Docket 2

The Community Foundation
Serving the Counties of Riverside and San Bernardino

2013 S.L. Gimbel Foundation Fund Grant Application

Internal Use Only:
Grant #: 20130465
$25,000

Organization / Agency Information

Organization/Agency Name: Children's Advocacy Project, Inc. (CAP) 19794		
Physical Address: 350 North Ash Street	*City/State/Zip:* Casper, WY 82601	
Mailing Address: SAME	*City/State/Zip*	
CEO or Director: Heather Ross	*Title:* Executive Director	
Phone: 307-232-0160	*Fax:* 307-232-0163	*Email:* heather@childrensadvocacyproject.org
Contact Person: Heather Ross	*Title:* Executive Director	
Phone:	*Fax:*	*Email:*
Web Site Address: www.childrenssadvocacyproject.org		*Tax ID:* 20-5891831

Program / Grant Information

Interest Area: ☐Health ☐Environment ☐Animal Protection ☐Education XHuman Dignity

Program / Project Name: Children's Advocacy Project Fremont County Satellite Center		
Amount of Grant Requested: $25,000.00	*Total Organization Budget:* $ 460,000	*Percentage of Organization's Total Budget used for Administration:* 7 %
Purpose of Grant Request (one sentence): CAP will open a satellite center in Riverton, WY to serve the Fremont County area and other Northern Wyoming communities with Child Advocacy Services ensuring a multi-disciplinary approach to child abuse investigations and more comprehensive services to child victims of abuse.		

Signatures

Board President / Chair: (please print) Brian Christensen	*Title:* CAP Board President & Assistant District Attorney
Signature: [signature]	*Date:* 4/28/13
CEO / Director: (please print) Heather Ross	*Title:* Executive Director
Signature: Heather Ross	*Date:* April 25, 2013

2013 S.L. Gimbel Foundation
Program Narrative

I.A: Organizational Background & Target Population: History, Mission & Purpose

MISSION: The Children's Advocacy Project is a team of committed agencies and individuals who work together to provide coordinated forensic and comprehensive services for alleged victims of child abuse and neglect in order to minimize trauma to children, to break the cycle of abuse and to foster a more effective and efficient community response to child maltreatment.

HISTORY: The Children's Advocacy Project has been providing services since 2002. CAP came to fruition after several agencies began a collaborative effort to support child victims of abuse. In July 2007, CAP became an independent nonprofit agency and became the first Child Advocacy Center in Wyoming to be accredited by the National Children's Alliance.

PURPOSE: CAP Project Objectives are to: 1)enhance inter-agency coordination in the investigation and treatment of child maltreatment; 2)minimize further trauma to the child victim and non-offending family members by training professionals and coordinating services in a centralized, child and family-friendly environment; 3)improve the quality of evidence collection; 4)increase community awareness of child maltreatment.

I.B. & I.C: Past Accomplishments & Key Program Services

When CAP first opened in 2002, services included providing quality Forensic Interviews for victims of child abuse, individual counseling, coordination of medical exams, and case coordination with investigators and prosecutors. In the last three years, CAP has refined additional services to meet the needs of the community that include the above services along with family counseling and two survivor's therapy groups, phone calls to counselors if the child is already in therapy discussing the child's interview and collaboration in treatment, referrals and coordination of medical exams, follow-up phone calls with non-offending family members, and preparation for testifying and attending the trial for children and their non-offending family members. In 2012, CAP celebrated ten years of providing vital services to victims of child abuse and their non-offending family members. In ten short years CAP has conducted 1,767 Forensic Interviews not only for Natrona County, but for over half of the counties in the state. In 2002, 125 Forensic Interviews were conducted compared to 249 in 2012. In ten years CAP has had a 99.2% increase in the number of children who receive Forensic Interviews annually. CAP is recognized as the leading Child Advocacy Center in Wyoming, providing more Forensic Interviews than the other two centers combined, hosting annual trainings for partner members on the investigation /prosecution/conducting forensic medical exams of child abuse. Last year CAP was provided additional funding by the National Children's Alliance to assist the other two CAC's in the state to improve their services and complete the accreditation process.

II.A: Proposed Project – Statement of Need

Wyoming is geographically the ninth largest state in the United States and the least populated state with an estimated population of 515,004. Fremont County boasts a population of 41,410, averaging 4.4 persons per square mile. Fremont County includes two cities with a population of approximately 10,000 each, four towns that average 578 people, and eight other census designation locations ranging in population from 37 to 1000, including locations located on the Eastern Shoshone and Northern Arapahoe Reservations. The size and frontier nature of the county, coupled with the sparse population, present obvious underserved populations with limited services. Fremont County families and investigators must travel a distance of 121 to 300 miles on a two lane highway to obtain a Forensic Interview. In the Wyoming winter months, November through May, the roads

are often treacherous and it is difficult to schedule trips to CAP. However, even with such a long journey, Fremont County has had a sharp increase of over 1000% of Forensic Interviews completed at CAP in five short years.

Using twelve child well-being indicators, Wyoming Kids Count 2013 Data Report ranked Fremont County eleventh out of eleven counties surveyed. The Wyoming Kids Count Data Report noted that Fremont County is "most critically in need of improvement" and ranked 8.6 on the scaled chart 1-10, 5.6 points higher than the best ranked county in the state, and ranked second for the lowest median income across the state. Fremont County is one of the more vulnerable locations in the state. In 2011, the unemployment rate was 17.6% compared with 10.1% for the rest of the state; 20% of children were living in poverty compared with 14.3% for Wyoming. Between the years 2002 and 2011, child death rates per 100,000 children experienced a 61% increase in Fremont County, compared to a 17% decrease in the state. Fremont County ranks 7th out of twenty-three counties with the highest number of substantiated child abuse cases.

II.B: Proposed Project – Strategy for Implementation:

CAP will open a satellite Child Advocacy Center in Fremont County. The satellite center will be open a minimum of four days a month, utilizing CAP Forensic Interviewers to provide quality services and to coordinate the multi-disciplinary teamed approach. This satellite center will be the first of its kind in the State of Wyoming and only one of a handful of satellite centers across the nation. The satellite center will provide vital services to a low density population, in a community with few financial resources and extremely high need of underserved clients while remaining financially sustainable under the proven leadership of the Children's Advocacy Project. Quality CAP staff will meet the needs of the satellite center four days a month while remaining employed full-time at CAP, administrative costs will remain under 10%, office equipment/supplies and recording equipment will be used jointly lowering costs significantly.

II.B: Proposed Project – Detailed Objectives, Activities and Timelines

1. Fremont County MDT will work cooperatively and in a coordinated manner when serving child abuse victims and in the investigation/prosecution of child abuse crimes.
   - Protocols will be developed to meet the needs of Fremont County and will be approved by all partner agencies by Aug. 2013. Agencies will approve and abide by the set protocols.
2. The CAP satellite center will be a child friendly location that will be able to accommodate the services of a Child Advocacy Center.
   - CAP will find a location and purchase furniture and equipment that will meet the 10 NCA accreditation standards by September 2013.
3. CAP will provide on-going, quality services in Fremont County through a satellite center.
   - CAP staff will provide mental health and medical exam referrals to child victims of abuse, make follow-up phone calls to both the family and the provider to ensure services were conducted and met the victim's needs beginning Sept. 2013 and on-going.

II.B: Who Will Grant Serve, Target Population & How Many Will Be Impacted

Children served at the satellite location will meet CAP criteria, which includes: (1)children identified through Law Enforcement and/or Child Protection Services intake procedure (2)caretaker/non-caretaker cases involving a child victim of: sexual abuse/sexual assault; significant physical abuse/child fatality; kidnapping; complicated neglected; and/or abandonment. The satellite location will also provide services for cases involving: sexual assault perpetrators age 12 and under; children who witness violent crime; and/or children removed from their homes due to

methamphetamine use and/or manufacture. The 2 ½ hour drive has limited Fremont County in bringing cases only involving child sexual abuse, the satellite location will enable investigators to utilize the center for more cases that meet CAP criteria and provide better services to child victims. We expect to serve at least 74 children in Fremont County in the twelve months following the opening of the center, double the number served in 2012.

II.B: Relationship to Other Projects, Partners & Volunteers

There are only three Child Advocacy Centers and no satellite centers in Wyoming. Very few satellite programs exist throughout the nation and CAP was one of only seven centers to be approved by the National Children's Alliance to open a satellite center. The project has full support from the Children's Advocacy Centers of Wyoming (CACW), Riverton Hospital, Fremont Counseling Center, Fremont County Attorney, Riverton Police Dept., Lander Police Dept., and the Fremont County Sheriff. All have signed a Memorandum of Understanding and provided letters of support for the satellite project. Volunteers will be utilized to sit with families during the Forensic Interview and to assist with data collection.

II.C: Project Outcomes (Program & Participant) & Measurement of Outcomes

Anticipated outcomes include improved cross reporting between law enforcement and child protection agencies, teamed monitoring of the Forensic Interview, teamed investigation, Case Review tracking of all open cases, children will only be interviewed once by a trained Forensic Interviewer, and children will receive referrals and follow-up treatment to begin the healing process. CAP will measure outcomes through family satisfaction surveys, feedback surveys from partner agency members and community feedback at local interagency meetings.

II.D: Use of Gimbel Foundation Grant Funds

CAP will utilize the Gimbel Foundation funds to establish a Fremont County Satellite Child Advocacy Center. Funds will be used for start-up necessities, including: purchasing necessary equipment and supplies, training law enforcement and child protection investigators in the teamed approach, and in staffing the satellite center four days a month. Gimbel Foundation funds will ultimately be leveraged to gain support from local/state government agencies and local funders within Fremont County, ensuring sustainable services.

III: Project Future

CAP is a proven quality program, leading the State of Wyoming in ensuring child victims have access to quality services. CAP has secured funding for ten years allowing the program to grow and develop by extending and enhancing the services we provide. The CAP Board of Directors fully supports dedicating finances and staff needed to fully support a satellite center in Fremont County. To ensure sustainability, CAP will secure funding from local governments, community foundations and seek to extend the current funding within the state to ensure excellence in care for child victims.

IV: Governance, Executive Leadership and Key Personnel/Staff Qualifications

The Children's Advocacy Project is a private, non-profit program that has a volunteer Board of Directors comprised of 11 individuals, including representatives from prosecution, law enforcement, child protection, accounting, and several other community members. The CAP Executive Director has successfully completed NCA Re-Accreditation, written grants and reported to approximately 14 funders annually, increased the CAP operating budget from $277,000 to $483,576 and tripled the amount of fundraising proceeds in five years. The ED has numerous years in organizational leadership, program management, as well as grant development and reporting.

2013 S.L. Gimbel Foundation APPLICATION

V. Project Budget

A) Please provide a detailed line-item budget for your project by completing the table below. Include all sources of funding for the proposed project.

Line Item Description	Line Item Explanation (Formula/equation used as applicable. Example: 40 books @ $100 each = $4000)	Support From Your Agency	Support From Other Funders	Requested Amount From TCF	Line Item Total of Project
Rent	$600 month x 12 = **$7200**		$7200		$7200
Utilities	$200 month x 12 = **$2400**		$2400		$2400
Waiting Room	2 Couches $700 TV/DVD $250 Toys, Games $150 **TOTAL = $1100**			$1100	$1100
Office	Desk & Chair $300 Computer $1000 Filing Cabinet $300 Copy Rental $100 month x 12 = $1200 Supplies $500 Networking $1005 **TOTAL = $4405**			$4405	$4405
Interview Room	Recording Equipment $16759 2 Chairs $700 **TOTAL = $17459**		$16759	$700	$17459
Monitoring Room	Large TV $400 Bulletin/Dry Erase Board $100 Office Chairs $300 Desk $200 Table $200 **TOTAL = $1200**			$1200	$1200
Mileage	240 roundtrip mileage x 0.565 federal rate x 24 trips = **$3252**	$1893.50	$1358.50		$3252
Hotel Expenses	$76 federal reimbursement rate x 2 days a month x 2 staff x 12 months = **$3648**	$3648			$3648
Per Diem	$46 federal rate x 2 days a month x 2 staff x 12 months = **$2208**	$2208			$2208
Staff Salaries	$50 an hour x 8 hours x 4 days x 2 staff x 12 months = **$38400**	$20805		$17595	$38400
Training	$499 registration + $625 (3 nights hotel @ $125 night) + $195 Perdiem+ $500 airfare x 3 Team Members = **$ 5457**	$ 174.50	$5282.50		$5457
TOTALS:		$ 28,729.00	$ 33,000.00	$ 25,000.00	$ 86,729.00

VI. Sources of Funding: Please list your current sources of funding and amounts.

Secured/Awarded

Name of Funder: Foundation, Corporation, Government	Amount
National Children's Alliance – Special Grant for Opening Satellite Center	$ 25,000
National Children's Alliance Subawardee Grant for Accredited Center	$ 9,000
Victims of Crime Act (VOCA) Federal Funding	$ 60,246
Child Advocacy Center (CAC) State Formula Funds	$ 40,333
Wyoming Community Foundation	$ 50,000
Martin Family Foundation	$ 20,000
McMurry Family Foundation	$ 35,000
Ellbogen Family Foundation	$ 20,000
City of Casper, WY	$ 30,000
Natrona County Commissioners	$ 30,000
Town of Evansville, WY	$ 1,000
Town of Mills, WY	$ 1,000

Pending

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
United Way of Natrona County	$38,000	June 1, 2013
Community Action Partnership (County Pass-Through Funds)	$ 20,000	August 1, 2013
Converse County Commissioners	$ 5,000	June 30, 2013
Glenrock Town Council	$ 1,000	June 30, 2013
Fremont County Commissioners	$ 7,500	June 30, 2013
City of Riverton, WY	$ 3,000	June 30, 2013
City of Lander, WY	$ 3,000	June 30, 2013

VII. Financial Analysis

Agency Name: Children's Advocacy Project, Inc.
Most Current Fiscal Year (Dates): From July 1, 2013 To June 30, 2013

This section presents an overview of an applicant organization's financial health and will be reviewed along with the grant proposal. Provide all the information requested on your entire organization. Include any notes that may explain any extraordinary circumstances. Information should be taken from your most recent 990 and audit. Double Check your figures!

Program to Total Expenses Ratio: Percentage of expenses used to support programming versus how much is spent for general management and fundraising. A general rule is that at least 75 percent of total expenses should be used to support programs – the higher the percentage the better.

Program Expenses	/Total Operating Expenses	= Program Expense Ratio
$386013 ✓	$424866 ✓	91% ✓
990: Part IX, Column B, Line 25	990: Part IX, Column A, Line 25	

Administrative Expense (100%-Program Expense ratio) per 990 above	Percentage of Organization's Current Total Budget used for Administration (from cover page)	Differential
9 %	7 %	2 %

If the differential is above (+) or below (-) **10%**, provide an explanation:
CAP calculates the percentage for administrative and fundraising expenses by adding the amount in Part IX (Statement of Functional Expenses), Line 25, Column C (Management and General Expenses) to the Amount in Line 25, Column D (Fundraising Expenses), and divide the sum by Part VIII (Statement of Revenue), Line 12, Column A (Total Revenue). That equals 7%.

Quick Ratio: Measures the level of liquidity and measures only current assets that can be quickly turned to cash. A generally standard Quick Ratio equals 1 or more.

Cash	+ Accounts Receivables	/Current Liabilities	= Quick Ratio
$ 265484	$ 0	$ 22749	11.67

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
$ 64665	$ 29279

Notes:

Diversity of Funding Sources: A financially healthy organization should have a diverse mix of funding sources. Complete those categories that apply to your organization using figures from your most recent fiscal year.

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions	$ 101,500	20%	Program Fees	$ 20,000	4%
Fundraising/Special Events	$ 50,000	10%	Interest Income	$ 1,000	0%
Corp/Foundation Grants	$ 145,000	29%	Other: United Way	$ 38,000	7%
Government Grants	$ 132,576	27%	Other:		

Children's Advocacy Project, Inc.
Board of Directors
Feb. 2013
(Indicates Year Membership Expires)

District Attorney's Office
Brian Christensen, Chairman (2013)
201 North David Ste. 400 Casper, WY 82601
Agency Phone: 235-9223
Agency Fax: 235-9256
brian.christensen@wyo.gov

Department of Family Services
Paul Fritzler, District Manager, Vice Chair (2014)
851 Werner Ct, Suite 200 Casper, WY 82601
Agency Phone:473-3929; Cell: 258-3190
Agency Fax: 473-3967
paul.fritzler@wyo.gov

Community Member
Janeice Lynch, Secretary (2014)
CEO Wyo Central Federal Credit Union
109 S. David; Casper WY 82601
Agency Phone: 234-5401
janeice@wyocentral.org

Community
Leah Schieck, Treasurer (2014)
Killmer & Associates, PC
302 S. David, Ste 100 Casper, WY 82601
Agency Phone: 577-1200; Cell 267-2515
Agency Fax: 577-5099
leahs@killmerco.com

Law Enforcement
Lt. Mike Thompson (2015)
Casper Police Department
201 North David Casper, WY 82601
Agency Phone: 235-8303; Cell: 258-6228
Agency Fax: 235-8229
mthompson@cityofcasperwy.com

Law Enforcement
Lt. Mark Sellers (2013)
Natrona County Sheriff's Office
201 North David Casper, WY 82601
Agency Phone: 235-9282; Cell 258-7160
Agency Fax: 235-9252
sellersm@natronacounty-wy.gov

Community
Chad Fagot (2015)
Anchor Electric
424 N. Fenway Street Casper, WY 82601
Agency Phone: 307-234-8799; Cell851-3865
chadmf@yahoo.com

Community
Emily Rankin (2015)
Spence Law Firm
PO Box 548; Jackson, WY 83001
Agency Phone: 307-733-7290
Fax: 307-733-5248
rankin@spencelawyers.com

Law Enforcement
Chief Zack Gentile, Vice Chairman (2015)
Evansville Police Dept
235 Curtis Evansville, WY 82636
Agency Phone: 234-1270; Cell 267-7262
Agency Fax: 237-6164
Epd1615@bresnan.net

Ex-Officio United Way Prime Rep.
TimAnn Day (1 Year Term)
Agency Phone: 307-235-5247
day.timann@gmail.com

Ex-Officio Representative
Heather Ross
CAP, Executive Director
350 North Ash St., Casper WY 82601
Home Phone: 307-235-0619
Cell Phone: 307-277-0783
heather@childrensadvocacyproject.org

Income	CAP FY14 Proposed Budget	CAP FY13 Actual Budget
Billable Income	$ 20,000.00	$ 18,765.00
Donations (incl. True, API)	$ 18,000.00	$ 19,425.00
National Children's Alliance - Satellite	$ 23,000.00	
NCA CACW Subawardee - Accredited Center (PENDING)	$ 9,000.00	$ 10,000.00
VOCA (Fed)	$ 60,243.00	$ 60,243.00
Formula Funds CAC (State)	$ 40,333.00	$ 40,333.00
United Way (PENDING)	$ 38,000.00	$ 37,000.00
WY Community Foundation	$ 50,000.00	$ 50,000.00
Martin Family Foundation	$ 20,000.00	$ 20,000.00
McMurry Foundation	$ 35,000.00	$ 35,000.00
Ellbogen Foundation	$ 20,000.00	$ 20,000.00
Community Action Partnership of Natrona Co. (PENDING)	$ 20,000.00	$ 18,765.00
City of Casper & Natrona County Commissioners	$ 60,000.00	$ 60,000.00
Town of Mills & Evansville (PENDING)	$ 2,000.00	$ 2,000.00
Converse Cnty Commissioners (PENDING)	$ 5,000.00	$ 5,000.00
Glenrock Town Council (PENDING)	$ 1,000.00	
Fremont County Commissioners (PENDING)	$ 7,500.00	
Riverton Town Council (PENDING)	$ 3,000.00	
Lander City Council (PENDING)	$ 3,000.00	
Gimbel Foundation Grant (PENDING)	$ 25,000.00	
Total Income	**$ 460,076.00**	**$ 396,531.00**
Expenses		
Salaries & Payroll Expenses		
4 Full-Time Staff	$ 207,864.00	$ 201,810.00
Health Insurance	$ 27,000.00	$ 26,600.00
Wyoming Retirement System	$ 14,799.92	$ 9,800.00
Payroll Taxes	$ 11,500.00	$ 9,075.00
Total Salaries & Payroll Expenses	**$ 261,163.92**	**$ 247,285.00**
Consultants & Contract Staff		
Mental Health Supervisor	$ 3,180.00	$ 3,180.00
2 - Forensic Interviewer/Therapists	$ 65,000.00	$ 39,000.00
Peer Reviewer	$ 2,400.00	$ 7,500.00
Total Contracted Services:	**$ 70,580.00**	**$ 49,680.00**
Direct & Indirect Costs		
Furniture and Equipment	$ 24,164.00	$ 7,000.00
Travel & Training	$ 25,000.00	$ 19,875.00
Professional Promotion & Advertising	$ 5,000.00	$ 2,500.00
Dues & Memberships	$ 2,500.00	$ 2,500.00
Patient Education	$ 2,500.00	$ 1,843.00
Duplication & Printing	$ 4,000.00	$ 2,778.00
Telephone & Internet (Networking Expenses)	$ 10,000.00	$ 4,352.00
Security	$ 900.00	$ 943.00
Postage	$ 900.00	$ 872.00
Equipment Rental & Maintenance (Copier)	$ 3,500.00	$ 1,856.00
Meetings	$ 1,000.00	$ 958.00
Legal Counsel	$ 1,000.00	$ 1,346.00
Financial Review & Accounting	$ 13,000.00	$ 13,000.00
Supplies (Office, General)	$ 4,000.00	$ 2,941.00
Website Design	$ 1,500.00	$ 2,342.00
Utilities: Water, Sewer, Sanitation, Gas, Elec.	$ 5,000.00	$ 4,432.00
Housekeeping, Building Maintenance, Rent Fremont County	$ 18,000.00	$ 12,035.00
Insurance	$ 4,000.00	$ 4,000.00
Other Misc. Expenses	$ 2,000.00	$ 1,842.00
Total Direct & Indirect Costs:	**$ 127,964.00**	**$ 87,415.00**
TOTAL EXPENSES:	**$ 459,707.92**	**$ 384,380.00**
Loss/Profit	$ 368.08	$ 12,151.00

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Check if Schedule O contains a response to any question in this Part IX ☐

	Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and organizations in the United States. See Part IV, line 21				
2	Grants and other assistance to individuals in the United States. See Part IV, line 22				
3	Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors, trustees, and key employees	59,480.	38,661.	5,948.	14,871.
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7	Other salaries and wages	137,484.	137,484.		
8	Pension plan accruals and contributions (include section 401(k) and section 403(b) employer contributions)	5,781.	5,145.	173.	463.
9	Other employee benefits	27,595.	24,560.	828.	2,207.
10	Payroll taxes	18,543.	16,503.	556.	1,484.
11	Fees for services (non-employees):				
a	Management				
b	Legal				
c	Accounting	11,225.	8,419.	2,806.	
d	Lobbying				
e	Professional fundraising services. See Part IV, line 17				
f	Investment management fees				
g	Other	58,259.	58,259.		
12	Advertising and promotion	997.	997.		
13	Office expenses				
14	Information technology				
15	Royalties				
16	Occupancy	43,104.	38,793.	4,311.	
17	Travel				
18	Payments of travel or entertainment expenses for any federal, state, or local public officials				
19	Conferences, conventions, and meetings	24,925.	24,925.		
20	Interest				
21	Payments to affiliates				
22	Depreciation, depletion, and amortization	3,458.	3,112.	346.	
23	Insurance				
24	Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a	INSURANCE	5,904.	5,314.	590.	
b	DUES AND SUBSCRIPTIONS	5,538.	5,538.		
c	TELEPHONE AND INTERNET	5,142.	4,371.	514.	257.
d	PRINTING AND POSTAGE	5,136.	2,897.	2,192.	47.
e	All other expenses	12,295.	11,035.	1,018.	242.
25	Total functional expenses. Add lines 1 through 24e	424,866.	386,013.	19,282.	19,571.
26	Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 27 2007

THE CHILDRENS ADVOCACY PROJECT INC
350 N ASH
CASPER, WY 82601

Employer Identification Number:
20-5891831
DLN:
17053087012007
Contact Person:
THOMAS E O'BRIEN ID# 31187
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(iii)
Form 990 Required:
Yes
Effective Date of Exemption:
November 3, 2006
Contribution Deductibility:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

Letter 947 (DO/CG)

The Community Foundation

Serving the Counties of Riverside and San Bernardino

S. L. Gimbel Foundation Fund

BOARD OF DIRECTORS

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Chair of the Board

Philip Savage IV
Vice Chair of the Board

Pat Spafford, CPA
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Kirk Harns
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Past Board Chair

Andrea Dutton

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Dr. Albert Kamig

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D. Matthew Pim

Patrick O'Reilly

Benita B. Roberts

Beverly Stephenson

Grover Trask
Immediate Past Board Chair

Sean Varner

Jonathan Lorenzo Yorba, PhD
President/CEO

August 1, 2013

Ms. Heather Ross
Executive Director
Children's Advocacy Project, Inc.
350 North Ash St.
Casper, WY 82601

Dear Ms. Ross:

Congratulations! A grant has been approved for **Children's Advocacy Project, Inc.** in the amount of $**25,000** from the S.L. Gimbel Foundation. The performance period for this grant is August 1, 2013 to July 31, 2014. Additional funding beyond the performance period is not guaranteed. It is highly recommended that alternative funding sources be sought accordingly. The grant is to support the following as specified in your proposal:

Child advocacy services satellite center.

This grant is subject to the terms outlined in the enclosed Grant Agreement. After you have reviewed the terms and conditions of the Grant Agreement, please sign and date the enclosed copy and return the original copy to The Community Foundation within the next two weeks. Please retain a copy of the signed agreement for your records. Funds will be released upon receipt of the signed Grant Agreement.

A condition of this grant is that you agree to submit the Grant Evaluation Form which includes a narrative report and fiscal report. The Grant Evaluation is due on August 15, 2014 and a copy will be included with the check cover letter.

We wish you great success and look forward to working with you during the grant performance period.

If you have any questions, please call me at 951-684-4192 ext. 114 or email me at ccudiamat@thecommunityfoundation.net.

Sincerely,

Celia Cudiamat

Celia Cudiamat
Executive Vice President

19794 Children's Advocacy Project, Inc. 20130465 GIMB2

cf NATIONAL STANDARDS

Confirmed in Compliance with National Standards for U.S. Community Foundations

3700 Sixth Street, Suite 200 ~ Riverside, California 92501
P: 951.241.7777 ~ F: 951.684.1911 ~ www.thecommunityfoundation.net

The Community Foundation
Serving the Counties of Riverside and San Bernardino

3700 Sixth Street, Suite 200
Riverside, CA 92501
v) 951-684-4194 f) 951-684-1911
www.thecommunityfoundation.net

2013 S.L. Gimbel Foundation Fund

Grant Agreement

Organization: **19794 Children's Advocacy Project, Inc.**

Grant Amount: **$ 25,000** **Grant Number: 20130465**

Grant Period: **August 1, 2013 to July 31, 2014**

Purpose: **Child advocacy services satellite center.**

1. Use of Grant Funds
Grant funds must be expended within the grant period, for the purpose and objectives described in your grant proposal. Grant funds may not be expended for any other purpose without prior written approval by The Community Foundation. If there are significant difficulties in making use of the funds as specified in your proposal, or if the grant funds cannot be spent within the grant period, notify us in writing promptly.

Formal requests for extensions or variances must be submitted to the Foundation's Board of Directors for approval a minimum of 60 days before the end of the grant period.

Requests for variances or extensions are reviewed on a case-by-case basis and approved by the Board of Directors. If a request is denied, unused funds must be immediately refunded to the Foundation.

2. Payment of Grant Funds
The grant funds will be paid in full by the Foundation upon receipt of the signed Grant Agreement. Challenge grant funds will be paid in full upon receipt of the signed Grant Agreement and upon receipt of documentation providing evidence that condition(s) of the challenge grant has/have been met.

3. Certification and Maintenance of Exempt Organization Status
This grant is specifically conditioned upon Grantee's status as an eligible grantee of The Community Foundation. The Foundation has obtained a copy of the Grantee's IRS determination letter. Grantee confirms that it has not had any change in its tax-exempt status, and shall notify the Foundation immediately of any such change.

4. Final Report and Records
The Grantee will submit the Grant Evaluation report per the deadline set forth in the award letter. This report includes a narrative on outcomes based on goals and objectives set forth in the grant proposal and an expenditure report documenting use of grant funds. If equipment was purchased, copies of receipts need to be included.

5. Grantee's Financial Responsibilities
Grantee will keep records of receipts and expenditures of grant funds and other supporting documentation related to the grant at least four (4) years after completion of the grant and will make such records of receipts, expenditures and supporting documentation available to the Foundation upon request.

6. Publicity
The Community Foundation expects publicity for the grant in two ways and will require documentation in your grant evaluation form that you will file at the end of the grant period.

1. *Organizational:* Acknowledge The Community Foundation in internal communication to staff and board, in brochures as appropriate; newsletters, annual reports and email blasts or e-newsletters.

2. *Press:* Publicity for The Community Foundation grant via press releases to local media.

The credit line of "Made possible in part by a grant from the **"S.L. Gimbel Foundation Advised Fund at The Community Foundation Serving the Counties of Riverside and San Bernardino"** is suggested. When your donors are listed in printed materials, include the S.L. Gimbel Foundation Advised Fund at The Community Foundation in the appropriate contribution size category. When publishing our name, please note the "The" at the beginning of our name is a legal part of our name. It should always be used and capitalized. Attaching our logo is also appreciated. Our logo can be downloaded from our website at www.thecommunityfoundation.net.

7. Indemnification

In the event that a claim of any kind is asserted against the Grantee or the Foundation related to or arising from the project funded by the Grant and a proceeding is brought against the Foundation by reason of such claim, the Grantee, upon written notice from the Foundation, shall, at the Grantee's expense, resist or defend such action or proceeding, at no cost to the Foundation, by counsel approved by the Foundation in writing.

Grantee hereby agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Foundation , its offices, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission by Grantee, its employees, or agents in applying for or accepting the Grant, in expending or applying the Grant funds or in carrying out any project or program supported by the Grant, except to the extent that such claims, liabilities, losses, and expenses arise from or in connection with any bad faith act or omission by the Foundation, its officers, directors, employees, or agent.

8. Termination

The Community Foundation may terminate this agreement, withhold payments, or both at any time, if, in the Community Foundation's judgment: a) The Community Foundation is not satisfied with the quality of the Grantee's progress toward achieving the project goals and objectives; b) the Grantee dissolves or fails to operate; c) the Grantee fails to comply with the terms and conditions of this agreement.

9. Limitation of Support

This Agreement contains the entire agreement between the parties with respect to the Grant and supersedes any previous oral or written understandings or agreements.

****

I have read and agree to the terms and conditions of the Grant Agreement.

Heather Ross
Signature

Aug 7, 2013
Date

Heather Ross
Printed Name

Executive Director
Title

Organization: 19794 Children's Advocacy Project, Inc.
Grant Number: 20130465

AC
8/14/13

The Community Foundation

Serving the Counties of Riverside and San Bernardino

S. L. Gimbel Foundation Fund

BOARD OF DIRECTORS

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Dr. Jonathan Lorenzo Yorba
President and CEO

August 23, 2013

Ms. Heather Ross
Executive Director
Children's Advocacy Project, Inc.
350 North Ash St.
Casper, WY 82601

Dear Ms. Ross:

The Community Foundation is pleased to enclose a grant check for **$25,000** from the S. L. Gimbel Foundation, a component fund at The Community Foundation. By cashing the grant check, you are agreeing to the conditions stated under the *Terms of Grant* which you have signed and returned. The completed Grant Evaluation form is due by August 15, 2014 and is enclosed. Please note that any grant variances or extensions must be requested in writing and in advance. Any remaining grant funds must be returned to The Community Foundation at the end of the grant period.

We greatly appreciate any help you can give us in publicizing the grant. **Please use the following credit in any grant announcements or materials funded by the grant: "The (name of project/program) is supported by a grant from The S. L. Gimbel Foundation".** Send copies of articles printed in local papers, stories in your agency newsletter, annual report, press releases, and other publications for our files.

If you have any questions, please contact me at 951 684-4194.

Sincerely,

Celia Cudiamat

Celia Cudiamat
Executive Vice President

20130465 *35779* *GIMB*

Encl: Grant Evaluation

35779

The Community Foundation
Serving the Counties of Riverside and San Bernadino

The Community Foundation
3700 SIXTH STREET, SUITE 200
RIVERSIDE, CA 92501
951-241-7777 / FAX 951-684-1911

CITIZENS BUSINESS BANK
A Financial Services Company
3695 Main Street, Riverside, CA 92501
90-3414-1222

EZShield™ Check Fraud Protection for Business

Security features. Details on back.

PAY * Twenty-Five Thousand and no/100 *

TO THE ORDER OF

Children's Advocacy Project, Inc
350 North Ash St.
Casper, WY 82601

DATE 08/15/2013

AMOUNT $****25,000.00

Celia Cadiamat
Jonathan Lorenzo Yoder
AUTHORIZED SIGNATURE

⑈035779⑈ ⑆122234149⑆ 24412443 7⑈

The Community Foundation 35779

19794	Children's Advocacy Project, Inc	08/15/2013	035779	
20130465	08/01/2013 CAP Fremont County Satellite Center			25,000.00
GIMB	S.L. Gimbel Foundation Advised Fund		25,000.00	

CHECK TOTAL: $****25,000.00

The Community Foundation 35779

19794	Children's Advocacy Project, Inc	08/15/2013	035779	
20130465	08/01/2013 CAP Fremont County Satellite Center			25,000.00
GIMB	S.L. Gimbel Foundation Advised Fund		25,000.00	

CHECK TOTAL: $****25,000.00