

City of Carson City Agenda Report

Date Submitted: February 24, 2015

Agenda Date Requested: March 5, 2015

Time Requested: 20 minutes

To: Mayor and Board of Supervisors

From: Community Development – Planning Division

Subject Title: For Possible Action: To prioritize the Community Support Services Grant (CSSG) funding for youth programs for FY2015-16. (Janice Keillor/Kathy Bartosz)

Summary: The amount of CSSG funding available for all community support programs for fiscal year 2015-16 is estimated to be \$257,200. The funding source is Carson City's general fund. The CSSG is separated into two categories- general programs and youth programs. General programs typically receive \$185,000 and youth programs typically receive \$72,200. The Partnership Carson City Executive Board conducted a meeting on February 4, 2015 to review the CSSG youth applications and make funding recommendations for consideration by the Board of Supervisors.

Type of Action Requested:

Resolution

Formal Action/Motion

Ordinance

Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve the Community Support Services Grant funding for youth programs for FY2015-16 subject to approval of the FY2015-16 budget.

Explanation for Recommended Board Action: Five proposals for youth services were received totaling more than the amount of funding available. The Partnership Carson City Executive Board based their recommendations on each program's potential for meeting Carson City's goals and furthering Partnership Carson City's vision.

Applicable Statue, Code, Policy, Rule or Regulation: NRS 244.1505, NRS 372.3261

Fiscal Impact: \$72,200

Explanation of Impact: General Fund/Youth- \$72,200





Funding Source: General Fund

Alternatives: Provide other direction.

Supporting Material: 1) Partnership Carson City letter and funding recommendation spreadsheet

- 2) Resolution 2014-R-21
- 3) NRS 244.1505
- 4) NRS 372.3261
- 5) 2015 CSSG youth applications

Prepared By: Janice Keillor, Grants Program Coordinator

Reviewed By: 
(Community Development Director)

(City Manager)

(District Attorney)

(Finance Director)

Date: 2-25-15

Date: 2/24/15

Date: 2/24/15

Date: 2/24/15

Board Action Taken:

Motion:		Aye/Nay
_____	1) _____	_____
	2) _____	_____

(Vote Recorded By)

Partnership Carson City



February 9, 2015

Carson City Board of Supervisors
201 North Carson Street
Carson City, NV 89701

Dear Mayor and City Supervisors:

Please find attached the Partnership Carson City (PCC) 2015-2016 Youth Community Support Services funding recommendations. The Executive Board met on Wednesday, February 4, 2015 to review the five (5) applications submitted, totaling \$77,448.00 in funding requests. The funding recommendation table reflects this year's funding levels, 2015-2016 funding requests, and the PCC Executive Board's funding recommendations.

The recommendations are based on the program's potential for addressing the City of Carson's goals and furthering PCC's vision. Additionally, the Executive Board took into consideration past performance of the organization related to City funding and gaps in services to Carson City.

PCC will be in attendance at the Board of Supervisor's meeting on March 5, 2015 to answer any questions related to these funding decisions.

Sincerely,

Kathy Bartosz
PCC Executive Director

1711 North Roop Street
Carson City, NV 89706
(775) 841-4730

Partnership Carson City

2015-2016

Carson City Youth Community Support Services Funding Recommendations

Organization	Program/Project	2014 – 2015 Funding	2015– 2016 Request	PCC Funding Recommendations
Advocates to End Domestic Violence	Teen Dating Violence Prevention Program	5,859	5,859	5,900
Boys & Girls Club of Western Nevada	Teen Center Programs	19,389	19,389	19,400
Carson City Symphony Association	Strings in the Schools & Strings in the Summer Programs	7,152	7,200	7,200
Ron Wood Family Resource Center	Assistance to Low & Moderate Income Families	25,000	25,000	25,000
Big Brothers Big Sisters (Reno based)	Carson Youth Mentoring Program	0	20,000	10,000 (Reduced to match current documented mentor matches of 12, and increase by 12 more. Instead of 25/25 reflected in grant.)
N.N. Childrens Museum	STEM Display	2,500	0 (Paid through another grant)	0
Mentor Center	Mentoring Program thru Boys and Girls Club	8,500	0 No longer in operation	0
Partnership Carson City	Grant Management (& youth activity scholarship fund)	3,800	Maximum 7%	4,700 (6.5%)
TOTALS		\$72,200	\$77,448.00	72,200

Q18/Quality of Life Fund

Boys & Girls Club

Operations

125,000

Grand Total

390,403

2. The amounts listed above in paragraph one (1) are the maximum amounts from the grant to be expended by the private organizations.

3. The grant money may only be spent for the purposes listed in the resolution which is the purpose given to the Board of Supervisors by the requesting private organizations in its written and oral presentation to the Board of Supervisors.

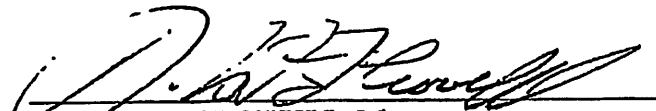
Upon motion by Supervisor Karen Abowd, seconded by Supervisor Brad Bonkowski, the foregoing Resolution was passed and adopted this 3rd day of July, 2014, by the following vote:

AYES: Supervisor Karen Abowd
Supervisor Brad Bonkowski
Supervisor John McKenna
Supervisor Jim Shirk
Mayor Robert Crowell

NAYS: None

ABSENT: None

ABSTAIN: None.


ROBERT L. CROWELL, Mayor

ATTEST:


Kathleen King, Chf. Dep. Clk
for ALAN GLOVER, Clerk - Recorder

NRS 244.1505 Expenditure of public money; grant of public money and donation of certain property to certain nonprofit organizations or governmental entities.

1. A board of county commissioners may expend money for any purpose which will provide a substantial benefit to the inhabitants of the county. Except as otherwise provided in subsection 4, the board may grant all or part of the money to a nonprofit organization created for religious, charitable or educational purposes to be expended for the selected purpose.

2. A board of county commissioners or its authorized representative may donate:

(a) Commodities, supplies, materials and equipment that the board determines to have reached the end of their useful lives; and

(b) Stolen or embezzled property for which the county treasurer has obtained an order authorizing the county treasurer to donate the property pursuant to subsection 6 of NRS 179.165,

↳ to a nonprofit organization created for religious, charitable or educational purposes or to another governmental entity, to be used for any purpose which will provide a substantial benefit to the inhabitants of the county.

3. A grant or donation to a nonprofit organization created for religious, charitable or educational purposes and a donation to a governmental entity pursuant to this section must be made by resolution. The resolution must specify:

(a) The purpose of the grant or donation;

(b) If applicable, the maximum amount to be expended from the grant; and

(c) Any conditions or other limitations upon the expenditure of the grant or the use of the donated property.

4. The provisions of this section do not limit the ability of a board of county commissioners or its authorized representative to disburse money pursuant to NRS 321.5956 or any other specific statutory authority.

5. As used in this section:

(a) "Authorized representative" has the meaning ascribed to it in NRS 332.025.

(b) "Nonprofit organization created for religious, charitable or educational purposes" means an organization that meets the requirements set forth in NRS 372.3261.

(Added to NRS by 1981, 478; A 1987, 2306; 1989, 242; 1999, 1644, 3535; 2001, 368)

NRS 372.3261 Requirements for organization created for religious, charitable or educational purposes.

1. For the purposes of NRS 372.326, an organization is created for religious, charitable or educational purposes if it complies with the provisions of this section.

2. An organization is created for religious purposes if:

(a) It complies with the requirements set forth in subsection 5; and

(b) The sole or primary purpose of the organization is the operation of a church, synagogue or other place of religious worship at which nonprofit religious services and activities are regularly conducted. Such an organization includes, without limitation, an integrated auxiliary or affiliate of the organization, men's, women's or youth groups established by the organization, a school or mission society operated by the organization, an organization of local units of a church and a convention or association of churches.

3. An organization is created for charitable purposes if:

(a) It complies with the requirements set forth in subsection 5;

(b) The sole or primary purpose of the organization is to:

(1) Advance a public purpose, donate or render gratuitously or at a reduced rate a substantial portion of its services to the persons who are the subjects of its charitable services, and benefit a substantial and indefinite class of persons who are the legitimate subjects of charity;

(2) Provide services that are otherwise required to be provided by a local government, this State or the Federal Government; or

(3) Operate a hospital or medical facility licensed pursuant to chapter 449 or 450 of NRS; and

(c) The organization is operating in this State.

4. An organization is created for educational purposes if:

(a) It complies with the requirements set forth in subsection 5; and

(b) The sole or primary purpose of the organization is to:

(1) Provide athletic, cultural or social activities for children;

(2) Provide displays or performances of the visual or performing arts to members of the general public;

(3) Provide instruction and disseminate information on subjects beneficial to the community;

(4) Operate a school, college or university located in this State that conducts regular classes and provides courses of study required for accreditation or licensing by the State Board of Education or the Commission on Postsecondary Education, or for membership in the Northwest Association of Schools and of Colleges and Universities;

(5) Serve as a local or state apprenticeship committee to advance programs of apprenticeship in this State; or

(6) Sponsor programs of apprenticeship in this State through a trust created pursuant to 29 U.S.C. § 186.

5. In addition to the requirements set forth in subsection 2, 3 or 4, an organization is created for religious, charitable or educational purposes if:

(a) No part of the net earnings of any such organization inures to the benefit of a private shareholder, individual or entity;

(b) The business of the organization is not conducted for profit;

(c) No substantial part of the business of the organization is devoted to the advocacy of any political principle or the defeat or passage of any state or federal legislation;

(d) The organization does not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; and

(e) Any property sold to the organization for which an exemption is claimed is used by the organization in this State in furtherance of the religious, charitable or educational purposes of the organization.

(Added to NRS by 1995, 1437; A 1999, 965; 2003, 1283)



To End Domestic Violence

**Carson City
Community Support Services Grant (CSSG)
Program Application
Fiscal Year 2014-2015**

An electronic version of this document is available at carson.org/cssg

APPLICATIONS ARE DUE*: JANUARY 16, 2015, 4:00 P.M.

PLEASE SUBMIT 9 COPIES TO: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

***The deadline established is firm. Any proposal received after the deadline will not be considered for funding. Applications must be unstapled. Please read attached instructions page 15 for more information.**

1. Agency Name: Advocates to End Domestic Violence
2. Agency Mailing Address: Post Office Box 2529, Carson City, Nevada 89702
3. Project Name: Teen Dating Violence Prevention
4. Project Address/location: 32 Sierra Ave. Carson City, Nevada
5. Agency Director: Lisa Lee
6. Board Chairperson: Joanna Wilson
7. Contact person: Lisa Lee, Executive Director
 Phone number: 883-7654 E-Mail: director@aedv.org
 Fax: 883-0364 Website (if applicable) www.aedv.org
8. How long has your organization been in existence? Since 1979
 In Carson City? 36 years Advocates To End Domestic Violence was
 founded in 1979 and incorporated in 1981.
9. What is the overall mission of your organization?
 Advocates to End Domestic Violence believe in the worth, dignity, and uniqueness of individuals, their ability and responsibility to affect change in their lives, and the right to live free of violence. The purpose of Advocates to End Domestic Violence is to provide **prevention, crisis intervention, and support services** to victims of domestic violence to aid them and their families in breaking the cycle of violence in their lives and move toward self-sufficiency.
10. TOTAL FUNDING REQUESTED: \$5,859 - The same amount as last year

BRIEF PROJECT DESCRIPTION:

Please provide a short description of your project/program (not your organization).

In 2000, Advocates developed a school-based dating violence prevention program in a proactive effort to eliminate domestic violence before it has the opportunity to affect the lives of local teenagers and, thus, future adults. The program's curriculum and materials have been approved by the school district and are structured to reach each targeted age group. Presentations are given to Carson Middle School, Eagle Valley Middle School, Silver State Charter School, and Pioneer High School Students. The presentations are also provided to area youth groups and organizations with materials tailored to meet the needs of each group and time frame. The aim of the program is to **reduce violence in youth dating relationships** and promote healthy, respectful relationships through increased awareness and the ability to identify controlling and abusive behaviors. Conflict resolution, communication, and critical thinking skills are the cornerstones of the program.

I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project/program meets one of Carson 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

II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects/programs that provide a clear description of the project/program with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

Teen dating violence, like adult domestic violence, is a pattern of coercive, manipulative behavior that one partner exerts over the other for the purpose of

establishing and maintaining power and control. The effects of dating violence can range from bruised self-esteem to broken bones, permanent injury, and even death. The U.S. Department of Justice reports that nearly one in three **high school students** have been or will be involved in an abusive relationship and that females between **16 and 24 years of age are more vulnerable** to intimate partner violence than any other age group, nearly triple the national average. According to the California Coalition Against Sexual Assault, **half of reported date rapes** occur among teenagers. The National Center for Injury Prevention and Control documented that intimate partner violence among adolescents is associated with **increased risk** of substance use, unhealthy weight control, sexual risky behaviors, pregnancy, and suicide. 81% of surveyed parents either believe teen dating violence is not an issue or admit they don't know if it is an issue as reported by Family Violence Prevention Fund and Advocates for Youths. Dating violence crosses all economic, racial, gender, and social lines, with the majority of victims being young women who are at the highest risk for serious injury.

The first step to breaking the cycle of domestic violence is **awareness of the issue**. Similar to providing education regarding prevention of drugs, smoking and bullying, teen dating violence can be reduced through information and awareness. The program has been structured to **appeal and hold the attention** of teenagers. The program utilizes nationally developed materials that are designed for each specific grade and maturity level. The curriculum involves age-appropriate dramatized videos, information handouts, worksheets, role playing, and class discussions which encourage interaction to capture students' attention while providing opportunities for skill development and increased awareness. Pre and post tests document students' level of awareness prior to and after each presentation. The ultimate goal of the program is to **reduce violence in youth dating relationships** and promote healthy, respectful relationships through increased awareness and the ability to identify controlling and abusive behaviors.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals.

Teens that experience dating violence are more likely to do poorly in school and report binge drinking and attempted suicides according to the Centers for Disease Control and Prevention. The data we have collected from women we sheltered show that over **70% first experienced intimate partner violence as teenagers**. For many of the clients we assist, a pattern of domestic violence has affected their educational opportunities and economic stability. AEDV developed the Teen Dating Violence Prevention program to combat the long-term negative effects on victims and the community. A Healthy, Safe and Secure Community begin with our youths.

3. Describe who will benefit from the proposed project.

By providing youth with the necessary tools to recognize, and thus **avoid**, abusive relationships, Advocates believes that fewer teenage relationships will evolve into **adult domestic violence incidents**. This will decrease the need for crisis intervention, emergency shelter, legal services, law enforcement, substance abuse counseling, and welfare assistance, thereby changing the path that many teens are heading toward while benefitting the community of Carson long-term.

4. How will the funds be used on this project?

CSSG funding will pay for a portion of the part-time position that will coordinate and present the classes. In addition, funds will be used toward the purchase and printing of handouts and other material costs, as well as age-appropriate videos. **No CSSG funds** will be used toward administration costs of the project, only direct services.

5. Describe how your organization plans to reduce the need for grant funding in the future:

Funding will be leveraged with additional grant funds and resources to provide the Teen Dating Violence Prevention program to local students throughout Carson City. AEDV has strived to diversify our funding sources incorporating local, state, and federal government sources, as well as raising **54% percent** of annual revenue through fundraising efforts that involve events, direct mail requests, general donations, and a thrift shop. These efforts demonstrate AEDV's on-going drive to develop a **diverse funding base** toward program sustainability and continuation.

6. Could your organization use less than the amount of funds requested for the proposed project/program? Please explain.

Funding sources are limited and highly competitive, requiring AEDV to focus on providing proven programs in an effective manner. The revenue received through Partnership Carson City is **crucial for the continuation** of the Teen Dating Violence Prevention program and would be impossible to replace through other sources. Though AEDV raises fifty-four percent of the agency revenue through fundraisers and donations, without grant funding, AEDV would not be able to **continue** to provide the Teen Dating Violence Prevention program. AEDV believes in the life-altering effects this program has and the future positive changes it will have on so many young lives.

AEDV is aware of the limited CSSG funds available to assist community non-profits in providing necessary services to those in need, and therefore, **has not requested** an increase in funding from the past year's levels.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

Advocates To End Domestic Violence is the **only program** that provides interactive teen dating violence prevention classes to students in Carson City. AEDV works in a collaborative effort with other social service organizations and agencies in order to provide a full range of opportunities and services for the students we serve.

III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and *outcomes* are the benefits or changes that result from the program (such as how well the service met the client needs).

AEDV's request for funding will meet at least two of the City's stated goals: A Safe and Secure Community and a Healthy Community.

1. What are the projected outputs, or total number of people served, from this program/project?

The primary goal of the program is to reduce teen dating violence and to promote a "safe, secure, and healthy community" that promotes respectful relationships through increased knowledge and awareness of abusive and harmful relationships. Materials (handouts and videos) will be reviewed and purchased during the first and second quarters. During the second and third quarters, the program will meet and work with administrators and teachers to schedule presentations that will take place during the third and fourth quarters.

AEDV will present the Teen Dating Violence Prevention program to an estimated **700 Carson City students**, utilizing approved curriculum and pre and post tests during the third and fourth quarters.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

It is anticipated that all will be residents of Carson City, as they will be students attending **Carson City schools** or participating in **youth programs** operating in Carson City. We do not administer income verification to students, but according to the United States Census, roughly fourteen percent of Carson City residents live below the poverty level. The latest KIDS Count data illustrates that **21.5 percent** of children in Carson City live in poverty.

3. What is the projected outcome of this program/project? (How will the outputs benefit the total number of people in Question 1?)

Utilizing pre and post tests, **eighty percent** of students will demonstrate an increased knowledge regarding the warning signs of an abusive relationship and awareness of the affects of controlling an abusive dating relationship.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

AEDV utilizes pre and post tests to measure student's levels of knowledge before and after the presentations. Students also complete an evaluation of the materials and instructor which is used to adjust the presentations to better meet student expectations and needs. The program does not gather information that could identify students. Records regarding materials purchased, student attendance, hours of instruction, dates and times will be maintained in a secure location.

AEDV completes multiple site, financial, and program audits annually as required by state and federal granting sources. The audits ensure that **services are documented** and that accurate data is collected, reported, and securely maintained. Failure to pass an audit could result in a cancelation of program funding. In addition, AEDV has an **annual financial audit** conducted by an independent public accountant and **monthly financial statements** are compiled by an outside firm.

IV. PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project/Program Title:	Funds Requested	Leveraged Funds	Total Funds
Project/Program Expenses FY 2013-14			
Salaries and Benefits	\$3,900	\$4,065	\$7,965
Rent and Utilities	0	700	700
Mortgage	0	0	0
Equipment	0	0	0
Equipment Maintenance & Repair	0	0	0
Office Supplies	0	150	150
Operating Supplies/Mileage/Trainings	0	550	550
Postage and Shipping	0	0	0
Printing and Publications	1,959	1,941	3,900
Advertising and Promotion	0	0	0
Subscriptions and Dues	0	0	0
Liability/Other Insurance	0	300	300
Professional Fees	0	0	0
Other project costs: (Specify Below)			
TOTALS	\$5,859	\$7,706	\$13,565

DETAILED BUDGET BREAKDOWN

COST CATEGORY	GRANT COST CONTRIBUTIONS	OTHER MONETARY	TOTAL PROGRAM
Salaries			
Coordinator 40hrs/wk x \$17.78 x 10wks = \$7,112 12% withholding/benefits= \$853	\$3,900	\$4,065	\$7,965
Sub-Total	\$3,900	\$4,065	\$7,965
Program Expenses:			
Insurance	0	300	300
Printing and Videos	\$1,959	1,941	3,900
Operating Supplies			
Training	0	300	300
Mileage	0	250	250
Office Supplies	0	150	150
Rent and Utilities	0	700	700
Sub-Total	\$1,959	\$3,641	\$5,600
TOTAL	\$5,859	\$7,706	\$13,565

Matching Funding

<u>Shelter Funding Source</u>	<u>Amount</u>	<u>Secured</u>
AEDV General Funds	\$7,706	On-Going

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

- 1. The person to whom all questions regarding the application should be directed:**

Lisa Lee, Executive Director, 883-7654, director@aedv.org

- 2. The person directly responsible for on-site supervision of the project/program, such as a project manager:**

Lisa Lee, Executive Director

- 3. The person responsible for the financial management of the project/program, including preparation, review and approval of reimbursement requests:**

Terri Farnworth, Office Manager, Post Office Box 2529, Carson City, Nevada, 89702, 883-7654, officemg@aedv.org

- 4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.**

Lisa Lee, Executive Director, Post Office Box 2529, Carson City, Nevada 89702, 883-7654, director@aedv.org

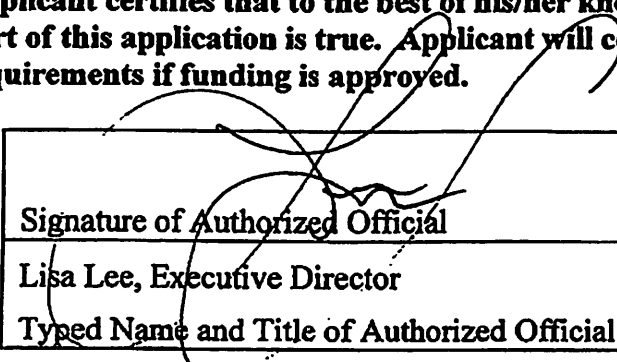
VI. AGENCY INFORMATION

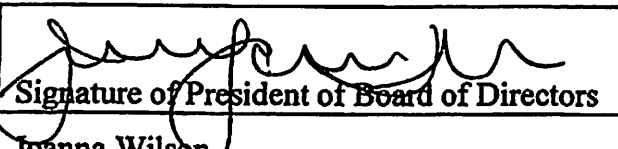
1. **Proof of non-profit status for private agencies (governmental entities and schools are exempt):**

Date of incorporation	1981
Date of IRS certification	June 1980
Tax exempt number	94-2665387

2. **DUNS Number:** 027915367
 For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>
3. **Attach the following to each copy of the Proposal for Funding:**
- a. IRS Tax Exempt "501(c)(3)" letter.
 - b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
 - c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
 - d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
 - e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.
4. **Required Certification (see instructions):**

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	2/2/15 Date
Lisa Lee, Executive Director Typed Name and Title of Authorized Official	883-7654 Phone Number

	2/2/15 Date
Joanna Wilson Typed Name of President of Board of Directors	885-9557 Phone Number

Carson City, a Consolidated Municipality

Annual Report
For Community Support Services Funding
Fiscal Year 2014-2015

Name of Organization: Advocates to End Domestic Violence
Program/Project: Teen Dating Violence Prevention
Amount of Funds: Received \$5,859
Contact Person: Lisa M. Lee
Mailing Address: Post Office Box 2529
City: Carson City **State:** Nevada **Zip Code:** 89702
Phone Number: 883-7654 **E-mail:** director@aedv.org
Date Submitted: February 2, 2015

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.

AEDV was awarded a \$5,859 grant to fund the Teen Dating Violence Prevention program that targets Middle School and High School students with information and awareness regarding youth intimate partner violence. The grant is effective from July 1, 2014 through June 30, 2015. The following is a mid-year accounting of expended funds and program goals.

<u>Granted Expenditures</u>	<u>Awarded Funding</u>	<u>Expended To-Date</u>	<u>Balance</u>
Personnel	\$3,900	\$1,950	\$1,950
Instructional Materials	1,959	0	1,959
Total	\$5,859	\$1,950	\$3,909

The first two quarters of the grant cycle involves curriculum development. Classes are presented during the remaining two quarters, as well as the purchase of program materials. The majority of CSSG funds will be expended

during the third and fourth quarters with a zero balance remaining by the end of the fiscal cycle.

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

The goal of the program is to **stop dating violence before it starts**. During the teen years, young people are learning skills they need to form relationships with others. Our program promotes healthy relationships in order to prevent patterns of dating violence that can last into adulthood.

In addition to providing the program to students in a classroom setting as outlined in our grant proposal, we have been working with the Carson High School After-School Study Hall (MASH) Coordinator to provide the program this coming spring. To further promote awareness of teen dating violence, we participated in the National Night Out hosted by the Carson City Sheriff's Department in which we displayed red flags to demonstrate the differences between healthy and unhealthy relationships.

Since the program is provided directly to students during the **second half of the grant cycle**, measurable outcomes have not yet been performed and will not be able to be documented until the final report.

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

The Teen Dating Violence Prevention program will be presented to an estimated **700** students all of whom will be residents of Carson City.

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

One of the program successes has been the approval of the curriculum by the Carson City School District and the acceptance of the program as valuable by teachers and students. When we began developing the Teen Dating Violence Prevention project in 2000, AEDV was one of the few programs in the United States to offer this type of direct service. We were challenged to find materials for teenagers, in fact, we originally had to develop many of the handouts and worksheets in-house. As national awareness of teen dating violence increased, resources were developed that allowed our original curriculum to evolve and expand. Due to our **long track record** of providing this program, we have been approached by other schools interested in our program and how we are able to fund and implement it. AEDV is proud to have been at the forefront of teen dating

violence prevention and believes that it has resulted in changing the path of many lives.

AEDV has partnered with Nevada Network Against Domestic Violence and Carson Tahoe Health to bring the "Teen Relationship Abuse: A Public Health Priority Workshop" to Carson City. The workshop is designed to increase healthcare providers' knowledge and understanding of teen relationship abuse. Participants will explore ways to improve services and increase the safety of their patients by learning how to conduct an assessment, intervene, document, and provide appropriate referrals and resources.

By providing information and awareness on issues of intimate partner violence, the program aids to reduce future incidents of domestic violence in our community, thus increasing the "health, safety and security of the community".

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

AEDV has established fundraising events and a thrift shop that provide revenue toward services for survivors of domestic violence and sexual assault as well as matching funds required by grand sources. Partnership Carson City funding will ensure the **continuation of the Teen Dating Violence Prevention program**, without which, AEDV would not be able to provide the program.

6. Describe any challenges that impacted your program.

In an environment where there are many worthy causes and social needs, it is a challenge to find and secure funding for a program that increases teen awareness of dating violence in order to **avoid future abusive relationships**. Funding for prevention services are always more difficult to secure than crisis intervention services. It required a great deal of cooperation and development to be able to get the program into the schools in 2000, it would be even more difficult if the program was cancelled due to funding cuts and then attempted to restart at a later date. AEDV strongly believes in the value of this program and will continue to strive to ensure that it remains available to area teens.

Advocates to End Domestic Violence

P.O. Box 2529 ■ Carson City, NV 89702 ■ (775) 883-7654 ■ Fax (775) 883-0364



February 2, 2015

Partnership Carson City
Application Committee
108 E. Proctor Street
Carson City, NV 89701

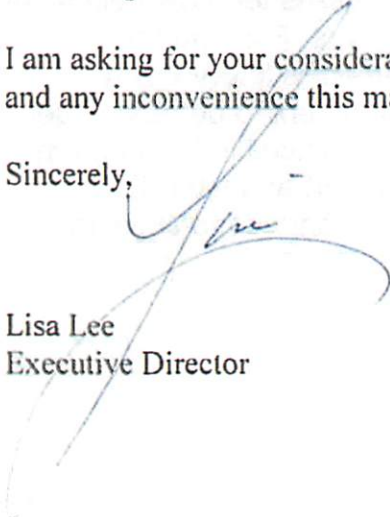
Members:

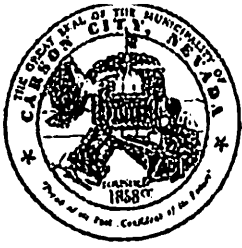
Please accept this submission as a request for consideration for funding for the Partnership Carson City Grant funding. Advocates has been receiving money to promote dating violence awareness since the year 2000. Advocates is submitting this request today, in an unorthodox manner, past the deadline, as I was not notified of the grant application process deadlines.

This Partnership Grant funding is imperative to the continuing operation of the teen dating violence program. There is much involved with receiving approval to enter the Carson City Schools. To have this program sit dormant, for even one year, could decrease the possibility of ever being allowed to conduct this program in the schools again.

I am asking for your consideration of our grant application and apologize for the late submission and any inconvenience this may cause.

Sincerely,


Lisa Lee
Executive Director



Carson City
Community Support Services Grant (CSSG)
Program Application
Fiscal Year 2015-2016

An electronic version of this document is available at carson.org/cssg

APPLICATIONS ARE DUE*: **JANUARY 16, 2015, 4:00 P.M.**

PLEASE SUBMIT 9 COPIES TO: **CARSON CITY PLANNING DIVISION**
108 E. PROCTOR ST.
CARSON CITY, NV 89701

***The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Carson City Symphony Association
2. Agency Mailing Address: P.O. Box 2001, Carson City, NV 89702-2001
3. Project Name: Strings in the Schools
4. Project Address/location: Multiple locations (primarily Carson City public schools)
5. Agency Director: Elinor Bugli
6. Board Chairperson: Elinor Bugli
7. Contact person: Elinor Bugli
Phone number: 775-883-4154 E-Mail: ehbugli@aol.com
Fax: 775-883-4371 Website (if applicable) http://CCSymphony.com
8. How long has your organization been in existence? 31 years In Carson City? 31 years
9. What is the overall mission of your organization?

Our mission is to (1) enhance the quality of life in northern Nevada by providing creative, educational, and social opportunities for amateur and volunteer professional instrumentalists and vocalists of all ages; (2) educate and entertain a broad and diverse audience, including residents, visitors, and tourists; (3) enhance music education for the K-12 student population and adults; and (4) expand our reputation for adventurous programming by playing music by contemporary composers and featuring non-traditional solo instruments.

10. **TOTAL FUNDING REQUESTED:** \$7,200

BRIEF PROJECT DESCRIPTION:

Please provide a short description of your project (not your organization).

We are requesting support for Carson City Symphony's Youth Education programs, including:

- ***Strings in the Schools*** (After-school string education, Sept.-June) - Tuition-free beginning violin instruction for interested students in grades 2-5; beginning cello instruction for select students in grades 5; intermediate and advanced string ensembles for students in grades 2 to 12. Program features weekly sessions at four schools or other locations, four or more concerts, and a workshop. (See Attachments 6 and 7, sample programs.)
- ***Strings in the Summer*** (Six weeks in summer) - Tuition-free fiddle and orchestra classes for northern Nevada string students of all ages, including adults. Features weekly sessions at three experience levels and an end-of-season public concert.
- ***Secondary School Strings*** (In-school orchestras, Sept.-June) - Program in cooperation with the Carson City School District. The school music specialists teach credited elective orchestras at Carson and Eagle Valley Middle Schools and Carson High School. We provide assistance to the instructors and instruments (violin, viola, cello, and bass) for students who cannot afford to rent or purchase their own.

I. PROJECT ELIGIBILITY

- A. Check all statements that describe HOW this project meets one of Carson 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

II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

Carson City Symphony Association's services help the city reach its goals of providing an active and engaged community, rich in culture and the arts, and dedicated to excellence in education. The program is ongoing and growing. In the coming year, we propose to:

- enhance the quality of life in Carson City by providing creative, educational, and social opportunities for our youth, measured by numbers participating.
- continue free tuition, which encourages attendance by students and sibling groups from low/moderate income families.
- continue the Strings in the Schools partnership with Carson City Schools to assist in-school, for-credit, string orchestras at Carson and Eagle Valley Middle Schools and Carson High.
- have experienced instructors direct the program, teach lower-level, after-school, and summer classes, and assist classroom music specialists in teaching and directing the Middle School and High School orchestras.
- increase opportunities for beginning cello instruction at the elementary-school level.
- provide four or more performance opportunities throughout the year.
- bring in guest artists and groups to lead workshops and master classes for the students.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

Our program, now in its tenth year, draws students from the entire city, including public-, private-, and home-schooled students, grades 2-12. It makes string education available and affordable for all, and an integral component of music education in schools. To serve low/moderate income families, we keep our program tuition free and provide instruments to about 70 students who cannot afford to purchase or rent instruments. More than a third of Carson City students are eligible for free/reduced price lunch, and many of our beginning violin students attend Empire Elementary School, where more than 3/4 of students qualify for free/reduced lunch. Evidence of success is that students who began the program years ago now participate in middle- and high-school orchestras, continuing to reap the academic, creative, and social benefits of music education.

3. Describe who will benefit from the proposed project.

All Carson City students who have interest, aptitude, or curiosity about string instruments will benefit—more than 150 students receive instruction each year. Benefits go beyond music education into realms of academic and social achievements. The population that attends student concerts and recitals (about 300 per concert) will benefit directly, and the entire population of about 55,000 city residents potentially benefits from the enhanced artistic and cultural environment created by having a string program and youth orchestras available in the Capital City.

4. How will the funds be used on this project?

The funds will help cover fees for string-program instructors and assistants; guest musicians/workshop leaders; fees for videographers and technicians; equipment and supplies, including student instruments; marketing the program; and insurance; and will be leveraged as matching funds for State, corporate, and foundation grants and private donations.

5. Describe how your organization plans to reduce the need for grant funding in the future:

In future years, we plan to fund the program through increased private contributions, corporate donations, and grants from foundations and State and federal programs.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

We are committed to continue the program with whatever funds are available. However, the program is still growing and we have a waiting list for beginning classes each year. Only the instructors, assistants, and guest artists are paid - administrative staff members are volunteers. Therefore, less funding would likely result in fewer students served.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

No other agencies offer the same services. The Carson Valley Violin School in Douglas County has a string ensemble for its advanced private students, but no summer program, and no group lessons. The Reno Philharmonic has youth orchestras open to area students, but they are primarily for high-school students who have had extensive previous instruction, and are filled by auditions. Our Strings in the Summer program is open to any string player who would like to participate, including members of other organizations, and it offers all string students an opportunity to continue their education during the summer months.

III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

Strings in the Schools (after-school program) - total 102 students served this year

Beginning violin	36 students, grades 2-5
Beginning cello	2 students, grade 5
String Ensemble, beginning orchestra	17 students, grades 3-6
PIZZAZZ, intermediate orchestra	20 students, grades 4-8
STRAZZ, advanced orchestra	27 students, grades 6-12

Strings in the Summer (three groups) - total 51 participants served, all ages

Secondary School Strings (in-school orchestras) - total 83 students served

Carson Middle School	37 students
Eagle Valley Middle School	17 students
Carson High School	29 students

Note: Participation in the three components of our Youth education programs overlap. During the 2014-15 school year, 169 unique individuals were involved, and we anticipate an increase in 2015-16.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

We estimate that more than half the students served are from low-to-moderate income families. All students in the after-school and in-school classes are Carson City residents; 90% of the summer students are Carson City residents.

3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

Strings in the Schools - total 102

Beginners will learn note reading, scales, simple tunes, and the mechanics of playing their instruments. They will participate in two or more public performances.

String Ensemble students will develop proficiency in playing slurs and hooked bowings, simple double stops, 16th-note rhythms, c and f naturals, and identifying notes on the g string. They will learn classical, folk, jazz, and other music styles, and participate in two or more public performances.

Pizzazz and STRAZZ students will master third and fifth positions and vibrato technique. They will learn alternative styles and improvisation and participate in four or more public performances.

Strings in the Summer - total 51

Participants will learn six tunes and present one performance.

Secondary School Strings - total 83

Middle School students will meet state standards for music education and earn class credit for orchestra participation. High-school students will fulfill their humanities/occupational graduation requirement and earn class credit. All will perform in their respective school concerts. Secondary school strings students, depending on level of achievement, may also be eligible for the after-school String Ensemble, Pizzazz, Por STRAZZ.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

Strings in the Schools will track individual student and class progress, level of literature performed, enrollment and attendance, and overall quality of the educational experience. The instructors will maintain weekly progress reports for each student and group. At the end of each educational cycle, student participants, parents, and community mentors will have the opportunity to complete an evaluation form. Their responses will be considered in the planning process for the future.

Strings in the Summer is a less formal program designed to provide music experience during the school break. Number of students enrolled, attendance, and repertoire learned will be tracked as measures of group performance.

Secondary School Strings progress will be evaluated by the students' respective school music teachers/specialists on the basis of standard instrumental-music program criteria of the Carson City School District and Nevada Department of Education standards.

Documented progress is one way of determining that goals are achieved. Student satisfaction and enjoyment are equally important. The number of participants who drop out of the programs (very few), and the number of parents of preschoolers who ask about future enrollment (many), are indications that we are serving and benefiting the community.

IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fundraising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

Project Title: Strings in Schools	Funds Requested	Leveraged Funds*	Total Funds
Project Expenses FY 2015-16			
Salaries and Benefits (Instructors)	6,000	6,000	12,000
Rent and Utilities	0	0	0
Equipment (Instruments)	400	1,000	1,400
Equipment Maintenance & Repair	100	600	700
Office Supplies	0	200	200
Postage and Shipping	0	300	300
Printing and Publications	0	200	200
Advertising and Promotion	200	400	600
Subscriptions and Dues	0	0	0
Liability/Workers' Compensation Insurance	200	500	700
Professional Fees (Videographers, techs)	300	500	700
Other project costs: (Specify Below)			
Admin personnel - in-kind (value \$2,500)	0	0	0
Classroom mentors - in-kind (value \$6,600)	0	0	0
Graphic/web design - in-kind (value \$3,000)	0	0	0
Symphony tickets - in-kind (value \$4,000)	0	0	0
TOTALS	7,200	9,700*	16,900

***Leveraged funds (anticipated):** Private donations \$4,000; State Arts Learning grant \$3,500; Foundation/Corporate support \$500; Instrument maintenance fees \$500; Symphony Association reserve funds up to \$4,000 as needed.

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Elinor Bugli, President
775-883-4154
ehbugli@aol.com

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Sue Jesch, Education Director/Instructor
775-450-5584
sue@tahoefiddler.com

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Elinor Bugli, President
775-883-4154
ehbugli@aol.com

Jonathan Rabben, Treasurer
775-783-9086
jmrabben@yahoo.com

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Elinor Bugli, President
775-883-4154
ehbugli@aol.com

Sue Jesch, Education Director/Instructor
775-450-5584
sue@tahoefiddler.com

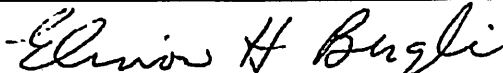
VI. AGENCY INFORMATION

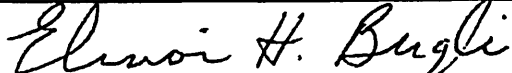
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	Oct. 2, 1985
Date of IRS certification	May 1988
Tax exempt number	88-0229678

2. DUNS Number: 8042799
 For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>
3. Attach the following to each copy of the Proposal for Funding:
- a. IRS Tax Exempt "501(c)(3)" letter.
 - b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
 - c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
 - d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
 - e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.
4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	January 16, 2015 Date
Elinor Bugli, President Typed Name and Title of Authorized Official	775-883-4154 Phone Number

 Signature of President of Board of Directors	January 16, 2015 Date
Elinor Bugli Typed Name of President of Board of Directors	775-883-4154 Phone Number

I. PROJECT ELIGIBILITY

A. Check all statements that describe **HOW** this project meets one of Carson City's goals:

- B. A Safe and Secure Community
- C. A Healthy Community
- D. An Active and Engaged Community
- E. A Clean and Healthy Environment
- F. A Vibrant, Diverse and Sustainable Economy
- G. A Community Rich in History, Culture and the Arts
- H. A Community Dedicated to Excellence in Education
- I. A Physically and Socially Connected Community
- J. A Community Where Information is Available to All

II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

Project is ongoing and has expanded every year to meet the current needs of the youth and their families in our area. New programming has been added to include the HUD – Chronically Homeless Voucher Program and the FASTT – Forensic Assessment Strategy Triage Team that assists individuals with dual diagnoses to address mental health and substance abuse issues while reducing recidivism. RWFRC has also assumed additional activities engaging foster youth 14 – 18 upon entering adulthood through Department of Child and Family Services.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

Ron Wood Family Resource Center has been designated a LMI located family resource center. All 17 grants (20 programs) serve primarily low-moderate income individuals. RWFRC has an exceptional reputation for supporting families and youth that have needs that range from food, shelter, utility assistance, mental health services, parenting, nutrition, truancy and other services that support health, safety and positive engagement with family and the community. RWFRC's high success rates, outcomes and focus parallel Carson City's goals in HUD Chronically Homeless Vouchering Program, neighborhood facility location, mental health facilities, abused/neglected children, services for disabled individuals, youth services, substance abuse services and fair housing activities.

3. Describe who will benefit from the proposed project.

Ron Wood Family Resource Center serves the most-in-need. Many of the programs focus on the needs of youth and family. Child abuse and neglect issues, parenting and family classes, youth counseling, child car seat safety, WIC services, our Community Essential Food Bank's emergency services, foster youth services, truancy services and case management to assist children and families in obtaining services toward self-sufficiency and enhancing positive functionality. Emergency housing has been added to address chronically homeless individuals.

4. How will the funds be used on this project?

Ron Wood Family Resource Center operates under 17 grants to provide much needed services for our community. The funding needed will support partial wages for the executive director, fiscal department, office support staff, our Cooperative Parenting Instructor and a portion of operating costs not supported by existing grant funding. These "indirect service-related expenses" are essential toward conducting services.

5. Describe how your organization plans to reduce the need for grant funding in the future:

Fundraising efforts have increased to include; Community Leader of the Year benefit, Adopt a Family for the Holidays, Food Drives and many private sector partnerships that offer both goods and monetary donations. Fee-for-service activities incorporating mental health services, youth and family counseling services and other projects that address gaps in services for our community are incorporated in our short and long-term goals.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

Yes - Ron Wood Family Resource Center appreciates the long positive relationship with Partnership Carson City and the City of Carson as well as the support we have realized over the past years. These funds mostly address management and fiscal responsibilities necessary to offer viable services and programs to the community. We are requesting funds representing a shortfall in balancing our budget. We would be grateful for any amount granted.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

No - Ron Wood Family Resource Center identifies needs and continues to build programming that is not a duplication in services, meets youth and families' needs and supports our families in their quest toward becoming contributing, self-sufficient and productive citizens. Our community partners may offer some level of case management, parenting or food assistance, but our programming remains unique; emergency-only food bank, evidence-based family and parent communication classes, strength-based case management designed to allow families to set their own goals and affect their own success.

III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this program/project?

Outputs:

- ▶ 110,000+ - Fiscal Year 2014–2015 - Total center units of services
- ▶ 38,000+ - # Individuals Low-Moderate Income will utilize the food bank (Individuals may come for emergency food up to 12 times per year to receive 2-3 days of food – once per month)
- ▶ 38,000+ - # Individual referrals for services per year
- ▶ 3,000+ - # Ongoing Case management appointments

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

Ron Wood Family Resource Center is located in a HUD designated LMI area of Carson City. By design, over 90% of all services provided through the center serve the very low to moderate income community. 90%+ of individuals served live in the greater Carson City community.

3. What is the projected **outcome** of this program/project? (How will the outputs benefit the total number of people in Question 1?)

Outcomes:

- ▶ 80% to 90% of all individuals surveyed will indicate an above average to excellent satisfaction rating with their participation in services and programming at the Ron Wood Family Resource Center.
- ▶ 100% of Carson City residents that complete food request forms will receive quality and nutritious emergency food assistance as supplies are available.
- ▶ 100% of individuals requesting services from Ron Wood (RWFC) will receive quality services and a waiver of fees for appropriate services if needed.
- ▶ 100% of individuals in crisis will receive walk-in services without an appointment.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

Ron Wood Family Resource Center takes extraordinary care to collect data insuring outcomes for each grant are measured and evaluated. All RWFC programs document activities through participant sign in sheets, customer satisfaction surveys, protective factors surveys, pre and post surveys and facilitator evaluations. Data is reported through electronic methods to the grantors and reported to the executive director on a monthly, quarterly and annual basis.

IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

Project Title: RWFRC Operational Grant	Funds Requested	Leveraged Funds	Total Funds
Project Expenses FY 2015-16			
Salaries and Benefits	\$24,000.00	\$708,211.00	\$732,211.00
Rent and Utilities		\$30,000.00	\$30,000.00
Communications (phone/cell phone/internet)		\$12,000.00	\$12,000.00
Equipment			
Equipment Maintenance & Repair		\$2,000.00	\$2,000.00
Office Supplies	\$400.00	\$11,600.00	\$12,000.00
Operating Supplies			
Postage and Shipping		\$2,000.00	\$2,000.00
Printing and Publications		\$10,000.00	\$10,000.00
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance	\$600.00	\$10,500.00	\$11,100.00
Professional Fees		\$8,500.00	\$8,500.00
Other project costs: (Specify Below)			
Direct Service Costs		\$167,229.00	\$167,229.00
TOTALS	\$25,000.00	\$962,040.00	\$987,040.00

Funding Sources and Leveraging of Funds – Attachment 7

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Joyce Buckingham – Executive Director
2621 Northgate Lane #62, Carson City, NV 89706
(775) 884-2269
Executive_director@carson-family.org

2. The person directly responsible for on-site supervision of the project/program, such as a project manager:

Joyce Buckingham – Executive Director
2621 Northgate Lane #62, Carson City, NV 89706
(775) 884-2269
Executive_director@carson-family.org

3. The person responsible for the financial management of the project/program, including preparation, review and approval of reimbursement requests:

Bill Maier– Fiscal Manager
2621 Northgate Lane #62, Carson City, NV 89706
(775) 884-2269
bill@carson-family.org

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

Bill Maier – Fiscal Manager
2621 Northgate Lane #62, Carson City, NV 89706
(775) 884-2269
bill@carson-family.org

VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	4-9-97
Date of IRS certification	5-23-97
Tax exempt number	IRS 86-0865470 NV – RCE-012-907

2. DUNS Number: 867923401

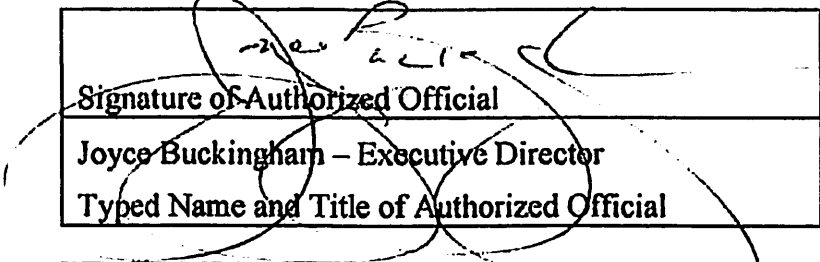
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

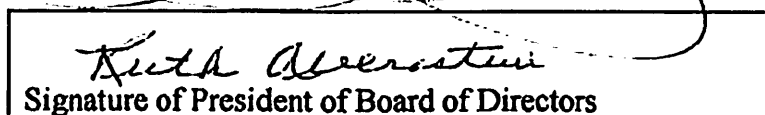
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	Date <u>1-13-2015</u>
Joyce Buckingham – Executive Director Typed Name and Title of Authorized Official	(775) 884-2269 Phone Number

 Signature of President of Board of Directors	Date <u>01/13/2015</u>
Ruth Aberasturi Typed Name of President of Board of Directors	(775) 884-2269 Phone Number



Carson City
Community Support Services Grant (CSSG)
Program Application
Fiscal Year 2015–2016

An electronic version of this document is available at carson.org/cssg

APPLICATIONS ARE DUE*: **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL
PLUS 2 COPIES TO:**

Carson City Planning Division
108 E. Proctor St.
Carson City, NV 89701

***The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Boys & Girls Clubs of Western Nevada
2. Agency Mailing Address: 1870 Russell Way
3. Project Name: Teen Center Educational Programming
4. Project Address/location: 1870 Russell Way
5. Agency Director: Laurie Gorris, Chief Professional Officer
6. Board Chairperson: Jonathon Olivas, Chief Volunteer Officer
7. Contact person: Diane McCoy, Director of Operations
Phone number: 775 882-8820 E-Mail: dianem@bgcwn.org
Fax: 775 882-0250 Website (if applicable) www.bgcwn.org
8. How long has your organization been in existence? 21 years In Carson City? 21 years
9. What is the overall mission of your organization?
To inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, responsible and caring individuals.
10. TOTAL FUNDING REQUESTED: \$19,389.00

BRIEF PROJECT DESCRIPTION:

Please provide a short description of your project (not your organization).

The Boys & Girls Clubs of Western Nevada (BGCWN) provides daily after school programming for teens and middle school aged youth. Club members have the choice of participating in the teen center, homework room (power hour), arts and crafts, tech lab, and sports and fitness programs. They are provided with a safe and positive place to be after school.

I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project meets one of Carson 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

II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

BGCWN is requesting the funding to assure the continuation of the programs we have been offering to our members for the last thirteen years. BGCWN offers teens what they want and need the most; a place to call their own, with adults who respect and listen to them; a safe environment where they can have fun and be themselves; and interesting, constructive activities that channel youthful energy into challenging pursuits. Our youth development strategy fosters a sense of belonging, competence, usefulness and influence underlies all the Boys & Girls Clubs programs and build self-confidence and self-esteem. For the last twenty one years, BGCWN has been in the forefront of youth development, working the teen/middle school aged youth from all segments of Carson City, with a special effort to reach those for disadvantaged economic, social and family circumstances. We actively seek to enrich the lives of youth from our community. BGCWN is dedicated to ensuring that our community's youth have greater access to quality programs and services that will enhance their lives and shape their futures. Today (January 15th), more than 1,661 boys and girls are current members of BGCWN. Of this number 721 are youth between the ages of 11 - 18. The proposed programs will target this age group. We will track and measure the members that participate in the following : SEE ATTACHMENT 1.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

BGCWN membership is primarily a low-income population: We are able to track our members family income at the time of registration each year. "Kid Trax" is the software program we use daily to track our members attendance and demographics, 81% of our member's families annual household income is \$49,999 or below. BGCWN has made homework (Power Hour) program mandatory daily. At the Club all members complete one hour of education programming each day. Additional,

we have six members participate in our Jr. Staff program as paid employees that work year round. Furthermore we had seven teens graduate from high school, five at enrolled in College, one joined the Air Force and one is working full time.

3. Describe who will benefit from the proposed project.

BGCWN teen and middle school members (721) will benefit from the programs. Members will have a dedicated teen/middle school program Director to ensure the delivery of the proposed programs at BGCWN. Members will be required to participate in all programs at the Club including prevention classes, educational, sports, fitness and nutrition programs and other programs as well.

4. How will the funds be used on this project?

Funding will be used to cover portions of the following salaries; Teen/Middle School Coordinator, Homework Room Director, and Program Director positions, as well as program supplies, incentives, office supplies, field trips in our local community.

5. Describe how your organization plans to reduce the need for grant funding in the future:

BGCWN Board of Directors is committed to ensuring the long-term viability of our teen/middle school aged programming. Teen/middle school members are charged a nominal \$30 a year in membership fees. Our teen/middle school programs will never be self-sustaining. However the Board relies on foundations, individual, corporate and community fundraising.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

BGCWN will have to make budget and programming adjustment to cover the cost of the cuts not funded, as mentioned above. The Board of Directors is committed to providing this very valuable programming to our members and our community.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

BGCWN is not aware of any other agencies providing these services to our community.

III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and *outcomes* are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected outputs, or total number of people served, from this project?

Families alone, especially single-parent household (703 members are in Single-parent households), are not meeting the needs of the young adolescents. For developmental reasons, teen/middle school aged youth need to become more involved outside the home to learn from adults other than their parents/guardians, to master new skills, and test out adult roles. The importance of adults role models to the development of your teens is well documented in research literature (An Outcome Evaluation of Across Ages: An intergenerational Mentoring Approach to Drug Prevention. The Center of Intergenerational Learning, Temple University). SEE ATTACHMENT # 2

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

According to our Kid Trax program 34% of our members families make \$0-9,999 a year, 13% make \$10,000-19,999 a year, 15% make \$20,000-29,999 a year, 10% make \$30,000-39,999 a year, 9% make \$40,000-49,999 a year and 19% make \$50,000 and above a year. Membership as of January 15, 2015 is 1,166 members. Of this number 721 are youth in the targeted age group of 11-18 years for this funding request, BGCWN teen/middle school membership is 721 of this number 98% are Carson City residents.

3. What is the projected outcome of this /project? (How will the outputs benefit the total number of people in Question 1?)

The outcome process is divided into two phases; process and outcome. The process phase documents what activities are implemented and who participates in those activities. The outcome evaluations test behavioral changes made due to participation in the programs. Goals For Graduation will have a minimum of 200 members participate in the program with 140 members completing the program. Career Development will have a minimum of 30 members participate, with 15 completing the program.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

The evaluations outcome process answers the following questions; who attended the program, what activities did they participate in? BGCWN will track the following: Roster will be kept documenting attendance and the activities members participated in. Pre-post testing will be used to determine participants improvements and changes. Community services hours will be tracked. Staff will document incremental changes in the behavior of participants. These findings will be summarized as qualitative support for the self-reported data. ATTACHMENT # 3

IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

Project Title:	Funds Requested	Leveraged Funds	Total Funds
Project Expenses FY 2015-16			
Salaries and Benefits	18,941	17,730	36,671
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies	448	1,659	2,107
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
TOTALS	19,389	19,389	38,778

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Diane McCoy, Director of Operations

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Matt Sampson, Program Director

January Hurlbert, Homework Room Director

Daniel Dilegame, Teen Center Coordinator

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Laurie Gorris, Chief Professional Officer

Diane McCoy, Director of Operations

Wayne Nelson, I.S. Manager

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Daniel Dilegame, daniel@bgcwn.org

Matt Sampson, matts@bgcwn.org

Diane McCoy, dianem@bgcwn.org

1870 Russell Way Carson City, Nevada 89706 and the phone number is 775 882-8820.

VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	March 1991
Date of IRS certification	April 1992
Tax exempt number	88-0269139

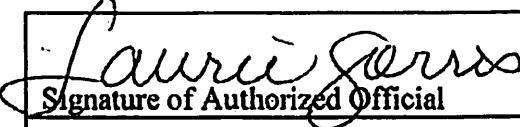
2. DUNS Number: 797910460
 For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

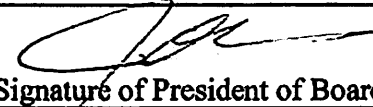
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	January 15, 2015 Date
Laurie Gorris, Chief Professional Officer Typed Name and Title of Authorized Official	775 882-8820 Phone Number

 Signature of President of Board of Directors	January 15, 2015 Date
Jonathon Olivas, Chief Volunteer Officer Typed Name of President of Board of Directors	775 690-7322 Phone Number



Carson City
Community Support Services Grant (CSSG)
Program Application
Fiscal Year 2015–2016

An electronic version of this document is available at carson.org/cssg

APPLICATIONS ARE DUE*: JANUARY 16, 2015, 4:00 P.M.

PLEASE SUBMIT **9** COPIES TO: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

***The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Big Brothers Big Sisters of Northern Nevada
2. Agency Mailing Address: 1300 Foster Dr., Suite 210 Reno, NV 89509
3. Project Name: Carson City Mentor Program
4. Project Address/location: Mentoring activities take place in Carson City
5. Agency Director: Liza Maupin
6. Board Chairperson: Richard James
7. Contact person: Wendy Firestone
Phone number: 775 - 352 - 3202 E-Mail: wfirestone@bbbsnn.org
Fax: 775-322-8898 Website (if applicable) www.bbbsnn.org
8. How long has your organization been in existence? 14 years In Carson City? 10 years
9. What is the overall mission of your organization?
Our mission is to provide children facing adversity with strong and enduring, professionally supported one-to-one mentor relationships that change their lives for the better, forever.
10. TOTAL FUNDING REQUESTED: \$20,000

BRIEF PROJECT DESCRIPTION:

Please provide a short description of your project (not your organization).

In partnership with the Boys and Girls Club of Western Nevada, we will recruit local adult volunteers to provide at least one hour per week or more of time in a caring and supportive mentor relationship (a "match") with a child; simple acts of friendship help increase a child's self-esteem, social behaviors, academic skills, and allow a child to envision a brighter future.

I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project meets one of Carson 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

II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.
This project is an expansion of our on-going Carson City Mentor Program. This funding will assist us in supporting 25 current matches and 25 new matches. Funding allows us to recruit caring stable adults who are able to commit to meeting weekly with a child for a minimum of 12 months. Each potential new Big (adult mentor) is carefully screened through personal reference checks, a home assessment, DMV record review, multi-layered background checks and a child abuse/sex offender registry check. An extensive personal interview is conducted by a trained professional, and then before being matched with a Little (a youth being mentored) Bigs must attend a training to learn proven methods in building strong relationships with their Little, to review important child safety standards and become familiar with program rules. To ensure on-going success of the match and the safety of the child, our professional staff monitor matches closely, providing coaching for our Bigs when needed, and ensure the matches are thriving through frequent contact with both Bigs and Littles and the Little's parents/guardians.
2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:
Big Brothers Big Sisters' (BBBS) mentoring program is scientifically supported as a valid method for creating positive, community-wide change for disadvantaged youth. Last year, youth participating in BBBSNN's mentoring program demonstrated significant positive outcomes, particularly in educational outcomes. For example, 90% of children maintained or improved their scholastic competence; 81% of children maintained or

improved their grades; and 85% of age-eligible Littles completed high school (A Community Dedicated to Excellence in Education). But our mentor programs support the whole child. Other positive outcomes include: 60% of Littles improved their feelings of social acceptance (A Physically and Socially Connected Community); 93% of youth maintained or improved their attitudes toward risky behavior (A Safe and Secure Community); 90% maintained or improved their trust in their parents; and nearly 100% felt they had a special adult in their life (An Active and Engaged Community).

3. Describe who will benefit from the proposed project.
Big Brothers Big Sisters works exclusively with at-risk youth who qualify for a Free or Reduced Lunch program. While our data clearly shows how these children benefit from the mentor program, we know that children who are less likely to act out in school, create a better learning environment for all. Children who are less likely to engage in risky behaviors (smoking, drinking, using drugs) are better citizens. And long term studies* show that adults mentored as children through Big Brothers Big Sisters are more likely than peers with similar backgrounds, but who were not involved in the program, to have a four-year college degree, incomes of \$75,000 or greater and strong relationships with their spouses, children and friends.
* "Adult Little Research" conducted by Harris Interactive, March 3 – April 16, 2009.
4. How will the funds be used on this project?
Funds will be used to recruit, screen and train Bigs, enroll Littles, provide on-going support of matches with regular contact with Bigs, Littles and Little's family/guardians, as well as evaluating the efficacy of our matches by administering pre- and post- match evaluations and analyzing the data gathered through these Youth Outcome Surveys.
5. Describe how your organization plans to reduce the need for grant funding in the future:
All of our programs are free to the participating youth and volunteers. Toward that end, we aggressively pursue a diversified funding strategy to fund as many matches as possible each year. Our major revenue streams are government, corporate and foundation grants, event fundraisers, individual giving and the Donation Center, a for-profit operation.
6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.
Yes, the number of youth we serve is restricted by the funds we are able to procure. The more funding we procure, the more youth we are able to serve. Less funding simply restricts the number of youth we are able to serve.
7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?
Since the closing of the Boys and Girls Club of Western Nevada's Mentor Center, there is no other 1:1, professionally supported mentoring program in Carson City.

III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?
50 youth (25 ongoing / 25 new matches)

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

All youth served in this program qualify for Free or Reduced Lunch. All the children served through this grant live in Carson City.

3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

50% or more of youth will improve their grades; 48% or more of youth will improve their educational expectations; 36% or more of youth will improve their parental trust; and 62% or more of youth will improve their social acceptance.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

The Youth Outcome Survey is collected before a youth (age nine and older) is matched with a volunteer. It is collected again at the end of the school year for youth in our school-based (SB) program and every 12 months in our community based (CB) program. We refer to these two time points as the baseline and follow-up. The baseline represents the youth's well-being before they are matched with a volunteer and the follow-up represents the youth's well-being after they are matched with a volunteer for a school year (SB) or 12 months (CB). Data collected from July 1 to June 30 is evaluated and reported on in our Annual Report. For more information on Big Brothers Big Sisters' national Youth Outcome Surveys visit <http://is.gd/2013YOSReport> or request the PDF from Wendy Firestone at wfirestone@bbbsnn.org BBBSNN also utilizes a national data tracking system, Agency Information Management (AIM), used by most BBBS agencies nation-wide. This system allows us to track all volunteers, youth served and their families. BBBSNN tracks all contacts made with our participants (volunteers, youth, families). By tracking our contacts, we can ensure that the match is progressing as intended, mentors can receive coaching, families can receive referrals as needed, and that no child safety rules are being compromised. BBBSNN employs the 100+ year history of Big Brothers Big Sisters' youth mentor program, and keeping children safe from potential predators, by upholding the high standards of BBBS, tracking our matches closely and recording data in our Agency Information Management system. Together, these systems ensure that each child receives a high quality mentor experience that can truly change their life for the better, forever.

IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

Project Title: Carson City Mentor Program	Funds Requested	Leveraged Funds	Total Funds
Project Expenses FY 2015-16			
Salaries and Benefits	\$15109	\$22634	\$37743
Rent and Utilities (occupancy)	\$1320	\$1933	\$3253
Mortgage	n/a	n/a	n/a
Equipment Phone/Internet/Fax	\$58	\$119	\$177
Equipment Maintenance & Repair	\$398	\$861	\$1259
Office Supplies Supplies	\$203	\$305	\$508
Operating Supplies	n/a	n/a	n/a
Postage and Shipping Postage & Delivery	\$28	\$42	\$70
Printing and Publications	\$26	\$23	\$49
Advertising and Promotion	\$489	\$703	\$1192
Subscriptions and Dues (BBBSA membership)	\$322	\$469	\$791
Liability/Other Insurance	\$235	\$338	\$573
Professional Fees	\$641	\$962	\$1603
Other project costs: (Specify Below)	n/a	n/a	n/a
Background checks	\$322	\$484	\$806
.03125 .046875 Travel Vehicle Maintenance/Fuel Expense	\$186	\$156	\$342
Match Activities	\$328	\$469	\$797
IT Service	\$335	\$502	\$837
TOTALS	\$20,000	\$30,000	\$50,000

IV. PROJECT BUDGET cont.

Big Brothers Big Sisters of Northern Nevada has a diversified funding strategy and does not rely solely on any one funding stream. For the 2014-2015 fiscal year, our agency's strategic plan focuses on varied funding streams including individual gifts, corporate gifts, grants, special and third party events, and our donation center to fund our programs.

Leveraged funds for this program include a \$10,000 corporate gift from Harley-Davidson Financial Services, and \$10,000 from the John Ben Snow Memorial Trust, which are both dedicated to funding matches in and around Carson City. The remainder will come from our general fundraising efforts that include:

- Individual Gifts - Giving from individuals accounted for over \$92,000 of our revenue in 2013/2014.
- Private Grants - Giving from private and corporate foundations and corporate gifts accounted for over \$211,000 of our revenue.
- Federal Grants - We have pursued federal and state foundation sources with human services/youth activities funding priorities. Last year we received \$228,407 in federal grants.
- Special and Third Party Events - We hold two major special events each year, our spring Gala and a fall fundraising event, as well as several smaller fundraisers throughout the year. In 2012-2013 we raised over \$158,000 from these events.
- Donation Center - We run a Donation Center for gently used clothing and household items. Savers purchases the used goods for re-sale in their stores. This revenue source generated over \$486,000 in total revenue in the 2012/2013 fiscal year.

Just \$1,000, less than \$20 a week, covers the cost of a match between an at-risk youth and a caring, stable adult for one year. This covers the cost of recruiting, screening and training Bigs, enrolling Littles and providing family consultations, and providing on-going contact with Bigs, Littles and their families to ensure Bigs receive the coaching they need to be successful, Littles are safe (child safety is our number one priority) and families receive the support and referrals they need. The funding also covers the cost of collecting, aggregating and reporting on the Youth Outcome Surveys, as well as data collected in our Agency Information Management system.

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Wendy Firestone: wk 775.352.3202 cell: 774.722.9498 wfiretone@bbbsnn.org

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Beth Osborne Program Director 775.352.3202 bosborne@bbbsnn.org

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Beth Osborne Program Director 775.352.3202 bosborne@bbbsnn.org

Wendy Firestone: wk 775.352.3202 cell: 774.722.9498 wfiretone@bbbsnn.org

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Beth Osborne Program Director
1300 Foster Dr., Suite 210, Reno, NV 90509
775.352.3202 bosborne@bbbsnn.org


VI. AGENCY INFORMATION

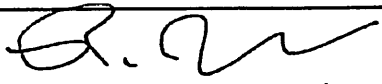
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	March 22, 2005
Date of IRS certification	June 2005
Tax exempt number	32-0147198

2. DUNS Number: 602546496
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>
3. Attach the following to each copy of the Proposal for Funding:
- a. IRS Tax Exempt "501(c)(3)" letter.
 - b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
 - c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
 - d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
 - e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.
4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	Date <u>1-8-14</u>
Liza Maupin, Chief Executive Officer	775-352-3202

 Signature of President of Board of Directors	Date <u>1-8-15</u>
Richard James President of Board of Directors	775-851-3479