ORIGINAL

The Community Foundation
Serving the Counties of Riverside and San Bernardino

2013 S.L. Gimbel Foundation Fund Grant Application

Internal Use Only:
Grant $25,000

20130710

Organization / Agency Information

11688

Organization/Agency Name: *Time for Change Foundation*		
Physical Address: *1255 E. Highland Ave #211*	*City/State/Zip* *San Bernardino CA 92405*	
Mailing Address: *P O BOX 25040*	*City/State/Zip* *San Bernardino CA 92406*	
CEO or Director: *Kim Carter*	*Title:* *Executive Director*	
Phone: *909-886-2994*	*Fax:* *909-886-0218*	*Email:* ***Kcarter@Timeforchangefoundation.org***
Contact Person: *Kim Carter*	*Title: Executive Director*	
Phone: 909-886-2994 *Cell: 951-217-0971*	*Fax: 909-886-0218*	*Email:* ***Kcarter@Timeforchangefoundation.org***
Web Site Address: *www.Timeforchangefoundation.org*		*Tax ID:* *52-2405277*

Program / Grant Information

Interest Area: ☐Health ☐Environment ☐Animal Protection ☐Education ☒ Human Dignity

Program / Project Name: *Homes of Hope II*		
Amount of Grant Requested: *$25,000.00*	*Total Organization Budget:* *$989,000.00*	*Percentage of Organization's Total Budget used for Administration:* *14%*
Purpose of Grant Request (one sentence): *Utilize evidenced based programming designed to address abused homeless women and children's needs that will transition them into stable housing and self sufficiency thereby creating the healthy family where children can thrive .*		

Signatures

Board President / Chair: (please print) *Beverly Earl* BEVERLY EARL	*Title:* *Board President*
Signature: Beverly Earl	*Date:* 6/27/13
CEO / Director: (please print) *Kim Carter* KIM CARTER	*Title:* *Executive Director*
Signature: Kim Carter	*Date:* 6/25/13

I. Organization Background; Target Population

Since our inception in 2002, we have helped over 600 women with children make the transition from homelessness to self-sufficiency. The mission of Time for Change Foundation is to empower disenfranchised low income individuals and families by building leadership through evidence-based programs and housing to create self-sufficiency and thriving communities.

In 2012, we developed our first affordable housing apartment complex, the Phoenix Square. Our permanent housing option for clients successfully completing our shelter program. Awarded the "Crime Prevention through Environmental Design" and the "Crime-Free Multi Housing" certification, the Phoenix Square sets the standard for low-incoming housing in California.

In 2012, we were awarded our Homes of Hope project from the U.S. Department of HUD which places homeless families directly into their own apartment. This expanded our permanent housing capacity with 10 additional apartments.

In 2013, we began our partnership with Technical Employment Training center for our Work to Win 10-week hands-on job training program which provides the education and skills to enter the high-tech jobs market. Students learn how to create and produce products used for the aerospace industry. This national accreditation will provide greater access to high paying jobs for our clients.

Current Programs and Services

1. Permanent Housing – (Phoenix Square & Homes of Hope
2. Emergency & Transitional Housing- 2 Shelter facilities
3. Advocacy & Civic Engagement

Services include: Case Management, counseling, transportation, life skills, parenting, money management, parenting, health and wellness, leadership development, civic engagement, anger management, 12 step meetings, outpatient drug and alcohol classes and job training.

Target population and geographic area served: Our target population primarily consists of African American , Hispanic and White, women between the ages of 18 and 60. These women are unemployed, underemployed, or low-income and often struggle with issues of poverty, homelessness, and chronic health conditions, victims of domestic violence, substance abuse and mental health problems in addition to many of them having the burden of a past criminal record.

Our geographic service area is primarily in the County of San Bernardino, where statistics show there is a heavy concentration of homeless women and children According to San Bernardino City Unified School District homeless kids went from 2500 to 2500 in 2012. The San Bernardino's Office of Homeless Services – Point in Time Count revealed that 2,876 were counted as homeless. Read more: http://www.dailybulletin.com/breakingnews/ci_22440928/homeless-people-counted-surveyed-across-san-bernardino-county#ixzz2XA0nQSn2. Also, our county's poverty level is 28.6 % compared to the State of California's 14.4% according to the National Alliance for Homelessness.

II. Project Information:

We are seeking funds to address the housing needs of homeless women and children in San Bernardino County. **Our goal** is to end homelessness for women and children by providing them with housing and supportive services designed to assist them to reach self-sufficiency in their own apartments. **By the end of the grant period:**

1. 40 women (those with children) will receive housing and supportive services
    a. Outreach, Screening, Intake, Assessment, Placement and Case-Mgmt.
2. 40 Women will be assisted to develop an Individual Self-Sufficiency Plan
    a. Assigned Case Manager will assist client, monitor progress and tracking
3. 25 Women will be financially able to access permanent housing
    a. Monitor client's savings, Identify appropriate housing, secure lease agreement and support the transition

These objectives will be completed by the end of the one year grant period.
This grant will serve homeless women and those with children. Many of whom have histories of being physically abused, neglected, coupled with addictions and poor credit histories. Due to the credit history, previous evictions, and/or criminal back ground checks these women face enormous challenges with stabilized housing after their rehabilitation. Our innovative approach addresses these challenges; collaborate with various landlords to ensure that these women are given a second chance while we take full responsibility for a one year period. We have found this approach to be very effective and to date we have over 50 women living in their own apartments. We will serve a total of 40 women and 55 children during the grant period.

Activities <u>for all clients</u> include:

- Assessment and developing a Self-Sufficiency Plan with Case Management
- Connecting, Coordinating client's needs with services both internal and through referral.
- Weekly Case management, tracking, and evaluating client's milestones and benchmarks
- Connecting children with services both educational and physical based on assessment
- Financial Literacy classes and developing client's savings plan
- Providing Parenting, Nutrition and Wellness Health Workshops
- Assisting clients with judicial requirements, ie. Parole, Probation and Child Protective
- Providing counseling and outpatient drug treatment services
- Independent Living Skills – necessary for maintaining permanent housing
- Civic Engagement – Community volunteerism

<u>Health and Wellness Training</u>

- Providing Smoking Cessation Program
- Providing Cooking Nutritional Meals Program (using the 5 a day approach)
- Providing Exercise Programs and encouraging regular exercise of participants
- Providing education on Personal Hygiene
- Identifying free mammograms and breast exams to all uninsured women over 40
- Providing HIV, STD Prevention Education & Testing
- Providing education and counseling on Post Incarceration Syndrome– effects and coping skills to address the symptoms

Our Homes of Hope project relates to several other organizations. Because is housing is the linch pin which enables our clients to be successful in school, consistent with therapies, doctor visits and job training programs we are a necessary ingredient to our community partner's success. While there is Salvation Army's shelter and Mary's Mercy Housing for women, neither of them address the systemic barriers our clients face. We have been very successful in changing policies that undermine our client's ability to be successful. We partner with Catholic Charities, Young Visionaries, ICUC, Cal State Reentry Initiative, Co. Dept.'s of Public Health, Behavioral Health, Probation, Office of Homeless Services, Community Action Partnership, San Bernardino Valley College and the entire San Bernardino Unified School District. We recently acquired a volunteer coordinator to assist with maximizing our volunteer base of 50 individuals.

Project Outcomes and Evaluations

All of our programs are evidenced based and tracking and monitoring will be done using the Global Appraisal of Individual Needs (GAIN). Also, The evaluation shall consist of three phases: process, impact and outcome evaluation. The process evaluation will be based on monitoring our agency's scope of work, the impact will be monitored and assess for client's progress and the outcomes will be based on the number of clients completing the program, transitioning into permanent housing and maintaining permanent housing.

We will use the funds to support our homeless shelters and the clients transitioning into permanent housing.

Project Future: We will continue to support this program by highlighting our program success, grant writing and fundraising.

Governance, Executive Leadership and Key Personnel/Staff Qualifications

Our Board of Directors consist of 5 community volunteers who set direction for the agency and meet monthly to set policy, reform and govern the organization. We currently have two committees: Fundraising and Policy Reform. The board makes its decision through consensus.

Key staff include: Kim Carter, Executive Director whose experience includes being formerly homeless and incarcerated. As the founder of the organization she has grown the organization from a staff of 1 to 11. The budget increased from $25,000 to $989,000 under her leadership.

Rowena Concepcion MBA– Associate Director, has over 25 years of progressive experience in all areas of business administration with governmental and non-profit organizations. She has a proven track record of leadership skills and accomplishments resulting in increased efficiencies, successful project management and effective solutions.Her experience include strategic planning leadership for a private non-profit as well as other executive and management level positions.

Derelyn Howard MBA has worked for the Barstow Unified School District from 1994-2004 where she held the positions of Instructional Aide, Acting Coordinator, Projects Technician and Computer Applications Instructor successively. She also worked for the San Bernardino County Superintendent of Schools-San Bernardino, Ca. 2004-present where she held the positions of Instructor and Placement Services Coordinator/Instructor successively/concurrently.

Eula Charles, CDAACD

has worked in the field of case management for more than ten years. Most recently she served as a counselor at Community Healthcare Services where she counseled male parolees. Prior to that, Eula was a Program Director of the Forever Free program at the California Institute for Women. She was also Lead Recovery Advocate and Case Management Specialist at the Substance Abuse Coordinating Agency for six years. She also served as Intake Specialist

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
2-Shelters-Furn/Splys/Health/Client Needs	45,600-Shelters/ $5,000 Furn/$12,500 Health,$2500 BusPasses $7,500,Household Supplies/Food $15,000/Clothing $6500./ Liability Insurance $15,000	$5,600	$85,000	$12,500	$103,100
Licenses, Permits, Telephones, Internet, Landscaping, Outpatient D & A Counseling	3,500 State Lic./$3,250 CAARF/$4,000 Tel./$1500 Landscaping,$15,000	$2,000	$25,250		$27,250
Housing - Maint. & Repairs	Plumbing, Heating, Fixtures, etc	$7,000	$15,000		$22,000
Education Curriculum - Videos, Training Materials, Testing & Evaluation, Travel, Meetings	Education Curriculum Videos $12,500, Training Materials $25,000, Testing & Evaluation $25,000, Travel $5,500, Meetings $4,000	$22,000	$50,000		$72,000
Perm. Housing & Program - Utilities, Leases, Office Rent	Phx Sq./HOH 1&2 $80,000, Progam Housing Leases $45,600, Ed. Ofc. Rent $39,600 Office Utilities $4,000, Perm and Program Housing Utilites $9,050	$45,750	$125,000	$7,500	$178,250
Program - Marketing, Mail, and Advertising	Marketing $6,000, Mail $2,000, Advertising $4,500	$9,000	$3,500		$12,500
Program - Accounting/ Bookkeeping/ Single Use Audits	Accounting (Audit) $16,500, Payroll $6,300	$15,000	$7,800		$22,800
Program - Childcare Subsidies	Childcare $18,500	$15,000	$3,500		$18,500
Program Supplies, Van Maintenance, Fuel, Vehicle Insurance,	Program Supplies $20,000, Van Maintenance $25,000, Fuel $2,000, Vehicle Insurance $3,600	$600	$50,000		$50,600
Program - Payroll and Wkrs Comp. Benefits	Payroll $170,000, Worker's Comp. $10,000, Health Insurance $45,000	$20,000	$200,000	$5,000	$225,000
Totals:		$141,950	$565,050	$25,000	$732,000

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

Secured/Awarded

Name of Funder: Foundation, Corporation, Government	Amount
The California Wellness Foundation	$125,000
The City of San Bern ESG/CDBG	$98,000
Bank of America $7,000/So. Cal Edison $5,000, EFSP $ 5,000	$17,000
HUD $ 348,000 x2yr. & SAMHSA 399,000 x2yr.	$746,000

Pending

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
The Weingart Foundation	*150,000*	*October 2013*
San Manuel Band of Mission Indians	*200,000*	*September 2013*
The Women's Foundation of California	*$75,000*	*September 2013*

VII. Financial Analysis

Agency Name: Time for Change Foundation
Most Current Fiscal Year (Dates): From 7/1/2011 **To:** 6/30/12

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
$788,651	$ 965,365	82.00 %
990: Part IX, Column B, Line 25	990: Part IX, Column A, Line 25	

Adminstrative Expense (100%-Program Expense ratio) per 990 above	Percentage of Organization's Current Total Budget used for Administration (from cover page)	Differential
18 %	14 %	- 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
$190,172	$87,009	$179,410	1.5

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
-161,863	$ 1,443

Notes:*****We built our first Phoenix Square apartment building and there were cost overruns which due to the collapse of the redevelopment agencies statewide and city bankruptcy could not be reimbursed. As a result we dipped into our reserves. Fortunately, this fiscal year that ends on June 30 2013 shows we have 125,000 in excess of our expenses.***

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	$71,592	8.91	Program Fees	$68,331	8.5
Fundraising/Special Events	$75,170	9.36	Interest Income	$750	.09
Corp/Foundation Grants	$341,822	42.54	Other:	$5,478	.68
Government Grants	$17,225	2.14	Other:	$223,168	27.78

Notes:

VIII. Application submission check list:

	Submit FOUR (4) Copies: 1 ORIGINAL (WITH ORIGINAL SIGNATURES) and 3 copies, collated and stapled together of the following:		**Submit ONE (1) Copy:**
	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.		

Time for Change Foundation

P.O. Box 25040
San Bernardino, CA 92406
Office: 909-886-2994 / Fax: 909-886-0218

Board Roster

Kim Carter – Founder (Emiterus status)
Executive Director
P.O. Box 25040
San Bernardino, CA 92406
Phone: (909) 886-2994
Email: kcarter@timeforchangefoundation.org

Beverly Earl – Board Chair
SB County Community and Emergency Services Department Director for Catholic Charities
P.O. Box 7213
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Phone: (909) 520-0097
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Rev. Bronica Martindale – Board Member
N.C.A. President/Community Leader
2204 Hanford Court
San Bernardino, CA 92411
Phone: (909) 649-6900
Email: bmartindale@dph.sbcounty.gov

Kismet Evans – Treasurer
CEO of the Inland Empire Veterans
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San Bernardino, CA 92401
Phone: (951) 241-6168
Email: kevans@ievsd.org

Sarah VanTassel – Secretary
Tutor
1457 Kevin Ave.
Redlands, CA 92373
Phone: (909) 792-4509/ (909) 809-7670
Email: sarahmoran@verizon.net

current Budget ending 6/30/13

new budget has been approved effective 7-1-13

TIME FOR CHANGE BUDGET July 1, 2012 to June 30, 2013		
INCOME		
	Annual Budget	% of Total Income
Government Grants	$ 65,000.00	10.00%
Corporations	$ 20,000.00	3.08%
Foundations	$ 320,000.00	49.23%
Individual Donations	$ 25,000.00	3.85%
Special Event Fundraisers	$ 39,200.00	6.03%
Earned Revenue	$ 61,000.00	9.38%
Total Income	**$ 530,200.00**	**81.57%**
EXPENSES		
Salary & Wages		
Salary & Wages	$ 35,000.00	6.60%
Payroll Taxes	$ 4,000.00	0.75%
W/Comp	$ 1,500.00	0.28%
Health Benefits	$ 11,500.00	2.17%
Vacation Accrual	$ 5,000.00	0.94%
Sub-Total	***$ 57,000.00***	***10.75%***
Admin Expenses		
Dues & Subscriptions	$ 850.00	0.16%
Office /Storage Rent	$ 18,000.00	3.39%
Postage	$ 600.00	0.11%
Directors/Officer Insurance	$ 1,800.00	0.34%
Printing	$ 1,200.00	0.23%
Office Supplies	$ 3,000.00	0.57%
Professional Fees/Consultants	$ 2,500.00	0.47%
Accounting / Payroll Svcs (.30)	$ 2,670.00	0.50%
Office Electric	$ 1,650.00	0.31%
Depreciation Expense	$ 2,500.00	0.47%
Fundraising Expense	$ 5,000.00	0.94%
Licenses & Permits	$ 1,500.00	0.28%
Telephone	$ 1,200.00	0.23%
Travel & Conference	$ 500.00	0.09%
Computer ISP/Software	$ 1,200.00	0.23%
Miscellaneous	$ 250.00	0.05%
Board Members	$ 280.00	0.05%
Sub-Total	***$ 44,700.00***	***8.43%***
Program Expenses		
Salary & Wages		
Salary & Wages	$ 194,000.00	36.59%
Payroll Taxes	$ 21,340.00	4.02%
W/Comp	$ 4,700.00	0.89%
Health Benefits	$ 11,500.00	2.17%
Sub-Total	$ 231,540.00	43.67%
Client Support/Food	$ 1,500.00	0.28%
Supplies and small equipment	$ 2,850.00	0.54%
Postage/Direct Mail	$ 1,000.00	0.19%
Landscaping	$ 1,000.00	0.19%
Space & Equipment Rental	$ 500.00	0.09%
Travel - fuel	$ 10,500.00	1.98%
Conference & Training/Travel	$ 3,500.00	0.66%
Dues, Subscriptions, Membership	$ 800.00	0.15%
Office / Project Supplies	$ 6,000.00	1.13%
Office Rent/Storage	$ 20,520.00	3.87%
Participant Stipends	$ 1,500.00	0.28%
Residential Leases/Utilities	$ 53,500.00	10.09%
Repairs - sites	$ 4,300.00	0.81%
Accounting / Payroll Svcs (.70)	$ 6,200.00	1.17%
Telephone	$ 5,240.00	0.99%
Liability Insurance	$ 6,000.00	1.13%
Printing/Reproduction	$ 2,200.00	0.41%
Vehicle Maintenance	$ 5,500.00	1.04%
Depreciation	$ 7,000.00	1.32%
Fundraising	$ 14,850.00	2.80%
Sub-Total	$ 154,460.00	29.13%
Professional Services		
Sub-Contractors/Consultants	$ 25,000.00	4.72%
Computer Service/ISP Internet	$ 15,000.00	2.83%
Advertising & Marketing	$ 2,500.00	0.47%
Sub total	***$ 42,500.00***	***8.02%***
Total Expenses	***$ 530,200.00***	**100.00%**

New Budget as of 7/1/13

TIME FOR CHANGE		
July 2013 - June 2014 Agency Budget		
INCOME		
	Annual Budget	**% of Total Income**
Government Grants	$ 796,000.00	80.49%
Corporations	$ 15,000.00	1.52%
Foundations	$ 85,000.00	8.59%
Individual Donations	$ 25,000.00	2.53%
Special Event Fundraisers	$ 38,000.00	3.84%
Earned Revenue	$ 30,000.00	3.03%
Total Income	**$ 989,000.00**	**100.00%**
EXPENSES		
Salary & Wages		
Executive Staff Salary	$ 65,850.00	6.66%
Payroll Taxes @ 13.5%	$ 8,980.00	0.91%
W/Comp @.30%	$ 2,975.00	0.30%
Health Benefits	$ 5,000.00	0.51%
Vacation Accrual	$ 5,500.00	0.56%
Sub-Total	**$ 88,305.00**	**8.93%**
Admin Expenses		
Accounting - Audit.990	$ 10,000.00	1.01%
Board Members - Meetings	$ 150.00	0.02%
Computer ISP/Software	$ 1,200.00	0.12%
Depreciation Expense	$ 2,500.00	0.25%
Directors/Officers Insurance	$ 1,800.00	0.18%
Dues & Subscriptions	$ 250.00	0.03%
Fundraising Expense	$ 2,500.00	0.25%
Licenses & Permits	$ 1,050.00	0.11%
Office Electric @ 30%	$ 1,620.00	0.16%
Office Rent @30.%	$ 11,880.00	1.20%
Office Supplies	$ 3,000.00	0.30%
Payroll Proc. Fees @ 30%	$ 600.00	0.06%
Postage	$ 350.00	0.04%
Printing/Public Relations	$ 1,750.00	0.18%
Professional Fees/Consultants	$ 3,500.00	0.35%
Telephone @ .30%	$ 1,200.00	0.12%
Travel & Conference	$ 500.00	0.05%
Sub-Total	***$ 43,850.00***	***4.43%***
Program Expenses		
Salary & Wages		
Program Staff Salaries	$ 387,166.00	39.15%
Payroll Taxes	$ 58,123.00	5.88%
W/Comp @ 70%	$ 5,525.00	0.56%
Health Benefits	$ 22,000.00	2.22%
Sub-Total	$ 472,814.00	47.81%
Accounting / Payroll Svcs (.70)	$ 6,230.00	0.63%
Client Support/Childcare/Food	$ 15,000.00	1.52%
Conference & Training/Travel	$ 8,500.00	0.86%
Depreciation	$ 7,500.00	0.76%
Dues, Subscriptions, Membership	$ 1,500.00	0.15%
Fundraising	$ 13,500.00	1.37%
HOH- Leases	$ 145,300.00	14.69%
Landscaping	$ 2,000.00	0.20%
Liability Insurance (pswc)(ofc)(shelters)	$ 8,870.00	0.90%
License & Permits	$ 2,450.00	0.25%
Office / Project Supplies	$ 23,000.00	2.33%
Office Rent/Storage	$ 28,920.00	2.92%
Office Utilities @ 70%	$ 3,780.00	0.38%
Participant Stipends/Incentives	$ 1,000.00	0.10%
Payroll Proces fees	$ 1,200.00	0.12%
Postage/Direct Mail	$ 1,200.00	0.12%
Printing/Reproduction	$ 2,500.00	0.25%
Repairs - sites shelters	$ 5,000.00	0.51%
Rental/Utility Pymt Asst. ESG	$ 14,500.00	1.47%
Residential Lease/Utilities	$ 53,500.00	5.41%
Space & Equipment Rental	$ 2,000.00	0.20%
Prog.Splys &small equipment	$ 1,000.00	0.10%
Telephone (2) shelters/ cell phones, program @ 70%	$ 5,000.00	0.51%
Travel - fuel	$ 7,500.00	0.76%
Vehicle Insurance	$ 2,500.00	0.25%
Vehicle Maintenance	$ 7,431.00	0.75%
Sub-Total	$ 370,881.00	37.50%
Professional Services		
Sub-Contractors/Consultants	$ 45,000.00	4.55%
Computer Service/ISP Internet	$ 10,000.00	1.01%
Advertising & Marketing	$ 1,500.00	0.15%
Sub total	***$ 56,500.00***	***5.71%***
Total Expenses	***$ 989,000.00***	**100.00%**

Time for Change Foundation
Actual Expense Report
July 2011 through June 2012

	Jul '11 - Jun 12
Ordinary Income/Expense	
Expense	
6005 · Administration Expenses	
6000 · Salary & Wages	61,075.14
6001 · Vacation Accrual	7,067.20
6002 · Reimbursable Expenses	0.00
6007 · Petty Cash Shortage	3.00
6066 · Office Electric	1,374.08
6120 · Bank Service Charges	1,104.05
6140 · Contributions	9,280.00
6150 · Depreciation Expense	7,180.60
6155 · Dues & Subscriptions	0.00
6174 · Public Relations	1,019.70
6177 · Employer Payroll Taxes	10,048.64
6180 · Insurance	
6185 · Liability Insurance	2,344.46
6187 · Worker's Comp. Insurance	3,084.90
6195 · Health Insurance	11,263.26
Total 6180 · Insurance	16,692.62
6200 · Interest Expense	
6220 · Loan Interest	181.25
Total 6200 · Interest Expense	181.25
6230 · Licenses and Permits	310.69
6235 · Postage and Delivery	190.00
6240 · Miscellaneous	0.00
6265 · Printing and Reproduction	239.96
6270 · Professional Fees	
6650 · Accounting	
6652 · Payroll Expenses	0.00
6650 · Accounting - Other	2,062.50
Total 6650 · Accounting	2,062.50
Total 6270 · Professional Fees	2,062.50
6290 · Rent	
6296 Rent Of Storage Container	0.00
6293 · Office Rent	7,080.00
Total 6290 · Rent	7,080.00
6340 · Telephone	2,914.15
6345 · Computer Repairs & Software Adm	235.00
6350 · Travel & Conferences	
6370 · Meals	17.21

Time for Change Foundation
Actual Expense Report
July 2011 through June 2012

	Jul '11 - Jun 12
Total 6350 · Travel & Conferences	17.21
6450 · Contract Labor	1,132.00
6550 · Office Supplies	239.74
6662 · Fund Dev. Consultant	19,432.99
6677 · Board Meeting Supplies	36.99
6679 · Board Training	73.82
6680 · Board Member Expenses	66.73
Total 6005 · Administration Expenses	149,058.06
6271 · Fundraising Expense	
6272 · Postage And Delivery	45.00
6273 · Printing And Reproduction	2,216.80
6274 · Rental of Space for Mtgs/Events	17,651.28
6276 · Meals/Snacks	178.68
6277 · Supplies	1,806.49
6279 · Advertising	450.00
6281 · Travel/Fuel	20.00
6282 · Photography	400.00
6283 · Bank Fees	118.45
6285 · Consultant	2,000.00
6289 · Entertainment	250.00
6296 · Video Production/Presentation	2,522.50
Total 6271 · Fundraising Expense	27,659.20
6670 · Program Expense	
6067 · Office Electric	3,206.21
6110 · Automobile Expense	2,699.61
6115 · Interest Expense	16,072.00
6135 · Client Support	3,811.31
6137 · Client Childcare	833.00
6146 · In Kind Contributions	223,167.54
6160 · Dues, Subscriptions, Membership	3,122.38
6170 · Equipment Rental	238.00
6186 · Liability Insurance	5,470.42
6188 · Worker's Comp. Insurance	7,198.10
6196 · Health Insurance	8,553.65
6197 · Auto Insurance	2,860.00
6205 · Education	3,312.50
6231 · Licenses and Permits	724.93
6250 · Postage and Delivery	1,382.93
6260 · Printing and Reproduction	4,081.22
6275 · Communications/Advertising	960.00
6292 · Office Rent	16,520.00
6297 · Rent Of Storage Container	1,200.00

Time for Change Foundation
Actual Expense Report
July 2011 through June 2012

	Jul '11 - Jun 12
6300 · Repairs	
6305 · Electrical/Plumbing	89.84
6310 · Building Repairs	7,025.83
6330 · Equipment Repairs	317.35
6335 · Landscaping	293.98
Total 6300 · Repairs	7,727.00
6355 · Telephone	5,580.41
6385 · Housing Lease/HOH Rents	
6671 · Housing Lease - Mt. View	22,800.00
6672 · Housing Lease - Wall Ave	22,800.00
Total 6385 · Housing Lease/HOH Rents	45,600.00
6390 · Utilities	
6395 · Electric	1,652.13
6400 · Gas	1,417.19
6410 · Water	2,817.29
6415 · Cable	1,579.96
Total 6390 · Utilities	7,466.57
6555 · Fuel	8,116.22
6651 · Accounting	
6653 · Payroll Expenses	1,953.52
6651 · Accounting - Other	4,812.50
Total 6651 · Accounting	6,766.02
6654 · Consultants	
6659 · Project Directors	16,270.79
6669 · Fund Dev. Consultant	15,399.97
6654 · Consultants - Other	1,600.00
Total 6654 · Consultants	33,270.76
6665 · Miscellanous	390.47
6666 · Travel/Conf./Meals/Mileage	7,050.27
6667 · Computer Service/ISP Internet	5,658.53
6668 · Advertising & Marketing	450.00
6673 · Participant Stipends	7,861.60
6674 · Project Meals/Snacks	840.66
6676 · Conference Training	-840.66
6678 · Salary and Wages	
6678.02 · Employer Payroll Taxes	17,459.73
6678 · Salary and Wages - Other	245,746.63
Total 6678 · Salary and Wages	263,206.36
6770 · Supplies	

Time for Change Foundation
Actual Expense Report
July 2011 through June 2012

	Jul '11 - Jun 12
6790 · Office Supplies/Computers	4,578.44
6791 · Special Proj. Sup./Incentives	5,716.99
6793 · Program Supplies	204.83
Total 6770 · Supplies	10,500.26
6792 · Small Equipment	45.00
6800 · Phoenix Project	
6984 · Direct Construction	
6986 · Accessories	24,763.70
6988 · Phoenix Square Security Systems	9,560.00
6984 · Direct Construction - Other	18,380.00
Total 6984 · Direct Construction	52,703.70
6985 · Supplies	20.00
6987 · Phoenix Square Meetings	90.40
6989 · Construction Management	0.00
6994 · Phoenix Project Development	20,000.00
6998 · Environmental Study	10,000.00
6999 · Reimbursable Expenses	12.26
Total 6800 · Phoenix Project	82,826.36
Total 6670 · Program Expense	797,929.63
Total Expense	974,646.89

Part IX Statement of Functional Expenses

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

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

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21				
2 Grants and other assistance to individuals in the United States. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	87,914.	70,331.	17,583.	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)	0.	0.	0.	0.
7 Other salaries and wages	218,908.	175,416.	43,492.	
8 Pension plan accruals and contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits	19,817.	8,554.	11,263.	
10 Payroll taxes	27,509.	17,460.	10,049.	
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	63,698.	41,133.	20,565.	2,000.
12 Advertising and promotion	2,880.	1,410.	1,020.	450.
13 Office expenses	46,310.	41,013.	2,917.	2,380.
14 Information technology				
15 Royalties				
16 Occupancy	143,407.	108,724.	17,032.	17,651.
17 Travel	24,970.	17,866.	7,084.	20.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	2,636.	2,562.	74.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	7,181.		7,181.	
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Inkind goods	223,167.	212,203.	7,420.	3,544.
b Project expenses	82,716.	78,652.	2,750.	1,314.
c Other Expenses	9,612.	8,683.	629.	300.
d Client support	4,644.	4,644.		
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	965,369.	788,651.	149,059.	27,659.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▸ ☐ if following SOP 98-2 (ASC 958-720)				

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

DEPARTMENT OF THE TREASURY

Date: JAN 10 2008

Employer Identification Number:
52-2405277
DLN:
17053342708077
Contact Person:
STEVE D DUVALL ID# 31535
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

TIME FOR CHANGE FOUNDATION
2736 BELMONT AVE
SAN BERNARDINO, CA 92407

Dear Applicant:

Our letter dated May 2004, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

The Community Foundation

Serving the Counties of Riverside and San Bernardino

S. L. Gimbel Foundation Fund

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Sergio Bohon

Rabbi Hillel Cohn

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Beverly Stephenson

Grover Trask
Immediate Past Board Chair

Sean Varner

Dr. Jonathan Lorenzo Yorba
President and CEO

October 21, 2013

Ms. Kim Carter
Executive Director
Time For Change Foundation
P O BOX 25040
San Bernardino, CA 92406

Dear Ms. Carter:

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

Homes of Hope II: Support programs for abused homeless women.

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 November 15, 2014 and a copy will be included with the check cover letter.

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

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

Sincerely,

Celia Cudiamat

Celia Cudiamat
Executive Vice President

11688 Time For Change Foundation 20130710 GIMB3

10/30/13

The Community Foundation
Serving the Counties of Riverside and San Bernardino

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

2013 S.L. Gimbel Foundation Fund

Grant Agreement

Organization: **11688 Time For Change Foundation**

Grant Amount: **$ 25,000** **Grant Number: 20130710**

Grant Period: **November 1, 2013 to October 31, 2014**

Purpose: **Homes of Hope II: Support programs for abused homeless women.**

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

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

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

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

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

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

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

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

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

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

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

7. Indemnification

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

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

8. Termination

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

9. Limitation of Support

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

****

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

Kim Carter — **Signature**

10-23-13 — **Date**

KIM CARTER — **Printed Name**

Executive Director — **Title**

Organization: 11688 Time For Change Foundation
Grant Number: 20130710

AC 10/23/13

The Community Foundation

Serving the Counties of Riverside and San Bernardino

S. L. Gimbel Foundation Fund

BOARD OF DIRECTORS

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Rose Salgado

Beverly Stephenson

Grover Trask
Immediate Past Board Chair

Sean Varner

Dr. Jonathan Lorenzo Yorba
President and CEO

November 6, 2013

Ms. Kim Carter
Executive Director
Time For Change Foundation
P O BOX 25040
San Bernardino, CA 92406

Dear Ms. Carter

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 November 15, 2014 and is enclosed. Please note that any grant variances or extensions must be requested in writing and in advance. Any remaining grant funds must be returned to The Community Foundation at the end of the grant period.

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

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

Sincerely,

Celia Cudiamat
Executive Vice President

20130710 *36245* *GIMB*

Encl: Grant Evaluation

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

36245

The Community Foundation
Serving the Counties of Riverside and San Bernadino

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

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

EZShield™ Check Fraud Protection for Business

PAY * Twenty-Five Thousand and no/100 *

DATE 10/31/2013

AMOUNT $****25,000.00

TO THE ORDER OF

Time For Change Foundation
P O BOX 25040
San Bernardino, CA 92406

Celia Cudriamat

Jonathan Lorenzo Yorba
AUTHORIZED SIGNATURE

Security features. Details on back.

⑈036245⑈ ⑆122234149⑆ 244124437⑈

The Community Foundation 36245

11688 Time For Change Foundation 10/31/2013 036245

20130710 10/18/2013 Homes of Hope II 25,000.00
GIMB S.L. Gimbel Foundation Advised Fund 25,000.00

CHECK TOTAL: $****25,000.00

The Community Foundation 36245

11688 Time For Change Foundation 10/31/2013 036245

20130710 10/18/2013 Homes of Hope II 25,000.00
GIMB S.L. Gimbel Foundation Advised Fund 25,000.00

CHECK TOTAL: $****25,000.00

PRODUCT SSLT111 USE WITH 91500 ENVELOPE PRINTED IN U.S.A.