

# Partner Agency Application for Funding ~ FY2021

<b>Agency Name:</b> Spotsylvania Emergency Concerns Association	
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:	cloydwilliams@msn.com
<b>Agency Main Contact:</b>	Dianne E. 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** | 33 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 such things as food, clothing, rent, shelter, medical needs, fuel and electricity at no cost.

## 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 we financially assisted 1,293 families consisting of 4,504 individuals. Assistance consisted of electrical, water/sewer, medical, rent to avoid eviction, and fuel. The food pantry assisted 1,663 families made up of 6,068 individuals with food totaling 140,765 pounds. We were also able to provide Thanksgiving food baskets and Christmas food baskets and toys. Our requested funding helps cover our administrative cost of operation. Therefore, 100% of Thrift Shop proceeds and donations to SECA is 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, Christ Episcopal, Wallers Baptist, Savannah Baptist, Traveler's Rest Baptist, Hope Presbyterian, Wilderness Baptist, Goshen Baptist and Hebron Baptist made monetary and food donations. Schools and staff donated their food collections and monetary gifts. Various civic organizations such as Newcomers and Old Friends, Spotsylvania County Women's Club, Spotsylvania Fire Department Co 1 Ladies Auxiliary, and American Legion Spotsylvania Chapter donated food and monetary gifts. During the past year 64,1822 pounds of food was donated. 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 \$63,655.00 helping the citizens of our County. This 33 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.

Spotsylvania Emergency Concerns Association (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 Spotsylvania County. Clients come to us with needs such as food, clothing and financial assistance in areas such as fuel/electricity, water, rent/shelter, medical needs and other necessities. There is no fee 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 calendar year SECA assisted 1,293 families in need consisting of \$4,504 individuals.
- (2) Approximately 40 families were provided Thanksgiving Dinners including the turkey and approximately the same number but different families received toys for their children and Christmas Dinners including the 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 services.



# Agency Financial Information

## FY 2021 Total Agency Expenditures

	List Program Title/Name	Salary	Benefits	Operating Expenses	Capital Expenses	Total
Program 1	Client Assistance			13,692	n/a	13,692
Program 2						\$
Program 3						\$
Program 4						\$
Program 5						\$
<b>Total Agency Expenditures</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$13,692</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

	FY2019 Actual	FY2020 Budgeted	FY2021 Projected
Spotsylvania	13,250	13,250	13,250
United Way			
Grants			
Client Fees			
Fundraising			
Other (explain below)	65,756	79,750	85,000
<b>Total Agency Revenues</b>	<b>\$79,006</b>	<b>\$93,000</b>	<b>\$98,250</b>

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

Donations, gifts in honor or memory, SECA Memberships (individual and organizations) 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 2021. 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 \$13,692. This amount includes utilities, Insurance, routine maintenance, and supplies. Last year we expended \$63,655 assisting the citizens of our County. Our current budget projects administrative costs of approximately \$20,850. We are requesting \$13,250 (same as the last year) for consideration in the FY2021 Budget. Any funds received through this request would allow us to direct all donations and SECA 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 may impact our agency.

**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?**



**Program Service Data:**

**Service Period:**

**January 2018**

**to**

**December 2018**

Locality Served	Total Served		Gender		Race					
	FY2018	FY2019*	Male	Female	African American	Asian	Hispanic	American Indian	Other	
	Fredericksburg									
Caroline										
King George										
Spotsylvania	4,822	4,504	2,051	2,453	1,832	28	340	52	278	
Stafford										
Other										
Total										

*\*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	451	647	379	547	417	782	901	380	512	482	264	31	4
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.

