



2014 S.L. Gimbel Foundation Fund Grant Application

Internal Use Only: Grant _____

Organization / Agency Information

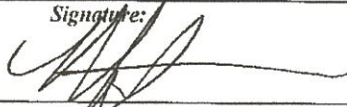
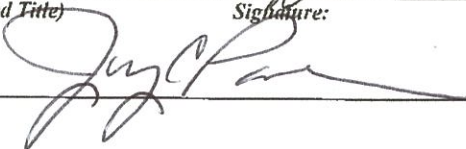
Organization/Agency Name: West End Center 210055 20444		
Physical Address: 1223 Patterson Ave.		City/State/Zip Roanoke, VA 24016
CEO or Director: Joy Parrish		
		Title: Executive Director
	Fax: 540-345-5848	Email: jparrish@westendcenter.org
Contact Person: Joy Parrish		
		Title: Executive Director
Phone: 540-342-0902	Fax: 540-345-5848	Email: jparrish@westendcenter.org
Web Site Address: www.westendcenter.org		Tax ID: 541150320

Program / Grant Information

Interest Area: Health Environment Animal Protection Education Human Dignity

Program / Project Name: West End Center		
Amount of Grant Requested: \$20,000	Total Organization Budget: \$485,580	Percentage of Organization's Total Budget used for Administration: 18%
Purpose of Grant Request (one sentence): The purpose of the grant is to support West End Center's successful educational services program.		
Gimbel Grants Received: List Year(s) and Award Amount(s) 0		

Signatures

Board President / Chair: (Print name and Title) Matthew Churchill, President	Signature: 	Date: 6/25/14
Executive Director/President: (Print name and Title) Joy Parrish, Executive Director	Signature: 	Date: 6/25/14

West End Center Proposal Narrative to S. L. Gimbel Foundation Fund

I. Organization Background, Target Population

A. History, mission, and purpose: West End Center (WEC) was established in 1979 in response to increased numbers of unsupervised children and incidents of vandalism in a once prosperous neighborhood. The purpose was to provide a safe and structured environment for these children. The mission of WEC is as follows: *By creating a positive and nurturing child development community, West End Center enables local children and families with limited resources to live more self-determined and enriched lives.*

WEC serves children in grades K-12 who live in Roanoke's most disadvantaged neighborhoods. Our vision is to nurture children with comprehensive programs that enhance their basic life skills and developmental assets sufficiently so that they are able to work and play with other children and adults in a manner that will enrich them and the community in which they live.

B. Past Accomplishments: WEC's students have passed state standards of learning tests at a considerably higher rate than Roanoke City students. Last school year, 84% of WEC children passed reading standards of learning tests and 85% passed math tests. These scores compare favorably to Roanoke City's pass rates of 66% and 68%. One of WEC's most impressive recent accomplishments is its partnership with several entities to create a neighborhood hub to spark revitalization of Roanoke's most disadvantaged neighborhood. This new community center, which opened in May 2014, is owned by WEC and houses Freedom First Credit Union, which offers products and services to lift people out of poverty, LEAP's weekly community market that offers locally produced food year round, and a community education room that offers classes in financial literacy, health, and wellness. A production kitchen and food hub is also planned and will offer both entrepreneurial and educational opportunities.

C. Key Programs and Demographics: WEC offers youth development programs that focus on children's key needs: academic education, social skills development, and health and wellness. Each day at WEC is highly structured. Four days each week, the children participate in tutoring. Children also participate in Reading Adventure year-round to build and strengthen literacy skills twice each week. Educational staff closely monitor children's progress and provide needed support to ensure academic success. To address the need for social skills development, WEC staff teach PeaceBuilders, a science-based, research-validated program. Children also participate in WEC's leadership program, which teaches skills that are vital to full participation as responsible citizens of their community. WEC developed its fitness and nutrition program in response to the rise in childhood obesity. Children learn good eating habits and life-long fitness practices through participation in daily structured and unstructured activities. During the summer, the children tend their own plot at the community garden. Children receive

healthy meals and snacks through WEC's USDA sponsored nutrition program. Through a partnership with Family Service, children who have identified mental health needs receive counseling services on site at WEC. Children also have a number of recreational and enrichment opportunities throughout the year, including field trips. A number of partnerships increase program opportunities: United States Tennis Association, Planned Parenthood, Roanoke Community Garden Association, River Rock Climbing Gym, YMCA, Family Service, and Roanoke College.

WEC serves approximately 135 school aged children each year. These children live in the northwest and southwest quadrants of Roanoke City. Most of the children are black and are being reared in homes headed by a single mother. The median income for the families is around \$20,000.

II. Project Information

A. Statement of Need: According to the Annie E. Casey Foundation, 30% of Roanoke's children live in poverty. In addition, Roanoke has the fourth lowest on-time graduation rate in the state. Children who are reared in poverty are more likely to become adults who live in poverty, and lack of education is a predictor for lack of success in life. Communities with high poverty rates incur large costs for unemployment, public assistance, and other social programs. In addition, the lost economic benefit to a community is significant. WEC targets children at risk of being caught in a self perpetuating cycle of poverty by helping them build assets to succeed in life.

B. Project Goal, Objectives, and Methodology

1. The goal of this project is to close the achievement gap for children participating in this program. WEC's Educational Services are comprised of tutoring sessions four times each week and reading classes twice each week. The project provides additional instruction and monitoring to promote educational achievement. The project is innovative in that the services are offered in the context of comprehensive developmental services in a trusted neighborhood center. Also, the children have the opportunity to access these services from kindergarten through twelfth grade.

2. Objective: 85% of students will pass reading and math standards of learning tests at the end of the academic year.

Activities: Children will participate in tutoring four times a week throughout the school year and reading classes two times each week. Instruction in tutoring and reading sessions is customized to strengthen skills as needed. Timeline: Tutoring and reading begin in August 2014 and conclude May 2015.

3. This grant will serve 135 school aged children in tutoring sessions and reading classes. Students complete homework assignments in tutoring, but each child also has a folder with work that targets each student's areas of need based on testing data, report card data, and observation.

4. Academic enrichment services are offered by other organizations including Roanoke City Schools, Apple Ridge Farm, Community Youth Program at St. John's Episcopal Church, and the Presbyterian Community Center; however, in order for the need to be met, a number of providers are required. WEC works with a number of partners. For this project, Roanoke College is the most important partner because they provide the majority of tutors. Family Service of the Roanoke Valley provides mental health services on site at WEC to help children succeed in the program who require additional support. WEC recruits tutors aggressively with good response.

C. Program Outcomes and Evaluation

1. 85% of students will pass year-end math and reading standards of learning tests. These tests and the students' grades indicate whether students have reached academic proficiency. Academic success is an important component of life-long success.

2. The students' test scores will be collected and logged as soon as they become available. All scores should be available by August 2015.

3. Educational services staff gather and track students' grades throughout the year and S.O.L. tests at the end. Students also complete sample S.O.L. tests and exercises.

D. Grant funds will be used for any needed educational materials as well as for the salaries of the Educational Services Director and reading teacher.

III. Project Future: The project will be sustained through our diverse development efforts which include grants like this one as well as gifts from individual donors, businesses, churches, civic groups, and a grant from the City of Roanoke. We also host two fundraisers, a run and a champagne brunch to raise funds and awareness.

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

A. The board of directors meets monthly except for July and November and receives monthly financial statements and staff reports as well. Committees are development, program, internal operation, finance, and executive. A quorum is 50%. 70% overall attendance is required. Strategic planning occurs each January. WEC's board is active and plays a crucial role in the governance of the organization.

B. Joy Parrish is the executive director and has been at WEC 20 years. She started her career as an English teacher. Nathan Proutey, the Educational Services director, has been at WEC for five years. He has a teaching certificate and a master's degree in education. Samantha Beard, the reading teacher, is a certified teacher and a graduate of Roanoke College.

WEST END CENTER

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
Salaries and payroll taxes	\$56,055 (salary of 2 staff) Educational services director 40 hours per week for 41 weeks @ \$19.18 per week. Reading teacher 40 hours per week for 41 weeks @ \$15 per week		\$41,055	\$15,000	67%
Medical benefits	\$5,973.00, actual cost of premiums for medical, dental, life, disability, and HRA policies		\$3,973	\$2,000	7%
Activity supplies	\$240, 48 books @ \$5 per book		\$120	\$120	.3%
Admission Fees	\$200, field trip admission fee for 100 children @ \$2.00 per child		\$100	\$100	.3%
Food	\$810, snacks to supplement USDA reimbursed snacks for 100 children @ \$8.00 per child. These snacks will be used for mid- and year-end celebrations of achievement and volunteer recognition.		\$410	\$400	1%
Gifts for children	\$1,200—Students may earn reward dollars and shop in		\$1,000	\$200	2%

	school store. 600 items @ \$2.00 a piece. (small toys, school supplies)				
Transportation	\$210—One bus trip for field trip to local attraction for 100 children		\$110	\$100	.3%
Advertising	\$165—for tutor recruitment or necessary staffing, one ad		\$165		.2%
Contracted Services	\$2,916—bookkeeping, dumpster, mowing, snow removal, yearly audit	\$2,916			4%
Equipment	\$460—vacuum, copier, hand tools, or other equipment that needs to be replaced	\$460			.6%
Technology	\$565—fees for web-based services, (Mozy \$60 per year, educational site, \$10 per year, two computers \$250)	\$565			.7%
Insurance	\$2,660—25% of organizational insurance cost	\$2,160		\$500	3%
Maintenance	\$3,000—roof replacement @\$3,000	\$2845		\$155	3%
Office Supplies	\$690—various, copy paper, printer ink, etc., 23% of agency budget	\$490		\$200	.9%
Other fundraising	\$286—expenses for special events (Spooky Sprint and Spring Bling) that fund this program and donor cultivation for	\$286			.4%

	program sustainability.				
Postage/Printing	\$1,670—cost to print and send direct mail pieces to 1,000 supporters 5X per year. Cost varies per piece.	\$1,270		\$400	2%
Telephone	\$920—17% of total cost of telephone and internet for program. Children have access to internet during homework and free time. Site access is restricted to educational sites.	\$720		\$200	1%
Training	\$250—5 professional development classes for staff members @ \$50 a piece		\$125	\$125	.2%
Utilities	\$4,900—23% of total organizational expense.	\$4,400		\$500	6%
Other	\$420—21 background checks for staff and volunteers @ \$20 each.	\$420			.5%
TOTALS:	\$83,590	\$16,532	\$47,058	\$20,000	100%

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

Secured/Awarded

Name of Funder: Foundation, Corporation, Government	Amount
Golden Foundation	\$15,000
Roanoke City Human Service award	\$25,000
Fishburn Foundation	\$3,000

Pending

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
Thurman Foundation	\$10,000	6/14

VII. Financial Analysis

Agency Name: West End Center
Most Current Fiscal Year (Dates): From 7/1/2013 To: 6/30/2014

Note: Financial reports are not ready for the fiscal year just ended.

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
\$335,321	\$392,938	85 %

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

Administrative Expense (100%-Program Expense ratio) per 990 above	Percentage of Organization's Current Total Budget used for Administration (from cover page)	Differential
15 %	15 %	0 %

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
\$146,120.43	\$0	\$3,996.95	36.56

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$189,124	\$9,278

Notes: Excess for last year represents grant payments from HUD funds for the building that now houses the credit union, education room, market, and future kitchen.

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	\$267,255	46	Program Fees	\$30,768	5
Fundraising/Special Events	\$20,176	4	Interest Income	\$128	.01
Corp/Foundation Grants	\$138,496	23	Other:	\$	
Government Grants	\$125,242	22	Other:	\$	

Notes:

VIII. Application submission check list:

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

Revenues	07-08 Actuals	08/09 Actuals	09/10 Actuals	10/11 Actuals	11/12 Actuals1	12/13 Actual	13/14 Budget
Parent Fees		\$21,532.70	\$23,035.16	\$28,044	\$24,526	\$30,768	\$29,000
Individuals	\$247,543.75	\$189,508.46	\$300,467.36	\$288,128	\$206,081	\$213,000	\$214,000
Businesses	\$28,790.71	\$49,895.43	\$30,650.34	\$31,984	\$30,072	\$22,246	\$22,000
Churches/Groups	\$68,388.12	\$63,072.13	\$58,294.67	\$48,709	\$44,711	\$45,586	\$49,000
Civic	\$11,412.90	\$11,306.00	\$12,341.00	\$13,319	\$10,016	\$8,593	\$9,000
Fundraising	\$28,526.81	\$19,290.95	\$18,334.06	\$30,127	\$31,936	\$33,515	\$32,480
Government	\$37,935.22	\$83,630.97	\$22,539.35	\$19,670	\$19,600	\$18,600	\$25,000
Grants	\$88,438.82	\$106,473.32	\$152,939.00	\$73,983	\$86,879	\$116,250	\$105,000
Other Revenue	\$76.14	\$410.94	\$62.32	\$58	\$57	\$128	\$100
	\$531,796.62	\$523,588.20	\$618,663.26	\$534,022	\$453,878	\$488,686	\$485,580
Employee Expenses							
Employee Health Reimbursement	\$5,754.73	\$1,869.98	\$6,774.91	\$3,501	\$4,217	\$3,069	\$4,500
Salaries & Payroll	\$368,068.96	\$329,760.65	\$320,656.10	\$275,991	\$270,725	\$275,216	\$305,000
Medical Benefits	\$39,033.70	\$29,540.36	\$27,449.44	\$26,670	\$20,357	\$19,305	\$23,230
Retirement	\$0.00	\$0.00	\$0.00	\$13,000	\$11,000	\$11,000	\$15,500
Employee Contracted Services		\$22,269.00	\$28,704.00	\$38,388	\$24,000		
VISTA Expense				\$4,167	\$4,166	\$417	
Total Employee Expenses	\$407,102.66	\$361,170.99	\$383,584.45	\$361,716	\$334,465	\$309,007	\$348,230
Program Costs							
Activity Supplies	\$4,169.65	\$4,723.24	\$4,397.93	\$2,521	\$1,105	\$1,299	\$3,000
Admission Fees	\$4,390.16	\$6,568.36	\$4,430.00	\$2,963	\$1,167	\$2,027	\$5,000
Food & Medicine Costs	\$9,515.58	\$11,975.28	\$3,953.74	\$9,848	\$3,385	\$5,646	\$7,000
Gifts for Children	\$1,185.89	\$1,708.06	\$175.19	\$178	\$480	\$206	\$1,000
Transportation	\$3,087.70	\$7,154.76	\$6,536.53	\$5,872	\$5,749	\$4,886	\$18,000
Total Program Costs	\$47,128.87	\$60,211.50	\$42,763.23	\$29,439	\$11,886	\$14,064	\$34,000
Administrative Expenses							
Advertising/Marketing	\$842.83	\$529.32	\$541.44	\$350	\$704	\$498	\$750
Contracted Services	\$18,613.17	\$17,303.12	\$19,325.45	\$13,206	\$10,444	\$8,884	\$14,400
Equipment Purchases	\$0.00	\$167.98	\$0.00	\$0	\$0	\$0	\$1,000
Technology	\$2,172.19	\$6,710.50	\$1,929.61	\$421	\$576	\$175	\$2,000
Insurance	\$3,576.00	\$8,874.00	\$8,404.00	\$8,884	\$8,716	\$8,586	\$9,000
Maintenance	\$10,839.70	\$11,935.70	\$26,835.37	\$3,027	\$5,540	\$2,639	\$12,000
Mileage	\$11.15	\$57.52	\$95.20	\$572	\$50	\$0	\$600
Office Supplies	\$3,358.88	\$4,533.16	\$1,791.92	\$2,368	\$2,648	\$3,242	\$3,000
Other Fund Raising	\$11,059.11	\$8,420.97	\$7,464.21	\$19,515	\$10,286	\$13,598	\$16,000
Postage	\$3,638.55	\$2,549.67	\$1,720.44	\$1,623	\$1,319	\$1,851	\$2,000
Printing	\$5,488.81	\$8,984.08	\$8,386.47	\$4,944	\$5,481	\$5,432	\$6,000
Telephone	\$2,706.07	\$4,626.84	\$5,092.95	\$6,113	\$4,947	\$5,313	\$5,500
Training & Development	\$1,730.85	\$313.90	\$150.00	\$243	\$180	\$0	\$1,000
Utilities	\$20,031.27	\$22,668.61	\$21,718.49	\$19,956	\$14,712	\$17,053	\$21,000
Other	\$706.41	\$2,441.22	\$1,385.95	\$554	\$855	\$1,638	\$1,000
Int./Bank Charges	\$18,630.54	\$18,252.72	\$14,206.37	\$13,740	\$11,071	\$8,045	\$8,100
Total Administrative Expenses	\$84,068.58	\$97,675.37	\$119,047.87	\$95,516	\$77,529	\$76,954	\$103,350
Total Expenses	\$563,761.20	\$562,264.20	\$545,395.55	\$486,671	\$423,880	\$400,028	\$485,580

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	52,000.	45,240.	5,200.	1,560.
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	201,462.	175,272.	20,146.	6,044.
8 Pension plan accruals and contributions (include section 401(k) and section 403(b) employer contributions)	11,000.	9,570.	1,100.	330.
9 Other employee benefits	22,375.	19,466.	2,237.	672.
10 Payroll taxes	23,094.	20,092.	2,309.	693.
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)				
12 Advertising and promotion	498.			498.
13 Office expenses	2,191.	1,643.	548.	
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	7,810.	5,858.	1,952.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	7,722.	5,791.	1,931.	
23 Insurance	8,586.	6,440.	2,146.	
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 Utilities	16,159.	12,119.	4,040.	
b Contract Services	9,164.	6,873.	2,291.	
c Food and Medicine Costs	5,646.	5,646.		
d Printing and Publications	5,432.	4,074.	1,358.	
e All other expenses	19,799.	17,237.	2,562.	
25 Total functional expenses. Add lines 1 through 24e	392,938.	335,321.	47,820.	9,797.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**WEST END CENTER FOR YOUTH
BOARD DIRECTORY**



*Creating the next generation
of community leaders
for the Roanoke Valley*

CENTER FOR YOUTH
1223 Patterson Ave., SW, Roanoke, VA 24016
540-342-0902 www.westendcenter.org

Executive Director: Joy Parrish (540-342-0902, x2, cell 793-1723)
jparrish@westendcenter.org

Updated 5/30/14

Name	Home Address	Work Information	Committees
Brickers, Corey	5933 Cartwright Dr. Roanoke, VA 24018 526-4282	Freedom first Credit Union 540-904-0900 540-378-8952 (fax) cbrickers@freedomfirst.com	Program Development
Christenbury, Joe	PO Box 551 Troutville, VA 24175. 977-0901 293-1596 (cell) joechristenbury@gmail.com	Retired, Acorn Construction Ltd.	Finance, Internal Operations, Chair Executive/ Personnel
Churchill, Matt President	5665 Sullivan Lane Roanoke, VA 24012 387-2075	Wells Fargo 201 S. Jefferson Street Roanoke, VA 24011 563-7675 563-6018 (F) 494-8732 (C) matthew.churchill@wellsfargo.com	Finance, Development Executive/Personnel

Dean, Robert Secretary	985-0098	Gentry Locke Rakes & Moore, LLP 10 Franklin Road SE, Suite 800 Roanoke, Virginia 24011 (540) 983-9300 dean@gentrylocke.com	Development Executive/Personnel Program
Hubbard, Jr., Ryland	6255 Hidden Valley Drive Roanoke VA 24018 588-1841 (cell)	Merrill Lynch Portfolio Manager PIA Program 114 Market Street Suite 200 Roanoke, VA 24011 985-5408 ryland_hubbardjr@ml.com	Development, Finance & Executive/Personnel
Joyce, Jim		Law Offices of James C. Joyce, Jr. 1502 Franklin Road, Suite 102 Roanoke, VA 24016 777-1754 jim@joycelaw.com	Internal Operations & Program
Larkin, Susan	4386 Summeret Dr. Roanoke, VA 24018 986-8394 (cell)	Valley Bank Cash Management and Non Profit Specialist 36 Church Avenue Roanoke, VA 24011 769-8513 (phone) 342-6551 (fax) slarkin@myvalleybank.com	Development & Finance
Maxey, Terri	533 N. Market Street Salem, VA 24153 815-2127 (cell)	Community Volunteer tmxey@roanoke.edu	Development Finance
McAllister, Mike	6688 Mallard Lake Ct. S.W. Roanoke, VA 24018 989-3542 (home) 353-1111 (cell)	Cox Communications 5400 Fallowater Lane S.W. Roanoke, VA 24018 mike.mcallister@cox.com	Development & Internal Operations

McNew, Karen Treasurer		Anchor, WSLS 10 P.O. Box 10 Roanoke, VA 24022-0010 kinmcnew@wsls.com 981-9110	Development Program
Reinhard, M.D., James	213 Broad Street Salem, VA 24153 387-0524	Thomas E. Cook Counseling Center Virginia Tech 240 McComas Hall (0108) Blacksburg, VA 24061 231-6557 231-2104 (fax) jreinh@vt.edu	Development Program
Robbins, Frankie	620 High Street Salem, VA 24153 389-5118 (home) 797-9074 (cell) frankliemydear@comcast.net .	Community Volunteer	Development Program, Chair & Executive/Personnel
Rutherfordord, Walton	3446 Woodland Hills Lane Roanoke, VA 24014 981-0915 353-2632 (cell) walton.rutherfordord@gmail.com	Self-Employed Private Investor 345-0038	Development, Chair Finance & Executive/Personnel
Schnurman-Crook, Abrina Vice President	2022 Maiden Lane Roanoke, VA 24015 345-1274 (home) 520-4501 (cell)	Batten Leadership Institute, Executive Director Hollins University Roanoke, VA 24020 362-7488 aschnurmancrook@hollins.edu	Program Development Executive/Personnel

<p>Travitz, Blake Past President</p>	<p>6608 Christopher Dr Roanoke, VA 24018 989-5110 (home) 537-6387 (cell) btravitz@cox.net</p>	<p>Manufacturer's Representative Ophthalmic Products and Services</p>	<p>Internal Operations, Development, Finance & Executive/Personnel</p>
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The
Community
Foundation

Serving the Counties of Riverside and San Bernardino

S. L. Gimbel Foundation Fund

BOARD OF DIRECTORS

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Chair of the Board

Sean Varner
Vice Chair of the Board

Pat Spafford, CPA
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Glenda Bayless

Dr. Paulette Brown-Hinds

Rabbi Hillel Cohn

James Cuevas
Immediate Past Board Chair

Paul Granillo

Stanley Grube

Kirk Harns

Dr. Fred Jandt

Andrew Jaramillo

Dr. Albert Karnig

D. Matthew Pim

Dr. Henry Shannon

Beverly Stephenson

Dr. Jonathan Lorenzo Yorba
President and CEO

March 6, 2015

Ms. Joy Parrish
Executive Director
West End Center
1223 Patterson Ave.
Roanoke, VA 24016

Dear Ms. Parrish:

Congratulations! A grant has been approved for **West End Center** in the amount of **\$20,000** from the S.L. Gimbel Foundation. The **performance period for this grant is March 1, 2015 to February 28, 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:

Educational Services: Support WEC educational services program to serve 135 school age children in tutoring sessions and reading classes.

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 March 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.

Sincerely,

Celia Cudiamat
Executive Vice President of Programs

21444 West End Center

20150055

GIMB1



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

3700 Sixth Street, Suite 200 ~ Riverside, California 92501

2015 S.L. Gimbel Foundation Fund

Grant Agreement

Organization: West End Center

Grant Amount: \$ 20,000 **Grant Number:** 20150055

Grant Period: March 1, 2015 to February 28, 2016 (Evaluations due March 15, 2016)

Purpose: Educational Services: Support WEC educational services program to serve 135 school age children in tutoring sessions and reading classes.

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.

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.

Joy Parrish
Signature

Joy Parrish
Printed Name

3/13/2015
Date

Executive Director
Title

Organization: 21444 West End Center
Grant Number: 20150055

3/27/15



Serving the Counties of Riverside and San Bernardino

S. L. Gimbel Foundation Fund

BOARD OF DIRECTORS

March 23, 2015

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Diane Valenzuela

Dr. Jonathan Lorenzo Yorba
President and CEO

Ms. Joy Parrish
Executive Director
West End Center
1223 Patterson Ave.
Roanoke, VA 24016

Dear Ms. Parrish:

The Community Foundation is pleased to enclose a grant check for **\$20,000** 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 March 15, 2016 and will be available online on The Community Foundations website under Grants/Forms. Please note that any grant variances or extensions must be requested in writing and in advance. Any remaining grant funds must be returned to The Community Foundation at the end of the grant period.

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

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

Sincerely,

Celia Cudiamat
Executive Vice President of Programs

20150055

38883

GIMBI



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

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

The Community Foundation

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

38893

Every Check Has
 Protection for Business

Security features. Details on back.

PAY * Twenty Thousand and no/100 *

TO THE ORDER OF

West End Center
 1223 Patterson Ave.
 Roanoke, VA 24016

DATE
 03/06/2015

AMOUNT
 \$****20,000.00



Esther Andriamat
Jonathan Lorenzo Yoba
 AUTHORIZED SIGNATURE

⑈038893⑈ ⑆122234149⑆ 244124437⑈

The Community Foundation		38893
21444	West End Center	03/06/2015 038893
20150055	03/04/2015 Educational Services	20,000.00
GIMB	S.L. Gimbel Foundation Advised Fund	20,000.00

CHECK TOTAL: \$****20,000.00

The Community Foundation		38893
21444	West End Center	03/06/2015 038893
20150055	03/04/2015 Educational Services	20,000.00
GIMB	S.L. Gimbel Foundation Advised Fund	20,000.00

CHECK TOTAL: \$****20,000.00