



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM  
**GRANT APPLICATION**  
 FISCAL YEAR 2023-24

## PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

## ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

## APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: American Legion Post 136  
*(local branch)*

Mailing Address: 417 Orchard  
City: Arroyo Grande State: CA Zip: 93420

Physical Address:  
*(if different from Mailing Address)* \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 1,000

Previous Funds Received?  Yes  No If Yes, Year Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Tax ID Number: [REDACTED]

Executive Director: Joe Martinez

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: \_\_\_\_\_  
*(if different from Executive Director)*

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: Wreaths Across America

Brief description of the proposed program or service:

Purchase Christmas wreaths, \$17 each, through Wreaths Across America to place on the 2000 Veteran's graves at the Arroyo Grande Cemetery. The Community places the wreaths saying the Veteran's name ensuring they are never forgotten. The American Legion Post 136 has been involved in this program for 6 years.



## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

**Organization Description** *(include summary of community services provided):*

The American Legion is committed to helping Veterans, Families of Veteran, Youth, and the Community of Arroyo Grande. We support youth programs including Boy and Girl State, Scholarships to High School students, and Scouting. We sponsor community events for Memorial Day, Veteran's Day, and Christmas to honor veterans that have passed as well as those still serving and seek community participation in these events.

**Mission Statement:**

To enhance the well-being of America's Veterans, their families, our military, and our communities by our devotion to mutual helpfulness.

**Program or Service Summary:**

List Area(s) Served by the Organization:

The American Legion Post 136 has agreed to sponsor the Arroyo Grande Cemetery to fundraise in order to purchase Christmas Wreaths for all veteran interred at this cemetery. Wreaths Across America is a non-profit organization whose goal is that all deceased veterans nationwide are remembered at Christmas time.

### Summary of Program/Service

Teach-Honor-Remember is the motto for Wreaths Across America. We teach the community about the sacrifices made by our Veterans. We honor our Veterans by placing a wreath on their grave and saluting or placing your hand over your heart. We remember them by saying their name as the wreath is placed on their grave to ensure the veteran is never forgotten. We especially encourage families in the community to bring children to participate in the laying of the wreaths to educate them in the importance of the sacrifices our Veterans have made to ensure their freedom and the freedom of America.

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 2000

- Description:

We only sponsor the Arroyo Grande Cemetery. There are approximately 2000 Arroyo Grande Veterans interred at at the Arroyo Grande Cemetery. The entire community is invited to attend this event. Hundreds of veteran's family members and the community participate in this event. It is a time the community can honor those that gave so much of their lives so we can enjoy our lives.

**How is local need for this program or service determined?**

Local need is determined by the number of Veterans buried at the Arroyo Grande Cemetery. Every year we are loosing more and more of our hero veterans so the need is constantly growing. The number of deceased Veterans at the Arroyo Grande Cemetery is the only factor we consider for the need.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 0 Number of Part Time Staff: 25  
Number of Volunteers: 200+

- Description:

The wreaths are delivered to the Arroyo Grande Cemetery and staged at various sections by veteran volunteers. On the day of the event, community volunteers participate in laying the wreaths on Veteran's graves.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<b>Objective # 1</b>
<b>Program/Service Objectives</b> Provide a Christmas wreath on the graves of every Veteran buried at the Arroyo Grande Cemetery.
<b>Major Tasks to Complete To Achieve Associated Goal</b> Raise \$34,000
<b>Timeline</b> January 1, 2023-December 16, 2023
<b>Evaluation Methodology</b> Whether all 2,000 veterans received a wreath.

**Program Service OUTPUTS:**

The American Legion holds two fundraising BBQ's to raise money for Wreaths Across America. Wreaths cost \$17 each. about half of the money is raised by these fundraising BBQ events. The remainder of the funds come from private donations from community private donations, community business and community grants. Local non-profit organizations such as the Elks and Moose lodge, as well as other Veteran organizations, also provide funds to support our event.

**Program Service OUTCOMES:**

There have been years that we have not raised enough money to purchase wreaths for all 2000 veterans but we are very close to reaching our goal this year. As the community has learned about this event, they have become more active and willing to support our cause.

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	0	1,000
Artistic Salaries & Fees	0	
<i>Other Salaries &amp; Fees</i>	0	
1.		
2.		
Equipment	0	
Supplies / Materials	0	
Travel / Transportation	0	
Promotion / Publicity	0	
<i>Other Expenses:</i>	0	
1.		
2.		
<b>TOTALS:</b>		

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	1,000
<i>Other Funding Sources:</i>	
Other Public Grants	1,500
Private Foundations	2,500
Corporation Contributions	5,000
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	15,000
<b><i>Other Funding Subtotal:</i></b>	9,000
<b>TOTALS:</b>	34,000

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of American Legion Post 136 non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 11-15-23 Signature: Joe Martinez  
Executive Director or Designee

Gene Leek  
Board of Director or Officer

## ATTACHMENT D: DRAFT FUNDING AGREEMENT

**THIS ARROYO GRANDE COMMUNITY SERVICE GRANT FUNDS AGREEMENT** (“Agreement”), is made and effective as of \_\_\_\_\_, 2024 (the “Effective Date”), by and between the City of Arroyo Grande, a municipal corporation (“Grantor”), and the \_\_\_\_\_, a non-profit 501(c)(3) corporation (“Grantee”).

### RECITALS

**WHEREAS**, Grantor has established the Arroyo Grande Community Service Grant Program to provide grant funding to local, non-profit 501c3 corporations that provide public service programs; and

**WHEREAS**, on \_\_\_\_\_, the Arroyo Grande City Council held a public hearing to consider the applications for the Arroyo Grande Community Service Grant Program;

**WHEREAS**, Grantee is a local, non-profit 501c3 corporation that provides a public service program and was approved by the City Council for participation in the 2023-2024 Arroyo Grande Community Service Grant Program.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on the Effective Date and shall remain and continue in effect until all requests for reimbursement described in Section 3 are processed, or unless sooner terminated pursuant to the provisions of this Agreement.

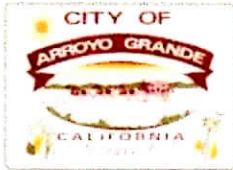
2. **SERVICES**

(a) The Arroyo Grande Community Service Grant Program Application, attached hereto as “Exhibit A” and incorporated herein by this reference, identifies the description of community services to be performed by Grantee during the implementation of this Agreement. Grantee agrees that any funds received from Grantor may only be used to provide the community services set forth in Exhibit A.

(b) Grantee agrees to the following requirements in administering the community services set forth in Exhibit A:

- (1) Grantee will at all times during the duration of this Agreement operate as a non-profit 501c3 corporation in good standing;
- (2) Provide services benefiting the City of Arroyo Grande;
- (3) Use funds provided by Grantor to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses;





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For questions please contact:

**Andrew Perez**  
Planning Manager  
(805) 473-5425  
[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Assistance League® of San Luis Obispo County  
*(local branch)*

Mailing Address: P.O. Box 14260

City: San Luis Obispo State: CA Zip: 93406

Physical Address: 667A Marsh Street  
*(if different from Mailing Address)*

City: San Luis Obispo State: CA Zip: 93406

Fund Amount Requested: \$ 4,000.00

Previous Funds Received?  Yes  No If Yes, Year Received: 2022-23

Amount Received: 3,500.00

Tax ID Number: [REDACTED]

Executive Director: Bonnie Long

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Charlene Ables  
*(if different from Executive Director)*

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Operation School Bell®

**Brief description of the proposed program or service:**

Operation School Bell® provides new school-appropriate clothing to Kindergarten - 12th grade students in need, in all ten school districts in the County. In addition to the clothing, each student clothed is provided with a dental hygiene kit, grade-appropriate book of his/her choosing, a tote filled with grade-appropriate school supplies.



## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### Organization Description *(include summary of community services provided):*

Assistance League® of San Luis Obispo County is a 501 (c)(3) public benefit, nonprofit corporation. We are an all-volunteer organization with no paid staff. We were incorporated in 1996. Operation School Bell was adopted by Assistance League in 1995 to provide school clothing to students Kindergarten through 6th grade in need, living and attending school in San Luis Obispo County. Since its adoption, the program has been enhanced many times. Middle school students were added in 2009-10 and then high school students were included in 2014-15.

Our Chapter's Operation School Bell program has provided school clothing to more than 38,000 under-resourced students. We have added grade-appropriate books, dental hygiene kits, grade-appropriate school supplies. These have been added to address the need of these students living in poverty. These changes have been administered with the upmost consideration of our Operating Budget and the number of member volunteers required.

Our primary source of income is our Thrift Store on Marsh Street in San Luis Obispo. Our other fundraisers are a direct holiday mailer "Warm Your Heart...Clothe a Child," and grants.

### Mission Statement:

Assistance League of San Luis Obispo County volunteers transforming the lives of children and adults through community programs

### Program or Service Summary:

List Area(s) Served by the Organization:

San Luis Obispo County

## Summary of Program/Service

Operation School Bell provides new school-appropriate clothing to Kindergarten – 12th grade students in need, living and attending school in all ten school districts in San Luis Obispo County. Students are clothed through a retail shopping experience in local department stores.

Assistance League will clothe 2,200 disadvantaged students in the 2023-24 school year. K-5th grade students receive \$150 in new clothing and 6th – 12th grade students will receive \$200 in new clothing.. This may allow students to purchase \$180 and \$240 respectively, worth of new clothing and shoes with our tax-exempt status and store discounts. After research and observation of the amount of clothing K – 5th grade students purchased, the Philanthropic Programs Committee recommended and our Board of Directors and Membership voted to increase the amount spent on K – 5th grade students from \$120 to \$150. It has been and continues to be our goal to provide clothing which enables these under-resourced students not to suffer from one stigma of poverty, “ looking different.”

This is a very demonstrative way that illustrates our unwavering commitment to these students. It is our goal to see that these students get complete school wardrobes. Students from the South County are clothed at Old Navy in San Luis Obispo, and students from the North County are clothed at Kohl’ s in Paso Robles. Students are clothed two or three times a week August through May or until our allocated budget has been spent.

Assistance League liaisons coordinate with all County schools and provide them with the allotted number of students to be referred. The referral process is done online with a free Google Forms service for school personnel. They are best qualified to determine the students most in need. Students are met at the retail stores by member volunteers who assist and supervise their purchase of school clothing.

## How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 268

- Description:

Our Operation School Bell program is becoming more and more unique in that we deal directly with students. Many of these students have very complicated home lives and are often lost in the dynamics that can accompany the lives of low-income, food insecure families. The students are cheerfully greeted by our member volunteers and provided the opportunity to choose the school clothing they prefer.

On a social level it is a remarkable thing for an under-resourced student to return to school dressed appropriately and stylishly, wearing brand named shoes and clothes. These are seemingly superficial things which are based on financial means. Impoverished students for the most part do not have these superficial but meaningful appearances which affect their academic success and social adjustment. The disadvantaged child comes to know exactly where he/she fits into the world based on these material possessions, and the most painful thing is these feelings are often reflected back to them through the words and actions of their classmates and peers.

Students are judged by their peers on many qualities – beauty, intellect, athletic ability, creative talents and appearance. Under-resourced students cannot control their personal environment. Being handsome/pretty, smart, athletic, or creative can rarely overcome the stigma of tattered, ill-fitting, clothing that is too small or too large and sometimes dirty. Assistance League is dedicated to making a difference in the educational experience of these disadvantaged students simply by providing them with new appropriate clothing.

Statistics prove that students' attendance is negatively affected when they do not have appropriate school clothing. If students do not attend school regularly, they cannot succeed academically or socially. Students cannot access learning if their basic needs of shelter, clothing and food are not met. Clothing is a basic need. Having a student population that attends school regularly enables them to make the most of their education including intra and extra-curricular courses offered that enrich their lives and the life of our community.

Students who fail in school detract from the resources of their community and families. Students who succeed in school become contributing members of the community in which we all live, work, and learn.



**How is local need for this program or service determined?**

Our Chapter accesses the California Department of Education's Free and Reduced Meals data to determine the number of students in the County that qualify for the Free and Reduced Meals at each school. We determine the number of students that can be clothed with the allocated funds in our operating budget. We then create a percentage of students we can clothe at each school using this formula. That percentage for this school year was 13.9% which is about one in seven students. The need is as great as ever. The number of students qualifying for the Free and Reduced Meals Program is again 49% this school year.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: -0- Number of Part Time Staff: -0-

Number of Volunteers: 106

• Description:

Assistance League has demonstrated the ability to successfully administer, staff and fund the Operation School Bell program for 28 years. During the 2022-23 fiscal year our members volunteers devoted 23,104 service hours to our Chapter and its philanthropic programs. The IRS value for those hours was \$734,707.

Once again, our Chapter has maintained its Candid (formerly GuideStar) Platinum level participant status. We're very proud of this accomplishment. It reflects the financial integrity of our Chapter.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

#### **Objective # 1**

##### **Program/Service Objectives**

Goal for 2023-24 school year: 2,200 Kindergarten -12th grade students in need ,living and attending school in San Luis Obispo County will have adequate clothing to attend school. The goal of Opeation School Bell is to improve attendance and positively affect the academic and social suces of these impoverished students.

##### **Major Tasks to Complete To Achieve Associated Goal**

1. Create annual Chapter Opearting Budget
2. Coordinate with Kohl's and Old Navy
3. Operation School Bell dates determined
4. Clothing sessions are hed 2 or 3 times a week

##### **Timeline**

1. Jan/April 2023 2. July 2023-May 2024 3. August 2023-May 2024 4. August 2023-May 2024

##### **Evaluation Methodology**

1. Operating budget has been prepared and approved by the Board and Membership.
2. Clothing dates have been scheduled with stores.
3. Clothing referrals for students have been created with date, time, and place of appointment.
4. Students have been clothed as scheduled.



**Program Service OUTPUTS:**

2,200 Kindergarten – 12th grade students in need, living and attending school in San Luis Obispo County will have received new school-appropriate clothing, a dental hygiene kit, a grade-appropriate book of their choosing, and a tote filled with grade-appropriate school supplies through Operation School Bell. The cost for clothing each K – 5th grade student is \$150, and \$200 for each 6th – 12th grade student.

**Program Service OUTCOMES:**

The number of students clothed with their grade, gender, school, school district, and city of residence will be recorded in our Assistance League program database which allows us to accurately monitor these statistics. The percentage of identified impoverished student benefiting is 13.9%.

In March of 2023, our Chapter conducted a Measured Outcomes Survey for the seventh year which was sent to school personnel in all ten school districts to determine the impact of Operation School Bell on their students. Google Forms, the resource used for this survey, sent tabulated results to Assistance League. The survey was free, it accepted unlimited responses, and graphed the data.

67.2% reported students' participation in Operation School Bell had a positive effect on classroom behavior,

82.7% reported students' participation in Operation School Bell had a positive effect on student confidence,

98.3 % reported that Operation School Bell serves a high priority need in their school.

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	.00	
Artistic Salaries & Fees	.00	
<i>Other Salaries &amp; Fees</i>	.00	
1:		
2:		
Equipment	200.	
Supplies / Materials	385,000.	4,000. OSB Clothing
Travel / Transportation	.00	
Promotion / Publicity	.00	
<i>Other Expenses:</i>		
1. Postage and Printing	200.	
2. Storage Unit	3,000.	
<b>TOTALS:</b>	388,400.	4,000.

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	4,000.
<i>Other Funding Sources:</i>	
Other Public Grants	18,500.
Private Foundations	3,000.
Corporation Contributions	200.
Concessions / Ticket Sales	.00
Promotion Sales / Advertisements (Other Cash)	229,541. Thrift Store
<b>Other Funding Subtotal:</b>	251,241
<b>TOTALS:</b>	255,241.

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of Assistance League® of San Luis Obispo County non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

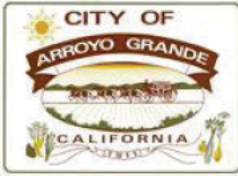
Date: 11-24-2023

Signature: Bonnie Long

Executive Director or Designee

Lynn Ogden

Board of Director or Officer



# ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

## GRANT APPLICATION

### FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service



**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
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**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

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Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Arroyo Grande Public Art, Inc.  
*(local branch)*

Mailing Address: PO Box 008  
City: Arroyo Grande State: CA Zip: 93421

Physical Address: [REDACTED]  
*(if different from Mailing Address)*  
City: Arroyo Grande State: CA Zip: 93420

Fund Amount Requested: \$10,000

Previous Funds Received?  Yes  No If Yes, Year Received: 2023  
Amount Received: \$10,000

Tax ID Number: [REDACTED]

Executive Director: Kathryn Phelan

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Eileen Costello  
*(if different from Executive Director)*

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Honoring Emergency Responders

Brief description of the proposed program or service:

Arroyo Grande Public Art(AGPA) is proposing a public art project in the Fire Resistive Demonstration Garden at Five Cities Fire Authority. AGPA wants to create an art piece to honor First Responders that would be placed inside the garden. These responders include the fire department, police services, EMT services, and Arroyo Grande public works department. The project will elevate the aesthetics of the city, promote civic pride, extend public art to new areas, and increase tourism.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

**Organization Description** *(include summary of community services provided):*

AGPA has been promoting development of public art in Arroyo Grande since 2013. We have successfully completed and installed nine projects. All of these art installations are in public locations where they can be enjoyed by the entire community of Arroyo Grande. The purpose of Arroyo Grande Public Art is to promote and support the work of local and statewide artists, and to approach the entire city as a showcase for public art. As a community organization we want to respond to and reflect the diverse nature of Arroyo Grande's population history and growth, and engage the community to encourage public art sponsorship.

**Mission Statement:**

Arroyo Grande's Public Art's mission is to encourage and support Public Art projects that stimulate a cultural environment that reflects the city's heritage and character. Our support will include but not be limited to identification, funding, installation, and support, of public works of art.

**Program or Service Summary:**

List Area(s) Served by the Organization:

City of Arroyo Grande



### Summary of Program/Service

AGPA has provided art installations in 9 locations in the city of Arroyo Grande, and artist painted utility boxes that will be completed in fiscal year 2023-2024. After completing the art piece at the Fire Resistive Demonstration Garden at the Five Cities Fire Authority, projected future projects include crosswalk art and more murals on buildings in Arroyo Grande. AGPA intends to continue to work with the city and local businesses to coordinate and generate ideas for future public art projects.

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 18,000

- Description:

The art installation in the Fire Resistive Demonstration Garden at the Five Cities Fire Authority is a publicly accessible art installation honoring the First Responders who assist others in emergencies and also risk their life in crisis situations. People driving or walking will see the art installation.

**How is local need for this program or service determined?**

1. Public art draws people, which creates retail opportunities
2. Provides education and appreciation of culture, history, and art
3. Promotes participation in a community
4. Complements the natural beauty of area
5. Public art helps create a community identity

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: none      Number of Part Time Staff: none  
Number of Volunteers: 11

- Description:

We have a board of directors who meet monthly. We set up a subcommittee for each major public art project. These sub committees manage the project and work in conjunction with the city of Arroyo Grande requirements. We also have ongoing committees for membership, and social media.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<p><b>Objective # 1</b></p>
<p><b>Program/Service Objectives</b> Creating an art installation in the Fire Resistive Demonstration Garden at the Five Cities Fire Authority</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b> Raise funds in order to pay for completed project Submit requests for proposal (RFP) Review submitted designs, Select qualified artist Present to Public Art Review Panel and City Council for approval</p>
<p><b>Timeline</b> Upon approval by the city council, and having the funds to finish the project, the art installation will be completed in 1 years time</p>
<p><b>Evaluation Methodology</b> AGPA review RFPs Approved by Public Art Review Panel Approved by Arroyo Grande City Council</p>

**Program Service OUTPUTS:**

After selecting a design and qualified artist and after the Public Art Review panel and Arroyo Grande City Council approves the project, the artist will finish the art installation in the Fire Resistive Demonstration Garden at the Five Cities Fire Authority.

**Program Service OUTCOMES:**

AGPA will have helped create another art installation at a public building in Arroyo Grande. AGPA assisted with the butterfly statue near the Arroyo Grande public library and the Diversity Coalition art installation at Arroyo Grande High School. When we finish this project at the Fire Authority, we will have an art installation which is not a collaborative project.

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees		
Artistic Salaries & Fees	TBD	\$8,000
<i>Other Salaries &amp; Fees</i>		
1.		
2.		
Equipment		
Supplies / Materials	TBD	\$2,000
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1.		
2.		
<b>TOTALS:</b>	TBD	\$10,000

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$10,000
<i>Other Funding Sources:</i>	TBD
Other Public Grants	
Private Foundations	
Corporation Contributions	
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	
<b><i>Other Funding Subtotal:</i></b>	
<b>TOTALS:</b>	TBD

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

Arroyo Grande Public Art, Inc.

I certify on behalf of \_\_\_\_\_ non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

12/15/2023  
Date: \_\_\_\_\_

Eileen Costello  
Signature: \_\_\_\_\_  
Executive Director or Designee

Kathryn Phelan  
\_\_\_\_\_  
Board of Director or Officer



## ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM GRANT APPLICATION FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

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### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service



**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

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City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

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For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

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## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Arroyo Grande Public Art, Inc.  
*(local branch)*

Mailing Address: PO Box 008  
City: Arroyo Grande State: CA Zip: 93421

Physical Address: [REDACTED]  
*(if different from Mailing Address)*  
City: Arroyo Grande State: CA Zip: 93420

Fund Amount Requested: \$10,000

Previous Funds Received?  Yes  No If Yes, Year Received: 2023  
Amount Received: \$10,000

Tax ID Number: [REDACTED]

Executive Director: Kathryn Phelan

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Eileen Costello  
*(if different from Executive Director)*

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Early Arroyo Grande Farm Life mural project

Brief description of the proposed program or service:

Arroyo Grande Public Art(AGPA) is proposing to create a new mural at 320 East Branch on the west side of the building. We propose a project to honor our early Arroyo Grande agriculture heritage. The project will elevate the aesthetics of the city, promote civic pride, extend public art to new areas, and increase tourism.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

**Organization Description** *(include summary of community services provided):*

AGPA has been promoting development of public art in Arroyo Grande since 2013. We have successfully completed and installed nine projects. All of these art installations are in public locations where they can be enjoyed by the entire community of Arroyo Grande. The purpose of Arroyo Grande Public Art is to promote and support the work of local and statewide artists, and to approach the entire city as a showcase for public art. As a community organization we want to respond to and reflect the diverse nature of Arroyo Grande's population history and growth, and engage the community to encourage public art sponsorship.

**Mission Statement:**

Arroyo Grande's Public Art's mission is to encourage and support Public Art projects that stimulate a cultural environment that reflects the city's heritage, and character. Our support will include but not be limited to identification, funding, installation, and support of public works of art.

**Program or Service Summary:**

List Area(s) Served by the Organization:

City of Arroyo Grande

### Summary of Program/Service

AGPA has provided art installations in nine locations in the city of Arroyo Grande and artist painted utility boxes that will be finished in fiscal year 2023-2024. After completing this new mural at 230 East Branch, projected future projects include crosswalk art, other murals on buildings in Arroyo Grande, and art installations in other locations in the city. AGPA intends to continue to work with the city and local businesses to coordinate and generate ideas for future public art projects.

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 18,000

- Description:

The mural on the building at 320 E Branch St. is a publicly assessible representation of the agricultural history of Arroyo grande. People driving or walking will see the mural.

**How is local need for this program or service determined?**

1. Public art draws people, which creates retail opportunities
2. Provides education and appreciation of culture, history, and art
3. Promotes participation in a community
4. Complements the natural beauty of area
5. Public art helps create a community identity

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: none      Number of Part Time Staff: none  
Number of Volunteers: 11

• **Description:**

We have a board of directors who meet monthly. We set up a subcommittee for each major public art project. These sub committees manage the project and work in conjunction with the city of Arroyo Grande requirements. We also have ongoing committees for membership, and social media.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
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- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<p><b>Objective # 1</b></p>
<p><b>Program/Service Objectives</b>          Beautification of building at 320 East Branch, Arroyo Grande, CA</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b>          Raise funds in order to pay for completed project          Submit requests for proposal (RFP)          Review submitted designs          Select qualified muralist          Present to Public Art Review Panel and City Council for approval          On approval, muralist will produce the art on the selected site</p>
<p><b>Timeline</b>          Upon approval by the city council, and having the funds to finish the project, the mu</p>
<p><b>Evaluation Methodology</b>          AGPA review RFPs          Approved by Public Art Review Panel          Approved by Arroyo Grande City Council</p>



**Program Service OUTPUTS:**

After selecting a design and qualified muralist and after the Public Art Review panel and Arroyo Grande City Council approves the project, the artist will finish the mural on 320 E Branch, Arroyo Grande, CA.

**Program Service OUTCOMES:**

This will be the third mural project that AGPA has completed in the city Arroyo Grande.

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees		
Artistic Salaries & Fees	\$22,000	\$8,000
<i>Other Salaries &amp; Fees</i>		
1.		
2.		
Equipment		
Supplies / Materials	\$2,000	\$2,000
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1.		
2.		
<b>TOTALS:</b>	\$24,000	\$10,000

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$10,000
<i>Other Funding Sources:</i>	
Other Public Grants	
Private Foundations	\$7,000
Corporation Contributions	\$7,000
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	
<b><i>Other Funding Subtotal:</i></b>	
<b>TOTALS:</b>	\$24,000

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

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Arroyo Grande Public Art Inc.

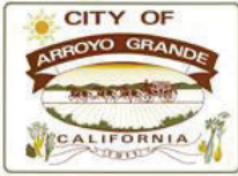
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12/15/2023  
Date: \_\_\_\_\_

Eileen Costello  
Signature: \_\_\_\_\_  
Executive Director or Designee

Kathryn Phelan  
\_\_\_\_\_  
Board of Director or Officer



## ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM GRANT APPLICATION FISCAL YEAR 2023-24

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- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
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**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
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Community Development Department  
Andrew Perez, Planning Manager  
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Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

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For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Arroyo Grande Valley Little League  
*(local branch)*

Mailing Address: P.O.Box 355  
City: Arroyo Grande State: CA Zip: 93421

Physical Address:  
*(if different from Mailing Address)* \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 20,000

Previous Funds Received?  Yes  No If Yes, Year Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Tax ID Number: [REDACTED]

Executive Director: Kevin Bates (Vice President)

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Melinda Johnson  
*(if different from Executive Director)*

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Arroyo Grande Valley Little League



**Brief description of the proposed program or service:**

Arroyo Grande Valley Little League (AGVLL) is committed to teaching youth in our community the ideals of good sportsmanship, honesty, loyalty, courage, and respect through instructional baseball.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

**Organization Description** *(include summary of community services provided):*

Arroyo Grande Valley Little League (AGVLL) creates and organizes a community focused, all volunteer run organization focused on teaching fundamentals of baseball and good sportsmanship. Our reach throughout the community of Arroyo Grande, as well as other within Five Cities, includes past players turned Board members, first time players, families and coaches with a wide range of skills. We pride ourselves that many coaches and board members fondly remember playing for AGVLL as kids themselves on these same fields. We are committed to providing a positive experience in the lives of our players and their families by promoting fair play, confidence, determination, camaraderie, and a lasting love for the game of baseball. We strive to create a positive culture in which coaches, parents, fans, officials, and athletes work together to achieve successful baseball seasons.

**Mission Statement:**

Arroyo Grande Little League believes in the power of youth baseball to teach life lessons that build stronger individuals and communities.

**Program or Service Summary:**

List Area(s) Served by the Organization:

Arroyo Grande Valley Little League is centered around the Soto Sports Complex in the heart of Arroyo Grande's outdoor sports recreational area. Our Little League boundaries reach all citizens throughout the entire five cities area and the Arroyo Grande Valley.

### Summary of Program/Service

AGVLL strives to provide a safe, fun and inspiring environment where kids of any skill level can learn, grow and achieve their goals, which instills confidence and creates well rounded community members. We provide new and experienced Coaches all the tools and equipment needed to ensure they can confidently coach a team.

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: Over 2000

- Description:

The Arroyo Grande Valley Little League program reached an all time high last Spring with 425 registered kids (300 of which reside in Arroyo Grande), with an additional 100 kids participating in our free Sandlot Sunday Program in the Fall. During the year, we have 18 volunteer Board Members, approximately 30 volunteer Coaches, and over 200 volunteer assistant coaches, team parents, umpires, scorekeepers and snack bar attendants, each with multiple family members. Games become a place for families to gather, unwind, and enjoy the sunshine.

**How is local need for this program or service determined?**

Arroyo Grande Valley Little League is the only local official Little League sanctioned organization serving the Arroyo Grande Valley area and the entire Five Cities. While there are other opportunities for baseball in the area, having the support of our Local District 65 Little League and Little League International is what sets us apart. Little League has been a focal point for communities. Arroyo Grande is proud to serve kids of all ages since 1961.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 0      Number of Part Time Staff: 0  
Number of Volunteers: 18

- Description:

The Board of Arroyo Grande Valley Little League is currently made up of 18 volunteers members. Last Spring season we had over 38 volunteer coaches, 76 assistant coaches, 38 team parents, as well as many more grandparents, past AGVLL players and community members all happy to volunteer to help make the season the best for the kids.

The dedicated volunteers have worked hard to create relationships with the Arroyo Grande Public Works Department who maintain the Soto Sports Complex. Every so often a major renovation is needed on the fields, to remove safety concerns, and repair from weather and damage from other recreational non-profit and for profit sports utilizing the same shared space. We can quickly reach out through our members and get a wide array of assistance in cleaning up fields, painting, hanging sponsorship posters, or any job that will help the season go smoothly. Our amazing members have access to a vast wealth of skills from technology, construction, to landscape maintenance.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<p><b>Objective # 1</b></p>
<p><b>Program/Service Objectives</b>          Baseball Field renovations and field safety enhancements</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b>          Level and remove undulations and lips at the fields to remove safety concerns that were identified throughout last season. The renovation also assists with replenishing lost infield dirt due to the historic rains last season.</p>
<p><b>Timeline</b> Prior to opening day March 9, 2024.</p>
<p><b>Evaluation Methodology</b>          Before and after evaluation of hazard areas, and increased safety for AGVLL players and volunteers.</p>

<p><b>Objective # 2</b></p>
<p><b>Program/Service Objectives</b>          California State Law AB 506 will require beginning with our 2024 Season that regular volunteers in California MUST have a one-time background check (Live Scan) through the California Department of Justice to exclude individuals with a history of child abuse.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b>          We had over 350 volunteers last year, with the vast majority residing in Arroyo Grande. With the live scan fingerprinting requirement this year and required cost for the service, we are concerned that individual financial requirement would drastically reduce the number of willing volunteers, therefore impacting the success of the program. AGVLL has committed to cover the associated costs entirely to ensure a successful upcoming season.</p>
<p><b>Timeline</b> Majority of Live Scan Fingerprinting to be completed prior to Opening Day, March 9, 2024.</p>
<p><b>Evaluation Methodology</b>          Receipts to be provided indicating number of volunteers that completed the live scan fingerprinting. As it is a one time requirement for AGVLL, we anticipate much initial less demand in subsequent years.</p>

<p><b>Objective # 3</b></p>
<p><b>Program/Service Objectives</b>          Increasing scholarship program to provide access to organized baseball to all players in the community regardless of socioeconomic status. This extends to any child that has been selected to participate in All Stars, representing AGVLL and Arroyo Grande.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b>          Every year we offer confidential scholarships to any family that requests one, as a way to encourage participation regardless of socioeconomic status. We do not require any extra volunteering or any additional requirements in order to receive a scholarship. Encourage outreach and participation in the scholarship program for the children of Arroyo Grande.</p>
<p><b>Timeline</b> <small>Scholarships are awarded prior to closure of registration (January 2024), financial assistance towards All Stars as the team progresses towards the Little League World Series (All Stars begins in June 2024).</small></p>
<p><b>Evaluation Methodology</b>          Review requested and awarded scholarships to families through registration data.</p>



**Program Service OUTPUTS:**

Providing a safe and enjoyable field area for Arroyo Grande children to practice, play and grow the love for the game of baseball. This not only benefits AGVLL players, but the multiple other organizations that use Soto Sports Complex for both non-profit and for profit recreational sports, or family bonding by having off season field access. All families in Arroyo Grande will benefit by having a safe area to enjoy the fields.

Increased volunteering by Arroyo Grande residents by providing a reduction in new state required financial barriers to volunteer their time, ensuring a supportive and safe season of baseball.

Increased registration of Arroyo Grande residents and surrounding areas by providing financial assistance and scholarships to players from any socioeconomic status.

**Program Service OUTCOMES:**

Volunteering is an amazing way to give back to the community, and by encouraging and making it easier for volunteers to get cleared, it ensures a safe and welcoming environment for kids to grow the love of the game of baseball. We are excited to see how many kids that no longer play in Little League, still come out and want to help coach, or umpire, as a way to give back to their community.

By improving the field condition, not only does the current year of AGVLL players see a benefit, but all recreational sports teams will benefit from improved safety, but the overall appearance of the area will be increased, encouraging more interactions with the entire Soto Sports Complex by multiple other organizations.

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	0	0
Artistic Salaries & Fees	0	0
<i>Other Salaries &amp; Fees</i>		0
1. Insurance/Charter/District fees	\$6,000	0
2. AG Field Rental Fees(15k)/Umpires(8.5k)	\$23,500	0
Equipment	\$19,500	0
Supplies / Materials	\$45,000	0
Travel / Transportation	0	0
Promotion / Publicity	\$2,000	0
<i>Other Expenses:</i> Administrative fees	\$5,500	0
1. Live Scan Fingerprinting(7k)/Scholarships(4k)	\$11,000	\$11,000
2. Field Maintenance/Tools/Supplies & Field Rehabilitation	\$21,000	\$9,000
<b>TOTALS:</b>	\$133,500	\$20,000

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$20,000
<i>Other Funding Sources:</i>	
Other Public Grants	0
Private Foundations	0
Corporation Contributions(Sponsorships from local community members/businesses)	\$17,000
Concessions / Ticket Sales (Registration fees and Snack Bar)	\$73,000
Promotion Sales / Advertisements (Other Cash) (Fireworks Stand)	\$15,000
<b><i>Other Funding Subtotal:</i></b>	\$105,000
<b>TOTALS:</b>	\$125,000

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.


### II. CERTIFICATION:


Arroyo Grande Valley Little League

I certify on behalf of \_\_\_\_\_ non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/14/2023

Signature:  \_\_\_\_\_  
Executive Director or Designee

 \_\_\_\_\_  
Board of Director or Officer



# ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

## GRANT APPLICATION

### FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**  
Planning Manager  
(805) 473-5425  
[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**ATTACHMENT A: COVER SHEET**

Organization/Agency Name: Big Brothers Big Sisters of San Luis Obispo County  
*(local branch)*

Mailing Address: 142 Cross Street  
City: San Luis Obispo State: CA Zip: 93401

Physical Address: same as above  
*(if different from Mailing Address)*  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 7,500

Previous Funds Received?  Yes  No If Yes, Year Received: FY22-23  
Amount Received: \$6,500

Tax ID Number: [REDACTED]

Executive Director: Caity McCardell, Interim Executive Director

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: NA  
*(if different from Executive Director)*

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: Site-Based Mentoring Program at Paulding Middle School



Brief description of the proposed program or service:

Big Brothers Big Sisters of San Luis Obispo County (BBBS SLO) provides site-based mentoring at seven locations throughout San Luis Obispo County. This request is for the program at Paulding Middle School, 600 Crown Hill Street, in Arroyo Grande, a Title 1 school, with 536 students enrolled. The Site-Based mentoring program has a proven positive impact on students, or Littles, in the program.

BBBS SLO Site-Based programming is provided once a week when school is in session, with facilitated activities and lesson plans by the BBBS SLO staff. BBBS SLO staff also recruit and screen the adult mentors, or Bigs, and receive referrals for program participants from parents and/or school staff. Staff create the activities and lesson plans for the weekly program which can be serious topics, such as bullying (what to do if you are being bullied, or see someone being bullied, or are the bully), or a fun activity or craft. Staff oversee the matches and assist if matches are struggling to connect, with suggestions to the Bigs on how to improve their relationships with their Littles.

The Bigs for this location are high school students from nearby Arroyo Grande High School, giving them an opportunity to provide community service and build leadership skills. The Site Based program benefits both the Littles and Bigs.

Currently there are 18 students at Paulding Middle school participating, an increase from the 2022-2023 school year, which had 11 students, and eliminating the wait list for the program!

The 17 Littles are mentored by 17 Bigs from Arroyo Grande High School. An additional 8 students from Arroyo Grande serve as mentors at another school, meaning a total of 25 Arroyo Grande High School students benefit from the BBBS SLO program.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### Organization Description *(include summary of community services provided):*

Since 1995, BBBS SLO has created long-term, positive impacts for at risk children and youth through our evidence-based, one to one adult to child mentoring program. BBBS SLO is the local affiliate of the national Big Brothers Big Sisters of America mentoring program. BBBS SLO provides Community-Based and Site-Based mentoring programs in this region, benefiting 250 unduplicated children and youth, aged 6 to 18. Our programs have demonstrated positive outcomes for program participants. From 2021 to 2023, Youth Outcome Surveys completed by program participants demonstrated impressive outcomes as follows:

- 1) 97.06% maintained or raised their academic performance;
- 2) 21.43% reduced their depressive symptoms while 48.21% maintained their mental health.
- 3) 44.44% reduced their school absences; while 37.04 maintained acceptable attendance.
- 4) 22.22% improved family connectedness while another 72.22% maintained it.
- 5) 30.56% increased their social competence.

During this time frame, none of the youth in the BBBS SLO program were involved with juvenile justice. BBBS SLO is proud to say 100% of the high school seniors in our program graduated high school in June 2023, and 90% went on to continue their educations in college or trade school.

Creating a bright future for the children and youth in San Luis Obispo County, and Arroyo Grande, who will be more likely to graduate, obtain a good job, have stable relationships, and go on to give back to their community, will have tremendous benefits for all County residents.

### Mission Statement:

The BBBS SLO mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve their full potential.

### Program or Service Summary:

List Area(s) Served by the Organization:

The Site-Based program takes place at:

- 1) Pacheco Elementary, 261 Cuesta Dr., San Luis Obispo;
- 2) Hawthorne Elementary, 2125 Story St., San Luis Obispo, 93401,
- 3) Nipomo Elementary, 190 E Price St., Nipomo,
- 5) Almond Acres Charter Academy, 145 Niblick Rd, Paso Robles, 93446,
- 6) Paulding Middle School, 600 Crown Hill St., Arroyo Grande, 93420, and
- 7) Judkins Middle School, 680 Wadsworth St., Pismo Beach, 93449.

The Community-Based program occurs throughout San Luis Obispo County.

### Summary of Program/Service

The BBBS SLO Site-Based program takes place at middle and elementary schools in San Luis Obispo County. For this program, the Bigs are primarily high school students, and some college students. The Bigs meet with elementary and middle school students for weekly supervised group and individual activities, facilitated by BBBS SLO staff. This program provides wonderful leadership opportunities for the Bigs in the program, as well as mentoring support for the Littles.

BBBS SLO's Site-Based program uses curriculum designed specifically for each age group; topics include academic achievement, bullying, self-esteem and relationship building blocks, including many focus areas of the 40 Developmental Assets identified that youth need to succeed. During the 2023-2024 FY BBBS SLO goal is to support 168 elementary, middle, and high school students in this program.

The program is evaluated through pre- and post-surveys completed by program participants who are 11 and up, feedback received from school staff, and observations by BBBS SLO staff.

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 43

- Description:

This request will offset costs for the Paulding Middle School Site-Based program only, located in Arroyo Grande. The mentees, or Littles, total 18, and mentors, or Bigs, from Arroyo Grande High School total 25, with 17 supporting Paulding Middle School and 8 providing mentoring at another site.

The Littles' surveys demonstrate impressive outcomes as follows:

- 1) 97.06% maintained or raised their academic performance, meaning they are doing well in school.
- 2) 21.43% reduced their depressive symptoms while 48.21% maintained their mental health; very important as COVID increased incidence of depression among young people.
- 3) 44.44% reduced their school absences; while 37.04 maintained acceptable attendance; supporting their ability to do well in school.
- 4) 22.22% improved family connectedness while another 72.22% maintained it.
- 5) 30.56% increased their social competence, or ability to make friends and get along with their peers.

All Bigs are included in the number above as they are all Arroyo Grande residents, current students at Arroyo Grande High School, and benefit from their participation in the program. For high school students applying to college, the ability to demonstrate community service is an important piece of their college application. Bigs also gain communication and leadership skills and confidence, supporting their secondary education and/or employment.

**How is local need for this program or service determined?**

Paulding Middle School is a Title 1 school, or where a large number of students are eligible to receive Free and Reduced Lunch. Children are recommended for the program by school counselors, parents, foster parents, and other adults who see the child's need for a mentor, indicated by failing grades, difficulty with social interaction with peers and/or family members, or other behaviors, such as skipping school.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 11 Number of Part Time Staff: 0

Number of Volunteers: 250

• **Description:**

BBBS SLO has provided this program for 25 years. We currently have the staff and systems in place to deliver an effective Site-Based program in all 7 locations, including Paulding Middle School. Staff maintain a close relationship with all sites to ensure weekly activities are scheduled, and the program serves children and youth who would most benefit.

BBBS SLO staff work with Arroyo Grande High School staff to schedule outreach events to recruit Bigs for the program, usually held at the beginning of the school year.

Evaluation of the program occurs regularly, as well as quarterly program review to discuss program goals and any challenges.

BBBS SLO is proud to say our staff's dedication and outreach efforts have resulted in eliminating the wait list at Paulding Middle School.

**ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET**

**Scope of Work or Work Plan**

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<b>Objective # 1</b> Provide Site-Based Program at Paulding Middle School
<b>Program/Service Objectives</b> Support 18 Littles at Paulding Middle School supporting youth who have indicators of risk, including failing grades, difficulties with peers, being bullied, and similar.
<b>Major Tasks to Complete To Achieve Associated Goal</b> 1. Recruit Bigs from nearby Arroyo Grande High School. 2. Recruit Littles from referrals received by families and/or school staff. 3. Weekly guided activities during the school year are provided by BBBS SLO staff, on-site at Paulding Middle School, with Bigs and Littles participating.
<b>Timeline</b> Recruitment in September and October annually, weekly activities during the school year.
<b>Evaluation Methodology</b> The program is evaluated through pre- and post-surveys completed by program participants who are 11 and up, feedback received from school staff, and observations by BBBS SLO staff.

**Program Service OUTPUTS:**

Provide mentoring to 18 middle school students (Littles), and leadership and communication skill building to 25 high school students who serve as adult mentors or Bigs.

**Program Service OUTCOMES:**

The Littles' survey results demonstrate impressive outcomes as follows:

- 1) 97.06% maintained or raised their academic performance, meaning they are doing well in school.
- 2) 21.43% reduced their depressive symptoms while 48.21% maintained their mental health; very important as COVID increased incidence of depression among young people.
- 3) 44.44% reduced their school absences; while 37.04 maintained acceptable attendance; supporting their ability to do well in school.
- 4) 22.22% improved family connectedness while another 72.22% maintained it.
- 5) 30.56% increased their social competence, or ability to make friends and get along with their peers.

Based on outcomes attained in prior years, BBBS SLO anticipates reaching these same outcomes for the 2024 fiscal year.



**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	27100.00	0
Artistic Salaries & Fees	0	0
<i>Other Salaries &amp; Fees</i>		
1. Site Based Program Manager	45000.00	2000.00
2. Middle School Coordinator	45000.00	3000.00
Equipment	0	0
Supplies / Materials	7500.00	500.00
Travel / Transportation	1500.00	0
Promotion / Publicity	0	0
<i>Other Expenses:</i>		
1. Enrollment Specialist	25000.00	1000.00
2. Match Support Specialist	25000.00	1000.00
<b>TOTALS:</b>	176,100.00	7,500.00

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	7500.00
<i>Other Funding Sources:</i>	
Other Public Grants	35000
Private Foundations	20000
Corporation Contributions	
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	
<b><i>Other Funding Subtotal:</i></b>	62500.00
<b>TOTALS:</b>	62,500.00

**Please note:** In addition to the line items for revenue listed above, BBBS SLO receives general operating funding and individual donations to support the Site Based Program.

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of Big Brothers Big Sisters of San Luis Obispo County, non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

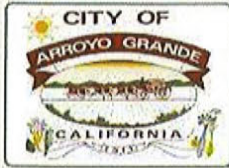
I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/12/2023

Signature: \_\_\_\_\_

Executive Director or Designee

\_\_\_\_\_  
Board of Director or Officer



## ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM GRANT APPLICATION FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service



**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**  
Planning Manager  
(805) 473-5425  
[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**ATTACHMENT A: COVER SHEET**

Organization/Agency Name: Boys & Girls Clubs of South San Luis Obispo County  
*(local branch)*

Mailing Address: 1830 19th Street

City: Oceano State: Ca Zip: 93445

Physical Address:  
*(if different from Mailing Address)* \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 7500

Previous Funds Received?  Yes  No If Yes, Year Received: 2023

Amount Received: 7500

Tax ID Number: [REDACTED]

Executive Director: Rebecca Britton

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: \_\_\_\_\_  
*(if different from Executive Director)*

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: Summer Brain Gain

Brief description of the proposed program or service:

Summer Brain Gain is our out-of-school education program that connects more than 300 youth through fun and friendship with a project-based learning approach to keep them on track for a successful transition back to school. Youth members will learn through discovery, creative expression, group work, and a final product or production.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

**Organization Description** *(include summary of community services provided):*

Since 1994, the Boys & Girls Clubs of South San Luis Obispo County (BGCSLO) has mentored thousands of young people, supporting them in their efforts to grow and achieve personal goals. By offering a framework for youth development with proven, nationally recognized enrichment and prevention-based programs, Club members receive knowledge, skills, and an understanding of the attributes they need to pursue their dreams and succeed in life.

Approximately 50% of our youth members are from single-parent families; more than 10% are under the care of non-biological guardians. In our county, we have seen an increase in the percentage of families living below the federal poverty level. This barrier leads to an inability to afford food, childcare, healthcare, and even housing – all of which negatively affect a child's health and well-being for optimal growth and development. During the 2023/2024 school year, more than 80% of our youth members qualified for free and reduced lunch at their schools, as these members live in households supported by incomes at or below the poverty level.

**Mission Statement:**

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

**Program or Service Summary:**

List Area(s) Served by the Organization:

Our programs represent five core areas: character and leadership development; education and career development; health and life skills; the arts and sports; and fitness and recreation. Our aim is to help children grade Tk-8th develop and demonstrate strong character through model-positive values – including honesty, integrity, caring, fairness, and an appreciation of community and cultural diversity – while encouraging education and lifelong learning. Our affordable costs provide access and continue to meet a vital community need for families with little or no resources to provide these opportunities to their children.



### Summary of Program/Service

Summer Brain Gain is a hands-on, minds-on, project-based program. It's comprised of 9 week-long modules consisting of fun, themed activities for elementary, and middle school youth. Activities encourage youth to fall in love with learning by engaging them in unique educational experiences that spark curiosity, allow them to explore their interests, and create opportunities to build academic and social-emotional skills. The research shows that Summer Brain Gain is most effective when implemented for 9 weeks during the summer. It's estimated that during the summer, most youths lose about two months' worth of math skills, and youth living in low-income households also lose the same reading skills – and these learning losses can stack up year over year.

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 40

- Description:

When a child doesn't practice skills regularly, their brain tends to forget them. Anyone who hasn't taken a math class for a while – and then tries to help a young person with their Algebra homework – can probably relate. This "use it or lose it" principle becomes critical for youth during the summer months when school is out. Research shows that unless young people practice over the summer, they lose, on average, two months worth of math skills. Young people in low-income households are less likely to have access to the type of enrichment activities that keep academic skills fresh. In addition to math, they will also need to relearn, on average, two months of reading skills. But give kids a chance to delve into enriching summer learning experiences, and they can go back to school in the fall and pick up right where they left off. By expanding summer learning programming, Our organization can help the youth we serve navigate their path to academic success.

While the average young person loses at least two months of learning during the summer, the average Summer Brain Gain participant does not. Our program evaluations show that participants maintain their reading and math skill levels, with some youth even experiencing gains – especially in vital 21st-century skills such as teamwork, collaboration, critical thinking, and problem-solving.

2. Since its national launch in 2014, all our Club youth have participated in the program, with steady annual increases in the number of youths served each summer.

3. Boys & Girls Clubs of South San Luis Obispo updates and improves Summer Brain Gain annually to ensure youth have relevant, up-to-date summer learning content that guides youth on their path to academic success.

**How is local need for this program or service determined?**

Children need mentors. Boys & Girls Clubs of South San Luis Obispo County invest in training and motivating community members to become qualified mentors and care givers.

A good mentor is there to listen, support, and care. With more than 35 trained staff and volunteers, we provide caring guidance and support to our community's youth to help them grow into confident, capable adults. Number of full-time staff

With Boys & Girls Programs, young people find positive adult mentors in staff and volunteers who notice their strengths, listen to their concerns and open up doors of possibility. From connecting youth to a program that deepens their interests to spark their curiosity in a future career field, inspiring mentors help kids and teens explore their full potential.

There are also plentiful benefits of mentors — including helping prevent early drug use, encouraging teens to be college- and career-ready, and promoting positive mental health outcomes. Kids in youth mentoring programs are also more than 50% less likely to skip school.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 11 Number of Part Time Staff: 35

Number of Volunteers: 35

• Description:

All staff are dedicated to working and supporting the youth and families served by our South SLO organization. Every staff and volunteer must past a background check and must attend and pass training and mentoring programs. Administrative staff members are also responsible for mentoring the youth we serve and communicating with families who rely on us to care for their children when they're away from the home. Every member of the Boys & Girls Clubs of South San Luis Obispo County is committed to keeping youth safe and engaged while in our care.



## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<b>Objective # 1</b> Learning Outcome
<b>Program/Service Objectives</b> By completing this program, youth will be able to use the Summer Brain Gain curriculum to inspire youth to fall in love with learning over the summer, thus supporting academic success for Club members
<b>Major Tasks to Complete To Achieve Associated Goal</b> Summer Brain Gain provides opportunities for skill development during summer. When a person doesn't practice skills regularly, their brain tends to forget them. Anyone who hasn't taken a math class for a while – and then tries to help a young person with their Algebra homework – can probably relate. This "use it or lose it" principle becomes critical for youth during the summer months when school is out. Research shows that unless young people practice over the summer, they' ll lose, on average, two months worth of math skills. By expanding summer learning programming, Clubs can help more kids navigate their path to academic success.
<b>Timeline</b> 9-weeks
<b>Evaluation Methodology</b> Small group discussions and journaling

<b>Objective # 2</b> Subject Matter Experts/Guest Speakers & Field Trips
<p><b>Program/Service Objectives</b>          As part of the Summer Brain Gain program we will introduce our youth to new topics through subject matter experts visiting our Club and taking the youth out in our community on educational field trips.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b>          To enable all youth to be effective, engaged learners who are on track to graduate with a plan for the future.</p>
<p><b>Timeline</b>          9 weeks</p>
<p><b>Evaluation Methodology</b>          Small group discussions and journaling          Schedule engaging guest speakers          Schedule Enriching and educational field trips</p>

<b>Objective # 3</b> Implementation
<p><b>Program/Service Objectives</b>          Summer Brain Gain is organized into thematic, week-long modules, and each module has five one-sessions.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b>          Each session includes components of a high-quality learning session:          1. Warm Welcome, Staff greet youth by name as they enter          2. Community Builder, Emotional Check-In, Icebreaker, or Team Builder          3. Group Agreements, Create or Review Expectations for Summer Brain Gain          4. Main Activity          5. Reflection, youth will reflect on what they learned through group discussions          6. Recognition, Staff recognize youth or invite youth to recognize each other.          7. Close</p>
<p><b>Timeline</b>          9 weeks</p>
<p><b>Evaluation Methodology</b>          Small group discussions and journaling</p>

**Program Service OUTPUTS:**

Week-long modules with fun themes are perfect for summertime activities. Young people will participate in fun, hands-on activities as part of larger projects that spark their curiosity and encourage them to fall in love with learning. Youth will explore their interests over a 9-week period while building academic and social-emotional skills.

**Program Service OUTCOMES:**

To enable all youth to be effective, engaged learners who are on track to graduate with a plan for the future.

When Character Development Is Present:

- + Youth development professionals model, and youth practice skills that display respect, fairness, trustworthiness, responsibility, caring, and citizenship.
- + Youth understand and successfully get along well with others.
- + Youth are better able to control their emotions and solve problems.



**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	65000	5000
Artistic Salaries & Fees		
<i>Other Salaries &amp; Fees</i>		
1.		
2.		
Equipment	1000	500
Supplies / Materials	1000	400
Travel / Transportation	1500	600
Promotion / Publicity		
<i>Other Expenses:</i>		
1. Subject Matter Experts (Guest Speakers)	3000	500
2. Field Trip Entry fees	4500	500
<b>TOTALS:</b>	76000	7500

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	7500
<i>Other Funding Sources:</i>	
Other Public Grants	18000
Private Foundations	15000
Corporation Contributions	20000
Concessions / Ticket Sales	18000
Promotion Sales / Advertisements (Other Cash)	5000
<b><i>Other Funding Subtotal:</i></b>	76000
<b>TOTALS:</b>	83500

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of Boys & Girls Clubs of South San Luis Obispo County non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

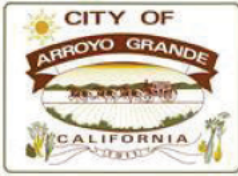
Date: 11.16.23

Signature:

[REDACTED]  
Executive Director or Designee

[REDACTED]  
Board of Director or Officer





# ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

## GRANT APPLICATION

### FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Los Padres Council, BSA  
*(local branch)*

Mailing Address: 4000 Modoc Rd  
City: Santa Barbara State: CA Zip: 93110

Physical Address: Same  
*(if different from Mailing Address)*  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 5,000

Previous Funds Received?  Yes  No If Yes, Year Received: 2022

Amount Received: \$1,500

Tax ID Number: [REDACTED]

Executive Director: Carlos Cortez

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Same  
*(if different from Executive Director)*

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: Expanding Scouting in Arroyo Grande

**Brief description of the proposed program or service:**

Our programs aim to support the community in various ways. We strive to engage boys and girls between the ages of 5 and 20, as well as their families, in the counties of Santa Barbara and San Luis Obispo. Our primary goal is to promote youth leadership and family-based programs on the Central Coast. The Los Padres Council offers a diverse range of programs, including The Outdoor School, Cub Scouts, Scouts BSA, Venturing, and Exploring, all focused on preparing our youth to thrive. We are committed to serving our community's diverse families and making a positive impact on their lives.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### **Organization Description** *(include summary of community services provided):*

The Los Padres Council, BSA was established in 1919. It typically caters to 3,000 young individuals aged 5 to 20 years. However, due to the COVID pandemic, the council witnessed a significant decline in its membership, dropping down to 1,000. Thankfully, the membership has now rebounded to 1,500 youth. One of the major challenges for the council has been to have a more diverse membership. With the inclusion of girls in scouting in 2018, starting with Cub Scouts, and expanded to troops in 2019, the council has seen a more diverse membership. In 2020, Sonia Wasserman became the first female member to earn scouting's highest rank, the Eagle. Since then, 12 other females have joined Sonia in achieving this prestigious rank.

### **Mission Statement:**

The Mission of Los Padres Council is to serve others by helping to instill values in young people and to prepare them to make ethical choices over their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Law.

### **Program or Service Summary:**

List Area(s) Served by the Organization:

San Luis Obispo and Santa Barbara Counties

## Summary of Program/Service

Programs include:

CUB SCOUTS Ages: Boys and Girls Grades K-5

We provide ready-made opportunities for families to do fun things together because together we can all grow into our very best future selves! We're all about encouraging boys and girls to make friends, be helpful to others, and do their very best no matter the outcome. With the help of powerful learning projects and exciting outdoor activities, we aim to teach children that doing their best can be a fun and rewarding experience no matter the difficulty of the challenge.

SCOUTS BSA Ages: Youth 11-17

Scouts BSA is the traditional Scouting experience where boys and girls can have their share of adventure in the great outdoors. Develop a love of service by volunteering in your community, boost your leadership skills through fun and exciting challenges, and create memories of a lifetime with no prior Scouting experience required! For over 100 years, our program has helped create generations of leaders and outstanding citizens by allowing boys and girls to explore their interests, serve their communities, and discover their talents through youth-led activities like hiking, camping, and volunteering!

VENTURING Coed Ages 14-20

Venturing is a youth-led program all about building adventures with your friends. Choose to do activities that matter to you and develop essential skills like leadership, event-planning, organization, communication, and responsibility while having a blast! Venturing empowers you to create your own experiences while bringing Scouting values to life through high adventure outdoor activities and challenging real-world projects.

EXPLORING Coed Ages 10-20

Exploring program provides students with an opportunity to learn about a wide variety of career fields and network with professionals already working in those fields. You get hands-on experience to determine whether a particular career field is right for you. You develop valuable networking contacts with professionals working in your selected career fields, and you get to know other youth with your same interests and aspirations. Exploring is the first step in identifying career possibilities while having fun in an exciting and informal environment.

## How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 240

- Description:

Scouting programs offer great benefits to the City of Arroyo Grande. They teach youth the importance of taking care of their community through service projects, education, and outdoor activities. These programs encourage youth to collaborate and plan activities and outings, while also promoting environmental stewardship. Scouts learn that each one of them has a role to play in their unit, community, and the world, and they are taught to prioritize service to others over self-interest. Studies have shown that scouting activities foster personal growth, helps develop unique interests in children, boosts self-confidence, and encourages healthy lifestyle habits.

**How is local need for this program or service determined?**

Our program aims to create a local culture where every youth, volunteer, and employee feels like they belong and can build communities where respect and value are given to every person. We lead by example and encourage each other to live by the values expressed by the Scout Oath and Scout Law while engaging in outdoor activities. Every family, regardless of their background, is welcome in Scouting, as we strive to prepare young people to serve as successful members and leaders of our communities.

We aim to welcome all families on the Central Coast, regardless of their ability to pay for membership. Scouting has been the most affordable extracurricular for local youth and families for many years. However, many of the families we recruit face challenges, as shown by the following statistics from Kids Data: 88% of children qualify for free or reduced meals at school, 70% are living with foreign-born parents, 53% of students are English learners, 95% identify as Hispanic or Latino, and 38% drop out of school.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 8                      Number of Part Time Staff: 0  
Number of Volunteers: 85

• Description:

Our scout volunteers are the foundation of our success. Many of our volunteers were once scouts themselves and have grown to become successful and contributing members of our community. Studies have shown that scouting activities help to foster personal growth and development of unique interests in children, enhance self-confidence, and encourage healthy lifestyle habits. The skills and character development that the Scouts accomplish are something that they can carry with them for a lifetime.

Our experienced staff is also an integral part of our success. Our CEO was raised on the Central Coast and has been guiding our council for over 10 years. He was also honored with a Latino Business Award.

Additionally, our Facilities/Program Director has served as a professional Scouter with the Boy Scouts of America for over 33 years, bringing a wealth of knowledge and expertise to our organization.



## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<b>Objective # 1</b>
<b>Program/Service Objectives</b> Recruit 20 new families in Scouting in AG area
<b>Major Tasks to Complete To Achieve Associated Goal</b> Provide scholarships and to market programs within school and community organizations
<b>Timeline</b> September-December 2024
<b>Evaluation Methodology</b> New membership applications

**Program Service OUTPUTS:**

Our goal for this grant is to print and distribute BSA recruitment materials to schools and community organizations, host recruitment events in local parks and schools, and provide scholarships for families that financial cannot afford registration fees.

**Program Service OUTCOMES:**

Register new families into BSA programs with the goal of 20 new families in Arroyo Grande and the formation of two new troops.

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	704,000	
Artistic Salaries & Fees		
<i>Other Salaries &amp; Fees</i>	170,299	
1.		
2.		
Equipment	435,879	
Supplies / Materials	84,351	
Travel / Transportation	172,600	
Promotion / Publicity	16,019	1,500
<i>Other Expenses:</i>		
1. Miscellaneous Expenses	29,280	
2. National Charter & Service Fees	24,500	
<b>TOTALS:</b>	1,636,928	1,500

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	1,500
<i>Other Funding Sources:</i>	
Other Public Grants	216,790
Private Foundations	110,000
Corporation Contributions	
Concessions / Ticket Sales	376,250
Promotion Sales / Advertisements (Other Cash)	823,400
<b><i>Other Funding Subtotal:</i></b>	159,500
<b>TOTALS:</b>	1,687,440

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of Los Padres Council, BSA non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

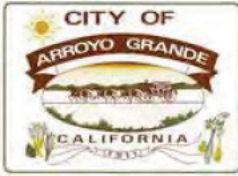
I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 11/16/23

Signature:

[REDACTED]  
Executive Director or Designee

[REDACTED]  
Board of Director or Officer



# ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

## GRANT APPLICATION

### FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: 5-Cities Community Service Foundation (Camp Arroyo Grande)  
*(local branch)*

Mailing Address: PO Box 0  
City: Grover Beach State: CA Zip: 93483

Physical Address: 250 Wesley Street  
*(if different from Mailing Address)*  
City: Arroyo Grande State: CA Zip: 93420

Fund Amount Requested: \$ 2,000

Previous Funds Received?  Yes  No If Yes, Year Received: FY 2021/22  
Amount Received: 10,000

Tax ID Number: [REDACTED]

Executive Director: Greg Steinberger

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: \_\_\_\_\_  
*(if different from Executive Director)*

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: Nature Discovery Day Field Trips



Brief description of the proposed program or service:

"Back to Nature Discovery Days" is a field trip program for local school-age children. These trips will be available to all public, private and home-school groups in the area, as well as Scouting, Camp Fire, 4-H, Boys & Girls Clubs, and other youth programs.

The 2-hour guided Field Trips will explore the plants, wildlife and ecosystems found in Arroyo Grande Valley, including planting and growing demonstrations at the Altrusa Educational Garden and the Butterfly Feeding Station, as well as a brief history of the Camp as a community gathering place since 1885. The Field Trips will include hiking trails at the facility's 29-acre open space and views of the Arroyo Grande Valley to the coast.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### **Organization Description** *(include summary of community services provided):*

Camp Arroyo Grande has been hosting youth programs and providing a community gathering place since 1885. The 5-Cities Community Service Foundation restored the Camp for activities such as summer youth camps, fundraisers, church retreats, and private events.

### **Mission Statement:**

To provide assistance to individuals and organizations with an emphasis on education, community service, and character development. Through Camp Arroyo Grande we want to foster enjoyment and appreciation of the natural world among people of all ages through creative activities in a camp setting.

### **Program or Service Summary:**

#### List Area(s) Served by the Organization:

Camp AG hosts day and overnight camps for youth groups, and provides a historic meeting facility for community groups and family events.

Camp Arroyo Grande's June Jamboree is an annual free community event, featuring numerous youth activities, non-profit demonstrations and live music. A free lunch is provided by the 5-Cities Men's Club.

The Camp also hosts an annual Harvest Dinner Dance during Harvest Festival weekend, in collaboration with the Arroyo Grande Valley Harvest Festival Committee,

## Summary of Program/Service

### PLANT LIFE

- California Oak Trees
- Cypress and Pine Trees
- Natural occurring moss and fungi
- Coyote Shrubs
- Ice Plants
- Wild Honeysuckle
- "Sour Grass" (edible and tangy!)
- Wildflowers
- Pollinator Plants
- Camp AG Vegetable Garden

### WILDLIFE

- Deer
- Lizards
- Various Bird Species
- Native Insects
- Rabbits
- Squirrels
- Gophers
- Garter Snakes
- Wild Turkeys
- Chickens
- Doug the Camp AG Dog •

### HABITATS/ECOSYSTEMS

- Bird Nesting and Gathering Behaviors
- Gopher, Squirrel and Rabbit Burrows
- Environmental Impacts to Camp AG'S Natural Environment

### CONSERVANCY

- Caring for Nature
- Legacy of Life- Educating, Planting, Growing, Preserving

## How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 2,000

- Description:

The Back to Nature Discovery Days will provide primary school-aged children a look at the ecosystems of the local area, and an appreciation of the nature and history of Arroyo Grande Valley. The program will be available at no cost to schools or parents.

**How is local need for this program or service determined?**

Local private and public schools need to educate on nature conservancy and California history, and Camp Arroyo Grande offers an local opportunity to bring students outdoors to explore these topics hands-on.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 0 Number of Part Time Staff: 4

Number of Volunteers: 40+

- Description:

The Discovery Days Field Trip curriculum will be developed and led by Susie Taylor, an accomplished children's book author and a CA-credentialed teacher who works P/T at Camp Arroyo Grande.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<b>Objective # 1</b> - Program Development
<b>Program/Service Objectives</b> Create instructional materials.
<b>Major Tasks to Complete To Achieve Associated Goal</b> Create instructor guides, physical tools, and children's activities for multiple grade levels for a 90-minute educational experience that takes advantage of the natural aspects of Camp Arroyo Grande.
<b>Timeline</b> <b>Jan-Feb 2024</b>
<b>Evaluation Methodology</b> Material prepared and delivered to student groups

<p><b>Objective # 2</b> - Community Outreach</p>
<p><b>Program/Service Objectives</b></p> <p>Communicate program to local schools and youth groups</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b></p> <ul style="list-style-type: none"> <li>- Design digital flyer to schools, PTO's and youth groups describing program benefits and availability.</li> <li>- Distribute flyer to all local schools</li> <li>- Publish details on <a href="http://www.camparroyogrande.org">www.camparroyogrande.org</a></li> </ul>
<p><b>Timeline</b> <b>Jan-Feb 2024</b></p>
<p><b>Evaluation Methodology</b></p> <p>Flyers distributed, and website active</p>

<p><b>Objective # 3</b> - Implementation</p>
<p><b>Program/Service Objectives</b></p> <p>Host student groups</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b></p> <ul style="list-style-type: none"> <li>- Host initial youth groups</li> <li>- Refine program based on feedback from initial groups</li> </ul>
<p><b>Timeline</b> <b>Mar-May 2024 &amp; Sept-Nov 2024</b></p>
<p><b>Evaluation Methodology</b></p> <p>Successful completion of twenty (20) Back to Nature Discovery Day field trips in 2024</p>



**Program Service OUTPUTS:**

Nature and Historical Field Trip program available to schools and youth groups.

**Program Service OUTCOMES:**

Schools provide hands-on classes to grade-school aged children on nature appreciation and conservancy.

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	0	0
Artistic Salaries & Fees	500	0
<i>Other Salaries &amp; Fees</i>		
1. Curriculum Development	500.	250
2. Trip Facilitation (20 groups/year)	1,000.	1,000
Equipment	500.	250
Supplies / Materials	500.	500
Travel / Transportation		
Promotion / Publicity	300.	0
<i>Other Expenses:</i>		
1. Trip Give-aways to students	1,000	0
2.		
<b>TOTALS:</b>	4,300	2,000

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	2,000
<i>Other Funding Sources:</i>	
Other Public Grants	0
Private Foundations	0
Corporation Contributions	0
Concessions / Ticket Sales	0
Promotion Sales / Advertisements (Other Cash)	0
<b><i>Other Funding Subtotal:</i></b>	0
<b>TOTALS:</b>	2,000



## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of Five Cities Community Service Foundation non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/4/2023

Signature:

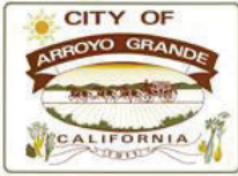
[Redacted Signature]

Executive Director or Designee

[Redacted Signature]

Board of Director or Officer





# ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

## GRANT APPLICATION

### FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

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City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

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**Electronic signatures are accepted.**

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For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Center for Child and Adolescent Mental Health  
*(local branch)*

Mailing Address: 895 Aerovista Place  
City: San Luis Obispo State: CA Zip: 93401

Physical Address: Same  
*(if different from Mailing Address)*  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 14,000

Previous Funds Received?  Yes  No If Yes, Year Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Tax ID Number: [REDACTED]

Executive Director: Dr. Ramona Friedman

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Same  
*(if different from Executive Director)*

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: Youth Mental Health Peer-to-Peer Support



**Brief description of the proposed program or service:**

The Center for Child and Adolescent Mental Health (CCAMH) respectfully requests \$14,000 in grant funding to bridge the gap between access to mental health care for children and teens in Arroyo Grande. Our proposed outcomes utilize a two-pronged strategy: 1) The Teen Advisory Board, an education and prevention program designed to raise the voices of youth and ignite their advocacy in discovering mental health solutions that impact the wellbeing of all children and youth; 2) The Treatment Center, providing affordable, evidence-based mental health treatment to children, teens, young adults, and their families.

**Organization Description (include summary of community services provided):**

In 2022, after 13 years treating youth in San Luis Obispo County, clinical psychologist Dr. Ramona Friedman, like other child and adolescent therapists, was overwhelmed by the groundswell of desperate parents seeking treatment for suffering children. She reached out to Lori Butterworth, a national award-winning child advocate about the depth and breadth of the burgeoning youth mental health crisis, most especially for underserved, marginalized children. They joined forces to do something direct and immediately impactful about the crisis in access to youth mental health care in San Luis Obispo County.

CCAMH was founded with a timely mission: to expand access to quality, evidence-based youth mental health care as quickly as possible. Over the past few months, our team has met with other youth and mental health agencies. Without exception, agencies are eager to work with us to address the growing needs of our children.

Our growing list of community partners have all confirmed that CCAMH is filling an urgent, unmet need in SLO County. In less than one year, community and business leaders like Lan George, Arroyo Grande City Council member, successful financier Jill Voegel, local pediatrician, Dr. Rene Bravo, local attorney Erica Baltonado, and other clinicians and community leaders have joined forces to expand access to quality, evidence-based youth mental health care in San Luis Obispo county as quickly as possible.

CCAMH have built an evidence-based, comprehensive program design which includes three "Centers" of Care which include:

**The Treatment Center:** The CCAMH Treatment Center opened in November of this year, and in that short amount of time, we have provided quality evidenced based treatments to 40 local youth who would otherwise be unable to access mental healthcare.

**The Teen Center:** The CCAMH Teen Center includes a diverse Teen Advisory Board, which offers middle and high school students a platform to influence strategies addressing the youth mental health crisis. Youth from Arroyo Grande collaborate with other high schools to conduct peer-to-peer surveys, aggregating the perspectives of hundreds of teens. This involvement of youth provides them with an active role in promoting mental health while supporting their peers, and making a meaningful impact on their community.

**The Parent Center:** The CCAMH Parent Center provides evidence-based parenting information, training, and support, monthly Parent Drop-In Sessions where parents can ask questions to a youth mental health experts, and family-based therapy.

**Mission Statement:**

The mission of the Center for Child and Adolescent Mental Health is to expand access to quality, evidence-based youth mental health care as quickly as possible. We believe it is our moral imperative to treat the emotional wounds of our children.

**Program or Service Summary: List Area(s) Served by the Organization:**

**How is the program or service beneficial to Arroyo Grande residents?**

Number of Arroyo Grande Residents Served: ~200

Caring for a child or teen struggling with their mental health is a terrifying and isolating experience. Finding treatment is frustrating, waitlists are long, and accessing treatment that addresses your child's condition can feel impossible. There is hope found at the Center for Child and Adolescent Mental Health. We provide training and resources to help parents support their child before, during, and after treatment. Parents can talk with a youth mental health expert in monthly Parent Drop-In Sessions, attend in-person or virtual support groups, and build listening and support skills by getting trained and certified in Youth Mental Health First Aid.

Dedicated to the idea that youth are the real experts when it comes to addressing the youth mental health crisis, our burgeoning Teen Advisory Board, made up of diverse students from Arroyo Grande High and Pauling Middle schools lead our efforts. These dedicated youth public servants volunteer countless hours, collecting data from their peers and making meaningful change on their campus' and their community.

Of interest: the Arroyo Grande community has invested time, money, and expertise to launch this program - totaling more than \$43,000 in donated goods and services.

**How is local need for this program or service determined?**

Similar to other communities across the country, youth in Arroyo Grande are facing unprecedented challenges with their mental health. The heartbreaking truth is that we have yet to uncover the emotional and psychosocial impact that COVID-related fear and isolation have had on our children. In fact, in 2020, when COVID threatened the lives of older adults and those with complex medical conditions, children and teens sacrificed their own freedom to protect the COVID vulnerable. They paid a heavy price to protect others: missing school, their friends, and the essential elements of human connection necessary for their own healthy development.

The American Academy of Pediatrics, the American Academy of Child and Adolescent Psychiatry, and the Children's Hospital Association have all declared a National State of Emergency in Children's Mental Health. This declaration was followed by the US Surgeon General, Dr. Vivek Murthy's report: Protecting Youth Mental Health, a call to action focused on the mental health crisis faced by our nation's children, teens, and young adults. "The challenges today's generation of young people face are unprecedented and uniquely hard to navigate,"

Murthy wrote. "And the effect these challenges have had on their mental health is devastating."

Sadly, suicide remains the second leading cause of death in teens; 30% of teen girls suffer from anxiety; 14% of teens have had a major depressive episode during the pandemic; and 60% of youth with depression did not receive any treatment. Alarming, the average wait time to access care for a youth mental health emergency is 50 days; 7 weeks wait time for a life-threatening crisis.

Unfortunately, Arroyo Grande is no exception. Our recent loss of a teen at Arroyo Grande HS just a few months ago is yet another tragedy that was devastating to our community and makes clear how desperately our youth need more services and support. Our children need the timely solutions proposed by CCAMH.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 0

Number of Part Time Staff: 3

Number of Volunteers: 20

Not all youth mental health treatments are equal. Some are backed by scientific evidence, others are not. Therapists who use treatments based on science provide "evidence-based practice" (EBP). If the treatments have scientific evidence supporting the effectiveness, they are called evidence-based treatments (EBTs). EBTs are listed as best practice and preferred approaches for mental health symptom treatment by both the American Psychiatric Association and the American Psychological Association. CCAMH specializes in evidence-based care, led by Dr. Ramona Friedman, a 13-year veteran in delivery treatment that works for children, teens and young adults. Dr. Friedman is supported by a team of experts in non-profit organizational management, finance, and regulation, community engagement, family law, child advocacy, and population-based access expansion to mental health care for youth.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

**Objective # 1**

To empower and train a team of 15 – 20 diverse youth from Arroyo Grande High School and Paulding Middle School to connect with ~100 youth as Teen Advisory Board members for CCAMH.

**Major Tasks to Complete To Achieve Associated Goal**

Adult mentors organize and facilitate a Teen Advisory Board made up of 10 – 12 Arroyo Grande teens from diverse backgrounds who meet weekly both in person and via Zoom to:

1. Learn and discover solutions to youth mental health issues, both current and emerging.
2. Be trained in scientific research methodologies, equitable survey distribution, data, analysis, discovery, and how to use data to drive change in youth mental health.
3. Conduct their own surveys: qualitative (talk with your peers) and quantitative (survey your peers).
4. Compare, analyze, and synthesize collective and individual data sets by age, gender, race, etc.

5. Evaluate, reflect, and share the strengths and limitations of their findings.
6. Create a Final Report in the style and structure of a scientific journal including limitations and recommendations for future youth-led research and evaluation.
7. Develop public speaking skills by presenting their ideas, research, and recommendations via traditional and social media and at public presentations open to parents, educators, elected officials, and law enforcement.

### **Timeline**

The timeline for this program follows the school year, beginning in October and culminating with a final report and public presentation(s) in May.

### **Objective # 2**

To expand access to affordable, high-quality, evidence-based mental health care to a minimum of 75 youth in Arroyo Grande who do not currently have access to the care they need. Under the supervision of clinical psychologist and Arroyo Grande resident, Dr. Friedman the CCAMH Treatment Center will provide the following:

1. Quality, evidence-based clinical training and supervision for a minimum of 5 early career therapists/interns (including bilingual/bicultural)
2. 200+ hours of quality, evidence-based treatment to 200+ youth who would otherwise lack access to mental health treatment.
3. Four six-week thematic teen support groups: anxiety, depression, eating disorders, and mental health challenges.

### **Timeline**

This program is ongoing, and the objectives are reported for a 12-month period.

### **Evaluation Methodology**

While maintaining confidentiality:

1. As CCAMH trains new clinicians, the increase in numbers of youth served will be tracked.
2. CCAMH clinicians will be trained to keep accurate records of each child's progress using pre- and post- treatment evaluations.
3. Feedback from parents regarding quality of and access to care will be tracked and recorded.

### **Program Service OUTPUTS:**

*Teen Advisory Board:*

1. More than 150 volunteer hours from adult mentors and guest experts.
2. More than 1,000 volunteer hours from youth participants.
3. 15 – 20 diverse youth leaders from Arroyo Grande High School and Paulding Middle School will be trained in scientific survey methodologies, data analysis, and public speaking skills.
4. ~100 youth from throughout the City of Arroyo Grande will participate in addressing the youth mental health challenges faced by themselves and their peers.
5. A scientific journal style report on the "State of Youth Mental Health in Arroyo Grande" developed and presented by the youth themselves. This report can be used by City and

County officials, schools, parents, agencies, and health care professionals to develop programs and strategies to address the youth mental health crisis.

*Treatment Center:*

1. Evidence-based information will be available for residents to utilize regarding when and how to access treatment and support for youth struggling with their mental health.
2. A minimum of two new therapists (one bilingual) trained to deliver quality, evidence-based treatment to youth in Arroyo Grande.
3. Thematic, accessible support groups, both online and in-person will be available to youth and families in Arroyo Grande.

**Program Service OUTCOMES:**

*Outcomes Teen Advisory Board:*

1. A sense of empowerment knowing that they have a voice in determining youth mental health research priorities and available treatments.
2. Heightened awareness of the role of scientific research in solving complex problems.
3. A reduction in the stigma and discrimination associated with mental health struggles for teens.
4. Coping skills, mental health knowledge, and self-help strategies.
5. Knowing when, where, and how to access mental health support.
6. Social-emotional tools to make healthy peer-related choices.
7. Pride in knowing they are the experts in finding solutions to issues that impact their lives.

*Outcomes Treatment Center:*

1. Youth in Arroyo Grande will experience improvements in their general wellbeing, school attendance, peer and family relationship, and ability to cope with life's challenges.
2. Parents in Arroyo Grande will be able to make more informed decisions about how to support and access care for their children.
3. Two newly trained youth mental health therapists will be empowered to provide evidence-based treatments designed to address the specific mental health challenges youth in Arroyo Grande are facing.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees	\$45,000.00	
Program Support Services	\$170,000.00	\$4,500.00
Therapists and Educators	\$125,000.00	\$2,500.00
Stipends (Low-income teen participants)	\$12,000.00	\$1,500.00
Rent & Equipment	\$32,000.00	
Supplies / Materials	\$5,000.00	
Travel / Transportation for Youth Participants	\$1,500.00	\$1,500.00
Promotion / Publicity	\$7,500.00	
<i>Other Expenses:</i>		
1 Food for Youth Participants	\$4,000.00	\$4,000.00
2 Other overhead expenses	\$3,500.00	
<b>TOTALS:</b>	<b>\$405,500.00</b>	<b>\$14,000.00</b>

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$14,000.00
<i>Other Funding Sources:</i>	
Other Public Grants	\$0.00
Private Foundations	\$100,000.00
Corporation Contributions	\$5,000.00
Treatment payments and/or reimbursements	\$225,000.00
Fundraising, individuals and events	\$75,500.00
<i>Other Funding Subtotal:</i>	<b>\$405,500.00</b>
<b>TOTALS:</b>	<b>\$419,500.00</b>



---

**Heath Owens**

[REDACTED]  
Arroyo Grande, Ca 93420  
[REDACTED]

14th December, 2023

**Andrew Perez**

Arroyo Grande Community  
Service Grant Program  
[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)



Dear Mr. Perez,

I hope this letter finds you in good health. I am Heath Owens, serving as the President of the Central Coast Athletics Foundation (CCAF). I am writing to convey our sincere gratitude for the City of Arroyo Grande's unwavering commitment to community development.

The Central Coast Athletics Foundation is seeking your thoughtful consideration for a grant from the Arroyo Grande Community Service Grant Program. This grant will play a pivotal role in enhancing and expanding our community athletics programs.

The funding support we are seeking is strategically allocated within our organization to contribute to the overall health and well-being of our community. Specifically, the Peregrine Youth Track Club empowers young athletes, the All Comers Track Series promotes community engagement, the Community Youth Program Support ensures the continuity of our youth-focused initiatives, and the Elementary School Championship Meet provides a platform for our youngest talents.

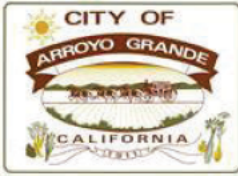
I am more than willing to provide further details on these programs or offer any additional information you may require. Please feel free to reach me at 805-441-4396 or [heathowens84@gmail.com](mailto:heathowens84@gmail.com).

Thank you sincerely for your time and consideration. We deeply appreciate the City of Arroyo Grande's dedication to community improvement and eagerly look forward to the opportunity to continue making a positive impact together.

Sincerely,

**Heath Owens**

President Central Coast Athletics Foundation  
[REDACTED] Arroyo Grande, CA 93420  
[REDACTED]



# ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

## GRANT APPLICATION

### FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Central Coast Athletics Foundation  
*(local branch)*

Mailing Address: [REDACTED]  
City: Arroyo Grande State: CA Zip: 93420

Physical Address:  
*(if different from Mailing Address)* \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 12,000

Previous Funds Received?  Yes  No If Yes, Year Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Tax ID Number: [REDACTED]

Executive Director: Heath Owens

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact:  
*(if different from Executive Director)* \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: Central Coast Athletics Foundation

Brief description of the proposed program or service:

4th Annual All Comers Track Meets - Series of four summer track meets at Arroyo Grande High School for all ages

2nd Year of Central Coast Peregrines Youth Track Club - a spring season of training and competing for 3rd-8th grade children

Grant & Scholarship Giving

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### **Organization Description** *(include summary of community services provided):*

Our nonprofit, established in 2022 and tax-exempt under Section 501(c)(3), is driven by a passionate group of individuals who have experienced firsthand the profound, lifelong benefits of sports. Our core mission is centered around the creation and administration of athletic events, particularly youth track and field, while concurrently managing a competitive young track team. Through our philanthropic efforts, we bestow grants and scholarships to nurture and elevate the promising talents of the youth in the world of track and field across the Central Coast of California.

The CCAF Board of Directors, consisting of five dedicated leaders in the local athletics community, was brought together by a shared passion for sports. Originally united to create the AG All Comers Track Meet series, this team has evolved over three years into the Central Coast Athletics Foundation. Supported by a team of 10 founding members with a common goal of promoting athletics, the team includes former college athletes, several professional athletes, and even two Olympians. Together, we actively contribute to the community, sharing the love and joy of athletics while making a meaningful impact. So far we have created or help deliver the following programs & events: The Central Coast Peregrines Youth Track Club, The All Comers Track Series, Ryan's Ranch Run 5k, The Arroyo Grande Turkey Trot, The Jingle Dash Race.

### **Mission Statement:**

The Central Coast Athletics Foundation works to promote, enhance and underwrite participation and performance of Central Coast young people in track & field and running events.

### **Program or Service Summary:**

List Area(s) Served by the Organization:

Arroyo Grande Allcomers Track Series:

This was the first event that brought the principals of the Central Coast Athletics Foundation together. Having had family members that fell in love with the sport through other areas' allcomers meets, we felt that our area could greatly benefit from one. The community has responded overwhelmingly to this track meet series, and we try to grow it each year to bring more community members into the fold. It is truly an all ages event, and we've had competitors as young as 3 and as old as 90. That represents the true democratic spirit of the sport and how it's for all ages, all speeds and all abilities. We are growing this event to four week starting with first week of June.



### Summary of Program/Service

**Youth Track Club:**

We organize, coach and manage a US Track & Field youth track club called the Central Coast Peregrines. Throughout a five month season, there will be multiple practices per week which take place in Arroyo Grande. Through that training, the kid athletes will develop fitness, skills and confidence that they ultimately take to regional track meets from Santa Barbara to Atascadero. Our pilot season in 2023 was a universal success, and indicates that this program is set to experience tremendous growth.

**Giving:**

We award grants and scholarships to the sporting community around us that seeks to fulfill goals in line with ours. In so doing, we increase the overall capacity to support athletes, improving both participation levels and ultimately performance levels.

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 1200-1500

- Description:

What we do is beneficial to the residents of Arroyo Grande in the following ways:

- Providing opportunities for youth to gain skills, fitness and passion for the sport of Track & Field and running
- Providing financial support through giving to other athletics organizations and individuals
- Strengthening power of community through events that bring together many different segments of our community
- Improving community health through fitness and sporting culture

**How is local need for this program or service determined?**

In a word: DEMAND is what substantiates the need. When we originally organized, we already sensed a gap in the local sporting opportunities for our youth and community at large. The ultimate gauge for how correct that thinking was is demonstrated in the attendance and number of participants in our programs and events. Collectively, our events had over 2000 participants this last year, and many of those were inaugural efforts. Of that number, the vast majority were local residents many of which reside in Arroyo Grande.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: \_\_\_\_\_ Number of Part Time Staff: 10  
Number of Volunteers: 50+

- Description:

We have already honed our organization to successfully accomplish our events and programs. Having an abundance of experience in creating, organizing and managing athletic events and clubs, we draw on that knowledge to assure beneficial outcomes for participants, volunteers and partners. And having lifelong members of this community, we are able to attract many other organizations to assist in our efforts.

We've forged meaningful partnerships with various community groups where many of our volunteers come from, including:

- AGHS Track & XC Teams
- AGHS Football Team
- AGHS AVID Program
- 17 Strong Foundation
- Nipomo Track & XC Teams
- Kiwanas Club
- Arroyo Grande Lions Club
- Local Community Members

These collaborations strengthen our community bonds and collectively contribute to the success and impact of our initiatives.

All of our events to date have been successful from the aspects of popularity, community feedback and fiscal outcome. And all events we've had more than once have shown growth in participation.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<b>Objective # 1</b>
<p><b>Program/Service Objectives</b>            Increase participation in events: Elementary School Championships &amp; All Comers Track Meet Series: Deliver an excellent event experience to as many community members as possible.            Grow the event to four total event days, and increase participation by 10%.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b>            Expand marketing reach through spend            Host free pre event clinics to train skills and build awareness            Secure event site for chosen dates            Reserve necessary vendors to include timing and music services            Purchase all equipment, supplies and awards</p>
<p><b>Timeline</b> Prep work from April-June includes above tasks</p>
<p><b>Evaluation Methodology</b>            Compare entry data from 2023 to measure change in participation</p>

<b>Objective # 2</b>
<p><b>Program/Service Objectives</b>          Increase Club Participation: Central Coast Peregrines Youth Track Club growth of 40% to influence more local athletes</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b>          Re-register club through United Stated Track &amp; Field          Reserve training facility for all practices          Engage in free community track &amp; field clinics to increase interest          Increase ad and marketing budget to improve reach          Purchase more equipment to fully support increased number of athletes</p>
<p><b>Timeline</b>          Prep for season is January-Feb, first practice late February. Season goes through ea</p>
<p><b>Evaluation Methodology</b>          Membership numbers to compare between 2023 season and 2024 season</p>

<b>Objective # 3</b>
<p><b>Program/Service Objectives</b>          Goal is to increase program and athlete giving by 70% from 2023</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b>          Advertising opportunities to schools, student athletes and programs for our grant and scholarship guidelines          Collect submissions          Review and decide awards          Distribute grants and scholarships</p>
<p><b>Timeline</b>February-June</p>
<p><b>Evaluation Methodology</b>          Compare winter/spring 2024 winter/giving to spring 2023</p>

**Program Service OUTPUTS:**

Peregrines

Number of athlete members: 50 (2023)

Number of athlete training sessions: 840

Number of Track Meet events competed in: 176

All Comers Meets

Number of participants served: 1200 (per summer)

Number of races/competitions run: 216 (per summer)

Giving & Scholarships

To distribute a total of \$6800

**Program Service OUTCOMES:**

Peregrines

-Dozens of children experiencing their first ever competition in track & field

-Increased fitness, skills and confidence

-Community inspiration to increase individual physical activity

All Comers

-Hundreds of children introduced to a healthy sport they can do for life

-Adult athletes given a local opportunity to continue competing

-Community bonds strengthened with a fun and challenging shared event

Giving & Scholarships

-Graduating high school students financial ability improved starting college

-Recipient programs ability to do more for their athletes is improved

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees		
Artistic Salaries & Fees		
<i>Other Salaries &amp; Fees</i>		
1. Facility Fees	500	0
2. Vendor Fees	3600	
Equipment	6000	4000
Supplies / Materials	2000	0
Travel / Transportation		
Promotion / Publicity	3500	2000
<i>Other Expenses:</i>		
1. Uniforms	5600	2500
2. grants & scholarships	6000	3500
<b>TOTALS:</b>	27,200	12,000

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	12,000
<i>Other Funding Sources:</i>	
Other Public Grants	na
Private Foundations	2500
Corporation Contributions	3000
Concessions / Ticket Sales	9200
Promotion Sales / Advertisements (Other Cash)	
<b><i>Other Funding Subtotal:</i></b>	500
<b>TOTALS:</b>	27,200



## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

Central Coast Athletics Foundation

I certify on behalf of \_\_\_\_\_ non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

12/13/23  
Date: \_\_\_\_\_ Signature: Heath Owens  
Executive Director or Designee  
Adam Laurent  
Board of Director or Officer



Central Coast Athletics Foundation



# GRANT PROPOSAL



Central Coast Athletics Foundation  
501(c)3 Non-Profit Organization; Federal Tax ID #88-4382615  
www.ccatletics.net  
805.441.4396



Central Coast Athletics Foundation



## ABOUT US

### Empowering Central Coast's Youth through Athletics Excellence



Our nonprofit, established in 2022 and tax-exempt under Section 501(c)(3), is driven by a passionate group of individuals who have experienced firsthand the profound, lifelong benefits of sports. Our core mission is centered around the creation and administration of athletic events, particularly youth track and field, while concurrently managing a competitive young track team. Through our philanthropic efforts, we bestow grants and scholarships to nurture and elevate the promising talents of the youth in the world of track and field across the Central Coast of California.

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Central Coast Athletics Foundation



# Meet Our Team

The CCAF Board of Directors, consisting of five dedicated leaders in the local athletics community, was brought together by a shared passion for running. Originally formed to create the AG All Comers Track Meet series, this team has evolved over three years into the Central Coast Athletics Foundation. Supported by a team of 10 founding members\* with a common goal of promoting athletics, the team includes former college athletes, several professional athletes, and even two Olympians. Together, we actively contribute to the community, sharing the love and joy of athletics while making a meaningful impact.

## Central Coast Athletics Foundation Board Of Directors



Heath Owens  
Board President



Adam Laurent  
Board Secretary



Brian Goodell  
Board Member



Jean Drummond Petersen  
Board Treasury & Communications



Joe Thorne  
Board Member

\*Founding members not pictured: Laurie Owens, Jasmine Goodell, Michelle June Cavaletto, Kara June Thorne and Paul Terek

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Central Coast Athletics Foundation



## WHAT WE DO

We are a non-profit foundation built to support young people in track & field and all running events. We raise funds and program events to improve individual youth athletes, as well as the health of the community.

Our areas of emphasis:

- ATHLETICS EVENTS MANAGEMENT
- YOUTH TRACK CLUB
- GRANTS & SCHOLARSHIPS

We create and manage athletic events that directly impact our community's youth and their families. These events serve as a useful vehicle for sponsor promotion due to the large audiences they reach.

We operate and run a USATF Youth Track Club, Central Coast Peregrines, for grades 3rd-8th.

We award grants and scholarships to the sporting community around us that seeks to fulfill goals in line with ours.



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# PEREGRINES YOUTH TRACK CLUB

Our coaching team is made up of several world-class former athletes that are dedicated to building mental and physical strength. We emphasize a coach-to-athlete ratio of 10:1, ensuring personalized attention and effective guidance for each participant.

The Peregrines Track and Field Club is designed to introduce kids to sprint, distance running and field events by providing an experience that is fun, competitive, and informative about the sport. We strive to achieve excellence by developing top-notch training programs, with an emphasis on the fundamentals and competition.

*"My daughter's first venture into track and field with the peregrines youth track team was nothing short of amazing! The dedicated coaches and the positive environment made her fall in love with running. Now, she's running with excitement and newfound passion. Thank you for sparking her love for this incredible sport!"*  
Jamie Aldridge

In our debut season of 2022, we happily embraced 45 young athletes ranging from 3rd to 8th grade. Our team of committed and skilled volunteer coaches delivered an exceptional experience, fostering the development of their athletic abilities.

To continue offering this enriching program, we rely on sponsorship funding. This initiative provides a fantastic experience for kids eager to test themselves and enhance their athletic capacity. Rooted in values of hard work, self-discovery, and the joy of challenge and improvement, our foundation is committed to fostering a positive and transformative environment for young athletes.

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# COMMUNITY SUPPORT

In 2023, our foundation committed over \$4,000 to fortify youth athletics, with a focus on supporting the Track and Field and Cross Country programs within the Lucia Mar Unified School District.

Beyond financial aid, our significant fun runs, such as the AG All Comers Track series, Turkey Trot and Jingle Bell Dash, not only spread joy but also contribute positively to the community spirit. Collaborating with the City of Arroyo Grande, and several other local businesses, we offer inexpensive or free opportunities for young enthusiasts to develop a love for running.

Our areas of focus:

- COMMUNITY FUN RUNS
- FUNDING FOR LOCAL ATHLETICS PROGRAMS
- SCHOLARSHIPS FOR HIGH SCHOOL SENIORS

However, to expand our impact and provide more scholarships to deserving seniors, we rely on sponsorship support. As we strive to nurture the athletic dreams of our youth, sponsorship contributions are crucial, particularly for sustaining events like the Elementary School Championship Track Meet, which plays a pivotal role in fostering a passion for running among the next generation.



ARROYO GRANDE JINGLE BELL DASH 2022 | © NAMU.LOV

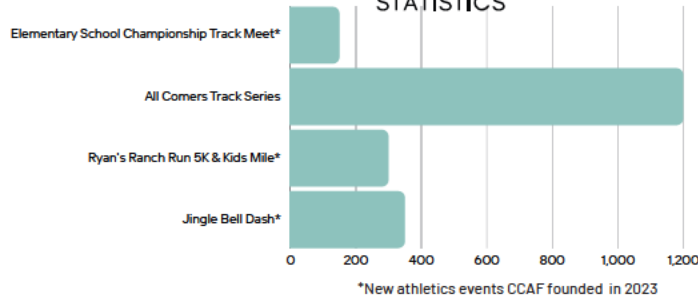
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Central Coast Athletics Foundation



### 2023 EVENT PARTICIPATION STATISTICS



## EVENT STATS

All Comers Track Series of three open track meets for all ages, ranging from 3 to 90. These highly popular and inclusive events have become a community staple, attracting over 1500 participants and thousands of spectators.

In its third consecutive year, the All Comers Meet series is a testament to our commitment to fostering community engagement, athleticism, and inclusivity. To host these events successfully, we require a total investment of \$3,000. With increased sponsorship funding, our goal is not only to sustain but also to enhance the program. This additional support would enable the Central Coast Athletics Foundation to add an extra meet date and expand our marketing efforts, attracting a larger audience and further enriching the community experience

Elementary School Championship Track Meet offers youth in grades 3rd to 6th a unique opportunity to compete in a track and field event. Open to elementary school athletes across SLO to Santa Barbara counties. This event total cost in 2023 was \$2000. To expand this event to all elementary grades the Central Coast Athletics Foundation needs increased sponsorship funding.

*"I am immensely grateful to CCAF for orchestrating the incredible community events. Each gathering not only brings joy but also creates lasting memories. Thank you for fostering a sense of togetherness and providing opportunities for us to celebrate, connect, and thrive together!" Sophia Brown*

Jingle Bell Dash, is a free community event that marks the festive kickoff to the holiday season. As a token of appreciation to the community, this event gathers over 300 enthusiastic kids for a festive run through the village. The primary goal is to promote youth athleticism and foster a strong sense of community spirit, making it a joyful and inclusive occasion for all.

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## ABOUT RYAN'S RANCH RUN

Central Coast Athletics Foundation collaborated with the 17 Strong Foundation to raise funds for Victory Trips® supporting young adults aged 18-40 who have overcome life-threatening illnesses. Ryan's Ranch Run 5K and Kids Mile, held at the picturesque Thousand Hills Ranch in Pismo Beach, nearly 300 participants came together for a day of running, fun, and community spirit. In its inaugural year, the event was a resounding success, generating \$14,000 in profit. This allowed the Central Coast Athletics Foundation to fund two unforgettable Victory Trips® for deserving cancer survivors, marking a significant achievement for community support and wellness initiatives.

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### Supporting Ryan's Legacy:

The race isn't just about the finish line; it's about creating lasting change. Proceeds from the event went towards 17 Strong Foundation, honoring Ryan's legacy by providing Victory Trips to young adults who have bravely battled life-threatening illnesses. Together, we made a meaningful impact on the lives of those in need and strengthened our community's spirit of generosity.

*"I really enjoyed being a part of Ryan's Ranch Run . It was a lot of fun and everyone did an Awesome Job putting it all together. THANK YOU." Amy Harper*

### Empowering Youth Through Sports:

In addition to the Victory Trips, donations raised during the event allowed continued support the Central Coast Athletics Foundation, empowering young athletes and ensuring access to running sports and events on the Central Coast.

### Unforgettable Experience:

Participants were treated to race timing, live music, and the post-run BBQ and beer garden. Everyone came together to celebrate their achievements and the incredible causes they were supporting.



Central Coast Athletics Foundation



# OUR ASK: \$12,000

Our earnest request is for a grant of \$12,000 to empower Central Coast Athletics Foundation in enhancing and expanding our current programs. This funding will play a pivotal role in broadening the Elementary School Championship Track Meet to include all elementary grades, enabling more students to engage in the sport. Additionally, it will facilitate increased participation in the Peregrines Youth Track Club, allowing more young athletes to experience the benefits of track and field. Moreover, the grant will support the continuation of low-cost and free community fun runs, promoting health and wellness. Together we can create lasting positive experiences for everyone involved.

## Investing in Community Well-being Partner with Us for a Healthier, Happier Future!



### Association with Community Impact



Align with a burgeoning force for good in our community.



### Direct-to-Community Engagement:



Capitalize On-The-Ground opportunities for direct community engagement during events.



### Support Community Health & Wellness



Empower community health and wellness by supporting initiatives that prioritize physical and mental well-being.

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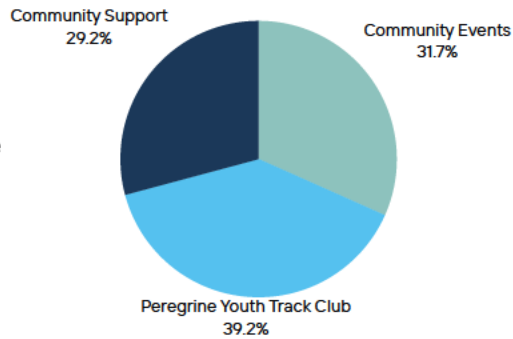


Central Coast Athletics Foundation



### Grant Funds Overview

Our ability to bring impactful community events to life hinges on the invaluable support of sponsorship funding. Without this crucial backing, the execution of these events would be impossible. Sponsorship plays a pivotal role in making our community initiatives a reality, demonstrating that together, we can create lasting positive experiences for everyone involved.



### Summary of Grant Funding

#### Peregrine Youth Track Club:



- Total Cost \$4,700
- Uniforms: \$2,500
  - Marketing: \$200
  - Facilities and Equipment: \$2,000



#### Community Support:



- Total Cost \$3,500
- Scholarships \$2,000
  - LMUSD Physical Education Programs: \$1,500



#### Community Events:



- Total Cost \$3,800
- Equipment/Meet Timing: \$2,000
  - Marketing: \$1,800



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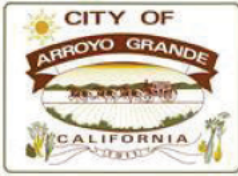


THANK YOU



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## ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM GRANT APPLICATION FISCAL YEAR 2023-24

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  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Central Coast Seniors  
*(local branch)*

Mailing Address: 1580 Railroad St.  
City: Oceano State: CA Zip: 93420

Physical Address: Same as above  
*(if different from Mailing Address)*  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 5,000.00

Previous Funds Received?  Yes  No If Yes, Year Received: \_\_\_\_\_  
Amount Received: \_\_\_\_\_

Tax ID Number: [REDACTED]

Executive Director: Mary Fernamburg, CCSC Board President Pro-Tem

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Athena Meisheid, CCSC Volunteer  
*(if different from Executive Director)*

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Central Coast Senior Center

Brief description of the proposed program or service:

The Central Coast Seniors(CCS) is a 501 (c) 3 nonprofit dedicated to serving and supporting seniors (aged 50 years and above) in the 5-Cities area. The Central Coast Senior Center (CCSC) was founded by the CCS in 1990, born out of a need for a meeting space where local seniors could gather to recreate, socialize, receive information, services, and support.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### Organization Description *(include summary of community services provided):*

The CCSC provides a place for seniors to engage in social and recreational activities for a nominal participation fee (\$2-\$3 per class) for members and non-members alike. Current classes include: Tai Chi/exercise, yoga, line and square dance, ukulele, arts and crafts, Bingo, writer's group, clock and watch group, TOPS, and Bunco/games. The CCSC also holds a monthly luncheon, open to the community, which alternates entertainment with guest speakers focusing on topics of interest to seniors.

In addition to social and recreational activities, the CCSC is a hub of support and information for local seniors providing a place for free attorney consultation, health screenings, health insurance information (HICAP), food bank location, free medical equipment loan program, book loan, notary, and other special services and events. There are volunteers available weekdays at the center to provide information to seniors that walk-in or call. The CCSC provides the kitchen preparation area and dining space (for a nominal rental fee) for weekday lunches for participants of the senior nutrition program through Meals that Connect. The CCSC has a Facebook page and a monthly newsletter that help to provide information to the senior community.

The CCSC is a place where friendships are made and there are many immeasurable benefits from the comradery and connections that seniors make there.

The CCSC has an active and capable peer board that meets monthly. It has one part-time employee which is the office manager and many volunteers that help with the operation of the center. These include members who teach classes, help with answering phones and walk-ins, help with communication (i.e. FB page and newsletter), help with the medical equipment loan program, open and close the center, help with fundraising, help with luncheons, landscaping and other events.

The CCSC relies on program fees, membership dues, grants, donations, rental fees, and fundraisers to operate. The center currently has 365 dues paying members. Membership is not mandatory to participate or to receive support and some participants are non-members.

### Mission Statement:

The following is our Mission and Diversity Statement: The Central Coast Senior Center (CCSC) provides a meeting place for people from all walks of life to connect, creating a welcoming environment for all. Diversity is at the core of our Vision, Mission, and Values. We are committed to an inclusive environment at the CCSC that fully represents many different cultures, backgrounds and viewpoints.

### Program or Service Summary:

List Area(s) Served by the Organization:

Arroyo Grande, Grover Beach, Oceano, Pismo Beach, and Shell Beach

### Summary of Program/Service

Please see Attachment A and B

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 155

- Description:

Arroyo Grande CCSC members comprise 42% of the total CCSC membership (155 of 365 members). In addition, there are Arroyo Grande residents that benefit from the center who are not members.

Per the National Council on Aging (NCOA), senior centers are recognized by the Older Americans Act as a community focal point. According to the NCOA, research shows that compared with their peers who do not participate in senior centers, senior center participants have higher levels of health, social interaction, and life satisfaction. The City of Arroyo Grande members comprise a majority of the center's members and benefit greatly from the previously described programs and services of the CCSC.



**How is local need for this program or service determined?**

According to the Census Reporter site, the median age in Arroyo Grande is 46.7 years which is reportedly about 25% higher than the rest of California. Approximately 45% of the population of Arroyo Grande is over 50 years. The seniors, who paved the way for the building of the CCSC did so borne out of a need and desire for a place where seniors could meet and receive support. Seniors in Arroyo Grande do not have their own designated center however, they actively participate in and benefit from the CCSC.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 0 Number of Part Time Staff: 1  
Number of Volunteers: approximately 25

- Description:

The CCSC has a very active and capable membership and peer board that meet monthly. The CCSC has one part-time paid employee that is the office manager and many volunteers that help to operate the center. Volunteers help the general public access the CCSC, assist with teaching/leading classes, help with fundraising, open and close the building, help with building maintenance, assist at the monthly luncheons, and assist with landscaping. Several times per year the CCSC is entertained by volunteer musicians and singers from various entities. The CCSC also benefits from the ongoing volunteerism from other community groups and individuals such as HICAP, the law office of Johnson, Murphy, and Jones, the Food Bank of SLO, the Kiwanis of Arroyo Grande and the Oceano Beach Community Association.

For over thirty years, the CCSC has provided very low cost recreational, educational, and vital services and supports to the 5-Cities senior communities. The center has done so through much volunteerism, donations, membership dues, fundraising, class fees, rental income, and grants from the County of San Luis Obispo. COVID-19 struck the center particularly hard and membership descended to 185 in 2022. With decreased membership dues and a significant decline in program fee income, decreased fundraising ability, as well as an increase in expenditures such as utilities and supplies, the CCSC was experiencing monthly financial loss and had an overall loss of \$17,398.40 in 2022. (See Attachment C).

Through much increased effort in 2023 and a recruitment of new members to 365 as well as increased program fees, and increased fundraising, the CCSC is coming back financially stronger. In addition, in 2024, all monthly luncheon food will be donated by the Kiwanis of AG which will be another financial boon for the CCSC. The County of San Luis provided a grant for \$2,300 in the 2023/24 fiscal year towards the cost of janitorial services. The CCSC would greatly benefit from receiving funding from the City of Arroyo Grande whose community it serves.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<b>Objective # 1</b>
<p><b>Program/Service Objectives</b></p> <p>Continue CCSC operations (classes, supports, and services) as outlined in Attachment A through 2024.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b></p> <p>Financial solvency to meet CCSC operational costs through 2024.</p>
<p><b>Timeline</b></p> <p>January 1, 2024- December 31, 2024</p>
<p><b>Evaluation Methodology</b></p> <p>The CCSC will continue to offer classes, supports and services as outlined in Attachment A through 2024.</p>

**Program Service OUTPUTS:**

The CCSC will offer the classes, services and supports as outlined in Attachment A to all members (and nonmembers) who reside in Arroyo Grande (currently 155) through 2024. The CCSC will continue to provide a center where seniors from the 5-Cities can meet to recreate and receive services and supports.

**Program Service OUTCOMES:**

The CCSC will maintain financial solvency through 2024. The CCSC's profit/loss ratio in 2024 will be less than 2022's (\$17, 398.40).

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	See Attachment C	\$5,000.00
Artistic Salaries & Fees		
<i>Other Salaries &amp; Fees</i>		
1.		
2.		
Equipment		
Supplies / Materials		
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1.		
2.		
<b>TOTALS:</b>	\$49,000.00	\$5,000.00

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$5,000.00
<i>Other Funding Sources:</i>	
Other Public Grants	SLO County Grant \$2,300.00
Private Foundations	rental fees \$6,000.00
Corporation Contributions	program fees \$10,000.00
Concessions / Ticket Sales	membership dues \$9,000.00
Promotion Sales / Advertisements (Other Cash)	fundraising/donations \$17,000.00
<b><i>Other Funding Subtotal:</i></b>	
<b>TOTALS:</b>	\$49,300.00

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of Central Coast Seniors non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/8/2023 Signature: \_\_\_\_\_  
Executive Director or Designee


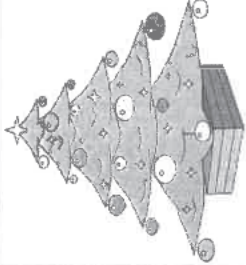
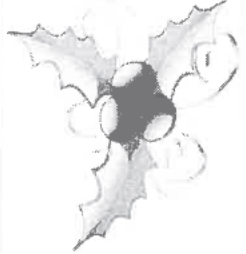

Frances Abenido, VP  
Board of Director or Officer

Center Hours:  
Monday-Friday 10a-3p  
ALL ACTIVITIES ARE:  
\$2/Members/\$3/Non-

CENTRAL COAST SENIOR CENTER  
1580 Railroad St.  
Oceano, CA 93445  
(805)481-7886



2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MEALS THAT CONNECT- Daily at 11:30 at Center, call Debbie at (805)489- 5149. Call 48 hours in advance or set a regular schedule	 4 Yoga 10a Ukulele Group 3:30p Cuesta Squares 7-9p	 5 Arts & Crafts 10a Beg. LineDance 1:30p	 6 Chair Ex/Tai Chi 10a Line Dancing 11a Bunco 12:30p Games Day 1p	 7 Writer's Group 1p Line Dancing 10:30a Tops 4:00p	1 Chair Ex/Tai Chi 10a Bingo 12:15p	2 2nd SATURDAY LUNCH 1PM
3 10 Watch & Clock 1-3pm	11 Yoga 10a Ukulele Group 3:30p Cuesta Squares 7-9p	12 Arts & Crafts 10a <b>Board of Directors</b> 12:15p Beg. LineDance 1:30p	13 Chair Ex/Tai Chi 10a Line Dancing 11a Bunco 12:30p Games Day 1p	14 <b>Food Bank 9a</b> Line Dancing 10:30a Tops 4:00p	15 Chair Ex/Tai Chi 10a Bingo 12:15p	1 9
17	18 Yoga 10a Ukulele, Group 3:30p Cuesta Squares 7-9p	19 Arts & Crafts 10a Beg. LineDance 1:30p	20 Chair Ex/Tai Chi 10a Line Dancing 11a Bunco 12:30p <b>Attorney by Appt.</b>	21 Line Dancing 10:30a <b>Notary By Appt.</b> Tops 4:00p	22 <b>HICAP 9a-Noon</b> <b>By Appt.</b> Chair Ex/Tai Chi 10a Bingo 12:15p	23
24/31 <b>CHRISTMAS EVE</b> <b>/New Year's Eve</b>	25 <b>CHRISTMAS DAY</b> Center Closed	26 Arts & Crafts 10a Beg. LineDance 1:30p	27 Chair Ex/Tai Chi 10a Line Dancing 11a Bunco 12:30p Games Day 1p	28 Line Dancing 10:30a Tops 4:00p	29 Chair Ex/Tai Chi 10a Bingo 12:15p	30





**COME ON DOWN AND JOIN  
IN THE FUN**



**WE WOULD LIKE TO GET  
TO KNOW YOU!**

**DON'T DELAY—CALL TODAY**

**805 481 7886**

# **CENTRAL COAST SENIOR CENTER**

**1580 RAILROAD STREET**

**OCEANO, CA 93445**

**805 481 7886**

**SERVING SENIORS 50+ FOR  
OVER 25 YRS**



## ARTS & CRAFTS

## BINGO

## BUNCO

## LINE DANCING

## TAI CHI

## UKULELE

## YOGA

## AND SO MUCH MORE !

WE PROVIDE A PLACE FOR SENIORS TO COME AND ENJOY EACH OTHERS COMPANY.

WE ARE A NON PROFIT AND RELY ON MEMBERSHIP DUES AND DONATIONS.

OUR HOURS ARE:

MONDAY THRU FRIDAY 9AM-3PM

MEMBERSHIP IS \$20 ANNUALLY

MONDAY THROUGH FRIDAY AT 11:30, THE SENIOR NUTRITION PROGRAM , AKA MEALS THAT CONNECT, PROVIDES A HOT MEAL FOR A SMALL DONATION.

WE INVITE SPEAKERS TO GIVE SENIORS USEFUL INFORMATION.

**CHECK OUT OUR FACEBOOK PAGE FOR DAILY UPDATES**



AS A NON-PROFIT WE ALWAYS WELCOME DONATIONS. YOU MAY WISH TO HONOR A LOVED ONE, IF SO PLEASE SEND YOUR GIFT TO:

CENTRAL COAST SENIOR CENTER  
1580 RAILROAD STREET  
OCEANO, CA 93445

DAILY DEDICATION TO FRIENDSHIP, ACTIVITIES AND SERVICES FOR THE COMMUNITY



## ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM GRANT APPLICATION FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Elm Street Dog Park Association  
*(local branch)*

Mailing Address: P.O. Box 1623  
City: Pismo Beach State: CA Zip: 93449

Physical Address: 350 Elm Street  
*(if different from Mailing Address)*  
City: Arroyo Grande State: CA Zip: 93420

Fund Amount Requested: \$ 18,760

Previous Funds Received?  Yes  No If Yes, Year Received: 2023  
Amount Received: \$10,575.00

Tax ID Number: [REDACTED]

Executive Director: Manuel Rios, ESDPA Board President

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Kathy E. Ream, ESDPA Board Secretary  
*(if different from Executive Director)*

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Elm Street Dog Park Maintenance & Improvements

**Brief description of the proposed program or service:**

The purpose of the Elm Street Dog Park Maintenance & Improvements program is to obtain funding assistance for dog park expenses and to make improvements that will benefit the community and dog park patrons.



## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### Organization Description *(include summary of community services provided):*

The Elm Street Dog Park is the only dog park in the Five Cities area. A free, public, fully fenced park, it has separate areas for large and small dogs. It is conveniently located next to a community park/playground. In 2022, the Elm Street Dog Park was selected as the best dog park in San Luis Obispo county.

Community services provided include:

- A safe, clean place for people and their dogs to have fun, relax, and socialize
- Improvement of dog socialization, leading to better canine citizens
- Interaction of children with dogs, teaching children and dogs good etiquette with each other
- Building a tight-knit community
- Promotion of a healthy, active lifestyle for people of all ages
- Promotion of vaccines and training sessions for dogs through local providers

### Mission Statement:

The mission of the Elm Street Dog Park is to provide an off-leash park where where dogs and their caretakers will have a safe, fun, friendly, and well maintained area for recreation, exercise, and socialization.

### Program or Service Summary:

List Area(s) Served by the Organization:

Arroyo Grande  
Grover Beach  
Pismo Beach  
Shell Beach  
Oceano  
Nipomo  
San Luis Obispo  
Visitors from other counties and states

### Summary of Program/Service

In order to retain current dog park patrons and obtain new, regular patrons, our proposal includes the following items to improve & maintain the Elm Street Dog Park.

Addition of 5 shade trees  
Addition of new benches installed on concrete pads  
Addition of 4 shade structures for benches  
Mutt Mitts (for waste disposal), 1-year supply  
Lawn maintenance in small dog park  
High-quality wood chips for large dog park  
Dog agility equipment  
Sandbox (encourages dogs to dig in the sand versus the lawn)

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 1,800

- Description:

The Elm Street Dog Park allows dogs to play off-leash or get exercise with their owners. Having a safe space to roam freely benefits the surrounding communities. Studies have shown that dog parks help to relieve stress and anxiety not only in dogs, but in people, too. The dog park compliments the City of Arroyo Grande's recreational activities for people and their dogs. Many people become friends at the dog park, fostering the sense of a tight community.

**How is local need for this program or service determined?**

The local need for this program is determined by feedback received from Board members and patrons of the dog park. The Elm Street Dog Park is the only dog park in the Five Cities area; it needs to be maintained and improved to help retain existing patrons and to help obtain new visitors.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 0 Number of Part Time Staff: 0  
Number of Volunteers: 20

- Description:

Elm Street Dog Park and a group of dedicated volunteers will take responsibility to successfully implement the proposed activities.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<p><b>Objective # 1</b></p>
<p><b>Program/Service Objectives</b> The objectives are to provide sufficient seating and shade for park patrons and their dogs. In addition to providing shade, the new trees will help to beautify the park.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b> Procure 5 shade trees, irrigation system, and timer. Volunteers will plant the trees. A licensed contractor will install the irrigation system.  Procure 4 benches and 4 shade structures. Pour concrete slabs for benches, install the benches and shade structures. The volunteers will perform labor tasks.</p>
<p><b>Timeline</b> May 2024</p>
<p><b>Evaluation Methodology</b> Observe the patrons and their dogs. Obtain feedback from patrons.</p>

<b>Objective # 2</b>	
<b>Program/Service Objectives</b>	The objective is to improve and maintain the dog park for patrons and their dogs.
<b>Major Tasks to Complete To Achieve Associated Goal</b>	Procure a 1-year supply of Mutt Mitts (for waste disposal).  Cover 1 year of lawn maintenance in the small dog park (contractor labor).  Procure and spread wood chips for the large dog park (volunteer effort).
<b>Timeline</b>	July 2024
<b>Evaluation Methodology</b>	The Mutt Mitts will be evaluated by tracking inventory and usage. The lawn maintenance will be done by a licensed contractor and work will be monitored for quality. In regard to high-quality wood chips for the large park, patron feedback will be obtained.

<b>Objective # 3</b>	
<b>Program/Service Objectives</b>	The objective is to provide equipment to help dogs improve their mental and physical strength and endurance, as well as providing fun for the dogs and their families.
<b>Major Tasks to Complete To Achieve Associated Goal</b>	Procure dog agility equipment for the small and large dog parks. The volunteers will install the equipment. Procure a sturdy sandbox for the small dog park. This will encourage dogs to dig in the sandbox and not the lawn.
<b>Timeline</b>	September
<b>Evaluation Methodology</b>	Observe the dogs as they use the equipment and obtain patron feedback.

**Program Service OUTPUTS:**

Five new shade trees will be planted, including irrigation and timers. Four new benches and 4 new sun shades will be installed on concrete slabs. These items will provide sufficient seating for dog park patrons, as well as shade for people and their dogs. With a full supply of mutt mitts, the dispensers will be filled at all times to encourage proper waste disposal. The high-quality wood chips for the large dog area will be free of any harmful materials, will last longer, and will be better for the large dogs. State of the art agility equipment and a sandbox will provide exercise for the dogs and is fun for both dogs and people.

**Program Service OUTCOMES:**

The City of Arroyo Grande's Elm Street community park will benefit from this program in that it will help to compliment the new playground and overall beautification of the park in general.

Patrons of the park will benefit by availability of more seating and shade, as well as the happiness of enjoying the dogs as they use the agility equipment and sandbox. Regular, professional maintenance of the lawn in the small dog park will help to keep it in pristine condition. High-quality wood chips in the large dog park will be paw-friendly and safe for dogs. Procurement of the Mutt Mitts will help to ensure a sufficient supply and will encourage patrons to dispose of waste properly.

Including visitors to both the dog park and the Elm Street community park in general, it is estimated that 31% of residents will benefit from this program. This is based on approximately 4,000 visitors to the community park and 1,800 visitors to the dog park for a total of 5,800 residents annually. The estimated population of Arroyo Grande is 18,500.



**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees		
Artistic Salaries & Fees		
<i>Other Salaries &amp; Fees</i>		
1.		
2.		
Equipment	\$8,400	\$8,400
Supplies / Materials	\$6,760	\$6,760
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1. Contractor labor	\$3,600	\$3,600
2.		
<b>TOTALS:</b>	\$18,760	\$18,760

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	
<i>Other Funding Sources:</i>	
Other Public Grants	
Private Foundations	
Corporation Contributions	
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	
<b><i>Other Funding Subtotal:</i></b>	
<b>TOTALS:</b>	\$18,760

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of Elm Street Dog Park Association non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/15/2023 Signature: Manuel Rios  
Executive Director or Designee

Kathy E. Ream  
Board of Director or Officer



**ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM**  
**GRANT APPLICATION**  
**FISCAL YEAR 2023-24**

### **PROGRAM DESCRIPTION**

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### **ELIGIBILITY STANDARDS**

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### **APPLICATION PROCESS AND DEADLINE:**

All interested non-profit organizations must complete an application form, including the following:

#### **1. Attachment A: Cover Sheet**

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

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- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**  
Planning Manager  
(805) 473-5425  
[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Hospice of San Luis Obispo County  
*(local branch)*

Mailing Address: 1304 Pacific Street  
City: San Luis Obispo State: CA Zip: 93401

Physical Address: same as above  
*(if different from Mailing Address)*  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 6,000

Previous Funds Received?  Yes  No If Yes, Year Received: 2020-21

Amount Received: \$4,500

Tax ID Number: [REDACTED]

Executive Director: Shannon McOuat

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: same as above  
*(if different from Executive Director)*

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: Grief Counseling and In-home Hospice Volunteers

**Brief description of the proposed program or service:**

Our organization is requesting grant funding to support our grief counseling and in-home hospice volunteer programs.

**Grief Counseling** - Our grief counseling team provides individualized and family therapy sessions, plus facilitated support groups and community grief response. Our organization approaches grief as a normal response to dying and death and views each person's grief as requiring a variety of support options to be made available. Our grief counseling program supports those who need emotional, social, and practical support after an anticipated, sudden, accidental, or traumatic death. A major goal of our grief counseling services is to achieve a meaningful reduction in clients' self-reported symptoms because of their engagement with our counseling care. Symptoms of grief include—but are not limited to—feelings of disconnectedness or numbness, sadness and yearning, fatigue and decreased sleep, mood swings and tearfulness, waves of anger or other strong emotions, guilt or denial, difficulty handling the functions of daily life, neglecting self-care or other responsibilities, loss of appetite, and other symptoms. Grief counseling supports people as they travel through grief in their own time and in their own way.

**In-home Volunteers** - Under the direction and facilitation of our Executive Director and Volunteer Services Manager, HSLOC in-home volunteers offer practical help to clients as well as respite care to relieve family caregivers. Typically, our volunteers help by providing companionship and socialization to clients through reading, singing, actively listening, making crafts, gardening, taking clients out to lunch (as they are able), running errands, helping with light housekeeping and simple meal preparation, transporting clients to appointments, providing scribe services, offering life review and reminiscence, arranging pet therapy visits, providing "normalcy" to those with life-limiting illness and dementia, and holding space for anticipatory grief expression. Our in-home volunteers also help to keep home caregivers mentally healthy as they care for a loved one with dementia or other life-limiting diagnosis. Our volunteers provide social connection to families caring for a dying loved one and can help them to cultivate resilience throughout the anticipatory grief process. Our volunteers support family members of all ages, from youth to seniors, and are a stabilizing source of support for the whole family. Our professional staff and volunteers are comprehensively informed about a variety of community resources and can make referrals to other services or community agencies when appropriate.

The grief counseling and in-home hospice volunteer programs are fully dependent upon funding from grants, donations, bequests, and fundraising efforts. As a volunteer hospice, our intention is to provide services without charge to the clients, their families, or third parties. Our services are available free of charge to all those in the city of Arroyo Grande and surrounding areas who wish to avail of the in-home and counseling support we offer. Because we are non-medical in our approach and focus on practical, emotional, spiritual, and educational support, our services are not reimbursable by insurance and are often overlooked or lacking for individuals with longer trajectory life-limiting illnesses or those experiencing ongoing grief.

We have been serving Arroyo Grande through in-home volunteer support and grief counseling support for decades. For in-home support, it is vital to recruit and train volunteers from within the communities we serve. The city of Arroyo Grande has always been a community that has reached out to HSLOC and one we are proud to support. Our organizational model utilizes professional staff to recruit, train, and supervise qualified volunteers. Our staff members also provide direct services to clients, caregivers, and community members. We look forward to continuing to serve clients, caregivers, and families in Arroyo Grande through our in-home hospice volunteer support and grief counseling programs.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### **Organization Description** *(include summary of community services provided):*

OUR ORGANIZATION: Hospice of San Luis Obispo County (HSLOC) is an incorporated 501(c)3 volunteer, non-medical hospice organization and community grief center that has been providing end of life, grief, and bereavement support services to residents of San Luis Obispo County since 1977. HSLOC assists the community to cope with dying, death and grief by providing free in-home respite, grief counseling, community education and support. In addition to the grief counseling and in-home hospice volunteer services described above, we also provide comprehensive Care Management for families caring for a loved one with dementia, support groups for those grieving a loss, community grief response to schools and organizations, and auxiliary support services such as Pet Peace of Mind, Reiki therapy, end of life vigils, and Threshold Singers.

Since HSLOC was established, all of its services have been provided at no charge to clients, and we do not bill third parties for payment. HSLOC receives no reimbursement from Medicare or other insurances and relies entirely on donations, fundraising, grants and bequests for capital and operating expenses. Our social model utilizes professional staff to recruit, train, and supervise qualified volunteers, and to run our counseling and auxiliary support services. We depend on the time and talent of over 120 volunteers to serve our clients annually. We provide access to those who are dying, caregiving, or grieving, without having to meet federal Medicare requirements. The services of Hospice SLO County are accessible to a much wider range of community members, due to being offered free of charge.

### **Mission Statement:**

OUR MISSION & GOALS: HSLOC provides free-of-charge services to those grieving or coping with life-limiting illness. We recognize death as a natural and personal event. In this spirit, we support the community by working with those near the end of life and the people who love them by providing in-home support, caregiver respite, grief counseling, support groups, community response and education. Unlike medical hospices, we do not restrict persons who have prognoses longer than six months, have no primary caregivers, wish to continue aggressive or curative treatment, or wish to continue life-sustaining treatment. We offer services in partnership and collaboration with other health care provider agencies in the community. We offer grief and bereavement services to all members of the community regardless of whether their loved ones received hospice services from our organization.

### **Program or Service Summary:**

List Area(s) Served by the Organization:

San Luis Obispo County (all areas)



## Summary of Program/Service

Caring for a spouse, parent, relative or loved one with dementia or other life-limiting illness is an immense undertaking, and primary caregivers often need a variety of practical and accessible support services in order to care for their ailing loved one while staying mentally, physically, emotionally, and financially healthy and well themselves. This is where Hospice SLO County's trained volunteers come in, visiting homes throughout SLO County for up to four hours per week to provide short-term relief or respite care to primary caregivers while also lending consistent and compassionate support to both the loved one with dementia or other life-limiting illness and their family. Our volunteers are thoroughly trained to provide much-needed emotional support and respite care to home caregivers and those with life-limiting illness. Our training prepares volunteers to not only be excellent listeners with high levels of awareness around dying and grieving, but also informs them how to effectively connect clients and caregivers to our auxiliary support services and relevant community resources.

Our organization also provides grief counseling and anticipatory grief counseling for the family caregivers in our community. Grief counseling facilitates the process towards a state where the bereaved can cope in healthy ways, moving gradually and gently forward from the loss of a loved one. Grief experienced after the death of someone close is among the most painful and stressful of all life events, and is experienced emotionally, physically, mentally, energetically, and spiritually. Grief counseling offers invaluable support to help people tenderly navigate through the process of loss, and relieves the loneliness and isolation that often follow the loss of someone close.

Our organization acknowledges and responds to the understanding that people of all ages and backgrounds are worthy of and can benefit from in-home hospice volunteer and grief support. Enlisting the full breadth and scope of our various support services, all of which are offered free of charge, we aim to rise to meet SLO County's needs for support through the stages of end-of-life care, home caregiving, loss, grief, and resilience.

## How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 30-70 per year

- Description:

Within our three most recent completed fiscal years, a total of 145 individual Arroyo Grande clients have been served for Grief Counseling (for those grieving the death of a loved one) and/or anticipatory grief counseling (for those anticipating the death of a child, spouse, parent, or self). Grief Counseling has been provided to Arroyo Grande residents who lost a father, mother, son, daughter, husband, wife, brother, sister, grandfather, grandmother, fiancée, girlfriend, uncle, and/or brother-in law. Ages of Arroyo Grande clients served in our grief counseling program range from 6 to 91 years; the average age of Arroyo Grande grief counseling clients at HSLOC is 52.

Within recent years, 38 Arroyo Grande residents participated in a grief support group either in person or via Zoom.

Within recent years, 37 AG clients were served by in-home hospice volunteers; the breakdown of the clients was 23 female and 14 male. Of these 37 clients, 21 of them had cognitive impairment and five (5) of them were Veterans; all were coping with life limiting illness. Seven (7) AG clients have been served by Pet Peace of Mind volunteers; these volunteers provided assistance to AG clients caring for six (6) dogs and one (1) cat.

We currently have ten (10) active HSLOC volunteers who live in Arroyo Grande.

### How is local need for this program or service determined?

We are acutely aware of the consistent and ongoing need for grief support and in-home hospice volunteers among individuals and families in our county. The local need for our in-home volunteer support services can be seen in the steady demand for in-home hospice volunteers our organization receives. Our total in-home call volume in fiscal year 2022-23 was 309 calls. Of those, 101 calls (32%) were related to dementia or other cognitive issues, and 42 calls (13.5%) involved care negotiation and/or care planning with our Care Management support services.

In fiscal year 2022-23, HSLOC delivered 2,707 hours of individual/family grief counseling sessions and 366 hours of group support through facilitated Support Groups to those who needed emotional support after an anticipated, sudden, accidental, or traumatic death. To support those grieving in SLO County, we match individuals with one of our counselors for an initial intake meeting followed by a series of counseling sessions; typically, ten sessions are the standard, but this depends on the individual and there is no cutoff.

In terms of in-home hospice volunteer support, our reporting from fiscal year 2022-23 showed that we provided 4,004 hours of volunteer service (in-home caregiver respite, pet care support, and end-of-life vigil support) to 98 total clients. The age range of clients was 57-99 years (and one baby). We served 63 female clients and 35 male; of those, 45 clients had cognitive impairment and 12 were veterans.

We are available to support all those in need throughout SLO County, regardless of their financial situation or cultural background, and we actively strive for inclusivity. We serve those in the low- or fixed-income brackets who may not have access to social services or the means to pay for services.

### Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 7                      Number of Part Time Staff: 4

Number of Volunteers: 120+

- Description:

**HELPING ARROYO GRANDE RESIDENTS:** Our services are available throughout SLO County, and we are actively building our agency's capacity to reach out to and support Arroyo Grande residents. Equity and accessibility are paramount to our organization, and we endeavor to support under-served populations such as those from low-income backgrounds or disadvantaged circumstances who have traditionally had trouble accessing adequate care or support services. Thanks to the generous community grant we received from Arroyo Grande in 2021, we have been able to reach and serve more clients from the area.

The need for hospice services has remained constant county wide during and since the pandemic, and Arroyo Grande residents deserve to benefit from the services we offer. We are actively pursuing grant funding so that we can expand our outreach efforts and institutional capacity to serve a greater number of Arroyo Grande residents by providing free-of-charge In-home Volunteer Support and Grief Counseling, as well as auxiliary support services such as comprehensive Care Management, End-of-Life vigil support, and Pet Peace of Mind support. It is from this position that we are extremely grateful for the opportunity to apply for Arroyo Grande Community Grant funding this year. The goal of this project is to increase Arroyo Grande residents' awareness of and access to our free-of-charge services, and to build our institutional capacity to serve a greater number of Arroyo Grande residents. There are two main parts to the program for which we are seeking AG Community Grant funding: 1) Grief Counseling and 2) In-home Volunteer Support.

Our organization has roughly four decades of experience providing grief counseling in-home volunteers for caregiver support. The programs for which we are seeking grant funding are not new or experimental; rather, they are highly established and impeccably run. We have comprehensive and well-established training program and onboarding protocol for new volunteers, and a highly effective system for managing existing volunteers. Our comprehensive trainings explore personal attitudes towards death and dying, the history of hospice, current medical and non-medical approaches to end-of-life care, communication skills, anticipatory grief and bereavement, and practical and emotional support needs of clients and families, including sensitive attention to family dynamics. The themes of inclusivity, diversity, and equity are woven throughout all aspects of the training, with an emphasis on empathetic listening. Last year we held three comprehensive 30-hour trainings on Zoom for new in-home hospice volunteers, training 65 new volunteers who can serve our community.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

**Objective # 1** Increase organizational capacity to train and dispatch hospice volunteers to Arroyo Grande

#### **Program/Service Objectives**

To fortify our organizational capacity to reliably dispatch comprehensively trained volunteers to members of our community (including within the city of Arroyo Grande and surrounding areas) who are in need of support and respite from caring for a loved one with Alzheimer's or other life-limiting illness

#### **Major Tasks to Complete To Achieve Associated Goal**

- Hold comprehensive hospice volunteer trainings at least three times per year
- Onboard new volunteers who can serve clients and families in Arroyo Grande

**Timeline** **FY 2023-24 / ongoing**

#### **Evaluation Methodology**

This will be measured by the number of client homes in which we place hospice volunteers each year, and the number of volunteer hours spent providing caregiver respite

<b>Objective # 2</b> Increase organizational capacity to train and coordinate hospice volunteers in specialty areas
<p><b>Program/Service Objectives</b> To grow our organizational capacity to provide in-home volunteers who are trained in the specialty areas of dementia advocacy, end-of-life vigil support, Pet Peace of Mind, and other auxiliary support services</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b> -Hold trainings for specialty areas for continuing hospice volunteers</p>
<p><b>Timeline</b> FY 2023-24 / ongoing</p>
<p><b>Evaluation Methodology</b> This will be measured by the number of trainings we hold in each specialty area, the number of volunteers trained in each specialty area, and the number of in-home volunteer hours spent on providing service in each specialty area</p>

<b>Objective # 3</b> Spread awareness of our free of charge services and opportunities to attend volunteer trainings
<p><b>Program/Service Objectives</b> To increase awareness of and access to our organization's free of charge caregiver support, grief counseling, and auxiliary support services among under-served populations and under-represented geographic areas throughout SLO County, including Arroyo Grande, and to engage community members in volunteer opportunities with our organization</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b> -Engage social media communications directed towards Arroyo Grande residents, community organizations, individuals, and businesses who will help us spread the word about our services to those in need. -Continue to build positive rapport with our network of families, volunteers, and collaborators</p>
<p><b>Timeline</b> FY 2023-24 / ongoing</p>
<p><b>Evaluation Methodology</b> This will be measured by the number of people we reach through our outreach efforts and the number of new client and volunteer inquiries our agency receives as a result of these efforts. Success will be indicated by an increase in the diversity of the basic demographic data of new clients.</p>

**Program Service OUTPUTS:**

We offer comprehensive training sessions for new in-home hospice volunteers three times a year. Dates for volunteer trainings are established and advertised. Recruitment of Arroyo Grande residents to our volunteer training is conducted through press releases, communication from current volunteers, outreach, email blasts, and social media. Trainings include 3 hours per week for 6 weeks. We engage in follow up with trainees for background check requirements and match new volunteers with clients who have been assessed for service in Arroyo Grande.

**Program Service OUTCOMES:**

1. Three or more AG residents who sign up and complete the volunteer training (tracked through our database)
2. Three or more AG residents who clear background check and are matched with a client (tracked through our database)
3. Three or more new AG residents served due to expanded volunteer base
4. Number of new service hours for in-home caregiver respite and grief counseling
5. Reduced wait time for access to volunteer support or grief counseling (ideally no longer than 1 week wait between intake and placement)

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees		
Artistic Salaries & Fees		
<i>Other Salaries &amp; Fees</i>		
1. In-home Volunteer Services staff	\$191,490	\$3,000
2. Grief Counseling staff	\$171,860	\$3,000
Equipment		
Supplies / Materials	\$2,750	
Travel / Transportation		
Promotion / Publicity	\$1,500	
<i>Other Expenses:</i>		
1. Background checks for new volunteers	\$5,250	
2. Technology expenses	\$13,000	
<b>TOTALS:</b>	<b>\$385,850</b>	<b>\$6,000</b>

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$6,000
<i>Other Funding Sources:</i>	
Other Public Grants	\$42,000 (pending)
Private Foundations	\$120,000 (secured)
Corporation Contributions	\$10,000 (pending)
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	
<b><i>Other Funding Subtotal:</i></b>	
<b>TOTALS:</b>	<b>\$178,000</b>

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of Hospice of San Luis Obispo County non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

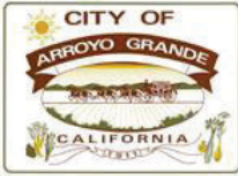
Date: 12/05/2023

Signature

  
Executive Director or Designee  
Shannon McQuat

  
Board of Director or Officer  
Abe Lincoln





# ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

## GRANT APPLICATION

### FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
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Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: SHOWER THE PEOPLE  
*(local branch)*

Mailing Address: [REDACTED]  
City: Arroyo Grande State: CA Zip: 93420

Physical Address:  
*(if different from Mailing Address)* \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 10,000

Previous Funds Received?  Yes  No If Yes, Year Received: 2022  
Amount Received: \$10,000

Tax ID Number: [REDACTED]

Executive Director: Gwen Watkins

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: same as above  
*(if different from Executive Director)*

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: Shower the People

Brief description of the proposed program or service:

Shower the People (STP) is a non-profit all volunteer run organization whose mission is to provide access to a free hot shower to the homeless in our community. STP began its shower program in 2018 and except for the 2 months in 2020 that it was closed due to the pandemic the program has continued to steadily provide over 20,000 showers to the homeless in our South County and San Luis communities. STP currently provides showers 5 days a week. We have one location in Grover Beach and four locations in San Luis. The Community Service Grant funding will be used to fund our shower operations and will allow STP to continue with its current 5 day a week shower service.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### Organization Description *(include summary of community services provided):*

Shower the People (STP) is a Mobile Shower program that provides access to a free, hot shower to the homeless in our community. Currently STP has 5 busy shower sites that operate for 4 hours per day: People's Kitchen in Grover Beach every Wednesday, SLO Library every Sunday, Church of Christ SLO every Saturday and Unitarian Universalist Church every Tuesday and Thursday.

The mobile shower trailer has three fully contained private shower units, each with a toilet, mirror and shower. Each guest is able to take a 15 minute shower after which the unit is thoroughly cleaned, sanitized and prepared by our volunteers for the next guest. Every shower guest receives a new T-shirt, new boxers, new socks, a toothbrush/toothpaste, comb, razor, and a 2oz bottle of hand sanitizer. We use biodegradable soap/shampoo. The towels and washcloths are provided to us every week by the Arroyo Grande Community Hospital.

STP is an all-volunteer program with no paid employees. Our volunteers range in ages from CalPoly students in their 20s through retirees in their 80s. Most of our volunteers work at the shower sites but some volunteer by helping us with other "behind the scenes" work. Our volunteers are a terrific group of folks who will tell you that they have observed what a difference a shower makes to folks who are unsheltered. A shower not only helps individuals to be clean and presentable but it also improves their mood and outlook on life. Being able to take a regular shower allows homeless individuals to better access jobs and other community services.

### Mission Statement:

The mission of Shower the People is to provide access to a hot shower to the homeless in the community.

### Program or Service Summary:

#### List Area(s) Served by the Organization:

Shower the People has the advantage of being a mobile unit that can be located in areas where the homeless typically congregate. South County Peoples Kitchen in Grover Beach has been our main shower site since the day we opened in late 2017. The Kitchen serves a hot meal to the homeless every day at noon. STP stations itself at the site every Wednesday from 10:00 - 1:00pm. This is our 6th year of providing showers at this busy site.

Shower the People also has 4 sites in San Luis on Saturday, Sunday, Tuesday and Thursday. The amount of homeless in the city of SLO has grown in the last 3 years and the four shower sites are very active.

STP will have provided over 7,000 showers this year at our 5 sites. That is the most we have ever provided in one year. The need for showers has grown and we see it throughout all of our sites.

STP is always on the lookout for new locations and partners. We have formed strong, positive relationships with our local churches, the cities and law enforcement agencies in our County.

### Summary of Program/Service

Our shower sites are welcoming, safe, clean and reliable places for both our volunteers and for our shower guests. As an organization Shower the People only provides showers, but our sites have attracted other homeless service providers, and community members who provide food, free haircuts, and clothing to the homeless. The County Nurse Navigator attends two of our sites, in Grover one in SLO, and helps the homeless with obtaining insurance and getting them needed health services. Once a month Vituity has a pop-up medical clinic at our Library site, offering free medical care and follow up with on-site physicians and nurses. Dignity Health Street Outreach visits our Grover site once a month providing both medical and social services to the homeless. Public Health has come to all of our sites and offered free COVID vaccines to the homeless.

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: \_\_\_\_\_

- Description:

The 2022 Point-In-Time census of the Homeless listed 1,448 individuals experiencing homelessness in San Luis Obispo County. 80% of these were unsheltered. 115 unsheltered were located in Arroyo Grande, Grover Beach and Pismo. 248 of the unsheltered were in San Luis.

We have found that the amount of homeless individuals accessing our shower program has significantly increased since the beginning of the COVID pandemic in 2020. There are a limited amount of public showers and bathrooms available to the unsheltered in our community. Offering a person the opportunity to shower is a simple step to improve that individual's life. Feeling clean and presentable allows the unsheltered to take part in the multiple services that are provided for the homeless in our communities. Being clean better allows folks to access stores, churches, apply for jobs or training opportunities, to find housing or to return to their family. Our hope is that a regular hot shower helps keep our unsheltered from getting and spreading illness.

**How is local need for this program or service determined?**

Shower the People keeps daily data at all of our sites on the number of showers given and the gender and age of those accessing our site. In 2023, January through November, STP has provided access to showers to 1,012 individuals at our People's Kitchen site in Grover Beach. 79 were veterans, 802 were males and 210 were women.

We share the data we collect with our local cities and the County as well as the churches and donors who support our program.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 0 Number of Part Time Staff: 0

Number of Volunteers: 38

- Description:

Shower the People is an all-volunteer program with no paid staff. Currently we have 38 volunteers. Most volunteers work at our shower sites, but other key folks help in numerous ways; by ordering and storing the products we give away, maintaining our trailer and van, working on communications and our social media, and by collecting and formatting our data. Each shower site has a Driver, Supervisor, Intake person and 3 Cleaners. All of our volunteers have access to and have read our Volunteer Handbook and Operations Manual. They are also buddied with an experienced volunteer. STP provides a De-escalation training for all volunteers annually.

Shower the People is governed by a Board of Directors made up of 9 members of our community.

We provide volunteer speakers to talk about our work to local clubs and churches. We love being part of our local fairs and parades. We have been a successful and trusted organization since we first started offering showers.



## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<b>Objective # 1</b>
<p><b>Program/Service Objectives</b></p> <p>The 2023-24 goal of Shower the People is to continue our shower program serving the homeless at our current sites. Our goal is always to provide a shower to anyone who wants one.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b></p> <p>STP is always assessing if there is a need for an additional site. If we start turning a consistent amount of individuals away because of our program's time constraints we will again address adding an additional site. We partner with churches, cities and the county in finding sites for our program.</p>
<p><b>Timeline</b></p> <p>FY 2023-24</p>
<p><b>Evaluation Methodology</b></p> <p>STP will provide half-yearly data updates informing the city of the number of showers given per site, and the gender, veteran's status and age of our shower guests.</p>

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of SHOWER THE PEOPLE non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/7/23 Signature: Gwen Watkins  
Executive Director or Designee

Gwen Watkins, President  
Board of Director or Officer



# SHOWER THE PEOPLE

## Budget Overview

January - December 2024

<b>Expenditures</b>	<b>Total</b>
3000 Tshirts	11,000
3010 Boxers / Underwear	11,000
3020 Socks	1,500
3030 Toothbrush/Toothpaste/Comb/Razor/Feminine	1,000
3040 Propane	1,250
3050 Cleaning Supplies / Gloves	1,750
3060 Soap/Shampoo/Toilet Paper	1,250
3070 Van/Trailer Maintenance and Repairs	6,000
3080 Gasoline	4,000
3110 Van / Trailer Insurance	5,500
3130 Volunteer Recognition / Training	1,500
3140 Volunteer Tshirts	1,250
3150 General Liability Insurance	4,500
3160 Communications / Internet / Software	2,500
3170 Office/General Administrative Expenditures	3,000
3180 COVID PPE EXPENSES	3,000
3190 Biodegradable Body Wipes	0
<b>Total Expenditures</b>	<b>\$60,000</b>

## SHOWER THE PEOPLE

### Anticipated Funding for 2024

City of San Luis Obispo - \$25,000

City of Arroyo Grande - \$10,000

City of Pismo Beach - \$5,000

Unitarian Universalist Church - \$2,000

St. Patrick's Catholic Church - \$1,300

St. Barnabas Presbyterian Church - \$1,500

1<sup>st</sup> Presbyterian Church of SLO - \$1,000

United Church of Christ SLO - \$500

Nipomo Community Church - \$250

St. Steven's Church - \$300

Congregation Beth David - \$500

Individual Donations – unknown

San Luis Obispo County Human Relation's Grant - \$30,000

Shower the People  
Board of Directors

**Gwen Watkins** President of the Board

Arroyo Grande, 93420

- Retired
  - RN Stanford Children's Hospital (Lucile Packard) for 35 years
    - Nurse Administrator for Stanford (Packard) Children's Clinics
    - Senior Project Manager for Stanford Children's Hospital (Packard) – Administrator

**Gary Petersen** Board Treasurer

Arroyo Grande, 93420

- Retired
  - Pacific Gas and Electric Nuclear Power Operations (25 years)
- Current
  - Founding Board member and Treasurer of The Family Center, Arroyo Grande
  - South County People's Kitchen Team Member

**Jean Conde**, Board Secretary

Arroyo Grande 93420

- Dean of Students, Notre Dame de Namur University, Belmont, CA, Retired
- Director of Housing and Residential Life, Cal State Stanislaus, Retired

**Sue Andersen** Board Member

Nipomo, 93444

- President and CEO of Dignity Health – Present
  - Arroyo Grande Community Hospital
  - Marian Regional Medical Center

**Aracelli Astorga**, Board Member

Arroyo Grande, 93420

- Assistant Director of Libraries
- County of San Luis Obispo Public Libraries, San Luis Obispo, CA
- 2017 - Present

Shower the People  
Board of Directors

**Rick Grether**, Operations Manager and Board Member  
Shell Beach, 93449

- Retired
  - Pilot for United Airlines
- Current
  - Manages trailer- van operations for Shower the People including all mechanical work, driver training.

**Luke Rawlings MD**, Board Member  
San Luis Obispo 93401

- Dignity Health Marian Regional Hospital, staff physician - Present
- Physician member of Dignity Health Street Medicine Team - Present
- Emergency Room – Mee Memorial Hospital, King City – Present

**Michael Kaplan**, Board Member  
San Luis Obispo 93401

- Community Engagement Director, Transitions-Mental Health Association – Present

**Daisy Wiberg**, Board Member  
San Luis Obispo 93401

- Homelessness Response Manager, City of San Luis Obispo - Present



# ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

## GRANT APPLICATION

### FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service



**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Court Appointed Special Advocates (CASA) of San Luis Obispo County Inc.  
*(local branch)*

Mailing Address: 75 Higuera Street, Suite 180  
City: San Luis Obispo State: CA Zip: 93401

Physical Address:  
*(if different from Mailing Address)* \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 5,000

Previous Funds Received?  Yes  No If Yes, Year Received: FY22-23  
Amount Received: \$5,000

Tax ID Number: [REDACTED]

Executive Director: Marina Bernheimer

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Katrina Cathcart  
*(if different from Executive Director)*

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: General CASA Program Support

Brief description of the proposed program or service:

SLO CASA trains and supervises volunteers to serve as advocates for foster youth. CASA volunteers provide critical support and advocacy to child victims of abuse and neglect by attending court dates, weekly visits, and ensuring their social, emotional, medical and academic needs are met while they are in foster care.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### **Organization Description** *(include summary of community services provided):*

CASA volunteers are trained to gather information and focus their advocacy to cover the needs of the whole child, including placement, physical and mental health, education, permanency, and well-being. In 2023, all 175 volunteers received coaching and ongoing support from one of SLO CASA's Advocate Supervisors.

Other key activities for 2023 included recruiting, screening, training, and swearing-in 46 new CASA volunteers, continuing to expand our Infant and Toddler program and Mentor program, delivering 12 "in-service" trainings provided by local service agency experts, and identifying additional training and support needed for volunteers who are serving especially high-risk children and youth.

### **Mission Statement:**

CASA of San Luis Obispo County (SLO CASA) advocates for the best interests of abused and neglected children within the court system. CASA recruits, trains, and supervises volunteers who advocate for this vulnerable population with the goal of ensuring that each and every child grows up in a safe, nurturing, and permanent home.

We are committed to providing a trained and competent CASA volunteer for every abused and neglected child in the foster care system in San Luis Obispo County who wants or needs one.

### **Program or Service Summary:**

List Area(s) Served by the Organization:

SLO CASA is accredited by the National CASA/GAL Association, and designated by the San Luis Obispo Superior Court, to serve all children and youth who are subject to the jurisdiction of the Juvenile Dependency Court in San Luis Obispo county and ordered to be placed in foster care. While the majority of children are placed with relatives or foster parents in communities within the county, a small percentage of children are placed outside of the county. Our volunteers almost exclusively live and work in the county, and in 2023, approximately 11% of them resided in Arroyo Grande.

### Summary of Program/Service

A CASA volunteer is often the most stable adult in an abused child's life. Volunteers come from all walks of life and are trained to review records, research information and talk to everyone involved in the child's life: social workers, attorneys, judges, parents, teachers, family members and, of course, the children themselves, who benefit from having a consistent, caring adult mentor and role model;

#### Interviewing and Training New CASA Advocate Volunteers:

All of SLO CASA's child advocates are volunteers; they are the foundation of our work to serve marginalized victims of child abuse and neglect. Volunteers are required to attend an information session, submit a detailed application and three references, be fingerprinted and screened via an extensive background check, and interviewed by CASA staff. Only those who pass the interview and screening are admitted into one of our training classes. Applicants who are admitted to one of our training classes are required to complete 40 hours of in-person and online training. A critical component of this training is learning how to use a strengths-based and trauma-informed approach when working with children and families in crisis.

When trainees have completed training, they are sworn in as officers of the SLO County dependency court and assigned to a child or sibling group. Under the supervision of their Advocate Supervisor, a CASA volunteer provides one-on-one support for children and youth throughout the life of their child welfare case.

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 28

- Description:

SLO CASA provides many benefits to the community. By meeting the needs of youth in foster care, they are more likely to become healthy, well-adjusted contributing members of the community. Youth with a CASA have better outcomes in school, better behavioral outcomes, and fewer foster placements. Adults in AG benefit from the opportunity to gain training and take on a volunteer position that has a profound impact on the life of a vulnerable child.

In 2023, our Program Team supported 175 volunteers assigned to 234 children in the foster care system in SLO County, approximately 12% of these children resided in Arroyo Grande. Our volunteers almost exclusively live and work in the county, and in 2023, approximately 11% of them resided in Arroyo Grande.

**How is local need for this program or service determined?**

Every child who is in foster care needs a CASA advocate to be a consistent and caring adult during a traumatic chapter in their young lives. The local dependency court judge is responsible for assigning children to a CASA volunteer when they are detained from their homes for severe abuse or neglect.

When trainees have completed training, they are sworn in as officers of the SLO County dependency court and assigned to a child or sibling group. Assignment is based on a number of considerations, including age, gender and geographical preferences. However, the needs of each individual child are the most important consideration.

While it has always been the case that a percentage of the children we serve have had special needs and required more intensive services, changes in state and federal law, as well as societal trends – such as the rise in opioid addiction and overdoses – have led to an increase in the number of high-risk children.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 12      Number of Part Time Staff: 3  
Number of Volunteers: 175

- Description:

SLO CASA was founded in 1993 and has 30 years of experience recruiting, training, and supervising volunteers whose goal is to ensure that victims of child abuse and neglect grow up in a safe, nurturing, and permanent home. SLO CASA is an accredited member of the National CASA/GAL Association and recently passed an extensive National CASA/GAL assessment. For our staff, we have adopted a values statement that includes teamwork, integrity, a spirit of cooperation with community agencies, and a child-centered and child respectful approach to our mission. We are committed to creating an efficient and effective organization that is financially viable, professionally credible and visible, and reliably and consistently excellent. For our volunteers, we have identified eight building blocks that represent common skills that our strongest advocates

SLO CASA completes rigorous external financial audits annually to ensure we are fiscally responsible and in compliance with all Generally Accepted Accounting Principles (GAAP). To date, we have never had any significant audit findings and our fiscal systems reflect best practices.

SLO CASA is a well-established local non-profit with a 30 year history of serving our county's most vulnerable children.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<p><b>Objective # 1</b></p>
<p><b>Program/Service Objectives</b> 50 New CASA Volunteers in FY23-24</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b> Recruit, screen and interview applicants; Deliver 40 hours of initial training; Swear-in new volunteers as officers of the court; Assign to foster children and youth.</p>
<p><b>Timeline</b> 7/1/2023 - 6/30/2024</p>
<p><b>Evaluation Methodology</b> Interview and background checks passed; Completion of all training requirements; No "red flags"/ready to be assigned to case; Successful first 90 days in assignment</p>



**Program Service OUTPUTS:**

In 2023, we held 22 Information Sessions attended by 84 community members and interviewed 57 applicants. We trained 46 new CASA volunteer. Our Program Team supported 175 volunteers assigned to 234 children in the foster care system in SLO County, approximately 12% of whom resided in Arroyo Grande.

For 2024, we are continuing with an in-office format in order to better equip our new CASA volunteers and to provide a better sense of community. We have scheduled bi-weekly information sessions and 4 initial training sessions for 2024, with the goal of again swearing in and supporting 50 new CASA volunteers who will be assigned to approximately 75 children in the foster care system in San Luis Obispo county.

**Program Service OUTCOMES:**

As noted above, CASA volunteers are trained to gather information and focus their advocacy (primarily in reports to the court) to cover the needs of the whole child, including physical and mental health, education, permanency, and wellbeing.

Retention of trained, experienced, and competent volunteers is a top priority for SLO CASA. After a case closes, CASA staff work with the volunteer to identify another child to be assigned to them. In 2023, volunteers stayed with our program for an average of 38.85 months.

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	\$39,749	\$5,000
Artistic Salaries & Fees		(13% of proposed cost)
<i>Other Salaries &amp; Fees</i>		
1.		
2.		
Equipment		
Supplies / Materials		
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1.		
2.		
<b>TOTALS:</b>		\$5,000

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$5,000
<i>Other Funding Sources:</i>	
Other Public Grants	70% of total agency budget
Private Foundations	4% of total agency budget
Corporation Contributions	3% of total agency budget
Concessions / Ticket Sales	11% of total agency budget
Promotion Sales / Advertisements (Other Cash)	N/A
<b><i>Other Funding Subtotal:</i></b>	\$34,979
<b>TOTALS:</b>	\$39,979

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:


Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

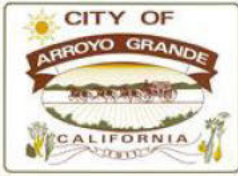
I certify on behalf of SLO CASA non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/12/2023 Signature:   
Executive Director or Designee

  
Board of Director or Officer





## ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM GRANT APPLICATION FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: Senior Nutrition Program/Meals That Connect  
*(local branch)*

Mailing Address: 2180 Johnson Avenue  
City: San Luis Obispo State: CA Zip: 93401

Physical Address:  
*(if different from Mailing Address)* \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 10,000

Previous Funds Received?  Yes  No If Yes, Year Received: 2021  
Amount Received: \$6000

Tax ID Number: [REDACTED]

Executive Director: Laura Edwards

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Juliane McAdam  
*(if different from Executive Director)*

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Feeding Seniors in Arroyo Grande

**Brief description of the proposed program or service:**

We will continue to serve free noontime meals, with frozen meals for weekends and holidays, to any senior in Arroyo Grande who requests our service. We will offer congregate dining at our dining site in Oceano, and we will deliver meals to homebound seniors in Arroyo Grande. Currently, about 80% of our clients receive home-delivered meals.



## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### **Organization Description** *(include summary of community services provided):*

Meals That Connect provides free congregate or home-delivered meals to seniors age 60 and over. All food is prepared in bulk in our central kitchen in San Luis Obispo then delivered in refrigerated trucks to our dining sites. In Arroyo Grande, the meals are prepared for home delivery at the Central Coast Senior Center in Oceano and delivered by volunteers to seniors in Arroyo Grande. In addition to meals, our congregate and home-delivery programs give our senior clients friendly social contact, and our regular assessments of clients provide a safety net. Our newsletter provides nutrition and self-care information for clients and volunteers. We serve meals five days a week plus frozen meals for the weekends and holidays. Our program staff includes our executive director, the kitchen manager, a registered dietitian, plus office, support, and kitchen staff. We are overseen by a volunteer board of directors.

### **Mission Statement:**

We will enhance health, restore dignity, support independence, and reduce isolation for every San Luis Obispo County resident in need who is at least 60 years of age by providing meaningful connections and free noon-time meals delivered to community dining sites or at home.

### **Program or Service Summary:**

List Area(s) Served by the Organization:

Our program operates 8 dining sites county-wide: Paso Robles, Atascadero, San Luis Obispo, Cambria, Morro Bay, Los Osos, Oceano (serving Arroyo Grande), and Nipomo.

### Summary of Program/Service

Senior Nutrition Program/Meals That Connect has been serving the seniors in SLO County as a registered 501(c)(3) nonprofit since 1991. Our paid staff includes the executive director, kitchen manager, registered dietitian, bookkeeper, office staff, cooks, drivers, and site managers. We are overseen by a volunteer board of directors. We rely on over 400 volunteers to deliver meals to seniors and to help pack out meals at the dining sites. Our monthly menus are created by our dietitian and approved by the Area Agency on Aging.

### How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 201

- Description:

Our program is currently providing free congregate or home-delivered noontime meals to over 200 seniors in Arroyo Grande. By addressing the nutritional needs of this vulnerable population, we can enhance their overall well-being, promote healthy aging, and foster a sense of community connection. These meals help seniors stay healthy and independent and allow them to stay in their own homes longer, keeping them out of care facilities. We also provided meals to the spouses or other caregivers of our clients, relieving them of some of the work of caregiving. Our program is alleviating food insecurity and financial insecurity among vulnerable seniors, while keeping them safe in their homes.

**How is local need for this program or service determined?**

Seniors can access our program in several ways. They can call our office to request our meals. Many clients are referred to us by other agencies, including home health services, hospitals, and doctors' offices. The local need is determined largely by the demand for meals and the number of seniors who request and rely on our meal deliveries. And we know that this need is growing. Data from 2021 shows that San Luis Obispo County has a higher percentage of residents over 65 (20%) than either the state (14%) or national (16%) averages. This aging population will increasingly rely on programs such as MTC. We also know that among our clients, over one-third are living at or below the poverty level, and nearly half are living alone. The local newspaper the Tribune recently reported that food insecurity in all age groups is increasing in the county, and we know that seniors are at greater risk of food insecurity than other groups. By providing healthy nutritious meals, social contact, and daily visits by volunteers, our program is addressing the social isolation and food insecurity of our senior clients.

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: 12 Number of Part Time Staff: 30

Number of Volunteers: 448

- Description:

Senior Nutrition Program/Meals That Connect has been serving the seniors in SLO County as a registered 501(c)(3) nonprofit since 1991. Our paid staff includes the executive director, kitchen manager, registered dietitian, bookkeeper, office and support staff, cooks, drivers, and site managers. We are overseen by a volunteer board of directors. We rely on over 400 volunteers to deliver meals to seniors and to help pack out meals at the dining sites. Our monthly menus are approved by the Area Agency on Aging. We have a proven record of successfully carrying out our mission.

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<p><b>Objective # 1</b> Enhancing Senior Well-being through nutritious Meals in Arroyo Grande</p>
<p><b>Program/Service Objectives</b></p> <p>Provide a total of 19,000 nutritious meals to senior residents of Arroyo Grande, with a dual focus on both congregate dining and homebound seniors. By addressing the nutritional needs of this vulnerable population, we aim to enhance their overall well-being, promote healthy aging, and foster a sense of community connection.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b></p> <p>The Program Nutritionist and Kitchen Director will design monthly menus to ensure each meal contains 1/3rd of the recommended dietary intake. Drivers from the central kitchen will deliver meals to the dining site where congregate senior diners will eat or the meals will be delivered to homebound seniors</p>
<p><b>Timeline</b> FY 2023-24</p>
<p><b>Evaluation Methodology</b></p> <p>Number of meals served to Arroyo Grande senior residents will be tracked in the Wellsky Aging &amp; Disability software program.</p>

<p><b>Objective # 2</b> Enhancing Seniors' Well-being through Comprehensive Health and Function Assessments</p>	
<p><b>Program/Service Objectives</b></p> <p>Conduct health and function assessments for seniors within our community. By implementing a comprehensive assessment framework, we aim to gain valuable insights into the unique health challenges faced by seniors and tailor support services to improve their overall well-being.</p>	
<p><b>Major Tasks to Complete To Achieve Associated Goal</b></p> <p>Staff will conduct home visits and health assessment to evaluate the overall health status of seniors and their living situation.</p>	
<p><b>Timeline</b></p>	<p>FY 2023-24</p>
<p><b>Evaluation Methodology</b></p> <p>Review of client surveys and reports</p>	

<p><b>Objective # 3</b> Maintain High Standard of Health and Safety at Dining Site</p>	
<p><b>Program/Service Objectives</b></p> <p>Program nutritionist will conduct comprehensive health inspections at the Arroyo Grande dining site on a quarterly basis.</p>	
<p><b>Major Tasks to Complete To Achieve Associated Goal</b></p> <p>Evaluate adherence to food safety protocols, including storage, preparation, and serving processes.          Ensure compliance with local health regulations and standards to guarantee the highest level of safety for seniors.</p>	
<p><b>Timeline</b></p>	<p>FY 2023-24</p>
<p><b>Evaluation Methodology</b></p> <p>Review report's accuracy</p>	

**Program Service OUTPUTS:**

**1. Meal Preparation and Service:**

MTC will prepare and serve 19,000 nutritious meals to over 200 clients in Arroyo Grande. Meals will be delivered to homebound seniors' homes by trained volunteers, ensuring accessibility to those unable to visit congregate dining sites. Seniors not homebound will be served at the congregate dining site, fostering a communal atmosphere and social interaction.

**2. Client Assessment for Daily Life Changes:**

All active clients will undergo an initial assessment at the beginning of the fiscal year to identify changes in their daily life. Homebound clients will undergo assessments four times a year to monitor changes in their needs and well-being.

**3. Health and Safety Standards Maintenance:**

MTC will maintain a high standard of health and safety by conducting quarterly health inspections at the dining site serving Arroyo Grande residents. Regular health inspections will be carried out to assess and uphold food safety protocols, cleanliness, and adherence to health regulations.

**Program Service OUTCOMES:**

**1. Meal Preparation and Service:**

Seniors receiving daily nutritious meals are expected to exhibit improved health compared to their counterparts who do not receive such meals..

**2. Client Assessment for Daily Life Changes:**

Seniors participating in assessments, referral services, and nutritional education are expected to have a better chance of extending good health and a reduced likelihood of experiencing depression.

**3. Health and Safety Standards Maintenance:**

Maintain a 100% pass rate for health inspections, demonstrating the program's commitment to ensuring the highest standards of health and safety at all dining sites. The goal is to ensure the dining site operates in a safe and sanitary manner, promoting the well-being of all seniors participating in the program.

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	0	10,000
Artistic Salaries & Fees		
<i>Other Salaries &amp; Fees</i>		
1. Dining Site Staff Salaries	2,000	
2.		
Equipment	300	
Supplies / Materials	2,300	
Travel / Transportation	1,400	
Promotion / Publicity		
<i>Other Expenses:</i>		
1. food costs	4,000	
2.		
<b>TOTALS:</b>	10,000	10,000

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	10,000
<i>Other Funding Sources:</i>	1,675,000
Other Public Grants	18,000
Private Foundations	0
Corporation Contributions	200,000
Concessions / Ticket Sales	0
Promotion Sales / Advertisements (Other Cash)	0
<b><i>Other Funding Subtotal:</i></b>	1,893,000
<b>TOTALS:</b>	1,903,000



## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

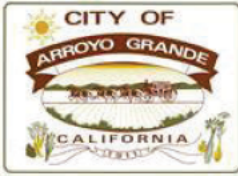
I certify on behalf of Senior Nutrition Program non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/14/23

Signature: [REDACTED]  
Executive Director or Designee

[REDACTED]  
Board of Director or Officer



# ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

## GRANT APPLICATION

### FISCAL YEAR 2023-24

### PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

**Funding for 2023-24 Community Service Grant Program is \$75,000.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande  
Community Development Department  
Andrew Perez, Planning Manager  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

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**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

**Andrew Perez**

Planning Manager

(805) 473-5425

[aperez@arroyogrande.org](mailto:aperez@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: TalentDreams  
*(local branch)*

Mailing Address: 1375 E Grand Suite 103  
City: Arroyo Grande State: CA Zip: 93420

Physical Address:  
*(if different from Mailing Address)* \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ 10,000

Previous Funds Received?  Yes  No If Yes, Year Received: 2023

Amount Received: \$5,000

Tax ID Number: [REDACTED]

Executive Director: Lili Sinclair

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: \_\_\_\_\_  
*(if different from Executive Director)*

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: Mentoring Support Program

Brief description of the proposed program or service:

TalentDreams is a support program for adolescents. We provide an online mentoring platform free of charge for ages 15-22.

Our goal is to make mentoring and leadership resources easily accessible. We want to help educate, challenge, inspire, and support the youth and young adults of our community.

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

### Organization Description *(include summary of community services provided):*

TalentDreams was started by a small group of like-minded individuals who believe that where we come from and the resources we have to work with, play a critical role in how we overcome adversity, work through challenges, and approach decision-making. And the reality is, not all of us have the same access to resources as the next person. TalentDreams is committed to leveling the playing field and providing that access to anyone who wants it. Like the City of Arroyo Grande, TalentDreams values specialized social services and educational programs that help young people thrive in our community.

Our board and staff is comprised of teachers, professors, and administrators, local business owners, and corporate executives. We chose to build an online platform, because that's where adolescents spend so much of their time— we're meeting them where they already are, using a format they're very comfortable with.

We know that community and purpose play a key role in a young person's life, and that having access to mentors can make a huge difference in the lives and development of our youth and young adults. We want everyone to have an equal chance of achieving their potential regardless of gender, race, background or any other factor.

Particularly we are here for those tackling the challenges, trials, and tribulations adolescence and early adulthood can often bring. Our goal is to help today's youth and young adults develop into their future potential. Through our mission, we strive to empower the youth of our community to tap into their potential and develop the confidence and skills to become the leaders they were born to be.

### Mission Statement:

To inspire, enrich, and mentor young people so they can discover, embrace and express their talent and pursue their dreams.

### Program or Service Summary:

List Area(s) Served by the Organization:

San Luis Obispo County

## Summary of Program/Service

TalentDreams is an online mentoring platform that connects members with mentors. Members are ages 15-22, and we call them Dreamers. Mentors come from all walks of life and we call them Champions. Champions are amazing resources for our Dreamers to tap into and learn from.

The benefits of having a mentor are well documented. Young adults who have had a mentor are over twice as likely to demonstrate leadership in their life and this manifests later in their careers as well. High-risk youth are almost twice as likely to graduate high school. Almost 90% of youth who have been mentored, go on to be a mentor themselves.

The benefits of mentoring are many. According to Cavell, DuBois, Karcher, Keller, & Rhodes article, Strengthening Mentoring Opportunities for At-Risk Youth (2009), youth who have a mentor have higher graduation rates, healthier relationships and lifestyle choices, better attitude about school, higher college enrollment rates and higher educational aspirations, enhanced self-esteem and self-confidence.

Only 3% of youth in mentoring programs are served via e-mentoring programming. In From Crisis into Capacity (2017) the authors, Garringer, McQuillin, & McDaniel, write, "e-mentoring as an exciting new frontier in the growth of the mentoring movement."

TalentDreams is the pioneer and trailblazer in making e-mentoring programming widely available!

Imagine what having access to an entire roster of incredible mentors can do! That's what TalentDreams provides adolescents... access to a tremendous pool of resources they can tap into.

The premise of TalentDreams is simple: a single conversation can change a life.

## How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 4,000

- Description:

USA News reported that Arroyo Grande High School (AGHS) has 52% of students economically disadvantaged. According to the Public School Review, AGHS scored 42% lower in math scores and 37% lower in reading scores than SLOHS.

Since the pandemic, youth and young adults have suffered dramatically. According to the American Psychological Association (APA), no other generation has had higher levels of anxiety than people between the ages of 13-23. For those 18-23, more than 7 in 10 describe themselves as miserable or unhappy (depressed). According to The Washington Post, 44% of high school students admitted persistent feelings of sadness and hopelessness, and 20% reported considering suicide. Arroyo Grande has a high school filled with students who can benefit from TalentDreams. And the general population in these age ranges certainly can as well.

The CDC reported in the 2019 Youth Risk Behavior Survey that 29% of high school students drank alcohol in the past 30 days. Alcohol is a leading cause of death among people under 21, and suicide is the 3rd leading cause of death. The National Center for Drug & Alcohol Abuse says opioid deaths increased 500% for 15-19 since 1999.

Any youth or student who signs up will have access to TalentDreams at no cost to them.



## How is local need for this program or service determined?

AIM Youth Mental Health invited high school student volunteers in San Luis Obispo County to take part in AIM Ideas Lab: a Youth Participatory Action Research project focused on mental health advocacy. This program ran from February 26 - April 13, 2023. The survey was completed by 14-18 year-olds and in collaboration with Lucia Mar Unified School District and Arroyo Grande High School.

Of the teenager participants surveyed, 73% said it was important to address the mental health of teens. When asked if any of their friends had suffered from anxiety, 86% responded they had. When asked the same about depression, 76% had, and when asked about low self-esteem, 72% had. And 40% suffered from addiction. The survey shows across the board, our local teens have a tremendous need for support.

TalentDreams is helping to solve for this by connecting Dreamers (15-22) with Champions (mentors) who have skills and experiences the youth and young adults in our community can gain knowledge and learn from.

AIM Ideas Lab 2023 SLO County Research Report.pdf  
AIM Youth Survey 2023  
AIM Ideas Lab - AIM Youth Mental Health

## Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 1      Number of Part Time Staff: 5  
Number of Volunteers: 10

- Description:

Our early pilot program has proved extremely successful with tremendous feedback on the value of the service. Below you can see what people have to say, from students in the program to their parents and educators:

"I was able to connect several times with a Champion from TalentDreams. It was nice to get another perspective in addition to my parents and teachers. Hearing about his experience helped me realize I wasn't alone in the way I was feeling. The way he challenged me with simple questions, helped me think about certain things differently. For me, TalentDreams is a great opportunity to connect with amazing resources I wouldn't otherwise have access to."  
Student, Arroyo Grande High School

"I have seen the value first-hand of mentorship opportunities. Mentors provide guidance, support, and potential career opportunities for our students. I appreciate programs that look at the whole child and find ways to help that student shine."  
Career Counselor at Nipomo High School

We had our Inaugural Jamboree sponsored by Miner's Hardware at Camp Arroyo Grande in September. There was tremendous support shown by local restaurants, wineries, and merchants providing incredible donations. We were able to create public awareness with our young speakers who have experienced the power of TalentDreams.

SLO Community Foundation gave us a grant and Mine's Hardware, a local business that has been serving the community for 40+ years, has continued to support us for two years in a row.

We were recently on the Dave Congalton Radio show on KVEC, and KSBY interviewed us for a segment in the evening news. Below are links to these, as well as to short video of one young member sharing the positive impact TalentDreams has had on them.

Dave Congalton Show  
Hometown Radio 09/05/23 3p: Spotlight on the TalentDreams mentoring program – KVEC-AM  
KSBY interview  
TalentDreams is interviewed by KSBY just before our inaugural Jamboree [2023]  
Member/Mentee Speakers  
Speaker: A Dreamer Currently in High School Shares His Experience at our Inaugural Jamboree

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

<p><b>Objective # 1</b></p>
<p><b>Program/Service Objectives</b> By providing free online mentoring opportunities to youth and young adults ages 15-22, we are able to support students in need by giving them the guidance they need so they can move forward in a positive direction.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b> Provide public awareness to youth, young adults, parents, educators, and the general community. We are doing this by presenting at service clubs, school events, and events at local venues.</p>
<p><b>Timeline</b> Ongoing as youth and young adults meet with mentors and get guidance in areas of need.</p>
<p><b>Evaluation Methodology</b> Feedback from the Mentors and Mentees (interviews and surveys completed upon the completion of each session) The results are evident in the lives of the young people we have served and what the adults are telling us about the positive impact of the program.</p>

<p><b>Objective # 2</b></p>
<p><b>Program/Service Objectives</b></p> <p>Make 5 videos for the website and social media to bring awareness of the positive impact TalentDreams has on the community. The SLO-based business we'll be using to produce these videos is the same company that does work for CASA, Dignity Health and other local nonprofits.</p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b></p> <p>Hire a professional video company to make 5 videos.          Video 1: Founder sharing what TalentDreams is about          Video 2: Mentor sharing their experience being a mentor for TalentDreams          Video 3: Young person sharing their experience being a mentee with TalentDreams          Video 4: Parent sharing the positive impact TalentDreams has had on their child          Video 5: Educator sharing the positive impact TalentDreams has on students</p>
<p><b>Timeline</b></p> <p>Immediately following their completion, allowing the public to see the powerful impact TalentDreams has on young people.</p>
<p><b>Evaluation Methodology</b></p> <p>The results will come from the input we get from people about how the videos helped them understand TalentDreams and what we are doing to make a positive impact in the community.</p>

<p><b>Objective # 3</b></p>
<p><b>Program/Service Objectives</b></p>
<p><b>Major Tasks to Complete To Achieve Associated Goal</b></p>
<p><b>Timeline</b></p>
<p><b>Evaluation Methodology</b></p>

**Program Service OUTPUTS:**

We will continue to expand our public outreach through various events and presentations at local schools including Arroyo Grande High School, Nipomo High School, Central Coast New Tech, Cuesta College, and Cal Poly with the goal of bringing more youth and young adults into the program.

We will be participating at the Boys & Girls Club South San Luis Obispo Resource Fair April 14, 2024. This is a huge event that we have been invited to participate in. We will have a booth with the goal of sharing with young people and their parents what TalentDreams is about.

We'll be having our annual Jamboree at Camp Arroyo Grande in 2024. We expect this event to be even more successful than last year with the same goal of bringing public awareness through program participants sharing their experience working with TalentDreams and the goal of fundraising to help run and build our organization.

**Program Service OUTCOMES:**

The benefits of TalentDreams are far-reaching! Mentees have told us what a powerful impact TalentDreams has had on them and the direction their lives have taken. Parents echo these words. Educators have told us that what we are doing is deeply needed; not just for the student but for the parents and educators, as well. Because youth everywhere need all the help they can get. TalentDreams becomes the third leg of a stool. You have Family and Educators to help young people, and TalentDreams can work hand in hand with both of those in supporting our youth.

The percentage of residents who benefit from TalentDreams are the approximately 4,000 high school students in our Five Cities area, as well as college students. Of course the parents and educators benefit, too. Just knowing TalentDreams is here to assist, helps parents feel they have the extra support they need. Local educators are thrilled to have TalentDreams as a resource they can share with their students.

**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	\$180,000	
Artistic Salaries & Fees	\$5,000	\$1,000
<i>Other Salaries &amp; Fees</i>		
1. Tech Support	\$3,500	\$2,000
2.		
Equipment	\$18,600	\$1,000
Supplies / Materials	\$5,000	\$1,000
Travel / Transportation	\$15,000	\$1,000
Promotion / Publicity	\$12,000	\$2,000
<i>Other Expenses:</i>		
1. Videos	\$25,000	\$2,000
2.		\$10,000
<b>TOTALS:</b>		

**PROGRAM/SERVICE PROPOSED INCOME**

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$10,000
<i>Other Funding Sources:</i>	
Other Public Grants	\$30,000
Private Foundations	\$15,000
Corporation Contributions	\$10,000
Concessions / Ticket Sales	\$6,000
Promotion Sales / Advertisements (Other Cash)	\$30,000
<b><i>Other Funding Subtotal:</i></b>	\$75,000
<b>TOTALS:</b>	\$166,000

## ATTACHMENT E: PROOF OF NON-PROFIT STATUS

### I. SUPPLEMENTAL DOCUMENTATION:

Proof of 501(c)(3) status with a copy of the letter from the IRS.

### II. CERTIFICATION:

I certify on behalf of TalentDreams non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/12/2023 Signature: Lili Sinclaire  
Executive Director or Designee

Andrew Elliott  
Board of Director or Officer