



City of Atlantic Beach

Agenda

Arts, Recreation, and Culture Committee (ARCC) Meeting

Tuesday, June 9, 2026 - 6:00 p.m.

City Hall, Commission Chamber

800 Seminole Road, Atlantic Beach, FL 32233

Page(s)

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- 2.A. Approve minutes of the April 14, 2026 Arts, Recreation, and Culture Committee meeting. 3 - 7
[Arts, Recreation, and Culture Committee \(ARCC\) - 14 Apr 2026 - Minutes - Pdf](#)
- 2.B. Approve minutes of the May 12, 2026 Arts, Recreation, and Culture Committee meeting. 9 - 15
[Arts, Recreation, and Culture Committee \(ARCC\) - 12 May 2026 - Minutes - Pdf](#)

3. RECOGNITION OF VISITORS/PUBLIC COMMENTS

4. ONGOING BUSINESS

- 4.A. Grant Progress Reports & Highlights
- 4.B. Grant Applications FY 26 17 - 40
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5. NEW BUSINESS

6. OTHER AGENDA ITEMS/ANNOUNCEMENTS

- 6.A. Turtle Crawl Tuesday Campaign
- 6.B. Tennis Court Progress

6.C. Upcoming Events & Programs

7. ADJOURNMENT

Any person wishing to speak to the Arts, Recreation, and Culture Committee on any matter at this meeting should submit a Comment Card located at the entrance to Commission Chamber prior to the start of the meeting.

This meeting will be live-streamed and videotaped. The video recording will be posted within four business days on the City's website. To access live or recorded videos, visit www.coab.us/live.

In accordance with the American with Disabilities Act and Section 286.26 of the Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact City Clerk Donna Bartle at (904) 247-5809 or Deputy City Clerk Ladayija Nichols at (904) 247-5821 or at City Hall, 800 Seminole Road, Atlantic Beach, Florida not less than three (3) business days prior to the date of this meeting.



MINUTES
Arts, Recreation, and Culture Committee (ARCC)
Meeting
Tuesday, April 14, 2026 - 6:00 PM
City Hall, Commission Chamber

Present: Hillary Hickam, Member
Curtis Winter, Member
Ingrid McCawley, Member
Josué Cruz, Member
Desmond Demps-Brooks, Member
Kaylene Maddox, Member
Sondra Goldschmidt, Member

Absent: Lisa Goodrich,
Joseph Schwarz

Also Present: Jordan Leslie, Recreation Manager

1. CALL TO ORDER AND ROLL CALL

Chair Curtis Winter called the Arts, Recreation, and Culture Committee meeting to order at 6:00 PM on Tuesday, April 14, 2026. Recreation Manager Jordan Leslie conducted roll call with the following results:

Present: Curtis Winter, Kaylene Maddox, Desmond Demps Brooks, Josué Cruz, Ingrid McCawley, Sondra Goldschmidt, Hillary Hickam

Absent: Joseph Schwarz (stepping down from committee)

2. APPROVAL OF MINUTES

A. Approve minutes of the March 10, 2026 Arts, Recreation, and Culture Committee meeting.

Approve minutes of the March 10, 2026 Arts, Recreation, and Culture Committee meeting

Motion: A motion was made to approve the minutes of the March 10, 2026 Arts, Recreation, and Culture Committee meeting. Motion was made by Hillary Hickam and Seconded by Sondra Goldschmidt. Motion passed unanimously.

3. RECOGNITION OF VISITORS/PUBLIC COMMENTS

No visitors were present for public comments.

4. NEW BUSINESS

A. ARCC Member Update

Arts, Recreation, and Culture Committee (ARCC)
April 14, 2026

Recreation Manager Jordan Leslie provided an update on committee membership. He reported that all committee members present at the meeting were accounted for, with Joseph Schwarz stepping down from his position. Lisa Goodrich had already stepped down effective March 31st. This leaves 7 of the 9 positions filled on the committee.

Recreation Manager Jordan Leslie explained that they would need to conduct a board member review committee meeting to fill the vacancies. He had sent an email requesting that committee members share opportunities within their networks, as there were not enough applications to fill the open positions. Once sufficient applications are received, they will be sent to the board member review committee, which includes Chair Josue Cruz, for the interview and selection process.

One gentleman had attended the previous board member review committee meeting, but Chair Josue Cruz was unable to attend, so they decided to delay the interview until the next meeting to ensure proper representation.

B. 2026-27 Priority Setting

Recreation Manager Jordan Leslie presented the commission's parks and programming priorities from a recent workshop where commissioners indicated their preferences by circling items. The top commission priorities included enhancing Donner Park, with several items receiving multiple votes.

From the committee's preliminary discussions, Recreation Manager Jordan Leslie reported that signage and community garden were consistently mentioned as important priorities. Beach volleyball courts and a community pool were also mentioned by committee members.

Sondra Goldschmidt proposed adding monthly social events for Atlantic Beach residents aged 21 and older, featuring local food and beverage establishments to provide networking opportunities for residents. She described these as similar to pop-up shop events.

Hillary Hickam reiterated her continued interest in a community pool. Curtis Winter suggested rehabilitating the racquetball courts, noting they were currently unusable due to foundation issues and suggesting they could be converted to three-wall racquetball courts to make them more accessible and deter inappropriate activities.

Ingrid McCawley expressed strong support for a community garden and suggested incorporating fruit tree education, similar to programs in Durham that teach residents about growing fruit trees as part of the urban canopy.

Chair Josue Cruz suggested using QR codes at strategic locations like stop signs to provide residents with information about city activities, though the committee discussed potential safety concerns with this approach.

The discussion evolved into broader marketing and awareness needs, with committee

members recognizing that while the city has social media channels, residents need better ways to discover and follow them. The committee discussed the need for a focused marketing awareness campaign.

After extensive discussion, the committee developed a prioritized list:

- Programming at the community garden (already happening, but needs educational programming)
- Signage and marketing awareness campaign for city events
- Beach volleyball court setup
- Monthly social programming for adults
- Racquetball court rehabilitation
- Senior activities programming at Marsh Oaks
- Community pool (stretch goal)

Motion by Ingrid McCawley that ARCC recommends the priority list in order of importance: community garden engagement classes, signage and marketing awareness campaign, beach volleyball courts, monthly social events for 21+ residents, racquetball court rehab, senior activities programming, and community pool as stretch goal. Seconded by Kaylene Maddox. Motion passed unanimously.

The committee agreed to develop more detailed descriptions of each priority, with Chair Josue Cruz committing to create a document for committee input by April 23rd to prepare for presentation to the commission on April 27th. Sondra Goldschmidt volunteered to develop details for the monthly social events priority.

C. Awards Banquet

Recreation Manager Jordan Leslie announced that all committee members are invited to a volunteer appreciation banquet on May 7th at 6:00 PM at Adele Grange. The event will include food and social activities to thank volunteers and committee members, though it will not include formal awards presentations. Invitations will be sent from the City Manager's office.

5. ONGOING BUSINESS

A. Film Series

Recreation Manager Jordan Leslie reported that the next film series event is scheduled for May 28th. The Environmental Stewardship Committee requested to switch the title to "The Biggest Little Farm," and the license has been obtained. Sondra Goldschmidt is coordinating the November film screening.

B. Marsh Oaks Update

Recreation Manager Jordan Leslie provided a construction update, reporting that Marsh Oaks Community Center should be completed by July. The parking lot will take longer due to additional renovations, so the interior will be finished several months before the parking lot.

The committee will proceed with their July 11th centennial celebration event, though they will wait for full completion including the garden and parking lot before holding an official grand opening, likely in the fall. Recreation Manager Jordan Leslie offered site visits for interested committee members.

C. Grant Touchpoint & Highlights

Chair Josue Cruz introduced this as a new ongoing agenda item for committee liaisons to report on their assigned grantees. He reported positive updates from Beaches Fine Arts Series, which has successfully used ARCC funds for educational programming including a 2026 program celebrating the 250th anniversary of the Declaration of Independence, with programming planned for Atlantic Beach Elementary School. The grantee has included the City of Atlantic Beach logo on promotional materials.

Chair Josue Cruz also reported on Yoga in the Park, which has averaged about 50 participants per session and has only missed two Sunday sessions due to weather - one in 2025 and one in 2026. The funds were used to purchase wireless headset equipment.

Ingrid McCawley visited Beaches Museum and Possibilities Plus. At Beaches Museum, she reviewed the Atlantic Beach historical panels, describing them as beautiful, creative, and well-researched, covering the city's history including information about the first teacher. At Possibilities Plus, she observed the space being used by the disabled community and was impressed by the participants' gratitude for having access to the facility, including Connor's Garden for plant activities.

Sondra Goldschmidt noted upcoming visits to the canvas paint workshop and planned to report back on the comedy event scheduled for late May.

6. OTHER AGENDA ITEMS/ANNOUNCEMENTS

A. Arts in the Park 4/18

Recreation Manager Jordan Leslie reported that Arts in the Park is scheduled for this weekend with around 50 artists signed up and three judges confirmed: Sondra Goldschmidt, Ingrid McCawley, and Claudia, former chair Goodrich's colleague. The event runs from 10:00 AM to 4:00 PM at Johansen Park with music provided by North Florida Folk Network.

B. Jack Russell Park Tennis Court Resurfacing

Recreation Manager Jordan Leslie announced the tennis court resurfacing project, emphasizing improved communication based on lessons learned from the playground equipment project. The resurfacing is anticipated to start May 15th, beginning with the basketball court, which is in poor condition, followed by all six tennis courts simultaneously. The courts will be offline for approximately one month, though they hope to reopen sooner.

A comprehensive communication plan includes emails to tennis players and instructors, and social media campaigns to provide adequate notice and over-

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April 14, 2026

communicate the timeline.

C. City Tennis Professional

Recreation Manager Jordan Leslie announced the selection of Bill McConnell as the city's tennis professional through the RFQ process. McConnell previously ran the successful summer camp program.

Upcoming programming includes a tennis social on May 2nd before resurfacing begins, followed by mid-June events including a round robin social, doubles 101 clinic, live ball social, and intro to tennis clinic through August. The youth summer camp will run for three weeks in mid-July at \$25 per week, while all adult programming will be free.

The committee discussed additional agenda items, including the success of sewing classes that used bright pink door-to-door flyers for promotion, and concerns about programming timing that accommodates working residents. Desmond Brooks noted that many programs occur during daytime hours when working people cannot attend, suggesting the need for more evening and weekend programming options.

7. ADJOURNMENT

With no additional agenda items, Chair Josue Cruz adjourned the meeting.

Attest:

Jordan Leslie, Recreation Manager

Josué Cruz, Chair

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MINUTES
Arts, Recreation, and Culture Committee (ARCC)
Meeting
Tuesday, May 12, 2026 - 6:00 PM
City Hall, Commission Chamber

Present: Ingrid McCawley, Member
Desmond Demps-Brooks, Member
Kaylene Maddox, Member
Sondra Goldschmidt, Member

Absent: Hillary Hickam, Member
Curtis Winter, Member
Josué Cruz, Member

Also Present: Jordan Leslie, Recreation Manager

1. CALL TO ORDER AND ROLL CALL

The Arts, Recreation, and Culture Committee meeting was called to order at 6:00 PM on Tuesday, May 12, 2026. Recreation Manager Jordan Leslie conducted roll call.

Present: Member Desmond Demps-Brooks, Member Kaylene Maddox, Member Ingrid McAuley, Member Sondra Goldschmidt

Absent: Member Curtis Winter, Member Jose Cruz, Member Hillary Hickam (all provided advance notice of their absence)

Note: A quorum was not established. As a result, no formal votes were taken during this meeting.

2. APPROVAL OF MINUTES

A. Approve minutes of the April 14, 2026 Arts, Recreation, and Culture Committee meeting.

Due to the absence of a quorum, approval of the April 14, 2026 minutes was deferred to the next meeting.

3. RECOGNITION OF VISITORS/PUBLIC COMMENTS

Sarah Boren, a resident and member of the Environmental Stewardship Committee (ESC), addressed the committee. She shared ESC's fiscal year 2026–27 priorities as an act of cross-committee collaboration, and offered several observations and suggestions relevant to the ARCC's work.

Regarding ESC priorities, Member Boren outlined four focus areas: (1) support for passage and implementation of updates to Chapter 23 of the city code relating to tree preservation, with

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particular emphasis on protecting landmark trees; (2) parks and open spaces, including funding a marsh restoration pilot project near Dutton Island and supporting the renewal of the parks master plan from an ecological health perspective; (3) beautification through Florida-friendly public landscaping; and (4) input into the master stormwater plan.

Member Boren confirmed that Member Sondra Goldschmidt is the ARCC's point of contact for the film series. She noted that approximately \$1,095 remains in the film series budget with two more films to license, and encouraged the committee to consider requesting continued funding of \$2,000 for FY 2027 given that budget season is approaching. She suggested the possibility of a joint two-films-each partnership with ESC going forward. Initial attendance at the first screening was noted as approximately 26 attendees.

Member Boren inquired about the bright pink door-to-door flyers used to promote sewing classes, as ESC has similarly struggled with outreach. Recreation Manager Jordan Leslie identified the sewing grant recipient, Kim, as the individual who utilized that marketing approach and offered to connect Member Boren with her. Member Boren also noted that yard signs with laminated flyers placed within Howe Park had been highly effective for ESC's native planting days, and suggested that tactic for ARCC events as well.

Member Boren noted that both committees currently have open seats — ARCC has two vacancies, and ESC will have four openings beginning in January — and suggested co-promoting the opportunities. She offered to share ESC's position description and role expectations as a model for ARCC recruitment materials.

On the topic of beach access and accessibility, Member Boren raised concerns about the aging population's ability to navigate deep sand, noting the accessibility mats at the First Street lifeguard station as a positive example. She suggested expanding accessibility mats to additional beach access points and proposed a fat-tire walker reservation program modeled after the city's existing beach wheelchair program.

Member Boren expressed support for the proposed beach volleyball courts but raised a question about their permanence and potential impact on sea turtle nesting season. Recreation Manager Jordan Leslie acknowledged this had not yet been fully evaluated.

On community programming, Member Boren endorsed Member Goldschmidt's concept of monthly social events for residents and suggested leveraging existing gatherings such as the farmers market or art walk as organic meeting points. She also proposed ideas including a multigenerational game night with board game exchanges, introduction classes for bridge, mahjong, and chess, a movie night with post-screening discussion, and an Atlantic Beach book club.

Member Boren referenced ESC's longstanding goal of establishing an edible orchard and indicated that tree fund money may be available, pending commission approval, to plant fruit trees adjacent to the community garden at Marsh Oaks — possibly along the driveway rather than within the garden plots. She also encouraged the committee to consider Florida-friendly landscaping classes.

Regarding the Marsh Oaks Community Center, Member Boren described the City of

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Jacksonville's Minecraft Build Challenge, in which the Marsh Oaks Community Center served as the subject for the elementary school category, with participants tasked with reimagining it as a resilience hub. She suggested that this could serve as a community charrette tool for the upcoming center opening, anticipated for mid-September, and invited ARCC to partner with ESC on community engagement workshops around the center's programming and resilience hub potential.

4. NEW BUSINESS

A. 2026-27 Budget & Programming Discussion

Recreation Manager Jordan Leslie presented a proposal to transition certain established grant-funded programs into the city's recurring operating budget, consistent with the committee's prior guidance against awarding grants to the same program for more than three years. The programs identified for potential transition included the Brush Up painting class, chair yoga, New Age Hippy, preventative health, tai chi, and yoga in the park. Recreation Manager Jordan Leslie suggested consolidating the fitness-oriented programs under a single city-funded line item, noting that tai chi is already administered through the city.

Committee members expressed general agreement with the approach. Member Goldschmidt noted that Brush Up is well-established and would benefit from stable funding without the administrative burden of the grant cycle. The committee acknowledged that moving programs into the city budget would reduce the available grant pool, which was discussed as an acceptable trade-off that would open grant opportunities to newer programs.

Member Demps-Brooks raised a concern about the scheduling of fitness programs, noting that most classes are offered during daytime hours and are inaccessible to working residents. Recreation Manager Jordan Leslie acknowledged this limitation and noted that bringing these programs under the city's direct administration would provide greater flexibility in setting time slots and selecting instructors with evening availability. The committee agreed that future grant applications should also be evaluated with scheduling accessibility in mind, and that presenting grantees should be asked directly about their availability for evening or weekend programming.

Member Demps-Brooks further suggested that rather than reducing the ARC grant pool, the city could absorb the costs of the transitioned programs in a manner similar to how funding is provided to schools, thereby preserving the committee's grant budget in full. Recreation Manager Jordan Leslie indicated this could be requested, though commission approval would be required.

Recreation Manager Jordan Leslie indicated he would proceed with incorporating the identified classes into the city budget proposal and work on determining what grant funding would remain available to the committee.

B. Centennial Celebration Planning

Recreation Manager Jordan Leslie briefed the committee on planning for the city's

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Centennial Celebration event scheduled for July 11, 2026, at Marsh Oaks Community Center. The event is designed to celebrate the city's 100th birthday and America's 250th anniversary, and will also serve as a soft opening of the Marsh Oaks facility. The official ribbon cutting is planned for September, once the community garden and parking lot are complete.

Recreation Manager Jordan Leslie noted that the operational elements are largely in place. Confirmed programming includes a greeting from Florida's Secretary of State (a Neptune Beach resident), a Color Guard and National Anthem performed by a Navy saxophone player, a reading of the Declaration of Independence by commissioners and potentially a Benjamin Franklin costumed actor, a 360-degree photo booth, face painters, Rhett the Juggler, centennial and veteran-specific pins, mini American flags to be distributed by the Daughters of the American Revolution, a luau performance by Clonnie Rose, and a citizen performer, Kathy Lee. Naval Commanding Officer Captain Trumbull has given a tentative confirmation as a featured speaker.

A committee member noted knowing an individual who owns a Benjamin Franklin costume through Franklin Investments and offered to make an introduction. Recreation Manager Jordan Leslie welcomed the connection and indicated that revolutionary-era costumes for participants reading the Declaration would enhance the presentation.

The discussion turned primarily to marketing and promotion. Recreation Manager Jordan Leslie proposed ordering approximately 30 yard signs to be placed at high-visibility locations including the five-way intersection, Plaza at Mayport, and the Town Center, drawing on the success of that approach at prior events. Member Goldschmidt suggested mailing or distributing a postcard to every residence, potentially with a raffle incentive for those who bring it to the event. The committee also discussed distributing flyers at local businesses, particularly in the Town Center, and the potential for a geographically targeted Facebook advertisement.

Logistics discussed included the use of the Marsh Oaks Community Center as a cooling center, the possibility of a JTA bus for additional cooling and ADA-accessible transportation, misting fans as a contingency if air conditioning is not operational, and a parking plan that would utilize the adjacent church's lot. Sunscreen and cooling towels purchased for the event were also noted.

Member Demps-Brooks emphasized that the committee chair should be prominently represented in the program as the committee's main representative. Recreation Manager Jordan Leslie clarified that the document distributed was an internal site map and timeline, not a public-facing program.

Member Goldschmidt asked about the distinction between the July 11 event and the September ribbon cutting. Recreation Manager Jordan Leslie confirmed that the July event will be the large public celebration, while September will be a smaller, scaled-down ceremony.

Recreation Manager Jordan Leslie noted that yard signs and promotional materials would be ready by the next meeting on June 9, and that committee members could

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assist with distribution. A committee table at the farmers market was also proposed as a promotional opportunity ahead of the event.

5. ONGOING BUSINESS

A. Tennis Instructor Policy Recommendations

Recreation Manager Jordan Leslie presented a one-page policy document consolidating existing rules and expectations for permitted tennis instructors at Jack Russell Park. The document was described as drawing together guidance currently scattered across multiple sources, with the goal of making expectations clear and enforcement practical given limited staff supervision capacity.

The primary public complaint prompting the policy relates to instructors conducting lessons outside of their assigned courts (courts 4, 5, and 6), causing tennis balls to spill onto adjacent courts and disrupting public play. The policy document establishes a progressive discipline framework: verbal warning, written warning, and permit revocation for a third offense.

Member Goldschmidt confirmed the committee had reviewed the document previously and found it comprehensive, specifically noting that it addresses complaint contact information and the notification process. Recreation Manager Jordan Leslie confirmed the policy would be distributed directly to all registered instructors.

On the matter of proration and permit extensions, Recreation Manager Jordan Leslie noted that the city has already applied this practice during the current court resurfacing project, offering instructors a two-month permit extension for a disruption expected to last slightly over one month.

Recreation Manager Jordan Leslie also reported on a practice piloted during the resurfacing period: requiring instructors to reserve a specific court and time slot in advance. With courts temporarily unavailable at Jack Russell Park, instruction was relocated to Bull Park's single court on a reserved time-slot basis, which worked considerably better than the existing first-come, first-served arrangement. The committee expressed support for formalizing this reservation system more broadly. Recreation Manager Jordan Leslie acknowledged that a proper online booking platform is not yet available, but indicated that a shared spreadsheet or similar tool could serve as an interim solution. Member Goldschmidt noted that a reservation system could help resolve future conflicts beyond the instructor context as well.

It was clarified for the record that in the absence of a reservation system, the public retains the right to use any court on a first-come, first-served basis, and instructors may not displace members of the public.

B. Grant Touchpoint & Highlights

A committee member reported an intention to attend the chair yoga class the following Friday to conduct an informal check-in after not receiving a response to a prior email inquiry to the grantee.

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Member Goldschmidt reported that the Brush Up paint class was well-executed and enthusiastically recommended it to other committee members as a high-quality monthly Friday evening program. She also noted that she had submitted the grantee progress form and planned to attend the upcoming comedy event.

Member Goldschmidt raised a concern regarding the sewing class grant. She reported that a class had been advertised via pink flyers distributed door-to-door, and that she and others arrived at the service desk on the scheduled date to find the center closed and the instructor absent. No follow-up communication was sent to registered participants. Recreation Manager Jordan Leslie acknowledged the issue, noting that upon investigation the class had never been added to the facility calendar, explaining the disconnect. He committed to following up with the grantee, identified as Kim, to confirm her programming status and determine which committee member is serving as the liaison for that grant.

Member Demps-Brooks noted that the pink flyers had not been distributed in his area of the city, raising a question about the distribution method. Member Goldschmidt clarified that the flyers appeared to have been placed on doors rather than in mailboxes, though the precise distribution area was unknown.

6. OTHER AGENDA ITEMS/ANNOUNCEMENTS

A. New Farmer's Market Operator

Recreation Manager Jordan Leslie announced that the Commission has approved a new farmers market operator, Dig Local, and that a contract is currently being finalized. The transition is expected to take effect within the next couple of months.

Recreation Manager Jordan Leslie described opportunities associated with the new operator, including the potential for a weekday market at Marsh Oaks Community Center, which had been offered to Dig Local as part of the arrangement. He noted there had historically been a market at Bull Park and, at one point, in the former K-Mart parking area. The committee expressed enthusiasm for a weekday market format that could complement social programming at the new center.

The new operator has agreed to a vendor cap of 50 vendors and 2 food trucks, down from a prior high of approximately 70 vendors, with the aim of improving the experience and managing congestion. Dig Local is also required to submit a written parking plan. Recreation Manager Jordan Leslie noted that vendors are expected to park off-site, though enforcement has historically been inconsistent.

On the topic of marketing and branding, Recreation Manager Jordan Leslie indicated that new signage — including feather signs — and a new farmers market logo are planned to coincide with the operator transition.

The committee discussed the possibility of staffing a city information table at the farmers market on a Sunday prior to the July 11 event to promote the Centennial

Celebration and other programming. Recreation Manager Jordan Leslie confirmed a city table spot is available and invited committee members to coordinate a date with him.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:45 PM.

Attest:

Jordan Leslie, Recreation Manager

Josué Cruz, Chair

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CITY OF ATLANTIC BEACH

Program Narrative Template

Arts, Recreation & Culture Grant Program

Applicant Information

Organization / Applicant Name:

Grant Cycle / Year: Application Date:

Primary Contact Name:

Phone: Email:

Program Overview

Program / Project Title:

Program Start Date: Program End Date:

Program Location / Venue:

Total Project Cost: Amount Requested:

Program Description

Describe the program/project in detail (purpose, activities, artistic/cultural significance):

Target Population

Who will benefit from this program?

Estimated # of Participants: Age Range:

CITY OF ATLANTIC BEACH
Program Narrative Template
Arts, Recreation & Culture Grant Program

Community Need & Impact

What community need does this program address? How will the community benefit?

Goals & Objectives

List measurable goals and objectives for this program:

Evaluation Plan

How will success be measured? Describe your evaluation methods and metrics:

Sustainability

How will this program be sustained beyond the grant period?

CITY OF ATLANTIC BEACH

Program Narrative Template

Arts, Recreation & Culture Grant Program

Organizational Capacity

Describe your organization's experience and capacity to carry out this program:

Partnerships & Collaborations

List any partner organizations and describe their roles:

Attachments Checklist

- Program Budget
- Organizational Background
- Timeline & Deliverables
- Letters of Support
- Marketing Samples Cover Sheet
- IRS Determination Letter (if applicable)

Certification & Signature

I certify that all information contained in this application is accurate and complete, and that the applicant will comply with all applicable laws, regulations, and grant requirements of the City of Atlantic Beach Arts, Recreation & Culture Grant Program.

Authorized Signature

Date

Printed Name

Title



CITY OF ATLANTIC BEACH
Program Budget Template
Arts, Recreation & Culture Grant Program

Applicant Information

Organization / Applicant Name:

Grant Cycle / Year:

Program Title:

Projected Revenue

Revenue Source	Type	Amount Requested	Other Funding	Total
COAB Grant Request				
City/Municipal Funding				
State/Federal Grant				
Corporate Sponsorship				
Ticket / Admission Sales				
Donations / Fundraising				
In-Kind Contributions				
Other Revenue				
TOTAL REVENUE				

Projected Expenses

Expense Category	Description	Grant Funds	Other Funds
Personnel / Wages			
Artist / Performer Fees			
Venue / Facility Rental			
Equipment / Technology			
Marketing / Advertising			
Supplies / Materials			
Travel / Transportation			
Administrative / Indirect			
Other Expenses			
TOTAL EXPENSES			

CITY OF ATLANTIC BEACH
Program Budget Template
Arts, Recreation & Culture Grant Program

Budget Narrative

Provide a detailed justification for each expense line item:

Budget Summary

Total Project Budget:

COAB Grant Requested:

Other Confirmed Funding:

Budget Gap (if any):

Additional Notes:



CITY OF ATLANTIC BEACH

Organizational Background Template

Arts, Recreation & Culture Grant Program

Organization Information

Legal Name of Organization:

DBA / Common Name (if different):

Mailing Address:

City: State: ZIP:

Main Phone: Website:

Organization Email: Year Founded:

Organization Type

- | | |
|----------------------------------|------------------------------|
| 501(c)(3) Nonprofit | Government / Public Agency |
| School / Educational Institution | For-Profit Arts Organization |
| Unincorporated Arts Group | Other |

If 'Other', please describe:

IRS / Tax Information (Attach Current W-9)

EIN / Tax ID Number: IRS Determination Date:

Fiscal Year (start month – end month):

Most Recent Annual Budget: Total Paid Staff (FTE):

Total Volunteers: Board Members:

Mission & History

State your organization's mission:

Provide a brief history of your organization (founding, key milestones):

CITY OF ATLANTIC BEACH

Organizational Background Template

Arts, Recreation & Culture Grant Program

Programming & Track Record

Describe your organization's primary programs and services:

List up to three recent programs/projects demonstrating success (include dates, outcomes):

Leadership & Governance

Executive Director / CEO Name:

Board Chair / President Name:

Briefly describe key staff/leadership relevant to this grant:

Financial Health

Current Year Projected Revenue:

Current Year Projected Expenses:

Prior Year Actual Revenue:

Prior Year Actual Expenses:

Describe any significant financial challenges and how they are being addressed:

CITY OF ATLANTIC BEACH

Organizational Background Template

Arts, Recreation & Culture Grant Program

Previous COAB Grants

Have you received a COAB Arts, Recreation & Culture Grant before? (Yes / No)

If yes, list previous grants (year, amount, project, and outcomes):

Community Connections

Describe your organization's ties to the Atlantic Beach community:

List any current community partners or collaborative relationships:

Certification & Signature

I certify that the information provided in this Organizational Background Template is accurate and complete to the best of my knowledge.

Authorized Signature

Date

Printed Name

Title



CITY OF ATLANTIC BEACH

Timeline & Deliverables Template

Arts, Recreation & Culture Grant Program

Applicant Information

Organization / Applicant Name:

Grant Cycle / Year: Program Title:

Program Start Date: Program End Date:

Project Timeline

Phase	Start Date	End Date	Activity / Milestone	Responsible Party	Deliverable / Outcome
Planning					
Pre-Production					
Implementation					
Mid-Program					
Completion					
Evaluation					
Reporting					
Closeout					
Follow-up					
Additional					

Key Deliverables Summary

Deliverable 1:

Deliverable 2:

Deliverable 3:

Deliverable 4:

Deliverable 5:

CITY OF ATLANTIC BEACH
Timeline & Deliverables Template
Arts, Recreation & Culture Grant Program

Performance Measures				
Objective	Measure / Indicator	Baseline	Target	Data Source

Reporting & Compliance Schedule	
Progress Report #1 Due Date: _____	Progress Report #2 Due Date: _____
Final Report Due Date: _____	Financial Reconciliation Due: _____

Risks & Contingency Planning
Identify potential risks and describe your contingency plans: _____ _____ _____

Certification & Signature

I certify that this timeline accurately reflects the proposed program schedule.

_____ Authorized Signature	_____ Date
_____ Printed Name	_____ Title



CITY OF ATLANTIC BEACH
Marketing Samples Cover Sheet
 Arts, Recreation & Culture Grant Program

Applicant Information

Organization / Applicant Name:

Grant Cycle / Year: Program Title:

Primary Contact Name: Email:

Phone:

Purpose of This Cover Sheet

Use this cover sheet to organize and describe all marketing materials submitted with your grant application. Attach physical or digital samples (flyers, posters, programs, press clippings, social media screenshots, etc.) with this sheet. Each sample must be referenced in the table below.

Marketing Materials Inventory

#	Type of Material	Title / Description	Date / Year	Target Audience	Relevance to Grant
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Marketing Strategy Summary

Briefly describe your overall marketing and outreach strategy for this program:

CITY OF ATLANTIC BEACH

Marketing Samples Cover Sheet

Arts, Recreation & Culture Grant Program

Digital & Social Media Presence

Organization Website:

Facebook Page / URL: Instagram Handle:

Twitter / X Handle: YouTube Channel:

Other Platform: Followers / Reach (approx.):

Press & Media Coverage

List any press coverage, news articles, or media features related to this or past programs:

Accessibility & Outreach

Describe how you will reach underserved or underrepresented populations in Atlantic Beach:

COAB Co-Branding Requirements

Grantees must credit the City of Atlantic Beach in all marketing. Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Logo placement on printed materials | <input type="checkbox"/> Logo on digital/social media posts |
| <input type="checkbox"/> Verbal acknowledgment at events | <input type="checkbox"/> Press release credit |
| <input type="checkbox"/> Program booklet acknowledgment | <input type="checkbox"/> Other (describe below) |

Other co-branding details:

Certification & Signature

I certify that all materials submitted are representative of actual marketing efforts for this program.

Authorized Signature _____ Date _____

Printed Name _____ Title _____



CITY OF ATLANTIC BEACH

Final Report Template

Arts, Recreation & Culture Grant Program

Grantee Information

Organization / Grantee Name:

Program / Project Title:

Grant Award Amount:

Grant Cycle / Year:

Program Start Date:

Program End Date:

Report Submitted By:

Date of Submission:

Phone:

Email:

Executive Summary

Provide a brief summary of the program and its overall outcomes:

Program Implementation

Describe how the program was implemented. Note any changes from the original proposal:

CITY OF ATLANTIC BEACH
Final Report Template
Arts, Recreation & Culture Grant Program

Challenges & Lessons Learned

Describe any challenges encountered and how they were addressed:

What lessons were learned that would improve future programs?

Community Impact

Describe the broader impact on the Atlantic Beach community (cultural, social, economic):

Media & Marketing Results

Summarize media coverage, marketing outcomes, and audience reach achieved:

Future Plans

Describe plans to sustain, expand, or replicate this program in the future:

CITY OF ATLANTIC BEACH
Final Report Template
Arts, Recreation & Culture Grant Program

Financial Report			
Budget Category	Budgeted Amount	Actual Spent	Variance (+/-)
Personnel / Salaries			
Artist / Performer Fees			
Venue / Facility Rental			
Equipment / Technology			
Marketing / Advertising			
Supplies / Materials			
Travel / Transportation			
Administrative / Indirect			
Other Expenses			
TOTAL			

Financial Narrative

Explain any budget variances greater than 10% and how funds were reallocated:

Grant Fund Usage Certification

I certify that COAB grant funds were used solely for the purposes described in the approved grant application, and that all information in this Final Report is accurate and complete.

Authorized Signature _____
Date

Printed Name _____
Title

- Final Report Attachments Checklist**
- Final Financial Statement / Receipts
 - Attendance Records / Sign-in Sheets
 - Participant Surveys / Evaluations
 - Press Clippings / Media Coverage
 - Photos / Documentation of Events
 - Updated Marketing Materials
 - Letters of Appreciation / Testimonials

City of Atlantic Beach

Arts, Recreation, & Culture Grant Information 2026-27

ORGANIZATIONS & INDIVIDUALS

Updated 5/22/2026

Thank you for your interest in applying for an Arts, Recreation & Culture Grant from the City of Atlantic Beach. Here, in Atlantic Beach, we place a high priority on arts and recreation as a key indicator of a good quality of life for our residents; therefore, our City Commission has allocated funding to support these activities.

If you've applied for a grant in the past, you'll find that we've made some changes.

First, schools are not eligible to apply for Arts & Recreation Grant funding. The City Commission may disperse any funding it allocates to schools through the regular budget planning process.

Second, Grant funding is only available for Arts & Recreation programming. Applications will not be considered for facility improvements or operational needs.

Third, Grant funding is only intended to be available to the same program for a maximum of three years and is at the discretion of the Arts, Recreation & Culture Committee.

The entire application process is online to save some trees, as we here in AB are always wanting to do. Please use the provided templates to fill out the requested information.

Please note the timeline we have outlined within this application. We will be requiring each recipient to submit a Final Report at the end of this grant cycle. A template is attached in the Appendix.

Let's get started...

Updated 5/22/2026

REQUEST FOR PROPOSAL (RFP)

City of Atlantic Beach Arts & Recreation Grant Giving Guidelines and Eligibility Requirements

1. The City of Atlantic Beach seeks to support arts and recreation events and programs that are physically and financially accessible to all residents, with priority consideration given to events or programs that are held within COAB city limits.
2. The City of Atlantic Beach will NOT consider grants for:
 - a. Organizations that discriminate, including but not limited to, on the basis of race, gender, gender identity, sexual orientation, ethnic orientation, country of origin, citizenship, veteran, or disability status.
 - b. Religious organizations, unless they are engaged in programs that are secular and benefit a broad base of the community.
 - c. Political groups.
 - d. Facility improvements or operations
3. Programs and/or events must be completed within the fiscal year of this grant award.

Grant Expenditures and Accountability

1. The maximum grant awarded is \$5,000.
2. Grant recipients are required to maintain and provide financial records to support claimed expenditures pertaining to the successful completion of the project or event. (In other words, show us how you spent the money.)
3. On-going projects or programs will be required to submit a mid-term Progress Report at a milestone determined by the City Staff. Mid-term Progress Reports will be submitted to the Arts & Recreation Committee.
4. Upon completion of program or event, a Final Report outlining the success of the event or program will be submitted to the Arts & Recreation Committee. Any media produced highlighting the event or program should be included in this Final Report along with lessons learned and opportunities for improvement, if any.
5. Significant non-compliance issues will be taken into consideration and may affect future funding by COAB.

For more information, please contact:

City of Atlantic Beach
Jordan Leslie, Recreation Manager
jleslie@coab.us
(904) 625-0257

Updated 5/22/2026

Key Timeline for FY 2026-2027 Grant Period:

June 1, 2026	2025-2026 Grantees Progress or Final Reports Due
June 15, 2026	Electronic Request for Proposal goes live. Press release issued.
June 23, 2026 – 6:00 p.m.	Public meeting to review grant and FAQs. (Potential applicants are invited to attend, but attendance is not mandatory.)
July 27, 2026 – 11:59 p.m.	Deadline for FY 2026-27 Arts & Recreation grant proposals. The Recreation Manager will collect all applications as they are received and forward eligible applications to the Arts Recreation and Cultural Advisory Committee (ARCC) within three (3) days of submission deadline.
August 7, 2026	Notify semi-finalists, who will be required to present a brief summary of their proposal and answer questions from the ARCC.
August 26, 2026 9 a.m. to 5 p.m.	MANDATORY presentations to ARCC. Specific times of the presentations TBD.
September 8, 2026	Recreation & Culture Committee will vote and make recommendations on funding at this regularly scheduled meeting.
October 12, 2026	Committee presents grant recommendations to the City Commission at their regularly scheduled meeting.
October 19, 2026	Applicants are notified regarding awards.
October 20, 2026 – November 20, 2026	Grant agreements are dispersed and required to be returned along with the required documents to receive funds. Grantees are provided a rubric for progress/final reports Payments to schools; ongoing events receive incremental payments.

Updated 5/22/2026

Submit Required Application Documents (Templates Provided):

1. Program Narrative
2. Program Budget
3. Organization Background
4. Key Milestones and Deliverables
5. Marketing Plan

Updated 5/22/2026

IMPORTANT NOTES:

1. Only one (1) grant per eligible applicant. Organizations may apply for grants for multiple separate programs at the discretion of the Arts, Recreation & Culture Committee.
2. The City Commission and/or the Arts, Recreation & Culture Committee, at its discretion, may modify the contribution award to qualified recipients based on merit of proposal and/or number of other qualified applications received. The contribution award may not exceed the maximum amount of available financial resources of the FY Annual Atlantic Beach Community Contribution Program as approved under the City's Annual Operating Budget.
3. If the amount awarded is less than the amount requested, applicants must be prepared to submit a revised program budget and description reflecting changes in scale, if applicable.
4. Applications received after deadline or outside of online application will NOT be accepted.
5. Organizations already receiving funds, financial support from the City of Atlantic Beach, or have a Facilities Use Agreement during the FY may not apply for additional funding.
6. Expenses must be directly related to proposed program or event services, materials, or activities occurring within the award period.
7. Awardees will be required to maintain financial records to support claimed expenditures and project accomplishments.
8. Progress Reports (in the case of ongoing programs) and/or Final Reports will be submitted by the applicant to City Staff after key milestones or completion.
9. The Final Report is due 30 days following completion of the program or event. If the Final Report is not received within 30 days following completion of program or event, the award recipient will be required to immediately reimburse the City of Atlantic Beach grant funds.
10. City Staff will review submitted copies of paid receipts/invoices and a written final report to ensure that funds were spent in compliance with the approved application. Applicant will be required to reimburse the City of Atlantic Beach for all inappropriately spent funds.
11. Significant non-compliance issues will be taken into consideration and may affect future funding decisions jointly made by the City Commission.
12. All eligibility criteria is administered and determined by the Recreation Manager and the Arts, Recreation & Culture Committee.
13. All decisions made on eligibility by the Atlantic Beach City Commission, Recreation Manager, and the Arts, Recreation & Culture Committee are deemed final.
14. Arts & Recreation Grant applicant and recipients agree to indemnify and hold harmless the City of Atlantic Beach from all liability, defense costs, including other fees, loss or damage which the City may suffer as a result of claims, demands, costs or judgment against it, arising from all activities engaged by grant recipients in its use of public funds.
15. Applicants must be available for site visits during the application process, if requested, and successful grantees must be available for site visits during program activities or events.

Updated 5/22/2026

CITY OF ATLANTIC BEACH
Event Management Plan – Centennial Celebration

SITE PLAN – Vets Park



Timeline

10:00 AM – Greeting from Mayor Ford and Introduction of Secretary of State Cord Byrd
10:05 AM – Beaches Honor Guard
10:10 AM National Anthem (Navy Officer Jarell Harris)
10:15 AM America the Beautiful (Sarah McCawley, Citizen)
10:20 AM – Reading of Declaration of Independence

10:25-10:45 AM – Guest Speaker (Capt. Mike Trumbull)
10:45 AM – Tribute to Soldier (Cathy Lee, Citizen)
10:50 – 11:00 AM – Stage Transition
11 AM – 1 PM – Music by Kalani Rose
1:00 – 1:45 PM – Luau Show
1:45 – 2:00 PM – Photos with Kalani
2:00 PM – Event Breakdown

100
CITY OF ATLANTIC BEACH
FLORIDA
CENTENNIAL
celebration

SATURDAY, JULY 11

10 a.m. - 2 p.m.
Beaches Veterans
Memorial Park

