

# Master Chorale of South Florida, Inc.

**Project Title:** Master Chorale of South Florida 2024-2025 Season

**Grant Number:** 25.c.ps.102.149

**Date Submitted:** Friday, June 16, 2023

**Request Amount:** \$67,941.00

## A. Cover Page Page 1 of 12

### Guidelines

Please read the current Guidelines prior to starting the application: **General Program Support Grant Guidelines**

### Application Type

**Proposal Type: Discipline-Based**


**Funding Category: Level 2**

**Discipline: Music**

**Proposal Title: Master Chorale of South Florida 2024-2025 Season**

## B. Contacts (Applicant Information) Page 2 of 12

### Applicant Information

- a. Organization Name: Master Chorale of South Florida, Inc. 
- b. DBA:
- c. FEID: 74-3096907
- d. Phone number: 954.641.2653
- e. Principal Address: 6278 N. Federal Highway, #351 Fort Lauderdale, 33308-1916
- f. Mailing Address: 6278 N. Federal Highway, #351 Fort Lauderdale, 33308-1916
- g. Website: [www.masterchoraleofsouthflorida.org](http://www.masterchoraleofsouthflorida.org)
- h. Organization Type: Nonprofit Organization
- i. Organization Category: Other
- j. County: Broward
- k. UEI: zw3lqjtmtn51
- l. Fiscal Year End Date: 05/31

#### 1. Grant Contact \*

**First Name**

Harriet

**Last Name**

Ottenheimer

**Phone** 785.532.9902**Email** [grants@masterchoraleofsouthflorida.org](mailto:grants@masterchoraleofsouthflorida.org)

#### 2. Additional Contact \*

**First Name**

Brett

**Last Name**

Karlin

**Phone** 561.251.0518**Email** [brett@masterchoraleofsouthflorida.org](mailto:brett@masterchoraleofsouthflorida.org)

#### 3. Authorized Official \*

**First Name**

Holly

**Last Name**

Strawbridge

**Phone** 954.465.4996

**Email** holly@masterchoraleofsouthflorida.org

**4. National Endowment for the Arts Descriptors**

**4.1. Applicant Status**

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Organization - Nonprofit

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**4.2. Institution Type**

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Performing Group

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**4.3. Applicant Discipline**

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Music

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## C. Eligibility Page 3 of 12

### 1. What is the legal status of your organization?

- Florida Public Entity
- Florida Nonprofit, Tax-Exempt

### 2. Are all grant activities accessible to all members of the public regardless of sex, race, color, national origin, religion, disability, age or marital status?

- Yes (required for eligibility)
- No

### 3. Project start date: 7/1/2024 - Project End Date: 6/30/2025 \*

- Yes (required for eligibility)
- No

### 4. How many years of completed programming does your organization have?

- Less than 1 year (not eligible)
- 1-2 years (required for eligibility for GPS and SCP)
- 3 or more years (required minimum to request more than \$50,000 in GPS)

## D. Quality of Offerings Page 4 of 12

### 1. Applicant Mission Statement - (500 characters) \*

The Master Chorale of South Florida continually strives to:

- present choral music concerts at the highest level of musical excellence, from classical masterworks to contemporary and commissioned compositions;
- achieve inclusivity in all organizational aspects, from chorus to Board;
- unite and inspire audiences across cultures and generations; and
- enrich the lives of audiences and singers through performance, education, and community engagement.

### 2. Programming Description - (2000 characters)

Briefly describe the project or program for which you are requesting funding. If you are an LAA or SSO, please include a statement that describes the services provided to your audience (including membership) and how those services are provided.

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Master Chorale of South Florida (MCSF) is a premier symphonic chorus presenting classical and contemporary choral-orchestral masterworks to South Florida audiences. A highly select ensemble comprised of singers from Broward, Miami-Dade, and Palm Beach counties, MCSF gives back to the community in unique ways. Most notably, anyone who passes an audition can become a singing member of MCSF, rehearsing weekly and performing on stage. MCSF also prioritizes hiring local professionals as soloists and instrumentalists for its shows.

MCSF celebrated its 20<sup>th</sup> anniversary in 2022-2023 with a broad range of offerings including Codebreaker: The Alan Turing Story, a Bach/Brahms/Burleigh concert, a holiday concert, Verdi's Requiem, and Light in the Shadows: A Concert in Support of the Alzheimer's Association. Free Family Concerts, performances in memory care facilities, and with Andrea Bocelli rounded out the season. The 2023-2024 season will include a Faure/Barber/Thompson concert, a holiday concert, Beethoven's 9<sup>th</sup> Symphony, Mozart's Great Mass in C-minor, a Spring concert in support of SunServe youth programs, Free Family Concerts, participation in Broward County's Student Enrichment in the Arts (SEAS) Program and performances with Andrea Bocelli.

Our 2024-2025 season builds on the successes of previous seasons. There will be two choral masterwork performances (including Mendelssohn's Elijah), two free Family Concerts, a holiday concert, a Winter pops concert, a Spring concert in support of a local community organization, a performance with Andrea Bocelli, and continued participation in Broward County's SEAS program. While exact dates and timelines are not yet determined, concerts are usually scheduled on Friday evenings in Broward County and on Sunday afternoons in Palm Beach County. Free Family Concerts are presented on Saturday mornings in Broward County to introduce choral and classical works to younger audiences. The timeline in 2.3 below gives more detail.

#### 2.1. Programming Goals (2000 characters)

**Please list at least three goals associated with the project or program for which you are requesting funding.**

**Goals: Broad statements that are usually general, abstract, issue oriented with realistic priorities. Goals are a long-term end to which programs and activities are developed and should reflect the organization's mission statement. Goals can be listed in priority order and ranked.**

**Sample goal: To provide residents and visitors with increased opportunities to view local art and meet local artists.**

**Master Chorale of South Florida has adopted the following five goals to guide its programming and strategic planning:**

- 1. Artistic excellence. To strive for the highest standards of excellence in both repertoire and performance, through continuous learning and teaching.**
- 2. Inclusivity. To celebrate the breadth of our music, singers, audiences, and community while increasing their engagement.**
- 3. Collaboration. To foster intentional and rewarding partnerships with individual artists, musical groups, like-minded community organizations, and the private sector.**
- 4. Organizational Integrity. To operate an effective and trustworthy organization that stewards the resources provided to us and is committed to following best practices for not-for-profit organizations.**
- 5. Quality of life. To enrich the cultural life of the region, through musical outreach, education, and service.**

## **2.2. Programming Objectives (2000 characters)**

**Please list the three corresponding objectives for the goals listed above.**

**Objectives: Specific, measurable ends that are achievable within a time frame and mark progress towards achieving goals.**

**Sample Objective: At least 300 residents and visitors will view local art and be invited to a "meet the artist reception"**

### **GOAL 1 Artistic Excellence**

**Objective 1: Present at least three self-produced mainstage choral performances in South Florida utilizing the highest quality soloists and instrumental ensembles affordable. Continue to receive excellent reviews from South Florida Classical Review.**

**Objective 2: Continue to build excellence by reauditioning singers yearly and, if needed, suggest that some members seek additional vocal training to remain with the group.**

### **GOAL 2 Inclusivity**

**Objective 1: Recruit at least 10 new singers from South Florida communities.**

**Objective 2: Expand audiences by at least 10% over previous numbers.**

### **GOAL 3 Collaboration**

**Objective 1: Continue the agreement with the U of Miami Frost School of Music to maintain the Associate Conductorship program.**

**Objective 2: Continue the partnership with Lynn U, performing two concerts with their student orchestra.**

**Objective 3: Partner with and support a deserving community group during the 2024-2025 season.**

#### **GOAL 4 Organizational Integrity**

**Objective 1: Maintain a financial reserve of at least 10% of the annual operating budget, using shrewd fiscal management and energetic fundraising initiatives.**

**Objective 2: Create and fund an MCSF-controlled endowment to complement our existing donor-created endowment.**

**Objective 3: Identify and cultivate new sponsors including corporations and private funders.**

#### **GOAL 5 Quality of Life**

**Objective 1: Bring the best of classical and contemporary choral music to South Florida with performances and workshops. Achieve an average score of Excellent from audiences on how much the experiences enhance their cultural life.**

**Objective 2: Host a Summer Sing to introduce community members to the joy of singing with the Chorale regardless of experience.**

**Objective 3: Increase attendance at free Family Concerts by at least 10%.**

### **2.3. Programming Activities (2000 characters)**

**Please list the project or program activities.**

**Activities: These are the specific activities that achieve the objectives.**

**Sample Activities: Work with local arts and tourism organizations to promote art shows.**

**Communicate with local art teachers to encourage students to attend shows. Schedule artist commentaries and news articles to promote the shows.**

#### **Early August Summer Sing**

**South Florida community members join MCSF singers in a free workshop learning and rehearsing major choral works.**

**Mid-August Auditions open for new singers.**

**Late August Reauditions for continuing singers.**

#### **Fall Masterworks concerts**

**Friday night and Sunday afternoon performances following the model of 2023's Faure/Barber/Thompson concert, including a work by a contemporary young composer.**

#### **Fall Free Family Concert**

**A Saturday morning interactive/educational concert of excerpts from the Friday night concert and a showcasing of a local youth choir.**

#### **Early December: Holiday Concert**

**A holiday-themed concert to warm hearts and bring joy during the holiday season.**

**Mid-December: Bocelli Holiday Concert**

Master Chorale accompanies Andrea Bocelli in his annual holiday concert.

**January: Auditions open for new singers****Winter: Broadway Hits Pops Concert**

Friday evening and Sunday afternoon performances of Broadway show tunes including traditional favorites and contemporary hits.

**Mid-Spring Masterworks concerts**

Friday evening and Sunday afternoon performances of Mendelssohn's Elijah. Short classical works by new young composers will also be showcased.

**Mid-Spring Free Family Concert**

A Saturday morning interactive/educational concert of excerpts from the Friday night concert and a showcasing of a local youth choir.

**Late Spring: Concert for A Cause**

MCSF unites diverse local arts organizations in a coordinated concert benefiting the community in general as well as a specific agreed-upon community organization.

**Ongoing:**

Market to new and existing audiences.

Hold monthly Board meetings.

Recruit new Board members.

Evaluate all concerts with onsite and online surveys.

Select and train Associate Conductor from U of Miami Frost School of Music.

Commission and perform new choral works by young American composers.

Continue participation in Broward County's SEAS educational outreach program.

**2.4. Partnerships & Collaborations (2000 characters)**

Describe any partnerships and/or collaborations with organizations directly related to General Programming (GPS) or the Specific Cultural Project (SCP). Discuss the responsibilities and benefits of the relationship and whether any formal agreements are in place.

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An avid proponent of a strong cultural fabric in South Florida, MCSF has formal educational partnerships with the University of Miami's Frost School of Music, Lynn University's Philharmonia, and local youth choirs participating in its Free Family Concerts. Its new Concerts for a Cause program supports and partners with local nonprofits doing meaningful work in the community.

Partnering with U of Miami's Frost School of Music, MCSF fully funds a doctoral student of choral conducting. The student serves as MCSF's Associate Director, assists the Artistic Director in preparing the Chorale for performances, conducts specific pieces of music in performances, and gains irreplaceable real-world conducting experience, building their resumé in preparation for a successful and productive career.

Lynn U's Conservatory program does not have a choral program, so MCSF's partnership provides a much-needed service, helping students prepare for professional orchestral careers by providing them access to and familiarity with choral symphonic repertoire and the opportunity to work with professional singers.



**MCSF regularly showcases local youth choirs in its Free Family Concerts. There are two of these concerts each season, providing one-hour Saturday morning interactive/educational performances for students and their families and introducing classical choral music in a digestible and inspiring format. Including youth choirs lets children see other children singing and helps build interest and appreciation.**

**Our annual Concerts for a Cause are designed to celebrate the focus of selected local nonprofits making a positive impact in the community. MCSF partners with the chosen group, arranges interactive sessions with the group's leadership, and donates 10% of ticket revenue to the selected group. For the first Concert for a Cause, in Spring 2023, MCSF partnered with the Alzheimer's Association. Our 2024 partnership is with SunServe in support of its youth programs.**

### **3. Project/Program Evaluation (2000 characters)**

**How will you determine if your Goals and Measurable Objectives are achieved? Who will conduct the evaluation, and who will the evaluation target? What methods will be used to collect participant feedback? (Surveys, evaluation forms, interviews, etc.) When will you collect the information, and how will it be used to inform future programming?**

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**MCSF reviews all performances and programs to ensure growth and success. Paper surveys are distributed at concerts; online surveys are emailed post-concert to catch additional responses. Surveys are analyzed for patterns and trends. The Board of Directors reviews these materials annually as it adjusts its strategic plan, goals, objectives, and future programming activities.**

**1. Enthusiastic audience reactions and survey responses, positive critical reviews, and robust ticket sales confirm we are providing quality performances. Membership numbers indicate success rebuilding and maintaining our singing membership.**

**2. Success reaching and building audiences is gauged by analyzing ticket sales for long- and short-term trends and analyzing surveys for demographic trends.**

**3. Discussions with Lynn U and the U of Miami Frost School of Music help gauge the success of our university partnerships. Discussions with youth choirs and with Concert for a Cause partners help gauge the success of these community outreach partnerships. We also confer with the Bocelli staff to ensure our annual engagement continues to meet their needs.**

**4. Finding new funding sources, securing permanent endowments, and raising the percentage of larger gifts reinforces our success as a well-run financially secure organization with significant reserves.**

**5. Success in reaching objectives 1-4 can confirm that we are improving the quality of life in South Florida. Providing outstanding choral works of the highest quality to increasingly large audiences, receiving excellent reviews from audiences and reviewers, hiring local artists, collaborating with local institutions through collaborative concerts, outreach programs, and events, and maintaining fiscal strength to support programming at the highest level possible will make us confident that we contribute both economically and artistically to making South Florida a vibrant place to live.**

## E. Impact - Reach Page 5 of 12

**For questions 1-6, do not count individuals reached through TV, radio, cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.**

**Total number of individuals who will be engaged?**

**17600**

**1. What is the estimated number of events related to this proposal?**

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**9**

**2. What is the estimated number of opportunities for public participation for the events?**

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**14**

**3. How many Adults will participate in the proposed events?**

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**15,500**

**4. How many K-12 students will participate in the proposed events through their school?**

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**200**

**5. How many individuals under the age of 18 will participate in the proposed events outside of their school?**

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**1,600**

## 6. How many artists will be directly involved?

Enter the estimated number of professional artists that will be directly involved in providing artistic services specifically identified with the proposal. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. This figure should reflect a portion of the total individuals benefiting. If no artists were directly involved in providing artistic services enter 0.

### 6.1. Number of artists directly involved?

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300

### 6.2. Number of Florida artists directly involved?

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250

## 7. Proposed Beneficiaries of Project

Select all groups of people that your project intends to serve directly. For each group, you can select more than one answer if applicable. If your project/program served the general public without a specific focus on reaching distinct populations, then select the “No Specific Group” options.

### 7.1. Race Ethnicity: (Choose all that apply) \*

No specific racial/ethnic group

### 7.2. Age Ranges (Choose all that apply): \*

No specific age group.

### 7.3. Underserved/Distinct Groups: \*

No specific underserved/distinct group

## 8. Describe the demographics of your service area. (2000 characters)\*

Demographics are distinct characteristics of a population. Examples include but are not limited to: age, race, ethnicity, religion, gender, income, family status, education, veteran, disability status, and employment.

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The South Florida tri-county area of Broward, Palm Beach, and Miami-Dade Counties is rich in diversity and language. A collage of cultures with 1 in 5 residents born in a different country (mainly from Latin America and the Caribbean), South Florida is a vibrant kaleidoscope of people seeking better opportunities in life. Over 125 different languages are spoken in the area.

**Broward County is the 3rd largest county in Florida. The county's 2022 estimated population is 1,947,026 with a median household income of \$64,522 according to the most recent United States census data. The population has grown 10% since 2010. The racial makeup of Broward's residents is White 33.6%, Hispanic or Latino 32.0%, Black 30.6%, Asian 3.9% and two or more races 2.4%.**

**Palm Beach County is the 4th largest county in Florida. The county's estimated population is 1,518,477, with a median household income of \$68,874 according to the most recent United States census data. The population has grown 10.6% since 2010. The racial makeup of Palm Beach County residents is White 52.6%, Hispanic or Latino 23.9%, Black 20.1%, Asian 3%, and two or more races 1.9%.**

**Miami-Dade County is the 2<sup>nd</sup> largest county in Florida. The county's estimated population is 2,673,837 with a median household income of \$57,815 according to the most recent United States census data. The population has grown 8.41% since 2010. The racial makeup of Miami-Dade County residents is White 13.6%, Hispanic or Latino 69.1%, Black 17.4%, Asian 1.6%, and two or more races 1.3%.**

## **9. Additional impact/participation numbers information (optional) (1500 characters)**

**Use this space to provide the panel with additional detail or information about the impact/participation numbers. Describe what makes your organization/programming unique.**

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**MCSF serves the South Florida community by providing a fulfilling and creative outlet for singers (most of whom are volunteers) and high-quality concerts for audiences. Rehearsals include vocal training and the opportunity to learn the music under the skilled leadership of Artistic Director Brett Karlin. There is a special sense of accomplishment in performing each concert at the highest possible level together with professional instrumentalists and soloists.**

**Any singer can join the Chorale with a simple musical audition; it is part of what makes MCSF unique as a choral organization. The group includes individuals from all walks of life, regardless of cultural background or economic situation. As a result, singers reflect much of the diversity of the community. Although the number of singers varies from year to year, a quarter of the current roster of 150 chorus members are seniors (over 65), over a third are from underrepresented groups, and 6 are disabled.**

**As audiences grow younger and more adventurous MCSF is presenting increasing numbers of works by contemporary composers such as Joel Thompson. Our Free Family Concerts help to drive this trend as young parents discover the Chorale and attend other concerts. Our upcoming season's concerts, including a continuation of the highly successful new Concerts for a Cause program (the first of these concerts was dedicated to Alzheimer's awareness, the next one will focus on local mental health programs for youth) also respond to this trend.**

## **10. In what counties will the project/program actually take place? (Select a minimum of one) \***

**Broward**

- Miami-Dade
- Palm Beach

**11. What counties does your organization serve? (Select a minimum of one)\***

- Broward
- Miami-Dade
- Palm Beach

**12. Describe your virtual programming. Only for applicants with virtual programming. (2500 characters)**

Briefly describe any virtual programming that you provide to the public. This information should include who is able to access the programming and any payment structure.

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During the 2020-2021 season, when live performances were not possible due to COVID-19, MCSF provided virtual programming that included virtual concerts, a virtual holiday soiree/fundraiser, and educational hours hosted by Artistic Director Brett Karlin using archival materials from previous seasons. All that material is posted on the MCSF YouTube channel with links on the MCSF website. Additionally, a broad range of recordings and highlights from live performances are also represented on the MCSF YouTube channel for the public to access at no charge. There are no specific plans to engage the Chorale in new virtual programming as long as live programming is possible.

**13. Proposal Impact (3500 characters)**

How is your organization benefitting your community .What is the economic impact of your organization?

**Organizations:** Include education and outreach activities.

**Solo or Individual Artists:** Include any positive social elements and community engagement anticipated from the project.

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MCSF annual expenses are paid primarily to South Florida residents and business. These include:

- Paid staff, all of whom live in Broward County,
- Soloists and instrumentalists, the majority of whom live in South Florida,
- Advertising MCSF events and performances in local media outlets,
- Fees paid to local venues, retail vendors, insurance brokers and photographers.

MCSF performances also generate revenue for the local community by attracting tourism, keeping local entertainment dollars in South Florida, and creating jobs. Earned income from ticket sales is recycled back into the community by hiring local professionals and guest artists. Concertgoers buy meals on performance nights, as do singers for weekly rehearsals. A

professional symphonic chorus enhances a community's image and contributes to its livability and cultural vitality, key factors that businesses and individuals consider when choosing professional and personal homes.

MCSF's impact comes not only from performances of profoundly moving music, but from the singers themselves. A study by Chorus America shows adult singers to be outstanding citizens:

- Choral singers show high civic involvement, with choristers almost 3 times more likely to be officers or committee members of local community organizations.

- 78% of choral singers "at least sometimes" volunteer their time in their community, compared with only 50% of the general public.

- 74% of choral singers agree or strongly agree that singing in a chorus has helped them become better team leaders or participants in other areas of their lives; nearly two-thirds agree or strongly agree that being in a chorus helps them socialize better in other areas of their lives.

- Choral singers donate 2.5 times more money to philanthropic organizations than the general public.

- 96% of choral singers who are eligible voters said they vote regularly in national and local elections, compared with only 70% of the general public.

- Civic engagement also extends to patronage of other art forms; choral singers are at least 2 times more likely to attend theater, opera, and orchestra performances and to visit museums and art galleries.

MCSF offers a variety of educational and outreach activities designed to reach the broadest audiences possible.

- Free Summer Sings invite singing members of the community to participate in a workshop in which they learn and rehearse with Maestro Karlin and the Chorale.

- Free Family Concerts invite community members to bring their K-12 children to a one-hour interactive educational presentation. Maestro Karlin engages audiences with information about the composers, the instruments, and singers. Children learn about classical music and are invited to see the instruments up close.

- Concerts for a Cause highlight community-wide issues as MCSF partners with local non-profit organizations making a difference in our community and donates 10% of ticket revenue from the concerts to those organizations.

- MCSF's partnership with Lynn U enables student instrumentalists to perform choral masterworks with MCSF. Our partnership with the U of Miami enables a doctoral student in choral conducting to serve as MCSF Associate Conductor under the tutelage of Maestro Karlin.

MCSF believes these investments in our community should impact citizen retention rate, increased awareness and support of the arts, and the implementation of similar programs by fellow cultural organizations state-wide.

## 14. Marketing and Promotion

### 14.1. How are your marketing and promoting your organizations offerings? \*

- Brochures
- Collaborations
- Direct Mail

- Email Marketing
- Magazine
- Newsletter
- Newspaper
- Pay Per Click (PPC) Advertising
- Radio
- Organic Social Media
- Paid Social Media
- Other

#### **14.2. What steps are you taking in order to build your audience and expand your reach? (3500 characters)**

**How are you marketing and promoting your organizations offerings?**

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**MCSF has a comprehensive marketing plan reaching out to audiences with press releases, advertisements, newsletters, websites and more. Eblasts and radio ads are released prior to each concert series. MCSF's own website consistently scores high in searches for "Chorale Fort Lauderdale" and similar terms.**

**Postcards and flyers are mailed to more than 6,500 households and MCSF's new Crescendo newsletter is emailed monthly to over 3,000 recipients, with photos, reviews and concert information. Season flyers are printed each year for chorus and Board members to distribute to local businesses, friends, and acquaintances as well as cultural centers, tourist hot-spots, and academic institutions. Choristers also donate time to distribute materials at cultural events like opera-movies and to post MCSF events on community calendars and cultural websites. Board members maintain relationships with media outlets such as the Sun-Sentinel, Miami Herald, ArtsPaper, WLRN, Jewish Journal, OutClique and more. MCSF's artistic director engages with potential audiences through print, radio and digital interviews.**

**MCSF contracts with Culture Owl, which emails bi-monthly announcements of local cultural events, and advertises with Florida Concert Flyers and South Florida Classical Review, the premier arts critic website. Trading email lists with other arts organizations also helps reach wider audiences. Donations are acknowledged in all print and electronic marketing materials with organizational logos and attribution statements.**

**MCSF maintains an active presence on Facebook, Instagram, Twitter, Google, and YouTube. Its Facebook page includes audience comments, photos from rehearsals, and event invitations for each concert series. A post "boosted" for \$100 targeting classical music lovers can raise viewer numbers from 1,200 to 13,000. MCSF's Facebook page now has over 2,600 "likes." Choristers use Facebook to invite friends and acquaintances to concerts, increasing online invitations from 800 to more than 7,000, helping to increase viral marketing. MCSF now spends more dollars on social media than on print advertising and is seeing a better response.**

**MCSF offers discounted prices for groups of seniors and has consistent success with John Knox Village in Pompano Beach. It also makes tickets available on Goldstar, a discount ticket outlet offering 100 or more half-price tickets for each venue. A recent Broadway concert sold more than 600 tickets through Goldstar, all to individuals new to MCSF. Goldstar discounts are a great way to build new audiences and will remain part of the Chorale's outreach program for the foreseeable future.**

**MCSF offers free tickets to students presenting a student ID at the door. This helps attract more young people to concerts. The Free Family Concerts are designed to attract younger audiences; family-friendly concerts mirror regular concerts but emphasize a behind-the-scenes educational approach to the music.**

**Programs such as Pops/Broadway concerts, holiday concerts, concerts of popular works like Carmina Burana, and the new Concerts for a Cause series are significant tools for reaching new audiences, many of whom become devoted and loyal MCSF followers. The first Broadway Legends concert attracted the youngest audience in MCSF history and inspired many to return for MCSF's classical masterworks concerts.**

**Finally, MCSF regularly surveys audience members at concerts to better understand how to market the Chorale.**



## F. Impact - Access for All Page 6 of 12

**1. Describe how the facilities and proposal activities are accessible to all audiences and any plans that are in place to improve accessibility. In addition to your facility, what specific step are you taking to make your programming accessible to persons of all abilities and welcoming to all members of your community? (3500 characters)**

For example, explain use of accessibility symbols in marketing materials, accessibility of facilities and programming and/or target population. You can find resources on accessibility at [dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility](https://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility). We encourage all applicants to include images in the support materials showing the use of accessibility symbols in marketing materials.

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Because several members of our chorus are physically challenged or handicapped, we are particularly conscious of venue accessibility. When considering any venue, our chorus administrator and artistic director visit it and meet with the facilities staff to ensure full compliance with State and Federal accessibility requirements prior to signing rental agreements. This includes a walk-through to check out ramps, signage, and appropriate access. We also arrange special on-stage seating for those members of our chorus who cannot stand or have difficulty getting on and off the stage.

MCSF uses a variety of venues in the tri-county South Florida area for performances including performing arts centers, universities, houses of worship, and high school auditoriums. All facilities are public venues that comply with accessibility requirements. Although we would prefer to use the same venue in each county for every performance, scheduling conflicts do not always allow for this luxury. Our advertising always includes a universal wheelchair symbol and the statement "All venues are handicap-accessible" (see attached example).

Master Chorale recently began providing super-titles at its concerts, projecting the lyrics and, where appropriate, translations, on screens above the stage area. This is in addition to providing lyrics and translations in the program booklets distributed at concerts. Survey responses indicate that this has been a resounding success, with comments like: "The screens are excellent for following along," "Wonderful! Lyrics on screen really helped!," "Great idea to explain the division [sic] & have them on screen during the performance," and "Appreciated the video translations." Master Chorale intends to continue providing lyrics and translations at concerts to enhance audience understanding and appreciation of the music as well as to provide additional visual assistance for those who need it.

### 2. Policies and Procedures

Yes

No

### 3. Staff Person for Accessibility Compliance

Yes

No

#### 3.1. If yes, what is the name of the staff person responsible for accessibility compliance?

Carolyn DeSanti

### 4. Section 504 Self Evaluation

Yes, the applicant has completed the Section 504 Self Evaluation Workbook from the National Endowment for the Arts.

Yes, the applicant completed the Abbreviated Accessibility Checklist.

No, the applicant has not conducted an accessibility self-evaluation of its facilities and programs.

#### 4.1. If yes, when was the evaluation completed? 5/1/2022

### 5. What efforts has your organization made to provide programming for all? (2000 characters)

MCSF constantly seeks to engage newer audiences and expose them to the critical role that the arts play in connecting, healing, and celebrating humankind across all communities. Because choral music often provides a neutral meeting ground, it is particularly conducive to bridging differences, be they socioeconomic, ethnic, educational, or generational. Music can play a critical role in connecting people by helping them to express commonalities and value differences. It is important for us to reach out beyond our loyal and appreciative older audiences to include emerging audiences across all lines.

MCSF welcomes singers and audience members regardless of their cultural background or economic situation. South Florida boasts a rich mix of cultures; chorus and audience demographics reflect this richness. Audience survey responses indicate we are reaching more and more individuals from these groups. Audience members are also beginning to trend younger, partly in response to our Free Family Concert offerings. We program a wide variety of music and because we perform in languages beyond English, such as Latin, French, Spanish, Italian, Hebrew, and Russian, lyrics and translations are always printed in program booklets. Supertitles help audiences to follow along.

While we encourage our audiences to embrace the beauty of classical choral works, we also program lighter fare in holiday concerts, pops concerts, and Concerts for a Cause, to attract new audiences. Offering free admission to students and reduced-price tickets to groups also helps to reach underserved and underrepresented audiences. At every concert, Maestro Karlin explains why the pieces were chosen and what makes them noteworthy, providing audiences with musical landmarks to listen for. This makes the music accessible to all and consistently receives high praise from audiences. New audience members are thus encouraged to attend other, more classical, programs and eventually they become devoted MCSF followers.

# G. Management and Operating Budget Page 7 of 12

## 1. Organization History (2000 characters)

Briefly describe your organization's history including founding dates and significant changes in management, location, mission, etc. Also, include major accomplishments and program growth, adaptation to external factors and significant relationships and partnerships.

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Master Chorale of South Florida (MCSF) is an auditioned ensemble comprised of select singers from Broward, Miami-Dade, and Palm Beach Counties. The premier symphonic chorus of South Florida, it was founded in 2003 to ensure that world-class performances of major choral-orchestral works remain part of the area's cultural fabric. MCSF recently celebrated its 20<sup>th</sup> anniversary presenting a rich and varied set of concerts including Verdi's *Requiem*.

MCSF hired Brett Karlin as artistic director and conductor in 2013. A young, talented, passionate conductor with excellent interpersonal skills, Karlin has turned MCSF into a force garnering local and national attention. His dedication to excellence has earned him the respect of the singers, performance partners, audiences, and Board of Directors.

Over the years, MCSF has presented concerts of many beloved works, including Beethoven's *Symphony No. 9*, Orff's *Carmina Burana* and the *Requiems* of Mozart, Verdi, Brahms and others. South Florida Classical Review named its performance of Haydn's *The Creation* one of the Top Ten of 2019. A complete listing of all performances is found on [www.masterchoraleofsouthflorida.org](http://www.masterchoraleofsouthflorida.org).

MCSF also performs concerts of lighter fare including Broadway/Pops concerts and holiday concerts. Recent innovations include free one-hour Family Concerts and a Concerts for a Cause series spotlighting local nonprofits and their causes.

MCSF is the "go-to" chorus for other artists and musical organizations; it has performed with the Cleveland Orchestra, Russian National Orchestra, New World Symphony, Palm Beach Symphony and with Andrea Bocelli.

During the pandemic, MCSF shifted to virtual performances, concerts, and lectures. All are available on YouTube with links on the MCSF website. In August 2021 MCSF resumed in-person rehearsals and performances and in 2022-2023 it celebrated its 20<sup>th</sup> anniversary to critical acclaim. MCSF is clearly thriving under the leadership of Maestro Karlin.

## 2. Fiscal Condition and Sustainability (2000 characters)

Describe the fiscal condition of the organization as it relates to the successful completion of the proposal. Also describe plans to sustain the proposal activities after the grant period.

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Now that MCSF has been in existence for 20 years and has a track record of financial success, the Board and the artistic staff have developed realistic expectations for what is feasible. We have experimented with different types of programs, staging designs, and venues, and feel confident that our operating expenses will be matched by adequate resources. The Board has

been successful in recruiting new donors and sponsors, has expanded the number of foundation and government grants received, has a donor-created endowment and is developing a general endowment.

MCSF survived the COVID-19 lockdown thanks to a healthy reserve, energetic fundraising campaigns in the Fall of 2020 and Winter of 2021, and generous emergency support from CARES Act grants. It successfully returned to live, in-person rehearsals and performances in the Fall of 2021. Our Development Committee continually seeks new sources of support and the Board has rebuilt the reserve fund over the past few seasons. A dynamic sponsorship campaign in 2023 brought in over a dozen new individual and corporate sponsorships. A professional fundraising consultant has been hired to assist the Board's Development Committee and plans are underway to recruit an Executive Director in the near future.

MCSF uses CharityProud, a donor-tracking software package that provides and analyzes a great deal of data for us. The fact that it interfaces with Mail Chimp for sending out emails and with Survey Monkey for directly surveying our donors and concert attendees adds to its utility. As a Customer Relationship Management system, it has been providing critical information to our Development Committee, informing and driving efforts to nurture and grow MCSF relationships with donors, season ticket holders, corporate and community sponsors, and philanthropic organizations.

### 3. Completed Fiscal Year End Date (m/d/yyyy) \* 5/31/2023

### 4. Operating Budget Summary

Expenses	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
1. Personnel: Administrative	\$22,747	\$24,000	\$25,000
2. Personnel: Programmatic	\$185,485	\$190,900	\$251,500
3. Personnel: Technical/Production	\$12,200	\$9,500	\$10,000
4. Outside Fees and Services: Programmatic	\$21,924	\$50,200	\$34,100
5. Outside Fees and Services: Other	\$2,000	\$2,000	\$2,000
6. Space Rental, Rent or Mortgage	\$43,799	\$29,500	\$56,500
7. Travel	\$4,482	\$5,000	\$6,500

<b>8. Marketing</b>	<b>\$71,631</b>	<b>\$63,100</b>	<b>\$62,900</b>
<b>9. Remaining Operating Expenses</b>	<b>\$77,780</b>	<b>\$37,560</b>	<b>\$38,970</b>
<b>A. Total Cash Expenses</b>	<b>\$442,048</b>	<b>\$411,760</b>	<b>\$487,470</b>
<b>B. In-kind Contributions</b>			
<b>C. Total Operating Expenses</b>	<b>\$442,048</b>	<b>\$411,760</b>	<b>\$487,470</b>
<b>Income</b>	<b>Previous Fiscal Year</b>	<b>Current Fiscal Year</b>	<b>Next Fiscal Year</b>
<b>10. Revenue: Admissions</b>	<b>\$111,960</b>	<b>\$112,000</b>	<b>\$115,000</b>
<b>11. Revenue: Contracted Services</b>	<b>\$16,750</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>12. Revenue: Other</b>	<b>\$40,973</b>	<b>\$42,925</b>	<b>\$44,725</b>
<b>13. Private Support: Corporate</b>	<b>\$3,324</b>	<b>\$3,500</b>	<b>\$7,000</b>
<b>14. Private Support: Foundation</b>	<b>\$45,829</b>	<b>\$36,000</b>	<b>\$36,000</b>
<b>15. Private Support: Other</b>	<b>\$149,288</b>	<b>\$137,335</b>	<b>\$163,804</b>
<b>16. Government Support: Federal</b>			
<b>17. Government Support: State/Regional</b>	<b>\$40,000</b>	<b>\$27,000</b>	<b>\$67,941</b>
<b>18. Government Support: Local/County</b>	<b>\$44,818</b>	<b>\$38,000</b>	<b>\$38,000</b>
<b>19. Applicant Cash</b>			
<b>D. Total Cash Income</b>	<b>\$452,942</b>	<b>\$411,760</b>	<b>\$487,470</b>
<b>B. In-kind Contributions</b>			
<b>E. Total Operating Income</b>	<b>\$452,942</b>	<b>\$411,760</b>	<b>\$487,470</b>

## 5. Additional Operating Budget Information (1000 characters)

Use this space to provide the panel with additional detail or information about the operating budget. Please explain any deficits, excess revenue, or major changes to any line items or budget totals. If not applicable, then write "not applicable."

We are expecting a decrease in Outside Fees for the 2024/25 year because, although we plan to commission new music in 2023/24 we do not anticipate commissioning new music in 2024/25, thus a decrease in that line.

We are expecting an increase in the cost of orchestral musicians in 24/25 because we will be using musicians from Lynn University for concerts in 23/24 but not in 24/25 (the partnership works in alternating years). We plan to pay outside orchestral musicians for all of our 24/25 concerts.

We anticipate an increase in venue costs for our 24/25 concerts.

## 6. Paid Staff

- Organization has no paid management staff.
- Organization has at least one part-time paid management staff member (but no full-time)
- Organization has one full-time paid management staff member
- Organization has more than one full-time paid management staff member

## 7. Hours \*

- Organization is open full-time
- Organization is open part-time

## 8. Does your organization have a strategic or long range plan?

- Yes
- No

# H. Management and Proposal Budget Page 8 of 12

## 1. Rural Economic Development Initiative (REDI) and Underserved Waiver

Yes

No

## 2. Proposal Budget Expenses:

Detail estimated proposal expenses in the budget categories listed below. Include only expenses that specifically related to the proposal. You can find a list of non-allowable and match only expenses at [dos.myflorida.com/cultural/grants/grant-programs](https://dos.myflorida.com/cultural/grants/grant-programs).

The expense section contains three columns:

- a. Grant funds (these are the funds you are requesting from the state)
- b. Cash Match (these are earned or contributed funds supplied by your organization)
- c. In-kind (the value of donated goods and services)

Save each individual line within the budget.

To update budget totals, save each page.

Do not include any non-allowable expenses in the proposal budget. (See: non-allowable expenses).

For General Program Support the Proposal Budget should match the operating budget minus any non-allowable expenses (see non-allowable expenses).

For Specific Cultural Projects the Proposal Budget expenses must equal the Proposal Budget income.

### 2.1. Personnel: Administrative \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Chorus Administrator	\$0	\$25,000	\$0	\$25,000
<b>Totals:</b>		<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>

### 2.2. Personnel: Programmatic \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Staff Singers	\$7,941	\$17,059	\$0	\$25,000
<b>Totals:</b>		<b>\$67,941</b>	<b>\$183,559</b>	<b>\$0</b>	<b>\$251,500</b>

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
2	Artistic Director	\$0	\$67,000	\$0	\$67,000
3	Accompanists	\$0	\$16,500	\$0	\$16,500
4	Associate Conductor	\$0	\$10,000	\$0	\$10,000
5	Orchestral Musicians	\$30,000	\$55,000	\$0	\$85,000
6	Soloist Fees	\$30,000	\$17,500	\$0	\$47,500
7	Other Group Talent	\$0	\$500	\$0	\$500
<b>Totals:</b>		<b>\$67,941</b>	<b>\$183,559</b>	<b>\$0</b>	<b>\$251,500</b>

### 2.3. Personnel: Technical/Production \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Recording and Risers, Chairs	\$0	\$10,000	\$0	\$10,000
<b>Totals:</b>		<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>

### 2.4. Outside Fees and Services: Programmatic \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Instrument Rental and Tuning	\$0	\$6,300	\$0	\$6,300
2	Music-Orchestral and Choral	\$0	\$17,800	\$0	\$17,800
3	Other Outside Fees and Services	\$0	\$10,000	\$0	\$10,000
<b>Totals:</b>		<b>\$0</b>	<b>\$34,100</b>	<b>\$0</b>	<b>\$34,100</b>

### 2.5. Outside Fees and Services: Other \*



#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Grant Writing Consultant	\$0	\$2,000	\$0	\$2,000
<b>Totals:</b>		<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>

### 2.6. Space Rental (match only) \*

#	Description	Cash Match	In-Kind Match	Total
1	Rehearsal Space Rental	\$8,500	\$0	\$8,500
2	Performance Space Rental	\$48,000	\$0	\$48,000
<b>Totals:</b>		<b>\$56,500</b>	<b>\$0</b>	<b>\$56,500</b>

### 2.7. Travel (match only) \*

#	Description	Cash Match	In-Kind Match	Total
1	Travel for Guest Artists	\$6,500	\$0	\$6,500
<b>Totals:</b>		<b>\$6,500</b>	<b>\$0</b>	<b>\$6,500</b>

### 2.8. Marketing \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Advertising	\$0	\$45,000	\$0	\$45,000
2	Summer Sing	\$0	\$1,600	\$0	\$1,600
3	Photography and Graphic Design	\$0	\$12,000	\$0	\$12,000
4	Website	\$0	\$1,600	\$0	\$1,600
5	Marketing Materials	\$0	\$2,700	\$0	\$2,700
<b>Totals:</b>		<b>\$0</b>	<b>\$62,900</b>	<b>\$0</b>	<b>\$62,900</b>

### 2.9. Remaining Proposal Expenses \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Fundraising Expense	\$0	\$6,700	\$0	\$6,700
2	Printing	\$0	\$11,900	\$0	\$11,900
3	Bank Fees	\$0	\$4,100	\$0	\$4,100
4	Office Supplies	\$0	\$4,900	\$0	\$4,900
5	Other Operating Costs	\$0	\$11,370	\$0	\$11,370
<b>Totals:</b>		<b>\$0</b>	<b>\$38,970</b>	<b>\$0</b>	<b>\$38,970</b>

**2.10. Amount of Grant Funding Requested:**

\$67,941

**2.11. Cash Match:**

\$419,529

**2.12. In-Kind Match:****2.13. Match Amount:**

\$419,529

**2.14. Total Project Cost:**

\$487,470

**3. Proposal Budget Income:**

Detail the expected source of the cash match (middle column) your organization will be using in order to match the state funds (first column) outlined in the expense section. Use the budget categories listed below. Do not include your grant request (first column) or in-kind (third column). Include only income that specifically relates to the proposal. The Proposal Budget income must equal to the Proposal Budget cash match in the expenses.

**3.1. Revenue: Admissions \***

#	Description	Cash Match	Total
1	Ticket Sales	\$115,000	\$115,000
<b>Totals:</b>		<b>\$0</b>	<b>\$115,000</b>

### 3.2. Revenue: Contracted Services \*

#	Description	Cash Match	Total
1	Revenue from contracted services	\$15,000	\$15,000
<b>Totals:</b>		<b>\$0</b>	<b>\$15,000</b>

### 3.3. Revenue: Other \*

#	Description	Cash Match	Total
1	Chorus Membership Fees	\$30,000	\$30,000
2	Music Expense/Concert Attire recovered from Chorus 9500Members	\$9,725	\$9,725
3	Program Advertisements	\$5,000	\$5,000
<b>Totals:</b>		<b>\$0</b>	<b>\$44,725</b>

### 3.4. Private Support: Corporate \*

#	Description	Cash Match	Total
1	Contributions from Corporations	\$7,000	\$7,000
<b>Totals:</b>		<b>\$0</b>	<b>\$7,000</b>

### 3.5. Private Support: Foundation \*

#	Description	Cash Match	Total
1	Grants and Contributions from Foundations	\$26,000	\$26,000
2	CFB Endowment	\$10,000	\$10,000
<b>Totals:</b>		<b>\$0</b>	<b>\$36,000</b>

**3.6. Private Support: Other \***

#	Description	Cash Match	Total
1	Contributions from Individuals	\$163,804	\$163,804
<b>Totals:</b>		<b>\$0</b>	<b>\$163,804</b>

**3.7. Government Support: Federal \*****3.8. Government Support: Regional \*****3.9. Government Support: Local/County \***

#	Description	Cash Match	Total
1	Broward County Grant	\$38,000	\$38,000
<b>Totals:</b>		<b>\$0</b>	<b>\$38,000</b>

**3.10. Applicant Cash \*****3.11. Total Project Income:**

\$487,470

**3.12. Proposal Budget at a Glance**

Line	Item	Expenses	Income	%
A.	Request Amount	\$67,941	\$67,941	14%
B.	Cash Match	\$419,529	\$419,529	86%
	<b>Total Cash</b>	<b>\$487,470</b>	<b>\$487,470</b>	<b>100%</b>
C.	In-Kind	\$0	\$0	0%
	<b>Total Proposal Budget</b>	<b>\$487,470</b>	<b>\$487,470</b>	<b>100%</b>

**4. Additional Proposal Budget Information (optional) (1000 characters)**

Use this space to provide the panel with additional detail or information about the proposal budget. For example, if you have more in-kind than you can include in the proposal budget you can list it here.

# I. Attachments and Support Materials Page 9 of 12

Complete the support materials list using the following definitions.

- **Title:** A few brief but descriptive words. Example: "Support Letter from John Doe".
- **Description:** (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DAC credit statement and/or logo.
- **File:** The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

Content Type	Format/extension	Maximum size
Images	.jpg, .gif, .png, or .tiff	5 MB
documents	.pdf, .txt, .doc, or .docx	10 MB
audio	.mp3	10 MB
video	.mp4, .mov, or .wmv	200 MB

MacOS productivity files such as Pages, Keynote, and Numbers are not acceptable formats. Please save files into .pdf format before submission.

## 1. Required Attachment List

Please upload your required attachments in the spaces provided.

### 1.1. Substitute W-9 Form

File Name	File Size	Uploaded On	View (opens in new window)
MCSF Substitute W-9 2022.pdf	33 [KB]	6/2/2023 11:21:34 AM	<a href="#">View file</a>

### 1.2. Federal 990 Form (most recently completed)

File Name	File Size	Uploaded On	View (opens in new window)
MCSF Form990Package 5.31.22 Filed.pdf	367 [KB]	6/2/2023 11:18:43 AM	<a href="#">View file</a>

## 2. Support materials (required)\*

<b>File</b>	<b>Title</b>	<b>Description</b>	<b>Size</b>	<b>Type</b>	<b>View (opens in new window)</b>
<b>MCSF links to performance videos.pdf</b>	<b>Links to MCSF performance videos</b>		<b>108 [KB]</b>		<b>View file</b>
<b>MCSF LightShadowsArtis eblast.pdf</b>	<b>MCSF e-blast for Light in the Shadows</b>		<b>1601 [KB]</b>		<b>View file</b>
<b>MCSF bach for kids flyer.pdf</b>	<b>MCSF flyer: Bach for Kids</b>		<b>116 [KB]</b>		<b>View file</b>
<b>MCSF Crescendo Newsletter - April 2023.pdf</b>	<b>MCSF Crescendo newsletter</b>		<b>877 [KB]</b>		<b>View file</b>
<b>MCSF Brett Karlin bio 2023.pdf</b>	<b>MCSF Brett Karlin bio</b>		<b>217 [KB]</b>		<b>View file</b>
<b>MCSF verdi requiem palm beach arts review.docx</b>	<b>MCSF Verdi Requiem review</b>		<b>25 [KB]</b>		<b>View file</b>

2.1.

# J. Notification of International Travel Page 10 of 12

## Notification of International Travel

**In accordance with Section 15.182, Florida Statutes, the grantee shall notify the Department of State of any international travel at least 30 days before the date the international travel is to commence or, when an intention to travel internationally is not formed at least 30 days in advance of the date the travel is to commence, as soon as feasible after forming such travel intention. Notification shall include date, time, and location of each appearance.**

### 1. Notification of International Travel

**I hereby certify that I have read and understand the above statement and will comply with Section 15.182, Florida Statutes, International travel by state-funded musical, cultural, or artistic organizations; notification to the Division of Arts and Culture.**

# K. Single Audit Act Page 11 of 12

## Single Audit Act

**In accordance with 2 CFR 200, Subpart F - Audit Requirements; Section 215.97(2)(a) and 215.97(8)(a), Florida Statutes; and the policies and procedures established by the Division of Arts and Culture, the grantee is required to certify annually if your organization with FEIN 74-3096907 expended \$750,000 or more from all combined state sources and all combined federal sources during your organization's fiscal year. If your organization has exceeded the threshold of \$750,000, your organization will be required to comply with the Single Audit Act. You will be required to complete a separate certification form in dosgrants.com following the close of your fiscal year.**

### 1. Single Audit Act

**I hereby acknowledge that I have read and understand the above statement and will comply with: 2 CFR 200, Subpart F - Audit Requirements; Section 215.197, Florida Statutes, Florida Single Audit Act; and the policies and procedures established by the Division of Arts and Culture.**



# L. Review & Submit Page 12 of 12

## 1. Guidelines Certification

I hereby certify that I have read and understand the guidelines and all application requirements for this grant program outlined under section 265.286, Florida Statutes and incorporated by reference into Rule 1T-1.036, Florida Administrative Code.

## 2. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Master Chorale of South Florida, Inc. and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third-degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

### 2.1. Signature (Enter first and last name)

Harriet Ottenheimer

