



# 2015 S.L. Gimbel Foundation Fund Grant Application

Internal Use Only:  
Grant: \$25,000

20150347

## Organization / Agency Information

<i>Organization/Agency Name:</i> Girls Incorporated of Orange County (Girls Inc.)		
<i>Physical Address:</i> 150 Paularino, D-290		<i>City/State/Zip:</i> Costa Mesa, CA 92627
<i>Mailing Address:</i> same		<i>City/State/Zip:</i>
<i>CEO or Director:</i> Lucy Santana-Ornelas		<i>Title:</i> Chief Executive Officer
<i>Phone:</i> (714) 597-8600	<i>Fax:</i> (714) 597-8601	<i>Email:</i> lsantana@girlsinc-oc.org
<i>Contact Person:</i> Veronica Escobedo		<i>Title:</i> Director of Program Services
<i>Phone:</i> (714) 597-8600	<i>Fax:</i> (714) 597-8601	<i>Email:</i> vescobedo@girlsinc-oc.org
<i>Web Site Address:</i> www.girlsinc-oc.org		<i>Tax ID:</i> 95-1810150

## Program / Grant Information

**Interest Area:**  Animal Protection  Education  Environment  Health  Human Dignity

<i>Program/Project Name:</i> Literacy Lab			<i>Amount of Grant Requested:</i> \$25,000
<i>Total Organization Budget:</i> \$2,545,099.00 (per latest 990-2013) 2015-\$3,113,536.00	<i>Per 990, Percentage of Program Service Expenses (Column B/Column A x 100):</i> \$2,020,515.00 <u>80%</u>	<i>Per 990, Percentage of Management &amp; General Expenses Only (Column C/Column A x 100):</i> \$158,441.00 <u>6%</u>	<i>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D/Column A x 100):</i> \$366,143.00 <u>20%</u>
<i>Purpose of Grant Request (one sentence):</i>  Literacy Lab is a partnership with the Newport Mesa Unified School District and Girls Inc. to ensure that underserved girls achieve grade level reading proficiency by the third grade.			
<i>Gimbel Grants Received: List Year(s) and Award Amount(s)</i>  2014 - \$25,000.00			

## Signatures

<i>Board President / Chair: (Print name and Title)</i> Gianna Drake-Kerrison, President Board of Directors	<i>Signature:</i> 	<i>Date:</i> 3/11/15
<i>Executive Director/President: (Print name and Title)</i> Lucy Santana-Ornelas, Chief Executive Officer	<i>Signature:</i> 	<i>Date:</i> 3/11/15

## 2015 S. L. Gimbel Foundation Fund – APPLICATION Narrative

**I. Organization Background; Target Population; Mission** - Girls Incorporated of Orange County (Girls Inc.) inspires all girls to be **strong, smart, and bold**. For 61 years, Girls Inc. has been inspiring girls to believe in themselves and achieve their goals, despite the unique challenges that they face. Girls Inc. provides a holistic 12-year experience. In 2014, over 5,000 girls, ages 5 to 18, participated at the Girls Inc. center in Costa Mesa and 45 outreach locations throughout Orange County. From **kindergarten to college**, Girls Inc. prepares girls with the skills, knowledge, and attitudes to become strong (healthy), smart (educated), and bold (independent) women. Girls Inc. programs target the “whole girl” with activities in the area of health, academic support, and practical life skills. Some of the components include: early literacy, nutrition and physical activity, science, technology, engineering, math, economic literacy, leadership and service, prevention of life altering risky behaviors such as substance abuse and gang membership, teen pregnancy prevention, college preparation, and career exploration.

- Since 1996, 56 Girls Inc. members won college scholarships from our national organization totaling **\$582,000**. Each year, local affiliates are allotted five applications. In 2014, all five applicants won the highest level, \$20,000 scholarship.
- In 2014, Girls Inc. was awarded the “Outstanding Contribution to Education” award from the Orange County Department of Education and Al Mijares, County Superintendent of Education.
- In 2014, Girls Inc. was awarded the prestigious Bank of America, \$200,000 Neighborhood Builders Award.

Girls Inc. will offer programs in high need communities in Orange County. The program is designed for girls ages 5 – 18. In 2014, the ethnic makeup of our members was 4% Asian, 2% African America, 80% Latina, 9% Caucasian, 1% Native American, and 4% Multiple Heritage. Sixty-nine percent come from non-English speaking homes and 41% are from single parent homes. Seventy-six percent came from families earning less than \$50,000, 53% earn less than \$30,000. These life changing program components serve girls from all over Orange County.

**II. Project Information: (A)** The target population for Literacy Lab is Kindergarten and elementary school girls in the Newport Mesa Unified School District (NMUSD). Among the other 13 Unified Districts in Orange County, NMUSD had the fifth highest percentage of free and reduced lunch eligible students and had the fourth highest percentage of English Learners. The district was tied for third with the lowest fifth grade scores on the California Standard Test for Language Arts. Sixty-nine percent of Girls Inc. members come from non-English speaking homes. Fifty-three percent come from families earning less than \$30,000. All of these factors put Literacy Lab participants at greater risk for falling behind and/or failing. Girls need to learn to read by the end of third grade, because in 4<sup>th</sup> grade they begin to “read to learn”. This foundation of reading and writing will determine their success going forward.

**B) Project Goal:** Literacy Lab was created to ensure that underserved girls achieve grade level reading proficiency by the third grade. To achieve this goal, Girls Inc. will partner with the

Newport Mesa Unified School District (NMUSD) to offer Literacy Lab to, 75, K-3<sup>rd</sup> grade girls. The program is divided into three 10-week sessions during the school year, giving participants 60 hours of programming. They receive small group literacy training and engaging group activities. There is one staff member for every group of 15 girls and four volunteers for each group. Girls are placed in small groups of 3-4 according to their reading levels. Each program unit aligns with the Core Standards at each grade level and follows the districts timeline matching these standards.

Literacy Lab provides the extra support through Girls Inc. staff and volunteers that underserved and at-risk girls need to gain critical reading and writing skills. With large classrooms, teachers have expressed their appreciation for this additional support. Parents have also expressed that their daughters are improving their skills through the help provided by Literacy Lab. A Girls Inc. Mom said, *“This year when the CST results arrived in the mail, my heart did its usual sink and I opened Susan's last for fear of what they would tell me. When I opened them I screeched out loud with joy. This girl who started 3rd grade one full grade level behind had ended in the advanced category in math and proficient in Language arts. She enjoys school. This is a gift.”*

A unique element of Literacy Lab is the continued programming throughout the summer at the Girls Inc. Youth and Family Center. This summer session is critical to keep girls from losing what they learned over the summer. Another element is the monthly parent workshop series.

**Objective I:** 80% of participants will increase their self-efficacy and motivation as readers

**Activities:** Reading aloud in small groups and participating in specific literacy activities that align with CA Common Core Standards for English Language

**Objective II:** 65% of participants will improve early literacy skills and reading proficiency

**Activities:** Each girl will receive 60 hours of programming including small group time with volunteers/mentors

**Objective III:** 85% of parents/caretakers will increase their knowledge of their child's reading skills and/or challenges

**Activities:** Parents will receive three progress reports per year and a group of workshops and activities to keep them engaged in the program.

**Timeline:** Literacy Lab will be offered January-June at school sites at NMUSD. During the summer, June-August, additional literacy programming is offered at the Girls Inc. Youth and Family Center in Costa Mesa. Literacy Lab is available again in the fall semester September-December 2015.

Literacy Lab will serve 140 students at the Girls Inc. center and four school sites within NMUSD. Participants come from lower performing schools and the majority is from low-income families and many are first generation English speakers. Activities include small group reading and literacy games. All activities are based around the five building blocks of literacy: phonemic awareness, phonics, fluency, vocabulary development, and comprehension.

Girls Inc. has a strong 20-year relationship and partnership with the NMUSD. Girls Inc. has served all age groups at numerous school sites in the district. Girls Inc. programs are unique in that they focus on the challenges and strengths of girls. Many students are more comfortable and

feel more supported in single gender environments. Volunteers work with girls in small groups as they read aloud. Volunteers also work with individual students who are struggling. They also help set up family literacy nights.

**(C) Project Outcomes and Evaluation:** Girls Inc. will measure the Literacy Lab program outcomes with a pre and post program survey designed by our experienced evaluator. Parents will complete a registration packet and contract when girls enter the program and they will complete program survey at the completion of the first year. The DIBELS (Dynamic Indicators of Basic Early Literacy Skills) will be administered three times per school year in September, January, and May. Girls Inc. is measuring the effectiveness of the Literacy Lab program in two key areas – a girl’s affect and competency. Staff members will also track attendance and parent evaluation will track parents’ knowledge of their child’s progress and how they can help their child build literacy skills. The parent survey is also available in Spanish and Girls Inc. will find a translator for a parent needing a language other than Spanish. If granted, funds would be used to provide program instruction, program management, volunteer management, and program supplies.

**III. Project Future:** Since the pilot version of Literacy Lab began three years ago, Girls Inc. has Secured the funding to double the program. United Way of Orange County committed two years of funding, the Girls Inc. national organization renewed its funding and numerous foundations including the Orange County Community Foundation, Union Bank Foundation, and Wells Fargo Foundation have provided support. As part of the five-year fund raising campaign, Girls Inc. has included early literacy as one of the three focus areas (early literacy, STEM, and College Bound).

**IV. Governance, Executive Leadership and Key Personnel/Staff Qualifications:** **(A)** Girls Inc. has an active 19-person board of directors. An executive committee that meets monthly leads the board of directors. Board committees include: program and volunteer, board development, finance, marketing and development, and facilities committees. The board meets six times per year.

**(B)** The Girls Inc. management team (Chief Executive Officer, Director of Program Services, Director of Volunteer Services, Vice President of Fund Development, and Director of Operation Services) has 119 years of experience with program management, financial management, and fund development. Veronica Escobedo, Director of Program Services, has a B.A. in Financial Management and over 16 years of non-profit program and management experience. The project coordinators, Eric Kennedy and Kelli Norris have college degrees and have received national training on DIBEL administration this summer in Indiana. They were trained by: Mindy Hightower King, Ph.D. from the Center on Education and Lifelong Learning at Indiana University and Christine Leland, Ed. D. Professor; Literacy, Culture, and Language Education at Indiana University.

## 2015 S.L. Gimbel Foundation APPLICATION

### V. Project Budget

A breakdown of specific line item requests and attendant costs should include:

- 1) Line item requests for materials, supplies, equipment and others:
  - a. Identify and list the type of materials, supplies, equipment, etc.
  - b. Specify the unit cost, number of units, and total cost
  - c. Use a formula/equation as applicable. (i.e. 40 books @ \$100 each = \$4000)
- 2) Line item requests for staff, compensation, benefits:
  - a. Identify the position; for each position request, specify the hourly rate and the number of hours (i.e. \$20/hr x 20 hours/week x 20 weeks = \$8,000)
  - b. For benefits, provide the formula and calculation (i.e. \$8,000 x 25% = \$2,000)

Line Item Description	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From TCF	Line Item Total of Project
Elementary Program Coordinator	\$13,860 33% of \$42,000	0	\$13,860	0	\$13,860
Literacy Coordinator	\$33,670 \$18.50 x 2080 x 87.5%	0	\$27,170	\$6,500	\$33,670
Literacy Lead 2 Facilitators	\$15 x 35 hrs. wk. = \$27,300 \$14 x 25hrs wk. x 2 = \$36,400	0	\$51,700	\$12,000	\$63,700
Enrichment Specialist	\$15,600 \$15 x 20hrs. wk.	0	\$15,600	0	\$15,600
Volunteer Coordinator	\$9,570 25% of \$38,280	0	\$7,070	\$2,500	\$9,570
Benefits	\$24,552 18% of \$136,400	\$24,552	0	0	\$24,552
Program Supplies Incentives	\$10,000 – Books, Parent packets, learning tools, rewards	0	\$7,000	\$3,000	\$10,000
Training & Marketing	\$5,000 – Training staff & volunteers to facilitate program, Market program to new children	0	\$5,000	0	\$5,000
Mileage	\$2,500 – For staff and volunteers	0	\$2,000	\$500	\$2,500
Evaluation	\$3,500 –Independent Evaluator to track outcomes	0	\$3,000	\$500	\$3,500
In-direct expense	\$9,097 = 5% of grant expense	\$9,097	0	0	\$9,097
<b>TOTALS:</b>		\$33,649	\$132,400	\$25,000	\$191,049

**2015 S.L. Gimbel Foundation APPLICATION**

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

*Secured/Awarded*

<b>Name of Funder: Foundation, Corporation, Government</b>	<b>Amount</b>
Orange County United Way	\$80,000
Girls Incorporated National Organization	\$25,000
Bank of America	\$10,000

*Pending*

<b>Name of Funder: Foundation, Corporation, Government</b>	<b>Amount</b>	<b>Decision Date</b>
<i>U.S. Bank</i>	<i>\$20,000</i>	<i>May 2015</i>
<i>Gimbel Foundation</i>	<i>\$25,000</i>	<i>June-July 2015</i>

**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.

<b>Funding Source</b>	<b>Amount</b>	<b>% of Total Revenue</b>	<b>Funding Source</b>	<b>Amount</b>	<b>% of Total Revenue</b>
Contributions	\$1,497,814	51%	Program Fees	\$250,085	8.6%
Fundraising/Special Events	\$385,617	13%	Interest Income	\$8,158	.3%
Corp/Foundation Grants	\$789,188	27%	Other: In-kind	\$3,500	.1%
Government Grants	\$0		Other:	\$	

**Notes:**

## 2015 S.L. Gimbel Foundation APPLICATION

### VII. Financial Analysis

Agency Name: Girls Incorporated of Orange County

Most Current Fiscal Year (Dates): From January 1, 2013 To: December 31, 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!**

#### Form 990, Part IX: Statement of Functional Expenses

**1) Transfer the totals for each of the columns, Line 25- Total functional expenses (page 10)**

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
\$2,545,099	\$2,020,515	\$158,441	\$366,143

**2) Calculate the percentages of Columns B, C, and D, over A (per totals above)**

- Program services (B) – A general rule is that at least 75% of total expenses should be used to support programs
- Management & general administration (C) – A general rule is that no more than 15% of total expenses should be used for management & general expenses
- Fundraising (D) – A general rule is that no more than 10% of total expenses should be used for fundraising

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
	Columns B / A x 100	Columns C / A x 100	Columns D / A x 100
Must equal 100%	80%	6%	14%

**3) Calculate the difference between your CURRENT year budget for management & general expenses and your previous management & general expenses per your 990 (Column C)**

Percentage of Organization's <u>Current</u> Total Budget used for Administration (from cover page)	Column C, Management & general expenses per 990 above	Differential
6 %	6 %	0 %

If the differential is above (+) or below (-) 10%, provide an explanation:

## 2015 S.L. Gimbel Foundation APPLICATION

**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
\$1,437,032	\$234,737	155,162	10.77

### Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end 2014	Excess or (Deficit) Prior fiscal year end 2013
\$5,284	\$(1,412)

Notes:

### VIII. Application submission check list:

<u>Submit FOUR (4) Copies: 1 ORIGINAL (WITH ORIGINAL SIGNATURES) and 3 copies, collated and stapled together of the following:</u>	<u>Submit ONE (1) Copy:</u>
Completed Grant Application Form (cover sheet, narrative (3 pages maximum), budget and sources of funding, financial analysis page	A copy of your current 501(c)(3) letter from the IRS
A list of your Board members and their affiliations	A copy of your most recent year-end financial statements (audited if available; double-sided)
Your current operating budget and the previous year's actual expenses	A copy of your most recent 990 ( double-sided)
Part IX only of the 990 form, Statement of Functional Expenses (one page). If you completed a 990-EZ, fill out the attached Part IX, Functional Expenses of the 990 form using figures from your 990-EZ	
For past grantees, a copy of your most recent final report.	



**Girls Incorporated of Orange County  
2015 Board of Directors**

**Officers:**

**Gianna Drake-Kerrison, President & Chair** – UBS Financial Services, Inc.

**Elizabeth M. Weldon, President-Elect/Secretary** – Snell & Wilmer, LLP

**Pei Pei Wang, Treasurer** – Windes & McClaughry

**Scharrell Jackson, V.P. Board Development** – Squar, Milner LLP

**Jane Ballback, V.P. Fund Development-** Community Volunteer

**Dr. Debra Richardson, V.P. Program & Volunteer Development** UCI

**Janet Michels, Member-At-Large** CVR

**Members:**

**Lisa Haines-** Disneyland Resort

**Susan J. Merritt**– Northern Trust

**Jeff Morin-** AT & T

**Cheryl Osborn** – Casco Contractors, Inc.

**Pam Policano** – Community Volunteer

**Melissa Pollard** – Comerica Bank

**Gena H. Reed** – Community Volunteer (Founder of Paragon Biomedical)

**Lynn Salo** – Allergan, Inc.

**Sue Stern** – Community Volunteer

**Daisy Lee Swetman-** Bank of the West

**Nancy Wong** – Community Volunteer

**Robin E. Woods-** US Bank



**Girls Incorporated of Orange County**

**2015 Budget**

**REVENUES**

**Program Fees**

Center Membership	\$165,000
Fee for Service: E!/Workshops	\$75,000
Fee for Service: School Districts	\$18,000
<b>Totals</b>	<b>\$258,000</b>

**Contributions**

**Individual/Foundation Giving**

Ind./Fd. Gifts	\$320,000
Foundation/United Way Grants	\$542,500
E! Expansion	\$1,212,400
Reed Scholarship	\$100,000
Women for Girls	\$7,500
Dads for Daughters	\$5,000
Annual Event	\$210,000
<b>Totals</b>	<b>\$2,397,400</b>

**Corporate Giving**

Corporate Gifts	\$221,000
Corporate Grants	\$230,000
Annual Event	\$140,000
Women for Girls	\$20,000
Dads for Daughters	\$1,000
In-Kind Giving	\$0
<b>Totals</b>	<b>\$612,000</b>

Interest	\$1,400
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<b>TOTAL REVENUE</b>	<b>\$3,268,800</b>
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<b>TOTAL EXPENSES</b>	<b>\$3,265,812</b>
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<b>TOTAL REVENUE</b>	<b>\$3,268,800</b>
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<b>NET REVENUE</b>	<b>\$2,988</b>
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**EXPENSES**

**Salaries**

Program	\$1,617,258
Fundraising	\$296,962
Administration	\$53,516
Allowance for Salary Increases	\$20,000
<b>Totals</b>	<b>\$1,987,736</b>

**Benefits**

Payroll Taxes	\$173,160
Workers Comp	\$48,000
Medical	\$109,000
Pension Plan	\$26,000
<b>Totals</b>	<b>\$356,160</b>
<b>Total Salary &amp; Benefits</b>	<b>\$2,343,896</b>

**Program**

Program	\$300,000
Program Evaluation	\$25,000
Training/Conference	\$22,500
Volunteer Program	\$10,000
<b>Totals</b>	<b>\$357,500</b>

**General & Administration**

Communications	\$30,000
Mileage/Staff Expense	\$32,000
Office Expense	\$67,000
Organizational Insurance	\$29,850
Girls Inc. Dues	\$12,000
Computers/Technology Maint.	\$38,000
Utilities/Maintenance	\$30,000
Taxes	\$1,200
Audit/Professional Services	\$8,850
E! Expansion Office Rent	\$68,616
In-Kind Expenses	\$0
Depreciation Expenses	\$40,400
<b>Totals</b>	<b>\$357,916</b>

**Fundraising**

Ind./Fd. Annual Giving	\$30,000
Corporate Giving	\$23,000
Grants Writer	\$61,000
Annual Event	\$87,500
Women For Girls Events	\$3,500
Dads for Daughters Events	\$1,500
<b>Totals</b>	<b>\$206,500</b>

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 Accrual Basis

**Girls Incorporated of Orange County**  
**Profit & Loss**  
 January through December 2014

	Jan - Dec 14
<b>Income</b>	
41000 · Foundation and United Way Grant	
41001 · Foundation and Corp Grants	690,188.00
41002 · Scholarship Grant-	1,500.00
42000 · United Way Grants	
42002 · UW Grant	97,500.00
<b>Total 42000 · United Way Grants</b>	<b>97,500.00</b>
<b>Total 41000 · Foundation and United Way Grant</b>	<b>789,188.00</b>
43110 · Membership-Elementary	
43115 · Scholarship - Elementary	-86,500.00
43110 · Membership-Elementary - Other	248,306.13
<b>Total 43110 · Membership-Elementary</b>	<b>161,806.13</b>
43200 · Fee for Service - EI/Workshops	
40103 · Orange County of Dept of ED	19,444.44
43120 · Eureka/Community Membership	
43121 · Eureka GWC Membership	13,536.00
43122 · Eureka SAC Membership	15,343.50
43123 · Eureka EICamp Membership	30,195.13
43124 · Eureka Externship Camp Membersh	6,300.00
43120 · Eureka/Community Membership - Other	50.00
<b>Total 43120 · Eureka/Community Membership</b>	<b>65,424.63</b>
43203 · Community Outreach-Teen	3,410.00
<b>Total 43200 · Fee for Service - EI/Workshops</b>	<b>88,279.07</b>
45200 · Individual/FD Annual Giving	
42001 · UW Community Allocation	10,879.62
45201 · Indiv/FD Annual Giving-Under25K	147,605.72
45400 · Girls Inc. Guild	
45401 · Girls Inc. Guild-Membership	9,623.99
<b>Total 45400 · Girls Inc. Guild</b>	<b>9,623.99</b>
45800 · Boards Dues	26,500.00
<b>Total 45200 · Individual/FD Annual Giving</b>	<b>194,609.33</b>
45204 · Reed Scholarship	101,105.00
45500 · Women For Girls-	
45501 · Women For Girls-Membership	7,250.00
45502 · Women For Girls-Event	32,014.00
<b>Total 45500 · Women For Girls-</b>	<b>39,264.00</b>
45600 · Corporate Giving	
45601 · Corporate Partner	32,500.00
45602 · Corporate Gifts	158,249.68
<b>Total 45600 · Corporate Giving</b>	<b>190,749.68</b>
45700 · EIExpansion	972,086.21
46000 · In Kind Contribution	3,500.00
47000 · Annual Event-	
47100 · Annual Event	
47101 · Annual Event-Sponsor	122,800.00
47102 · Annual Event-Donation	10,258.10
47103 · Annual Event-Auction	70,960.00
47104 · Annual Event-SAG	170,398.09
47105 · Annual Event-Ticket	11,200.00
<b>Total 47100 · Annual Event</b>	<b>385,616.19</b>
<b>Total 47000 · Annual Event-</b>	<b>385,616.19</b>
48500 · Unrealized Gain/Loss	380.70
49000 · Interest/Dividends	
49002 · Interest-Reserve	512.63
49003 · Interest-All CDS	7,265.14
	<b>7,777.77</b>

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 Accrual Basis

**Girls Incorporated of Orange County**  
**Profit & Loss**  
 January through December 2014

	Jan - Dec 14
Total 49000 · Interest/Dividends	7,777.77
<b>Total Income</b>	<b>2,934,362.08</b>
<b>Gross Profit</b>	<b>2,934,362.08</b>
<b>Expense</b>	
60000 · Salaries	
60100 · Salaries-Elementary	506,197.12
60200 · Salaries-Teen	331,923.25
60300 · Salaries-EIExpansion	547,255.36
60400 · Salaries-Fund Development	255,985.28
60500 · Salaries-Admin	37,475.98
<b>Total 60000 · Salaries</b>	<b>1,678,836.99</b>
61000 · Benefits	
61100 · Benefits-Fica	121,759.45
61200 · Benefits-Sui	22,003.88
61300 · Worker Compensation	44,313.13
61400 · Medical	90,636.70
61500 · Pension Plan	20,427.43
<b>Total 61000 · Benefits</b>	<b>299,140.59</b>
70000 · Program Expenses	
70110 · Program Expenses-Elementary	59,688.65
70120 · Program Expenses-Teen	128,554.30
70140 · Program Expenses-EIExpansion	
70141 · Program Expenses-EIOCC	42,107.17
70142 · Program Expenses-EISAC	20,403.60
70143 · Program Expenses-EICamp	21,214.82
70144 · Program Expenses-EIExternship	13,077.90
70146 · Program Expenses-EIExpansion AI	47,726.82
<b>Total 70140 · Program Expenses-EIExpansion</b>	<b>144,530.31</b>
70200 · Program Evaluation	
70210 · Program Evaluation-Elementary	6,414.22
70220 · Program Evaluation-Teen	10,964.22
70240 · Program Evaluation-EIExpansion	
70241 · Program Evaluation-EIOCC	506.25
70242 · Program Evaluation-EISAC	307.25
70243 · Program Evaluation-EICamp	1,609.09
70244 · Program Evaluation-EIExternship	1,213.17
70240 · Program Evaluation-EIExpansion - Other	7,558.84
<b>Total 70240 · Program Evaluation-EIExpansion</b>	<b>11,194.60</b>
<b>Total 70200 · Program Evaluation</b>	<b>28,573.04</b>
70300 · Volunteer Program	
70310 · Volunteer Program-Elementary	5,740.35
70320 · Volunteer Program-Teen	1,626.57
70330 · Volunteer Program-EIExpansion	1,630.36
<b>Total 70300 · Volunteer Program</b>	<b>8,997.28</b>
70400 · Training/Conf Program	
70410 · Training/Conf Program-Elementary	3,473.71
70420 · Training/Conf Program-Teen	4,290.55
70430 · Training/Conf Prog-EIExpansion	7,656.86
<b>Total 70400 · Training/Conf Program</b>	<b>15,421.12</b>
<b>Total 70000 · Program Expenses</b>	<b>385,764.70</b>
71000 · General & Admin Expenses	
71110 · Communications	21,237.43
71120 · Staff & Directors Expenses	
71130 · Mileage & Expenses Reimbursment	11,930.66
71220 · Dues/Subscription	640.77

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 Accrual Basis

**Girls Incorporated of Orange County**  
**Profit & Loss**  
 January through December 2014

	Jan - Dec 14
71340 · Training Admin/Fund	3,477.78
71120 · Staff & Directors Expenses - Other	19,668.96
Total 71120 · Staff & Directors Expenses	35,718.17
71135 · Office Expense	
71140 · Payroll Expenses	3,570.54
71160 · Postage	5,255.61
71170 · Printing	5,694.54
71180 · Telephone	24,516.08
71190 · Office Supplies	14,980.57
71210 · Office Equipment Exp	13,944.53
71250 · Bank Charges	826.75
Total 71135 · Office Expense	68,788.62
71155 · Organizational Insurance	
71150 · General Liab Insurance	25,602.38
71280 · Trustee Insurance	4,145.00
Total 71155 · Organizational Insurance	29,747.38
71200 · Girls Inc Dues	12,033.00
71230 · Computer/Technology	38,330.08
71240 · Audit/Professional Service	8,850.00
71290 · Utilities Expense	
71310 · Maintenance/Janitorial	24,877.58
71290 · Utilities Expense - Other	6,788.47
Total 71290 · Utilities Expense	31,666.05
71300 · Depreciation Expense	43,132.39
71330 · Taxes & Assess	1,292.59
71350 · Rent-Eureka Expansion	68,615.28
Total 71000 · General & Admin Expenses	359,410.99
80000 · Fundraising Expenses	
81200 · Ind/Fd. Annual Giving	
80400 · Direct Appeals	
80404 · Direct Appeals-Bank Charges	72.40
Total 80400 · Direct Appeals	72.40
80600 · Donor Appreciation	3,404.53
81200 · Ind/Fd. Annual Giving - Other	14,096.79
Total 81200 · Ind/Fd. Annual Giving	17,573.72
81400 · Strategic Corporate Partners	1,668.59
Total 80000 · Fundraising Expenses	19,242.31
80100 · Women for Girls Event Exp	
80101 · Women for Girls-Postage	15.51
80103 · Women for Girls-Bank Charges	398.29
80104 · Women for Girls-Misc Exp	10,557.59
Total 80100 · Women for Girls Event Exp	10,971.39
80200 · Annual Event Expenses	
80201 · Annual Event-Postage	300.00
80202 · Annual Event-Printing	3,760.51
80203 · Annual Event-Supplies	75.79
80204 · Annual Event-Bank Charges	4,062.33
80205 · Annual Event-Misc	103,506.94
80206 · Annual Event-In-Kind	1,847.00
Total 80200 · Annual Event Expenses	113,552.57
80300 · Girls Inc. Guild Expenses	
80304 · Girls Inc. Guild-Bank Charges	95.54
Total 80300 · Girls Inc. Guild Expenses	95.54
80500 · Grants Writer	
80501 · Grants Writer-Contract	58,750.00

11:54 AM  
03/03/15  
Accrual Basis

**Girls Incorporated of Orange County**  
**Profit & Loss**  
January through December 2014

	Jan - Dec 14
80502 · Grants Writer-Supplies	444.00
Total 80500 · Grants Writer	59,194.00
81300 · Corporate Giving Exp	2,869.20
Total Expense	2,929,078.28
Net Income	5,283.80

**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).

Check if Schedule O contains a response or note to any line 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	107,051.	93,134.	5,353.	8,564.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0.	0.	0.	0.
7 Other salaries and wages	1,427,533.	1,162,908.	83,837.	180,788.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	14,902.	12,190.	878.	1,834.
9 Other employee benefits	119,100.	97,491.	6,907.	14,702.
10 Payroll taxes	126,988.	103,940.	7,378.	15,670.
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	9,700.		9,700.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amt exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O)	77,204.		18,000.	59,204.
12 Advertising and promotion				
13 Office expenses	41,958.	27,931.	3,728.	10,299.
14 Information technology				
15 Royalties				
16 Occupancy	68,615.	54,460.	7,294.	6,861.
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	38,497.	31,953.	2,694.	3,850.
23 Insurance	26,991.	22,403.	1,889.	2,699.
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 <u>Program expenses</u>	265,994.	265,994.		
b <u>Equipment expense</u>	49,445.	45,489.	3,956.	
c <u>Utilities &amp; Telephone</u>	31,541.	26,179.	2,208.	3,154.
d <u>Repairs &amp; Maintenance</u>	28,817.	23,918.	2,017.	2,882.
e All other expenses	110,763.	52,525.	2,602.	55,636.
25 Total functional expenses. Add lines 1 through 24e	2,545,099.	2,020,515.	158,441.	366,143.
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 <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Internal Revenue Service

District  
Director

GIRLS INCORPORATED OF  
ORANGE COUNTY  
1815 ANAHEIM AVE.  
COSTA MESA, CA 92627

Department of the Treasury

300 N. Los Angeles Street, MS 7043  
Los Angeles, CA 90012

Person to Contact: L. Barragan

Telephone Number: (213) 894-2336

Refer Reply to: EO (0317) 97

Date: April 7, 1997

EIN: 95-1810150

Dear Taxpayer:

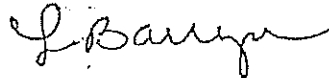
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal Income Tax in SEPTEMBER 1959 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in SEPTEMBER 1959 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



L. Barragan  
Disclosure Assistant





# The Community Foundation

Serving the Counties of Riverside and San Bernardino

## S. L. Gimbel Foundation Fund

### BOARD OF DIRECTORS

Phillip Savage IV  
Chair of the Board

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Vice Chair of the Board

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D. Matthew Pim

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Dr. Henry Shannon

Beverly Stephenson

Randall Tagami

Diane Valenzuela

Dr. Jonathan Lorenzo Yorba  
President and CEO

May 26, 2015

Ms. Lucy Santana-Ornelas  
Chief Executive Officer  
Girls Inc of Orange County  
150 Paularino, D-290  
Costa Mesa, CA 92626

Dear Ms. Santana-Ornelas:

Congratulations! A grant has been approved for **Girls Inc of Orange County** in the amount of **\$25,000** from the S.L. Gimbel Foundation. The **performance period for this grant is June 1, 2015 to May 30, 2016**. 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:

*Literacy Lab: To provide the Literacy Lab, in partnership with the Newport Mesa Unified School district to ensure that underserved girls achieve grade level reading proficiency by the third grade.*

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 by June 15, 2016** and a copy will be available online.

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](mailto:ccudiamat@thecommunityfoundation.net).

Sincerely,

Celia Cudiamat  
Executive Vice President of Programs

20314 Girls Inc of Orange County

20150347

GIMBEL



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

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**2015 S.L. Gimbel Foundation Fund**

**Grant Agreement**

**Organization:** Girls Inc. of Orange County  
**Grant Amount:** \$ 25,000 **Grant Number:** 20150347  
**Grant Period:** June 1, 2015 to May 30, 2016 (Evaluations due by June 15, 2016)  
**Purpose:** Literacy Lab: To provide the Literacy Lab, in partnership with the Newport Mesa Unified School district to ensure that underserved girls achieve grade level reading proficiency by the third grade.

**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 recommends publicity for the grant and acknowledging The Community Foundation in internal correspondence, brochures as appropriate; newsletters, annual reports and email blasts or e-newsletters.

The credit line of "Made possible in part by a grant from the "S.L. Gimbel Foundation Advised Fund at The Community Foundation – Inland Southern California" 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](http://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.

Lucy Santana  
Signature  
Lucy Santana  
Printed Name

6-1-15  
Date  
CEO  
Title

Organization: 20314 Girls Inc of Orange County  
Grant Number: 20150347

*Lucy*  
*6/11/15*



The  
Community  
Foundation

Strengthening Inland Southern California through Philanthropy

*S. L. Gimbel Foundation Fund*

BOARD OF DIRECTORS

June 15, 2015

Philip Savage IV  
Chair of the Board

Sean Varner  
Vice Chair of the Board

Pat Spafford, CPA  
Chief Financial Officer

Sergio Bohon  
Secretary of the Board

Glenda Bayless

Dr. Paulette Brown-Hinds

Rabbi Hillel Cohn

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D. Matthew Pim

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Dr. Henry Shannon

Tamara Sipos

Beverly Stephenson

Randall Tagami

Diane Valenzuela

Dr. Jonathan Lorenzo Yorba  
President and CEO

Ms. Lucy Santana-Ornelas  
Chief Executive Officer  
Girls, Inc. of Orange County  
150 Paularino, D-290  
Costa Mesa, CA 92626

Dear Ms. Santana-Ornelas:

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 June 15, 2016 and will be available online on The Community Foundations website under Grants/Forms. 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."** You may 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  
Executive Vice President of Programs

20150347

39259

GIMB2



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

**The Community Foundation**

Strengthening Inland Southern California through Philanthropy  
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

39259

Check Fraud Protection for Business

PAY \* Twenty-Five Thousand and no/100 \*

TO THE ORDER OF

DATE

05/26/2015

AMOUNT

\$ \*\*\*\*25,000.00

Girls Inc of Orange County  
150 Paularino, D-290  
Costa Mesa, CA 92626



*Jonathan Lorenzo Yorba*  
*Celia Chedimato*  
AUTHORIZED SIGNATURE

Security features. Details on back.

⑈039259⑈ ⑆122234149⑆ 244124437⑈

The Community Foundation

39259

20314 Girls Inc of Orange County

05/26/2015 039259

20150347 05/26/2015 Literacy Lab  
GIMB S.L. Gimbel Foundation Advised Fund

25,000.00  
25,000.00

CHECK TOTAL: \$ \*\*\*\*25,000.00

The Community Foundation

39259

20314 Girls Inc of Orange County

05/26/2015 039259

20150347 05/26/2015 Literacy Lab  
GIMB S.L. Gimbel Foundation Advised Fund

25,000.00  
25,000.00

CHECK TOTAL: \$ \*\*\*\*25,000.00