

# 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

# Proposal Narrative

## BACKGROUND

### **Villa Majella's History and Accomplishments.**

In 1972, Frances Morehart helped to found the Santa Barbara Pregnancy Counseling Center. In its 23 years of operations, the center opened its arms and hearts to hundreds of young women and couples facing the dilemma of an unplanned pregnancy. It was from this good work that the need for Villa Majella became apparent. Villa Majella opened its doors in 1982 with a four-bedroom home in the Goleta area. In 1987, St. Anne's Maternity Home in Los Angeles assumed sponsorship and management of Villa Majella, bringing more resources into the community by opening a Regional Office here. During this period, the Board expanded to 25 members, an active auxiliary board promoted Villa Majella through innovative fundraising and friend-raising events, and robust outreach to the greater Santa Barbara area was thereby established.

For eight years, St. Anne's provided administrative and financial support for Villa Majella through lean times. Finally, in an effort to reduce overhead, the local Board of Villa Majella recommended that the Regional Office of St. Anne's be closed, and that Villa Majella reorganize as a local, independent nonprofit agency. This was accomplished by the end of 1995, dramatically reducing the organization's administrative expenses. None of these changes affected operation of the home, and the organization moved forward managing all functions with paid staff and volunteers. To this day, Villa Majella is governed by a local Board of Directors.

In 2000, a marvelous milestone was reached when the first baby born at Villa Majella graduated from high school! Since 1982, over 600 women have been given safe shelter, loving support, prenatal care, individual and group therapy, training in healthy parenting skills, and encouragement to seek academic and vocational education and to accept responsibility, empowering them to be accountable and to support others. Now, Villa Majella houses 12-15 women per year, supporting them throughout their pregnancy and the ensuing childbirth, and then through three to six months following the birth of their child.

### **Villa Majella's Current Programs and Activities: Constituencies Served, with Specific Demographic Information. *How do your clients benefit from your organization's work?***

The purpose of Villa Majella's programs is to enable residents to take control of their lives, creating a higher likelihood of future success for themselves and their children. Effective outcomes depend on a multidimensional program designed to assure quality of life for both mothers and infants. Our programs are directed at both short- and long-term solutions. They include immediate assessment and case management upon entry into the home, preparation for childbirth, parenting training or adoption placement, prenatal and postnatal programs, referral to vital community resources, and personal development through vocational educational programs. Services provided include:

- Shelter
- 24-hour staff
- Assistance with obtaining medical care
- Support as residents decide between adoption and parenting
- Referral to professional counseling
- Life skills training

- Daily chores
- Dinner together as a family, fostering development of cooking skills
- Self-esteem building
- Birth coaching, assignment of doula as requested
- Post-partum/anxiety group therapy; mitigation of effects on infants
- Presentations from the community on such pertinent topics as legal options, nutrition, baby care, adverse effects of smoking or drugs, and domestic violence education

Most of our clients are in crisis, often struggling with multiple challenges. They may have suffered through an abusive relationship and come to us totally devoid of financial resources. Some exhibit signs of mental illness or cognitive disabilities due to substance abuse. Many are living friend-to-friend or in cars, hotels, and homeless shelters. They may also be socially isolated, emotionally immature, recovering from substance abuse, marginally employable, undereducated, and ill-equipped to perform even the most basic tasks of daily living. Some are in a condition of extreme anxiety and desperation, and they may be unable to make wise and informed decisions about their baby's medical needs and future wellbeing. Most critically, they urgently need shelter and support during this uniquely emergent time in their life.

Villa Majella's programs serve women throughout Santa Barbara County, Ventura County, and beyond. Typically 12-15 women and their babies receive our services each year. Demographically, the average age of the women is 23, and 63% are Caucasian, 23% Latina, 9% African-American, and 5% Asian. For 30-40 hours each week, the residents must participate in productive activities of school, work, volunteer services, or outpatient drug treatment. With the help of a case manager, they formulate specific goals in various areas of their lives, such as financial planning, educational opportunities, medical care, dealing with relationships, parenting, and long-term life goals. Clients meet weekly with their case manager, who closely monitors their case plan and their progress in relation to their specific goals.

***Villa Majella's Relationships with Other Organizations. In what way does your work differ from that of other organizations?***

Villa Majella is the *only* maternity home in Santa Barbara County. Most of our residents are referred by organizations working with high-risk populations, such as Casa Esperanza, Casa Sirena, the Transition House, the Probation Department, Noah's Anchorage, and Project Recovery; and some clients seek our services independently through our website. We network with County Public Health nurses, the UCSB Student Health Service, St. Vincent's PATHS program (a transitional housing program for single mothers with infants), Network Medical, and the Council on Alcoholism and Drug Abuse. Through these close collaborations with sister agencies, we help each other to meet the needs of pregnant women in crisis. But no other agency in the county is set up to provide the sort of nurturing close daily—and nightly—care that Villa Majella provides these desperate women and their babies.

**FUNDING REQUEST**

Villa Majella is requesting General Operating Support in the amount of \$10,000 for our residential programs.

***What need or problem does your project work to address?***

Our programs work to address the many challenges faced by pregnant women in crisis.

***Villa Majella's Goals and Specific Outcomes Projected for the Grant Period. What is the target audience? What activities or strategies will be used to meet your stated outcomes?***

During the grant period, Villa Majella expects to serve 12-15 women in the house, enabling them not only to survive, but to thrive, thereby creating healthy, positive lives for themselves and their babies.

Research on infant brain development has confirmed that the earliest moments of a young life are crucial to a child's optimal development. The most important outcome of our work is the birth of a healthy child, who has the physical, emotional, and cognitive potential to grow toward a fulfilling life. Strategies to accomplish this goal include nutritional, medical, and educational support for the pregnant women, emphasis on substance abuse recovery as required, and comprehensive case management to provide support services resulting in overall health for both mother and child. The timeline for this work is the time during pregnancy and the three- to six-month stay after the baby is born at Villa Majella.

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

Specifically, we are requesting support for our largest budget item, salaries for direct service staff at the Maternity Home. Support is a critical need at this time due to funding shortfalls within the organization and the high cost of operating a 24-hour, seven-day-a-week shelter serving a challenging high-risk population in crisis.

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

To evaluate the effectiveness and impact of our programs, we assess each client's capacity to care for herself and her new child during the final weeks of their stay at our Maternity Home, and determine how this differs from the choices she had been making before coming to Villa Majella. We also monitor the ability of each client to stay with the program throughout her pregnancy and up to six months after birth, while making the necessary plans for her and her child's future.

***Summarize the skills and relevant experience of key staff and volunteers essential to the project's success.***

**Kelly Kennedy, Executive Director/Case Manager:** Kelly is responsible for running the overall program at Villa Majella, while overseeing its fundraising. She has previously served as a Case Manager/Program Manager of Tender Life Maternity Home in Ventura for 16 years.

**Elia Alvarado, Evening Program Manager:** Elia is responsible for the overall running of the Villa Majella program from 4 to 9 pm. She holds residents accountable to all the evening classes and programs that Villa Majella offers to their clients. She has experience working with the homeless community, in drug and alcohol recovery, and in security services.

**Live-In Relief Program Coordinator:** This position handles overnight emergencies during the week and two weekends per month, and is in the process of being filled.

**Eileen Wright, Office Manager:** Eileen manages our front office, coordinating the Maternity Home's day-to-day operations.

***If other organizations are collaborating with your organization, which ones are doing so and in what ways?***

Villa Majella collaborates with the Council on Drug and Alcohol Abuse (CADA), placing our residents needing substance abuse recovery services in their Project Recovery, which requires daily participation.

To continue housing our clients after their stay with us, Villa Majella collaborates with St. Vincent's PATHS Program in Santa Barbara and other transitional housing sites such as St. Mark's in Lompoc.

Villa Majella also collaborates with Transition House, Cottage Hospital, Casa Esperanza, County Public Health, Network Medical, the Santa Barbara County Probation Department (when housing is sought for previously incarcerated pregnant women), and Child Abuse Listening Mediation (CALM) through Santa Barbara Behavioral Health.

Finally, Villa Majella collaborates with Santa Barbara County Social Services and Public Health Departments to secure financial and medical services for our residents.

***If full funding is not available, what is the contingency plan for securing additional support?***

If full funding is not available through this request, we will continue our diversified fundraising efforts of grant writing, special events, and direct mail appeals.

\* \* \* \* \*

Thank you very much for your kind consideration of this request.



## The Foundation Roundtable: Common Grant Application

### 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 [       ]
<b>TOTAL INCOME</b>			

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			
<b>NET PROFIT OR LOSS</b>			

Total Capital Expenses			
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*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.

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

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

DEPARTMENT OF THE TREASURY

Date: FEB 02 1998

VILLA MAJELLA OF SANTA BARBARA  
202 W VALERIO ST  
SANTA BARBARA, CA 93101

Employer Identification Number:  
95-3730718

DLN:  
17053206177007

Contact Person:  
EO CUSTOMER SERVICE  
Contact Telephone Number:  
(213) 894-2289

Accounting Period Ending:  
June 30

Form 990 Required:  
Yes

Addendum Applies:  
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

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.

Letter 947 (DO/CG)

VILLA MAJELLA OF SANTA BARBARA

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

VILLA MAJELLA OF SANTA BARBARA

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

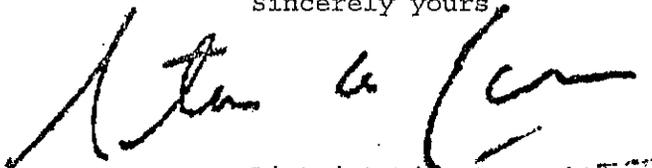
If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship (if any) to members, officers, trustees or donors of funds to you, so that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

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

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours



District Director