



TO: DDA Board Members
DATE: September 5, 2025
RE: Space of Mind DDA Grant Request - Annual Haunted House and Block Party

This document is provided as an overview to the board members with details on the DDA Grant Request above mentioned as provided by the applicant.

SUMMARY

Business/Organization Name:

Space of Mind, Inc.

Contact Name: Ali Kaufman

Applying for:

☒ Activation/Event

EVENT: Annual Haunted House and Block Party

DATE: Friday, October 24 at 102 N Swinton Avenue – 6:00PM

Location: This event will take place on the SOM campus property; in the schoolhouse building and in both parking lots. In addition, we are closing down NE 1st Street from Swinton to NW 1st Ave.

Anticipated attendance: 400 to 500 attendees

Space of Mind, in partnership with the Community Classroom Project (CCP), will host its annual Haunted House and Block Party on Friday, October 24 at 6:00 PM at 102 N Swinton Avenue in downtown Delray Beach. This free, family-friendly event invites the public to explore our creative campus and experience student-led installations, performances, and activities designed around this year's theme, "Renaissance Scare."

The event supports CCP's mission to reduce learning-related stress through creativity and connection, while also raising scholarship funds to expand access to programs in culinary, music, STEM, and the arts for local youth.

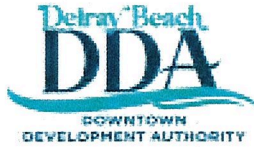
The proceeds will fund scholarships that allow Delray Beach students to access CCP's creative education programs, while partnerships with other local youth organizations will provide performance, volunteer, and networking opportunities.

REQUESTED GRANT AMOUNT: \$2,000, which will be put towards supplies and rentals

Total revenue estimated - \$21.124

Total Expenses - \$16.784

Revenue - Expenses = \$4.340 All profits are donated to CCP's scholarship fund



Placemaking Art & Activation Grant Program Downtown Delray Beach

ABOUT DOWNTOWN DELRAY DDA:

The DDA's mission is to stimulate, enhance and sustain the economic vitality of downtown Delray Beach and the quality of life enjoyed by locals and visitors.

As the Place Management organization for the Downtown, it is this organizations responsibility and mission to enhance and sustain the economic vitality of Downtown and the quality of life enjoyed by visitors and residents. Placemaking, as explained in "Projects for Public Places" *inspires people to collectively re imagine and reinvent public spaces as the heart of every community. Strengthening the connection between people and the places they share, placemaking refers to a collaborative process by which we can shape our public realm in order to maximize shared value.*

ABOUT THE ART & ACTIVATION GRANT PROGRAM:

By allocating a small portion of funds towards the enhancement of the art and activation of spaces, this will increase the viability and provide a wider variety of opportunities to enhance the art scene and shopability of Downtown Delray Beach. This grant is to provide support for activating public spaces to culturally enhance our community by building environments at the local level.

The purpose of this grant is to engage the community to be proactive in identifying positive ways to improve the health and well-being of the community, while also providing a platform to be creative with space. We are looking for creative solutions that transform our community and your Downtown! **GOALS:**

- Incorporate more art, culture, engagement within the entire Downtown DDA district -
- Make our vacant parcels, storefronts, buildings, and neighborhoods vibrant and vital -
- Increase community engagement with Downtown
- Bring artists, art organizations, businesses, government and the community together to develop positive experiences

ART ACTIVATION FUNDING GRANT APPLICATION

The DDA Placemaking Art and Activation Grant fund will provide a limited number of small grants to businesses, property owners, or cultural organizations located within the Downtown Development Authority District that will fit within the criteria proposed.

TYPES OF GRANTS AVAILABLE & CRITERIA:

1. Murals OR Art Installations:

- o Mural art installations which are reflective of the history, culture and environment of the Downtown creating instagramable experiences. These can be new projects or restorations of existing murals which are now landmarks within the downtown community.

- Project area to be on private property with approval from the property owner or in a select and approved public space (approved by the city and DDA)
- Funding: 50% of the art installation or \$2000 maximum
- 2. Art pieces or amenities:** Art which would be installed in the public realm in a storefront or back of a business which enhances the character of the area; Examples: Benches, signage, Lighting, plants.
 - **Funding: \$250.00 per applicant**
- 3. Activations:** cultural events or programs in areas which engage and include the community of Delray Beach in underutilized areas of downtown
 - Sponsorship of an activation event within the DDA district excluding E. Atlantic Ave from Swinton to Federal Hwy
 - Event to be inclusive of the community, equitable and driving positive image of Downtown Delray Beach – please describe how the event accomplishes this goal.
 - **Include size of event both with vendors and attendance, total budget and economic impact to the community**
 - Funding: up to \$2000

All applications to include why there is a request for funding and why this program is needed in Downtown Delray Beach. Full details of how the funding will be used is necessary. *All approved grants to provide a recap of the project no later than three months following the conclusion of the program or project.*

APPLICATION

APPLICATION:

Application to be completed and submitted to info@downtowndelraybeach.com and reviewed by the Executive Director for preapproval. The DDA Board of Directors will provide final approval at the monthly board meeting.

PART A: Business/Organization Profile:

Business/Organization Name: Space of Mind, Inc.

Contact Name: Ali Kaufman

Contact Phone: (561) 894-8772

Contact Email: ali@myspaceofmind.com

Business/Organization Address: 102 N Swinton Avenue

Business/Organization Phone: (561) 894-8772

Number of years operating: 21 Years

- **Required Documents:** Attached below
 - Proof of BTR (Business Tax Receipt) or other proof of operations
 - Proof of business's state business license (Sunbiz)
 - W-9 Form

Select which Grant Applying for:

☐ Mural or Art Installation

☐ Art Amenity

☒ **Activation/Event**

PROJECT DESCRIPTION REQUIRED FOR ALL REQUESTS:

Space of Mind, in partnership with the Community Classroom Project (CCP), will host its annual Haunted House and Block Party on Friday, October 24 at 6:00 PM at 102 N Swinton Avenue in downtown Delray Beach. This free, family-friendly event invites the public to explore our creative campus and experience student-led installations, performances, and activities designed around this year's theme, "*Renaissance Scare*."

The event supports CCP's mission to reduce learning-related stress through creativity and connection, while also raising scholarship funds to expand access to programs in culinary, music, STEM, and the arts for local youth. Students will lead all aspects of planning and production as part of their interdisciplinary, project-based learning curriculum, making the event a celebration of student voice and community engagement.

The Haunted House and Block Party has become a beloved annual tradition and a gateway for families to learn about SOM and CCP's shared mission to serve Delray youth through innovative, inclusive education.

CRITERIA REQUIREMENTS: (complete by providing all details required based on the criteria above)

The Haunted House and Block Party will take place at 102 N Swinton Avenue, activating a vibrant but less-utilized section of downtown Delray Beach outside the high-traffic zone of East Atlantic Avenue between Swinton and Federal. The event is intentionally designed to be inclusive, accessible, and family-friendly, welcoming residents of all ages and backgrounds to participate in a joyful community experience. We anticipate 400 to 500 attendees, along with participation from one Delray Beach Chamber-member for-profit partner, five local vendors and merchants, and four local nonprofit organizations. With a total event budget of \$16,000, the evening will generate direct revenue and visibility for participating vendors while also increasing foot traffic to neighboring businesses. The proceeds will fund scholarships that allow Delray Beach students to access CCP's creative education programs, while partnerships with other local youth organizations will provide performance, volunteer, and networking opportunities. This activation reinforces a positive image of downtown Delray Beach as a vibrant, welcoming, and creative community that values collaboration between local businesses, nonprofits, and families.

TOTAL COSTS OF THE PROJECT: \$16,000

TOTAL COSTS REQUESTED: \$2,000

Terms of Funding

- 1.) Use and Purpose of Funding
 - a. This funding must only be used for the purposes of the Place Making and Activation Grant application
 - b. Recipient must not transfer or assign the funding to any other individual or entity
- 2.) Payments
 - a. If funding is approved, the recipient will be advised of the amount and fifty percent will be provided prior to the completion of project and fifty percent following the program or project b. W9 must be provided with application
- 3.) Project completion time
 - a. Project needs to be conducted in the fiscal year of funding requested

The Downtown Development Authority is the Place Management organization and it is our responsibility and mission to enhance and sustain the economic vitality of the heart of the city. The DDA team has lead

the activation and placemaking efforts throughout the Downtown for many years and recommend implement this program which would allow for more art and culture within the downtown.

Again, Placemaking, as explained in "Projects for Public Places" *inspires people to collectively re-imagine and reinvent public spaces as the heart of every community. Strengthening the connection between people and the places they share, placemaking refers to a collaborative process by which we can shape our public realm in order to maximize shared value.*

State of Florida

Department of State

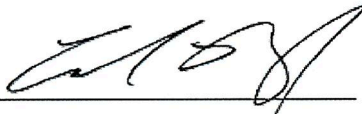
I certify from the records of this office that SPACE OF MIND, LLC is a limited liability company organized under the laws of the State of Florida, filed on February 11, 2008, effective May 27, 2005.

The document number of this limited liability company is L08000014717.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025, that its most recent annual report was filed on February 19, 2025, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-third day of July, 2025*




Secretary of State

Tracking Number: 7851717245CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**Request for Taxpayer
Identification Number and Certification**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Space & Mind LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

102 N. Swinton Ave.

Requester's name and address (optional)

6 City, state, and ZIP code

Delray Beach FL 33444

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

90 - 0355630

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign
Here**

Signature of
U.S. person ►

Albert

Date ► **7/25/2025**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CITY OF DELRAY BEACH

173755

LOCAL BUSINESS TAX RECEIPT & CONTRACTOR REGISTRATION

RESTRICTION: **NO ALCOHOL/EDUCATION- INSTRUCTIONAL ACTIVITY/EVENTS**

OWNER/QUALIFIER: SPACE OF MIND LLC

BUSINESS NAME: SPACE OF MIND LLC

LOCATION: 101 NW 1ST AVE

CLASSIFICATION: MISCELLANEOUS OCCUPATION

RECEIPT NO 25 00072888

CONTROL NO 157046

DATE ISSUED: 9/04/24

BUSINESS TAX FEE: 190.30

DELINQUENT FEE: .00

TRANSFER FEE: .00

TOTAL AMOUNT PAID: 190.30

SPACE OF MIND LLC
101 NW 1ST AVE
DELRAY BEACH FL 33444

BUSINESS TAX RECEIPT ISSUED FOR THE PERIOD
OCTOBER 1 2024 TO SEPTEMBER 30 2025

**BUSINESS TAX RECEIPT MUST BE
CONSPICUOUSLY DISPLAYED TO
PUBLIC VIEW AT BUSINESS LOCATION**

Notice: This business tax receipt becomes NULL and VOID if ownership, business name, or address is changed.

CITY OF DELRAY BEACH

BUSINESS TAX RECEIPT INFORMATION

DATE ISSUED: 9/04/24

BUSINESS TAX RECEIPT ISSUED FOR THE PERIOD
OCTOBER 1 2024 TO SEPTEMBER 30 2025

- Business Tax Receipt must be posted in a visible location so that it can be viewed by anyone upon entering your place of business.
- Business Tax Receipts are renewed annually on September 30 of each year. As a courtesy, we will mail renewal reminders in July. However, if you do not receive a renewal notice, it is your responsibility to ensure that your Business Tax Receipt is renewed prior to September 30 of each year. Failure to receive a renewal reminder notice will not exempt you from paying any penalties for late payment. If you have more than one business location, you must obtain a business tax receipt for each location.

- If there is a change in the business name, ownership, or location, you must submit a Zoning Certificate of Use. Upon approval of the application, a transfer fee of \$19.03 will be due to the Business Tax Office. On the Business Tax Receipt the previous owner must sign and date indicating that all rights, interest and title of the business is assigned to the new owner.

- A separate business tax receipt is issued for each use performed within your business. If you have any questions regarding the classification of your business, please visit us at 100 NW 1st Avenue, Delray Beach, FL 33444, check our website at DelrayBeachFL.gov, or call us at (561) 243-7040 ext. 4



Notice: The issuance of this business tax receipt is a result of a payment of the business tax and shall not be interpreted as: permitting the business to supercede the zoning code of the City, an endorsement by the City of a business, nor certification by the City of the competence of a business.



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****
102 N SWINTON AVE
DELRAY BEACH, FL 33444

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
TUTORING	SPACE OF MIND LLC		B24.670217 08/28/2024	\$66.00	340163699

This document is valid only when receipted by the Tax Collector's Office.



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7 - 746

SPACE OF MIND LLC
SPACE OF MIND LLC
102 N SWINTON AVE
DELRAY BEACH FL 33444-2634



STATE OF FLORIDA
PALM BEACH COUNTY
2024 / 2025 LOCAL BUSINESS TAX RECEIPT
LBTR Number: 2020128814
EXPIRES: 09/30/2025

This receipt MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

Income		
Income Category	Description of Income	Amount
Ticket sales	Ticket sales based on 2024 attendance	\$9,600
Donations to Scholarship Program	Donations estimated based on 2024	\$11,524
Total Revenue		\$21,124
Expenses		
Expense Category	Description of Expense	Amount
Entertainment	The Resolvers (\$3,500) and No Big Deal Band (\$1,000)	\$4,500
Permits	City permit (\$1400) and event permit (\$150)	\$1,550
Event Rentals	Tables, chairs, bar, and props (\$2900 based on 2024), stage (\$100), toilet trailer (\$1,651), and fence (\$1657)	\$6,308
Supplies	Pumpkins (\$160) and Trash Cans (\$100), Spray paint (\$120)	\$380
Marketing	Bluephoric (\$300), Printing (\$491)	\$791
T-Shirts	Tshirts for youth participants and staff	\$1,230
Liquor Insurance		\$175
Beachkeepers Donation		\$150
Delray Beach Historical Society donation		\$400
Ticket Fees - GS	Estimated from 2024	\$1,000
Cash Bank		\$300
Total Expenses		\$16,784
Revenue - Expenses		\$4,340 *

*All profit is donated to CCP's scholarship fund