Promotional and Community Event Grant Application

Step 1

Important Information

- Form Function Note: In order to go back from a page in the form to a previous page, all required fields on the page must be populated.
- Please read the McKinney Community Development Corporation <u>Grant</u> <u>Guidelines</u> before completing this application.
- The Grant Guidelines are available on this website. They can also be obtained by calling 214-544-0296 or emailing Cindy Schneible.
- Please call to discuss your plans for submitting an application in advance of completing this form.
- A completed application and all supporting documents are required to be submitted via email or on a thumb drive for consideration by the MCDC board. Please submit the application to:

McKinney Community Development Corporation 5900 South Lake Forest Blvd, Suite 110 McKinney, TX 75070

- If you are interested in a preliminary Board of Directors review of your project proposal or idea, please complete and submit the <u>Letter of Inquiry</u> form which is available on this website, by calling 214-544-0296 or by emailing Cindy Schneible.
- Applications must be completed in full, using this form electronically (or physically with the requested thumb drive by mail), and received by MCDC by 5 p.m. on the application deadline indicated on the <u>Grants</u> <u>page</u> of this website.

Organization Information						
Name	Ovation Academy of Performing Arts					
Federal Tax ID Number	825263677					
Incorporation Date	4/9/2018					
Mailing Address	804 W. Louisiana St.					
City	McKinney					
State	TX					
Zip Code	75069					

Phone Number	2148564513
Fax Number	NA
Email Address	aburns@ovationapa.org
Website	www.ovationapa.org
Organization Type	Nonprofit - 501(c) (Attach a copy of IRS Determination Letter)
IRS Determination Letter	501c3 letter.pdf
Professional Affiliations and Organizations to Which Your Organization Belongs	McKinney Chamber of Commerce International Thespian Society Educational Theatre Association National Forensic League Texas Forensic Association National Speech & Debate Association Dallas Dance Council Texas Nonprofit Theatres

Representative	Completing	Application:

Name	Angi Burns							
Title	xecutive Director							
Mailing Address	4 W. Louisiana St.							
City	McKinney							
State	TX							
Zip Code	75069							
Phone Number	9729485859							
Fax Number	Field not completed.							
Email Address	aburns@ovationapa.org							
	(Section Break)							

Contact for Communications Between MCDC and Organization:

Name	Angi Burns
Title	Executive Director
Mailing Address	804 W. Louisiana St.
City	McKinney
State	TX
Zip Code	75069
Phone Number	9729485859
Fax Number	Field not completed.
Email Address	aburns@ovationapa.org
Project Information	
Funding - Total Amount Requested	15,000
Are matching funds available?	No
Will funding be requested from any other City of McKinney entity (e.g. McKinney Convention and Visitors Bureau, Arts Commission, City of McKinney Community Support Grant)?	Yes
Describe funding requested from other City of McKinney entities.	We will be applying for the COVID-19 relief grants as well as grants for scholarships through the Arts Commission and specific event funding through MCVB.
Promotional / Community Event Start and Completion Dates	8/31/2020 - 5/28/2021
Board of Directors	Field not completed.

Leadership Staff	Angi Burns- Academy Director Amy Lacey- Office Manager Kathy Moreno- Dean of Students
Board of Directors Attachment	Ovation Board (6).pdf
Leadership Staff Attachment	Field not completed.

Narrative

Using the outline below, provide a written narrative no longer than seven pages in length:

1: Applying Organization

- Describe the mission, strategic goals and objectives, scope of services, dayto-day operations and number of paid staff and volunteers.
- Disclose and summarize any significant, planned organizational changes and describe their potential impact on the Promotion / Community Event for which funds are requested.

2: Promotion / Community Event

- Outline details of the Promotion / Community Event for which funds are requested. Include information regarding scope, goals, objectives and target audience.
- Describe how this initiative will showcase McKinney and promote the city for the purpose of business development and/or tourism.
- Describe how the proposed Promotional / Community Event fulfills the strategic goals and objectives for your organization.
- Provide information regarding planned activities in support of the event, time frame / schedule, estimated attendance and admission / registration fees, if planned. Please note: if admission / registration fees are charged, they must be limited to \$35 or less; event must be open to the public.
- Include the venue / location for the proposed event.
- Provide a timeline for the production of the event.
- Detail goals for growth / explantion in future years.
- Attract resident and visitor participation and contribute to business development, tourism and growth of McKinney sales tax revenue.
- Highlight and promote McKinney as a unique destination for residents and visitors alike.
- Demonstrate informed budgeting / financial planning addressing revenue generation, costs and use of net revenue.

Has a request for funding for this Promotional /
Community Event been submitted to MCDC in the past?

3: Financial

- Provide an overview of the organization's financial status including the impact of this grant request on organization mission and goals
- Please attach your budget for the current year and audited financial statements for the preceding two years. If audited financials are not available, please indicate why.

Budget	2020-21 Budget Breakdown.pdf
Financial Statements	Profit and Loss (2).pdf
Overview of Promotional / 0	Community Event Financial Goal
Gross Revenue	70000
Projected Expenses	40,000
Net Revenue	30000
Budget	Show Sheet 2020-21 Ovation - Sheet1 (1).pdf
What percentage of Project / Promotional / Community Event funding will be provided by the applicant?	100
Are matching funds available?	No
Other Funding Sources	Board contribution, Individual Donors, Community sponsors

4: Marketing and Outreach

Describe advertising, marketing plans and outreach strategies for this event
 and how they are designed to help you achieve current and future goals.

 Provide a detailed outline of planned marketing, advertising and outreach activities and the amount budgeted for each.

5: Metrics to Evaluate Success

 Outline the metrics that will be used to evaluate success of the proposed Promotional / Community Event. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.

Attach Narrative

MCDC Promo Grant May 29, 2020.pdf

Acknowledgements

If funding is approved by the MCDC board of directors, applicant will assure:

- The Promotional / Community Event for which financial assistance is sought will be administered by or under the supervision of the applying organization;
- All funds awarded will be used exclusively for advertising, marketing and promotion of the Promotional / Community event described in this application.
- MCDC will be recognized in all marketing, advertising, outreach and public relations as a funder of the Promotional / Community Event. A logo will be provided by MCDC for inclusion on all advertising, marketing and promotional materials. Specifics for audio messaging will be agreed upon by applicant and MCDC and included in an executed performance agreement.
- The organization's officials who have signed the application are authorized by the organization to submit the application.
- Applicant will comply with the MCDC Grant Guidelines in executing the Promotional / Community Event for which funds were received.
- A final report detailing the success of the Promotional / Community Event, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Promotional / Community Event
- Grant funding is provided on a reimbursement basis subsequent to submission of a reimbursement request, with copies of invoices and paid receipts for qualified expenses. Up to 20% of the grant awarded may be withheld until the final report on the Promotional/Community Event is provided to MCDC.

	(Section Break)
Applicant Electronic Signature	Selecting this option indicates your agreement with the above statement.

Chief Executive Officer	Angi Burns
Date	5/28/2020
Representative Completing Application	Angi Burns
Date	5/28/2020

Notes

- Incomplete applications or those received after the deadline will not be considered.
- A final report must be provided to MCDC within 30 days of the event / completion of the Promotional / Community Event.
- Final payment of funding awarded will be made upon receipt of final report.
- Please use the <u>Final Report</u> to report your results. A <u>PDF version</u> is also available.

Our Mission



To provide a home for artists to pursue their passions through professional training in performing arts.

Ovation Academy is a unique School of Performing Arts. We provide onsite training in the disciplines of Dance, Acting, Musical Theatre and Theatrical Production & Design as well as the business of being a professional artist and the life-skills needed to succeed in the industry. Our students are trained to be highly technical artists with a sense of community and humility. Philanthropy and Community Outreach are central themes at Ovation Academy. Through the talents our students possess we strive to make a difference in our community by giving back and helping those around us. Ovation Academy encourages constant industry immersion. We provide field-trip opportunities in order for our students to grasp all aspects of the world of performing arts. We bring in industry leaders to assist in the high-level training our students receive, providing different styles and perspectives throughout their education. We encourage students to pursue opportunities to audition and work while continuing their arts education with Ovation Academy. Additionally, we provide networking opportunities with talent scouts, managers, agents and directors as well as elite college recruiters. We equip our students to be good-hearted people as well as hard-working professionals and respectable leaders. Ovation Academy was founded to provide a home for performers to pursue their passion of the Arts through professional style training which provides the technique, life-skills, experiences and connections necessary to succeed in the industry. We focus on each individual student and their unique journey. Ovation Academy strives to produce knowledgeable, respectful, empathetic and impactful artists who will contribute to their communities and to the performing arts industry.

OUR PHILOSOPHY

At Ovation Academy we believe in a "whole-istic" approach to learning. This means that in order to become the best ARTIST a student can be they must also be the best PERSON they can be. We have high expectations for our students in their art and in their personal conduct. Students at Ovation Academy should be passionate, self-motivated, self-disciplined, engaged, humble and supportive at all times. We are not here to babysit students. We are here to guide young artists through their journey into the professional world. The culture at Ovation Academy is vastly different than most traditional schooling experiences. Students are held accountable for their actions and in return are allowed to make choices in regards to their training. We work as a team with the student, parents and staff to ensure a unique and individualized path that is beneficial to the student and their educational and career goals. Ovation Academy of Performing Arts students are NOT entitled to ANYTHING but quality training and opportunities for success. Egos are not welcome here. Good Humans make great artists who make a strong community.

OUR PROGRAMS

Ovation Academy of Performing Arts offers a Conservatory Academy for students in grades 6-12, a Homeschool Program for students in grades K-12 including virtual learning and After Hours Ovation Community Outreach programs for ages 3-Adult.

Project Outline & Timeline

Ovation Academy Community Outreach Program will be producing nine productions this Season including; Yellow Boat, Carrie, 13, Frozen Jr., Descendants Jr., Toxic Avenger, American Idiot, Be More Chill and Deferred Action or White Noise. Our 2020-21 season is packed with shows for all ages and interests which also showcase multiple venues in the Historic Downtown Cultural District of Mckinney.

OCO TEEN	Dates	Ages	Venue		
Yellow Boat	Oct. 2-4	Ovation			
Carrie	Jan 28-30	14-18	MPAC		
13	April 30-May 2	13-18	Ovation		
OCO JUNIOR					
Frozen Jr.	Dec. 4-6, 11-13	5-13	Church St.		
Descendants Jr.	May 21-23	Church St.			
OCO ENCORE					
Toxic Avenger	Oct. 23-25, 30-Nov 1	18+	Ovation		
American Idiot	Mar. 19-21, 26-28	16+	Ovation		
Be More Chill	Apr. 23-25, 30-May 2	14-18	Ovation		
Deferred Action/White Noise	TBD	TDB	Ovation		

Marketing

These events will be promoted throughout the state as well as southern Oklahoma. Ovation will saturate social media with promotional ads, create posters and banners to display throughout McKinney and DFW as well as utilize radio and television commercial advertising in the DFW and Texoma areas. We are certain we will have a buzz surrounding our upcoming season which will attract media as well. We will begin marketing in July 2020.

Production Goals

Our goal is to assist in creating a rich and diverse cultural district within McKinney. Several key factors in establishing such a district are; engaging the youth in the community, providing spaces and opportunities for production and encouraging collaborations. Our project can do each of these. Having a vibrant cultural district in McKinney will attract tourism and grow our local economy.

In addition to the cultural betterment of presenting theatrical productions for the community, youth involved in educational theatre experience tremendous benefits as well.

The arts can open the world of learning to students who have trouble with traditional teaching methods. The arts are intellectual disciplines - requiring complex thinking and problem solving - that offer students the opportunity to construct their own understanding of the world.

- Drawing and painting reinforce motor skills and can also be a way of learning shapes, contrasts, boundaries, spatial relationships, size and other math concepts.
- Music teaches children about rhythm, sound and pitch. Beats can help children learn rhymes and other features of reading such as phonological awareness. Using repetitive songs to learn academic facts (like the alphabet song or multiplication tables) can make the learning experience easier and more fun.
- Dance provides children with a social way to learn about sequencing, rhythm and following directions. While developing coordination and motor control, students can also learn counting and directionality, which can enhance reading and writing concepts such as understanding the difference between similar looking letters (like p/b/d/q) and telling left from right.
- Performing plays is an opportunity for children to immerse themselves in a theme and learn about it in a profound and personal way. Acting out historical or literary figures and events gives students a sense of ownership about what they've learned, allowing them to acquire a deeper appreciation of the subject matter.
- Crafts offer children the opportunity to express themselves in two- and three-dimensional ways. Students can develop vital problem-solving skills without having to rely on areas of expression that may be more challenging.

Below are a few links regarding the benefits to providing Educational and Community Arts/Theatre opportunities.

https://www.aate.com/benefits-of-theatre-ed

http://theatrewashington.org/content/7-reasons-why-theatre-makes-our-lives-better&favtitle=7% 20Reasons%20Why%20Theatre%20Makes%20Our%20Lives%20Better

https://speakartloud.wordpress.com/2010/05/21/25-ways-art-impacts-the-community/

Marketing Budgets

Includes; posters, banners, t-shirts, radio, television and social media

Full Season Promotion \$6000

Yellow Boat \$500

Carrie \$2000

13 \$1000

Frozen Jr. \$1750

Descendants Jr. \$1750

Toxic Avenger \$500

American Idiot \$500

Be More Chill \$500

Deferred Action/White Noise \$500

Total: \$15000

Ticket Prices based on venue

Ovation \$10-\$15 (120 seats, 4 performances)

MPAC \$15-20 (250 seats, 5 performances)

Church Street \$12-\$15 (200 seats, 4 performances)

Ovation Academy Board of Directors

Angi Burns M.Ed

Executive Director- Board President 5604 Fruitwood Dr.
McKinney, TX 75071
972-948-5859
aburns@ovationapa.org

Wendy McIntyre

Vice President 1578 Mahogany Drive Allen, Texas 75002 214.980.5955 mcintyre_wendy@yahoo.com

Angela Crone PMP

Treasurer 1551 Sandlewood Dr. Allen, TX 75002 214-557-4281 crone.angela@gmail.com

Mike Kammerdiener

Secretary 8109 Caelan Ct. McKinney TX 75071 979-418-1293 Mike.kammerdiener@encorewire.com

Amy Lacey

Member at Large 116 Birdbrook Dr. Anna, TX 75409 832-248-2691 amy.lacey@live.com

Dr. Aaron Adair

Member at Large 612 Fenet St. McKinney, TX 75079 580-380-7000 aaronadairphd@icloud.com

Lacey Combs

Head of Hospitality & Fundraising 6286 CR 123 McKinney, TX 75071 951-813-8190 laceycombs@sbcglobal.net

Ana Gonzalez

Head of Marketing & Publicity 709 Ashcrest Ct. Allen, TX 75002 972-672-7716 ana@allenfairviewchamber.com

Show Sheet 2020-21 Ovation

Show Title	Performance Dates	Rehearsal Day/Time	Audition Dates	Ages	Venue	Venue Cost	Director	Music Director	Choreographer	Tech. Director	Stipends	Budget	Rights	# Needed	Tuition	PROGRAM BUDGET	TOTAL RIGHTS
ACADEMY																24,750	\$6,175
Lord of Flies	Nov. 6-8	ACADEMY	ACADEMY	ALL	Ovation	TBD	TBD	NA	NA	Angi	NA	\$1,500	TBD	NA	NA		
The Mad Ones	Nov. 13-15	ACADEMY	ACADEMY	Select 6	Ovation/ITS	TBD	Angi	Christina	NA	Angi	NA	\$2,500	\$1,800	NA	NA		
Student Directs	Jan. 15-16	ACADEMY	ACADEMY	ALL	Ovation	TBD	Students	NA	NA	Students	NA	\$250	\$500	NA	NA		
Polkadots (MS)	Feb. 19-21	ACADEMY	ACADEMY	MS Only	Ovation	TBD	Gypsy	Christina	Taryn	Gypsy	NA	\$2,500	\$1,575	NA	NA		
Sideshow (HS)	Mar 4-7	ACADEMY	ACADEMY	HS Only	Church St.	\$1,000	Angi	Will Varner	Gypsy	Wendy	\$2,500	\$15,000	\$2,000	NA	NA		
Romeo & Juliet	May 14-16	ACADEMY	ACADEMY	ALL	Park	TBD	TBD	NA	NA	NA	NA	\$1,000	\$300	NA	NA		
Industry Showcase	June 4	ACADEMY	ACADEMY	ALL	MPAC	TBD	Staff	NA	NA	NA	NA	\$2,000	NA	NA	NA		
OCO TEEN																17,000	\$4,418
Yellow Boat	Oct. 2-4			12-18	Ovation	TBD	Lisa	NA	NA	Lisa	\$500	\$2,000	\$493.36	12-20 (9)	\$225	5	
Carrie	Jan 28-30			14-18	MPAC	\$3,000	Kiba	Christina	Gypsy	Caleb	\$2,000	\$10,000	\$2,500	20-30 (22)	\$325	5	
13	April 30-May 2			13-18	Ovation	TBD	Lisa	Christina	Caitlin/Averly	Lisa	\$2,000	\$5,000	\$1,425	15-25 (15)	\$325	5	
OCO JUNIOR																\$14,000	\$3,200
Frozen Jr.	Dec. 4-6, 11-13			5-13	Ovation	TBD	Kiba	Christina	Kiba	Wendy	\$3,000	\$8,000	\$1,600	20-30 (22)	\$325	5	
Decendants Jr.	May 21-23			5-12	Ovation	TBD	TBD	Christina	Caitlin/Averly	Edgar	\$2,500	\$6,000	\$1,600	20-30 (22)	\$325	5	
OCO ENCORE																\$9,000	\$5,200
Toxic Avenger	Oct. 23-25, 30-Nov 1			18+	Ovation	TBD	Kiba	TBD	TBD	Kiba	\$1,000	\$3,000	\$1,680		NA		
American Idiot	Mar. 19-21, 26-28			16+	Ovation	TBD	Kiba	TBD	TBD	Kiba	\$1,000	\$3,000	\$1,580		NA		
Be More Chill	Apr. 23-25, 30-May 2			14-18	Ovation	TBD	Kiba	TBD	TBD	Kiba	\$1,000	\$3,000	\$1,939.96		NA		
Deffered Action/White Noise	TBD			TDB	Ovation	TBD	Katy Bettner	NA					NA		NA		
																64,750	\$18,993

Staff Pay 2020-21				Annual Expenses	Monthly		
					,		
	Contract Amt.	Monthly		Rent			
Christina	21600	1800		108000	9000		
Gypsy	18000	1500		Utilities			
Caitlin	15120	1260		30,000	2500		
Linda	6480	1540		Operational Expenses			
Kara	8640	720		60000	5000		
Kiba	12240	1020					
Jessica	3240	270		Total			
Angi	36000	3000		198000	16500		
Amy L.	18360	1530					
Kathy	12960	1080		TOTAL ANNUAL REV	ENUE		
				403,000			
	Annual	Monthly		TOTAL ANNUAL EXP	ENSES		
	152,640.00	13720		350,640.00			
Only 1 Academic instructor included				TOTAL MONTHLY EXPENSES			
				30220			
Students	Average Tutition	# Needed					
			Annual Revenue				
Conservatory	8,700	30	261,000				
Homeschool	2100	20 students, 40 classes		Does NOT include Elementary Program			
			303,000				
OCO per show							
# of Shows	Average Tutition		Average Sales	Total Annual Show Revenue			
8	225	20 per show	4000	30,000			
Grants							
Arts Commission	\$20,000						
Other	\$50,000						
	\$70,000						

Ovation Academy of Performing Arts

PROFIT AND LOSS

August 2018 - July 2019

Income	
BOD Support	21,806.70
Competitive Acting Troupe	16,755.00
Concessions	1,090.00
Discounts given	-735.00
Donation	11,896.11
Full Immersion Tuition	141,393.68
Homeschool Co-Op	11,415.17
Merchandise Income	985.00
OCO Program Income	6,135.00
Registration & Audition Income	14,775.65
Square Income	52.20
Ticket Sales	11,850.48
Uncategorized Income	899.00
Venue Rental Rates	3,091.32
Total Income	\$241,410.31
GROSS PROFIT	\$241,410.31
Expenses	
Advertising & Marketing	2,302.13
Little Women	786.50
Ovation Intensive Weekend	364.00
Total Advertising & Marketing	3,452.63
Bad Debts	12,813.60
Bank Charges & Fees	218.84
CC Fees	466.76
Total Bank Charges & Fees	685.60
Car & Truck	590.74
Gas	54.40
Total Car & Truck	645.14
Contractors	73,240.73
Contractors - Ovation Intensive	2,801.00
Directors & Show Staff	1,656.42
Total Contractors	77,698.15
Convention Fees	
ITS	14,703.06
Total Convention Fees	14,703.06
Equipment Rentals	638.50
Moving Fees	235.00
Total Equipment Rentals	873.50
Furniture, Office Equipment	200.00

Ovation Academy of Performing Arts

PROFIT AND LOSS

August 2018 - July 2019

	TOTAL
Insurance	2,166.72
Job Supplies	395.48
Arts & Bloom	186.11
Ovation Productions	50.00
Set Build - Little Women	708.90
Set Build - Matilda	373.33
Set Build - Seussical	539.33
Total Job Supplies	2,253.15
Legal & Professional Services	127.40
Tax Filing	60.85
Total Legal & Professional Services	188.25
Meals & Entertainment	73.62
Membership Dues	230.00
McKinney Chamber of Commerce	445.00
Prosper Chamber of Commerce	225.00
Total Membership Dues	900.00
Office Supplies & Software	477.45
Permitting	72.80
Printing and Shipping	208.15
Printing Ovation Intensive Weekend	546.60
Programs - Chicago	208.32
Programs - Matilda	87.96
Programs - Seussical	86.60
Total Printing and Shipping	1,137.63
QuickBooks Payments Fees	2,791.51
Reimbursable Expenses	600.00
Rent for Main Building	9,000.00
Rent for Venues	
Chestnut Square - Bare	2,100.00
Church Street	200.00
Lighthouse	52,500.00
MPAC	690.00
Rent & Lease - PDT	1,550.00
Vintage	4,150.00
Total Rent for Venues	61,190.00
Repairs & Maintenance	558.54
Evironmental Services	975.00
Hardware Stores	8,143.97
Total Repairs & Maintenance	9,677.51

Ovation Academy of Performing Arts

PROFIT AND LOSS

August 2018 - July 2019

	TOTAL
Rights and Licenses for Shows	3,259.90
Rights - Chaplin	1,200.00
Rights - Chicago	2,810.00
Rights - Little Women	1,345.00
Rights - Sparrows	244.79
Total Rights and Licenses for Shows	8,859.69
sales tax	720.06
sales tax payable	-720.06
Scholarships given	5,600.00
Shipping	472.50
Square Fees	17.21
Storage	2,354.41
Travel	33.67
Hotel - Ovation Intensive Weekend	336.74
Total Travel	370.41
Utilities	
Electric	5,859.09
Gas	85.00
Internet	4,390.59
Trash Removal	950.00
Water	662.43
Total Utilities	11,947.11
Total Expenses	\$231,221.65
NET OPERATING INCOME	\$10,188.66
Other Expenses	
Other Miscellaneous Expense	49.50
Parking and Tolls	30.25
Total Other Expenses	\$79.75
NET OTHER INCOME	\$ -79.75
NET INCOME	\$10,108.91

New

<u>\(\tilde{\Delta} \) \(\tilde{\Delta} \)</u>

My Drive

▶ L□

Computers

Shared with me

(1)

Recent



Starred



Trash



Backups



Storage

2 GB of 15 GB used

UPGRADE STORAGE

Storage

2.1 GB of 15 GB used **UPGRADE STORAGE**

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201

Date: JUN 0 4 2018

OVATION ACADEMY 3100 CROSSRIDGE DRIVE MCKINNEY, TX 75071-0000 DEPARTMENT OF THE TREASURY

Employer Identification Number: 82-5263677

DLN:

26053538004428 Contact Person: CUSTOMER SERVICE

ID# 31954

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending: July 31

Public Charity Status:

509(a)(2)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

April 9, 2018

Contribution Deductibility:

Yes

Addendum Applies:

No

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 public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). 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. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947