



City of Eustis

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TO: EUSTIS CITY COMMISSION
FROM: TOM CARRINO, CITY MANAGER
DATE: SEPTEMBER 5, 2024
RE: ORGANIZATIONAL AND EVENT SUPPORT GRANTS FINAL RECOMMENDATIONS

Introduction

The purpose of this presentation is to provide for the final determination of the awards to be authorized by the City Commission regarding organizational and event grant requests for funding in FY 2023/2024 (commencing October 1, 2023).

On July 31, 2024 City staff met to evaluate the eight applicants regarding their organization and the benefits provided to the City of Eustis residents in order to determine recommended award amounts.

Recommended Action

Staff requests Commission direction regarding grant awards and funding allocations for FY 2023-24 as presented by the committee, or adjusted awards requested by the Eustis Commission.

Background

The Commission included an allocation of \$30,000 for grant funding in the FY 2023-24 budget for the support of not-for-profit organizations and events within the City of Eustis, with a reserve of \$2,500 to be allocated by the Commission at a later date. The Amazing Race was allocated and paid \$6,500 earlier this year, leaving \$21,000 to be distributed. Last year we had 9 requests totaling \$70,900. Three of this year's applicants were requesting in-kind services by the City outside of this program in varying amounts.

A committee was organized to: (a) review the applications, (b) confirm that the basic requirements were met, and (c) provide a recommendation to the Commission based upon the evaluation criteria. The committee was comprised of the City Manager, Finance Director, Development Services Director, Economic Development Director and Deputy Finance Director.

The eligibility criteria are as follows:

Event Eligibility Criteria

1. The event sponsor must be a 501(c)(3) organization.
2. The event must be open to and provide a benefit to all citizens of Eustis in addition to attracting a substantial number of visitors.
3. The event must contribute to the economic vitality of the community.
4. The event sponsor must provide a full accounting of the total event funds and expenditures.

Organization Eligibility Criteria

1. The organization must be a 501(c)(3) corporation.
2. The organization must provide services that improve the quality of life for a majority of the citizens of Eustis.
3. The organization must provide a financial statement and a full accounting of the use of the grant funds.
4. **A new criterion is as follows: The grant funding will be provided after the organization provides a complete report of the use of funds along with appropriate receipts (on a reimbursement bases) and the event must take place during the current fiscal year 2023/2024 of the City. Once awards are determined, recipients will be invited back to give a presentation and provide the accounting for the cost incurred.**

Ineligible Organizations and Grant Expenditures include

1. Loans, debt retirement, or debt financing.
2. Capital improvements, acquisitions, and restorations (facilities and equipment).
3. Events or projects closed to the general public.
4. Religious ceremonies or events.
5. Parties, receptions, and other social activities.
6. Fundraising events and sponsorships.
7. Political organizations or campaigns.
8. Fraternal organizations, societies, or orders (501(c)(4) designations).
9. Support staff positions.
10. Endowments.

Applications

The following organizations submitted grant requests:

<u>Applicant Name</u>	<u>Grant Request</u>	<u>In Kind Request</u>
Act of Hope Ministries, Inc.	\$ 10,000	No
LovExtension, Inc.	\$ 5,000	No
Amazing Race for Charity	\$ 6,500	Yes
Bay Street Players	\$ 25,000	No
LifeStream Behavioral Center	\$ 7,500	No
Lake Cares	\$ 5,000	No
Paws Therapy Dog, Inc.	\$ 1,500	Yes
Lake Cares	\$ 5,000	No
Trout Lake Nature Center	\$ 10,500	Yes
Total	<u>\$ 71,000</u>	

Each application is summarized and evaluated as follows:

1. Act of Hope Ministries, Inc.

- a. Request of \$10,000: recommended FY 2023-24 award of \$0.
- b. Purpose of funding: Back to School supplies to assist struggling parents, providing the food pantry and clothing for community needs.
- c. In-Kind service requests: none

Considerations

- The City currently has a program at our Parks and Recreation Department and Events Department for back to school. Other entities within the City also have back to school events. We also have Lake Cares and others we donate food for their pantries.
- Did not provide a 501(C)(3).
- The committee suggested that the City could run a food donation program and donate the food collected to Act of Hope Ministries, similar to one that we do with Win-1 Ministries during their December drive.

2. LovExtensions, Inc.

- a. Request \$5,000: recommended FY 2023-24 award of \$1,500.
- b. Purpose of funding: Food for seniors and disabled adults in Eustis.
- c. In-Kind Service request: None

Considerations

- To assist seniors and disabled adults cope with the cost of inflation.
- Non-perishable foods are provided as well as other personal items.
- Deliveries made to the residence.
- Mission to help improve the life of those served.

3. Amazing Race for Charity, Inc.

- a. Request \$6,500: recommended FY 2023-24 award of \$6,500.
- b. Purpose of funding: race preparation, promotion, and sponsorship.
- c. In-kind service requests: use of City parks, garbage cans, waiver of fees, public works personnel and law enforcement.

Considerations

- The event includes a free public festival at Ferran Park, including music and food, with many vendors.
- The event brings over 1,000 visitors to the City.
- The event continues to be very successful.
- The money left after expenses is distributed to numerous charities.

4. Bay Street Players

- a. Request \$25,000: recommended FY 2023-24 award of \$3,500.
- b. Purpose of funding: to provide quality entertainment and expose young people to cultural theater through the Young People's Theater, and to cover operating and production expenses.

Considerations

- The organization contributes to the economic vitality of the City.
- The organization brings visitors to the City.
- The organization intends to upgrade the website to keep community informed of its diversity.

5. LifeStream Behavioral Center (Open Door)

- a. Request \$7,500: recommended FY 2023-24 award of \$4,300.
- b. Purpose of funding: to support the Open Door, a one-stop location linking homeless individuals and families to needed amenities and services, and ultimately assisting them in securing safe affordable housing, jobs and support.

Considerations

- In recent years, there has been an increase in homeless families.
- Offers to serve 321 Eustis residents.
- Provides access to showers, laundry facilities, computers, and assistance with job training and employment placement.
- There are no costs associated for services provided.

6. Lake Cares

- a. Requested \$5,000: recommended FY 2023-24 award of \$4,000.
- b. Purpose of funding: to assist in providing food to Eustis residents in need. Their mission is to “Feed the Body, Educate the Mind and Lift the Spirit of all Individuals”.

Considerations

- Funding will be used for the purchase of food for Eustis residents.
- Based on 2023 distributions, over 34% of Lake Cares clients were residents of Eustis.

7. Paws Therapy Dogs, Inc.

- a. Request of \$1,500: recommended FY 2023-24 award of \$1,750.
- b. Purpose of funding: training of a handler and a dog to learn about therapy dog work.
- c. They assist other charities and nursing homes, retirement centers, schools, fire/police departments and many other places.
- d. They serve approximately 36% of Eustis residents compared to the total served.

Considerations

- Provides opportunities to improve the spirit of people confined with an experience of unconditional love and affection from an animal.
- Operated solely through volunteers.
- Teaching children and adult how to safely engage with dogs.

8. Trout Lake Nature Center, Inc. (TLNC)

- a. Request of \$10,500: recommended FY 23-24 award of \$4,750.
- b. Purpose of funding: to support TLNC programs and facilities with exhibits, trails, and educational programs for children, adults and the community.
- c. In-kind services requests: includes ice for special events, review of specifications for construction projects, waiver of some permit fees.

Considerations

- They anticipate 21,000 visitors and 13,000 Eustis residents.
- The organization contributes to the economic vitality of the City.

Consideration for Discussion

The grant committee used the following criteria to evaluate the grant applications.

Project Purpose (up to 30 points): Encourages celebrations of community and cultural opportunities (events), or provides a community service that benefits the community as a whole.

- a. Objectives clearly presented.
- b. Commitment to improvement.

Longevity (up to 15 points):

- a. Years in existence.
- b. Improvement of organization.
- c. Number of years the project or event has been in existence.

Leveraging of funds (up to 10 points): Use of non-City funds and proportion.

Community-wide benefit (up to 15 points):

- a. Marketing to the entire community.
- b. Promotion of diversity/ethnicity.

Collaboration (up to 5 points): Involvement with various community entities.

In-kind Services (up to 10 points for none): Number and estimated cost of requested in-kind services (not seeking any = 10 points).

The committee ranked the applications according to the criteria. Then points were tallied for each applicant. The committee ranked the applicants and used a weighted average methodology to determine the grant award. Those receiving \$0 did not comply with the *Minimum Application Submittal* requirements. The following grant award recommendations are based on grant criteria:

<u>Applicant Nave</u>	<u>Grant Request</u>	<u>Recommended Grant Award</u>
Act of Hope Ministries	\$10,000	\$ 0
LovExtension	\$ 5,000	\$ 1,500
Amazing Race for Charity	\$ 6,500	\$ 6,500
Bay Street Players	\$25,000	\$ 3,500
LifeStream (Open Door)	\$ 7,500	\$ 4,300
Lake Cares Food Pantry, Inc.	\$ 5,000	\$ 4,000
Paws Therapy Dogs, Inc.	\$ 1,500	\$ 1,750
Trout Lake Nature Center	<u>\$10,500</u>	<u>\$ 4,250</u>
Total	<u>\$71,000</u>	<u>\$25,800</u>

Most of the organizations are local and do not have a national presence which would allow more attention to care for our community. The Amazing Race was previously given \$6,500, since it was necessary for them to make their disbursements for the race held in April, 2023. Next year the City will be taking over this event.

Prepared By: Mike Sheppard, Deputy Finance Director

Committee Members: Tom Carrino, City Manager, Lori Carr, Finance Director, Mike Lane, Development Services Director and Al Latimer, Economic Development Director