

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2017-2019 GRANT APPLICATION**

TITLE PAGE

PART A

1. **Project/Program Name:** Carquinez Village
2. **Amount of Funding Request:** Annual: \$ 4,000 **Grant period (2 years):** \$ 8,000
3. **Organization Submitting Proposal:** Carquinez Village

Organization Data:

Name: Carquinez Village
 Address: P.O. Box 207
 Phone: 707-297-2472
 Fax: _____
 Fed. ID #: 68-0431992

Contact Person:

Name: Lois Requist
 Title: Co-Chair, Steering Committee
 Phone: 707-280-0588
 Email: lois@requist.com
 Fax: _____

4. **Year organization legally established:** 2015 **State:** California

5. **Project or Program Category** (check applicable categories and subcategories):

<input checked="" type="checkbox"/> Safety Net	<input checked="" type="checkbox"/> Health & Wellbeing	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Rent	<input type="checkbox"/> Counseling	<input type="checkbox"/> Affordable Housing
<input type="checkbox"/> Food	<input type="checkbox"/> Suicide Prevention	<input type="checkbox"/> Job Skills
<input type="checkbox"/> Utilities	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Literacy
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Child Abuse Prevention	<input type="checkbox"/> Parenting
<input type="checkbox"/> Childcare	<input type="checkbox"/> Substance Abuse	<input checked="" type="checkbox"/> support for daily needs of seniors
<input type="checkbox"/>	<input checked="" type="checkbox"/> Mental Health	<input checked="" type="checkbox"/> social support
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. **Serving clients** (check all that apply):

<input type="checkbox"/> Children Under 5	<input type="checkbox"/> Youth (5-18)	<input type="checkbox"/> Adults (19 to 59)	<input checked="" type="checkbox"/> Seniors Over 60	<input type="checkbox"/> Family Unit
<input type="checkbox"/> Low-Income	<input type="checkbox"/> Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. **Anticipated Number of Unduplicated Benicia Residents to be Served:** 100-300

ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE A SIGNATORY ON BEHALF OF AN ORGANIZATION REQUESTING FUNDS FROM THE BENICIA HUMAN SERVICES BOARD.

Lois Requist Co-Chair, Steering Committee
 Authorizing Signature Title

1/26/17
 Date

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Typed name: Lois Requist _____

Part B – BUDGET INFORMATION

8. Provide a budget for the project. (Expenses listed in this document should be consistent with the Project Description.) This budget is only for the project utilizing grant monies.

PROJECT EXPENSES	TOTAL PROJECT COST (A)	AMOUNT OF GRANT REQUEST (B)	APPLICANT'S COST (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$ 12,250	\$ 2,000	\$ 10,250
Benefits (Direct ¹)			
Personnel (Support ¹)			
Benefits (Direct ¹)			
Contract Services			
Project-Supplies	600		600
Project Equipment			
Transportation (e.g. gas costs, rental)			
Other Direct Costs	5,700.	4,000	1,700
SUBTOTAL	18550	6,000	012,550
INDIRECT COSTS			
(Administrative ¹) Personnel			
Benefits			
Space Rental			
Utilities			
Telephone	330		330
Office Supplies	1200		1200
Transportation (e.g. gas costs, rental)			
Other Indirect Costs	4,800	2,000	2,800
SUBTOTAL	024880	08,000	016,880
TOTAL COSTS	\$ 0	\$ 0	\$ 0

Column A = Total cost of the proposed project.
Column B = Amount you are requesting in this grant application.

¹ Provide names, titles, education and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

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Column C = The difference between Column A and Column B, or the costs of the project that are not included in this grant request, if any.

Part B – BUDGET INFORMATION – (continued)

9. APPLICANT SOURCES: Provide sources of other funds for the project. Total amount should correspond with Total C (previous page). Do not include your entire budget here (it should be attached).

Applicant Sources – Other Funding (be specific)	Amount or Value	Indicate if Cash or In-kind
Membership Dues	\$ 20,160	
Fundraising	4720	
TOTAL	\$ 24880	

10. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicia residents served with the funds.

Fiscal Year	Program	Amount	Benicians Served
2016-17	n/a	\$	
2015-16			
2014-15			
2013-14			
2012-13			
2011-12			
2010-11			
2009-10			
2008-09			
TOTALS		\$ 0	0

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Part C - PROJECT / ORGANIZATION DISCUSSION (Please limit Part C to 5 pages.)

11. Brief Project Summary (Two to three sentences describing the grant proposal):

Carquinez Village, is a new type of service to seniors, based on the “village” model that started in Boston in 2001 and is now making a difference in 240 communities throughout the country, a nonprofit, neighbor-to-neighbor volunteer organization helping seniors meet daily needs so they can live in their homes as they age. This “village” is not a place, but a concept and a membership organization. Through providing services, referrals to other services, information and education programs, we aim to make life better for Benicia seniors. Though we are a membership based organization with a fee to belong, we would like to not turn anyone away for lack of funds, rather we’d rather reach out to those who can’t afford membership and offer scholarships for all or a portion of the costs. If we receive grant funding, we will use approximately 2/3rd of it for scholarships, 1/3rd for seed funds for organizational development.

12. Describe organization’s general purpose and activities:

Two years ago, after holding meetings to ascertain interest, a Steering Committee formed. Since that time, about 30 people have been actively working toward our goals. First, we considered the feasibility of having a village in this area. Deciding that the answer was yes, we began to develop the structure and organization to have such a village.

Our purpose is to connect, support and inspire seniors in the Benicia area. We will do that by connecting seniors through social and educational programs, and providing basic services, such as transportation to medical appointments, the grocery store, or other errands, assistance with changing light bulbs, yard work, meal preparation or friendly phone calls when the senior needs such help. We will make a qualitative difference in the lives of seniors, enabling them to experience their later years as ones of possibility, opportunity, and community. In so doing, we will enhance Benicia as an “age friendly” city. In the past, seniors have often been isolated or lonely, especially as many of their children don’t live in the area. We aim to build a community network, engaging older people with the community and the activities available.

We will launch Carquinez Village on April 3, 2017 and will have services available and volunteers to meet the requests from members. Members will have access to services and referrals for other services such as plumbers, electricians, and handymen. We will have an expanding number of social, educational, and informational activities. Our goals seem very compatible with your mission statement.

13. List all financial liabilities or pending legal action:

n/a

14. Is your organization applying for other grants for fiscal years 2017-2019? If so, list the project, funding source(s), proposed budgets, and requested amount(s).

Not at this time.

15. At what location will the proposed project take place and how long has the organization been at this location?

We don’t have a physical location. It is more cost effective to have a virtual office, relying on phone, email and website, as well as other communication systems. We use community venues

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such as the Benicia Public Library, Heritage Presbyterian Church, St. Paul's Episcopal Church, and Northgate Christian Fellowship, as well as private homes for our many functions.

We have a steering committee that makes policy and implements plans. Our website is <http://www.carquinezvillage.org/>. Much information that seniors need will be accessible here.

Working with a software company that has designed programs specific to villages, Helpful Village, it will be one of our key access points.

Part C - PROJECT / ORGANIZATION DISCUSSION (continued)

- 16. What are your proposed hours of operations for this project? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to incoming calls, answer general questions, etc.?**

We will receive calls from 9 a.m. to 5 p.m., Monday through Friday beginning April 3, 2017. We have developed a two-part relationship with Faith In Action, a Fairfield-based nonprofit that has been serving seniors for 18 years. First, FIA is serving as our fiscal sponsor, which has enabled us to move forward faster. Second, we have outsourced service requests to FIA because it has a solid delivery system in place, and is more cost and quality effective than hiring our own staff. Volunteers will handle questions about the social and educational programs, referrals to preferred providers, and questions of a general nature.

- 17. Describe the project associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of your program.**

In the last two years, we've learned what services are available through the Senior Center, CAC, Area Agency on Aging, and transportation agencies such as SolTrans. Part of our work is to make members aware of what services are available. We don't want to duplicate what's already in place. Our work will culminate with our launch on April 3, 2017. We've called the organization Carquinez Village, because even though most of those who've shown interest are from Benicia, some live nearby, such as in Vallejo. All of our meetings are held in Benicia. If seniors from outside the area want to join and are aware that our activities are in Benicia, they can. We anticipate that 90-95% of our members will be Benicians.

From the beginning of our membership campaign in December, 2016, we've had a good response. About 30 people have said they would join. Our goal is to have at least 50 members when we launch. We're also seeking volunteers of any age from the community. Tech savvy teenagers or young people might help some seniors with the internet, or cell phone, or assist in other ways. We are currently doing outreach through information meetings, and talks with community service organizations to let as many people know about Carquinez Village as possible.

About one-third of Americans over 65 live alone. With the cost of a semi-private room in a nursing home at \$81,030 a year and the cost of a home health aide at \$21 an hour, any health and life enhancements that allow seniors to live in their homes is a financial plus. (Statistics from Village-to-Village Network, <http://www.vtvnetwork.org/>.)

Between 2006 and 2030, the US population of adults aged 65 and over will nearly double from 37 million to 71.5 million according to the *AARP Public Policy Institute, The Village: A Growing Option for Aging in Place*, March, 2010. Carquinez Village serves people 60 and older. Currently, 16% of Benicia's population is between 55-64—4392 people. Another 5%, or 1373 are over 65,

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from statistics at the City of Benicia website. So, 5765 people are now over 55, which is 21% of the population. That number and percentage, as shown, will increase each year going forward. Research also shows that social separation isn't good. Those with less social connection have altered immune systems, more inflammation and a higher level of stress, a higher risk of dying earlier. Loneliness can accelerate cognitive decline. (From the *New York Times*, *How Social Isolation is Killing Us*, Dec. 22, 2016.)

Carquinez Village will enhance the lives of seniors in the Benicia area. While most of our members will pay dues, we would like to offer scholarships for those who can't afford the dues of \$360 a year for the first person in a household, \$180 for a second person in the same household. People are living longer and healthier, approaching their senior years as a new and exciting time. We want to make a difference in the lives of seniors in the Benicia area and, in so doing, enrich the entire community.

- 18. If the proposed project involves direct services to youth, please indicate the number of volunteers providing direct services, how those individuals are screened and trained, specific duties assigned to volunteers, and how volunteers are supervised. If the proposed project does not involve direct services to youth, please indicate "N/A".**

N/A

- 19. Why is this project necessary for the citizens of Benicia? How will recipients benefit from your services?**

For many individuals, the last phase of life is filled with change, loss, health changes, and uncertainty. Other seniors are fortunate to be healthy and live longer, able to enjoy new opportunities for learning and contributing. Both populations will benefit from the village. Seniors, a significant part of the population, as well as the entire community will benefit from the older population being connected, active, and supported. The Village-to-Village Network website is a sort of hub for villages to find out what other villages are doing and what methods they used. According to the Network's research, those who belong to a village know more people than they used to (79%), know more about community services (77%), feel more connected (60%), and are more likely to know how to get assistance when they need it (82%).

While we aren't a health care service and, indeed, can't serve those who need hands on assistance with dressing or going to the bathroom or moving about, we can help seniors through direct services, and to be more informed, connected, and supported. Musical programs, social interaction, information meetings about health, finances, food, exercise, and end-of-life issues will enable seniors to live a better quality of life, live in their own home longer, and be prepared when their health declines.

- 20. How will outreach be conducted?**

Outreach has and will continue through our website, carquinezreview.org, Facebook, Next Door and other online sites. Once we launch, Helpful Village, will track members, services, and programs, and will be available to members so they can learn more on their own, if that's the way they prefer it. Information will also be available through phone calls and individual meetings. We send email notices to approximately 300 people notifying them of meetings and services. We send press releases to local media both online and traditional. Articles have featured our activities in the *Benicia Herald* and *Benicia Magazine*, which carried an article in July, 2016.

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For two years, we've had a Senior Speaker Series at the Benicia Library, informing attendees on a wide variety of issues that impact seniors. About 25 people usually attend. This will continue and more programs will be added.

21. List the specific quantifiable goals of the project.

(Please state your goal in terms of number of individuals, families or groups served. For example, agency will provide X number of individuals counseling services per quarter.)

Report total services provided	Annual goal
Transportation and other support services upon request to members.	All who request services-- 150
Provide social, educational, and informational meetings on a regular basis that will enhance understand and connections	Meetings monthly. Musical events quarterly. Movies monthly. Walks weekly and more. 500
Regular communications through website, emails, and phone calls with members & others who have indicated interest.	Continue to communicate with members and others who are interested. 400
Refer members to pre-screened, preferred providers, some of whom give discounts	Available upon request 100
Build connections with organizations, businesses and individuals in the community who are willing to work with us.	Continue outreach to service organizations, the City of Benicia, churches, and other interested parties. 10

Discuss how your organization will collect, organize and disseminate this data.

Helpful Villages, a website and data base built for villages will be the place that we will document each request, each member, each volunteer, and each donation. We count the number of people who attend every event and ask attendees to sign in, so we are constantly building a data base of those interested. We will use this information to correct and enhance our processes, report to the community, and adapt as necessary.

22. Is this project an existing program or activity provided by your organization? Please explain.

We have described the preparation by a steering committee over the last two years and our plans to launch on April 3, 2017. We have attempted to provide you with a total picture of what we have and will do, rather than a selective portion of it.

23. Identify similar programs in the community and how yours will differ.

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The Senior Center provides certain regular programs for the community. We would provide information to our members about these programs and give them a ride to an activity they'd like to participate in, when needed.

Community Action Council provides meals, clothing and basic needs for low-income seniors. We offer free transportation and other everyday needs that CAC does not.

Area Agency on Aging is a social service, advocacy and resource information center. We aren't an advocacy organization. We will refer seniors to the resource and information center that AAOA offers. We see Carquinez Village as working with the above organizations, in a kind of coalition of support for seniors.

24. Describe previous comparable projects or programs that your organization, has undertaken that demonstrate successful administration and implementation.

Two years ago, we held a meeting at the Benicia Library, inviting people to come, and describing the basic concept with the help of a village. We told people they need them to get involved, if this idea was to be developed. That was in January, 2015. By March, 2015 we had a steering committee, several committees, and were holding regular meetings at the Benicia Library.

One early question was, should we become a 501C3 nonprofit corporation. We decided rather than doing that to have a fiscal sponsor, which is Faith In Action, in Fairfield, who has served low-income seniors for 18 years. By August, 2015, we had an agreement with FIA. This may be confusing to some, because FIA does our bookkeeping, handles our money, and provides necessary insurance for us. A second agreement in 2016 provides for FIA to take our calls that are requests for service. Since they already have an office and staff trained to handle such calls, this was much more economical than trying to do it ourselves. We will pay \$10,000 a year to FIA to provide these services. They also provide volunteer training.

We had a website set up in the early months, plus a data base of people who came to meetings and we stay in touch with all those people. We've had two annual fundraising campaigns at the end of the year and two fundraising events in June, all of which has supported our activities so far and allowed us to move toward launching Carquinez Village. We are a member of Village-to-Village Network. One of our members attended the national convention in 2015. We've also attended meetings of villages in the Bay Area, and established relationships with individuals in those groups. We attended a meeting and are in touch with the California Coalition, a coalition of villages in the state. They have received grants to establish an entity in California that will do much to let people here know about the village concept. These things show that we are able to start and run an organization.

25. For current grantees, If the amount you are requesting in this funding cycle is higher than what you are receiving now, please explain the reason for the increase. n/a

26. REQUIRED ATTACHMENTS: Verify and check off confirmation indicating that the following required items are attached to the original application.

Attachment Confirmation	Item No.	Item Description
(x)	1.	IRS Letter of Tax Exempt Status
(x)	2.	Organization's total budget for the current year

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- (x) 3. Copy of most recent audit or financial statement
- (x) 4. Names and addresses of Board of Directors
- (n/a) 5. List of paid principal staff and positions
- (n/a) 6. Job descriptions for principal staff and personnel to be paid partially or in full with grant funding
- (x) 7. Copy of resolution or board meeting minutes indicating organization's support of the project application.
If a partnership, then of letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility are required.
- (n/a) 8.

Thank You!