



2014 S.L. Gimbel Foundation Fund Grant Application

Internal Use Only:
Grant #: 20140620

Organization / Agency Information

Organization/Agency Name: Women Helping Women (WHW) 18894		
Physical Address: 1800 E. McFadden Ave., Suite 1A		City/State/Zip: Santa Ana, CA 92705
Mailing Address: Same		City/State/Zip:
CEO or Director: Janie Wolicki		Title: Chief Executive Officer
Phone: (949) 631-2333, x-316	Fax: (949) 631-8439	Email: janiew@whw.org
Contact Person: Janie Wolicki		Title: Chief Executive Officer
Phone: (949) 631-2333, x-316	Fax: (949) 631-8439	Email: janiew@whw.org
Web Site Address: www.whw.org		Tax ID: 33-0576900

APPROVED

Program / Grant Information

Interest Area: Health Environment Animal Protection Education Human Dignity

Program / Project Name: Employment Success Program		
Amount of Grant Requested: \$15,000	Total Organization Budget: \$1,322,974	Percentage of Organization's Total Budget used for Administration: 11%
Purpose of Grant Request (one sentence): 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.		
Gimbel Grants Received: List Year(s) and Award Amount(s) 2012 (\$15,000); 2010 (\$10,000); 2009 (\$10,000)		

Signatures

Board President / Chair: (Print name and Title) Marcia Evans, Board Chair	Signature: 	Date: 2-27-14
Executive Director/President: (Print name and Title) Janie Wolicki, Chief Executive Officer	Signature: 	Date: 2-24-14

WOMEN HELPING WOMEN

Trustees' Comment:

Employment figures in terms of FTE are not useful to us in decision making. We need specific positions and hourly rates of pay to be able to consistently understand personnel costs.

Resubmit

Response:

The Program Assistant works directly with clients in the Apparel Center, providing each client with image consulting and professional apparel. She also schedules appointments with clients, manages referrals from our agency partner and oversees inventory.

Her hourly rate is \$14/hr, and she works full time, for an annual earnings of \$29,120 plus benefits, for a total of \$37,331 total annual cost. We are asking for \$3,600 for this position.

The second position is that of Volunteer Manager. The Volunteer Manager is responsible for identifying, recruiting and training over 1,200 volunteers and interns annually, who provide WHW with over 25,000 hours of volunteer pro bono assistance. She sources, recruits, screens and trains volunteers throughout the organization, including but not limited to: personal shoppers, donation assistants, resume reviewers, workshop instructors, lab assistants and administrative volunteers. Volunteers are essential in each of our 6 programs.

She is full time with a salary of \$31,200 (\$15/hr), and we are asking for \$3,600 for this position as well.

Janie Wolicki, WHW – Chief Executive Officer/Executive Director

949.631.2333 x316 – janiew@whw.org



1800 East McFadden Avenue, Suite #1A
Santa Ana, California 92705
949-631-2333
www.whw.org

Empowering Employment Success

Providing employment support services to challenged job seekers at no charge for over 20 years.

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*Grant Request to the **SL Gimbel Foundation** from **Women Helping Women (WHW)**
for **\$15,000** to support the Employment Success Program
February 2014*

I. Organization Background, Accomplishments, Program and Target Population

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 founders began by offering professional apparel so that these women could go to job interviews and present a good first impression, increasing their ability to obtain employment, become financially self-sufficient and thus create a better life for themselves and for their children. 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 20 years of service, WHW has provided opportunity, hope and a path to self-sufficiency to over 40,000 individuals and now supports over 5,000 individuals annually.

WHW has a long history of creating improvements to the Program in order to help our clients be more successful in their search for long-term employment. Our **recent accomplishments** include a significant expansion of our workshop programs both at our site in Santa Ana and through our Workshops on Wheels (WOW) Program, which takes our workshops to the doors of our partners' facilities. In addition, we recently hired a Computer Workshop Coordinator, who has been able to increase the scope and number of classes provided. The result has been an increase in participants in our workshops/classes from 59 to 170 people per month. Another accomplishment has been the result of increasing the focus on mock interviews to help prepare clients for success. The result has been an increase in both placement and retention rates, with 50% of our clients being placed, and over 91% retaining their jobs long-term.

The heart of WHW is the Employment Success Program, which provides a variety of job readiness training and support services. The program reduces barriers to employment, and enables clients to break the cycle of poverty by becoming financially independent. This especially empowers single women who face the daunting task of providing for their families.

Our clients come as referrals from more than 270 partner organizations from all of Orange County and the surrounding area, such as shelters, transitional housing programs, churches, schools, and rehabilitation programs. The majority are women (70%), 66% are single parents, 95% are low-income, 51% are Hispanic, and their ages ranged from 15-71 years old.

II. Project Information

According to the 2010 U.S. Census Bureau, more than 300,000 people in Orange County live below the federal poverty level. Although unemployment in Orange County is slowly improving, as of December 2013, 85,600 people were still unemployed (EDD). Education and training provide the path out of poverty and into a life of self-sufficiency, and WHW has over 20 years of experience in helping the disadvantaged succeed in their job search in today's competitive environment.

*Grant Request to the **SL Gimbel Foundation** from **Women Helping Women (WHW)**
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February 2014*

The **goal** of the Employment Success Program is to create marketable, employable job applicants who are prepared to succeed in today's extremely competitive job market. Services include:

- 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 Shoppers provide one-on-one assistance as clients choose two (2) complete interview-appropriate outfits.
- Transportation Services – Personal transportation services are provided via private shuttle or 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.
- Youth Initiatives – Events designed for first-time job seekers, teaching them how to navigate through today's job market.
- 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.

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 is the only agency in Orange County to provide these services at no cost or obligation to clients or their referring non-profit agency.

During FY 2014-15, the following **objectives** will be met:

Objective I: The Program will serve at least 5,000 disadvantaged individuals; 70% (3,500) 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 4 hours of educational workshops or computer training, and receive over 400 job leads twice weekly.

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

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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.

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

WHW's business model is truly collaborative in nature. **Some of our partners** include Colette's Children's Home, the One-Stops, Human Options, 2-1-1 Orange County, Orangewood Children's Foundation, and WisePlace.

Our **success is measured** through client intake forms (number of people served), inventory and attendance forms (for clothing, workshops, and computer classes), and through personal contact with clients by our staff.

Although the cost to WHW is approximately \$365 per person, WHW is the only agency in Orange County to provide these services *at no charge or obligation to our clients* or their referring non-profit. **Funding from the S. L. Gimbel Foundation will be used** to ensure these services remain available to the underserved.

III. Future Support

WHW has a balanced approach to revenue generation that includes individual donations (12%), fundraising events (8%), vendor contracts (20%), private and public grants (31%), in-kind donations (24%), and two earned income activities (5%). Approximately 89 cents of every dollar received goes directly to Program expenses.

IV. Governance, Executive Leadership, Staff

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. Membership as a Board member is a requirement for Finance, Governance and Strategic Initiatives; Fund Development and Marketing and PR committees consist of both board members and non board members.

WHW operates with a minimal staff of only 12 employees, but with an army of over 1,000 volunteers, who provide more than 17,000 hours of service each year. Many of our staff members have over 20 years experience in management and non-profit organizations. Several of our staff members, and many of our volunteers are bilingual (Spanish/English), which is critical to ensure the majority of our clients, who are Hispanic, can communicate effectively and feel secure.

2014 S.L. Gimbel Foundation APPLICATION

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
Salary & Wages	Program Assistant, Volunteer Manager	284,606	220,000	7,200	511,806
In-Kind Exp	Clothing expense for direct client use	322,200		2,800	325,000
Program Related Expenses	Boutique supplies, workshop and job development supplies	56,550	8,000	2,500	67,050
Rent & Utilities		98,116	12,000	700	110,816
Repair & Maint.		4,916	4,000	150	9,066
Staff & Training	CPR and Health and Safety Training	1,860	1,700	300	3,860
Supplies	Program supplies- paper, ink	876	6,000	200	7,076
Postage & Printing		4,475	6,500	150	11,125
Outside Services	IT support	69,622		1,000	70,622
Other		85,074			85,074
TOTALS:		928,295	258,200	15,000	1,201,495

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

Secured/Awarded

Name of Funder: Foundation, Corporation, Government	Amount
Pacific Life Foundation	\$ 10,000
Sunwest Bank	\$ 10,000
Opus Community Fund	\$ 10,000
WD Foundation	\$ 5,000

Pending

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
Impact Giving	\$ 25,000	April 2014
Walmart	\$ 25,000	April 2014
George Hoag Family Foundation	\$ 10,000	March 2014

VII. Financial Analysis

Agency Name: Women Helping Women (WHW)
Most Current Fiscal Year (Dates): From 7/1/2012 To: 6/30/2013

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

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

Program Expenses	/Total Operating Expenses	= Program Expense Ratio
\$ 1,107,419	\$ 1,239,086	89 %

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
11 %	11%	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
66,907	\$ 28,768	\$ 44,828	2.1

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$ 63,226	\$ (40,420)

Notes:

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

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions	\$189,951	14%	Program Fees	\$236,657	17%
Fundraising/Special Events	\$105,313	8%	Interest Income	\$647	0%
Corp/Foundation Grants	\$426,975	32%	Other: In kind	\$312,074	23%
Government Grants	\$20,000	1%	Other: Social Enterprise	\$72,673	5%

	A	B	C	D	E	F	G	H	I
1	Orangewood Children's Foundation				Employee is in multiple departments				
2					Eliminates 12/31/14				
3	Payroll and Benefits Budget for July 2014 to June 2015				School employee on different pay calendar				
4	Pholder	Dept	Last Name	First Name	Hourly	Payperiod	Annual	% amount	Hours
5	1	3500	Brown	Laron	\$16.00	\$1,280.00	\$33,280.00	1.0000	40
6	1	3500	Evans	Lisa	\$19.50	\$1,560.00	\$40,560.00	1.0000	40
7	0	3500	Levshin	Linda	\$49.25	\$197.00	\$5,122.00	0.0500	2
8	1	3500	Richardson	Monisha	\$18.00	\$1,440.00	\$37,440.00	1.0000	40
9	0	3500	Roberts	Tisha	\$31.51	\$630.25	\$16,386.50	0.2500	10
10									
11	3				\$134.26	\$5,107.25	\$132,788.50	3	132
12									
13									
14									
15									
16									
17									
18									
19									



Board of Directors with Business Affiliations

Executive Committee

Marcia Evans, Chair
Bonnie Kalen, Vice Chair
Sherree Jolly
Tamara Octavio
Katherine Hughes, Immediate Past Chair

Farmers & Merchants Bank, *Vice President and Branch Manager*
Civic Leader
Jolly Jaunts, *Principal*
Deloitte, LLP, *Partner*
Albrecht and Barney, LLP, *Partner*

Directors

Amapola Bautista
Tammy Chu
Tanya Cocking
Karen Conlon
Erin Denniston Leach
Paula Garcia Young
Sherrie Hofstatter
Kyle Rowen
Patti Wendt

Court Appointed Special Advocates, *Case Manager*
Grant Thornton, *Senior Audit Manager*
Kapco Aerospace, *CPA*
CACM, *Chief Executive Officer*
Snell and Wilmer, LLP, *Attorney- Employment Law*
Independence Bank, *First Vice President and Regional Manager*
Corinthian Colleges, *Human Resources Director*
Weserski & Zurek, LLP, *Attorney*
Civic Leader

Advisory Board

Laurie Rowen, Chair
Mark Bregman
Anne Marie Ellis
Erica Fisher
Amanda Kliem
Susie McCollom
Heather Novak
Nella Webster O'Grady
Pat Staggs
Christine Walker
Sherri Wiseman

Montage Legal Group, *Principal*
Boyle Ogata Bregman, *CEO*
Hewitt & Wolensky, *Attorney, Of Counsel*
Hewitt & Wolensky, LLP, *Attorney, Associate*
Visit Newport Beach, *National Sales Manager*
Doncaster, *District Sales Leader*
Deloitte and Touche, LLP., *Director International Tax*
Palo Capital, *Principal*
Civic Leader
Farmers and Merchants Trust Company, *Vice President*
Pacific Life Foundation, *Meeting and Event Director*

WHW (Women Helping Women) Organization Budget Comparison


	Actuals	Budget	Variance
	Most Recently Completed Year	Projections Current Year	
	2013	2014	
Income			
Individual Contributions	\$115,289	\$131,500	(\$16,211)
Corporate Contributions	\$74,661	\$35,000	\$39,661
Foundation Grants	\$406,976	\$330,075	\$76,901
Government Contributions	\$20,000	\$0	\$20,000
Other Earned Income	\$309,330	\$347,000	(\$37,670)
In Kind income		\$325,000	
Event income	\$418,017	\$113,000	\$305,017
Interest & Dividend Income	\$647	\$500	\$147
Total Income	\$1,344,920	\$1,282,075	\$387,845
Expenditures			
Personnel			
Salary CEO	\$87,750	\$93,678	(\$5,928)
Staff Salaries	\$367,299	\$396,000	(\$28,701)
Payroll Taxes	\$39,271	\$44,071	(\$4,800)
Insurance - Workers' Comp	\$5,452	\$6,000	(\$548)
Insurance - Health	\$35,675	\$44,000	(\$8,325)
Payroll Services	\$347	\$350	(\$3)
Staff Training and Recruitment	\$3,978	\$4,000	(\$22)
Total Personnel	\$539,771	\$588,099	(\$48,328)
General Program/Administrative			
Program Supplies	\$80,435	\$71,900	\$8,535
Publications	\$594	\$500	\$94
Dues and Membership	\$9,606	\$10,275	
Conferences & Meetings	\$3,884	\$4,050	(\$166)
Mileage	\$7,436	\$8,500	(\$1,064)
Audit & Accounting	\$26,583	\$30,000	(\$3,417)
Program Consultants	\$40,947	\$49,000	(\$8,053)
Insurance Expense	\$4,984	\$5,050	(\$66)
Telephone Expense - Land Lines	\$1,295	\$1,295	(\$0)
DSL & Internet	\$8,196	\$9,205	(\$1,009)
Office Supplies	\$7,830	\$7,950	(\$120)
Postage & Delivery	\$3,807	\$3,500	\$307
Printing & Copying	\$8,714	\$9,000	(\$286)
Building rent and maintenance	\$117,527	\$118,150	(\$623)
Bank Charges	\$4,142	\$3,225	\$917
Advertisting and event expenses	\$47,037	\$52,500	(\$5,463)
Depreciation Expense	\$11,235	\$16,500	(\$5,265)
In kind Expense	\$350,882	\$325,000	\$25,882
Utilities	\$2,803	\$3,275	(\$472)
Volunteer Appreciation	\$3,885	\$6,000	(\$2,115)
General Program/Administrative	\$741,822	\$734,875	\$7,616
Total Expenditures	\$1,281,593	\$1,322,974	(\$40,712)
Revenue Less Expense	\$63,327	(\$40,899)	\$428,557

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.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<i>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</i>				
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	302,920.	302,920.		
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	97,444.	63,339.	16,565.	17,540.
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	357,605.	335,225.	14,221.	8,159.
8 Pension plan accruals and contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits	35,675.	30,365.	2,907.	2,403.
10 Payroll taxes	44,722.	39,962.	2,626.	2,134.
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	26,583.		26,583.	
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)	8,552.	8,145.	198.	209.
12 Advertising and promotion	7,830.	7,070.	388.	372.
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	104,550.	95,172.	4,689.	4,689.
17 Travel	11,131.	8,969.	1,091.	1,071.
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	11,235.	9,887.	674.	674.
23 Insurance	4,985.	3,327.	1,431.	227.
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 PROGRAM RELATED EXPENSES	76,947.	76,351.	146.	450.
b IN KIND EXPENSES	43,837.	43,837.		
c OUTSIDE SERVICES	40,947.	30,549.		10,398.
d REPAIRS AND MAINTENANCE	12,977.	12,191.	393.	393.
e All other expenses	51,146.	40,110.	2,491.	8,545.
25 Total functional expenses. Add lines 1 through 24e	1,239,086.	1,107,419.	74,403.	57,264.
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)				

 **IRS** Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248132325
Mar. 07, 2011 LTR 4168C EO
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 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,

Michelle M. Sullivan

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

October 16, 2014

Ms. Janie Wolicki
Executive Director
Women Helping Women
1800 E. McFadden Ave., Ste. 1A
Santa Ana, CA 92705

Dear Ms. Wolicki:

Congratulations! A grant has been approved for **Women Helping Women** in the amount of **\$15,000** from the S.L. Gimbel Foundation. The **performance period for this grant is October 15, 2014 to September 15, 2015**. Additional funding beyond the performance period is not guaranteed. It is highly recommended that alternative funding sources be sought accordingly. The grant is to support the following as specified in your proposal:

Employment Success Program: To support job readiness training and support program that empowers women and teen girls by helping them achieve financial self-sufficiency through employment success.

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 October 31, 2015** 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



October 22, 2014

Ms. Celia Cudiamat
Executive Vice President
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 \$15,000 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 goal of the Employment Success Program is to create marketable, employable job applicants who are prepared to succeed in today's extremely competitive job market. Our program has proven to be a successful method to help the disadvantaged; 50% of our clients become employed within four months of service, and once employed, 90% retain their jobs long-term. This represents a significant accomplishment for our clients, and a great first step on the road to economic independence and a better life for their families.

The Grant Agreement has been mailed separately. 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,

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

2014 S.L. Gimbel Foundation Fund

Grant Agreement

Organization: Women Helping Women
Grant Amount: \$ 15,000 **Grant Number:** 20140620
Grant Period: October 15, 2014 to September 15, 2015 (Evaluations due October 31, 2015)
Purpose: **Employment Success Program: To support job readiness training and support program that empowers women and teen girls by helping them achieve financial self-sufficiency through employment success.**

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.

Jane Worrick
Signature

Jane Worrick
Printed Name

10-21-14
Date

Chief Executive Officer
Title

Organization: 18894 Women Helping Women
Grant Number: 20140620

10/27/14



Serving the Counties of Riverside and San Bernardino

S. L. Gimbel Foundation Fund

BOARD OF DIRECTORS October 27, 2014

James Cuevas
Chair of the Board

Ms. Janie Wolicki
Executive Director

Philip Savage IV
Vice Chair of the Board

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

Pat Spafford, CPA
Chief Financial Officer

Sean Varner
Secretary of the Board

Dear ~~Ms. Wolicki~~ ^{JANIE}

Glenda Bayless
Dr. Paulette Brown-Hinds

The Community Foundation is pleased to enclose a grant check for \$15,000 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 October 31, 2015 and will be available online on The Community Foundations website under Grants/Forms . Please note that any grant variances or extensions must be requested in writing and in advance. Any remaining grant funds must be returned to The Community Foundation at the end of the grant period.

Sergio Bohon

Rabbi Hillel Cohn

Andrea Dutton

Robert Fey

Paul Granillo

Stanley Grube

Kirk Harns

Dr. Fred Jandt

Andrew Jaramillo

Dr. Albert Karnig

D. Matthew Pim

Patrick O'Reilly

Rose Salgado

Beverly Stephenson

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

Grover Trask
Immediate Past Board Chair

20140620

38216

GIMB3.2

Dr. Jonathan Lorenzo Yorba
President and CEO



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

HELD TO LIGHT TO VIEW WATERMARK IN PAPER. HEAT SENSITIVE RED INK MARK DISAPPEARS WITH HEAT. DETECTION CIRCLE REVEALS A LOCK WHEN TESTED.

38216

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

EZShield™ Check Fraud Protection for Business

PAY * Fifteen Thousand and no/100 *

TO THE ORDER OF

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

DATE 10/21/2014 AMOUNT \$ ****15,000.00



Jonathan Franco Yabe
Celia Andriant
AUTHORIZED SIGNATURE

Security features. Details on back.

⑈038216⑈ ⑆12234149⑆ 244124437⑈

The Community Foundation		38216
18894	Women Helping Women	10/21/2014 038216
20140620	10/15/2014 Employment Success Program	15,000.00
GIMB	S.L. Gimbel Foundation Advised Fund	15,000.00

CHECK TOTAL: \$ ****15,000.00

The Community Foundation		38216
18894	Women Helping Women	10/21/2014 038216
20140620	10/15/2014 Employment Success Program	15,000.00
GIMB	S.L. Gimbel Foundation Advised Fund	15,000.00

CHECK TOTAL: \$ ****15,000.00