2025 GRANTS-IN-AID

STANDARD & EXCEPTIONAL GRANT APPLICATION

APPLICANT INFORMATION

1. Applicant (Legal name of organization): The Little Theatre of New Smyrna Beach, Inc.
2. Address (mailing): P.O. Box 114

   City: New Smyrna Beach

   State: FL

   Zip Code: 32170
3. Type of Organization:

   ☐ Municipal government ☐Volusia County Government

   ☒ Not-for-Profit Corporation classified as a 501(c) (3)
4. Federal ID #: 59-2173307

   Florida Not-for-Profit Corporation Charter # (if applicable): 767129

   Florida Dept. of Agriculture & Consumer Services Registration # (if applicable):

   CH15256
5. County Council District of Project: ☐1 ☐2 ☒3 ☐4 ☐5
6. Is the project in a Community Redevelopment District (CRA)? ☐Yes ☒No
7. Contact Person:

   Name: **Kathryn** Peterson

   Title: Operations Manager

   Telephone #: 386-423-1246

   E-Mail: info@nsbplayers.org
8. Provide the Mission Statement for your organization:

   The Little Theatre is a non-profit organization dedicated to the promotion, development and nurturing of live dramatic arts in our community. Our members are mostly unpaid volunteers who share a common love of theater. We are a busy and successful community theater, performing, rehearsing, and auditioning all year long. Our goals are unchanged: to maintain the highest possible quality of live theater and to promote and bring education and enjoyment of the performing arts to all members of our community. See Attachment 1 (Page A-2) to this application for a discussion of Little Theatre history and program quality.

PROJECT INFORMATION

9. Project Title: Production Improvement

   Project Location Address: 726 East Third Avenue

   City: New Smyrna Beach

   State: FL

   Zip Code: 32169

10. Type of Project:

    ☐ Acquisition ☐ Restoration ☐ Construction ☒ Improvement

11. ECHO Category – Select One (review ECHO Guidebook pages 3 - 4):

    ☐ Environmental ☒ Cultural ☐ Historic ☐ Outdoor Recreation

12. The Project Site of Facility is (select one):

    ☒ Owned by Applicant ☐ Leased by Applicant (length of lease):

    ☐ Land/Project Management Agreement (length of agreement):

    NOTE: LEASES/AGREEMENTS MUST BE BINDING AND NON-CANCELABLE

13. Is the Project Site/Facility mortgaged or will it be? ☐ Yes ☒ No

FUNDING REQUEST

14. Project Funding (Grant Request Amount and Match Amount):

    a. Standard Grant Request (up to $600,000.00) $ 57,500

    b. Exceptional Grant Request (up to $2,500,000.00) $ 0

    c. Confirmed Match Funds $ 57,500

    d. Total Project Cost (ECHO + Match) $ 115,000

15. Mandatory Workshop was attended by: Kathryn Peterson

    Date of Workshop: October 2, 2024

16. List any prior year grant(s) received from ECHO (include year, project name and total grant amount(s)):

Little Theatre of NSB Expansion, 2003, Grant Awarded $467,000, Total Funding $947,908.

PROJECT DESCRIPTION

17. Describe the project and explain how it will achieve the goals of Resolution 2020-79 to plan for the future growth of Volusia and enhance the quality of life for its residents (use factual information/documentation to show how this project will accomplish these goals):

    This project involves the installation and enhancement of LED signage and digital media systems. It includes the following components:

    a. Assembly, permanent installation, and initial set-up of one 32 ft wide and 11 ft tall programmable LED hanging CYC (Cyclorama), which will be used to create dynamic, visually engaging backgrounds for performances, events, and community gatherings.

    b. Assembly, permanent installation, and initial set-up of one 6 ft wide and 3 ft tall programmable transparent indoor LED poster situated above the main entrance doors that will provide essential information and draw attention to events and programs.

    c. Assembly, permanent installation, and initial set-up of two 3 ft wide and 6 ft tall programmable transparent LED posters flanking each side of the lobby, further enhancing backgrounds for any show.

    d. Assembly, permanent installation and initial set-up of one high-resolution programmable LED poster for internal digital signage, which will provide information regarding events, community services, and resources available to residents and visitors.

    e. Technical assistance for video programming for all LED equipment and to facilitate up to eight shows per year for two years, ensuring high-quality audiovisual support and professional execution of community events.

    Resolution 2020-79 emphasizes planning for the future growth of Volusia County and enhancing the quality of life for its residents by fostering opportunities for cultural engagement, accessibility to information, and community connectivity. This project aligns with these goals in the following ways:

    a. Cultural and Community Engagement: The installation of the large LED CYC and additional signage enhances the local cultural environment by providing platforms for performances, exhibitions, and varied productions. This not only signifies a commitment to the arts but also promotes local talent and strengthens community bonds. Being a theater with a programmable LED Cyclorama provides an experience for technical skills

that rival college settings. An LED CYC provides the ability to teach video production and video cueing along with lights and sounds. And if desired, this will provide a space for county residents to come to watch locally produced multimedia content.

b. Improved Access to Information: The transparent and programmable LED posters at the entrance and inside the venue will significantly improve the dissemination of information regarding local events, community programs, and resources offered to residents. By ensuring that vital information is visible and accessible, the project fosters inclusivity and community engagement.

c. Support for Economic Growth: By enabling high-quality audiovisual support, the project encourages greater use of the facility. This increase in activity can lead to economic benefits for the local community through the attraction of visitors and potential tourism driven by events.

d. Enhanced Quality of Life: The upgraded signage and digital displays create a more welcoming and attractive environment for residents and visitors alike. By investing in technology that enhances communication and access, the project cultivates a sense of pride and engagement among residents, encouraging participation in community activities.

e. Sustainability and Modernization: The project employs modern technologies that are energy-efficient and sustainable, as LED lighting consumes significantly less energy compared to traditional sources. This not only reduces the environmental footprint but also lowers operational costs, allowing more funds to be redirected toward community services and programs.

18. If applying for an exceptional grant, describe how the project meets the requirements of an exceptional project. An exceptional project means a project of paramount and crucial countywide importance which provides for receipt of services by significantly large numbers of people in all areas of the county. For more information on exceptional projects see page 8 of the ECHO Guidebook (volusia.org).

    Not applicable.

19. Describe the project and construction timeline:

    a. The LED CYC (described in Paragraph 17a above) consists of multiple individual LED panels which will be built and tested off site at the vendor's (QSE Enterprise Inc.) warehouse before arrival at the theater. Once delivered to the theater, the individual panels will be assembled together into a single cyclorama and permanently hung as a single unit from an existing

theater lighting batten. This assembled hanging LED panel will replace our existing theater CYC, which was itself assembled using multiple theatrical flats or frames screwed together and covered with a fabric on the audience side (which allows us to light it as necessary and occasionally to project something behind our sets), and then the assembled flats are hung from one of the theater lighting battens. Figures 1 – 4 below depict the individual steps.

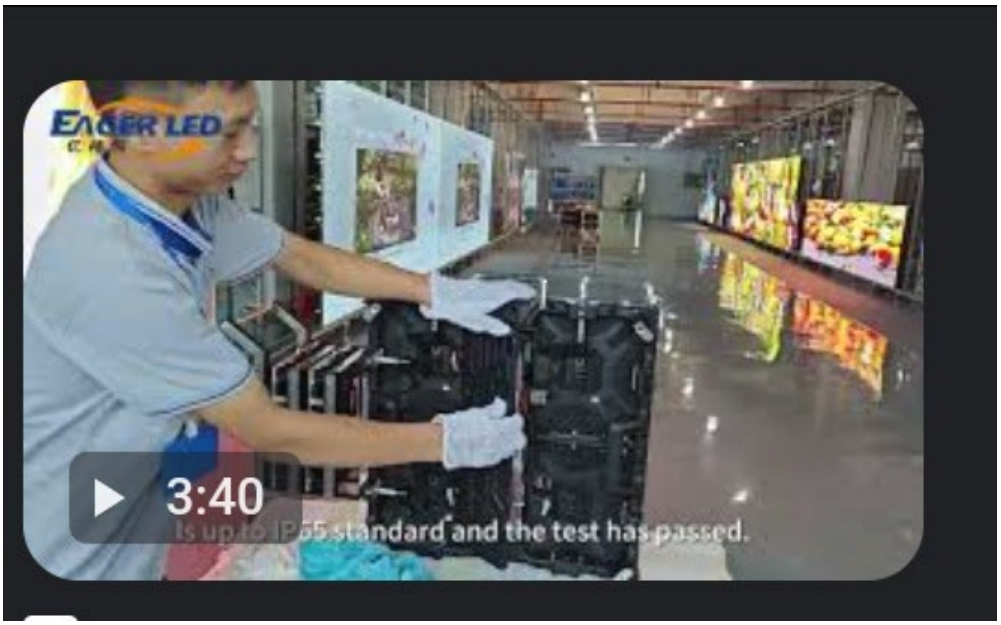

Figure 1. Shows an individual LED panel being constructed at a vendor facility.

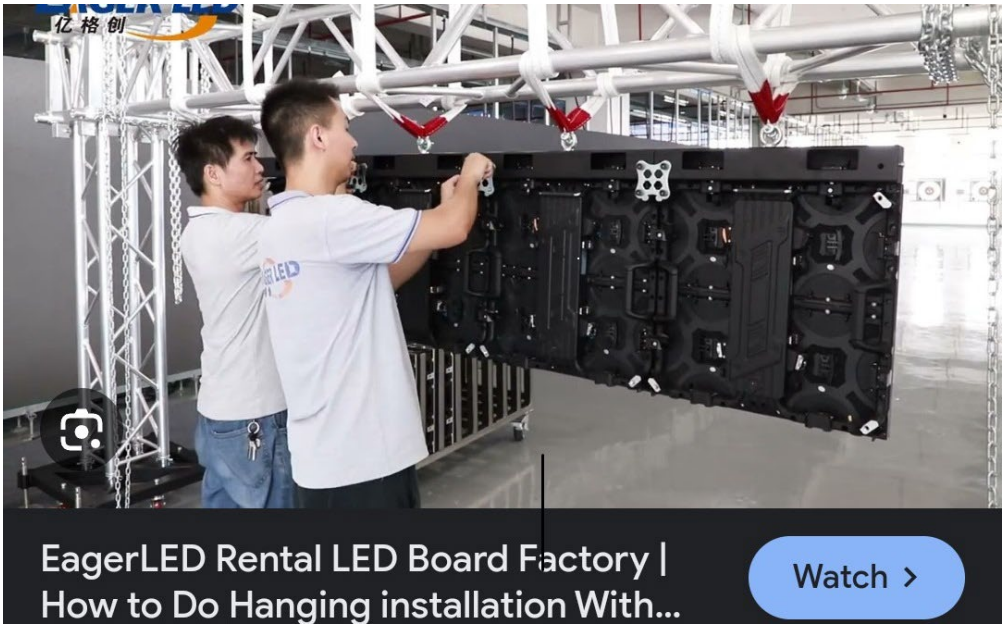

Figure 2. Shows individual panels being assembled together at a customer facility, hanging from a ceiling structure.

Figure 3. Shows a completed LED CYC assembly hanging from a ceiling structure.

Figure 4. Shows the open theater stage with the current CYC at the rear (wood frames attached together and covered by a cream-colored fabric on the audience side, and then hung from a lighting batten) which will be replaced with the new LED CYC.

b. The programmable LED transparent posters (described in Paragraphs 17b – 17d above) will be built and tested off site at the vendor's (QSE Enterprise Inc.) warehouse before arrival at the theater. Once delivered to the theater, three posters will be permanently installed in the theater windows using standard brackets and one poster permanently attached to a lobby wall. Figure 5 below shows how the window posters might look.

Figure 5. Rendering showing how the LED posters might look in theater windows.

c. The technical assistance and training described in Paragraph 17e above provides for initial programming and theater operator training in the use and maintenance of the LED CYC and posters, as well as ongoing, production-specific training for 16 productions over a two-year period.

d. The general project timeline is described below:

1. Month 1 following Grant award and 50% payment to vendor – LED CYC panels built and tested at vendor facility.
2. Month 2 following Grant award – all LED panels and posters delivered to the theater, assembled and installed.
3. Month 3 following Grant award – initial setup and programming for the LED CYC and LED posters completed, and operator training completed.
4. The entire project will be completed in three months following Grant award except for the per production training which will span two years following award.

20. Describe how the green infrastructure and sustainability standards will be used in the project Green Building Standards | US EPA.

    The energy efficiency of LED walls will create no long-term impact on the environment for the LTNSB. The adoption of energy-efficient technologies, the use of sustainable materials, and responsible operational practices will ensure that our project not only serves its intended purpose but also contributes positively to the environment and promotes a culture of sustainability within the community. Each component of the project will be designed and implemented with a focus on minimizing environmental impact and promoting energy efficiency.

    a. Energy-Efficient LED Technology
        1. Selection of Energy-Efficient Models: All LED panels/posters will be sourced from manufacturers that meet or exceed energy efficiency certifications (e.g., ENERGY STAR certified) if possible. This will significantly reduce energy consumption compared to traditional lighting systems.
        2. Smart Power Management: The LED panels/posters will be equipped with smart power management systems allowing for dimming during non-peak hours and automated brightness adjustments based on ambient light, further conserving energy.

    b. Sustainable Materials and Practices
        1. Eco-friendly Materials: Whenever possible, we will use sustainable materials for mounting and framing the display systems. This may include recycled aluminum for frames and low-impact finishes.
        2. Minimizing Waste: All work will be organized to reduce waste and extend the lifespan of materials.

    c. Technical Assistance with Sustainability in Mind
        1. Video Engineering with Minimal Impact: Technical assistance for video engineering will include strategies for setting up efficient workflows that minimize energy use. Shows will be designed to maximize the effectiveness of resources, focusing on reducing setup times and equipment idle times.
        2. Training on Sustainable Practices: Technicians and staff will be trained on best practices for operating within a sustainable framework, including energy management, efficient usage of equipment, and responsible handling of materials.

21. How will the project conserve water and/or promote water efficiency?

    Not applicable – this project will not involve water use.

22. How will the project conserve energy and/or promote renewable energy?

Utilizing the proposed panels/posters will reduce the need for wood and consumption associated with lumber production. By opting for projections, we can significantly lower our environmental impact, as they can create immersive and dynamic visuals without contributing to the depletion of natural resources. Additionally, building sets with wood involves substantial costs related to materials, tools, transportation, and labor. In contrast, investing in a quality LED system can offer long-term savings by us to use the same equipment for multiple productions. This versatility will reduce overall production costs.

23. If the project is a new facility, how will it meet the green building standards or certifications?

    Not Applicable – this is an existing facility.

24. Describe how the project will comply with the ADA accessibility requirements:

    This project will adhere to the Americans with Disabilities Act (ADA) accessibility requirements by ensuring that all LED signage and infrastructure are designed and installed with accessibility in mind. The 32 ft wide by 11 ft tall LED CYC will be positioned to provide clear visibility for individuals at various heights, ensuring that no one misses important visual information. The transparent indoor LED sign above the main entrance doors will be placed at a height that accommodates wheelchair users and individuals of short stature, while the two 3 ft wide by 6 ft tall transparent LED signs adjacent to the entrance will be designed to be easily readable from different vantage points, especially for those with mobility challenges. Additionally, the provision of technical assistance for video engineering ensures that all presentations will be optimized for accessible viewing. The installation of a high-resolution LED poster for internal digital signage will include features such as adjustable brightness and contrast to assist individuals with visual impairments. We will also ensure that all soft goods hardware for stage use is mounted and arranged to allow for easy access by individuals with disabilities, complying fully with ADA standards and fostering an inclusive environment for all attendees and users. Additionally, ten seats are held at all performances to accommodate wheelchairs and companion seating. Door widths, ramps, and restrooms fall within ADA regulations.

25. If applicable, describe any additional phases:

    Not applicable – no additional phases.

PROJECT TEAM

26. List the name and address of the architect, engineer, design consultants and/or general contractor selected. Include the information for the persons signing the Certification of Information and Compliance Form:

a. Dillon Webster, QSE Enterprise Inc., 1821 Castleton Drive, St. Cloud, FL 34771

b. Christian Downer, Lightyear Electric, 1311 N Dixie Fwy, Unit D-1, New Smyrna Beach, FL 32168

27. List the person/persons who created the budget and describe their experience with this type of project:

a. Dillon Webster, QSE Enterprise, is the Chief Operations Officer and Lead Architect of QSE, headquartered in Orlando, Fl with offices in Charlotte, NC. QSE is the premier provider of innovative audiovisual solutions, specializing in engineered events, integration services and LED display direct sales. He has more than 20 years experience delivering top quality AV systems and immersive experiences for clients across entertainment, corporate, education and non-profit sectors. See additional information in Attachment 9 to this application.

b. Christian Downer, Lightyear Electric: Christian Downer, owner, has extensive training, experience, and commitment to excellence in the field. With over 11 years as a qualified journeyman electrician under LOCAL UNION NO. 3, IBEW, AFL-CIO, and a rigorous 5 1/2 -year work-study program, he has mastered the intricacies of residential, industrial, and commercial electrical installations. His portfolio includes significant projects like the Oculus at the World Trade Center and renovations at Bellevue Hospital and the Jacob Javits Center, showcasing his ability to manage complex jobs with precision and skill. In addition, his work has demonstrated a dedication to high standards of safety and quality.

c. Kathryn Peterson, Operations Manager (paid, part-time staff): Ms. Peterson joined The Little Theatre team in October 2021 with 30 years of nonprofit management project management experience. She has served as Operations Director at APCO International (Association of Public Safety Communications Officials), Director at The Museum of Florida Art, Executive Director at the Florida Museum of Women Artists, and most recently at the Atlantic Center for the Arts where she served for more than 10 years as the Membership and Marketing Director. She holds a Bachelor of Arts from the University of Central Florida and a Nonprofit Management Certification from ASAE (Association of Association Executives).

28. If a complete list is not available, explain why (include when the project team will be selected):

Not applicable – entire project team listed.

PROJECT MANAGEMENT TEAM

29. List the name of staff dedicated to this project (include their responsibilities and the amount of time each will be spending on the project per week):

    a. Kathryn Peterson, Operations Manager (paid, part-time employee), is responsible for overseeing the day-to-day operations of the theater, ensuring theater facilities and audience experiences meet our high standards and expectations. Her role encompasses a diverse range of duties that adapt to the specific requirements of each production and the involvement of volunteers. In addition, she is tasked with facility management, which involves ensuring the theater complies with health and safety regulations while maintaining the overall safety and upkeep of the venue. In this capacity, she will maintain contact with QSE Enterprises during the LED panels construction phase (at the vendor facility) and be present on-site at the theater during the majority of installation work. We estimate that she will spend 5 hours per week on the project during the construction phase and 10 hours per week during installation.

    b. Doug Bishop, theater volunteer and Lead Lighting Designer, will provide the lead technical oversight for the project, maintaining technical communication with QSE Enterprises during LED panels construction, assembly and installation, and overall control of the training sessions. We estimate that he will spend 2 hours per week on the project during the LED panels construction phase and 5 hours per week during the installation phase. We also estimate that he will spend about two hours per training session, a total of eight training sessions for each of a two-year period.

    c. Bob Warhus, theater volunteer and Master Set Builder, will provide day-to-day on-site oversight as necessary at the theater during LED panels assembly and installation. We estimate that he will spend 20 hours per week during the assembly and installation phase.

    d. Rick Johnson, President of the theater Board of Directors, will provide executive oversight throughout the project. He is a retired professional engineer and project/program manager. We estimate that he will spend 5 hours per week on the project during the LED panels construction phase and 10 hours per week during the installation phase.

PERFORMANCE MEASURES

30. Explain the project's goals and objectives:

The primary goal of this project is to enhance the quality of our productions by integrating advanced LED display technology and digital signage. This innovation aims to improve audience enjoyment and engagement, while also increasing functionality. Our focus is to provide dynamic performances that captivate and impress our audience, creating a more immersive experience.

Specific Objectives:

a. Installation of LED Displays:
   1. Objective 1: Permanently hang a 32 ft wide by 11 ft tall LED cyclorama (CYC) from an existing theater lighting batten designed to support the required weight to serve as a versatile backdrop for various events, performances, and presentations. This large-scale LED display will enable high-quality visuals, including live video feeds, graphics, and animations, to enhance the artistic appeal of our performances.
   2. Objective 2: Permanently install one transparent indoor LED panel measuring 6 ft wide by 3 ft tall above the main entrance doors. This sign will effectively communicate upcoming events and important information to visitors, thereby increasing foot traffic and encouraging attendance.
   3. Objective 3: Permanently install two 3 ft wide by 6 ft tall transparent LED panels on either side of the main entrance doors. These additional displays will further enhance visibility, allowing for real-time announcements, promotional content, and branding opportunities that attract and inform passersby.
   4. Objective 4: Permanently install one high-resolution programmable LED poster for internal digital signage, which will provide information regarding events, community services, and resources available to residents and visitors.

b. Technical Assistance for Video Engineering:
   Objective 4: Provide comprehensive technical assistance for video engineering for a total of 8 shows per year for two years. This support will include setup, operation, and breakdown of the video systems, ensuring that all technical components function seamlessly during performances. This will also encompass training for staff in utilizing the equipment effectively to foster self-sufficiency and ongoing technical competence, as well as ongoing equipment maintenance best practices.

c. Internal Digital Signage:
   Objective 5: Permanently install one high-resolution LED poster for internal digital signage. This display will facilitate the dissemination of information about internal events, schedules, and community initiatives, reinforcing our commitment to transparency and engagement within the organization.

Expected Outcomes:

d. The successful implementation of this project will result in:
    1. Increased audience engagement during events, as high-quality visuals capture and retain attention more effectively than traditional methods.
    2. Enhanced visibility and awareness of our programming within the community, leading to increased attendance and participation.
    3. Improved technical capacity within our organization, leading to more professional and polished productions.
    4. A more flexible performance space that can accommodate a wider variety of events, catering to the needs and interests of our diverse audience.

By achieving these goals and objectives, we will not only improve the operational effectiveness of our venue but also strengthen our role as a cultural hub within the community. This project represents a significant investment in our future, enabling us to continue to provide high-quality programming and services for our community for years to come.

31. Elaborate on how these goals and objectives will be measured for the length of the restrictive covenants:

    To ensure a comprehensive assessment of our project's success regarding its goals and objectives during the duration of the restrictive covenants, we will employ our in-house “Hammy Ballot” structure to gather valuable feedback from a diverse group of stakeholders, including our esteemed actors, life members, directors, stage managers, and a selection of season ticket holders. This inclusive approach ensures that we gather insights from those deeply engaged with our organization and the community we serve. By continuously collecting and analyzing this feedback, we will ensure that our project not only aligns with its intended goals but also effectively addresses the needs and expectations of the community throughout the grant period. Additionally, we will use the insights gained to make informed adjustments as necessary, fostering an adaptive approach that enhances our project's effectiveness and overall community impact.

BUDGET INFORMATION

32. A complete project budget must be submitted in the format provided by the county. Budget must be accurate and realistic (projects will be implemented within the budget set at the time of application).

    See responses to #34 and #39, and the documents in Attachment 8 (Page A-16) to this application.

33. The budget should be presented by each type of funding:

a. UC = Unencumbered Cash

b. LM = Land Match

c. IK = In-kind

d. PSC = Previously Spent Cash

34. The budget must include temporary and permanent ECHO signage (signs may not be funded with ECHO funding).

The Budget Detail Chart below was completed using the following assumptions:

a. QSE Enterprise (QSE) is a premier provider of innovative audio/visual (AV) solutions specializing in engineered events, integration services, and LED display direct sales. With over 20 years of experience, QSE delivers top-quality AV systems and immersive experiences for clients across entertainment, corporate, education, and nonprofit sectors. The company is particularly known for its extensive work in live theater productions. As a leader in LED display technology, QSE provides high-quality indoor and outdoor LED screens for purchase. As such, all budget associated with QSE services, including assembling and installing the LED CYC, is placed under Professional Services on the Budget Detail Chart.

b. Lightyear Electric is a Florida certified unlimited licensed electrical contractor, which will install the additional sub-panel to power the CYC LED wall. As such, all budget associated with Lightyear services is placed under Construction on the Budget Detail Chart.

BUDGET DETAIL CHART Construction Phase Expenditures *Add rows as needed*	UC +	LM +	IN-KIND +	PSC	= MATCH	ECHO	TOTAL
General Requirements:	0	0	0	0	0	0	0
Mobilization, Waste Collection, etc.							
Contractor Fees							
Professional Services:	15,374	0	0	35,872	51,246	51,246	102,492
Consultant Services							
Construction:	1,876	0	0	4,378	6,254	6,254	12,508
Earthwork/Excavation							
Concrete, Stucco, Paving							
Interior Construction							
Wiring, Smoke Detectors, Security Alarms							
Plumbing							
HVAC							
Landscaping							
Specialties	0	0	0	0	0	0	0
Playground Equipment							
Picnic tables, grilles							
Signage:	5,500	0	0	0	0	0	5,500
Educational Signage							
ECHO Temp Sign							
ECHO Permanent Sign							
PROJECT TOTALS	22,750	0	0	40,250	57,500	57,500	120,500

Line items should be made to match your project (examples are Equipment, Metals, Finishes, Wood, and Plastic, Thermal, Plumbing). Budgeted match amounts should be placed in the corresponding description column (Unencumbered Cash, Land Match, In-kind Services/Items or Previously Spent Cash). Requests amounts should be compromised of all line items and entered in the detail category heading.

MATCH DOCUMENTATION

35. All documentation for match must be included in the application as outlined in the ECHO Guidebook pages 9 - 12.

The ECHO and Little Theatre match breakdown for this project is shown in the table below:

MATCH DOCUMENTATION BREAKDOWN	
Total Project Budget	$115,000
Echo Match	$57,500
Little Theatre Match	$57,500
Unencumbered Cash (30%)	$17,250
Previously Spent Cash (70%)	$40,250

a. The unencumbered cash portion of the Little Theater match ($17,250) will be met from existing funds currently in our Chase Bank Checking Account November 2024 Statement included in Attachment 2 to this application (Page A-4). We have more than ample funds to meet anticipated season expenses as well as the required ECHO grant match. In addition, a copy of the December 3, 2024, Little Theater General Membership Meeting Minutes showing unanimous approval by the membership for committing the required ECHO grant cash match is included in Attachment 2 to this application (Page A-5).

b. The remainder of the Little Theatre match ($40,250) will be met in the form of Previously Spent Cash as follows:
   1. $10,260 spent in May 2022 with Mainstage Theatricals for theater stage lighting equipment (Page A-7).
   2. $6,053 spent in May 2022 with Lightyear Electric to replace all theater incandescent lighting with LED lighting (Page A-8).
   3. $1,250 spent in February 2023 with Mainstage Theatricals for two sets of theater stage legs (curtains, Page A-9).
   4. $23,423 spent in April 2024 with Mainstage Theatricals for theater stage lights and associated equipment (Page A-10).
   5. Total Previously Spent Cash for the above = $40,986, greater than the needed PSC match of $40,250.

Copies of PSC proposals/invoices and cancelled checks/payment documentation are included in Attachment 2 to this application (Page A-6).

RESTRICTIVE COVENANTS

36. Do you agree to comply with the requirement to file a 20-year Restrictive Covenant with the Volusia County Clerk of Court if ECHO Grant is awarded?
☒ Yes ☐ No

△ *If the project of the application is mortgaged or leased property, other than those applying for trails in the County Master Plan or projects on land not owned by the applicant, a letter from the Mortgagee or Lessor, stating that they agree to sign the Restrictive Covenants must be provided with the application.*

△ *Applicants with projects on State or Federal owned lands are automatically exempt from this requirement but are held to the same liquidated damages cited within the Restrictive Covenants through language found in the final ECHO agreement for which the grantee is held responsible.*

OPERATING FORECAST DETAIL

37. **Outline how the facility or project will operate once complete. The narration should include such items (as applicable) as staffing, maintenance requirements, increased programming, fees and memberships. Include a detailed maintenance and replacement plan for the 20-year compliance period:**

The manufacturer of the LED panels states that the life expectancy is 100,000 hours of operation. Even if the panels were operated 8 hours/day for 7 days/week annually, that would be only about 3,000 hours/year or 60,000 hours over the 20-year compliance period, well within the products' life expectancy. The products come with a 5-year warranty on parts, and our agreement with the vendor requires them to maintain 10% spare parts. Our grant request includes LED panel inspection and operation and maintenance training for 16 productions over a 2-year period, so we will have a large cadre of volunteers fully trained in operation and maintenance going forward. If deemed necessary, we have the option to engage QSE Enterprise in an annual service plan arrangement.

Once complete, the project will operate under a structured plan to ensure sustainability and efficiency. Staffing will include a dedicated technical team responsible for the maintenance and operation. Maintenance requirements will involve routine inspections and servicing of all LED equipment to uphold functionality, alongside a replacement plan for any components that may wear out over the course of the 20-year compliance period. An annual budget will be allocated for maintenance and replacements to include costs for technical assistance for video engineering and ensuring that the equipment is properly maintained, guaranteeing a long-lasting and

dynamic experience for all users. Our detailed operation and maintenance longevity plan is included in Attachment 4 to this application (Page A-12).

38. Submit a business plan, feasibility study and marketing plan. These plans must be specific to Volusia County and the proposed project:

Attachment 5 – Business Plan (Page A-13)

Attachment 6 – Feasibility Study (Page A-14)

Attachment 7 – Marketing Plan (Page A-15).

FISCAL STABILITY

39. **BUSINESS INFORMATION** (not all line items will apply to all applicants)

Operational funding for this organization	Prior Completed Year	Current Year	Projected Year	Next Projected Year
Fundraising, Memberships, Donations, etc.	402,612	384,000	401,340	420,597
County Grants (other than ECHO)	23,835	25,000	25,000	25,000
Grants (non-county)	20,000	0	0	0
Cash Donations	54,333	21,600	21,650	21,703
TOTALS	500,779	430,600	447,990	467,300
Administrative Costs	130,161	119,000	124,250	129,763
Program Costs	267,541	237,700	248,540	255,449
Educational Outreach Programs	5,945	7,000	7,150	7,308
Contractor Services (for this project)	0	108,600	3,200	**3,200**
Marketing & Advertising	5,385	6,500	6,775	7,064
Payroll Total Expense	46,742	50,000	52,500	55,125
TOTAL	455,747	528,800	442,415	**457,908**
Not-for-Profit	0	0	0	0
Endowments	0	0	0	0
TOTALS	0	0	0	0
Number of Full-time Employees	0	0	0	0
Number of Part-time Employees	1	1	1	1
Volunteer Hours	42,450	43,299	44,165	45,048
Value of Volunteer Hours (@ $30/hr.)	1,273,500	1,298,970	1,324,949	1,351,448
TOTALS (employees)	1	1	1	1

40. Has this organization defaulted on any grant in the past five years?

☐ Yes ☒No

If yes, please explain:

FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

41. County of Volusia and Local Municipalities must provide a link to their Financial Statement under GASB 34.

    Not Applicable

    The link should include the following documents:
    a. A Management Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
    b. A Response Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
    c. An Opinion Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.

42. Not-for-Profit Organizations: the required financial information is determined by the operating revenue or expenses/expenditures annual average of the three fiscal years prior to the application deadline, as outlined in the ECHO Guidebook.

    Additional supporting documents for Not-for-Profit organizations:

    a. IRS letter granting Not-for-Profit 501(c)(3) status in Florida – included in Attachment 9 to this application (Page A-22).
    b. The most recent Uniform Business Report (Annual Report) filed with the State of Florida, Division of Corporations – included in Attachment 9 to this application (Page A-24).
    c. Unrestrictive ownership or undisturbed use of facility documentation (unless the project is an acquisition) – warranty deed included in Attachment 3 to this application (Page A-11).
    d. Letter of intent to sell from the owner for Acquisition Projects – not applicable.

DRAWINGS

43. Drawings are required from ALL applicants (documents must be legible and to scale with legends):
    a. Current drawings and/or excavation plans for the facility.
    b. Site survey with existing structures and site plans with structures.

44. Vacant land acquisition projects shall include:

    a. Conceptual drawings of improvements to the property, which are to be completed within two years of acquisition.

b. Proposed structures must include elevations, floor plans and design elements such as landscaping.

45. Street Locator Map (indicate the physical location of the project within the local areas; include road names and "North" for directional reference).

46. Site Plan should show the building footprint, travel ways, parking, landscaping, etc. This section should include:
    a. Site Survey
    b. Trees and topography
    c. Civil drawing
    d. Water retention drainage and circulation

47. Preliminary and Schematic Drawings. Drawings should show:
    a. A general model of floor/site plans, showing the location of project elements.
    b. Florida-friendly landscape plan (The Florida Friendly Landscaping guide can be found at Publications - Florida-Friendly Landscaping™ Program - University of Florida, Institute of Food and Agricultural Sciences - UF/IFAS (ufl.edu).

48. Design and Development Documents. Documents should show more detail including:
    a. Selection of materials and engineering systems involved
    b. Detailed cost estimate
    c. Environmentally sustainable materials

49. Construction Documents should include written and graphic instructions. These documents should be focused on specifications for the project (building systems, floor plans, elevations, etc.) and should include site utilities and ADA information.
    a. Outdoor, trails, parks, sports facilities and playgrounds require a bid set of plans, which are ready to be used for the procurement process.
    b. New construction, facility remodel and historic projects require a set of A&E plans, which are ready to be used for the procurement process.
    c. Historic projects need to demonstrate research and compliance with the Historic Preservation Standards and Guidelines.

Applicant Response to the DRAWINGS Section, Paragraphs 43 – 49

The proposed project to be supported by ECHO Grant funds is for the purchase and permanent installation of theater equipment allowed as specified on Pages 10-11 of the Volusia Echo Program Guidebook under the section specifying eligible items and matches. No actual construction is involved, so there are no A&E plans (and no permits except electrical) needed for

the project – no surveys, excavation plans, plans and specs, landscaping, etc. are applicable. A detailed explanation follows.

The theater currently uses what we call a “CYC” (cyclorama) as a backdrop for our stage, used primarily to provide a space to cross backstage between the CYC and the actual theater outside wall. The CYC is not a structural wall and not really a wall at all – it is actually assembled using theatrical flats and covered with a fabric on the audience side which allows us to light it as necessary and occasionally to project something behind our sets (like seeing snow through a set window). The flats that make up the wall are simply frames with luan facings. After screwing the flats together, the CYC is hung from one of the theater lighting battens. Figure 1 below shows the four theater lighting battens with various light instruments and other equipment hung from them. The figure also shows the CYC hanging from the furthest upstage batten. The CYC is further stabilized from movement (swinging) by screwing it to the floor and wood struts connecting it to the back theater structural wall (see Figures 2 and 3). This CYC will be replaced by the proposed new LED CYC, but no construction or demolition is involved in its removal since only screws will be removed, the individual flats separated, and then unhung from the battens. The LED CYC will be assembled from individual panels (see Figure 4) and the assembled LED component parts will be permanently hung from the same lighting batten that supports the existing CYC. Some pertinent facts in this process are:

a. The current CYC is suspended from the Lighting Batten / Pipe that is directly above the CYC. The Batten (2" steel water pipe) is itself suspended by 7 drop points as is standard for all the lighting battens in this theater, installed many years ago.

b. Lighting Battens are intended to have versatility of use – heavy speakers, lighting gear, thick, heavy velour curtains that run the width of the stage, set pieces, hanging CYCs, etc. Changing lighting gear, curtains, CYCs, etc. do not require permits or architectural drawings – we are not changing the Lighting Batten, we are changing what is being attached to the Lighting Batten.

c. The LED wall is under 1,000 pounds in total weight spread across the entire batten with 7 drop points – each point has less than 150 pounds on it, well within tolerance of what Lighting Battens (2" Steel Water Pipe) are designed to handle. From this perspective, the proposed LED CYC is essentially a stiff curtain or a set piece.

d. There will be a foot bar (see Figure 5) installed on the bottom of the LED CYC, but it will not be load-bearing (more than to keep the wall from swinging) used primarily to hide the feet at the bottom of the wall.

Figure 1. Shows theater light battens (2-inch steel pipes on which multiple types of theater equipment are hung (lights, speakers, flats, etc.). Also shows existing CYC hung from furthest upstage batten.

Figure 2. From right: the back theater structural wall, the cyc "wall", and the upstage “wall” (more flats) of the current set.

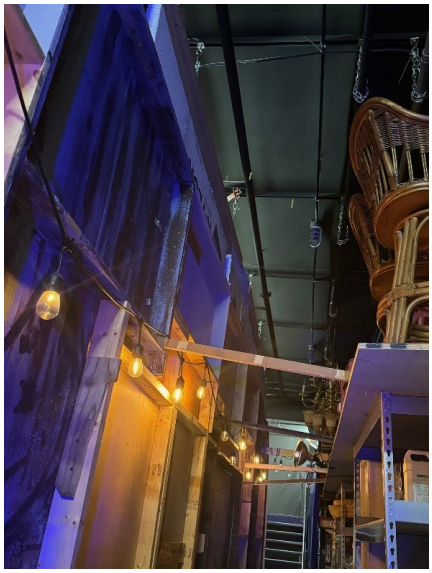

Figure 3. Shows the cyc “wall” (wood frames screwed together with luan on one side) hanging by chains from attached to a theater unistrut and one of the light battens (2-inch steel water pipes). It is further stabilized by wood struts attached to the back theater wall and being screwed to the floor. New LED “wall” will replace the cyc “wall” and hang from the same light batten.

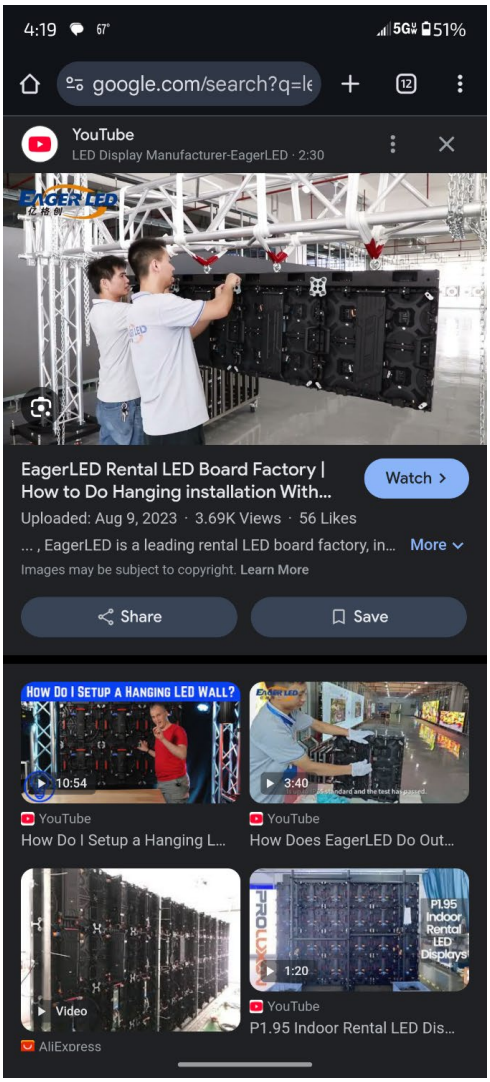

Figure 4. Shows a typical LED “wall” put together by joining component parts and hung from the ceiling.

Figure 5. Foot bar at bottom of LED wall (bearing only enough load to keep it in place and prevent LED “wall swinging

We are providing as many documents requested in the DRAWINGS section as are available and applicable to the project in Attachment 10 to this application. These include:

a. A street location map reprinted from the Little Theatre of New Smyrna Beach 2017/2018 ECHO Grants-in-Aid Standard & Exceptional Grant Application (Page A-26).

b. Site plan with structures (reprinted from the Little Theatre of New Smyrna Beach 2017/2018 ECHO Grants-in-Aid Standard & Exceptional Grant Application) showing the theater building and the adjacent rehearsal hall. This plan shows the theater lobby at the front of the theater building where the LED posters will be installed and the theater stage at the back of the building where the LED Cyclorama will be permanently hung (Page A-27).

c. Drawings showing location of project elements.

    1. Theater schematic showing location of LED CYC in the stage area and LED posters in the lobby area (Page A-29).
    2. Stage grid showing precise location of LED CYC to be permanently hung from upstage Lighting Batten (Page A-30).
    3. Picture of theater front showing precise location of LED posters to be permanently installed in theater windows (Page A-31).

d. Cost estimates/proposals from the vendors

    1. Proposal from QSE Enterprise Inc (Page A-33).
    2. Proposal from Lightyear Electric (Page A-34).

CERTIFICATION OF INFORMATION AND COMPLIANCE FORM

I/We certify that all of the information contained within this application and subsequent attachments is true and correct to the best of my/our knowledge and that the project for which the application is made shall be in compliance with the Americans with Disabilities Act of 1990, and that should a grant be awarded, the organization agrees to comply with the conditions of the grant award agreement including the Restrictive Covenants.

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY
Signature/Date: /November 7, 2024
Printed Name: Richard C Johnson
Phone #: 407-319-1634
OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT
Signature/Date: / November 7, 2024
Printed Name: Richard C Johnson
Phone #: 407-319-1634
CHIEF FINANCIAL OFFICER FOR THE APPLICANT
Signature/Date: /November 7, 2024
Printed Name: Lani Zambrana
Phone #: 386-423-1246
NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS
Signature/Date: /November 5, 2024
Printed Name: Richard C Johnson
Phone #: 407-319-1634
Executive Board or Board of Directors reviewed and approved this application on (date): November 7, 2024

PROJECT/CONSTRUCTION TIMELINE CHART

Description	April - June 2025	July - Sept 2025	Oct - Dec 2025	Jan - March 2026	April - June 2026	July - Sept 2026	Oct - Dec 2026	Jan - March 2027	April - June 2027
Design $102,492	$96,092	0	0	0	0	0	0	0	0
Construction $12,508	$12,508	$800	$800	$800	$800	$800	$800	$800	$800

Attachment Checklist: Please check your application before submitting

The following items/documentation **must** be included with your application, or your application **will not** be scored. All match sources must be secured, and proof thereof submitted by the application deadline.

APPLICANT

- ☒ ECHO Application, completed and signed – see Application, Page 26
- ☒ Mission Statement for Organization – see Application, Page 2
- ☒ Proof of ownership or copy of lease – see Attachment 3, Page A-11
- ☒ Restrictive Covenants/Statement agreeing to follow requirement – see Application, Page 18
- ☒ Project Budget Detail Chart – see Application, Page 16
- ☒ Official Documentation of Match – see Application, Page 17 and Attachment 2, Page A-2
- ☒ Business Plan – see Attachment 5, Page A-13
- ☒ Feasibility Study Attachment 6, Page A-14
- ☒ Marketing Plan see Attachment 7, Page A-15
- ☒ Fiscal Stability Chart – See Application, Page 19
- ☒ Financial Audit Documents (in the ECHO Guidebook page 15) – see Attachment 8, Page A-16
- ☒ Not-for-Profits: IRS Status Letter for 501(c)(3) classification – see Attachment 9, Page A-23
- ☒ Completed and signed Drawings – see Application Pages 21 – 23 and Attachment 10, Page A-25
- ☒ Street Locator Map – see Application Pages 21 – 23 and Attachment 10, Page A-26
- ☒ Site Plan - see Application Pages 21 – 23 and Attachment 10, Page A-27
- ☒ Preliminary/Schematic Drawings – Application Pages 21-23; Attachment 10, Pages A-29 – A-31
- ☒ Design & Development Documents – Application Pages 21 – 23 and Attachment 10, Page A-32
- ☒ Construction Documents – Application Pages 21 – 23 and Attachment 10, Page A-32
- ☒ Certification of Information and Compliance – see Page 25
- ☒ Project/Construction Timeline Chart – see Application, Page 27
- ☒ Other – see Little Theatre history/program quality information in Attachment 1, Page A-2