



Central Vermont Adult Basic Education, Inc.

Local Partnerships in Learning

Serving Washington, Orange and Lamoille Counties

MAIN OFFICE

46 Washington St. - Ste.100
Barre, VT 05641
(802) 476-4588
(802) 476-5860 - Fax

www.cvabe.org
info@cvabe.org

SERVICE LOCATIONS

Washington County

Barre Learning Center
46 Washington St. - Ste.100
Barre, VT 05641
(802) 476-4588

Montpelier Learning Center
100 State St. - Ste. 3
Montpelier, VT 05602
(802) 223-3403

Waterbury Learning Center
31 North Main St. - Ste. 1
Waterbury, VT 05676
(802) 244-8765

Orange County

Bradford Learning Center 24
Barton St. - Ste. 1
PO Box 917
Bradford, VT 05033
(802) 222-3282

Randolph Learning Center
10 South Main St.
PO Box 917
Randolph, VT 05060
(802) 728-4492

Lamoille County

Morrisville Learning Center
52 Portland St. - 2nd Floor
PO Box 478
Morrisville, VT 05661
(802) 888-5531

October 14, 2017

Funding Request Study Committee
Town of East Montpelier
P.O. Box 157, East Montpelier, VT 05651-0157

Dear Study Committee Members,

Central Vermont Adult Basic Education (CVABE) has provided adult basic education and literacy instruction for residents in East Montpelier for over fifty years. We are deeply grateful to the East Montpelier voters for their prior generous support of our programs. This year, CVABE requests level funding from town voters, in the amount of \$750. This funding is key in helping East Montpelier residents who need basic education to improve their lives.

We have enclosed your questionnaire with information on CVABE's programs and services.

Thank you for your assistance. If further information is needed, I welcome you to call me at (802) 476-4588.

Sincerely,

A handwritten signature in blue ink that reads 'Joanne Fitzgerald'.

Joanne Fitzgerald
CVABE Development Coordinator
jfitzgerald@cvabe.org

Enclosure

Town of East Montpelier FY2019 Funding Requests

Each year the Town of East Montpelier receives requests for funds from many different organizations. The Selectboard appoints a committee to review the requests and to recommend which should appear on the Town Meeting Warning for action. The committee requires certain information to make sound decisions for each request. In order for your organization to be considered for funding, it is mandatory that you complete this information form. Submit the form and supplementary information to:

Funding Request Study Committee
Town of East Montpelier
P.O. Box 157, East Montpelier, VT 05651-0157 (submit by mail)
eastmontadmin@comcast.net (submit by email)

on or before **Friday, October 27, 2017**. Incomplete forms and/or requests received after this date will be disqualified for funding. The Committee reserves the right to require any requesting organization to defend its request in person at the Committee's annual meeting normally held in early November. An organization applying for the first time or requesting a substantial increase in funding should expect an invitation to attend the annual meeting.

If your organization operates two or more programs with separate budgets or funding sources, please fill out one form for each program. All information should be given for your latest complete fiscal year (12 months). Approved requests will be acknowledged in the fiscal year 2019 (July 1, 2018 – June 30, 2019) budget for the Town of East Montpelier. Please feel free to submit any other information you feel would be helpful to the committee in making their decision.

If you have any questions please contact Bruce Johnson, Town Administrator, at (802) 223-3313 x 204 or eastmontadmin@comcast.net.

Organization Name: Central Vermont Adult Basic Education, Inc.

Address: 46 Washington Street, Suite 100, Barre, VT 05641

Fiscal Year Reported: 2016-17

Program Description: Central Vermont Adult Basic Education (CVABE) is a community-based nonprofit organization serving the adult education and literacy needs of residents in East Montpelier for more than fifty years. CVABE provides individuals (ages 16 through senior citizens) in Vermont's Washington, Orange, and Lamoille Counties with free, personalized academic instruction in basic reading, writing, math, and computer literacy, and English language learning. We also help students to gain career and college readiness skills and to achieve their GED or high school diploma.

Name of Person filling out this form: Joanne Fitzgerald, Development Coordinator

Name of Person to contact: Joanne Fitzgerald, Development Coordinator

Phone Number: (802) 476-4588

E-mail: jfitzgerald@cvabe.org

AMOUNT OF FUNDING REQUEST: \$750 (level funding request)

SERVICE INFORMATION

What is your organization's service area? _

CVABE provides free basic education and literacy instruction to adults and teens living in Vermont's Washington, Orange and Lamoille Counties.

What is the total number of individuals served by your organization in your prior Fiscal Year? 460 individuals

How many people in East Montpelier were served by your organization in the same period? East Montpelier is a small town, so the annual number of individuals served by CVABE varies greatly, and has ranged from 2 to 9 residents per year over the past five years. On average, CVABE serves 7 East Montpelier residents annually, and last year 2 East Montpelier residents enrolled.

What type of service(s) does your organization provide to East Montpelier residents? CVABE is a free service to any East Montpelier adult or teen (16 years through senior citizens). Nearly all students are low income. Depending upon one's learning needs and goals, our services include:

- Basic academic instruction: reading, writing, math, computer literacy
- English Language Learning and preparation for U.S. citizenship
- High school diploma and GED credential programs
- Academic skill readiness for work, career training and/or college

CVABE has six welcoming learning centers located throughout the organization's tri-county service region, including a Learning Center located in the Capital Plaza in downtown Montpelier, and a Learning Center in downtown Barre.

Our teachers instruct students one-to-one and/or in small groups. Each student has a personalized education plan to address his/her learning goals. These goals might include: getting or improving one's job, earning a high school credential, helping one's children with homework, budgeting and paying bills, reading important information, obtaining a driving license, preparing for college, gaining citizenship, and more.

Approximately how many staff hours are dedicated to provide the services your organization offered East Montpelier residents during this time period? Based on the average of 7 residents served each year, CVABE dedicates between 400 and 450 staff hours serving East Montpelier residents annually.

What services does your organization provide that are not available elsewhere?

CVABE' is the resource for free basic education and literacy instruction for East Montpelier residents. Our services (noted on the prior page) are unique and unduplicated.

What (if any) organizations provide similar services?

CVABE has long been the community's resource for free, locally accessible, adult basic education. Last year, in Washington County alone, CVABE served 244 residents. There is one organization in Barre that provides a construction skills training program to a small class annually of 16- 24 year-old central Vermont residents who have dropped out of high school; this program collaborates with and relies on CVABE to provide high school credentialing services to these students. CVABE's services uniquely support the vast majority of residents in Washington, Orange and Lamoille Counties who need to improve basic academics, learn the English Language, and/or to gain a high school credential.

If applicable, how does your organization collaborate with organizations providing similar services? CVABE collaborates with many organizations to identify and serve students who need basic education. These include: the Vermont Department of Labor, Reach-up, Vocational Rehabilitation, public schools, technical schools and community college, libraries, and many private non-profit agencies.

In what way are the services your organization provides preventative in nature?

Children whose parents have low literacy are twice as likely as their peers to be sub-literate themselves (according to the National Assessment of Adult Literacy). When CVABE helps parents to gain literacy, they are much more likely to read to their children and help them with homework, therefore preventing generational cycles of illiteracy. According to national data, adult literacy services also help to lower community crime rates, reduce the cost of medical care, reduce unemployment, and improve communities in other positive ways.

FINANCIAL INFORMATION

How did your organization determine the amount of the funding request? Please explain in detail your reasoning for any increase or decrease (use attached sheet if necessary). It costs CVABE \$3,145 per student to provide a full year of instruction.

With an average of 7 students served in East Montpelier per year, our projected cost to serve your town residents next year is \$22,015. CVABE's level funding request of \$750 to the town of East Montpelier represents just 3.4% of this projected \$22,015 cost. This request is lower than the 3.7% average funding from towns within our service area. CVABE's basic education instruction is helping East Montpelier residents to gain academic skills and credentials for employment and to improve their lives.

If approved by the town, how will your organization use the funds?

Funding from East Montpelier will be used for:

- Developing a personalized education plan for each enrolled East Montpelier resident,
- Student lesson planning, instruction and assessments,
- Books and educational supplies,
- Training of volunteers who help teach students (last year, 6 volunteers were from East Montpelier), and
- Communications/outreach to East Montpelier residents with low literacy.

Do any of your grant sources require local financial commitment? Explain.

CVABE frequently applies for grants that require matching funds. CVABE will try to leverage potential new funding from East Montpelier in this way.

Is your organization approved by the IRS as tax-exempt? ___Yes.

If yes, indicate your approval type: 501c3: ___Yes___

CVABE'S Fiscal Year 2016 Audited financials are attached. Fiscal Year 2016 audited financials (period ending June 30, 2017) will be available after our Nov. 13, 2017 Board meeting.

INCOME SOURCES	PERCENT OF INCOME	TOTAL INCOME
Federal		
State		
Local Towns		
United Way		
Fundraising		
Other		
Other		
TOTAL	Please see attached	

EXPENDITURES	Budgeted Percent	Budgeted Dollars	Actual Expense Percent	Actual Expense Dollars
Personnel				
Insurance/Rent/Utilities				
Fundraising Costs				
Other				
Other				
Total	Please see attached			

Number of full-time paid staff positions (full-time equivalents or hours):
18.2 full time equivalents

Number of full-time volunteer staff positions (full-time equivalents or hours):
127 community volunteers, all working part time

CENTRAL VERMONT ADULT BASIC EDUCATION, INC.
Schedule of Activities by Fund
For the Year Ended June 30, 2016

	<u>Vermont Agency of Education</u>	<u>Other Public & Private</u>	<u>Total</u>
Revenues and gains			
Grants:			
Federal Adult Education & Literacy Grant	\$ 123,697	\$ -	\$ 123,697
Vermont Adult Education & Literacy Grant			
Adult Basic Education	521,006	-	521,006
Adult Secondary Education	65,060	-	65,060
Other grants	<u>20,000</u>	<u>78,800</u>	<u>98,800</u>
	729,763	78,800	808,563
Fees for service:			
High School Completion Program	613,559	-	613,559
Service contracts	-	33,225	33,225
GED Testing	<u>-</u>	<u>753</u>	<u>753</u>
	613,559	33,978	647,537
Contributions	-	77,826	77,826
Town appropriations	-	55,745	55,745
Net unrealized gain (loss) on beneficial interest in net assets held by the Vermont Community Foundation	-	(2,113)	(2,113)
Investment income	-	2,989	2,989
Other	<u>-</u>	<u>4,822</u>	<u>4,822</u>
Total revenues and gains	<u>1,343,322</u>	<u>252,047</u>	<u>1,595,369</u>
Expenses and losses			
Wages	652,675	137,458	790,133
Employee benefits and payroll taxes	251,248	52,578	303,826
Professional and technical services	149,267	300	149,567
Utilities	1,669	500	2,169
Cleaning & maintenance - office	10,032	-	10,032
Repairs & maintenance - equipment	3,401	-	3,401
Rent	81,526	51,929	133,455
Insurance	1,018	6,840	7,858
Telephone	7,935	1,016	8,951
Postage	1,090	1,835	2,925
Advertising	629	-	629
Printing and publications	5,661	5,707	11,368
Travel	6,045	210	6,255
Other purchased services	5,400	6,521	11,921
Supplies and materials	19,255	5,195	24,450
Dues and fees	1,703	65	1,768
Depreciation	-	14,061	14,061
Other	<u>595</u>	<u>-</u>	<u>595</u>
Total expenses and losses	<u>1,199,149</u>	<u>284,215</u>	<u>1,483,364</u>
Change in net assets	144,173	(32,168)	112,005
Net assets, beginning of year	<u>342,476</u>	<u>885,342</u>	<u>1,227,818</u>
Net assets, end of year	\$ <u>486,649</u>	\$ <u>853,174</u>	\$ <u>1,339,823</u>