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Debbie McQuade
Executive Director

Stephen Jones, PhD.
House Manager

Honors

CHAPCA's Outstanding
Program of the Year Award

March 12, 2014

Debbie Cloud
Executive Director
St. Francis Foundation
2323 De La Vina, Suite 104
Santa Barbara, CA 93105

Dear Debbie,

With respect and appreciation we are here submitting the Sarah House Santa Barbara 2013-2014 application to the St. Francis Foundation.

It has been a good time for our Mission and our work. As you know, two years ago we made significant changes in our organization. The Board of Directors, following their instincts that our administrative costs were unnecessarily high, made radical decisions. Their instincts were correct. Good and talented people were more than willing and able to "do the work" successfully and efficiently.

In the end, we are poised to complete another fiscal year modestly but truly "in the black." Thank you to St. Francis for standing by us in this transition. Please know that through everything, the needs of our residents and their families were never compromised and our staff was treated fairly. Our work and our spirits did not falter. Your support was integral to this.

Meanwhile, in numbers and demographics, Sarah House just past mid-year had surpassed all of its goals for the entire year. Many people all low-income, many homeless, all at the end of their lives -- had come through our front doors and into our community to find, we hope and do believe, a Good Death. They found here a place and a people. Again we hope and do believe we have served them well.

A last note is to remind you once again that Sarah House as a social model hospice does not receive insurance or Medicare funding. This alone explains why we return year after year to ask our friends and supporters for help. We truly depend on you to further our Mission to the dying poor of our community.

Thank you for your past generosity. We hope you find this grant application compelling and worthy of your consideration.

Sincerely,

Debbie McQuade for the Residents and Staff and Board of Sarah House Santa Barbara

P.O. BOX 20031 • SANTA BARBARA, CA 93120 • Office: (805)682-1515 • Fax: (805)563-4761

www.sarahhousesb.org

The Foundation Roundtable: Common Grant Application

Cover Sheet

Foundation you are applying to: St. Francis Foundation

Legal Name of Applicant Organization: Sarah House Santa Barbara

Project Name (if applicable): Sarah House Santa Barbara

Funds will pay for: Wages for Caregivers/Resident Assistants

Full Mailing Address: P.O. Box 20031; Santa Barbara, CA 93120

Location(s) if different from above: 2612 Modoc Road; Santa Barbara, CA 93105

Executive Director: Deborah McQuade

Phone: 805-682-1515 Fax: 805-563-4761

Email: office@sarahhousesb.org Website: www.sarahhousesb.org

Contact Person & Title: Deborah McQuade Phone: 805-682-1515

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: 77-0224415 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: \$ 65,000 Total Project Budget: \$ 794,000

Grant Period from: July 1, 2013 To: June 30, 2014

Total Organizational Budget for Current Year: \$ 794,000 Fiscal year begins: July 1

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

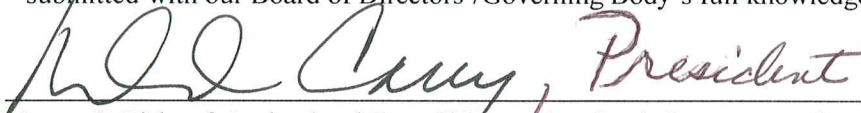
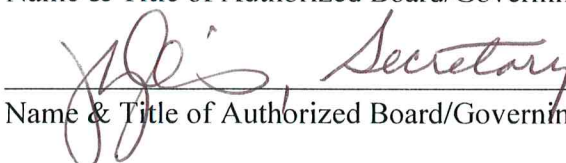
Sarah House provides a loving home and care consistent with the highest standards to low-income and homeless people of Santa Barbara needing end-of-life support. When it is needed, Sarah House continues its original mission by welcoming those who are HIV+. It also provides information and comfort to grieving families.

Summarize your grant request (two to three sentences):

The Resident Assistants (Caregivers) are the Sarah House Staff who provide the skillful care and "extraordinary kindness" to the poor of our community who have come here to die. We respectfully request \$65,000 towards the wages of these caregivers who are the heart and soul of the services Sarah House offers.

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:

	Melinda Carey	March 12, 2014
Name & Title of Authorized Board/Governing Body Representative	Signature	Date
	Jean Lange Davis	March 12, 2014
Name & Title of Authorized Board/Governing Body Representative	Signature	Date

2014 Common Grant Application

Proposal Narrative

Background

1. Your organization's history and accomplishments.

In 1989, Alice Heath gathered together the Mayor (Harriet Miller), an attorney known for his pro bono service (Don Kuhn), a priest (Timothy Rawle), an interior designer (Doug Bartoli) and an activist/philanthropist (Sarah Shoresman) and shared her concerns about HIV. "Where will all those young men go? Who will care for them? This is a matter of justice not charity." Heath House opened in early 1991 and Sarah House a few years later. Hundreds of the young men Alice was concerned about came through its front doors only to die, usually a few weeks later. However, by late 1996 new medications had been developed and throughout the next few years, the fate of people living with HIV was altered. AIDS began to be a manageable and almost chronic illness. Sarah House leaders began to work with Dr. Stephen Hosea a local Infectious Disease physician; Gail Rink, the titular mother of hospice in the Santa Barbara community; and Assemblywomen Hannah-Beth Jackson. As a result, on July 2, 2004, Governor Arnold Schwarzenegger signed into law AB 2352 which "expanded criteria for entrance into these homes to include people with terminal illnesses other than HIV/AIDS." *The law went into effect on January 1, 2005, and on that very day, Sarah House began its work supporting the dying poor of our community.*

Since that day, all eight Sarah House bedrooms have largely been full. The people who have come to live there, all low-income, many homeless, all dying, have been helped through the challenging last weeks of their lives. Sarah House has afforded each resident skillful care and offered them "extraordinary kindness."

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?

Sarah House continues to take care of two groups of people: those who are HIV+ and the dying poor of our community. Its commitment to people living with AIDS is rooted in its history. Nevertheless, over the past decade, fewer people living with HIV/AIDS have applied for residency. Their need for care has diminished.

Since 2005, the majority of Sarah House resident arrives suffering from illnesses other than HIV. Each has a hospice diagnosis and all are low-income. The majority are supported by a monthly \$870 Social Security check. They are unable to care for themselves and, to a person, they have no one else who is able to care for them.

Each year, Sarah House cares for 50-70 people needing residential hospice care. Demographically and approximately, 20 are homeless prior to their move to Sarah House; 20 are veterans; a majority are women; the number of Latinos served annually is steadily growing. All are poor. While some are able to walk through the front doors with hopes of preserving their last vestige of independence, more are in wheelchairs or on gurneys; their needs are already what their physicians would call “total care.” To each one Sarah House offers a Good Death marked by respect, kindness, good pain control, access to the fulfillment of their own wishes, skillful care and the loving community of Sarah House in which to reside.

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?

Sarah House, founded 25 years ago, has strong ties to the community. Its collaborators include Visiting Nurse and Hospice Care, Hospice of Santa Barbara, Assisted Home Hospice, Cottage Health Systems, Pacific Pride, Palliative Care Team, Casa Esperanza, Santa Barbara Rescue Mission, Food Bank, Unity Shoppe, Doctors Without Walls, Alliance for Living and Dying Well, and the faith communities. Each of these organizations, in some way, provides care for those who are dying or support for low income men and women. Sarah House alone provides a home of skillful care and compassionate support for the dying poor. Hence, Sarah House is quickly summoned when someone is dying and poor.

Funding Request

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

Sarah House works to address and alleviate the needs of the dying poor of Santa Barbara. Citizens of Santa Barbara who have financial stability are often able to provide for themselves in their final weeks of life. They have options and choices to provide for their own care and companionship. Not so the poor. Hanging on “by a thread” during years of health and relative productivity, the poor have nowhere to turn in the final crisis of life. They have neither “a place” or “a people.” This is the need Sarah House addresses: for those amongst us who have had the least, it offers a beautiful home and care that is both skillful and comforting. What community would want to do less?

2. In a short paragraph, tell us your organization’s goals and the specific outcome you project for the grant period.

For the period of the grant, Sarah House projects caring for 70 men and women who are at the end of their lives, all low-income and dying. Through its care and support, Sarah House’s goal is that they should all be afforded “a Good Death.” In the weeks before their deaths, these folks are given a private room with a garden setting, nutritious and delicious meals and snacks, cleanliness and tidiness, opportunities for companionship and mutual kindness, the support of good pain control, 24 hour access to medical care

complete with a Nurse Case Manager, a Social Worker and a Hospice Physician. They will have the opportunity to both live and die in kindness.

3. Describe your project including the following bullet points:

- ✓ Sarah House is an ongoing project: The poor continue to die and Sarah House continues to give them the best care possible.
- ✓ The target audience is made up of the dying poor. Each person who moves into Sarah House must be income-certified as low income as determined by the City of Santa Barbara; *in fact, most are Extremely Low Income*. Each resident must be hospice-certified with a 6 month prognosis; *in fact, the average life span is under a month*.
- ✓ The strategies that are used to arrive at a Good Death are two-fold:
 1. Skillful care by well-trained and dedicated Staff and support Staff.
 2. Great compassion which is known at Sarah House as “extraordinary kindness.” It is the belief of Sarah House that this kindness creates a healing unction by which a Good Death can be had.
- ✓ The general timeline is ongoing. Approximately 70 men and women will come to Sarah House this year. Most will die in the first month of residency.

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

The most pressing needs of Sarah House is funding for the Caregiver Staff/ Resident Assistants. These are the people who awaken each Resident with a morning smile, assist with the important medications which will keep them comfortable, give warm and luxurious baths, brush teeth and comb hair, help frail and disabled Residents out of their beds and into lounge chairs, prepare picnic lunches, read stories and pop in DVDs, write letters and cards, keep bedrooms tidy and inviting, cook for relatives and friends, hold hands and listen to stories, tuck Residents in at night and vigil at their bedside on the day of their deaths. These Staff people work very hard every day at this physically demanding job; they also carry a large spiritual burden: caring for the dying. The Resident Assistants/Caregivers are the heart of our work. Without them there would not be a Sarah House. This grant is being requested to assist us in paying their wages. (All Staff are paid a living wage.)

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

The impact of our program is measured by the fact that we are the only residential home providing hospice specifically to the dying poor of our community. (The other residential hospice in Santa Barbara requests a daily payment of \$475.) Sarah House has a 95% occupancy rate. We maintain a waiting list at all times. Community Care Licensing assesses annually (reports available upon request.) The Long-Term Care Ombudsmen makes monthly assessments and speaks with the residents about their quality of care. Sarah House enjoys the uninterrupted care and confidence of Medicare-approved hospice organizations which provide case management for the medical needs

of the Residents. The hospice physicians will attest to the superior quality of care provided. Perhaps most important, letters of gratitude as well as completed surveys are collected from family members and friends following the deaths of their beloved. Our goal for each resident is a comfortable end-of-life and then a Good Death. We are consistently applauded by the agencies and individuals named above.

6. Summarize the skills and relevant experience of key staff/volunteers essential to the project's successes.

Debbie McQuade is currently the Executive Director after serving 22 years as House Manager. She has been with Sarah House since 1990 and considers it her life's work. She has participated and presented at conferences and trainings over several decades. Debbie continues to have a profound effect at Sarah House, not only with residents and their families but also with staff who view her as an integral part of the Sarah House family.

Stephen Jones first came to Sarah House as a volunteer in 2005, became a full-time employee in 2007, Assistant House Manager in 2009 and Executive Director in 2012. He received his Doctorate of Depth Psychology from the Pacifica Graduate Institute in 2011 and supervises all activities in the house involving residents, staff and volunteers. Stephen ensures that the requirements of a state-licensed facility are met.

Cathie Walker, CPA, is the Treasurer, having joined the Board in 2009. She has committed most of her career to working as the Chief Financial Officer for both non-profit and for-profit graduate schools. Since 2008, she has been consulting for individuals, small businesses and non-profit organizations. Bringing her accounting background to Sarah House, Cathie is an essential part of the Board and regularly volunteers her skills at Sarah House as a financial advisor.

7. If full funding is not available, what is the contingency plan for securing additional support and/or how can you modify your request? Staff to resident ratios – how many staff people must be on duty at all times – are determined by Community Care Licensing and cannot be modified. If this request from the St. Francis Foundation is not granted, it means that we must be ever more vigorous in scouring the funding community for support. We do not receive Medicare or MediCal funding or long-term care reimbursement. We are dependent on grants from foundations such as your own and individual donations (a group for which we are trying to make our work more clear and thus compelling.)

The Foundation Roundtable: Common Grant Application

Board of Directors/Governing Body

Directions: Attach additional sheets if necessary.

Name	City	Affiliation/Profession	Board Position	Yrs. of Service
Melinda Carey	Goleta	Church Administrator	President	1
Jean Lange Davis	Santa Barbara	Public Administrator (ret.)	1st Vice President/Secretary	7
Cathie Walker	Santa Barbara	Nonprofit Accountant	Treasurer	4
Hallie Andersen	Santa Barbara	Special Events Manager	Board Member	6
Richard Knowles	Santa Barbara	Marketing Executive (ret)	Board Member	5
Serena Carroll	Santa Barbara	Therapist/Writer	Board Member	6
John Cervantes, MD	Santa Barbara	Psychiatrist	Board Member	1
Mark Hamilton	Santa Barbara	Educator (ret)	Board Member	1
Linda Lorenzen Hughes	Santa Barbara	Real Estate Agent	Board Member	4
Fritz Krainer	Santa Barbara	Engineer	Board Member	3
Miyoko Kudo	Santa Barbara	Humanitarian	Board Member	2
Thomas F. Stone	Santa Barbara	Attorney	Board Member	1

How often does your governing body meet?

Board Members Meet Monthly (4th Thursday)

The Foundation Roundtable: Common Grant Application

Organization Financial Summary

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

Organization Name: Sarah House Santa Barbara Fiscal Year Dates: July 1 to June 30

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 [1/31/2014]
Events	63364	108000	77087
Rents and Subsidies	125967	134850	88844
Government grants	112851	100000	35477
Unrestricted Grants	260930	292500	245800
Restricted Grants	30000	30000	5000
Unrestricted Contributions	115722	94000	76132
Investment Draw		35000	
Gifts in Kind	6500		1938
TOTAL INCOME	715334	794350	530278

List the In-Kind (non-cash) contributions: Dodge Caravan

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 [1/31/2014]
Caregiver Salaries	319597	336000	205355
Other Salaries and Benefits	226078	278900	172157
Utilities	24328	22500	14369
Program/Property Expenses	32606	31075	28830
Insurance	7079	7050	4756
Fund Raising Expenses	19896	40000	21219
Professional Fees	22165	17000	24322
Operating Expenses	12783	8575	3417
Scattered Site/ Heath House	22797	21800	15129
Grant-Writer	12031		
Legal Fees	10607		145
TOTAL EXPENSE	709967	762900	489699
NET PROFIT OR LOSS	5367	31450	

Total Capital Expenses			
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i.e., computers, vehicles, building improvements, etc.:

Notes:

The Foundation Roundtable: Common Grant Application

Project Budget

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

Organization Name: Sarah House Santa Barbara

Name of Project (if different): Same as above

Budget dates for grant period: 7/1/2013 to 6/30/2014

INCOME

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

Source	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
Events	108000		77087	Postponed until 2015
Rents and Subsidies	134850	46000	88844	
Government Grants	100000	72000	35447	
Unrestricted Grants	292500	60000	245800	
Restricted Grants	30000	30000	5500	
Unrestricted Individual Con	94000	30000	75662	
Investment Draw	35000	35000		
Gifts in Kind			1938	
TOTAL INCOME	794350	273000	530278	

List the In-Kind (non-cash) contributions: Econo Tree; Archibald and Spray; Rick Knowles; Shalhoob

EXPENSES

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

Item	Total Project (\$)	This Request (\$)	Notes
Caregiver Salaries	336000	65000	Most critical expense item.
Other Salaries and Benefits	278900		
Utilities	22500		
Program/Property Expenses	31075		
Insurance	7050		
Fund Raising Expense	40000		Actual less due to no second fundriaser
ProfessionalFees	17000		
Operating expense	8575		
Scattered Site Expenses	21800		
TOTAL EXPENSES	762900	65000	

The Foundation Roundtable: Common Grant Application

Organization Balance Sheet Summary

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

ASSETS	MOST CURRENT (\$) as of [1/31/2014]	PRIOR YEAR CLOSE (\$)
Current Assets		
Cash and Equivalents	248295	140332
Accounts Receivable		
Prepaid Expenses		13556
Inventory		
Grants/Pledges Receivable	4001	28852
Other		550
Fixed Assets (Net)		
Property	524875	524875
Buildings	690088	690088
Equipment	282177	279171
Investments		
Endowments	770535	699764
Other	132376	132376
TOTAL ASSETS	2652347	2509564
LIABILITIES		
Current Liabilities		
Accounts Payable	1073	3395
Accrued Expenses		
Long Term Debt (Current Portion)		
Short Term Debt	33536	32301
Other	2870	
Long Term Debt (over a year)		
Loan	614898	609298
Other	3600	3600
TOTAL LIABILITIES	655977	648594
Net Assets		
Unrestricted	777623	657388
Temporarily Restricted	650043	650043
Permanently Restricted		
TOTAL LIABILITIES AND NET ASSETS	2083643	1956025



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077550286
July 03, 2013 LTR 4168C 0
77-0224415 000000 00
00035668
BODC: TE

SARAH HOUSE SANTA BARBARA
PO BOX 20031
SANTA BARBARA CA 93120-0031



023794

Employer Identification Number: 77-0224415
Person to Contact: Vaida Singleton
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 04, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 1993.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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 sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077550286
July 03, 2013 LTR 4168C 0
77-0224415 000000 00
00035669

SARAH HOUSE SANTA BARBARA
PO BOX 20031
SANTA BARBARA CA 93120-0031

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Cindy Thomas".

Cindy Thomas
Manager, EO Determinations