

# Partner Agency Application for Funding ~ FY2023

<b>Agency Name:</b> Spotsylvania Emergency Concerns Association (SECA)	
Physical Address:	8812 Courthouse Rd.
Mailing Address/PO Box:	P.O. 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
<b>Agency Main Contact:</b>	Dianne Williams
Title:	Treasurer
Telephone Number:	540-621-0135
E-Mail Address:	cloydwilliams@msn.com

## Agency General Information

### Agency Mission

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** | 35 years founded in 1986

**Localities Served** | Spotsylvania County

## REQUIRED items to be submitted with the application: *(include 1 copy of each)*

IRS 501(c)(3) Letter

Audit Report *(with Audit Management Letter)*

Current Financial statement

IRS 990

Accountant Contact Information

Organizational Chart

Current Board Roster *(with contact information)*

Agency's Current Strategic Plan

# Agency Overview

## Purpose/Description

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. We assist clients with needs such as food, clothing, rent, shelter, medical needs, fuel and electricity at no cost to the client.

## Justification of Agency and Requested Funding

**Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the County should consider this funding request.**

Approximately 85% of our clients are referred from the Spotsylvania County Department of Social Services. In the past year May 1, 2020 - April 30, 2021 we assisted 717 families consisting of 2,391 individuals. Assistance consisted of electricity, water/sewer, medical, rent to avoid eviction, shelter and fuel. The food pantry assisted with food totaling 122,780 pounds of food. We were also able to provide Thanksgiving Dinners and Christmas Dinners and toys to over 40 families each holiday. Our requested funding helps cover our administrative cost of operation. Therefore, 100% of Thrift Shop proceeds and donations made to SECA are used to assist our clients with emergency needs.

## Program Collaboration

**The following should describe, in detail, examples of collaborative efforts and key partnerships between your agency and other programs or agencies in the area.**

Various churches such as Tabernacle UMC, Kirk O'Cliff Presbyterian Church, Christ Episcopal Church, Waller's Baptist Church, Sylvannah Baptist Church, Traveler's Rest Baptist Church, Hope Presbyterian Church, Wilderness Baptist Church, Goshen Baptist Church and Hebron Baptist Church made generous monetary donations as well as food collections. Schools and staff donated their food drives and monetary gifts. Various civic organizations donated food and monetary gifts such as New Comers and Old Friends, Spotsylvania County Women's Club, and Spotsylvania Fire Department Co. 1 Ladies Auxiliary. During the past year \$37,507.10 was received through monetary donations. We also partner with the Fredericksburg Area Food Bank through Shared Maintenance and USDA.

## Collaborative Impact

**Please describe how the community would be impacted if your agency were dissolved or merged with another partner agency.**

SECA was originally formed to assist County citizens impacted with emergency needs such as eviction, loss of electricity, fuel, medical needs, food and emergency situations such as fire and natural disaster. Last year SECA expended \$38,126.23 helping the citizens of our County. This figure was affected by the fact that SECA was impacted by shut down due to COVID for two of the months, May and June 2020. This 35 year ongoing ministry has impacted thousands of citizens.

## Agency Overview *cont'd*

### Program Audience and Service Delivery

The following should describe the agency'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 agency has specific entry or application criteria, please describe it below.

SECA is located at Spotsylvania Courthouse behind the Marshall Center at 8812 Courthouse Rd. This 501(C)3 organization was formed in 1986 to address the needs of County citizens. It is manned totally with volunteers and continues to this day in ministry to the citizens of our county. Clients come to us with needs such as food, clothing, and financial needs in areas such as fuel/electricity, water, rent/shelter, medical needs and other necessities. No fees are assessed to our assistance. Approximately 85% of our clients are referred from the Spotsylvania Department of Social Services with necessary documentation. We also serve clients referred from churches.

### Community Impact

Please provide at least two examples of how your services have impacted members of our community.

(1) During the past year SECA assisted 717 families consisting of 2,392 individuals.

(2) Approximately 40 families were provided Thanksgiving Dinners including a turkey. The same number but different families received toys for their children along with Christmas Dinners including a turkey or ham.

### Client Fees

Please describe the fees clients must pay for the services provided by your agency, and how those fees are determined.

There are no fees attached to our ministry.

# Agency Financial Information

## FY 2023 Total Agency Expenditures

	List Program Title/Name	Salary	Benefits	Operating Expenses	Capital Expenses	Total
Program 1	Client Assistance			\$16,084.00		\$16,084.00
Program 2						\$
Program 3						\$
Program 4						\$
Program 5						\$
<b>Total Agency Expenditures</b>		<b>\$</b>	<b>\$</b>	<b>\$16,084.00</b>	<b>\$</b>	<b>\$16,084.00\$</b>

- 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 in the Salary/Benefits Costs section under Agency Budget Justifications.

## Total Agency Revenues

	FY2021 Actuals	FY2022 Budgeted	FY2023 Projected
Spotsylvania	\$13,250.00	\$13,250.00	\$13,250.00
United Way			
Grants			
Client Fees			
Fundraising			
Other (explain below)	\$59,700.00	\$51,978.00	\$51,978.00
<b>Total Agency Revenues</b>	<b>\$72,950.00\$</b>	<b>\$65,225.00</b>	<b>\$65,225.00</b>

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

Monetary donations, gifts in memory or honor of individuals, SECA membership dues (individuals and Organizations), Grant money and Thrift Shop proceeds.



**On the following page titled "Agency Budget Justifications", please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2023. 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 agency. In particular, please describe in detail if any increase is sought for new positions or personnel.**

# Agency Budget Justifications

## Salary/Benefit Costs

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.

There are no expenses related to personnel, benefits or salaries as we are a total volunteer organization.

## Operating Costs

In the box below, provide an overview of the administrative costs detailed on the Total Agency Expenditures table for the agency as a whole. Please provide justification for and specific amounts of operating costs that are defrayed by locality funds. If your agency is requesting an increase or decrease in operating funding, please describe, in detail, the reasons for these changes.

Last year our operating costs totaled \$16,084.00. This amount includes utilities, insurance, improvements, routine maintenance and supplies. In the same fiscal year we expended \$38,126.00 assisting the citizens of our County with financial needs. Our current budget projects administrative costs of approximately \$33,100.00 due to necessary building upgrades and maintenance. We are requesting \$13,250 (same as last year) for consideration in the FY2023 Budget. Any funds received through this request would allow us to direct all donations and Thrift Shop proceeds to assisting the citizens of our County.

## Capital Outlay Costs

In the box below, provide an overview of the capital costs detailed on the Total Agency Expenditures table for the agency as a whole. Please provide justification for and specific amounts of capital costs that are defrayed by locality funds.

## Agency Budget Issues

**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.**

We are not aware of any legislative initiatives or issues that might impact our agency. The unknown from COVID remains an issue.

**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.**

## Other Agency Information?

**Is there any additional information that the agency would like to provide, and that hasn't already been provided in this application, that will help Spotsylvania County in the review of your application and funding determination?**

As is with everyone enduring the current Covid 19 epidemic SECA has concerns for the safety of our volunteers (most of whom are elderly) and our clients. Due to these concerns our volunteer base has reduced. Our current schedule of operation has been altered to the Office being opened Monday and Wednesday 10:00 a.m. to 1:00 p.m. for financial and food assistance and Tuesday and Thursday 10:00 a.m. - 2:00 p.m. for Thrift Shop shopping.

**Program Service Data:**

**Service Period:**

**January 2021**

**to**

**December 2021**

Locality Served	Total Served			Gender		Race					
	FY2020	FY2021*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other	
Fredericksburg											
Caroline											
King George											
Spotsylvania	2,391	3,000	1,095	1,296	973	925	16	174	21	282	
Stafford											
Other											
<b>Total</b>											

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

Locality Served	Age Groups							Income Levels					
	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	213	292	181	244	216	413	511	276	359	207	132	14	5
Stafford													
Other													
<b>Total</b>													

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.