



**MEETING AGENDA
SESSION OF THE PARKS & RECREATION ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, AUGUST 14, 2024 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MINUTES**
 - 2.A Approval of the meeting minutes from June 12, 2024.
- 3. HEAR AUDIENCE**
- 4. DISCUSSION**
 - 4.A Director's Report
 - 4.B Policy changes for Fee Waiver's and Community Benefit Grant
 - 4.C Discussion of the 2025 Florida Recreation Development Assistance Program (FRDAP) grant application in the amount of \$50,000 for improvements to Quail Hollow Park.
 - 4.D Discussion of the 2025 Florida Recreation Development Assistance Program (FRDAP) grant application in the amount of \$50,000 for improvements to Mill Slough Park.
- 5. NEW BUSINESS**
 - 5.A Community Benefit Grant
- 6. HEAR CHAIRMAN AND BOARD MEMBERS**
- 7. ADJOURNMENT**

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the Parks & Recreation Advisory Board with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 2.A

Approval of the meeting minutes from June 12, 2024.

Item Details

Attachment(s):

1. PARAB Meeting Minutes 6.12.2024 w.exhibits



MEETING MINUTES
SESSION OF THE PARKS & RECREATION ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, JUNE 12, 2024 AT 6:00 PM

1. **MEETING CALLED TO ORDER** **Members Present:** Board Member M. Hannan Khan, Board Member Albert Dorsey, Board Member Edward Kilroy, Board Member Robin Wright, Board Member Manuel Gomez, Board Member Seewdat "David" Anderson, Board Member Vanessa Alvarez
Staff Present: Parks & Recreation Director Steve Lackey, Assistant City Attorney Curtis McGehee, Events & Venues Manager Kayla Rogers, Events & Venues Assistant Manager Maude Garrett and Financial Analyst Andrea Campbell
Members Absent: Board Member Hamza Godil, Board Member Linda McCoy

Board Chair Edward Kilroy called the meeting to order at 6:02 pm.

2. **MINUTES**

- 2.A Approval of Meeting Minutes from April 10, 2024.

Board Member Robin Wright made a motion to approve the minutes as presented. Board Member Hannan Khan seconded the motion.

AYE: Board Member Hannan Khan, Board Member Albert Dorsey, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Manuel Gomez, Board Member Seewdat "David" Anderson, Board Member Vanessa Alvarez.

NAY: None

Motion to 7 - 0.

3. **HEAR AUDIENCE** No one was present for Hear the Audience.

4. **DISCUSSION**

5. **NEW BUSINESS**

- 5.A Director's Report

Parks and Recreation Director Steve Lackey gave an introduction to new Events & Venues Assistant Manager Maude Garrett and reviewed the completed and project in progress. They included Lancaster Ranch Park, Oak Street Pavilion, Fortune Road Bull Pens and LED field lighting, and a possible KaBOOM grant opportunity.

Upcoming events include Juneteenth, 4th of July and Fandom.

- 5.B Fee Waiver Grants Period I

Board Chair Edward Kilroy informed the board that the Soulful Thanksgiving event would be pulled until they can produce their tax-exempt document. The Gala will still be scored for now until the policy change is approved by the City Commission. The signature events will be \$3,000 or the cost of public services, whichever is greater.

Each board member read their scores for each of the presented Fee Waiver Grant applications (EXHIBIT A). The scores were entered into the scoring spreadsheet (EXHIBIT B) and the amounts set by policy and then voted on. There were spokespeople present for the Orlando Japan Festival and the CAFA association.

Fee Waiver Grants - Period I:

- VIVA Osceola - Public Safety/Service Costs

- Takeaway Youth - \$1,661.40
- Boo on Broadway - Public Safety/Service Costs
- Orlando Japan Festival - Public Safety/Service Costs
- CAFA Christmas Gala - \$1,793.60

Board Chair Edward Kilroy made a motion to approve a waiver of the public safety/service costs of VIVA, Boo on Broadway and Orlando Japan events. Board Member Vanessa Alvarez moved the motion and Board Member Albert Dorsey seconded the motion.

AYE: Board Member M. Hannan Khan, Board Member Albert Dorsey, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Manuel Gomez, Board Member Seewdat "David" Anderson, Board Member Vanessa Alvarez

NAY: None

Motion to 7 - 0.

Board Chair Edward Kilroy made a motion for the Takeaway Youth Conference and the CAFA Christmas Gala for a total of \$3,455 in waived fees as presented. Board Member Hannan Khan moved the motion and Board Member Vanessa Alvarez seconded the motion.

AYE: Board Member M. Hannan Khan, Board Member Albert Dorsey, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Manuel Gomez, Board Member Seewdat "David" Anderson, Board Member Vanessa Alvarez

NAY: None

Motion to 7 - 0.

5.C Community Benefit Grant

Each board member read their scores for the presented Community Benefit Grant application (EXHIBIT C). The scores were entered into the scoring spreadsheet (EXHIBIT D).

Community Benefit Grant

- Youth National Championship PreSeason Nationals - \$2,242.86

Board Chair Edward Kilroy made a motion to approve an amount of \$2,242.86 to the Youth National Championship PreSeason Nationals. Board Member David Anderson moved the motion and Board Member Robin Wright seconded the motion.

AYE: Board Member M. Hannan Khan, Board Member Albert Dorsey, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Manuel Gomez, Board Member Seewdat "David" Anderson, Board Member Vanessa Alvarez

NAY: None

Motion to 7 - 0.

- 6. HEAR CHAIRMAN AND BOARD MEMBERS** Board Member Vanessa Alvarez informed the group that Board Member Linda McCoy was absent tonight due to the passing of her daughter. The board gave their condolences.
- 7. ADJOURNMENT** There being no further business to come before the Parks and Recreation Board Chairman Edward Kilroy adjourned the meeting at 06:39 PM.

Board Chairman

ATTEST:

Board Secretary

EXHIBIT A

FEE WAIVER GRANT RANKING FORM

Organization Name: The Osceola Chamber

Event Name: Viva Osceola

Event Date: October 6, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	100

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00 Previous Year's Fee Waiver Award: \$3,895.00

Public Safety Expenses: \$3,950

FEE WAIVER GRANT RANKING FORM

Organization Name: Talents for Christ

Event Name: The Takeaway Youth Conference

Event Date: October 12, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	15
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	20
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	15
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	50
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: Kissimmee Main Street Program, Inc

Event Name: Boo on Broadway

Event Date: October 25, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY:

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** \$6,187.00

Public Safety Expenses: \$9,001

FEE WAIVER GRANT RANKING FORM

Organization Name: Japan Association of Orlando

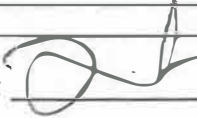
Event Name: Orlando Japan Festival 2024

Event Date: November 10, 2024

Year of fee waiver award: signature event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: \$3,000.00

Public Safety Expenses: \$3,860

FEE WAIVER GRANT RANKING FORM

Organization Name: Caribbean and Floridian Association, Inc. (CAFA)

Event Name: Christmas Gala

Event Date: December 7, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS	
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	30	
Has this specific event been produced previously? (10 points)		
What is the uniqueness of the proposed event? (10 points)		
How does the proposed event support the organization's mission and benefit residents? (10 points)		
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS	
Will the proposed event impact local businesses? If so, please describe. (15 points)	25	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)		
MARKETING	15 POINTS	
How does the proposed event benefit the image/reputation of the City? (5 points)	15	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)		
How much money will the sponsoring organization commit towards advertising? (5 points)		
COLLABORATION	10 POINTS	
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	10	
Has the sponsoring organization solicited local vendors to support the event? (5 points)		
Sub Total Points (Possible Score 100)		
POST EVENT EVALUATION	-5 /0/+5 POINTS	
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	70	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?		
TOTAL POINTS AWARDED		

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY:

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: The Osceola Chamber

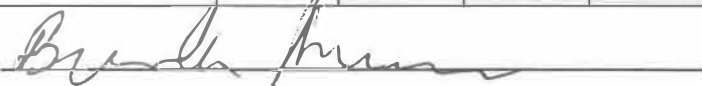
Event Name: Viva Osceola

Event Date: October 6, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

Percentage of Maximum of Award				
PARAB Score (Points)	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** \$3,895.00

Public Safety Expenses: \$3,950

FEE WAIVER GRANT RANKING FORM

Organization Name: Talents for Christ

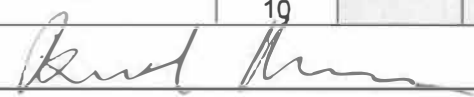
Event Name: The Takeaway Youth Conference

Event Date: October 12, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
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COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	40

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: Kissimmee Main Street Program, Inc

Event Name: Boo on Broadway

Event Date: October 25, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
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How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

Percentage of Maximum of Award				
PARAB Score (Points)	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** \$6,187.00

Public Safety Expenses: \$9,001

FEE WAIVER GRANT RANKING FORM

Organization Name: Japan Association of Orlando

Event Name: Orlando Japan Festival 2024

Event Date: November 10, 2024

Year of fee waiver award: signature event

ORGANIZATION / EXPERIENCE	50 POINTS	
Has the sponsoring organization previously produced events in Kissimmee? (20 points)		
Has this specific event been produced previously? (10 points)		
What is the uniqueness of the proposed event? (10 points)		
How does the proposed event support the organization's mission and benefit residents? (10 points)		
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS	
Will the proposed event impact local businesses? If so, please describe. (15 points)		
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How much money will the sponsoring organization commit towards advertising? (5 points)		
COLLABORATION	10 POINTS	
Is the sponsoring organization collaborating with any other non-profit group? (5 points)		
Has the sponsoring organization solicited local vendors to support the event? (5 points)		
Sub Total Points (Possible Score 100)		
POST EVENT EVALUATION	-5 /0/+5 POINTS	
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?		
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?		
TOTAL POINTS AWARDED		

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** \$3,000.00

Public Safety Expenses: \$3,860

FEE WAIVER GRANT RANKING FORM

Organization Name: Caribbean and Floridian Association, Inc. (CAFA)

Event Name: Christmas Gala

Event Date: December 7, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
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Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	100

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Brenda [Signature]

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: The Osceola Chamber

Event Name: Viva Osceola

Event Date: October 6, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	40
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	5
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	12
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	5
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	62
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY:

Robin Wright

Fee Waiver Amount Requested: \$3,000.00 Previous Year's Fee Waiver Award: \$3,895.00

Public Safety Expenses: \$3,950

FEE WAIVER GRANT RANKING FORM

Organization Name: Talents for Christ

Event Name: The Takeaway Youth Conference

Event Date: October 12, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS	
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	35 40	
Has this specific event been produced previously? (10 points)		
What is the uniqueness of the proposed event? (10 points)		
How does the proposed event support the organization's mission and benefit residents? (10 points)		
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS	
Will the proposed event impact local businesses? If so, please describe. (15 points)	0	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)		
MARKETING	15 POINTS	
How does the proposed event benefit the image/reputation of the City? (5 points)	12	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)		
How much money will the sponsoring organization commit towards advertising? (5 points)		
COLLABORATION	10 POINTS	
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	0	
Has the sponsoring organization solicited local vendors to support the event? (5 points)		
Sub Total Points (Possible Score 100)	52	
POST EVENT EVALUATION	-5 /0/+5 POINTS	
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?		
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?		
TOTAL POINTS AWARDED		

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY:

Robin Wright

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: Kissimmee Main Street Program, Inc

Event Name: Boo on Broadway

Event Date: October 25, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	50
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	20
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	13
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	10
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	93
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

Percentage of Maximum of Award				
PARAB Score (Points)	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY:

Robin Wright

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: \$6,187.00

Public Safety Expenses: \$9,001

FEE WAIVER GRANT RANKING FORM

Organization Name: Japan Association of Orlando

Event Name: Orlando Japan Festival 2024

Event Date: November 10, 2024

Year of fee waiver award: signature event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	40
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	20
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	11
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	10
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	81
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY:

Robin Wright

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: \$3,000.00

Public Safety Expenses: \$3,860

FEE WAIVER GRANT RANKING FORM

Organization Name: Caribbean and Floridian Association, Inc. (CAFA)
Event Name: Christmas Gala

Event Date: December 7, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	40 35
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	17
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	10
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	5
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	72
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	10
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Robin Wright

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: The Osceola Chamber

Event Name: Viva Osceola

Event Date: October 6, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	50
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points) X	0
Evaluation of itemized event budget submitted by sponsoring organization. (10 points) X	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	15
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points) X	5
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	70
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	70

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Albert Dorsey

Fee Waiver Amount Requested: \$3,000.00 Previous Year's Fee Waiver Award: \$3,895.00

Public Safety Expenses: \$3,950

FEE WAIVER GRANT RANKING FORM

Organization Name: Talents for Christ

Event Name: The Takeaway Youth Conference

Event Date: October 12, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	50
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	
Will the proposed event impact local businesses? If so, please describe. (15 points)	25 POINTS
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	8
MARKETING	
How does the proposed event benefit the image/reputation of the City? (5 points)	10
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	10 POINTS
Has the sponsoring organization solicited local vendors to support the event? (5 points)	8
Sub Total Points (Possible Score 100)	
60	
POST EVENT EVALUATION	
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	-5 /0/+5 POINTS
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	
60	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Albert Dorsey

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: Kissimmee Main Street Program, Inc

Event Name: Boo on Broadway

Event Date: October 25, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	50
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	25
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	15
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	10
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	100
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	-5 /0/+5 POINTS
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	100

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Albert Dore

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** \$6,187.00

Public Safety Expenses: \$9,001

FEE WAIVER GRANT RANKING FORM

Organization Name: Japan Association of Orlando

Event Name: Orlando Japan Festival 2024

Event Date: November 10, 2024

Year of fee waiver award: signature event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	50
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	25
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	15
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	10
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	100
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	-5 /0/+5 POINTS
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	100

Percentage of Maximum of Award				
PARAB Score (Points)	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Albert Dorsey

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: \$3,000.00

Public Safety Expenses: \$3,860

FEE WAIVER GRANT RANKING FORM

Organization Name: Caribbean and Floridian Association, Inc. (CAFA)

Event Name: Christmas Gala

Event Date: December 7, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	40
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points) <i>none</i>	20
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	10
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	5
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	75
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	-5 /0/+5 POINTS
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	75

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Albert Dorsey

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: The Osceola Chamber
Event Name: Viva Osceola

Event Date: October 6, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points) ✓	50
Has this specific event been produced previously? (10 points) ✓	
What is the uniqueness of the proposed event? (10 points) ✓	
How does the proposed event support the organization's mission and benefit residents? (10 points) ✓	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points) 5	5
Evaluation of itemized event budget submitted by sponsoring organization. (10 points) 0	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points) 1	15
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points) 5	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points) 0	5
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	75
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY:

(Signature) Manny G.

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** \$3,895.00

Public Safety Expenses: \$3,950

FEE WAIVER GRANT RANKING FORM

Organization Name: Talents for Christ

Event Name: The Takeaway Youth Conference

Event Date: October 12, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points) ✓	38
Has this specific event been produced previously? (10 points) 0	
What is the uniqueness of the proposed event? (10 points) 8	
How does the proposed event support the organization's mission and benefit residents? (10 points) 10	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points) 0	0
Evaluation of itemized event budget submitted by sponsoring organization. (10 points) 0	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points) 5	13
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points) 5	
How much money will the sponsoring organization commit towards advertising? (5 points) 3	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points) 0	0
Has the sponsoring organization solicited local vendors to support the event? (5 points) 0	
Sub Total Points (Possible Score 100)	51
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY

Manny G.

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: Kissimmee Main Street Program, Inc

Event Name: Boo on Broadway

Event Date: October 25, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points) ✓	50
Has this specific event been produced previously? (10 points) ✓	
What is the uniqueness of the proposed event? (10 points) ✓	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points) ✓	25
Evaluation of itemized event budget submitted by sponsoring organization. (10 points) ✓	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points) 5	15
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points) 5	
How much money will the sponsoring organization commit towards advertising? (5 points) ✓	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points) ✓	10
Has the sponsoring organization solicited local vendors to support the event? (5 points) ✓	
Sub Total Points (Possible Score 100)	100
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Walter G. G. Mary G.

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** \$6,187.00

Public Safety Expenses: \$9,001

FEE WAIVER GRANT RANKING FORM

Organization Name: Japan Association of Orlando

Event Name: Orlando Japan Festival 2024

Event Date: November 10, 2024

Year of fee waiver award: signature event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points) ✓	50
Has this specific event been produced previously? (10 points) ✓	
What is the uniqueness of the proposed event? (10 points) ✓	
How does the proposed event support the organization's mission and benefit residents? (10 points) ✓	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points) ✓	25
Evaluation of itemized event budget submitted by sponsoring organization. (10 points) ✓	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points) ✓	15
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points) ✓	
How much money will the sponsoring organization commit towards advertising? (5 points) ✓	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points) ✓	10
Has the sponsoring organization solicited local vendors to support the event? (5 points) ✓	
Sub Total Points (Possible Score 100)	100
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY:

M. C. G. Mason

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: \$3,000.00

Public Safety Expenses: \$3,860

FEE WAIVER GRANT RANKING FORM

Organization Name: Caribbean and Floridian Association, Inc. (CAFA)

Event Name: Christmas Gala

Event Date: December 7, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points) ✓	43
Has this specific event been produced previously? (10 points) ✓	
What is the uniqueness of the proposed event? (10 points) 3	
How does the proposed event support the organization's mission and benefit residents? (10 points) 10	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points) 8	18
Evaluation of itemized event budget submitted by sponsoring organization. (10 points) 10	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points) 3	13
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points) ✓	
How much money will the sponsoring organization commit towards advertising? (5 points) ✓	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points) 0	5
Has the sponsoring organization solicited local vendors to support the event? (5 points) 5	
Sub Total Points (Possible Score 100)	79
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY:

M. C. G. S. G. Manny G.

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: The Osceola Chamber

Event Name: Viva Osceola

Event Date: October 6, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	50
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	25
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	15
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	8
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	98
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	
98	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Edward A. K...

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: \$3,895.00

Public Safety Expenses: \$3,950

FEE WAIVER GRANT RANKING FORM

Organization Name: Talents for Christ

Event Name: The Takeaway Youth Conference

Event Date: October 12, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	30
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	0
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	5
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	0
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	
35	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Edward A. Kelley

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: n/a

max 2769

NOT Held on city property?

FEE WAIVER GRANT RANKING FORM

Organization Name: Kissimmee Main Street Program, Inc

Event Name: Boo on Broadway

Event Date: October 25, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	50
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	25
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	15
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	10
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	100
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	
100	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Edward A. Kelley

Fee Waiver Amount Requested: \$3,000.00 Previous Year's Fee Waiver Award: \$6,187.00

Public Safety Expenses: \$9,001

FEE WAIVER GRANT RANKING FORM

Organization Name: Japan Association of Orlando

Event Name: Orlando Japan Festival 2024

Event Date: November 10, 2024

Year of fee waiver award: signature event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	50
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	25
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	15
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	8
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	/
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	
98	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Edward A. Kirby

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: \$3,000.00

Public Safety Expenses: \$3,860

FEE WAIVER GRANT RANKING FORM

Organization Name: Caribbean and Floridian Association, Inc. (CAFA)

Event Name: Christmas Gala

Event Date: December 7, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	30
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	20
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	15
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	5
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	70

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: Edward A. Kelly

Fee Waiver Amount Requested: \$3,000.00 Previous Year's Fee Waiver Award: n/a

Max 2600

Says did event last year - no fee waiver

FEE WAIVER GRANT RANKING FORM

Organization Name: The Osceola Chamber

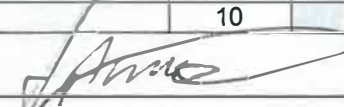
Event Name: Viva Osceola

Event Date: October 6, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	20
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	25
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	10
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	10
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	5
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	
75	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** \$3,895.00

Public Safety Expenses: \$3,950

FEE WAIVER GRANT RANKING FORM

Organization Name: Talents for Christ

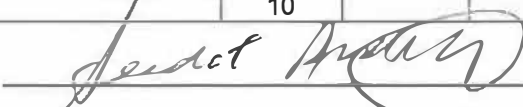
Event Name: The Takeaway Youth Conference

Event Date: October 12, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	
	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00

Previous Year's Fee Waiver Award: n/a

FEE WAIVER GRANT RANKING FORM

Organization Name: Kissimmee Main Street Program, Inc

Event Name: Boo on Broadway

Event Date: October 25, 2024

Year of fee waiver award: Signature Event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY:

Fee Waiver Amount Requested: \$3,000.00 Previous Year's Fee Waiver Award: \$6,187.00

Public Safety Expenses: \$9,001

FEE WAIVER GRANT RANKING FORM

Organization Name: Japan Association of Orlando

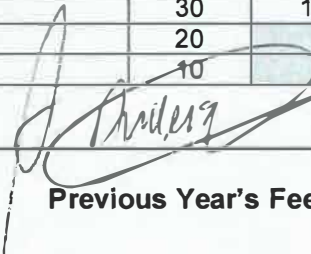
Event Name: Orlando Japan Festival 2024

Event Date: November 10, 2024

Year of fee waiver award: signature event

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	40
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	20
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	10
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	5
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	0
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** \$3,000.00

Public Safety Expenses: \$3,860

FEE WAIVER GRANT RANKING FORM

Organization Name: Caribbean and Floridian Association, Inc. (CAFA)

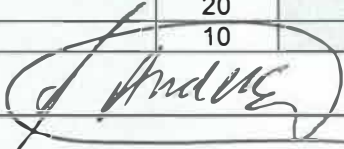
Event Name: Christmas Gala

Event Date: December 7, 2024

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	50
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	20
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	10
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	5
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	85
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: 

Fee Waiver Amount Requested: \$3,000.00 **Previous Year's Fee Waiver Award:** n/a

EXHIBIT B

2024/2025 Fee Grant Request

Period I, Events occurring October 1, 2024 - January 31, 2025

EVENT	Requested Date	23/24 Amount	Requested Amount	Year of award / Sunset year	Est. City Expenses	AWARDED	Scored	Ed	AI	Robin	Hannan	David	Vanessa	Manny	Total
Viva Osceola	10/6/2024	\$ 3,895.00	\$ 3,000.00	signature	\$7,763.00	\$ -	0								0
					PS: \$3,950										
The Takeaway Youth Conf.	10/12/2024	n/a	\$ 3,000.00	1	\$2,769.00	\$ 1,661.40	51.1428571	35	60	52	50	70	40	51	358
Bool On Broadway	10/25/2024	\$ 6,187.00	\$ 3,000.00	signature	\$13,006.00		0								0
					PS: \$9,001	\$ -									
Orlando Japan Festival	11/10/2024	\$ 3,000.00	\$ 3,000.00	signature	\$8,035.00		0								0
					PS: \$3,860	\$ -									
CAFA Christmas Gala	12/7/2024	n/a	\$ 3,000.00	1	\$2,242.00	\$ 1,793.60	78.7142857	70	75	72	70	85	100	79	551
															0
															0
															0
			\$18,000		\$36,706.40	\$3,455.00									

PS: = Public Safety Cost

Total amount awarded for Period 1 October 2024-January 2025

\$3,455.00

EXHIBIT C

City of Kissimmee



City Policy 1605

COMMUNITY BENEFIT EVALUATION FORM

Application Received: 4/9/24 Evaluated by: Steve Lackey

Event Name: Youth National Championship Event Date: July 27th, 2024
Preseason Nationals 2024

Applicant Eligibility	Meets Policy Requirements	
	Yes	No
Resident of Osceola County OR 501(c)3, 501(c)4 organization? (if resident, move to next section once eligibility is determined)	☒	☐
Organization Eligibility (continued)		
Meets incorporation, tax, budget, and audit requirements?	☒	☐
Does NOT discriminate based on age, race, sex, marital status, Sexual orientation, or national origin?	☒	☐
Does NOT receive funds from any other City program?	☒	☐
Meets reporting requirements? (previously funded organizations)	☒	☐
Request / Use Eligibility		
Will result in positive impact to the City of Kissimmee?	☒	☐
Will NOT be used for event/activity in any City-owned facility?	☒	☐
Will NOT be used to promote commercial/private business?	☒	☐
Will NOT be used to promote/support political party/activity?	☒	☐
Will NOT be used to promote tobacco or VICE activities?	☒	☐
Will NOT support or benefit a single individual?	☒	☐
Will NOT fund or support direct programming?	☒	☐

Eligibility Determination

Note, a "no" to any question or criteria automatically makes the request ineligible for funding consideration pursuant to City Policy 1605.

Does the request meet or exceed policy requirements?

☒

Evaluator's Comments

Received similar support in 2022

\$2,200

Robin Wright



COMMUNITY BENEFIT EVALUATION FORM

Application Received: 4/9/24 Evaluated by: Steve Lackey

Event Name: Youth National Championship Event Date: July 27th, 2024
Preseason Nationals 2024

Applicant Eligibility	Meets Policy Requirements	
	Yes	No
Resident of Osceola County OR 501(c)3, 501(c)4 organization? (if resident, move to next section once eligibility is determined)	☒	☐
Organization Eligibility (continued)		
Meets incorporation, tax, budget, and audit requirements?	☒	☐
Does NOT discriminate based on age, race, sex, marital status, Sexual orientation, or national origin?	☒	☐
Does NOT receive funds from any other City program?	☒	☐
Meets reporting requirements? (previously funded organizations)	☒	☐
Request / Use Eligibility		
Will result in positive impact to the City of Kissimmee?	☒	☐
Will NOT be used for event/activity in any City-owned facility?	☒	☐
Will NOT be used to promote commercial/private business?	☒	☐
Will NOT be used to promote/support political party/activity?	☒	☐
Will NOT be used to promote tobacco or VICE activities?	☒	☐
Will NOT support or benefit a single individual?	☒	☐
Will NOT fund or support direct programming?	☒	☐

Eligibility Determination

Note, a "no" to any question or criteria automatically makes the request ineligible for funding consideration pursuant to City Policy 1605.

Does the request meet or exceed policy requirements?

☒

Evaluator's Comments

received similar support in 2022

\$1,600

Walton Manny G



COMMUNITY BENEFIT EVALUATION FORM

Application Received: 4/9/24 Evaluated by: Steve LackeyEvent Name: Youth National Championship Event Date: July 27th, 2024
Preseason Nationals 2024

Applicant Eligibility	Meets Policy Requirements	
	Yes	No
Resident of Osceola County OR 501(c)3, 501(c)4 organization? (if resident, move to next section once eligibility is determined)	☒	☐
Organization Eligibility (continued)		
Meets incorporation, tax, budget, and audit requirements?	☒	☐
Does NOT discriminate based on age, race, sex, marital status, Sexual orientation, or national origin?	☒	☐
Does NOT receive funds from any other City program?	☒	☐
Meets reporting requirements? (previously funded organizations)	☒	☐
Request /		
Will result in positive impact to the City	☒	☐
Will NOT be used for event/activity in any City-owned facility?	☒	☐
Will NOT be used to promote commercial/private business?	☒	☐
Will NOT be used to promote/support political party/activity?	☒	☐
Will NOT be used to promote tobacco or VICE activities?	☒	☐
Will NOT support or benefit a single individual?	☒	☐
Will NOT fund or support direct programming?	☒	☐

Eligibility Determination

Note, a "no" to any question or criteria automatically makes the request ineligible for funding consideration pursuant to City Policy 1605.

Does the request meet or exceed policy requirements?

☒	☐
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Evaluator's Comments

received similar support in 2022

2000
Edward A. Kehay



COMMUNITY BENEFIT EVALUATION FORM

Application Received: 4/9/24 Evaluated by: Steve Lackey

Event Name: Youth National Championship Event Date: July 27th, 2024
Preseason Nationals 2024

	Meets Policy Requirements	
	Yes	No
Applicant Eligibility		
Resident of Osceola County OR 501(c)3, 501(c)4 organization? (if resident, move to next section once eligibility is determined)	☒	☐
Organization Eligibility (continued)		
Meets incorporation, tax, budget, and audit requirements?	☒	☐
Does NOT discriminate based on age, race, sex, marital status, Sexual orientation, or national origin?	☒	☐
Does NOT receive funds from any other City program?	☒	☐
Meets reporting requirements? (previously funded organizations)	☒	☐
Request / Use Eligibility		
Will result in positive impact to the City of Kissimmee?	☒	☐
Will NOT be used for event/activity in any City-owned facility?	☒	☐
Will NOT be used to promote commercial/private business?	☒	☐
Will NOT be used to promote/support political party/activity?	☒	☐
Will NOT be used to promote tobacco or VICE activities?	☒	☐
Will NOT support or benefit a single individual?	☒	☐
Will NOT fund or support direct programming?	☒	☐

Eligibility Determination		
<i>Note, a "no" to any question or criteria automatically makes the request ineligible for funding consideration pursuant to City Policy 1605.</i>		
Does the request meet or exceed policy requirements?	☒	☐

Evaluator's Comments
<u>recieved similar support in 2022</u>


EXHIBIT D

2023/2024 Community Benefit Grant

<i>EVENT</i>	<i>Award Date</i>	<i>Requested Amount</i>	<i>AWARDED</i>	<i>Ed</i>	<i>AL</i>	<i>Robin</i>	<i>Hannan</i>	<i>Roy</i>	<i>David</i>	<i>Hamza</i>	<i>Vanessa</i>	<i>Total</i>
Reach Back Push Forward	10/11/2023	\$2,000	\$1,618.75	1500	2000	2000	2000		1800	1650	2000	14950
Hope Gala	10/11/2023	\$2,500	\$1,887.50	1500	2500	2200	2000		2200	2200	2500	17600
DeQuan Anderson Angel Tree	12/13/2023	\$1,000	\$1,000.00	1000	1000	1000			1000		1000	6000
				<i>Ed</i>	<i>Al</i>	<i>Robin</i>	<i>Hannan</i>	<i>Manny</i>	<i>David</i>	<i>Hamza</i>	<i>Vanessa</i>	0
Orlando Polar Plunge	2/14/2024	\$2,500	\$2,412.00	2000	2500	2500		2500	2500	2300	2500	19300
Team Kareem Drowning Prevention/Awareness	2/14/2024	\$2,500	\$2,500.00	2500	2500	2500		2500	2500	2500	2500	20000
Fostering High Quality Education for All	4/10/2024	\$2,500	\$2,383.33	2000	2500	2500	2500	2300	2500			14300
Kingdom Kids & Families Support Program	4/10/2024	\$2,500	\$2,400.00	2000	2500	2500	2500	2400	2500			14400
Coming to America Magazine	4/10/2024	\$2,000	\$1,775.00	2200	1000	1250	2000	2000	2200			10650
Youth National Championship Preseason Nationals	6/12/2024	\$2,500	\$2,242.86	2000	2500	2200	2500	1600	2400		2500	15700
												0
												0
												0
												0
												0
												0
												0

\$25,000 \$18,219.44

Balance **\$6,780.56**

ITEM 4.A
Director's Report

Item Details

Attachment(s):

1. Directors Report 8.14.2024

Directors Report August 14, 2024

1. Projects Completed/In Progress
 - Kaboom! at Mill Slough – Another location was selected
 - Lancaster Ranch Park
2. Upcoming Events
 - September 7th – Fandom Kissimmee - 12-5pm

NEXT PARAB MEETING, October 9, 2024 - Meeting at 6pm at City Hall – Vote of Chair and Co-Chair

ITEM 4.B

Policy changes for Fee Waiver's and Community Benefit Grant

Item Details

Attachment(s):

1. CP 1403 - Event Fee Waiver Grant Program (1)
2. CP 1605 - Charitable Donation & Sponsorship Policy (Community Benefit Funds) (2)
3. 08-06-2024 - Commission Action as Action Summary



Title: Event Fee Waiver Grant Program

Effective Date: March 21, 1995

Revised Date: **TBD**

Review Authority: Parks & Recreation

Policy: Establish a fair process by which registered non-profit or government agencies holding an event on City property may receive grant funds to offset costs associated with City services and fees for their event.

1403.01 Program Administration: The City Commission shall annually determine the amount of grant funding available for distribution each fiscal year through the budgeting process.

The Parks & Recreation Advisory Board shall allocate the budgeted monies during each fiscal year based on the guidelines established in this policy.

1403.02 Eligibility & Restrictions: To be eligible to apply and receive funds from the City's Event Fee Waiver Grant Program, the applicant (host organization) shall meet one of the following requirements:

- a. A non-profit organization with a current 501(c) certificate;
- b. A government agency;
- c. An organization of which the City of Kissimmee is a member.

In addition to the applicant's eligibility requirement, the event in which the Event Fee Waiver Grant Program is being requested must occur on city-owned property and be open to the public. Events that are ticketed, invite-only, or are banquets, galas, and meetings are ineligible to receive any funds from the Program.

Entities receiving monies from any other funding source offered by the City of Kissimmee shall be ineligible for monies distributed from the Event Fee Waiver Grant Program fund.

Applicants may only request funds from the fee waiver grant program to offset the cost of city-provided services. This includes, but is not limited to:

- a. Facility rentals.
- b. Permit fees, excluding the Kissimmee Police Department's alcohol permit fee.
- c. Garbage and recycling fees or services.
- d. Staff costs (City Employees).



- e. Traffic or street services.

The maximum award from the Event Fee Waiver Grant Program for a single event shall not exceed \$3,000; however, applicants may apply for multiple events and receive multiple awards, with no single award totaling more than \$3,000 per fiscal year.

Except for Signature Events and events hosted by city-funded entities, the Fee Waiver Grant Program shall award no more than four (4) waivers to any event. For this policy, a City-funded entity is an organization that receives monies or membership dues from the City of Kissimmee outside of the Event Fee Waiver Grant Program.

1403.3 Application Periods: Eligible applicants shall only apply for funding in the most appropriate application period based on their event date. Only applications submitted during the appropriate submission period shall be considered.

Applying does not guarantee the approval or award of any grant funding. The Event Fee Waiver Grant Program application is separate from the required event/venue reservation application. All Event Fee Waiver Grant Program applicants must provide a reservation deposit for the proposed event date per City policy.

The City's fiscal budget year shall be divided into three application periods as outlined below:

Application Period I – All events held between October 1st and January 31st.

Application Period Opening	April 1
Application Period Closing	May 1
Review & Scoring	June PARAB Meeting

Application Period II – All events held between February 1st and May 31st.

Application Period Opening	August 1
Application Period Closing	September 1
Review & Scoring	October PARAB Meeting

Application Period III – All events held between June 1st and September 30th.

Application Period Opening	December 1
Application Period Closing	January 1
Review & Scoring	February PARAB Meeting

Once an application is submitted, it shall be reviewed and scored in a public meeting of the Parks & Recreation Advisory Board. Applicants should be present during the review and scoring of their application to answer any questions about their event.



1403.4 Review, Ranking & Selection: All grant funding applications shall be ranked by the Parks & Recreation Advisory Board using the following criteria:

Organization Structure (Mandatory Questions – No Point Value)	
How long has the sponsoring organization been incorporated?	
How long has the sponsoring organization physically been in operation?	
Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event?	
Organization & Experience (50 Available Points)	Value
Has the sponsoring organization previously produced an event in Kissimmee? a. If so, please identify the event(s).	20
Has this specific event been previously produced? a. If so, when and where was the event held.	10
What is the uniqueness of the proposed event?	10
How does the proposed event support the organization's mission and benefit residents?	10
Event Revenue & Economic Impact (25 Available Points)	Value
Will the proposed event impact local businesses? a. If so, please describe the impact.	15
Evaluation of an itemized budget detailing the applicant's revenue and expenditures (submitted by sponsoring organization)	10
Marketing (15 Available Points)	Value
How does the proposed event benefit the image or reputation of the City?	5
Identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	5
How much money will the sponsoring organization commit towards advertising?	5
Collaboration (10 Available Points)	Value
Collaboration efforts with other non-profit organizations to make the event successful. a. Please state the commitment of all other groups assisting with organizing the event.	5
Has the sponsoring organization solicited local vendors to support the event? a. If so, please identify all vendors that have committed to the event.	5
After Action Report (Previous Award Recipients Only)	Value
If an organization has previously received grant funding from the Event Fee Waiver Program, did the City After Action Report indicate the organization adhered to the requirements within this policy, event policies and guidelines, or any contracts/agreements.	No: -10



The overall percentage of the requested expenses to be waived by the City shall be determined by the total points earned during the scoring process. The breakdown of the percentage that shall be waived is as follows:

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

1403.05 Event Approval: All special request(s) from an applicant shall be submitted in writing to the Parks & Recreation Department. The approval or denial of any special request(s) (i.e., insurance amendments, contract revisions, fees, policy amendments, etc.) shall be provided in writing to the applicant by the Parks & Recreation Department.

No revisions or amendments to the final Contract, License Agreement, or related items shall be made without prior written notification and approval from the City's Parks & Recreation Director or designee.

The Parks & Recreation Department shall provide the applicant with a copy of the Contract or License Agreement once it has been fully executed (i.e., signed and completed by all parties).

Once an applicant is awarded a fee grant waiver, the applicant or designee shall be required to attend the appropriate monthly Special Events Committee Meeting for logistics planning.

Also, grant recipients shall be required to extend an invitation to city commissioners to attend/participate in the event that the fee waiver grant was awarded. Invitations may be sent electronically to minerva.vazquez@kissimmee.gov or mailed to the City of Kissimmee, attn Minerva Vazquez/City Commissioners, 101 Church Street, Kissimmee, FL 34741.

1403.06 Marketing Requirements: All applicants receiving grant funding of any amount from the City of Kissimmee pursuant to this policy shall incorporate the City's approved logo on all marketing, promotional, and advertising materials. This includes, but is not limited to, television, website, and social media posts.



The City of Kissimmee shall be named as an event sponsor for all non-textual-based marketing, promotional, and advertising materials. This includes advertisements or promotions aired on any radio station, including streaming radio-like stations.

1403.07 Final Reporting: Applicants receiving grant funding shall complete a “*Grant Final Report*” to validate that all funds were used appropriately and in accordance with their Contract or License Agreement and all established policies.

The *Grant Final Report* shall be completed and submitted to the Parks & Recreation Department no later than 30 days after the event.

The *Grant Final Report* shall consist of:

- a. Actual Event Budget, including a Profit & Loss Statement and a Revenue Report.
- b. The total number of attendees for the event.
- c. A complete list of all vendors associated with the event, including their contact information.
- d. A copy of all marketing material used to market, promote, and advertise the event.

Failure to submit a *Grant Final Report* in accordance with this policy shall automatically disqualify an organization from submitting a future request to the Event Fee Waiver Grant Program for the remainder of the current fiscal year plus one additional fiscal year.

Administrative Note: This policy was initially approved by the City Commission on April 2, 2019, and updated by the Commission on TBD.



Executive Summary of Revision

Added event type exclusions to prohibit ticketed events, invite only event, and banquets, galas, and meetings from being eligible to receive funding under the program.

Updated scoring criteria to clarify details of proposed revenue and expenditures are required.

Updated scoring criteria to promote the disclosure of other co-sponsors or cooperating non-profits assisting the applicant.



SPECIAL EVENT FEE WAIVER GRANT APPLICATION

Requesting Organization Information		
Full Name:	Telephone Number:	
Address:		
City:	State:	Zip:
Name of Chief Officer:		
Eligibility/Type: ☐ Non-Profit ☐ Government ☐ Agency with City Membership		
<i>If non-profit, attach a copy of your organization's 501(c) certificate.</i>		

Event Contact Information	
Name:	Title:
Telephone Number:	Email:

Event Information		
Name of Event:		
Date of Event:	Start Time:	End Time:
Location of Event:		
Event Set-Up Date:	Set-Up Time:	Strike Time:
Type of Event:		
Estimated Number of Attendees:		
Brief Description of Event:		
Grant Request Amount (\$3,000 Max):		

Event Information (All Events)		
Will your event require outdoor staging?	☐ Yes	☐ No
Will your event require the rental of the modular stage for Veterans Lawn?	☐ Yes	☐ No
Will your event require tents?	☐ Yes	☐ No
Will your event require vehicle access to the park?	☐ Yes	☐ No
Will your event require road closures?	☐ Yes	☐ No
If yes, please provide details on your requested road closures:		
Will your event require portable restrooms?	☐ Yes	☐ No
Will you event require utilities?	☐ No ☐ Power ☐ Water	



Will your event hire outside production companies? (Lighting, Staging, Audio, Décor, Film, Broadcast, etc.)			☐ Yes	☐ No
If yes, please provide company name, point of contact, and phone number:				
Will your event require the use of additional space?				
☐ Green/Dressing Room	☐ Locker-room(s)	☐ Reception Area		
☐ Autograph Area	☐ Food Prep Area	☐ Dance Floor		
☐ Private Meeting Space	☐ Rehearsal Space	☐ None		

Fishing Tournaments	
Will your event require the boat ramp?	☐ Yes ☐ No
How many boats are expected to participate?	
Will your event require space for a tournament draw?	☐ Yes ☐ No
Will your event require space for a weigh-in?	☐ Yes ☐ No

Entertainment (All Events)	
Will your event require alcoholic beverages to be dispensed or sold? <i>The sale of alcohol at an event may require the use of the City's contracted and licensed concessionaire.</i>	☐ Yes ☐ No
Will your event require a DJ?	☐ Yes ☐ No
Does your entertainer have special requirements and/or a technical rider?	☐ Yes ☐ No
Will your event have performers?	☐ Yes ☐ No
If yes, please specify whether they are international, national, or local artists:	

Audio Visual (Indoor Events Only)		
Will your event require the rental of audio equipment?	☐ Yes ☐ No	
Will your event require any additional audio-visual equipment?		
☐ Podium	☐ Easels	☐ Projector & Screen
☐ TV/VCR/DVD	☐ Microphones	☐ Extension Cords/Strips
☐ None		

Promotions (All Events)	
Will your event require banners to be hung?	☐ Yes ☐ No
At what level will your event be promoted?	☐ Local
	☐ Regional
	☐ National



Will any media outlets be invited to the event?	☐ Yes	☐ No
If yes, what type of media will be invited?		

Organization Structure (Mandatory Questions – No Point Value)
How long has the sponsoring organization been incorporated?
How long has the sponsoring organization physically been in operation?
Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event?

Organization & Experience (50 Available Points)
Has the sponsoring organization previously produced an event in Kissimmee? If so, please identify the event(s):
Has this specific event been previously produced? If so, when and where was the event held:
What is the uniqueness of the proposed event?
How does the proposed event support the organization's mission and impact to residents?



Event Revenue & Economic Impact (25 Available Points) – *You must also include/attach an itemized budget with this application that includes projected revenue and expenditures.*

Will the proposed event impact local businesses? If so, please describe the impact:

Marketing (15 Available Points)

How does the proposed event benefit the image or reputation of the City?

Identify all forms of advertisement to be used and provide a timeline for all promotion and advertising:

How much money will the sponsoring organization commit towards advertising?

Collaboration (10 Available Points)

Is the sponsoring organization collaborating with any other non-profit group to make the event more successful? If so, please state the commitment of all other groups:

Has the sponsoring organization solicited local vendors to support the event? If so, please identify all vendors that have committed to the event:



Title: Charitable Donation & Sponsorship Policy – Community Benefit Funds

Effective Date: February 19, 2019

Revised Date: **TBD**

Review Authority: Office of the City Manager

Policy: The policy aims to provide a framework to evaluate requests for donations or sponsorships for charitable causes related to fundraising, awareness events or activities, and student or school competitions that improve or enhance community pride and the quality of life in the City of Kissimmee. Through this policy, the City Commission provides a procedure to aid the City in reviewing donation or sponsorship requests received from various outside organizations and entities whose work creates a public benefit, enhances the quality of life, or makes a significant impact on the lives of residents within the City of Kissimmee.

1605.01 Funding Availability: An organization or individual may only be awarded funds under this policy four (4) times. The Parks & Recreation Advisory Board may grant an applicant funding up to the following limits:

Award #1	Award #2	Award #3	Award #4
\$2,500	\$2,000	\$1,500	\$1,000

Organizations currently funded through the Social Services or Quality of Life Competitive Funding Process, the Special Events Fee Waiver Program, the Law Enforcement Trust Fund, or any entitlement programs funded through the city do not qualify for funding under this policy.

1605.02 Eligibility: Requests are reserved for the support of school-related competitions or community awareness activities that meet a greater public good by providing or expanding awareness of a charitable cause; enhancing arts, education, and culture; generating an economic benefit for the immediate community; and/or contributing positively to the recognition and image of the City of Kissimmee.

a. Organizations: When the requestor is an organization, the organizations shall:

1. Be a non-profit organization with Articles of Incorporation filed with the Florida Department of State; and
2. Be in existence and operating within the State of Florida for at least twelve (12) months before the date of application to the City for a donation; and
3. In addition to their application, submit: (1) a copy of their 501(c)3, or 501(c)4 notification letter. (Consideration will be given to tax-exempt organizations raising funds dedicated to a specific 501(c)3 activity); (2) a copy of their current Form 990 (if the organization is required to file this document); (3) a copy of their last



- completed audit; and (4) an annual budget outlining projected revenue and expenses, and
4. Must provide a service, program, or event that demonstrates a local and positive impact to the City of Kissimmee and/or the residents of Kissimmee.
- b. Individuals: When the requestor is an individual, the individual shall:
1. Be a resident of the City of Kissimmee or Osceola County.
 2. Must represent the City in an event or competition with a sanctioned or nationally recognized entity.

All requests for financial support associated with a school-based program or event shall be paid directly to the sponsoring entity.

1605.03 Restrictions: The following restrictions for funding shall apply to awards for any program, activity, person, or organization:

- a. Funds will be available on a first-come, first-served basis, based on the availability of funds at the time of the application.
- b. Funds cannot be used to support or directly operate programming (i.e., summer camps, daycare, etc.)
- c. Funds cannot be used for the purpose of fundraising for another entity or individual (i.e., no pass-through funding) and must be used in a manner that is intended to further the requestor's mission or purpose.
- d. Funds granted to educational organizations may only be used to directly fund a need by students relating to travel or other costs in which the students' participation would positively promote the City of Kissimmee.
- e. Funds cannot be used for or to promote a commercial business or private enterprise, personal gain or to promote political parties, political activities or political advocacy groups.
- f. Funds cannot be used to promote the sale or consumption of tobacco products, illegal drugs, gambling, erotic materials or services.
- g. Organizations that discriminate based on age, race, sex, sexual orientation, marital status, disability or national origin are not eligible for funds.



- h. Funds cannot be used for the purposes of supporting a private foundation or charity that benefits one individual.
- i. A nonprofit currently receiving funding through a separate grant or fund from the City of Kissimmee are ineligible for funding through the Community Benefit Fund sponsorship and donation grant process.

1605.04 Process: All requests for funds under this policy must be submitted to the Parks and Recreation Advisory Board for review and award. An application can be obtained through the Office of the City Clerk.

Application Period I – Funds to be awarded between October 1st and January 31st.

Application Period Opening	April 1
Application Period Closing	May 1
Review & Scoring	June PARAB Meeting

Application Period II – Funds to be awarded between February 1st and May 31st.

Application Period Opening	August 1
Application Period Closing	September 1
Review & Scoring	October PARAB Meeting

Application Period III – Funds to be awarded between June 1st and September 30th.

Application Period Opening	December 1
Application Period Closing	January 1
Review & Scoring	February PARAB Meeting

1605.05 Exceptions: The City supports student enrichment and achievement through local schools' organized programs, events, and activities. Due to the unpredictable nature of school-related events and competitions, requestors may experience an inability to meet the funding cycles referenced above. Should a competition or activity take place with a limited lead time to make a request, the requestor may submit a request directly to the City Manager or his/her designee for consideration.

1605.06 Required Reporting: All recipients shall submit a final report outlining the event's results and the impact of the City's funds on the event, cause, or competition. All applicants who receive funds in any amount must utilize the City seal/logo on all marketing, promotional, and advertising materials, including, but not limited to, print media, radio, television, website, and social media, depicting the City of Kissimmee's support.



Failure to adhere to the requirements contained within this section or set forth as a contingency for funding will result in the requestor's disqualification from future funding through this program.

1605.07 Scoring & Ranking: The Parks & Recreation Director or their designee shall review and evaluate each application using the Community Benefit Fund Evaluation Form. Applications that receive an “eligible” status shall be forwarded to the Parks & Recreation Advisory Board for funding consideration. Any application not receiving an eligible status after evaluation shall not be presented to the Parks & Recreation Advisory Board.

The Parks & Recreation Director or their designee shall notify ineligible applicants that the funding committee will not consider their request.

Administrative Note: This policy was approved by the City Commission on June 7, 2022.



Executive Summary of Revision:

Added restrictions for applicants to only receive funding under this policy four (4) times.

Clarified an applicant's budget submissions should include projected revenue and expenditures.

Various grammatical changes and updates that did not affect the intent or language of the policy.



COMMUNITY BENEFIT EVALUATION FORM

Application Received: _____ Evaluated by: _____

Event Name: _____ Event Date: _____

	Meets Policy Requirements	
	Yes	No
Applicant Eligibility		
Resident of Osceola County OR 501(c)3, 501(c)4 organization? (if resident, move to next section once eligibility is determined)		
Organization Eligibility (continued)		
Meets incorporation, tax, budget, and audit requirements?		
Does NOT discriminate based on age, race, sex, marital status, Sexual orientation, or national origin?		
Does NOT receive funds from any other City program?		
Meets reporting requirements? (previously funded organizations)		
Request / Use Eligibility		
Will result in positive impact to the City of Kissimmee?		
Will NOT be used for event/activity in any City-owned facility?		
Will NOT be used to promote commercial/private business?		
Will NOT be used to promote/support political party/activity?		
Will NOT be used to promote tobacco or VICE activities?		
Will NOT support or benefit a single individual?		
Will NOT fund or support direct programming?		

Eligibility Determination

Note, a "no" to any question or criteria automatically makes the request ineligible for funding consideration pursuant to City Policy 1605.

Does the request meet or exceed policy requirements?

Evaluator's Comments



**CITY COMMISSION MEETING ACTION SUMMARY
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, AUGUST 6, 2024 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. PROCLAMATIONS AND SPECIAL PRESENTATIONS**

- 3.A Proclamation - National Aviation Week
- 3.B Employee of the Month for August
- 3.C Presentation of Retirement Watch to Dona Presswood

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

- 4.A Public Hearing - Final Reading - An Ordinance amending the Future Land Use Map designation from Single Family Low Density Residential (SF-LDR) to Institutional (INST): 1504 Patrick St. - LUPA-24-0002, Proposed Ordinance #24-09

AN ORDINANCE AMENDING ORDINANCE NO. 3050 KNOWN AS THE ORDINANCE ADOPTING THE COMPREHENSIVE DEVELOPMENT PLAN FOR THE CITY OF KISSIMMEE, FLORIDA, UNDER THE AUTHORITY OF FLORIDA STATUTE 163.3184; DIRECTING THE CITY MANAGER TO AMEND THE COMPREHENSIVE LAND USE PLAN AS HEREIN PROVIDED AFTER THE PASSAGE OF THIS ORDINANCE; PROVIDING FOR A PUBLIC HEARING AS REQUIRED BY LAW; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE

Motion to approve the Public Hearing and adopt Ordinance #3104 Passed.

- 4.B Public Hearing - Final Reading - An Ordinance amending the Zoning Map designation from Single Family Residential (RA-2) to Community Facilities (CF): 1504 Patrick St. - ZMA-24-0001, Proposed Ordinance #24-10

AN ORDINANCE AMENDING ORDINANCE NO. 3068 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Motion to approve the Public Hearing and adopt Ordinance #3105 Passed.

- 4.C Public Hearing - First Reading - Proposed Ordinance # 24-11 - Repealing the Charter School Advisory Board

AN ORDINANCE REPEALING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, DIVISION 9, CHARTER SCHOOL ADVISORY BOARD, SECTIONS 2-334 THROUGH 2-336; AND PROVIDING AN EFFECTIVE DATE

Motion to approve the Public Hearing and First Reading of Proposed Ordinance #24-11 Passed.

5. PUBLIC HEARINGS

6. HEAR AUDIENCE

7. CONSENT AGENDA

- 7.A Approval of City Commission Minutes from the July 2, 2024, July 16, 2024, Commission Meeting, July 16, 2024 Workshop, and July 23, 2024, Commission Workshop

Motion to approve passed.

- 7.B Amendment No. 1 to Memorandum of Understanding with T28, LLC, for Grant Agreement Financial Obligation for Business Airpark Infrastructure

Motion to approve passed.

- 7.C Transfer Funds from Airport Reserves to Parcel 8 Project

Motion to approve passed.

- 7.D Resolution to Accept Grant Funding from Florida Department of Transportation for Airport Parcel 8 Project

Motion to adopt Resolution # 13-2024 passed.

- 7.E Approval of Microsoft Enterprise Agreement

Motion to approve passed.

- 7.F Civil Engineering Design Services for Fire Station Mill Run Project

Motion to approve passed.

- 7.G Construction Services for the Kissimmee Fire Department Training Facility Pavilion

Motion to approve passed.

- 7.H Bermuda Estates Drainage Improvement Project

Motion to approve passed.

- 7.I Construction Services for the Chambers Park Community Center Renovation

Motion to approve passed.

- 7.J Resilient Florida Program Grant for Vulnerability Assessment Project

Motion to approve passed.

- 7.K Lakeside Community Center Design Project

Motion to approve passed.

- 7.L Federal Aviation Administration Airport Grant Offer for Tower Design

Motion to approve passed.

- 7.M Approval to apply for the Urban and Community Forestry Capacity Grant

Motion to approve passed.

- 7.N Approval to apply for the Florida Department of Environmental Protection (FDEP) Water Quality Improvement Grant

Commission Meeting Action Summary – August 6, 2024

Motion to approve passed.

- 7.O Revision to CP1605 - Charitable Donation & Sponsorship Policy - Community Benefit Funds

Motion to approve passed.

- 7.P Revision to CP1403 - Event Fee Waiver Grant Program

Motion to approve passed.

- 7.Q State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for 1124 Lindsay Way, Kissimmee, FL 34744

Motion to approve passed.

- 7.R Disposal of City Assets

Motion to approve passed.

- 7.S First Amendment to the contract with Global Public Safety, LLC for Emergency Vehicle Upfitting Services

Motion to approve passed.

- 7.T Amended & Restated Interlocal Agreement for Golden Knight Boulevard Maintenance and City Ownership of Golden Knight Boulevard

Motion to approve passed.

- 7.U Amendment to the FY 2023-24 budget for Parks and Recreation Youth Programs

Motion to approve passed.

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.A DKCRA - 2024 Holiday Lighting Services Contract

Motion by the Downtown Kissimmee CRA Board to approve passed.

- 8.B DKCRA - Downtown Alleyway Improvement Project Design Services

Motion by the Downtown Kissimmee CRA Board to approve passed.

COMMUNITY DEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

- 8.C Social Services Agency Updates

9. HEAR CITY OFFICIALS

- 9.A CITY MANAGER

- 9.B CITY ATTORNEY

- 9.C CITY COMMISSION

10. ADJOURNMENT

The meeting was adjourned at 7:12 p.m.

ITEM 4.C

Discussion of the 2025 Florida Recreation Development Assistance Program (FRDAP) grant application in the amount of \$50,000 for improvements to Quail Hollow Park.

Item Details

Attachment(s):

None

ITEM 4.D

Discussion of the 2025 Florida Recreation Development Assistance Program (FRDAP) grant application in the amount of \$50,000 for improvements to Mill Slough Park.

Item Details

Attachment(s):

None

ITEM 5.A

Community Benefit Grant

Item Details

Community Benefit Grant Applications:

- NAACP Freedom Fund Banquet

Attachment(s):

1. NAACP Freedom Fund CBG



COMMUNITY BENEFIT EVALUATION FORM

Application Received: 7/18/24 Evaluated by: S. Lackey

Event Name: NAACP Freedom Fund Banquet Event Date: Sept. 28, 2024

	Meets Policy Requirements	
	Yes	No
Applicant Eligibility		
Resident of Osceola County OR 501(c)3, 501(c)4 organization? (if resident, move to next section once eligibility is determined)	☒	
Organization Eligibility (continued)		
Meets incorporation, tax, budget, and audit requirements?	☒	
Does NOT discriminate based on age, race, sex, marital status, Sexual orientation, or national origin?	☒	
Does NOT receive funds from any other City program?	☒	
Meets reporting requirements? (previously funded organizations)	☒	
Request / Use Eligibility		
Will result in positive impact to the City of Kissimmee?	☒	
Will NOT be used for event/activity in any City-owned facility?	☒	
Will NOT be used to promote commercial/private business?	☒	
Will NOT be used to promote/support political party/activity?	☒	
Will NOT be used to promote tobacco or VICE activities?	☒	
Will NOT support or benefit a single individual?	☒	
Will NOT fund or support direct programming?	☒	

Eligibility Determination

Note, a "no" to any question or criteria automatically makes the request ineligible for funding consideration pursuant to City Policy 1605.

Does the request meet or exceed policy requirements? ☒

Evaluator's Comments

Previously Funded through Fee Waiver

Community Benefit Funds Application

City of Kissimmee, FL

Event Date *

28-Sep-2024

dd-MMM-yyyy

Event Name *

NAACP Freedom Fund Banquet

Event Address *

201 E Dakin Avenue

Street Address

Kissimmee

City

fl

State/Region/Province

34741

Postal / Zip Code

Requestor's Information

Name *

Deloris

First

McMillon

Last

Phone Number *

407-860-9355

Address *

PO BOX 450778

Street Address

Kissimmee

City

fl

State/Region/Province

34745-0078

Postal / Zip Code

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Email

djmcmillon@aol.com

Community Benefit Funds Application

City of Kissimmee, FL

Eligibility *

- ☐ Individual
- ☒ Organization

In addition to an application, organizations must also submit:

- A copy of the organization's 501(c) notification letter; and
- A copy of a current Form 990, if the organization is required to file such; and
- A copy of the organization's most recent completed audit; and
- A copy of the organization's most recent annual budget.

501(c) Certification/Notification *

 NAACP_Group_Tax_Return_Application.pdf

Form 990 (If Organization is Required to File) *

 NAACP_Group_Tax_Return_Application.pdf

Last Completed Audit *

 NAACP_Group_Tax_Return_Application.pdf

Annual Budget *

 NAACP_Freedom_Fund_Banquet_budget.xlsx

Type of Request *

- ☒ Donation
- ☐ Sponsorship

Total amount to be raised/fundraising goal for your event?*

5,000.00

USD

Amount Requested from Community Benefit Fund *

2,500.00

USD

General Information

Community Benefit Funds Application

City of Kissimmee, FL

Name of School Represented

NAACP

Contact for Event Sponsor or School Representative

Deloris

First

McMillon

Last

Phone Number for Event/School Representative

Event/Competition's Website

Have you participated in this event in the past?*

☒ Yes

☐ No

Donation / Sponsorship Description

1. Briefly describe the nature of the event and the process to participate. If the request is for a donation, what will the funds be used towards? *

The event is a Freedom Fund and Awards Banquet where we recognize community leaders. We have Maxwell Frost joining us to speak. The goal of the banquet is to help support the NAACP mission to achieve equity, political rights, and social inclusion by advancing policies and practices that expand human and civil rights, eliminate discrimination, and accelerate the well-being, education, and economic security of Black people and all persons of color.

2. Are any other fundraisers planned to raise money for the event or for your participation in the event?*

We do not currently have a confirmed fundraiser besides the banquet at this time. But the organization is willing and eager to continue to fundraise to support education, environmental justice, and citizens' rights.

3. Have you secured funding or funding commitments from any other governmental entity? If yes, please provide the name(s) of the entity(ies). *

Not at this time.

Community Impact

Community Benefit Funds Application

City of Kissimmee, FL

Describe the impact this event will have on the quality of life and/or community pride for residents in the City of Kissimmee. *

This event will impact our community by highlighting unity for a diverse community that has grown over the years. It also supports the mission of the NAACP to for an inclusive community rooted in liberation where all persons can exercise their civil and human rights without discrimination.

Has this event ever received a donation or sponsorship from the Community Benefit Fund? *

☐ Yes

☒ No

Community Benefit Funds Application

City of Kissimmee, FL

Terms and Conditions *

Funding Availability

Funds for the Community Benefit program are provided on an annual basis from the City Commission Contingency Fund. Requests through this process are limited to an annual request of \$2,500.00 and must go towards an awareness event, fundraising activity or school related competition.

Organizations currently funded through the Social Services or Quality of Life Competitive Funding Process, the Special Events Fee Waiver Program, the Law Enforcement Trust Fund or any entitlement programs funded through the City do not qualify for Community Benefit funds.

Eligibility

Organizations:

Be a non-profit organization with Articles of Incorporation filed with the Florida Department of State, and

Be in existence and operating within the State of Florida for at least twelve (12) month prior to the date of application to the City for a donation, and

In addition to their application, submit: (1) a copy of their 501(c)3, or 501(c)4 notification letter. (Consideration will be given to tax exempt organizations raising funds dedicated to a specific 501(c)3 activity); (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) an annual budget, and

Must provide a service, program, or event that demonstrates a local and positive impact to the City of Kissimmee and/or the residents of Kissimmee.

Individuals: When a requester is an individual, the individual shall:

Be a resident of the City of Kissimmee or Osceola County.

NOTE: All requests for financial support associated with a school-based program shall be paid directly to the sponsoring entity.

Program Restrictions

The following restrictions for funding shall apply to awards for any program, activity, person, or organization:

Funds will be available on a first come, first served basis and based on the availability of funds at the time of the application.

Requests for funds to support events hosted in any City of Kissimmee owned and/or operated facility or venue are not eligible for funding through the Community Benefit Fund. Requests must be submitted through the City of Kissimmee Fee Waiver Grant Program.

Funds cannot be used for or to promote a commercial business or private enterprise, personal gain or to promote political parties, political activities or political advocacy groups.

Funds cannot be used to promote the sale or consumption of tobacco products, illegal drugs, gambling, erotic materials or services.

Organizations that discriminate based on age, race, sex, sexual orientation, marital status, disability or national origin are not eligible for funds.

Funds cannot be used for the purposes of supporting a private foundation or charity that benefits one individual.

A nonprofit currently receiving funding through a separate grant or fund from the City of Kissimmee are ineligible for funding through the Community Benefit Fund sponsorship and donation grant process.

Final Reporting Requirements

All recipients will be required to submit a final report outlining the results of the event and the impact of the city's funds towards the event, cause or competition.

All applicants that receive funds in any amount must utilize the City seal/logo on all marketing, promotional and advertising materials including but not limited to print media, radio, television, website and social media depicting the City of Kissimmee's support.

Failure to adhere to the requirements contained within this section or set forth as a contingency for funding, shall result in disqualification the requestor from future funding through this program.

☒ I accept the Terms and Conditions.

NAACP Freedom Fund Banquet

Vendor	Actual 2023	Projected for 2024
Caterer:	3400	3740
Printing/Program booklets	853	939
Tickets	56.76	62
Decorations	0	0
Flowers	135.7	150
Microphones	0	0
Plaques	0	0
Trophies	175	193
Deposit Banquet	400	440
	5020.46	5524

Richard A. Saunders

From: Lawson, Tia [tlawson@naacpnet.org]
Sent: March 10, 2020 12:38
To: Richard A. Saunders
Cc: Ann Jones; Deloris McMillon
Subject: RE: Maintaining Your Unit's NAACP Tax-Exempt Status

Good Afternoon Mr. Saunders,

Any Branch Official can sign the form.

From: Richard A. Saunders [mailto:cwousa@cfl.rr.com]
Sent: Tuesday, March 10, 2020 12:24 PM
To: Lawson, Tia <tlawson@naacpnet.org>
Cc: Ann Jones <jonesann@earthlink.net>; Deloris McMillon <djmcmillon@aol.com>
Subject: RE: Maintaining Your Unit's NAACP Tax-Exempt Status
Importance: High

Ms Lawson

Reference subject above, what Officer signs the above document?

You can reply back @ cwousa@cfl.rr.com or call: 407.518.9957

Richard A Saunders
Treasurer
Branch 5121

From: no-reply@naacpnet.org [mailto:no-reply@naacpnet.org]
Sent: March 09, 2020 18:20
Subject: Maintaining Your Unit's NAACP Tax-Exempt Status



Dear NAACP Unit Presidents and Secretaries:

Under a longstanding agreement with the Internal Revenue Service, the National Office's consolidated (or "group") federal tax return includes the financial information for all compliant units that timely submit their financial reports to the National Office as required under the NAACP Bylaws for Units. This arrangement relieves units of the substantial burden of filing federal tax returns, and it provides the National Office and the Internal Revenue Service with an easy way to determine which units have met their tax-filing obligations. For this reason, chartered NAACP units *must* be included in the group tax return filed annually by the National Office.

Last year, the NAACP Board of Directors restructured the organization such that a newly-created entity (which took on the NAACP name) became the "parent" for the units and thus the lead entity for the Association's group tax return. That change requires, however, that *each and every* NAACP unit submit to the National Office the unit's written consent to be included in the new tax-filing group, and in the new group's tax return. Therefore, in order to maintain its status as a chartered, tax-exempt NAACP unit, your unit *must* complete and return the consent form linked here. Instructions for completing and returning the consent form are linked here.

The consent form must be completed, signed and returned no later than March 30, 2020, following a vote of the Unit's Executive Committee that is properly recorded in the minutes. The consent form must be completed by all units, including Youth Councils, College Chapters, Prison Branches, Junior Youth Councils, High School Chapters, local Branches and State Conferences. Failure to complete and return the consent form timely may result in revocation of your unit's NAACP charter and revocation of your unit's federal tax-exempt status. Any questions regarding this matter may be directed to tlawson@naacpnet.org.

Sincerely,

Bradford M. Berry
General Counsel

Tia Lawson
Paralegal
Office of the General Counsel

tlawson@naacpnet.org
O: 410-580-5798 F: 410-358-9350
National Headquarters • 4805 Mt. Hope Drive •
Baltimore Maryland 21215

National Association *for the*
Advancement *of* Colored People



NAACP

This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it by mistake, please let us know by e-mail reply and delete it from your system; you may not copy this message or disclose its contents to anyone. Please send us by fax any message containing deadlines as incoming e-mails are not screened for response deadlines. The integrity and security of this message cannot be guaranteed on the Internet.



AUTHORIZATION FOR NAACP UNIT INCLUSION IN IRS GROUP RULING AND NAACP CONSOLIDATED TAX RETURN

Effective immediately, the National Association for the Advancement of Colored People (NAACP) is authorized to include the following Unit in the NAACP's group ruling pursuant to Revenue Procedure 80-27 for Application for Exemption Under Section 501(c)(4) of the Internal Revenue Code:

Unit Name *

Unit Number *

NAACP BRANCH

5121

This further affirms that the NAACP is authorized to include the above-referenced Unit in the NAACP's consolidated group information return, beginning with the Form 990 for the 2020 tax year. Per the requirements for the filing of a group return, the above-referenced Unit's fiscal year ends December 31st, the same as NAACP's fiscal year. If you require any additional data or supporting materials for the group return, please call the following authorized officer of the Unit:

Authorized Unit Officer Name *

Authorized Unit Officer Telephone Number *

RICHARD

(407) 518-9957

First Name

SAUNDERS

Last Name

Authorized Unit Officer Email *

cwousa@cfl.rr.com

Confirm Authorized Unit Officer Email *

cwousa@cfl.rr.com

The National Association for the Advancement of Colored People ("NAACP"), a not-for-profit corporation under Section 501(c)(4) of the Internal Revenue Code, requests the consent of your Unit to be included in the group tax filing submitted to the IRS annually by the NAACP. By completing and returning this form, you represent and affirm, on behalf of your Unit, that your Unit's Executive Committee has voted to be



Powered by Formstack [Create your own form](#)

I hereby declare under the penalties of perjury that this authorization has been examined by me and to the best of my knowledge and belief is true, correct, and complete and made in good faith.

Signature *

Richard A. Saunders

[clear]

Use your mouse or finger to draw your signature above

Signing Officer Name *

Signing Officer Title *

RICHARD A.

TREASURER

First Name

SAUNDERS

Last Name

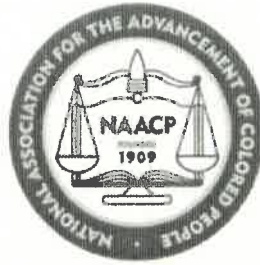
Today's Date *

Mar 10 2020

Submit Form



Powered by Formstack Create your own form >



Thank You

The form was submitted successfully.

ANNUAL FINANCIAL REPORT

Greetings NAACP Leader,

We thank you for your continued service and dedication to the NAACP. We appreciate your commitment to our shared mission and its impact on your community and our nation.

As we move into 2024, we kindly ask that you submit your Annual Financial Report (AFR) for January 1, 2023, to December 31st, 2023, using the provided form. This information is crucial for our financial compliance and enables us to continue to provide valuable resources and services to our members. Please note the following key dates for financial compliance:

REPORT TIMELINE

- **AFR Submission Deadline - March 1, 2024.**
- **AFR Late Submission Fee Begins - March 2, 2024.**
- **Any forms submitted after March 1, 2024, will assess a \$100 late fee.**

HELPFUL RESOURCES

- **Web:**<https://naacp.org/resources/annual-financial-report>
- **Email:** ufi@naacpnet.org
- **Phone:** 1-877-641-0878
- **AFR Video Tutorials** [Click Here](#)

Please type in your Unit name and/or unit number below and select your unit ?

If you submitted a 2022 AFR, please click below and select your unit:

2022 Annual Financial Report 5121-B Osceola Branch

Unit Type :
Adult

This form will time out in 30 minutes. Please make sure to save the document by checking "Save my progress and resume later" box at the top or bottom of the page, so that you can return to your most recent form.

MAILED IN REPORTS WILL NOT BE ACCEPTED

Was your unit a new or reactivated charter between January 1 and December 31, 2023?

No

Do you have travel expenses?

No

Were there any disbursements paid to any member of the executive team?

Yes

If Yes, provide a written explanation.

Reimbursement to Paul Czigan for branch online enrollments for Florida State Conference quarterly meeting.

Did you have any income or expenses related to membership, fundraising, grants or scholarship during this year?

Yes

Do you pay rent/lease?

No

Is there at least one (1) bank account in this Unit's name?

Yes

How many? (please enter a numeric value)

3

For each bank account, list how many months the account has been opened. Note: You will be required to provide a bank statement for each opened month of your account.

Checking 1000133879618 - 4 mo. (closed/fraud) Checking 1100026249005 8mo (May -Dec.) Saving 1100026248882 8mo (May -Dec.)

This form will time out in 30 minutes. Please make sure to save the document by checking "Save my progress and resume later" box at the top or bottom of the page, so that you can return to your most recent form.

(Page 3 /8)

RESTRICTED AND OTHER INCOME QUESTIONNAIRE

Grants

Did your unit receive grant funds that exceed \$5000? If yes, please explain below who was the grantor/s and how the grant funds were used?

No

Scholarships

Did your unit receive scholarship funds? If yes, please explain below who provided the scholarship(s) and how many were given? Provide the first and last name of individual donors in their respective fields. In case of an organization, please enter the complete name in the first name box and enter 'N/A' in the last name box.

No

Advertising income

Did your unit receive advertising income? If yes, please explain below the nature of the advertisements.

No

This form will time out in 30 minutes. Please make sure to save the document by checking "Save my progress and resume later" box at the top or bottom of the page, so that you can return to your most recent form.

(Page 4 /8)

SCHEDULE A - EMPLOYMENT

Does your unit have paid employees? If yes, please list the names below, their job title, hours worked per week, and annual salary. This information is needed for the Group 990 tax return.

No

SCHEDULE B - CONTRIBUTIONS

Did your unit receive any contribution? If yes, please list all individual and/or business contributions/donations that were received by the unit and were a combined value of over \$5,000

No

This form will time out in 30 minutes. Please make sure to save the document by checking "Save my progress and resume later" box at the top or bottom of the page, so that you can return to your most recent form.

(Page 5 /8)

PART I - INCOME

PLEASE REPORT ALL INCOME AS GROSS AMOUNTS

Please enter an amount in every field. If you have nothing to declare please enter 0.00

Membership

Corporate:

0

Life(all types):

1125

Regular:

1410

Youth:

0

W.I.N. :

0

Refund from national:
100

Total membership income:
2635.00

Scholarship & restricted income

A D T-S D/STS-SIS:
0

Scholarships:
0

Civic engagement/voting:
0

Program income:
0

Other restricted income:
9400

Grants:
0

Total scholarship and restricted income:
9400.00

Interest income

Interest income:
0

Certificate of deposit (cd's):
0

Savings accounts:
418.12

Total interest income:
418.12

Fundraising income

Unrestricted contributions/donations:
0

Bequests:
0

Advertising:
0

Freedom fund:
0

Youth banquet:

0

MLK banquet:

0

Jubilee:

0

Membership banquet:

0

Mother/woman of the year:

0

State conference fundraising income:

0

Other fundraising:

0

Total fundraising income:

0.00

Total income:

12453.12

If needed, please use this space to provide additional information on income.

Other restricted income: March deposit from bank of \$9400.00 is reimbursement for fraudulent check that that occurred in February, when the state assessment check for \$400 was changed to \$9400. Police report filed and bank resolved the issue. Authorized by Nicole Sanders to place in this section.

This form will time out in 30 minutes. Please make sure to save the document by checking "Save my progress and resume later" box at the top or bottom of the page, so that you can return to your most recent form.

(Page 6 /8)

PART II - EXPENSES

Please enter an amount in every field. If you have nothing to declare please enter 0.00

Employees

Salary:

0

Employee benefits:

0

Clerical/temp employees:

0

Payroll taxes:

0

Other taxes:

0

Total employee expenses:

0.00

Facility

Facility rent:

0

Insurance:

0

Repairs & maintenance:

0

Utilities:

0

Total facility expenses:

0.00

Office

Supplies:

0

Equipment:

0

P.O.B rent:

248

Postage/shipping:

17.15

Telephone/internet:

0

Printing/subscriptions:

149.90

Advertising:

0

Total office expenses:

415.05

National & state convention/events

Travel:

0

Lodging:

0

Transportation:

0

Convention/conference assessments:

0

Tickets

0

Registration fees:

567.82

Other:

0

Total national & state convention/events:

567.82

Membership

Remittances to national

1207.50

Total membership expenses:

1207.50

National assessments

Edit this text

2023

Edit this text Edit this text

2023

2022

NA - Current year (paid in 2021 and applied in 2021):

0

NA - Prior years (paid in 2021 but applied to 2020 or earlier)

1205.62

Late filing fee

0

Total national assessments:

1205.62

State assessments

Edit this text

2023

Edit this text Edit this text

2023

2022

SA - Current year (paid in 2021 and applied in 2021):

0

SA - Prior years (paid in 2021 but applied to 2020 or earlier):

5235

Late filing fee:

0

Total state assessments:

5235.00

Civic engagement

Membership drive:

0

Community service:

0

Voter education/registration:

0

Youth oriented services:

0

Total civic engagement expenses:

0.00

Grants & scholarships

Grants:

0

A.C.T.S.O:

0

Scholarships:

0

Other:

0

Total grants & scholarship expenses:

0.00

Fundraising expense

Food:

0

Advertising:

0

Event speakers:

0

Awards/gifts:

0

Postage/shipping:

0

Telephone/internet (Fundraising)

0

Equipment rental

0

Printing

0

Facility rent:

0

Event insurance:

0

Other:

0

Total fundraising expenses:

0.00

General

Executive committee meetings:

0

Legal/court fees:

0

Bank fees:

0

License/tax fees:

0

Contributions/donations

300

Other:

9614.95

Total general expenses:

9914.95

Total expenses:

18545.94

If needed, please use this space to provide additional information about expenses

State assessment: Bank check for \$5235.00 was paid to FSC for past due assessments. This was a cashiers check which includes a \$10.00 service fee. Other: Includes \$400.00 check for FSC which was fraudulently changed to \$9400.00. (See February) Reimbursed by bank (see March) statements.

This form will time out in 30 minutes. Please make sure to save the document by checking "Save my progress and resume later" box at the top or bottom of the page, so that you can return to your most recent form.

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PART III - FUND BALANCE ANALYSIS

Edit this text

2022

27773.87

Total income:

12453.12

Total expenses:

18545.94

Net income/(loss)

-6092.82

Edit this text

2023

Cash balance on hand at December 31, 2021:

21681.05

Is the bank account above interest-bearing?

No

Please upload bank statements for each of the accounts you have open. To add another bank statement to the form, click "Add another response," it will allow you to upload additional bank statements.

January bank statement(s)

January bank statement

truist jan.jpg

January bank statement

truist jan 3.jpg

February bank statement(s)

February bank statement

Truist dec.jpg

February bank statement

Truist Feb 2.jpg

February bank statement

Truist Feb 3.jpg

March bank statement(s)

March bank statement

Truist Mar.jpg

April bank statement(s)

April bank statement

Truist April.jpg

- May bank statement(s)

May bank statement

Truist may.jpg

May bank statement

Truist May 2.jpg

June bank statement(s)

June bank statement

Truist June.jpg

July bank statement(s)

July bank statement

Truist Jul.jpg

August bank statement(s)

August bank statement

Truist Aug.jpg

September bank statement(s)

September bank statement

Truist Sep.jpg

October bank statement(s)

October bank statement
Truist Oct.jpg

November bank statement(s)

November bank statement
Truist Nov.jpg

December bank statement(s)

December bank statement
Truist dec.jpg

IMPORTANT NOTICE:

PLEASE TAKE A FEW MINUTES TO REVIEW THE ENTIRE REPORT BEFORE SUBMITTING IT TO THE NATIONAL OFFICE. IF YOU HAVE QUESTIONS, PLEASE EMAIL US AT UFI@NAACPNET.ORG

This form will time out in 30 minutes. Please make sure to save the document by checking "Save my progress and resume later" box at the top or bottom of the page, so that you can return to your most recent form.

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ASSESSMENT CALCULATION

Label of Year (January)
2023 Annual Financial Report

Total membership as of January 1, 2021: Label of Year (December)
132 2023 Annual Financial Report

Total membership as of December 31, 2021:
75

Percentage change:
-43.18

Minimum assessment:
300

Assessment % (15% or 25%)

Fundraising income:

0.00

Fundraising expenses

0.00

State assessments:

5235.00

Fundraising net income (loss)

-5235.00

Fundraising assessment:

-1308.75

Total assessment and other fees due today include:

Assessment due:

300

Late fee:

0

Total amount due:

300.00

2022 Residual Amount Owed/Owing

-100

2022/2023 Calculated Amount

200

Preparer's email:

ruby.j.bridgeforth@gmail.com

This form will time out in 30 minutes. Please make sure to save the document by checking "Save my progress and resume later" box at the top or bottom of the page, so that you can return to your most recent form.

Attached Files:

 **truist jan.jpg (1.17 MB)**

 **truist jan 3.jpg (1.17 MB)**

 **Truist dec.jpg (1.10 MB)**

 **Truist Feb 2.jpg (1.40 MB)**

 **Truist Feb 3.jpg (1.07 MB)**

 **Truist Mar.jpg (1.17 MB)**

 **Truist April.jpg (1.26 MB)**

 **Truist may.jpg (1.26 MB)**

 **Truist May 2.jpg (1.02 MB)**

 Truist June.jpg (1.17 MB)
 Truist Jul.jpg (1.23 MB)
 Truist Aug.jpg (1.23 MB)
 Truist Sep.jpg (1.21 MB)
 Truist Oct.jpg (1.16 MB)
 Truist Nov.jpg (1.15 MB)
 Truist dec.jpg (1.10 MB)



AUTHORIZATION FOR NAACP UNIT INCLUSION IN IRS GROUP RULING AND NAACP CONSOLIDATED TAX RETURN

Effective immediately, the National Association for the Advancement of Colored People (NAACP) is authorized to include the following Unit in the NAACP's group ruling pursuant to Revenue Procedure 80-27 for Application for Exemption Under Section 501(c)(4) of the Internal Revenue Code:

Unit Name *

NAACP Branch

Unit Number *

5121-B

This further affirms that the NAACP is authorized to include the above-referenced Unit in the NAACP's consolidated group information return, beginning with the Form 990 for the 2020 tax year. Per the requirements for the filing of a group return, the above-referenced Unit's fiscal year ends December 31st, the same as NAACP's fiscal year. If you require any additional data or supporting materials for the group return, please call the following authorized officer of the Unit:

Authorized Unit Officer Name *

Richard

First Name

Saunders

Last Name

Authorized Unit Officer Telephone Number *

(407) 518-9957

Authorized Unit Officer Email *

owousall@naacp.com

Confirm Authorized Unit Officer Email *

owousall@naacp.com

The National Association for the Advancement of Colored People ("NAACP"), a not-for-profit corporation under Section 501(c)(4) of the Internal Revenue Code, requests the consent of your Unit to be included in the group tax filing submitted to the IRS annually by the NAACP. By completing and returning this form, you represent and affirm, on behalf of your Unit, that your Unit's Executive Committee has voted to be

I hereby declare under the penalties of perjury that this authorization has been examined by me and to the best of my knowledge and belief is true, correct, and complete and made in good faith.

Signature *

Richard J. Saunders

Use your mouse or finger to draw your signature above

Signing Officer Name *

Signing Officer Title *

Richard

Treasurer

First Name

Saunders

Last Name

Today's Date *

Feb 09 2021

Submit Form

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NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE
4805 MT. HOPE DRIVE • BALTIMORE, MD 21215-3297 • (410) 580-5777

DERRICK JOHNSON
President & Chief Executive Officer.

Leon W. Russell
Chairman, National Board of Directors

August 7, 2024

TO: 5121-B Osceola Branch
RE: Tax Identification Confirmation Letter 59-3557155
ATTN: President Elect

This letter is to acknowledge that this NAACP branch has submitted their 2023 Annual Financial Report for NAACP National office to file on your behalf.

The Form 990 annual information return will use the following federal tax identification number 59-3557155 for this unit. This identification number establishes your unit as a tax-exempt organization under Internal Revenue Code 501(c)(4) under the Group exemption number 1531.

Sincerely,

A handwritten signature in black ink, appearing to read "Junko Kobayashi".

Junko Kobayashi
Interim Chief Financial Officer
NAACP - National Office
Jkobayashi@naacpnet.org

www.naacp.org



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
 P.O. Box 2508
 Cincinnati, OH 45201

National Association for the Advancement of
 Colored People
 c/o Janette Louard
 4805 Mt. Hope Dr.
 Baltimore, MD 21215

Date:
 09/15/2021
Employer ID number:
 38-4108034
Group exemption number:
 1531
Subordinate contribution deductibility:
 No
Addendum applies:
 Yes
Person to contact:
 Name: Kevin W. Payton
 ID number: 31454
 Telephone: (877) 829-5500

Dear Applicant:

We recognize your subordinates as exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(4). Your group exemption number is listed above. Keep this letter for your records. It could help resolve questions on the exempt status of your subordinates.

Donors cannot deduct contributions they make to your subordinates under IRC Section 170.

Annual filing requirements

Your subordinates are required to file Form 990-series annual information returns unless they qualify as churches or integrated auxiliaries of churches or otherwise meet the exceptions in Income Tax Regulations Section 1.6033-2(g). You can file a group return on Form 990, Return of Organization Exempt from Income Tax, for two or more subordinate organizations who authorize you in writing to include them in the group return and who are on the same tax year as you.

You must get a separate employer identification number to use when you file a group return. Also, you can't file a group return using Form 990-EZ, Short Form Return of Organization Exempt from Income Tax. If you're required to file a Form 990-series return for yourself, you must file it as a separate return. You can't be included in the group return. A subordinate organization can choose to file a separate annual information return instead of being included in the group return. They must file one of the Form 990-series returns based on their annual gross receipts.

A subordinate organization that doesn't file a Form 990-series return, or isn't included in a group return for three consecutive tax years, will have its federal income tax exemption automatically revoked effective from the filing due date of the third tax year.

Your subordinates must include your assigned group exemption number on any Form 990-series return they file, including Form 990-T, Exempt Organization Business Income Tax Return. Advise them of their filing requirements and give them your group exemption number. Visit www.irs.gov/charities-non-profits to find information and other tax filing requirements for tax exempt organizations annual information returns.

Annual group exemption update requirements

Each year, you must submit an annual update to the IRS at least 90 days before the end of your annual accounting period, including changes to your subordinate groups. We'll generally send you a current list of subordinates six months before your update is due. Publication 4573, Group Exemptions, has more information on annual update requirements.

Letter 2419 (Rev. 5-2020)
 Catalog Number 66291N

Mail your required annual update information to:
Internal Revenue Service
Ogden, UT 84201-0027

Additional information

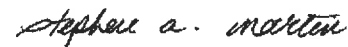
Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), describes your recordkeeping, reporting, and disclosure requirements, and has important information about your responsibilities as a tax-exempt organization.

You can get any of the forms or publications mentioned in this letter by visiting our website at: www.irs.gov/forms-pubs, or by calling 1-800-TAX-FORM (1-800-829-3676).

The enclosed addendum is an integral part of this letter.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Enclosures:
Addendum

Addendum

Per your request, the effective date of your group exemption is January 1, 2021.