

Carson City, a Consolidated Municipality

**Application for
Community Support Services Funding
Fiscal Year 2010-2011**

Name of Organization: ESL In-Home Program of Northern Nevada
Amount Requested: \$4,500.00
Contact Person: Florence G. Phillips
Mailing Address: 702 Sean Drive
City: Carson City, NV 89701 State: NV Zip Code: 89701
Phone Number: 775-888-2021 E-mail: pfphillaway@aol.com
501(c)3 Taxpayer I.D. Number: 26-1921147
Date Submitted: February 16, 2010

Please mail completed application and attachments to:

**Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701**

Carson City Community Support Services
APPLICATION FOR GRANT FUNDS

Fiscal Year 2010-2011

Organization Information

1. What is the overall purpose or goal of your organization?

MISSION STATEMENT: The nonprofit ESL In-Home Program of Northern Nevada utilizes trained community volunteers to provide one-on-one English instruction to non-English speaking adults in their own homes at no cost. Instruction is freely given to people who are unable to attend regular classroom settings. This learning process quickly empowers these individuals to become more productive members of their local communities and ultimately enriches the cultural diversification within communities.

2. How long has your organization been in existence? Years 6 Months

How long has your organization been in Carson City? Years 6 Months

3. Describe in general the activities or services of your organization:

Trained Community Tutor Volunteers teach English as a Second Language to non-English speaking adults, or adults who need to improve their English skills, at no cost in the student's home.

4. How many people do you intend to serve during this Fiscal Year 2010-2011?

of Youth 0 # of Adults 135 # of Seniors 75

5. How many people served this Fiscal Year 2010-2011 will be Carson City residents?

of Youth 0 # of Adults 109 # of Seniors 20

6. How many paid employees/volunteers does your organization employ?

of full-time employees 0 # of part-time employees 0

7. Percentage of organizational funds to be utilized for administrative costs (i.e., salaries, travel, training, etc): 0

8. Describe how your organization is managed and governed (i.e., Board of Directors).

Managed by the Executive Director and 5 members of the Board of Directors

9. Please provide information on your Executive Board members or contact person:

Name	Title	Phone
Florence Phillips	Executive Director	775-888-2021

Program/Proposal Information

10. Amount of funds requested? \$ 4,500.00

11. Purpose of Program/Proposal: Describe the program/proposal, target population, number to be served, what the grant will specifically fund. Explain your organization's qualifications to deal with the issue. **The ESL In-Home Program of Northern Nevada provides trained community volunteers skilled in English language instruction to teach non-English speaking people, or people who want to improve their English skills, in the student's home on a one-to-one basis at no cost. We teach people regardless of sex, race, creed, age, or country of national origin. We have the students and tutors waiting, but are in need of instructional materials.**

The funds requested will cover the cost to start 75 new students from our waiting list to learn to speak, read and write English.

12. Goals, Objectives & Measurable Outcomes: The events and/or services must assist the City to fulfill its vision statement and accomplish one or more of the City's Goals. Please indicate which goal(s) will be met. Clearly state measurable outcomes of the project. Tell how you propose to achieve the outcomes of the project in terms of specific activities, including a timetable (proposed starting date and duration of the project): **Many very skilled and qualified non-English speaking people in Carson City are marginalized, forced to live socially and financially impoverished lives. The meaningful contributions they could make to the community are often not made, resulting in negative self-images and stigmatization. The ESL In-Home Program has been an important vehicle in breaking that cycle and providing students with the English language skills they need to fully embrace the opportunities available to them. By improving their English proficiency, students are more likely to find jobs or advance within their present jobs, obtain a GED or become U.S. citizens. As their proficiency continues to improve and they become qualified for better jobs, they may become less reliant on social services and have more financial security. The ESL In-Home Program contributes to furthering the City's goals by empowering these individuals to become more active and engaged members of the community. The progress of the individual student is measured by testing at the end of each of the four levels utilized by the Laubach method of instruction used by the Program. The success of the Program can be measured by the number of jobs obtained, job promotions, GEDs received, U.S. Citizenship exams passed, etc.**

13. Indicate who will benefit from the use of these funds, and how they will benefit. If this is an ongoing event, please state how you intend to fund the program in future years. **All non-English speaking adults who desire to learn English, as well as those individuals needing to improve their English skills will benefit, as well as their families. Service club organizations, local businesses and individuals who have contributed funds in the past will be contacted on a continuing basis once the down-turn in the economy is reversed and they again have funds available.**

14. Are you aware of any other private sector/nonprofit/governmental/agencies in the area providing the same services as your program/proposal? If yes, please explain how your project will compliment other existing programs? **To the best of our knowledge, there is no other program such as ours in the State of Nevada.**

15. Please include a detailed budget for this program/event, and detailed list of intended expenditures and revenues.

Instructional Material & Supplies for 75 new Tutors/Students = \$4,500.00

16. Has your organization been funded by Carson City previously? ☒ **Yes** No

If yes, please list:

<u>Year</u>	<u>Amount</u>	<u>Program/Event</u>
-------------	---------------	----------------------

2009	\$1,950.00	Purchase of ESL Books to Start 70 new students. Since our requested sum of \$3,500 was not received, we could only start 61 new students.
-------------	-------------------	---

(51)

Required Attachments

- A copy of your 501(c)3 Designation Letter from the IRS. For branches of a larger organization (i.e., local troop of Boy Scouts of America), please provide the letter for your umbrella organization.
- A copy of your most recent audited financial statement. For smaller organizations, or branches, a more simple budget showing income and expenses is acceptable. Also include an IRS form 990.
- **Previous Grantees: If your organization received grant funding in Fiscal Year 2009- 2010 you must complete and submit an Annual Report form detailing how those funds were spent. Applications for former grantees will not be considered if an Annual Report has not been included**
- Signed Guidelines for Grants (please keep a copy for your files).

INTERNAL REVENUE SERVICE
P.O. BOX 2508
CINCINNATI OH 45201

Employer identification Number:

Date, SEP 18 2008

26-1921147

DLN:

1705310C339008

ESL IN-HOME PROGRAM OF
NORTHERN NEVADA
702 SEAN DR
CARSON CITY, NV 89701

Contact Person:
B.J. ANDUJAR
Contact Telephone Number:

ID# 75892

(877) 829-5500

Accounting Period Ending:

June 30

Public Charity Status:

70

Form 990 Required:

Yes

Effective Date of Exemption:

January 23, 2008

Contribution Deductibility:

Yes

Addendum Applies:

Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax Exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding -your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities for some helpful information about your responsibilities as an exempt Organization.

ESL IN HOME PROGRAM OF NORTHERN NEVADA

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and, Agreements

Enclosures: Publication 4221-PC.

ESL IN-HOME PROGRAM OF NORTHERN NEVADA

Actual & Projected Income & Expense Statement – 07/01/09 – 6/30/10

<u>INCOME:</u>	BUDGET 7/1/09-6/30/10	ACTUAL THROUGH 1/31/10	BUDGET VARIANCE
Carson City CSBG	\$ 1,950	1,950	-
Nevada State Bank	1,750	-	1,750
Nevada Women's Fund	2,000	-	2,000
Service Organizations	1,500	-	1,500
Miscellaneous Donations	750	1,161	(411)
Total Income	\$ 7,950	3,111	4,839
<u>EXPENSES:</u>			
Instructional Materials	2,625	1,333	1,292
Liability & D&O Insurance	1,605	1,255	350
Printing/Duplicating	250	-	250
Dues	129	59	70
Supplies/Postage	300	290	10
Stipend	1,500	1,500	-
Telephone – landline & cell phone	450	323	127
Travel & Per Diem	929	-	929
Total Expenses	\$ 7,788	4,760	3,028
NET Gain (Loss) for year	162	(1,649)	1,811
Reserve from previous year	2,699	2,699	-
Total Projected Reserve, 06/30/10	\$ 2,861	1,050	1,811

NOTE: Our organization is not required to file a Form 990 as our annual income is less than \$25,000. We do file an e-Postcard online.

Carson City, a Consolidated Municipality

Annual Report
For Community Support Services Funding
Fiscal Year 2009-2010

Name of Organization: ESL In-Home Program of Northern Nevada
Program/Project: Purchase Books to Start 70 New Students to Speak, Read,
Write English
Amount of Funds Received \$1,950.00
Contact Person: Florence G. Phillips, Director
Mailing Address: 702 Sean Drive
City: Carson City State: NV Zip Code: 89701
Phone Number: 775-888-2021 E-mail: pfphillaway@aol.com
Date Submitted: February 16, 2010

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.

Attached. Please note on the budget attached that it was necessary to spend \$617 from your funds for invoices that needed to be paid immediately, i.e., Insurance, Telephone, Supplies, etc.

2. Evaluate your achievement of the measurable outcomes listed in your application:

60 students were started from 7/09 to date.

3 became U.S. citizens

10 are studying for their U.S. Citizenship

5 are studying for their GED diploma

1 completed his GED study

3. Approximately how many people benefited from your project? How many of those people were Carson City residents? What were some of the individual benefits?

The ESL In-Home Program benefited a total of 131 students, plus their children, spouses, employers, and English-speaking businesses in which our students now shop. 61 of these students were Carson City residents.

Individuals benefit by now being able to communicate with their children's teachers and with doctors and other medical personnel. Also, they can now read labels and give proper medication doses to family members who are ill. Some have found jobs, some have advanced in current employment, and some are now studying for U.S. citizenship or a GED diploma.

Families benefit by learning the culture of the U.S. and are helping their children with homework, which makes this program intergenerational.

4. What specific community benefit did your project provide Carson City?

Many highly skilled and qualified non-English speaking residents of Carson City are marginalized, forced to live socially and financially impoverished lives due, in large part, to their inability to speak, read and write English. The ESL In-Home Program serves those students who, for a variety of reasons, are unable to attend English classes taught in a traditional classroom and provides them with the English language skills needed to more fully participate in the community. As they become more proficient and self-confident, they begin to patronize English-speaking shops, markets, businesses and medical facilities, thereby requiring fewer translators. They find jobs or advance in their current jobs and are less likely to need social services.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

This program/project is ongoing and definitely will reoccur each future year. We anticipate receiving funds to keep the program continuing once the down-turn reverses, from past donors who have purchased necessary books these past 6 years: i.e., service clubs, businesses, individuals, banks, etc.

6. Describe any challenges that impacted your program.

The only challenge we had and still have is lack of funds to purchase needed books to start new students who are on our waiting list and anxious to learn to speak, read and write English.

ESL IN-HOME PROGRAM OF NORTHERN NEVADA

Actual & Projected Income & Expense Statement – 07/01/09 – 6/30/10

INCOME:	BUDGET 7/1/09-6/30/10	ACTUAL THROUGH 1/31/10	BUDGET VARIANCE
Carson City CSBG	\$ 1,950	1,950	-
Nevada State Bank	1,750	-	1,750
Nevada Women's Fund	2,000	-	2,000
Service Organizations	1,500	-	1,500
Miscellaneous Donations	750	1,161	(411)
Total Income	\$ 7,950	3,111	4,839
EXPENSES:			
Instructional Materials	2,625	1,333	1,292
Liability & D&O Insurance	1,605	1,255	350
Printing/Duplicating	250	-	250
Dues	129	59	70
Supplies/Postage	300	290	10
Stipend	1,500	1,500	-
Telephone – landline & cell phone	450	323	127
Travel & Per Diem	929	-	929
Total Expenses	\$ 7,788	4,760	3,028
NET Gain (Loss) for year	162	(1,649)	1,811
Reserve from previous year	2,699	2,699	-
Total Projected Reserve, 06/30/10	\$ 2,861	1,050	1,811

Guidelines for Grants

Fiscal Year 2010-2011

Vision

A leader among cities as an inviting, prosperous community where people live, work and play!

Mission

Preserve and enhance the quality of life and heritage of Carson City for present and future generations of residents, workers and visitors.

City's Goals

A Safe and Secure Community

A Healthy Community

An Active and Engaged Community

A Clean and Healthy Environment

A Vibrant, Diverse and Sustainable Economy

A Community Rich in History, Culture and the Arts

A Community Dedicated to Excellence in Education

A Physically and Socially Connected Community

A Community Where Information is Available to All

1. The competitive grant review process seeks to identify and fund those projects and programs with the greatest potential for furthering the City's goals while benefitting the community.
2. Funding is provided on a year to year basis only. Funding is strictly limited by the availability of funds.
3. Upon approval by the Board of Supervisors of the request, the grant money will be included in the next succeeding year's budget and will be dispensed by the City Manager's Office without further hearing. However, the Board shall continue to retain the prerogative and authority to deny any payment, if in the opinion of the Board, the applicant is not making a "good faith" effort in meeting the obligations and commitments outlined by said applicant within the application process. All grants approved shall be subject to funding availability.
4. The Board of Supervisors may in any event decide by majority vote to conduct a subsequent hearing concerning the application and, if so, the applicant will be notified as to the date of the subsequent hearing.
5. The applicant will utilize the grant monies solely for the general benefit of Carson City and the purpose set forth in the grant application.
6. These guidelines shall not prevent the City from entering into a contract to provide grant money for a term of years.
7. These guidelines shall not control any grants of money provided by any other public or private entity.

8. Approval of each request for funds and/or other forms of consideration shall have a condition that the applicant must complete an Annual Report form detailing all funds utilized, measurable outcomes and benefit to the citizens of Carson City. The completed Annual Report must be submitted to the City Manager's Office no later than March 1, 2011.
9. Any and all individuals and/or entities desiring a grant from the City must complete and execute an "Application for Grant Funds" form and include the required attachments as listed in the application.
10. The **original and nine (9) copies** of the application packet must be submitted to the City Manager's Office no later than **5:00 p.m. on February 25, 2010**. An electronic pdf version may also be emailed to cceo@ci.carson-city.nv.us.

I have read and understand the Guidelines for Grants. The information that is included within this application and its attachments are true to my knowledge.

ESL In-Home Program of Northern Nevada
Name of Program

Lawrence D. Phillips
Project Director Signature

2/16/2010
Date

Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701
775-887-2100
775-887-2286 (fax)
cceo@ci.carson-city.nv.us
www.carson-city.nv.us