

The Foundation Roundtable: Common Grant Application

Cover Sheet

Foundation you are applying to: St. Francis Foundation
Legal Name of Applicant Organization: Carrillo Counseling Services, Inc., dba New Beginnings
Project Name (if applicable): The Donald J. Willfong Community Counseling Clinic Program
Funds will pay for: Comprehensive mental health services for low-income individuals
Full Mailing Address: 324 East Carrillo Street, Suite C, Santa Barbara, CA 93101
Location(s) if different from above: _____
Executive Director: Kristine J. Schwarz, MA, MFT, LPCC
Phone: 805-963-7777 x144 Fax: 805-963-8135
Email: kschwarz@sbnbcc.org Website: www.sbnbcc.org
Contact Person & Title: Kristine Schwarz, ED Phone: 805-963-7777 x144

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: 77-0556795 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: \$ 25,000 Total Project Budget: \$ 214,497

Grant Period from: July 1, 2015 To: June 30, 2016

Total Organizational Budget for Current Year: \$ 1,148,414.00 Fiscal year begins: July 1

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

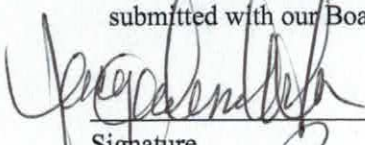
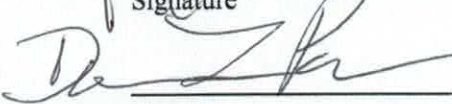
Our mission is to provide quality, affordable counseling services and outreach programs that match the needs of our community and that are affordable to all. We envision a community that supports the well-being of its members so that each individual can become an engaged, respectful and contributing member of the community.

Summarize your grant request (two to three sentences):

This is a request for \$25,000 to support the Donald Willfong Community Counseling Clinic Program, which provides low-cost counseling and psychological assessment by more than 30 masters and doctoral-level volunteer counselors supervised by 12 volunteer masters and doctoral-level licensed clinicians. This program serves 250-plus low-income, English and Spanish-speaking individuals, groups, couples, families and youth monthly.

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:

	<u>JACQUELINE KURTA V.P. BOARD OF DIRECTORS</u>	<u>2/18/15</u>
Signature	Name & Title of Authorized Board/Governing Body Representative	Date
	<u>Diane Loewe Pannkuk, president board of directors</u>	<u>2/19/15</u>
Signature	Name & Title of Authorized Board/Governing Body Representative	Date

The Foundation Roundtable: Common Grant Application Proposal Narrative

Background

1. Your organization's history and accomplishments. New Beginnings Counseling Center (NBCC), founded in 2000, continues the work of the Santa Barbara Counseling Center to provide high quality mental health services and outreach programs to low-income individuals and families. NBCC provides these crucially needed services and programs regardless of an individual's ability to pay. We help the most vulnerable members of the Santa Barbara community move towards emotional and socio-economic self-sufficiency by providing them with a stable source of care and support.

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 mission is to provide quality, affordable counseling, shelter, education and case management services to low-income Santa Barbara individuals so that they can lead healthy and productive lives. Our programs:

--*The Donald J. Willfong Community Counseling Clinic Program* provides low-cost counseling and psychological assessment by more than 30 masters and doctoral-level volunteer counselors supervised by 12 volunteer masters and doctoral-level licensed clinicians. This program serves 250-plus low-income, English and Spanish-speaking individuals, groups, couples, families and youth monthly.

--*The RV Safe Parking and Homeless Outreach Program* provides case management and outreach to the homeless population and safe overnight parking to individuals and families living in their vehicles. We distribute food boxes and lunches to program participants, and offer case management services, counseling and cash assistance to help the homeless find jobs, housing and medical attention.

--*The Life Skills Parenting Education Program* provides a series of psychoeducational classes and hands-on parenting skills, mindfulness strategies, and overall life skills to low-income families. These classes are provided in the community at no-cost to both clients and sponsoring agencies.

--*The City of Santa Barbara Housing Authority Supportive Services Program* is staffed by New Beginnings' clinical staff and provides case management and mental health counseling for physically and emotionally disabled individuals housed through the Santa Barbara Housing Authority, helping to keep those most vulnerable secure in their housing. New Beginnings was presented with the "Outstanding Community Partner for 2014" award by the Housing Authority in January 2015.

--*The Supportive Services for Veteran Families (SSVF) Program* provides short-term case management and temporary financial assistance to very low-income veteran individuals and families living in or transitioning to permanent housing. Initial funding for this program came from a U.S. Department of Veteran Affairs grant. NBCC was the only agency in the county to be awarded this initial grant, which was implemented in late 2013.

Clients are actively involved in our organization's work by volunteering during outreach efforts to help us connect with others who may benefit from our services.

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? We serve on numerous advocacy groups and wraparound committees that triage and manage individual and community needs and crises. The agencies we collaborate with include essentially all of the regional governmental, non-profit, faith-based, law enforcement and educational institutions and community-based organizations. These partnerships allow us to pool resources to cost effectively case manage individual clients and to avoid overlap in service provision. Our work

complements the work of our colleagues and differs in that we serve the most challenging populations, e.g., homeless vehicle dwellers, who are, for various reasons, unable to receive services elsewhere.

We have formal contracts with many local agencies, for example, such as the Housing Authority of the City of Santa Barbara and the city and county of Santa Barbara, and MOU's with numerous community based organizations such as the Foodbank, Tri-Counties, and the Neighborhood Clinics.

Funding Request

1. What need or problem does your project work to address: *The Donald J. Willfong Community Counseling Clinic Program* addresses the needs of low-income individuals with severe mental health issues in our community. We help the most fragile and unstable people in our community to improve their mental health and, via short and long term therapy, support them as they move toward sustainable, positive life changes. Those we help are in extreme situations: They are plagued by severe and persistent mental illness, living in their vehicles, escaping domestic violence, coping with addiction, isolating because of disability and/or advanced age, and recovering from combat trauma. We are adept at working with these complicated and sensitive issues and are often the initial referral source for many partner agencies in the community.

Our highly trained masters and doctoral-level counselors, licensed clinicians and clinical supervisors work with clients to help them to develop coping mechanisms and facilitate healing as they learn to take control of their life situations. Clients learn important life skills, build self-esteem and move towards emotional and socio-economic self-sufficiency; they begin to see themselves as contributing members of our larger community. This improves not only their quality of life but enhances the Santa Barbara community as a whole.

People with severe mental illness continue to be underserved in Santa Barbara. Many local agencies can no longer offer adequate services for those with mental health issues, and this has left our agency as the first and last option for many low-income people in need of support. A majority of these clients have mental health issues significant enough to impede their ability to function effectively and/or remain housed. *This growing population is in desperate need of support and our agency is often the only available resource for ongoing, professional counseling, support, and referral services.*

In the fiscal year 2013-2014 ending June 30, 446 unduplicated clients received direct counseling services; a total of 851 received services when accounting for all who were screened, referred out, waitlisted, connected to other services, or who no-showed after initial assessment. The clinic provided nearly 6000 counseling session hours, charging zero to \$85 per counseling session on a sliding fee basis. And we do not turn away anyone for an inability to pay. The average counseling session fee paid was \$14 and the most frequently paid fee was \$10.00. There continues to be a waiting list for our counseling center, which necessitates that we continue to improve and expand our capacity in order to serve this most vulnerable population. In addition, NBCC must update its clinic infrastructure in order to meet the increasing needs of the many newly-enrolled Affordable Care Act (ACA) clients who are unable to be served elsewhere due to the lack of Medi-cal providers in our community, and in general because of their level of acuity. We are working with the Santa Barbara Foundation, Santa Barbara County ADMHS, the Holman Group and other community collaborators to conduct a community needs and agency readiness survey to ascertain our ability to meet this unmet need and strategically serve the many families and individuals who are still unable to receive mental health services.

We believe that if positive change is to be achieved, our society must provide the mental health resources when, how and where the resources are needed. Our high-quality and accessible services

help facilitate these positive changes for the homeless, for disenfranchised veterans, and for low-income people with severe mental health issues. Without this support, the end result is potentially disastrous.

2. In a short paragraph, tell us your project's goals and the specific outcomes you project for the grant period. Ultimately, and consistent with our organization's mission, NBCC's goal is to help individuals become engaged, respectful and contributing members of our community. Specifically, our goals in the 2014-2015 fiscal year are to serve at least 650 unduplicated individuals at the *Donald J. Willfong Community Counseling Center*; increase the total number of counseling sessions by 10%; and continue to evaluate, adjust and improve services based on outcomes and client feedback.

3. Describe your project or the capital items requested, including:

• Whether the project is new, ongoing or an expansion

This is an ongoing, core program that was first established in the late 1960's.

• Target audience, including specific demographic information Clients in our *Donald J. Willfong Community Clinic Counseling Program* represent the most fragile individuals and families in Santa Barbara: the recently and chronically homeless, those with severe and persistent mental illness, physically disabled and developmentally challenged youth and adults, seniors, veterans, victims of domestic violence, individuals struggling with substance use, and the under- and unemployed. We serve those that many of our partner agencies are unable to help. Data for the most recent year indicate that the median income of clients was \$12,000 and the mode income reported was \$0, with 75% of clients falling within the extremely low AMI category and 91% within the low category. The median age was 41, and 65% were female. Sixty-seven percent were Caucasian and 18% Hispanic.

• Activities/strategies that will be used to meet your stated outcomes We receive referrals daily from county mental health, Cottage Hospital, and other community-based organizations. There are days when we receive more than 40 requests for services at the clinic alone. We are active in street outreach to reach those most in need of services and thus are deeply integrated into the safety net of organizations that serve those who are extremely poor, homeless and in urgent need of support. We continue to maintain existing community partnerships and are pursuing new collaborations that will result in non-duplicative service efforts. Further, we are addressing the need to better integrate agency programs so that they complement each other and produce comprehensive, wrap-around mental health and supportive services, resulting in overall better outcomes.

Other activities to expand capacity to meet the community's needs include efforts to develop our volunteer base, provide more reciprocal in-kind services to other agencies, increase mean and mode clinic income by expanding the existing client base through the targeting of higher-income clients (thereby offsetting the majority no/low-income client population), improve external communications to increase community awareness of our services, and diversify overall agency income.

• General timeline for the main objectives of your project

Since this is an ongoing program, the timeline is continuous.

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

N/A

5. How do you plan to evaluate the effectiveness or impact of the project? NBCC uses several tools to measure both client progress and agency effectiveness, one of which is the OQ45.2, a brief

screening and outcome scale that attempts to measure the subjective experience of a person, as well as how he or she functions in the world. We also use a client survey, the CSQ-8, an empirically developed measure designed to elicit the client's perspective on the value of services received and therefore involve the clients in the process of evaluating the program.

In the most recent year, 89% of clients surveyed in the CSQ-8 reported clinic services helped them to deal more effectively with their problems, expressed satisfaction with the services, and said they would recommend the program to someone in need. Analysis of the OQ45.2 data tells us that the level of distress at intake amongst our clients is significant and that our services are effective as demonstrated by an immediate 16% reduction in client-reported distress upon receiving services and a 14% reduction in distress after eight sessions.

In addition to the above evaluation activities, we conduct surveys of all community workshops we provide. This summer, for example, New Beginnings brought two internationally-recognized speakers to Santa Barbara – Floyd “Shad” Meshad and Lt. Col. Dave Grossman.

We also participate in the local Homeless Management Information System (HMIS) administered by the County of Santa Barbara. We use HMIS in both our Safe Parking and VA programs to coordinate care, manage operations, collect data for HUD's Annual Homeless Assessment Report (AHAR), and better serve our homeless clients. HMIS links providers within a community and creates a more coordinated and effective housing and service delivery system. It presents communities with an opportunity to re-examine how homeless services are provided in their community, and to make informed decisions, and develop appropriate action steps to ensure successful outcomes.

6. Summarize the skills and relevant experience of key staff/volunteers essential to the project's success. Note other organizations collaborating on the project. NBCC's Executive Director, Kristine Schwarz, is a licensed Marriage and Family Therapist and a Licensed Professional Clinical Counselor and has significant experience in both the for-profit and non-profit sectors and with managing programs, grants, and organizations.

The Clinic Supervisor, Barbara Sheffield, has more than 30 years of experience in the social services field, having served as Clinical Coordinator of Family Service Agency of Santa Barbara and Clinical Director of Domestic Violence Solutions of Santa Barbara. Ms. Sheffield has nearly 20 years of experience supervising trainees, interns and clinicians. In addition, we have 30-plus volunteer counselors-in-training and 12 volunteer clinical supervisors, both at the Masters and Doctoral levels.

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 from this grant request, we will continue to pursue the strategies that we have developed to secure support for our essential services. If need be, we have and can implement cost-cutting measures by reducing employee health benefits and professional training opportunities for example. Cutting services would of course be a last resort. Current management has been effective in increasing the clinic's fee-based income by 34% from FY 2012 to FY 2014. While we continue to explore income-earning clinical services, e.g., providing psychological assessment via psych assistants and pursuing county and Medi-Cal contracts, we cannot at this time account for the entire program's budget through client fees. Support from this request would help us to build capacity to continue to meet the growing needs of low-income people who are looking for help to get back on their feet. *Without funding from local foundations such as yours, our clients would have no other place to get the comprehensive mental health counseling, psychological assessment and support services they need in order to survive.*

Board of Directors/Governing Body

[illegible]

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: Carrillo Counseling Services, Inc., dba New Beginnings

Name of Project (if different): The Donald J. Willfong Community Counseling Clinic

Budget dates for grant period: FY July 1, 2015 - June 30, 2016

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
Client Fees	99000	99000		Monthly income - projected
Grants	108615	108615		Grants not yet awarded
Donations	5000	5000		All pledges are unrestricted
Events & Sponsorships	5000	5000		TBD
TOTAL INCOME	217615	217615	0	

List the In-Kind (non-cash) contributions: Office furniture/supplies, clothing and items for clients

EXPENSES

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

Item	Total Project (\$)	This Request (\$)	Notes
Occupancy	28925	5000	Includes maintenance, repair and rent
Insurance/Svcs	21100	5000	Includes website, IT, bookkeeping, taxes, etc.
Wages	145452	15000	Includes wages, taxes and benefits
Supplies	9400	0	Supplies and equipment
Cash Assistance	9000	0	Assistance to clients, e.g., medical, dental
Mileage Travel	620	0	Employee mileage reimbursement
TOTAL EXPENSES	214497	25000	

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Organization Financial Summary

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

Organization Name: Carrillo Counseling Services, Inc. Fiscal Year Dates: July 1, 2014 - June 30, 2015

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 [12.31.14]
Fees for program services	93300	96000	49769
Contracts for program services	146241	161021	76746
Grants for program services	513338	659951	427476
Unrestricted donations	77996	70000	49433
Restricted donations	9465	10000	50
Event income	14038	12000	2934
Miscellaneous	377	1200	895
In-Kind	2574		225
TOTAL INCOME	857329	1010172	607528

List the In-Kind (non-cash) contributions: Food, clothing, hygiene and emergency supplies for clients

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 [12.31.14]
Program/rental assistance provided to clients	115138	178155	145605
Administration and occupancy	68986	73502	36891
Outside and professional services	62874	65900	21800
Insurance	9033	10000	9865
Administration organizational	20741	22458	11368
Equipment	13800	5000	4300
Wages, salary and taxes	460128	536152	263661
Employee benefits	31560	40308	15793
Travel/mileage	22138	21795	11724
Marketing, outreach and fundraising	45625	45945	31774
Miscellaneous	461	500	0
TOTAL EXPENSE	850484	999715	552781
NET PROFIT OR LOSS	6845	8230	54747

Total Capital Expenses	13800	10457	4300
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i.e., computers, vehicles, building improvements, etc.:

Notes:

Quarterly financial statements (profit and loss and balance sheet) produced on a cash basis.
Year end financials are prepared on an accrual basis. All numbers provided are on a cash basis.

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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 [12.31.14]	PRIOR YEAR CLOSE (\$)
Current Assets		
Cash and Equivalents	112204	61156
Accounts Receivable		
Prepaid Expenses		
Inventory		
Grants/Pledges Receivable		
Other		
Fixed Assets (Net)		
Property		
Buildings		
Equipment	29768	21597
Investments		
Endowments		
Other		
TOTAL ASSETS	141972	82753
LIABILITIES		
Current Liabilities		
Accounts Payable		
Accrued Expenses		
Long Term Debt (Current Portion)		
Short Term Debt		
Other	23558	30853
Long Term Debt (over a year)		
Loan		
Other		
TOTAL LIABILITIES	23558	30853
Net Assets		
Unrestricted	118414	51900
Temporarily Restricted		
Permanently Restricted		
TOTAL LIABILITIES AND NET ASSETS	141972	82753



ATLANTA GA 39901-0001

In reply refer to: 0752653521
Apr. 30, 2012 LTR 4168C 0
77-0556795 000000 00
Input Op: 0752353521 00075118
BODC: TE

CARRILLO COUNSELING SERVICES INC
% GARY LINKER PHD
324 E CARRILLO ST STE C
SANTA BARBARA CA 93101-7439



059104

Employer Identification Number: 77-0556795
Person to Contact: Customer Service
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 19, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in October 2000.

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 509(a)(2).

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.