



Cutler Bay Community Fund

Mission Statement

The Cutler Bay Community Fund was created to support nonprofit organizations that endeavor to improve the life of residents in the Town of Cutler Bay through educational, aesthetic (community beautification), environmental, cultural, social services and other philanthropic programs and services. (Resolution #13-57)

About The Cutler Bay Community Fund

The Town of Cutler Bay established the Cutler Bay Community Fund (the "Fund") in 2013 with the goal of establishing partnerships that will help to improve the quality of life of residents in our community. The Fund is a nonprofit 501(c)(3) that is overseen by a Board of Directors consisting of the current Cutler Bay Mayor and Town Council. **100% of the funds collected through the community fund are solely used for charitable purposes with priority given to organizations that provide services within the Town of Cutler Bay.** Your contribution to the Cutler Bay Community Fund may be earmarked for a particular service category or unrestricted for use in any of our charitable programs. The Fund currently has six (6) service categories (priority areas) that direct our grant making; educational, aesthetic, environmental, cultural, social services, and other philanthropic activities.

Board of Directors

Tim Meerbott, President
Sue Ellen Loyzelle, Vice President
Robert "BJ" Duncan
Michael P. Callahan
Roger Coriat

Range of Grant Awards

Grant awards range between \$500 to \$2,500
Only one application per organization will be accepted each year.

Applicant Eligibility

The Cutler Bay Community Foundation seeks to provide support to 501(c)3 Non-Profit Organizations including; but not limited to, schools, community based organizations, community associations, and faith based organizations. In order to confirm eligibility, the organization that submits the application for funding must also provide a letter from the Internal Revenue Services (IRS) confirming their tax exempt status. The organization must also submit proof of active corporate status with the State of Florida.

Grant Application Process

Applications for funding will be accepted on an ongoing basis. Applications will be reviewed quarterly and applicants will be notified within 30 days from the end of the quarter. Applications will be made available on the Town’s website. Notice will be posted on the Town’s website and an electronic email notification will be sent through the Town’s email notification system. Applicants are to deliver application packages, by mail or in person. No facsimiles or emails will be accepted.

Complete proposals/applications, with required and supporting documentation, are to be delivered to:

**Office of the Town Clerk
Town of Cutler Bay
10720 Caribbean Blvd. #105
Cutler Bay, Florida 33189
ATTN: Cutler Bay Community Fund**

Grant Review and Notification Timeline	
End of Quarter	Notification of Award
December 31	February 28
March 31	May 31
June 30	August 31
October 30	December 31

Review and Selection Process

A review panel will read and score all proposals. Recommendations will be made to the Town Council/Board of Directors based on the Community Fund’s priority areas and the quality of the proposal. Applicants may receive a site visit, telephone call and/or other type of communication as part of the proposal review process.

Evaluation, Monitoring and Grantee Learning Activities

Grantees will be expected to meet the community fund’s requirements for the submission of a final report, including a finance, programmatic report, and/or presentation to community fund staff and Board.

Conflict of Interest & Code of Ethics

Members of the Board of Directors/Town Council and Town Staff are subject to the “Florida Sunshine Laws”, Florida Ethics Laws, Miami-Dade County Code of Ethics, and other applicable State Statutes and Town Policies. This includes the requirement to disclose any Conflict of Interest and complete the appropriate forms. Forms are available in the Town Clerk’s Office and on the Town’s website.

Priority Areas

Education



This Fund aims to impact student achievement by supporting 501(c)(3) organizations that serve both children and youth, from the time they enter daycare to completing grade 12 that reside in or attend schools in Cutler Bay. Activities include, but are not limited to; out-of-school programs, STEM (Science, Technology, Engineering and Mathematics) education, educational field trips, teacher incentive programs, curriculum enhancement/development activities, educational equipment/supplies, personal safety/prevention activities (i.e. anti-bullying, distracted driving awareness, abuse prevention), parenting skills training, life skills training, civic engagement, and college/career preparation.

Aesthetic



This Fund aims to support 501(c)(3) organizations that implement programs to enhance the overall attractiveness and safety of residents in our community. Activities include, but are not limited to; facade improvements and repairs, community beautification projects, assistance with code compliance matters for the elderly or low-income residents, graffiti abatement, community message boards, landscaping, community gardening, preserve/enhance green spaces, and other general aesthetic improvements.

Environmental



The Town of Cutler Bay was the first municipality in Miami-Dade County to receive “Certified Silver” designation as a Florida Green Building City. In keeping with our initiative to “Go Green”, the Cutler Bay Community Fund supports 501(c)(3) community programs that promote environmental responsibility. Activities include, but are not limited to; “green” education and awareness activities, community gardening, recycling, alternative transportation (bicycle, walking programs), conservation, maintenance of environmentally sensitive lands, and other general environmental activities.

Cultural



Culture is represented through the art, literature, costumes, customs and traditions of a community. Culture is one common bond which brings the people of a community together. This Fund aims to ensure that cultural activities are accessible to all residents regardless of age, ability or economic status. To this end, 501(c)(3) organizations that provide the following activities will be supported through the

Fund; concerts, art in public places, heritage festivals, cultural awareness programs, community festivals, intergenerational activities, artistic performances, monthly cultural displays at Town Hall (i.e. Hispanic Heritage Month, Black History, 4th of July), history preservation, and other general cultural activities.

Social Services



This Fund aims support local 501(c)(3) social service agencies for projects that will improve the quality of life of Cutler Bay residents in need. Activities include, but are not limited to; workforce development, healthy living (support of community bike events, nutrition activities, anti-bullying campaigns), youth development (support for programs that encourage youth leadership and facilitates their transition into adulthood), basic needs (i.e. utility assistance, food, and emergency shelter), outreach efforts, aging in place programs, housing, and other generally defined social services.

Other Philanthropic Programs/Services



The needs of the community evolve continually. This Fund aims to support 501(c)(3) nonprofit organizations that meet the unforeseen needs of this community or needs that do not fit in any of the other funding priority areas. Activities may include, but are not limited to; disaster relief/preparedness, fitness activities, sporting events, healthcare, transportation for the elderly or disabled, fulfill urgent

need in the community, and other generally defined philanthropic services.