

# Organization Information

Enter applicant's email below:

Email \*

cmhphysicist@gmail.com

Name of Applicant Organization: \*

California Arts and Sciences Institute

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

C. Michael Hogan PhD, Chairman of the Board

Organization Mailing Address: \*

po box 22202, Carmel, CA 93922

Telephone Number: \*

4154201029

[https://docs.google.com/forms/d/1\\_qtAEKhgMNeGViy-O3UbomAxiNy4TtdXOLyu8gcQJk/edit#response=ACYDBNgxEgydLNbVuCPHVi-nLuKchBunzL...](https://docs.google.com/forms/d/1_qtAEKhgMNeGViy-O3UbomAxiNy4TtdXOLyu8gcQJk/edit#response=ACYDBNgxEgydLNbVuCPHVi-nLuKchBunzL...) 1/7

Email: \*

cmhphysicist@gmail.com

Geographic Area(s) the Organization serves: \*

Carmel-by-the-Sea and the entirety of Monterey County

s

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: \*

3220

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Is this Organization incorporated as a Nonprofit Organization? \*

- Yes  
 No

Is this Organization a Carmel school? \*

- Yes  
 No

#### Project/Program Details

Project/Program Name: \*

Mission Trail Nature Preserve Forest Enhancement Program

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

\$3000.

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

Mission Trail Nature Preserve, City of Carmel-by-the-Sea

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Please provide a description of the project, program, or service that the grant funding will be used to support. \*

**Purpose of Grant:** To assist the Mission Trail Preserve in protecting its native species and enhancing the trail quality. In addition, the proposed work will increase the fire safety of the Preserve and surrounding residential areas. The grant funds will also include trail camera installation to monitor and discourage unlawful use of motorbikes that are causing ruts and subsequent erosion on trails.

**Background:** There has been a steady increase in the population of Black Acacia (*Acacia Melanoxylon*) trees in large portions of the Mission Trail Preserve. This increase in population of an invasive tree has several adverse consequences: (a) Changing the woodland habitat from a native ecosystem to an altered environment, impacting the entire food chain and historic pristine nature of this important community asset in the city of Carmel-by-the-Sea; (b) Increasing the risk of wildfires by presence of a more flammable tree species; (c) Diminishing the wildlife habitat by having a smaller percentage of native trees, including adverse impacts on mammals, avifauna and amphibians; (d) Reducing the ability for hikers to experience the charm of this special historic woodland, a crown jewel of Carmel-by-the-Sea's natural beauty.

With regard to the miles of trail system, the volunteers of the Mission Trail Preserve work hard to cure ruts and erosion of trails; however, increasingly, there is substantial illegal use of motor bikes, causing substantial damage to trails. This trail damage is not only expensive to repair, but causes tripping risk to trail users, particularly to the many seniors who frequent the Reserve. Furthermore, substantial sedimentation in runoff is incurred, which causes topsoil loss and also considerable surface runoff pollution, resulting in higher ocean sediment.

With regard to woody native shrub inventories, there is a lack of thorough mapping of several key species such as Coffeeberry (*Frangula californica*) and Coast Silk Tassel (*Garrya elliptica*). Thorough inventory of these key flora taxa will allow for better decision making for native shrub re-seeding and recruitment strategies, counteracting some of the native woody plant species diminution incurred from rises in Black Acacia and other invasive woody taxa.

**Description of Mission Trail Preserve Grant Program:** The Program proposed will professionally inventory and map individual specimens of Black Acacia in the Preserve. This mapping will allow efficient removal of the correct invasive woody plants, with minimum disturbance of the native habitat. Black Acacia specimens will be tagged and geo-mapped under the supervision of a professional ecologist. To maximize cost efficiency, much of the ground work will be done by students from Carmel High School, also giving biology training to those youth volunteers, and offering a meaningful way for such students to fulfill mandated volunteer service.

Furthermore, permanent hardware installation will be effected by purchase and mounting of a trail camera which will add security and monitoring of unlawful motor bike use in the Preserve. Additionally the motion detection camera will allow video capture of wildlife movement, which will augment knowledge of wildlife taxa (e.g. Bobcats, Mountain Lion) presence in the Preserve. Camera footage will be shared with the Carmel-by-the-Sea Police Department to enhance their ability to identify unlawful motor-bike users. This activity will not only reduce ruts and trail maintenance, but will also increase safety of hikers. The camera selected is a Bushnell Cellucore S-4 30 MP 4K VHD No-Glow Trail Camera: CAMO.

In addition, woody shrub vegetative mapping will enhance the knowledge of distributions of key native

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shrubs, notably Coffeeberry and Coast Silk Tassel. This analysis will increase the efficacy of protecting these taxa and aiding in reseeded activities.

The proposed program will also include a detailed documentation of the project steps and outcome, using video, text and photographic media. The resulting video product will be used in a community wide presentation given to the entirety of the residents of Carmel-by-the-Sea. This presentation will include a website preview on the California Arts and Sciences Institute website: <https://casicalifornia.org>. The presenters are expected to consist of the professional ecology staff used in the program, along with at least one Carmel High student participant and a representative of the Mission Trail Preserve staff. It is envisioned that this presentation would be given in Carpenter Hall of Sunset Center.

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. \*

The benefits to the Carmel-by-the-Sea community include: (a) enhancement of the biological integrity and safety of the Mission Trail Preserve in terms of native habitat improvement; (b) safety of trail use; (c) enhancement of educational opportunity for Carmel High students to learn about the flora and fauna of the Mission Trail Preserve and gain tangible biology experience, as well as presentation skills; (d) the outcome of a major city wide event, which will enlighten Carmel-by-the-Sea residents on the special biological wonder of the Mission Trail Reserve.

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

Fund allocation: It is essential to have a reliable high quality motion detector trail camera, and also essential to have all forest ecology work overseen by a professional resource ecologist. Thus, the following funding allocation is derived:

Trail camera and installation.....	\$300
Professional ecologist services.....	\$550
Tree/shrub markers.....	\$200
Video & camera documentation.....	\$580
Rental of Sunset Center for one event.....	\$300
Website work to inform Carmel residents.....	\$360
Printing.....	\$100
Misc field supplies.....	\$210

Total.....\$3000

#### Attachments

To complete your application, kindly email the following four (4) attachments to [cityclerk@ci.carmel.ca.us](mailto:cityclerk@ci.carmel.ca.us). 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 the City.

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 \*

C. Michael Hogan PhD, Chairman of the Board

Organization name \*

California Arts and Sciences Institute

Date \*

MM DD YYYY

03 / 31 / 2024

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

Google Forms

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

CALIFORNIA ARTS AND SCIENCES INSTITUTE  
PO BOX 22202  
CARMEL, CA 93922

Date:

07/07/2023

Employer ID number:

93-1926509

Person to contact:

Name: Customer Service

ID number: 31954

Telephone: 877-829-5500

Accounting period ending:

June 30

Form 990-PF required:

Yes

Effective date of exemption:

June 15, 2023

Addendum applies:

No

DLN:

26053577010643

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 private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. 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](http://www.irs.gov/charities). Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

**California Arts and Sciences Institute Grant Application to City of Carmel-by-the-Sea  
Proposed Budget for Funds Allocation**

Fund allocation: It is essential to have a reliable high quality motion detector trail camera, and also essential to have all forest ecology work overseen by a professional resource ecologist. Thus, the following funding allocation is derived:

Trail camera and installation.....	\$300
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Tree/shrub markers.....	\$200
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Website work to inform Carmel residents.....	\$360
Printing.....	\$100
Misc field supplies.....	\$210
Total.....	\$3000

**California Arts and Sciences Current Year Annual Operating Budget**

**Projected Income for Year ending March 31, 2025**

Donations and Registrations for Events through March 31, 2025: \$20,000

**Expenses for Fiscal Year ending March 31, 2025:**

Venue Rentals for Public Service Educational Events: \$1500

Website Setup and Maintenance: \$1100

Printing and Event Miscellaneous Costs: \$400

Government Filing Costs: \$520

Salaries and Expenses of Officers: \$0 (Our policies do not allow any payment to our officers for any purpose)

Total Projected Expenses for Fiscal Year Ending March 31, 2025: \$3520

Projected Student Scholarship Funds to be disbursed for Fiscal Year ending March 31, 2025:  
5000

Projected Income minus Expenses for Fiscal Year: \$11,480

Signed: C. Michael Hogan PhD, Chairman of the Board

# California Arts and Sciences Financial Statement for Year Ending March 30, 2023

## Income:

Donations: \$500.

Expenses: None

## Balance Sheet:

Cash Assets: \$500

Liabilities: None

# California Arts and Sciences Financial Statement for Year Ending March 30, 2024

## Income for Fiscal Year ending March 31, 2024:

Donations and Registrations for Events: \$15,475

## Expenses for Fiscal Year ending March 31, 2024:

Venue Rentals for Public Service Educational Events: \$1700

Website Setup and Maintenance: \$4600

Printing and Event Miscellaneous Costs: \$270

Government Filing Costs: \$520

Salaries and Expenses of Officers: \$0 (Our policies do not allow any payment to our officers for any purpose)

Total Expenses for Fiscal Year Ending March 31, 2024: \$7090

## Balance Sheet as of End of Fiscal Year March 31, 2024 :

### Assets:

Cash on Hand: \$6085

Allocation for CASI Youth Scholarship Fund: \$2300 (Pursuant to our charter to give inspirational awards to youth in Carmel-by-the Sea and within Monterey County; essentially all of our ongoing donations are earmarked for distribution to young people for their educational advancement.)

**Total Assets: \$8385**

Liabilities: None

**Net Worth (Assets minus Liabilities) as of March 31, 2024: \$8385**

Signed: C. Michael Hogan, Chairman of the Board, California Arts and Sciences Institute  
March 31, 2024