MEETING AGENDA
SESSION OF THE PARKS & RECREATION ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, DECEMBER 11, 2024 AT 6:00 PM

1. **MEETING CALLED TO ORDER**
2. **MINUTES**
   - 2.A Approve meeting minutes from August 14, 2024 Parks and Recreation Advisory Board Meeting.
3. **HEAR AUDIENCE**
4. **DISCUSSION**
   - 4.A Directors Report
5. **NEW BUSINESS**
   - 5.A Period II Fee Waiver Review and Scoring
   - 5.B Community Benefit Grant Review
   - 5.C Board Chair and Co-Chair nominations for 2025
   - 5.D Approve 2025 meeting dates
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
Approve meeting minutes from August 14, 2024 Parks and Recreation Advisory Board Meeting.

Item Details
Approve meeting minutes from August 14, 2024 Parks and Recreation Advisory Board Meeting.

Attachment(s):
1. PARAB Meeting Minutes 8.14.2024 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, AUGUST 14, 2024 AT 6:00 PM

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

Board Chair Edward Kilroy called the meeting to order at 6:00 pm.

2. MINUTES

2.A Approval of the meeting minutes from June 12, 2024.

Board Member Robin Wright made a motion to accept the minutes from June 12, 2024 as is. Board Member Manuel Gomez seconded the motion.

AYE: Board Member Robin Wright, Board Chair Edward Kilroy, Board Member Albert Dorsey, Board Member Seewdat "David" Anderson, Board Member Hamza Godil, Board Member Manuel Gomez
NAY: None
Motion to 6 - 0.

3. HEAR AUDIENCE No one was present for hear the audience.

4. DISCUSSION

4.A Director's Report

Parks & Recreation Director Steve Lackey gave an update on grants and projects that are ongoing within the department. He also reminded the Board of the upcoming Fandom event.

4.B Policy changes for Fee Waiver's and Community Benefit Grant

Board Chair Edward Kilroy reminded the board of their past suggestions that Steve brought to the Commission for the Fee Waiver and Community Benefit Grant policies. Director Steve Lackey then gave a brief overview of what those suggested changes were and that they were approved by the City Commission. Changes to policies are effective immediately but there is a 4-year limit with a max amount each year.

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.

The Parks & Recreation Director informed the Board that the department will be applying for a FRDAP grant in the amount of $50,000 for improvements to Quail Hollow Park to install a new basketball court as a current court will be eliminated due to a new fire station.

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.

The Parks & Recreation Director informed the Board that the department will be applying for a FRDAP grant in the amount of $50,000 for improvements to Mill Slough Park to update/replace the dog agility course and fencing at the KUA Canine Cumbie park that is almost 15 years old. This will free up funding for other projects.

5. NEW BUSINESS

5.A Community Benefit Grant

The Board discussed the presented Community Benefit Grant for the NAACP Freedom Fund Banquet regarding their past funding as a Fee Waiver Grant and this current funding will be a Community Benefit Grant, and that it will be in year one. Director Steve Lackey also clarified their non-profit status and verification.

Guest speakers Nina Hill and Deloris McMillon spoke regarding their non-profit and the event.

The board members read their suggested funding (EXHIBIT A). Staff entered it into the spreadsheet (EXHIBIT B) to determine the average amount of funding which was in the amount of $2,500.

Board member David Anderson made a motion to approve the NAACP Freedom Fund Banquet in the amount of $2,500 as presented. Board Member Hamza Godil seconded the motion.

AYE: Board Member Robin Wright, Board Chair Edward Kilroy, Board Member Albert Dorsey, Board Member Seewdat "David" Anderson, Board Member Hamza Godil, Board Member Manuel Gomez
NAY: None
Motion to 6 - 0.

6. HEAR CHAIRMAN AND BOARD MEMBERS Nothing from the Board Members.

7. ADJOURNMENT There being no further business to come before the Parks and Recreation Board, Chair Edward Kilroy adjourned the meeting at 06:28 PM.

Board Chairman

ATTEST:

Board Secretary

EXHIBIT A

City of Kissimmee

City Policy 1605

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

2,500 –

CITY OF KISSIMMEE 1883

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

$2,500

M. Gomez

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

$2500 SK

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

$2500.00

CITY OF KISSIMMEE 1883

Albert Dorsey

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

$2,500

CITY OF KISSIMMEE 1883

Robin Wright

$2500
Hamza Godil

City of Kissimmee

City Policy 1605

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

$2500

Hamza Godil

EXHIBIT B

2023/2024 Community Benefit Grant

EVENT	Award Date	Requested Amount	AWARDED	Ed	AL	Robin	Hannan	Roy	David	Hamza	Vanessa	Total
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
				Ed	Al	Robin	Hannan	Manny	David	Hamza	Vanessa	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	$1,521.43	2200	1000	1250	2000	2000	2200			10650
Youth National Championship Preseason Nationals	6/12/2024	$2,500	$2,242.00	2000	2500	2200	2500	1600	2400		2500	15700
NAACP Freedom Fund Banquet	8/14/2024	$2,500	$2,500.00	2500	2500	2500		2500	2500	2500		15000
												0
												0
												0
												0
												0
												0
		$25,000	**$20,465.01**									

Balance $4,534.99

ITEM 4.A
Directors Report

Item Details
Parks & Recreation Director Steve Lackey will give a report of department progress and happenings.

Attachment(s):
1. Directors Report 12.11.2024

Directors Report
December 11, 2024

1. New Events Manager – Veronica Frink
2. Projects Completed/In Progress
    - Green Meadows – opening February 1st
    - Mark Durbin Park at Lakeside – Community Center - Design underway
3. Upcoming Events
    - Movie in the Park Series – First Friday of the month – 5:30p-9:30p
    - Festival of Lights – December 14 – 4p-9p

NEXT PARAB MEETING, February 12, 2025 - Meeting at 6pm at City Hall

ITEM 5.A
Period II Fee Waiver Review and Scoring

Item Details
Period II Fee Waiver review/scoring and award amounts.

- Kissimmee 5K
- Traveling Community Theatre
- Dine with the Departed
- March for Meals
- Citrus Slam
- Hop on Downtown
- The MOMologues
- Relay for Life

Attachment(s):
1. 2024-2025 Fee Grant Spreadsheet - Period 2
2. Kissimmee 5K Binder
3. Traveling Community Theatre Binder
4. Dine with Departed Binder
5. March for Meals Binder
6. Citrus Slam Final Binder
7. Hop on Downtown Binder
8. MOMologues binder
9. Relay for Life Binder

2024/2025 Fee Grant Request
Period II, Events occuring February 1 - May 31, 2025

EVENT	Requested Date	23/24 Amount	Requested Amount	Year of award / Sunset year	Est. City Expenses	AWARDED	Scored	Ed	Al	Robin	Hannan	David	Manny	Hamza	Vanessa	Amarilis	Total
Kissimmee 5K	2/15/2025	$ 1,200.00	$ 3,000.00	4+	$8,850.00	$ -	0										0
Traveling Community Theatre	2/27-3/2/2025	n/a	$ 3,000.00	1	$8,255.00	$ -	0										0
Dine with Departed	3/8/2025	$ 246.00	$ 3,000.00	4+	$1,260.00	$ -	0										0
March for Meals	3/15/2025	$ 900.00	$ 10,000.00	4+	$6,804.15	$ -	0										0
Cirus Slam	4/04-06/2025	$ 754.50	$ 3,000.00	4	$1,323.00	$ -	0										0
Hop on Dowtown	4/19/2025	$ 2,400.00	$ 3,000.00	3	$8,925.50	$ -	0										0
Help Now MOMolouges	4/28-5/04/2025	n/a	$ 3,000.00	1	$7,250.00	$ -	0										0
Relay for Life	5/9-10/2025	n/a	$ 5,000.00	1	$4,988.00	$ -	0										0
						$0.00											

PS: = Public Safety Cost

Total amount awarded for Period I	$3,455.00
Total amount awarded for Period II	$0.00
Total awarded	$3,455.00

FEE WAIVER GRANT RANKING FORM

Organization Name: Kissimmee Main Street
Event Name: Kissimmee 5K

Event Date: February 15, 2025 **Year of fee waiver award: 4+**

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 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?	**-5 /0/+5 POINTS**
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: 1,200.00**

Fee Waiver Grant Program

CITY OF KISSIMMEE 1883

Submitted on	25 September 2024, 4:06pm
Receipt number	13
Related form version	5

Requesting Organization Information

Full Legal Name of Organization	KISSIMMEE MAIN STREET PROGRAM INC
Name of Chief Officer/Present	Diana Marrero-Pinto
Telephone Number	4078464643
Mobile Number	4407148124

Organization Address

Street Address	421 BROADWAY
City	KISSIMMEE
State	FL
Zip Code	34741-5719
Eligibility/Type	Non-Profit

Event Contact Information

Name of Event Contact	Diana Marrero-Pinto
Title of Event Contact	Executive Director
Contact Phone	4078464643
Contact Email	dmarreropinto@kissimmeemainstreet.org

Name of Event	Kissimmee 5K
Start Date of Event	02/15/2025

Start Time of Event	6:00am
End Date of Event	02/15/2025
End Time of Event	9:00am
Estimated Number of Attendees	500
Description of Event	Now in its seventeenth (17) year the Kissimmee 5k is a fun celebration of heart health during the ultimate holiday of love, Valentine's Day. One of the only professionally timed races, the Kissimmee 5k is a fun run and race combined. Walkers and runners alike enjoy the fun aspects of the event including; music, participation medals, and amusing prizes such as the “Cutest Cupid”, “Prettiest Pair”, and Care Club”. As a professional race placement medals are awarded to the top 3 runners for each age category. All participants enjoy this early morning run as they take in the breathtaking views of the sun rising on Lake Tohopekaliga before racing through the historic district of Kissimmee.
Grant Request Amount	$3,000

Event Setup and Strike

Event Setup - Date	02/15/2024
Event Setup - Start Time	4:30am
Event Strike - Date	02/15/2024
Event Strike - Time	9:00am

Event Logistics

Will your event require outdoor staging?	No
Will your event require the rental of the modular stage for Veterans Lawn?	No
Will your event require tents?	No
Will your event require vehicle access to the park?	No
Will your event require road closures?	Yes
Will your event require portable restrooms?	No
Will your event require utilities?	Power
Will your event hire outside production companies?	No
Will your event require the use of additional space?	None

Fishing Tournament

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

Entertainment

Will your event require alcoholic beverages to be dispensed or sold?	No
Will your event require a DJ?	Yes
Does your entertainer have special requirements and/or technical rider?	No
Will your event have performers?	No

Audio/Visual

Is this an indoor event?	No

Promotions

Will your event require banners to be hung?	No
At what level will your event be promoted?	Local Regional
WIll the media be invited?	No
If the media will be invited, what type of media will be expected?	

Organisational Structure

How long has the sponsoring organization been incorporated?	Kissimmee Main Street was incorporated in August 19, 1997, making us a 27 year old organization
How long has the sponsoring organization physically been in operation?	Kissimmee Main Street was incorporated on August 1997 but began formulating a board and adopting its articles of incorporation earlier that same year.

Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event.	The Board of Directors, made up of 11 individuals, oversees the Executive Director. Executive Director. Diana Marrero-Pinto in turn oversees: Small Business Liaison, Ruth Mendez Marketing Coordinator, Ashley Elizabeth Guss and two contract workers and several volunteers.

Organization and Experience

Has the sponsoring organization previously produced an event in Kissimmee?	Yes
Has this specific event been previously produced?	Yes
What is the uniqueness of this proposed event?	The Kissimmee 5k is unique in that it attracts from runners several states and countries. Individuals utilize the Kissimmee 5k as a pace timer for larger Disney Marathons. This long standing professional race is a regular run for professional runners who travel to Florida for vacation also. Kissimmee Main Street through a post event survey have compiled responses from the United Kingdom, Puerto Rico, Brazil, and Canada, to name but some.
How does the proposed event support the organization's mission and impact to residents?	The mission of Kissimmee Main Street is to preserve and enhance Historic Downtown Kissimmee for the enrichment of current and future generations. We accomplish this through our many events that bring positive visibility to the downtown corridor, enhance the beauty of our city, and showcase our small businesses. With the run traveling through the city's historic district, starting and ending at our magnificent Lakefront Park and runners staying for breakfast at downtown establishments, The Kissimmee 5k meets our mission while impacting our entire community.

Event Revenue & Economic Impact

Will the proposed event impact local businesses?	Yes
Please attach you itemized event budget	K5K Budget 2025.xlsx

Marketing

How does the proposed event benefit the image or reputation of the City?	Kissimmee Main Street partners with the City of Kissimmee on several events that shines a spotlight on the best our city has to offer. This event will show the esthetic beauty of the Lakefront, the classic community within the Historic District, and the diverse local businesses.
Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	Kissimmee Main Street intends to advertise through our vast social media presence that boast a collective following of over 30,000 from around the world. In addition we place ads in several running websites and magazines.
How much money will the sponsoring organization commit towards advertising?	Kissimmee Main Street will allocate approximately $1,000 to marketing.

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?	Yes
Has the sponsoring organization solicited local vendors to support the event?	Yes

Kissimmee 5K

Event Budget for Kissimmee 5K: EXPENSES

Operational	Estimated	Actual
Entertainment	$0.00	$0.00
Street Closure	$8,000.00	$0.00
Equipment (Stage)	$0.00	$0.00
DJ	$500.00	$0.00
Total	**$8,500.00**	**$0.00**

Decorations	Estimated	
Theme-Photo Booth	$200.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
Total	**$200.00**	**$0.00**

Design/Print	Estimated	
Graphics/Logo	$0.00	$0.00
Printing	$200.00	$0.00
tshirts	$0.00	$0.00
Total	**$200.00**	

Marketing	Estimated	
Magazine	$300.00	
Radio		
Television		
Social Media	$150.00	
Total	**$450.00**	**$0.00**

Refreshments	Estimated	
Food	$1,000.00	$0.00
Water	$200.00	$0.00
Volunteer Snack	$200.00	
Coffee	$300.00	
Total	**$1,700.00**	**$0.00**

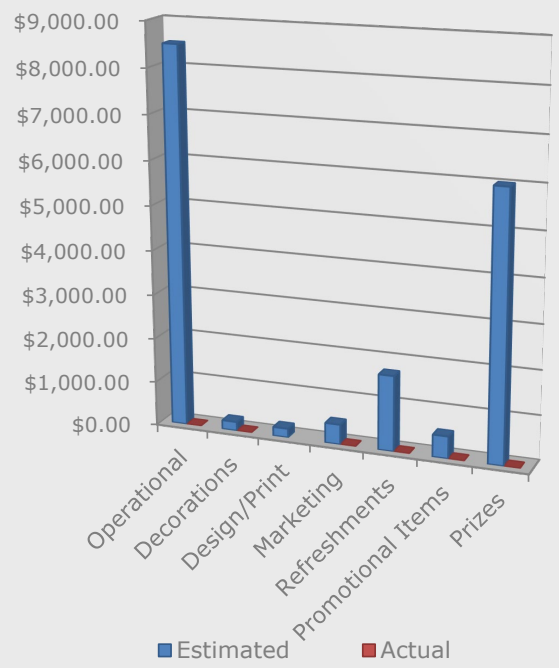
Promotional Items	Estimated	
Bags	$500.00	$0.00
Total	**$500.00**	**$0.00**

Prizes	Estimated	Actual
Ribbons/Plaques/Troph	$2,000.00	$0.00
t-shirts	$4,000.00	$0.00
Total	**$6,000.00**	**$0.00**

Total Expenses	Estimated	Actual
	$17,550.00	**$0.00**

Notes

Estimated vs. Actual



Made in Office 2007 for office2007.com

Kissimmee 5K

Event Budget for *Kissimmee 5K* : INCOME

Sponsors			Estimated	Actual
Estimated	**Actual**			
1		$5,000.00	$5,000.00	$0.00
1		$1,000.00	$1,000.00	$0.00
4		$500.00	$2,000.00	$0.00
4		$250.00	$1,000.00	$0.00
			$9,000.00	**$0.00**

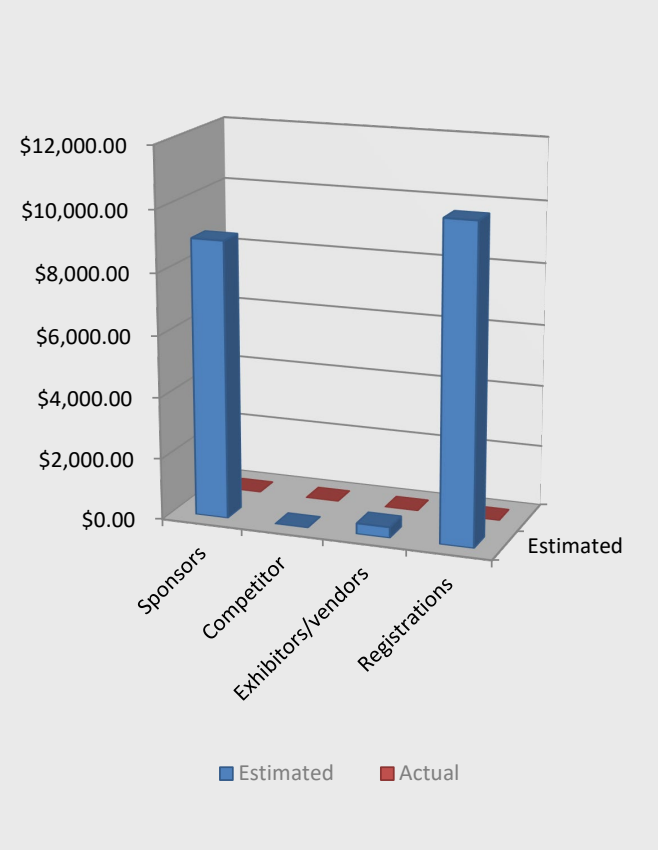
Competitor			Estimated	Actual
Estimated	**Actual**			
0	0		$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	**$0.00**

Exhibitors/vendors				Estimated	Actual
Estimated	**Actual**				
4		10X10 booths @	$75.00	$300.00	$0.00
2		Nonprofit	$25.00	$50.00	$0.00
0		Sales	$100.00	$0.00	$0.00
				$350.00	**$0.00**

Registrations				Estimated	Actual
Estimated	**Actual**				
150		October - November @	$20.00	$3,000.00	$0.00
125		December @	$25.00	$3,125.00	$0.00
125		January - Feb @	$30.00	$3,750.00	$0.00
10		Day of @	$35.00	$350.00	$0.00
				$10,225.00	**$0.00**

Total Income	Estimated	Actual
	$19,575.00	**$0.00**

Income Comparison

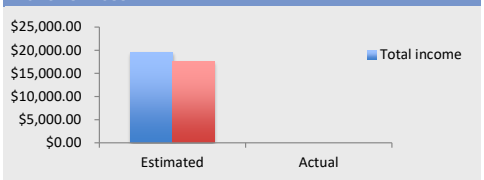


Kissimmee 5K

Event Budget for *Kissimmee 5K*: PROFIT/LOSS SUMMARY

	Estimated	Actual
Total income	$19,575.00	$0.00
Total expenses	$17,550.00	$0.00
Total profit (or loss)	**$2,025.00**	**$0.00**

Profit vs. Loss



CITY OF KISSIMMEE 1883

Organization: Kissimmee Main Street **Event Name: Kiss-ME 5K** **Event Date: 02/15/2025**

Administration Fee	**One time fee**		**Notes/Comments**	**Total**
	$100.00		**One time charge**	**$100.00**
Premises Rented:	**Associated fee**		**Notes/Comments**	**Total Premises rented**
Kissimmee Lakefront Park - Lighthouse Lawn	**$700.00**		Non-profit rate	$700.00
Panther / Otter Pavilion - included	**$0.00**		Pavilion included with Lawn	$0.00
Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Rental items**
Traffic Barricades	**Market Rate**	0	100 Cones / 100 Type 1 Barricades	$475.00
Portalets	**Market Rate**	0	1 handwash / 1 standard porta / 1 ada porta	$425.00
Light Tower	**$100.00**	2		$200.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
Non Taxed Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Taxes:**
	$0.00	0		$0.00
	$0.00	0		$0.00
Taxes:	**Tax Rate**		**Notes/Comments**	**Total Taxes:**
	7.50%		Tax Exempt	$0.00
Staffing and Personnel Requirments:	**Hourly Rate**	**Count**	**Notes/Comments**	**Total for Staffing/Personnel (Non Taxable Fees)**
Event Monitor	$20.00	**12**		$240.00
Facility Technician	$20.00	**12**		$240.00
Fire Inspector	$30.00	**0**		$0.00
EMT (Emergency Medica l Technician)	$35.00	**12**		$420.00
Security	$30.00	**0**		$0.00
KPD	$55.00	**110**		$6,050.00
Crowd Managers	$25.00	**0**		$0.00
			Notes/Comments	
Total Fee's and Charges:				**$8,850.00**
Damage Deposit			**20% of Facility Rental fee;Refundable; Additional Fee on Total Charges**	$140.00
Fee Waiver Amount (if applicable)			**Must apply via kissimmee.gov; only available to non profit organizations**	$0.00
Remaining Balance Due			**Due 30 days in advance of event date**	**$8,990.00**
Reservation Deposit			**Required at time of booking; Applied to total due; Non refundable Fee)**	$500.00

***Event Quote is subject to change based off of clients event needsand requests**

FEE WAIVER GRANT RANKING FORM

Organization Name: Osceola Council on Aging
Event Name: Traveling Community Theatre

Event Date: Feb.27-March 2, 2025 **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 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?	**-5 /0/+5 POINTS**
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: n/a**

Fee Waiver Grant Program

CITY OF KISSIMMEE 1883

Submitted on	29 August 2024, 2:15pm
Receipt number	7
Related form version	4

Requesting Organization Information

Full Legal Name of Organization	Osceola Council on Aging
Name of Chief Officer/Present	Wendy Ford
Telephone Number	4078468532
Mobile Number	5857355566

Organization Address

Street Address	700 Generation Point
City	Kissimmee
State	FL
Zip Code	34741
Eligibility/Type	Non-Profit

Event Contact Information

Name of Event Contact	Jim Moody
Title of Event Contact	SCP of Marketing and Development
Contact Phone	5857355566
Contact Email	moodyj@osceola-coa.com

Name of Event	Traveling Community Theatre
Start Date of Event	03/01/2025

Start Time of Event	6 pm
End Date of Event	03/01/2025
End Time of Event	9 pm
Estimated Number of Attendees	100
Description of Event	The Osceola Council on Aging is proposing to work with ARTS Unlimited to provide a community theater in that typically partners with non-profits as beneficiaries of their productions, with one weekend of performances. The purpose is two-fold: to help the non-profit financially by donating a percentage of all ticket sales from their assigned weekend, and to help spread awareness about the non-profit's mission and the services they provide to the community.
Grant Request Amount	$3000

Event Setup and Strike

Event Setup - Date	02/27/2025
Event Setup - Start Time	2 pm
Event Strike - Date	03/02/2025
Event Strike - Time	9 pm

Event Logistics

Will your event require outdoor staging?	No
Will your event require the rental of the modular stage for Veterans Lawn?	Yes
Will your event require tents?	No
Will your event require vehicle access to the park?	Yes
Will your event require road closures?	No
Will your event require portable restrooms?	No
Will your event require utilities?	Power Water
Will your event hire outside production companies?	Yes
Will your event require the use of additional space?	Green/Dressing Room Locker Rooms Rehearsal Space

	Reception Area

Fishing Tournament

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

Entertainment

Will your event require alcoholic beverages to be dispensed or sold?	No
Will your event require a DJ?	No
Does your entertainer have special requirements and/or technical rider?	No
Will your event have performers?	Yes

Audio/Visual

Is this an indoor event?	Yes

Promotions

Will your event require banners to be hung?	Yes
At what level will your event be promoted?	Regional
WIll the media be invited?	Yes
If the media will be invited, what type of media will be expected?	Local media, such as the Osceola Gazette and Positively Osceola.

Organisational Structure

How long has the sponsoring organization been incorporated?	53 years
How long has the sponsoring organization physically been in operation?	53 years
Please provide an organization chart of the Local Organizing	Jim Moody, SVP for Marketing and Development will oversee the vendor,

Committee and describe how the sponsoring organization recruits volunteers to facilitate the event.	ARTS Unlimited to ensure all event activities are performed seamlessly. The Osceola Council on Aging has a volunteer coordinator and access to 350 volunteers who may help during the preparation of event activities. Our team will work with ARTS Unlimited to promote all productions via our websites, social media, in-person events, email campaigns and word-of-mouth. As members of both the Osceola and St Cloud Chamber of Commerce, both the sponsor and vendor distributes flyers through all Chamber events and meetings, as well as email campaigns specific to Chamber members. The two organizations will work together to share and promote through their available methods and resources.

Organization and Experience

Has the sponsoring organization previously produced an event in Kissimmee?	Yes
Has this specific event been previously produced?	Yes
What is the uniqueness of this proposed event?	This will be the first time the sponsor and vendor have collaborated in the community (away from the sponsor's home location) to expand the reach in a highly populated area, where attendees can access by walking, public transit and personal vehicle. We expect this collaboration with the City of Kissimmee will absolutely reach a broader audience.
How does the proposed event support the organization's mission and impact to residents?	Our aim is to create impact by providing services to enable independence and self-sufficiency for people of all generations. This collaboration with the vendor provides an opportunity for individuals and families to experience a creative outlet, thus improving the health and wellbeing of all who attend. The event will also provide a pathway to learn about and potentially engage in the more than 40 programs within the Osceola Council on Aging.

Event Revenue & Economic Impact

Will the proposed event impact local businesses?	Yes
Please attach you itemized event budget	COA_AU Event Budget 2025.docx

Marketing

How does the proposed event benefit the image or reputation of the City?	The Council on Aging has a history of collaborating with the City of Kissimmee including our March for Meals 5K. We believe this new event, in connection with ARTS Unlimited will bring a creative, cultural experience to the City and its economic development initiaitves. Plus, provide an educational and fun atmosphere for all to enjoy.
Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	We expect a combination of printed collateral (flyers, banners), electronic media (social media channels, websites), local news (Osceola Gazette, Positively Osceola) and public radio (ie. WUCF) will be engaged to ensure a wide audience of participants. We anticipate beginning the promotion phase in November, 2024 through the 1st quarter of 2025.
How much money will the sponsoring organization commit towards advertising?	$600.00 is the initial expectation with at least 70% being spent with local city/county vendors.

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?	Yes
Has the sponsoring organization solicited local vendors to support the event?	Yes

OSCEOLA COUNCIL ON AGING
Serving All Generations

August 29, 2024

Mr. Joseph Bladek
Public Events & Venues Supervisor
City of Kissimmee
201 East Dakin Avenue
Kissimmee, FL 34741

Re: Proposed Event Itemized Budget

Dear Mr. Bladek:

Below is an itemized budget reflective of our proposed collaboration with ARTS Unlimited to offer a community theatre event in 2025. The Council on Aging is expected to receive 50% of all ticket sales.

Revenue | 50% of ticket sales	$4,500.00
300 attendees @ $30.00 per person	
Total Revenue	$4,500.00
Expenses	
Personnel (Salary, benefits)	$3,000.00
Planning, Vendor & Volunteer Management	
3 employees, 100 hours total @ $30.00 / hour	
Marketing (Advertising)	$600.00
Local Media, Social Media	
Supplies	
Collateral, Day of Event items	$800.00
Travel	
Local within Osceola County	$100.00
225 miles @ .445/mile	
Total Expenses	$4,500.00

700 Generation Point, Kissimmee, FL 34744 • Ph: 407-846-8532 Fx: 407-846-8550

CITY OF KISSIMMEE 1883

Organization: Osceola Council on Aging **Event Name: Traveling Community Theater** **Event Date: April 27 - March 02, 2025**

Administration Fee	One time fee		Notes/Comments	Total
	$100.00		**One time charge**	**$100.00**
Premises Rented:	**Associated fee**		**Notes/Comments**	**Total Premises rented**
Kissimmee Civic Center - Day 1	**$133.00 ph**	8H	Grand Ballroom	$1,064.00
KCC- Day 2	**$133.00 ph**	8H	Grand Ballroom	$1,064.00
KCC - Day 3	**$133.00 ph**	8H	Grand Ballroom	$1,064.00
KCC - Day 4	**$133.00 ph**	8H	Grand Ballroom	$1,064.00
Locker Rooms			included	$0.00
Multi-Day Discount	**20%**		**20% off total facility rental cost**	-$851.00
Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Rental items**
Stage Panel(s)	**$50.00**	10	16ft x 20ft	$500.00
A/V Package - Ballroom	**$250.00**	1	Screens + Projectors, Microphones, and Sound	$250.00
Tables and Chairs	**$0.00**	0	included	$0.00
Non Taxed Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Taxes:**
	$0.00	0		$0.00
	$0.00	0		$0.00
Taxes:	**Tax Rate**		**Notes/Comments**	**Total Taxes:**
	7.50%		EXEMPT	
Staffing and Personnel Requirments:	**Hourly Rate**	**Count**	**Notes/Comments**	**Total for Staffing/Personnel (Non Taxable Fees)**
Event Monitor	$20.00	**96**	3 Staff x 8hrs x 4 days	$1,920.00
Facility Technician	$20.00	**32**	1 Staff x 8hrs x 4 days	$640.00
Security	$30.00	**48**	3 Staff - 4hrs x 4 days	$1,440.00
			Notes/Comments	
Total Fee's and Charges:				**$8,255.00**
Damage Deposit			**20% of Facility Rental fee;Refundable; Additional Fee on Total Charges**	$212.80
Fee Waiver Amount (if applicable)			**Must apply via kissimmee.gov; only available to non profit organizations**	$0.00
Remaining Balance Due			**Due 30 days in advance of event date**	**$8,467.60**
Reservation Deposit			**Required at time of booking; Applied to total due; Non refundable Fee)**	$400.00

***Event Quote is subject to change based off of clients event needsand requests**

FEE WAIVER GRANT RANKING FORM

Organization Name: Osceola Historical Society
Event Name: Dine with the Departed

Event Date: March 8, 2025 **Year of fee waiver award: 4+**

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 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?	**-5 /0/+5 POINTS**
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 **Previous Year's Fee Waiver Award: $246.00**

Fee Waiver Grant Program

CITY OF KISSIMMEE 1883

Submitted on	19 September 2024, 9:45AM
Receipt number	11
Related form version	4

Requesting Organization Information

Full Legal Name of Organization	OSCEOLA COUNTY HISTORICAL SOC.
Name of Chief Officer/Present	Kimberly Murray
Telephone Number	4073968644
Mobile Number	4073968644

Organization Address

Street Address	4155 W. VINE STREET
City	KISSIMMEE
State	FL
Zip Code	34741
Eligibility/Type	Non-Profit

Event Contact Information

Name of Event Contact	Dawn Snell
Title of Event Contact	Assistant Director
Contact Phone	4073968644
Contact Email	dawn@osceolahistory.org

Name of Event	Dine with the Departed
Start Date of Event	03/08/2025

Start Time of Event	6 pm
End Date of Event	03/08/2025
End Time of Event	9 pm
Estimated Number of Attendees	220
Description of Event	Dine with the Departed is Osceola History's primary fundraiser held each March at the historic Rose Hill Cemetery in Kissimmee. Guests enjoy a catered meal and bid on unique gifts during a silent and live auction. After dinner, our guests venture out on guided lantern-lit tours where they encounter some of the Osceola County "passed" residents who have a few lively stories to tell.
Grant Request Amount	$3,000

Event Setup and Strike

Event Setup - Date	03/08/2025
Event Setup - Start Time	10 am
Event Strike - Date	03/08/2025
Event Strike - Time	10 pm

Event Logistics

Will your event require outdoor staging?	No
Will your event require the rental of the modular stage for Veterans Lawn?	No
Will your event require tents?	Yes
Will your event require vehicle access to the park?	No
Will your event require road closures?	No
Will your event require portable restrooms?	Yes
Will your event require utilities?	Power
Will your event hire outside production companies?	No
Will your event require the use of additional space?	None

Fishing Tournament

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

Entertainment

Will your event require alcoholic beverages to be dispensed or sold?	Yes
Will your event require a DJ?	No
Does your entertainer have special requirements and/or technical rider?	No
Will your event have performers?	No

Audio/Visual

Is this an indoor event?	No

Promotions

Will your event require banners to be hung?	No
At what level will your event be promoted?	Local
WIll the media be invited?	No
If the media will be invited, what type of media will be expected?	

Organisational Structure

How long has the sponsoring organization been incorporated?	1949
How long has the sponsoring organization physically been in operation?	1949
Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event.	There is a chairperson who heads the planning of this event. The Executive Director and lead staff help plan this event with help from the Board of Directors The Education/Volunteer Manager secures all

volunteers for the event to help serve food, interpret historical figures, and set up and clean.

Organization and Experience

Has the sponsoring organization previously produced an event in Kissimmee?	Yes
Has this specific event been previously produced?	Yes
What is the uniqueness of this proposed event?	It is a night honoring past Osceola County residents who are affluent to the area. It is a classy event held in a cemetery which makes in unique. Volunteers historically interpret the select passed residents the organization chooses to highlight that year.
How does the proposed event support the organization's mission and impact to residents?	The mission of Osceola History in short, is to keep history alive in Osceola County. Honoring people from the County who helped it shape into what it is today helps share how important history is. Many families are always honored when a family member of theirs is recognized during the event.

Event Revenue & Economic Impact

Will the proposed event impact local businesses?	Yes
Please attach you itemized event budget	Dine Budget 2025.xlsx

Marketing

How does the proposed event benefit the image or reputation of the City?	By respecting the rich heritage of Osceola County and sharing it with others to ensure the history lives on.
Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	Social Media ads to begin in December. Invitations will be mailed out in January. Ads in local newspapers will run in January.
How much money will the sponsoring organization commit towards advertising?	$3,000

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?	No
Has the sponsoring organization solicited local vendors to support the event?	Yes

Dine with the Departed Budget			
Expenses			
	Food	$6,000.00	
	Wine/Beer	$3,000.00	
	Portopottie	$2,000.00	
	Staff/volunteer expenses	$5,000.00	
	Tent/Table Rentals	$6,000.00	
	Advertising	$3,000.00	
	Total	$25,000.00	
Revenue			
	KUA	$5,000.00	
	TOHO	$5,000.00	
	Ticket sales	$24,500.00	
	Live Auction	$5,000.00	
	Silent Auction	$3,000.00	
	Sponsorships	$2,500.00	
	Total	$45,000.00	

CITY OF KISSIMMEE 1883

Organization: Osceola Historical Society **Event Name: Dine With The Departed** **Event Date: March 8th, 202**

Administration Fee	One time fee		Notes/Comments	Total
	$100.00		**One time charge**	**$100.00**
Premises Rented:	**Associated fee**		**Notes/Comments**	**Total Premises rented**
Rose Hill Cemetary	**$350.00**			$350.00
				$0.00
Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Rental items**
Light Tower	**$150.00**	1	1 Light Tower x $150	$150.00
Barricades	**$25.00**	12	12 Barricades x $25	$300.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
Non Taxed Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Taxes:**
	$0.00	0		$0.00
	$0.00	0		$0.00
Taxes:	**Tax Rate**		**Notes/Comments**	**Total Taxes:**
	7.50%			$60.00
Staffing and Personnel Requirments:	**Hourly Rate**	**Count**	**Notes/Comments**	**Total for Staffing/Personnel (Non Taxable Fees)**
Event Monitor	$20.00	**4**	1 Event Monitor x 4 hours	$80.00
Facility Technician	$20.00	**0**		$0.00
Fire Inspector	$30.00	**0**		$0.00
EMT (Emergency Medica l Technician)	$35.00	**0**		$0.00
Security	$30.00	**0**		$0.00
KPD	$55.00	**4**	1 KPD Officers x 4 hours	$220.00
Crowd Managers	$25.00	**0**		$0.00
			Notes/Comments	
Total Fee's and Charges:				**$1,260.00**
Damage Deposit			**20% of Facility Rental fee;Refundable; Additional Fee on Total Charges**	$70.00
Fee Waiver Amount (if applicable)			**Must apply via kissimmee.gov; only available to non profit organizations**	$0.00
Remaining Balance Due			**Due 30 days in advance of event date**	**$1,330.00**
Reservation Deposit			**Required at time of booking; Applied to total due; Non refundable Fee)**	$0.00

***Event Quote is subject to change based off of clients event needsand requests**

FEE WAIVER GRANT RANKING FORM

Organization Name: Council on Aging
Event Name: March for Meals

Event Date: March 15, 2025 **Year of fee waiver award: 4+**

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 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?	**-5 /0/+5 POINTS**
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: $10,000/$3,000 max permitted
Previous Year's Fee Waiver Award: $900.00

Fee Waiver Grant Program

CITY OF KISSIMMEE 1883

Submitted on	23 September 2024, 9:42AM
Receipt number	12
Related form version	5

Requesting Organization Information

Full Legal Name of Organization	Osceola Council on Aging
Name of Chief Officer/Present	Wendy Ford
Telephone Number	(407) 846-8532
Mobile Number	(407) 846-8532

Organization Address

Street Address	700 Generation Poijnt
City	Kissimmee
State	FL
Zip Code	34744
Eligibility/Type	Non-Profit

Event Contact Information

Name of Event Contact	Jim Moody
Title of Event Contact	SVP of Marketing and Development
Contact Phone	585.735.5566
Contact Email	moodyj@osceola-coa.com

Name of Event	March For Meals Run/Walk
Start Date of Event	03/15/2025

Start Time of Event	8 am
End Date of Event	03/15/2025
End Time of Event	12 pm
Estimated Number of Attendees	1000
Description of Event	March for Meals St. Patrick's 5K Run/Walk is a fun run event designed to raise awareness of senior hunger and support the Meals on Wheels program in Osceola County through the Osceola Council on Aging. Participants can track their time at the finish line, with awards going to the top 10 male and female finishers, as well as the top finishers aged 65+. With the event taking place just before St. Patrick's Day, everyone is encouraged to wear festive green attire. Teams can also participate in the "Team Challenge" to compete for the "Most Spirited" or "Largest Team" awards. Help fight senior hunger and support this important cause!
Grant Request Amount	$10000

Event Setup and Strike

Event Setup - Date	03/15/2025
Event Setup - Start Time	6 am
Event Strike - Date	03/15/2025
Event Strike - Time	1 pm

Event Logistics

Will your event require outdoor staging?	Yes
Will your event require the rental of the modular stage for Veterans Lawn?	No
Will your event require tents?	Yes
Will your event require vehicle access to the park?	Yes
Will your event require road closures?	Yes
Will your event require portable restrooms?	No
Will your event require utilities?	Power Water
Will your event hire outside production companies?	Yes

Will your event require the use of additional space?	None

Fishing Tournament

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

Entertainment

Will your event require alcoholic beverages to be dispensed or sold?	No
Will your event require a DJ?	Yes
Does your entertainer have special requirements and/or technical rider?	No
Will your event have performers?	No

Audio/Visual

Is this an indoor event?	No

Promotions

Will your event require banners to be hung?	Yes
At what level will your event be promoted?	Local Regional
WIll the media be invited?	Yes
If the media will be invited, what type of media will be expected?	Local News and Postively Osceola

Organisational Structure

How long has the sponsoring organization been incorporated?	1971 / 53 Years
How long has the sponsoring organization physically been in	1971 / 53 Years

operation?

Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event.	Local Organizing Committee (LOC) Structure The Local Organizing Committee consists of the following key roles: President/CEO – Provides overall leadership and strategic direction for the event. SVP of Marketing and Development – Oversees event promotion, sponsorship acquisition, and fundraising efforts. Event Team – Manages the logistical aspects of the event, including planning, scheduling, and coordination. Staff – Supports various operations related to the event, ensuring smooth execution across departments. Volunteer Recruitment Process Volunteers are recruited through several channels: Partnerships: Collaborating with local organizations, schools, and businesses to source volunteers who have a vested interest in the event's success. Previous Participants: Engaging those who have volunteered in the past, offering them priority registration and additional incentives to encourage their return. Current Volunteer Base: Reaching out to the organization’s existing pool of volunteers, inviting them to participate in facilitating the event.

Organization and Experience

Has the sponsoring organization previously produced an event in Kissimmee?	Yes
Has this specific event been previously produced?	Yes
What is the uniqueness of this proposed event?	The uniqueness of this event lies in its festive St. Patrick’s Day theme, where participants are encouraged to dress in fun, vibrant green attire, creating a lively and celebratory atmosphere. Unlike typical runs, this event embraces the spirit of St. Patrick’s Day, making it both a fun and memorable experience for all ages. Additionally, all finishers receive high-quality medals, adding a special touch of recognition to their participation. This combination of festive attire, a themed atmosphere, and top-tier rewards sets the event apart from standard fun runs or walks.
How does the proposed event support the organization's mission and impact to residents?	The March for Meals St. Patrick’s 5K Run/Walk directly supports the Osceola Council on Aging's mission by raising awareness of senior hunger and generating funds for the Meals on Wheels program, which provides essential services to seniors in need. By engaging the community in a fun and inclusive event, the 5K fosters a spirit of support and highlights the challenges faced by vulnerable seniors, disabled adults, and families in poverty. The funds raised ensure that more individuals can remain independent and self-sufficient, receiving meals and care that align with the Council's mission of enabling independence and improving quality of life for those they serve.

Event Revenue & Economic Impact

Will the proposed event impact local businesses?	Yes
Please attach you itemized event budget	March for Meals Budget.xlsx

Marketing

How does the proposed event benefit the image or reputation of the City?	The March for Meals St. Patrick's 5K Run/Walk enhances the City's image by demonstrating its commitment to community welfare and support for vulnerable populations. The event raises awareness of senior hunger while promoting the Meals on Wheels program, showcasing the City's dedication to social responsibility. Participants and sponsors will benefit from exposure through the City's marketing efforts, including promotional materials and social media campaigns. This visibility not only fosters pride among residents and local businesses but also positions the City as a leader in community health initiatives.
Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	The March for Meals St. Patrick's 5K Run/Walk will be promoted through various channels, including social media (Facebook, Instagram, Twitter), print materials (flyers and posters in community centers and local businesses), local news coverage (press releases sent to newspapers and radio stations), and text messaging campaigns to past participants. Promotion will kick off eight weeks before the event, with a steady increase in social media engagement, followed by reminders and updates through print and local news. A final push on social media and text messages will occur one week before the event to maximize registrations and excitement. On the day of the event, live updates will keep the community engaged and informed.
How much money will the sponsoring organization commit towards advertising?	The sponsoring organization will commit $5,000 towards advertising. This funding will support various promotional efforts, including social media, print materials, and local news outreach.

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?	No
Has the sponsoring organization solicited local vendors to support the event?	Yes

Income:
Sponsorships: $30,000
(Local businesses, corporate sponsors, and community partners)
Participant Fees: $35,000
(Estimated 700 participants at $50 per registration)
Merchandise Sales: $5,000
(Additional t-shirts, swag, etc.)
Donations: $5,000
(General donations from participants and supporters)

Total Income: $75,000

Expenses:
Venue Rentals: $10,000
(Includes permits, setup, and takedown at event location)
Run Production Company: $5,000
(Timing system, course setup, and race management services)
Medals: $3,500
(High-quality finisher medals for all participants)
T-shirts: $6,000
(Participant race shirts, approximately 700 at $8 per shirt)
Swag Bags: $2,500
(Goodie bags for participants, including items like snacks, coupons, etc.)
Food & Beverages: $5,000
(Post-race snacks and water for participants and volunteers)
Marketing & Promotion: $7,500
(Digital ads, printed flyers, social media campaigns, and press)
Event Insurance & Permits: $2,000
(Liability insurance and necessary permits for the race)
Awards & Trophies: $1,500
(For top finishers and special categories)
Sound & Entertainment: $2,000
(Sound system for announcements, music, and event entertainment)
Volunteer Support: $500
(T-shirts, food, and drinks for volunteers)
Miscellaneous Supplies: $500
(Signage, safety barriers, and other race-day materials)

Total Expenses: $45,000

Net Income:
Total Income: $75,000

Total Expenses: $45,000

Net Profit: $30,000

CITY OF KISSIMMEE 1883

Organization: The Osceola Council on Aging **Event Name: March for Meals 5K** **Event Date: Saturday, March 15th, 2025**

Administration Fee	One time fee		Notes/Comments	Total
	$100.00		**One time charge**	**$100.00**
Premises Rented:	**Associated fee**		**Notes/Comments**	**Total Premises rented**
Veterans Lawn	**$1,295.00**			$1,295.00
				$0.00
Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Rental items**
Traffic Barricades	**$467.00**	1	Road Closure	$467.00
Light Tower	**$100.00**	1		$100.00
PortaLets	**$300.00**	1		$300.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
Non Taxed Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Taxes:**
	$0.00	0		$0.00
	$0.00	0		$0.00
Taxes:	**Tax Rate**		**Notes/Comments**	**Total Taxes:**
	7.50%			$162.15
Staffing and Personnel Requirments:	**Hourly Rate**	**Count**	**Notes/Comments**	**Total for Staffing/Personnel (Non Taxable Fees)**
Event Monitor	$20.00	**12**	2 Event Monitors x 6 Hrs	$240.00
Facility Technician	$20.00	**6**	1 Facility Tech x 6 Hrs	$120.00
Fire Inspector	$30.00	**0**		$0.00
EMT (Emergency Medica l Technician)	$35.00	**8**	2 EMT x 4 Hrs	$280.00
Security	$30.00	**0**		$0.00
KPD	$55.00	**68**	17 KPD Positions x 4 Hrs	$3,740.00
Crowd Managers	$25.00	**0**		$0.00
			Notes/Comments	
Total Fee's and Charges:				**$6,804.15**
Damage Deposit			**20% of Facility Rental fee;Refundable; Additional Fee on Total Charges**	$259.00
Fee Waiver Amount (if applicable)			**Must apply via kissimmee.gov; only available to non profit organizations**	$0.00
Remaining Balance Due			**Due 30 days in advance of event date**	**$7,063.15**
Reservation Deposit			**Required at time of booking; Applied to total due; Non refundable Fee)**	$0.00

***Event Quote is subject to change based off of clients event needsand requests**

FEE WAIVER GRANT RANKING FORM

Organization Name: Paralyzed Veterans of America Florida Gulf Coast Chapter
Event Name: Citrus Slam

Event Date: April 4-6, 2025 **Year of fee waiver award: 4**

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 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?	**-5 /0/+5 POINTS**
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: 754.50**

Fee Waiver Grant Program

CITY OF KISSIMMEE 1883

Submitted on	29 August 2024, 4:59pm
Receipt number	8
Related form version	4

Requesting Organization Information

Full Legal Name of Organization	Paralyzed Veterans of America Florida Gulf Cast Chapter
Name of Chief Officer/Present	Wayne Webber
Telephone Number	7274604887
Mobile Number	7274604887

Organization Address

Street Address	15435 N. Florida Ave
City	TAMPA
State	FL
Zip Code	33613
Eligibility/Type	Non-Profit

Event Contact Information

Name of Event Contact	Wayne Webber
Title of Event Contact	Vice President/Sports Director
Contact Phone	7274604887
Contact Email	waynew@floridagulfcoastpva.org

Name of Event	Citrus Slam Bass Tournament
Start Date of Event	04/05/2025

Start Time of Event	5 am each day
End Date of Event	04/06/2025
End Time of Event	3:45 pm each day
Estimated Number of Attendees	80 - 85
Description of Event	A 2 day Bass Tournament for Disabled Veterans (Paralyzed Vets)
Grant Request Amount	$3000

Event Setup and Strike

Event Setup - Date	04/04/2025
Event Setup - Start Time	10 am
Event Strike - Date	04/06/2025
Event Strike - Time	4 pm

Event Logistics

Will your event require outdoor staging?	No
Will your event require the rental of the modular stage for Veterans Lawn?	No
Will your event require tents?	Yes
Will your event require vehicle access to the park?	Yes
Will your event require road closures?	No
Will your event require portable restrooms?	Yes
Will your event require utilities?	No
Will your event hire outside production companies?	No
Will your event require the use of additional space?	None

Fishing Tournament

Is the event a fishing tournament?	Yes
Will your event require a boat ramp?	Yes

How many boats are expected to participate	35
Will your event require space for a tournament draw?	No
Will your event require space for a weigh-in?	No

Entertainment

Will your event require alcoholic beverages to be dispensed or sold?	No
Will your event require a DJ?	No
Does your entertainer have special requirements and/or technical rider?	No
Will your event have performers?	No

Audio/Visual

Is this an indoor event?	No

Promotions

Will your event require banners to be hung?	No
At what level will your event be promoted?	Local Regional National
WIll the media be invited?	No
If the media will be invited, what type of media will be expected?	

Organisational Structure

How long has the sponsoring organization been incorporated?	over 50 years
How long has the sponsoring organization physically been in operation?	over 50 years
Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event.	Florida Gulf Coast PVA has put together this event for 20 years. We have done this event mostly in Kissimmee at the lake front overflow lot. We have a list of groups through the past years of Volunteers.

Organization and Experience

Has the sponsoring organization previously produced an event in Kissimmee?	Yes
Has this specific event been previously produced?	Yes
What is the uniqueness of this proposed event?	This event is for disabled veterans to get them out into nature and to fish. Also give them quality of life to compete and enhance their life's.
How does the proposed event support the organization's mission and impact to residents?	We are required to by our National Office to provide events such as this to help our fellow Disabled Veterans live a healthy and productive life.

Event Revenue & Economic Impact

Will the proposed event impact local businesses?	Yes
Please attach you itemized event budget	Bass Profit Loss 2018.docx

Marketing

How does the proposed event benefit the image or reputation of the City?	It shows that the city supports and recognizes the sacrifices of our Disabled service and compassion towards those that gave of themselves for freedoms this country has.
Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	Our chapter and National Office will put together a schedule of all sporting events in our national publication.
How much money will the sponsoring organization commit towards advertising?	Our National Office has those figures

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?	No
Has the sponsoring organization solicited local vendors to support the event?	Yes

2025 FGCPVA Bass Tournament Expenses

National PVA:	**7,500.00**
Kissimmee Ex.	**2,000.00**
City of Kissimmee	**500.00**
General Donation:	**500.00**
VFW Donation:	**1,300.00**
John Marzulli	**400.00**
Entry Fees	**7155.00**

Income: 19,355.00

Expenses:

Hotel Fees:	**2,400.00**	**(10ppl)**
Reception Room Fees	**700.00**	**($100 per Hr.)**
City Fees	**1,100.00**	
Tents	**500.00**	
Golf Carts	**700.00**	
Port a Potty	**200.00**	
Steve Jarrett Lures	**500.00**	
Shirts	**1,000.00**	
Pairing Night Food	**350.00**	
Donuts/Coffee/2Nites	**314.00**	
Subway	**1,070.00**	
Banquet Dinner	**3,180.00**	
Ice 2 days	**210.00**	
Sunday/ Pizza	**310.00**	
Bait (2days)	**50.00**	
UHAUL Trailer	**130.00**	
Misc. Expenses	**150.00**	**(Extra Water Drinks, Etc.)**
Raffles / Door Prizes	**1,100.00**	
Pay Out (Prizes)	**7,155.00**	

Total Expenses: $ 21,119.00

Loss: - ($ 1,764.00)

CITY OF KISSIMMEE 1883

Organization: Florida Gulf Coast Paralyzed Veterans Association **Event Name: PVA Citrus Slam** **Event Date: 4/4/25 - 4/6/25**

Administration Fee	One time fee			Notes/Comments	Total
	$100.00			**One time charge**	**$100.00**
Premises Rented:	**Associated fee**			**Notes/Comments**	**Total Premises rented**
Fishing Pad 4/4	**$245.00**			$245 per day (Non-Profit Rate)	$245.00
Fishing Pad 4/5	**$245.00**			$245 per day (Non-Profit Rate)	$245.00
Fishing Pad 4/6	**$245.00**			$245 per day (Non-Profit Rate)	$245.00
Rental Items:	**Associated Fee**			**Notes/Comments**	**Total Rental items**
Light Tower	**$75.00**	1		1 Light Tower x $75	$75.00
	$0.00	0			$0.00
	$0.00	0			$0.00
	$0.00	0			$0.00
	$0.00	0			$0.00
	$0.00	0			$0.00
	$0.00	0			$0.00
Non Taxed Rental Items:	**Associated Fee**			**Notes/Comments**	**Total Taxes:**
	$0.00	0			$0.00
	$0.00	0			$0.00
Taxes:	**Tax Rate**			**Notes/Comments**	**Total Taxes:**
	7.50%				EXEMPT
Staffing and Personnel Requirments:	**Hourly Rate**	**Count**		**Notes/Comments**	**Total for Staffing/Personnel (Non Taxable Fees)**
Event Monitor	$20.00	**28**			$560.00
Facility Technician	$20.00	**0**			$0.00
Fire Inspector	$30.00	**0**			$0.00
EMT (Emergency Medica l Technician)	$35.00	**0**			$0.00
Security	$30.00	**0**			$0.00
KPD	$55.00	**0**			$0.00
Crowd Managers	$25.00	**0**			$0.00
				Notes/Comments	
Total Fee's and Charges:				**20% Off Total Facility Rental for Multi-day**	**$1,323.00**
Damage Deposit				**20% of Facility Rental fee;Refundable; Additional Fee on Total Charges**	$117.60
Fee Waiver Amount (if applicable)				**Must apply via kissimmee.gov; only available to non profit organizations**	TBD
Remaining Balance Due				**Due 30 days in advance of event date**	**TBD**
Reservation Deposit				**Required at time of booking; Applied to total due; Non refundable Fee)**	$0.00

***Event Quote is subject to change based off of clients event needsand requests**

FEE WAIVER GRANT RANKING FORM

Organization Name: Kissimmee Main Street
Event Name: Hop on Downtown

Event Date: April 19, 2025 **Year of fee waiver award: 3**

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 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?	**-5 /0/+5 POINTS**
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: 2,400.00**

Fee Waiver Grant Program

CITY OF KISSIMMEE 1883

Submitted on	25 September 2024, 4:54PM
Receipt number	14
Related form version	5

Requesting Organization Information

Full Legal Name of Organization	KISSIMMEE MAIN STREET PROGRAM INC
Name of Chief Officer/Present	Diana Marrero-Pinto
Telephone Number	4078464643
Mobile Number	4407148124

Organization Address

Street Address	421 BROADWAY
City	KISSIMMEE
State	FL
Zip Code	34741-5719
Eligibility/Type	Non-Profit

Event Contact Information

Name of Event Contact	Diana Marrero-Pinto
Title of Event Contact	Executive Director
Contact Phone	4078464643
Contact Email	dmarreropinto@kissimmeemainstreet.org

Name of Event	Hop on Downtown
Start Date of Event	04/19/2025

Start Time of Event	11:00am
End Date of Event	04/19/2025
End Time of Event	2:00pm
Estimated Number of Attendees	4000
Description of Event	Hop on Downtown is Kissimmee Main Street's premiere Spring event. In partnership with the City of Kissimmee we provide; pictures with the Easter Bunny, Easter Egg Hunts, live music, vendors and the first ever, "Kissimmee Hop Start", a talent competition for children 12 and under. This street closure event is a free family friendly event for the entire community. Held the Saturday before Easter we invite local choirs to perform and focus on positive entertainment.
Grant Request Amount	$3,000

Event Setup and Strike

Event Setup - Date	04/19/2025
Event Setup - Start Time	10:00am
Event Strike - Date	04/19/2025
Event Strike - Time	2:00pm

Event Logistics

Will your event require outdoor staging?	Yes
Will your event require the rental of the modular stage for Veterans Lawn?	No
Will your event require tents?	Yes
Will your event require vehicle access to the park?	No
Will your event require road closures?	Yes
Will your event require portable restrooms?	Yes
Will your event require utilities?	No
Will your event hire outside production companies?	No
Will your event require the use of additional space?	None

Fishing Tournament

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

Entertainment

Will your event require alcoholic beverages to be dispensed or sold?	No
Will your event require a DJ?	Yes
Does your entertainer have special requirements and/or technical rider?	No
Will your event have performers?	Yes

Audio/Visual

Is this an indoor event?	No

Promotions

Will your event require banners to be hung?	Yes
At what level will your event be promoted?	Local Regional
WIll the media be invited?	No
If the media will be invited, what type of media will be expected?	

Organisational Structure

How long has the sponsoring organization been incorporated?	Kissimmee Main Street was incorporated in August 19, 1997, making us a 27 year old organization
How long has the sponsoring organization physically been in operation?	Kissimmee Main Street was incorporated on August and begun as an organization earlier that same year.
Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event.	Kissimmee Main Street Board of Directors Executive Director, Diana Marrero-Pinto Small Business Liaison, Ashley Elizabeth Guss Event Coordinator/ Market Manager, Holly Tweedy

Through our Volunteer Coordinator, Amanda Cruz we recruit, train and assign volunteers. Volunteers are recruited through social media, at events, and through the Osceola School system and JROTC.

Organization and Experience

Has the sponsoring organization previously produced an event in Kissimmee?	Yes
Has this specific event been previously produced?	Yes
What is the uniqueness of this proposed event?	Hop on Downtown combines the faith based aspects of Easter with the universal celebration of Spring, creating an event that has something for everyone.
How does the proposed event support the organization's mission and impact to residents?	Kissimmee Main Street is a nonprofit 501c3 established in 1997 whose mission is to preserve and enhance Historic Downtown Kissimmee for the enrichment of current and future generations. We accomplish our mission, in part, through our many community events including annual signature events like; BOO! on Broadway, The Kissimmee 5K Run/Walk in support of The American Heart Association, Kowboy Krawl, and several monthly events that promote the downtown and lend to its economic vitality. In addition, we are "ambassadors" to our beautiful historic downtown by marketing and supporting our merchants through advertising & promotions, maintaining our city's rich history, and overseeing The Kissimmee Welcome Station, a 1922 historic gas station that provides maps, historic information, and guides to thousands of visitors annually. But perhaps our greatest role being the support and guidance we provide to over 500 small businesses in the city CRA district. This event brings the people to the door step of our downtown.

Event Revenue & Economic Impact

Will the proposed event impact local businesses?	Yes
Please attach you itemized event budget	HOP 2024 Budget.xlsx

Marketing

How does the proposed event benefit the image or reputation of the City?	Hop on Downtown is a free community event that brings individuals and families to the heart of our city, downtown. Through events like Hop we create community engagement and a sense of pride.
Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	Kissimmee Main Street boast a social media presence of nearly 30,000 on Facebook and Instagram. In addition to the social media market the event will be included in our weekly newsletter distributed to over 5,000, and shared our local radio segment.
How much money will the sponsoring organization commit towards advertising?	Kissimmee Main Street has allocated no less then $500 to be used for marketing, dependent of sponsorship.

Collaboration

Is the sponsoring organization collaborating with any other	Yes

non-profit groups?

Has the sponsoring organization solicited local vendors to support the event?	Yes

Hop on Downtown

Event Budget for Hop on Downtown: EXPENSES

Operational	Estimated	Actual
Entertainment	$2,000.00	
Street Closure	$8,000.00	
Equipment (Stage)	$2,000.00	
DJ	$1,000.00	
Total	**$13,000.00**	**$0.00**

Decorations	Estimated	
Theme-Photo Booth	$200.00	
Photo Machine	$500.00	
Total	**$700.00**	**$0.00**

Design/Print	Estimated	
Graphics/Logo	$200.00	$0.00
Printing	$200.00	
tshirts	$500.00	$300.00
Total	**$900.00**	

Marketing	Estimated	
Print		
Radio		
Television		
Social Media		
Total	**$0.00**	**$0.00**

Refreshments	Estimated	
Candy*	$3,000.00	$0.00
Volunteer Water	$100.00	$0.00
Volunteer Snack	$200.00	
Entertainers food	$250.00	
Total	**$3,550.00**	**$0.00**

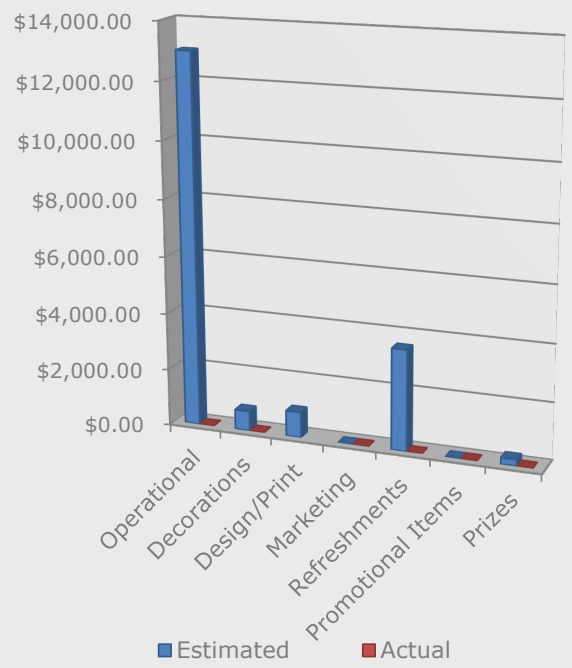
Promotional Items	Estimated	
Bags		
Total	**$0.00**	**$0.00**

Prizes	Estimated	Actual
Ribbons/Plaques/Troph	$225.00	
Gifts		
Total	**$225.00**	**$0.00**

Total Expenses	Estimated	Actual
	$18,375.00	**$0.00**

Notes

Estimated vs. Actual



Made in Office 2007 for office2007.com

Hop on Downtown

Event Budget for *Boo! On Broadway*: INCOME

Sponsors				Estimated	Actual
Estimated	**Actual**				
1			$5,000.00	$5,000.00	$0.00
3			$1,000.00	$3,000.00	$0.00
4			$500.00	$2,000.00	$0.00
5			$250.00	$1,250.00	$0.00
				$11,250.00	**$0.00**

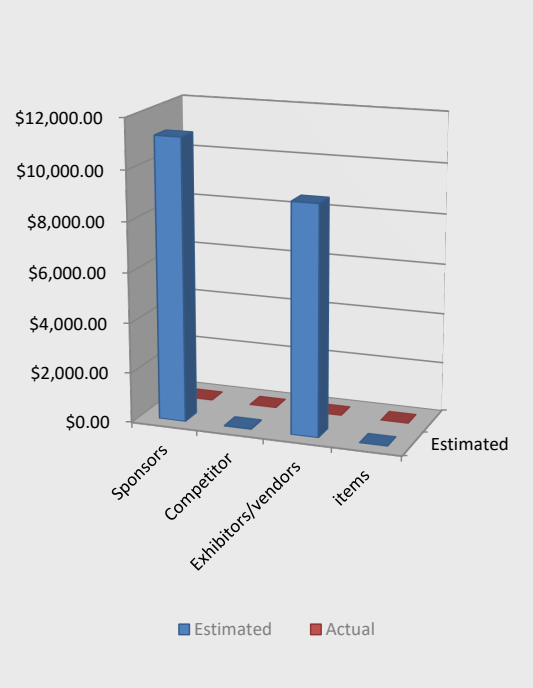
Competitor				Estimated	Actual
Estimated	**Actual**				
1	0	Case Race @	$25.00	$25.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$25.00	**$0.00**

Exhibitors/vendors				Estimated	Actual
Estimated	**Actual**				
100		10X10 booths @	$75.00	$7,500.00	$0.00
25		Nonprofit	$25.00	$625.00	$0.00
10		Sales	$100.00	$1,000.00	$0.00
				$9,125.00	**$0.00**

items				Estimated	Actual
Estimated	**Actual**				
1		Felix @		$0.00	$0.00
1		COK Candy @		$0.00	$0.00
1		@		$0.00	$0.00
1		@		$0.00	$0.00
				$0.00	**$0.00**

Total Income	Estimated	Actual
	$20,400.00	**$0.00**

Income Comparison



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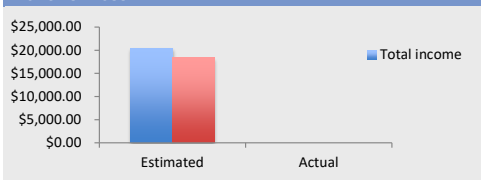
Hop on Downtown

Event Budget for *Boo! On Broadway*: PROFIT/LOSS SUMMARY

	Estimated	Actual
Total income	$20,400.00	$0.00
Total expenses	$18,375.00	$0.00
Total profit (or loss)	**$2,025.00**	**$0.00**

Profit vs. Loss



CITY OF KISSIMMEE 1883

Organization: Kissimmee Main Street **Event Name: Hop on Downtown** **Event Date: April 19, 2025**

Administration Fee	One time fee		Notes/Comments	Total
	$100.00		**One time charge**	**$100.00**
Premises Rented:	**Associated fee**		**Notes/Comments**	**Total Premises rented**
	$0.00			$0.00
				$0.00
Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Rental items**
Traffic Barricades (type II)	**$1.00**	40		$40.00
Traffic Barricades (type III)	**$2.00**	15		$30.00
Crowd Control Barricades	**$10.00**	30		$300.00
Portalets	**$415.00**	3	3 locations (2reg, 1ada, 1sink)	$1,245.00
Non Taxed Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Taxes:**
	$0.00	0		$0.00
	$0.00	0		$0.00
Taxes:	**Tax Rate**		**Notes/Comments**	**Total Taxes:**
	0.00%		Tax Exempt	$0.00
Staffing and Personnel Requirments:	**Hourly Rate**	**Count**	**Notes/Comments**	**Total for Staffing/Personnel (Non Taxable Fees)**
Event Monitor/Crowd Control	$20.00	**39**	6 Staff- 6.5hrs	$780.00
EMT (Emergency Medica l Technician)	$35.00	**9**	2 EMT's - 4.5hrs	$315.00
KPD Officers	$57.00	**84.5**	13 officers x 6.5hrs	$4,816.50
KPD Supervisors	$57.00	**13**	2 Officers x 6.5hrs	$741.00
Public Works	$31.00	**18**	Traffic & Streets	$558.00
			Notes/Comments	
Total Fee's and Charges:				**$8,925.50**
Damage Deposit			**20% of Facility Rental fee;Refundable; Additional Fee on Total Charges**	$0.00
Fee Waiver Amount (if applicable)			**Must apply via kissimmee.gov; only available to non profit organizations**	$0.00
Remaining Balance Due			**Due 30 days in advance of event date**	**$8,925.50**
Reservation Deposit			**Required at time of booking; Applied to total due; Non refundable Fee)**	$500.00

***Event Quote is subject to change based off of clients event needsand requests**

FEE WAIVER GRANT RANKING FORM

Organization Name: Help Now of Osceola, Inc

Event Name: The MOMologues-The Original Comedy about Motherhood

Event Date: April 28- May 4, 2025 **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 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?	**-5 /0/+5 POINTS**
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: n/a**

Fee Waiver Grant Program

CITY OF KISSIMMEE 1883

Submitted on	28 August 2024, 1:22pm
Receipt number	5
Related form version	4

Requesting Organization Information

Full Legal Name of Organization	Help Now of Osceola, Inc.
Name of Chief Officer/Present	Tammy Douglass/Andie Hinman
Telephone Number	407-847-3260
Mobile Number	407-436-2454

Organization Address

Street Address	PO Box 420370
City	Kissimmee
State	Florida
Zip Code	34742-0370
Eligibility/Type	Non-Profit

Event Contact Information

Name of Event Contact	Andie Hinman
Title of Event Contact	Community Engagement Coordinator
Contact Phone	407-436-2454
Contact Email	andieh@helpnowshelter.org

Name of Event	The MOMologues - The Original Comedy about Motherhood
Start Date of Event	05/02/2025

Start Time of Event	1:00 PM
End Date of Event	05/04/2025
End Time of Event	6:00 PM
Estimated Number of Attendees	100 per performance
Description of Event	*There are 4 performances during this time frame* Dinner & a show in celebration of mothers. Meal will be donated/discounted by local restaurants and will take place approx. 1 hour prior to show time. This original comedy about motherhood reveals what all mothers know but don't always talk about: it's overwhelming and exhausting, but also very, very funny. From the joys of infertility, through reading the same books over and over and over, to finally seeing your baby get on that school bus, this play mines the laughs and tears of the early years of motherhood. Four separate characters tell their individual stories, either directly to the audience in monologues, or in scenes with each other. Mothers everywhere can relate to the labor stories, the frustration of a simple trip to the store, the quest to connect with other mothers, all of which causes them to plan moms' nights out and arrive in packs to laugh hysterically at this tribute to "the toughest job you'll ever love." ARTS Unlimited is a traveling community theater in Osceola County that partners with non-profits as beneficiaries of their productions, assigning one weekend of performances (usually four performances per weekend) to a different non-profit. The purpose is two-fold: to help the non-profit financially by donating a percentage of all ticket sales from their assigned weekend, and to help spread awareness about the non-profit's mission and the services they provide to the community. In addition, ARTS Unlimited partners with local businesses for every production, from restaurants who provide food for their cast and crew, to merchants that assist with needed supplies. These businesses are mentioned in the production programs distributed to patrons, as well as in signage displayed during performances. When applicable, arrangements are made for show patrons to present their tickets to the local businesses for a discount or other offer (as decided by the restaurant or retailer). It's about supporting each other and helping the businesses within the community grow. ARTS Unlimited's goal is to create a fun, positive, safe, non-competitive, and encouraging environment, where performers of all ethnicities, backgrounds, gender identities, ages, and levels of experience can share their talents and grow in their artistic abilities. The COMMUNITY aspect of theater is at the heart of everything they do. By creating a welcoming and inclusive environment, everyone can come together to share in the joy and creativity of live theater. They of is fer Broadway musicals, comedies, and dramas, as well as cabarets/concert series, radio plays, and tailored entertainment. Since its beginnings, ARTS Unlimited has performed productions in a number of venues throughout Osceola County, such as: The BEV (Osceola Council on Aging), The Starlite Ballroom (Solivita), The Museum of Military History, the Windsor at Celebration, and Holy Redeemer Catholic Church. Past, present, and future non-profit partners include: The Council on Aging, Help Now of Osceola, HOPE Partnership, The Steps Foundation, The Sunshine Foundation, St Rose of Lima Catholic Church, Holy Redeemer Catholic Church, Spring of Life United Methodist Church, The American Cancer Society, The Opportunity Center, Give Kids the World, and the Osceola Library System.

ARTS Unlimited promotes all productions via their website, social media, in-person events, email campaigns and word-of-mouth. As members of both the Osceola and St Cloud Chamber of Commerce, ARTS Unlimited distributes flyers through all Chamber events and meetings, as well as does email campaigns specific to Chamber members. They provide all creative to their non-profit partners, so they can also share and promote through their available methods and resources. ARTS Unlimited also provides a "collective" flyer to all their non-profit partners, which include ALL the productions and lists ALL non-profit partners for the entire season. This is a way for the non-profits to also support each other.

****REQUEST OF TECH REHEARSALS THE EVENINGS OF MONDAY 4/28 - THURSDAY 5/1 (only need the evenings on these days)

Grant Request Amount	$3000.00

Event Setup and Strike

Event Setup - Date	04/28/2025
Event Setup - Start Time	4 PM
Event Strike - Date	05/04/2025
Event Strike - Time	9 PM

Event Logistics

Will your event require outdoor staging?	No
Will your event require the rental of the modular stage for Veterans Lawn?	No
Will your event require tents?	No
Will your event require vehicle access to the park?	No
Will your event require road closures?	No
Will your event require portable restrooms?	No
Will your event require utilities?	No
Will your event hire outside production companies?	Yes
Will your event require the use of additional space?	Green/Dressing Room Food Prep Area Rehearsal Space

Reception Area

Dance Floor

Fishing Tournament

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

Entertainment

Will your event require alcoholic beverages to be dispensed or sold?	No
Will your event require a DJ?	No
Does your entertainer have special requirements and/or technical rider?	Yes
Will your event have performers?	Yes

Audio/Visual

Is this an indoor event?	Yes

Promotions

Will your event require banners to be hung?	No
At what level will your event be promoted?	Local
WIll the media be invited?	Yes
If the media will be invited, what type of media will be expected?	Local news (News Gazette)

Organisational Structure

How long has the sponsoring organization been incorporated?	41 years
How long has the sponsoring organization physically been in operation?	41 years

Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event.	Volunteers are not required.

Organization and Experience

Has the sponsoring organization previously produced an event in Kissimmee?	Yes
Has this specific event been previously produced?	No
What is the uniqueness of this proposed event?	ARTS Unlimited partners with non-profits to help the community.
How does the proposed event support the organization's mission and impact to residents?	Empowering women. The performance is about women. Help Now of Osceola's mission is to provide safety, empowerment and healing for survivors of domestic violence in our community.

Event Revenue & Economic Impact

Will the proposed event impact local businesses?	Yes
Please attach you itemized event budget	The MOMologues Show Description and Estimated Budget.pdf ARTS Unlimited Event Application - MOMologues (partnering with Help Now of Osceola).pdf

Marketing

How does the proposed event benefit the image or reputation of the City?	We will be partnering with local nonprofits and local downtown Kissimmee restaurants. This will be a positive impact to the community through this community collaboration.
Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	Shared marketing endeavors through ARTS Unlimited and Help Now through social media outlets (Facebook, Instagram), email campaigns, in person community events, word of mouth, Chamber of Commerce.
How much money will the sponsoring organization commit towards advertising?	N/A

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?	Yes
Has the sponsoring organization solicited local vendors to support the event?	No

CITY OF KISSIMMEE 1883

KISSIMMEE CIVIC CENTER
OPEN TO THE PUBLIC EVENT APPLICATION

IMPORTANT: Please type or print legibly. All sections must be completed. Any and all cancellations will forfeit their reservation deposit.

Please submit your application to:

KISSIMMEE CIVIC CENTER
201 East Dakin Avenue
Kissimmee, Florida 34741
PHONE NUMBER: 407.518.2503
Fax: 407.935.1437
civiccenter@kissimmee.gov

CONTACT INFORMATION:

Organization/Company Name: HELP Now of Osceola

Name of Event: The MOMologues - The Original Comedy About Motherhood

Type of Event: Community Theater Production

Type of Organization: Non-Profit ☑ Commercial ☐ Government ☐

Contact Person: Andie Hinman

E-mail: andieh@helpnowshelter.org

Work Phone: (407) 847-3286

Cell Phone:

Address: 108 Church Street

City: Kissimmee

State: Florida

Zip Code: 34741

BILLING INFORMATION:

Is the party responsible for billing the same as above? ☐ Yes ☑ No (Please see below)

Responsible Person: Vivian Zetwo

E-mail: info@artsunlimitedllc.com

Work Phone: 407-873-3189

Cell Phone: 407-873-3189

Address: 1781 South Stewart St

City: Kissimmee

State: Florida

Zip Code: 34746

EVENT INFORMATION:

Event Date: May 2 - 4, 2025

Event Time: Matinees 12:30pm / Evenings 6:00pm

Event Location: ☐ Arena: ☑ Grand Ballroom: ☐ Cypress Ballroom: ☐ Magnolia Ballroom: ☐ Oak Ballroom: ☐ Sable Ballroom: ☐ Willow Conference Room:

Provide a brief description of your event: With Mother's Day approaching, this event will be a celebration of mothers. We will partner with Downtown Kissmmee restaurants to provide lunch/dinner, before the show. Lunch/dinner will last about an hour, the performance about 90 minutes. The MOMologues is a comedy that celebrates motherhood.

Have you previously held this event somewhere else ☑ If Yes, complete the fields below ☐ No

Date: May 2018

Location: Osceola Arts and the Starlite Ballroom in Solivita

Will your event require use of the Civic Center Lobby? ☑ If Yes, how will it used? ☐ No

Check-in patrons / ticket scanning, concession sales and as restrooms.

Will your event require more than one show time? ☑ Yes (please see below) ☐ No

How many shows? 4 (Friday evening, Saturday matinnee a ___ What are your show times? meal 12:30, ; meal 6:00pm and meal 6:00pm

Will your event have an intermission? ☑ Yes ☐ No How long? 15 minutes

Will your event require extra trash removal? ☑ Yes ☐ No

Will your event require utilities? ☑ Yes ☐ No ☑ Electric ☑ Water

ENTERTAINMENT AND PRODUCTION:

Please list your entertainment: We will partner with Downtown Kissimmee area restaurants to provide lunch/dinner to the patrons an hour before performance.

MOMologues is a comedy about motherhood, from conception to sending your kid to school for the first time. Please see attached description.

Will your event require any additional space such as? ☑ Dressing/Make Up Room ☑ Green Room ☐ Press Area ☐ Reception Area ☐ Business Office Locker Rooms ☐ Autograph Signing Area ☐ Private Meeting Area

Will your event include any live animals? ☐ Yes ☑ No What type? ___

Are you hiring a Production Company for your event? ☐ Yes ☑ No

(*Lighting, Sound, Decorating Television, Radio, etc.)*

NAME OF COMPANY #1: ___ Contact person: ___

Address: ___

City: ___ State: ___ Zip Code: ___

Email Address ___ Work Phone ___ Cell Phone: ___

NAME OF COMPANY #2: ___ Contact person: ___

Address: ___

City: ___ State: ___ Zip Code: ___

Email Address ___ Work Phone ___ Cell Phone: ___

Will your event have props and/or decorations? ☑ Yes ☐ No Please provide a description The set for this show consists of pipe & drape, a couch/coffee table/chairs area, a "bistro" area with a hightop and two stools, and an area with a loungechair and table. Very minimalistic in nature.

Will your event require staging? ☑ Yes ☐ No What size? unsure

Will your event require the use of a lift and/or forklift? ☐ Yes, (please explain) ☑ No

Do you need to install rigging or lights for your event? ☐ Yes ☑ No What type? ___

Will your event require 100 amps or more of electricity? ☐ Yes, (please explain) ☑ No

Will your event require the rental of Civic Center equipment? ☑ Yes, see below ☐ No

Sound equipment? ☑ Yes ☐ No

Additional speakers/monitors? ☐ Yes ☐ No

Microphone ☐ Wireless ☐ Handheld ☑ Lavaliere

Podium ☐ Presidential ☐ Standard

Easels How many? ☐ Dry Erase ☐ Note Pad

Projection Screen ☐ 8 X 8 Screen ☐ Smart TV *(CANNOT BE REMOVED FROM FACILITY)*

Will your event be televised, recorded and/or broadcasted? ☐ Yes, (please explain) ☐ No

Will your event restrict cameras and/or video recorders from entering the event? ☑ Yes ☐ No

Will your event require the hanging of banners? ☐ Yes ☑ No ☐ Inside ☐ Outside

SPORTING EVENT:

What type of athletic event are you hosting? _____

Are your athletes? ☐ Professional ☐ Collegiate ☐ Amateur ☐ Youth

Do your athletes have any special requirements? ☐ Yes ☐ No

Will your event require usage of any additional space such as? ☐ Dressing/Make Up Room

☐ Green Room ☐ Press Area ☐ Reception Area ☐ Business Office ☐ Locker-Rooms

☐ Warm Up Area ☐ Referee Area ☐ Autograph Signing Area ☐ Private Meeting Area

Are you providing First Aide, Medical Staff or a Trainer for your event? ☐ Yes ☐ No

Do you need the City to provide medical services? ☐ Yes (Pease describe needs) ☐ No

VENDOR/MERCHANDISE:

Any vendor who will sell or giveaway merchandise must have a vendor agreement, copy of their business license and insurance on file with the City of Kissimmee prior to event/show.

Will your event have vendors? No How many vendors: _____

What are the dimensions of your vendor spaces? _____

What time will your Vendor Load-In begin: _____ What time will Vendor Load – In end: _____

What time will your Vendor Load-Out begin: _____ What time will Vendor Load – Out end: _____

TICKET SALES:

Will you need the Civic Center Box Office for ticket sales? ☐ Yes ☑ No

What is the anticipated date for your tickets to go on sale? January 2025

What are your ticket prices? $25 (show only) $??? (dinner & show - depends on ag $ _____ $ _____

Will your tickets sales require any discounts / coupons? ☑ Yes, (please explain) ☐ No

It's too early for us to know what the agreements will be with the local area restaurants for the lunch/dinner portion of the event. Will they donate, discount? We do not know.

We always charge $25 for performances. Sometimes we do offers, depending on how ticket sales are going. Again, too early to determine.

Will your event require complimentary tickets and/or credentials? ☐ Yes ☑ No

How many? Reserved _____ GA _____ Credentials _____ Date needed? _____

What time will your box office open on the day of show? We do online ticket sales only Close? _____

Are you using an outside Ticket Agency? ☑ Yes (provide information below) ☐ No

Name of Company: Yapsody Contact person: _____

Address: Sorry, don't have this information. They're our online ticketing system, which is connected to our website.

City: _____ State: _____ Zip Code: _____

Email Address _____ Work Phone_____ Cell Phone: _____

FOOD & BEVERAGE:

Does your event need Concession sales? ☑ Yes ☐ No

Does your event typically have alcoholic beverages available for purchase ☐ Yes ☑ No

Will your event have food vendors? ☐ Yes ☑ No

The City of Kissimmee's Concessionaire has sole rights to any alcohol sales and/or consumption.

Will your event require catering for performers, acts and/or athletes? ☐ Yes ☑ No

Name of Caterer: _____ Contact person: _____

Address: We do not know what the agreement will be with the local area restaurants. We will more than likely need to use the kitchen/warmers in the facility

City: _____ State: _____ Zip Code: _____

Email Address _____ Work Phone_____ Cell Phone: _____

MARKETING:

Please outline your marketing plan ARTS Unlimited is a local community theater that partners with non-profits as beneficiaries of our productions.

For The MOMologues, we're partnering with Help Now of Osceola. As such, it'll be shared marketing endeavours through social media, email campaigns,

in-person events, word-of-mouth, and any methods available to both ARTS Unlimited and HELP Now, such as Chamber events.

When will you begin marketing your event? January 2025

Will you invite any media to your event? ☑ Yes ☐ No What type? Osceola News Gazette, El Star

Please provide your Social Media tags: @artsunlimitedllc @helpnowofosceolainc

PERSONNEL:

Public events require that the promoter hire City of Kissimmee Personnel (event staff, ticketing staff, maintenance staff, facility attendant, security staff, EMS and Police) and will be at the licensee's expense.

All other persons/personnel or affiliates utilized by the Licensee will be at the sole responsibility of the Licensee. The Civic Center does not permit the Licensee to replace Civic Center personnel with his/her own personnel and/or volunteers.

All employees and/or volunteers must have a current credential for the specific event. All badges and/or credentials will be produced and allocated, at the licensee's expense, by the Civic Center and/or designated vendor.

All staffing requirements are at the discretion of the Civic Center Supervisor and/or designee

GENERAL PROVISIONS AND POLICIES & PROCEDURES:

All licensees must follow The City of Kissimmee's general provisions, policies, and procedures, when hosting events on City property. For additional guidelines please review the City of Kissimmee's Events Handbook.

COMMUNICATION AND TRANSPARENCY:

The Event Coordinator provides general guidance to the Licensee during the planning of the event. The Coordinator will make sure the Licensee is aware of and adheres to City of Kissimmee event guidelines and procedures. In turn the Licensee must communicate all event details, including past event performances, payment history, licensing, insurance and proof of nonprofit status.

- Licensee shall adhere to all safety and operating guidelines, as outlined in the Event Handbook, license agreement and Parks & Recreation policies. Event organizers are required to attend planning meetings and are responsible for distributing safety and operating guidelines to their vendors, sponsors and parade entrants. Non-adherence to safety and operating guidelines could result in event suspension or cancellation.
- Submission of an event application obligates the event organizer to provide past event performance, payment history, and contact information for past or current host venues, licensing, insurance and proof of nonprofit status.
- Client must supply a seating chart that shows ticket sections, and pricing for each section 30 days before event date. **INITIAL** VZ

INSURANCE:

- Any and all open to the public events shall be required to provide General Liability Insurance **(Exhibit B)**
- Licensee, at their sole cost and expense, is required to provide the City with Liability Insurance no later than thirty (30) days prior to the reservation date.
- Licensee shall name the City as "**Additionally Insured**" for all dates of events.
- The City's Risk Management Office establishes the appropriate insurance amounts for each event. Based on the nature of the event, the City may require additional insurance amounts.
- Should Licensee neglect to provide the City with the appropriate insurance policy and documentation by the specified time, the City may cancel the event. **INITIAL** VZ

CANCELLATIONS

- All cancellations must be submitted in writing.
- All cancellations will forfeit their reservation deposit.
- A 100% refund for the balance of any rental fees and/or payments shall be granted so long as the client notifies the Civic Center Event Coordinator thirty days prior to scheduled event.
- A 50% refund for the balance of any rental fees and/or payments shall be granted so long as the client notifies the Civic Center Event Coordinator fifteen – twenty-nine days prior to scheduled event.
  No refund of any rental fees and/or payments will be granted if the client notifies the Civic Center Event
  INITIAL VZ

Exhibit A
Special Event Alcohol Policy for Sale and/or Service of Alcohol During Open to the Public Special Events

On all City owned Park property, for events which are open to the public, the following review and procedure will apply:

1. These procedures apply whether the event is free or admission is charged.

2. These procedures apply whether alcohol served is for free or for sale.
3. The organizer or promoter (Applicant) must complete a License Agreement form and submit it to the Parks, Recreation and Public Facilities Director or designee for review to assure compliance with all requirements.
4. On the application form Applicant must indicate which of the following distribution options it intends to use for the event:
    a. **CATERER OPTION:** Applicant may be or may retain a private alcohol provider or distributor who possesses a current and valid "Off Site Caterer's License" as issued by the State of Florida Division of Alcoholic Beverages – License 13 CT;

    OR

    b. **NON-PROFIT OPTION:** Applicant may be or may utilize a "Non-Profit Civic Organization" which is active with the State of Florida Division of Corporations to manage the alcohol sales. All requirements of Florida law must be complied with, including those requirements contained in the "Beverage Law" of Florida Statute §561.422 (Non-profit civic organization; temporary permits.) These procedures apply whether alcohol served is for free or for sale.
5. Applicant must provide proof of alcohol liability insurance for event. For third party caterers or non-profit organizations, the Applicant must also provide proof of the alcohol liability insurance of the caterer or non-profit organization, with the City of Kissimmee listed as an "additional insured" on the policy.
6. Applicant must comply with all provisions of Florida law, specifically but not limited to the applicable Florida Beverage Law – Florida Statues §561.702 (Legislative Intent) and §561.705 (Responsible Vendor Qualification) and obtain the applicable State of Florida Alcoholic Beverage License, including "E-TIPS" training.
7. Applicant must apply for and obtain a Kissimmee Police Department (KPD) Alcoholic Beverage Permit – PD83-01, prior to submission.
    a. At a minimum, Applicant must secure and pay for the services of at least one CJST Certified Florida law enforcement officer for security purposes.
    b. Should the Kissimmee Police Department determine during its review process that an area shall be designated as a "Beer Garden" area, KPD will determine the size of the area, as well as the minimum number of law enforcement officers to be required based on the event and Applicant must provide for same and pay all required fees for services.
8. On the application, Applicant must disclose and list all prior events it hosted on City property for staff review or any past events. Events hosted by Applicant which did not comply with law, City policies or City directives may require additional measures for approval by staff.
9. All licenses and insurance must be in place 30 days prior to the event. If all licenses and insurance policies are not in place within 30 days of event, Applicant must secure and utilize a City concessionaire for alcohol sales.

EXHIBIT B
SPECIAL EVENT INSURANCE REQUIREMENTS (2.6.2)

The following classifications do not identify every possible event, but should provide a guideline for which category most events should fall under. Questions should be directed to the City of Kissimmee Risk Manager or Events and Venues Manager.

CLASS 1	CLASS 2	CLASS 3	CLASS 4
Limited Seating Club Activities Instructional Classes History Fairs Registrations Receptions	Attendance under 500 Plays/Musicals Walk-a-thons Dog Shows Garage Sales Beauty Pageants	Attendance over 500: Magic Shows Concerts Dances Auctions Athletic Events Parades Fishing Tournaments Festivals Civic Center Events Aquatic Center Events City Stage	Airport Events High Risk Events

Class 1: Insurance is optional and is at the discretion of the Risk Management Department. Risk Management will review the quantity of participants and the nature of the activity and/or product of sales to make a final determination.

Class 2: Minimum of $500,000 General Liability Insurance and $500,000 Umbrella **Or** $1,000,000 per occurrence General Liability naming the City of Kissimmee "additional insured".

Class 3: Minimum of $1,000,000 General Liability Insurance and $1,000,000 Umbrella **OR** $2,000,000 per occurrence General Liability naming the City of Kissimmee "additional insured".

Class 4: General Liability Insurance of $5,000,000 per occurrence/ $5,000,000 Auto/ $5,000,000 Umbrella are required naming the City of Kissimmee "additional insured"

PLEASE NOTE:

1. **Auto Liability Insurance** will be required in the amount of the general liability requirement if automobiles are used as part of the event.
2. **Product Liability Insurance** will be required if there is food/beverage sales or consumption at the event. Each food vendor must provide the Product Liability Insurance (minimum of $2,000,000).
3. **Workers Compensation** will be required if employees are hired for the event, according to Florida State Statutes.
4. **Liquor Liability Insurance** will be required if there is alcoholic beverage sales or consumption at event (minimum $1,000,000). This must name the City of Kissimmee **"additional insured"**

IMPORTANT:

1. The event organizer must provide proof of a current insurance certificate for the appropriate amount of general liability. The City of Kissimmee must be listed as "**additional insured**".
2. The event organizer is responsible for obtaining and submitting all required insurance certificates to the City of Kissimmee Parks & Recreation Department Director or designee no later than (15) days prior to the event date.
3. The Risk Management Department reserves the right to adjust insurance requirements on a per event basis.
4. Any event requesting a waiver or reduction in the required insurance levels must submit written notification of the request with the application/permit to the Events & Venues Manager no later than (60) calendar days prior to the event date. If the organization has any insurance-related questions, they may contact the Risk Management Officer at 407.518.2111

ACCEPTANCE OF GENERAL PROVISIONS AND POLICIES & PROCEDURES:

- I understand that this is an application only and does not obligate the City of Kissimmee in any fashion to reserve any facility and/or approve any event that does not include a reservation deposit.
- I fully understand that my reservation fee is non-refundable. In the event the City of Kissimmee does not approve my event; I am entitled to a full refund of my reservation fee.
- I agree to sign the required License Agreement.
- I fully understand that this rental is located in a public park facility which is open to the public. By renting this facility, I agree and understand that this being a public facility; the City of Kissimmee is not responsible for the actions of any 3rd party members who are utilizing the park. By renting this facility, you agree and understand that the City cannot control and will not be responsible for the actions of the general public during the time of your rental, financially or otherwise. Examples shall include, but not be limited to: Interruptions in events; loud noises, weather interference.
- All rental set ups must be approved by City staff prior to event.

I have included my reservation deposit with my application and I fully understand that it is non- refundable.

Failure to abide by any of the above stated guidelines may result in termination of rental and be grounds for any future rentals.

I have read, understand and agree to abide by all policies/procedures and general provisions as outlined above.

SIGNATURE OF ACCEPTANCE

Vivian Zetwo

PRINT NAME

SIGNATURE

8/28/24

DATE

The MOMologues – The Original Comedy about Motherhood

SHOW DESCRIPTION

The original comedy about motherhood rips away the gauzy mask of parenthood to reveal what all mothers know but don't always talk about – it's overwhelming and exhausting, but also very, very funny. From the "joys" of infertility, through reading the same books over and over and over, to finally seeing your baby get on that school bus, this play mines the laughs and tears of the early years of motherhood. Four separate characters tell their individual stories, either directly to the audience in monologues, or in scenes with each other. Mothers everywhere can relate to the labor stories, the frustration of a simple trip to the store, the quest to connect with other mothers, all of which causes them to plan mom's night out and arrive in packs to laugh hysterically at this tribute to "the toughest job you'll ever love."

"This show is about the ups and downs of motherhood; what binds mothers together, not what sets them apart… edgy, funny, and true." – Showcase Magazine

ESTIMATED BUDGET - $3,700

Licensing	$ 700
Scripts	100
Set/Props/Costumes (purchase or rental)	900
Cast and Tech Crew Stipend	1,000
Miscellaneous / other production expenses	500
Buffer – Food-related items not incorporated in ticket price	500

The event will be presented as a meal & show, with lunch/dinner being served an hour prior to each performance.

CITY OF KISSIMMEE 1883

Organization: Help Now of Osceola **Event Name: The MOMologues** **Event Date: April 28 - May 4, 2025**

Administration Fee	One time fee		Notes/Comments	Total
	$100.00		**One time charge**	**$100.00**
Premises Rented:	**Associated fee**		**Notes/Comments**	**Total Premises rented**
Kissimmee Civic Center - Day 1	**$105.00 ph / 5.5h**		Magniolia, Oak, Sabal	$577.50
KCC - Day 2	**$105.00 ph/ 5.5h**		Magniolia, Oak, Sabal	$577.50
KCC - Day 3	**$105.00 ph / 5.5h**		Magniolia, Oak, Sabal	$577.50
KCC - Day 4	**$105.00 ph / 5.5h**		Magniolia, Oak, Sabal	$577.50
KCC - Day 5	**$105.00 ph / 5.5h**		Magniolia, Oak, Sabal	$577.50
KCC - Day 6	**$150.00 ph / 8h**		Grand Ballroom	$1,200.00
KCC - Day 7	**$150.00 ph / 8h**		Grand Ballroom	$1,200.00
			20% Multi-day Discount	-$1,057.50
Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Rental items**
Stage Panel(s)	**$50.00**	10	16ft x 20ft	$500.00
A/V Package - Ballroom	**$250.00**	1	Screens + Projectors, Microphones, and Sound	$250.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
Non Taxed Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Taxes:**
	$0.00	0		$0.00
	$0.00	0		$0.00
Taxes:	**Tax Rate**		**Notes/Comments**	**Total Taxes:**
	0.00%		Tax Exempted: 501.(c).3	$0.00
Staffing and Personnel Requirments:	**Hourly Rate**	**Count**	**Notes/Comments**	**Total for Staffing/Personnel (Non Taxable Fees)**
Event Monitor	$20.00	**32.5**		$650.00
Facility Technician	$20.00	**16**		$320.00
Fire Inspector	$30.00	**0**		$0.00
EMT (Emergency Medica l Technician)	$35.00	**0**		$0.00
Security	$30.00	**40**		$1,200.00
KPD	$55.00	**0**		$0.00
Crowd Managers	$25.00	**0**		$0.00
			Notes/Comments	
Total Fee's and Charges:				**$7,250.00**
Damage Deposit			**20% of Facility Rental fee;Refundable; Additional Fee on Total Charges**	$240.00
Fee Waiver Amount (if applicable)			**Must apply via kissimmee.gov; only available to non profit organizations**	$0.00
Remaining Balance Due			**Due 30 days in advance of event date**	**$7,490.00**
Reservation Deposit			**Required at time of booking; Applied to total due; Non refundable Fee)**	$400.00

***Event Quote is subject to change based off of clients event needsand requests**

FEE WAIVER GRANT RANKING FORM

Organization Name: American Cancer Society
Event Name: Relay for Life of Osceola County, FL

Event Date: May 9-10, 2025 **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 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?	**-5 /0/+5 POINTS**
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: $5,000.00/$3,000.00 max permitted
Previous Year's Fee Waiver Award: n/a

Fee Waiver Grant Program

CITY OF KISSIMMEE 1883

Submitted on	22 August 2024, 7:03pm
Receipt number	4
Related form version	4

Requesting Organization Information

Full Legal Name of Organization	American Cancer Society
Name of Chief Officer/Present	Karen E. Knudsen
Telephone Number	800-227-2345
Mobile Number	800-227-2345

Organization Address

Street Address	270 Peachtree St NW
City	Atlanta
State	Georgia
Zip Code	30303
Eligibility/Type	Non-Profit

Event Contact Information

Name of Event Contact	Rhonda Ducker
Title of Event Contact	Event Coordinator
Contact Phone	(321) 805-1071
Contact Email	raisinghope@yahoo.com

Name of Event	Relay for Life of Osceola County, FL
Start Date of Event	05/10/2025

Start Time of Event	10 am
End Date of Event	05/10/2025
End Time of Event	8 pm
Estimated Number of Attendees	1000
Description of Event	Relay for Life of Osceola County, FL is a fundraiser for the American Cancer Society's research, education, and patient advocacy programs. Each team hold a fundraiser at their booth while we host a kids zone, Survivor & Caregiver banquet, and a Luminaria Ceremony so that we can celebrate those who have won the battle against cancer, remember those that we have lost to cancer, and fight back against cancer as they are still going through the battle.
Grant Request Amount	$5000

Event Setup and Strike

Event Setup - Date	05/09/2025
Event Setup - Start Time	10 am
Event Strike - Date	05/10/2025
Event Strike - Time	10 pm

Event Logistics

Will your event require outdoor staging?	No
Will your event require the rental of the modular stage for Veterans Lawn?	No
Will your event require tents?	No
Will your event require vehicle access to the park?	No
Will your event require road closures?	No
Will your event require portable restrooms?	No
Will your event require utilities?	Power
Will your event hire outside production companies?	No
Will your event require the use of additional space?	Private Meeting Space Locker Rooms

Fishing Tournament

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

Entertainment

Will your event require alcoholic beverages to be dispensed or sold?	No
Will your event require a DJ?	Yes
Does your entertainer have special requirements and/or technical rider?	No
Will your event have performers?	Yes

Audio/Visual

Is this an indoor event?	Yes

Promotions

Will your event require banners to be hung?	No
At what level will your event be promoted?	Local
WIll the media be invited?	Yes
If the media will be invited, what type of media will be expected?	Social media and local news reporters and newspapers.

Organisational Structure

How long has the sponsoring organization been incorporated?	80 years
How long has the sponsoring organization physically been in operation?	80 years for the American Cancer Society and 40 years for the Relay for Life events.
Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event.	ACS Staff Partner -Georgia Vieira - Senior Development Manager - Unified Event Support; Event Coordinator and Lead - Rhonda Ducker; Luminaria Ceremony - Sandy Bean; Survivor & Caregiver Lead Jackie

Powers
We recruit volunteers and teams by visiting schools, advertising on social media, word of mouth, attending meetings, being a part of local events, and hosting restaurant fundraisers throughout the year.

Organization and Experience

Has the sponsoring organization previously produced an event in Kissimmee?	Yes
Has this specific event been previously produced?	Yes
What is the uniqueness of this proposed event?	We accept teams and volunteers from all of Osceola County. This is a family-oriented event that accepts everyone without discrimination of any sort.
How does the proposed event support the organization's mission and impact to residents?	A huge benefit is the Road to Recovery program which provides rides to and from treatment at no cost to the patient. Covid, like with everything else, canceled this program. We are in the process of bringing it back and getting volunteer drivers for the program. The Look Good Feel Better is looking for those in the cosmetic field to certify in their program to treat cancer patients to help with the patients self-esteem.

Event Revenue & Economic Impact

Will the proposed event impact local businesses?	Yes
Please attach you itemized event budget	2024.08.31 Relay for Life of Osceola County License Agreement.pdf.pdf

Marketing

How does the proposed event benefit the image or reputation of the City?	In 2017, we were blessed to hold this event at the Kissimmee Civic Center for the first time. In 2024, we have returned. However, the Relay for Life of Osceola County, FL turns 40 in 2025 and things are already being planned so that City dignitaries are involved and invited to attend and speak.
Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	Social media, flyers at local businesses, fundraisers, attending local events, and word of mouth.
How much money will the sponsoring organization commit towards advertising?	None because it will be my donation to the success of the event.

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?	No
Has the sponsoring organization solicited local vendors to support the event?	No

EVENTS & VENUES LICENSE AGREEMENT

This AGREEMENT made this 13th day of AUGUST 2024 by and between the CITY OF KISSIMMEE, FLORIDA, a municipal corporation, located at 101 CHURCH STREET, KISSIMMEE, FL 34741 (hereinafter referred to as the Licensor) and AMERICAN CANCER SOCIETY, located at P.O. BOX 2438, KENNESAW, GA, 30156 (hereinafter referred to as the Licensee) and Licensor and Licensee mutually agree and promise each to the other as follows.

1. ADMINISTRATION FEE

	FEE
ADMINISTRATION TOTAL	$100.00

2. PREMISES RENTED

VENUE	START DATE	END DATE	START TIME	END TIME	USE	FEE
KCC - ARENA	8/30/202	8/30/202	8:00A.M.	5:00P.M.	MOVE-IN/SET-UP	$1,065.00
KCC - ARENA	4	4	8:00A.M.	5:00P.M.	RELAY FOR LIFE	$2,130.00
	8/31/202	8/31/202				
	4	4	MULTIDAY DISCOUNT- 20% OFF RENTAL			($639.00)
					VENUE TOTAL	$2,556.00

AND

EVENT MONITOR	$320.00
FACILITY TECHNICIAN	$160.00
FIRE INSPECTOR	
EMT *(EMERGENCY MEDICAL TECHNICIAN)*	
SECURITY	
KPD *(KISSIMMEE POLICE DEPARTMENT)*	
CROWD MANAGERS	
RENTAL ITEM(S)	$313.00
SUB TOTAL	$793.00
FEE WAIVER	$0.00
TAX: TAX-EXEMPT (NON-PROFIT)	$0.00
DAMAGE DEPOSIT – REFUNDABLE:	$639.00
GRAND TOTAL DUE	$4,088.00
THIS NON-REFUNDABLE RESERVATION DEPOSIT TO HOLD THE DATE HAS BEEN APPLIED TO THE GRAND TOTAL DUE.	$500.00

3. TERM

The term of this license shall commence on AUGUST 30, 2024 at 8:00A.M. and end AUGUST 31, 2024 at 7:00P.M. which shall include move in and move out. Kissimmee Civic Center rentals are between the hours of 8:00 a.m.– 12:00 a.m. and Lakefront Park rentals are between 6:00 a.m. – 7:00 p.m. Licensor reserves the right to change or assign Licensee to other available facilities of equal or higher value. The rental fee is inclusive of specified set–up/load-in times. Actual event times cannot be extended into load out time without prior approval prior approval which would result of an increase of rental fee.

4. FEE

Licensee shall pay to the Licensor, in advance, a total fee of $4,088.00; together with any sales tax which may be applicable, on or before AUGUST 15, 2024. Estimated Fees & Charges are outlined on the attached Cost Analysis. Additional charges may be incurred depending on changes or amendments made to the initial requested services. Payments may be made at the Civic Center located at 201 E. Dakin Avenue, Kissimmee, Florida. All returned checks will be assessed as provided in the Florida Statue Section 166.251.

Licensee shall / has deposit(ed) the sum of $500.00 dollars upon execution of this agreement as a non-refundable reservation deposit. The reservation deposit shall be deducted from the total balance of the License Agreement.

Licensee shall / has deposit(ed) the sum of $639.00 dollars upon execution of this agreement as security for damages, administrative costs, and reservation fees. The deposit shall be held by the Licensor and may be commingled with other Licensors funds. The deposit may be credited to and deducted from any and all sums due and owing under this Agreement by Licensee.

5. CANCELLATIONS

In the event that a reservation cancellation and/or reservation change is necessary, the Licensee must present, in writing, notification to the Civic Center Event Coordinator(s). All applicable refunds will be processed within fifteen (15) working days of the cancellation notice and will be mailed directly to the home and/or business as listed on the License Agreement. Cancellations may only be requested by the person who signed the License Agreement, and the refund will be made directly to that individual.

4.1 Cancellations made prior to thirty (30) days of event date shall receive 100% of any payments less the non-refundable reservation deposit.

4.2 Cancellations made fifteen (15) to twenty-nine (29) days prior to event date shall receive 50% of the total rental amount less the non-refundable reservation deposit.

4.3 Cancellations made fourteen (14) days or less shall not be granted a refund and licensee will be held responsible for any unpaid balances.

4.4 The City of Kissimmee shall not be responsible for any lost revenue claims for any “Open to the Public” Event that is cancelled. In the event that tickets have been presold for any “Open to the Public” event, the City of Kissimmee nor the Kissimmee Civic Center Venues shall not be responsible for the refund of any tickets

6. COMMUNICATION AND TRANSPARENCY

The Event Coordinator provides general guidance to the Licensee during the planning of the event. The Coordinator will make sure the Licensee is aware of and adheres to City of Kissimmee event guidelines and procedures. In turn the Licensee must communicate all event details, including past event performances, payment history, licensing, insurance, and proof of nonprofit status.

6.1 Licensee shall adhere to all safety and operating guidelines, as outlined in the Event Handbook, License Agreement and Parks & Recreation policies. Licensee is required to attend planning meetings and is responsible for distributing safety and operating guidelines to their vendors, sponsors, and parade entrants. Non-adherence to safety and operating guidelines could result in event suspension or cancellation.

6.2 Submission of an event application obligates the Licensee to provide past event performance, payment history, and contact information for past or current host venues, licensing, insurance, and proof of nonprofit status.

7. EVENT HOURS

Kissimmee Civic Center and Berlinsky Community House rentals are between the hours of 8:00 a.m. – 12:00 a.m. and Lakefront Park rentals are between 7:00 a.m. – 7:00 p.m. The only exception is Kissimmee’s Monumental 4th of July Celebration and the Movie in the Park series, held on the first Friday of the month from October to March.

8. USE/SUPPORT SERVICES AND PERSONNEL

The use and support of the licensed premise shall be restricted to:

Support Personnel Other Licensee shall, by taking possession of the Licensed Premises, acknowledge that the Licensed Equipment Rentals Catering Concessions Alcohol

Premise together with the

additional uses checked above are in good condition and satisfactorily for the use of the Licensee. Licensee further acknowledges that he/she has had the opportunity to inspect the licensed facilities and accepts them “AS IS”.

8.1 The Licensee shall arrange and pay for all decorations, signs, sound and lighting equipment, musical instruments, musicians and radio and television services. All contractors and personnel providing these services are subject to the approval or rejection of the Events & Venues Supervisor and/or designee as set forth in criteria explained in the Event Application.

8.2 Unless the Events & Venues Supervisor and/or designee authorizes otherwise, the Licensor shall provide all personnel and services in support of the Licensee’s activities, including but not limited to, production personnel, ticket sellers, ticket takers, door guards, ushers, security, police or emergency medical personnel, utility custodians, electrical wiring and/or other services, equipment and installations incidental to the event, even though such services, equipment and installations are in addition to regular services.

8.3 For support services and personnel described herein, Licensee shall pay the Licensor according to the charges as outlined in the Fees and Charges for support services and personnel establish and on file at the Civic Center. Private contracted services must be paid directly to an approved vendor(s). Fees and Charges are subject to change without notice.

8.4 The Licensee shall be responsible for making arrangements with the Events & Venues Supervisor and/or designee for all staffing requirements. Such arrangements shall be coordinated and approved by the Events & Venues Supervisor and/or designee at least 30 days prior to the beginning of the term. In the event the Licensee fails to do so, then the decision of the Events & Venues Supervisor and/or designee shall control and the Licensee shall be financially responsible for all charges for such services and equipment so furnished.

9. TICKETS

Unless otherwise provided herein, all tickets and money received from Box Office sales therefrom shall, at all times, be under the care and control of the Events & Venues Supervisor and/or designee, and shall remain so until the completion of the event(s)/promotion and full and satisfactory settlement for all rent and charges incurred in connection with the event/promotion.

The Licensee may use the Civic Center Box Office or a ticket agency approved by the Events & Venues Supervisor and/or designee.

CIVIC CENTER BOX OFFICE

8.1 General Admission tickets are the only available option for tickets sold through the Kissimmee Civic Center Box Office.

8.2 The Events & Venues Supervisor and/or designee shall recommend the form of the ticket account, records, and reports that shall be used by the Licensee in staging an event or attraction and in accounting for the gross receipts thereof. Licensee shall be responsible for the payments of all costs and box office fees, as well as any printing costs that may occur.

8.3 Tickets may be provided to the promoter for distribution if:

a. Service and printing fees are paid in full;
b. The manifest of tickets is initialed and/or approved by promoter; and
c. All complimentary tickets are stamped and recorded.

8.4 In the event of a City co-sponsored event, complimentary tickets shall not exceed 5% of the event/show manifest.

8.5 Roll tickets are not permitted for entrance.

8.6 Will Call begins two hours prior to the event. Will call customers may be asked to present valid photo I.D. or the actual credit card used to purchase tickets or verify the purchaser’s name and address prior to releasing the tickets.

8.7 Any and all tickets will be assessed sales tax, printing charge, and facility fee.

8.8 Under no circumstances may the Licensee draw an advance of funds from the gross receipts generated in connection with this license prior to the final settlement herein described unless License Agreement has been paid in full.

THIRD PARTY TICKET SALES

8.9 The client must receive approval for the ticket agency from the Events & Venues Supervisor and/or designee prior to selling any tickets.

8.10 If the Client opts to sell their own tickets, whether general admission or venue seating, the client is responsible for providing all ticket stock, software, hardware, and Box Office staffing.

If the client sells tickets onsite, all transactions must occur within the Civic Center Box Office.

The client assumes all responsibility for ticket refunds.

8.11 Ticket buyers assume full responsibility for tickets purchased through third-party ticket sellers.

City of Kissimmee reserves the right to restrict or deny ticket purchasing privileges to anyone that we determine to be, or have been, in violation of our policies.

8.12 Client must supply a seating chart that shows ticket sections, and pricing for each section 30 days before event date.

10. PARKING

The Events & Venues Supervisor and/or designee reserve the right to charge for parking for any and all public events, meetings and/or shows. Parking fees are based on per entry and not per day.

9.1 Parking fees will be set by the Events & Venues Supervisor and/or designee.

9.2 The Events & Venues Supervisor and/or designee reserves the right to restrict and/or refuse VIP, Promoter, and Staff parking passes.

9.3 Parking areas may not be used for any exhibition without expressed written permission from the Events & Venues Supervisor and/or designee. All requests for exhibition use must be done no later than sixty (60) days prior to event/show.

9.4 Vendors may not use parking areas for sale of food, beverages and/or merchandise.

9.5 Flyers, brochures or any other promotional items may not be distributed on City property. Any cost incurred for removal or clean-up of will be directly charged to the licensee.

9.6 Parking for guests of private functions such as weddings, receptions, private parties, social functions, invitation only or pre-registered events shall not be charged.

9.7 Parking for Civic Center members who are utilizing the Fitness Center, during regular operational hours, shall not be charged.

11. CONCESSIONS/SALES

The Licensor reserves for itself or its agents, contractors, or concessionaires the sole right to the following sales and services:

a) Sales and serving of all foods and confection for consumption on premises, beverages (alcoholic and non-alcoholic)

b) Sales of all souvenirs, novelties, programs, and other merchandise

c) Parking

10.1 Unless the Events & Venues Supervisor and/or designee authorizes otherwise, the Licensor shall provide all food, beverage, concessions, parking, and novelties. The Events & Venues Supervisor and/or designee reserve's the right to contract with third parties for such services in support of the Licensee's activities. In the event the Licensee has been granted permission to perform such services, the Licensee shall pay a concession / sales fee to the Licensor.

10.2 Licensee or Licensee's exhibitors shall not give away or sell items under the terms of this Agreement without the written permission of the Events & Venues Supervisor and/or designee. The concession sales or services are subject to regulations promulgated by the City of Kissimmee and will be provided to the Licensee at the prices and fees set or approved by the Events & Venues Supervisor and/or designee, in accordance with the Licensor's Fees and Charges Policy.

12. AMPLIFIED SOUND OUTDOOR EVENTS

Due to the nature of events and the fact that Lakefront Park is built near, adjacent to or in close proximity to residential areas, the following amplified sound policies have been implemented:

11.1 Music must be of appropriate content and decibel levels for the general public. Sound testing is mandatory 60 minutes prior to entertainment with agreed upon decibel level based on existing environmental factors. Stage entertainment is limited, to five continuous hours, and should end by 7:00 p.m.

11.2 Events that violate this provision shall be subject to a fine of $500.00, which will increase by $500.00 each consecutive year that the infraction occurs.

11.3 Amplified Sound is permitted within the following hours: 7:00 a.m. to 7:00 pm.

13. PARADE ROUTES

With the approval of the City Commission, The City of Kissimmee allows road closures to take place once every 30 days. Parades including float check – in, float staging and disembarkment must occur between 6:00 a.m. and 12:00 p.m. and is limited to the pre-approved parade routes below.

- Parades that attract 1, 250 spectators will use the Broadway/Lakeview Avenue Out and Back Route
- Parades that attract 501 – 1,249 spectators will use the Broadway Avenue Point to Paint Route
- Parades that attract 500 or less spectators will use the Lakeview Avenue Point to Point Route

14. MEDIA/BROADCASTING RIGHTS

The Licensee is prohibited from having radio or television broadcasting, films, recordings, or video tapes made of any performance or event in and/or on the facilities contracted hereunder, unless the Events & Venues Supervisor and/or designee gives specific written permission. Before such permission is granted the Events & Venues Supervisor and/or designee may require payment from such Licensee. Licensee must obtain all required licenses and permits. Licensee assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment devices, processes, or dramatics rights used on or incorporated in the conduct of any event(s) covered under the permit; and Licensee agrees to indemnify and hold harmless the Licensor from all damages, costs and expenses in law or equity for or on account of any patented, trademarked, or copyrighted materials, equipment, devices, processes or dramatic rights furnished or used by Licensee, or its performers and exhibitors, in connection with this agreement and will defend the Licensor from any such suit or action, whether it be groundless or fraudulent.

15. CONTROL OF PREMISES

The City of Kissimmee's premises, including keys thereto, shall be at all times under the control of the Events & Venues Supervisor and/or designee or other duly authorized representatives of the City and they shall have the right to enter the premises at all times during the period covered by this contract and shall have free access at all times to all space occupied by the Licensee. The entrances and exits of said premises will be locked and unlocked at such times as may be reasonably required by Licensee for its use of any City of Kissimmee premises, and the Events & Venues Supervisor and/or designee shall have final determination as to when entrances and exits shall be unlocked and locked. Unless otherwise determined by the Events & Venues Supervisor and/or designee, Fitness members will be allowed access to premises for fitness purposes only during regular operating hours.

14.1 It is agreed that the Licensor retains the right to demand an intermission of not less than fifteen (15) minutes in duration during the event every hour and that the Licensor be notified of the time of said intermission prior to the time of said events.

14.2 The Events & Venues Supervisor and/or designee reserves the right to protect other bookings and take whatever action is necessary to enforce such right.

14.3 The Licensor reserves the right to refuse or cancel any booking for any reason. In the case of such cancellation, the Licensee's only legal claim shall be for a refund of the reservation fees less the non-refundable reservation deposit. Please review the Event Application for details on cancellations.

14.4 Licensor reserves the right to book like events not less than 45 days before or after licensee's event date.

14.5 Unless the Events & Venues Supervisor and/or designee authorizes otherwise, the licensee shall be responsible to properly credential all staff, volunteers, officials, press/media, sponsors, and VIP's for entrance onto or in Civic Center Venues during open to the public, ticketed events or any other event deemed at risk.

14.6 Guest reentry to ticketed events/show shall be restricted and regulated by the Events & Venues Supervisor and/or designee.

14.7 The City of Kissimmee, Events & Venues Supervisor and/or designee reserves the right to refuse reentry for any "Open to the Public" event/show.

16. UTILITIES

The Licensor will provide customary lighting, heating, air conditioning, electricity, and water at no additional costs to Licensee. The Licensee or his sub-contractor, exhibitors or performers shall pay the costs of special lighting, electricity, gas, water, telephone, or other utilities required for exhibits or performances depending on which party orders the services. It is specifically understood that in the event the Licensor is unable to furnish any of the foregoing services resulting from the circumstances beyond the control of the Licensor, then such failure shall not be considered a breach of this License.

17. CLEANING

The Licensor will be responsible for normal cleaning of the facilities before and after use. However, there will be a labor charge for above normal clean-up services. Said fees for said extra clean up shall be assessed by the Events & Venues Supervisor and/or designee according to City Fees and Charges Policy. Charges will be applicable for any additional cleanup or services needed or requested by Licensee during event.

18. REMOVAL OF LICENSEE

It is expressly understood that the licensee will vacate the premises immediately upon the termination of the term herein. If Licensee fails to surrender the premises to the Licensor at the end of the term, then the Licensor may remove from the premises all effects remaining therein and store the same wherever it sees fit at Licensee's cost, expense, and risk. Licensor shall not be liable to Licensee on account of so removing and storing any items. In addition, Licensee shall be liable to Licensor for any claim or damages suffered by Licensor resulting from Licensee's failure to surrender the premises to Licensor. The Licensee expressly assumes all responsibility for all persons connected with Licensee's use of the premises, including all of its employees, agents, members, invitees, and licenses. Licensor reserves the right through its Supervisor and representatives, to eject any objectionable person or close the event should public safety be at risk.

19. LIENS

The Licensee hereby grants to Licensor a first lien on all property of the Licensee in or upon the premises, including receipts of the Licensee whether from ticket sales or any other source, to secure the payment of rent, taxes, utilities, charges, or damages herein contemplated to be paid by the Licensee and for the purpose of securing the performance of any and all covenants, conditions, or obligations arising under this License. In the event of default, the Licensor may take possession of any and all said property including box office receipts and hold the same until such default has been remedied and if not remedied or satisfied within ten (10) days of such default, the Licensor may advertise such property or properties for sale and upon such sale shall apply the proceeds therefrom to the satisfaction of any amounts due the Licensor and shall pay to the Licensee any sums remaining. This remedy is not exclusive, and the Licensor may, at its discretion, pursue any appropriate remedy to recover all or any deficits remaining from the above-mentioned rents, charges, and other sums.

20. ASSIGNMENTS

The Licensee shall not assign or sublet to others the space covered by this license or any other portions of said property without the expressed written consent of the Licensor.

21. DEFAULT

Licensee shall be in default of this agreement: A) If Licensee fails to pay any amounts due under this license. B) If Licensee breaches any provision in this license or any rules and regulation promulgated by the Licensor. C) If Licensee violates any applicable laws or ordinances during its use of the premises. D) If Licensee should dissolve or go bankrupt. D) Upon default of Licensee, the Licensor may have one or more of the following remedies in its sole discretion:

21.1.1 Declare the entire rental for the balance of the term due and payable.

21.2 Re-enter the premises without being liable for damage thereof, re-let the property or any part thereof, or operate the same, for the balance of the term, receive rents therefrom and apply them first to expenses of making necessary repairs to the premises, attorney's fees and all other reasonable expenses of the Licensor in re-entering the premises and re-letting the premises; and second, to the payment of the rent hereunder: Licensee shall pay the full amount of the rental in case the premises shall not be re-let.

21.3 Terminate this license by giving the Licensee written notice of termination which shall not excuse breaches of this license which have already occurred, nor be a waiver of any rights which the Licensor might have for past, current or future breaches. Upon termination, the relation of the parties shall be the same as if the term had fully expired and the aid Licensor may re-enter the said premises and hold the same as of its former estates therein, remove all persons therefrom and resort to any legal proceeding to obtain such possession and Licensee shall, notwithstanding re-entry, pay the full amount of said rental as herein agreed to be paid together with any other costs, expenses or damages incurred by the Licensor as a result of the breach of this License.

21.4 Pursue any other remedies available to Licensor either at law or equity.

22. TERMINATION

The Licensor may terminate any grant of space to the Licensee if use of the property shall in any way conflict with Federal, State, or local laws, or if the occupancy shall operate to discredit the Licensor. Any ruling that the occupancy may discredit the Licensor may be appealed to the Parks & Events & Venues Director, in writing within seven (7) days of such ruling. The decision of the Parks & Events & Venues Director shall be final and binding. In such cases, the Licensee's only legal remedy shall be for a refund of the reservation fees less the non-refundable reservation deposit. All notices required or permitted under this contract may be given personally or by certified mail, with return receipt postage paid, addressed to such party at the address herein or at such address as one party may from time to time notify the other in writing.

23. TAXES

The Licensee shall be responsible for the filing of Federal, State, and local tax returns and payment of all taxes due. The Licensor reserves the right to collect and/or withhold sales tax for ticket sales, or other taxable items, and remit the same directly to the Florida Department of Revenue.

24. DISCRIMINATION

No person, group or association shall be excluded from use of the facility because of race, religion, color creed, handicap, sex, or national origin.

25. FORCE MAJEURE

If the premises or any part of any Parks & Events & Venues venue is destroyed or damaged by fire or any other cause, or casualty or an unforeseen occurrence renders the fulfillment of this license by the Licensor impossible, then this license shall be Terminated, the Licensee shall be liable for rent, charges for support personnel and services, additional utility charges which accrued only as to the time of termination; provided, however if such impossibility of performance shall be due to the act or omissions of Licensee, its agents, employees, members, licensees, or invitees, the Licensee shall be liable for the entire rent charged hereunder as well as all accrued charges in addition to such other damages as may result from such acts or omissions. Licensee hereby waives any claim for damages or compensation from the Licensor on account of such termination.

26. GOVERNING LAW

This shall be governed by the laws of the State of Florida and any suit brought on hereunder shall be brought within the City of Kissimmee/Osceola County.

27. TIME IS OF THE ESSENCE in this agreement.

28. WAIVER OF RIGHT

No single or partial exercise of a right or remedy shall preclude any other or further exercise of a right or remedy. The Licensor shall be under no obligation to re-let the premises. In the event the program is canceled by the Licensee, the Licensor shall have the right to retain all monies previously paid as rental for the program and Licensee shall pay the balance of the rental to Licensor upon demand: provided, however, that it does not occur within the refund policy window or if the Licensor obtains another Licensee for the date(s) of the program or any part thereof, the amount of the replacement program, less the costs incurred by the Licensor in securing such replacement programs, shall be utilized to off-set any rental payments paid to or owed to the Licensor.

29. INSURANCE

Licensee, at its sole cost and expense, shall cause to be maintained during the term of this License, insurance as follows:

a) Comprehensive General Liability Insurance with limits not less than $1,000,000 each occurrence, combined single limit for bodily injury and property damage with any deductible not to exceed $500.00 each occurrence. Said policies shall provide protection and indemnify the Licensor during the term of the License. Should any of the required insurance be provided under a claim made form, Licensee shall maintain such coverage continuously four (4) years beyond the termination of this License to cover such claims. Should any of the required insurance be provided under an annual aggregate limit or investigation or legal defense costs are included, such annual aggregate limit shall be three (3) times the occurrence limits above. Licensee shall provide proof of such insurance from a licensed insurance company approved by the Licensor. Said policy names the Licensor as an additional insured and must provide for a thirty (30) day notice prior to cancellation to the Licensor. Licensee shall provide a copy of said policy and certificate no later than thirty (30) days prior to the scheduled event.

30. INDEMNITY

Licensor and Licensee's employees and agents shall not be liable for any injury and Licensee agrees to hold the Licensor harmless therefrom, including death to any person or for damage to any property, regardless of how such injury or damage be caused, sustained, or alleged to have been sustained by the Licensee or by others as a result of any condition, including existing or future defects in the Licensed Premises, or occurrence related in any way to the Licensed Premises and the areas adjacent thereto or related in any way to the Licensee's use or operation on the Licensed Premises and adjacent area thereto.

Licensee shall indemnify the Licensor or any employees or agents of the Licensee against all claims arising out of any injury to persons, including death or damage to property, sustained. Licensee shall defend any action brought against Licensor or any of its employees or agents based upon any alleged injury or damage caused by the Licensee and Licensee shall pay all costs, including Attorney Fees, including any appeals filed, resulting from the action. Licensor has the right to reject or appoint an Attorney to defend said action.

31. APPICABLE REGULATIONS AND POLICIES

Licensee, at its sole cost and expense, shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county and municipal government and departments, courts, commission board and officers thereof pertaining to the use of the Licensed Premises. Licensee further agrees to strictly comply with all Rules and Regulations, as outlined in the Event Handbook, promulgated from time to time by the Parks & Recreation Director and is hereby incorporated in this permit by reference, and Licensee shall comply fully with said policies by Licensee, its agents, employees, licensees, or invites shall be a breach of this license.

Licensee hereby acknowledges receipt of a copy of the policies by signing this agreement.

28. WAIVER OF JURY TRIAL/ATTORNEY'S FEES

It is mutually agreed by and between Licensee and Licensor that each of the parties do hereby waive trial by jury in any action, proceeding or claim which may be brought by either of the parties hereto against the other on any matters concerning or arising out of this Agreement. In any such action the prevailing party shall be entitled to an award of attorney's fees, including those incurred in appellate proceedings.

This License Agreement, the Event Application and Operational Policies of the City of Kissimmee constitute the entire agreement between the parties and supersede all previous misunderstandings. This permit may not be modified except by written consent of the parties hereto.

IN WITNESS WHEREOF the parties have affixed their signatures as follows*:

LICENSEE

By: Rhonda Decker Date: August 14, 2024

Title: Address: Event Lead Coordinator

1120 Louisiana Avenue
St. Cloud, FL 34769

Phone Number: 321-805-1071

Driver's License #: D260-732-66-793-0

Florida Date: August 14, 2024

Witness as to Licensee

Corporate Seal (if applicable)

ATTEST: _____

By: _____Date: _____

LICENSOR (City of Kissimmee)

_____Date: _____

Events & Public Venues Manager or designee

_____Date:_____

Parks & Recreation Director or designee

* Signatures by all parties verify approval of this agreement and makes this a legally, binding agreement.

PLEASE SIGN AND RETURN ALL COPIES BY OR BEFORE: AUGUST 15, 2024

Revised 01.10.2024

CITY OF KISSIMMEE 1883

Organization: American Cancer Society **Event Name: Relay for Life of Osceola County, FL** **Event Date: 05/10/2025**

Administration Fee	One time fee		Notes/Comments	Total
	$100.00		**One time charge**	**$100.00**
Premises Rented:	**Associated fee**		**Notes/Comments**	**Total Premises rented**
Kissimmee Civic Center - Arena	**$1,065.00**		Move-In Rate	$1,065.00
Kissimmee Civic Center - Arena	**$2,130.00**		Event Day	$2,130.00
Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Rental items**
Microphone	**$25.00**	1	Ballroom	$25.00
Pipe & Drape	**$4.00**	72		$288.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
	$0.00	0		$0.00
Non Taxed Rental Items:	**Associated Fee**		**Notes/Comments**	**Total Taxes:**
	$0.00	0		$0.00
	$0.00	0		$0.00
Taxes:	**Tax Rate**		**Notes/Comments**	**Total Taxes:**
	7.50%		Non-Profit (Tax-Exempt)	$0.00
Staffing and Personnel Requirments:	**Hourly Rate**	**Count**	**Notes/Comments**	**Total for Staffing/Personnel (Non Taxable Fees)**
Event Monitor	$20.00	**16**	Two Event Monitors @ 8 hours	$320.00
Facility Technician	$20.00	**8**	One Facility Tech @ 8 hours	$160.00
Fire Inspector	$30.00	**4**		$120.00
EMT (Emergency Medica l Technician)	$35.00	**12**		$420.00
Security	$30.00	**12**		$360.00
KPD	$55.00	**0**		$0.00
Crowd Managers	$25.00	**0**		$0.00
			Notes/Comments	
Total Fee's and Charges:				**$4,988.00**
Damage Deposit			**20% of Facility Rental fee;Refundable; Additional Fee on Total Charges**	$639.00
Fee Waiver Amount (if applicable)			**Must apply via kissimmee.gov; only available to non profit organizations**	$0.00
Remaining Balance Due			**Due 30 days in advance of event date**	**$5,627.00**
Reservation Deposit			**Required at time of booking; Applied to total due; Non refundable Fee)**	$500.00

***Event Quote is subject to change based off of clients event needsand requests**

ITEM 5.B
Community Benefit Grant Review

Item Details
Community Benefit Grant Review and award amounts.

- Fund for Hope Gala
- Kingdom Kids & Families
- Fostering High Quality Education
- Veterans Appreciation Outreach

Attachment(s):
1. Spreadsheet of Community Benefit Fund Request 2024.25
2. Hope Gala Binder Final
3. Kingdom Kids Binder
4. Fostering Higher Education Bin
5. Veterans Appr Outreach Binder

Community Benefit Grants Awarded for 2024/25

Name of Vendor	Event Name	Award Date	Event Date	Award Amount	
Osceola Family Sports Association	Osceola Kowboys 12U National Championship	11/7/2024	**12/2 - 12/8**	2,500.00	**Awarded by Commission/City Manager
Claritas House	Fund for Hope Gala		11/9/2024		
Kingdom Kids Christian Academy	Kingdom Kids & Families Support Program		12/27/2024		
Foster Grants & Giving	Fostering High Quality Education for All		12/31/2024		
Victoria Helping Veterans, Inc.	Veteran's Appreciation Outreach		10/4/2025		

Total	0.00
Starting Budget	25,000.00
Balance of Account	**25,000.00**

2024/25 Community Benefit Grant

EVENT	Award Date	Award Year & Amount	Requested Amount	AWARDED	Ed	Al	Robin	Hannan	David	Manny	Hamza	Vanessa	Amarilis	Total
Osceola Kowboys 12U Championship - Osceola Family Sports	11/7/2024	By CM	$2,500	$2,500										0
Osceola Kowboys Varsity Football - Kowboy Touchdown Club	12/3/2024	By CM	$2,500	$2,500										0
Claritas House Fund for Hope Gala		Year 2 ($2,000)	$2,500											0
Kingdom Kids & Families Support Program		Year 2 ($2,000)	$3,000											0
Fostering High Quality Education for All		Year 2 ($2,000)	$2,500											0
Veteran's Appreciation Outreach		Year 1 ($2,500)	$5,000											0
														0
														0
														0
														0
														0
														0
														0
														0
														0
														0
														0
														0
			$25,000	**$5,000.00**										

Balance $20,000

COMMUNITY BENEFIT EVALUATION FORM

Application Received: 4/2024 Evaluated by: S. Lackey

Event Name: 11th Annual Fund for Hope Gala "Clarita's House" Event Date: 11/9/24

	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

previous funding:
10/11/23 $1887.50
10/12/22 $2100

New Funding Limits - Consider as Year 2 ($2,000 Max award)

Community Benefit Funds Application

City of Kissimmee, FL

Event Date *

09-Nov-2024

dd-MMM-yyyy

Event Name *

11th Annual "Fund for Hope" Gala Fundraiser

Event Address *

201 E Dakin Ave

Street Address

Kissimmee

City

FL

State/Region/Province

34741

Postal / Zip Code

Requestor's Information

Name *

Michele

First

Herpin

Last

Phone Number *

407-350-3170

Address *

1712 Kelley Ave

Street Address

Kissimmee

City

FL

State/Region/Province

34744

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

micheleh@claritashouse.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 *

EIN.jpg

Form 990 (If Organization is Required to File) *

990_-EZ_Form.pdf

Last Completed Audit *

Accountant_review_of_quickbooks_accounting.pdf

Annual Budget *

2024_Annual_VS_2023_Actual_Budget.pdf

Type of Request *

- ○ Donation
- ◉ Sponsorship

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

30,000.00 **USD**

Amount Requested from Community Benefit Fund *

2,500.00 **USD**

Community Benefit Funds Application

City of Kissimmee, FL

General Information

Name of School Represented

Contact for Event Sponsor or School Representative

First

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 Fund for Hope Gala Fundraiser is a charitable initiative aimed at supporting individuals and communities facing hardship or adversity. Funds raised through Fund for Hope Fundraiser will be used to provide essential resources and services such as food assistance, shelter, healthcare, education support, and emergency relief. The primary goal is to offer immediate assistance to those in need while also empowering them to overcome challenges and build a better future. The Fund for Hope operates with transparency and accountability, ensuring that every donation makes a meaningful impact in the lives of those it serves.

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

As of now, there aren't any specific fundraisers planned to raise money for the 11th Annual Fund for Hope Gala event. But we have continuas fundraisers to fund Clarita's House Outreach Programs.

Community Benefit Funds Application

City of Kissimmee, FL

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

As of now, we haven't secured any additional funders for the event. However, we're actively seeking partnerships with potential sponsors and donors who share our vision and values. We believe that collaboration with like-minded individuals, businesses, and organizations is essential to the success of our event and our mission. If you know of any potential funders or would like to explore partnership opportunities, please let us know! We're always eager to connect with individuals and entities who are passionate about supporting our cause.
Our yearly Sponsors from the beginning is to include TOHO Water, KUA, and Sterling Silver landscape.

Community Impact

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

The Event funds our "Feed the Need" program which has had a profound impact on the community served by Clarita's House Outreach Ministry Inc. for over 16.5 years. Through this program, the organization has not only provided meals, and groceries to the homeless and disadvantaged but has also offered them a pathway to self-sufficiency and reintegration into society.
Addressing Basic Needs: By providing groceries to those in need, "Feed the Need" ensures that the basic nutritional requirements of the homeless and disadvantaged are met. This helps alleviate hunger and ensures that individuals have the energy and nourishment necessary to pursue other aspects of their lives.
Promoting Dignity and Respect: Beyond just providing meals, the program treats its beneficiaries with dignity and respect. By offering them a warm meal in a welcoming environment, "Feed the Need" helps restore a sense of dignity to individuals who may have experienced marginalization or stigmatization.
Encouraging Self-Sufficiency: The ultimate goal of the program is not just to provide temporary relief but to empower individuals to become self-sufficient. By offering resources and support, such as job training, education opportunities, and access to social services, "Feed the Need" helps individuals develop the skills and confidence needed to break the cycle of homelessness and poverty.
Building Community Connections: Through its long-standing presence in the community, "Feed the Need" has become a hub for social connection and support. It fosters a sense of belonging among its beneficiaries and encourages them to reconnect with society in a positive and productive way. This sense of community can be instrumental in helping individuals overcome challenges and build a brighter future.
Overall, "Feed the Need" has made a significant impact by addressing the immediate needs of the homeless and disadvantaged while also offering them hope, support, and opportunities for long-term success. Its commitment to empowering individuals and strengthening communities exemplifies the spirit of compassion and service.

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

- (●) Yes
- ( ) No

Final Report - Please upload the Final Report for the previous event that received monies from the Community Benefit Fund.

Fund_for_Hope_Report_2023.pdf

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 quality for Community Benefit funds.

Eligibility

Organizations:

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

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 owed 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.

CLARITA'S HOUSE OUTREACH MINISTRY				
2024 Annual Operating Budget				**2023 ACTUAL ANNUAL BUDGET**
Income				**Income**
Grants			**$55,000**	$25,933.65
Donations			**$20,000**	$14,456.34
Board Contributions			**$3,600**	$2,123.85
Fundraisers			**$30,000**	$24,487.09
VOLUNTEER HOURS	**5700 HOURS**	**x $31.80**	**$181,260.00**	$178,207.20
POUNDS OF FOOD	**280000 IBS**			
Total Income			**$289,860**	$245,208.13
Salaries & Consultant(s)		**MONTH**	**ANNUAL**	**Salaries**
SALARIES/Employee	Executive Director	$600	7,200.00	6234.68
Employee	Admin Assistant	$320	$3,840	2863.03
Employee Part time	Communitcations	$260	$3,120	774.59
Employee	Program Director	$0	$0	0
Employee	Social Service Worker	$0	$0	0
Fringe Benefits		$90	$1,083	815.56
Total			$15,243	10687.86
Expenses				**Expenses**
Office/Building (Rental)		$1,833.00	$21,996.00	$21,224
Utilities for Office/Building		$480.00	$5,760.00	$5,411.37
Taxes & Licenses		$180.00	$2,160.00	$1,970.78
OFFICE SUPPLIES (Paper, pens, ink, folders, +)		$100.00	$1,200.00	$1,071.55
OFFICE/GENERAL ADMINISTRATIVE		$140.00	$1,680.00	$1,511.13
ADVERTISING/MARKETING (flyers, social media co, donor software+)		$150.00	$1,800.00	$1,542.48
Postage/Shipping		$75.00	$900.00	$728.20
Educational/ Training Classes		$75.00	$900.00	$629
Travel Expenses		$280.00	$3,360	$3,357.62
Bank Charges & FEES		$95.00	$1,140	$829.93
Membership Dues		$25.00	$300	$242.47
Cell/Office Phone(s)		$115.00	$1,380.00	$1,322.81
Volunteer Acknowledgement- Outreach Program		$180.00	$2,160.00	$2,298.44
Repairs & Maintence		$50.00	$600.00	$620
Truck& CAR Exp. (Payments, gas, repairs, sunpass+)		$415.00	$4,980.00	$4,866.04
Insurance Liability & Board Ins,		$233.33	$2,800.00	$2,541
Charitable Contributions (Missions, disaster, non-profits+)		$50.00	$600.00	$500.58
Fundraising Expenses		$700.00	$8,400.00	$8,511.66
Storage Unit for Outreach Program		$30.00	360	$361
LEGAL & Professional Services		$50.00	600	$655
TOTAL EXPENSES		$5,256.33	$63,076.00	$60,195.54
Leap Program Assitance TOTAL PROGRAM 2023		$1,000.00	$12,000.00	$5,600.00
Feed the Need Assistance TOTAL PROGRAM		$2,915.00	$35,000.00	$34,987.00
TOTAL Expenses				

Fund for Hope Status Report

Reporting Date	December 3, 2023
Project Name	10 Annual Fund For Hope Gala fundraiser Event 11/18/23
Project Manager	Doreen Barker
Prepared By	Michele Herpin

Summary

- 8 Total Sponsors
- Overall, we had less participating in committees.
- Total Income: $25,460.55
- Total Expenses: $6626.45

Budget Overview

Item	Planned	Actual	Notes
Rosen Venue	$	$4743.36	
Expenses	$	$1883.09	

Remarks

- Any suggestions on next years fund for hope that can be changed
- How did you feel this years FFH went? Venue, food, entertainment?

US 990 Main Information Sheet 2023

For calendar year 2023 or tax year beginning _____ and ending _____

Name: CLARITAS HOUSE OUTREACH MINISTRY
Name line 2:
Address: P O BOX 453257
City, State, and Zip Code: KISSIMMEE FL 34744-

EIN: 26-1431256
Telephone No: 407-443-1210

Email address: info@claritashouse.com
Web site address: WWW.CLARITASHOUSE.COM
Fiduciary name, if applicable:
Name of officer signing return: DOREEN BARKER
Title of officer/trustee/fiduciary signing return: EXECUTIVE DIRECTOR
Group exemption number:
Check if exemption application is pending: ☐
Accounting method: Cash: ☒ Accrual: ☐ Other: ☐ Specify: _____
List states desired: __ __ __ __ __ __ __ __ __

Type of exempt organization:

☐ Organization exempt under section 501(c), 527 or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation) (Form 990)

☒ Organization exempt under section 501(c), 527 or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation) with gross receipts less than $200,000 and total assets less than $500,000 at the end of the year (Form 990-EZ)

☐ Private foundation or section 4947(a)(1) nonexempt charitable trust treated as a private foundation (Form 990-PF)

Preparer ID: _____
Preparer name: LESLIE N BACCHUS

Firm's name: NEPHER INC
Address: 181 SUMMIT ASH WAY
City, State, ZIP Code: APOPKA FL 32703-

Time in this return: 371 minutes
Date: 03/26/2024
PTIN: P00331306
Self-employed: ☐
Firm's EIN: 26-3581358
Phone: 407-832-4116

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Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form, as it may be made public.

Go to *www.irs.gov/Form990EZ* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

A For the 2023 calendar year, or tax year beginning , and ending

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

C Name of organization: CLARITAS HOUSE OUTREACH MINISTRY

Number and street (or P.O. box if mail is not delivered to street address): P O BOX 453257 | Room/suite:

City or town: KISSIMMEE | State: FL | ZIP code: 34744-

Foreign country name | Foreign province/state/county | Foreign postal code

D Employer identification number: 26-1431256

E Telephone number: 407-443-1210

F Group Exemption Number

G Accounting Method: [X] Cash [ ] Accrual Other (specify)

H Check [ ] if the organization is **not** required to attach Schedule B (Form 990).

I **Website:** WWW.CLARITASHOUSE.COM

J **Tax-exempt status** (check only one) — [X] 501(c)(3) [ ] 501(c) ( ) (insert no.) [ ] 4947(a)(1) or [ ] 527

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ . . . $ 73,542

Part I **Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I . . . [X]

Revenue	1	Contributions, gifts, grants, and similar amounts received		1	51,371
	2	Program service revenue including government fees and contracts		2	
	3	Membership dues and assessments		3	
	4	Investment income		4	
	5a	Gross amount from sale of assets other than inventory	5a		
	b	Less: cost or other basis and sales expenses	5b		
	c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)		5c	
	6	Gaming and fundraising events:			
	a	Gross income from gaming (attach Schedule G if greater than $15,000)	6a		
	b	Gross income from fundraising events (not including $ 22,171 of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000)	6b	22,171	
	c	Less: direct expenses from gaming and fundraising events	6c	7,772	
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)		6d	14,399
	7a	Gross sales of inventory, less returns and allowances	7a		
	b	Less: cost of goods sold	7b		
	c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)		7c	
	8	Other revenue (describe in Schedule O)		8	
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8		9	65,770
Expenses	10	Grants and similar amounts paid (list in Schedule O)		10	
	11	Benefits paid to or for members		11	
	12	Salaries, other compensation, and employee benefits		12	11,291
	13	Professional fees and other payments to independent contractors		13	885
	14	Occupancy, rent, utilities, and maintenance		14	27,255
	15	Printing, publications, postage, and shipping		15	728
	16	Other expenses (describe in Schedule O)		16	29,723
	17	**Total expenses.** Add lines 10 through 16		17	69,882
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)		18	-4,112
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)		19	-12,061
	20	Other changes in net assets or fund balances (explain in Schedule O)		20	14,840
	21	Net assets or fund balances at end of year. Combine lines 18 through 20		21	-1,333

For Paperwork Reduction Act Notice, see the separate instructions.

BCA

Form **990-EZ** (2023)

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II . . . . . [X]

		(A) Beginning of year		(B) End of year
22	Cash, savings, and investments	6,710	22	17,831
23	Land and buildings		23	
24	Other assets (describe in Schedule O)	6,500	24	6,500
25	**Total assets**	13,210	25	24,331
26	**Total liabilities** (describe in Schedule O)	25,271	26	25,664
27	**Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)	-12,061	27	-1,333

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III . . . . . [ ]

What is the organization's primary exempt purpose? FOOD&CLOTHING SERVICE-HOMELESS

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

		Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)	
28	Feed the Need Program groceries,housekold items,clothin and toiletries.Community events and emergency foods.Low income families.SERVED 21,749 CLIENTS (Grants $ 32,152) If this amount includes foreign grants, check here . . . . . [ ]	28a	34,798
29	LEAP PROGRAM FOR HOMELESS AND LOW INCOME FAMILIES SEEKI SECURITY DEPOSITS FOR APTS MOTEL ASSISTANCE DAYCARE UTILITIES,MEDICAL AND GAS 14 SERVED (Grants $ 5,600) If this amount includes foreign grants, check here . . . . . [ ]	29a	5,600
30	(Grants $) If this amount includes foreign grants, check here . . . . . [ ]	30a	
31	Other program services (describe in Schedule O) (Grants $) If this amount includes foreign grants, check here . . . . . [ ]	31a	
32	**Total program service expenses.** (add lines 28a through 31a)	32	40,398

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV . . . . . [ ]

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/ 1099-NEC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
DOREEN BARKER EXECUTIVE DIRECTOR/PRES	Hr/WK 25	6,750		
ALDWIN BARKER VP/DIRECTOR	Hr/WK 14	0		
MICHELE HERPIN TREASURER	Hr/WK 20	0		
LAURA DORSEY PUBLIC RELATIONS	Hr/WK 1	0		
MICHELLE DALOMBA SCERETARY	Hr/WK 1	0		
ANGELINE MONTIJO HISPANIC LIAISON	Hr/WK 1	0		
NORRIS MILLS ASST TREASURER	Hr/WK 1	0		
DON HERPIN BUSINESS DEVELOPMENT	Hr/WK 1	0		
DONNA ELLIOTT MISSIONS	Hr/WK 2	0		
	Hr/WK			
	Hr/WK			

Part V **Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V . ☐

			Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O.	33		X
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions	34		X
35a	Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		X
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O.	35b		
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		X
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions. 37a			
b	Did the organization file **Form 1120-POL** for this year?	37b		
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		X
b	If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b			
39	Section 501(c)(7) organizations. Enter:			
a	Initiation fees and capital contributions included on line 9 39a			
b	Gross receipts, included on line 9, for public use of club facilities 39b			
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 _____ ; section 4912 _____ ; section 4955 _____			
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		X
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 _____			
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization _____			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.	40e		X
41	List the states with which a copy of this return is filed: _____			
42a	The organization's books are in care of: MICHELE HERPIN Telephone no. 813-525-7434			
	Located at: 13562 AVISTA City TAMPA ST FL ZIP + 4 33624-			
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country _____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b		X
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country _____	42c		X
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041**—Check here ☐ and enter the amount of tax-exempt interest received or accrued during the tax year 43			
			Yes	No
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a		X
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b		X
c	Did the organization receive any payments for indoor tanning services during the year?	44c		X
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d		
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		X
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions.	45b		X

			Yes	No
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I.	46		X

Part VI **Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

			Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47		X
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		X
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		X
b	If "Yes," was the related organization a section 527 organization?	49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/ 1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Name NONE Title	Hr/WK			
Name Title	Hr/WK			
Name Title	Hr/WK			
Name Title	Hr/WK			
Name Title	Hr/WK			

f Total number of other employees paid over $100,000 _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
Name NONE Str City ST ZIP		
Name Str City ST ZIP		
Name Str City ST ZIP		
Name Str City ST ZIP		
Name Str City ST ZIP		

d Total number of other independent contractors each receiving over $100,000 _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ☒ **Yes** ☐ **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date 03/26/2024

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
LESLIE N BACCHUS	LESLIE N BACCHUS	03/26/2024		P00331306

Firm's name NEPHER INC — Firm's EIN 26-3581358

Firm's address 181 SUMMIT ASH WAY APOPKA FL 32703- — Phone no. 407-832-4116

May the IRS discuss this return with the preparer shown above? See instructions ☒ **Yes** ☐ **No**

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization: CLARITAS HOUSE OUTREACH MINISTRY

Employer identification number: 26-1431256

Part I **Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 [ ] A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 [ ] A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 [ ] A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 [ ] A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:

5 [ ] An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 [ ] A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 [ ] An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 [X] A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 [ ] An agricultural research organization described in section **170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:

10 [ ] An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 [ ] An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 [ ] An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a [ ] **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b [ ] **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c [ ] **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d [ ] **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e [ ] Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations . . . . . [ ]

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

BCA

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	143709.	47080.	83019.	38720.	38502.	351030.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	143709.	47080.	83019.	38720.	38502.	351030.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						351030.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
7 Amounts from line 4	143709.	47080.	83019.	38720.	38502.	351030.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10						351030.

12 Gross receipts from related activities, etc. (see instructions) . . . **12**

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2023 (line 6, column (f), divided by line 11, column (f)) . . . **14** 100.00%

15 Public support percentage from 2022 Schedule A, Part II, line 14 . . . **15** 100.00%

16a **33 1/3% support test—2023.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . ☒

b **33 1/3% support test—2022.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . ☐

17a **10%-facts-and-circumstances test—2023.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here**. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . ☐

b **10%-facts-and-circumstances test—2022.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here**. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . ☐

Schedule B (Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2023

Name of the organization	Employer identification number
CLARITAS HOUSE OUTREACH MINISTRY	26-1431256

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

[X] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

[ ] For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3 % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year . . . . . $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

BCA

Schedule B (Form 990) (2023)

Name of organization: CLARITAS HOUSE OUTREACH MINISTRY

Employer identification number: 26-1431256

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	FLORIDA BLUE FOUNDATION 610 CRESCENT EXECUTIVE CT SUIT LAKE MARY FL 32746- Foreign State or Province: Foreign Country:	$ 5,000.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
2	BOARD OF COUNTY COMMISSIONERS 1 COURTHOUSE SQUARE KISSIMMEE FL 34741- Foreign State or Province: Foreign Country:	$ 5,000.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
3	WALMART 702 S W 8TH STREET BENTONVILLE AR 72716- Foreign State or Province: Foreign Country:	$ 4,350.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
4	ACAHAND FOUNDATION 501 SILVERSIDE RD SUITE 123 WILMINGTON DE 19809- Foreign State or Province: Foreign Country:	$ 4,504.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
5	KUA 1701 W CARROL ST KISSIMMEE FL 34741- Foreign State or Province: Foreign Country:	$ 4,000.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
6	TOHO WATER 200 S ORLANDO AVE ORLANDO FL 32801- Foreign State or Province: Foreign Country:	$ 4,000.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization: CLARITAS HOUSE OUTREACH MINISTRY

Employer identification number: 26-1431256

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7	CITY OF ST CLOUD 1300 9TH STREET SAINT CLOUD FL 34769- Foreign State or Province: Foreign Country:	$ 4,410.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
8	PUBLIX P O BOX 407 LAKELAND FL 33802- Foreign State or Province: Foreign Country:	$ 1,500.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
9	AIG 28 LIBERTY STREET 22ND FLOOR NEW YORK NY 10005- Foreign State or Province: Foreign Country:	$ 1,000.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
10	ST CLOUD ROTARY CLUB P O BOX 702483 SAINT CLOUD FL 34770- Foreign State or Province: Foreign Country:	$ 1,000.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
11	CITY OF KISSIMMEE 101 CHURCH STREET KISSIMMEE FL 34741- Foreign State or Province: Foreign Country:	$ 1,888.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
12	MULTIPLYING TALENTS INTERNATIO 552 N DOLLINGS AVE ORLANDO FL 32805- Foreign State or Province: Foreign Country:	$ 1,100.	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Part II **Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than $15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than $5,000.

		(a) Event #1 FUNDRAISER (event type)	(b) Event #2 (event type)	(c) Other events (total number)	(d) Total events (add col. (a) through col. (c))
Revenue	1 Gross receipts	22,171.			22,171.
	2 Less: Contributions				
	3 Gross income (line 1 minus line 2)	22,171.			22,171.
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs				
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses	7,772.			7,772.
	10 Direct expense summary. Add lines 4 through 9 in column (d)				7,772.
	11 Net income summary. Subtract line 10 from line 3, column (d)				14,399.

Part III **Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than $15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	☐ Yes 0.0% ☐ No	☐ Yes 0.0% ☐ No	☐ Yes 0.0% ☐ No	
	7 Direct expense summary. Add lines 2 through 5 in column (d)				
	8 Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities:

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain:

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain:

11 Does the organization conduct gaming activities with nonmembers? . . . . . ☐ Yes ☐ No

12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? . . . . . ☐ Yes ☐ No

13 Indicate the percentage of gaming activity conducted in:

a The organization's facility	**13a**	0.00 %
b An outside facility	**13b**	0.00 %

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name

Address

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? . . . . . ☐ Yes ☐ No

b If "Yes," enter the amount of gaming revenue received by the organization $ _____ and the amount of gaming revenue retained by the third party $ _____

c If "Yes," enter name and address of the third party:

Name

Address

16 Gaming manager information:

Name

Gaming manager compensation $ _____

Description of services provided

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? . . . . . ☐ Yes ☐ No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year . . $

Part IV **Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization: CLARITAS HOUSE OUTREACH MINISTRY

Employer identification number: 26-1431256

FORM 990-EZ PART 11 LINE 26

ACCOUNTS PAYABLE AMERICAN EXPRESS AND SBA LOAN

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2023, or fiscal year beginning _____, 2023, and ending _____, 20 _____

Do not send to the IRS. Keep for your records.

Go to *www.irs.gov/Form8879TE* for the latest information.

OMB No. 1545-0047

2023

Name of filer: CLARITAS HOUSE OUTREACH MINISTRY

EIN or SSN: 26-1431256

Name and title of officer or person subject to tax: DOREEN BARKER EXECUTIVE DIRECTOR

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here	☐	**b Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	**1b**	
2a Form 990-EZ check here	X	**b Total revenue,** if any (Form 990-EZ, line 9)	**2b**	65,770
3a Form 1120-POL check here	☐	**b Total tax** (Form 1120-POL, line 22)	**3b**	
4a Form 990-PF check here	☐	**b Tax based on investment income** (Form 990-PF, Part V, line 5)	**4b**	
5a Form 8868 check here	☐	**b Balance due** (Form 8868, line 3c)	**5b**	
6a Form 990-T check here	☐	**b Total tax** (Form 990-T, Part III, line 4)	**6b**	
7a Form 4720 check here	☐	**b Total tax** (Form 4720, Part III, line 1)	**7b**	
8a Form 5227 check here	☐	**b FMV of assets at end of tax year** (Form 5227, Item D)	**8b**	
9a Form 5330 check here	☐	**b Tax due** (Form 5330, Part II, line 19)	**9b**	
10a Form 8038-CP check here	☐	**b Amount of credit payment requested** (Form 8038-CP, Part III, line 22)	**10b**	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that [X] I am an officer of the above entity or [ ] I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2023 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

[X] I authorize NEPHER INC (**ERO firm name**) to enter my PIN 67890 (**Enter five numbers, but do not enter all zeros**) as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[ ] As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date 03/26/2024

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 50884212345 (**Do not enter all zeros**)

I certify that the above numeric entry is my PIN, which is my signature on the 2023 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature LESLIE N BACCHUS Date 04/17/2024

ERO Must Retain This Form—See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

For Privacy Act and Paperwork Reduction Act Notice, see back of form.

CLARITAS HOUSE OUTREACH MINISTRY

P O BOX 453257
KISSIMMEE FL 34744-

INVOICE DATE: 04/17/2024
ID NUMBER: 26-1431256
TELEPHONE: 407-443-1210
INVOICE NO.: 131

2023 INVOICE

Description
1 Form 990-EZ
1 Form 990-W, Estimated Tax Worksheet
1 Schedule A, Supplementary Information
1 Schedule N, Liquidation, Termination, or Disposition of Assets
1 Form 8868, Application for Extension of Time to File
4 Regulatory Explanation
3 W-2 urn
4 941S
1 100

Remarks:		
	Total Charges	755.00
	Discount	100.00
	Sales Tax	
	Payments	
	Amount Due	655.00

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Name: CLARITAS HOUSE OUTREACH MINISTRY **ID:** 26-1431256

Description: PART 11 LINE 26

Type	Amount
AMERICAN EXPRESS CARD	906.
SBA LOAN PAYABLE	24,365.
Total	25,271.

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Name: CLARITAS HOUSE OUTREACH MINISTRY **ID:** 26-1431256

Description: PART 1 LINE 16

Type	Amount
ADVERTISING & MARKETING	1,543.
BANK CHARGES & FEES	620.
AUTO EXPENSES	4,866.
CHARITABLE CONTRIBUTIONS	501.
LEAP CASH ASSISTANCE EXPENSE	3,756.
MEMBERSHIP DUES	242.
OFFICE SUPPLIES	2,583.
CELL PHONE	1,323.
TRAINING CLASSES	629.
INSURANCE EXPENSE	2,541.
OUTREACH PROGRAM EXP	3,692.
STORAGE FEES	410.
PAYPAL FEES	110.
PRAYER BREAKFAST EXP	747.
TAXES AND LICENSE	552.
TRAVEL EXPENSE	3,358.
VOLUNTEERS ACKNOWLEDGEMENT	2,250.
Total	29,723.

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Name: CLARITAS HOUSE OUTREACH MINISTRY **ID:** 26-1431256

Description: PART 11 LINE 26

Type	Amount
AMERICAN EXPRESS	2,583.
SBA LOAN PAYABLE	23,081.
Total	25,664.

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Name: CLARITAS HOUSE OUTREACH MINISTRY **ID:** 26-1431256

Description: CHANGE IN NET ASSETS OR FUND BALANCE

Type	Amount
CHANGE IN NET ASSETS	14,840.
BEGINNING BALANCE -12,061	
DEFICIT 4,112	
NET BALANCE 16,173	
END OF YEAR NET ASSET -1 333	
CHANGE IN NET ASSET 14,840	
Total	14,840.

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NEPHER,INC

181 Summit Ash Way
Apopka, FL 32703
Email:lbakus@gmail.com
Phone: 407-832-4116

April 23, 2024

The Board of Directors
Clarita's House Outreach Ministry, Inc
P O Box 453257
Kissimmee, FL 34744

Dear Clarita's House Board of Directors,

I have performed a Review in accordance with Statements on Standards for Accounting and Review Services. I did not audit the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. All information included in these financial statements is the representation of the management of Clarita's House Outreach Ministry, Inc (a non-profit organization).

A review consists principally of inquiries from Company personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of opinion regarding the financial statements taken as a whole. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintain internal control relevant to the preparation and fair presentation of the financial statements.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements for them to be in conformity with accounting principles generally accepted in the United States of America.

Sincerely,

Leslie N. Bacchus, MBA
Accountant

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

DEPARTMENT OF THE TREASURY

Date: JAN 31 2013

CLARITAS HOUSE OUTREACH MINISTRY
INC
C/O DOREEN EDWARDS-BAKER
2713 EMERSON LN
KISSIMMEE, FL 34743

Employer Identification Number:
26-1431256
DLN:
17053174351002
Contact Person:
ANGELA M BENDER ID# 31162
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 5, 2012
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

COMMUNITY BENEFIT EVALUATION FORM

Application Received: 10/8/24 Evaluated by: SLACKEY

Event Name: Kingdom Kids & Families Support Program Event Date: 12/27/24

	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

previous funding:
4/10/24 $2400
6/14/23 $2450

New Funding Limits – Consider as Year 2 (*2,000 Max award)

Community Benefit Funds Application

CITY OF KISSIMMEE 1883

Submitted on	8 October 2024, 9:59AM
Receipt number	2
Related form version	1

Event Information

Event Name	Kingdom Kids and Families Support Program
Event Date	12/27/2024
Street Address	1003 S. John Young Pkwy.
City	Kissimmee
State	FL
Zip Code	34741

Requestor Information

Name	Liz Foster
Phone Number	407-346-9136
Address	1003 S. John Young Pkwy.
Email	lizkkca@gmail.com
Eligibility	Organization
501(c) Certification/Notification	KKCA 501c3.pdf
Form 990 (If Organization is Required to File)	2023 KKCA 990.png
Type of Request	Donation
Total amount to be raised/fundraising goal for your event	0
Amount Requested from Community Benefit Fund	3000.00
Last Completed Audit	2024 KKCA Budget.xlsx

Annual Budget	2024 Kingdom Kids and Families Support Budget.pdf

General Information

Name of School Represented	Kingdom Kids Christian Academy
Point of Contact for Event or School	Liz Foster, Director
Point of Contact Phone Mumber	(407) 346-9136
Event/Competition's Website	www.KingdomKidsCa.com
Have you participated in this event in the past?	Yes

Donation / Sponsorship Description

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?	Kingdom Kids Christian Academy wishes to thank you for the opportunity to request grant support for our Community Education and Community-Wide Programming for homeless and underserved students, which is known as the Kingdom Kids and Families Support Program in Kissimmee, Florida. More students are failing and performing below grade level in the history of education. Regardless of how the media spins that learning loss due to the pandemic has dissipated, the opposite is true in Osceola County. The state and the district have a unique way of calculating school and district grades by almost laughable measures. Even with that, our county is so far behind the state averages that change is no longer an option; it is a necessity that has to be taken care of right now without exception! We have made it our organization's priority to leave no stone untumed to get our students to catch up and surpass the state testing scores. Along with educating our school's students and providing intense, high-quality tutoring for low-income families outside our school family, we holistically provide clothing, feeding, counseling, and community outreach for needy students, as well as providing community support every Wednesday night with our legendary Backyard Wednesday program for the entire family which we provide dinners, counseling, tutoring, and financial literacy classes. Funding from your foundation will help us overcome our communities' academic challenges and social hurdles with our programmatic categories: Community Education and Community-Wide Programming.
List any other fundraisers planning to raise money for the event or for your participation in the event	Kingdom Kids Christian Academy has received funding from Microsoft, Google, YouTube, Walmart, Uber, dd Discounts, Costco, Sam's Club, CVS Health Foundation, Walt Disney World, Publix, Amscot, DiPasqua Enterprises, Subway, Zevia, Medieval Times, Wawa, Sea World, Dick's Sporting Goods, Universal Studios Orlando, Panera Bread, 4imprint.com, Covelli Enterprises, Cirque du Soleil Entertainment Group, USF Athletics, Pizza Hut, Orlando Solar Bears, Crayola Experience, Ross Dress for Less, Orlando Science Center, Red Robin, Wonder Works, AED Grants, Kennedy Space Center, Andretti Indoor Karting & Games, Central Florida Zoo & Botanical Gardens, Lowes, Aquatica, RDV Sportsplex, Dr. Phillips Performing Center, Uber Eats, 4Rivers Smokehouse, Forever Florida, Jeremiah's Italian Ice, American Girl Brands LLC, Chuy's Fine Tex-Mex, Best Choice Products, Toho Water Authority, Picaboo Yearbooks, Best Choice Products, Masana Portrait Artwork NYC, Cirque du Soleil Entertainment Group, Top Golf Orlando, Z 88.3 FM, Central Florida Educational Foundation, Z Ministries, Puff 'n Stuff Catering, Travel Set Go, The Florida Aquarium, Oriental Trading, Road Runners Club of America, Merlin Entertainments, Madame Tussauds, Sea Life Orlando, Celebration Restaurant Group, A Yum Brands Franchise, Cobb Theatres, Tampa Bay Lightning, Chipotle,

	Southeastern Grocers, Winn-Dixie, Foxtail Coffee Orlando, Rubio's Coastal Grill, Fogo De Chao, Central Florida Pizza Hut, International Paper Company, Insight Credit Union, C&S Wholesale, City of Kissimmee, Five Below, Kissimmee Parks and Recreation, AdventHealth, First Book Marketplace, TD Charitable Foundation, Kissimmee Utility Authority, City of St. Cloud, Osceola County Government, American Online Giving Foundation, DeBartolo Family Foundation, Dollar General Literacy Foundation, and Raising Cane's Chicken Fingers.
Have you secured funding or funding commitments from any other governmental entity	Yes
If yes, please provide the name(s) of the government entity(ies)	Yes, an Osceola County Community Service Agency Grant Program recipient in FY24.

Community Impact

Describe the impact this event will have on the quality of life and/or community pride for residents in the City of Kissimmee.	The Kingdom Kids and Families Support Program has made it our priority to educate, counsel, feed, and clothe students in need while providing services to restore dignity and self-sufficiency to families holistically. Because our school has a partnership with the Vine Church, we believe in SERVING and HELPING everyone we can. Our program comprises two programmatic categories: Community Education and Community-Wide Programming. Community Education (County-Wide Academic Acceleration and Tutoring to Combat Learning Loss Due to the Pandemic) Addressing the impact of learning loss caused by the pandemic requires a comprehensive and multi-faceted approach, including targeted interventions to support underserved students, investment in educational equity initiatives, increased access to technology and broadband internet, support for educators, and collaboration among schools, communities, and policymakers to ensure that all students have the opportunity to succeed academically and thrive despite the challenges posed by the pandemic. Students from low socioeconomic communities were disproportionately impacted during the pandemic, resulting in further widening achievement gaps. To help struggling students in our community, we provide high-quality tutoring to accelerate student learning, compensate for lost instructional time, and help raise their test scores. Our tutoring ensures that students, especially those who have experienced the most significant learning losses, are consistently instructed with grade-level materials, provided scaffolding, and gain the most critical just-in-time content knowledge and skills needed to access curricula at the appropriate grade level. In addition, our programming offers a blend of computer-delivered and teacher-led instruction to increase students' vocabulary, listening skills, social-emotional development, independence, and academic and cognitive skills. Our instructional focus will be on the following: English • Foundational skills • Priority standards • Standard deficiencies Reading • Foundational skills and enrichment • Grade-level standard deficiencies • Focus on remedial skills • Focus on acceleration

Math

- Standard deficiencies that bridge the gap for primary grades.
- Foundational skills
- Priority standards
- Standard deficiencies
- Foundational skills and enrichment
- Grade-level standard deficiencies
- Remedial skills
- Acceleration

Although our programs are year-round, we also offer extensive summer programming. In addition, KKCA provides a comprehensive summer school program to provide support and enrichment to meet the needs of academically struggling students. Summer programs are available to students in all ESSA Subgroups in grades Pre-K-5.

We provide ALL needy students face-to-face/online tutoring regardless of where they attend school. We also are enhancing our literacy programs by purchasing classroom libraries for intensive reading. Our literacy program supports independent student reading within the rotational model and allows students to participate in cohort book studies to enhance fluency, vocabulary, and reading comprehension. Trends have shown the need for increased print materials to promote improved independent reading. Providing classroom libraries gives students the platform to engage in active self-regulation based on Nell Duke's Active View of Reading, which is the first step in creating skilled readers. We will also help preschoolers build essential skills for emergent writing, handwriting, and letter knowledge. Our purchased materials will help teach young children how to write well-formed letters and increase letter identification skills using a practical, developmentally appropriate multisensory writing approach. When taught explicitly, multisensory instruction will help children who struggle with pencil grip, letter formation, and many tangible skills.

Community-Wide Programming

With homelessness increasing daily in our community, we are helping 5-10 new families weekly to provide hundreds of children and their families with education, food, clothing, shelter, tutoring, and counseling. We have made community outreach and community partnerships an essential part of our programming that bridges all races, socioeconomic statuses, religions, and genders. Due to the amazing support of our funders and community response, our programming has taken an incredible step. We now offer Backyard Wednesdays to the entire community, where we offer services to the entire family. We cook and serve hot meals (dinner), feed the entire family, and give them food, snacks, and water to take back with them for the remainder of the week. Families have counseling services, parenting classes, as well as financial literacy classes. Students from different schools receive tutoring, supplies, educational games, and arts and crafts. Bible study classes with our pastor are also available to those seeking spiritual guidance and healing. We provide an on-site food pantry to help people experiencing homelessness and families with immediate needs. We are very conscious of people needing transportation to our campus for services, so we make it a point to go out and feed hundreds of people in various high-poverty areas. Our partnership with Grace Landing has placed multiple foster children with families within our school and program. We provide extra support for our foster families, such as transportation, respite, babysitting, clothing, and meals. Single mothers who face domestic violence are an area we get behind. Besides feeding, clothing, tutoring, and counseling for abused females, we partner with H.O.M.E, which houses our single mothers and their children. The Kingdom Kids and Families Support Program has sent mission teams to Honduras for the past fifteen years. We provide food distribution, construction, medical and orphanage assistance, and micro-economic aid to the children and families of the most impoverished areas of Honduras. To demonstrate the versatility of our programs, we provide a Pastor for spiritual guidance, a therapist to help families cope with mental health, and a social worker who can help link families to services

such as counseling, housing, employment, medical services, and transportation.

Program Goals

☐ Improving student academic achievement and combating learning loss and lost instructional time.
☐ Focusing on closing the achievement gaps and identifying students in need of support.
☐ Implementing foundational literacy aligned with state standards and private school curriculums.
☐ Purchasing books to promote improved independent reading.
☐ Delivering high-quality, equitable, standards-based instruction in both digital and print formats.
☐ Helping every student thrive academically, socially, and emotionally.
☐ Gathering a full circle of support from the home, school, and through the larger community to reinforce positive behaviors.
☐ Creating a safe and supportive environment where students can heal, learn, and thrive.
☐ Providing students with a calm environment that fosters self-growth.
☐ Providing low-income/homeless youth and families with food, clothing, shelter, and education.
☐ Helping homeless and underemployed families gain hope and rise above their current situations by providing a caring place where people can get clothing, meals, groceries, and health care.
☐ Identifying families' current needs and empowering them to make a positive change in their lives through our assistance.
☐ Implementing high-quality food programs in our impoverished areas is an effective means of promoting higher academic performance, lower absenteeism rates, higher mental and physical health outcomes, and improved behavior.

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

DEPARTMENT OF THE TREASURY

Date: JUN 19 2017

KINGDOM KIDS CHRISTIAN ACADEMY PTO INC
1175 HIDDEN HARBOR LN
KISSIMMEE, FL 34746-0000

Employer Identification Number:
82-1325450
DLN:
26053550006127
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
April 24, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

KINGDOM KIDS CHRISTIAN ACADEMY PTO

Sincerely,

Director, Exempt Organizations
Rulings and Agreements

Letter 947

IRS

Confirmation

Home | Security Profile | Logout

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** KINGDOM KIDS CHRISTIAN ACADEMY PTO INC
- **EIN:** 821325450
- **Tax Year:** 2023
- **Tax Year Start Date:** 01-01-2023
- **Tax Year End Date:** 12-31-2023
- **Submission ID:** 10065520240177282623
- **Filing Status Date:** 01-17-2024
- **Filing Status:** Accepted

Kingdom Kids Christian Academy Budget

6000 KINGDOM KIDS OPERATION EXPENSES	23-24 Actual	24-25 Projected
6110 - Insurance	$5,830.71	$6,000.00
6120 - Workers Comp & Liability Insurance	$2,254.32	$2,500.00
6130 - Employee Health Insurance	$428.98	$17,000.00
6134 - Staff Appreciation	$18,827.83	$15,000.00
6160 - Advertising	$110.00	$5,000.00
6150 - Licenses & Permits	$329.32	$350.00
6210 - Office Expense	$582.20	$600.00
6230 - Internet/Web & Technology	$14,230.25	$3,000.00
6240 - Dues & Subscriptions	$2,420.02	$2,500.00
6280 - Copier	$2,777.74	$3,000.00
6320 - Curriculum	$4,949.48	$2,500.00
6330 - Testing	$1,556.25	$2,000.00
6340 - Training Courses	$1,724.62	$2,000.00
6350 - Classroom Furniture	$2,957.29	$25,000.00
6360 - Classroom Snacks & Supplies	$25,756.91	$30,000.00
6390 - First Aid/Meds Supplies	$170.22	$200.00
6410 - Playground	$2,163.17	$2,000.00
6610 - Uniform Expenses	$2,182.23	$2,000.00
6710. - Step Up Audit	$5,000.00	$3,500.00
6720. - Grant Fees	$1,000.00	$6,000.00
6810. - Mission Fund	$600.00	$600.00
6820 - Food / Entertainment	$75.47	$0.00
6840 - School Activities	$4,807.70	$5,000.00
6910 - School Miscellaneous	$214.99	$0.00
6940 - Sub-Contractors	$8,339.00	$500.00
6941 - Kingdom Kids Families & Support Program	$317,665.00	$350,000.00
Total 6000 KINGDOM KIDS OPERATION EXPENSES	$426,953.70	$486,250.00
6500 SCHOOL PAYROLL EXPENSES	23-24 Actual	24-25 Projected
6510 School - Salary & Wages	$357,597.58	$606,840.81
6520 School - Employer Taxes	$26,960.95	$33,539.37
Total 6500 SCHOOL PAYROLL EXPENSES	$384,558.53	$640,379.81
Total Expenses	$811,513.23	$1,126,629.81

5000 Kingdom Kids - INCOME	23-24 Actual	24-25 Projected
5010 Student Tuition	$308,772.93	$400,000.00
5015 VPK Student Income	$66,309.27	$70,000.00
5017 Step Up Student	$478,217.50	$650,000.00
5019 Grants - Income	$170,010.00	$200,000.00
5090 Income - Other	$11,035.21	$20,000.00
Total 5000 Kingdom Kids - INCOME	$1,034,344.91	$1,340,000.00
Net Income	**$222,831.68**	**$213,370.19**

KINGDOM KIDS & FAMILIES SUPPORT PROGRAM	Amount ($)
Academic Acceleration Math and Reading Tutors to Address Lost Instructional Time due to the Pandemic @ $25.00 20 hours weekly. $26,000.00 yearly per tutor x 6 tutors = **$156,000.00.**	**$156,000.00**
To enhance after-school extracurricular programming, we will purchase **400 STEM Kits** at $100.00 each to promote active learning experiences focused on addressing the standards-based content within a real-world setting for a total of **$40,000.00.**	**$40,000.00**
(2000) Literacy Books @ $12.50 each for a total of **$25,000.00.**	**$25,000.00**
To gain fluency and confidence in Math and Language Arts and help students master essential skills at their own pace through fun and interactive questions, built-in support, and motivating awards, we will purchase **200 IXL Licenses** for $122.00 per student for the year for a total of **$24,400.00.**	**$24,400.00**
High-Quality Instructional Supplies and Materials $2,000.00 monthly for a total of **$24,000.00.**	**$24,000.00**
Food /Groceries (Food Pantry): $1,000.00 monthly for a total of **$12,000.00.**	**$12,000.00**
Clothing (Homeless Closet): $1,000.00 monthly for a total of **$12,000.00.**	**$12,000.00**
To provide effective Community Programming to underserved, low-income/homeless students and families, we will purchase **Backyard Wednesday Dinner ($150 Weekly x 52 weeks**) for a total of **$7,800.00.**	**$7,800.00**
To provide effective **Community Programming** to underserved, low-income/homeless students and families, we will purchase **Backyard Wednesday Books and Materials** for the **summer** and **2024-2025 school year** for a total of **$4,665.00.**	**$4,665.00**
To provide our low-income families and students with **daily water**, we will purchase water at $300.00 monthly for a total of **$3,600.00.**	**$3,600.00**
To measure achievement and growth in math, reading, language usage, and science and provide teachers with accurate, actionable evidence to help inform instructional strategies regardless of how far students are above or below grade level, KKCA will purchase **200 NWEA MAP Growth Assessment Tools** @ **$17.00** per student for a total of **$3,400.00.**	**$3,400.00**
To empower teachers to tailor instruction and engage students with research-based supplemental solutions that complement the elementary literacy curriculum, we will purchase **200 Learning A-Z Science of Reading-Aligned PreK-6 Classroom Essentials Curriculum** at **$12.00 per student** for a total of **$2,400.00.**	**$2,400.00**
In order for students to start the day with better concentration and more energy to prepare for tutoring, we will purchase **Breakfast and Snacks** for our students attending tutoring services at **$200.00 monthly**, for a total of **$2,400.00.**	**$2,400.00**
Total Project Expense:	**$317,665.00**

COMMUNITY BENEFIT EVALUATION FORM

Application Received: 10/7/24 Evaluated by: S. LACKEY

Event Name: Fostering High Quality Education for All Event Date: 12/31/24

	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.

previous funding:
4/10/24 $2383.33
4/12/23 $2333

New Funding limits - Consider as Year 2 ($2,000 Max award)

Community Benefit Funds Application

CITY OF KISSIMMEE 1883

Submitted on	7 October 2024, 12:10PM
Receipt number	1
Related form version	1

Event Information

Event Name	Fostering High-Quality Education for All
Event Date	12/31/2024
Street Address	2840 Osprey Cove Place #201
City	Kissimmee
State	Florida
Zip Code	34746

Requestor Information

Name	Rashaan Foster, MABC, CNP, CNE, CDE, CNC
Phone Number	407-729-2805
Address	2840 Osprey Cove Place #201 Kissimmee, FL. 34746-3879
Email	owner@fostergrantsandgiving.org
Eligibility	Organization
501(c) Certification/Notification	FGG 501C3.pdf
Form 990 (If Organization is Required to File)	2023 FGG 990.pdf
Type of Request	Donation
Total amount to be raised/fundraising goal for your event	0
Amount Requested from Community Benefit Fund	2,500.00
Last Completed Audit	FINAL 2024 FGG BUDGET.pdf

Annual Budget	2024 STANDARD FGG PROGRAM COSTS.pdf

General Information

Name of School Represented	Foster Grants and Giving Inc.
Point of Contact for Event or School	Rashaan Foster, MABC, CNP, CNE, CDE, CNC
Point of Contact Phone Number	(407) 729-2805
Event/Competition's Website	https://www.fostergrantsandgiving.org/programs
Have you participated in this event in the past?	Yes

Donation / Sponsorship Description

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?

Foster Grants and Giving Inc. humbly seeks to request grant support to fund our impactful programs. Our programming is comprised of areas that make an immediate and daily impact on vulnerable populations in our community. Our comprehensive program, Fostering High-Quality Education for All, was created to impact homeless students, their families, and under-resourced/underprivileged students in Osceola County. Everyone involved in the education industry knows about the severe learning loss that has occurred since the pandemic. It is projected that the pandemic learning loss could cost students $70,000.00 in lifetime earnings. On average, students nationwide will earn almost 6% less during their future careers than they would have without pandemic interruptions. Some students will lose as much as 9% of their potential future earnings. On top of that, a new report just surfaced that only one out of five graduates from the class of 2023 were fully prepared for college. It is a crucial time in education as 40% of new high school graduates are not meeting the ACT's college-readiness benchmarks in any subject, and only 21% met benchmarks in all four subjects. While we are on the college subject, the number of students from lower economic areas attended college 50% less often than in the previous three decades. These trends show a widening gap between higher and lower economic college populations. As you can clearly see, your support could not have come at a more imperative time. Your funding will be a beacon of hope for students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students. Additionally, our comprehensive programming supports literacy and remediation programs throughout our community for underserved students while providing evidence-based, intensive outside-the-school-day learning opportunities and summer enrichment for our students by providing in-person and virtual tutoring services, books, STEM kits, high-quality materials, college prep services, on-campus field trips to after-school and summer programs, high-impact reading interventions and targeted supports, targeted mathematics and expansion experiential activities, and feeding programs. Our services are unique because we are the only nonprofit in Central Florida that focuses on providing supplemental education services to K-12 Private Schools that educate low-income and underserved students. We have impacted and served over 3,000 underserved students, which includes exclusive partnerships with sixteen private schools and three after-school programs that primarily serve students of color from low-income areas. Many of these schools do not have the resources to provide adequate help and support to struggling students who lack the resources to get tutoring or the help they desperately need. We heavily concentrate on supplemental programming, focusing on helping students who attend unaccredited

	private schools that take in billions of dollars in state scholarships. Some of these schools have teachers without college degrees, the appropriate curriculum, and proper state graduation standards that do not provide the students with the proper education or guidance they deserve.
List any other fundraisers planning to raise money for the event or for your participation in the event	We are blessed to have partnerships from Walmart, Costco Wholesale, CVS Health, Walgreens, Publix, Uber, Wawa, Pizza Hut, Celebration Restaurant Group, KFC, Taco Bell, A Yum! Brands Franchise, Panera Bread, Oriental Trading, Zevia, Cobb Theatres, Medieval Times, Jeremiah's Italian Ice, WonderWorks Orlando, Chuy's Tex Mex, Topgolf Orlando, Ross Dress For Less, Orlando Solar Bears, 4 Rivers Smokehouse, 4imprint.com, Otter Box, Crayola Experience, University of South Florida Athletics, Nora Roberts Foundation, Lucky's Market Winter Park, Orlando Apollos, Alliance of American Football, ALDI/ALDI Smart Kids Program, USA Today Networks, Facebook, Amazon, Southeastern Grocers, Winn-Dixie, Fogo de Chao Churrascaria, Microsoft, Foxtail Coffee Co., Rubio's Coastal Grill, TPC Tampa Bay, Insight Community Foundation, C&S Wholesale Grocers, Osceola County Government, Margaret McCartney & R. Parks Williams Foundation, Harper Family Charitable Foundation, Kissimmee Utility Authority, Google, Registry for Good, Whole Foods Foundation, One-By-One Foundation, City of St. Cloud, IronMan Foundation, RDV Ice Den, Toho Water Authority, Lisa Libraries, Cornelia T. Bailey Foundation, Hindi's Libraries, Mary Pope Osborne, Magic Tree House series, Random House Children's Books, City of Kissimmee, Kissimmee Parks and Recreation, Verizon Small Business, First Horizon Foundation, TD Charitable Foundation, First Book Marketplace, Allstate Foundation, Kellogg School of Management, Northwestern University, Dollar General Literacy Foundation, Southeastern Grocers Community Bag Program, Urban Awareness USA, DeBartolo Family Foundation, Orlando Philharmonic Orchestra, Fun Spot America, Osceola Board of County Commissioners, Mister Car Wash, MOSI (Museum of Science and Industry), Legoland Florida Resort, Dr. Phillips Center, ALDI Community Gift Card Program, Yanka Industries, Inc., MasterClass Online Classes, Dr. Phillips Charities, Central Florida Foundation, and the Tampa Bay Buccaneers.
Have you secured funding or funding commitments from any other governmental entity	Yes
If yes, please provide the name(s) of the government entity(ies)	Osceola County Government and the City of St. Cloud.

Community Impact

Describe the impact this event will have on the quality of life and/or community pride for residents in the City of Kissimmee.	During these unprecedented times, Fostering High-Quality Education for All is honored to support underserved students in Kissimmee, help close learning gaps, and provide vital services to elementary, middle, and high school students during these uncertain times. We have impacted and served over 3,000 underserved students, which includes exclusive partnerships with sixteen private schools and three after-school programs that primarily serve students of color from low-income areas. Our organization has prioritized ensuring our programs are "accessible," not just "available," by providing transportation to students. Hence, they have the opportunity to benefit from the innovative programming offerings. Our equitable programming is done by integrating school-day equity supports into Out-of-School Time programs, such as professional development opportunities, culturally responsive/sustaining programming, and mental health supports. We are committed to supporting remediation and literacy programs to keep our students from falling behind due to the year and a half of academic learning loss from digital learning and school closures during the pandemic. In addition, we provide brand new books to underserved students and books to schools that serve low-income African Americans and students of color to create classroom libraries.

Most importantly, we also provide high-impact and high-dosage tutoring to provide targeted tutoring to our struggling population of students who might be struggling more in one subject area than another, along with High-Quality Materials and Supports for intensive outside-the-school-day learning opportunities and summer enrichment programs that will help close learning gaps and address students' academic and youth development needs. Our tutoring and enrichment programs will impact our students' academic and youth development needs. Our programming will concentrate on literacy, science, technology, engineering, mathematics (STEM), and civics while supported by data-driven assessment results analysis. The personalized attention our students will receive will help pinpoint the root causes of their struggles while bridging gaps that will set up our students for a future of academic success and lead to the goal of improving grade-level reading by the end of our programming. Our literacy programs will engage research-based practices and implement literacy-rich schedules for identified students benefitting from these additional supports. In addition, our tutors will utilize high-quality materials and practices to ensure every student understands phonics, basic reading skills, vocabulary, spelling, reading comprehension, word meaning, critical thinking skills, and other identified needs.

Our College Prep program focuses on College-Going Culture, which refers to the environment, attitudes, and practices in schools and communities that encourage students and families to obtain the information, tools, and perspective to enhance access to and success in post-secondary education. We play a crucial role in supporting and preparing our students with resources to achieve their post-secondary school vision, goals, and dreams. While it is the student's responsibility to do the work, we take on the responsibility to help them navigate the complex process of getting ready and into higher education, the military, trade schools, or direct hire opportunities. We also focus intently on career planning as a process for post-secondary graduation planning and aligning post-graduation career plans with the chosen institution to get students to their goal quickly with minor investment and the greatest return. We also engage in Career-Aligned Educational Activities, aligning career aspirations and educational programming that efficiently prepares students for post-secondary goals. Our test preparation programs have been highly successful. The SAT and ACT tests are essential, but due to systemic and cultural challenges, many of our students do not have the GPA or test scores to get into a four-year university; we have to have options for them as well. That option includes Post-secondary Education Readiness Test (PERT) Preparation/Tutoring needed to enter community colleges. PERT tutoring has been crucial because over 60% of those students we serve can only get into a community college, and not passing the PERT will make them waste money and resources they do not have because they will have to take a high number of prep courses that do not count as college credit. We are helping students get an AA or AS degree in 2-3 years, where many of those students, if they do not drop out, will have to take 2-4 semesters of prep courses alone and will take them 4-5 years for a two-year degree. Along with the free PERT, SAT, and ACT testing preparation, study guides and tutoring, complimentary breakfast and lunch during tutoring sessions, scientific calculators, up to five free college books for their first semester of college, gas cards, paid college application costs, and ACT/SAT waivers. Our high school program will build critical thinking skills for our students' future higher education and post-high-school career endeavors.

Program Goals

• Moving our students to pre-pandemic levels and leaving the learning loss in the rearview mirror by utilizing evidence-based, comprehensive, intensive outside-the-school-day learning opportunities for students by providing in-person and virtual tutoring services.

• Providing on-campus field trips to after-school and summer programs to provide underserved students with educational learning opportunities without leaving campus.

• Providing books to underserved students to support literacy programs and providing books to underserved schools to build classroom libraries to combat learning gaps due to post-pandemic education slides.
• Providing STEM kits and high-quality materials to underserved students and under-resourced schools to increase student achievement.
• Providing consistent and personalized high-impact and high-dosage (offered three or more days of the week) tutoring to struggling, underserved students.
• Creating a College-Going Culture, which refers to the environment, attitudes, and practices in schools and communities that encourage students and families to obtain the information, tools, and perspective to enhance access to and success in post-secondary education.
• Engaging in Career-Aligned Educational Activities, which align career aspirations and educational programming that most efficiently prepares students for post-secondary goals.
• Advising students on college and career choices while promoting their overall physical, intellectual, emotional, and social well-being.
• Providing PERT, SAT, and ACT test preparation, including study guides, online access, and tutoring.

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

DEPARTMENT OF THE TREASURY

Date: SEP 12 2018

FOSTER GRANTS AND GIVING INC
PO BOX 771501
ORLANDO, FL 32877-0000

Employer Identification Number:
83-1790452
DLN:
26053649003438
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
August 30, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

FOSTER GRANTS AND GIVING INC

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

Letter 947

Form **990-N**

Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

OMB No. 1545-2085

2023

Open to Public Inspection

Information Copy
Do not send to IRS

A For the **2023** Calendar year, or tax year beginning **2023-01-01** and ending **2023-12-31**

B Check if available
- [ ] **Terminated for Business**
- [x] **Gross receipts are normally $50,000 or less**

C Name of Organization: **FOSTER GRANTS AND GIVING INC**
PO Box 771501, Orlando, FL,
US, 32877

D Employee Identification Number **83-1790452**

E Website:
www.FosterGrantsAndGiving.Org

F Name of Principal Officer: **Rashaan Foster**
PO Box 771501, Orlando, FL,
US, 32877

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Foster Grants and Giving Inc.
Profit and Loss
January 2024 - December 2024

INCOME	TOTAL
Grant Writing/Nonprofit Services	$272,500.00
Grant Income	$116,500.00
Total Income	**$389,000.00**
EXPENSES	**TOTAL**
Executive Director Salary	$24,000.00
Rent	$22,200.00
Employee Health Insurance	$2,469.60
Employee Dental Insurance	$239.88
Liability Insurance (Yearly)	$2,400.00
Company Automobile (Yearly)	$7,042.92
Automobile Insurance	$1,978.00
Telephone	$3,254.52
Marketing	$1,000.00
Website Hosting Plan	$410.35
Professional Development/Trainings	$3,000.00
Memberships	$1,000.00
Travel	$1,000.00
Internet/Technology	$849.00
Foster Grants and Giving Program Costs	$305,580.00
Total Expenses	**$376,424.27**
Net Operating Income	**$12,575.73**

FGG
Foster Grants + Giving
fostergrantsandgiving.org

2024 Foster Grants and Giving Program Costs

Item	Total Budget
K-12 Reading Books for classroom libraries, textbooks, materials, and software for before and after school, as well as summer remediation and tutoring.	$87,000.00
PERT, SAT, and ACT Prep Study Test Guides and Online Access 500 students @$100.00 for a total of $50,000.00.	$50,000.00
Food pantries for low-income schools $3,500.00 monthly for 12 months.	$42,000.00
On-Campus Field Trips to Summer Programs to provide underserved students with educational learning opportunities without leaving their campus.	$32,000.00
Targeted Mathematics and Expansion Experiential Activities	$20,300.00
High-Impact Reading Interventions and Targeted Supports	$20,300.00
Indirect Costs @ 5%.	$13,980.00
High-Quality Academic Acceleration Materials for after-school and summer programs. $1,000.00 monthly for 12 months for a total of $12,000.00	$12,000.00
College Textbooks, Scientific Calculators, and Supplies $1,000.00 monthly for 12 months for a total of $12,000.00.	$12,000.00
College and Career Counseling K-12 Curriculum and Licenses for K-12 students.	$10,000.00
Marketing/Outreach/Materials $500.00 monthly for 12 months.	$6,000.00
Total	**$305,580.00**

FGG
Foster Grants + Giving
fostergrantsandgiving.org

2024 Foster Grants and Giving Program Costs

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K-12 Reading Books for classroom libraries, textbooks, materials, and software for before and after school, as well as summer remediation and tutoring.	$87,000.00
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Total	**$305,580.00**

COMMUNITY BENEFIT EVALUATION FORM

Application Received: 10/16/24 Evaluated by: S. LACKEY

Event Name: Veterans Appreciation Outreach 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

1st Year Applicant ($2,500 Max Award)

Community Benefit Funds Application

CITY OF KISSIMMEE 1883

Submitted on	16 October 2024, 11:27AM
Receipt number	3
Related form version	1

Event Information

Event Name	Veterans Appreciation Outreach
Event Date	10/04/2025
Street Address	1901 S. Poinciana Blvd
City	Kissimmee
State	FL
Zip Code	34758

Requestor Information

Name	VICTORIA DAVENPORT
Phone Number	3214445069
Address	969 Cambridge Ct
Email	victoriahelpingveteransinc@gmail.com
Eligibility	Organization
501(c) Certification/Notification	IRS deter.pdf
Form 990 (If Organization is Required to File)	990-N_VictoriaHelpingVeteransI.pdf
Type of Request	Sponsorship
Total amount to be raised/fundraising goal for your event	50000
Amount Requested from Community Benefit Fund	5000
Last Completed Audit	Audited CPA letter for Victoria Helping Veterans Inc..pdf

Annual Budget	Financial Plan 3 Years... (3).pdf

General Information

Name of School Represented	N/a
Point of Contact for Event or School	Victoria Davenport
Point of Contact Phone Number	3214445069
Event/Competition's Website	https://victoriahelpingveteransinc.com/
Have you participated in this event in the past?	No

Donation / Sponsorship Description

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 proposed Veteran Outreach Day project will provide a comprehensive range of services and resources to veterans in Osceola County, FL, and the surrounding region. This one-day event, scheduled for Fall 2024, will serve as a transformative hub where veterans can access the following services and support: □ Medical screenings and health assessments □ Disability claims assistance and advocacy □ Employment and job placement services □ Housing and homelessness support □ Food distribution, including hot meals, snacks, and bottled water □ Hygiene kits and other essential supplies □ Mental health resources, including PTSD/MST support □ Rehabilitation programs and workshops
List any other fundraisers planning to raise money for the event or for your participation in the event	CSX, Target, Solar Bears, KLICCFL, AVOS, Advent Health, and more sponsorships pending.
Have you secured funding or funding commitments from any other governmental entity	Yes
If yes, please provide the name(s) of the government entity(ies)	Advent Health, VA

Community Impact

Describe the impact this event will have on the quality of life and/or community pride for residents in the City of Kissimmee.	By bringing together diverse service providers, community partners, and volunteers, Veteran Outreach Day will create a holistic and accessible platform for veterans to address their immediate needs and access long-term support. This event will catalyze strengthening the veteran support network in the region and improving the overall well-being of those who have sacrificed for our country.

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

VICTORIA HELPING VETERANS INC
C/O VICTORIA J DAVENPORT
923 CAMBRIDGE COURT
KISSIMMEE, FL 34758

Date:
03/21/2024
Employer ID number:
99-1604524
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
February 25, 2024
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053473005424

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

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Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

Form 990-N (e-Postcard) Summary
(**THIS IS NOT A FILEABLE FORM - FOR REVIEW PURPOSES ONLY**)

Tax period beginning 01-01-2023 and ending 12-31-2023

Organization's Legal Name
Victoria Helping Veterans Inc

Employer ID Number
99-1604524

Other Names used by Organization (DBA)
Victoria Helping Veterans Inc

Number and Street (or P.O. box, if applicable)
923 CAMBRIDGE CT

Phone Number
(321) 444-5069

City or Town, State or Country and ZIP + 4
KISSIMMEE, FL 34758

Web Address, if Applicable

I confirm that the organization's annual gross receipts are $50,000 or less and I'm eligible to file an e-Postcard ☒

Has your organization terminated or gone out of business? ☐

Information Regarding Principal Officer:

Name
VICTORIA DAVENPORT

Street Address
969 CAMBRIDGE CT

City, State or Country and ZIP + 4
KISSIMMEE, FL 34758

Dat Ngo, CPA
1338 Wayne Street
Easton, PA 18045
+1 (717) 649-4253
datngocpa@gmail.com

July 26, 2024

To Whom It May Concern,
I have been provided with the balance sheet and Income statements of Victoria Helping Veterans Inc. for the years ending December 31, 2022, December 31, 2023 and for the period from January 1, 2024, to July 26,2024.

I have audited, reviewed, and verified the accuracy and completeness of the information provided, and, accordingly, I express an opinion, a conclusion, and provide assurance on these financial statements.

Sincerely,

Dat Ngo CPA

Dat Ngo
Dat Ngo, CPA License #CA065393

For any additional inquiries, please feel free to reach out at datngocpa@gmail.com

Victoria Helping Veterans Inc.
Income statement
for Period Ending December 31, 2022

Revenue:	$760,000
Expenses:	
Hygiene food & water package for Veterans:	$24,000
ERP System:	$1,200
Employee Salaries:	$12,000
Products/Services for Veterans:	$24,000
Marketing and Promotional Expenses:	$6,000
Total D&A:	$30,000
Venue Rental Expenses:	$74,000
Electricity, Internet, and Water:	$6,000
Miscleanous Expenses:	$171
Interest Expenses:	$714
Other Expenses:	$133
Profit Before Taxes:	$178,886
Taxes (21%):	$122,034
Net Profit:	$459,080
Retained Earnings:	$459,080

Victoria Helping Veterans Inc.
Income statement
for Period Ending December 31, 2023

Revenue:	$744,000
Expenses:	
Hygiene food & water package for Veterans:	$25,200
ERP System:	$1,260
Employee Salaries:	$12,600
Products/Services for Veterans:	$25,200
Marketing and Promotional Expenses:	$6,300
Total D&A:	$31,500
Venue Rental Expenses:	$77,700
Electricity, Internet, and Water:	$6,300
Miscellaneous Expenses:	$171
Interest Expenses:	$714
Other Expenses:	$133
Profit Before Taxes:	$187,746
Taxes (21%):	$116,813
Net Profit:	$439,441
Retained Earnings:	$439,441

Victoria Helping Veterans Inc.
Income statement
for Period Ending July 26, 2024 (Year to Date)

Revenue:	$748,160
Expenses:	
Hygiene food & water package for Veterans:	$26,460
ERP System:	$1,323
Employee Salaries:	$13,230
Products/Services for Veterans:	$26,460
Marketing and Promotional Expenses:	$6,615
Total D&A:	$33,075
Venue Rental Expenses:	$81,585
Electricity, Internet, and Water:	$6,615
Miscellaneous Expenses:	$171
Interest Expenses:	$714
Other Expenses:	$133
Profit Before Taxes:	$197,049
Taxes (21%):	$115,733
Net Profit:	$435,378
Retained Earnings:	$435,378

Victoria Helping Veterans Inc.
Balance Sheet
Beginning as of December, 2022

Assets

Cash:	$535,766
Website:	$1,029
Office Furniture and Fixture:	$3,333
Advance Rent:	$5,000
ERP System:	$4,286
Computer Systems:	$1,867
Investment:	$7,000
Accumulated Depreciation and Amortization:	$1,686
Total Assets:	$558,280

Liabilities

Notes Payable:	$0

Owner's Equity

Startup Cost:	$99,200
Retained Earnings:	$459,080
Total Liabilities and Owner's Equity:	$558,280

Victoria Helping Veterans Inc.
Balance Sheet
Beginning as of December, 2023

Assets

Cash:	$976,893
Website:	$857
Office Furniture and Fixture:	$2,667
Advance Rent:	$5,000
ERP System:	$3,571
Computer Systems:	$1,733
Investment:	$7,000
Accumulated Depreciation and Amortization:	$3,371
Total Assets:	$997,721

Liabilities

Notes Payable:	$0

Owner's Equity

Startup Cost:	$99,200
Retained Earnings:	$898,521
Total Liabilities and Owner's Equity:	$997,721

Victoria Helping Veterans Inc.
Balance Sheet
Beginning as of July, 2024 (year to date

Assets

Cash:	$1,413,956
Website:	$686
Office Furniture and Fixture:	$2,000
Advance Rent:	$5,000
ERP System:	$2,857
Computer Systems:	$1,600
Investment:	$7,000
Accumulated Depreciation and Amortization:	$5,057
Total Assets:	$1,433,099

Liabilities

Notes Payable:	$1,413,956

Owner's Equity

Startup Cost:	$99,200
Retained Earnings:	$1,333,899
Total Liabilities and Owner's Equity:	$1,433,099

Startup Analysis- Capital Expenditure	
Design and Development Website & Logo	$ 1,200
Office Furniture & Fixtures	$ 4,000
Advance Rent	$ 5,000
Computer Systems	$ 2,000
Customized ERP System	$ 5,000
Start Up Assets	**$ 17,200**
Incorporation Cost of Company	$ 2,000
Marketing Material Cost	$ 4,000
Employee Hiring Cost (Est.)	$ 1,000
Start Up expenses	**$ 7,000**
Cash Requirement For Operations	**$ 75,000**
Loan	**$ -**
Investment	$ 99,200
Desired fundraising	**$ 99,200**

Revenue Assumptions

1	Annual Growth	24%

Revenue Calculation

	Home Depot Foundation Grant For Veterans	Hivers and Strivers Capital Grant	Second Service-Foundation Grant	Grant Revenue	Sponsorship			Total Revenue
				Grant	Averag Amount	Number of Sponsors	Total revenue	
Month 1	$ -	$ -	$ -	$ 10,000	$ 5,000	4	$ 20,000	$ 30,000.00
Month 2	$ -	$ -	$ -	$ 10,000	$ 5,000	4	$ 20,000	$ 30,000.00
Month 3	$ -	$ -	$ -	$ 10,000	$ 5,000	4	$ 20,000	$ 30,000.00
Month 4	$ -	$ -	$ -	$ 10,000	$ 5,000	4	$ 20,000	$ 30,000.00
Month 5	$ -	$ -	$ -	$ 10,000	$ 5,000	4	$ 20,000	$ 30,000.00
Month 6	$ -	$ -	$ -	$ 10,000	$ 5,000	4	$ 20,000	$ 30,000.00
Month 7	$ -	$ -	$ -	$ 10,000	$ 5,000	4	$ 20,000	$ 30,000.00
Month 8	$ -	$ -	$ -	$ 10,000	$ 5,000	4	$ 20,000	$ 30,000.00
Month 9	$ -	$ -	$ -	$ 10,000	$ 5,000	4	$ 20,000	$ 30,000.00
Month 10	$ -	$ -	$ -	$ 10,000	$ 5,000	5	$ 25,000	$ 35,000.00
Month 11	$ -	$ -	$ -	$ 10,000	$ 5,000	5	$ 25,000	$ 35,000.00
Month 12	$ -	$ -	$ -	$ 10,000	$ 5,000	5	$ 25,000	$ 35,000.00
Year 1	$ 200,000.00	$ 200,000.00	$ 10,000.00	$ 120,000	$ 5,000	46	$ 230,000	$ 760,000.00
Year 2	$ 200,000.00	$ 100,000.00	$ 10,000.00	$ 148,800	$ 5,000	57	$ 285,200	$ 744,000.00
Year 3	$ -	$ 200,000.00	$ 10,000.00	$ 184,512	$ 5,000	71	$ 353,648	$ 748,160.00

Expenses Assumptions

1 Life of Assets are determined on the basis of their real life in year

Expenses

Item	Month	Months	Yearly
Rent Expenses	$ 1,000	12	$ 24,000
Marketing and Promotional Expenses	$ 100	12	$ 1,200
Electricity, Internet and Water	$ 1,000	12	$ 12,000
Products/Services for veterans	$ 1,000	12	$ 24,000
Venue Rental Expenses			$ 1,000
Hygiene food & water package For Veterans	$ 2,500	12.00	$ 30,000
Employee Salaries			$ 74,000
Miscellaneous Expenses	$ 500	12.00	$ 6,000
Total			$ 177,200

	Monthly Salary	Annual
CEO		$50,000
Board Members	$ 2,000	$24,000
Total Employee Salaries		$74,000

Depreciation and Amortization

Item	Value	Life in Years			
Website	$1,100	11	$ 171		
ERP System	$5,000	7	$ 714		
Computer Systems	$2,000	15	$ 133		
Office Furniture and Fixture	$4,000	6	$ 667		
Total Depreciation			$ 1,685		

Income Statement

	Year 1	Year 2	Year 3
Revenue	$ 760,000	$ 744,000	$ 748,160
Expenses			
Rent Expenses	$ 24,000	$ 25,200	$ 26,460
Marketing and Promotional Expenses	$ 1,200	$ 1,260	$ 1,323
Electricity, Internet and Water	$ 12,000	$ 12,600	$ 13,230
Products/Services for veterans	$ 24,000	$ 25,200	$ 26,460
Venue Rental Expenses	$ 6,000	$ 6,300	$ 6,615
Hygiene food & water package For Veterans	$ 30,000	$ 31,500	$ 33,075
Employee Salaries	$ 74,000	$ 77,700	$ 81,585
Miscleanous Expenses	$ 6,000	$ 6,300	$ 6,615
Depreciation and Amortization Expenses			
Website	$ 171	$ 171	$ 171
ERP System	$ 714	$ 714	$ 714
Computer Systems	$ 133	$ 133	$ 133
Office Furniture and Fixture	$ 667	$ 667	$ 667
Total D&A	**$ 1,686**	**$ 1,686**	**$ 1,686**
Total Expenses	**$ 178,886**	**$ 187,746**	**$ 197,049**
Profit before Interest and Income Taxes	**$ 581,114**	**$ 556,254**	**$ 551,111**
Interest Expenses	$ -	$ -	$ -
Profit Before Taxes	$ 581,114	$ 556,254	$ 551,111
Tax Rate	21%	21%	21%
Taxes (21%)	$ 122,034	$ 116,813	$ 115,733
Net Profit	**$ 459,080**	**$ 439,441**	**$ 435,378**
Retained Earnings	**$ 459,080**	**$ 439,441**	**$ 435,378**

Statement of Cash Flows			
Item	**Y1**	**Y2**	**Y3**
Cash Received			
Cash From Operations			
Sales	$ 760,000	$ 744,000	$ 748,160
Subtotal Cash from Operations	**$ 760,000**	**$ 744,000**	**$ 748,160**
Beginning Cash Balance	$ 75,000	$ 535,766	$ 976,893
Sales Tax	$ -	$ -	$ -
Cash In Flow	**$ 835,000**	**$ 1,279,766**	**$ 1,725,053**
Expenditures			
Expenditure From Operations			
Rent Expenses	$ 24,000	$ 25,200	$ 26,460
Marketing and Promotional Expenses	$ 1,200	$ 1,260	$ 1,323
Electricity, Internet and Water	$ 12,000	$ 12,600	$ 13,230
Products/Services for veterans	$ 24,000	$ 25,200	$ 26,460
Venue Rental Expenses	$ 6,000	$ 6,300	$ 6,615
Hygiene food & water package For Veterans	$ 30,000	$ 31,500	$ 33,075
Employee Salaries	$ 74,000	$ 77,700	$ 81,585
Miscleanous Expenses	$ 6,000	$ 6,300	$ 6,615
Total Spending on Operations	**$ 177,200**	**$ 186,060**	**$ 195,363**
Additional Cash Spent			
New Items Purchased	$ -	$ -	$ -
Income Taxes	$ 122,034	$ 116,813	$ 115,733
Principal Payment of Current Borrowing	$ -	$ -	$ -
Interest Rate Payment	$ -	$ -	$ -
Long-term Liabilities Principal Payment	$ -	$ -	$ -
Sub Total Cash Out Flow	**$ 299,234**	**$ 302,873**	**$ 311,096**
Cash Balance	**$ 535,766**	**$ 976,893**	**$ 1,413,956**

Balance Sheet

Assets	Beg Balance Sheet	Y1	Y2	Y3
Cash	$ 75,000	$ 535,766	$ 976,893	$ 1,413,956
Website	$ 1,200	$ 1,029	$ 857	$ 686
Office Furniture and Fixture	$ 4,000	$ 3,333	$ 2,667	$ 2,000
Advance Rent	$ 5,000	$ 5,000	$ 5,000	$ 5,000
ERP	$ 5,000	$ 4,286	$ 3,571	$ 2,857
Computer Systems	$ 2,000	$ 1,867	$ 1,733	$ 1,600
Startup Cost	$ 7,000	$ 7,000	$ 7,000	$ 7,000
Accumulated Depreciation and Amortization				
Website		$ 171	$ 171	$ 171
ERP System		$ 714	$ 714	$ 714
Computer Systems		$ 133	$ 133	$ 133
Office Furniture and Fixture		$ 667	$ 667	$ 667
Total Accumulated Depreciation and Amortization		**$ 1,686**	**$ 3,371**	**$ 5,057**
Total Assets	**$ 99,200**	**$ 558,280**	**$ 997,721**	**$ 1,433,099**
Liability and Owners Equity				
Notes Payable	$ -	$ -	$ -	$ -
Total Liability	**$ -**	**$ -**	**$ -**	**$ -**
Investment	$ 99,200	$ 99,200	$ 99,200	$ 99,200
Retained Earning	$ -	$ 459,080	$ 898,521	$ 1,333,899
Total Capital	**$ 99,200**	**$ 558,280**	**$ 997,721**	**$ 1,433,099**
Total Liability and Owners Equity	**$ 99,200**	**$ 558,280**	**$ 997,721**	**$ 1,433,099**

Expenses Assumptions		
1	All other expenses Increase with 5% except depriciation Cost and Electricity	5%
2	Tax Rate	25%
3		
4		

ITEM 5.C
Board Chair and Co-Chair nominations for 2025

Item Details
Board Chair and Co-Chair nominations for 2025

Attachment(s):
None

ITEM 5.D
Approve 2025 meeting dates

Item Details

Attachment(s):
1. Meeting Schedule 2024-25

PARKS & RECREATION ADVISORY BOARD
MEETING SCHEDULE
2024/2025

All meetings will be held at the City Hall Commission Chambers unless noted otherwise. Meetings start at 6:00 p.m. Please remember to contact the Parks and Recreation Administration Office at 407-518-2501 or 407-518-2331 if you will not be attending a particular meeting.

- December 11, 2024
- February 12, 2025
- April 9, 2025
- June 11, 2025
- August 13, 2025
- October 8, 2025