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## **SAN MARCOS COMMUNITY FOUNDATION – GRANT FUNDING SUBCOMMITTEE MEETING AGENDA**

**Wednesday, February 14, 2018 – 6:00 PM**  
**San Marcos Conference Room**

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**Cell Phones:** As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the meeting room.

**Americans with Disabilities Act:** If you need special assistance to participate in this meeting, please contact the Board Secretary at (760) 744-1050, ext. 3116. Notification 48 hours in advance will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired. Please see the Board Secretary if you wish to use this device.

**Public Comment:** If you wish to address the Board on any agenda item, please complete a “Request to Speak” form. Be sure to indicate which item number you wish to address. Comments are limited to FIVE minutes.

The Oral Communication segment of the agenda is for the purpose of allowing the public to address the Board on any matter NOT listed on the agenda. The Board is prohibited by state law from taking action on items NOT listed on the Agenda. However, they may refer the matter to staff for a future report and recommendation. If you wish to speak under “Oral Communications,” please complete a “Request to Speak” form as noted above.

**Meeting Schedule:** Regular San Marcos Community Foundation Grant Funding Subcommittee meetings are generally held on the second Wednesday of each month. The subcommittee does not meet in December. The Agenda's are posted on the City website at: [www.san-marcos.net](http://www.san-marcos.net).

**Agendas:** Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Administration Department located on the second floor of City Hall, 1 Civic Center Drive, San Marcos, during normal business hours. Any agenda-related writings or documents provided to a majority of the San Marcos Community Foundation Grant Funding Subcommittee after distribution of the agenda packet are available for public inspection at the same time at the Administration Department.

**CALL TO ORDER**  
**ROLL CALL**

**OLD BUSINESS**

## 1. GRANT AWARD HISTORY

*Recommendation:* **NOTE & FILE**

## NEW BUSINESS

### 2. MINI GRANT APPLICATION PROPOSALS – Consider four (4) Mini Grant proposal by non-profit organizations requesting funds from the Foundation.

(A) **MISSION HILLS HIGH SCHOOL TRACK AND FIELD** – Request for funding in the amount of \$1,400 to fund upcoming track and field expenses, including fees for invitationals and the replacement of aging equipment. Serves 150 San Marcos residents. GBEF Track and Field is the fiscal intermediary.

*Recommendation:* **CONSIDER/APPROVE**

(B) **LUMINARY ARTS** -- Request for funding in the amount of \$1,500 to help supplement the teacher salary at Alvin Dunn Elementary School for the music and drama program. Serves 400 San Marcos students.

*Recommendation:* **CONSIDER/APPROVE**

(C) **NEW WEST BALLET** – Request for funding in the amount of \$1,500 to do outreach performances, school demonstrations, and provide educational materials. Serves 10,000 San Marcos residents.

*Recommendation:* **CONSIDER/APPROVE**

(D) **HEALTHY ADVENTURES FOUNDATION** – Request for funding in the amount of \$1,500 to fund a 10-month pilot program for healthy lifestyle and parenting education programs. Serves 20 San Marcos residents.

*Recommendation:* **CONSIDER/APPROVE**

### 3. REGULAR GRANT APPLICATION PROPOSALS – Consider four (4) Regular Grant proposals by non-profit organizations requesting funds from the Foundation.

(A) **CASA DE AMPARO** – Request for funding in the amount of \$5,000 to help fund their Residential Services program that provides 24-hour trauma informed care to youth in the foster care system. Serves 100 San Marcos area residents.

*Recommendation:* **CONSIDER/RECOMMEND**

(B) **TRAUMA INTERVENTION PROGRAMS OF SAN DIEGO** -- Request for funding in the amount of \$5,000 to fund their training academy that will be used in providing emotional and practical support to residents in crisis immediately following a traumatic event. Serves 368 San Marcos area residents.

*Recommendation:* **CONSIDER/RECOMMEND**

**(C) RESTORATIVE JUSTICE MEDIATION PROGRAM** -- Request for funding in the amount of \$10,000 to continue funding the Discipline that Restores teacher training program in four San Marcos schools. Serves 100 San Marcos area residents.  
*Recommendation:* **CONSIDER/RECOMMEND**

**(D) JUST IN TIME FOR FOSTER YOUTH** -- Request for funding in the amount of \$2,400 to provide 8 San Marcos transition age foster youth with dorm and school supplies for their educational pursuits at CSUSM. Serves 8 San Marcos residents.  
*Recommendation:* **CONSIDER/RECOMMEND**

## **CONSENT CALENDAR**

- 4. WAIVER OF TEXT** – This item is to waive the reading of the text of all Resolutions and Policies adopted at this meeting. Resolutions and Policies shall be adopted by title.  
*Recommendation:* **WAIVE**
- 5. APPROVAL OF MINUTES** – SMCF Grant Funding Committee Meeting, January 10, 2018.  
*Recommendation:* **CONSIDER/APPROVE**
- 6. ORAL COMMUNICATIONS** – Speakers are limited to five minutes. Please complete a “Request to Speak” form and place in basket provided. According to Board policy, FIFTEEN minutes has been established during this portion of the Agenda to allow citizens to speak on any matter NOT listed. The Board is prohibited by state law from taking action on items NOT listed on the Agenda. However, they may refer the matter for a future report and recommendation.

## **ITEMS FOR THE GOOD OF THE ORDER**

- 7. NEXT MEETING DATE** – The next meeting of the Grant Funding Subcommittee is scheduled for Wednesday, March 14, 2018. The next meeting of the SMCF Board of Directors is scheduled for Tuesday, February 20, 2018.
- 8. MISCELLANEOUS**
- 9. ADJOURNMENT**

## **AFFIDAVIT OF POSTING**

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) ss.  
CITY OF SAN MARCOS )

I, Michael Gordon, hereby certify that I caused the posting of this Agenda in the glass display case at the north entrance of City Hall and on the City website on Thursday, February 8, 2018 prior to 5:30 pm.

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Michael Gordon, Recording Secretary – SMCF

**SAN MARCOS COMMUNITY FOUNDATION**  
**Grant Award History FY2017-2018**

| Name                                                                                                                  | Type    | Amount     | Date       | Name of Project                           | Summary of Project                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------|---------|------------|------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| REINS (Riding Emphasizing Individual Needs & Strengths)                                                               | Mini    | \$1,500.00 | 7/12/2017  | Scholarships                              | To give scholarships to 5 students who are unable to afford the full tuition. Will serve 5 students. REINS serves 15 San Marcos residents.                                                                                  |
| Mission Hills High School Cross Country Boosters (GBEF - Grizzly Booster Education Foundation as fiscal intermediary) | Mini    | \$1,000.00 | 8/15/2017  | Mission Hills Cross Country               | To help fund the upcoming cross country invitationals for the 2017 season. Serves 50 San Marcos residents                                                                                                                   |
| North County Health Services                                                                                          | Regular | \$2,828.22 | 8/15/2017  | Vaccine refrigerator                      | To purchase a new VFC-rated vaccine refrigerator at the San Marcos Health Center. Serves 32,369 San Marcos residents.                                                                                                       |
| Interfaith Community Services                                                                                         | Regular | \$5,000.00 | 8/15/2017  | North County Senior Connections           | To provide programmatic support for the North County Senior Connections program. Serves 150 San Marcos residents                                                                                                            |
| Community Resource Center                                                                                             | Mini    | \$1,500.00 | 10/11/2017 | CRC Holiday Baskets                       | To help fund the annual holiday baskets program that provides a free shopping experience to 1,500 low income households who are at risk of homelessness, hunger, or are in crisis. Served 420 San Marcos residents in 2016. |
| Friends of Richland (Richland FOR Club)                                                                               | Mini    | \$250.00   | 10/11/2017 | Makerspace Lab                            | To fund a MakerSpace Lab to hold STEAM supplies and strengthen the STEAM experience at Richland Elementary. Serves 850 San Marcos Residents.                                                                                |
| Coastal Roots Farm                                                                                                    | Mini    | \$1,500.00 | 10/11/2017 | Produce Educational Materials             | To help fund the creation of a bilingual vegetable identification and recipe sheet at its pay-what-you-can farm stand at Vista Community Clinic. Serves up to 400 San Marcos residents.                                     |
| Junior Achievement of San Diego County                                                                                | Mini    | \$1,000.00 | 11/8/2017  | BizTown Programs at San Marcos Elementary | To provide 30 students from San Marcos Elementary School the opportunity to participate in their BizTown program. Serves 30 San Marcos students.                                                                            |
| Muscular Dystrophy Association                                                                                        | Mini    | \$1,000.00 | 11/8/2017  | Summer Camp                               | To help subsidize a free weeklong summer camp program for children with muscular dystrophy. Serves 28 San Marcos residents.                                                                                                 |

|                                     |         |                    |            |                                                  |                                                                                                                                                                                              |
|-------------------------------------|---------|--------------------|------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Palomar Health Foundation           | Mini    | \$1,000.00         | 11/8/2017  | Forensic Health Services                         | To provide funding assistance for programmatic needs of Forensic Health Services, which serves victims of physical and/or sexual abuse. Served 21 San Marcos residents from January to June. |
| Palomar College Foundation          | Regular | \$1,500.00         | 12/13/2017 | Hungry for Knowledge                             | To assist in providing operating expenses for the first year of a new on-campus food and nutrition center for needy students. Serves 500 San Marcos residents.                               |
| Kid's College                       | Regular | \$1,750.00         | 12/13/2017 | Fortissimo Orchestral Music Program for SMUSD    | To fund the continued implementation and expansion of the Fortissimo Orchestral Music Program at SMUSD Title I elementary schools. Serves 125 San Marcos students.                           |
| San Diego Food Bank                 | Regular | \$1,750.00         | 12/13/2017 | Produce for North County                         | To purchase 25,000 pounds of produce for low-income families living in North San Diego County. Serves 50,000 duplicated San Marcos residents.                                                |
| Community Resource Center           | Regular | \$1,750.00         | 12/13/2017 | Homelessness Prevention and Intervention Program | To provide supportive services for those that are experiencing homelessness, at risk of being homeless, or may have been a victim of domestic violence. Serves 350 San Marcos residents.     |
| Fraternity House                    | Regular | \$1,500.00         | 12/13/2017 | Fraternity House Transportation                  | To help fund its Project MEND program, which connects its residents to programs, services, and activities outside the facility. Serves 11 San Marcos residents.                              |
| Council for Supplier Diversity      | Regular | \$2,000.00         | 12/13/2017 | Young Entrepreneur Academy                       | To help build future DBE suppliers by teaching underserved communities how to identify, plan, and start their own businesses. Serves 15-20 San Marcos residents.                             |
| <b>Total Grants Awarded FY17-18</b> |         | <b>\$26,828.22</b> |            |                                                  |                                                                                                                                                                                              |

## Winter Quarter 2017-2018: Funding Recommendation Worksheet

|                                                                       |                   |
|-----------------------------------------------------------------------|-------------------|
| Asset Balance on 6/30/2017:                                           | \$1,221,875       |
| Total Available for Distribution for FY17-18:                         | \$48,873-\$61,093 |
| Total FY17-18 Distributions Year to Date:                             | \$26,828.22       |
| Total Funds Available for Quarter if Awarding Grants at 4% of Assets: | \$11,022          |
| Total Funds Available for Quarter if Awarding Grants at 5% of Assets: | \$17,132          |

| Name                                                                                    | Requested Amount | Type    | Name of Project                    | Summary of Project                                                                                                                                                                                                 | GFC Funding Recommendation |
|-----------------------------------------------------------------------------------------|------------------|---------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Mission Hills High School Track and Field (GBEF Track and Field as fiscal intermediary) | \$1,400.00       | Mini    | MHHS Track and Field               | To fund upcoming track and field expenses, including fees for invitationals and the replacement of aging equipment. Serves 150 San Marcos residents.                                                               |                            |
| Luminary Arts                                                                           | \$1,500.00       | Mini    | Alvin Dunn Music and Drama Program | To help supplement the teacher salary at Alvin Dunn Elementary School for the music and drama program. Serves 400 San Marcos students.                                                                             |                            |
| New West Ballet                                                                         | \$1,500.00       | Mini    | The Last Unicorn                   | To do outreach performances, school demonstrations, and provide educational materials. Serves 10,000 San Marcos residents.                                                                                         |                            |
| Healthy Adventures Foundation                                                           | \$1,500.00       | Mini    | Healthy Lifestyle Program          | To fund a 10-month pilot program for healthy lifestyle and parenting education programs. Serves 20 San Marcos residents.                                                                                           |                            |
| Casa de Amparo                                                                          | \$5,000.00       | Regular | Residential Services               | To fund their Residential Services program which provides 24-hour trauma informed care for youth in the foster care system. Serves 100 San Marcos area residents. (Casa de Amparo is in the unincorporated County) |                            |
| Trauma Intervention Programs of San Diego, Inc.                                         | \$5,000.00       | Regular | Crisis Intervention                | To fund their training academy that will be used to help provide emotional and practical support to residents in crisis immediately following a traumatic event. Serves 368 San Marcos residents.                  |                            |
| Just in Time for Foster Youth                                                           | \$2,400.00       | Regular | College Bound                      | To provide 8 San Marcos transition age foster youth with dorm and school supplies for their educational pursuits at CSUSM. Serves 8 San Marcos residents.                                                          |                            |

|                                       |                    |         |                                                                                  |                                                                                                                                          |  |
|---------------------------------------|--------------------|---------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--|
| Restorative Justice Mediation Program | \$10,000.00        | Regular | Training San Marcos Educators in Restorative Practices in the School Environment | To continue funding the Discipline that Restores teacher training program in four San Marcos schools. Serves 1,164 San Marcos residents. |  |
| <b>Total Grants Requested:</b>        | <b>\$28,300.00</b> |         |                                                                                  | <b>Total Amount Recommended:</b>                                                                                                         |  |



**SAN MARCOS COMMUNITY FOUNDATION**  
**Grant Cover Page**

(Choose one) ☒ **MINI-GRANT** (Choose one) ☐ **REGULAR GRANT**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                    |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Project Name: <i>MHHS Track and field</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Total # of people served: <i>150</i>                                                                                                                                                                                                               | Amount Requested: \$ <i>1,400.-</i> |
| Date Submitted: <i>12/5/17</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | Total # of San Marcos residents served: <i>150</i>                                                                                                                                                                                                 |                                     |
| Non-Profit Organization Name and Address, Website<br><i>Mission Hills High School Track and Field</i><br><i>1 Mission Hills Ct.</i><br><i>San Marcos, CA 92069</i><br><i>mhhstf.org</i>                                                                                                                                                                                                                                                                                                                                                                                                      |  | Contact Person – Name, Title & Phone, email<br><i>Bronwyn Caster</i><br><i>Track &amp; Field Booster Club President</i><br><i>619-980-8147</i><br><i>Grizzly Track2018@gmail.com</i>                                                               |                                     |
| Briefly describe your request for funds (to be expanded upon in narrative for regular grant):<br><i>Our booster club is requesting funding to help with our upcoming track and field expenses. primarily fees for invitations. The expenses for our track and field booster club are rising, as the need for aging equipment replacement is upon us. A grant from SMCF would help immensely in meeting our needs.</i>                                                                                                                                                                        |  |                                                                                                                                                                                                                                                    |                                     |
| Briefly describe the significance of your request to the San Marcos community:<br><i>This cost will positively affect the 150 Mission Hills track and field athletes and their families. All of our athletes are San Marcos residents. The track and field team is the largest team sport at MHHS.</i>                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                    |                                     |
| Please attach the following items.<br><b>Both Mini-Grant &amp; Regular:</b><br>1. Budget for request (use SMCF Budget Worksheet)<br>2. Annual Operating budget for the organization or unit<br>3. Federal & State Tax ID numbers<br>4. Board of Directors listing with affiliations<br><b>5. Regular Grants Only:</b><br>a. 1-2 page narrative<br>b. First 2 pages of Federal 990<br>c. Most recent year-end Statement or Audit including any management letters associated with Audit.<br>d. Signature of President or Authorized Officer on Application<br>e. Optional: letters of support |  | Expected date project will begin/end:                                                                                                                                                                                                              |                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Date by which funds will be expended:                                                                                                                                                                                                              |                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Signature of President or Authorized Officer<br><i>Bronwyn Caster</i> <i>12-5-17</i><br>Name, Title Date<br><i>MHHS Track &amp; Field Booster President</i>                                                                                        |                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Submit Via Mail, In Person or Via Email to:<br>San Marcos Community Foundation<br>c/o City of San Marcos<br>1 Civic Center Drive<br>San Marcos, CA 92069<br>Email (PDF Format): <a href="mailto:mgordon@san-marcos.net">mgordon@san-marcos.net</a> |                                     |

# SAN MARCOS COMMUNITY FOUNDATION Budget Worksheet

Provide an itemized list of expenses for this project:  
(example – 72 bicycle helmets at \$7.80 each including tax = \$561.60)

|                                               |                               |
|-----------------------------------------------|-------------------------------|
| <u>Invitational fees</u>                      | <u>\$ 2,600.<sup>00</sup></u> |
| <u>Equipment replacement (Adopt A Hurdle)</u> | <u>\$ 15,000</u>              |
| <u>Uniforms</u>                               | <u>\$ 2,000.</u>              |
| <u> </u>                                      | <u>\$ _____</u>               |
| <u> </u>                                      | <u>\$ _____</u>               |
| <u> </u>                                      | <u>\$ _____</u>               |
| <u> </u>                                      | <u>\$ _____</u>               |
| <u> </u>                                      | <u>\$ _____</u>               |
| <u> </u>                                      | <u>\$ _____</u>               |
| <u> </u>                                      | <u>\$ _____</u>               |
| <u> </u>                                      | <u>\$ _____</u>               |
| <u> </u>                                      | <u>\$ _____</u>               |
| <u> </u>                                      | <u>\$ _____</u>               |
| <b>Total budget for this PROJECT:</b>         | <u>\$ 19,600.</u>             |

**Grant Request Amount:**  
(Mini-grants not to exceed \$1,500, Regular grants not to exceed \$10,000.)

\$ 1,400.

Is this a challenge grant?

Could it be?

**Please list any other funding sources for this project.**

\*\*Indicate if funds are committed (C), conditional (CD), or pending (P).

|                 |                                                     |              |
|-----------------|-----------------------------------------------------|--------------|
| \$ <u>2,000</u> | (Name of source) <u>Sponsors for Adopt A Hurdle</u> | ** <u>C</u>  |
| \$ <u>2,000</u> | (Name of source) <u>family contributions</u>        | ** <u>CD</u> |
| \$ <u>4,000</u> | (Name of source) <u>Fundraising</u>                 | ** <u>P</u>  |
| \$ _____        | (Name of source) _____                              | ** _____     |

Currently, we are working on getting family sponsors, corporate sponsors to help replace equipment. The school will help with 5 hurdles. However, the current hurdles are unsafe for our student athletes.

6:40 PM  
07/03/17  
Cash Basis

**GBEF Track and Field**  
**Profit & Loss**  
September 1, 2016 through June 19, 2017

|                              | Sep 1, '16 - Jun 19, 17 |
|------------------------------|-------------------------|
| <b>Income</b>                |                         |
| Donations                    | 1,730.25                |
| Fundraising                  |                         |
| Blast Athletics              | 5,680.00                |
| Invasion Laser Tag           | 157.50                  |
| Jamba Juice Cards            | 255.00                  |
| Opportunity Drawings         | 90.00                   |
| Restaurant Nights            |                         |
| Applebee's                   | 1,326.33                |
| Mr. Taco                     | 280.00                  |
| Total Restaurant Nights      | 1,606.33                |
| Silent Auctions              | 480.00                  |
| Fundraising - Other          | 126.00                  |
| Total Fundraising            | 8,394.83                |
| Snack Bar                    | 2,552.32                |
| Spirit Gear                  |                         |
| Stickers                     | 75.00                   |
| T-Shirts                     | 540.00                  |
| Total Spirit Gear            | 615.00                  |
| Sponsorships                 | 2,950.00                |
| Total Income                 | 16,242.40               |
| <b>Expense</b>               |                         |
| Bank Service Charges         |                         |
| Blast Service Charge         | 1,022.12                |
| Square Fees                  | 30.43                   |
| Bank Service Charges - Other | 3.00                    |
| Total Bank Service Charges   | 1,055.55                |
| Equipment                    | 1,461.44                |
| Invitationals                | 2,580.00                |
| Meet Expense                 | 142.85                  |
| Office Expense               | 72.74                   |
| Promotion                    | 1,249.37                |
| Snack Bar Expense            | 772.99                  |
| Spirit Wear                  | 639.52                  |
| Stickers                     | 687.50                  |
| Travel Expense               |                         |
| Lodging                      | 2,161.20                |
| Meals                        | 405.52                  |
| Transportation               | 142.12                  |
| Total Travel Expense         | 2,708.84                |
| Uniforms                     | 2,080.17                |
| Total Expense                | 13,450.97               |
| Net Income                   | 2,791.43                |

# Mission Hills High School Track and Field Booster Board

## 2017-2018 Board of Directors

President: Bronwyn Caster

[GrizzlyTrack2018@gmail.com](mailto:GrizzlyTrack2018@gmail.com)

619-980-8147

Vice President: Paul Balancio

[pbalancio@gmail.com](mailto:pbalancio@gmail.com)

Treasurer: Kathleen Morreale

[imkkelly@cox.net](mailto:imkkelly@cox.net)

Assistant Principal

Todd Marquet

[Todd.marquet@smusd.org](mailto:Todd.marquet@smusd.org)

Members at Large: Heidi Robyn and Mike Stout

Coaches:

Lynne Budd

1 Mission Hills Ct.

San Marcos, CA 92078

[lbudd@smusd.org](mailto:lbudd@smusd.org)

Other coaching staff:

Thomas Altieri

Shawn Coleman

Coach Dixon

Jilian Ryan

Date of this notice: 02-28-2017

Employer Identification Number:  
82-0627239

Form: SS-4

Number of this notice: CP 575 E

GBEF TRACK AND FIELD  
% ANDREA SIMA  
1251 VIA CALIENTE  
SAN MARCOS, CA 92069

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 82-0627239. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search [www.irs.gov](http://www.irs.gov) for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

For the most current information on your filing requirements and other important information, visit [www.irs.gov/charities](http://www.irs.gov/charities).



**SAN MARCOS COMMUNITY FOUNDATION**  
**Grant Cover Page**



(Choose one) ☒ **MINI-GRANT** (Choose one) ☐ **REGULAR GRANT**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                    |                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Project Name: Alvin Dunn Music and Drama Program<br>Date Submitted: 1-3-2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Total # of people served: 400 students, plus 800-1000 family members<br>Total # of San Marcos residents served: 1400                                                                               | Amount Requested: \$1500.00 |
| Non-Profit Organization Name and Address, Website<br><br>Luminary Arts<br>1124 Harwich Dr<br>San Marcos Ca 92078<br>www.Luminaryarts.org                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Contact Person – Name, Title & Phone, email<br><br>Rebecca Noland<br>Grant and Fundraising Coordinator<br><a href="mailto:Rebecca@luminaryarts.org">Rebecca@luminaryarts.org</a><br>(858) 774-9256 |                             |
| <p><u>Briefly</u> describe your request for funds (to be expanded upon in narrative for regular grant):</p> <p>The Alvin Dunn Elementary arts program is in its third year. This grant is being requested to supplement the teacher salary for the music and drama program. The school currently covers the cost of the teachers in classroom hours, but does not allow for any preparation time for classroom lessons. We are looking to fund that time. This program offers classroom curriculum in music and drama for all 4, 5, and 6<sup>th</sup> students. This program includes well rounded common core based curriculum as well as live performances. The music students study rhythm, time, instruments, and voice. The drama students learn improvisation, public speaking, language and dramatic performance. All of these skills can help build teamwork, problem solving, and critical thinking.</p> |                                                                                                                                                                                                    |                             |
| <p><u>Briefly</u> describe the significance of your request to the San Marcos community:</p> <p>The Arts build positive community interaction. This program invites the community to participate by attending concerts and performances. It encourages children to take what they have learned and share it with their parent's siblings, and neighbors. It creates students that want to be actively involved in their community through the arts. It promotes a respect for culture and environment, which is spread through the community with the student's involvement in the program.</p>                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                    |                             |
| Please attach the following items.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                    |                             |

**Both Mini-Grant & Regular:**

1. Budget for request (use SMCF Budget Worksheet)
2. Annual Operating budget for the organization or unit
3. Federal & State Tax ID numbers
4. Board of Directors listing with affiliations

**5. Regular Grants Only:**

- a. 1-2 page narrative
- b. First 2 pages of Federal 990
- c. Most recent year-end Statement or Audit including any management letters associated with Audit.
- d. Signature of President or Authorized Officer on Application
- e. Optional: letters of support

Expected date project will begin/end: Jan 2018-Jun 2018

Date by which funds will be expended: June 2018

Signature of President or Authorized Officer

 President      1/3/2018  
Name, Title      Date

Submit Via Mail, In Person or Via Email to:

San Marcos Community Foundation

c/o City of San Marcos

1 Civic Center Drive

San Marcos, CA 92069

Email (PDF Format): [mgordon@san-marcos.net](mailto:mgordon@san-marcos.net)

Provide an itemized list of expenses for this project:  
 (example – 72 bicycle helmets at \$7.80 each including tax = \$561.60)

|                                                |                  |
|------------------------------------------------|------------------|
| _____                                          | \$_____          |
| __ Music Teacher Prep 40 hours @\$18.00 _____  | \$ 720.00 _____  |
| __ Drama Teacher Prep 40 hours @\$18.00 _____  | \$ 720.00 _____  |
| __ Drama Tacher Salary 80 hours __@35.00 _____ | \$ 2800.00 _____ |
| __ Drama Tacher Salary 80 hours __@35.00 _____ | \$ 2800.00 _____ |
| _____                                          | \$_____          |
| _____                                          | \$_____          |
| _____                                          | \$_____          |
| _____                                          | \$_____          |
| _____                                          | \$_____          |
| _____                                          | \$_____          |
| _____                                          | \$_____          |
| _____                                          | \$_____          |

**Total budget for this PROJECT:**

**\$ 7040.00 \_\_\_\_\_**

Grant Request Amount: \$ 1440.00 \_\_\_\_\_  
*(Mini-grants not to exceed \$1,500, Regular grants not to exceed \$10,000.)*

Is this a challenge grant?      no                                      Could it be?

**Please list any other funding sources for this project.**

**\*\*Indicate if funds are committed (C), conditional (CD), or pending (P).**

|                                                       |               |
|-------------------------------------------------------|---------------|
| \$ 5600.00 _____ (Name of source) __ Alvin Dunn _____ | ** __ C _____ |
| \$ _____ (Name of source) _____                       | ** _____      |
| \$ _____ (Name of source) _____                       | ** _____      |
| \$ _____ (Name of source) _____                       | ** _____      |

# Board of Directors

Bruce Blackwell  
President  
1124 Harwich Dr  
San Marcos CA 9206

Amy Throckmorton  
Vice President  
1606 High Crest Place  
Escondido, CA 92025

Jill Blackwell  
Secretary  
1124 Harwich Drive  
San Marcos, CA 92069

Patrick MacBride  
Member  
2630 Las Palmas Ave  
Escondido, CA 92025

Spencer Farmer  
Member  
2630 Las Palmas Ave  
Escondido, CA 92025

|                |             |  |
|----------------|-------------|--|
| Budget         |             |  |
|                |             |  |
| Contract       | \$36,900.00 |  |
|                |             |  |
|                |             |  |
| Prep hours     | \$2880.00   |  |
| Salaries       | \$25,625.00 |  |
| Emp Tax        | \$4,612.50  |  |
| Admin          | \$2,800.00  |  |
| Admin Tax      | \$360.00    |  |
| Supplies       | \$1,500.00  |  |
| Emp Insurance  | \$1200.00   |  |
|                |             |  |
| Total Expenses | \$38,527.50 |  |
|                |             |  |
| Total          | \$1627.50   |  |
|                |             |  |

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 25 2015

LUMINARY ARTS CORPORATION  
1124 HARWICH DRIVE  
SAN MARCOS, CA 92069-0000

Employer Identification Number:  
47-3301377  
DLN:  
26053727003915  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
February 18, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

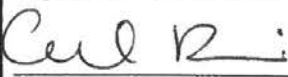
For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436



SAN MARCOS COMMUNITY FOUNDATION  
Grant Cover Page

(Choose one) ☒ MINI-GRANT (Choose one) ☐ REGULAR GRANT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Name: The Last Unicorn<br>Date Submitted: 01/12/2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Total # of people served: ~20,000<br>Total # of San Marcos residents served: ~10,000                               | Amount Requested:<br>\$1,500.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Non-Profit Organization Name and Address, Website<br>New West Ballet, Inc.<br>1215 Linda Vista Dr. STE B<br>San Marcos, CA 92078                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Contact Person – Name, Title & Phone, email<br>Coral M. Bruni, President<br>(760) 525-6738 newwestballet@gmail.com |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Briefly describe your request for funds (to be expanded upon in narrative for regular grant): New West Ballet, Inc. (NWB) is a non-profit 501(c)3 charitable organization that's purpose is to educate in the art of dance, with an emphasis in ballet. This includes, but is not limited to, outreach performances, school demonstrations, and educational materials made available outside of traditional ballet school training. In addition, New West Ballet Inc. also brings ballet to the community via participation in community events, workshops, and other community based activities. We are requesting \$1,500.00 to help offset the costs of putting on a new ballet production. Each year, New West Ballet, Inc., in collaboration with New West Ballet School, puts on a ballet production with its advanced dancers and then brings this production to the community (e.g., retirement communities, street fairs, etc.). This year, we are producing a new ballet version of <i>The Last Unicorn</i> . To help offset the costs of costumes, props/set, and travel (e.g., gas and mileage) to allow us to bring this new production to the San Marcos community, we are pursuing a mini grant from the San Marcos Community Foundation.                                                                                                                                                                                                                                                      |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Briefly describe the significance of your request to the San Marcos community: Arts education refers to education in the disciplines of music, dance, theatre, and visual arts. According to CNN "Ballet is such a unique art form. You can say things through dance that you could never express in words, and ballet has the ability to touch people on a deep, abstract level. In some ways, ballet is more valuable now than ever. Everything today is so fast-paced and technologically overloaded -- people are constantly staring into computers or their phone screens for entertainment. But going to the theater to see a ballet is unique in that it's completely live and in the moment -- unfiltered and unedited. It's a real and tangible meditation." (Flora Zhang, 2014). Ballet performance, not just dance, is an art form that is not readily available to the community of San Marcos. According to Jennifer Homans, Founder and Director of Center for Ballet and the Arts, New York "The big issue is the future of ballet. It is being reinvented as we speak -- and that takes time, talent and <b>resources</b> " (Homans, 2014). The significance of this request is that by funding this request, The San Marcos Community Foundation is giving much needed resources to a San Marcos non-profit 501(c)3 charitable organization to bring ballet, with traditional costumes, props, and sets, to the community of San Marcos through it's production of <i>The Last Unicorn</i> . |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Please attach the following items.<br><b>Both Mini-Grant &amp; Regular:</b><br>1. Budget for request (use SMCF Budget Worksheet)<br>2. Annual Operating budget for the organization or unit<br>3. Federal & State Tax ID numbers<br>4. Board of Directors listing with affiliations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                    | Expected date project will begin/end:<br>Begin: 2/1/2018 End: 05/31/2018<br>Date by which funds will be expended: 05/31/2018<br>Signature of President or Authorized Officer<br> 1/25/18<br>Coral M. Bruni, President Date<br>Submit Via Mail, In Person or Via Email to:<br>San Marcos Community Foundation<br>c/o City of San Marcos<br>1 Civic Center Drive<br>San Marcos, CA 92069<br>Email (PDF Format): mgordon@san-marcos.net |

**Additional Information:****1. Budget for request (use SMCF Budget Worksheet)****SAN MARCOS COMMUNITY FOUNDATION****Budget Worksheet**

Provide an itemized list of expenses for this project:

(example - 72 bicycle helmets at \$7.80 each including tax = \$561.60)

**Materials for Costumes:**

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| 100 yards of fabric (100 yards @ 6.48 a yard including tax)          | \$ 648.00 |
| 10 Spools of tread (10 @ 3.22 each and 10 @ 3.76 each including tax) | \$ 70.80  |
| 2 packages of sewing machine needles (2 @ 4.84 each including tax)   | \$ 9.68   |
| 2 packages of hand sewing needles (2 @ 2.68 each including tax)      | \$ 5.36   |
| 20 packages of hooks & eyes (20 @ 3.22 each including tax)           | \$ 64.43  |
| 1 spool of 3/4" elastic (1 @ 79.72 each including tax)               | \$ 79.72  |
| 100 yards of ribbon (100 yards @ 5.38 each including tax)            | \$ 537.67 |

**Materials for Props & Sets:**

|                                                                   |             |
|-------------------------------------------------------------------|-------------|
| 6 1/4 in. x 4 ft. x 8 ft. PureBond Birch Plywood (6 @ 30.44 each) | \$ 182.64   |
| 2 packages of 1 1/2" screws (2 @ 7.81 each)                       | \$ 15.62    |
| 2 packages of 2" screws (2 @ 6.01 each)                           | \$ 12.02    |
| 50 yards of canvas (50 yards @ 25.41 a yard)                      | \$ 1,270.50 |
| 3 American DJ 5 HEX lights (3 @ 171.32 each)                      | \$ 513.97   |
| 1 Lightweight Aluminum Lighting Stand (1 @ 107.74 including tax)  | \$ 107.74   |

**Travel Expenses:**

|                                              |          |
|----------------------------------------------|----------|
| 100 miles (100 miles at .535 cents per mile) | \$ 53.50 |
|----------------------------------------------|----------|

**Total budget for this PROJECT:**

\$ 3,572.00

Grant Request Amount:

\$ 1,500.00

**(Mini-grants not to exceed \$1,500, Regular grants not to exceed \$10,000.)**

Is this a challenge grant? NO

Could it be? NO

**Please list any other funding sources for this project.****\*\*Indicate if funds are committed (C), conditional (CD), or pending (P).**

|             |                                         |     |
|-------------|-----------------------------------------|-----|
| \$ 2,340.00 | (Name of source) New West Ballet School | **P |
| \$          | (Name of source)                        | **  |
| \$          | (Name of source)                        | **  |

## 2. Annual Operating Budget for the Organization or Unit:

|                                                                |            |                   |
|----------------------------------------------------------------|------------|-------------------|
| <b>Income</b>                                                  |            |                   |
| <i>Production</i>                                              |            |                   |
| Spring 2018 - The Last Unicorn (Grant)                         | \$1,500.00 |                   |
| Spring 2018 - The Last Unicorn<br>(Front of House Donations)   | 150.00     |                   |
| Summer 2018 - The Little Mermaid (Grant)                       | 1,500.00   |                   |
| Summer 2018 - The Little Mermaid (Front of<br>House Donations) | 150.00     |                   |
| Nutcracker 2018<br>(Front of House Donations)                  | 350.00     |                   |
| <b>Subtotal Production</b>                                     |            | <b>\$3,650.00</b> |
| <i>Fundraisers</i>                                             |            |                   |
| Soup Plantation                                                | 150.00     |                   |
| Parent's Night Out                                             | 150.00     |                   |
| <b>Subtotal Fundraisers</b>                                    |            | <b>300.00</b>     |
| <i>Donations</i>                                               |            |                   |
| Amazon Smile                                                   | 15.00      |                   |
| <b>Subtotal Donations</b>                                      |            | <b>15.00</b>      |
| <b>Total Income</b>                                            |            | <b>\$3,965.00</b> |
| <b>Expenses</b>                                                |            |                   |
| Spring 2018 - The Last Unicorn                                 | (1,500.00) |                   |
| Tax Preparation                                                | (459.00)   |                   |
| Office Expense                                                 | (1,500.00) |                   |
| <b>Total Expense</b>                                           |            | <b>\$3,459.00</b> |
| <b>Net Income</b>                                              |            | <b>\$191.00</b>   |

## 3. Federal & State Tax ID numbers:

Federal Tax ID: 47-3197777

California Corporate Number: C3755441

## 4. Board of Directors Listing with Affiliations

| Name              | Title                           | Affiliations                                                                                                                         |
|-------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Coral M. Bruni    | <b>President/Secretary</b>      | New West Ballet School<br>New West Ballet, Inc.<br>California State University, San Marcos<br>Palomar College<br>Famous Ramona Water |
| Christina M. Wurz | <b>Treasurer/Vice President</b> | New West Ballet School<br>New West Ballet, Inc.<br>Mojalet Dance Collective                                                          |
| Steve Sibiski     | <b>Director (1)</b>             | New West Ballet School<br>New West Ballet, Inc.<br>Vista Industrial Products                                                         |
| Laurel Stevens    | <b>Director (2)</b>             | New West Ballet School<br>New West Ballet, Inc.<br>Famous Ramona Water                                                               |
| Robert Wurz       | <b>Director (3)</b>             | New West Ballet School<br>New West Ballet, Inc.<br>Wal-Mart                                                                          |

**SAN MARCOS COMMUNITY FOUNDATION**  
**Grant Cover Page**



(Choose one) ☒ **MINI-GRANT**    (Choose one) ☐ **REGULAR GRANT**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                            |                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Project Name: Healthy Lifestyle Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Total # of people served: 20                                                                                                                                                                                                                                                               | Amount Requested: \$1,500 |
| Date Submitted: February 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Total # of San Marcos residents served: 20                                                                                                                                                                                                                                                 |                           |
| <b>Non-Profit Organization Name and Address, Website</b><br><br><b>Healthy Adventures Foundation:</b><br>333 South Ivy Street, Escondido, CA 92027<br><a href="http://www.healthyadventuresfoundation.org">www.healthyadventuresfoundation.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Contact Person – Name, Title &amp; Phone, email</b><br><br><b>Wendy Hileman:</b> CEO, CFO, Board President<br>Office: (619) 466-4386, extension 110<br>Cell: (619) 840-4386<br>E-Mail: <a href="mailto:wendy@healthyadventuresfoundation.org">wendy@healthyadventuresfoundation.org</a> |                           |
| <u>Briefly</u> describe your request for funds (to be expanded upon in narrative for regular grant):<br><br><i>The amount requested for this mini-grant would fund a 10-month long pilot program for Healthy Lifestyle and Parenting Educational program for youth, youth in transition (18-21 years), and families under the North County office of San Diego County Office of Education, department of Migrant Education. The program will include two components: lifestyle classes and mentoring. The classes will include lifestyle related classes that target healthy eating/nutrition, gardening, fun fitness and exercise, mindfulness, healthy communications mindfulness and overall preventative health strategies. The program will also include mentoring and outreach efforts to the youth and their families designed to enhance health literacy by assigning families with a health coach to do follow up efforts that are customized to the needs of the youth and their families.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                            |                           |
| <u>Briefly</u> describe the significance of your request to the San Marcos community:<br><br><i>This partnership project between Healthy Adventures Foundation (HAF) (501(c)(3)) and North County Regional Educational Center San Diego County Office of Education is designed to promote the overall health and wellbeing of students, transition aged youth and their families. The purpose of this project is to increase health literacy and confidence in the student, youth and families to make health affirming choices in their daily lives. The hope is that these programs will help to support the educational opportunities and academic success of migrant children, youth, and their families.</i><br><br><i>San Diego County is the third highest in the nation for immigrant families. San Marcos is no exception to this. These families are often the most vulnerable. The children are born here from migrant parents or brought here as babies, knowing no other county than the United State. The families often live in the shadows, leaving the youth more at risk for a flurry of vulnerabilities, such as a higher risk of chronic disease like diabetes, food insecurities that are linked to higher rates of obesity and disease, low-health literacy leading to higher utilization of emergency rooms versus primary care and urgent care visits, financial exploitation, poorer health outcomes, and more.</i><br><br><i>In low-income areas, there is a need for programs that teach participants how to be better health navigators, so that that youth and their families feel confident to make better self-care choices in nutrition, physical activity, and stress management. Examples of workshops will include: preparing healthy meals using low-cost ingredients, using mindful techniques to relax and enhancing impulse control, and using physical activity to lower the risk or better control diabetes. The County of San Diego has tens of thousands of families below the low-income threshold, and approximately 2,400 total households deal with food insecurity, which ultimately shortens life expectancies of the impoverished (<a href="http://livewellsd.org">livewellsd.org</a>; <a href="http://sandiegocounty.gov">sandiegocounty.gov</a>). Good nutritional habits, on the other hand, can augment a person's immediate quality of life and may prevent adverse health issues later in life.</i> |                                                                                                                                                                                                                                                                                            |                           |

Please attach the following items.

**Both Mini-Grant & Regular:**

1. Budget for request (use SMCF Budget Worksheet)
2. Annual Operating budget for the organization or unit
3. Federal & State Tax ID numbers
4. Board of Directors listing with affiliations
5. **Regular Grants Only:**
  - a. 1-2 page narrative
  - b. First 2 pages of Federal 990
  - c. Most recent year-end Statement or Audit including any management letters associated with Audit.
  - d. Signature of President or Authorized Officer on Application
  - e. Optional: letters of support

Expected date project will begin/end:

Begin on March 1, 2018 | End by March 31, 2019

Date by which funds will be expended:

March 31, 2019

Signature of President or Authorized Officer

\_\_\_\_\_  
Wendy Hileman, CEO

\_\_\_\_\_  
2/5/18

Submit Via Mail, In Person or Via Email to:

San Marcos Community Foundation

c/o City of San Marcos

1 Civic Center Drive

San Marcos, CA 92069

Email (PDF Format): [mgordon@san-marcos.net](mailto:mgordon@san-marcos.net)



Annual Operating budget for the organization or unit

HEALTHY ADVENTURES FOUNDATION BUDGET YEAR  
2018

|                              |              |
|------------------------------|--------------|
| Total revenues for the year: | \$582,500.00 |
| Total expenses for the year: | \$564,131.00 |

Revenues 2018

|                    |            |
|--------------------|------------|
| Employee Wellness  | 300,000.00 |
| Donations          | 20,000.00  |
| Grants             | 150,000.00 |
| Personal Training  | 10,000     |
| Community Programs | 50,000.00  |
| Youth Programs     | 50,000.00  |
| Interest Income    | 2,500.00   |
| Total              | 582,500.00 |

Expenses 2018

|                         |            |
|-------------------------|------------|
| Bank Fees               | 300        |
| Business Insurance      | 6,000.00   |
| Business License        | 41         |
| Contract Labor          | 6,540.00   |
| Employee Benefits       | 40000      |
| Employee Wages          | 401,250.00 |
| Employer Taxes          | 51,000.00  |
| Equipment Depreciation  | 2,000.00   |
| Fax, phone and internet | 10000      |
| Information Technology  | 2,000.00   |
| Miscellaneous           |            |
| Occupancy               | 24,000.00  |
| Office Expenses         | 5,000.00   |
| Prizes                  | 1,000.00   |
| Professional fees       | 10,000.00  |
| Travel                  | 5,000.00   |
| Total                   | 564131     |

Healthy Adventures Foundation  
Federal & State Tax ID numbers

Federal Tax ID: 26-0772131

California Tax ID: 2991965

Board of Directors listing with affiliations

Wendy Hileman, Ph.D., MPH, MSW, MW  
President, Chief Executive Officer & Chief Financial Officer  
Healthy Adventures Foundation

Greg Mantuano  
Chief Operations Officer  
Healthy Adventures Foundation

Dahlia Fuentes, Ph.D., MPH, MSW  
Secretary  
San Diego State University

Gale Wright, MSW  
Board Member  
Community Advocate and Volunteer

Luis Lechuga, MPH  
Board Member  
Senior Project Specialist at American Academy of Pediatrics

Marie Rafferty  
Board Member  
Dental Office Owner

Robert Rubenstein, MD  
Board Member  
Retired physician and commercial real estate



**SAN MARCOS COMMUNITY FOUNDATION**  
**Grant Cover Page**

(Choose one) ☐ **MINI-GRANT**    (Choose one) ☒ **REGULAR GRANT**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Name: Residential Services<br>Date Submitted: 12/20/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Total # of people served: 100<br>Total # of San Marcos residents served: 100 | Amount Requested: \$5,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Non-Profit Organization Name and Address, Website<br>Casa de Amparo<br>325 Buena Creek Road, San Marcos, CA 92069<br><a href="http://www.casadeamparo.org">http://www.casadeamparo.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                              | Contact Person – Name, Title & Phone, email<br>Amy Oden, Director of Program Development<br>760-566-3558, aoden@casadeamparo.org                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><u>Briefly</u> describe your request for funds (to be expanded upon in narrative for regular grant):</p> <p>Casa de Amparo is respectfully requesting funds from the San Marcos Community Foundation for Residential Services which provides 24-hour trauma informed care for youth in the foster care system who have been removed from their homes due to child abuse or neglect. The program includes specialized services for pregnant and parenting foster youth and their babies. Residential Services provides safe shelter, clothing, nutritious food, physical and mental health care, therapeutic services, education assistance and life skills training to ensure each resident receives the tools to succeed. The program can accommodate up to 50 youth simultaneously and supports over 100 residents annually. The goal of the programs is to assist residents to overcome the effects of abuse and neglect so they can enter adulthood as healthy, safe, productive members of the local community.</p> |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><u>Briefly</u> describe the significance of your request to the San Marcos community:</p> <p>Residential Services provides the most vulnerable children in the San Marcos community with the opportunity to overcome the traumatic events they have experienced and grow into healthy young adults. All youth in these programs are residents of San Marcos and are active members of the community through school, work and recreation. All of Casa de Amparo's programs, including Residential Services, treat and prevent child abuse and neglect in our community with the goal of ending generational cycles of abuse and creating a community where children are provided the opportunity to thrive. By assisting children as they overcome the trauma of abuse, we are able to prepare them academically, emotionally and developmentally to excel as young adults.</p>                                                                                                                                           |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Please attach the following items.</p> <p><b>Both Mini-Grant &amp; Regular:</b></p> <ol style="list-style-type: none"><li>1. Budget for request (use SMCF Budget Worksheet)</li><li>2. Annual Operating budget for the organization or unit</li><li>3. Federal &amp; State Tax ID numbers</li><li>4. Board of Directors listing with affiliations</li></ol> <p><b>5. Regular Grants Only:</b></p> <ol style="list-style-type: none"><li>a. 1-2 page narrative</li><li>b. First 2 pages of Federal 990</li><li>c. Most recent year-end Statement or Audit including any management letters associated with Audit.</li><li>d. Signature of President or Authorized Officer on Application</li><li>e. Optional: letters of support</li></ol>                                                                                                                                                                                                                                                                                |                                                                              | <p>Expected date project will begin/end: 1/1/2018-6/30/2018</p> <p>Date by which funds will be expended: 6/30/2018</p> <div style="border-top: 1px solid black; padding-top: 10px; margin-top: 10px;"><div style="display: flex; justify-content: space-between;"><div style="text-align: center;"><br/>_____<br/>Name, Title<br/>Executive Director</div><div style="text-align: center;"><u>12/202017</u><br/>_____<br/>Date</div></div></div> <p>Submit Via Mail, In Person or Via Email to:<br/>San Marcos Community Foundation<br/>c/o City of San Marcos<br/>1 Civic Center Drive<br/>San Marcos, CA 92069<br/>Email (PDF Format): <a href="mailto:mgordon@san-marcos.net">mgordon@san-marcos.net</a></p> |

**Casa de Amparo  
Regular Grant Narrative  
December 2017**

Established in 1978, Casa de Amparo provides supportive services to San Diego County residents who have been affected by child abuse and neglect. For almost 40 years the organization has adhered to its mission: to support those affected by and at risk of child abuse and neglect through a range of programs and services that promote healing, growth and healthy relationships. Casa de Amparo's goals are to break the generational cycle of family violence, prevent behaviors which endanger children and implement trauma-informed programs that further the mission of the organization. Each year Casa de Amparo supports over 1,000 children and 950 families through the following programs.

- **Residential Services** provides licensed residential care and intensive case management to female foster youth, ages 12 to 18, who have been removed from their homes due to abuse and neglect. The program provides specialized licensed residential care to pregnant and parenting girls involved in the foster care system, as well as their babies. Casa de Amparo is the only provider of this service in San Diego County.
- The **Child Development Center** offers daily support and therapeutic preschool for families and children, 18 months to 5 years of age, and evidence-based parent education and in-home support for at-risk, low-income families.
- **New Directions** transitional housing program helps young adults, ages 18-25, and their families, transition from the foster care system to independence through intensive case management and support services designed to foster self-sufficiency.
- **Family Visitation** provides supervised, neutral visits for parents and children that have been separated and are working toward healthy reunification, if appropriate.
- **Young Parent Network** addresses the needs of pregnant and parenting young adults struggling with the emotional, financial and personal demands of being a parent.
- **Counseling Services** includes assessments, crisis intervention and individual, group and family counseling for all programs listed above.

Casa de Amparo is respectfully requesting \$5,000 from the San Marcos Community Foundation to offset expenses associated with Residential Services, our most underfunded programs. The program annually serves approximately 100 youth. Residential Services began in 1978 and has continuously supported children and teens in the foster care system requiring therapeutic residential and clinical care, including care for are medically fragile foster youth. The program also provides care for pregnant and parenting girls in the foster care system and their babies. Casa de Amparo is the only provider of this service in San Diego County. Residential Services ensures that youth have access to an environment where they have the fullest range of healthy childhood experiences to assist them in overcoming the trauma of abuse. Support from the San Marcos Community Foundation will benefit the individualized treatment for residents affected by child abuse and neglect in San Marcos by ensuring they receive the highest level of care through the following services.

- Integrated medical services supervised by an on-site Nurse. The Program's Health Care Staff treat wounds caused by abuse, coordinate medical, dental, optical and specialty health care appointments, provide medical care for children with special health care needs (e.g. diabetes, oxygen dependency, Cerebral Palsy, or chronic disease) and treat residents whose conditions cannot be addressed in other residential homes.
- Therapeutic activities incorporating arts, life skills, cooking, cultural events, sports and outdoor activities located on-site and throughout the local community. Casa Kids typically have not had adequate exposure to educational and enriching activities found throughout the County; these therapeutic activities focus on their potential to develop emotionally happy and healthy social lives.
- On-site, individualized tutoring for residents experiencing educational challenges. On average, Casa Kids are approximately two grade levels behind their peers. On-site tutoring includes literacy building, homework assistance, social interaction and time management skill building.

- Bi-weekly Life Skills Group provides real life education and therapy covering daily responsibilities of adulthood, substance abuse, decision-making, coping skills, handling stress, social skills and building self-esteem. Licensed Clinicians and Case Managers incorporate issues that Casa Kids will face when they leave the foster care system, such as job readiness, money management, and obtaining a drivers license.
- For pregnant and parenting youth, weekly Parenting Group helps equip new mothers with skills and resources to nurture their children and ensure a safe home environment and family unit. The Group utilizes the evidence-based practice Nurturing Parenting.
- Nutrition education emphasizes the importance of a healthy diet and exercise for a well-balanced lifestyle. Casa Kids assist the Nutritional Residential Counselor in selecting recipes and creating healthy meals.

Casa de Amparo has been providing services at the Casa Kids Campus in San Marcos for over five years. Our three residential cottages, counseling offices, library, medical services center, outdoor learning areas, arts and recreation rooms, sports court, picnic areas and garden provide youth access to a safe community which they can call home. Child-friendly interiors, sustainable landscaping and design add to a comforting, efficient environment for children receiving residential care. The Campus improves and enhances our ability to support additional children and meet the evolving needs of youth by integrating education, physical wellness, mental and behavioral health and life skills for residents. During the previous fiscal year, July 1, 2016–June 30, 2017, Residential Services served 109 youth providing over 10,401 bed nights.

Casa de Amparo utilizes Social Solutions Efforts to Outcomes software to record client and program outcome indicators in a secure, password protected database. This system is customized by our IT and Database Administrator to meet the individualized tracking and reporting needs of Residential Services. Data entry is completed by direct care and clinical staff and outcome, participation and demographic reports are reviewed monthly by Program Managers. These reports are then reviewed quarterly by the Director of Programs, Director of Quality Assurance and Quality Assurance Committee of the Board of Directors in an effort to ensure best practice delivery of services and to monitor anticipated outcomes. Program evaluation is also completed through client surveys which pose questions about various aspects of the program in an effort to incorporate client feedback in service delivery and program enhancement. Survey results are presented to the Quality Assurance Committee quarterly.

Casa de Amparo monitors each resident's progress using the County's Functional Assessment Rating Scale (CFARS) measuring physical, emotional and academic development. The CFARS is completed by children and clinicians within 30 days of entering the program, every six months after and at discharge. Based on information gathered, the actual outcomes for residents upon discharge are:

- 70% to show improvement in relationships
- 70% to show improvement in adult daily living activities
- 70% to show improvement in safety
- 70% to show improvement in health.

Through partnerships with the San Marcos Community Foundation and our local community, Casa de Amparo can continue to help end child abuse and neglect. With support from the Foundation, the future of San Marcos can be one where children are safe, nurtured and provided with the opportunity to thrive. Casa de Amparo appreciates the Foundation's thoughtful consideration of this request and looks forward to partnering with the Foundation to directly benefit San Marcos and the community's most vulnerable youth.

**SAN MARCOS COMMUNITY FOUNDATION  
Budget Worksheet**

Provide an itemized list of expenses for this project:

Residential Services has an operational budget shortfall of \$597,477 (please see the attached annual operating budget for the organization).

**Casa de Amparo  
Residential Services  
FY 2017-2018**

|                                 |               |
|---------------------------------|---------------|
| <u>Revenues</u>                 |               |
| Contracts                       | 3,445,050     |
| Total Revenues                  | 3,445,050     |
| <br><u>Expenditures</u>         |               |
| Personnel                       | 2,259,230     |
| Employee Benefits               | 681,869       |
| Professional Services           | 35,887        |
| Supplies                        | 147,210       |
| Postage, Printing, and Shipping | 400           |
| Equipment Expense               | 16,614        |
| Occupancy                       | 176,245       |
| Telephone                       | 16,800        |
| Transportation                  | 58,731        |
| Training, Meetings, Other       | 12,068        |
| Advertising & Promotion         | 4,175         |
| Program Expense                 | 110,956       |
| Depreciation                    | 170,343       |
| Administrative Costs            | 351,999       |
| Total Expenditures              | 4,042,527     |
| <br>Amount Unfunded             | <br>(597,477) |

**Total budget for this PROJECT:** \$4,042,527

**Grant Request Amount:** \$ 5,000

*(Mini-grants not to exceed \$1,500, Regular grants not to exceed \$10,000.)*

Is this a challenge grant? **No**

Could it be? **No**

**Please list any other funding sources for this project.**

**\*\*Indicate if funds are committed (C), conditional (CD), or pending (P).**

\$10,000-Day for Change (C)

\$2,000-Cubic Corporation (C)  
\$2,500-The Heller Foundation of San Diego (C)  
\$10,000-McCarthy Family Foundation (C)  
\$3,250-Fox Foundation (C)  
\$10,000-C.J. & Dot Stafford Memorial Trust (C)  
\$10,000-Maurice J. Masserini Trust (C)  
\$15,000-In-N-Out Burger Foundation (C)  
\$25,000-San Diego Women's Foundation (P)



## **Casa de Amparo FY 2017-2018 Annual Operating Budget**

|                                    |                  |
|------------------------------------|------------------|
| Operational Revenues               |                  |
| Contributions                      | 1,757,838        |
| Contracts                          | 6,309,103        |
| Miscellaneous Income               | <u>118,538</u>   |
| Total Operational Revenues         | <u>8,185,479</u> |
| Total Revenues                     | 8,185,479        |
| Operational Expenditures           |                  |
| Personnel                          | 4,320,958        |
| Employee Benefits                  | 1,161,491        |
| Professional Services              | 112,220          |
| Supplies                           | 196,559          |
| Telephone                          | 54,699           |
| Postage & Shipping                 | 2,607            |
| Occupancy                          | 1,025,701        |
| Printing                           | 12,885           |
| Transportation                     | 136,359          |
| Training, Meetings, Other          | 42,289           |
| Advertising & Promotion            | 12,947           |
| Program Expense                    | 337,383          |
| Equipment Expense                  | 62,880           |
| Casa Fund Raising Expense          | 186,560          |
| Miscellaneous                      | <u>19,008</u>    |
| Total Operational Expenditures     | <u>7,684,546</u> |
| Non-Operational Expenditures       |                  |
|                                    | <u>500,933</u>   |
| Total Non-Operational Expenditures | <u>500,933</u>   |
| Total Expenditures                 | 8,185,479        |
| Net Income/(Loss)                  | <u>0</u>         |

*Serving all of San Diego County with locations in Oceanside and San Marcos*

325 Buena Creek Road, San Marcos, CA 92069

Phone: 760-754-5500 • Fax: 760-566-3569 • [www.casadeamparo.org](http://www.casadeamparo.org)

*Casa de Amparo is a 501 (c)(3) nonprofit organization. Federal Tax I.D. #95-3315571*



CINCINNATI OH 45999-0038

In reply refer to: 0248222025  
Mar. 18, 2016 LTR 4168C 0  
95-3315571 000000 00  
Input Op: 0248222025 00024581  
BODC: TE

CASA DE AMPARO  
% ELIZABETH PORTER  
325 BUENA CREEK RD  
SAN MARCOS CA 92069-9679

025542

Employer ID Number: 95-3315571  
Form 990 required: yes

Dear Taxpayer:

We issued you a determination letter in August 1979, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

Sincerely yours,

Doris Kenwright, Operation Mgr.  
Accounts Management Operations 1



## FRANCHISE TAX BOARD

SACRAMENTO, CALIFORNIA 95867

Telephone: (800) 852-5711

March 26, 1979

In reply refer to  
344: R:bp:g

Casa De Amparo  
4070 Mission Road, Suite 220  
San Luis Rey, CA 92068

Purpose : Charitable  
Form of Organization : Corporation  
Accounting Period Ending: December 31  
Organization Number : 0881516

On the basis of the information submitted and provided your present operations continue unchanged or conform to those proposed in your application, you are exempt from state franchise or income tax under Section 2370ld, Revenue and Taxation Code. Any change in operation, character or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address also must be reported.

You are required to file Form 199 (Exempt Organization Annual Information Return) or Form 199B (Exempt Organization Annual Information Statement) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 2373l of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 3rd month (2 1/2 months) after the close of your annual accounting period.

If the organization is incorporating, this approval will expire unless incorporation is completed with the Secretary of State within 60 days.

Exemption from federal income or other taxes and other state taxes requires separate applications.

This exemption effective as of January 15, 1979.

This letter supersedes our letter dated March 23, 1979, and is issued to show an effective date.

*Anderson Scott*  
Exempt Organization Section

cc: Registrar of Charitable Trusts



**Casa de Amparo**  
**2017-2018 Board of Directors Roster**

*100% of Casa de Amparo's Board of Directors contributes to the organization, including annual and capital gifts.*

**Chair of the Board**

John Ayala (3/11-12/19)  
Financial Advisor, LPL Financial

**Vice-Chair**

Kayleen Huffman (10/13-12/19)  
CFO, Bassett Home Furnishings

**Immediate Past Chair**

Marilou Dela Rosa (10/09-12/18)  
Owner, Access Care Culture of Caring

**Treasurer**

Richard Berwick (10/13-12/19)  
Senior Director of Strategic Investments

**Secretary**

Sharon Stein (6/93-12/17)  
Member of the Board of Directors, Stein Family Foundation

**Executive Director**

Tamara Fleck-Myers, LMFT

**Members of the Board**

Mary Ann Bosanac (11/13-12/19)  
Realtor

Liese Cornwell (5/17-12/19)  
CFO, Bryan C. Doonan MD, Inc.

Shannon Gonzalez (10/13-12/19)  
Finance Director, Noble Environmental Technologies

Jim Grant (8/12-12/18)  
President, J.E. Grant General Contractors

Peggy Keers (2/15-12/17)  
Vice President, Human Resources

Tim Lesmeister (12/15-12/18)  
V.P. Marketing, WD-40 Company

Michael Platis (3/07-12/18)  
Project Manager

Francesca San Diego (12/12-12/18)  
Business Consultant

Debbie Slattery (3/06-12/18)  
Branch Manager & Vice President, California Bank & Trust

Jerry Stein (12/03-12/18)  
Member of the Board of Directors, Stein Family Foundation



**SAN MARCOS COMMUNITY FOUNDATION**  
**Grant Cover Page**

(Choose one) ☐ **MINI-GRANT**    (Choose one) ☒ **REGULAR GRANT**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                          |                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Project Name:</b> Crisis Intervention<br><b>Date Submitted:</b> 01/02/2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Total # of people served:</b> 9,902<br><b>Total # of San Marcos residents served:</b> 368 <i>(TIP is available to serve the whole community and entire populace including emergency response departments.)</i>                                                                                                        | <b>Amount Requested:</b> \$5,000 |
| <b>Non-Profit Organization Name and Address, Website</b><br><br>Trauma Intervention Programs of San Diego, Inc.<br>4140 Oceanside Blvd. Suite 159-321<br>Oceanside, CA 92056<br>www.TIPSanDiego.org                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Contact Person – Name, Title &amp; Phone, email</b><br><br>Sher DeWeese<br>Executive Director<br>760.518.5430<br>info@tipsandiego.org                                                                                                                                                                                 |                                  |
| <p><u>Briefly</u> describe your request for funds (to be expanded upon in narrative for regular grant):</p> <p>Trauma Intervention Programs (TIP) of San Diego, Inc. provides emotional and practical support to citizens in crisis immediately following a tragic event. Specially trained citizen volunteers provide care and support to residents who have been traumatized by a personal tragedy and/or are in a state of crisis. Often survivors are alone, in shock and dismay following a sudden tragedy. TIP volunteers offer crisis intervention 365 days a year and arrive on location within an average of twenty minutes of a request from partnering agencies in the services areas: fire, law enforcement, hospital personnel and the medical examiner's office. Funds requested will be used to host a training academy for new volunteers in the City of San Marcos, whom will also serve the residents of the San Marcos Community.</p> |                                                                                                                                                                                                                                                                                                                          |                                  |
| <p><u>Briefly</u> describe the significance of your request to the San Marcos community:</p> <p>TIP offers immediate practical and emotional support to individuals experiencing a traumatic event. Establishing a respected position with the emergency response system, trained volunteer citizens of the community helping other citizens in crisis. For 32 years, TIP has demonstrated a simple cost effective change can deliver a profound impact on the capacity of public safety to serve both citizens and emergency responders. As of October 2017, TIP has partnered with San Marcos Fire Department to offer crisis intervention services to the residents of the San Marcos Community. With this new partnership, TIP seeks to help build the volunteer team within San Marcos.</p>                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                          |                                  |
| <p>Please attach the following items.</p> <p><b>Both Mini-Grant &amp; Regular:</b></p> <ol style="list-style-type: none"><li>1. Budget for request (use SMCF Budget Worksheet)</li><li>2. Annual Operating budget for the organization or unit</li><li>3. Federal &amp; State Tax ID numbers</li><li>4. Board of Directors listing with affiliations</li><li>5. <b>Regular Grants Only:</b><ol style="list-style-type: none"><li>a. 1-2 page narrative</li><li>b. First 2 pages of Federal 990</li></ol></li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b>Expected date project will begin/end:</b> October, 2018</p> <p><b>Date by which funds will be expended:</b> October, 2018</p> <hr/> <p><b>Signature of President or Authorized Officer</b></p> <p style="text-align: center;"><br/>Sher DeWeese, Executive Director</p> <p style="text-align: right;">01-02-18</p> |                                  |

|                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>c. Most recent year-end Statement or Audit including any management letters associated with Audit.</li><li>d. Signature of President or Authorized Officer on Application</li><li>e. Optional: letters of support</li></ul> | <p>Submit Via Mail, In Person or Via Email to:<br/>San Marcos Community Foundation<br/>c/o City of San Marcos<br/>1 Civic Center Drive<br/>San Marcos, CA 92069<br/>Email (PDF Format): <a href="mailto:mgordon@san-marcos.net">mgordon@san-marcos.net</a></p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SAN MARCOS COMMUNITY FOUNDATION**  
**Budget Worksheet**

Provide an itemized list of expenses for this project:  
(example – 72 bicycle helmets at \$7.80 each including tax = \$561.60)

|                                                                 |                  |
|-----------------------------------------------------------------|------------------|
| National Trainers   Fee (4 Trainers) .....                      | \$ 700           |
| National Trainers   Travel Expenses .....                       | \$ 2,300         |
| Supplies   Food/Beverage .....                                  | \$ 500           |
| Supplies   3-Month Seminar .....                                | \$ 500           |
| Supplies   Training Manuals (Units 25) .....                    | \$ 500           |
| Supplies   Room Rental (10 days) .....                          | \$ 1500          |
| Volunteer Kits   Background Checks (Units 25) .....             | \$ 750           |
| Volunteer Kits   Safety Vests (Units 25) .....                  | \$ 2500          |
| Volunteer Kits   Car Visors (Units 25) .....                    | \$ 500           |
| Volunteer Kits   Identification Badges (Units 25) .....         | \$ 375           |
| Volunteer Kits   Crisis Intervention Resources (Units 25) ..... | \$ 2500          |
| <b>Total budget for this PROJECT:</b>                           | <b>\$ 12,625</b> |

**Grant Request Amount:** **\$ 5,000**  
(Mini-grants not to exceed \$1,500, Regular grants not to exceed \$10,000.)

Is this a challenge grant? No

Could it be? N/A

**Please list any other funding sources for this project.**

**\*\*Indicate if funds are committed (C), conditional (CD), or pending (P).**

Currently, no funding has been established to host a training academy in the City of San Marcos as it is a new partnership with Trauma Intervention Programs of San Diego, Inc.

## Operating Budget FY 2017-18

---

### Revenue/Income

#### Income

|                        |                |
|------------------------|----------------|
| Donations-Board Dues   | 500            |
| Donations-Client/Other | 4,500          |
| Interest               | -              |
| Total Donations        | <hr/> 5,000.00 |

#### Fundraising Income

|                   |              |
|-------------------|--------------|
| Adopt a Volunteer | 1,500        |
| Special Events    | 10,000       |
| Total Fundraising | <hr/> 11,500 |

#### Grants

|                               |              |
|-------------------------------|--------------|
| Corporate and Business Grants | -            |
| Fallbrook Grant               | 9,000        |
| Foundation and Trust Grants   |              |
| Grants-Other                  | 31,000       |
| Total Grants                  | <hr/> 40,000 |

#### Program Revenue

|                       |               |
|-----------------------|---------------|
| Agency Revenues       | 162,298       |
| TIP Gear              | 100           |
| Miscellaneous         |               |
| Training Academies    | 3,000         |
| Total Program Revenue | <hr/> 165,398 |

#### Total Income:

---

**221,898**

### Expenses

#### Bank Service Charges

#### Contract Services

|                                  |       |
|----------------------------------|-------|
| Accounting Fees                  | 7,500 |
| IT Services                      |       |
| Partner Agency Relations         | 1,000 |
| Payroll Service-Admin            | 1,000 |
| Payroll Service-Program          | 2,700 |
| Professional Fees-Legal/Services | 250   |
| Donor Relations                  | 1,200 |
| Dues and Subscriptions           |       |
| Dues and Subscriptions           | 500   |
| TIP National                     |       |

|                             |        |
|-----------------------------|--------|
| Equipment and Maintenance   |        |
| Office/Computer Equipment   | 200    |
| Equipment Repairs           | 500    |
| Fundraising                 |        |
| Adopt a Volunteer           | 750    |
| HOS/Compassion in Action    | 7,000  |
| Events                      | 1,000  |
| Grant Expenses              | 100    |
| TIP Gear                    | 50     |
| All Other-Filing Fees       | 300    |
| Insurance                   |        |
| Liability Insurance         | 3,400  |
| Workers' Compensation       | 2,200  |
| Marketing/Advertising/Expos | 3,500  |
| Meetings Expenses           |        |
| Board Meetings              | 750    |
| CE Meetings                 | 4,000  |
| Conferences                 | 3,000  |
| Staff Meetings              | 750    |
| Team Leader Meetings        | 250    |
| Miscellaneous               | 250    |
| Office Supplies             |        |
| Administration              | 400    |
| Program                     | 350    |
| Payroll                     |        |
| Crises Team Leader          | 40,000 |
| Executive Director          | 50,000 |
| Garnishments                | -      |
| Marketing/Grants            | 20,000 |
| Office Manager/Accounting   | 11,700 |
| Outreach Coordinator        | 12,000 |
| Postage                     |        |
| Administration              | 150    |
| Program                     | 250    |
| Printing and Reproduction   | 700    |
| Rent                        |        |
| PO Box Rental               | 200    |
| Storage Space               | 1,200  |
| Resource Materials          | 6,000  |
| Staff Appreciation          | 500    |
| Taxes                       |        |
| Payroll Tax-Program         | 6,000  |

|                                     |                     |
|-------------------------------------|---------------------|
| Payroll Tax-Admin                   | 1,320               |
| Sales Tax                           |                     |
| State Income tax                    |                     |
| Telephone/Cell Phones               | 8,000               |
| To Be Determined                    |                     |
| Training Expense                    |                     |
| Academy                             | 5,000               |
| Honariums                           |                     |
| Staff Development                   | 200                 |
| Volunteer Training                  | 200                 |
| Training Expense-Other              | -                   |
| Staff Counseling                    | 1,500               |
| Volunteer Appreciation              |                     |
| Volunteer & Staff Appreciation      | 2,500               |
| Web Site and Data Base              | 2,000               |
|                                     | <hr/>               |
| <b>Total Expenditures:</b>          | <b>212,320</b>      |
| <br><b>Revenues to Expenditures</b> | <br><b>9,578.00</b> |

**\*\*Note Operating Budget and Project Budget are the same\*\***

**Internal Revenue Service**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date: March 11, 2003**

Trauma Intervention Programs of San Diego County, Inc.  
2560 Orion Way  
Carlsbad, CA 92008-7240

**Person to Contact:**

Tonya Martin 31-07387  
Customer Service Representative

**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:**

33-0492484

Dear Sir or Madam:

This is in response to your request of March 11, 2003, regarding your organization's tax exempt status.

Our records indicate that a determination letter issued in June 1992 granting your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

Trauma Intervention Programs of San Diego County, Inc.  
33-0492484

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

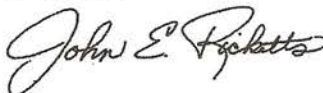
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in cursive script, reading "John E. Ricketts".

John E. Ricketts, Director, TE/GE  
Customer Account Services



STATE OF CALIFORNIA  
**FRANCHISE TAX BOARD**  
PO BOX 942857  
SACRAMENTO CA 94257-0540

## Entity Status Letter

Date:

ESL ID:

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID:

Entity Name:

1. The entity is in good standing with the Franchise Tax Board.
2. The entity is **not** in good standing with the Franchise Tax Board.
3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701
4. We do not have current information about the entity.

The above information does not necessarily reflect:

- The entity's status with any other agency of the State of California, or other government agency.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or the entity did business in California at a time when it was not qualified or not registered to do business in California:
  - o The status or voidability of any contracts made in California by the entity at a time when the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
  - o For entities revived under R&TC Section 23305b, any time limitations on the revivor or limitation of the functions that can be performed by the entity.

## Internet and Telephone Assistance

Website: **ftb.ca.gov**

Telephone: 800.852.5711 from within the United States  
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments



### **Board of Directors**

Mickey Williams, President  
Carlsbad Police Department

Annie Donner, Vice President  
Oceanside Unified School District

Dale Stewart, Secretary  
Oceanside Fire Department

Darlene Karinen, Treasurer  
Retired, Encinitas Fire Protection District

Dr. Mickey Stonier, Board Member  
Pastor, The Rock Church

Janet DiPrinzio, Board Member  
Retired TIP Volunteer

Lorraine Hutchinson, Board Member  
Retired, San Diego Fire-Rescue Department

Leonard Cosby, Board Member  
Oceanside Police Department

Rob Sills, Board Member  
San Diego Sheriff's Department

Daryn Drum, Board Member  
Heartland Fire & Rescue

### *Terms of Service:*

*Board of Directors' Officers serve a term of two years.*

*Other board members serve at their discretion.*



### ***Narrative***

Trauma Intervention Programs (TIP) of San Diego, Inc. provides emotional and practical support to citizens in crisis immediately following a tragic event. Specially trained citizen volunteers provide care and support to residents who have been traumatized by a personal tragedy and/or are in a state of crisis. Often survivors are alone, in shock and dismay following a sudden tragedy. TIP volunteers offer crisis intervention 365 days a year and arrive on location within an average of twenty minutes of a request from partnering agencies in the services areas: fire, law enforcement, hospital personnel and the medical examiner's office. Our mission: Our citizen volunteers will provide emotional first aid to survivors of tragedy in order to ease their immediate suffering and facilitate their healing and long-term recovery.

Utilizing a TIP volunteer on scene ensures that the citizen(s) will have his/her individual needs met by the emergency response system and prevents the occurrence of a "second injury" to the person(s) who is already in a state of emotional shock. Second injuries occur when the victim perceives the "system" as deliberately causing more grief and pain, most often by leaving them alone and confused with unanswered questions. Volunteers are trained to respond to a variety of tragedies to offer support.

TIP enables first responders the opportunity to produce a new dimension to services provided daily. The addition of the TIP volunteer can offer a human dimension being a "non-uniform authority" to the scene of crisis. This addition enables it to provide what many emergency scenes need: compassionate support. TIP has created a simple innovation within the public safety system to help improve services to the community. Also benefiting emergency responders decreasing stress in an already demanding job and improving the emergency response system to be more efficient.

When an individual undergoes a traumatic event, he/she may experience a number of symptoms ranging from memory loss, mental fog, anxiety, stress, physical sickness, confusion, shock, and depression. After a crisis, a person may feel alone and confused and may not be able to function normally; many are in a state of denial and everyday tasks seem difficult and insurmountable. Often, an individual's recovery from trauma is facilitated by the availability of positive social support (Forbes & Roger, 1999). Being able to provide the comfort and care to each individual during a chaotic and painful time ensures that the family members have their individual needs met and can have the immediate support they need at the "golden hour" of a crisis. TIP volunteers are there to assist during this critical and desperate time. The emotional support offered by TIP volunteers provides a buffer to extreme distress and isolation from the system. By providing TIP services to the community, citizens obtain a chance for increased mental health care and decreased likelihood of severe post-traumatic stress symptoms.

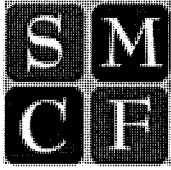


A constant goal of the program is to maintain an adequate volunteer base by continually recruiting residents. Each year TIP recruits and trains new volunteers through an intense 50-hour academy. Once recruiting and screening potential volunteers are aligned, funds will be allocated to secure a proper location, acquire materials and schedule TIP national trainers. Included in this goal is to host training academies within the next calendar year. TIP volunteers retire their services due to the emotional work completed on a daily basis which shows training is a necessary essential component to TIP operations and a continuous process. The main objectives is to expand volunteer numbers to handle the increasing number of daily requests from our partnering agencies and maintain a substantial volunteer base for every day large critical incidents.

Trauma does not discriminate and can affect anyone at a moment's notice. In the past three years, the demand for TIP has increased by 40%. These goals will assist in providing emotional and practical support to citizens in crisis, involve community members in compassionate community service, and relieve emergency responders of supporting the emotional needs of clients after tragedy strikes.

Within the last year, TIP has served crisis intervention to 4,504 citizens and assisted 5,398 emergency responders. TIP volunteers have provided 95,000 volunteer hours, which is the equivalent of 46 full-time staff providing crisis intervention. Throughout our history, the program has shown success in supporting the community, citizens and emergency responders by increasing the area of service and number of volunteers; proving there is a need for TIP services. As of October 2017, TIP has partnered with San Marcos Fire Department to offer these services to all residents of the City of San Marcos who have experience a trauma. With this new partnership, TIP will be working to build the volunteer team within the city of San Marcos to offer services.

**SAN MARCOS COMMUNITY FOUNDATION**  
**Grant Cover Page**



(Choose one) ☐ MINI-GRANT    (Choose one) ☒ REGULAR GRANT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                        |                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Project Name: Training San Marcos Educators in Restorative Practices in the School Environment</b><br><br><b>Date Submitted: Jan 2, 2018</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Total # of people served: 1,164</b><br><br><b>Total # of San Marcos residents served: 1,164</b>                                                     | <b>Amount Requested: \$ 10,000.00</b> |
| <b>Non-Profit Organization Name and Address, Website</b><br><b>Restorative Justice Mediation Program</b><br><b>9747 Businesspark Ave., Suite 215</b><br><b>San Diego, CA 92131</b><br><b>www.sdrjmp.org</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Contact Person – Name, Title &amp; Phone, email</b><br><br><b>Mary Acosta, Program Director</b><br><b>619-280-1993</b><br><b>macosta@sdrjmp.org</b> |                                       |
| <p><u>Briefly</u> describe your request for funds (to be expanded upon in narrative for regular grant):</p> <p>RJMP is requesting funds to build on the <i>Discipline That Restores (DTR)</i> teacher training program supported by the SMCF in 2017. The goals for 2018 include: (1) To train 40 elementary/middle/high school teachers and administrators from 4 San Marcos schools in <i>Discipline That Restores (DTR)</i> a restorative practices program. (2) Mentor already trained teachers (funded by SMCF in 2017) in the implementation of the program in their classrooms. (3) Offer a DTR certification (train the trainer) program for at least 2 teachers or administrators to ensure quality control and sustainability of DTR in the San Marcos schools. Follow up consultations will be provided by certified DTR trainers.</p> <p>DTR is a step-by-step classroom discipline process designed to increase cooperation, mutual respect and responsibility among students and teachers. Using restorative justice skills and strategies, DTR trains educators and administrators in a process that helps to shape a positive learning environment designed to reduce the need for suspensions and expulsions. The DTR curriculum designed by Ron and Roxanne Claassen more than 20 years ago, is taught today at Fresno Pacific University. RJMP has experience in teaching an abridged version of DTR to San Diego educators and has already trained dozens in the process.</p> |                                                                                                                                                        |                                       |

Restorative practices in the *Discipline that Restores* curriculum, have been shown to reduce school suspensions and expulsions and empower students and teachers to craft constructive ways to resolve conflicts and decrease disciplinary situations. Research has shown a direct link between youth experiencing school suspensions/expulsion and a future in the criminal justice system. We hope to interrupt this “*school to prison pipeline*” for youth by preparing teachers and their students to address the conflicts leading to suspensions and expulsions. An important known fact is that a single suspension in 9th grade equates to a 32 percent risk of a student dropping out of school. *Discipline that Restores* has shown that reduction of suspensions/expulsions and dropout rates are altered through the DTR application in the classroom.

SMCF support for this project can facilitate a positive school community environment, improved student/teacher/school relations where all parties are held accountable by addressing harms and conflicts in restorative ways. It is anticipated that San Marcos schools will experience reduced disciplinary problems and rates of suspensions & expulsions. In schools with low rates, the training program will provide another preventative tool to ensure that they maintain their low rates. San Marcos teachers gain the benefit of learning innovative classroom management skills and when used appropriately can contribute to a robust learning environment and a strong campus community. RJMP will include a user-satisfaction survey among the participating teachers and administrators with a six month follow up to discuss their use of the DTR program, provide anecdotal comments and assessment regarding their experiences and DTR usefulness. This information can be a consideration in assessing school suspension, expulsions or drop-out rates.

**Both Mini-Grant & Regular:**

- Expected date project will begin/end: 2/1/2018  
Date by which funds will be expended: 9/30/2018  
Signature of President or Authorized Officer

*Mary J. Harrison*  
Mary Harrison, Interim Ex. Dir.      Jan 2, 2018  
 Name, Title      Date

San Marcos Community Foundation  
c/o City of San Marcos  
1 Civic Center Drive  
San Marcos, CA 92069  
Email (PDF Format): [mgordon@san-marcos.net](mailto:mgordon@san-marcos.net)

1. Budget for Request

**SAN MARCOS COMMUNITY FOUNDATION**

**Budget Worksheet**

Provide an itemized list of expenses for this project:

| <u>Item</u>                                                                         | <u>Amount</u> |
|-------------------------------------------------------------------------------------|---------------|
| 1. DTR Trainer stipends, 2 classes at \$1500 each plus follow up at \$400 each      | \$3,800.00    |
| 2. Supplies- 40 sets of books, posters, cards at \$40/ set including tax & shipping | \$1,600.00    |
| 3. DTR Trainer travel stipends, 4 follow up sessions at \$25 each                   | \$ 100.00     |
| 4. RJMP Training Coordinator                                                        | \$3,500.00    |
| 5. RJMP Program Director                                                            | \$2,780.00    |
| 6. Train the Trainer certification process (2 persons) with FPU and DTR authors     | \$1,500.00    |
| 7. Educational learning trip to Fresno School implementing DTR, 6 persons           | \$ 900.00     |

**Total budget for this PROJECT:** \$14,180.00

**Grant Request Amount:** \$10,000.00

Is this a challenge grant? NO

Could it be? NO

**Please list any other funding sources for this project.**

**\*\*Indicate if funds are committed (C), conditional (CD), or pending (P).**

- |             |                                         |      |
|-------------|-----------------------------------------|------|
| 1. \$ 2,180 | Catholic Campaign for Human Development | ** C |
| 2. \$ 2,000 | Neighborhood Reinvestment Program       | **C  |

## 2. Annual Operating Budget

### RJMP 2017 BUDGET

| <b>2017</b>                               | <b>TOTAL</b>   |
|-------------------------------------------|----------------|
| <b>Ordinary Revenue/Expense</b>           |                |
| <b>Revenue</b>                            |                |
| Training Revenue                          | 21,000         |
| Individual Donors                         | 22,700         |
| Grants: CCHD, NRP, SMCF                   | 68,000         |
| Interest                                  | 23             |
| Special Events                            | 6,000          |
| Unexpended grant funds from 2016          | 31,032         |
| <b>Total Revenue:</b>                     | <b>148,755</b> |
| <b>Expense</b>                            |                |
| Bank Svc.Chg & Credit Card Fees           | 121            |
| Board & Staff Development                 | 1,000          |
| Data Comm/IT/Website                      | 8,750          |
| Dues & Memberships                        | 150            |
| Equipment/Furniture/Maint./Repairs        | 500            |
| Fundraising/Marketing/Promotion           | 3,000          |
| Insurance                                 | 4,449          |
| Licenses/Permits                          | 0              |
| Office Supplies                           | 1,100          |
| Payroll Expenses                          | 87,084         |
| Postage/Delivery                          | 184            |
| Printing & Reproduction                   | 3,448          |
| Professional Fees/Consultants             | 13,676         |
| Rent, Parking, Utilities/Tenant Occupancy | 10,320         |
| Taxes                                     | 60             |
| Telephone, Telecommunications             | 1,367          |
| Training Expense: Sponsored               | 7,064          |
| Travel & Meetings:Attended                | 6,481          |
| <b>Total Expense:</b>                     | <b>148,755</b> |
|                                           |                |
| <b>Net Assets:</b>                        | <b>0</b>       |

(rev. 6/28/17)

3. Federal and State Tax ID numbers

**Organization Name:** Victim Offender Reconciliation Program of San Diego County, Inc.,  
DBA Restorative Justice Mediation Program

**Federal Tax ID#:** 33-0570564

**State Tax ID #:** 24-4122-8

4. Board of Directors

**Restorative Justice Mediation Program  
Board of Directors  
2017-2019**

**Jim Esposito**  
**Board President**  
Former Principal  
Esposito Development Co.  
San Diego

**John Cox**  
**Board Secretary**  
Founder  
Cox, Oakes & Associates, Ltd. Law Firm  
Cox Financial Group, Ltd  
San Diego

**Jim Walsh**  
**President Ex-Officio**  
Restorative Justice Program Director  
Office for Social Ministry  
Roman Catholic Diocese of San Diego  
San Diego

**Daniela Reali**  
**Director**  
Deputy Public Defender  
San Diego County Public Defender's Office  
San Diego

**Greg Potenziani**  
**Director**  
Vice President  
M&T Foundation  
San Diego

**Mary Harrison**  
**Director**  
CEO Nonprofit, Public Health Policy & Substance Abuse Prevention (Retired)  
San Diego

**Craig Ryall**  
**Director**  
Software Consultant  
San Diego

## 5. (a) Narrative

There is a strong link between students being suspended from school and the likelihood of dropping out of school. Youth who drop out of school are eight times more likely to be incarcerated.<sup>i</sup> Restorative Justice Practices can help disrupt this “school-to-prison pipeline.”

As a non-profit organization working with justice system-involved youth for over 24 years in San Diego County communities, including San Marcos, the Restorative Justice Mediation Program (RJMP) is vested in helping youth, especially those at risk of involvement with the justice system, to learn appropriate and healthy ways of dealing with conflict and staying in school. Schools that use restorative ways of handling student discipline experience fewer suspensions and expulsions and increased graduation rates.<sup>ii</sup> RJMP would like to partner with the San Marcos Community Foundation to continue to offer San Marcos schools struggling with student misbehavior and suspensions, training in restorative practices in the classroom to combat these problems.

The School to Prison Pipeline. The metaphor “school-to-prison pipeline” is used to describe the increasing patterns of contact students have with the juvenile and adult criminal justice systems as a result of the practices implemented by educational institutions, specifically zero tolerance policies and the use of police in schools.

Exclusionary disciplinary policies that remove students from the school environment increase the probability of a youth coming into contact with the incarceration system. Punishing a disruptive student by taking a student out of the learning environment is counterproductive. It fails to address the problems a child is facing at school or at home. In fact, research indicates that a single suspension in 9th grade equates to a 32 percent risk of the student dropping out of school.<sup>iii</sup> San Marcos schools are not exempt from discipline, suspension and expulsion problems. District Accountability Report Cards of several San Marcos schools indicate a higher average of suspensions than the district average, and in some, the state average.

Research is increasingly examining the connections between school failure and later contact with the criminal justice system for minorities. Once a child drops out, he or she is eight times more likely to be incarcerated than youth who graduate from high school. Studies have found that 68% of all males in state and federal prison do not have a high school diploma.

To address and help dismantle the school to prison pipeline, a growing number of California school districts have adopted restorative justice practices as an alternative to traditional responses to student misbehavior in schools. With Assembly Bill 420 recently signed into law limiting suspensions and expulsions for the reason of “willful defiance”, the State of California is now strongly encouraging schools and districts to launch restorative justice based discipline.

In 2015, RJMP brought to San Diego County schools a model for addressing the problem called *Discipline That Restores* (DTR). DTR is a step-by-step classroom discipline curriculum developed by leaders in the field of restorative justice and schools. Using restorative justice principles and strategies, the DTR program trains educators in a restorative discipline process, helping them to create a more positive learning environment while actively reducing suspensions and expulsions, including those due to “willful defiance.” Several schools in Fresno and other northern California school districts have successfully implemented the model. RJMP has conducted training to dozens of San Diego County teachers, administrators and other school personnel in DTR with positive results. (See section 5)

With 2017 funding from the SMCF, RJMP trained several teachers from two schools this past summer in DTR and they have expressed interest in further training opportunities to be able to implement the program throughout their whole school.

School districts that have adopted *Discipline That Restores* have reported a stronger campus community, reduced bullying and fights, and a significant reduction in suspensions and expulsions. Students feel safer, teachers feel safer, and with reduced conflict and tension in the classroom, the learning environment becomes much more positive and productive. In San Diego, one school district that adopted restorative practices such as those used in DTR, experienced a 60% drop in expulsions across the district between the 2013/2014 and 2014/2015 school years.

RJMP is requesting funding from the San Marcos Community Foundation to help fund the training and support of 40 elementary/middle/high school teachers from four San Marcos schools (of the San Marcos Unified School District or Charter Schools) in the *Discipline that Restores* (DTR) program. This would include new teachers not previously trained. Follow up sessions will be provided with newly trained teachers to support and accompany them in their implementation of the program. Additionally, two designated educators from the district will also be trained and certified as DTR trainers to be able to replicate the curriculum in San Marcos schools. These would be selected from past participants. Additionally, an educational trip will be arranged for selected school personnel to travel to a Fresno school successfully implementing DTR in order to gain first-hand knowledge about best practices and challenges, and to interact with school staff.

SMUSD and Charter schools that were not able to send teachers to the SMCF funded June 2017 training due to conflicts with the dates, have since indicated that they would participate in the training should it be offered again earlier in the school year. In 2018 RJMP will include a user-satisfaction survey among the participating teachers and administrators with a six month follow up to discuss their use of the DTR program, provide anecdotal comments and assessment regarding their experiences and DTR usefulness. This information can be a consideration in assessing school suspension, expulsions or drop-out rates. California State University San Marcos will be a resource for conducting the surveys, interviews and documentation of results.

With 40 teachers being trained and one administrator per school participating in implementation meetings and/or educational trip, 44 school personnel will be directly served. The activities of the grant will directly affect, however, the classrooms of the 40 teachers participating, who, at an average of 28 students per classroom, would positively impact 1,120 San Marcos students each year. Therefore, the total amount of San Marcos residents served during the grant period would be 1,164.

The total budget for this project is \$14,180. Funding from the San Marcos Community Foundation is being requested in the amount of \$10,000. RJMP has committed funding in the amount of \$4,180 from designated grant funding received from the Catholic Campaign for Human Development, a department of the US Conference of Catholic Bishops, and the San Diego County Neighborhood Reinvestment Program, to support the DTR project in San Marcos. With full funding, RJMP will be able to serve dozens of San Marcos teachers, impacting over a thousand San Marcos school aged youth this coming year, helping to support positive school climates and fostering healthy resilient students.

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<sup>i</sup> See [https://en.wikipedia.org/wiki/School-to-prison\\_pipeline](https://en.wikipedia.org/wiki/School-to-prison_pipeline) for more information on this topic

<sup>ii</sup> See “Restorative Justice in US Schools: A Research Review”, [www.WestEd.org](http://www.WestEd.org)

<sup>iii</sup> “Sent Home and Put Off-Track”, Robert Balfanz, Vaughan Byrnes, and Joanna Fox, Johns Hopkins University, 2012.

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5. (d) Supporting Documents/Information

1. Schools with confirmed interest in participating in second round of training (others pending):

- a. San Marcos Middle School
- b. San Marcos High School
- c. High Tech High School, San Marcos
- d. High Tech Elementary, San Marcos

2. Comments from past DTR training participant in San Marcos and San Diego:

“I would definitely recommend DTR to others! It is most directly beneficial to teachers and school personnel. However, while I am not in a classroom on a regular basis I still thought it was beneficial as a way to make suggestions to teachers or admin that I do consult with. I also thought it was very eye opening and helpful for me as a mother. Overall I really loved my experience with them! I wish everyone in schools would take that training.”

“I’d recommend the training. I think conflict resolution is an important 21<sup>st</sup> century skill.”

“I would recommend the training to admin so they can be informed of the process and can support it.”

“This program offers teachers another tool to manage the classroom.”

3. Letter from Claassen’s agreeing to collaborate with RJMP for DTR train the trainer certification process. (see attached from past training)

---

**Discipline That Restores**  
**Ron and Roxanne Claassen**  
**3075 N. Bethel**  
**Sanger, CA 93657**  
[www.disciplinethatrestores.org](http://www.disciplinethatrestores.org)  
[www.restorativejusticecdiscipline.com](http://www.restorativejusticecdiscipline.com)

October 3, 2016

To Whom it May Concern:

We are very pleased to collaborate with the Restorative Justice Mediation Program (RJMP) in the training of San Marcos educators in Discipline That Restores (DTR).

Restorative justice discipline in school settings is being used more and more to address disciplinary problems that lead to suspensions and expulsions. Discipline That Restores was created to address these problems in restorative rather than punitive ways, to keep kids in school rather than to push them out due to bad behavior. Research has proved connection between a punitive discipline system and poor academic performance in school. Research also shows a very strong correlation between punitive disciplinary interventions, suspensions, and expulsions and involvement in the justice system.

Ron was the founding (1982) director of the victim offender reconciliation program (VORP), a restorative juvenile justice mediation program for offenders and their victims. Roxanne was involved in the founding of VORP and then applied the ideas, skills and strategies in her classroom for 20 years. She taught at many grade level and for the last 14 years at 8<sup>th</sup> grade. Her experience in the classroom, as the peer mediation coordinator for 15 years, and as the school conflict resolution specialist for 10 year, lead to the development of Discipline That Restores. Ron was also the founding director of the Center for Peacemaking and Conflict Studies at Fresno Pacific University and for 25 years was professor in the Peacemaking and Conflict Studies MA program and now is retired as Professor Emeritus. In their retirement, Ron and Roxanne are working with the Fresno Pacific University Center for Professional Development to create capacity for training for teachers, counselors, and administrators interested in implementing Discipline That Restores in their classroom and school.

As creators and authors of Discipline That Restores, we are interested in providing teachers and schools with the tools they need to adequately manage conflict in the classroom and school to create safe and stimulating environments in which students can learn. DTR has been implemented in several schools and school districts throughout California. In San Diego County, the Restorative Justice Mediation Program has provided training to teachers and schools in DTR for the past year. We personally have certified the trainers RJMP is using, Heather Lampron and Joe O'Quinn, to teach the DTR curriculum, and wish to express our desire to work with RJMP to get more teachers trained to implement restorative justice discipline using Discipline That Restores theory, skills, and strategies. We agree to work with RJMP to work with a few interested teachers to become DTR Certified Trainers to be able to replicate the training process in San Marcos and other additional schools in their district.

We have also agreed with RJMP leadership to host a delegation of San Marcos educators to the Fresno area to meet with the staff of the Le Grand High School or other local schools who are successfully implementing DTR.

We look forward to collaborating with RJMP and their proposed work with San Marcos educators, and hope that their grant request from the San Marcos Community Foundation will be approved to allow that to happen.

  
Roxanne Claassen

  
Ron Claassen



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                               |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Project Name: <b>College Bound</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Total # of people served:70                                                                                                                                                                                                                                                                   | Amount                |
| Date Submitted: 1/3/18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | Total # of San Marcos residents served: 15-20 students                                                                                                                                                                                                                                        | Requested: \$2,400.00 |
| Non-Profit Organization Name and Address, Website<br>Just In Time For Foster Youth<br>P.O. Box 81292<br>San Diego, CA 92138<br><a href="http://www.jitfosteryouth.org">www.jitfosteryouth.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Contact Person – Name, Title & Phone, email<br>Don Wells, Executive Director<br>858-663-2081<br>don@jitfosteryouth.org                                                                                                                                                                        |                       |
| <p><u>Briefly</u> describe your request for funds (to be expanded upon in narrative for regular grant):</p> <p>Just in Time (JIT) requests a \$2,400.00 grant from the San Marcos Community Foundation to provide eight San Marcos transition age former foster youth with dorm and school supplies for their educational pursuits at Cal State San Marcos. These resources will be provided along with a caring and committed JIT College Bound Coach (volunteer) to provide the encouragement, support and attention that will eventually help lead to graduation.</p>                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                               |                       |
| <p><u>Briefly</u> describe the significance of your request to the San Marcos community: San Marcos foster youth leaving the child welfare system are faced with devastating odds. 40-50% of foster youth become homeless within 18 months of emancipation, 50% experience high rates of unemployment within five years and 25% of former foster youth will spend time in jail within the first two years of emancipation. For the only 10% of former foster youth, that beat these odds, and enter college only 3-5% graduate. Just in Time's College Bound service helps residents of San Marcos, and those who attend Cal State San Marcos, by becoming the family they need to succeed in their educational and life goals so they are able to give back to their community.</p> |  |                                                                                                                                                                                                                                                                                               |                       |
| <p>Please attach the following items.</p> <p><b><u>Both Mini-Grant &amp; Regular:</u></b></p> <ol style="list-style-type: none"> <li>Budget for request (use SMCF Budget Worksheet)</li> <li>Annual Operating budget for the organization or unit</li> <li>Federal &amp; State Tax ID numbers</li> <li>Board of Directors listing with affiliations</li> <li><b><u>Regular Grants Only:</u></b> <ol style="list-style-type: none"> <li>1-2 page narrative</li> <li>First 2 pages of Federal 990</li> <li>Most recent year-end Statement or Audit including any management letters associated with Audit.</li> <li>Signature of President or Authorized Officer on Application</li> <li>Optional: letters of support</li> </ol> </li> </ol>                                           |  | <p>Expected date project will begin/end:</p> <p>Date by which funds will be expended:</p> <p>Signature of President or Authorized Officer</p> <p> Executive Director 12/28/17</p> <p>Name, Title Date</p> |                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | <p>Submit Via Mail, In Person or Via Email to:</p> <p>San Marcos Community Foundation<br/>c/o City of San Marcos<br/>1 Civic Center Drive<br/>San Marcos, CA 92069<br/>Email (PDF Format): <a href="mailto:mgordon@san-marcos.net">mgordon@san-marcos.net</a></p>                             |                       |

**SAN MARCOS COMMUNITY FOUNDATION  
Budget Worksheet**

**Just In Time For Foster Youth's College Bound Program**

55-70 Youth Awards

Laptops, Printers, Books, Dorm Set Up, School Supplies

\$ 66,500

Year Round Support: Youth Laptops, Tuition Fees Assistance, Books,  
Computer Repairs/Software for Youth

\$ 13,850

Learning to Succeed Support: Transportation, rental/housing, and food support,  
income supplements

\$ 65,820

College Bound Event/Year Long Events

\$ 32,000

Graduate Scholarships

\$ 18,000

Program Coordinator

\$ 60,742

Administrative Costs

\$ 2,447

**Total Budget for the PROJECT**

**\$ 259,359**

**Grant Request Amount**

**\$ 2,400.00**

*(Mini-grants not to exceed \$1,500, Regular grants not to exceed \$10,000.)*

Is this a challenge grant? **NO**

Could it be? **Possibly**

**Please list any other funding sources for this project.**

**\*\*Indicate if funds are committed (C), conditional (CD), or pending (P).**

\$32,500 Moxie Foundation

\*\* C

\$26,000 Christensen Foundation

\*\* C

\$25,000 Farrell Family Foundation

\*\* C

\$20,000 Ashford University

\*\* P

\$5,000 Sycuan

\*\* P

\*\*

\*\*

\*\*

\* P - Donated last year and expect to receive this year

## **San Marcos Community Foundation Narrative – Just in Time for Foster Youth**

### **Just in Time's Work and Mission**

Just in Time for Foster Youth engages a caring community to help transition age foster youth (18-26) achieve self-sufficiency and well-being. We believe consistent, long-term help from the heart is the foundation for the success of our youth so that they can thrive and enjoy productive, satisfying lives.

JIT's main goal is to empower foster youth on their road to self-sufficiency— helping them become confident, capable and connected members of our community and forever breaking the cycle of dependence. Using our innovative and unique relationship based model of support by providing a caring community of volunteers, our goals are to assist youth in achieving the following:

- securing steady employment with a livable wage (\$13-\$15 per hour)
- establishing and sustaining stable housing
- managing finances with a long-term vision
- forming their own stable families
- steering clear of the criminal justice system

Just in Time achieves our mission by bringing a myriad of services and resources to transition age foster youth throughout San Diego County. Our focus on individual empowerment and the development of critical, caring relationships enables youth to feel connected to themselves and their larger community. Establishing life-giving relationships is at the heart of our work and services.

### **The Need**

Former foster youth leave the child welfare system with little support and resources. The outcomes are devastating:

- Within 18 months of emancipation, 40-50% of former foster youth become homeless, surpassing veterans as the largest homeless sub-population in the nation.
- 60% of youth emancipate into destitution, earning incomes at or below \$6,000 per year.
- 50% experience high rates of unemployment within five years.
- 25% of former foster youth will spend time in jail within the first 2 years of emancipation. In fact, 70% of California prison inmates are former foster youth.

The Cities, Counties and Schools Partnership found that 70% of foster youth reported they desired to go to college, while only 10% attend and 1-3% graduate. Youth have a history of trauma, lack financial support and stability, are not prepared due to lack of educational consistency while in the foster care system and are burdened by low expectations.

While there is some support in terms of scholarships and transitional housing, Just in Time is the only organization in San Diego County that solely serves transition age foster youth, supporting them through a comprehensive approach that accounts for all aspects of a young person's life and well-being. By doing this we're able to achieve outcomes very different from the statistics on former foster youth in our state and nation.

Just in Time is requesting funds to purchase dorm and school supplies for eight San Marcos College Bound participants so that they can have the needed tools and technology to succeed in their

educational pursuits. Each youth will be paired with a volunteer who will help them select and purchase these items during our College Bound event.

### **College Bound Service Summary**

Just in Time's College Bound program was launched in 2006 after recognizing the need to move from only supporting the Basic Needs of transition age foster youth to offering a continuum of programs that prepare youth for long term stability in the form of safe, stable housing, financial literacy, coaching, education, and career.

College Bound assists former foster youth enrolled in two or four year colleges with not only the practical tools that all students need to succeed, but access to invaluable information, resources, and to key volunteers who act as guides, mentors, teachers and confidants just as a family member would.

To be eligible for College Bound applicants must: be a former foster youth between the ages of 18-26; be enrolled in a two-year or four-year college program; complete a College Bound application; and submit a written essay and required documentation (dependency letter and unofficial transcripts).

College Bound then holds a two-day event in June, where former foster youth students will:

- Receive vital tools such as a laptop, printer and dorm supplies
- Experience interactive workshops with JIT College Bound alumni, who share their experiences on the challenges and the opportunities ahead, and with experts on money management, legal issues, and other ways JIT can support them on their educational journey over the coming years
- Access to transportation aid and other basic needs; as well as tutoring for those needing additional academic support and instruction in specific subjects
- Be paired with a community volunteer who accompanies the participant during program activities, including a Walmart shopping trip to purchase essential needs. Often, these connections continue after the program and provide additional resources to the youth over the long-term.

### **Measures/Outcomes**

College Bound participants are tracked and monitored throughout their time in higher education and regular reports are developed based on the JIT Self-Sufficiency Scale. Success is evaluated based on school enrollment over time, graduation or certification, and continuation on to graduate studies. The data collected is done through staff contact, connections to JIT volunteers (Faculty), and mandatory online surveys. The long-term goal of all of JIT's programs, including College Bound, is to give disadvantaged youth the resources and community connections needed to help them become independent, self-sufficient, thriving adults who ultimately will make meaningful contributions to our community.

24 Cal State San Marcos College Bound students have graduated since 2008 and another 35 are still in school. But our impact is best illustrated through the stories of the youth we serve.

# Just In Time for Foster Youth

## FY18 & FY17 Consolidated Budgets

|                                              | FY18<br>Budget   | FY17<br>Budget   | Net<br>Change<br>Inc/(Dec) |
|----------------------------------------------|------------------|------------------|----------------------------|
| <b>Income</b>                                |                  |                  |                            |
| <b>40000 REVENUE</b>                         |                  |                  |                            |
| <b>41000 Direct Public Support</b>           |                  |                  |                            |
| 41100 Corporations                           | 259,000          | 186,350          | 72,650                     |
| 41200 Foundations                            | 760,000          | 677,500          | 82,500                     |
| 41300 Individuals                            | 1,070,200        | 663,584          | 406,616                    |
| 41400 Civic and Faith Organizations          | 97,000           | 112,500          | (15,500)                   |
| 41500 Government Agencies                    | 50,000           | 50,000           | -                          |
| 41600 Special Events Income                  | -                | -                | -                          |
| 41601 Gross Revenue Special Events           | 570,000          | 471,000          | 99,000                     |
| 41602 Less Special Event Direct Costs        | (120,000)        | (115,000)        | (5,000)                    |
| <b>Total 41600 Special Events Income-Net</b> | <b>450,000</b>   | <b>356,000</b>   | <b>94,000</b>              |
| <b>Total 41000 Direct Public Support</b>     | <b>2,686,200</b> | <b>2,045,934</b> | <b>640,266</b>             |
| Inkind Youth Awards                          | 126,000          | 166,456          | (40,456)                   |
| Other Revenue (Op Reserve fundraising)       |                  | 200,000          | (200,000)                  |
| <b>Net Revenue</b>                           | <b>2,812,200</b> | <b>2,412,390</b> | <b>399,810</b>             |
|                                              | -                | -                | -                          |
| <b>50000 PROGRAM AWARD EXPENSES</b>          | -                | -                | -                          |
| 50100 Health & Well-Being                    | 41,120           | 30,260           | 10,860                     |
| 50200 Lodging                                | 108,940          | 99,640           | 9,300                      |
| 50300 Financial                              | 162,000          | 99,750           | 62,250                     |
| 50400 Transportation                         | 131,720          | 126,000          | 5,720                      |
| 50500 Employment                             | 36,150           | -                | 36,150                     |
| 50600 Education                              | 108,350          | 64,050           | 44,300                     |
| 50700 Community                              | 56,100           | 53,320           | 2,780                      |
| 50800 Service Support                        | 211,740          | 165,107          | 46,633                     |
| 50835 Program Salary Expense                 | 904,537          | 717,659          | 186,878                    |
| 50840 Indirect Expense Allocation            | 49,546           | 44,418           | 5,128                      |
| 51900 Other Youth Expenses - LEAP            | -                | 5,200            | (5,200)                    |
| 51950 LEAP Stipend                           | -                | 3,000            | (3,000)                    |
| <b>Total 50000 PROGRAM AWARD EXPENSES</b>    | <b>1,810,203</b> | <b>1,408,404</b> | <b>401,799</b>             |
| <b>53000 IN-KIND AWARDS</b>                  | <b>126,000</b>   | <b>163,864</b>   | <b>(37,864)</b>            |
| <b>TOTAL PROGRAM AWARD EXPENSES</b>          | <b>1,936,203</b> | <b>1,572,268</b> | <b>363,935</b>             |

|                                              |                  |                  |                 |
|----------------------------------------------|------------------|------------------|-----------------|
|                                              | -                | -                | -               |
| <b>60000 DEVELOPMENT AND FUNDRAISING EXP</b> | -                | -                | -               |
| 60025 Advertising/Promotional                | 30,700           | 30,700           | -               |
| 60075 Consultants                            | 14,000           | -                | 14,000          |
| 60080 Marketing                              | 5,000            | 5,000            | -               |
| 60090 Development                            | 46,100           | 40,000           | 6,100           |
| Total 60075 Consultants                      | 65,100           | 45,000           | 20,100          |
| 60100 Credit Card Charges                    | 4,240            | -                | 4,240           |
| 60125 Events                                 | 9,000            | 9,000            | -               |
| 60135 Office Expense                         | 1,200            | 1,200            | -               |
| 60140 Telephone and Communications           | 3,300            | 3,300            | -               |
| 60145 Research, Publications, Subscription   | 2,000            | -                | 2,000           |
| 60150 Rent Expense                           | 12,960           | 14,568           | (1,608)         |
| 60200 Postage                                | 2,450            | 1,436            | 1,014           |
| 60300 Printing and Copying                   | 12,500           | 11,200           | 1,300           |
| 60350 Travel/Meals/Entertainment             | 12,000           | 12,000           | -               |
| 60600 Software Services                      | 9,800            | -                | 9,800           |
| 69800 Development Salary Expense             | 347,483          | 348,666          | (1,183)         |
| 69900 Indirect Expense Allocation            | 16,944           | 16,594           | 350             |
| <b>Total 60000 DEV AND FUNDRAISING EXP</b>   | <b>529,677</b>   | <b>493,664</b>   | <b>36,013</b>   |
|                                              | -                | -                | -               |
| <b>70000 ADMINISTRATIVE EXPENSES</b>         | -                | -                | -               |
| 70500 Bank Fees                              | 370              | 370              | -               |
| 71900 Computer and Internet                  | 3,600            | 240              | 3,360           |
| 72001 Contract Services                      | 98,000           | 75,160           | 22,840          |
| 73000 Credit Card Fees                       | -                | -                | -               |
| 73100 Fines, Penalties, Judgments            | -                | -                | -               |
| 73300 Insurance - Liability, D and O         | 7,200            | 13,440           | (6,240)         |
| 73500 Interest Expense                       | -                | -                | -               |
| 73800 Miscellaneous Expenses                 | 6,900            | 600              | 6,300           |
| 74000 Office Expenses                        | 13,460           | 34,897           | (21,437)        |
| 76500 Registration and Licensing Fees        | 1,875            | 310              | 1,565           |
| 77000 Staff Development                      | 8,100            | 13,200           | (5,100)         |
| 78200 Travel and Meetings                    | 11,400           | 9,040            | 2,360           |
| 79000 Depreciation Expense                   | 3,000            | 1,224            | 1,776           |
| 79100 Employee Reimbursements                | -                | -                | -               |
| Administrative Salary Expense                | 70,955           | 57,857           | 13,098          |
| Admin Expenses allocated to Prog & DEV       | (66,490)         | (61,012)         | (5,478)         |
| <b>Total 70000 ADMINISTRATIVE EXPENSES</b>   | <b>158,370</b>   | <b>145,326</b>   | <b>13,044</b>   |
| <b>Total Expenses</b>                        | <b>2,624,247</b> | <b>2,211,258</b> | <b>412,989</b>  |
| <b>Net Fund Balance INCREASE (DECREASE)</b>  | <b>187,953</b>   | <b>201,132</b>   | <b>(13,179)</b> |

## Just In Time for Foster Youth FY18 Consolidated Budget

|                                              | JUL            | AUG            | SEPT           | OCT            | NOV            | DEC            | JAN            | FEB            | MAR            | APR            | MAY            | JUN            | Total            |
|----------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| <b>Income</b>                                |                |                |                |                |                |                |                |                |                |                |                |                |                  |
| <b>40000 REVENUE</b>                         |                |                |                |                |                |                |                |                |                |                |                |                |                  |
| <b>41000 Direct Public Support</b>           |                |                |                |                |                |                |                |                |                |                |                |                |                  |
| <b>41100 Corporations</b>                    | 27,000         | 41,500         | 25,000         | 10,000         | 11,000         | 43,000         | 5,000          | 10,000         | 12,000         | 12,500         | 34,500         | 27,500         | <b>259,000</b>   |
| <b>41200 Foundations</b>                     | 60,000         | 15,000         | 112,500        | -              | 30,000         | 179,000        | 10,000         | 13,000         | 100,000        | 40,000         | 152,500        | 48,000         | <b>760,000</b>   |
| <b>41300 Individuals</b>                     | 47,100         | 54,125         | 46,600         | 79,125         | 116,100        | 323,000        | 153,750        | 33,000         | 27,600         | 76,600         | 53,600         | 59,600         | <b>1,070,200</b> |
| <b>41400 Civic and Faith Organizations</b>   | 1,500          | -              | 500            | 9,000          | 8,500          | 11,000         | 9,000          | 40,000         | 9,500          | -              | 5,000          | 3,000          | <b>97,000</b>    |
| <b>41500 Government Agencies</b>             | -              | -              | -              | 25,000         | -              | -              | -              | 25,000         | -              | -              | -              | -              | <b>50,000</b>    |
| <b>41600 Special Events Income</b>           |                |                |                |                |                |                |                |                |                |                |                |                |                  |
| <b>41601 Gross Revenue Special Events</b>    | -              | -              | -              | -              | -              | -              | -              | -              | 570,000        | -              | -              | -              | <b>570,000</b>   |
| <b>41602 Less Special Event Direct Costs</b> | -              | -              | -              | -              | -              | -              | -              | -              | (120,000)      | -              | -              | -              | <b>(120,000)</b> |
| <b>Total 41600 Special Events Income-Net</b> | -              | -              | -              | -              | -              | -              | -              | -              | 450,000        | -              | -              | -              | <b>450,000</b>   |
| <b>Total 41000 Direct Public Support</b>     | <b>135,600</b> | <b>110,625</b> | <b>184,600</b> | <b>123,125</b> | <b>165,600</b> | <b>556,000</b> | <b>177,750</b> | <b>121,000</b> | <b>599,100</b> | <b>129,100</b> | <b>245,600</b> | <b>138,100</b> | <b>2,686,200</b> |
| <b>Inkind Youth Awards</b>                   | 500            | 500            | 25,500         | 500            | 500            | 35,500         | 500            | 500            | 35,500         | 500            | 500            | 25,500         | <b>126,000</b>   |
| <b>Net Revenue</b>                           | <b>136,100</b> | <b>111,125</b> | <b>210,100</b> | <b>123,625</b> | <b>166,100</b> | <b>591,500</b> | <b>178,250</b> | <b>121,500</b> | <b>634,600</b> | <b>129,600</b> | <b>246,100</b> | <b>163,600</b> | <b>2,812,200</b> |

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 14 2007

JUST IN TIME FOR FOSTER YOUTH  
C/O KATHRYN VAUGHN  
3363 HARBOR VIEW DR  
SAN DIEGO, CA 92106

Employer Identification Number:  
20-5448416  
DLN:  
17053089008007  
Contact Person:  
RENEE RILEY NORTON ID# 31172  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
July 16, 2006  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
June 30, 2011

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

JUST IN TIME FOR FOSTER YOUTH

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)  
Statute Extension



STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PO BOX 1286  
RANCHO CORDOVA CA 95741-1286

In reply refer to  
755:G :EU

April 18, 2007

JUST IN TIME FOR FOSTER YOUTH  
KATHY VAUGHN  
3363 HARBOR VIEW DR  
SAN DIEGO CA 92106-2919

Purpose : CHARITABLE  
Code Section : 23701d  
Form of Organization : Corporation  
Accounting Period Ending: June 30  
Organization Number : 2596165

You are exempt from state franchise or income tax under the section of the Revenue and Taxation Code indicated above.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address must also be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012(a)(2).

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. Please see annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax

April 18, 2007  
JUST IN TIME FOR FOSTER YOUTH  
ENTITY ID : 2596165  
Page 2

under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

Please note that an exemption from federal income or other taxes and other state taxes requires separate applications.

A copy of this letter has been sent to the Registry of Charitable Trusts.

E ULCH  
EXEMPT ORGANIZATIONS  
BUSINESS ENTITIES SECTION  
TELEPHONE (916) 845-4173  
FAX NUMBER (916) 843-0188

EO :

**Just in Time for Foster Youth**  
**Board of Directors Roster, Affiliations, and Tenure**  
**FY 2018**

**Board membership has a minimum two-year term, generally with a term limit of three consecutive terms. 100% of board members contribute financially to the JIT organization.**

**David Archambault**

Board Chair, *Managing Member, Showley Archambault & Alexander*  
*1 year*

**Lauren Silverman, PhD**

Vice Chair, *Retired Managing Director Novartis Venture Fund*  
*1 year*

**Matthew Medeiros**

Treasurer, *Portfolio Manager, Clelland & Company, Inc.*  
*2 years*

**Joan Coppenrath**

Secretary, *SVP, HSBC Bank*  
*1 year*

**Diane Archambault**

*Personal Wardrobe Consultant*  
*2 year*

**Steven Bernitz**

*Retired Biotechnology Executive*  
*1 year*

**Lauri Buehler**

*Retired Mortgage/Real Estate Professional*  
*Incoming*

**Steven Buehler**

*President, Southwest Pacific Partners, LLC*  
*Incoming*

**Chris Burr**

*Sr. Vice-President / Center Manager, Citizen's Business Bank*  
*2 years*

**Grace Chui-Miller**

*Chief Financial Officer, Correlation Ventures*  
*1 year*

**Theodore DeFrank**

*President and CFO, Active Motif*

*4 years*

**Martin Goodman**

*Board Member, Social Venture Partners International*

*1 year*

**Mike Halpern**

*Independent*

*Incoming*

**Pamela Hunt**

*Retired Educator*

*4 years*

**Brad Livingston**

*President, Residential Wholesale Mortgage, Inc.*

*2 years*

**Jon Pak**

*Vice President, The Private Client Reserve of U.S. Bank*

*1 year*

**Shandy Pinkowski**

*Attorney, Latham & Watkins, LLP*

*Incoming*

**Nanci Porter**

*Founder, Talent Point Consulting*

*Incoming*

**John Schmid**

*Principal, Schmid Advisory*

*Incoming*

**David Schulman**

*Founding Partner, Moore, Schulman & Moore, APC*

*Incoming*

**Nancy Spector**

*Certified Specialist, Estate Planning, Trust and Probate Law*

*Incoming*

**Abdi Yusuf**

*Executive Recruiter, Vistage Worldwide  
Incoming*

## **ADVISORY COUNCIL**

**Jorge Cabrera**

*Supervisor, Casey Family Programs*

**Harriet Carter, Esq.**

*A Professional Law Corporation*

**Lynne Doyle**

*Chief Financial Officer, Sand River Holdings*

**Sean Ferrel**

*CEO/President, Managed Solution*

**Brad Norris**

*Philanthropist and Community Volunteer*

**Alan Sorkin**

*President, San Diego Social Venture Partners*

## **HONORARY BOARD/CO-FOUNDERS**

**Diane Cox**

*Co-Founder/Past Board Chair, JIT Development Director, Professional Coach*

**Jeanette Day, Esq.**

*Co-Founder, Lawyer for the County of San Diego*

**Tony Hsu**

*Co-Founder/Past Treasurer, Founder/Chief Investment Officer,  
Alethea Capital Management, LLC*

**Louarn Sorkin**

*Co-Founder JIT, Founding Partner, San Diego Social Venture Partners*

**Kathryn Vaughn, Esq.**

*Co-Founder/Past President, Partner, Law Offices of Vaughn and Vaughn*



## MINUTES

### SAN MARCOS COMMUNITY FOUNDATION GRANT FUNDING SUBCOMMITTEE MEETING

Wednesday, January 10, 2018 – 6:00 PM

San Marcos Conference Room, 1 Civic Center Drive

#### CALL TO ORDER

Board Vice President Monahan called the meeting to order at 6:00 p.m.

#### ROLL CALL

PRESENT: BOARD MEMBERS: MONAHAN, WILLIAMS

ABSENT: BOARD MEMBER: STACK

ALSO PRESENT: Administrative Services Manager Michael Gordon and Office Specialist III Lisa Kiss.

#### OLD BUSINESS

1. GRANT AWARD HISTORY – Noted and filed.

#### NEW BUSINESS

#### 2. MINI GRANT APPLICATION PROPOSALS

Board members discussed three requests: 1). Mission Hills High School Track and Field, to fund upcoming track and field expenses, including fees for invitational's and the replacement of aging equipment. Board member Monahan stated the invitational's start in March and suggested they defer and re-evaluate later. 2). American Academy of Pediatrics – California Chapter 3, to provide curriculum and books to 500 disadvantaged children and families at pediatric well-care visits. 3). Luminary Arts, to help supplement the teacher salary at Alvin Dunn Elementary School for the music and drama program.

**BOARD MEMBER MONAHAN MOVED TO DEFER #1 (MISSION HILLS HIGH SCHOOL TRACK & FIELD) AND #3 (LUMINARY ARTS) AND DECLINE #2 (AMERICAN ACADEMY OF PEDIATRICS). SECONDED BY BOARD MEMBER WILLIAMS. MOTION PASSED BY UNANIMOUS VOICE VOTE.**

AYES: MONAHAN, WILLIAMS



NOES: NONE  
ABSENT: STACK  
ABSTAIN: NONE

### **3. REGULAR GRANT APPLICATION PROPOSALS**

Board members discussed four requests: 1). Casa de Amparo, to fund their Residential Services program which provides 24-hour trauma informed care for youth in the foster care system. Board member Williams commented they also have a transition program now that goes to age 25 and that she'd follow up with them. 2). Trauma Intervention Programs of San Diego, Inc., to fund their training academy that will be used to help provide emotional and practical support to residents in crisis immediately following a traumatic event. Gordon mentioned that the City recently contracted with them and the Fire Department is supportive. Board member Monahan will follow up on what their recruitment plan for volunteer training is. 3). Just in Time for Foster Youth, to provide 8 San Marcos transition age foster youth with dorm and school supplies for their educational pursuits at CSUSM. Monahan indicated she'd follow up. 4). Restorative Justice Mediation Program, to continue funding the "Discipline that Restores" teacher training program in four San Marcos schools. Monahan commented that she'd like more information. They'll ask Board member Stack to contact them. Williams added she'd like to know the dropout rates, the demographics they serve and hear from a teacher that can tell them how it went. Gordon indicated he'd let Matt know what questions to ask.

### **CONSENT CALENDAR**

**MOVED BY BOARD MEMBER WILLIAMS AND SECONDED BY BOARD MEMBER MONAHAN TO APPROVE THE CONSENT CALENDAR. MOTION PASSED BY UNANIMOUS VOICE VOTE.**

AYES: MONAHAN, WILLIAMS  
NOES: NONE  
ABSENT: STACK  
ABSTAIN: NONE

### **4. WAIVER OF TEXT – Waived**

**5. APPROVAL OF MINUTES – Approved - SMCF Grant Funding Subcommittee Meeting minutes of November 8, 2017.**

**6. ORAL COMMUNICATIONS - No requests to speak.**

### **ITEMS FOR THE GOOD OF THE ORDER**

**7. NEXT MEETING DATE – The next meeting of the Grant Funding Committee is scheduled for Wednesday, February 14, 2018. The next meeting of the SMCF Board of Directors is scheduled for Tuesday, February 20, 2018.**



**8. MISCELLANEOUS** – No items.

**9. ADJOURNMENT**

**MOVED BY BOARD MEMBER MONAHAN AND SECONDED BY BOARD MEMBER WILLIAMS TO  
ADJOURN THE MEETING AT 6:19 PM. MOTION PASSED BY UNANIMOUS VOICE VOTE.**

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Jessica Monahan, Board Vice President

ATTEST:

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Michael Gordon, Recording Secretary