

Partner Agency Application for Funding

FY2016

FACE SHEET

Agency Name:	Spotsylvania Emergency Concerns Association (SECA)				
<i>Has the City/ County Funded This Agency in Previous Years?</i>					X <input type="checkbox"/> Yes <input type="checkbox"/> No
Physical Address:	8812 Courthouse Road				
Mailing Address/PO Box:	Post Office Box 923				
City:	Spotsylvania	State:	Virginia	Zip:	22553
Telephone Number:	540 582-2465	Fax Number:	540 582-8938		
Federal Tax ID #:	54-1423039				
Web Address:	N/A				
General Email Address:	Seca22553@gmail.com				
Agency Main Contact:	Sherry Gillis	Title:	President		
Telephone Number:	540 840-3322				
E-Mail Address:	mskgillis@verizon.net				

Agency General Information

Agency Mission:

Our mission is to provide an organization through which concerned individuals and groups can work together to alleviate local human suffering and meet emergency needs of citizens of Spotsylvania County without consideration of religious creed or ethnic background.

Number of years agency has been in operation: 1986 to present (28 years)

Localities Served: Spotsylvania County

Agency Financial Information

	List Programs	Personnel Expenses	Benefits	Operating Expenses	Total Program Budget
1.	SECA – emergency Asst.	N/A	N/A	\$11,926.88	\$11,926.88
2.					
3.					
4.					
5.					
Agency Administration:					
Capital Outlay:					
Total Agency Budget:					\$11,926.88

If your application includes funding increases for personnel (to include new positions or merit / COLA increases), please check here and explain in detail the need for this type of increase under each program budget.

Submission Checklist: <i>(include 1 copies of each)</i>	<input checked="" type="checkbox"/> IRS 501(c)(3) Letter	<input checked="" type="checkbox"/> Audit Report <i>(with Audit Management Letter)</i>	<input checked="" type="checkbox"/> Current Financial statement	<input checked="" type="checkbox"/> IRS 990
<input checked="" type="checkbox"/> Accountant Contact Information	<input checked="" type="checkbox"/> Organizational Chart	<input checked="" type="checkbox"/> Current Board Roster <i>(with contact information)</i>	<input checked="" type="checkbox"/> Agency's Current Strategic Plan Refer to purpose and description.	

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Agency Administrative Expenses:

In the box below, provide an overview of the administrative costs detailed on the face sheet for the agency as a whole. Please provide justification for and specific amounts of administrative costs that are defrayed by locality funds. If your agency is requesting an increase or decrease in administrative funding, please describe, in detail, the reasons for these changes. (The description should not exceed 15 lines of text.)

In Budget Year FY15 SECA County Funding was approved for \$10,500.00. We are requesting \$12,000.00 for FY16. These funds are used to offset the administrative cost of our organization enabling all donations and proceeds of the Thrift Shop to be designated specifically to help the needy citizens of Spotsylvania County. The administrative costs for our last fiscal year are \$11,927.00 compared to the prior year of \$10,317.00.

Capital Outlay:

In the box below, provide an overview of the capital expenses detailed on the face sheet for the agency as a whole. Please provide justification for and specific amounts of capital costs that are defrayed by locality funds. (The description should not exceed 10 lines of text.)

N/A

Personnel Expenses (General):

In the box below, provide an overview of any increases or decreases in general personnel expenses for the agency. This would include any planned or projected merit or COLA increases, or new positions being requested. Also include a description of any changes to agency benefits structure or cost. (The description should not exceed 10 lines of text.)

100% staffed by unpaid volunteers.

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BUDGET EXPLANATIONS

<i>Agency Name:</i>	<i>Page 3</i>

Budget Information

Please complete the following chart with the financial information for the agency as a whole. In each area include the budget specifically allocated to your agency from each locality/entity listed below.

	FY2014 Actual	FY2015 Budgeted	FY2016 Projected
Caroline			
Fredericksburg			
King George			
Spotsylvania	\$10,000.00	\$10,500.00	\$12,000.00
Stafford			
United Way	\$ 1,287.00	\$ 1,600.00	\$ 2,000.00
Grants			
Client Fees	N/A	N/A	N/A
Fundraising			
Other <i>(explain below)</i>	\$101,652.00	\$120,400.00	\$131,900.00
Total Agency Budget for PD16	\$112,939.00	\$132,500.00	\$145,900.00

Detail below what is included in the category 'Other':

FY14	Donations	\$ 49,950.00
	Membership	950.00
	Memorial gifts	7,890.00
	Energy Program	1,200.00
	Thrift Shop	41,662.00
FY14	TOTAL	\$101,652.00
FY15	Donations	\$ 75,400.00
	Membership	1,000.00
	Thrift Shop	44,000.00
FY15	TOTAL	\$120,400.00
FY 16	Donations	\$ 82,900.00
	Membership	1,000.00
	Thrift Shop	48,000.00
FY16	TOTAL (Est.)	\$131,900.00

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BUDGET EXPLANATIONS

Agency Name:

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Please detail below any legislative initiatives or issues that may impact the agency for the upcoming year and how you are planning for them. This could include new legislation that may increase or decrease projected funding at any level (Federal/State/Local), or could affect grants or designated funds as they are currently received. If you are aware of "outside" funding sources that will expire or be reduced on a set cycle or date, please note those below and how you are planning for them.

There is no impact at this time.

Please detail below any identified agency needs or areas of concern that are currently not being addressed in your funding request. This could include training or technical assistance for specific areas, administrative support for a program or service, evaluation of current programs, or consultation for strategic planning, board support, or fundraising.

Funding or donations for additional Food and Fuel.

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LOCALITY NOTES

Agency Name:

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Please use the area below to provide any locality specific notes or statements that may be relevant to your application.

City of Fredericksburg:

N/A

Caroline County:

N/A

King George County:

N/A

Spotsylvania County:

Our Mission is to alleviate human suffering for the citizens of our County. Operational costs are kept to a minimum. Our organization prides itself on being good stewards for funds received. In the past County funding has covered the majority of our operational costs enabling all donations and proceeds from the Thrift Shop to help the needy.

Stafford County:

N/A

Partner Agency Funding Application FY2016
PROGRAM INFORMATION

Core Independent Living Services

Each agency submitting a funding request must fill out the following pages for each program serving citizens within the region and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Each locality reserves the right to request additional information once the application has been submitted.

Program Name:	Spotsylvania Emergency Concerns Association (SECA)	Is this a new program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Program Contact:	Sherry Gillis	Title:	President
Telephone Number:	540 840-3322		
E-Mail Address:	mskgillis@verizon.net		

1. Program Purpose/Description: *(the following description should not exceed 10 lines of text)*

Our purpose is to provide an organization through which concerned individuals and groups can work together to alleviate local human suffering and meet emergency needs of citizens of Spotsylvania County without consideration of religious creed or ethnic background.

2. Justification of Need: *(Please state clearly why this service should be provided to the citizens of the region and why the localities should consider this funding request. If this is a new program, be sure to include the benefit to the region for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

Spotsylvania County Department of Social Services Refers 85% of our needy for assistance.

3. Program Collaboration: *(The following should describe, in detail, examples of collaborative efforts and key partnerships between your program and other programs or agencies in the area, and should not exceed 10 lines of text.)*

SECA has a collaborative relationship with the Fredericksburg Area Food Bank. Food is received from the Food Bank from the United States Department of Agriculture (USDA) Program and through this collaboration the use of Charity Tracker.

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PROGRAM INFORMATION

Core Independent Living Services

4. Program Audience and Service Delivery: *(The following should describe the program's intended audience or client base and how those clients are served. This should include the location of the service and what geographic areas are served or targeted for service. If your program has specific entry or application criteria, please describe it below. Please do not exceed 10 lines of text.)*

Citizens of Spotsylvania County in need of emergency assistance.

5. Client Fees: *(Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)*

No fees are charged for any services provided.

6. Budget Information: *(Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)*

	FY2014 Actual	FY2015 Budgeted	FY2016 Projected
Caroline			
Fredericksburg			
King George			
Spotsylvania	Refer to Page Three (3)		
Stafford			
United Way			
Grants			
Client Fees			
Fundraising			
Other			
Total Program Budget for PD16			

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY2016. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please describe in detail if any increase is sought for new positions or personnel.

Requested increases are due to benefit increases for food, utilities and fuel.

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PROGRAM INFORMATION

Program Name:	Page 8

7. Goals, Objectives, & Evaluation: *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your Logic Model for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

Program Goal 1:

Our ability to help the needy in our community is based on our donations and the Thrift Shop proceeds. We need to make the community aware of our needs. We need to promote the Thrift Shop. We, also, need to increase our food supply in our Food Pantry to enable us to assist more clients as we run extremely low and completely out of some food goods every day the Food Pantry is open for distribution.

Objectives:

1a.	Solicit from the community for food drives. Promote the Thrift Shop.
1b.	Apply for grant money.

Program Goal 2:

N/A

Objectives:

2a.	N/A
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2b.	N/A
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PROGRAM INFORMATION

Program Name:	Page 9

Evaluation Method: *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

Quarterly reporting to the SECA Board of Directors of the number of clients helped and the financial assistance provided.

Appearing before groups and organizations, such as the Spotsylvania Women's Club.

Working with County Schools and others such as Elite Academy for student participation and their food drives.

8. Outcome Data: *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

Data Collection Period: As of April 30, 2014.

Objective 1a.

5,714 total individuals were served.

Letters were sent to the School Board and to the individual schools concerning contributions from their food drives.

Objective 1b.

Article in the Free Lance Star on Mr. Robert Newton and the history of SECA. Word of mouth advertisement during this past year. Memorials donated by families for living or deceased which is gratefully appreciated.

Objective 2a.

N/A

Objective 2b.

9. Program Goal Updates: *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

Program Goal 1:

Solicit from the community for food drives; Promote the Thrift Shop; apply for grant money and to issue letters to various individuals and businesses.

We hope to be able to promote SECA and receive recognition from the above mentioned.

Program Goal 2:

N/A

10. Community Impact: (Please provide at least two examples of how your services have impacted members of our community. This description should not exceed 20 lines of text.)

Community Services by schools and Court appointed decree.

Supplying emergency assistance to citizens of Spotsylvania County.

Provide Thanksgiving and Christmas baskets consisting of a complete Turkey dinners. With toys for children under 12 years old at Christmas.

11. Collaborative Impact: (Please describe how the community would be impacted if your agency were dissolved or merged with another partner agency. This description should not exceed 20 lines of text.)

For the County to absorb the over 5000 individuals assisted by SECA it would present costs for the County in time, money and increase in personnel. SECA was originally created to assist the Spotsylvania citizens who fell through the cracks. For individuals impacted by emergency situations, such as, fire and natural disasters.

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SERVICE DATA

Program Service Data:

Service Period:

January 1, 2013

to

December 31, 2013

Locality Served	Total Served		Gender 5714		Race 5714						
	FY2014	FY2016*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other	
Fredericksburg											
Caroline											
King George											
Spotsylvania	# of house holds 1647	5714	2627	3087	2905	2114	44	353	64	234	
Stafford											
Other											
Total											

*Please include the projected number to be served in each locality for the upcoming fiscal year.

Locality Served	Age Groups 5714										Income Levels 1647				
	0-4	5-10	11-13	14-18	19-25	26-40	41-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000		
Fredericksburg															
Caroline															
King George															
Spotsylvania	558	856	444	668	553	1061	1249	325	694	633	301	18	1		
Stafford															
Other															
Total															

Please describe below your data collection methodology and tracking measures. Indicate systems or processes that are used and responsible parties. Please also describe how your projections are determined for the upcoming year. If any of the above information is not available, please indicate why: