

Organization Information

Enter applicant's email below:

Email *

info@carmelheritage.org

Name of Applicant Organization: *

The Carmel Heritage Society

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

Constantine Theodosion/Executive Director

Organization Mailing Address: *

PO Box 701, Carmel, CA 93921

Telephone Number: *

(831) 624-4447

https://docs.google.com/forms/d/1_qtAEKhgMNeGViy-O3UbomAxiNy4TtDXOLyu8gcQJk/edit#response=ACYDBNFJquAYbtwPs7WVCFsWORiv1JP... 1/6

Email: *

info@carmelheritage.org

Geographic Area(s) the Organization serves: *

Carmel-by-the-Sea

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: *

3000 residents

Is this Organization incorporated as a Nonprofit Organization? *

- Yes
- No

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Is this Organization a Carmel school? *

Yes

No

Project/Program Details

Project/Program Name: *

Carmel Heritage Society Exhibits

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

\$3000.00

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

Comstock Hansel and Gretel Exhibit

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

This exhibit is part of the Hugh Comstock 100th Anniversary of Hansel and Gretel. It will provide funding for an exhibit at the First Murphy House and a lecture.

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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 exhibit and lecture will benefit the Carmel-by-the-Sea by celebrating the 100 anniversary of the Hansel and Gretel House built by Hugh Comstock and educating the community on his place in Carmel's architectural history.

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

The funds would be used to create a wall exhibit, posters, brochures, and other related materials.

Attachments

To complete your application, kindly email the following four (4) attachments to 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.

https://docs.google.com/forms/d/1_qIAEKHigMNeGViy-O3UbmAxiNy4TtDXOLyu8gcQJk/edit#response=ACYDBNfJquAYbtwPs7WVCFsWORiv1JP... 4/6

- 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 *

Constantine (Dean) Theodosion, Executive Director

Organization name *

Carmel Heritage Society

Date *

MM DD YYYY

04 / 05 / 2024

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

Carmel Heritage
P.O. Box 4056
Carmel, CA 93921

410-500-0338
Refer Reply to:
EO-6
Date:
Jan. 5, 1989

Reference is made to your request for verification of the tax exempt status of your organization.

We are unable to furnish you with a copy of the original determination or ruling letter that was issued to your organization. However, our records indicate that exemption was granted as shown below.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code of 1954 or under a prior or subsequent Revenue Act remains in effect until exempt status has been terminated, revoked or modified.

Our records indicate that there has been no change in your organization's exempt status.

Sincerely yours,

Frederick C. Nelson
District Director

Name of the organization: Carmel Heritage
94-2375719

Date of exemption letter: April 1977

Exemption granted pursuant to 1954 Code section 501(c)(3) or its predecessor Code section.

Foundation Classification (if applicable) 509(a)(1) and 170(b)(1)(A)(vi)

2024 Comstock Exhibition - Proposed Budget

Brochure-printing- 500	\$268.00
Brochure-shipping	\$37.00
Invitations to opening	\$130.61
Food for Reception	\$318.96
Pine Cone Ad	\$375.00
Lecturer	\$200.00
Total	\$1,329.57

Carmel Heritage Society		
BUDGET 2022		
	2022	2021
	Budget	Actual
Income		
Year End Donation	\$6,000.00	\$6,410
Donation	\$3,000.00	\$3,503
House Tour	\$26,000.00	\$25,723
Inns Tour	\$5,000.00	
Membership Dues	\$7,000.00	\$6,894
Product Sales	\$1,000.00	\$1,048
Other types of Income	\$500.00	\$523
Gross Profit	\$48,500.00	\$44,101
Expense		
Books, Subscriptions, Reference	\$100.00	\$117
House Tour	\$10,000.00	\$13,333
Inns Tour	\$3,000.00	
FMH	\$3,000.00	\$3,316
Insurance - Liability, D and O	\$3,500.00	\$3,467
Office	\$12,000.00	\$11,827
Dues & Subscriptions	\$700.00	\$770
Payroll Expenses (Anne/Linda contract for 6 months)***	\$9,306.00	\$29,556
Gross Expense	-\$41,606.00	\$62,386.00
Revenue	\$48,500.00	-\$44,101.00
Surplus/Deficit	\$6,894.00	-\$18,285.00
2021 Additional Revenue/\$10,000 endowment \$8,828 Feds		\$18,828.00
Surplus		\$543.00
***Payroll Expenses		
Anne and Linda are both currently working as contract		

employees through June 2022.		
There are IRS regulations we need to adhere to regarding contract/employees. I would suggest a discussion at the March board meeting. I will supply the board with IRS guidelines on this issue prior to the discussion. The budget will be revised after the board decision to reflect payroll and payroll taxes that are not known at this time.		

Carmel Heritage Society
Profit and Loss
January - December 2023

	Total
Income	
Covid relief	5,000.00
Endowment Withdrawal	10,000.00
EVENT REVENUE	
House Tour	32,820.29
House Tour Reception Tickets	1,575.00
House Tour Sponsorships	10,000.00
Total House Tour	\$ 44,395.29
Inns Tour	0.00
Total EVENT REVENUE	\$ 44,395.29
Other Types of Income	
Miscellaneous Revenue	0.13
Total Other Types of Income	\$ 0.13
Postage Revenue	25.00
PROGRAM INCOME	
Membership Dues	7,433.17
Rental Income	400.00
Total PROGRAM INCOME	\$ 7,833.17
SALES REVENUE	
Book Sales	443.70
DVD	165.00
Total SALES REVENUE	\$ 608.70
UNRESTRICTED CONTRIBUTIONS	
Donation	3,215.01
Year End Gift	4,630.00
Total UNRESTRICTED CONTRIBUTIONS	\$ 7,845.01
Total Income	\$ 75,707.30
Gross Profit	\$ 75,707.30
Expenses	
Accounting Fees	1,798.58
Bank Card Fees	2,658.35
Books, Subscriptions, Reference	605.00
Business Expenses	1,936.78
Filing Fees	150.00
Total Business Expenses	\$ 2,086.78
Computer Costs	1,257.16
Contract Services	1,540.00
Dues & Subscriptions	389.05
Equip Rental and Maintenance	600.00
House Tour	17,136.35
Fees	1,125.00
Printing	502.24
Publicity	1,464.50
Supplies for tours	6,480.65
Total House Tour	\$ 26,708.74
Inns Tour	98.66
Publicity	425.00
Supplies for Inn Tours	1,307.68
Total Inns Tour	\$ 1,831.34
Insurance - Liability, D and O	3,935.30
Office & Administration	670.00
Office Supplies	53.58
Other Types of Expenses	7.49
Outside Contract Services	550.00
Payroll Expenses	0.00
Payroll Taxes	2,652.84
Taxes	1,085.20
Wages	22,400.00
Total Payroll Expenses	\$ 26,138.04
Postage, Mailing Service	883.76
Printing	438.54
Reconciliation Discrepancies	-1,830.00
Sales Tax	26.61
Supplies	1,871.08
Telephone, Telecommunications	4,685.77
Unapplied Cash Bill Payment Expense	0.00
Utilities	945.42
Website Costs	1,304.80
Total Expenses	\$ 79,155.39
Net Operating Income	-\$ 3,448.09
Other Expenses	
Reconciliation Discrepancies-1	1,238.38
Total Other Expenses	\$ 1,238.38
Net Other Income	-\$ 1,238.38
Net Income	-\$ 4,686.47