Kerry L. Ezrol, Esquire

Registered Agent

State of Florida

County of Broward

Before me, the undersigned officer, Kerry L. Ezrol, personally appeared, Kerry L. Ezrol, Esquire, who being first duly sworn, acknowledged to me that he is the person described as the Registered Agent in, and the one who executed, the foregoing Articles of Incorporation, and that he executed the same for the purposes therein expressed.

Witness my hand and seal this 25th day of June, 1997.

Angela D. Scott

Notary Public State of Florida

at large. My commission expires:

(NOTARY SEAL)

