



# 2015 S.L. Gimbel Foundation Fund Grant Application

Internal Use Only:  
Grant: 20150645

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## Organization / Agency Information

<b>Organization/Agency Name:</b> Seniors in Service of Tampa Bay, Inc. <span style="float: right;">19038</span>		
<b>Physical Address:</b> 1306 West Sligh Avenue		<b>City/State/Zip</b> Tampa, FL 33604
<b>Mailing Address:</b> 1306 West Sligh Avenue		<b>City/State/Zip</b> Tampa, FL 33604
<b>CEO or Director:</b> Tammy Criollo		<b>Title:</b> President & CEO
<b>Phone:</b> 813-932-5228 Extension 222	<b>Fax:</b> 813-932-9406	<b>Email:</b> tcriollo@seniorsinservice.org
<b>Contact Person:</b> Tammy Criollo		<b>Title:</b> President & CEO
<b>Phone:</b> 813-932-5228 Extension 222	<b>Fax:</b> 813-932-9406	<b>Email:</b> tcriollo@seniorsinservice.org
<b>Web Site Address:</b> www.seniorsinservice.org		<b>Tax ID:</b> 59-2422975

## Program / Grant Information

Interest Area:  Animal Protection  Education  Environment  Health  Human Dignity

<b>Program/Project Name:</b> Senior Companion Program			<b>Amount of Grant Requested:</b> \$ 25,000.00
<b>Total Organization Budget:</b> \$ 1,806,518	<b>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</b> 92.2%	<b>Per 990, Percentage of Management &amp; General Expenses Only (Column C/ Column A x 100):</b> 7.78%	<b>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</b> 7.78%
<b>Purpose of Grant Request (one sentence):</b> The primary goal of Seniors in Service's Senior Companion Program is to provide at-risk, low-income seniors with homemaker and companionship services which will improve their quality of life, and increase the number of years these seniors can live independently in the comfort of their homes.			
<b>Gimbel Grants Received: List Year(s) and Award Amount(s)</b> 2013 - \$ 25,000.00; 2014 - \$ 25,000.00.			

## Signatures

<b>Board President / Chair: (Print name and Title)</b> Susan Boyd, Board Chair	<b>Signature:</b> <i>Susan Boyd</i>	<b>Date:</b> 3/16/2015
<b>Executive Director/President: (Print name and Title)</b> Tammy Criollo, President & CEO	<b>Signature:</b> <i>Tammy Criollo</i>	<b>Date:</b> 3/16/2015

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

I. Organization Background: A) Seniors in Service of Tampa Bay, Inc. engages volunteers to meet the challenges of the community through service providing companionship, respite, mentoring, and tutoring through customized training, support and recognition of our volunteers. Seniors in Service of Tampa Bay, Inc. was incorporated in Hillsborough County in 1984 as a Non-Profit 501(c)(3) and was created to engage retirees in this community for the benefit of those in need as well as their own fulfillment. For the past 30 years, Seniors in Service has provided community support to the Tampa Bay area through our three main programs: Senior Companion Program (details provided below); Foster Grandparent Program that manages Foster Grandparent Volunteers to provide educational and emotional support to children in pre-kindergarten through third grade, in Title 1 schools, low-income neighborhoods and Head-Start Facilities in the Tampa Bay community; and The Retired and Senior Volunteer Program, one of the largest volunteer networks in the nation for people 55 and over - using the skills and talents they've learned over the years, or develop new ones while serving in a variety of volunteer activities within the community..

B) Organizational Accomplishments: Seniors in Service has provided over 5 million hours of volunteer service to the Tampa Bay Community. On October 31, 2014, Seniors in Service was recognized by the Hillsborough Board of County Commissioners (BOCC) personally presented with a Certificate of Commendation by the BOCC Chair, Sandy Murman, in recognition of our 30<sup>th</sup> Anniversary. Recently, Seniors in Service began our newest venture and social enterprise - Coming of Age Tampa Bay, to engage Boomers through community workshops searching their passions and talents of their midlife and beyond to engage in volunteerism and/or other career transitions.

C) Seniors in Service key programs and statistics: **Seniors in Service is seeking funding for its Senior Companion Program. The Senior Companion Program pairs at-risk, low income Senior Companion Clients with a Seniors Companion Volunteer to provide homemaker and companionship services to improve quality of life and promote independent living.** Our data collected and aggregated this past year shows that 72% of the seniors we served had annual incomes of less than \$ 10,000, and 28% had annual incomes between \$ 10,001 and \$ 20,000. The demographics of our clients served: 45% Caucasian, 28% African-American, 26% Hispanic, and 1% other; 75% Women and 25% Men.

- Senior Companion Clients are frail elderly, disabled persons and/or veterans who are isolated and lonely. Services are specifically delivered to clients who have extremely low incomes and have no effective support from family or friends. Clients receive in-home services to assist with basic needs, improved living conditions, companionship and a watchful eye to notice when they are in need of extra care at no cost to them.
- Senior Companion Volunteers are ages 55 and over. They receive pre-service orientation, 4 hours of training each month, supplemental insurance while on duty, and may qualify to earn a tax-free hourly stipend. Senior Companion Volunteers serve 15 to 30 hours per week helping an average of two to four adult clients live independently in their own homes. Senior Companion Volunteers provide basic needs assistance to Senior Companion Clients who have difficulty with daily living tasks, such as grocery shopping, house keeping or meal preparation.
- Benefits to the community: Senior Companion Volunteers help clients remain independent in their homes instead of having to move to more costly institutional care. Additionally, Senior Companion Volunteers give families or caregivers a much needed time off. Last year, the Senior Companion Program served 400 clients total and engaged 90 compassionate volunteers, providing over 59,508 hours of assistance. Areas served include Hillsborough County. Seniors in Service is expanding the Senior Companion Program into Pinellas County.

## II. Project Information:

A) Statement of Need: 1. Seniors in Service is seeking funds to expand the Senior Companion Program and provide companionship, homemaker and respite services for elderly clients who have no effective care and support from family and friends. According to the 2010 Census and the Department of Elder Affairs, 25% of seniors ages 60 and older are at %125 of poverty level or below. On such a low income, they lack financial stability and are at risk of being unable to afford the necessary resources to remain living independently. Seniors in Service currently has 386 of these low-income, at-risk residents awaiting services. Without funding, this population will not receive a Senior Companion Volunteer and may not be able to continue living at home or will receive more expensive and less personal care.

B) Program Goals: 1. The goals of the Senior Companion Program include:

- Goal 1: To provide low-income and at-risk senior clients with basic needs assistance, companionship, homemaking and respite services, which will improve the quality of life and increase the number of years seniors can live independently.
- Goal 2: To provide active, low-income Senior Companion Volunteers with an opportunity to volunteer, which will promote a more positive and purposeful life while also providing economic opportunities.

2) The objectives of the Senior Companion Program include:

- Objective 1: To make independence a reality for low-income, frail seniors and specifically prolong independent living, providing quality to life and delivering a cost-effective and sustainable solution to preventing pre-mature institutionalization.
  - Activities that Senior Companion Volunteers assist clients with include: Homemaker Service – household assistance such as meal preparation, laundry assistance, housekeeping, errands and grocery shopping. Companionship – Engaging in conversation, memory exercises, physical and social activities. Respite: Providing relief for caregivers.
  - Services that Seniors in Service staff provide include: Assessments – Identify clients' ability to complete Activities of Daily Living (ADL's) and benchmark for future measurement of outcomes. Re-Assessment – Will measure changes to provide outcome results and to demonstrate program effectiveness.
- Objective 2: To provide active, low-income Seniors Companion Volunteers with economic opportunities by engaging them in serving the frail, low-income elderly.
  - Activities that Senior Companion Volunteers engage in include: Provision of Homemaker, Companionship and Respite services and monthly trainings with professional lectures, workshops, materials and discussions.
- Timeline for implementing the project
  - January 1, 2016: Implementation of Senior Companion Program services utilizing S.L. Gimbel Foundation Funding begins.
  - Months 1-12: Staff maintain, recruit and train Senior Companion Volunteers
  - Months 1-12: Staff matches Senior Companion Volunteers with Senior Companion Clients
  - Months 1-12: Pre-service, orientation and monthly in-service trainings are provided to Senior Companion Volunteers.
  - Months 1-12: Staff performs periodic monitoring of client satisfaction and program impact.
  - December 2016: Recognition luncheon for Senior Companion Program Volunteers.
  - July/August 2016: Program evaluations conducted and an outcome report produced.

3) Services will be provided by low-income, active senior volunteers who are Level II Background screened. S.L. Gimbel Foundation Funds will directly benefit low-income seniors as follows:

- A minimum of 310 clients will receive services at least twice per week
- A minimum of 69 very low-income Senior Companion Volunteers will provide services to clients
- 100% of Volunteers will receive the economic benefits of the \$2.65 per hour stipend
- 64,120 hours of service will be delivered
- Services will be provided January 1, 2016 through December 31, 2016.

4) Seniors in Service is the only organization in the Tampa Bay area providing the Senior Companion Program. Seniors in Service presently has more than 75 meaningful, effective, community partners including other non-profit organizations, civic groups, faith-based organizations, hospitals, VA hospitals, city, county, government and low-income neighborhood associations.

C ) Program Outcomes and Evaluations:

1. Objective 1: A minimum of 264/310 (85%) clients served will continue living independently throughout the project year in their homes.  
Objective 2: A minimum of 69/69 (100%) of eligible low-income Senior Companion Volunteers will receive a \$2.65 per hour stipend to improve financial position.
2. Seniors in Service will know it has achieved its expected outcomes based on the results of collected data.
3. Collected data will be aggregated and reported to funders, donors and the community.  
Heartwarming stories of the differences our volunteers make in the daily lives of the seniors we serve provide additional demonstration of our value and successful outcomes.

### III. Project Future

Seniors in Service has sustained funding for more than 30 years and is supported by foundations, private doors and public funds and will continue to meet the needs for our community's at-risk, low-income seniors. Seniors in Service will continue to explore funding opportunities to meet the needs for at-risk, low-income seniors.

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

Seniors in Service of Tampa Bay, Inc. is comprised of the board of directors and an in-house leadership team including President & CEO and Director of Volunteer Services:

A) The Seniors in Service Board of Directors consists of highly engaged volunteers from a variety of professions who are passionate about the organization and its mission. The Board provides fiduciary oversight and develops the strategic direction for the organization. All members actively serve on a committee including the Finance, Governance and Development and Fundraising Committee.

B) President & Chief Executive Officer: Tammy Criollo, CEO since January, 2011 and following 19 years of successful non-profit executive management experience including Director of Finance, Director of Administrative Services and Director of Community-Based Enterprises. Director of Volunteer Services: Lupe Proctor, retired Air Force Veteran, has been with Seniors in Service since July of 2011 providing implementation of volunteer, staff and program development, following 7 years of non-profit HR leadership and volunteer management experience. Senior Companion Program Manager, Glarisol Traspalacios, has her Masters Degree in Management Leadership in Human Services and 14 years of experience in this field, and 5 years experience with Seniors in Service.

C) All services are delivered by our caring, devoted, and skillful volunteers – our Senior Companion Volunteers who provide daily Companionship, Homemaker, and Respite Services to our community's low-income, frail, seniors and are our organization's most valuable, and key, resources.



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

**V. Project Budget**

Line Item Description	Line Item Explanation	Support From Your Agency	Support Fr Other Funders	Requested Amount From TCF	Line Item Total of Project
Salaries and Payroll Expenses	Program Staff: 3.2 FTE Support&Oper Staff: 1.3 PR Taxes&Benefits:24%	\$ 36,272	\$185,945	\$ 15,000 SCP Manager at \$ 20.67/hr x 2,080 hrs/yr x .08 FTE = \$ 3,440 SCP Vol Coord. At \$ 16.50/hr x 2,080 hrs/yr x .25 FTE = \$ 8,580 FICA/Med=\$920(.0765) WC =\$135(.0112), UCT=\$216 (.027) Health Benefits = \$ 1,709 (\$ 430/mo x 12 mos x .08 = \$ 415=) + (\$ 430/mo x 12 mos x .25=\$1,292) = 1709	\$237,217
Program Expenses	Staff Mileage: \$8,735 Staff Dev: \$4,356 Newsletter: \$600, Tech Support: \$4,000, In-Service Space: \$1,500, Supplies: \$4,000, Background Cks: \$100, Dues & Subs: \$475, FL License: \$300, Prg Postage: \$1,225	\$0	\$ 25,291	\$ 2,000 Staff Mileage Reimbr: SCP Manager: 40 mi/wk (avg) x \$.50/mi x 50 wks = \$ 1000. SCP Volunteer Coor: 40 mi per week (avg) x \$.50 per mile x 50 wks = \$ 1,000	\$ 27,291
Occupancy Costs	Bldg Maint: \$3,863, Water /Trash: \$500, Electric: \$1,229, Janitorial:\$967 Pest: \$287, Lawn: \$809	\$ 0	\$ 7,655	\$ 0	\$ 7,655
Operating Costs	Financial Audit: \$6,029	\$ 3,000	\$ 3,029	\$ 0	\$ 6,029
Volunteer Expenses	Stipends: \$162,996, Mileage:\$47,200, Meals: \$6,916, Volunteer Ins: \$800 Volunteer Recognition: \$2,600, Volunteer Background Checks: \$1,500 Vol Training: \$1,500	\$ 7,500	\$ 215,512	\$ 8,000 Stipends 2,000 hrs x \$ 2.65/hr = \$ 5,300; Vol Mileage Reim. = \$ 1,400; Vol Rec \$ 600; Vol Bkg \$300; Vol Training \$ 400;	\$ 223,512
<b>TOTALS:</b>		\$ 46,772	\$ 429,932	\$ 25,000	\$ 501,704

## 2015 S.L. Gimbel Foundation APPLICATION

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

### *Secured/Awarded*

Name of Funder: Foundation, Corporation, Government	Amount
Corporation For National and Community Services	\$259,769.00
Hillsborough County BOCC (through 9/30/2015)	\$150,000.00
United Way Suncoast	\$ 60,910.00
Contributions	\$ 11,337.00
Grants & Foundations	\$ 27,915.00
Fundraising	\$ 5,000.00

### *Pending*

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
<i>Hillsborough County CDBG (10/1/2015 – 9/30/2016)</i>	<i>\$150,000.00</i>	<i>July 2015</i>
<i>Tampa City CDBG (10/1/2015 – 9/30/2016)</i>	<i>\$40,000.00</i>	<i>August 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.

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions	\$ 521,684	28.0%	Program Fees	\$ 16,046	0.8%
Fundraising/Special Events	\$ 27,329	1.5%	Interest Income	\$ 2,876	0.1%
Corp/Foundation Grants	\$ 90,000	4.8%	Other: UW	\$ 104,610	5.7%
Government Grants	\$1,073,095	57.8%	Other: In-Kind	\$ 24,314	1.3%

**Notes:**

## 2015 S.L. Gimbel Foundation APPLICATION

### VII. Financial Analysis

Agency Name: Seniors in Service of Tampa Bay, Inc.  
 Most Current Fiscal Year (Dates): From Jan 1, 2013 To: Dec 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
\$ 1,756,385	\$ 1,619,736	\$ 136,649	\$ 0

**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%	92.22%	7.78%	0%

**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 Current Total Budget used for Administration (from cover page)	Column C, Management & general expenses per 990 above	Differential
7.78%	7.78 %	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
\$ 457,705	\$ 127,114	130,614	4.48

**Excess or Deficit for the Year:**

Excess or (Deficit) Most recent fiscal year end: 12/2013	Excess or (Deficit) Prior fiscal year end: 12/2012
\$ 103,569	\$ 62,064

**Notes:** The Deficit for FYE 2012 was largely a result of revenues totaling \$ 57,000 received in a prior period being expended in 2012 for the Foster Grandparent Program.

**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.	



**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	521,712.	521,712.		
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	92,419.	81,698.	10,721.	
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	496,984.	439,555.	57,429.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	21,522.	20,886.	636.	
9 Other employee benefits	66,414.	64,452.	1,962.	
10 Payroll taxes	71,804.	69,682.	2,122.	
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	13,500.	9,000.	4,500.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	58,103.	39,021.	19,082.	
12 Advertising and promotion				
13 Office expenses	23,805.	118,235.	5,570.	
14 Information technology				
15 Royalties				
16 Occupancy	43,235.	30,281.	12,954.	
17 Travel	19,987.	17,699.	2,288.	
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	16,143.	16,143.		
23 Insurance	12,787.	12,677.	110.	
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 <b>VOLUNTEER EXPENSES</b>	154,413.	149,162.	5,251.	
b <b>IN-KIND EXPENSES</b>	24,314.	14,714.	9,600.	
c <b>EQUIPMENT RENTAL &amp; REPA</b>	9,257.	8,593.	664.	
d <b>POSTAGE &amp; PRINTING</b>	5,119.	4,619.	500.	
e All other expenses	4,867.	1,607.	3,260.	
25 <b>Total functional expenses.</b> Add lines 1 through 24e	1,756,385.	1,619,736.	136,649.	0.
26 <b>Joint costs.</b> 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)

Seniors in Service of Tampa Bay, Inc.  
2015 Board of Directors

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	A	D	E	F	G
1	<b>Seniors in Service of Tampa Bay, Inc.</b>				
2	<b>2015 Board Approved Operating Budget</b>				
3			<b>Budget</b>		<b>Actual</b>
6	<b>Income</b>		<b>2015</b>		<b>2014</b>
7	Federal Contracts CNCS		940,504		898,267
8	Hills County SCP CDBG		190,000		167,030
9	Tampa City SCP CDBG		15,000		30,777
10	United Way		104,610		104,610
11	Hills. County Head Start/Early Head Start		43,904		46,204
12	Children's Board of Hillsborough County		183,000		184,564
13	Grants and Foundations		90,000		87,610
14	Site Contributions		138,000		138,724
15	Contributions - General		30,000		27,571
16	Medicaid Waiver/Evercare		1,100		2,323
17	CCE/NDP		2,000		1,932
18	Fund Raising		35,000		33,379
19	Interest / Investments		2,200		1,707
20	In-Kind		31,200		32,692
21	<b>Total Income</b>		<b>1,806,518</b>		<b>1,757,390</b>
22					
23					
24					
25	<b>Salaries</b>				
41	<b>Total Salaries</b>		<b>640,187</b>		<b>595,342</b>
42					
51	<b>Total Payroll Expenses</b>		<b>159,546</b>		<b>129,213</b>
52					
53	<b>Total Salaries and Payroll Expenses</b>		<b>799,733</b>		<b>724,555</b>
54					
55	<b>Program Expenses</b>				
68	<b>Total Program Expenses</b>		<b>113,051</b>		<b>134,244</b>
69					
70					
71	<b>Occupancy Costs</b>				
79	<b>Total Occupancy Costs</b>		<b>42,816</b>		<b>41,002</b>
80					
89	<b>Total Operating Exp</b>		<b>49,700</b>		<b>83,108</b>
90					
97	<b>Total Other Expenses</b>		<b>26,880</b>		<b>21,813</b>
98					
102	<b>Total Fundraising Expenses</b>		<b>6,700</b>		<b>5,973</b>

 <p>The Community Foundation Serving Riverside and San Bernardino Counties</p>	<p align="center"><b>S.L. Gimbel Foundation Fund Grant Evaluation Form</b></p>
<p align="center"><b>Grant Period: December 1, 2013 through November 30, 2014</b></p>	<p align="center"><b>Evaluation Due December 15, 2014</b></p>

Organization: Seniors in Service of Tampa Bay, Inc.

Contact Name: Tammy Criollo

Title: President and CEO

Phone Number: 813-760-2818

Grant Period: December 1, 2013 – November 30, 2014

Award Amount: \$ 25,000.00

Grant Number: 20130964

**1. Describe the project's key outcomes and results based on your goals and objectives. Provide the number of clients served and other relevant statistics.**

Project Goal: To provide at-risk seniors with homemaker and companionship services which will increase the number of years these seniors can live independently.

Objective I:

Proposed - 298/350 (85%) of at risk seniors served will continue living independently throughout the project year in their homes, and will collectively receive 74,165 hour of services, provided by a minimum of 65 volunteers.

Achieved – 315/324 (97%) at risk seniors served continued living independently throughout the project year in their homes, and received 79,107 hour of services. Services provided by a 76 (117% of proposed volunteers), produced 106% of proposed hours of service, to 93% of proposed clients.

At risk clients consisting of frail seniors and disabled persons received the supportive services needed to safely remain in their homes with independence and dignity and we are able to avoid transitioning them to assisted living arrangements. Our Senior Companion Program volunteers, healthy, active seniors themselves, provided homemaker services such as meal preparation, help with laundry, light housekeeping, grocery shopping, etc. Our Senior Companion Program volunteers provided companionship services by engaging in conversation, playing memory improvement games, and providing physical and socialization activities. Our Senior Companion volunteers provided respite services to give relief to the primary caregivers.

Objective II:

Proposed – 65/65 (100%) Of eligible, low-income Senior Companion Volunteers will receive a \$2.65/hour stipend to improve financial position. Total stipends paid for project year will total \$196,537.00 (74,165 hours x \$ 2.65/hour).

Actual – 76/76 (100%) Of eligible, low-income Senior Companion Volunteers received a \$2.65/hour stipend to improving their financial position. Total stipends paid for project year to-date total \$209,634.00.

47 volunteers participated in the 2013 satisfaction surveys. Below are a few results from the volunteer surveys:

- 89% respondents rated the overall volunteer experience as either good or excellent.
- 100% would recommend volunteering with Seniors in Service to friends.
- 100% agreed or strongly agreed that they enjoy what they do as a volunteer.

Senior Companion Station evaluations (locations and individuals receiving the benefits of a Senior Companion Volunteer) were conducted and responses were extremely positive. Below are a few responses from the SCP station surveys:

- 100% respondents agreed or strongly agreed that clients were provided more individualized attention.
- 100% of the respondents agreed or strongly agreed that the volunteers contributed to the clients improved quality of life.
- 100% of the respondents are pleased with the services provided by the volunteers.

**2. What were the challenges and obstacles you encountered (if any) in attaining your goals & objectives? How did you overcome and/or address the challenges and obstacles? What were the lessons learned?**

This past two years we have experienced a higher than normal rate of Senior Companion Volunteers needing to take a leave of absence and number of volunteers retiring. Many of our clients have experienced illnesses, required hospitalization or have spent time traveling to visit loved ones. These volunteers have served with Seniors in Service for several years and their average age is 70. Due to the age of this population, many clients and volunteers have a considerable amount of doctor appointments and have decreased their scheduled service hours.

Seniors in Service has been highly active in recruiting volunteers to take the place of current volunteers on leave of absence. We have overcome these challenges through increased volunteer recruitment and new volunteer trainings and placements. Our lesson learned was an important reminder that because of the age and frailty of those we serve and of our Senior Companion Volunteers, we must increase our rate of recruitment even more than we have in the past. We are also beginning to see and to engage more baby-boomers, who are more active and do not wish to volunteer more than 15 or 20 hours per week whereas our traditional volunteers have averaged volunteering 30 to 33 hours per week.

**3. Describe any unintended positive outcomes as a result of the efforts supported by this grant.**

The need to more quickly recruit, train and place volunteers to meet our commitments- We have improved and streamlined some of our recruitment and training components which has resulted in improved efficiency and effectiveness. At the beginning of the year, our projected amount of volunteers was 65. We exceeded that number and ended the year with 76 Senior Companion Volunteers.

These seniors provided our frail elderly clients with homemaking services, companionship and were able to remain independent in their home. Additionally, the award of the S.L. Gimbel Foundation Grant allowed our organization to provide respite care to lower-income working families supported through the Community Foundation S.L. Gimbel Foundation Grant.



**4. Describe the overall effect this grant has had on your organization.**

The S.L. Gimbel Foundation award provide an additional .3 FTE of direct program staff for a Volunteer Coordinator which increased our capacity to recruit, train, and engage new and additional Senior Companion Volunteers. As well as, conduct more in-home assessment of clients in need of Senior Companion Program services. The award also provided more than 3,000 hours of direct Companionship services to more than 15 frail, homebound, seniors who without this support would not have received the care and companionship of a Senior Companion Volunteer. Our volunteers and staff often hear from our clients and their families that their loved one's Senior Companion Volunteer has saved their life!

**5. Tell us a few success stories that made an impact on your organization and/or community as a result of this grant.**

The story below was shared by our Senior Companion Program client's daughter at our October 2014 Breakfast event:



Sylvia Alvarez (pictured second from the left), the daughter of Doris, spoke passionately about strong and independent her mother was as she grew-up; and, how her mother was the most special women in her life. She then told the story of Doris' experience as both a Foster Grandparent Volunteer, and now as a Senior Companion Program Client. Doris came to Seniors in Service over 6 years ago as a Foster Grandparent Volunteer. As a FGP Volunteer, Doris mentored and tutored hundreds of children in need during her four years of service. Doris' daughter Sylvia shared how volunteering gave her mother a renewed sense of purpose and a strong drive to be in the classroom everyday for her students. However, about 2 years ago, her daughter Sylvia noticed that Doris was not remembering things and was having an increasingly harder time getting around. Sylvia was a young mother with a full time job and two children of her own, and was worried that she would have to make the tough decision of putting her mother in a nursing home. She came to Seniors in Service where staff completed an assessment with Doris and matched her with Senior Companion Bernice (pictured holding Volunteer of the Year Award). Bernice helps with housework, grocery shopping, companionship, and making sure Doris is eating, when Sylvia was away. Now, Bernice and Doris are "BEST friends," says Sylvia.

Sylvia points out how much Doris's quality of life has improved now that Bernice is around. In fact, their favorite thing is going out and singing karaoke together. Today, Doris continues to be



able to maintain her independence by aging in the place where she truly wants to be, and that is at home. Sylvia closed her story with: “I now have been blessed with 2 special women in my life.”

**6. Provide a financial report on the use of your grant funds (expenditures).**

<b>Line Item Description</b>	<b>Line Item Expenses</b>	<b>S.L. Gimbel Foundation Expenditures December 2013 through November 30, 2014</b>
Salaries and Payroll Expenses	Direct Program Staff Totaling - .3 FTE Payroll Taxes & Benefits at 22.4%	\$ 14,230
Program Expenses	Staff Mileage Reimbursements (averaged a cumulative 50 miles per week @ \$.50/mile) \$ 1,250, Staff Development - \$ 270	\$ 1,520
Volunteer Expenses	Stipends \$ 7,990, Volunteer Recognition – \$ 300, Volunteer Mileage reimbursement \$ 960.	\$ 9,250
<b>TOTALS:</b>		\$ 25,000

**7. Please send copies of publicity and other promotional materials.**

Attached separately:

- ❖ All variances or time extensions must be approved by The Community Foundation’s Grant Committee. Please contact us at 951-684-4194, ext. 114 immediately if a variance or extension becomes necessary.

**Please return the completed form to:**

Celia Cudiamat, Executive Vice President of Grants & Programs  
3700 Sixth St., Suite 200, Riverside, CA 92501 or fax to 951-684-1911  
Or email to: [ccudiamat@thecommunityfoundation.net](mailto:ccudiamat@thecommunityfoundation.net)

Internal Revenue Service

Department of the Treasury

District  
Director

Delaware-Maryland District

31 Hopkins Plaza, Baltimore, MD 21201

P.O. Box 13163, Room 817  
Baltimore, MD 21203

▷ SEPTEMBER 1, 1998

Employer Identification Number:  
59-2422975

SENIORS IN SERVICE OF  
TAMPA BAY, INC.  
1306 W SLIGH AVENUE  
TAMPA, FL 33604

Person to Contact:  
EP/EO Tax Examiner

Telephone Number:  
(410) 962-6058

Dear Sir/Madam:

This is in response to your inquiry dated AUGUST 27, 1998, requesting a copy of the letter which granted tax exempt status to the above named organization.

Our records show that the organization was granted exemption from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code effective AUGUST, 1984.

We have also determined that the organization is not a private foundation because it is described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you under section 170 of the Code.

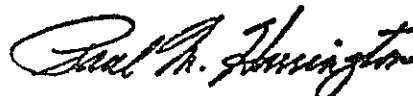
As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during the calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

A copy of our letter certifying the status of the organization is not available, however, this letter may be used to verify your tax-exempt status.

Because this letter could help resolve any questions about your exempt status, it should be kept in your permanent records.

Sincerely yours,



Paul M. Harrington  
District Director



Strengthening Inland Southern California through Philanthropy

*S. L. Gimbel Foundation Fund*

BOARD OF DIRECTORS

August 26, 2015

Philip Savage IV  
Chair of the Board

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Tamara Sipos

Beverly Stephenson

Randall Tagami

Diane Valenzuela

Dr. Jonathan Lorenzo Yorba  
President and CEO

Ms. Tammy Criollo  
CEO

Seniors in Service of Tampa Bay, Inc.  
1306 West Sligh Ave.  
Tampa, FL 33604

Dear Ms. Criollo:

Congratulations! A grant has been approved for **Seniors in Service of Tampa Bay, Inc.** in the amount of **\$25,000** from the S.L. Gimbel Foundation. The **performance period for this grant is September 1, 2015 to August 31, 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:

***Senior Companion Program: To provide at-risk low income seniors with homemaker and companionship services.***

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 September 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

19038 Seniors in Service of Tampa Bay, Inc.

20150645

GIMB4



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





Strengthening Inland Southern California through Philanthropy

*S. L. Gimbel Foundation Fund*

AUG 31 2015

BOARD OF DIRECTORS

August 26, 2015

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Vice Chair of the Board

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Chief Financial Officer

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President and CEO

Ms. Tammy Criollo  
CEO

Seniors in Service of Tampa Bay, Inc.  
1306 West Sligh Ave.  
Tampa, FL 33604

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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

19038 Seniors in Service of Tampa Bay, Inc.

20150645

GIMB4



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with National Standards for  
U.S. Community Foundations

## 2015 S.L. Gimbel Foundation Fund

### Grant Agreement

**Organization:** Seniors in Service of Tampa Bay, Inc.  
**Grant Amount:** \$ 25,000 **Grant Number:** 20150645  
**Grant Period:** September 1, 2015 to August 31, 2016 (Evaluations due by September 15, 2016)  
**Purpose:** Senior Companion Program: To provide at-risk low income seniors with homemaker and companionship services.

#### 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.

  
\_\_\_\_\_  
Signature

Tammy Criollo  
\_\_\_\_\_  
Printed Name

9/8/15  
\_\_\_\_\_  
Date

President + CEO  
\_\_\_\_\_  
Title

Organization: 19038 Seniors in Service of Tampa Bay, Inc.  
Grant Number: 20150645



# The Community Foundation

Strengthening Inland Southern California through Philanthropy

BOARD OF DIRECTORS September 29, 2015

Philip Savage IV  
Chair of the Board

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Vice Chair of the Board

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Randall Tagami

Diane Valenzuela

Dr. Jonathan Lorenzo Yorba  
President and CEO

Ms. Tammy Criollo  
Executive Director  
Seniors in Service of Tampa Bay, Inc.  
1306 West Sligh Ave.  
Tampa, FL 33604

Dear Ms. Criollo:

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 September 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 951-241-7777.

Sincerely,



Celia Cudiamat  
Executive Vice President of Programs

20150645

39689

GIMB4



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

EMV<sup>®</sup> Deck Read  
 Protection for Business

39689

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

TO THE ORDER OF

DATE

AMOUNT

08/27/2015

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

Seniors in Service of Tampa Bay, Inc.  
 1306 West Sligh Ave.  
 Tampa, FL 33604



*Jonathan Bronzo Jones*  
*Celia Cuddeback*  
 AUTHORIZED SIGNATURE

Security features. Details on back.

⑈039689⑈ ⑆122234149⑆ 244124437⑈

The Community Foundation

39689

19038 Seniors in Service of Tampa Bay, Inc.

08/27/2015 039689

20150645 08/25/2015 Senior Companion Program  
 GIMB S.L. Gimbel Foundation Advised Fund

25,000.00 25,000.00

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

The Community Foundation

39689

19038 Seniors in Service of Tampa Bay, Inc.

08/27/2015 039689

20150645 08/25/2015 Senior Companion Program  
 GIMB S.L. Gimbel Foundation Advised Fund

25,000.00 25,000.00

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