



City of Lauderhill Parks and Recreation Department Fee Waiver Request Form

Organization Name: Voice Of The Caribbean Radio

Organization Address: 3520 West Broward blvd

City/ State/ Zip: Fort Lauderdale FL 33312

Organization Website: www.voiceofthecaribbean.com

Authorized Representative: Michael Downer

Contact Phone: 954-816-2993

Contact Email: mdowner@voiceofthecaribbean.com

Please attach the following to this form:

- ☐ Letter on Non-Profit's letterhead, signed by authorized representative, specifying the requested facility/room/pavilion including date(s) and time(s) for each use as well as the purpose of the use and benefit to the Community. The letter is to include the statement certifying that there are no admittance charges to the activity. If the activity is a fundraiser, the request must include how the proceeds will benefit the Community and where the proceeds from the fundraiser will go.

Date Received

N/A / /

Date Received

/ /

- X Certificate of Insurance for Organization naming the City of Lauderhill as an additional insured, if applicable.

Date Received

05 / 8 / 25

Non-Government agencies must also attach:

- ☐ Proof of current Not-for-profit status (www.irs.gov)

N/A

Date Received

April / 16 / 2024

- X Proof of current corporate status from the State of Florida Division of Corporations (www.sunbiz.org)

Requests will not be processed until all items listed above are submitted with this form.

Completed form and documentation listed above should be submitted to:

City of Lauderhill
Parks and Recreation
Department
4141 N.W. 16th Street
Lauderhill, FL 33313
idelatorre@Lauderhill-fl.gov

City of Lauderdale Fee Waiver Application

Instructions: Please complete all sections of this application and attach all required documents. Incomplete applications will not be considered. Submit the completed application and all supporting materials via Civic Rec by either **June 1st** or **December 1st** for approval.

SECTION 1: ORGANIZATION INFORMATION (20 pts)

1. **Organization Name:** Voice of the Caribbean LLC
2. **Federal Tax ID / EIN:** 99-2521294
3. **Organization Address:** 3520 west Broward Blvd Fort Lauderdale 33312
4. **Primary Contact Person:**
 - o Name: Jeanniel Sterling
 - o Phone: 954-225-2722
 - o Email: jsterling@voiceofthecaribbean.com
5. **Is the organization registered as a nonprofit or other eligible entity?** ☐ Yes (x) No ✓
If yes, provide documentation of nonprofit status.
6. **Describe the organization's mission and how it serves the Lauderdale community:** (If more space is needed to answer, please attach additional pages as necessary)

7. **List past events/programs the organization has produced, including dates and locations:** (If more space is needed to answer, please attach additional pages as necessary.)

Jamaica International Music Award (JIMA) Marcia Griffiths & Friends , Toy Drive & Turkey
Giveaway

SECTION 2: APPLICATION COMPLETENESS & COMPLIANCE (20 pts)

8. **Has the organization submitted all required documents?** ☒ Yes ☐ No
(Attach IRS nonprofit certification, budget summary, program details, etc.)
9. **Has the organization had any previous financial delinquencies or outstanding balances with the City?** ☐ Yes (x) No
10. **Has the organization previously violated the City's Fee Waiver Policy?** ☐ Yes (x) No ✓
If yes, please provide an explanation:

SECTION 3: EVENT OR PROGRAM DESIGN & COMMUNITY BENEFIT (60 pts)

11. **Event / Program Name:** Celebraity Football Match
12. **Event Date & Time:** Monday May, 26, 2025

13. Event Location(s) / Facility Requested: Lauderhill Sports Park 7500 W Oakland Park Blvd
Lauderhill 33319
14. Event Purpose and Description: to bring the community together and watch also their favorite
celebrity artist alongside your favorite radio host media personals and disk Jockey Play a fun
game of football matches and small entertainment.

15. List of Activities at the Event: _____

16. Will there be any fees charged for attendance or participation? x Yes ☐ No

If yes, provide details: \$30

17. Estimated Attendance: 1500

18. Describe how the event will be promoted and marketed to Lauderhill residents: (If more space is
needed to answer, please attach additional pages as necessary.)

Radio Ads, social Media posting, flyer distribution to the Lauderhill residents.

19. List any collaborating organizations or sponsors: broward County Transit, Flojam Legal,
Groceylist, Armwave, Carls Sea Food & Commissioner Richard Campbell city of Lauderhill

20. How does the event align with the City's mission? Bring unity and the community together

21. Does the event provide a unique benefit not available through City departments? ☒ Yes ☐ No

22. Describe any potential facility or operational impacts and how they will be mitigated:

23. Will volunteers or materials be provided by the organization to support the event? (x Yes) ☐ No

REQUIRED ATTACHMENTS: ☐ IRS nonprofit determination letter (if applicable) N/A

- ☒ Event budget and projected expenses
- ☒ Proof of good financial standing with the City
- ☒ Marketing and outreach plan
- ☒ Any additional supporting documents