

## Community Arts Education, Engagement and Outreach

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*City of Gainesville ARPA Aid to Nonprofits  
Program*

### ***Star Center Theatre***

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Ms Rhonda Wilson  
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Gainesville, FL 32609

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O: 352-378-3311

### ***Ms Rhonda Wilson***

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spotlighttalk@gmail.com  
O: 352-870-0064

# Application Form

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## *Eligibility*

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### **Economic Impact\***

Has your nonprofit organization or the clients you serve suffered demonstrable negative economic impact as a result of COVID-19?

Yes

### **Location\***

Is your organization a nonprofit and located within Alachua County? (physically or principally)

Yes

### **Operating Status\***

Is your nonprofit organization active, open and operating? (in-person or virtually)

Yes

### **IRS Status\***

Is your organization legally registered, fully licensed as a 501(c)3 or 501(c)19 nonprofit (as required by applicable law), and up to date on tax payments/filings to include a valid IRS Form 990 for 2020 (or 2019) or an independently audited financial statement?

Yes

### **IRS Status Year\***

Was your organization incorporated as a nonprofit prior to January 1, 2020?

Yes

### **The Philanthropy Hub Verification\***

Is your nonprofit organization verified on The Philanthropy Hub?

Yes

## Services\*

Does your nonprofit organization provide essential human services to City of Gainesville residents who have been impacted by COVID-19? Please check all that apply:

- Education
- Other

## Other Services

If you selected 'Other' services, please provide details of how your organization serves those adversely affected by COVID-19.

Cultural Education for community engagement to find solutions to social issues through the arts.

## Acknowledgment

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### Project Name\*

Name of Project.

Community Arts Education, Engagement and Outreach

### Acknowledgment\*

I understand that in order to apply for the City of Gainesville ARPA Aid to Nonprofits Program, my organization must:

- be principally based or physically located within Alachua County;
- be providing COVID-19-impacted City of Gainesville residents essential services covering medical services, congregate living safety services, food services, housing stability services, training and adult education services, child care and education services, elder care services, and mental health services;
- be active, open and operating (in-person or virtually);
- be registered as a 501(c)(3) prior to January 1, 2020;
- be fully licensed as a nonprofit (as required by applicable law), and up to date on tax payments/filings to include a valid IRS Form 990, 990-EZ, or 990-N filing no later than 2019, or an independently audited financial statement from the most recently completed fiscal year;
- be able to demonstrate the adverse impact of the COVID-19 pandemic to your organization or the clients you serve in one of the following manners:
  - incurred unplanned costs for new programming designed to assist those disparately impacted by the pandemic and its economic effects;
  - incurred unplanned costs to comply with safety and health standards and/or reopening requirements, e.g., modifying facilities for social distancing;
  - incurred unplanned costs for technology to enable virtual work; or
  - lost revenue due to pandemic-based causes, e.g., due to shutdowns, lost sponsorships, inability to hold fundraising events;

- provide a narrative explaining the impact of COVID-19 on the nonprofit's operations; and
- not have received or been approved to receive City ARPA funding via a separate initiative, project, or program.

Yes

## *Applicant/Agency Information*

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### Target Population\*

Select all that apply to indicate which population groups are directly impacted by your work.

Children (ages 0-12)  
 Youth/Teens (ages 13-18)  
 Adults (ages 19-64)  
 Seniors (ages 65+)  
 People with disabilities  
 Low-income individuals/families  
 Marginalized/Under-served groups

### Local Impact\*

What is your organization's impact on its constituents and the City of Gainesville community in recent years? Please quantify your responses where possible (i.e. number of people served).

The Star has maintained and grown its presence In Gainesville for 22 years. Over the years we directly serve over 300 kids and families annually. This does not include the thousands of students who participate in our Arts Education program at the University of Florida Performing Arts. The Star Center is an award winning program nationally, regionally and locally. The pandemic gave us a blow but we are getting back up through the support of our patrons, volunteers and the community.

### Board Chair or Authorized Person First Name\*

Rhonda

### Board Chair or Authorized Person Last Name\*

Wilson

### Board Chair or Authorized Person Title\*

Founding Executive Director

### Hub Profile\*

Please provide link to verified profile from The Philanthropy Hub.  
<https://www.thephilanthropyhub.org/organizations/starcentertheatre>

### Organization Type\*

Nonprofit with 501C3 IRS Status (Other than an institution of Higher Education)

### Tax Form Information\*

Please select the tax form your organization most recently filed.  
990N (postcard)

### Gross Revenue\*

Enter your organization's total revenue as reported on your most recently filed IRS Form 990 from no older than 2019 or independently audited financial statement from your most recently completed fiscal year.

- For IRS Form 990 enter the amount indicated on line 12
- For IRS Form 990-EZ enter the amount indicated on line 9.
- For IRS Form 990-N, enter your revenue for the corresponding fiscal year.
- For independently audited financial statement, enter the total revenue indicated.  
\$38,100.00

### Operating Revenue\*

Organization's operating revenue for the last completed fiscal year  
\$97,577.00

### Operating Expenses\*

Organization's operating expenses for the last completed fiscal year  
\$142,703.00

## *Pandemic changes to your organization*

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### Pandemic-related changes to priorities and goals\*

Briefly explain how the COVID pandemic has changed your organization's priorities and goals.

As an organization upon reopening, in order to help with social distancing we had to take steps to insure a safe environment distance between guests.. This includes cancelling programs, workshops and fundraising galas. Our goal has been to get back to full capacity, as we do have several productions and events, in the past that have been to full capacity. For example, Our summer camp went from being allowed to have up to seventy-five students to twenty-five. These changes did cause some financial issues with our programs that we offer. We would like to be able to go back up to full operational status to allow more patrons .Getting back to full capacity in all areas is our biggest goal, while continuing to maintain safety protocols and keeping our guests and volunteers safe and healthy.

### **Pandemic-related changes to your organization's operations\***

Please describe how your operations have changed during the pandemic from a staffing and service delivery standpoint.

We were hit like everyone else with closures of programs and performances. Black theater suffered even more because of the lack of a financial reserve. Thankfully we continued with a dedicated staff working to reinvent our delivery system. Virtual rehearsals, workshops and readings through technology helped us to stay connected to our patrons and keep the buzz surrounding arts and culture. The financial loss from not having performances, fundraising events definitely hurt. With over twenty years of proven desire, ability to adapt, and staying power, The STAR Center Theatre is ready to move into its next phase of continued growth. The ability to survive and redesign ourselves during these times has been our hallmark. The pandemic limited staff and face to face contact with our patrons and supporters. As we begin to open our doors there are still many challenges both financially and restructuring for health and safety. We have restructured our staff needs to serve our community in an effective and safe manner. Funding will give us the ability to keep qualified staff in place to address the changing needs in our new normal/

## *Impact*

### **Description of Need as Specifically Related to Coronavirus\***

Please provide a description of how your organization continues to be impacted by the coronavirus pandemic, operationally and/or programmatically.

Due to COVID-19, our organization has to cancel some performances and children's after school and weekend programming. Loss of ticket sales and revenue from children's classes affected the overall operational budget since 2019. Our organization not only produces theatrical productions, it also allows community members to be involved in making a difference in the lives of our surrounding neighborhoods. Many of our older patrons have not been able to return for health reasons, and many parents have not been able to bring their children back due to lack of personal funds. Grants and donations have helped in some aspects to allow us to continue programming, however these do not always cover day to day operational expenses, ie. Power, Water, Rent. Because of the effects of COVID-19 we were challenged with having to lower capacity numbers in not only for staff, but audience members, educational participants. We hope that we will be back to capacity in the coming months, allowing us to begin to give back to more of the community that we serve. We had to upgrade our technology to meet the needs throughout these last 2 years.

## Population Impact\*

Indicate if your services are directed at populations that have been disproportionately impacted by the COVID pandemic. (Identify at least one category: race, gender, ethnicity, geography, income)

When I founded the Star Center it was for all youth but I wanted to make sure children and families who couldn't access arts and cultural education because of economics or geography would have the same opportunities.

## Disparity\*

What disparity does this population experience that this program addresses? Examples: home ownership, income, health, educational attainment, etc.

Arts Education, private lessons, masterclasses were not affordable or accessible to all. Without the training and exposure kids are limited to career choices in the arts. As a child I longed for the chance to take classes or go to a performance.

## Supplemental Disparity Information

For organizations with gross revenue of more than \$1 million, show data to demonstrate existing disparities and impact of COVID on the population identified, including local data if possible. Examples of data can be related to health, socioeconomic status, housing, or factors specific to the program.

## Number of individuals served\*

Indicate the total amount of individuals who will be directly impacted by this program.

We directly serve over 300 youth and families annually through our classes, workshops and tech training programs

## Lost Revenue Calculation (Optional Question)

If you are requesting support for lost revenue, please complete the <https://cfncf.org/wp-content/uploads/2022/03/Lost-Revenue-Calculations.xlsx> Lost Revenue Calculation worksheet. Click here for instructions: [Lost Revenue Calculation Instructions](#).

After downloading and completing the worksheet, please submit it in Excel format.

Lost-Revenue-Calculations-1.xlsx

## Budget Spreadsheet\*

Upload the program budget using the spreadsheet provided: City of Gainesville ARPA Aid to Nonprofits Program Budget Worksheet

Add line items to the budget worksheet as needed. Please be descriptive in your line items, including providing the number of items and cost per item, i.e., 2.5 FTEs @ \$75,000 each.

The worksheet should reflect/include information about other ARPA funding or other COVID- related federal funding received and/or pending. After downloading and completing the budget, please submit it in Excel format.

StarGrant-Budget.xlsx

## Sustainability\*

What are the long-term strategies for funding this project/program at the end of the grant period?

With the full time staff and additional development professionals we will be able to work on the funding to continue the project. This initiative is about sustaining arts and culture in our community. The more it is embedded the more people will see it as an important part of a thriving city. We would be able to share with conferences and other organizations where it could be replicated. Funds awarded would be used in a variety of ways to help us maintain and grow not only within our four permanent walls, but also in outreach to our communities. Building a bigger presence in the community. This funding will allow us to build the infrastructure to move forward with paid staff; Managing/Development Director, Artistic and Education Director, and tech staff. With a staff in place, Star will be able to build our financial base through grant writing, development activities, community connections and that will help us to continue after the funding time frame.

## Request Information

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### Purpose of Request\*

One sentence describing the purpose of your request

To continue our program through maintaining a solid infrastructure

### Amount Requested\*

Funding can be requested to cover expenses from March 3, 2021 - December 31, 2024. Please enter the total amount of your request for all years of your request.

\$168,975.00

### Total Program Cost\*

\$613,780.00

### Allocation of requested funds for previous expenses\*

Please indicate the amount of your organization's request that you plan to use for reimbursement of qualified expenses incurred from 3/3/2021-current.

\$38,975.00



### Allocation of requested funds for year one\*

Please indicate the amount of your organization's request that you plan to use from 6/1/2022 through 6/1/2023.

\$65,000.00

### Allocation of requested funds for year two\*

Please indicate the amount of your organization's request that you plan to use from 6/2/2023 through 12/31/2024.

\$65,000.00

## *Financial Review*

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### Budgets to Actuals\*

Please upload three years of organizational budget to actuals (current year-to-date, plus the previous two years). You will have to combine the documents into one file to attach here.

ARPAStar Center Budget3yrpdf.pdf

### Balance sheet\*

Please upload your most recent balance sheet.

StatementoffinancialPosition 20220226.pdf

### Financial oversight\*

How is your organization's board and/or finance committee evaluating the financial health of your organization? What types of financial documents do they review and how often?

We have a fully operating Board of Directors which includes a Board treasurer. The financials are reported every month and the treasurer reviews all revenue and expenses to present to the Board. We have external financial consultant to review annually our bank statements, expenses and revenues.

## *Confirmation and Attestation*

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### Confirmation and Attestation 1\*

My nonprofit organization or the clients we serve were adversely affected by the COVID-19 Pandemic.

Yes

### **Confirmation and Attestation 2\***

My nonprofit organization, if approved, will use awarded City of Gainesville ARPA Aid to Nonprofits Program funding solely for the purpose of covering expenses directly related to the COVID-19 pandemic.

Yes

### **Confirmation and Attestation 3\***

I/We have not already received (and will not receive) reimbursement of any of these costs through another funding source (such as insurance or grants).

Yes

### **Confirmation and Attestation 4\***

I/We fully understand that any funding awarded under this program must be used to purchase services or products that will be used within the City of Gainesville by December 31, 2026.

Yes

### **Confirmation and Attestation 5\***

I/We fully understand that it is a Federal crime to knowingly make false statements (especially regarding the misuse of funds).

Yes

### **Confirmation and Attestation 6\***

I/We fully understand that my case file may be subject to a random audit, five (5) years after the date of closing. This audit may be conducted by the City of Gainesville, and/or another local or state nonprofit organization. I agree to fully cooperate with any of these agencies as requested.

Yes

### **Confirmation and Attestation 7\***

I/We fully acknowledge that if any omissions or misrepresentations are revealed, I will be subject to immediate repayment of all assistance received.

Yes

### **Confirmation and Attestation 8\***

I certify that the information contained in this application is true, complete and correct to the best of my knowledge.

Yes

**Signature\***

By entering my name below and submitting this application for financial assistance, I affirm that I read, understand, and agree to the previous statements. I am bound by all of the above statements in this application, and agree to be bound by the following terms and conditions if awarded under this program. I confirm that this application is submitted under the authority and approval of the CEO or Executive Director of my organization. Type your name below

Rhonda Wilson

**Date Signed\***

03/17/2022

***For Evaluators***

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**CFNCF Comment on Diversity\***

Are diversity policies included in board recruitment?  
Yes

Board Demographics  
African American/Black  
6  
Asian American/Pacific Islander  
0  
Caucasian  
2  
Hispanic/Latino  
0  
Native American/American Indian  
0  
Not Specified

Female  
6  
Male  
2  
Not Specified  
0

Board Diversity Comments  
None



## File Attachment Summary

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### *Applicant File Uploads*

- Lost-Revenue-Calculations-1.xlsx
- StarGrant-Budget.xlsx
- ARPAStar Center Budget3yrpdf.pdf
- StatementofFinancialPosition 20220226.pdf

Girls on the Run of Alachua County

Calculation	
<b>Base Year Revenue</b> <i>(General Revenue for FY19)</i>	\$ 90,195
<b>Growth Adjustment</b> <i>(Average growth over FY17, FY18, &amp; FY19 OR 4.1%, whichever is greater)</i>	4.1%
<b>''</b> <i>(Number of months between end of FY19 and December 21, 2020: Choose from dropdown 18 for June end, 15 for October end, or 12 for December end)</i>	18
<b>Actual Generated Revenue</b> <i>(Actual general revenue from the last 12 month period before calculation date)</i>	\$ 41,554
<b>Eligible Revenue Loss</b>	\$ 99,286
	<b>\$ 54,245 *Corrected calculation</b>

Organization

Calculation	
<b>Base Year Revenue</b> <i>(General Revenue for FY19)</i>	\$ 110,000
<b>Growth Adjustment</b> <i>(Average growth over FY17, FY18, &amp; FY19 OR 4.1%, whichever is</i>	7.6%
<b>n</b> <i>(Number of months between end of FY19 and December 21, 2020: Choose from dropdown 18 for June end, 15 for October end, or 12 for December end)</i>	18
<b>Actual Generated Revenue</b> <i>(Actual general revenue from the last 12 month period before calculation date)</i>	\$ 83,800
<b>Eligible Revenue Loss</b>	<b>\$ 38,975</b>

## ARPA Coronavirus Nonprofit Recovery Fund

Organization Name: \_\_\_\_\_

PROJECT BUDGET	Expenditures	Other Funding Income			Total Request
	Expected Expenditures 03/03/2021 through 12/31/2024	Other ARPA Funding*	Non-ARPA Funding Received**	Total Other Funding	
Input Line Item Descriptions in this Column				\$ -	-
Previous Expenses	\$ 38,975.00			\$ -	38,975
Year 1 - Administrative/Artistic Director	\$ 35,000.00			\$ -	35,000
Year 1- Development	\$ 15,000.00			\$ -	15,000
Year 1- Technical Director	\$ 15,000.00			\$ -	15,000
Year 2 - Administrative/Artistic Director	\$ 35,000.00			\$ -	35,000
Year 2- Development	\$ 15,000.00			\$ -	15,000
Year 2- Technical Director	\$ 15,000.00			\$ -	15,000
				\$ -	-
				\$ -	-
				\$ -	-
				\$ -	-
				\$ -	-
				\$ -	-
<b>TOTAL</b>	<b>\$ 168,975.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>168,975</b>

Sources of Other Funds	Status of Funding	Amount
<b>Total</b>		<b>\$ -</b>

\* Please list any APRA funding received or pending from other sources

\*\*Please include an other federal pandemic response funding received during any time period during the pandemic



**Star Center Theatre, Inc.  
Annual Budget 2018-19**

<b>Revenue</b>	<b>Calculation/Notes</b>	<b>Amount</b>	
Grant Funds	<i>TDP Grant</i>	\$14,000.00	
Fundraising events	<i>Annual Gala</i>	\$5,000.00	
Individual contributions	<i>Private donations</i>	\$21,000.00	
Ticket Sales	12 shows per year at \$3000 per show	\$25,000.00	
Ticket Sales	Arts in Schools Partnership	\$18,000.00	
Program Fees	Summer Camp/Classes	\$27,000.00	
<b>Total Revenue</b>			<b>\$110,000.00</b>
<b>Expenses</b>	<b>Calculations</b>	<b>Amount</b>	
House/Office Manager	Contracted per show	\$3,000.00	
Insurance	Annual	\$1,000.00	
Phone/WiFi	\$100 per month	\$1,200.00	
Utilities	\$700 per month	\$8,500.00	
Rent	\$3100 per month	\$37,200.00	
Facility Rental	Phillips Center 2x per year	\$12,000.00	
Mail/Office supplies		\$800.00	
Storage unit rent	\$250 per month	\$3,000.00	
Production Costs:			
Royalties/script rental	Avg \$1800 per musical x 7	\$12,600.00	
Royalties/script rental	Avg. \$700 per play x 5	\$3,500.00	
Musicians	Avg \$200 per show x 8	\$1,600.00	
Contracted Svcs (Tec	Avg. \$1000 per show x 12	\$12,000.00	
Set materials	Avg. \$600 per show x 12	\$7,200.00	
Costumes	Avg. \$400 per show x 12	\$4,800.00	
Printing/Marketing	Avg. \$200 per show x 12	\$2,400.00	
<b>Total Expenses</b>			<b>\$110,800.00</b>

# Star Center Theatre

## Profit and Loss by Tag Group

January 2020 - December 2020

January 2021 -December 2021

	JAN - DEC 2020	JAN - DEC 2021	TOTAL
Revenue			
Donation	4,862.64	11,915.52	\$16,778.16
Grant	24,505.80	164,056.04	\$188,561.84
PayPal Sales	15,785.63	28,808.16	\$44,593.79
Sales	78,965.79	34,385.32	\$113,351.11
Uncategorized Income	3,875.00	102.70	\$3,977.70
<b>Total Revenue</b>	<b>\$127,994.86</b>	<b>\$239,267.74</b>	<b>\$367,262.60</b>
<b>GROSS PROFIT</b>	<b>\$127,994.86</b>	<b>\$239,267.74</b>	<b>\$367,262.60</b>
Expenditures			
Advertising & Marketing	1,507.93	1,294.94	\$2,802.87
Bank Charges & Fees	676.68	1,737.72	\$2,414.40
Car & Truck		17,674.00	\$17,674.00
Community Outreach	82.50	130.15	\$212.65
Contractors	55,492.36	31,005.00	\$86,497.36
Insurance	-500.00	300.00	\$ -200.00
Interest Paid	-3.77		\$ -3.77
Job Supplies	11,904.20	21,330.60	\$33,234.80
Legal & Professional Services	130.64	627.00	\$757.64
Meals & Entertainment	599.00	537.50	\$1,136.50
Memberships		964.00	\$964.00
Office Supplies & Software	187.00	231.60	\$418.60
Other Business Expenses	<b>632.16</b>	<b>240.00</b>	<b>\$872.16</b>
PayPal Fees	541.10	1,351.06	\$1,892.16
Reimbursable Expenses		100.00	\$100.00
Rent & Lease		39,373.90	\$39,373.90
Repairs & Maintenance	145.50	3,074.23	\$3,219.73
Storage	5,073.29	2,804.42	\$7,877.71
Taxes & Licenses	1,505.40	6,705.58	\$8,210.98
Travel		164.43	\$164.43
Uncategorized Expense	310.00	349.75	\$659.75
Utilities	11,610.56	12,707.27	\$24,317.83
<b>Total Expenditures</b>	<b>\$89,894.55</b>	<b>\$142,703.15</b>	<b>\$232,597.70</b>
<b>NET OPERATING REVENUE</b>	<b>\$38,100.31</b>	<b>\$96,564.59</b>	<b>\$134,664.90</b>
Other Revenue	<b>\$0.00</b>	<b>\$ -326.85</b>	<b>\$ -326.85</b>
Other Expenditures	<b>\$0.00</b>	<b>\$ -1,339.86</b>	<b>\$ -1,339.86</b>
<b>NET OTHER REVENUE</b>	<b>\$0.00</b>	<b>\$1,013.01</b>	<b>\$1,013.01</b>
<b>NET REVENUE</b>	<b>\$38,100.31</b>	<b>\$97,577.60</b>	<b>\$135,677.91</b>

# Star Center Theatre

## Statement of Financial Position

As of February 26, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Artistic Expense	581.84
Checking (0008)	9,939.37
PayPal Bank	3,442.22
Production Expense	-1,260.13
Savings (0000)	100,658.37
<b>Total Bank Accounts</b>	<b>\$113,361.67</b>
Other Current Assets	<b>\$ -12,097.83</b>
<b>Total Current Assets</b>	<b>\$101,263.84</b>
<b>TOTAL ASSETS</b>	<b>\$101,263.84</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	<b>\$101,263.84</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$101,263.84</b>

# Community Arts Education, Engagement and Outreach

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*City of Gainesville ARPA Aid to Nonprofits Program : Evaluation Summary*

## ***Star Center Theatre***

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Gainesville, FL 32609

starcentergainesville@gmail.com  
O: 352-378-3311

## ***Ms Rhonda Wilson***

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Gainesville, FL 32609

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# Evaluation Summary

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## *1/1 Evaluations Complete*

**Chris Polischuck:**

**Evaluation Complete**

## *Question Group*

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### **GSG Comments\***

Please list any comments you would like for the evaluators to see when reviewing the application

**Chris Polischuck:** While the services the Star Theatre provides do not appear to be an obvious fit in an ARPA expenditure category, the agency itself did experience a loss of revenue due to the pandemic (\$38,975), which is documented on the submitted revenue loss worksheet.

As such, they are eligible for an ARPA award of up to \$38,975 under expenditure code - 2.10 Aid to nonprofit organizations

### **Is Your Review Complete?\***

**Chris Polischuck:** Yes