сптег аррпсапт	zation Information
Email *	
timtwomey@ao	.com
Name of Appli	cant Organization: *
Carmel Residen	ts Association
Name and Pos	sition/Title of staff applying on behalf of the Organization: *
Tim Twomey, Tr	easurer
Organization I	Mailing Address: *
PO Box 13, Carr	nel-by-the-Sea, CA 93921
Telephone Nu	mber: *
916-335-3399	
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The Carmel Residents Association publishes and provides The VOICE Newsletter 5 times/year to our 915  $members. \ This \ grant \ will \ allow \ us \ to \ increase \ production \ and \ provide \ an \ issue \ of \ this \ 8-page \ professional$ publication to every City of Carmel-by-the-Sea resident.

https://docs.google.com/forms/d/1\_qtAEKhlgMNeGViy-O3UbomAxiNy4tTdXOLyu8gcQJk/edit#response=ACYDBNjlgo3vXUTqGzxaK51eVsqlzADCWf... 3/6

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Organization Information

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served.

Our publication stimulates full and part time City of 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. The number of community members that will be served is

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

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

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

The funding awarded will be used to cover graphic design, printing, and postage for distribution of an issue of the VOICE newsletter to all residents of Carmel-by-the-Sea.

## Attachments

To complete your application, kindly email the following four (4) attachments to <a href="mailto:cityclerk@ci.carmel.ca.us">cityclerk@ci.carmel.ca.us</a>. Please be sure your organization's name is in the subject line of the email and on all attachments.

- 1) Proof of non-profit status: provide a copy of the organization's 501(c) letter from the IRS.
- 2) Budget Plan for the Grant: provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service
- 3) Current Annual Operating Budget: provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.
- 4) Past two year's financial statements: provide a copy of the past two year's financial statements, featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of

revenue allocated for administration, salaries, and program costs.

## Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

- 1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.
- 2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.
- 3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.
- 4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.
- $5) \ \ The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by$ the City, by a duly authorized representative to receive the funds.
- 6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).
- 7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.
- 8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to
- 9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify 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

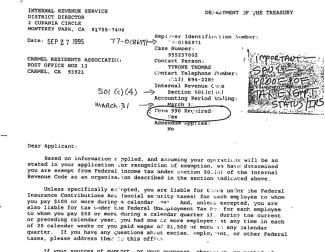
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Date \* MM DD YYYY 03 / 19 / 2024

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

Google Forms



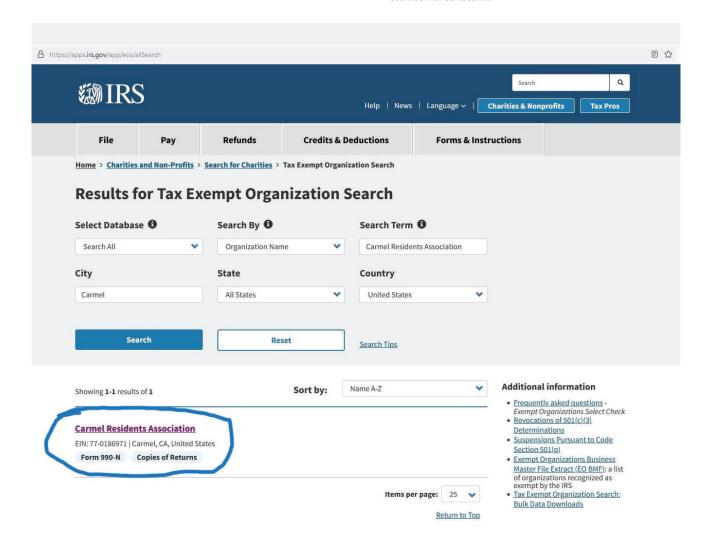
If your sources of supjort, or your purposes, chartener, or method of operation change, please le' us know no we can contider the effect of the change on your exempt state. In the case of an altendamble to your organizational document or bylaws, please send we drop of the reended document or bylaws. Also, you should reform us of all thinges in your name or address.

In the heading of this letter we have indicated whetler yo, must file Form 990, Return of Organization Sxempt Prom Income Tax. If Yea is indicated, you are required to file Form 9'0 only if your gross receipte sed. year are normally more than \$25.000. Nowever, if you receive a Firm 990 package in the mail, please file the return even if you do not exceed the grown receipts test. If you are not required to lie, simply statch the labe, provined, check the box in the heading to indicate that you, amoual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15% 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 three is reasonable cause for the delay. However, the commum penalty charged remnet Green \$5,000 or 5 per-

Letter 948 (DO/CG)

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

	Carmel-by-the-Sea Fiscal Year 2024-2025 (7-01-2024 to 6-30-2025)
INCOME	
City Grant Fund	3,000
TOTAL INCOME	3,000
EXPENSES	
VOICE Newsletter - Graphic Design, Printing & Stitching (3,200 qty)	2,300
VOICE Newsletter - Postage & Mailing (3,200 qty)	700
TOTAL EXPENSES	3,000

## Confidential

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

3/18/2024

Carmel Residents Association FY 2023 - 2024 Budget (Accounting Period 4/01 to 3/31)

	FY 2023-2024 Budget
INCOME	
Contributions and Programs	27,675
Membership Dues	24,000
TOTAL INCOME	51,675
EXPENSES	
Community Programs	26,400
Printing, Publications, Postage & Shipping	13,400
Insurance	2,750
Software & Website	4,270
Advertising	120
Supplies & Non-Capital Equipment	1,220
Payment Processing & Legal Fees	1,115
Rent/Storage	2,400
TOTAL EXPENSES	51,675

### Carmel Residents Association Past Two Years Income and Expense Statements (Accounting Period 4/01 to 3/31)

	FY 2021 - 2022	FY 2022 - 2023
INCOME		
Sales of Inventory	754	923
Contributions and Programs	36.410	16,249
Membership Dues	21,800	30,795
TOTAL INCOME	58,964	47,967
EXPENSES		
Community Programs	20,567	17,901
Printing, Publications, Postage & Shipping	14,201	18,894
Insurance	2,600	2,600
Software & Website	3,442	3,965
Advertising	1,630	150
Supplies & Non-Capital Equipment	1,596	1,218
Payment Processing & Legal Fees	986	1,031
Rent/Storage	1,527	2,148
TOTAL EXPENSES	46,548	47,907
EXCESS OR (DEFICIT)	12,415	60
NOTE		
Percentage of revenue allocated for:		
Administration costs	0%	0%
Salary costs	0%	0%
Program costs	35%	37%

Confidential

To be used only for the Carmel-by-the-Sea City Council

Discretionary Funds Grant Program Application process.

3/19/2024 Page 1 of 2

## Carmel Residents Association Past Two Years Balance Sheet (Accounting period 4/01 through 3/31)

	03/31/2022 Available Balances	03/31/2023 Available Balances
ASSETS		
Cash, Savings, and Investments	\$15,993	\$21,970
Restricted Gifted Funds	\$84,414	\$78,495
Land and Buildings	0	\$0
TOTAL ASSETS	\$100,407	\$100,465
LIABILITIES	\$0	\$0
EQUITY	\$100,407	\$100,465
TOTAL LIABILITIES & EQUITY	\$100,407	\$100,465