



# 2014 S.L. Gimbel Foundation Fund Grant Application

Internal Use Only:
Grant #: <b>20140340</b>

**\$25,000**

## Organization / Agency Information

<b>Organization/Agency Name:</b> The Cambodian Family <b>20826</b>		
<b>Physical Address:</b> 1626 E. 4 <sup>th</sup> Street		<b>City/State/Zip:</b> Santa Ana, CA 92701
<b>Mailing Address:</b> 1626 E. 4 <sup>th</sup> Street		<b>City/State/Zip:</b> Santa Ana, CA 92701
<b>CEO or Director:</b> Sundaram Rama		<b>Title:</b> Executive Director
<b>Phone:</b> 714-571-1966 x102	<b>Fax:</b> 714-571-1974	<b>Email:</b> sundaramr@cambodianfamily.org
<b>Contact Person:</b> Vattana Peong		<b>Title:</b> Program Director
<b>Phone:</b> 714-571-1966 x115	<b>Fax:</b> 714-571-1974	<b>Email:</b> Vattanap@cambodianfamily.org
<b>Web Site Address:</b> www.cambodianfamily.org		<b>Tax ID:</b> 95-3854831

## Program / Grant Information

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

<b>Program / Project Name:</b> Healthy Changes Program		
<b>Amount of Grant Requested:</b> <b>\$25,000</b>	<b>Total Organization Budget:</b> \$809,621	<b>Percentage of Organization's Total Budget used for Administration:</b> 12.5%
<b>Purpose of Grant Request (one sentence):</b> We propose to serve 50 participants in the Healthy Changes Program with the purpose of improving the health of our low-income, limited-English, Cambodian residents of central Orange County by providing culturally and linguistically appropriate health education and healthy activities that increase their knowledge and promote healthy lifestyle.		
<b>Gimbel Grants Received: List Year(s) and Award Amount(s)</b> N/A		

## Signatures

<b>Board President / Chair: (Print name and Title)</b> John Benner, Board President	<b>Signature:</b> 	<b>Date:</b> 3/26/14
<b>Executive Director/President: (Print name and Title)</b> Sundaram Rama, Executive Director	<b>Signature:</b> 	<b>Date:</b> 3/26/14

## 2014 S.L. Gimbel Foundation Fund APPLICATION

## Proposal Narrative

**I. Organization Background; Target Population:** The Cambodian Family was established in 1980 by Cambodian refugees who had escaped the “killing fields” of the Khmer Rouge regime in their native country. They pitched in to rent an apartment where volunteers taught newcomers English and provided social adjustment services to help refugee families overcome the physical and mental scars of past trauma and learn new skills. Over the past 33 years we have established deep roots in our community. Supported by public and private funding, we have provided services in the areas of community health, youth development, adult education, civic engagement, naturalization, and supportive services. We now serve the growing Latino population of our community as well as our original Cambodian population. Our services reach approximately 3,000 community residents each year. Almost all of the individuals and families we serve are low-income. Over the years, we have successfully managed more than \$25 million of public and private funding.

*The mission of The Cambodian Family* is to provide opportunities for refugee and immigrant families to develop the knowledge, skills, and desires for creating health and well-being in their lives.

We have continued to provide a wide variety of needed services to our Santa Ana community. Our programs focus on the areas of Community Health, Youth Development, Adult Education and Employment Preparation. We have continued to serve approximately 1500 community residents each year providing services in the areas of community health, youth development, adult education, civic engagement, naturalization service, food distribution, and cultural competency training for service providers. More than 75% of our clients report improvement and more than 90% reported satisfaction with our services. We met and exceed all of our programs goals.

We provide services from The Cambodian Family Achievement Center, 1626 E. 4th St., Santa Ana, CA. We serve primarily the low-income, limited English speaking Cambodians and Latinos in Orange County, especially neighborhoods in U.S. Census Tract 745.01; zip code: 92701. Our community is composed almost entirely of immigrant families from Mexico and refugee families from Cambodia. According to Census 2010 it has a population of 6,880; 57% of residents are foreign born; 64% (over age 5) speak English less than “very well”; 35% live below the poverty line; only 32% of adults have a high school diploma; fewer than 4% have a college degree. The unemployment rate at the last census was 14.4%. On all of these measures, our community is more challenged than the City of Santa Ana as a whole, which itself has been called the city with the “highest level of hardship” among all cities in the United States (Rockefeller Institute of Government, 2004). The Santa Ana Police Department reports that our neighborhood (police grid #186) ranks #1 in the number of youths and juveniles on probation, population linguistically isolated, population living below poverty, and population unemployed. The families of our community have limited ability and resources to guide and provide for their children’s education.

**Core Programs:** (1) Our **Youth Program** provides services to approximately 100 at-risk Cambodian and Latino youths (k-12) and 60 parents, recruited primarily from our Bishop Manor/Minnie Street community. Youths participate in activities that are organized around four well-integrated institutes: *Academic, Leadership, Career, and Health*. Youth activities take place at our Center after school, Tuesday through Friday, from 3:30-6 PM, and on some Saturdays from 9-3 PM. Youths attend our program year-round, 8-10 hours per week. We hold monthly Parent meetings at our Center. (2) Our **Healthy Changes Program** serves approximately 600 Cambodian and Latino residents per year, encouraging them to maintain a healthy lifestyle through participation in our Walking Club, Exercise Class, and Nutrition Class. The program also provides health education; healthcare accessing that includes health screenings, health insurance enrollment, and

translation/interpretation, transportation to clinics and doctors' offices, medical appointments, and cultural competency education for providers.

**II. Project Information:** There are about 6000 Cambodians living in Orange County. Before coming to America, Cambodians lived through nearly four years of concentration camp-like conditions, in the Khmer Rouge "killing fields." They suffered years of torture, starvation, separation from family, and deprivation of religion and culture. Even after 2-3 decades after coming to America, most still suffer from the effects of extreme experiences and lack the capacity to face the challenges and overcome the barriers to accessing the healthcare they need. These barriers include lack of English, transportation, understanding of disease prevention; lack the ability to navigate the healthcare system, and extreme lack of social self-esteem. The majority of Cambodian adults remains overwhelmed by their past trauma and suffers from multiple health problems. Despite the range and depth of health and mental health issues that Cambodians experience, the Orange County healthcare systems lack Cambodian-speaking doctors and rarely have any Cambodian-speaking healthcare professionals. This lack of cultural and linguistically appropriate healthcare contributes to disparities for Cambodian families.

To address their needs, we are proposing to serve 50 Cambodian adult residents by providing culturally and linguistically appropriate health education and promoting healthy lifestyle. The Cambodian Family is the only organization in Orange County that has the capacity and expertise to provide quality services to the Cambodian population. We have a long history of providing services to this community and we are often seek by others service providers to help them outreach and implement their programs.

Our goal is to reduce the health disparity of Cambodians and improve their health. We have three objectives. **Objective I:** Improve our low-income and LEP Cambodian resident's knowledge about nutrition and healthy eating habits. **Activities: 1)** We plan to work with CalOptima's registered dietitian who will provide nutrition education and explain to participants the USDA's new "My Plate" concept and the importance of each of the plate sections, and the importance of portion size. Visual displays of food sample will be offered in class to provide effective education strategy that engages the interest of participants. **2)** We will work with our health navigator and community health ambassadors who are trained local residents to organize and engage clients in our bi-weekly cooking classes that demonstrate healthy food recipes that are culturally appropriate. Participants will have the opportunity to learn healthy recipes and enjoy healthy sample food. **3)** We will explain to participants the meaning of Body Mass Index (BMI), how to calculate, and read their BMI. **Measures: 1)** 75% of program participants surveyed will show improved knowledge about My Plate concept, food groups, and healthy nutrition principles. Pre-post tests will be conducted to evaluate changes in knowledge about My Plate concept, food groups, and healthy nutrition principles at each nutrition education session. **2)** 75% of HCP participants surveyed will report increased consumption of healthy foods and decreased consumption of salt, fat, and high calories foods. We will collect baseline assessment data for each participant prior to participating in our program; document their participation in nutrition classes and their positive changes in eating habits, and collect follow-up measures during the course of the project. **3)** 75% of HCP participants surveyed will report that they have improved knowledge about BMI. Pre-post tests will be conducted to evaluate changes in knowledge about BMI. **Objective II:** Increase physical activities of our low-income and LEP residents. **Activities: 1)** We will use our Change Club activities that focus on wellness and disease prevention, modeled in large part on the St. Joseph Hospital's "El Club", to educate our participants on the importance of regular exercise to maintain healthy weight and good health. We will work closely with our partner, CalOptima, by inviting their health educator to provide education on this topic. **2)** We will provide weekly exercise classes, including

dance and aerobics that are culturally appropriate. We will utilize our existing community resources such as The Cambodian Family's facility, community health ambassadors, and local parks to promote physical activities. **Measures:** 1) 75% of our HCP participants surveyed will report increased knowledge about the importance of physical exercise. We will use enrollment form and sign-in sheets to track all process outcomes for this program, including taking class attendance. We will use Pre-post tests/surveys to evaluate changes in knowledge about the importance of exercise at each education session. 2) 75% of our HCP participants surveyed will report increased engagement in aerobic physical activity of at least moderate intensity for at least 150 minutes per week. We will collect baseline data for each participant when they enroll in our program. We will document their participation in exercise classes, and collect follow-up measures during the course of the project. Our health navigator will administer and collect these documents.

**III. Project Future:** The Cambodian Family is currently implementing an agency-wide strategic planning. One of our strategies is to create a marketing/fundraising system that will help us attract diverse funding sources, including private and corporate donors, and a broader range of foundation and government grants. We own a community center which was purchased and remodeled in 2010. This ownership helps provide stability and sustainability for our future. It has also generated rental income for us. We will continue writing grants to foundations and government agencies that have supported us in the past. We have increased our volunteer participation in recent years and will continue to optimize volunteer resources by using retirees, college interns, neighborhood residents, and others. We will continue to collaborate with other partners such as St. Joseph Hospital, AltaMed, and the County Health Care Agency, and the Orange County Asian Pacific Islander Community Alliance, to promote services to underserved community that suffers from healthcare disparities.

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

**Board:** Currently, we have 9 board members and three committees; governance, finance, and fundraising. Our board meets monthly and holds one annual retreat. They work with the Executive Director (ED) further the mission of the organization. They provide annual performance evaluation of the ED, donate moneys to our organization, are our organization ambassadors, and help us raise funds to support our works. They make their decision through discussion and then vote, with a simple majority to approve an action.

**Key Personnel:** Sundaram Rama has been employed by The Cambodian Family since 1994 and has served as ED since 2008. He represents and promotes the agency, its mission, goals, objectives, and programs to all stakeholders; maintains effective relationships with funders, collaborative partners, clients, staff; negotiates grants and contracts with funders, ensures effective program implementation and compliance with all contractual obligations and reporting requirements; supervises program directors and administrative staff, provides general support to all staff. He is bilingual in English and Khmer. He has a B.A degree in Liberal Studies from the University of California, Riverside. Vattana Peong has been employed by The Cambodian Family since January 2011, serving as Project Coordinator for the Healthy Changes program. He provides health education (including translation and interpretation), documents program participation, assesses client health needs, provides patient navigation, and writes reports. He previously worked for the United Nations Population Fund in New York and Phnom Penh, as well as the Japan International Cooperation Agency in Phnom Penh. He is bilingual in English and Khmer. He has a B.A. in English from the Royal University of Phnom Penh and is currently an MPH candidate at California State University, Fullerton.

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### V. Project Budget

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

Line Item Description	Line Item Explanation (Formula/equation used as applicable. Example: 40 books @ \$100 each = \$4000)	Support From Your Agency	Support From Other Funders	Requested Amount From TCF	Line Item Total of Project
Executive Director	\$3811 (5%FTE X \$76,211)		600	3,211	\$3,811
Bookkeeper	\$5,638 (15%FTE X \$37,440)		1,500	4,138	\$5,638
Health Navigator	\$28,080 (75%FTE X \$37,440)		18,720	9,360	\$28,080
Fringe Benefits	\$10,508 (@ 28% of Social Security, Medicare, SUI Worker's Comp, Health Dental, Retirement 403b)		5,830	4,678	\$10,508
Audit	\$614 1% of Cost of Organization Financial Audit Cost	300	314		\$614
Equipment Rental/Maintenance	\$648 \$54/month x 12 months		648		\$648
Facility Expense/ Program Space	\$7,200 \$600/month x 12 months	3,200	1,000	3000	\$7,200
Insurances	\$902 Pro-rate cost of its share 1% of \$9020	702	200		\$902
Janitorial Maintenance/Supplies	\$756 \$63/month x 12 months	456	300		\$756
Travel Mileage	\$270 50mile/month x \$.5/mile x 12 months	43	227		\$270
Program/Office Supplies	\$504 \$42/month x 12 months	254	250		\$504
Professional Services	\$350 Pro-rate cost of its share 1% of \$3500	170	180		\$350
Tax and License	\$17 Pro-rate cost of its share 1% of \$170	17			\$17
Telephone/Internet	\$480 \$40/month x 12 months	167	200	113	\$480
Utilities <sup>1</sup>	\$1,608 \$134/month x 12 months	504	604	500	\$1,608
<b>TOTALS:</b>		<b>\$5,813</b>	<b>\$30,573</b>	<b>\$25,000</b>	<b>\$61,386</b>

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

*Secured/Awarded*

Name of Funder: Foundation, Corporation, Government	Amount
County of Orange Social Services Agency (Minnie Street Family Resource Center)	\$24,573

*Pending*

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
eWomen Network Foundation	\$6,000	6/30/2014
S.L. Gimbel Foundation	\$25,000	6/30/2014

**VII. Financial Analysis**

Agency Name: The Cambodian Family  
 Most Current Fiscal Year (Dates): From 7/1/2012 To: 6/30/2013

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

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

Program Expenses	/Total Operating Expenses	= Program Expense Ratio
\$ 675,619 ✓	\$ 768,830 ✓	87.9 % ✓

990: Part IX, Column B, Line 25      990: Part IX, Column A, Line 25

Administrative Expense (100%-Program Expense ratio) per 990 above	Percentage of Organization's <u>Current</u> Total Budget used for Administration (from cover page)	Differential
12.1 %	12.5 %	+.4%

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

**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
\$396,892	\$167,146	339,488	1.66

**Excess or Deficit for the Year:**

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$323,782	\$401,839

**Notes:**

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

<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	\$ 27,640	2.5%	Program Fees	\$ 0	0%
Fundraising/Special Events	\$ 27,365	2.5%	Interest Income	\$ 0	0%
Corp/Foundation Grants	\$ 244,606	22.4%	Loan Forgiveness	\$ 346,188	31.7
Government Grants	\$ 415,133	38%	Rent Income	\$ 31,680	2.9%

**Notes:**

**VIII. Application submission check list:**

<b><u>Submit FOUR (4) Copies: 1 ORIGINAL (WITH ORIGINAL SIGNATURES) and 3 copies, collated and stapled together of the following:</u></b>	<b><u>Submit ONE (1) Copy:</u></b>
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)	
For past grantees, a copy of your most recent final report.	

THE CAMBODIAN FAMILY  
BOARD OF DIRECTORS

PRESIDENT

**John Benner, CPA, MBA**  
Retired Volunteer Coach  
Executive Coach of Orange County  
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E-mail: [jlbenner@pacbell.net](mailto:jlbenner@pacbell.net)  
*Member since August 2009*

VICE PRESIDENT

**Rob Richardson**  
Chief Procurement Officer  
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*Member since November 2007*



MONTHLY SUMMARY WORKSHEET  
THE CAMBODIAN FAMILY

February, 2014

	FRG	IC52	GEN	WFARGO	UNYF2	PopID	PostA4	IC51	UCI	FEE	CCC	PAQJF1	PAQJF2	SCE1	SCE2	JHC1	SOBHSF	PLC	NH	OCDF	WEN	APALC	TARGET	TOTAL	
Acct		825.00			326.50																			1,151.50	
Consultant Resource Development																									
Consultant/ Program Coordinator																									
Equipment																									
Fuels, Rent/Maint.										23.56									117.81						284.52
Fees/Prof. Acl.		117.81			35.34																				
Supportive Services/Innovation/Client Expense																									
Assurance																									
Janitorial Maint./Supplies		90.00																	157.50		90.00		22.50		450.00
Mileage		3.80																							3.80
Travel For Comm/Conference																									
Office Supplies																									
Postage																									
Printing																									
Profess. Services		18.50																	32.38		18.50		23.12		82.50
Program Exp																			220.33						220.33
Facility/Depreciation																			1,690.27		724.41		965.87		4,069.37
Meeting Expenses		1,207.35		241.47																					
Staff Training																									
Stipend																									
Telephone		83.52																	156.65		88.51		111.89		447.57
Utilities											73.86										147.72		221.58		738.81
Training Supplies/Chairs/Place																									
Staff & Volunteer Expense																									
Sponsorship/Networking Event																									
Marketing Material																									
Interest Expense																									
DR Life Shit																									
Operating Subtotal		2,251.99		241.47		361.84				23.56	73.86								2,633.48		1,070.14		1,412.46		8,228.20
SAIRBY	1,431.00	4,034.45			718.65						130.38	604.60	948.35		738.75		510.00		2,504.52		1,333.04		1,500.50		14,633.25
BANKING	435.79	1,114.54			204.27						40.73	155.24	239.89		212.65		75.04		718.00		497.23		442.73		4,225.10
Total	1,866.79	7,683.07		241.47	1,294.76					23.56	73.86	231.87	790.12	1,246.15	951.43		586.04		6,049.98		2,811.01		3,370.77		27,091.55
PRIOR YTD Exp.	14,178.47	35,672.50	28,039.20	19,976.57		24,938.15	2,311.85	21,362.24	153.20	35,650.61	15,422.20	6,669.37		19,945.96	1,516.83	3,951.45	27,187.55	14,838.50	12,569.96		22,912.87		143.89	1,866.51	309,790.39
CURRENT YTD Exp.	16,036.26	40,257.97	28,230.67	19,976.57	1,284.76	24,938.15	2,311.85	21,362.24	163.20	35,674.17	15,857.17	7,458.49	1,246.15	19,945.96	2,468.26	3,951.45	27,773.60	14,838.50	19,019.94		25,723.66		3,514.85	1,955.04	336,871.94
BUDGET	25,463	165,000		20,000	22,500	24,275	2,375	20,000	500	64,147.53	16,500.00	7,500	7,500	20,000	5,000	15,000	30,950	15,000	43,992	1,000	50,000		10,000	2,000	569,082.53
REMAIN. BAL.	9,416.74	121,742.03		21.43	21,215.24	(663.15)	663.15	(1,362.24)	435.80	28,473.36	842.83	41.51	6,253.85	54.04	2,531.74	11,018.55	3,175.40	161.50	24,972.06	1,000.00	24,276.12		6,485.34	43.96	260,501.26
# MONTHS LEFT	5	18		5	5	D	D	0	3			11							4		11		2		
	1,883.35	6,763.45		4243.05	#DIV/0!	#DIV/0!	#DIV/0!		145.60										6,168.02		2,206.92		3,242.67		

**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 to any question in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.		(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and organizations in the United States. See Part IV, line 21 . . . . .				
2	Grants and other assistance to individuals in the United States. See Part IV, line 22 . . . . .				
3	Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16 . . . . .				
4	Benefits paid to or for members. . . . .				
5	Compensation of current officers, directors, trustees, and key employees . . . . .	56,180.	56,180.	0.	0.
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. . . . .	355,918.	353,972.	1,946.	0.
8	Pension plan accruals and contributions (include section 401(k) and section 403(b) employer contributions). . . . .	14,807.	14,807.	0.	0.
9	Other employee benefits . . . . .	46,179.	46,179.	0.	0.
10	Payroll taxes . . . . .	35,918.	35,918.	0.	0.
11	Fees for services (non-employees):				
	a Management . . . . .				
	b Legal . . . . .				
	c Accounting . . . . .				
	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) amt, list line 11g expenses on Sch O) . . . . .	22,615.	22,615.	0.	0.
12	Advertising and promotion . . . . .				
13	Office expenses . . . . .				
14	Information technology . . . . .				
15	Royalties . . . . .				
16	Occupancy . . . . .				
17	Travel . . . . .	9,990.	9,990.	0.	0.
18	Payments of travel or entertainment expenses for any federal, state, or local public officials . . . . .				
19	Conferences, conventions, and meetings . . . . .				
20	Interest . . . . .	18.	18.	0.	0.
21	Payments to affiliates . . . . .				
22	Depreciation, depletion, and amortization . . . . .	96,314.	70,079.	26,235.	0.
23	Insurance . . . . .	11,204.	11,204.	0.	0.
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 AUDIT . . . . .	7,163.	7,163.	0.	0.
	b UTILITIES . . . . .	14,529.	14,529.	0.	0.
	c FUNDRAISING EVENT EXPENSES . . . . .	9,724.	0.	0.	9,724.
	d BANK CHARGES . . . . .	54,145.	0.	54,145.	0.
	e All other expenses . . . . .	34,126.	32,965.	1,161.	0.
25	<b>Total functional expenses.</b> Add lines 1 through 24e. . . . .	768,830.	675,619.	83,487.	9,724.
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 <input type="checkbox"/> if following SOP 98-2 (ASC 958-720). . . . .				

Internal Revenue Service  
District Director

Department of the Treasury

Date: AUG 25 1983

Employer Identification Number:

95-3854831

Accounting Period Ending:

June 30

Form 990 Required:  Yes  No

▷ The Cambodian Family  
1421 S. Main Street  
Santa Ana, CA 92707

Person to Contact:

I. Hill

Contact Telephone Number:

(213) 688-4889

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000.\* If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

P.O. Box 2350, Los Angeles, Calif. 90053

(over)

Letter 947(DO) (5-77)

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

\* For tax years ending on and after December 31, 1982, organizations whose gross receipts are not normally more than \$25,000 are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.

501(c)(3) Organizations

Beginning January 1, 1984, unless specifically excepted, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in a calendar year.



# The Community Foundation

Serving the Counties of Riverside and San Bernardino

## S. L. Gimbel Foundation Fund

### BOARD OF DIRECTORS

June 12, 2014

James Cuevas  
Chair of the Board

Philip Savage IV  
Vice Chair of the Board

Pat Spafford, CPA  
Chief Financial Officer

Sean Varner  
Secretary of the Board

Glenda Bayless

Sergio Bohon

Rabbi Hillel Cohn

Andrea Dutton

Robert Fey

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Stanley Grube

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Dr. Albert Karnig

D. Matthew Pim

Patrick O'Reilly

Rose Salgado

Beverly Stephenson

Grover Trask  
Immediate Past Board Chair

Dr. Jonathan Lorenzo Yorba  
President and CEO

Mr. Sundaram Rama  
Executive Director  
The Cambodian Family  
1626 E. 4th St.  
Santa Ana, CA 92701

Dear Mr. Rama:

Congratulations! A grant has been approved for **The Cambodian Family** in the amount of **\$25,000** from the S.L. Gimbel Foundation. The **performance period for this grant is July 1, 2014 to June 30, 2015**. 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:

***Healthy Changes Program: Serve 50 low income, limited English, Cambodian residents of central Orange County.***

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

A condition of this grant is that you agree to submit the Grant Evaluation Form which includes a narrative report and fiscal report. The **Grant Evaluation is due on July 15, 2015** and a copy will be available online at [www.thecommunityfoundation.net](http://www.thecommunityfoundation.net) under Grants/Forms.

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

The Cambodian Family

20140340

GIMB2



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



# The Cambodian Family

*A Multi-Ethnic Human Services Agency Promoting Social Health*

1626 E. 4<sup>th</sup> Street Santa Ana, CA 92701 (714) 571-1966 Fax (714) 571-1974

[www.cambodianfamily.org](http://www.cambodianfamily.org)

June 17, 2014

Celia Cudiamat  
Executive Vice President-Programs  
The Community Foundation  
3700 Sixth St., Suite 200  
Riverside, CA 92501

Dear Ms. Cudiamat:

The Cambodian Family is delighted to hear the great news that we have been awarded \$25,000 to support our Healthy Changes Program. We are honor that you chose us. Your support means a lot to us and the community we serve. We will do our very best to provide quality services to the underserved Cambodian residents of central Orange County.

Enclosed please find an original signed Copy of the Grant Agreement. Thank you very much for your support and we are looking forward to working with you.

Sincerely,



Sundaram Rama  
Executive Director



**2014 S.L. Gimbel Foundation Fund**

**Grant Agreement**

**Organization:** The Cambodian Family

**Grant Amount:** \$ 25,000

**Grant Number:** 20140340

**Grant Period:** July 1, 2014 through June 30, 2015 (Final report due by July 15, 2015)

**Purpose:** Healthy Changes Program: Serve 50 low income, limited English, Cambodian residents of central Orange County.

RECEIVED JUN 17 2014

**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

6/17/14  
\_\_\_\_\_  
Date

Sundaram Rama  
\_\_\_\_\_  
Printed Name

Executive Director  
\_\_\_\_\_  
Title

Organization: 20826 The Cambodian Family  
Grant Number: 20140340







The  
Community  
Foundation

Serving the Counties of Riverside and San Bernardino

*S. L. Gimbel Foundation Fund*

BOARD OF DIRECTORS

James Cuevas June 27, 2014  
*Chair of the Board*

Philip Savage IV Mr. Sundaram Rama  
*Vice Chair of the Board* Executive Director  
Pat Spafford, CPA The Cambodian Family  
*Chief Financial Officer* 1626 E. 4th St.  
Santa Ana, CA 92701

Sean Varner  
*Secretary of the Board*

Glenda Bayless

Sergio Bohon  
Rabbi Hillel Cohn

Andrea Dutton

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Dr. Albert Karnig

D. Matthew Pim

Patrick O'Reilly

Rose Salgado

Beverly Stephenson

Grover Trask  
*Immediate Past Board Chair*

Dr. Jonathan Lorenzo Yorba  
President and CEO

Dear Mr. Rama:

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 July 15, 2015 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

20140340

37538

GIMB2



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

HOLD TO LIGHT TO VIEW WATERMARK IN PAPER. HEAT SENSITIVE RED IMAGE DISAPPEARS WITH HEAT. DETECTION CIRCLE REVEALS A LOCK WHEN TESTED.

37538

**The Community Foundation**  
Serving the Counties of Riverside and San Bernardino

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

Check Fraud  
Protection for Business

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

TO THE ORDER OF

The Cambodian Family  
1626 E. 4th St.  
Santa Ana, CA 92701

DATE

06/19/2014

AMOUNT

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



*Celia Andriamat*  
*Jonathan Lorenzo Yorba*  
AUTHORIZED SIGNATURE

Security features. Details on back.

⑈037538⑈ ⑆122234149⑆ 244124437⑈

The Community Foundation

37538

20826/ The Cambodian Family

06/19/2014 037538

20140340 06/12/2014 Healthy Changes Program  
GIMB S.L. Gimbel Foundation Advised Fund

25,000.00 25,000.00

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

The Community Foundation

37538

20826 The Cambodian Family

06/19/2014 037538

20140340 06/12/2014 Healthy Changes Program  
GIMB S.L. Gimbel Foundation Advised Fund

25,000.00 25,000.00

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