

# The Foundation Roundtable: Common Grant Application

## Cover Sheet

Foundation you are applying to: St. Francis Foundation  
Legal Name of Applicant Organization: St. Vincent's  
Project Name (if applicable): Titer Testing and Immunizations  
Funds will pay for: Titer testing and immunizations for mothers in the Family Strengthening Program and St. Vincent's staff.  
Full Mailing Address: 4200 Calle Real, Santa Barbara, CA 93110-1454  
Location(s) if different from above: \_\_\_\_\_  
Executive Director: Sister Margaret Keaveney, D.C.  
Phone: 805-683-6381 Fax: 805-967-7508  
Email: srmargaret@sv-sb.org Website: www.stvincents-sb.org  
Contact Person & Title: Cheryl Gawron, Grant Writer Phone: 805-683-6381 Ext. 107

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: 95-164-3367 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: Healthcare

This Grant Request: \$ 15,000 Total Project Budget: \$ 22,138

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

Total Organizational Budget for Current Year: \$ \$3,902,450 Fiscal year begins: July 1

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

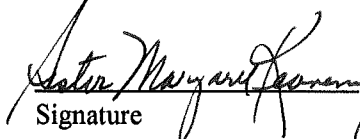
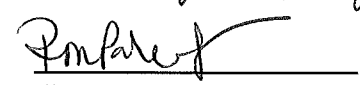
St. Vincent's is dedicated to strengthening low-income families and seniors through programs rooted in the Social Teachings of the Catholic Church. Faithful to the charism of the Daughters of Charity of St. Vincent de Paul, we serve our sisters and brothers by providing affordable housing, early childhood education, and family enrichment programs.

Summarize your grant request (two to three sentences):

The at-risk mothers in St. Vincent's Family Strengthening Program need to have titer testing for childhood diseases where they cannot provide proof of immunization, as well as the follow-up vaccinations as needed. In addition, St. Vincent's must ensure that all of its teachers and staff in the Family Strengthening Program and the Early Childhood Education Center are properly immunized for the health and safety of the children, which will also require titer testing and follow-up vaccinations as needed if their insurance will not cover the cost.

### **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	Sister Margaret Keaveney, D.C., President and CEO Name & Title of Authorized Board/Governing Body Representative	<u>3/13/15</u> Date
 Signature	Rosa Paredes, Executive Vice President, CFO, and COO Name & Title of Authorized Board/Governing Body Representative	<u>3/13/15</u> Date

## PROPOSAL NARRATIVE

**History and Accomplishments:** St. Vincent's is Santa Barbara's longest, continuously-operating nonprofit human service agency. For 157 years, St. Vincent's has been providing support, education, and shelter, with compassion and caring, to low-income families in Santa Barbara without regard to race, ethnicity, gender, or religious beliefs.

In 1858, St. Vincent's opened the first English-speaking school and orphanage in Santa Barbara, and the first infirmary in the region in 1873. Responding to the needs of working parents in 1917 during WWI, St. Vincent's began one of the first childcare programs in California. Eventually, the orphanage gave way to the pressing need for residential, educational services for developmentally disabled children. St. Vincent's opened and operated the first such program in the western United States from 1936 to 1995.

**Current Programs and Activities:** Today St. Vincent's educates, houses, and cares for some 600 low-income and at-risk children, mothers, families, and seniors on its 21-acre campus in the heart of Santa Barbara:

*St. Vincent's Family Strengthening Program* offers shared transitional housing and extensive services for at-risk single and/or pregnant mothers with young children, helping them to move towards stability and independence.

*St. Vincent's Early Childhood Education Center* provides quality childcare and affordable education for 107 infants, toddlers, and preschoolers on campus and in the local Santa Barbara community.

*St. Vincent's Heart* is an on-site, volunteer-assisted food pantry and donation center providing basic necessities for clients and residents. Food is purchased weekly from the Foodbank of Santa Barbara County, and distributed along with clothing and other household items.

*St. Vincent's Affordable Housing* is the single largest affordable housing development in the history of Santa Barbara County. St. Vincent's Gardens provides 75 apartments for low-income families, and Villa Caridad provides 95 one-bedroom units for low-income seniors 62 or older.

**Relationships With Other Organizations Working to Meet the Same Need:**

St. Vincent's receives referrals from local clinics, hospitals, churches, women's and homeless shelters, and domestic and child abuse resource centers, as well as CALM, Child Welfare Services, CalWORKs, the SB Council on Alcoholism and Drug Abuse, and the CA Dept. of Rehabilitation. St. Vincent's has a formal MOU with First 5 of CA, SB County, for inclusion into their consortium of service agencies of non-profits. St. Vincent's collaboration with CalWORKs keeps clients on-track with welfare to work programs, and with SB City College for educational opportunities and financial aid.

## **FUNDING REQUEST**

### **The Need or Problem Our Project Works To Address**

Most of the at-risk mothers in St. Vincent's Family Strengthening Program have not been properly vaccinated from childhood diseases, nor do they have documentation of past immunizations. In addition, the staff in St. Vincent's Family Strengthening Program and in St. Vincent's Early Childhood Education Center must also be properly vaccinated in order to ensure the health and safety of the children in the programs. This will require titer tests to be performed, which measure the antibodies in the blood, providing a check of disease immunity. The results of the titer test then allow a clinician to determine whether a vaccination is required. Follow-up vaccinations would then be administered as needed. Funding is needed to cover the cost of the titer tests, and the vaccinations. The following is a list of titer tests that are recommended:

- Hepatitis A
- Hepatitis B
- Varicella
- MMR
- Tdap

### **Our Project's Goals and Specific Outcomes Projected for the Grant Period**

Goal: To ensure the health and safety of all children and staff in St. Vincent's Family Strengthening Program and in St. Vincent's Early Childhood Education Center.

Outcomes: 1) Increased protection of health for children and mothers at St. Vincent's.  
2) Creation of proper documentation of vaccinations for mothers and staff at St. Vincent's.  
3) Reduced chances of the spread of disease at St. Vincent's.

### **Description of Our Project**

**New, Ongoing, or Expansion:** This is a new project for St. Vincent's. With the recent outbreak of measles in our community, and the death of a child from whooping cough last year on the Central Coast, we are taking a closer look at the immunization records of the mothers and children in St. Vincent's Family Strengthening Program, as well as the staff in that program and in St. Vincent's Early Childhood Education Center. What we have found is that most of the at-risk mothers in St. Vincent's Family Strengthening Program either have not been properly vaccinated from childhood diseases, or they do not possess proof of past immunizations. This can prove to be a difficult task for them financially as well as emotionally. It is our responsibility to ensure the health and safety of all of our program participants, as well as our staff. For this reason, we are requesting funding for titer tests to be performed to determine what vaccinations are needed for residents and staff.

St. Vincent's paid for Rubella vaccinations for all of the mothers in the Family Strengthening Program earlier this year, but we do not have the funds to pay for the additional titer testing for other childhood diseases, and follow-up vaccinations. The recommended vaccinations include Hepatitis A, Hepatitis B, Varicella, MMR, and Tdap. Funding of this project would go directly towards titer testing and vaccinations.

**Target Audience:** The 19 mothers and four staff in St. Vincent's Family Strengthening Program, and the 22 staff working in St. Vincent's Early Childhood Education Center, as well as new hires.

**Activities/Strategies That Will Be Used To Meet Our Stated Outcomes:**

- 1) Detailed tracking of the immunization status of the children and mothers in St. Vincent's Family Strengthening Program.
- 2) Complete immunization files kept on the staff at St. Vincent's Family Strengthening Program and at St. Vincent's Early Childhood Education Center.
- 3) Incorporate our titer testing, and/or proof of vaccinations upon the hiring of all employees in St. Vincent's Family Strengthening Program and St. Vincent's Early Childhood Education Center.

**General Timeline:** Upon securing funding, St. Vincent's will begin immediately making arrangements for the mothers in St. Vincent's Family Strengthening Program to have needed titer testing performed by Pacific Labs, as well as titer testing of all staff and teachers at St. Vincent's Early Childhood Education Center and in St. Vincent's Family Strengthening Program. We will then follow-up with the needed vaccinations. We will also begin having titer testing done for all new employees in these programs who cannot verify required immunizations.

**Plan to Evaluate the Effectiveness or Impact of the Project**

St. Vincent's will keep detailed records on the results of the titer testing for the mothers and staff at St. Vincent's Family Strengthening Program, and the staff at St. Vincent's Early Childhood Education Center, who cannot provide proof of vaccinations, as well as any needed follow-up vaccinations.

**Skills and Relevant Experience of Key Staff Essential to the Project's Success**

- Joanne Sizemore, Director of St. Vincent's Family Strengthening Program

The procuring of titer testing and immunizations for the mothers and staff at St. Vincent's Family Strengthening Program will be led by Joanne Sizemore, Director. She was hired in January of 2014, following the untimely death of our previous Director. Ms. Sizemore has a

Master's Degree in Clinical Psychology and is a licensed MFT. She has over 17 years of experience in the field, and is a certified Child Custody Evaluator for the Santa Barbara Superior Court.

- Bonnie Patton, Director of St. Vincent's Early Childhood Education Center

The procuring of titer testing and immunizations for the staff at St. Vincent's Early Childhood Education Center will be led by Bonnie Patton, Director. She has held this position for the past three and a half years. Ms. Patton has a BS in Child Development, and has experience as a Site Supervisor and teacher for the Ojai Head Start Program, a Site Supervisor for an Infant Center, and a teacher for a Pre-K Program.

Also integral to the project are the following individuals:

- Sister Margaret Keaveney, D.C., President and CEO, St. Vincent's
- Rose Paredes, Vice-President of Finance & Chief Financial Officer, St. Vincent's
- Jacob Andrade, Director of Human Resources & Safety Officer, St. Vincent's
- William C Koonce, M.D., 219 Nogales Avenue, Ste B, Santa Barbara, CA 93105

### **Contingency Plan for Securing Additional Support and/or Modifying Our Proposal**

Continue applying for grants that address the health and well-being needs of our clients and residents.

## Board of Directors/Governing Body

[illegible]

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## The Foundation Roundtable: Common Grant Application

### Project Budget

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

Organization Name: St. Vincent's

Name of Project (if different): Titer Testing and Immunizations

Budget dates for grant period: 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
St. Francis Foundation	15,000	15,000	0	
<b>TOTAL INCOME</b>	<b>15</b>	<b>15</b>	<b>0</b>	

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

#### **EXPENSES**

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

Item	Total Project (\$)	This Request (\$)	Notes
Titer Test Hep A	1600	1100	\$35 per person at Pacific Labs x 45
Titer Test Hep B	1600	1100	\$35 per person at Pacific Labs x 45
Titer Test MMR	1600	1100	\$35 per person at Pacific Labs x 45
Titer Test Tdap	1600	1100	\$35 per person at Pacific Labs x 45
Titer Test Varicella	1600	1100	\$35 per person at Pacific Labs x 45
Hep A Vaccine	2926	2000	\$65.03 per person according to CDC x 45
Hep B Vaccine	2327	1600	\$52.50 per person according to CDC x 45
MMR Vaccine	2660	1800	\$59.11 per person according to CDC x 45
Tdap Vaccine	1690	1100	\$37.55 per person according to CDC x 45
Varicella Vaccine	4535	3000	\$100.78 per person according to CDC x 45
<b>TOTAL EXPENSES</b>	<b>22138</b>	<b>15000</b>	

Financial Information  
 St. Vincent's  
 Organization: St. Vincent's Institution  
 FY 2014-2015 Common Grant Application

**Organizational Financial Summary**

**INCOME**

City of SB Human Services  
 Santa Barbara County  
 Foundation/Trusts  
 Unrestricted Contributions  
 Special Fundraising Events, net  
 Tuition & Program Fees  
 Rental Income - property management

Other Income

**TOTAL INCOME**

**EXPENSES**

Salaries, Benefits, Payroll Taxes  
 Consultants and Contracts  
 Facility, Utilities, Maintenance  
 Internet, Telephone, Fax  
 Supplies  
 Postage, printing & duplicating  
 Marketing & Advertising  
 Travel, Mileage, Training  
 Insurance  
 Depreciation  
 IT  
 Licenses, taxes, charity, dues, subs, storage (other)  
 Investment Balance Changes

**TOTAL EXPENSE**

**NET PROFIT (LOSS)**

**Total Capital Expenditures**

<b>PRIOR YEAR ACTUAL 7/1/13-6/30/14</b>	<b>PROJECTED ANNUAL BUDGET 7/1/14-6/30/15</b>	<b>YTD ACTUAL as of 12/31/14</b>
\$ 8,000	\$ 8,000	\$ 4,000
\$ 56,491	\$ 60,784	\$ 37,014
\$ 1,310,328	\$ 1,634,452	\$ 849,735
\$ 63,631	\$ 160,669	\$ 60,152
\$ 177,615	\$ 98,104	\$ 116,252
\$ 328,325	\$ 599,308	\$ 281,522
\$ 242,233	\$ 249,922	\$ 119,460
\$ 154,521	\$ 120,352	\$ 77,620
<b>\$ 2,341,144</b>	<b>\$ 2,931,591</b>	<b>\$ 1,545,755</b>
\$ 1,510,754	\$ 2,333,754	\$ 952,691
\$ 409,566	\$ 460,647	\$ 226,638
\$ 196,974	\$ 253,076	\$ 104,417
\$ 13,680	\$ 14,814	\$ 7,439
\$ 113,434	\$ 150,438	\$ 76,988
\$ 12,042	\$ 10,113	\$ 8,117
\$ 9,123	\$ 15,108	\$ 4,467
\$ 24,714	\$ 59,645	\$ 15,259
\$ 92,841	\$ 147,425	\$ 59,801
\$ 321,855	\$ 355,599	\$ 166,913
\$ 6,751	\$ 6,276	\$ 8,001
\$ 16,197	\$ 25,166	\$ 12,965
\$ (637,056)	\$ (509,420)	\$ 13,142
<b>\$ 2,090,875</b>	<b>\$ 3,322,641</b>	<b>\$ 1,656,838</b>
<b>\$ 250,269</b>	<b>\$ (391,050)</b>	<b>\$ (111,083)</b>
<b>\$ 56,667</b>	<b>\$ 307,013</b>	<b>\$ 178,089</b>



## Financial Information

St. Vincent's

Organization: St. Vincent's Institution

FY 2015-2016 Common Grant Application

**Organizational Balance Sheet Summary**

		MOST CURRENT as of 12/31/14		PRIOR YEAR CLOSE as of 6/30/14	
<b>ASSETS</b>					
Current Assets					
	Cash and Equivalents	\$	312,994	\$	266,104
	Accounts Receivable	\$	139,178	\$	55,649
	Prepaid Expenses	\$	36,579	\$	7,461
Fixed Assets (Net)					
	Fixed Assets (Net)	\$	5,037,338	\$	5,026,159
Investments					
	Life Insurance and Trusts	\$	1,838,631	\$	1,838,631
	Fund P Investments	\$	5,283,930	\$	5,283,589
TOTAL ASSETS		\$	12,648,649	\$	12,477,593
<b>LIABILITIES</b>					
Current Liabilities					
	Accounts Payable	\$	33,022	\$	12,037
	Accrued Expenses	\$	168,165	\$	135,534
	Unearned Revenues	\$	238,904	\$	1,010
	Deferred Lease Revenue	\$	1,316,892	\$	1,326,266
TOTAL LIABILITIES		\$	1,756,983	\$	1,474,847
Net Assets					
	Unrestricted	\$	7,704,214	\$	7,740,731
	Temporarily Restricted	\$	1,706,264	\$	1,812,328
	Permanently Restricted	\$	1,481,188	\$	1,449,688
TOTAL LIABILITIES AND NET ASSETS		\$	12,648,649	\$	12,477,593

**Internal Revenue Service**

**Date:** January 8, 2004

St Vincents Institution  
4200 Calle Real  
Santa Barbara, CA 93110-1454

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Jackie Johnson 31-07453  
Customer Service Specialist  
**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
95-1643367  
**Group Exemption Number:**  
0928

Dear Sir or Madam:

This is in response to your request of January 8, 2004 regarding your organization's tax-exempt status.

Our records indicate your organization is exempt under section 501(c)(3) of the Internal Revenue Code. Your organization is included in the group ruling issued to the United States Conference of Catholic Bishops, which is not a private foundation within the meaning of 509(a) of the Code because it is described in sections 509(a)(1) and 170(b)(1)(A)(i).

The United States Conference of Catholic Bishops is listed in Publication 78. Donors may deduct contributions to your organization under section 170 of the code.

As your organization is included in a group ruling, there is not an individual exemption letter for it. The group exemption letter applies to all of the subordinate organizations on whose behalf the United States Conference of Catholic Bishops has applied for recognition of exemption. If you want a copy of the group exemption letter, please contact your central organization.

If you are operating an educational organization that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on, you are required to file Form 5578, *Annual Certification of Racial Nondiscrimination for a Private School Exempt From Federal Income Tax*. Form 5578 is due annually by the 15<sup>th</sup> day of the 5<sup>th</sup> month following the end of the organization's accounting period.

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

Sincerely,

*Donna Carlisle*

Donna Carlisle, Acting Director, TE/GE  
Customer Account Services



**St. Vincent's Institution  
Santa Barbara, CA  
Board Resolution**

This Corporation, by resolution of its Board, dated November 7, 2014 has decided:

**BE IT RESOLVED:** That the Board authorizes Sr. Margaret Keaveney, D.C., President and Chief Executive Officer, its representative, to apply for and enter into Government Grants for St. Vincent's that will assist the organization in fulfilling its Mission in accord with Board Approved Financial and Operating Plans.

**IN WITNESS WHEREOF,** the Chairperson and Secretary-Treasurer and Chairperson of this Board have subscribed below and have caused the corporate seal of said Corporation to be here unto affixed this seventh day of November, 2014.

Sister Patricia Muz, D.C.  
Chairperson

Helen R. Jones  
Secretary/Treasurer

11-7-14  
Date

11-7-14  
Date



**St. Vincent's Institution  
Santa Barbara, CA  
Board Resolution**

This Corporation, by resolution of its Board, dated November 7, 2014 has decided that:

**WHEREAS** the Board of Directors has the power and authority invested in it in accord with Corporate policies to subscribe for, purchase, buy, sell, exchange, invest, convert and transfer any and all securities and real estate for the account of this Corporation, to enter into any contract or execute any instrument in the name and on behalf of this Corporation, and to designate the officer or officers to effect any and all of these transactions in the name and on behalf of this Corporation; now therefore.

**BE IT RESOLVED:** That this Board of Directors hereby designates Sr. Margaret Keaveney, D.C. as its President/CEO and authorizes and empowers her, as directed by the Board of Directors and in fulfillment of her responsibilities as the agent of the Board, to subscribe for, purchase, buy, sell, exchange, invest, convert and transfer real estate and securities in the name of and on behalf of this Corporation, to enter into any contract or execute any instrument and to sign, execute and deliver all papers to effect all or any of the above transactions.

**IN WITNESS WHEREOF,** the Chairperson and Secretary-Treasurer of this Board have subscribed below and have caused the corporate seal of said Corporation to be here unto affixed this seventh day of November, 2014.

Sister Patricia Neugebauer, O.C.  
Chairperson

Sharon R. Jones  
Secretary/Treasurer

11-7-14  
Date

11-7-14  
Date