



**2016 S.L. Gimbel  
Foundation Fund  
Grant Application**

Internal Use Only:  
Grant: 20160485

*GRANTED I.D. 18894  
AWARD: \$25,000*

**Organization / Agency Information**

<b>Organization/Agency Name:</b> Women Helping Women (WHW)		
<b>Physical Address:</b> 1800 E. McFadden Ave., Suite 1A		<b>City/State/Zip:</b> Santa Ana, CA 92705
<b>Mailing Address:</b> Same		<b>City/State/Zip:</b>
<b>CEO or Director:</b> Janie Wolicki Best		<b>Title:</b> Chief Executive Officer
<b>Phone:</b> (949) 631-2333, x-316	<b>Fax:</b> (949) 631-8439	<b>Email:</b> janiew@whw.org
<b>Contact Person:</b> Janie Wolicki Best		<b>Title:</b> Chief Executive Officer
<b>Phone:</b> (949) 631-2333, x-316	<b>Fax:</b> (949) 631-8439	<b>Email:</b> janiew@whw.org
<b>Web Site Address:</b> www.whw.org		<b>Tax ID:</b> 33-0576900

**Program / Grant Information**

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

<b>Program/Project Name:</b> Employment Success Program			<b>Amount of Grant Requested:</b> \$25,000 <i>Da</i>
<b>Total Organization Budget:</b> \$1,467,992	<b>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</b> 92%	<b>Per 990, Percentage of Management &amp; General Expenses Only (Column C / Column A x 100):</b> 5%	<b>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</b> 8%
<b>Purpose of Grant Request (one sentence):</b> WHW respectfully requests support for the <u>Employment Success Program</u> , a job readiness training and support program that empowers women and teen girls by helping them achieve financial self-sufficiency through employment success.			
<b>Gimbel Grants Received: List Year(s) and Award Amount(s)</b> 2014 - \$15,000; 2012 - \$15,000; 2010 - \$10,000; 2009 - \$10,000			

**Signatures**

<b>Board President / Chair: (Print name and Title)</b> Karen Conlon, Board Chair	<b>Signature:</b> <i>K.D. Conlon</i>	<b>Date:</b> 4/19/16
<b>Executive Director/President: (Print name and Title)</b> Janie Wolicki, Chief Executive	<b>Signature:</b> <i>Janie Wolicki</i>	<b>Date:</b> 4/19/16

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### V. Project Budget and Narrative

Line Item Request	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From TCF	Line Item Total of Project
Advertising/Marketing			\$14,400		\$14,400
Auto Expenses			\$6,350		\$6,350
Bank Charges (cc)			\$5,000		\$5,000
Depreciation			\$8,000		\$8,000
Dues, Membership & Subscriptions			\$10,350		\$10,350
In-Kind Expense			\$303,000		\$303,000
Insurance			\$6,120		\$6,120
Outside Services			\$56,640		\$56,640
Payroll, Taxes & Benefits @ billable rate FYI	1) Program Manager – Education (\$31.58/hr x 10 hrs/wk x 52 wks = \$16,421 2) Volunteer Manager (\$23.13/hr x 5 hrs/wk x 52 wks = \$6,058		\$618,600	\$22,479	\$641,079
Printing & Postage			\$10,455		\$10,455
Program Related Expenses	Workshop handout supplies, paper, ink, etc.		\$37,679	\$2,521	\$40,200
Publications & Website			\$300		\$300
Rent/Lease			\$108,971		\$108,971
Repairs/Maintenance			\$11,750		\$11,750
Staff & Training			\$4,700		\$4,700
Supplies			\$8,415		\$8,415
Travel & Meetings			\$13,500		\$13,500
Utilities			\$13,050		\$13,050
Volunteer Appreciation			\$5,220		\$5,220
<b>TOTALS:</b>			<b>\$1,242,500</b>	<b>\$25,000</b>	<b>\$1,267,500</b>

#### B) Narrative:

1. Personnel:
  - a. Program Manager – Education is responsible for the delivery of all workshops and computer classes, both on site in Santa Ana and through our WOW program. She spends approximately 10 hours per week delivering workshops to clients (\$31.58/ hr x 10 hrs/wk x 52 wks = \$16,421).
  - b. Volunteer Manager is responsible for recruiting, training, and placing over 1,000 volunteers who provide direct services to clients, including Personal Stylists, Workshop Facilitators, and Computer Lab instructors (\$23.13/hr x 5 hrs/wk x 52 wks = \$6,058).
2. Program Related Expenses include materials needed for workshops, such as paper, ink, pens, etc. (\$2,521).

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

### *Secured/Awarded*

Name of Funder: Foundation, Corporation, Government	Amount
Annenberg Foundation	\$25,000
Barney & Barney Foundation	\$25,000
George Hoag Family Foundation	\$10,000
Green Foundation	\$20,000
Pacific Life Foundation	\$10,000
State Street Foundation	\$21,167
Walmart Foundation	\$25,000
Wells Fargo Foundation	\$10,000

### *Pending*

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
Opus Community Foundation	\$10,000	April 2016
Sunwest Foundation	\$10,000	April 2016
Alcoa Foundation	\$25,000	May 2016
State Street Foundation	\$25,000	September 2016

**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	\$143,114	12	Program Fees	\$166,429	14
Fundraising/Special Events	\$109,436	9	Interest Income	\$598	0
Corp/Foundation Grants	\$296,383	25	Other:	\$>1	0
Government Grants	\$0	0	Other: Social Enterprise	\$132,674	11

**Notes:**

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### VII. Financial Analysis

**Agency Name:** Women Helping Women (WHW)

**Most Current Fiscal Year (Dates):** From July 1, 2015 To: June 30, 2016

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

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

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

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
\$ 1,238,858	\$ 1,140,734	\$ 59,332	\$ 38,792

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

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

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
	Columns B / A x 100	Columns C / A x 100	Columns D / A x 100
Must equal 100%	✓ 92%	5%	3%

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

Percentage of Organization's Current Total Budget used for Administration	Column C, Management & general expenses per 990 above	Differential
5 %	5%	0 %

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

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**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.

<b>Cash</b>	<b>+ Accounts Receivables</b>	<b>/Current Liabilities</b>	<b>= Quick Ratio</b>
\$404,928	\$26,978	30,626	14.10

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**Excess or Deficit for the Year:**

<b>Excess or (Deficit)</b> <b>Most recent fiscal year end</b>	<b>Excess or (Deficit)</b> <b>Prior fiscal year end</b>
\$(87,321)	\$ (58,612)

**Notes:**

WHW has experienced two fiscal years of planned deficits based on a large unrestricted grant received in 2012.



*Grant Request to the SL Gimbel Foundation from Women Helping Women (WHW)  
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April 2016*

**I. Organization Background; Target Population:**

A) What is the history, mission and/or purpose of your organization? How long has the organization been providing programs and services to the community?

Women Helping Women (WHW) was **founded in 1993** by a group of survivors of domestic abuse who saw a need to help low-income women in shelters regain self-sufficiency through the power of employment. The **mission of WHW** is to *provide comprehensive employment support services to empower disadvantaged men, women, and teens to achieve economic self-sufficiency through employment success*. Now, after more than 23 years of service, WHW has provided opportunity, hope and a path to self-sufficiency to **over 70,000 individuals** and now supports **over 8,000 individuals annually**.

B) What are some of your past organizational accomplishments (last three years)?

During the past 22 years, WHW has grown and expanded programs to best meet the needs of our clients, helping them to succeed in their search for employment. Some of our recent accomplishments include expanding our capacity to serve those in need. Since 2010, WHW has seen a continuous need for job readiness support services and the number of clients we have served has increased by 400% to meet this demand. We have also expanded our educational programs and computer classes to meet the needs of today's jobseekers. Our increased focus on education has resulted in an improvement in our clients' placement and retention rates.

C) What are your key programs and activities? Describe the communities you serve. Include populations, geographic locations served, and relevant statistics.

The heart of WHW is the Employment Success Program, which provides comprehensive job readiness training and support services designed to help unemployed and underemployed job seekers attain a job at a livable wage. WHW provides services at its main facility in Santa Ana, CA, and many of our workshops at our partners' facilities via our WOW (Workshops on Wheels) program.

**II. Project Information:**

A) Statement of Need

1. Specify the community need you want to address and are seeking funds for.

According to United Way Orange County, Orange County faces four interconnected issues: Education, Income, Health and Housing. Over 300,000 residents are **living below the poverty** level. A minimum-wage worker must work 124 hours per week to afford a one-bedroom apartment. One in six residents **lack access to quality healthcare**, and nearly 30,000 children **do not have a stable place to live**. WHW provides the unemployed and the underemployed the skills and resources they need to get and keep a good job. Our Employment Success Program has a strong track record of success for our clients. For those who used our services last year, **68% obtained employment** within 4 months, **91% retained their jobs** long-term, and **household incomes increased by 150%!**

B) Project Goal, Objectives and Methodology

1. State your project goal. Describe your project. How does your project meet the community need? What is unique and innovative about this project?



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The goal of the Program is to **create marketable, employable job applicants** prepared to compete in today's job market. Attaining suitable employment is critical, especially in Orange County where it is so difficult to overcome financial adversity. For example, a job paying \$24.67 an hour is needed to afford rent for just a one-bedroom apartment (OC Community Indicators Report 2015), highlighting the importance of landing the best-paying job possible.

Our program is **unique** in that WHW is focused solely on workforce development services, and that services are delivered on a one-on-one basis that respects the dignity of our clients. Most importantly, WHW **provides all services at no cost** to clients or their referring non-profit agency.

2. State up to three objectives. Objectives should be specific, measurable, action-oriented, realistic, and time-specific. Specify the activities you will undertake to meet each objective.

During FY 2015-16, the following **objectives** will be met:

Objective I: The Program will serve at least **8,000 disadvantaged individuals**; 70% (5,600) will be women.

Activities: Clients will receive the services provided by the Employment Success Program utilizing any and all components needed to help them attain employment.

Objective II: **100% of clients** who participate in the Employment Readiness component will receive **one-on-one assistance** in creating a customized resume, participate in at least **6 hours of educational workshops or computer training**, and receive over **400 job leads weekly**.

Activities: Staff and volunteers provide training and support for all of the activities in the Employment Readiness components.

Objective III: **At least 60%** of Employment Readiness clients **will become employed** within four months of service. Once employed, at least **90% will retain their jobs** for more than six months, which is the timeframe our staff tracks our clients' success.

Activities: Upon employment, staff maintains contact with clients throughout the first six months of employment to support retention.

3. Provide a timeline for implementing the project. State the start date and ending date of the project, include timeframes for specific activities, as appropriate.

The Employment Success Program is ongoing. WHW provides services Monday through Friday, from 9am – 5pm, and from 9am – 1pm on Saturdays. Our fiscal year runs from July 1 through June 30 annually.

4. Who will this grant serve? Describe your target population. How many people will be impacted? Provide a breakdown: Number of Children, Youth, Adults, Seniors, Animals. Include a detailed list of activities and number of participants for each activity.

WHW serves **over 8,000** men and women annually who are **unemployed or underemployed** for various reasons including economic downturns, traumatic situations, lack of skills in job search

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techniques, limited access to resources, and/or other barriers to gainful employment. Although the majority of our clients are between the ages of 18 – 60, approximately 20% are under the age of 22, and 10% are over 65.

Clients may take as many of the following services as they desire to obtain employment:

- Employment Readiness Services – resume development, direct links to job leads.
- Educational Workshops – job-seeking techniques, preparing for interviews, professional appearance and behavior, and financial literacy. Workshops are held both at our facility and at our partners' facilities through our WOW (Workshops on Wheels) Program.
- Computer Access and Digital Literacy – software programs (including Advanced Word and Excel), online job search methods, resume posting, email use, and appropriate social media tools used for business applications.
- Business Apparel and Personalized Professional Styling – Staff and volunteer Personal Stylists provide one-on-one assistance as clients choose two (2) complete interview-appropriate outfits.
- Transportation Services – Personal transportation services are provided via taxi for anything job-related.
- Hiring Events – WHW provides direct assistance for clients at job fairs.
- “Project Interview” – WHW partners with local companies whose executives donate their time to provide clients with resume reviews and mock interviews – both on the phone and in-person.
- WHW Alumni Alliance – Graduates may participate in professional development workshops to foster and promote personal and professional development, job retention, leadership skills and career advancement.

5. How does this project relate to other existing projects in the community? Who else in the community is providing this service or has a similar project? Who are your community partners (if any)? How are you utilizing volunteers?

WHW's business model is truly collaborative in nature. Clients come as referrals from more than **275 partner organizations**, such as shelters, transitional housing programs, schools, rehabilitation programs, Welfare-to-Work, youth and veteran agencies. Some of our partners include Families Forward, the One-Stops, Human Options, 2-1-1 Orange County, Orangewood Children's Foundation, and WisePlace.

Volunteers are essential to the operations of WHW, and we could not exist without them. In FY 2014-15, over 1,000 volunteers donated over 23,000 hours of service – providing the resources for program, fundraising, operations, executive, and administrative needs.

C) Project Outcomes and Evaluation

1. What are the key anticipated outcomes of the project and impact on participants?

WHW anticipates serving over 8,000 clients in FY2016-17, with over 60% attaining employment and over 90% retaining their jobs long-term. Attaining employment helps our clients achieve **economic self-sufficiency** and create a better life for themselves, and for their children. Once employed, families see an **increase their household income**, which increases access to better education, better healthcare and better housing.



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2. How will you know if you have achieved the expected outcomes?

Our success is measured through our records and through personal contact with clients by our staff as we track them during their interviews and after employment.

3. How will progress towards the objectives be tracked and outcomes measured?

WHW uses the following methods to track outcomes:

- All client demographics are recorded with Client Intake forms,
- Attendance in program services is tracked on forms by the staff or volunteers,
- Staff monitors the progress of each client as they go through the interview and hiring process, maintaining contact by email, phone, or in person, for at least 6 months, to support retention and measure increase in household income, and
- All data is recorded and tracked using Salesforce as our database.

D) How will you use the grant funds?

Although the cost to WHW is **approximately \$260 per person**, WHW provides these services **at no charge to our clients** or their referring non-profit. Therefore, support from the community is critical to ensure these services remain available to the underserved. **Funding from the S. L. Gimbel Foundation will be used** to offset Program expenses including direct program staff, materials and supplies.

### III. Project Future

A) Explain how you will support this project after the grant performance period. Include plans for fundraising or increasing financial support designated for the project.

Over the years, WHW has developed a well-rounded income stream to ensure financial security for WHW and our programs. Our resources include individual donations (17%), fundraising events (8%), vendor contracts (12%), private and corporate grants (31%), in-kind donations (22%), and our own social enterprise activities (10%). Approximately 92 cents of every dollar received goes directly to Program expenses.

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

A) Describe your board of directors and the role it plays in the organization. What committees exist within your board of directors? How does the board of directors make decisions?

WHW's Board includes a diverse group of individuals, whose primary role is that of Ambassador. The Board is also holds fiduciary, governance and fundraising responsibility. Board committees include the Strategic Initiatives, Fund Development, Finance, Marketing and PR, and Governance Committees.

B) Describe the qualifications of key personnel/staff responsible for the project.

WHW operates with a minimal staff of only 17 employees. Many have over 20 years of experience in management and non-profit organizations. Several are bilingual (Spanish/English), which is critical to ensure the majority of our clients (47%), who are Hispanic, can communicate effectively and feel secure.



## Board of Directors with Business Affiliations

### Officers

Karen Conlon, Chair  
Kyle Rowen, Vice Chair  
Stefani Washburn, Secretary  
Tamara Octavio, Treasurer  
Marcia Evans, Immediate Past Chair

Sequoia Grove Consulting, *President & Chief Executive Officer*  
Wesierksi & Zurek, LLP, *Partner*  
*Community Volunteer*  
Deloitte, LLP, *Partner*  
Farmers & Merchants Bank, *Vice President and Branch Manager*

### Directors

Amapola Bautista

Court Appointed Special Advocates, *Case Manager*

Ray Brandt

Brandt Commercial Real Estate, *Owner*

Tammy Chu

PCAOB, *Senior Audit Manager*

Pauline Francis

Pipeline Software, *Finance Consultant*

Sherree Jolly

Jolly Jaunts, *Principal*

Helen Lao

Clear Path Solutions, *President*

Erin Leach

Snell and Wilmer, LLP, *Attorney- Employment Law*

Casey Mattos

First Bank, *Senior Vice President, Regional Manager*

Mary Misloski

United Parcel Service, *District Labor Manager*

Michael Oliver

Pacific Advisors, *Financial Specialist*

Susan Taylor

College Hospital, *Chief Executive Officer*

Sherri Wiseman

Pacific Life, *Assistant Vice President, Meeting and Event Marketing*

### Advisory Board

Laurie Rowen, Chair

Montage Legal Group, *Owner and Founder*

Judy Brandt

Fox & Company, *Founder and Principal*

Michelle Chen

*Community Leader*

Anne Marie Ellis

Arent Fox, LLP, *Attorney, Of Counsel*

Erica Fisher

MHI Wind Power Americas, Inc, *Corporate Counsel*

Amanda Kliem

Visit Newport Beach, *National Sales Manager*

Susie McCollom

First Team Estates, *Realtor*

Heather Novak

511 Tactical, *Director of Tax*

Dinia Takacs

CEO University, *Vice President*

Nella Webster O'Grady

Palo Capital, *Principal*

## WHW Budget Comparison - S.L. Gimbel Request 2016

	Actuals	Budget	Variance
	Most Recently	Projections	
	Completed Year	Current Year	
	2014-15	2015-16	
<b>Income</b>			
Individual Contributions	\$143,114	\$193,000	\$49,886
Corporate Contributions	\$16,517	\$35,000	\$18,483
Foundation Grants	\$296,383	\$434,820	\$138,437
Government Contributions	\$0	\$0	\$0
Contracts	\$166,429	\$168,000	\$1,571
Other Earned Income	\$132,764	\$146,000	\$13,236
In Kind income	\$326,433	\$304,000	(\$22,433)
Event income	\$109,436	\$118,000	\$8,564
Interest & Dividend Income	\$598	\$500	(\$98)
<b>Total Income</b>	<b>\$1,191,674</b>	<b>\$1,399,320</b>	<b>\$207,646</b>
<b>Expenditures</b>			
<b>Personnel</b>			
Salary CEO	\$100,000	\$104,000	(\$4,000)
Staff Salaries	\$399,590	\$450,731	(\$51,141)
Payroll Taxes	\$44,478	\$49,371	(\$4,893)
Insurance - Workers' Comp	\$5,822	\$5,300	\$522
Insurance - Health	\$32,204	\$63,600	(\$31,396)
Payroll Services	\$16,001	\$1,000	\$15,001
Staff Training and Recruitment	\$1,229	\$5,200	(\$3,971)
<b>Total Personnel</b>	<b>\$599,324</b>	<b>\$679,202</b>	<b>(\$79,878)</b>
<b>General Program/Administrative</b>			
<b>Program Supplies</b>			
Auto Expenses	\$3,667	\$5,400	(\$1,733)
Bank Charges	\$4,468	\$4,600	(\$132)
Building rent and maintenance	\$124,640	\$120,721	\$3,919
Dues and Membership	\$7,935	\$10,350	(\$2,415)
Insurance Expense	\$6,133	\$6,120	\$13
Office Supplies	\$8,909	\$8,415	\$494
Outside Services	\$62,590	\$56,640	\$5,950
Printing & Postage	\$8,532	\$10,455	(\$1,923)
Program Related Expenses	\$28,947	\$44,100	(\$15,153)
Publications	\$0	\$300	(\$300)
Travel & Meetings	\$12,111	\$13,500	(\$1,389)
Advertising and event expenses	\$47,717	\$61,000	(\$13,283)
Depreciation Expense	\$9,987	\$10,000	(\$13)
In kind Expense	\$334,446	\$304,000	\$30,446
Utilities	\$13,608	\$13,050	\$558
Volunteer Appreciation	\$5,292	\$5,220	\$72
<b>Total General Program/Administrative</b>	<b>\$678,982</b>	<b>\$673,871</b>	<b>\$5,111</b>
<b>Total Expenditures</b>	<b>\$1,278,306</b>	<b>\$1,353,073</b>	<b>(\$74,767)</b>
<b>Revenue Less Expense</b>	<b>(\$86,632)</b>	<b>\$46,247</b>	<b>\$282,413</b>



**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX. \_\_\_\_\_

<i>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</i>	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.....				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.....	315,447.	315,447.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members.....				
5 Compensation of current officers, directors, trustees, and key employees.....	100,000.	65,000.	17,000.	18,000.
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.....	399,591.	395,242.	4,233.	116.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).....				
9 Other employee benefits.....	32,205.	31,569.	318.	318.
10 Payroll taxes.....	50,302.	45,818.	2,289.	2,195.
11 Fees for services (non-employees):				
a Management.....				
b Legal.....				
c Accounting.....	24,710.		24,710.	
d Lobbying.....				
e Professional fundraising services. See Part IV, line 17. ...				
f Investment management fees.....				
g Other. (If line 11g amt exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O).....				
12 Advertising and promotion.....	7,476.	6,551.	237.	688.
13 Office expenses.....	8,910.	8,272.	319.	319.
14 Information technology.....				
15 Royalties.....				
16 Occupancy.....	112,200.	103,740.	4,230.	4,230.
17 Travel.....	12,112.	10,468.	901.	743.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.....				
19 Conferences, conventions, and meetings....				
20 Interest.....				
21 Payments to affiliates.....				
22 Depreciation, depletion, and amortization ...	9,988.	9,302.	343.	343.
23 Insurance.....	6,133.	3,562.	2,373.	198.
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.).....				
a <u>OUTSIDE SERVICES</u> .....	53,882.	45,360.		8,522.
b <u>PROGRAM RELATED EXPENSES</u> .....	28,949.	28,823.	63.	63.
c <u>IN KIND EXPENSES</u> .....	19,000.	19,000.		
d <u>UTILITIES</u> .....	13,608.	12,322.	670.	616.
e All other expenses.....	44,345.	40,258.	1,646.	2,441.
25 Total functional expenses. Add lines 1 through 24e. ...	1,238,858.	1,140,734.	59,332.	38,792.
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).....				

Input for S.L. Gimbel Final Report  
For 2014 Grant of \$15K to support the Employment Success Program  
Due online 10/31/15 via Survey Monkey

Link to Website: <http://www.thecommunityfoundation.net/grants>

Link to Survey Monkey

<https://www.surveymonkey.com/r/?sm=Y3ymEbbNqnZcYCdvlf67ipOUQvalZQIQDDGLXjHV6cY%3d>

**Questions 1-15 are required and must be completed**

1. Organization name:

WHW (Women Helping Women)

2. Grant #

20140620

3. Grant Period

10/15/14 – 9/15/15

4. Location of Services (City and State)

Santa Ana, CA

5. Name and Title of person completing evaluation.

Janie Wolicki Best, Chief Executive Officer

6. Phone Number:

949.631.2333, x-316

7. Email address.

[janiew@whw.org](mailto:janiew@whw.org)

8. Total number of clients served through this grant funding. 8,805

9. Describe the project's key outcomes and results based on the goals and objectives.

The goal of the Employment Success Program to create marketable, employable job applicants by providing free services that will help them get and keep a good job. During FY 2014-15, our objectives and accomplishments were as follows:

Objective I: The Program will serve at least 5,000 disadvantaged individuals; 70% (3,500) will be women.

Accomplishment: WHW far exceeded our goal – we provided the Employment Success Program services to 8,805 disadvantaged job seekers! Approximately 70% (6,164) were unemployed or underemployed women.

Objective II: 100% of clients who participate in the Employment Readiness component will receive one-on-one assistance in creating a customized resume, participate in at

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For 2014 Grant of \$15K to support the Employment Success Program  
Due online 10/31/15 via Survey Monkey

least 4 hours of educational workshops or computer training, and receive over 400 job leads twice weekly.

Accomplishment: WHW achieved this objective.

Objective III: At least 50% of Employment Readiness clients will become employed within four months of service. Once employed, at least 80% will retain their jobs for more than six months, which is the timeframe our staff tracks our clients' success.

Accomplishment: WHW expanded the educational components of the Program, which helped to increase the success of our clients. Approximately 65% became employed within four months of service, and they maintained a 91% retention rate.

**10. Please describe any challenges/obstacles the organization encountered (if any) in attaining stated goals & objectives.**

Since 2009, WHW has seen a continuous need for job readiness support services and the number of clients we have served has increased by 400% to meet this demand. In FY 2014-15 alone (which ended June 30, 2015), we served 8,805 individuals, a 35% increase over the previous year. Based on the year-after-year increase in the number of clients seeking our services, it is clear that there continues to be a strong need for job readiness training to help both the unemployed and the underemployed so that they can compete effectively in today's job market. We also realize that this trend will continue for much longer than originally anticipated, due to the high cost of living in Orange County and the effects of long-term unemployment.

**11. How did the organization overcome and/or address the challenges and obstacles?**

Over the years, as client needs have changed with the changes in the job market and economic climates in Orange County, WHW has grown and modified services to help them attain employment in face of their barriers. WHW is very proud of the expanded services we provide today, which have helped our clients succeed, including a growth in workshops from 12 to 32 per month, computer classes from 2 to 10 per week, adding transportation services, working with corporate partners to support "Project Interview" and participate in Hiring Events.

WHW appreciates our relationships with funders, such as the S.L. Gimbel Foundation and The Community Foundation, which has enabled us to continue to expand and improve our free services to meet the need of the unemployed and underemployed.

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

WHW continues to see an increase in the number of unemployed – and underemployed – job seekers who come to us to learn how to navigate and be successful in today's changing job market. Last year alone, we had another record year of clients – 38% more than the previous year. Without the support of the S.L. Gimbel Foundation and The Community Foundation, WHW would not have had the resources to meet this need and help the disadvantaged attain self-sufficiency.

**13. Briefly describe the impact this grant has had on the organization and community served.**

According to the OC United Way, Orange County faces four interconnected issues: Education, Income, Health and Housing. 300,000+ OC residents are living below the poverty level. A



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minimum-wage OC worker must work 124 hours per week to afford a one-bedroom apartment. One in six OC residents lack access to quality healthcare and nearly 30,000 OC children do not have a stable place to live.

Thanks to support from foundations such as the S.L. Gimbel Foundation and The Community Foundation, WHW provides the unemployed and the underemployed with free resources and skills they need to get and keep a good job. And a “good” job is one answer to all of these OC problems. Every year more than 8,000 job seekers participate in WHW programs focused on making them the most marketable candidate for the job they seek. Our programs include Employment Readiness Workshops, Computer Training, Job Placement Assistance, Employment Retention Support and Professional Apparel.

By empowering our neighbors to get and keep a job that affords them a livable wage, WHW helps to increase household income, which increases access to better education, better healthcare and better housing. Our vision to see every OC resident who wants to work gainfully employed, paying taxes, giving back to the community and participating in all that OC has to offer.

14. Please provide a narrative on how the funds were used to fulfill grant objectives. Support documents (receipts, expense reports or marketing materials) can be emailed to [grant-info@thecommunityfoundation.net](mailto:grant-info@thecommunityfoundation.net) or faxed to 951-684-1911 or mailed to The Community Foundation, 3700 Sixth St. Suite 200, Riverside, CA 92501

Although the cost to WHW is approximately \$260 per person, WHW provides all services at no charge to our clients or their referring non-profit. Therefore, support from the community is critical to ensure these services remain available to the underserved. Funding from the S.L. Gimbel Foundation was used to provide the following services to our clients:

- Employment Readiness Workshops
  - “Job Club” for first time Job Seekers, Resume Development, Mock Interviews, and “Pathways to Employment” (focused on networking)
  - “WOW” (Workshops on Wheels) provided at our partners’ facilities
- Computer Training
  - Beginning to advanced classes on Microsoft programs, as well as Outlook and LinkedIn, and access to computers/Internet/printers
- Job Placement Assistance
  - Weekly Job Leads
  - Employment Forums, where hiring companies interview clients at our facility
  - Transportation to interviews, classes, and job fairs
- Employment Retention Support
  - rewards clients for achieving employment milestones
  - “Alumni Alliance” – quarterly meetings for employed clients; currently studying “The 7 Habits of Highly Effective People” with a Franklin-Covey trained instructor
  - “Top Performers” – provides 1-on-1 coaching to employed clients to navigate through corporate cultures, increase retention, and nurture career growth
- Professional Apparel
  - Two Complete Business Outfits, Accessories, Haircut and Manicure, Image Awareness and First Impression Coaching

15. Please relate a success story.

One of our success stories in 2015 was Tracy, who was unemployed and pursuing a job in accounting. She knew she needed to become more proficient in Microsoft Excel to get a viable job and came to WHW for training. She began attending WHW's advanced and intermediate Excel computer classes and eventually secured employment as a Senior Accountant for ABM Solutions. She has since moved on to a higher paying position at St. Joseph's Hospital, where she currently works as an AP Analyst. Tracy's household income has increased by 56% and she speaks very highly of WHW's computer classes. She is always referring her friends who are in between jobs or without work to WHW. "There is no other nonprofit organization like WHW that truly walks alongside job seekers to equip them with the tools they need to seek and secure employment. Without WHW's hands-on Excel classes, I wouldn't have gained the knowledge and proficiency I needed to be successful in the accounting field."

**Questions 16-24 are optional questions and relate to demographic information on clients served. This helps us provide a broader picture of your organization and populations being served.**

(Q16-17 optional space to relate additional success stories)

18. Which category best describes the organization. Please choose only one. Choices include:

Women & Children

Other (specify)

19. What is the organization's primary program area of interest? Choices include:

Children & Families

Health & Human Services

Other

20. Approximate percentage of clients served through grant in each ethnic group category. Total must equal 100%

47% Hispanic

34% White

8% Black

3% American Indian/AK Native

5% Asian

1% Native Hawaiian/PI

2% Other

100% Total

21. Approximate percentage of clients served from grant funds in each age category.

0% 0 to 5

0 6-12

11 13-18

17 18-24

70 Adults

2 Seniors

Input for S.L. Gimbel Final Report  
For 2014 Grant of \$15K to support the Employment Success Program  
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22. Approximate percentage of clients served with disabilities from grant funds. 8% physically disabled

23. Approximate percentage of clients served in each economic group.

95% at/below poverty level

30% homeless

X migrant worker

X working poor

X Other

24. Approximate percentage of clients served from grant funds in each population category.

Single Adults

65% Families

70 Single Parent Families

8 Disabled

66 Ethnic Minority

LGBTG

30 Abused Women/Children 30

30 Homeless

Immigrants

8 Military

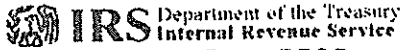
Parolees

5 Students

2 Elderly

11 Children/Youth (those not included in Family)





Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248132325  
Mar. 07, 2011 LTR 4168C ED  
33-0576900 000000 00  
00015371  
BODC: TE

WOMEN HELPING WOMEN  
1800 E MCFADDEN AVE  
SANTA ANA CA 92705-4736



020600

Employer Identification Number: 33-0576900  
Person to Contact: Paul M Perry  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Feb. 24, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 2000.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Rosemary L. Miller, Operations Mgr.  
Accounts Management Oper. 1



Strengthening Inland Southern California through Philanthropy



BOARD OF DIRECTORS

August 9, 2016

*S. L. Gimbel Foundation Fund*

Philip Savage IV  
*Chair of the Board*

Ms. Janie Wolicki Best  
Chief Executive Director  
Women Helping Women

Sean Varner  
*Vice Chair of the Board*

Pat Spafford, CPA  
*Chief Financial Officer*

1800 East McFadden Avenue, Suite 1A  
Santa Ana, CA 92705

Sergio Bohon  
*Secretary of the Board*

Dear Ms. Wolicki Best:

Dr. Paulette Brown-Hinds

Congratulations! A grant has been approved for Women Helping Women in the amount of **\$25,000** from the S.L. Gimbel Foundation. **The performance period for this grant is August 1, 2016 to July 31, 2017.** 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:

Rabbi Hillel Cohn

*To support the Employment Success Program that empowers women and teen girls.*

James Cuevas

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 agreement and return with original signature to The Community Foundation by Friday, August 26, 2016.** Be sure to copy 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 August 15, 2017** 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 951-241-7777, ext. 114, or email me at [ccudiamat@thecommunityfoundation.net](mailto:ccudiamat@thecommunityfoundation.net).

Sincerely,

Celia Cudiamat  
Executive Vice President of Programs

18894 Women Helping Women      20160485      GIMB-2

*Immediate Past Board Chair*

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Stanley Grube

Kirk Harns

Dr. Fred Jandt

Andrew Jaramillo

Dr. Albert Karnig

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Beverly Stephenson

Randall Tagami

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President and CEO



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



August 19, 2016

Ms. Celia Cudiamat  
Executive Vice President of Programs  
The Community Foundation  
3700 Sixth Street, Suite 200  
Riverside, CA 92501

Dear Celia,

On behalf of the Board of Directors, staff and volunteers – but most of all, the many clients of Women Helping Women – our sincerest thanks to the S. L. Gimbel Foundation Fund for the donation of \$25,000 to support women and teen girls in their efforts to achieve financial self-sufficiency by attaining sustained employment. Your contribution will support the Employment Success Program, a comprehensive job readiness training and support curriculum that provides a myriad of services designed to help our clients succeed in their job search.

The signed Grant Agreement is enclosed. If you need anything else, please let me know. Again, we appreciate the opportunity to continue our partnership with The Community Foundation and the S. L. Gimbel Foundation Fund.

Sincerely,

A handwritten signature in blue ink that reads 'Janie'.

Janie Wolicki Best  
Chief Executive Officer  
(949) 631-2333, x-316  
janiew@whw.org  
www.whw.org

A handwritten note in blue ink that reads 'Celia, thank you again so much for your support!'.

Enclosure



**2016 S.L. Gimbel Foundation Fund  
Grant Agreement**

**Organization:** Women Helping Women  
**Grant Amount:** \$25,000 **Grant Number:** 20160485  
**Grant Period:** August 1, 2016 to July 31, 2017  
**Purpose:** To support the Employment Success Program that empowers women and teen girls.

**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).

Email our Marketing & Communications Officer, Charee Gillins, at [cgillins@thecommunityfoundation.net](mailto:cgillins@thecommunityfoundation.net) with any publicity questions as well as any copies of any printed or publicity materials that highlight the grant.

**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.

Jane White Best

Signature

JANIE WORIZCKI BEST

Printed Name

8/16/16

Date

Chief Executive Officer

Title

cc  
8/29/16

Organization: 18894 Women Helping Women  
Grant Number: 20160485

BOARD OF DIRECTORS

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*Secretary of the Board*

Dr. Paulette Brown-Hinds

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Kathleen Sawa

Dr. Henry Shannon

Tamara Sipos

Beverly Stephenson

Randall Tagami

Diane Valenzuela

Dr. Jonathan Lorenzo Yorba  
*President and CEO*

September 8, 2016

Ms. Janie Wolicki Best  
Chief Executive Officer  
Women Helping Women  
1800 East McFadden Avenue, Suite 1A  
Santa Ana, CA 92705

Dear Ms. Wolicki Best:

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 August 15, 2017** 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.

Please feel free to contact me at 951-241-7777, ext. 114, if you have any questions.

Sincerely,



Celia Cudiamat

Executive Vice President of Programs

20160485

41276

GIMB2





**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  
 3495 Main Street, Riverside, CA 92501  
 90-3414/1222

Check Fraud Protection for Business

41276

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

TO THE ORDER OF

DATE

AMOUNT

09/01/2016

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

Women Helping Women  
 1800 E. McFadden Ave., Ste. 1A  
 Santa Ana, CA 92705



*Jonathan Francisco Yobson*  
 AUTHORIZED SIGNATURE

Security features. Details on back.

⑈041276⑈ ⑆122234149⑆ 244124437⑈

The Community Foundation

41276

18894	Women Helping Women	09/01/2016	041276	
20160485	08/08/2016 Employment Success Program to empower women and teen			25,000.00
GIMB	S.L. Gimbel Foundation Advised Fund		25,000.00	

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

The Community Foundation

41276

18894	Women Helping Women	09/01/2016	041276	
20160485	08/08/2016 Employment Success Program to empower women and teen			25,000.00
GIMB	S.L. Gimbel Foundation Advised Fund		25,000.00	

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