

Citizens Advisory Commission for Community Grants (CAC)
May 17, 2018, 5:00 pm
City Hall, 2nd Floor – Community Development Conference Room
Agenda (updated 5/10/2018)

Chair: Jason Telerski

Commissioners: Mike Apfelberg; Jennifer Bishop-Saucier; Tricia Casey; Beth Todgham; June Caron (Commissioner/Aldermanic Liaison)

Staff Liaison: Carrie Schena, Urban Programs Manager

General meeting:

-) Review/approve last meeting's minutes
-) Communication from YMCA regarding use of FY18 and FY19 funds (attached)
-) Review of application format and content for next fiscal year's cycle (draft attached)
-) Other discussion, as needed
-) Set next meeting date, as needed

From: Marsha Bottino [mailto:marsha.bottino@gmail.com]
Sent: Wednesday, March 14, 2018 2:40 PM
To: Schena, Carrie; Ilg, Joany
Subject: YMCA of Greater Nashua CAC grant update

Hello Carrie and Joany,

The Y has some exciting news to share - the Nashua School District has expanded its partnership with the YMCA of Greater Nashua for summer 2018. We have CAC FY18 funding and our FY19 application is for the Summer Learning Loss Prevention Program; however, this partnership means we will be operating the more expansive Power Scholars Academy curriculum instead. How do I go about contacting the CAC about this?

Dr. Mosley, the Superintendent of the Nashua School District, Joe Manzoli, COO of the YMCA of Greater Nashua, staff from Nashua's Title 1 Program and 21st Century came together to pool resources and staffing to streamline Nashua's Summer School Programming. Instead of serving a maximum of 64 incoming first and second graders using the literacy focused Summer Learning Loss Prevention Program (SLLP), the YMCA of Greater Nashua will be operating the Power Scholars Academy (PSA) evidence-based curriculum developed by YMCA of the USA and BELL (Building Educated Leaders for Life). Up to 360 low-income Nashua students in grades 1-8 will be served this summer where they will gain literacy AND math/STEM skills as well as take part in enrichment and social-emotional skill building activities and service projects. This partnership was formalized last night with a presentation to the Nashua School Board. An article in yesterday's Nashua Telegraph all about it is included at the end of this message.

We would like permission to use part of the CAC FY18 grant to the YMCA of Greater Nashua toward the Power Scholars Academy Program curriculum instead of the Summer Learning Loss Prevention Program curriculum that was detailed in our proposal. We are still operating the Superhero Academy and Title 1 Headstart swim lessons as detailed in our proposal. Additionally, our FY19 CAC application was made in January 2018 for SLLP in Summer 2019. We now anticipate operating the PSA curriculum in summer 2019.

What remains the same with the switch from SLLP curriculum to Power Scholars Academy Curriculum?

- Your funds will still be used to support the staffing and program supplies of providing evidence-based literacy curriculum and enrichment to incoming first and second graders from Nashua - all who are low-income and not reading at grade level.
- The same STAR Assessment will be used to measure students reading (and now math) improvement from beginning to end of the Power Scholars Academy.

- Caregiver surveys will still take place to evaluate outcomes as outlined in our proposal regarding confidence, attitude about school, etc.

What changes?

- More Learning! Power Scholar Academy curriculum includes math and STEM education in addition to the literacy and enrichment that SLLP provides.

- More Students will be served! This partnership between the Y, Nashua School District, Title 1 Program and 21st Century Program is pooling resources to serve up to 360 low-income Nashua Youth. There is no cost for families to participate- students are referred to Power Scholars Academy based on income level and not having reading and/or math proficiency.

- Location: Power Scholars Academy will take place at Amherst Street Elementary and Fairgrounds Elementary for elementary school PSA programming for 240 youth and Nashua High South for 120 middle schoolers using PSA programming. Bus transportation is included therefore students from every corner of Nashua can take part

- SLLP took place at two different elementary schools in Nashua with no transportation options. We expect high participation from past SLLP families and now we are able to continue to serve these youth all the way through eighth grade and make an even greater impact!

City of Nashua

Citizens Advisory Committee for Community Grants FY2020 APPLICATION (DRAFT)

WHO: Entities with a 501c(3) designation or fiscal agent that provide human services to residents in the City of Nashua may apply.

WHEN: Submission deadline is Friday, November 16, 2018 by 4:00 pm. No documents will be accepted after the deadline.

WHERE TO SUBMIT:

-) One electronic application, with required attachments, must be submitted for each program for which funding is being requested. Requests for funding for multiple programs on a single application will not be accepted.
-) All electronic documents must be submitted in PDF format, using the naming standards outlined below.
-) Do not send materials other than those requested and do not send materials under separate cover.
-) Please ensure that the contact/email listed is for an INDIVIDUAL, not the organization's general mail box.
-) Completed application and all required supporting documents should be sent to grantapp@nashuanh.gov in advance of the deadline.

WHAT TO SUBMIT: The following documents must be included for a funding request to be complete. Applications missing any of the required documents will be penalized during the review process done by the Citizens Advisory Committee for Community Grants.

Use the following as your checklist to make sure your application for funding is complete:

u	DOCUMENT	Name File:
	Completed FY2019 CAC Application	Name of Organization & Program FY2020 APPLICATION
	Job descriptions/resumes of key personnel	Name of Organization & Program KEY Personnel
	Fiscal Agent Sponsorship Letter (if applicable)	Name of Organization & Program FISCAL ORGANIZATION LETTER
	501c(3) letter from IRS	Name of Organization & Program IRS LETTER
	Most recent IRS Form 990 (complete, cover page only will not be accepted)	Name of Organization & Program IRS 990 FORM
	Current list of Board of Directors/Advisory Committee, including occupations and place of residence If your program is under a Fiscal Agent Agreement , provide a list of those individuals who serve as the governing body for the program, not the Board of Directors for the organization serving as fiscal agent	Name of Organization & Program BOARD LIST
	Most recent organization audit, including management letter. If organization is not subject to audit requirements, CPA reviewed statements must be provided If you program is under a Fiscal Organization Agreement , an Annual Budget that provides specific information as to the finances related to the program (do not submit the financials of the organization serving as the fiscal agent)	Name of Organization & Program ORGANIZATION AUDIT
	If your program is a collaborative program with another organization or school, letters of agreement from participating organizations that explain their level of involvement are required	Name of Organization & Program COLLABORATIVE LETTER NAME OF COLLABORATOR
	Evaluation report for funds awarded during the 2018FY and 2019FY periods, if applicable	Name of Organization & Program EVALUATION REPORT
	Completed Agreement to Grant Terms, including all required signatures	Name of Organization & Program GRANT AGREEMENT

City of Nashua

Citizens Advisory Committee for Community Grants
FY2020 APPLICATION (DRAFT)

AGREEMENT TO GRANT TERMS

By signing this application form, the applicant and fiscal sponsor (if applicable) hereby indicate(s) agreement with the following terms and conditions:

1. The information contained in this application and in any attachment is true and correct to the best of your knowledge
2. Your organization is a non-profit, 501c(3) federal tax exempt organization providing services to the residents of the City of Nashua.
3. Any funds received as a result of this application will be used ONLY for the purposes specified in the award letter. No part of any grant will be used for a political campaign or to support attempts to influence legislation of any government body other than through making available the results of non-partisan analysis, study, and research. **Grant money cannot be used to promote a religious purpose.** No portion of the award will be granted to any secondary grantee without the express permission of the City of Nashua.
4. Any funds received as a result of this application will be returned if the grant recipient loses its exemption from federal income taxation as provided for under Section 501c(3) of the Internal Revenue Code.
5. Any funds received as a result of this application will be expended within 12 months of the payment date. At the end of this period, any unexpended grant funds will be returned to the City of Nashua-Citizens Advisory Commission for Community Grants, or a written request for an extension of time must be submitted to the city for approval.
6. An evaluation report must be submitted upon completion of your program or by the due date specified in the grant letter.
7. A completed FY2020 CAC application and all supporting documentation (see previous page) is included here in this packet.

I, (**your name as applicant, requestor**) for this Community Grants application warrant the truthfulness of the information provided in this application.

M I understand that checking this box constitutes a legal signature confirming that I am duly authorized to submit this application and execute all associated agreements required if funded.

Name of Authorized Individual (please print) _____

Title _____

Date electronically signed _____

FISCAL SPONSOR:

If you applied using a Fiscal Sponsor, please scan and attach this signature as a separate document.

SIGNATURE OF OFFICER OR FISCAL SPONSOR ORGANIZATION (IF APPLICABLE) DATE

PRINT NAME TITLE

CITY OF NASHUA CITIZENS ADVISORY COMMITTEE FOR COMMUNITY GRANTS NON-DISCRIMINATION POLICY

The City of Nashua seeks to promote respect for all people. Organizations who receive financial support from the City shall provide equal services regardless of age, sex, race, creed, color, marital or familial status, physical or mental disability, sexual orientation, religious beliefs or national origin. It is not the intent of this policy to deny support for programs that serve specifically designed populations. By signing this form, the applicant organization confirms that it is in compliance with this policy.

City of Nashua

Citizens Advisory Committee for Community Grants
FY2020 APPLICATION (DRAFT)

Part I: Applicant Information

Legal Name of Organization: _____

Organization Street Address _____

City, State, Zip _____

Organization Mail Address (if different from above) _____

Telephone Number _____

Website Address _____

Federal Tax I.D. # (EIN) _____

Executive Director/Chief Executive Officer _____

Primary Contact for Proposal _____

Contact Title _____

Contact Phone _____

Contact Email _____

Will the City of Nashua's grant be used to:

M Maintain an existing program

M Start a new program

M Expand an existing program

M Fund organization operating costs

Program Name _____

Amount requested from Community Advisory Committee for FY2010 \$ _____

If program or organization has received City of Nashua CAC funding in any of the past three years, please provide the following information:

YEAR	PROGRAM FUNDED	FUNDING REQUESTED	FUNDING RECEIVED
		\$	
		\$	
		\$	

ISSUE AREA:

Check the category which best describes the community need issue area your organization/program will address using funds provided by the City of Nashua:

M Economic/Workforce Development

M Elderly Services

M Homelessness/Housing

M Anti-Crime

M Youth Development

M Other _____

M Affordable Health/Dental Care

City of Nashua

Citizens Advisory Committee for Community Grants
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Part II: Organization Information

1. Please provide a brief history of your organization, including when it was founded.
2. What is your organization's mission?
3. What population/demographic does your organization serve?
4. What geographic area does your organization serve?
5. Briefly describe the community need that your organization works to address. How have you determined that this need exists in Nashua?
6. What, if any, are the eligibility requirements for clients to participate in programs offered by your organization?
7. Describe your organization's capacity to provide services, including prior experience in providing these services, management structure and staff expertise.
8. How do you measure units of service for services provided by your organization (individual clients, households, meals served, bed nights, etc)
9. How many total (organization) units of services have you provided in the 12 month period October 1, 2017-September 30, 2018?
10. How many total units of service (organization) have you provided to Nashua residents in the 12 month period October 1, 2017 - September 30, 2018?
11. Briefly describe the services your organization proposes to provide with City of Nashua funding in FY2020. Include relevant dates or hours of operation.
12. Describe the process you use to assess your organization's effectiveness in addressing the community need you have identified.

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Part III: Agency Financials

Agency fiscal year start (MM/DD/YY) and end (MM/DD/YY)

Organizational Budget: \$ _____ Amount Requested from CAC: \$ _____

Previous Year CAC Request: \$ _____ Previous Year CAC Funding: \$ _____

Agency Assets		Agency Liabilities	
Cash		Current Liabilities (accounts payable)	
Securities & Investments (stocks, endowment, etc.)		Long-term Liabilities (loans, mortgages, etc.)	
Property & Equipment		Other (specify)	
Account Receivable		Total Liabilities:	
Other (specify)		Total Net Assets (total assets – total liabilities)	
Total Assets:			

Restricted Assets or Revenue: These represent resources whose use is limited by donors or source to a specific purpose within the agency or resources that are to be maintained by the agency in perpetuity. Please indicate the amount and purpose of any restricted revenue and/or assets below.

Restricted Revenue:	
Restricted Assets:	

City of Nashua

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Part IV: Program Information

1. Please provide a brief description of the program for which you are requesting funds, including when it was first offered.
2. What is the specific goal of this program? What is to be accomplished or what change will occur as a result of this program? Start your sentence with ***"The purpose of this program is to provide..."***
3. Describe your organization's capacity to provide this program, including its prior experience in providing this program, management structure and staff expertise.
4. Who will be served or participate in this program? What are the eligibility requirements for participation (age, gender, income, residence, etc.)
5. How will this program strengthen or improve the community or your organization's ability to serve the community?
6. Describe the method used to measure the programs progress or success. What are the specific quantitative data collection methods (questionnaire, interview, survey, pre/post test, rating scale, observation, and other research instruments) that will be used to track outputs and outcomes and gauge the program's effectiveness?
7. Describe how results will be used to improve the program.
8. What are the specific qualitative data collection methods that will be used to track outputs and outcomes and gauge the program's effectiveness?
9. Where (in what locations) is the program offered?
10. What specific services are offered in this program?
11. How do you measure units of service for services provided by your this program (individual clients, households, meals served, bed nights, etc)
12. How many total units of services has this program provided in the 12 month period October 1, 2017-September 30, 2018?
13. How many total units of service has this program provided to Nashua residents in the 12 month period October 1, 2017 - September 30, 2018?
14. Describe up to three measurable outcomes or results of this program that will help achieve the program's goal. What will change as a result of clients' participation in the program activities?
15. What specific activities will you do as part of this program to produce those results (please list no more than five).
16. What is the timeframe in which this program will be offered?

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Part V: Program Budget

REVENUE SOURCE	DETAIL	AMOUNT	PENDING OR CONFIRMED?
<i>Sample: Client Fees</i>	<i>Program Revenue</i>	<i>\$1,500</i>	<i>pending</i>
TOTAL REVENUE		\$	

EXPENSES	AMOUNT	PORTION REQUESTED FROM CAC
<i>Sample: Program Supplies</i>	<i>\$1,000</i>	<i>\$500</i>
TOTAL EXPENSES (must equal program budget)	\$	\$

Additional Budget Information for operating or program grant requests.

Use this space to provide any additional budget information you wish to include. For example, provide information about significant surpluses or shortfalls or your rationale for determining the amount of your CAC request.

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Part VI: Sustainability

NOTE: If your request is to fund a specific program offered by your organization, please provide answers that address the sustainability of that program. If your funding request is for operating funds to support your organization, please provide answers that address the sustainability of your organization.

1. If your need or program is on-going, what are your plans to secure other funding now and in the future?
2. How does your agency collaborate with other programs/agencies (both those who compliment the services you provide and those who provide the same or similar services) to address the needs of those you serve? If you do not collaborate with other programs/agencies, please specify why.
3. If City funding ends or your request is not fully funded, what plans do you have in place to continue your work/this program?
4. Why should City resources, as opposed to other sources of funding, be used to fund your request?
5. Please describe how volunteers are used to support your organization/program?
6. What other community resources do you use in order to offer this program/support your organization? Include any resources not listed in your budget.
7. How are City funds used to leverage other resources? Please provide specific examples of where these leveraged funds have come from and their amounts.