

# Application Form

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## *Organization Information*

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An informational webinar about this application is available to watch.

The rubric that will be used to score this proposal can be downloaded [here](#).

If you would like to complete this application first in Microsoft Word, you may download a Word version [here](#). Please pay attention to character limits.

### **Brief Project Descriptor**

Please briefly describe this organization's request.

### **Organization Name\***

The Kind Mouse Productions, Inc.

### **Project Name\***

Please choose a short name to identify this project within the grant portal:

The Kind Mouse Needs a Facelift

### **EIN\***

45-2455492

### **Incorporation Year\***

What year did your organization incorporate? This will be the year listed on your determination letter from the Internal Revenue Service.

2012

### **Mission Statement\***

What is your organization's mission statement?

The Kind Mouse Mission is to assist families in transition and their chronically hungry children while developing the next generation of volunteers to carry on the mission of The Kind Mouse. No hardworking individual and their family should ever go hungry.

## Unique Entity ID (SAM)

Please provide your organization's Unique Entity ID number. This is a specific number used by the federal government to identify your organization. **This is different from a DUNS number, which the federal government no longer uses.**

If you do not have a Unique Entity ID number, you can create an account on SAM.gov and apply for one here (it is free and may take 3-4 days for approval): <https://sam.gov/content/home>

This field is optional as to not stop a qualifying organization from applying. HOWEVER, a Unique Entity ID number will be required if your organization is approved for a grant. Your organization should apply for a number now if it does not yet have one.

Character Limit: 12

N8KTUNNPF3M8

## Annual Operating Budget\*

Please provide the amount of your annual operating budget (expenditures only) for your entire organization.

\$675,011.25

## Amount Requested\*

The maximum grant amount is \$500,000.

\$70,000.00

## Does the total project cost exceed the amount your organization is requesting?\*

Please note: Answering "Yes" will cause additional questions to load later in this application.

### Examples

ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$150,000 for certain equipment, and will seek other funding and donations for the remaining \$20,000 of the playground. ABC Childcare would select "Yes" for this question.

Better Tomorrow, a mental health provider, is looking to expand their counseling center by two rooms to meet increased service demand arising from the pandemic. Better Tomorrow has secured \$25,000 in private contributions, and wants to request the remaining \$125,000 in this grant. Better Tomorrow would select "Yes" for this question.

DBE Food Pantry is seeking funding a new HVAC unit for their pantry, and is requesting \$40,000 from PCF to cover the entire cost. DBE Food Pantry would select "No" for this question.

No

## Rent vs. Own\*

Does your organization rent or own the property for which you are proposing modifications?

Rent

## Parent Non-Profit/Subsidiaries:\*

If your organization has a parent non-profit that has multiple subsidiaries, will multiple subsidiaries be applying in this process?

### Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Both would select "Yes" on this question.

No

## *Request Specifics*

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### Pinellas County Priority Areas\*

For Round 2 of this funding process, the ARPA Nonprofit Capital Project Fund is prioritizing organizations that offer programming, and whose capital purchase is related to, the following areas:

- Individuals with Disabilities
- Food Security
- Specialized Healthcare
  - Mental Health
  - Dental Care
  - Substance Use Disorders
- Housing

Not offering programming in these areas does not disqualify you from applying. However, this prioritization will result in 10 bonus points being awarded to eligible requests when scored.

Does your organization and its proposed capital purchase fit into one of these areas?

Yes

### Programming Background\*

Please describe the programming your organization offers to the community and the length of time it has been doing so. What does your organization **do** and **how long** has it been doing it?

**If you have indicated above that your programming and proposed purchase fit into the priority areas for this funding round, please be sure to describe the relevant programming.**

The Mouse Nibbles program provides food packages to low-income, food insecure children. The food sacks contain individual servings of child-friendly, nutrient-rich nonperishable foods to ensure that the children have food when their school meals are not accessible.

The Kind Mouse receives donated food from individuals, groups, and food drives. Some food is purchased through grants and cash donation to ensure that specific, individually packaged, nutrient-rich food items are readily available for our feeding program. These foods are sorted, screened for expiration, with expiration dates noted on each individual item and bagged by volunteers.

Mouse Nibbles Sacks are typically distributed on Fridays through Pinellas County school staff at pre-qualified Title One schools. Mouse Nibbles are given to children whose households struggle with food insecurity and chronic hunger. The school board staff assigns the school and number of students to us annually.

For those not receiving our Mouse Nibbles at school, additional food items are distributed to food insecure families through our network of partner agencies. The Kind Mouse is currently providing nonperishable foods to over 20 local agencies. To maximize efficiency and to accommodate our lack of food preparedness space, some purchased food is shipped directly to a few of our agency partners for distribution to their low income, food insecure clients.

Throughout the operation, Mice-In-Training and Mice Interns - our student volunteers ranging from 5 years to 18 years, receive robust mentoring, assuming leadership and provide a meaningful role in advocacy and the community's hunger relief efforts year-round.

The Kind Mouse became a 501(c)(3) nonprofit on May 10, 2012 and has been feeding children and families for 11 years.

## Community Need\*

Please describe the community need that exists for your programming. If you are able to cite quantitative, local data, that will strengthen your proposal.

Kind Mouse Kids alleviating childhood hunger. According to Pinellas Community Foundation's website up to 36,000 children in our community are food insecure with 7000 who are chronically hungry. JWB equates this to 1 in 5 children in Pinellas County are food insecure. This means a household's economic and/or social condition provides limited or uncertain access to adequate food.

Hungry children, crying babies and frightened parents is the population we assist. Little ones suffering from chronic hunger and/or food instability with parents trying to make ends meet, but their wages and government assistance just does not cover the bills, and now these families are also dealing with huge food and rent increases. We see firsthand the suffering of children who are hungry. They struggle in school, they misbehave, they fall asleep in class, they cannot concentrate.

Currently, we assist with this tragedy by providing nonperishable foods to over 20 local agencies including the Pinellas County School Board. The agencies and educators identify and assign the children in need to us. We then deliver snack packs consisting of three small meals weekly directly to the schools and provide after school, weeknight, and weekend food to local agencies for their hungry population 52 weeks a year. As we have seen the growing increase in infant food insecurity. The Kind Mouse added infants & toddlers to their roster in 2021 providing baby food and formula.

We are also aiding in alleviating hunger into the next generations by offering educational outreach programs to children without food insecurities from ages 5-18 through our KIDS FEEDING KIDS Outreach programs: Mice-In-Training, Mice Interns and MOUSEVision.

## Negative Economic Impact\*

The following question is the keystone of a strong application in this process. If your organization cannot demonstrate a negative economic impact from the pandemic, your application will not qualify for committee review. If you are uncertain about what constitutes negative economic impact or how to demonstrate it, please contact PCF staff for technical assistance.

The more quantifiable your negative economic impact is, whether it be fiscal losses/pressures or increased service demand, the stronger your answer will be. Use numbers whenever possible. The more specific your evidence, the better.

Describe your organization's negative economic impact arising from the COVID-19 pandemic. Examples could include:

- A reduction in revenue from 2019 to 2020
- Inflationary pressures
- Increases in demand for services that have not been compensated for through new revenue
- The use of reserves for unbudgeted expenses since the onset of the pandemic, and such use of reserves has prevented the purchase of capital assets
- A need for capital assets to offset community need for which your organization does not have the resources to purchase due to the negative economic harm from the pandemic
- A need for additional capital assets to adapt operations to accommodate health and safety guidelines by the CDC
- Growth in restricted pandemic-related revenue that does not permit capital asset acquisition

When the COVID-19 pandemic struck in 2020, it came close to crippling the world's healthcare systems and economies, setting off a chain reaction of impact – most especially hurting the poorest among us. The Kind Mouse unfortunately felt the brunt of this negative impact in many ways.

The Kind Mouse has an army of volunteers who are ready to help in any situation. You will see them in the pantry dating, sorting and packing food to get ready for delivery to our communities in need. When COVID struck, we still had a mission to carry out, delivering food to the hungry, however, we do not have adequate outside space to carry on the normal pantry activities. We have a small space in St. Petersburg that could not be used during the shutdown, nor do we have the room to social distance properly. In addition, we could not carry on in person our Kids Feeding Kids Outreach program - developing the next generation of volunteers to carry on the mission of The Kind Mouse. Our Kids Feeding Kids in person program came to a standstill, resulting in weekly Zoom meetings and work from home activities.

In addition, Our Gala the MOUSEquerade could not be held. We projected event net revenue of \$100,000 in 2020. We were not able to consciously hold an event where attendees would feel comfortable. In fact, during these last three years (2022, 2021 and 2020), we lost a total of \$300,000 in event revenue.

National News is bringing to attention the exorbitant housing cost increase in Tampa Bay. Pinellas families are scrambling to re-allocate household budgets, resulting in their grocery allowances shrinking considerably. Food inflation compounds the pain at the cash register. We've seen firsthand the demand and increase of need from our partner agencies, requesting food for the clients they serve. The demand, shortages and price increases have affected The Kind Mouse. We have seen a 42% increase in food costs since January 1, 2022. And we've seen this increase year over year since the pandemic struck. The price of the Mouse Nibbles Bags cost has increased from \$3.88 per bag in 2020 to now \$6.34 in 2023.

## Negative Economic Impact - Uploads

You have the option to upload supporting documentation regarding negative economic impact. However, please limit your upload to no more than five pages. Word, Excel, JPG and PDF files are accepted.

## Pandemic Relief Funding\*

Please describe all government pandemic relief funding your organization has received since the onset of the pandemic (March 2020). This includes but is not limited to the Pinellas CARES Nonprofit Partnership Fund, other ARPA funding, PPP (Paycheck Protection Program), and Community Block Development Grants specifically targeting COVID-19 relief.

**Explain why or how this pandemic-relief funding has not alleviated the negative economic impact you have described above.** Potential reasons include expiration dates on certain funding, inflationary pressures, restrictions prohibiting capital expenditures, or the funding simply not being enough to remedy the harm you've indicated above. **The more concrete your numbers, the better.**

**If you have not received government relief funding for your organization since the onset of the pandemic, write "No pandemic relief funding received" below.**

Pinellas CARES  
 ARPAA from EFSP  
 ARPA from City of Largo

This funding was restricted to food purchases only.

## Proposal Description\*

The American Rescue Plan Act requires a request that is reasonable and proportional to the level of negative economic impact your organization experienced. This means the request you describe below should not be greater than the economic harm your organization has suffered.

Please describe your project proposal and address the following:

- What project will be undertaken with these funds?
- What is the estimated lifespan of the project/property improvement?
- How does it address the negative economic harm you described in the previous question?

The Kind Mouse needs a Facelift. The Kind Mouse Pantry has been in the same building for nine years. As we have not been able to do any upgrades over these last nine years, we are in need of a major interior facelift in the way of new flooring, fresh paint throughout, door repairs, kitchen walls to be shelved, remove furniture to make way for shelving and new workspaces in five rooms, three bathroom upgrades, upgraded windows, and added electrical outlets.

This facelift will allow The Kind Mouse to be more efficient and to become a safer environment for our senior citizen volunteers. We will be able to utilize the small space we have more efficiently which would then allow

us to feed more people. We will also be able to order more food as the expanded space will hold more food, increase our space to house more volunteers, in addition to accommodating larger volunteer groups. With a small staff of six, we rely on our volunteers to help us feed chronically hungry children in Pinellas County.

### Number Served\*

How many people will directly benefit from this capital purchase annually?

1800

### Unduplicated vs. Duplicated\*

Is the number indicated above duplicated or unduplicated?

**Duplicated:** A client is counted each time they access services

**Unduplicated:** A client is counted once, regardless of the number of times they access services

**Example:** ABC Food Bank operates two mobile food pantries, one in Clearwater and one in St. Petersburg. Taylor, a Pinellas County resident, goes to both food pantries. If ABC Food Bank counts Taylor's visit TWICE, it is duplicated. If ABC Food Bank counts Taylor's visit ONCE, it is unduplicated.

Unduplicated

### Other (Explanation Required)\*

If you selected "Other" in the previous question, please explain how your organization determined the number of clients that will benefit from the proposed capital project.

N/A

### Organizational Sustainability\*

How does this project contribute to the long-term sustainability of your organization and the work it does? That is, what impact will this project have on your organization and/or its clients over the long-term?

Examples include increased service capacity, reduced cost of delivering services over time, higher-quality or more equitable service delivery, and increased lifespan/quality of property.

Quantifiable numbers will strengthen your answer.

It would allow us to stay in a place we've called home for nine years.

With rent increasing in our area, we are lucky to have a landlord who understands the impact of our work. It makes sense to update the space we are in rather than look for a larger space that will result in higher rent. These upgrades will increase the lifespan and quality of the property and make it a more comfortable and work friendly environment.

We would measure the impact by the difference in what we can store in the amount of food and how many extra tummies we can feed by having more food available. This would also give us more space to have

additional volunteers to help date, sort, and pack food for delivery to those who have food insecurities. This facelift will increase our workspace area.

## *Project Specifics*

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### Permits\*

Please describe any permits necessary for the successful completion of this proposed project. Be sure to include any permits already obtained or in progress, and/or what the timeline is to acquire permits.

No permits required

### Plan Set\*

Do you have a plan set for this project?

A plan set refers to the "batch" of plans, drawings, prints, files, etc., that you receive from an architect that explains what needs to be built, how, and where. **Not all qualifying projects in this process require a plan set.**

**If you answer Yes, you should upload the Plan Set in the question below.**

No

### Plan Set Upload

If you answered "Yes" above, please upload the Plan Set here. If you have trouble with file size limitations, please reach out to Rose Cervantes at [rcervantes@pinellascf.org](mailto:rcervantes@pinellascf.org). If you have any narrative to accompany the plan set, you may write it below.

**PDF files are permitted.**

N/A

### Construction Schedule/Timeline\*

Given a spending deadline of December 31, 2026, give a detailed and **realistic construction schedule**/timeline as to how this large capital project will be executed and completed. If there are phases to this project, indicate so in the narrative below. If you specified that permits were needed for this project above, ensure you include the acquisition time in the schedule.

Please include the following:

- 1. How the timeline/schedule was developed, and by whom.**
- 2. Timeline of planning and execution. Please include start and end dates by month and year. For example, April 2023 - June 2023.**



**Example:**

Better Tomorrow is proposing the expansion of their counseling center. This requires a 2-month planning phase, one month to obtain all necessary permits, and four months to build. Better Tomorrow would list each phase, a brief description of what takes place in each phase, and an estimated start and completion date for each phase, and an explanation of how the schedule was developed.

The Kind Mouse is proposing a Facelift for their Pantry in St. Petersburg, FL. The proposed timeline is January 2024 to end of May 2024. The timeline was created by Founder and CEO, Gina Wilkins. Based on the work we are having done, no permits are required.

## Team Leadership\*

Please describe the following:

1. The team and leaders that will be overseeing this proposed project.
2. Their relationship to your organization
3. Their role in this project
4. Whether or not they have overseen similar projects

Gina Wilkins, CEO and Founder

Oversee the Project

Gina is a former architectural engineer

## *Geographic Impact and Priority Populations*

The ARPA Nonprofit Capital Project Fund seeks to offset the negative economic impact Pinellas nonprofits faced due to the COVID-19 pandemic. Organizations who serve disproportionately impacted communities will be considered as serving a priority population. There are several ways to determine if your clients were disproportionately impacted.

Examples of disproportionately impacted communities include those who meet at least one of the following descriptions:

- Low- and moderate-income household and communities
- Households that qualify for federal assistance programs, such as SNAP and TANF
- Historically marginalized communities (BIPOC communities, persons with disabilities, LGTBQ+, religious minorities, and other communities that fit in the Equity definition provided on the ARPA website and application)
- Organization located or serve households within a Qualified Census Tract (QCTs)
  - Defined by U.S. Department of Housing and Urban Development (HUD)
  - To assess if your organization serves or is headquartered in a QCT, use this link. In the top right-hand corner, choose the state of Florida and Pinellas County. Then on the left-hand side of the screen, click the box next to “Color QCT Qualified Tracts.” The QCT zones are denoted in purple. You can also map your address by adding it into the address box at the top to see if your location is inside the zones.

## Benefits and Geography of Project\*

Please describe how the communities/clients that will benefit from this capital purchase, and how they were disproportionately impacted by the pandemic according to the examples above.

The Kind Mouse feeds the food insecure in Pinellas County. Our Data shows those who we are serving are listed not only as living in low-income areas in historically marginalized communities, 80% we are serving are labeled as BIPOC. The Kind Mouse goal is and always has been to feed the food insecure of Pinellas County. Many if not all qualify and are a part of the SNAP program. This capital purchase for the Kind Mouse Facelift, will give us a more efficient workspace to store more food to give us the opportunity take on new community partners or increase food requests.

## Headquarters Location\*

Please provide your organization's headquarters address as it appears on your Sunbiz account. To check your registration with Sunbiz, you may search their database.

1801 16th Street North, Suite B, St. Petersburg, FL 33704

## Project Location\*

Please provide the address or intersection where the property being modified is.

1801 16th Street North, Suite B, St. Petersburg, FL33704

## *Rented Property*

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**You have indicated that the property involved in this proposal is rented. Please answer the questions below.**

### Tenant Responsibility\*

Please explain how your organization is responsible for modifying the building despite being rented. Be sure to describe the length of your organization's lease and to indicate whether or not you have obtained permission from the landlord for the proposed project.

The Kind Mouse and our landlord, Llewellyn Properties, LLC have a very fair, open relationship. The owner, Todd Llewellyn and Gina Wilkins our founder and CEO have been doing charity work together since 2004. Todd generously donates 1600 Sq Ft just 18 blocks from Central Avenue, St Petersburg to The Kind Mouse. In today's economy he could easily get \$2000 - \$2500 monthly for the area Kind Mouse is renting. Our lease is a 10-year term ending on December 31, 2032. Mr. Llewellyn has stated he hopes Kind Mouse will never leave his property. Upgrades to our side of the building is solely Kind Mouse's responsibility with Todd Llewellyn's blessing. Mr. Llewellyn owns many pieces of property and is happy to see his tenant, The Kind Mouse work efficiently, happily, and comfortably in his rental.

## Landlord\*

Please enter the name and address of the property owner/landlord.

Todd Llewellyn, Llewellyn Insurance Services, Inc., 1801 16th Street North, St. Petersburg, FL 33704

## Lease Upload\*

Please upload the executed lease you currently have with your landlord. If there are any important circumstances to note, use the text box below.

Kind Mouse 10 year Lease Agreement.pdf  
Lease Uploaded

## *Community Connection*

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PCF understands the value of authentic and diverse representation in philanthropy and in Pinellas County. To this end, we ask demographic and representation questions to gauge the human impact your organization has on the communities you serve.

PCF has generalized the demographic data questions more than it has in other processes because of the public nature of this process. PCF understands that identity disclosure can be a sensitive matter and wants to respect your organization's board and staff. If your organization feels comfortable sharing more detailed demographic information, it may do so in the "Community Representation and Connection" section.

## Community Representation and Connection\*

Describe how your organization is representative of, or has authentic connections to, the community your proposal seeks to serve. You can list other community-based organizations that work on programming with you and/or list examples of your work within this community.

If your staff, board, executive leadership, or long-term volunteers have personal identities or experiences that allow for a meaningful connection with your clients, please feel free to describe this connection below. When possible, please use internal data or specific details to describe how your organization is representative and connected to the communities you serve.

The Kind Mouse has established collaborative relationships with and/or distributes food through a network of hunger relief and child welfare agency partners: Pinellas County Schools, Healthy Start Coalition, Angels Against Abuse, Santa's Angels, Envision Me Youth, Mattie Williams Neighborhood Farm, Oldsmar Cares, Pace Center for Girls, United Way Suncoast, Youth Farm St. Pete (Enoch), Volunteers of American along with several local church groups to serve those food insecure in Pinellas County. These partnerships are key to The Kind Mouse reaching the hungriest of the hungry children.

During Covid 19 we partnered with Law enforcement agencies to distribute food, interfacing with residents who did not have access to other programs.

## Board Membership\*

Do your board members consider themselves a member of one or more of the following populations?

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC  
LGBTQ+

## Executive Level Leadership Team\*

Does your executive leadership team consider themselves a member of one or more of the following populations?

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

None of the above

## CEO/Executive Director\*

Does your CEO/Executive Director consider themselves a member of one or more of the following populations?

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disable

None of the above

## Financial Overview

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### BIDS MUST BE DATED JULY 5, 2023 OR LATER.

- The file attached below should contain current, verifiable bids, estimates, or price lists [from your potential vendor(s)]. ***Please ensure there is a date noted on the bid or some annotation as to when when you obtained these estimates/bids.***
- If your project costs LESS than \$75,000, you must upload TWO verifiable bids or estimates for the proposed project.
- If your project is **EQUAL TO** or **MORE THAN** \$75,000, you must upload THREE verifiable bids or estimates for your proposed project.

- **If you have already selected a contractor for this process and do not have multiple bids to upload, please ensure you answer the narrative questions below thoroughly.**

### **Bid/Estimate #1\***

PDF files are accepted.

2023 Capital Kind Mouse Bids and Bid Attempts.pdf

### **Bid/Estimate #2**

PDF files are accepted.

### **Bid/Estimate #3**

PDF files are accepted.

### **Selected Contractor\***

**If you have not yet selected a contractor and have uploaded multiple bids above, please write N/A below or you will not be able to submit your application.**

If your organization has already selected a contractor for this proposed capital project, please describe the process through which this contractor was chosen, and be sure to answer:

1. Was there a competitive bid process? That is, were multiple bids collected in order to evaluate multiple contractors? Describe this process (names of contractors, number of bids collected, prices, and why the contractor was chosen).
2. What personnel members at your organization selected the contractor?
3. Has a contract been executed with this contractor? **If yes, upload the contract here. If no, please describe the status of contract.**

***If a contractor has already been selected AND a competitive bidding process was not used, the project will lose points.***

N/A

### **Minority/Woman-Owned Business**

Is your selected contractor, or the bid you are going to choose if funded, one of the following:

- Small-business enterprise (SBE)
- Disadvantaged business enterprise (DBE)
- Minority and/or woman-owned business (MWBE)

Unknown

## Related Parties\*

Are any of the contractors/vendors that have provided bids/estimates a related party to your organization?

### Examples of Related Parties

- A board member that owns the contracting company that provided a bid
- The relative of a director, officer, or executive team member owns a company that provided an estimate
- The CEO of the applying organization has a financial interest in the construction company providing a bid

**If yes**, identify the vendor and describe the relationship.

**If no**, write "No related parties below."

No Related Parties

## Budget Detail\*

Please upload a clear, easily readable budget that breaks out costs for this proposed project. Ensure that it is clear what portion would be paid for through this grant funding and what would be paid for from other sources. **Be sure that the budget includes 10-20% for contingencies and any costs related to performance and payment bonds for construction projects.**

If you are going to request the permitted indirect cost of up to 5%, please be sure this is represented in your budget.

An example budget is available here.

If you have additional notes to add to your budget summary, you may do so in the text box below.

**PDF and Excel files are allowed.**

2023 Capital Proposed Project Budget.xlsx

## Other Funding Sources\*

Please describe any other funding that your organization has applied for or obtained for this project. This includes but is not limited to Community Development Block Grants (CDBG), local government grants (including Tourist Development Council funding), foundation grants, and donors (you do not need to disclose donor identities, simply amount raised that is allocated to this project). This includes any matching grants or in-kind contributions you may have obtained.

**If none, please explain why no additional funding sources have been pursued.**

**Please be sure all funding sources below are represented in the "Applicant Match" column in the Budget Summary you have uploaded above.**

None - there have not been other Capital funding opportunities for which to apply for this type of project.

## Changes in Operating Costs\*

Please answer this question based on the descriptions below:

- If this project **increases** ongoing operational costs (programmatic, operating maintenance or other costs), how will you compensate for the difference?
- If this project **decreases** ongoing operating costs, how will it do so?
- If this project **does not affect** operating costs, please note so below.

This project does not affect operating costs

## Fund Management Capacity\*

Please describe your organization's capacity to manage these potential ARPA funds in terms of fiscal management and financial infrastructure.

**This includes, but is not limited to, the use of accounting software that can track a general ledger and multiple accounts and the ability to work on a reimbursement-basis.**

The inability to handle a reimbursement-based grant does not disqualify your organization from applying.

CEO and Founder Gina Wilkins will take on the management of funds for this project. Gina will also work with the Kind Mouse Accountants should any questions arise. General Ledger software and EXCEL will be used to track funds.

## Corrective and Investigative Action/Grant Recall\*

In the past three (3) years, has your organization had any of the following occur:

1. Been under legal investigation by a local, state, or federal institution?
2. Been placed on a corrective action plan by a funder?
3. Had grant funding recalled by a funder?

If yes, please describe the investigation, corrective action plan and/or grant recall, and the current status of such incidents. If no, write "N/A"

N/A

## Organization Documentation

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Please reach out to PCF staff if you have trouble uploading the files below. We are able to assist with file conversion and file compression.

## Organization Budget\*

Please upload your most recent, board-approved organizational budget for this fiscal year. PDF and Excel documents are accepted.

2023 KM Budget Final 2023-0627 use.pdf

## Board of Directors List\*

Please upload a current list of members of your organization's Board of Directors. Excel, Word, and PDF formats are acceptable.

2023 KM Board of Directors.pdf

## IRS Form 990\*

Please upload a PDF copy of your most recently submitted IRS Form 990.

**If Form 990 from your most recent fiscal year is delayed or you have received an extension, please explain in the text space below. You may also explain if you don't have a Form 990 due to organization type.** You should still upload the most recent publicly available 990.

If you file a Form 990-EZ and do not have anything to attach, please note so below.

2022\_Form 990\_Tax Return\_The Kind Mouse.pdf

## Most Recent Financial Statements

Upload a PDF version of your most recent financial statements. If you have audited financial statements, please upload the most recently conducted audit. If you do not have a recent audit, please explain why.

2022 KM End of Year P&L.pdf

Due to the prohibitive cost, The Kind Mouse does not conduct an annual audit.

As a relatively small organization, with a budget just over \$1 million, we are not required by the IRS to have an annual audit. We opt instead for a rigorous internal system. There is a strict structure for our in-house financial management, with multiple tiers of checks and balances to ensure accuracy and accountability.

Our procedures are as follows:

1. A dedicated staff person with decades of corporate finance experience enters all funds received and makes all bank deposits
2. A Quickbooks file is maintained by My Paper Pushers
3. Our CEO, Treasurer and our Board Member CPA look over the monthly reports prior to submitting them to the Board.
4. The CEO assists with allocations and budgets
5. Annually, a CPA firm handles taxes and the 990



## Insurance

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### Evidence of Insurance Coverage\*

Grantees of the ARPA Nonprofit Capital Project Fund will be required to maintain appropriate insurance related to your operations and this project. PCF will determine whether this coverage is appropriate.

Please upload evidence of insurance.

**If your organization does not have evidence of insurance coverage, please provide an explanation as to why.**

KindMouse.pdf

The Kind Mouse has insurance and can provide a copy. It is too large to attach and my attempts to condense or zip are not working and of course my attempts are after the required time to receive your help. I will email to Rose in hopes it will be accepted.

*Comment: I helped the applicant compress the file and uploaded the file on their behalf.  
Rose Cervantes  
10/6/23*

### Insurance Requirement\*

**If you are awarded a contract from the ARPA Nonprofit Capital Project Fund, you will be required to list Pinellas Community Foundation as an additional insured through your general liability insurance or other appropriate coverages for the duration of the contract. If you would like to check with your insurance carrier on how to do this, here is the information about PCF you will need:**

Pinellas Community Foundation  
17755 US Highway 19 N  
Suite 150  
Clearwater, FL 33764  
727-531-0058

**Please check the box below to indicate that you understand and will be able to comply with this requirement if you are awarded a contract.**

**PCF will not ask for a certificate naming us as additional insured until the contracting stage.**

Yes, I understand and will comply with this requirement if awarded a contract.

## Post-Grant Requirements

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### Reporting Requirements Acknowledgment\*

Grantees will be required to submit a pre-award agreement within two weeks of receiving an award notice. In addition, grantees will be required to submit monthly expenditure reports until their project is completed and their contract is closed out.

Financial information justifying all expenditures will also need to be provided. This includes but is not limited to:

- Invoices
- Canceled checks
- Credit card statements, along with a record of paying the credit card.

If you have any questions, please contact Rose Cervantes, ARPA Program Officer at [rcervantes@pinellascf.org](mailto:rcervantes@pinellascf.org).  
Yes, I agree to submit this grant agreement and impact report within the specified timeframes.

## *Additional Information*

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### **Additional Upload**

If you have something to share, you can upload it here in PDF format.

### **Anything else to share?**

Is there anything else that you would like Pinellas Community Foundation to know or other information your organization would like to share that isn't addressed elsewhere in this application?

## File Attachment Summary

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### *Applicant File Uploads*

- Kind Mouse 10 year Lease Agreement.pdf
- 2023 Capital Kind Mouse Bids and Bid Attempts.pdf
- 2023 Capital Proposed Project Budget.xlsx
- 2023 KM Budget Final 2023-0627 use.pdf
- 2023 KM Board of Directors.pdf
- 2022\_Form 990\_Tax Return\_The Kind Mouse.pdf
- 2022 KM End of Year P&L.pdf
- KindMouse.pdf

Form 52 Simple Commercial Lease

This Commercial Lease is hereby made between Llewellyn Properties LLC, the "Lessor," and Kind Max, the "Lessee," concerning the following property:  
1801 16<sup>th</sup> St N, B, St Petersburg, FL, the "Premises."  
33704

Lessee hereby leases from Lessor the Premises.

1. Term and Rent. Lessor will lease the above Premises for an initial term of 10 years and 0 months, beginning on January 1, 2023 and ending on Dec. 31, 2032, as provided herein at the monthly rent of \$ 1000.00, payable in equal installments in advance on the first day of each month for that month's rental, during the term of the lease. All rental payments shall be made to Lessor, at the following address: 1801 16<sup>th</sup> St N, A, St. Petersburg, FL 33704
2. Use. Lessee shall use and occupy the Premises for Food party outreach. The Premises shall be used for no other purpose. Lessor represents that the Premises may lawfully be used for such purpose.
3. Care and Maintenance of Premises. Lessee acknowledges that the Premises are in good order and repair, unless otherwise indicated herein. Lessee shall, at his own expense and at all times, maintain the Premises in good and safe condition, including electrical wiring, plumbing and heating installations, and any other system or equipment upon the Premises and shall surrender the same, at termination hereof, in as good a condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting the roof, exterior walls, structural foundations, and the following:  
\_\_\_\_\_, which shall be maintained by Lessor. Lessee shall also maintain in good condition such portions adjacent to the Premises, such as sidewalks, driveways, lawns, and shrubbery, which would otherwise be required to be maintained by Lessor.
4. Alterations. Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or improvements, in, to, or about the Premises.
5. Ordinances and Statutes. Lessee shall comply with all statutes, ordinances, and requirements of all municipal, state, and federal authorities now in force, or which may hereafter be in force, pertaining to the Premises, occasioned by or affecting the use thereof by Lessee.
6. Assignment and Subletting. Lessee shall not assign this lease or sublet any portion of the Premises without prior written consent of the Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.
7. Utilities. All applications and connections for necessary utility services on the demised Premises shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services.
8. Entry and Inspection. Lessee shall permit Lessor or Lessor's agents to enter upon the Premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same, and will permit Lessor, at any time within sixty (60) days prior to the expiration of this

lease, to place upon the Premises any usual "To Let" or "For Lease" signs and permit persons desiring to lease the same to inspect the Premises thereafter.

9. Possession. If Lessor is unable to deliver possession of the Premises at the commencement hereof, Lessor shall not be liable for any damage caused thereby, nor shall this lease be void or voidable, but Lessee shall not be liable for any rent until possession is delivered. Lessee may terminate this lease if possession is not delivered within ten (10) days of the commencement of the term hereof.
10. Indemnification of Lessor. Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised Premises or any part thereof, and Lessee agrees to hold Lessor harmless from any claims for damages, no matter how caused.
11. Insurance. Lessee, at his expense, shall maintain public liability insurance including bodily injury and property damage insuring Lessee and Lessor with minimum coverage as follows:

100,000 | 100,000

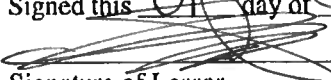
Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a ten-day written notice to Lessor in the event of cancellation or material change of coverage. To the maximum extent permitted by insurance policies that may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation that might otherwise exist.

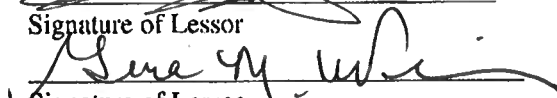
12. Eminent Domain. If the Premises or any part thereof or any estate therein, or any other part of the building materially affecting Lessee's use of the Premises, shall be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent, and any additional rent, shall be apportioned as of the termination date, and any rent paid for any period beyond that date shall be repaid to Lessee. Lessee shall not be entitled to any part of the award for such taking or any payment in lieu thereof, but Lessee may file a claim for any taking of fixtures and improvements owned by Lessee and for moving expenses.
13. Destruction of Premises. In the event of a partial destruction of the Premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the Premises. If such repairs cannot be made within said sixty (60) days, Lessor, at his option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs that cannot be made within sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised Premises may be situated is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised Premises be injured or not. A total destruction of the building in which the Premises may be situated shall terminate this lease.

14. Lessor's Remedies on Default. If Lessee defaults in the payment of rent, or any additional rent, or defaults in the performance of any of the other covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within sixty (60) days, after the giving of such notice (or if such other default is of such nature that it cannot be completely cured within such period, if Lessee does not commence such curing within such sixty (60) days and thereafter proceed with reasonable diligence and in good faith to cure such default), then Lessor may terminate this lease on not less than thirty (30) days' notice to Lessee. On the date specified in such notice, the term of this lease shall terminate and Lessee shall then quit and surrender the Premises to Lessor, but Lessee shall remain liable as hereinafter provided. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the Premises by any lawful means and remove Lessee or other occupants and their effects. No failure to enforce any term shall be deemed a waiver.
15. Common Area Expenses. In the event the Premises are situated in a shopping center or in a commercial building in which there are common areas, Lessee agrees to pay his pro-rata share of maintenance, taxes, and insurance for the common areas.
16. Attorney's Fees. In case suit should be brought for recovery of the Premises, or for any sum due hereunder, or because of any act which may arise out of the possession of the Premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.
17. Notices. Any notice that either party may or is required to give shall be given by mailing the same, postage prepaid, to Lessee at the Premises, or Lessor at the address shown below [give address], or at such other places as may be designated by the parties from time to time.
18. Heirs, Assigns, Successors. This lease is binding upon and inures to the benefit of the heirs, assigns, and successors in interest to the parties.
19. Subordination. This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.
20. Entire Agreement. The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties. The following Exhibits, if any, have been made a part of this lease before the parties' execution hereof:

21. Gina Wilkins - Kind House has control of property.

Signed this 01 day of January, 2023

  
Signature of Lessor

  
Signature of Lessee

## Bids/Bid Proposal Quote Attempts

Please find attached quotes received and bid attempts with no shows and attempts to schedule. We appreciate the opportunity to show this information

### Bids Received:

**8/10/23: Bid 1 – Flooring**

Provided by Carpet Store

\$9,380.96

(Page 3)

**8/24/23: Bid 1 - Plumbing (Bathrooms Remodel)**

Provided by Mid County Plumbing

\$6,400.00

(Page 4)

**8/31/23: Bid 1 – Additional Electric Outlets**

Provided by Electric Connection

\$3,900.00

(Page 5)

**9/25/23: Bid 1 – Shelving and Workstations**

Provided by: Inside Out Residential Services

\$3,574.64

(Page 6)

**9/25/23: Bid 2 - Flooring**

Provided by Whole Carpets

\$11,199.00

(Page 7)

**9/26/23: Bid 1 - Painting**

Provided by Attract

\$4,980.00

(Page 8)

**9/27/23: Bid 1 – Replace Windows**

Provided by Ridge Top Exteriors

\$28,199.50

(Page 9)

**9/28/23: Bid – Doors Replacement**

Provided by Ridge Top Exteriors

\$9,289.23

(Page 10)

## **Bid Attempts:**

### **8/1/23: Bid Attempt 2 - Replacement Windows**

Had appointment scheduled with White Hat Windows for 8/1/23 – they were a no show  
F/U calls were made 8/1, 8/2 and 8/15 – no response/call back

### **8/2/23: Bid Attempt 2 - Replacement Windows**

Had appointment scheduled with Glass Masters of the Burg for 8/2/23 – no show  
F/U calls were made 8/2, 8/3 and 8/15 – no response/call back

### **8/3/23: Bid Attempt 2 – Plumbing (Bathroom Remodel)**

Had appointment with H & D Plumbing for 8/3/23

Appointment complete – has not provided an estimate with phone follow ups made: 8/18,  
9/1 and 9/18 – received initial response that bid would be sent – still have not received

### **8/17/23: Bid Attempt 2 – Door Replacement**

Had appointment with Master Handyman for 8/17/23 – no show

Follow up calls were made 8/17, 8/25 and 8/28 – no response

### **9/5/23: Bid Attempt 2 - Electric**

Had appointment with Livewire Electric for 9/5/23

Appointment complete – has not provided an estimate with follow ups made: 9/12, 9/19  
and 9/26 – received response that bid would be sent 9/29 or 10/2 - told him we  
needed by 9/29.

### **9/26/23: Bid Attempt 2 - Painting**

Had appointment with Home Advisor Painter for 9/26/23

Appointment complete – have not provided an estimate with follow ups made: 9/27 stating  
we need quote by 9/29



8/10/23



CARPET STORE INC.  
2860 22ND AVE N  
ST. PETERSBURG, FL 33713  
Telephone: 727-321-9590 Fax: 727-323-2445

QT012954

QUOTE

Sold To THE KIND MOUSE 1801 16TH ST. N. ST. PETERSBURG, FL 33704	Ship To
---	---------

Quote Date 08/08/23	Primary 727-575-7834	PO Number LVT 100%	Quote Number QT012954
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Inventory	Style/Item	Color/Description	Quantity Units	Price	Extension
	MISCELLANEOUS LABOR		1.00 SF	5,384.95	5,384.95
CAD8919	CHASSIS ADVANTAGE 7 X 48	CASPAS	2,126.80 SF	1.39	2,956.25
DIV-420-1G	ADHESIVE - DIVERGENT 574 MODIFIED PSA 1 GAL	PRESSURE SENSITIVE	16.00 EA	39.99	639.84
MAPUL6	SELF LEVELER - NOVOPLAN 2 - 50LBS.	POLYMER MODIFIED CEMENT BASE	8.00 EA	49.99	399.92

08/10/23	8:41AM
Sales Representative(s): BRIAN MANNING	Material: 3,996.01 Service: 5,384.95 Misc. Charges: 0.00 Sales Tax: 0.00 Misc. Tax: 0.00
	<b>QUOTE TOTAL: \$9,380.96</b>

3

8/24/23

MID-COUNTY PLUMBING 1& AIR LLC  
4820 Park Blvd. N., Suite 3  
Pinellas Park, Florida 33781  
(727) -285-4533 Fax: (727)-231-8000

24/7 Cell: (727)-772-3811

Cell phone 727-276-2858

Midcountyplumbingandair@gmail.com  
PLUMBING CONTRACT

Date: 8/24/2023

Customer Name: Gina Wilkins, Exec Director for THE KIND MOUSE  
See attached Quote.

Job site: The Kind Mouse  
Job Address: 1801 16<sup>th</sup> St N, St. Petersburg, FL 33704

per the plans as originally submitted to MID-COUNTY Plumbing & Air LLC (hereafter  
"MCPA") and noted below and as previously quoted.

Contractor Address: MID-COUNTY Plumbing above address

Bid Price: 6,400.00

Deposit Required: \_\_\_\_\_ 0

Payment Schedule: Net 15 days from Invoice:

1st Draw \$1,600.000 when we schedule the job.

Second Draw: \$1,600.00 due when we show up to start the job and order or purchase all of the materials. Tile should be ordered when the First draw is given.

Final Draw payment: \$3,2,000.00 After final plumbing and tile and tile completion and the customer is satisfied with the work. Total job price: \$6,400.00

Terms Net 15 days from invoice being sent electronically to customer.

Payment per AIA standards.

The scope of the work is to redo three commercial bathrooms to include three new vanities, 3 new toilets and faucets for the lavatories, all of which are new. To redo the tile floors only in the three bathrooms. We will remove all of the old vanities and toilets and lavatories, and the old tile to be removed at demolition. We will clean our workspace each and every night after working on the job. The plan is to complete two bathrooms, leaving them with one bathroom to use, then to start and complete the final bathroom after the first two are complete. We estimate

8/31/23



## Proposal

The Electric Connection, Inc.  
 2027 2<sup>nd</sup> Avenue South  
 St. Petersburg, Florida 33712  
 (727) 821-1568  
 Fax: (727) 821-1023

State License  
 EC0001837

PROPOSAL SUBMITTED TO:	PHONE:	DATE:
The Kind Mouse	727-575-7834	8/31/23
STREET	JOB NAME:	
1801 16 <sup>th</sup> St. N	Add Power Outlets in the Office	
CITY, STATE AND ZIP CODE:	JOB LOCATION:	
St. Pete, FL 33704	1801 16 <sup>th</sup> St. N	
ATTN:	FAX NUMBER:	EMAIL:
Gina Wilkins		Gina@thekindmouse.org

WE HERBY SUBMIT SPECIFICATION AND ESTIMATES FOR:

### Scope of Work

- Add (27) receptacles throughout the building.
- Power to come from existing, closest power, and/or a new run from the panel to the location.

**Due to rapid changes in supply costs, this proposal is valid for 10 days**

**If this bill is to be paid with a credit card there will be a 3.5% processing fee**

The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on The Electric Connection Inc.'s performance or obligations herein. In the event of any delays or adverse impacts, The Electric Connection Inc. reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.

#### Exclusions:

- Permit/Engineering
- Overtime
- Job site material disposal is by others
- Any additional work requested by authority having jurisdiction
- Cutting, patching or painting of any kind
- Low voltage: data, communications, CCTV, fire alarm, EMS or security
- Bid or payment and performance bond
- Liquidated or consequential damages
- Demurrage or storage charges
- Participation in OCIP or CCIP Insurance programs
- The Electric Connection will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors

#### We Propose

hereby to furnish material and labor – complete in accordance with above specifications, in the sum of

Three thousand nine hundred and 00/100

dollars \$ 3,900.00

Payment to be Made as follows:

Due Upon Completion

All material is guaranteed to be as specified. All work to be completed in a Workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

5



9/25/23

**Wholesale Carpets, Inc.  
2598 28<sup>th</sup> Ave North  
Saint Petersburg, FL. 33713  
727-323-1881**

Kind Mouse  
1801 16th St N  
St Pete, FL. 33704

Sept.25th 2023

**LVT Plank Proposal**

**LVT Plank - Manufacture TBD , based on A & M Supply and Cisco  
Style : TBD, based on Endurance and Pikes Peak,  
Color : TBD by Customer**

**\$11,199.00**

**Price includes, tear out & removal of old carpet, floor prep, glue down  
LVT plank, labor , metal moldings, glue, and freight. 3 toilets on & off**

9/26/23

ESTIMATE

Prepared For



The Kind Mouse (Mayra)  
1801 16th Street N  
St. Petersburg , FL 33704  
(727) 575-7834

Attract Home Improvement, LLC

Estimate # 1825

10804 Kempton Ct

Date 09/26/2023

Tampa, Florida 33626

Business / HILLSBOROUGH: SP14606

Phone: (727) 221-2644

Tax # PINELLAS: C11451

Email: jay@attractpainting.com

Web: www.Attractpainting.com

Description

Total

Interior Painting

\$4,980.00

Walls, Baseboards, Ceilings

Entry, Conference Room, Three Bathrooms Break room, All Offices, All Storage Areas, All Hallway

Sherwin Williams Duration Matte Finish for Walls

Sherwin Williams Super Paint Flat for Ceilings

Sherwin Williams Proclassic for Baseboards

Doors and Door Jambs

\$0.00

~~\$23 per door side will be an additional charge which will be added to contract final price~~

Subtotal \$4,980.00

Total \$4,980.00

8



Tampa Florida  
10810 US HWY 19 N  
Clearwater, FL 33764

Florida GC License # CGC1524693  
Florida Roof License # CCC1331048

Phone: (813) 345-3001

09/27/2023  
Claim Information

**Company Representative**  
Nicole Capobianco  
Phone: (813) 277-8477  
ncapobianco@ridgetopexteriors.com

**Gina Wilkins**  
1801 16th Street North  
Saint Petersburg, FL 33704  
(727) 575-7834

Job: Gina Wilkins

**Windows/Doors Section**

	Qty	Unit
Commercial Window Replacement	10.00	EA
Full Window Replacement		
** PGT ** Impact commercial glass		
Lifetime Warranty		
Includes Permit and Inspection		
<b>TOTAL</b>		<b>\$28,199.50</b>

*\*Important: Contractor is not responsible for any damage to curbs, sidewalk, or driveways caused by the weight of delivery vehicles, equipment, or trailers.\**

Any pre-existing damaged roof decking/wall sheathing will be replaced at homeowners' expense at \$135.00 per sheet of 4'x8' of Plywood/OSB or \$12.00 per lineal foot of "roof board".

\*MUST initial one of the following. There is no HOA approval needed \_\_\_\_\_(initial). HOA approval has already been issued \_\_\_\_\_(initial). HOA approval will be or has been applied for and awaiting decision \_\_\_\_\_(initial).

A down payment of \$\_\_\_\_\_ shall be due upon execution of this contract and the balance shall be due upon substantial completion of the project specified herein. Substantial completion means that all major work apart from minor corrections, reapplications, or adjustments have been completed. Any adjustments, corrections, or reapplications required after the substantial completion of project is considered warranty work and shall be completed under the terms of Ridge Top Exteriors' Craftsmanship warranty for the term specified below. Customer shall have the right to receive lien waivers in writing from all contractors, subcontractors, and material suppliers at the time final payment is made. The Contract price is valid for 90 (Ninety) days from the date of contract acceptance. The Company shall commence work within 72 working days, or on a start date mutually agreed

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**Tampa Florida**  
10810 US HWY 19 N  
Clearwater, FL 33764

Florida GC License # CGC1524693  
Florida Roof License # CCC1331048

Phone: (813) 345-3001

**Company Representative**  
Nicole Capobianco  
Phone: (813) 277-8477  
ncapobianco@ridgetopexteriors.com

09/28/2023  
Claim Information

**Gina Wilkins**  
1801 16th Street North  
Saint Petersburg, FL 33704  
(727) 575-7834

Job: Gina Wilkins

**Windows/Doors Section**

	Qty	Unit
BHI DOOR SYSTEM	4.00	EA
Full Door Replacement		
6 Panels- 6/8 DRS6-S		
Lifetime Warranty		
Includes Permit and Inspection		
<b>TOTAL</b>		<b>\$9,289.23</b>

*\*Important: Contractor is not responsible for any damage to curbs, sidewalk, or driveways caused by the weight of delivery vehicles, equipment, or trailers. \**

Any pre-existing damaged roof decking/wall sheathing will be replaced at homeowners' expense at \$135.00 per sheet of 4'x8' of Plywood/OSB or \$12.00 per lineal foot of "roof board".

\*MUST initial one of the following. There is no HOA approval needed \_\_\_\_\_(initial). HOA approval has already been issued \_\_\_\_\_(initial). HOA approval will be or has been applied for and awaiting decision \_\_\_\_\_(initial).

A down payment of \$\_\_\_\_\_ shall be due upon execution of this contract and the balance shall be due upon substantial completion of the project specified herein. Substantial completion means that all major work apart from minor corrections, reapplications, or adjustments have been completed. Any adjustments, corrections, or reapplications required after the substantial completion of project is considered warranty work and shall be completed under the terms of Ridge Top Exteriors' Craftsmanship warranty for the term specified below. Customer shall have the right to receive lien waivers in writing from all contractors, subcontractors, and material suppliers at the time final payment is made. The Contract price is valid for 90

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## Kind Mouse Facelift - Proposed Upgrade Projects

Activity	Proposed Amount
New Windows	28,199.50
New Flooring	11,199
Fix four doors	9289
Upgrade three bathrooms	6400
Paint entire inside	4980
Additional Electric	3900
New Shelving and Workstations	3574
\$	67,541.50

**The Kind Mouse Productions, Inc.  
2023 BOD Approved Budget**

**TOTAL**

**Income**

40000 Non-Profit Revenue	
<b>Total 40100 Grants</b>	<b>\$384,900.00</b>
40200 Direct Contributions	
<b>Total 40200 Direct Contributions</b>	<b>\$391,600.00</b>
40300 Event Revenue	
<b>Total 40300 Event Revenue</b>	<b>\$17,400.00</b>
<b>Total 40000 Non-Profit Revenue</b>	<b>\$793,900.00</b>
<b>Total Income</b>	<b>\$793,900.00</b>
<b>Gross Profit</b>	<b>\$793,900.00</b>

**Expenses**

50100 Program Expenses	
<b>Total 50100 Program Expenses</b>	<b>\$300,000.00</b>
60100 Advertising/Promotional	
<b>Total 60100 Advertising/Promotional</b>	<b>\$15,000.00</b>
60200 Auto	
<b>Total 60200 Auto</b>	<b>\$3,000.00</b>
60300 Charitable Contribution	
<b>Total 60350 Board Expenses</b>	<b>\$1,000.00</b>
60400 Events Expense	
Total 60400 Events Expense	<b>\$19,000.00</b>
60600 Insurance	
<b>Total 60600 Insurance</b>	<b>\$16,000.00</b>
60700 Meetings & Networking	
<b>Total 60700 Meetings &amp; Networking</b>	<b>\$3,000.00</b>
60800 Occupancy	
<b>Total 60800 Occupancy</b>	<b>\$26,000.00</b>
60900 Office/General Administrative Expenses	
<b>Total 60900 Office/General Administrative Expenses</b>	<b>\$2,500.00</b>
62000 Professional Services	
<b>Total 62000 Professional Services</b>	<b>\$12,700.00</b>
62500 Staff Development/Education	
<b>Total 62500 Staff Development/Education</b>	<b>\$500.00</b>
64000 Technology	
<b>Total 64000 Technology</b>	<b>\$16,000.00</b>
65000 Travel & Entertainment	
<b>Total 65000 Travel &amp; Entertainment</b>	<b>\$1,100.00</b>

66000 Organizations & Affiliations

<b>Total 66000 Organizations &amp; Affiliations</b>	<b>\$5,000.00</b>
70000 Payroll Expenses	
<b>Total 70200 Employee Salaries/Wages</b>	<b>\$234,391.25</b>
70300 Payroll Taxes	
<b>Total 70300 Payroll Taxes</b>	<b>\$14,000.00</b>
70400 Company Contributions	
<b>Total 70400 Company Contributions</b>	<b>\$3,300.00</b>
<b>Total 70000 Payroll Expenses</b>	<b>\$254,211.25</b>
<b>Total Expenses</b>	<b>\$675,011.25</b>
<b>Net Operating Income</b>	<b>\$118,888.75</b>

**Programs 89.83%**  
\$ 606,363.43

**M&A 5.9%**  
\$ 39,841.39

**Fundraising 4.27%**  
\$ 28,806.43

**Operating M&A +  
Fundraising Total  
10.17%**  
\$68,647.82



# The Kind Mouse Productions, Inc.

1801 16<sup>th</sup> Street North, Suite B

St. Petersburg, Florida 33704

TheKindMouse.org

727-575-7834

45-2455492

## 2023 Kind Mouse Board of Directors

Title	First Name	Last Name	Employer Name	Job Title
President	Stacy	Wilters	PuzzleHR	Director of Operation
VP Treasurer	Lacy	Scherer	Sr National Account Underwriter, Grp Benefits	The Hartford
Secretary	Stan	Wilkins	Talking Dog Video	Videographer
Member	Jim	Letzelter	GenMetrix Inc	Managing Consultant

## NON VOTING

Honorary	Wengay	Newton	Former Member of the Florida House of Representatives
Honorary	Arlene	Andrews	Retired



Our Mission is to assist families in transition and their chronically hungry children while developing the next generation of volunteers to carry on the mission of The Kind Mouse. No hardworking individual and their family should ever go hungry.

Form **990**

**Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2022**

Department of the Treasury  
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

**Open to Public Inspection**

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**A For the 2022 calendar year, or tax year beginning , and ending**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization The Kind Mouse Productions Inc Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 1801 16th St N City or town, state or province, country, and ZIP or foreign postal code St. Petersburg FL 33704	<b>D</b> Employer identification number ** - *** 5492 <b>E</b> Telephone number 727-415-9992 <b>G</b> Gross receipts\$ 657,898
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions
<b>J</b> Website: N/A		<b>H(c)</b> Group exemption number
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		<b>L</b> Year of formation: 2011 <b>M</b> State of legal domicile:

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: See Schedule O		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	7
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	7
	<b>5</b> Total number of individuals employed in calendar year 2022 (Part V, line 2a)	<b>5</b>	13
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b>	842
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	0
	<b>b</b> Net unrelated business taxable income from Form 990-T, Part I, line 11	<b>7b</b>	0
<b>Revenue</b>		<b>Prior Year</b>	<b>Current Year</b>
	<b>8</b> Contributions and grants (Part VIII, line 1h)	1,057,580	641,286
	<b>9</b> Program service revenue (Part VIII, line 2g)		10,280
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	11,892	6,332
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	13,760	0
	<b>12</b> Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,083,232	657,898
<b>Expenses</b>			
	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1–3)		0
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)		0
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	193,984	213,159
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)		0
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) 28,928		
	<b>17</b> Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	472,920	474,446
	<b>18</b> Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	666,904	687,605
	<b>19</b> Revenue less expenses. Subtract line 18 from line 12	416,328	-29,707
<b>Net Assets or Fund Balances</b>		<b>Beginning of Current Year</b>	<b>End of Year</b>
	<b>20</b> Total assets (Part X, line 16)	1,673,338	1,579,759
	<b>21</b> Total liabilities (Part X, line 26)	40,192	27,705
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	1,633,146	1,552,054

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer Gina Wilkins Type or print name and title	Date CEO
<b>Paid Preparer Use Only</b>	Print/Type preparer's name Samantha Tallyn, CPA	Preparer's signature Date 09/05/23
	Firm's name Janssen & Igar, CPAs, PA 1626-38th Avenue North St. Petersburg, FL 33713	Firm's EIN ** - *** 3808 Phone no. 727-525-9723

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

**The Kind Mouse Productions, Inc.**  
**Profit and Loss by Class**  
 January - December 2022

	Fundraising	Operating	Programs	IN KIND	RESTRICTED
<b>Income</b>					
<b>40000 Non-Profit Revenue</b>					
<b>40100 Grants</b>					
40110 Corporate Grants					22,500.00
40120 Private Foundation Grants					251,470.00
<b>Total 40100 Grants</b>	\$ -	\$ -	\$ -	\$ -	\$ 273,970.00
<b>40200 Direct Contributions</b>					
40210 Individual Donations					
40220 Board Donations					
40230 Local Fundraisers					
40240 Merchandise & Inventory Sales					
40250 Program Admission & Other (MV, KM Academy)					
<b>Total 40200 Direct Contributions</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>40300 Event Revenue</b>					
40310 Mousequerade Annual Gala					
40312 MQ Ticket Sales					
40313 MQ Other Revenue					
<b>Total 40310 Mousequerade Annual Gala</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>40320 Special Events</b>					
40322 Special Event Tickets & Entry Fees					
40323 Special Event Other Revenue					
<b>Total 40320 Special Events</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total 40300 Event Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total 40000 Non-Profit Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ 273,970.00
<b>Total Income</b>	\$ -	\$ -	\$ -	\$ -	\$ 273,970.00
<b>Gross Profit</b>	\$ -	\$ -	\$ -	\$ -	\$ 273,970.00
<b>Expenses</b>					
<b>50100 Program Expenses</b>					
50110 Program Food & Pantry Goods			197,337.45		
50120 Program Supplies & Materials			6,989.43		
50130 Program Equipment & Rentals			9,357.57		

50140 Program Transportation & Delivery				4,011.59			
50151 Program Meals				139.03			
50152 Program Miscellaneous				274.97			
50153 Volunteer Appreciation				1,098.51			
50154 Kids Feeding Kids Food Expenses				2,458.03			
<b>Total 50100 Program Expenses</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>221,666.58</b>	<b>\$ - \$ -</b>
60100 Advertising/Promotional							
60110 Advertising and Marketing				358.75			
60120 Branded Merchandise	4,997.55						
60140 Bulk Mail Printing	9,060.21						
<b>Total 60100 Advertising/Promotional</b>	<b>\$</b>	<b>14,057.76</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>358.75</b>	<b>\$ - \$ -</b>
60200 Auto							
60210 Auto Repair & Maintenance				1,134.20			
60220 Vehicle Registration & Licenses				325.35			
60230 Vehicle Lease Expense/Interest			1,254.40				
60240 Auto Other Expense				113.00			
60250 Mileage				53.82			
<b>Total 60200 Auto</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,254.40</b>	<b>\$</b>	<b>1,626.37</b>	<b>\$ - \$ -</b>
60300 Charitable Contribution							
60310 Charitable Contributions	165.00						
<b>Total 60300 Charitable Contribution</b>	<b>\$</b>	<b>165.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ - \$ -</b>
60350 Board Expenses							
60355 Board Expenses				1,082.15			
<b>Total 60350 Board Expenses</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,082.15</b>	<b>\$ - \$ -</b>
60400 Events Expense							
60410 Event Entertainment & Production	551.57						
60420 Event Supplies & Decor	1,738.60						
60430 Event Venue & Rentals	7,549.07						
60440 Bank & Merchant Fees	0.24	806.02					
60450 Event Other	2,325.55						
<b>Total 60400 Events Expense</b>	<b>\$</b>	<b>12,165.03</b>	<b>\$</b>	<b>806.02</b>	<b>\$</b>	<b>-</b>	<b>\$ - \$ -</b>
60600 Insurance							
60610 Business Insurance			2,537.19				
60620 Vehicle Insurance				6,072.75			
60630 Workers Compensation Insurance			4,316.00				
<b>Total 60600 Insurance</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>6,853.19</b>	<b>\$</b>	<b>6,072.75</b>	<b>\$ - \$ -</b>

<b>60700 Meetings &amp; Networking</b>							
60710 Attendance Fees		35.00				1,320.00	
60720 Promotional Meals & Meetings						1,137.95	
<b>Total 60700 Meetings &amp; Networking</b>	<b>\$</b>	<b>35.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>2,457.95</b>	<b>\$ - \$ -</b>
<b>60800 Occupancy</b>							
60810 Rent						12,000.00	
60820 Electricity						2,926.35	
60830 Internet & Phone						6,366.05	
60840 Security Monitoring						480.00	
60850 Building Maintenance & Repair				770.95			
<b>Total 60800 Occupancy</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>770.95</b>	<b>\$</b>	<b>21,772.40</b>	<b>\$ - \$ -</b>
<b>60900 Office/General Administrative Expenses</b>							
60920 Office Supplies		1,144.83				622.32	
60930 Postage & Shipping		2,102.28					
<b>Total 60900 Office/General Administrative Expenses</b>	<b>\$</b>	<b>3,247.11</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>622.32</b>	<b>\$ - \$ -</b>
<b>62000 Professional Services</b>							
62100 Accounting Services				9,937.23			
62200 Employment Screening Services				46.50			
62300 Professional Services Other						75.00	
62400 Professional Dues & Business Licenses				515.00			
<b>Total 62000 Professional Services</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>10,498.73</b>	<b>\$</b>	<b>75.00</b>	<b>\$ - \$ -</b>
<b>62500 Staff Development/Education</b>							
62510 Staff Development				133.51		330.00	
<b>Total 62500 Staff Development/Education</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>133.51</b>	<b>\$</b>	<b>330.00</b>	<b>\$ - \$ -</b>
<b>64000 Technology</b>							
64100 Applications and Systems Maintenance				12,338.38			
64200 IT Purchases (hdwe, sfwe, peripherals)				2,161.44			
<b>Total 64000 Technology</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>14,499.82</b>	<b>\$</b>	<b>-</b>	<b>\$ - \$ -</b>
<b>65000 Travel &amp; Entertainment</b>							
65200 Parking & Tolls		45.75				21.45	
65400 Travel & Entertainment Other		42.00				431.11	
<b>Total 65000 Travel &amp; Entertainment</b>	<b>\$</b>	<b>87.75</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>452.56</b>	<b>\$ - \$ -</b>
<b>66000 Organizations &amp; Affiliations</b>							
66010 Annual and Quarterly Dues						164.00	
66020 Fees, Expenses				188.00		3,656.96	
<b>Total 66000 Organizations &amp; Affiliations</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>188.00</b>	<b>\$</b>	<b>3,820.96</b>	<b>\$ - \$ -</b>



<b>70000 Payroll Expenses</b>						
<b>70200 Employee Salaries/Wages</b>						
70100 Contract & Temporary Labor			250.00			
70210 Employee Salaries/Wages-Administrative		18,569.00		67,603.63		
70220 Employee Salaries/Wages-Exec&Mgmt				99,573.76		
70230 Employee Bonus		500.00		10,309.61		
<b>Total 70200 Employee Salaries/Wages</b>	<b>\$</b>	<b>-</b>	<b>\$ 19,319.00</b>	<b>\$ 177,487.00</b>	<b>\$</b>	<b>-</b>
<b>70300 Payroll Taxes</b>						
70310 Federal/FICA/Medicare (941)			1,458.78	13,642.03		
70320 FL State (SUI)			(880.75)	(1,953.34)		
<b>Total 70300 Payroll Taxes</b>	<b>\$</b>	<b>-</b>	<b>\$ 578.03</b>	<b>\$ 11,688.69</b>	<b>\$</b>	<b>-</b>
<b>70400 Company Contributions</b>						
70402 Retirement				3,245.32		
<b>Total 70400 Company Contributions</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 3,245.32</b>	<b>\$</b>	<b>-</b>
<b>Wages</b>						
Vacation Pay				840.00		
<b>Total Wages</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 840.00</b>	<b>\$</b>	<b>-</b>
<b>Total 70000 Payroll Expenses</b>	<b>\$</b>	<b>-</b>	<b>\$ 19,897.03</b>	<b>\$ 193,261.01</b>	<b>\$</b>	<b>-</b>
<b>Total Expenses</b>	<b>\$</b>	<b>29,757.65</b>	<b>\$ 54,901.65</b>	<b>\$ 453,598.80</b>	<b>\$</b>	<b>-</b>
<b>Net Operating Income</b>	<b>\$</b>	<b>(29,757.65)</b>	<b>\$ (54,901.65)</b>	<b>\$ (453,598.80)</b>	<b>\$</b>	<b>-</b>
<b>Other Income</b>						
<b>42000 Other Revenue</b>						
42100 Dividend Earned						11.54
42200 Interest Earned						2,245.02
42300 Investment Income-Gains/Loss						(9,377.23)
<b>42500 In Kind Goods &amp; Services (Revenue)</b>						
42510 In Kind Food & Pantry (Revenue)					106,056.78	
42520 In Kind Occupancy & Office (Revenue)					18,000.00	
42540 In Kind Other (Revenue)					15,215.22	
<b>Total 42500 In Kind Goods &amp; Services (Revenue)</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 139,272.00</b>	<b>\$ -</b>
<b>Total 42000 Other Revenue</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 139,272.00</b>	<b>\$ (7,120.67)</b>
<b>Total Other Income</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 139,272.00</b>	<b>\$ (7,120.67)</b>
<b>Other Expenses</b>						
<b>80000 Other Expense</b>						
<b>80200 Investment Expenses</b>						
80201 Investment Fees						4,099.02

Total 80200 Investment Expenses	\$	-	\$	-	\$	-	\$	-	\$	4,099.02
80600 In Kind Goods & Services (Expense)										
80610 In Kind Food & Pantry (Expense)									106,056.78	
80620 In Kind Occupancy & Office (Expense)									18,000.00	
80640 In Kind Other (Expense)									15,215.22	
Total 80600 In Kind Goods & Services (Expense)	\$	-	\$	-	\$	-	\$	139,272.00	\$	-
Total 80000 Other Expense	\$	-	\$	-	\$	-	\$	139,272.00	\$	4,099.02
Total Other Expenses	\$	-	\$	-	\$	-	\$	139,272.00	\$	4,099.02
Net Other Income	\$	-	\$	-	\$	-	\$	-	\$	(11,219.69)
Net Income	\$	(29,757.65)	\$	(54,901.65)	\$	(453,598.80)	\$	-	\$	262,750.31

Thursday, Jun 15, 2023 10:22:25 AM GMT-7

<u>UNRESTRICTED</u>	<u>TOTAL</u>
	0.00
	0.00
	22,500.00
	251,470.00
<b>\$ -</b>	<b>\$ 273,970.00</b>
	0.00
171,189.48	171,189.48
3,180.00	3,180.00
40,758.85	40,758.85
9,796.20	9,796.20
3,119.93	3,119.93
<b>\$ 228,044.46</b>	<b>\$ 228,044.46</b>
	0.00
	0.00
(375.00)	(375.00)
3,915.00	3,915.00
<b>\$ 3,540.00</b>	<b>\$ 3,540.00</b>
	0.00
6,200.00	6,200.00
540.00	540.00
<b>\$ 6,740.00</b>	<b>\$ 6,740.00</b>
<b>\$ 10,280.00</b>	<b>\$ 10,280.00</b>
<b>\$ 238,324.46</b>	<b>\$ 512,294.46</b>
<b>\$ 238,324.46</b>	<b>\$ 512,294.46</b>
<b>\$ 238,324.46</b>	<b>\$ 512,294.46</b>

0.00  
197,337.45  
6,989.43  
9,357.57

4,011.59

139.03

274.97

1,098.51

2,458.03

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\$ - \$ **221,666.58**

0.00

358.75

4,997.55

9,060.21

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\$ - \$ **14,416.51**

0.00

1,134.20

325.35

1,254.40

113.00

53.82

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\$ - \$ **2,880.77**

0.00

165.00

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\$ - \$ **165.00**

0.00

1,082.15

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\$ - \$ **1,082.15**

0.00

551.57

1,738.60

7,549.07

806.26

2,325.55

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\$ - \$ **12,971.05**

0.00

2,537.19

6,072.75

4,316.00

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\$ - \$ **12,925.94**

0.00  
1,355.00  
1,137.95

---

\$ - \$ **2,492.95**

0.00  
12,000.00  
2,926.35  
6,366.05  
480.00  
770.95

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\$ - \$ **22,543.35**

0.00  
1,767.15  
2,102.28

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\$ - \$ **3,869.43**

0.00  
9,937.23  
46.50  
75.00  
515.00

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\$ - \$ **10,573.73**

0.00  
463.51

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\$ - \$ **463.51**

0.00  
12,338.38  
2,161.44

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\$ - \$ **14,499.82**

0.00  
67.20  
473.11

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\$ - \$ **540.31**

0.00  
164.00  
3,844.96

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\$ - \$ **4,008.96**

		0.00
		0.00
		250.00
		86,172.63
		99,573.76
		10,809.61
<b>\$</b>	<b>-</b>	<b>\$ 196,806.00</b>
		0.00
		15,100.81
		<b>(2,834.09)</b>
<b>\$</b>	<b>-</b>	<b>\$ 12,266.72</b>
		0.00
		3,245.32
<b>\$</b>	<b>-</b>	<b>\$ 3,245.32</b>
		0.00
		840.00
<b>\$</b>	<b>-</b>	<b>\$ 840.00</b>
<b>\$</b>	<b>-</b>	<b>\$ 213,158.04</b>
<b>\$</b>	<b>-</b>	<b>\$ 538,258.10</b>
<b>\$</b>	<b>238,324.46</b>	<b>\$ (25,963.64)</b>

		0.00
	2,721.45	2,732.99
	1,353.72	3,598.74
		<b>(9,377.23)</b>
		0.00
		106,056.78
		18,000.00
		15,215.22
<b>\$</b>	<b>-</b>	<b>\$ 139,272.00</b>
<b>\$</b>	<b>4,075.17</b>	<b>\$ 136,226.50</b>
<b>\$</b>	<b>4,075.17</b>	<b>\$ 136,226.50</b>

0.00  
0.00  
4,099.02

\$	-	\$	<b>4,099.02</b>
			0.00
			106,056.78
			18,000.00
			15,215.22
\$	-	\$	<b>139,272.00</b>
\$	-	\$	<b>143,371.02</b>
\$	-	\$	<b>143,371.02</b>
\$	<b>4,075.17</b>	\$	<b>(7,144.52)</b>
\$	<b>242,399.63</b>	\$	<b>(33,108.16)</b>

12-0025-00  
 HUB INTERNATIONAL FLORIDA  
 4830 W KENNEDY BLVD STE 850  
 TAMPA FL 33609-2593

00000344



Agency phone: 727-797-0441

07-21-2023

# *Auto-Owners* INSURANCE

LIFE • HOME • CAR • BUSINESS

PO BOX 30660 • LANSING, MI 48909-8160

Southern-Owners Insurance Company

THE KIND MOUSE PRODUCTIONS INC  
 3934 HUNTINGTON ST NE  
 ST PETERSBURG FL 33703-6040

You can view your policy, pay your bill, or change your paperless options at any time online at [www.auto-owners.com](http://www.auto-owners.com).

#### ADDITIONAL WAYS TO PAY YOUR BILL

Pay Online  
[www.auto-owners.com](http://www.auto-owners.com)  
 Pay My Bill

Pay by Mail  
 AUTO-OWNERS INSURANCE  
 PO BOX 740312  
 CINCINNATI, OH 45274-0312

Pay by Phone  
 1-800-288-8740

RE: Policy 114612-20686768-23

Billing Account 012591050

Thank you for selecting Auto-Owners Insurance Group to serve your insurance needs! Feel free to contact your independent Auto-Owners agent with questions you may have. If you have questions your agent is unable to answer, please contact us at 517.323.1200.

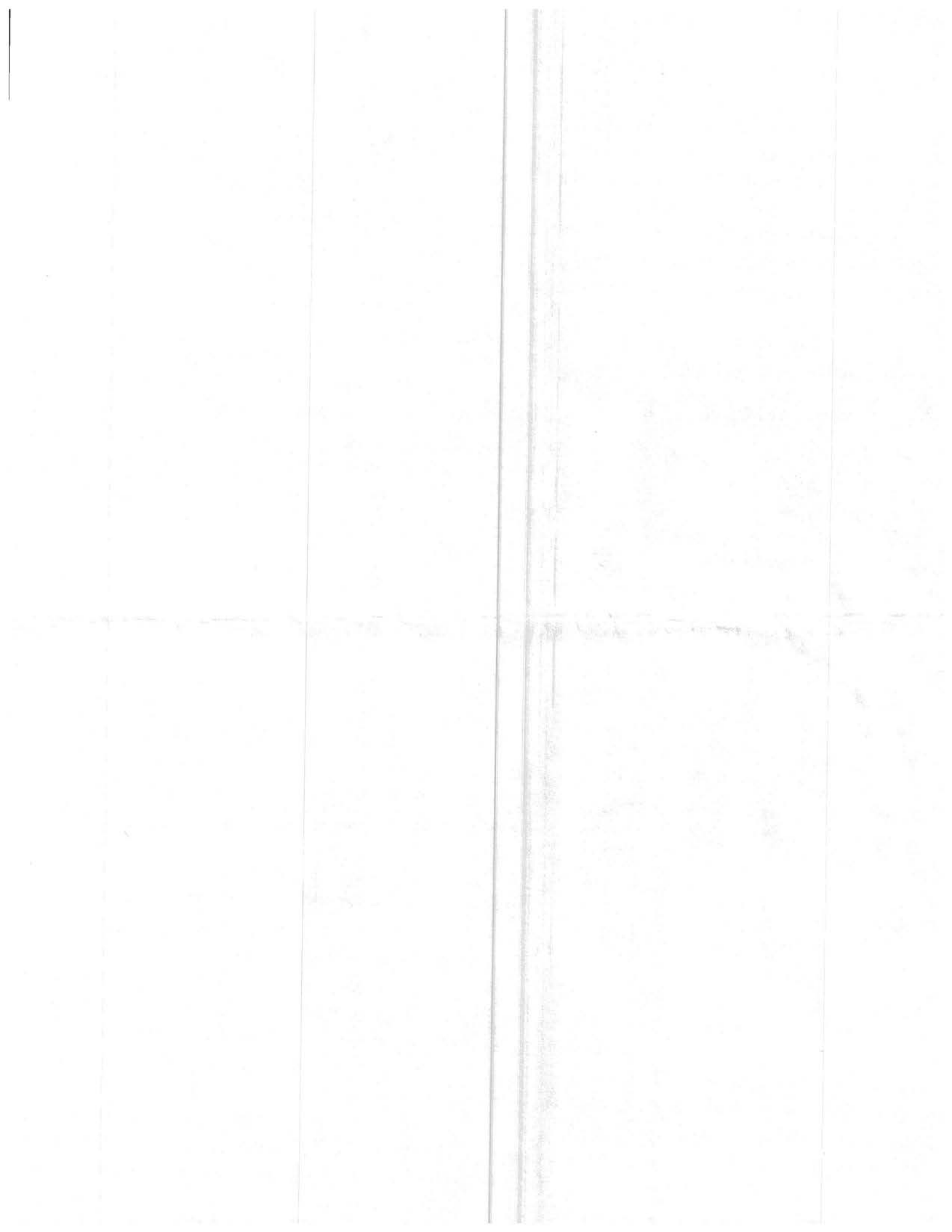
Auto-Owners and its affiliate companies offer a full complement of policies, each of which has its own eligibility requirements, coverages and rates. In addition, Auto-Owners also offers many billing options. Please take this opportunity to review your insurance needs with your Auto-Owners agent, and discuss which company, program, and billing option may be most appropriate for you.

Auto-Owners Insurance Company was formed in 1916. Our A++ (Superior) rating by A.M. Best Company signifies that we have the financial strength to provide the insurance protection you need. The Auto-Owners Insurance Group is comprised of six property and casualty companies and a life insurance company.

*Serving Our Policyholders and Agents Since 1916*







## NOTICE OF PRIVACY PRACTICES

### What We Do To Protect Your Privacy

At Auto-Owners Insurance Group\*, we value your business and we want to retain your trust. In the course of providing products and services, we may obtain nonpublic personal information about you. We assure you that such information is used only for the purpose of providing our products and services to you.

### Protecting Confidentiality

Our agents and Company associates may have access to nonpublic personal information only for the purpose of providing our products or services to you. We maintain physical, electronic and procedural safeguards against unauthorized use of your nonpublic personal information.

### Information We Obtain

To assist in underwriting and servicing your policy, we may obtain nonpublic personal information about you. For example, we routinely obtain information through applications, forms related to our products or services, from visiting [www.auto-owners.com](http://www.auto-owners.com), and your transactions with us. We may obtain such information from our affiliates, independent insurance agents, governmental agencies, third parties, or consumer reporting agencies.

The type of information that we collect depends on the product or service requested, but may include your name, address, contact information, social security number, credit history, claims history, information to properly investigate and resolve any claims, or billing information. We may obtain your medical history with your permission. The nature and extent of the information we obtain varies based on the nature of the products and services you receive.

### The Internet and Your Information

If you would like to learn about how we gather and protect your information over the Internet, please see our online privacy statement at [www.auto-owners.com/privacy](http://www.auto-owners.com/privacy).

Generally, Auto-Owners may use cookies, analytics, and other technologies to help us provide users with better service and a more customized web experience. Our business partners may use tracking services, analytics, and other technologies to monitor visits to [www.auto-owners.com](http://www.auto-owners.com). The website may use web beacons in addition to cookies. You may choose to not accept cookies by changing the settings in your web browser.

Information obtained on our websites may include IP address, browser and platform types, domain names, access times, referral data, and your activity while using our site; who should use our web site; the security of information over the Internet; and links and co-branded sites.

### Limited Disclosure

Auto-Owners Insurance Group companies do not disclose any nonpublic personal information about their customers or former customers except as permitted by law. We do not sell your personal information to anyone. We do not offer an opportunity for you to prevent or "opt out of" information sharing since we only share personal information with others as allowed by law.

When sharing information with third parties to help us conduct our business, we require them to protect your personal information. We do not permit them to use or share your personal information for any purpose other than the work they are doing on our behalf or as required by law.



The types of information disclosed may include personal information we collect as necessary to service your policy or account, investigate and pay claims, comply with state and federal regulatory requests or demands, and process other transactions that you request. Third parties that receive disclosures may include your independent agent, regulators, reinsurance companies, fraud prevention agencies, or insurance adjusters.

## **How Long We Retain Your Information**

We generally retain your information as long as reasonably necessary to provide you services or to comply with applicable law and in accordance with our document retention policy. We may retain copies of information about you and any transactions or services you have used for a period of time that is consistent with applicable law, applicable statute of limitations or as we believe is reasonably necessary to comply with applicable law, regulation, legal process or governmental request, to detect or prevent fraud, to collect fees owed, to resolve disputes, to address problems with our services, to assist with investigations, to enforce other applicable agreements or policies or to take any other actions consistent with applicable law.

In some circumstances we may anonymize your personal information (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you. This allows the specific information collected (name, email, address, phone number, etc.) to become anonymous, but allows Auto-Owners to keep the transaction or engagement data.

## **Changes to the Privacy Policy**

We will provide a notice of our privacy policy as required by law. This policy may change from time to time, but you can always review our current policy by visiting our website at [www.auto-owners.com/privacy](http://www.auto-owners.com/privacy) or by contacting us.

## **Contact Us**

Auto-Owners Insurance Company  
Phone: 844-359-4595 (toll free)  
Email: [privacyrequest@aoins.com](mailto:privacyrequest@aoins.com)

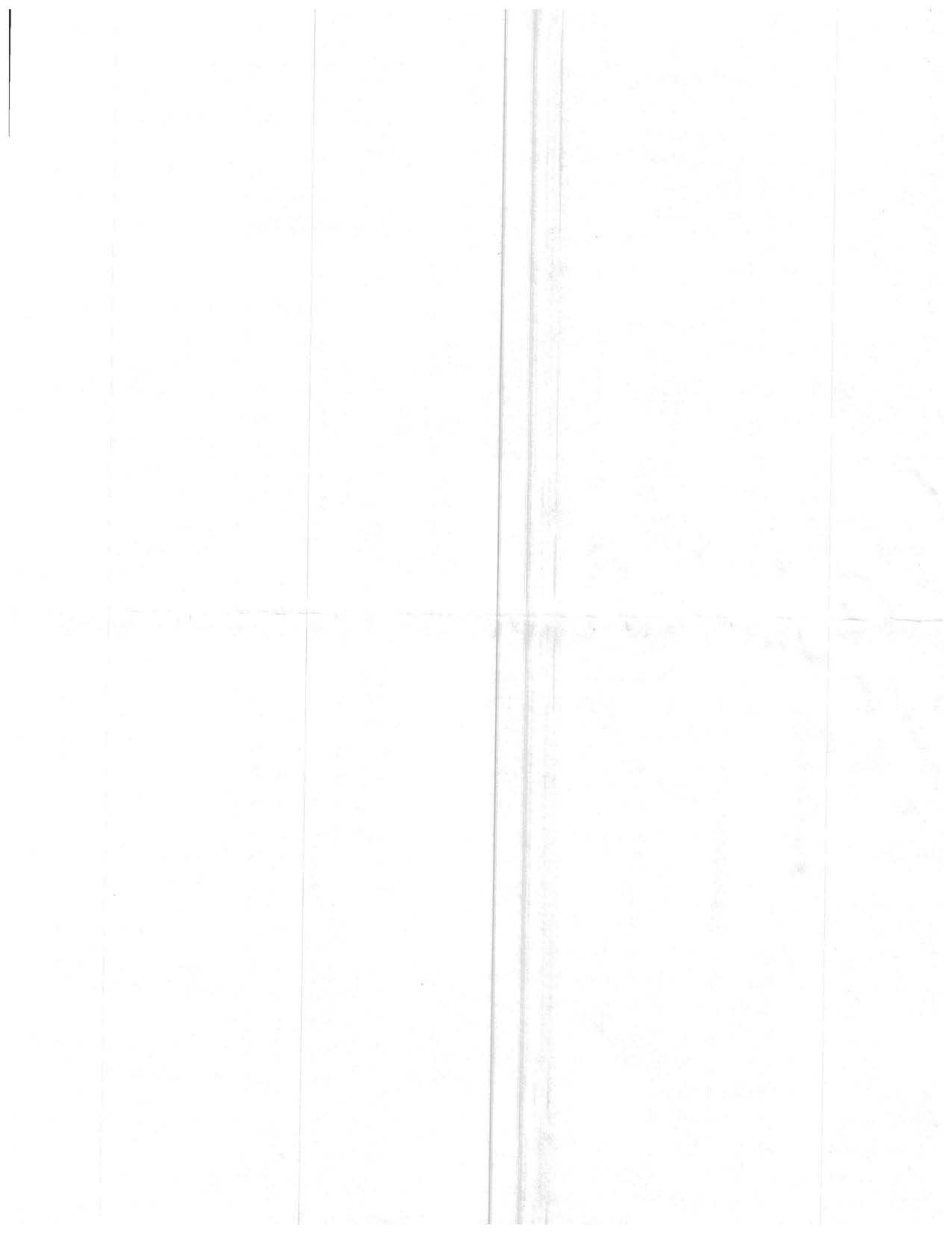
\*Auto-Owners Insurance Group includes, Auto-Owners Insurance Company, Auto-Owners Life Insurance Company, Home-Owners Insurance Company, Owners Insurance Company, Property-Owners Insurance Company and Southern-Owners Insurance Company.

**Florida**  
**POLICYHOLDER INFORMATION AND ASSISTANCE**

We are here to serve you and as our policyholder your satisfaction is very important to us. Should you have any questions or a complaint regarding your policy that cannot be resolved by your agent, you may contact our Lakeland Regional Office for information and assistance by calling 863-687-4505.

Auto-Owners Insurance Company  
Owners Insurance Company  
Southern-Owners Insurance Company





INSURANCE COMPANY  
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

AGENCY HUB INTERNATIONAL FLORIDA  
12-0025-00 MKT TERR 052 727-797-0441

INSURED THE KIND MOUSE PRODUCTIONS INC

ADDRESS 3934 HUNTINGTON ST NE  
ST PETERSBURG FL 33703-6040

## TAILORED PROTECTION POLICY DECLARATIONS

Renewal Effective 09-10-2023

**POLICY NUMBER 114612-20686768-23**

Company Use 20-46-FL-1112

Company Bill	Policy Term
	12:01 a.m. 12:01 a.m.
	09-10-2023 to 09-10-2024

In consideration of payment of the premium shown below, this policy is renewed. Please attach this Declarations and attachments to your policy. If you have any questions, please consult with your agent.

55039 (11-87)

### COMMON POLICY INFORMATION

**Business Description:** Nfp Organization

**Entity:** Corporation

**Program:** Service

	PREMIUM
THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S):	
COMMERCIAL GENERAL LIABILITY COVERAGE	\$1,467.00
COMMERCIAL INLAND MARINE COVERAGE	\$243.00
SURTAX	\$1.46
FLORIDA EMERGENCY TRUST FUND SURCHARGE	\$4.00
FLORIDA INSURANCE GUARANTY ASSOCIATION ASSESSMENT	\$11.97
<b>TOTAL</b>	<b>\$1,727.43</b>
<b>PAID IN FULL DISCOUNT</b>	<b>\$31.22</b>
<b>TOTAL POLICY PREMIUM IF PAID IN FULL</b>	<b>\$1,696.21</b>

**THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**  
The Paid in Full Discount does not apply to fixed fees, statutory charges or minimum premiums.

Forms that apply to all coverage part(s) shown above (except garage liability, dealer's blanket, commercial automobile, if applicable):  
IL0017 (11-85) 55156 (07-12) 55056 (07-87)

A merit rating plan factor of 0.95 applies.

Countersigned By: HUB INTERNATIONAL FLORIDA



Southern-Owners Ins. Co.

Issued 07-21-2023

AGENCY HUB INTERNATIONAL FLORIDA  
12-0025-00 MKT TERR 052

Company POLICY NUMBER 114612-20686768-23  
Bill 20-46-FL-1112

INSURED THE KIND MOUSE PRODUCTIONS INC

Term 09-10-2023 to 09-10-2024

55040 (11-87)

**COMMERCIAL GENERAL LIABILITY COVERAGE**

COVERAGE	LIMITS OF INSURANCE
General Aggregate (Other Than Products-Completed Operations)	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal And Advertising Injury Each Occurrence	\$2,000,000
Damage to Premises Rented to You (Fire Damage)	\$50,000 Any One Premises
Medical Payments	\$5,000 Any One Person

Twice the "General Aggregate Limit", shown above, is provided at no additional charge for each 12 month period in accordance with form 55885.

**AUDIT TYPE:** Non-Audited

Forms that apply to this coverage:

CG2001 (04-13)	59350 (01-15)	55146 (06-04)	IL0017 (11-85)	CG0220 (03-12)
CG2416 (12-07)	IL0021 (07-02)	55881 (12-17)	CG2106 (05-14)	CG2002 (11-85)
59325 (12-19)	CG0001 (04-13)	55513 (05-17)	55719 (05-17)	CG2109 (06-15)
55029 (05-17)	CG2196 (03-05)	CG2132 (05-09)	CG2147 (12-07)	55885 (05-17)
CG2026 (04-13)				

**LOCATION 0001 - BUILDING 0001**

**Location:** 3934 Huntington St Ne, St Petersburg, FL 33703-6040

**Territory:** 004

**County:** Pinellas

CLASSIFICATION	CODE	SUBLINE	PREMIUM BASIS	RATE	PREMIUM
Special Event Per 55056 Attached - Premium Not Subject To Cancellation Adjustment	00505		Flat Charge		
		Prem/Op	2		\$990.00
Clubs - Civic, Service Or Social Having Building Or Premises Owned Or Leases (Not-For Profit)	41668		Area	Each 1000	
		Prem/Op	100	542.691	\$54.00
Additional Interests	49950		100	89.553	\$9.00
Designated Per/Organization L					
		Prem/Op	Flat Charge		\$25.00
1. Pinellas Community F					
		Prod/Comp Op	Flat Charge		\$25.00
2. The Elks Lodge 1224					
		Prem/Op	Flat Charge		\$25.00
		Prod/Comp Op	Flat Charge		\$25.00

Southern-Owners Ins. Co.

Issued 07-21-2023

AGENCY HUB INTERNATIONAL FLORIDA  
12-0025-00 MKT TERR 052

Company POLICY NUMBER 114612-20686768-23  
Bill 20-46-FL-1112

INSURED THE KIND MOUSE PRODUCTIONS INC

Term 09-10-2023 to 09-10-2024

COMMERCIAL GENERAL LIABILITY COVERAGE - LOCATION 0001 SUMMARY	PREMIUM
TERRORISM - CERTIFIED ACTS SEE FORM: 59350	\$15.00
<b>LOCATION 0001</b>	<b>\$1,467.00</b>
	16198 (07-87)

**COMMERCIAL INLAND MARINE COVERAGE**

**COVERAGES PROVIDED**

Insurance applies to covered property for which a limit of insurance is shown.

Forms that apply to Inland Marine:

59350 (01-15) 16080 (08-86) 55081 (05-18) 16566 (12-14) 16757 (12-17)  
59325 (12-19) 16859 (07-19) 16197 (09-98)

**LOCATION 0001 - BUILDING 0001**

Location: 3934 Huntington St Ne, St Petersburg, FL 33703-6040

COVERAGE	COINSURANCE	DEDUCTIBLE	LIMIT	RATE	PREMIUM
OTHER					
8121 Camera Equipment		\$500	\$10,499	2.291	\$241.00
TOTAL FOR THIS COVERAGE:					\$241.00

COMMERCIAL INLAND MARINE COVERAGE - LOCATION 0001 SUMMARY	PREMIUM
TERRORISM - CERTIFIED ACTS SEE FORM: 59350	\$2.00
<b>LOCATION 0001</b>	<b>\$243.00</b>

A single deductible applies per claim. If more than one item is involved in a claim, the single highest applicable deductible amount is used.





Southern-Owners Ins. Co.

Issued 07-21-2023

AGENCY HUB INTERNATIONAL FLORIDA  
12-0025-00 MKT TERR 052

Company POLICY NUMBER 114612-20686768-23  
Bill 20-46-FL-1112

INSURED THE KIND MOUSE PRODUCTIONS INC

Term 09-10-2023 to 09-10-2024

55056 (07-87)

## SUPPLEMENTAL DECLARATIONS

CLASS CODE 00505: SPECIAL EVENT PER 55056  
ATTACHED - PREMIUM NOT SUBJECT  
TO CANCELLATION ADJUSTMENT  
NAME OF EVENT: MOUSETIQUE LUAU  
PLACE: SERENDIPITY PINELLAS WEDDING AND EVENT VENUE  
6200 90TH AVE N, PINELLAS PARK, FL 33782  
DATE: 10/7/23  
ATTENDANCE: 120-140  
CHARGE: \$500

CLASS CODE 00505: SPECIAL EVENT PER 55056  
ATTACHED - PREMIUM NOT SUBJECT  
TO CANCELLATION ADJUSTMENT  
NAME OF EVENT: MOUSE MCFLUFFY WALK/RUN T  
THE MICHAEL DACOSTA MEMORIAL  
5K TO BENEFIT #THEKINDMOUSE  
PLACE: THE LOCAL PARK  
DATE: OCTOBER 6, 2019  
ATTENDANCE: 100-150  
CHARGE: \$214

CLASS CODE 00505: SPECIAL EVENT PER 55056  
ATTACHED - PREMIUM NOT SUBJECT  
TO CANCELLATION ADJUSTMENT  
NAME OF EVENT: ST PETE BEACH JAMBOREE  
DATE: NOVEMBER  
ATTENDANCE: 250  
CHARGE: \$575

16197 - COMMERCIAL ARTICLES FLOATER FORM

38'" SONY 4K XDCAM SUPER35 CAMCORDER KIT/REG #SOPXWFS7K \$10,499

TOTAL: \$10,499

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s):**

THE ELKS LODGE 1224 /  
PINELLAS COMMUNITY FOUNDATION /

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not

be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

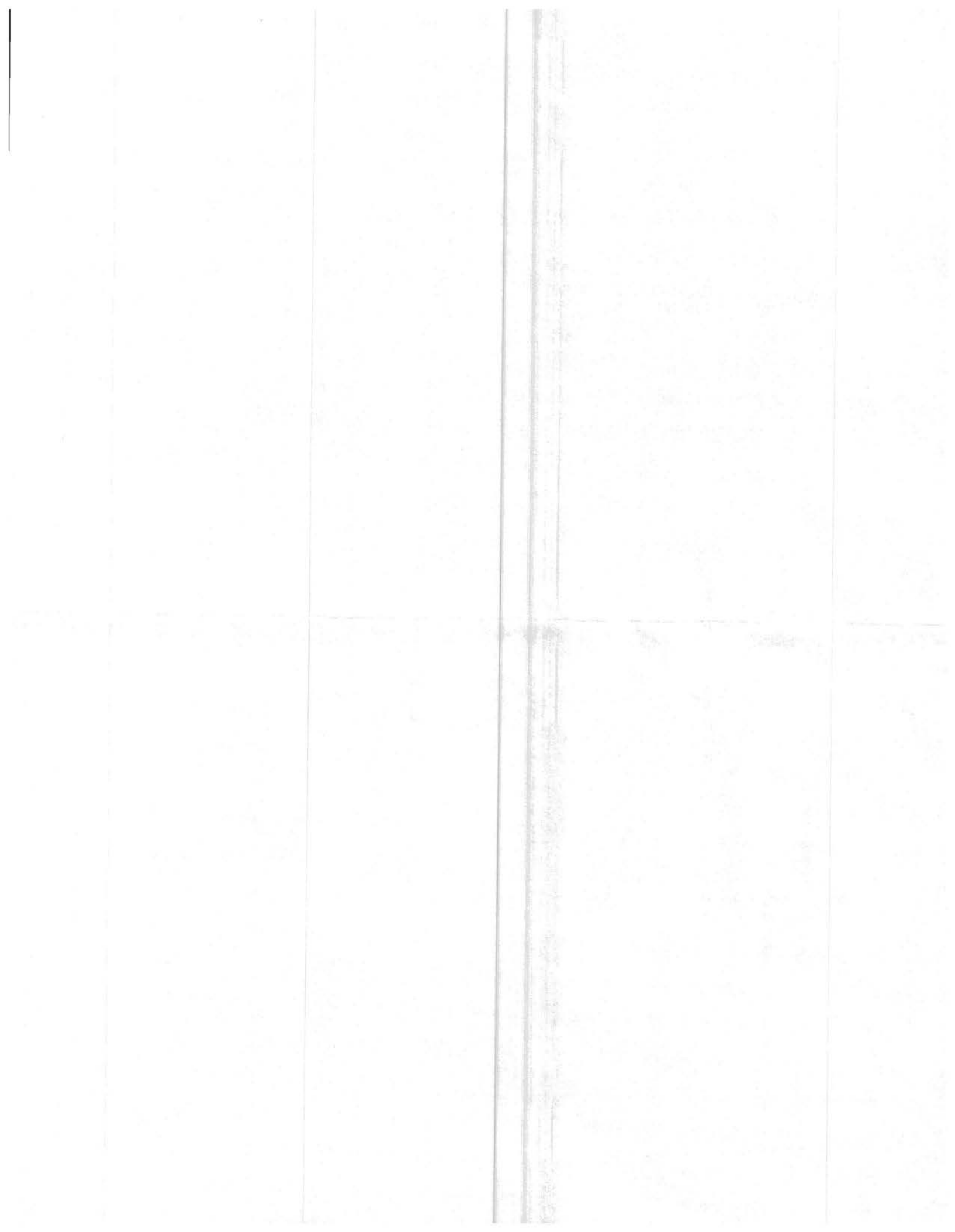
If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.





16859 (7-19)

# ACTUAL CASH VALUE AND DEPRECIATION

## Commercial Inland Marine

It is agreed:

Wherever it appears in this policy and any endorsement attached to this policy:

1. Actual cash value means the cost to repair or replace lost or damaged property with property of similar quality and features reduced by the amount of depreciation applicable to the lost or damaged property immediately prior to the loss.
2. Depreciation means a decrease in value because of age, wear, obsolescence or market value and includes:
  - a. The cost of materials, labor and services;

- b. Any applicable taxes; and
- c. Profit and overhead necessary to repair, replace or rebuild lost or damaged property.

The meaning of actual cash value and depreciation in this endorsement supersedes any provision in this policy and any endorsement attached to this policy to the contrary.

All other policy terms and conditions apply.

16859 (7-19)

Page 1 of 1



## COMMERCIAL ARTICLES FLOATER FORM

For an additional premium we cover the personal property for which an amount of insurance is shown on the Declarations or Schedule forming part of this policy. This insurance is subject to the provisions of this endorsement and the compatible provisions of the policy to which it is attached.

### NEWLY ACQUIRED PROPERTY

This clause applies only to property of a type described in the Schedule or the Declarations.

We cover newly acquired property for an amount not to exceed the lesser of:

1. 25% of the amount of insurance for its class; or
2. \$10,000;

if:

1. you report to us within 30 days of acquiring it; and
2. pay the premium on it from the date acquired.

### PERILS WE INSURE AGAINST

We cover risk of direct physical loss or damage, not excluded in this form, to the property covered.

### EXCLUSIONS

We do not cover under this form, loss or damage caused directly or indirectly by any of the following, whether or not any other cause or happening contributes concurrently or in any sequence to the loss or damage:

1. As to any property covered:
  - a. Seizure or destruction of property by order of governmental authority. But we will pay for such acts or destruction taken at the time of a fire to prevent its spread if the fire would be covered under this form.
  - b. Nuclear action meaning nuclear reaction, radiation, radioactive contamination, discharge of a nuclear weapon, however caused and whether controlled or uncontrolled, or any consequence of any of these. We will cover direct loss resulting from fire if caused by any of these, if fire is covered elsewhere in this form.

- c. War (declared or undeclared), civil war, insurrection, rebellion or revolution.
- d. Wear and tear; inherent vice; hidden or latent defect; gradual deterioration; mechanical break down; insects, vermin, rodents; depreciation; or by processing or any work on the property. We will cover direct loss from fire or explosion which is caused by any of these.

### 2. As to Fine Arts and Collectibles:

- a. by any repairing, restoration or retouching process;
- b. breakage of art glass windows, statuary, marble, glassware, bric-a-brac, porcelains and similar fragile articles unless caused by:
  - 1) fire or lightning;
  - 2) tornado, cyclone, windstorm;
  - 3) collision, derailment or overturn of the conveyance;
  - 4) aircraft;
  - 5) earthquake;
  - 6) malicious damage;
  - 7) theft or attempted theft; or
  - 8) flood;
 except as we may state otherwise; or
- c. loss to property on exhibition at fair grounds or on the premises of any national or international exposition. We do cover at exhibitions or premises which may be described in this policy.

### 3. As to Postage Stamps or Rare and Current Coin Collections:

- a. fading, creasing, denting, scratching, tearing, thinning, transfer of colors, inherent defect, dampness, extremes of temperature, gradual depreciation, or damage sustained from handling or while being actually worked upon;
- b. mysterious disappearance of individual stamps, coins or other articles insured unless:
  - 1) specifically scheduled for a definite amount; or
  - 2) not specifically scheduled but mounted in a volume and the page to which it is attached is also lost;
- c. property in the custody of transportation companies; shipments by mail unless by registered mail;

- d. theft from any unattended automobile except while being shipped by registered mail; or
- e. any property described which is not an actual part of a stamp, money or numismatic collection.

4. As to Miscellaneous Property:

- a. breakage, marring, scratching, tearing or denting unless by perils listed in 2.b. above;
- b. by infidelity of your employees or persons to whom the covered property is entrusted;
- c. any process of refinishing, renovating or repairing;
- d. dampness of the atmosphere or extremes of temperature; or
- e. corrosion or rust, fouling or explosion of fire-arms.

**ADDITIONAL CONDITIONS**

1. **Fine Arts:** We will pay not more than the amount shown in the Schedule for each article, which we agree is the value of the article.

In the event of the total loss of an article which is part of a set, we will pay the full value of the set. You agree to surrender the remaining article or articles of the set to us.

You agree the property will be packed and unpacked by competent packers.

We cover other art you acquire during the policy period for its actual cash value but not more than 25% of the amount of insurance. You must report it to us within 90 days of the date acquired and pay the additional premium.

2. **Silverware:** We do not cover pens, pencils, flasks, smoking equipment or jewelry.

3. **Postage Stamps or Rare and Current Coins:**

Under Postage Stamps, we cover:

- a. due, envelope, official, revenue, match and medicine stamps;
  - b. covers, locals, reprints, essays, proofs;
  - c. other philatelic property, including books, pages and mountings;
- which you own or have in your custody or control.

Under Rare and Current Coins, we cover:

- a. medals, paper money, bank notes, tokens of money;
  - b. other numismatic property, including coin albums, containers, frames, cards and display cabinets;
- which you own or have in your custody or control.

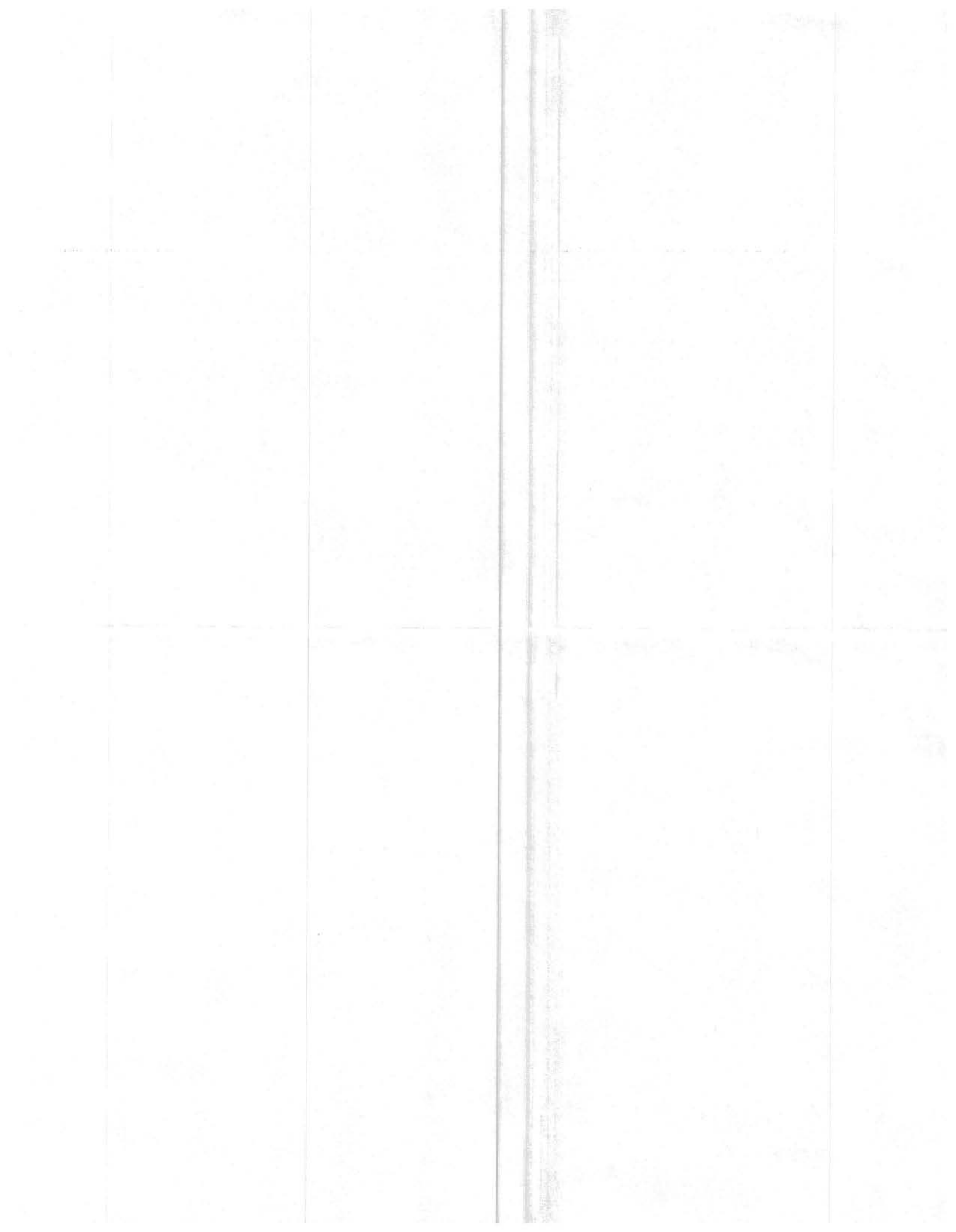
As to a stamp or coin collection not specifically described, we will pay the market value at the time of loss but not more than:

- a. \$1000 on numismatic property; or
- b. \$250 on any one stamp, coin or individual article or any one pair, strip, block, series, sheet, cover, frame or card; nor
- c. that proportion of any loss that the total sum insured bears to the market value of the property insured.

4. **Valuation:** This condition, stated elsewhere in the policy, does not apply to Fine Arts.

5. **Territorial Limits:** We cover the described property wherever it may be located. But we cover described Fine Arts only while within the limits of the continental United States, the State of Hawaii and Canada.





**CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM  
AND  
IMPORTANT INFORMATION REGARDING TERRORISM RISK  
INSURANCE COVERAGE**

It is agreed:

1. With respect to any one or more certified acts of terrorism, we will not pay any amounts for which we are not responsible because of the application of any provision which results in a cap on our liability for payments for terrorism losses in accordance with the terms of the federal Terrorism Risk Insurance Act of 2002 (including ensuing Congressional actions pursuant to the Act).
2. Certified act of terrorism means any act certified by the Secretary of the Treasury, in consultation with:
  - a. the Secretary of Homeland Security; and
  - b. the Attorney General of the United Statesto be an act of terrorism as defined and in accordance with the federal Terrorism Risk Insurance Act of 2002 (including ensuing Congressional actions pursuant to the Act).
3. Under the federal Terrorism Risk Act of 2002 (including ensuing Congressional actions pursuant to the Act) a terrorist act may be certified:
  - a. if the aggregate covered commercial property and casualty insurance losses resulting from the terrorist act exceed \$5 million; and
  - b. (1) if the act of terrorism is:
    - a) a violent act; or
    - b) an act that is dangerous to human life, property or infrastructure; and(2) if the act is committed:
    - a) by an individual or individuals as part of an effort to coerce the civilian population of the United States; or
    - b) to influence the policy or affect the conduct of the United States government by coercion.

All other policy terms and conditions apply.





## IMPORTANT INFORMATION REGARDING TERRORISM RISK INSURANCE COVERAGE

The Terrorism Risk Insurance Act of 2002 was signed into law on November 26, 2002. The Act (including ensuing Congressional actions pursuant to the Act) defines an act of terrorism, to mean any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security and the Attorney General of the United States to be (i) an act of terrorism; (ii) to be a violent act or an act that is dangerous to human life, property or infrastructure; (iii) to have resulted in damage within the United States or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and (iv) to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States government by coercion.

Subject to the policy terms and conditions, this policy provides insurance coverage for acts of terrorism as defined in the Act.

Any coverage for certain commercial lines of property and casualty insurance provided by your policy for losses caused by certified acts of terrorism are partially paid by the federal government under a formula established by federal law. Under this formula, the government will reimburse us for 85% of such covered losses that exceed the statutory deductible paid by us. However, beginning January 1, 2016 the share will decrease 1% per calendar year until it equals 80%. **You should also know that in the event aggregate insured losses exceed \$100 billion during any year the Act is in effect, then the federal government and participating United States insurers that have met their insurer deductible shall not be liable for the payment of any portion of that amount of the loss that exceeds \$100 billion. In the event that aggregate insured losses exceed \$100 billion annually, no additional claims will be paid by the federal government or insurers.** This formula is currently effective through December 31, 2020 unless extended.

The premium charge, if any, for this coverage is shown separately on the attached Declarations page. In the event of a certified act of terrorism, future policies also may include a government assessed terrorism loss risk-spreading premium in accordance with the provisions of the Act.

Please contact us if you would like to reject coverage for certified acts of terrorism.