

LOI Form

LOI

If you would like to complete this Letter of Intent in Word first and copy your answers over later, use the following link: [Download LOI](#)

The rubric that will be used to score your Letter of Intent can be found here: [Download LOI Rubric](#)

Please pay attention to character limits while working on your draft. These limits include spaces.

Organization Name*

Seniors in Service of Tampa Bay, Inc.

Project Name*

Create a brief name for this large capital project. This is how it will appear throughout the PCF grant portal.

Pinellas County Office Building

EIN*

59-2422975

Incorporation Year*

What year did your organization incorporate? This will be the year listed on your determination letter from the Internal Revenue Service.

1984

Organizational Mission Statement*

What is your organization's mission statement? This should be no longer than one or two sentences.

The mission of Seniors in Service is to provide solutions to community challenges by engaging volunteers aged 55+. We help disadvantaged children, frail elders, overwhelmed caregivers, adults with disabilities, struggling veterans, and hungry families; and our volunteers benefit from staying active and purposeful.

Unique Entity ID (SAM)

Please provide your organization's Unique Entity ID number. This is a specific number used by the federal government to identify your organization. **This is different from a DUNS number, which the federal government no longer uses.**

If you do not have a Unique Entity ID number, you can create an account on SAM.gov and apply for one here (it is

free and may take 3-4 days for approval): <https://sam.gov/content/home>

This field is optional as to not stop a qualifying organization from applying. HOWEVER, a Unique Entity ID number will be required if your organization is approved for a grant. Your organization should apply for a number now if it does not yet have one.

Character Limit: 12

LJW9JUBDSQD5

Annual Operating Budget Size*

Please provide the amount of your annual operating budget (expenditures only) for your entire organization.

\$2,877,315.00

Amount Requested*

The maximum grant amount is \$5 million. You may request up to 5% for grant administration, project management, and other indirect costs. Please be sure your indirect cost rate is represented in the figure you put below.

Note: You will be required to upload a more detailed budget if you are approved for the full application stage. You will need to also attach any bids, estimates, and agreements with contractors or other vendors in relation to the proposed project.

\$1,750,000.00

Does the total project cost exceed the amount your organization is requesting?*

Please note: Answering "Yes" will cause additional questions to load later in this application.

Examples

ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$150,000 for certain equipment, and will seek other funding and donations for the remaining \$20,000 of the playground. ABC Childcare would select "Yes" for this question.

Better Tomorrow, a mental health provider, is looking to expand their counseling center by two rooms to meet increased service demand arising from the pandemic. Better Tomorrow has secured \$25,000 in private contributions, and wants to request the remaining \$125,000 in this grant. Better Tomorrow would select "Yes" for this question.

DBE Food Pantry is seeking funding for a new HVAC unit for their pantry, and is requesting \$40,000 from PCF to cover the entire cost. DBE Food Pantry would select "No" for this question.

No

Parent Non-Profit/Subsidiaries*

If your organization has a parent non-profit that has multiple subsidiaries, will multiple subsidiaries be applying in this process?

Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Both would select "Yes" on this question.

No

Request Specifics

Organization Programming Background*

Please describe the programming your organization offers to the community and the length of time it has been doing so. That is, what does your organization **do** and **how long** has it been doing it?

For 38 years we've engaged volunteers aged 55+ to solve community challenges. We recruit, background screen, & place volunteers into communities with high needs where they use their talents to improve the lives of others. Ongoing training & evaluation ensures volunteers provide meaningful support. Services benefit Pinellas residents as follows: 1) Isolated seniors get companionship to overcome loneliness, improve wellness, age in place & avoid costly assisted living expenses 2) Struggling kindergarten thru 3rd grade students receive one-on-one tutoring for academic & lifelong success; 3) Seniors looking for purpose after retirement or a major life change are matched with local nonprofits in need of volunteer support 4) Volunteers who are Veterans use their unique bond created through shared experience to support fellow Veterans, active military & their families.

Our outstanding ability to mobilize 1,300+ volunteers annually with 150+ partners enables us to help 7500+ underserved individuals. During 38-years, we've provided over 5 million hours of assistance with a fair market value exceeding \$131,600,000 with Diversity Equity, and Inclusion (DEI) integral to our history & culture. We address social inequities, tackling disparities made more apparent during COVID-19. Our recent independent audits show over 95% of each dollar goes to program services.

Community Need*

Please describe the community need that exists for your programming. If you are able to cite quantitative, local data, that will strengthen your proposal.

COVID-19 & inflation increased needs of children, seniors, Veterans & nonprofits. Here's how:

1) Struggling Students: Up to 3rd grade children learn to read, then they read to learn. Reading on grade level by 3rd grade is an important predictor of high school graduation. Our tutors serve in Pinellas Title 1 high need schools where recent FSA scores show only 40% of students read on level; some schools were as low as 18%. 2 years of disrupted learning from COVID-19 widened the gap. More are falling behind. Kids need 1-on-1 tutoring more than ever.

2) Isolated Seniors: Loneliness has devastating health consequences, eclipsing obesity & even smoking for premature decline or even death. Though the need for companion services is great, seniors typically do not self-identify as feeling lonely. 2019 Area Agency on Aging of Pasco-Pinellas Community Assessment Survey of

Older Adults (CASOA) says these results may reflect respondents' strong desire to appear self-reliant, & that they do not include voices of older adults too frail to participate in surveys. According to FL Dept of Elder Affairs 2021 County Profile of Older Floridians, Pinellas is home to 335,442 seniors age 60+. 26% (86,535) live alone; Combined with steady growth in senior population, this confirms strong need for Senior Companion Services in Pinellas.

3)Veterans: Pinellas has the 5th highest Veteran population in FL at 80,000+. Bay Pines VA serves 110,000+ Veterans each year. COVID-19 has increased the # of Veterans, active military & military families who struggle to access the complex maze of community resources needed to improve their quality of life.

4)Pinellas Nonprofits: The Florida Nonprofit Alliance reports 44% of organizations continue to experience volunteer absences due to COVID-19. Inflation is the highest it's been in 4 decades and Pinellas nonprofits depend on the 191 volunteers we recruit to help meet the increasing needs of the community.

Negative Economic Impact*

The following question is the keystone of a strong application in this process. If your organization cannot demonstrate a negative economic impact from the pandemic, your application will not qualify for committee review. If you are uncertain about what constitutes negative economic impact or how to demonstrate it, please contact PCF staff for technical assistance.

Describe your organization's negative economic impact arising from the COVID-19 pandemic. Examples could include:

- A reduction in revenue from 2019 to 2020
- Inflationary pressures
- Increases in demand for services that have not been compensated for through new revenue
- The use of reserves for unbudgeted expenses since the onset of the pandemic, and such use of reserves has prevented the purchase of capital assets
- A need for capital assets to offset community need for which your organization does not have the resources to purchase due to the negative economic harm from the pandemic
- A need for additional capital assets to adapt operations to accommodate health and safety guidelines by the CDC
- Growth in restricted pandemic-related revenue that does not permit capital asset acquisition

Note: If you are applying for both a Small Purchase and Large Project, you may reuse the answer for this question PROVIDED THAT the negative economic impact is relevant to both requests.

COVID-19 disrupted the education of students, forced seniors into isolation, and put a burden on nonprofits to serve even more vulnerable families and individuals. To address these needs, we received \$1,425,893 of restricted pandemic-related revenue. Since March of 2020 we've used these funds to continue supporting struggling students & their senior-aged low-income volunteer tutors. In addition we launched new services in Pinellas to alleviate isolation in seniors and support nonprofits by expanding 4 of our successful Hillsborough programs to also serve Pinellas: 1) TelePals telephone reassurance for seniors; 2) Senior Companions to help isolated seniors age in-place; 3) Health Buddies to help adults with chronic conditions self-manage their wellness; 4) Retired & Senior Volunteer Program (RSVP) to support local nonprofits.

Although we did receive COVID-19 relief grants to continue tutoring and to launch these new programs in Pinellas, they do not fully cover our increased expenses. And, despite our growth in restricted pandemic-related grants to expand our services in Pinellas, that revenue does not permit capital asset acquisition.

Between 2020 and 2022 individuals/companies were conservative with contributions because of uncertainty due to the pandemic and inflation. As a result General/Fundraising Contributions decreased resulting in \$153,085 in lost income.

In addition to lost fundraising income, we incurred additional expenses. Our tutor/mentor volunteers are low-income seniors who receive a small stipend for their hours served. During the pandemic they were unable to serve in the classroom, yet we continued to support them with a temporary allowance. Many volunteers depend on that stipend to make ends meet, especially during COVID-19. The total temporary allowance paid was \$223,190. We accounted for 74,396 volunteer hours our Foster Grandparents couldn't serve in Pinellas classrooms (valued at \$26.32/hr according to IndependentSector.org) resulting in \$1,958,102 of lost impact. When we expanded services in Pinellas to meet the needs of seniors and children suffering from the impacts of COVID-19 our operating, travel and staff expenses increased by \$307,515. This was due to re-establishing referral networks, recruiting/screening more volunteers and re-introducing over 200 volunteers into classrooms.

The COVID-19 related funding that helped us expand services into Pinellas is no longer available but the needs are still there. This purchase will help us more effectively recruit, train, and place highly trained volunteers throughout Pinellas & collaborate with new/existing partners to meet the needs of those who continue to be negatively impacted by COVID-19.

Proposal Description*

The American Rescue Plan Act requires a request that is reasonable and proportional to the level of economic impact your organization experienced. This means the request you describe below should not be greater than the economic harm your organization has suffered.

Please describe your project proposal and address the following:

- What project will be undertaken with these funds?
- What is the estimated lifespan of the project/property improvement?
- How does it address the negative economic harm you described in the previous question?

Our project is to purchase an office building with these funds near unincorporated Lealman, serving as a hub to engage volunteers to help children, seniors, Veterans & neighborhoods negatively impacted by the pandemic. Our \$1,425,893 of restricted pandemic-related revenue expanded Pinellas services to help struggling students/seniors, yet did not allow for capital purchases like an office building to meet operational needs to engage 250+ volunteers. In addition, this restricted funding helped us address immediate COVID relief only. This level of funding will not continue beyond the COVID recovery period, yet the needs we address to help marginalized individuals overcome systemic disparities will continue well beyond. Plus our COVID-19 grants did not fully cover our actual/anticipated losses/expenses: 74,396 volunteer hrs totaling \$1,958,102 in lost impact; PLUS \$153,085 lost fundraising income; PLUS \$307,515 increase in program expenses that is expected to continue.

The office will include a training/meeting room for 50+ people & workspace to meet, screen, evaluate volunteers. Each month our tutors, senior companions & Operation:Veteran Connect members receive at least 4 hrs of training to help them offer meaningful, lasting support to those they serve. Seniors in Lealman will also benefit from free classes, volunteer opportunities & clubs to help fight isolation.

The meeting room/office space will also be open to other nonprofits as a coworking/meeting space, especially those struggling to recover from the pandemic, opening the doors for increased collaboration & community services. We will share our resources, knowledge, & space to help smaller nonprofits grow & build lasting partnerships, supporting them with volunteers & volunteer management best practices to further their mission.

We have experience owning/maintaining an office building. In 1997 we received a grant to purchase our Hillsborough office & it continues to be a well-maintained, collaborative space for our team, volunteers, community partners. Based on that knowledge/experience we anticipate this building will meet the needs of the community for 30+years before capital changes are needed.

Though we have a satellite office in the St Pete Sunshine Center, this is no longer a viable long-term solution to meet demand in Pinellas. The building in Lealman will allow us to engage even more highly trained Pinellas volunteers to continue to reach those negatively affected by COVID-19.

Number Served*

How many people will directly benefit from this capital project annually?

1755

Unduplicated vs. Duplicated*

Is the number indicated above duplicated or unduplicated?

Duplicated: A client is counted each time they access services

Unduplicated: A client is counted once, regardless of the number of times they access services

Example: ABC Food Bank operates two mobile food pantries, one in Clearwater and one in St. Petersburg. Taylor, a Pinellas County resident, goes to both food pantries. If ABC Food Bank counts Taylor's visit TWICE, it is **duplicated**. If ABC Food Bank counts Taylor's visit ONCE, it is **unduplicated**.

Unduplicated

Other (Explanation Required)

If you selected "Other" in the previous question, please explain how your organization determined the number of clients that will benefit from the proposed capital project.

Rent vs. Own*

Does your organization rent or own the property for which you are proposing modifications?

Note: Selecting "Rent" will cause more questions to load below.

Own

Guiding Principles - Client Impact*

The American Rescue Plan Act, which provides the funding for this grant program, aims to ensure an equitable recovery from the COVID-19 pandemic. The term “equity” is defined as:

The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

One of the guiding principles of this fund is that it will apply a lens of equity to ensure the needs of specified priority populations are met.

Will this project benefit the community members defined above that have experienced disproportionate negative impacts from the COVID-19 pandemic? If so, how?

This office building will benefit the QCT Lealman Neighborhood by opening the door to provide highly trained volunteers to serve in Title 1 elementary schools we don't yet serve such as Lealman/Pinellas Park/Skyview/New Heights/Blanton. In these schools the average population is 25% Black; 24% Hispanic and 100% Economically Disadvantaged. These schools have an average of only 33% of their 3rd graders reading on grade level, an important predictor of high school graduation, significantly lower than the County average of 52%.

We will recruit, screen, and place seniors from Lealman area into K-3 grade classrooms to provide ongoing, intensive tutoring & mentoring in the same classroom for the full school year. Our volunteers already serving in 71 classrooms in Pinellas showed 91% success in improving literacy, as evaluated by the teacher.

Our Senior Companions & Health Buddies are volunteers trained to listen for “red flags” that clients are at risk of not having their basic needs met including lack of food, transportation, or utilities and connect them to resources to overcome these challenges. 100% of clients served reported improved perceived social support and/or ability to age in place after 12 months of participation.

Other organizations provide tutoring and senior companionship, but these services are often too expensive for those affected by persistent poverty, like the residents of Lealman where the median household income is \$35,092. Our services are provided free of charge, ensuring underserved children have quality literacy support & isolated seniors & individuals with disabilities have access to companionship to age in place.

This purchase will increase the opportunity to bring our successful Readers in Motion (RIM) program into Pinellas. RIM focuses on Hispanic neighborhoods and improves reading and learning through enriched STEM curriculum and increased parental involvement.

Community Connection

The American Rescue Plan Act (ARPA) prioritizes organizations that either have headquarters or carry out the majority of their operations inside Qualified Census Tracts (QCTs). QCTs are a standard method of identifying communities with a large proportion of low-income residents. The U.S. Department of Housing and Urban Development determines what areas qualify as QCT.

To assess if your organization serves or is headquartered in a QCT, use the following link:

https://www.huduser.gov/portal/sadda/sadda_qct.html

In the top right-hand corner, choose the state of Florida and Pinellas County. Then on the left-hand side of the screen, click the box next to "Color QCT Qualified Tracts." The QCT zones are denoted in purple. You can also map your address by adding it into the address box at the top to see if your location is inside the zones.

Below, please provide the location of your operations and the location of your headquarters, if different.

The screenshot displays the HUD SADDA QCT map interface. At the top, there is an address input field with a "Go" button, both circled in red. To the right, dropdown menus for "Florida" and "Pinellas" are also circled in red. Below the address bar, the "Map Options" section includes a legend for QCT and SADDA, and a "Map Options" panel with several checkboxes. A red arrow points to the "Color QCT Qualified Tracts (Zoom 7+)" checkbox, which is checked. The "Select Year" section shows "2022" selected. The map itself shows a view of the Tampa Bay area with purple shaded regions representing QCT zones. A red pin is placed on the map near Clearwater. The Google logo is visible in the bottom left corner of the map area.

Headquarters Location*

Please provide your organization's headquarters address as it appears on your Sunbiz account. To check your Sunbiz registration, you may search here: <https://dos.myflorida.com/sunbiz/search/>

1306 W. Sligh Ave. Tampa, FL

QCT Determination - Headquarters*

Is this organization headquartered in a QCT?

No

Project Location*

Please provide the address or intersection where the property being modified is.

Near Unincorporated Lealman Neighborhood of Pinellas County

QCT Determination - Project*

Is this organization's project in a QCT?

Yes

QCT Impact*

PCF understands that just because a project may not be located in a Qualified Census Tract, those who reside in one may access your services and may come to the location where your organization's project will take place.

- If applicable, please describe if you have clients that reside in a QCT as indicated on the map linked above, and the proportion of your clients that come from these areas.
- If your organization does not serve clients from a QCT, you can write "Not Applicable" below.

Our Foster Grandparents provide one-on-one tutoring for over 350 students in K-3rd grade classrooms in 71 Pinellas elementary school classrooms located in or close proximity to QCTs, including Campbell Park, Douglas Jamerson, Perkins, Fairmount Park, Melrose, & Gulfport Elementary. We also recruit and place volunteers to serve in 32 nonprofits throughout Pinellas County, many are located in or serve individuals from QCTs.

QCT Determination - Clients*

Does this organization's project benefit residents of QCTs?

Yes

This section aims to capture general demographic data about your organization and to see how you engage with and represent the community you serve. PCF has generalized the demographic data questions more than it has in other processes because of the public nature of this process. PCF understands that identity disclosure can be a sensitive matter and wants to respect your organization's board and staff. If your organization feels comfortable sharing more detailed demographic information, it may do so in the "Community Representation and Connection" section.

Community Representation and Connection*

Describe how your organization is representative of, or has authentic connections to, the community your proposal seeks to serve. You can list other community-based organizations that work on programming with you and/or list examples of your work within this community.

Our authentic connection to the communities we serve is built on long-standing relationships, intention, and trust. The Lealman office will serve as a centralized location to collaborate with our established partners throughout Pinellas, while also focusing on services for isolated seniors and struggling students in Lealman.

We have established relationships with over 30 Pinellas nonprofits. Last year we mobilized 191 volunteers to serve 9,553 hours to help organizations like Neighborly, Trinity Café, & Hope Villages of America accomplish their mission. The CASOA report (referenced earlier) indicates 79% of older Pinellas residents reported the need for opportunities for civic engagement. We meet that need by engaging individuals aged 55+ in volunteering, offering a strong defense against isolation through community service.

We partner with 12 Pinellas schools including: Campbell Park/Douglas Jamerson/Melrose/Perkins/Sexton. We place tutors in 71 classrooms where they serve 5-20 hours/week for the entire school year. Tutors serve in schools located in the neighborhoods they live in so they can relate to the children they mentor. The office in Lealman will allow us to recruit tutors living in Lealman to serve in these Title 1 elementary schools: Lealman/Pinellas Park/Skyview/New Heights/Blanton.

We have established referral networks for Health Buddies/Senior Companions including Area Agency on Aging Pasco-Pinellas, Chrysalis Health & Personal Enrichment through Mental Health Services (PEHMS). Our Veteran volunteers have a long-standing commitment to serving at Bay PinesVA Healthcare System to help Veterans navigate VA Whole Health System.

We have been selected for the Tampa Bay Equity Incubator's inaugural cohort provided by Pinellas Community Foundation. This will include assessments, coaching and strategies to help us be more equitable, competent, & inclusive in all areas of our organization & to increase our capacity to reflect the communities we serve more closely.

Leadership Demographics - CEO/Executive Director*

Does your CEO/Executive Director consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

None of the above

Leadership Demographics - Executive Level Leadership Team*

Does your executive leadership team consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC

Leadership Demographics - Board Membership*

Do your board members consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC

Financial Overview

Budget Summary*

Please provide a brief sketch of the categories of expenses and the costs needed for your project. If your organization is requesting compensation for indirect costs, be sure to note the percentage (up to 5%) and dollar amount below.

If you are invited to complete the full application, you will be asked to upload current verifiable bids, proposals, price lists [from your potential vendor(s)] from the past 60 days. If a contractor has already been selected for a construction project for which you are requesting funding, you will need to upload their bid. You are strongly encouraged to collect any remaining bids, proposals, and price lists shortly after submitting this LOI.

Property Purchase: \$1,500,000

Building Improvements: \$250,000

Total: \$1,750,000

We had placed an offer on a property located at 1915 62nd Avenue N, St Petersburg, FL 33702, contingent upon award of this funding. The owners selected another offer, because they were uncomfortable taking the property off the market for the length of the grant timeline. We are seeking a similar property. Our estimated costs are based on this sample property and similar potential building improvements.

Project Preparedness*

If your letter of intent is approved, you will have 30 days to submit a full proposal. This will require multiple estimates/bids for your project that detail the costs you've sketched out above from potential contractors that would do the actual work.

Where are you in the planning process for the implementation of this project? Please describe your organization's readiness for this project including your ability to collect bids and select contractors and/or vendors. **If you have already selected a contractor for the project, you will need to describe how that contractor was chosen.**

Example

Better Tomorrow has spoken with contractors about their counseling center expansion project, but has only sought one proposal from a contractor. Better Tomorrow would describe so below, having sketched out the costs in the previous question. Better Tomorrow would indicate its plan to obtain more quotes/bids upon submitting this LOI.

Community Arts 'R Us has begun construction on its new arts center, as it had secured 75% of the funding for it before the pandemic. Therefore, a contractor has already been selected, and is looking to obtain the funding necessary to complete the project. Below, Community Arts 'R Us would explain it has a cost proposal ready to upload from their selected contractor, and is ready to carry out the rest of the project if funding is awarded.

As reflected in the timeline below, Seniors in Seniors has received board approval for this project. We have already engaged a Pinellas commercial realtor and have identified 3 potential properties. We are in the process of identifying contractors required for buildout and are poised to seek contractor proposals when LOI is approved.

August 2022

Already secured full Board's approval to purchase property and retained a realtor

September-October 2022

Already working with knowledgeable Pinellas commercial realtor to identify a property

Prepared to make an offer contingent on grant approval.

Prepared to secure 3 bids from contractors for buildout

January 2023

Complete the purchase of the property

Secure a contractor

February-May 2023

Building Renovations

June 2023

Open for business and project complete

Other Funding Sources*

Please describe any other funding not already mentioned that your organization has applied for or obtained for this project. This includes but is not limited to Community Development Block Grants (CDBG), local government grants (including Tourist Development Council funding), foundation grants, and donors (you do not need to

disclose donor identities, simply amount raised that is allocated to this project). This includes any matching grants or in-kind contributions you may have obtained.

If none, please write N/A.

N/A

Changes in Operating Costs*

Please answer this question based on the descriptions below:

- If this project **increases** ongoing operational costs (programmatic, operating maintenance or other costs), how will you compensate for the difference?
- If this project **decreases** ongoing operating costs, how will it do so?
- If this project **does not affect** operating costs, please note so below.

The purchase of this building will increase our annual expenses by \$20,000. We are prepared to cover this increased expense by re-allocating current funding and seeking new support. Increases will be made up of: maintenance, janitorial, lawn service, pest control, utilities and a small increase in corporate insurance. Current grants contain indirect and de minimus support that can be re-allocated across this new location. More importantly, our increased presence in Pinellas County provided by this acquired office space will allow us to demonstrate our commitment to Pinellas to corporate and individual donors. Current supporters who would like to increase their impact in Pinellas County, like Suncoast Credit Union, have begun discussions with us on what we need to expand services.

Fund Management Capacity*

Please describe your organization's capacity to manage these potential ARPA funds in terms of fiscal management and financial infrastructure.

This includes, but is not limited to, the use of accounting software that can track a general ledger and multiple accounts and the ability to work on a reimbursement-basis.

The inability to handle a reimbursement-basis grant does not disqualify your organization from applying.

Our financial procedures & acct. control system assure compliance w/ Generally Accepted Accounting Principles, laws, rules, regulations applicable to 501(c)3 nonprofits. Annual independent financial audits show we maintain strong internal controls to ensure fiscal integrity including appropriate segregation of duties, 2-tiered approval for expenditures, Board-approved Financial/Investment policies, regular financial reporting to the Board & Finance Committee, & annual independent financial audit. We use QuickBooks for Non-Profits software to track general ledger & multiple accounts for each revenue Class Code & General Ledger Account #. We maintain 3 months operating cash reserves to manage cash flow, including ability to work on a reimbursement basis. We own our Hillsborough headquarters, saving \$50,000+/year in rent/mortgage. Financial/Investment/Accounting Policies are available for review upon request. Annual independent audit & 990 are published on our website for transparency.

Additional Information

Additional Upload

If you have something else to share, you can upload it here in PDF format.

Please note: Due to limitation of this grants system, the upload field will not carry over to the full application if you are moved forward to the full application phase. You will need to upload this file again if you are moved forward in the process.

Anything else to share?

If you have any details to share regarding this grant request, you may do so below.

File Attachment Summary

Applicant File Uploads

No files were uploaded