

The Foundation Roundtable: Common Grant Application

Cover Sheet

Foundation you are applying to: St. Francis Foundation of Santa Barbara
Legal Name of Applicant Organization: Scholarship Foundation of Santa Barbara
Project Name (if applicable): St. Francis Foundation of Santa Barbara Scholarship Fund
Funds will pay for: College Expenses for students enrolled to achieve a BSN
Full Mailing Address: P.O. Box 3620, Santa Barbara, CA 93130
Location(s) if different from above: Office: 2253 Las Positas Road, Santa Barbara, CA 93105
Executive Director: Colette Hadley
Phone: (805) 687-6065 Fax: (805) 687-6031
Email: chadley@sbscholarship.org Website: www.sbscholarship.org
Contact Person & Title: Colette Hadley, Executive Director Phone: (805) 687-6065

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: 23-7087774 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: \$ 15000 Total Project Budget: \$ 15000

Grant Period from: July 1, 2014 To: June 30, 2015

Total Organizational Budget for Current Year: \$9846334 Fiscal year begins: July 1, 2014

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

The mission of the Scholarship Foundation of Santa Barbara is to inspire, encourage, and support Santa Barbara County students in their pursuit of college, graduate, and vocational school education through financial aid advising and the granting of scholarships.

Summarize your grant request (two to three sentences):

We are respectfully requesting a renewal grant in the amount of \$15,000 to provide scholarship awards for students who plan to enroll in the Bachelor's degree in Nursing program at CSU Channel Islands. Many of these applicants will have achieved their LVN or RN at a local community college and would like to gain additional knowledge.

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:

Colette Hadley, Executive Director Colette Hadley 10/29/14
Name & Title of Authorized Board/Governing Body Representative Signature Date

Janet Garufis, President, Board of Directors Janet Garufis 10/29/14
Name & Title of Authorized Board/Governing Body Representative Signature Date

BACKGROUND

1. Your organization's history and accomplishments.

The Scholarship Foundation of Santa Barbara (SFSB) was founded by a group of volunteers in May, 1962 in Santa Barbara, California. In its first year of awards, the SFSB distributed nine \$100 awards to local students. In 2014, SFSB awarded \$8.6 million in aid to 2,758 students and provided financial aid counseling services to 37,653 students and parents. SFSB is the largest and best-known provider of scholarships and support services to students in Santa Barbara County. For the tenth year, the SFSB received the top 4-star rating by independent evaluator Charity Navigator.

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?

SFSB specializes in two areas: scholarship and loan awards, and financial aid advising.

(a) Scholarships and Loan Awards: SFSB raises money for scholarships and also administers scholarship funds for individuals, foundations, corporations, clubs, and organizations; and manages funds from bequests and established trusts. Currently we administer more than 500 annual and endowed funds that range from \$1,500 to \$1,000,000 in value. We also manage an annual grant for student loans for the Santa Barbara Foundation. (b) Financial Aid Advising and Outreach Program: This program is designed to educate students and parents about college choices and all sources of financial aid, as well as offer hands-on help to complete complex federal and state financial aid forms. Currently SFSB utilizes four full-time outreach employees. SFSB organized and attended 1,444 presentations in 2013-14, including workshops and in-class sessions. In addition, SFSB staff conducted 975 individual financial aid counseling sessions. The constituency we serve is students who attend a Santa Barbara County high school. They identify themselves as: Hispanic/Latino: 49%; Asian/Pacific Islander: 9%; Caucasian: 40%; African-American: 1%; Native American: <1%. Our constituents are often involved as volunteers in our organization, and when they are alumni they may serve on our Board (currently three alumni are Board members).

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?

SFSB is the largest college access organization in Santa Barbara County. In our County, Santa Barbara City College and Allan Hancock College have a similar service in that they provide some scholarship awards. Three differences between the colleges and the Scholarship Foundation of Santa Barbara are:

- SFSB gives awards to local students who graduated from high schools in our County only. The colleges have significant populations of students from outside the area who receive their school scholarships.
- SFSB has a streamlined operation and does intensive outreach to students and parents. This allows us to efficiently process 4,000+ applications each year and award \$8.6 million. Last year, the community colleges processed several hundred applications and awarded \$900,000 total in scholarships.
- The Scholarship Foundation does not charge an administrative fee to scholarship donors. All scholarship donations go to student awards, and gifts are 100% tax deductible. The colleges charge fees to manage and invest scholarship funds.

FUNDING REQUEST

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

We know that many people believe that Santa Barbara County is an affluent area overall. In reality, our County has a small number of high net worth individuals, and a very large and growing segment of low-income students, due to our strong agricultural and tourism/service economy. 55% of our program participants are the first in their family to go to college, 28% are below federal poverty guidelines, and 65% of our scholarship recipients are from families classified as having very low, low, or moderate incomes as defined by the Department of Housing and Development guidelines. The remaining recipients are modest and middle income individuals.

This project addresses the need for Nurses with advanced credentials such as Bachelor's degrees. These Nurses are in extreme demand in clinical and hospital settings, and also in educational environments to instruct new students. Scholarship awards allow these Nursing students to reduce or eliminate heavy loan debt burdens that are often a barrier to completing a Bachelor's degree.

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

SFSB overall organizational goals include:

- Increase college access opportunities for Santa Barbara County students.
- Provide enough financial support to enable Santa Barbara County students to pay for college or vocational school without incurring high levels of debt.
- Inform and train Santa Barbara County students about all sources of financial aid and scholarships so they can obtain sufficient funds to complete college or vocational school.

Program goals for the St. Francis Foundation Scholarship Fund are to select appropriate students according to the selection criteria and schedule as agreed to with the St. Francis Foundation trustees. We anticipate awarding three to five awards in the range of \$3,000 - \$5,000 each for a total of \$15,000. Students are required to enroll full-time and to achieve satisfactory academic standing.

3. Describe your program or the capital items requested, including

- Whether the request is new, ongoing, or an expansion
- Target audience, including specific demographic information
- Activities/strategies that will be used to meet your stated outcomes
- General timeline

This is a renewal request for funding to pay for scholarship awards. This scholarship fund will support three to five scholarships totaling \$15,000, to be awarded in May 2015. Our target audience is graduates of Santa Barbara County high schools who are planning to enroll in the Bachelor's Degree in Nursing program at CSU Channel Islands. Last year the average annual family income (a family of four with one child in college) of the students we served was about \$62,000.

To achieve this stated outcome in scholarship selection, we evaluate these areas: academic preparation, activities, employment, writing ability, family obligations, recommendation letters, and financial need. We also consider in our selection process the factors of motivation and potential, as demonstrated by the application materials, recommendation letters, and in the personal interview. We continue to commit to personally interviewing every qualified new applicant in the belief that the interview experience is valuable to the student/applicant and allows the student to express their hopes and concerns about attending college. A group of about 200 people, consisting of our Board of Directors, Past Presidents' Council, and a select group of community volunteers, are trained in our evaluation process and then scheduled to interview qualified applicants. Also, prior to when an interview is conducted, the professional staff reads and analyses every student aid application, and uses the U.S. Department of Education's Federal Methodology formula to calculate the Expected Family Contribution (EFC) for each applicant. Every eligible applicant is offered assistance in completing the Free Application for Federal Student Aid (FAFSA) and the foundation requires a copy of the Student Aid Report (SAR) to complete the application file.

After the interviews are completed, the professional selection team members read the applicant file again, this time with the interviewer's notes and comments. Each file receives this comprehensive review, as well as a quantitative point score from the interviewer. The selection team collaborates and then makes the final selection of scholarship recipients using guidelines developed by the Student Programs Committee, and administered by the Board VP of Programs.

Our timeline is as follows: outreach presentations and college and financial aid advising efforts occur all year, but are most heavily concentrated from September-February. The SFSB scholarship application is available October 1, with a submission deadline of January 31. SFSB screens and examines applications from February 1 – 28, interviews applicants from March 1 – April 15, evaluates and selects scholarship recipients from April 15 – May 15, and announces award decisions to the applicants, donors, and community on or very near to May 15. If a student has a complete file with final academic transcript, financial aid transcript, and their fall schedule showing full-time enrollment, we will mail their fall scholarship payment beginning in September to the college financial aid office. If they have not completed their file at that time, we will contact them with a reminder and send the fall scholarship payment after they respond with the required materials.

4. If this is a request for General Support, what are the most pressing needs?

This is not a request for General Support.

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

The impact of your scholarships is immediate and direct as the awards go directly toward reducing the total college cost for each recipient. Scholarship recipients are monitored each semester for academic progress. The Scholarship Foundation collects and reviews course schedules as verification of enrollment at the beginning of each term for every student, then disburses checks to the financial aid offices at the colleges for the students' accounts, and collects grade reports at the end of each term. If students do not maintain a full-time enrollment with a minimum of 2.0 GPA each term, the scholarship funding may be cancelled. Students are required to reapply for scholarships each academic year if they wish to receive continued funding, and submit updated personal and financial information, as well as an essay. We use outcome data on renewals, attrition, and academic progress to select scholarship recipients, and to ensure recipients are getting appropriate support.

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

The SFSB staff is diverse and skilled. Executive Director, Colette Hadley, has a 27-year career history in educational administration, starting with UC Irvine and then 21 years with the SFSB in program management and then as Executive Director. In the Scholarship program, there are 4 FTEs: Director of Programs Vicki Wedmore has 19 years of program management experience, all in the field of student financial aid from two different foundations. Rubi Castellanos and Amanda Sellars, Assistant Program Directors, have 7 years of experience in higher education, and Julie Evans, Program Assistant, has 15 years of student program experience. In the Outreach and Advising program, there are 4 FTEs: April Montes, Outreach Manager has worked at the SFSB for 5 years, and prior to that worked for the Central Coast Cal-SOAP program and for the YMCA youth programs. Two years into their positions, Outreach Counselors Andrea Martinez, Miriana Del Toro and Naree Sorich bring to the foundation experience in working with Cal-SOAP organizations, AVID, private and public colleges, and foster youth.

SFSB is a founding member of the Cal-SOAP (California Student Opportunity and Access Program) consortium and presents free financial aid advising workshops to SB County youth participants at 30+ community & nonprofit groups, and to employees at a number of local businesses. The Scholarship Foundation works collaboratively and closely with staff, guidance counselors, and educators at all Santa Barbara County school sites. Within our school communities, the SFSB's reputation for providing solid and accurate information on a consistent and expansive basis, as well as significant scholarship awards, has contributed to its position as the number one, "go-to" resource in our County for school counselors, administrators and teachers when dealing with financial aid and college access issues.

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

If full funding is not available we will reduce the St. Francis Foundation scholarship program to the necessary size and award a smaller number of scholarships from that fund. Overall for the SFSB and separate from the proposed St. Francis Foundation fund, we have already identified a few foundations that are pledging to grant gifts for scholarship awards in May 2015. We continue to be pro-active and continually approach other foundations, and commit to an on-going calendar of proposals/donation requests (year-round) to philanthropic individuals. We have a 52-year track record of working extremely hard to ensure that SFSB secures as much scholarship and program support each year as possible. Our plan for sustaining our program is to continually refine this effort, always striving to identify new foundation grant opportunities, and to cultivate relations with individuals with financial means to support the program over the long term.

Scholarship Foundation of Santa Barbara

Board of Directors/Governing Body

2014-2015

Name	City	Affiliation/Profession	Board Position	Yrs. Of Service
Janet Garufis	Santa Barbara	President, Montecito Bank & Trust	President	7
Kathy O'Leary	Santa Barbara	Community Volunteer	VP Administration	10
Christie Glanville	Santa Barbara	Retired, Teacher, Laguna Blanca School	VP Development	5
Erik Frost	Santa Maria	Retired Secondary School Administrator	VP Student Aid	4
Victoria C. Hazard	Santa Barbara	Retired CPA, Private Investment Manager	Treasurer	9
J. Taylor Woodward	Santa Barbara	Ret., Counsel and Corporate Secretary, Johnson & Johnson		5
Roger Aceves	Santa Barbara	Former Mayor, City of Goleta; Retired, SBPD		11
Joan Arnold	Santa Barbara	Owner, Interior Design Services		14
Greg Bartholomew	Santa Barbara	Broker, Hayes Commercial Real Estate		9
Trudi Carey	Santa Barbara	President, The Carey Group		13
Lisa Couvillion	Santa Barbara	Community Volunteer		1
Tricia Fahnoe	Santa Barbara	Financial Advisor, Mission Wealth Management		2
Geri Green	Santa Barbara	Community Volunteer		14
Norm Habermann	Santa Barbara	President, Scobrett Associates; Former Executive W.R. Grace & Co.		18
Patsy Hicks	Santa Barbara	Director of Education, Santa Barbara Museum of Art		1
Shirley Ann Hurley	Santa Barbara	Community Volunteer		20
L. Robert Johnson	Santa Barbara	President, Founders Capital Partners		13
Jim Knight	Santa Barbara	Business Consultant, Novim		7
Diana Lee	Santa Barbara	Attorney, Reicker, Pfau, Pyle & McRoy		8
Donald R. Logan	Santa Barbara	President, Logan Capital Corporation and Charleston Capital Corporation		10
Dale J. Marquis	Santa Barbara	Chairman, Pacifica Real Estate Group; President, Invest West Financial Corp.		21

How often does your governing body meet? Monthly, except in May and December

Scholarship Foundation of Santa Barbara
Board of Directors/Governing Body
2014-2015

Name	City	Affiliation/Profession	Board Position	Yrs. Of Service
Suzanne McNeely	Santa Barbara	President, Senior Planning Services		9
Barrett O'Gorman	Santa Barbara	Attorney, O'Gorman & O'Gorman		19
Ken Pash	Santa Barbara	Retired, Investment Professional		12
Carrie Randolph	Santa Barbara	Managing Director, Lead From Within/Courage to Lead		2
Lisa Rivas	Santa Barbara	Governmental Affairs Director, Venoco Inc.		7
Ginger Salazar	Santa Barbara	Founder, Imagitas Marketing		5
Angela Siemens	Santa Barbara	Community Volunteer, National Charity League, Business Professional		3
Jay D. Smith	Santa Barbara	Retired, Corporate Secretary, Santa Barbara Bank & Trust		13
Jean A. Smith	Santa Barbara	Managing Partner, Walpole & Co. CPA		9
Rachael Steidl	Santa Barbara	Founder and Owner, Parentclick.com		3
Arthur Swalley	Santa Barbara	Partner, Director of Investments, Arlington Financial Advisors		20
Bill Terre	Santa Barbara	General Manager, FLIR Commercial Vision Systems		4
Fernando Velez, Jr.	Santa Barbara	Attorney, Reicker, Pfau, Pyle & McRoy		10
Richard V. Wells	Santa Barbara	Owner, Wells Properties		11
Julie Whalen Schuetz	Santa Barbara	Sales Executive, Lynda.com		5
E. David Yossem	Santa Barbara	President, West Coast Financial Services		17
Craig Zimmerman	Santa Barbara	President, The Towbes Group		11

How often does your governing body meet? Monthly, except in May and December

Applicant Name: Scholarship Foundation of Santa Barbara

Attachment 2

Program Budget

Program Name/Capital Request: St. Francis Foundation Scholarship Fund

Budget dates for grant period: 07/01/2014 - 06/30/2015

INCOME

Source	Total Program(\$)	Pending (\$)	Notes
St. Francis Foundation of SB	15000	15000	This request
TOTAL INCOME	15000	15000	

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

EXPENSES

Item	Total Program(\$)	This Request (\$)	
Scholarship Awards	15000	15000	
TOTAL EXPENSES	15000	15000	St. Francis Foundation

Applicant Name: Scholarship Foundation of Santa Barbara

Organization Financial Summary

Organization Name: Scholarship Foundation of Santa Barbara

Fiscal Year Dates: July 1 - June 30

INCOME

Source	Prior Year's Actual 2012-13	Projected Annual Budget 2013-14	YTD Actual 6/30/2014
Donations and Grants	\$ 8,160,769	\$ 6,697,551	\$ 6,959,174
Permanently Restricted Gifts	1,352,316	1,000,000	556,554
Bequests	527,289	-	421,307
Special Events (Net)	321,108	100,000	170,146
Grant for Student Aid Support	170,200	153,242	153,242
Interest and Dividends	495,233	400,000	3,356,963
Realized & Unrealized Gains	4,268,142	1,100,000	1,553,510
Mineral Royalties	54,595	56,000	68,816
TOTAL INCOME	\$ 15,349,652	\$ 9,506,793	\$ 13,239,712

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 2012-13	Projected Annual Budget 2013-14	YTD Actual 6/30/2014
Scholarship and Loan Awards	\$ 7,495,888	\$ 7,537,180	\$ 7,687,639
Salaries and Benefits	1,294,914	1,364,464	1,305,876
Occupancy	99,297	105,220	104,286
Advertising & Promotion	90,602	77,550	51,673
Public Relations and Meetings	94,530	91,300	79,530
Information Technology	42,735	45,400	41,899
Postage	18,987	20,100	19,664
Depreciation & Amortization	57,627	63,875	61,871
Other	124,378	161,420	137,591
TOTAL EXPENSES	\$ 9,318,958	\$ 9,466,509	\$ 9,490,029
NET PROFIT OR LOSS	\$ 6,030,694	\$ 40,284	\$ 3,749,683

Total Capital Expenses	\$ 49,580	\$ 65,700	\$ 12,445
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i.e., computers, vehicles, building improvements, etc:

Explanatory Notes:

The amount of recorded donations at 6/30/13 were the result of the 50th anniversary campaign.

The capital budget for 13-14 was not fully spent by 6/30/14; the purchase has been moved to 14-15.

Organization Balance Sheet Summary

	MOST CURRENT (Audited)	PRIOR YEAR CLOSE
ASSETS	6/30/2014	6/30/2013
Current Assets		
Cash and Equivalents	\$ 4,032,284	\$ 3,602,883
Accounts Receivable	4,071	4,887
Prepaid Expenses	14,592	23,645
Inventory		
Grants/Pledges Receivable	4,084,811	4,332,566
Other:	10,172	18,899
Fixed assets (Net)		
Property		
Leasehold Improvements	193,902	219,888
Furniture & Equipment	84,539	105,979
Investments		
Endowments	44,548,952	40,543,007
Other:	125,999	127,999
TOTAL ASSETS	\$ 53,099,322	\$ 48,979,753
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 7,788,786	\$ 7,416,636
Accrued Expenses	99,762	102,026
Long Term Debt (Current Portion)		
Short Term Debt		
Other: Deferred Revenue	-	
Long Term Debt (over a year)		
Loan		
Other:		
TOTAL LIABILITIES	\$ 7,888,548	\$ 7,518,662
NET ASSETS		
Unrestricted	\$ 7,455,551	\$ 6,326,238
Temporarily Restricted	9,874,064	7,964,955
Permanently Restricted	27,881,159	27,169,898
TOTAL LIABILITIES		
AND NET ASSETS	\$ 53,099,322	\$ 48,979,753



U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE
WASHINGTON 25, D. C.

JAN 16 1964

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Santa Barbara Scholarship
Foundation
c/o Griffith & Thornburgh
7 West Figueroa
Santa Barbara, California

PURPOSE	
<u>Educational and Charitable</u>	
ADDRESS INQUIRIES & FILE RETURNS WITH DISTRICT DIRECTOR OF INTERNAL REVENUE	
<u>Los Angeles, California</u>	
FORM 990-A REQUIRED	ACCOUNTING PERIOD ENDING
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<u>December 31</u>

Gentlemen:

Based upon the evidence submitted, it is held that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code, as it is shown that you are organized and operated exclusively for the purpose shown above. Any questions concerning excise, employment or other Federal taxes should be submitted to your District Director.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code and are required to file Form 990-T for the purpose of reporting unrelated business taxable income. Any changes in your organization's character, purposes or method of operation should be reported immediately to your District Director for consideration of their effect upon your exempt status. You should also report any change in your name or address. Your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of sections 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to your District Director.

Your District Director is being advised of this action.

Very truly yours,

Acting

R. J. Stakem

Chief, Exempt Organizations Branch