

# Organization Information

Email \*

timtwomey@aol.com

Name of Applicant Organization: \*

Carmel Residents Association

Name and Position/Title of staff applying on behalf of the Organization: \*

Tim Twomey, Treasurer

Organization Mailing Address: \*

PO Box 13, Carmel-by-the-Sea, CA 93921

Telephone Number: \*

916-335-3399

Email: \*

info@carmelresidents.org

Geographic Area(s) the Organization serves: \*

Carmel-by-the-Sea and sphere of influence

Age groups served by the Organization: \*

- ☐ 0-12
- ☒ 13-17
- ☒ 18-24
- ☒ 25-34
- ☒ 35-44
- ☒ 45-54
- ☒ 55-64
- ☒ 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: \*

All residents in 93921 and our 850 members

Is this Organization incorporated as a Nonprofit Organization? \*

- ☒ Yes
- ☐ No

Is this Organization a Carmel school? \*

☐ Yes

☒ No

### Project/Program Details

Project/Program Name: \*

VOICE Newsletter expanded production

Amount requested (up to \$3,000): \*

\$3,000

Please provide a description of the Project, Program, or Service that the City of Carmel-by-the-Sea grant funding will be used to support. \*

Carmel Residents Association publishes and provides The Voice Newsletter 5 times/year to our membership. Last year's grant allowed us to increase production and periodically provide this 8-page professional publication to every PO Box in zip code 93921 (qty 3,200). We are seeking this grant to deliver this city-wide service once again.

Please provide the project, program, or service objectives that the City of Carmel-by-the-Sea grant funding will be used to support. \*

This publication's goals or purpose is to inform residents and businesses participation on/in civic topics, activities, and programs. More specifically this publication's content:

- Encourages engagement in civic topics by informing on recent and past results and upcoming meetings critical to the future of our Village.
- Provides new insights into our Village history, our people, and our resources.
- Advances our sense of community by encouraging socializing and participating in our community events and programs, hosted by the City and other local nonprofit organizations.

Please describe the specific benefit to the Carme-by-the-Sea community that your project, program, or service will provide, including the target population and number of community members that will be served. \*

Our publication stimulates full and part time Carmel-by-the Sea residents to get involved in subjects that they care about and activities that fit their schedules, skills and interests. With this professional newsletter, citizens are encouraged to speak up, participate in City Commissions and Boards and volunteer and connect with fellow community members.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. \*

The funding award will be used to cover graphic design, printing, and postage for distribution of our publication to all Carmel-by-the-Sea PO Box holders in zip code 93921.

## Attachments

Please provide the following attachments via email to [cityclerk@ci.carmel.ca.us](mailto:cityclerk@ci.carmel.ca.us). Make sure to include the name of the Organization in the subject line of the email and on all attachments.

- A copy of the Organization's proof of non-profit status, with a copy of the letter from the IRS.
- A detailed, line item budget plan for the project, program, or service's use of the grant funds.
- A current, detailed operating budget that includes information on your organization's annual sources of revenue received.
- The Organization's past two year's financial statements - including the current year - with balance sheets, sources of revenue, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

## Certification and Signature

The Applicant Organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.

- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

I certify on behalf of the above named nonprofit applicant organization that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization \*

Tim Twomey, Treasurer

Organization name \*

Carmel Residents Association

Date \*

MM DD YYYY

03 / 22 / 2023

This form was created inside of Carmel-by-the-Sea.

Google Forms

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
2 CUPANIA CIRCLE  
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: SEP 27 1995

77-0186971

Employer Identification Number:

77-0186971

Case Number:

955257002

Contact Person:

TYRONE THOMAS

Contact Telephone Number:

(613) 894-2285

Internal Revenue Code

Section 501(c)(4)

Accounting Period Ending:

March 31

Form 990 Required:

Yes

Addendum Applies:

No

CARMEL RESIDENTS ASSOCIATION  
POST OFFICE BOX 13  
CARMEL, CA 93921

501(c)(4)

MARCH 31

IMPORTANT  
SAVE  
PROOF OF  
TAX EXEMPT  
STATUS / IRS

Dear Applicant:

Based on information supplied, and assuming your organization will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(4) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 per-

Letter 948 (DO/CG)

Carmel Residents Association  
Budget Plan  
For Use of  
Carmel-by-the-Sea City Grant Fund

	Carmel-by-the-Sea Fiscal Year 2023-2024 (7-1-2023 to 6-30-2024)
<b>INCOME</b>	
City Grant Fund	3,000
<b>TOTAL INCOME</b>	<b>3,000</b>
<b>EXPENSES</b>	
VOICE Newsletter - Graphic Design, Printing & Stitching (3,200 qty)	2,300
VOICE Newsletter - Postage & Mailing (3,200 qty)	700
<b>TOTAL EXPENSES</b>	<b>3,000</b>

**Confidential**

To be used only for the Carmel-by-the-Sea City Council  
Discretionary Funds Grant Program Application process.

3/22/2023



Carmel Residents Association  
FY 2022 - 2023 Budget  
(Accounting Period 4/1 to 3/31)

	<b>FY 2022-2023 Budget</b>
<b><i>INCOME</i></b>	
Centennial Book Sales	500
Contributions and Programs	20,885
Membership Dues	24,000
<b><i>TOTAL INCOME</i></b>	<b>45,385</b>
<b><i>EXPENSES</i></b>	
Community Programs	21,255
Printing, Publications, Postage & Shipping	11,910
Insurance	2,600
Software & Website	4,130
Advertising	300
Supplies & Non-Capital Equipment	1,720
Payment Processing & Legal Fees	1,470
Rent/Storage	2,000
<b><i>TOTAL EXPENSES</i></b>	<b>45,385</b>

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3/22/2023

Carmel Residents Association  
Income and Expense Statement  
(Accounting Period 4/1 to 3/31)

	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023 (2/28/23)</b>
<b>INCOME</b>			
Sales of Inventory	715	754	923
Contributions and Programs	41,581	36,403	16,232
Membership Dues	22,741	21,800	27,695
<b>TOTAL INCOME</b>	<b>65,037</b>	<b>58,957</b>	<b>44,850</b>
<b>EXPENSES</b>			
Community Programs	10,069	21,990	15,908
Printing, Publications, Postage & Shipping	9,503	14,201	16,265
Insurance	4,302	2,600	2,600
Software & Website	3,898	3,442	3,632
Advertising	1,875	1,630	100
Supplies & Non-Capital Equipment	1,083	174	1,133
Payment Processing & Legal Fees	605	986	954
Rent/Storage	0	1,527	2,148
<b>TOTAL EXPENSES</b>	<b>31,334</b>	<b>46,548</b>	<b>42,741</b>
<b>EXCESS OR (DEFICIT)</b>	<b>33,703</b>	<b>12,408</b>	<b>2,109</b>
<b>NOTE</b>			
<i>Percentage of revenue used for:</i>			
Administration costs	0%	0%	0%
Salary costs	0%	0%	0%
Program costs	18%	40%	36%

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3/22/2023

Carmel Residents Association  
Balance Sheet  
(Accounting period 4/1 through 3/31)

	<b>03/31/2021</b>	<b>03/31/2022</b>	<b>02/28/2023</b>
	<b>Available</b>	<b>Available</b>	<b>Available</b>
	<b>Balances</b>	<b>Balances</b>	<b>Balances</b>
<b>ASSETS</b>			
Cash, Savings, and Investments	\$23,244	\$15,993	\$24,102
Restricted Gifted Funds	\$68,406	\$84,414	\$78,479
Land and Buildings	0	0	
<b>TOTAL ASSETS</b>	<b>\$91,650</b>	<b>\$100,407</b>	<b>\$102,581</b>
<b>LIABILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EQUITY</b>	<b>\$91,650</b>	<b>\$100,407</b>	<b>\$102,581</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$91,650</b>	<b>\$100,407</b>	<b>\$102,581</b>

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3/22/2023