



# Central Vermont Adult Basic Education, Inc.

*Local Partnerships in Learning*

Serving Washington, Orange and Lamoille Counties

## MAIN OFFICE

46 Washington Street - Suite 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 Street - Suite 100  
Barre, VT 05641  
(802) 476-4588  
(802) 476-5860 - Fax

Montpelier Learning Center  
100 State Street - Suite 3  
Montpelier, VT 05602  
(802) 223-3403 - Phone & Fax

Waterbury Learning Center  
141 South Main Street - Suite 8  
Waterbury, VT 05676  
(802) 244-8765

### Orange County

Bradford Learning Center  
24 Barton Street - Suite 1  
PO Box 917  
Bradford, VT 05033  
(802) 222-3282 -- Phone & Fax

Randolph Learning Center  
10 South Main Street  
PO Box 84  
Randolph, VT 05060  
(802) 728-4492 - Phone & Fax

### Lamoille County

Morrisville Learning Center  
52 Portland Street  
PO Box 478  
Morrisville, VT 05661  
(802) 888-5531  
(802) 888-4127 - Fax

October 18, 2016

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 long-time 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,

Joanne Fitzgerald  
CVABE Development Coordinator  
jfitzgerald@cvabe.org

*Enclosure*

## **Town of East Montpelier FY2018 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 21, 2016**. 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 2018 (July 1, 2017 – June 30, 2018) 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.**

### **STANDARD INFORMATION**

**Organization Name:** Central Vermont Adult Basic Education, Inc.

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

**Fiscal Year Reported:** 2015-16

**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 (represents level funding from last year's appropriation)

### **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?** 431 individuals

**How many people in East Montpelier were served by your organization in the same period?** On average, CVABE serves 8 East Montpelier residents annually. CVABE served 5 East Montpelier residents last fiscal year.

**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, technical 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?** 365

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

CVABE is the primary source of free basic education and literacy instruction for East Montpelier residents.

**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 231 residents. There is one organization in Barre that provides a construction skills training program to a small class annually of 16- 24 year-old individuals 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).** Over the past 5 years, an average of 8 East Montpelier residents have benefitted annually from CVABE's programs. Our level funding request of \$750 to the town of East Montpelier represents just 3% of CVABE's current cost for instructing these East Montpelier residents annually. This support is lower than the 3.5% 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, 9 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 2015 Audited financials are attached. Fiscal Year 2016 audited financials (period ending June 30, 2016) will be available after our Nov. 14, 2016 Board meeting.**

INCOME SOURCES	PERCENT OF INCOME	TOTAL INCOME
Federal		
State		
Local Towns		
United Way		
Fundraising		
Other		
Other		
<b>TOTAL</b>	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):  
128 community volunteers, all working part time

Below is CVABE's Statement of Activities from our Fiscal Year 2015 Audit (ending June 30, 2015).  
The Fiscal Year 2016 Statement of Activities will be available after CVABE Board  
review and approval, expected at the Nov. 14, 2016 Board meeting.

**CENTRAL VERMONT ADULT BASIC EDUCATION, INC.**  
**Statement of Activities**  
**For the Year Ended June 30, 2015**

	Unrestricted	Temporarily Restricted	Total
<b>Support and revenue</b>			
Grants	\$ 809,063	\$ 3,000	\$ 812,063
Fees for service	822,911	-	822,911
Contributions	58,711	-	58,711
Town appropriations	56,520	-	56,520
Investment income	2,936	-	2,936
Net realized and unrealized gains and losses on beneficial interest in net assets held by the Vermont Community Foundation	1,811	-	1,811
Other	5,206	-	5,206
Net assets released from restrictions (See Note 1.B.)	-	-	-
Total support and revenue	1,757,158	3,000	1,760,158
<b>Expenses</b>			
Program expenses:			
Adult education and literacy	1,325,003	-	1,325,003
Total program expenses	1,325,003	-	1,325,003
Support services:			
Management and general	101,396	-	101,396
Institutional advancement	84,381	-	84,381
Total support services	185,777	-	185,777
Total expenses	1,510,780	-	1,510,780
Change in net assets	246,378	3,000	249,378
Net assets, beginning of year	978,440	-	978,440
Net assets, end of year	\$ 1,224,818	\$ 3,000	\$ 1,227,818