



## City of Lawrence

### 2013 Social Service Funding Application – Non-Alcohol Funds

**Applications for 2013 funding must be complete and submitted electronically to the City Manager's Office at [ctoomay@lawrenceks.org](mailto:ctoomay@lawrenceks.org) by 5:00 pm on Friday, May 4, 2012.**

**General Information:** Each year, the City Commission considers requests for the allocation of dollars to a number of agencies that provide services benefiting the Lawrence community. These funds are to be used pursuant to the goals of the City Commission, which can be found below:

- **ECONOMIC DEVELOPMENT:** Promoting the economic development of Lawrence to provide varied work and business opportunities.
- **PLANNED GROWTH:** Encouraging growth that protects our environment, neighborhoods, and cultural features while benefiting all of our citizens.
- **COMMUNITY BUILDING:** Creating social capital and celebrating our heritage.
- **ENVIRONMENT ISSUES:** Integrating the environment into our decisions as we work towards a sustainable city.
- **NEIGHBORHOOD QUALITY:** Improving the livability of all Lawrence neighborhoods.
- **TRANSPORTATION:** Improving access for all citizens.
- **DOWNTOWN DEVELOPMENT:** Enhance the vitality of downtown while maintaining it as a unique community treasure.
- **SERVICE DELIVERY:** Provide excellent city services consistent with resources available.

**Applications will be reviewed by the Social Service Funding Advisory Board at meetings held from 2:00 to 6:00 p.m. on May 16 and May 23. Applicants are asked to make a contact person available by phone in case questions arise.** Following their review, the Advisory Board will forward recommendations for funding to the City Commission.

Recommendations will be based upon the following criteria:

- availability of city funds
- the need demonstrated through the agency's application
- the stated objectives of the applicant's program
- alignment of the program with the City Commission Goals
- the efforts to collaborate and avoid duplication of service demonstrated through the application
- outcomes that move program participants from total dependency toward measurable levels of independence
- ability to measure progress toward the program objectives and the City Commission Goals
- past performance by the agency in adhering to funding guidelines (as appropriate)

The final decision regarding funding will be made by the City Commission when they adopt the Annual Operating and Capital Improvement Budget in August.

**PLEASE NOTE THAT FUNDS WILL BE DISBURSED ACCORDING TO THE FOLLOWING SCHEDULE UNLESS OTHERWISE AGREED TO IN WRITING:**

- FIRST HALF OF FUNDS WILL NOT BE DISBURSED BEFORE APRIL 1
- SECOND HALF OF FUNDS WILL NOT BE DISBURSED BEFORE OCTOBER 1

**Questions?** Contact Casey Toomay, Budget Manager at [ctoomay@ci.lawrence.ks.us](mailto:ctoomay@ci.lawrence.ks.us) or at 785-832-3409.



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SECTION 1. APPLICANT INFORMATION

Legal Name of Agency: Warm Hearts of Douglas County
Name of Program for Which Funding is Requested: Warm Hearts of Douglas County
Primary Contact Information (must be available by phone 5/16 and 5/23 from 2 p.m. to 6 p.m.)
Contact Name and Title: Ernesto Hodison
Address: P. O. Box 1555, Lawrence, KS 66044-0425
Telephone: 785-865-1030 – Work / 785-979-3166 - Cell Fax: 785-865-1079 – Work
Email: ehodison1@douglascountybank.com or ehodison@aol.com

SECTION 2. REQUEST INFORMATION

- A. Amount of funds requested from the City for this program for calendar year 2013: \$6,000.00
B. Will these funds be used for capital outlay (equipment or facilities) in 2013? If so, please describe: No
C. Will these funds be used to leverage other funds in 2013? If so, how: No
D. Did you receive City funding for this program in 2012? If so, list the amount and source for funding (i.e. General Fund, Alcohol Fund, etc.): Yes, \$6,000.00 allocation.
1. How would any reduction in city funding in 2013 impact your agency? It would impact the ability to effectively raise funds to serve the constituents of this program. We are an all volunteer board with limited operating expenses.
2. If you are requesting an increase in funding over 2012, please explain why and exactly how the additional funds will be used: No increase is being requested.

SECTION 3. PROGRAM BUDGET INFORMATION

- A. Provide a detailed budget for the proposed program using the following categories: personnel (list each staff position individually and note if new or existing), fringe benefits, travel, office space, supplies, equipment, other.

Anticipated Donations & City of Lawrence allocation of \$6,000.00: \$96,000.00

Anticipated Operating Expenses for 2013

Table with 2 columns: Expense Category and Amount. Rows include Annual Accounting Review (\$1,150.00), Annual Filing Fee (40.00), Postage & PO Box rent (88.00), Web site fees (108.00), Annual fund raising campaign (900.00), Supplies (120.00), Advertising (3,594.00).

Total Operating Expenses \$6,000.00
Utility Expenses \$90,000.00

- B. What percent of 2013 program costs are being requested from the City? 6.25%
C. Provide a list of all anticipated sources of funding and funding amount for this program in 2013: Personal and corporate donations during the annual fundraising campaign are the only sources of funding for this program. Anticipated donations for 2013 are \$90,000.00.

SECTION 4. STATEMENT OF PROBLEM / NEED TO BE ADDRESSED BY PROGRAM

- A. Provide a brief statement of the problem or need your agency proposes to address with the requested funding and/or the impact of not funding this program. The statement should include characteristics of the client

population that will be served by this program. If possible, include statistical data to document this need.

Warm Hearts of Douglas County provides financial assistance to low income households who need assistance to pay utility bills during cold weather months. Warm Hearts utilizes intake agencies such as: Penn House, Salvation Army, ECKAN, Douglas County Senior Services and Ballard Community Center. These intake agencies interview applicants based upon established guidelines, which include income guidelines, to determine if the applicants qualify for assistance. Warm Hearts has been instrumental in helping families, individuals and the elderly through cold weather manage their ability to maintain their energy needs. Warm Hearts is managed by an all volunteer Board of Directors. There is no paid staff for Warm Hearts. City of Lawrence funding has been instrumental in providing overhead expenses for fundraising such as: envelopes, printing, advertising and postage for the annual fundraising campaign. As a result, every dollar raised has been used for community energy assistance.

Some statistics from our recent campaign are:

Total Applications: 412  
Total People Served: 857  
Single Parent Families: 103  
Total # of children in households: 358  
Number of Seniors served: 34

- B. How was the need for this program determined? Through communications with community agencies that serve the needs of the low income population of Douglas County.
- C. Why should this problem/need be addressed by the City? Past funding by the City of Lawrence has enabled Warm Hearts to use all donated funds toward energy assistance for low income individuals and families.
- D. How does the program relate to one or more of the goals of the City Commission (see page one)? Warm Hearts goal of providing energy assistance improves the livability of the low income population of Douglas County. Many of these people have to make daily choices as to whether to pay rent or utilities. Although the cold weather rule applies during the winter months, the bill eventually has to be paid or the utility will be turned off. With this assistance the risk of this is considerably lower and thus a decent quality of life is maintained.

#### **SECTION 5. DESCRIPTION OF PROGRAM SERVICES**

- A. Provide a brief description of the service you will provide and explain how it will respond to the need you identified in Section 4. The description should include how many clients will be served, and should describe as specifically as possible the interaction that will take place between the provider and the user of the service.

The service Warm Hearts provides is energy assistance to low income individuals in Douglas County during the cold weather months. The above listed intake agencies are utilized to receive applications and interview clients for qualification based upon established guidelines. Warm Hearts of Douglas County will conduct a fundraising campaign to raise the funds needed to support this mission.

- B. What other agencies in the community are providing similar types of services. What efforts have you made to avoid duplication or coordinate services with those agencies?

Warm Hearts has developed a good working relationship/partnership with intake agencies that see the need for this service. The combined efforts of the intake agencies & Warm Hearts, with the assistance of the City of Lawrence, have enabled us to effectively serve this community need.

#### **SECTION 6. PROGRAM OBJECTIVES**

Please provide three specific program objectives for 2013. Objectives should demonstrate the purpose of the program and measure the amount of service delivered or the effectiveness of the services delivered. A time frame and numerical goal should also be included. Examples include, "75% of clients receiving job training will retain their job one year after being hired," "increased fundraising efforts will result in a 15% increase in donations in 2013," "credit counseling services will be provided to 600 clients in 2013," etc. **Applicants will be expected to report their progress toward meeting these objectives in their six-month and annual reports to the City.**

1. To serve 100% of qualified applicants.