

The Foundation Roundtable: Common Grant Application

Cover Sheet

Foundation you are applying to: _____

Legal Name of Applicant Organization: _____

Project Name (if applicable): _____

Funds will pay for: _____

Full Mailing Address: _____

Location(s) if different from above: _____

Executive Director: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Contact Person & Title: _____ Phone: _____

Tax-exempt Status:(Most foundations require 501(c)(3) status. You must check this requirement before applying.)

501(c)(3) Granted Tax I.D. Number: _____ Other: _____

Type of Request: *Check with individual foundations to determine the types of accepted grant requests.*

General Support Program Support Seed Funding Research

Capital Endowment Multi-Year Other: _____

This Grant Request: \$ _____ Total Project Budget: \$ _____

Grant Period from: _____ To: _____

Total Organizational Budget for Current Year: \$ _____ Fiscal year begins: _____

Summarize the organization's mission statement (two to three sentences):

Summarize your grant request (two to three sentences):

Proposal Authorization

We certify that the information in this application is to the best of our knowledge true and accurate and is submitted with our Board of Directors'/Governing Body's full knowledge and endorsement:

Signature Name & Title of Authorized Board/Governing Body Representative Date

Signature Name & Title of Authorized Board/Governing Body Representative Date

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Proposal Narrative

Directions: Limit your Proposal Narrative to **four (4) pages maximum, with 0.8 inch margins, 12 point font or larger**. Fill in each section using the specific questions below as boldface headings with your responses in normal text.

Background (One page or less)

1. Your organization's history and accomplishments.
2. Your current programs and activities. Include the constituency you serve, with specific demographic information. How are they actively involved in your organization and/or how do they benefit from your organization's work?
3. Your organization's relationships – both formal and informal – with other organizations working to meet the same need. In what way does your work differ from that of other organizations?

Funding Request

1. What need or problem does your project work to address?
2. In a short paragraph, tell us your project's (or organization's) goals and the specific outcomes you project for the grant period (i.e. numbers served, behavior or attitudes changed, capital project completed, etc.).
3. Describe your project or the capital items requested, including:
 - Whether the project is new, ongoing or an expansion
 - Target audience, including specific demographic information
 - Activities/strategies that will be used to meet your stated outcomes
 - General timeline for the main objectives of your project
4. If this is a request for General Support, what are your organization's most pressing needs?
5. How do you plan to evaluate the effectiveness or impact of the project?
6. Summarize the skills and relevant experience of key staff/volunteers essential to the project's success. If other organizations are collaborating on this project, note which ones and in what ways.
7. If full funding is not available, what is the contingency plan for securing additional support and/or how can you modify your proposal?

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Board of Directors/Governing Body

Directions: Attach additional sheets if necessary.

Name	City	Affiliation/Profession	Board Position	Yrs. of Service

How often does your governing body meet? _____

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Project Budget

Note: Check with each foundation to see if this form is required.

Organization Name: _____

Name of Project (if different): _____

Budget dates for grant period: _____

NOTE - Do not use commas as thousand separators in any of the numerical fields

INCOME

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.

Source	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
TOTAL INCOME				

List the In-Kind (non-cash) contributions: _____

EXPENSES

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, capital items, etc.

Item	Total Project (\$)	This Request (\$)	Notes
TOTAL EXPENSES			

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Organization Financial Summary

Note: Check with each foundation to see if this form is required.

Organization Name: _____ Fiscal Year Dates: _____

INCOME

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.

Source	Prior Year's Actual	Projected Annual Budget (\$)	YTD Actual (\$) as of ["*****"]
TOTAL INCOME			

List the In-Kind (non-cash) contributions: _____

EXPENSES

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, etc.

Item	Prior Year's Actual	Annual Budget (\$)	YTD Actual (\$) as of ["*****"]
TOTAL EXPENSE			
NET PROFIT OR LOSS			

Total Capital Expenses			
------------------------	--	--	--

i.e., computers, vehicles, building improvements, etc.:

Notes:

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Organization Balance Sheet Summary

Note: Check with each foundation to see if this form is required.

ASSETS	MOST CURRENT (\$) as of ["*****"]	PRIOR YEAR CLOSE (\$)
Current Assets		
Cash and Equivalents		
Accounts Receivable		
Prepaid Expenses		
Inventory		
Grants/Pledges Receivable		
Other		
Fixed Assets (Net)		
Property		
Buildings		
Equipment		
Investments		
Endowments		
Other		
TOTAL ASSETS		
LIABILITIES		
Current Liabilities		
Accounts Payable		
Accrued Expenses		
Long Term Debt (Current Portion)		
Short Term Debt		
Other		
Long Term Debt (over a year)		
Loan		
Other		
TOTAL LIABILITIES		
Net Assets		
Unrestricted		
Temporarily Restricted		
Permanently Restricted		
TOTAL LIABILITIES AND NET ASSETS		

Background

1. Your organization's history and accomplishments.

The Cecilia Fund, a secular, volunteer organization, is the oldest charity in Santa Barbara. It was founded in 1891 by women, all of whom were musicians, hence the name Cecilia, the patron saint of music. Since its beginning, the Cecilia Fund has raised funds to assist low-income Santa Barbara County residents pay for critical dental or medical care that they cannot afford.

In its early years, the Fund supported the patients of Cottage Hospital, but quickly branched out to help those unable to pay a medical expense from any provider. From its inception, it has been an all-volunteer agency comprised of an all-female working board of directors and member donors who make financial contributions. We have no paid staff. In 2013, administrative costs were a mere 2.6 percent of total expenses. Our funds come from memberships, other donations, memorials, bequests, and occasional grants.

The Cecilia Fund continues to be one of the very few organizations in the county to assist low-income and indigent people who have no place else to turn when they cannot pay a critical medical or dental bill. We pride ourselves on having reliable relationships with both referring agencies and health care providers. We are able to provide quick decisions regarding the cases that are referred to us and in almost all instances are able to negotiate sizable discounts on the services rendered.

2. Your current programs and activities. Include the constituency you serve, with specific demographic information. How are they actively involved in your organization and/or how do they benefit from your organization's work?

Our only program and purpose is to provide financial assistance to low-income and indigent residents of Santa Barbara County in paying a medical or dental bill. The population we serve is the working poor, the unemployed, low-income seniors, and mentally and physically challenged individuals. Our population either has no insurance or is under-insured. The vast majority of requests, 93% in 2013, come from south Santa Barbara County.

3. Your organization's relationships – both formal and informal – with other organizations working to meet the same need. In what way does your work differ from that of other organizations?

Requests for financial assistance come to us from social workers, healthcare providers, and dental and medical professionals throughout Santa Barbara County. We receive requests, as you know, from Parish Nursing directly, and also from Catholic Charities, the Cancer Center of SB, St. Vincent's, SB Neighborhood Clinics, St. Joseph's Parish Carpinteria, Villa Caridad Senior and Family Housing, Independent Living Resource Center, Visiting Nurse & Hospice Care, St. Vincent de Paul Society, Guadalupe Free Clinic and Marian Medical Center among others.

A few medical facilities provide charity care for low-income patients but those programs are often inadequate or unavailable to patients. The Cecilia Fund is one of a very few organizations that pays for dental work for adults or children who do not qualify for Medi-Cal.

Funding Request

1. What need or problem does your project work to address?

The dental care we fund is typically care that is necessary to prevent more serious health conditions or a significantly diminished quality of life; sometimes it is to allow the patient to undergo chemotherapy or joint or organ replacement. We fund a full range of emergency and non-emergency medical procedures. The majority of requests are for care yet to be received, occasionally we will fund services already performed (often so patients

can return to the hospital or doctor's office for further services). We also fund medications and medical equipment and supplies.

When patients are forced to forego medical care, they end up in emergency rooms in serious condition and considerable pain, and society incurs a much greater cost for their care. When patients are forced to forego dental care, many ultimately also end up in emergency rooms. Locally, the Emergency Room at Cottage Hospital, Urgent Care at Sansum and the Emergency Room at Marian Medical Center, provide only antibiotics and medication for pain at a cost much higher than a dentist's proper treatment of the underlying dental problem. So when we are forced to turn down a dental request for lack of funds, the patient can end up in the emergency room where he or she receives only temporary pain medication but otherwise continues to suffer while society incurs a greater cost than if the underlying condition had been treated.

A couple of recent developments have or will lead to increased government funding for medical and dental procedures, but we do not anticipate much, if any, reduction in the amount of requests we receive. The Affordable Care Act increases the income limit to qualify for Medi-Cal and Denti-Cal to \$27,310 for a family of three and \$16,105 for an individual, and provides subsidies for low income people who do not qualify for these programs. However, the subsidies are in many cases inadequate. For example, a single person making \$25,000/year, a paltry sum in our costly community, would still have to pay \$1,728/year for insurance, so many of the working poor have chosen to forgo coverage. Moreover, undocumented immigrants, who comprise a significant portion of our population, do not qualify at all for Medi-Cal or Denti-Cal.

Also, the California legislature last year mandated that starting May 1, 2014, Denti-Cal start offering some adult dental benefits that had been cut in recent years. The reinstated benefits are focused on prevention and basic restorative care, with procedures like extractions and root canals covered under only certain circumstances, and gum treatment, partial dentures and implants not covered at all. So while this is a welcome development, many of our patients' needs will still not be covered.

One recent case was a 22-year old single mother of a five-year old enrolled in St. Vincent's Family Strengthening Program who had not seen a dentist since she was nine years old. She works part-time and will work full-time when she can get full-time day care. She needed scaling and root planing on all four quadrants, two extractions, and 14 fillings at a cost of \$2,150. Another recent case was a Santa Barbara resident who suffers from COPD (chronic obstructive pulmonary disease) and is totally disabled. When she bit down, two-thirds of her upper front teeth broke off leaving her with exposed nerves. She lives in Section 8 housing, her only source of income is Social Security, and her only asset is a car she has had for 24 years with over \$200,000 miles on it. The Eastside Dental Clinic determined that she needed work beyond the upper front teeth as well – seven extractions, scaling and root planing on one quadrant and an immediate maxillary denture and a mandibular partial at a cost of \$2,941. Because of our relationship with the Clinic, we received reduced rates in both these cases, as we do with all of our cases at the Clinic.

- 2. In a short paragraph, tell us your project's (or organization's) goals and the specific outcomes you project for the grant period (i.e. numbers served, behavior or attitudes changed, capital project completed, etc.).**

Our goal is to fully fund every request that meets our criteria of demonstrated need so that each individual we help is able to receive the medical or dental care they require. We review cases as they are referred to us and have no set number of people we will help; we are curtailed only by the funds we have available.

- 3. Describe your project or the capital items requested, including:**
 - Whether the project is new, ongoing or an expansion**

- **Target audience, including specific demographic information**
- **Activities/strategies that will be used to meet your stated outcomes**
- **General timeline for the main objectives of your project**

This request is for assistance with our ongoing effort to provide funds to pay critical medical or dental bills on behalf of low-income and indigent residents who have no place else to turn. Our target demographic is low-income and indigent residents of Santa Barbara County, with the vast majority, 93 percent in 2013, residing in south Santa Barbara County. In recent years, this population has needed more medical and dental care and has had fewer places to turn for assistance in paying for that care. We have experienced a significant increase in requests for assistance due to economic conditions, lack of adequate insurance coverage and Medi-Cal cutbacks.

We follow a uniform procedure for each case under consideration. Our volunteer case investigator, a Board Member, does a thorough investigation of each request to determine the exact needs of the patient and to ensure that the patient truly does not have the ability to pay for the care being sought. She explains to the Board the story behind the person in need -- what has happened to bring him or her to this point, what care is being sought, why it is critical, and the patient's income and expenses.

With dental requests, to insure that correct care is provided at a reasonable cost, we have established a relationship with the Eastside Dental Clinic under which the Clinic provides dental evaluations for our referred patients at a lower fee. We always try to negotiate a discount and are successful 95% of the time -- typically in the range of 15% to 50%, and sometimes as high as 80% -- thereby significantly stretching our funds. Funds are never paid directly to the client, but to the provider on behalf of the client.

In the past year, we have undertaken significant efforts to increase donations. Our website was completely redesigned with the new site providing significantly more information and adding an easy online donation option via PayPal. We also had printed a new color brochure telling our story (both the website redesign and the brochure design and production were generously donated by a local marketing communications firm). Also in an effort to increase donations, we have added new and younger board members. We have formed a Development Committee to solicit funds from major individual donors. This year we will be more aggressively seeking grant funding and will be soliciting services and financial contributions from local dentists. Our Co-Presidents have received a scholarship to attend the Partnership for Excellence on April 17th which will afford them the opportunity to market our organization to local funders. While we are hopeful that these efforts will increase our donations, unfortunately we do not anticipate that we will come close to keeping pace with the level of requests we receive.

The focus of this grant is our ongoing program of helping those in need. Our timeline is continuous as we do what we have done, year after year, for 123 years.

4. If this is a request for General Support, what are your organization's most pressing needs?

Every request we receive is a pressing need, and we simply do not have adequate funds to grant all the requests. Last year, there were 22 requests totaling almost \$90,000 that our case investigator presented to the Board which we had to deny because of lack of funding. Moreover, there were many other cases our case investigator did not even present to the Board because while very worthy, the amounts requested were too large for the funds we have.

It is sometimes difficult to imagine the situation of the people we help, the most vulnerable segment of our community, whose access to healthcare has been compromised by their limited income. Many have been working their whole life to make ends meet and then disease or an accident strikes. They are the sole support for a family, the caretaker of a handicapped family member, the laborer who works seasonal jobs to put food on our tables, or the senior citizen living on a modest income with Medicare but without supplemental insurance. They

are people diagnosed with an illness who cannot receive additional necessary treatment because they have an unpaid bill. The stories are unique, but most are nothing short of heartbreaking.

5. How do you plan to evaluate the effectiveness or impact of the project?

We know from our case investigator's reports the critical nature of the requests we receive. By granting the requests, we know we are meeting these critical needs. Many times we hear back from the referring agency of how our assistance has impacted a family or individual and how grateful they are for the help they received from us.

6. Summarize the skills and relevant experience of key staff/volunteers essential to the project's success. If other organizations are collaborating on this project, note which ones and in what ways.

Marion Schoneberger, Co-President; Physical Therapy Consultant, 7 years as Director of Business at Visiting Nurse and Hospice Care, 35 years experience in healthcare.

Susan Johnson, Co-President; owner of Home Instead Senior Care; 10 years practicing law at Mutual of Omaha; former Adjunct Professor, Creighton University.

Victoria Bessinger, Grant Writer; Retired pathologist and former Medical Director of the hospital laboratories at Rutland Regional Medical Center in Vermont.

Barbara Conviser, Member-at-Large; Clinical Informatics Lead Analyst (focused on population health and preventative care), Sansum Clinic, BS in molecular biology, Princeton, Masters in Public Health, UCLA, former Research Director for the Cancer Center of Santa Barbara, 15 years experience in oncology.

Nikki Rickard, Case Investigator; 40 years as a volunteer and board member for nonprofits.

Mary Garton, Treasurer; 30 years at Barclays Bank in New York and England; volunteer and board member of several Santa Barbara nonprofits.

Sallie Coughlin, Finance Chair; 12 years as vice-president of marketing at Interpublic Advertising, 10 years as a partner in an equity trading firm. Current Chair of the Steering Committee, Women's Fund of Santa Barbara and involved with several other nonprofits.

Sigrid Toye, Secretary; 32 years as an educational and behavioral therapist.

Gail Arnold, Grant Writer; Retired Attorney.

7. If full funding is not available, what is the contingency plan for securing additional support and/or how can you modify your proposal?

If full funding is not available, we will help those whom we can with the income we receive. While we are hopeful that our new marketing efforts will increase our revenue, without funding from foundations, we will be forced to continue to turn away many in need.

8. A special explanation to the attached Cecilia Fund financial reports.

The Cecilia Fund uses a "cash basis" accounting method and therefore the Profit and Loss Statement does not include "accounts payable". However, because payments for needed medical and dental expenditures are frequently requested and authorized well in advance of the actual procedures being completed, we have included an expense line in this P&L Statement, "*approved cases with payment pending*", to reflect our obligation to pay these expenses when the procedures have been completed. These same figures are reflected on the balance sheet as "accounts payable". As an example, at the end of 2013, the Cecilia Fund was awaiting bills for many 2013 Clients' cases amounting to \$124,128. This represents approved procedures for clients that have yet to be completed, which often does not occur until 7 to 12 months after payment has been authorized.



Department of the Treasury
Internal Revenue Service

PHILADELPHIA, PA 19255

In reply refer to: 2820605197
Oct. 23, 1992 LTR 147C
95-6047722 0000 00 000

02856

ST CECILIA SOCIETY
ATTN: LORAIN EALAND ASST TREAS
1390 SANTA CLARA WAY
SANTA BARBARA CA 93108-2524

Taxpayer Identification Number: 95-6047722

Dear Ms. Ealand:

Thank you for the inquiry dated Sep. 10, 1992.

The St. Cecelia Society (E.I.N. 95-6047722) is a tax-exempt organization under Section 501 (c) (3). This account was established with I.R.S. in June, 1968.

When you write, please include your telephone number, the hours you can be reached, and a copy of this letter. You may also want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

We apologize for any inconvenience we may have caused you, and thank you for your cooperation.

Sincerely yours,

JOHN C. BRENNAN
CHIEF, ACCOUNTING BRANCH

Enclosure(s):
Copy of this letter