

October 25, 2017
Family Center of Washington County
383 Sherwood Drive
Montpelier, VT 05603

Bruce Johnson, Town Administrator
Town of East Montpelier
PO Box 157
East Montpelier, VT 05651-0157

Dear Funding Request Study Committee:

With this letter, the Family Center of Washington County respectfully requests to go before the voters on Town Meeting Day 2018 with a funding request for \$500, the same as last year's request.

During our last fiscal year, July 1, 2016 – June 30, 2017, it has been our pleasure to serve 74 members of the East Montpelier community through our array of child development and family support services. A summary report and funding request application is included with this letter. We look forward to continuing our activities in East Montpelier during the coming year.

Thank you for your on-going assistance in facilitating this request to be on your town meeting ballot. Your support is important – it demonstrates to government agencies and private foundations that we have the support of communities where we provide services.

Sincerely,

A handwritten signature in cursive script that reads "Joann K. Jenkins".

Joann K. Jenkins
Administrative Manager

Enclosures

It's always about the family...

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.

STANDARD INFORMATION

Organization Name: Family Center of Washington County

Address: 383 Sherwood Drive, Montpelier, VT 05602

Fiscal Year Reported: July 1, 2016 – June 30, 2017

Program Description: Building resourceful families and healthy children to create a strong community by offering safe, nurturing programs and services for children, families and service providers.

Name of Person filling out this form: Joann K. Jenkins

Name of Person to contact with questions: Joann K. Jenkins

Phone Number: 802-262-3292, Ext. 129 E-mail: joannj@fcwcv.org

AMOUNT OF FUNDING REQUEST: \$500.00

SERVICE INFORMATION

What is your organization's service area? State? Washington County? or Other? Washington County and three towns in Orange County.

What is the total number of individuals served by your organization in your prior Fiscal Year? 3,023 individuals

How many people in East Montpelier were served by your organization in the same period? 74 East Montpelier residents. See attached for details.

What type of service(s) does your organization provide to East Montpelier residents? All services are available to East Montpelier residents. Services used in the last fiscal year include Child Care and/or other Resource and Referral, Child Care Financial Assistance, Child Care Provider Support, Playgroups, Early Childhood Education, Parent Education Workshops, Home Visits, and assistance from our Food Pantry.

Approximately how many staff hours are dedicated to provide the services your organization offered East Montpelier residents during this time period? 750 hours

What services does your organization provide that are not available elsewhere? Child care referral and assistance paying for child care; Children's Integrated Services-Early Intervention, helping to access services for children under 3 with developmental delays or medical conditions; comprehensive one-stop shopping for a wide array of child development and family support services.

What (if any) organizations provide similar services? See Below

If applicable, how does your organization collaborate with organizations providing similar services? We work with schools, state agencies and other non-profits in teams such as the Building Bright Futures Council to identify needs, coordinate, and manage resources. Services are coordinated regionally to avoid unnecessary duplication and ensure that community needs are met.

In what way are the services your organization provides preventative in nature? The Family Center supports the positive growth and development of young children, families and child care providers by empowering them to take active, self-directed roles in their own development. Our services and activities are focused on long-term outcomes and prevention.

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). We compared the number of residents served, the level and type of services in East Montpelier to comparable communities in Central Vermont and the amounts received from those communities.

If approved by the town, how will your organization use the funds? To broadly support the prevention and community development services offered by the Family Center.

Do any of your grant sources require local financial commitment? Explain. Government agencies and private foundations routinely request proof of local support as part of their grant application processes.

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

If yes, indicate your approval type: 501c3: X other: _____

Family Center of Washington County				Percent of Income	Unaudited FY'17 Actual Income
INCOME SOURCES FY'16				%	\$
State and Federal				63.70%	\$1,608,424
Local Towns				0.68%	\$17,175
United Way				0.06%	\$1,497
Fundraising				1.68%	\$42,509
Other - Fees for Service				31.46%	\$794,481
Other - Private Foundations				.99%	\$24,920
Other - Grants				1.33%	\$33,625
Other - Misc.				0.10%	\$2,493
Deferred				0.00%	\$0
Total				100.00%	\$2,525,124
EXPENDITURES		Percent of Expenses	FY'17 Budget	% Percent of Actual Expenses	FY'17 Actual Expenses
		%	\$	%	\$
Personnel (Total)		79.12%	\$1,999,355	80.77%	\$2,012,748
<i>Break down by position:</i>					
Administration & Fundraising		10.25%	\$258,957	9.88%	\$246,266
Early Childhood Program		20.56%	\$519,615	21.34%	\$531,760
Child Care Support Services		10.35%	\$261,614	10.75%	\$267,855
Building Bright Futures		0%		0%	\$0
Family Support		37.96%	\$959,169	38.80%	\$966,890
Insurance/Rent/Utilities		7.01%	\$177,026	7.16%	\$178,319
Fundraising Costs		0.10%	\$2,500	0.02%	\$551
Other - Travel/Training		1.15%	\$29,085	1.10%	\$27,531
Other - Pass Through		1.82%	\$45,998	1.83%	\$45,493
Other - Operating		10.81%	\$273,107	9.12%	\$227,344
Total		100.00%	\$2,527,072	100.00%	\$2,491,987
Number of full-time paid staff positions (or full-time equivalents):				44 FTE / 50 Total Employees	
Number of full-time volunteer staff position (or full-time equivalents) :				8 FTE	



FAMILY CENTER OF WASHINGTON COUNTY
....serving families in East Montpelier

The Family Center of Washington County provides services and resources to all children and families in our region. We offer services for children, youth and families, including: Early Care and Education, Children’s Integrated Services-Early Intervention, Family Support Home Visiting, Family Supportive Housing Services, Specialized Child Care supports, Transportation, Reach Up and Job Development, Family Works, Child Care Financial Assistance, Child Care Referral, Welcome Baby visits, Strengthening Families Demonstration Project, Parent Education, and Playgroups for children from birth to five. We are grateful for the support shown by the voters of East Montpelier. For more information about Family Center programs and services, please visit: www.fcwcvt.org .

Among the 74 individuals in East Montpelier who benefited from the Family Center’s programs and services from July 1, 2016 – June 30, 2017 were:

- *10 families** who consulted our **Child Care** and other **Resource and Referral services**, receiving assistance in finding child care to meet their needs, answering questions related to child care and child development, and receiving information about other community resources available to them.
- *11 families** who received **Child Care Financial Assistance**.
- * 1 licensed and registered child care provider** or other support agency who consulted our **Child Care Provider Support** services, and received monthly newsletters and training on a wide variety of topics through home visits, conferences, and workshops.
- *26 children and caregivers** who participated in our **Playgroups**. Playgroups are free, open to all families with children birth to five, and have no eligibility requirements. Children have a chance to play with others in a safe, stimulating and nurturing environment. Parents talk to other parents, draw upon each other for support, learn new skills from Playgroup Facilitators and get information about community resources.
- * 3 children** who attended our **4 STARS Early Childhood Education** program.
- * 5 adults and children** who participated in **Parent Education** workshops and related activities for children.
- *15 individuals** who were served by one of our **Home Visiting** services, providing parent and family education and support.
- * 3 individuals** who received food and household items from our newly created **Food Pantry** to help supplement their nutritional and basic needs of families we serve.

Building resourceful families and healthy children to create a strong community.