

March 28, 2014

Saint Francis Foundation  
2323 De La Vina Street, Suite 104  
Santa Barbara, CA 93105

Dear Trustees,

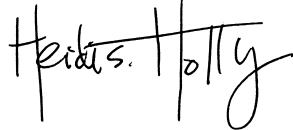
On behalf of Friendship Center's Board of Directors, staff and most importantly, the members we serve, we thank you for the Foundation's ongoing generosity in supporting our program.

We appreciate the opportunity to once again submit a request for funding to the St. Francis Foundation for our Nurse position and our H.E.A.R.T. (Help Elders At Risk Today) Program, which subsidizes the cost of our services for low-income aging and dependent adults and their families.

Along with our proposal, we are including a report on our staff nurse position for this fiscal year to date.

We hope to receive a favorable response to our request, and thank you for your consideration.

Best regards,

A handwritten signature in black ink that reads "Heidi Holly". The signature is written in a cursive, flowing style.

Heidi Holly  
Executive Director

HH/js



# FRIENDSHIP ADULT DAY CARE CENTER PROPOSAL

## **Background (One page or less)**

### **1. Your organization's history and accomplishments.**

Founded in 1976, Friendship Center is the *only* non-profit supervised adult day services program on Santa Barbara County's south coast. The agency's mission is to preserve and enrich the quality of life for aging and dependent adults through innovative programs that value the dignity and worth of every person. We provide respite, support and education, enabling families to continue to be engaged in their community, careers and commitments.

Providing affordable services is an important part of our policy. As only approximately 44% of revenue is derived from participant contributions, Friendship Center must rely heavily on funding from charitable foundations, special events and the generosity of the community as a whole.

In FY12-13, Friendship Center's average daily attendance was 44. Over 29,500 meals and snacks were served. Over 86,000 hours of adult day services were provided, with over 215,000 hours of respite for family members and caregivers. It is important to remember that for each program participant, an average of 2.5 caregivers benefit from the services Friendship Center provides on a year-round basis.

### **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?**

Friendship Center provides day services for dependent adults Monday through Friday, 8am to 5pm in a beautiful, safe, compassionate, and nurturing environment. The main goals of the Center's activities program include maintaining quality of life, dignity, and as much independence as possible for our participants, as well as providing socialization and mental and emotional stimulation. Respite for our participants' caregivers is the other vital component of our program. Many elders and other dependent adults experience feelings of isolation, loneliness, and fear that manifest in depression and anxiety. Friendship Center provides socialization, lively activities and balanced nutrition to avert these conditions and enhance the quality of life for all who attend.

Activities include live music and dance performances, visits from local schools, chat groups, cooking classes, yoga and other exercise sessions, and current events discussions. Regular support group meetings are also provided for caregivers.

Friendship Center's members live in southern Santa Barbara County from Carpinteria to Goleta. The majority of those we serve have Alzheimer's disease, while others have related cognitive disorders, with an increasing number of developmentally disabled adults as this population ages. Approximately 90% cannot live independently due to their cognitive disabilities. Many have other conditions related to aging, such as difficulties with vision or hearing, eating, or continence, and many members use wheelchairs, walkers, or canes.

Ages range from 55 to 100; 56% are female, 44% male. 81% are Caucasian, 14% are Latino; 3% are Asian/Pacific Islander; 2% are African-American; 85% have low to extremely low incomes.

### **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?**

Friendship Center greatly benefits the community as the only non-profit adult day services program in Southern Santa Barbara County. We provide professional, compassionate, and affordable care, working with each family to arrive at a daily rate based on their income level. Friendship Center collaborates with other programs serving dependent elders in Santa Barbara County, sharing our resources and enjoying positive relationships with All

Saints-by-the-Sea Episcopal Church, Live Oak Unitarian Universalist Congregation, Alzheimer's Association, Santa Barbara Food Bank, Food from The Heart, Community Action Commission, Easy Lift Transportation, Santa Barbara County Adult Protective Services, Visiting Nurse and Hospice Care, and Coast Caregiver Resource Center. We strongly believe in collaboration in order to better use available resources for dependent elders and enhance the positive impact of all services.

## **Funding Request**

### **1. Describe your program or the capital items requested, including:**

- **Whether the request is new, ongoing or for expansion**

This request is ongoing. The St. Francis Foundation generously provided partial funding for our onsite nurse on a yearly basis for the past many years and we are truly grateful for this support. For the first time in 2012, part of our grant was designated for our long-standing H.E.A.R.T. (Help Elders At Risk Today) Program, which functions similarly to a scholarship program to subsidize the cost of services for low-income aging and dependent elders and their families. We ask for funding again this year for both of these purposes.

- **What need does this request address?**

Alzheimer's is going to be one of the biggest public health concerns of the coming decades, according to Dr. Murali Doraiswamy, MD, of the Duke University Institute For Brain Sciences—not because the disease is being diagnosed in any greater magnitude, but simply because we are living longer. Currently, about 5 million Americans have Alzheimer's. By the year 2050, 150 million people worldwide will have the disease.

\$5,000 of our request is to partially fund the salary of our Registered Nurse. With longer lifespans, elder and dependent adults requiring day services are more advanced in age and compromised health now than ever. The elderly individuals comprising the majority of Friendship Center's members have cognitive disorders, such as Alzheimer's, along with other serious physical conditions including osteoarthritis, cardiac arrhythmia or chronic pulmonary disease, hypertension, diabetes, vascular disease, Parkinson's disease, Huntington's disease, hearing deficit and blindness. There has been an increase among our members of prescribed medications in recent years, including anti-psychotics to treat chronic health conditions, with a marked increase in medication passes among our members.

Our nurse's hours are part-time and divided between the two sites. However, for the aging and dependent adult participants in Friendship Center's day program, the services of a nurse are essential in order to monitor medications and nutrition. She supervises medication passes by the staff, provides staff training on universal precautions, interfaces with physicians and creates care plans, and makes health assessments of members.

The burgeoning population of elders affects more than just the people with Alzheimer's and their caregivers: the world spends about \$600 billion on Alzheimer's annually, according to Doraiswamy. If Alzheimer's were a national economy, he said, it would rank at number 17.

\$15,000 of our request is to partially fund The H.E.A.R.T. (Help Elders At Risk Today) Program. This enables those in need of day services to benefit from the care, respite, and support available even if they and their families are unable to pay the full daily fee. Many of these families' economic situations have worsened in the recent recession.

Dependent adults with cognitive disorders and their caregivers greatly benefit from the dynamic social, learning, and therapeutic activities offered at the Center. These benefits include 1) abatement of depression and anxiety, 2) deterrence of long term care and mitigation of the accompanying financial and emotional costs and 3) respite for caregivers from the stresses of constant care for their loved ones.

The respite that day services provide, along with the Center's caregiver support and education program, improves these caregivers' abilities to care for their loved ones, often preventing or delaying in-home nursing or placement in long-term care facilities, and allowing families to stay together longer. Day services allow caregivers the time and peace of mind to relax and attend to other responsibilities, which enables them to return, refreshed, to their caregiving duties with increased patience and compassion. In turn this is vital to deter elder abuse and neglect.

It is important to maintain the sustainability of our program, as it provides an important safety net for the most vulnerable members of our population--aging and dependent adults, as well as important "step down" medical care after a hospital stay.

The Center's costs have increased dramatically in the past few years, and the average member contribution covers less than half of the \$95 daily per member cost of operations. Friendship Center strives to continue providing affordable day services for those in need, and to do so, support from the community is crucial.

- **Target audience, including specific demographic information**

As mentioned above, the majority of Friendship Center's members have Alzheimer's disease. Others have related cognitive disorders or conditions related to aging, and we serve an increasing number of developmentally disabled adults as this population ages. Ages range from 55 to 100; 56% are female, 44% male. 81% are Caucasian, 14% are Latino; 3% are Asian/Pacific Islander; 2% are African-American; 85% have low to extremely low incomes.

Friendship Center's "other clients" are the caregivers for whom day services provide much-needed respite from their caregiving duties, with an average of 2.5 family caregivers per member. Approximately 50% of these family caregivers are members of the "sandwich generation"-- adult children with full-time jobs, families and responsibilities of their own. Another 27% are spouses or friends who are themselves elderly. Without day services, many families would be forced to turn to full-time in-home care or residential care services, both of which cost many times what they pay for Friendship Center.

**2. In a short paragraph, tell us your organization's or program's goals and specific outcomes for the grant period (i.e. behavior or attitudes changed, numbers served, capital projects completed, etc.). What activities and strategies will be used to achieve your stated outcomes? Please indicate a timeline for the main objectives of your proposal.**

The goal of Friendship Center is to continue providing compassionate, professional and affordable day services to elders and dependent adults in need, including attention to their changing medical needs and health signals. Our onsite nurse is a vital component of this goal. In our most recent Client Satisfaction Survey, 100% of respondents said they would recommend Friendship Center to others in need of respite and/or support in caring for their dependent adult loved ones, including avoiding or delaying placement in a long-term care facility.

**3. How do you plan to evaluate the effectiveness or impact of the grant?**

The Center's program is evaluated on a regular basis through annual Client Satisfaction Surveys sent to caregivers, case management at weekly staff meetings and by an Advisory Committee composed of Friendship Center members and volunteers who meet once a month to discuss the program's activities and effectiveness.

**4. Summarize the skills and relevant experience of key staff/volunteers essential to your organization's or the program's success. If your organization is collaborating with other organizations, note which ones and in what ways.**

*Executive Director:* Heidi Holly is a graduate of University of California at Santa Barbara with a degree in Behavioral Sciences. She has 29 years of experience working with the elderly population, and has been employed by Friendship Center since 1985. She currently is a member of the Adult & Aging Network and a certified teacher of California Community Colleges, as well as having served on Boards related to seniors and social services.

*Family Services Director:* Kristen Hoye, MSW has a Bachelor's degree in Political Science from Connecticut College, a Masters of Social Work degree from Hunter College School of Social Work in NYC, and a professional certificate in Alcohol & Drug Counseling from Santa Barbara City College. Ms. Hoye has over 15 years of experience as a social worker, community organizer and integrative therapist.

*Program Manager:* Susan Jorgensen has a Bachelor's Degree in Anthropology from University of California at Santa Barbara; she has over 16 years of experience in adult day services management and has been employed at Friendship Center since 2004.

*Goleta Program Coordinator:* Melissa Alvarado received her Certified Medical Assistant credential from Santa Barbara City College. Ms. Alvarado has worked for seven years as a Medical Assistant with physicians in Santa Barbara and was the owner and operator for seven years of Helping Hands Senior Services in Carpinteria, providing non-medical home care.

*Nurse:* Lynn Whitaker is a graduate of California State University at Humboldt and has worked as a registered nurse since 1992 at multiple locations, including Cottage Hospital, Santa Barbara Outpatient Surgery Center, and Sansum Clinic.

**5. If full funding is not available through this request, how will you proceed? Please explain.**

If full funding is not available, Friendship Center may be forced to reduce hours for its onsite nurse, resulting in a diminished ability to serve its participants with increasing health issues. And for the H.E.A.R.T. Program, decreased funding would result in participants being asked to increase their contributions, a hardship for these low-income families. Most would no longer be able to benefit from our services if so.

**6. Is there any other pertinent information you feel we should know?**

Participant fees cover less than half the costs of day-to-day operations of our Centers. Therefore, it is necessary to continue to seek funding from individual gifts and grants and from other fundraising efforts. We have assembled an auxiliary speakers' bureau of former caregivers to make presentations to groups, to share their stories about the benefits of Friendship Center to them and their families. Our vision is that not only will Friendship Center become a "household word," but that all in need will be familiar with our services *before* they need them, and be able to access them when needed in order to improve quality of life for them and their loved ones.

## Friendship Center Report on Registered Nurse Position FY 13-14

Dear Trustees,

Friendship Center was awarded \$12,000 June 17, 2013 and is thankful for the continued generosity of the Saint Francis Foundation. The following is a report of how these funds supported our program for our dependent adult members and their caregivers:

- ✓ A registered nurse on staff enriches our day services and provides much-needed support for aging and dependent adults with chronic illnesses, specifically monitoring medications and nutrition, as well as interfacing with physicians, creating care plans, and making health assessments of members.
- ✓ Our nurse supervises staff in administering medications, including PRNs, often a necessity for the members we serve with chronic health conditions.
- ✓ Caregivers are often reluctant to leave their loved ones in adult day programs, but knowing there is a registered nurse on staff increases their peace of mind and the likelihood of enrollment to our program; therefore deterring costly long-term care.
- ✓ The St. Francis Foundation's funding covered approximately 150 hours of professional nursing services by a registered nurse in FY13-14 to date.
- ✓ Through our HEART Program, we were able to provide over 100 days of services to our low-income members.
- ✓ The proliferation of low-income families utilizing our services in recent years has dramatically increased the importance of HEART as we strive to serve as many in need as possible.

**Applicant name: Friendship Adult Day Care Center, Inc.**

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**Friendship Center's Board of Directors FY2013-14**

**Directions:** Attach additional sheets if necessary.

Name	City	Affiliation/Profession	Board Position	Yrs. of Svc.
Marty Moore	Santa Barbara	Golf Course Supervisor	President	18
Dana VanderMey	Santa Barbara	Retired Director of Vol. Svcs.	Vice President	5
Karolyn Hanna	Santa Barbara	Professor of Nursing	Secretary	4
Harvey Wolf	Santa Barbara	Attorney	Chief Financial Officer	6
Sue Adams	Santa Barbara	Community Volunteer	Member-at-large	3
Marti Correa de Garcia	Santa Barbara	Businesswoman		2
Inge Gatz	Santa Barbara	Social Worker		5
Jared Green	Santa Barbara	Attorney		2
Mark Jackson, CPA	Goleta	Certified Public Accountant		3
Kathy Marden, MFCC	Santa Barbara	Psychotherapist		3
David Medina, MD	Santa Barbara	Retired Physician		3
Tony Mendesh, MD	Santa Barbara	Physician		6
Susan Plummer, MFT, Ph.D.	Santa Barbara	ED, Alliance for Living/Dying Well		3
Joanne Talbot, MFT, RN	Santa Barbara	MFT, RN		10
Monica Vidger-Trent	Goleta	VP, Trust Officer		1

How often does the Board/Governing body meet? 10 times per year; every month except February & August



**Applicant Name: Friendship Adult Day Care Center, Inc.****Organization Financial Summary****Note:** Check with each funder to see if this form is required

Organization Name:	Friendship Adult Day Care Center, Inc.		
Fiscal Year Dates	07/01/12 to 06/30/13	07/01/13 to 06/30/14	07/01/13 to 01/31/14

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

Source	Prior Year's Actual (\$) 07/01/12 to 06/30/13	Projected Annual Budget (\$)	YTD Actual (\$) 07/01/13 to 01/31/14
Gov. Grants	\$ 66,516.00	\$ 62,000.00	\$ 35,007.00
United Way	\$ 11,000.00	\$ 5,000.00	\$ 4,667.00
Foundations	\$ 228,000.00	\$ 235,000.00	\$ 125,500.00
Trusts/Tributes	\$ 18,150.00	\$ 8,000.00	\$ 8,690.00
Fundraising	\$ 39,025.00	\$ 40,000.00	\$ 44,847.00
Special Events	\$ 95,588.00	\$ 100,000.00	\$ 57,400.00
Part. Contributions	\$ 550,653.00	\$ 565,000.00	\$ 307,083.00
Other Gifts/Grants	\$ 45,208.00	\$ 30,000.00	\$ 71,054.00
End. Cont./Beqsts			
Interest /Dividends	\$ 86,769.00	\$ 25,000.00	\$ 30,142.00
Other - In-kind	\$ 26,750.00	\$ 25,000.00	\$ 4,750.00
Invest Income/Intrfnd trnsfrs	161,198.00	\$ 29,000.00	171,334.00
<b>TOTAL INCOME</b>	<b>\$ 1,328,857.00</b>	<b>\$ 1,124,000.00</b>	<b>\$ 860,474.00</b>

List the In-Kind (non-cash) contributions: \$0

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

Item	Prior Year's Actual (\$)	Annual Budget (\$)	YTD Actual (\$)
	07/01/12 to 06/30/13	07/01/13 to 06/30/14	07/01/13 to 01/31/14
Salaries & ERE	\$674,323.00	\$ 727,000.00	\$413,366.00
Staff Travel/Trnng	\$4,388.00	\$ 6,000.00	\$4,505.00
Consltns/MOaky.	\$12,716.00	\$ 17,500.00	\$13,046.00
Advrtsng/Prntng	\$59,099.00	\$ 63,000.00	\$33,112.00
Telephone/Utilities	\$16,608.00	\$ 19,000.00	\$10,975.00
Ins/Accntng/Adtg	\$76,541.00	\$ 68,000.00	\$43,142.00
Office Sppls/Pstge	\$14,107.00	\$ 17,000.00	\$6,741.00
Vehicles	\$14,559.00	\$ 17,000.00	\$8,807.00
Rent/R&M/Equip	\$70,214.00	\$ 75,500.00	\$39,645.00
Prgm Supplies/Food	\$71,197.00	\$ 80,000.00	\$38,355.00
Misc/Depreciation	\$68,414.00	\$ 9,000.00	\$20,869.00
In-kind	\$26,750.00	\$ 25,000.00	\$4,750.00
<b>TOTAL EXPENSES</b>	<b>\$ 1,108,916.00</b>	<b>\$ 1,124,000.00</b>	<b>\$ 637,313.00</b>
<b>NET PROFIT OR LOSS</b>	<b>\$ 219,941.00</b>	<b>\$ -</b>	<b>\$ 223,161.00</b>
Total Capital Expenses	\$ 4,724.00	\$ -	\$ -

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

Explanatory Notes: Excess funds include temporarily restricted funds for operations and expansion.

**Applicant Name: Friendship Adult Day Care Center, Inc.**

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**Organization Balance Sheet Summary**

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

	<b>MOST CURRENT (\$)</b>	<b>PRIOR YEAR CLOSE (\$)</b>
<b>ASSETS</b>	<b>1/31/2014</b>	<b>[ 06/30/13 ] (date)</b>
<b>Current Assets</b>		
Cash and Equivalents	\$ 273,124.00	\$ 259,247.00
Accounts Receivable	\$ 51,653.00	\$ 30,199.00
Prepaid Expenses	\$ 30,026.00	\$ 31,775.00
Inventory		
Grants/Pledges Receivable	\$ 37,458.00	\$ 20,410.00
Other: Interest Receivable	\$ 20,059.00	\$ 11,497.00
<b>Fixed assets (Net)</b>		
Property	\$ 13,043.00	\$ 31,377.00
Buildings		
Equipment	\$ 8,394.00	\$ 10,184.00
<b>Investments</b>		
Endowments	\$ 2,085,898.00	\$ 1,915,170.00
Other: Operating	\$ 833,352.00	\$ 822,873.00
<b>TOTAL ASSETS</b>	\$ 3,353,007.00	\$ 3,132,732.00
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts Payable	\$ 10,925.00	\$ 17,429.00
Accrued Expenses	\$ 75,394.00	\$ 71,776.00
Long Term Debt (Current Portion)		
Short Term Debt		
Other:		
<b>Long Term Debt (over a year)</b>		
Loan		
Other:		
<b>TOTAL LIABILITIES</b>	\$ 86,319.00	\$ 89,205.00
<b>NET ASSETS</b>		
Unrestricted	\$ 2,193,369.00	\$ 2,001,300.00
Temporarily Restricted	\$ 445,193.00	\$ 414,101.00
Permanently Restricted	\$ 628,126.00	\$ 628,126.00
<b>TOTAL LIABILITIES</b>		
<b>AND NET ASSETS</b>	\$ 3,353,007.00	\$ 3,132,732.00

Applicant Name: Friendship Adult Day Care Center, Inc.

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### Program or Capital Budget

Note: This form is not required for general support grant requests

Organization Name: Friendship Adult Day Care Center, Inc.

Program Name/Capital Request: H.E.A.R.T. (Help Elders At Risk Today) Program/Nurse Position

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Budget dates for grant period: 7-1-14 through 6-30-15

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Typically, total program income equals pending income + secured income.

#### **INCOME**

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

Source	Total Program(\$)	Pending (\$)	Secured (\$)	Notes
Gifts/Grants	\$ 412,000.00	\$ 380,000.00	\$ 32,000.00	
Participant Contributions	\$ 145,000.00	\$ -	\$ 145,000.00	
Events/Donations	\$ 16,000.00	\$ 16,000.00	\$ -	
<b>TOTAL INCOME</b>	<b>\$ 573,000.00</b>	<b>\$ 396,000.00</b>	<b>\$ 177,000.00</b>	

List the In-Kind (non-cash) contributions: Volunteer time in assisting with and supporting program operations.

#### **EXPENSES**

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

Item	Total Program(\$)	This Request (\$)	Notes
Salaries/Benefits	\$ 390,000.00	\$ 5,000.00	Registered nurse salary
		\$ 15,000.00	Program staff salaries (H.E.A.R.T.)
Travel/Training	\$ 4,000.00		
Consultants	\$ 4,000.00		
Building Costs	\$ 32,000.00		
Supplies/Postage	\$ 8,000.00		
Development	\$ 12,000.00		
Member Food	\$ 24,000.00		
Insurance/Accting	\$ 26,000.00		
Program	\$ 13,000.00		
Vehicles	\$ 13,000.00		
Printing	\$ 5,000.00		
Publicity	\$ 13,000.00		
Misc.	\$ 3,000.00		
In-Kind	\$ 10,000.00		
Contingency	\$ 16,000.00		
<b>TOTAL EXPENSES</b>	<b>\$ 573,000.00</b>	<b>\$ 20,000.00</b>	

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 14 1997

FRIENDSHIP ADULT DAY CARE CENTER  
INC  
83 EUCALYPTUS LN  
SANTA BARBARA, CA 93108-2901

Employer Identification Number:  
95-3398938  
DLN:  
17053172705007  
Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 241-5199  
Our Letter Dated:  
November 1979  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

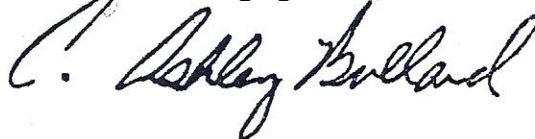
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)