AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: THB Contract - Nurturing Parenting Program

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Temple Hoyne Buell

Term Begins: September 1, 2018 **Term Ends:** 8/31/2020 **Grant Contract #:** 9080

Summary:

Continuation funding with $2,000 increase from last year. This is a 2 year grant with THB for putting on the Nurturing Parenting Program, a child abuse prevention program. $12,000 per year for total of $24,000.

Fiscal Impact:

Submitted by: Margaret Wacker **Submitter's Email Address:** mwacker@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
Is being included in projections and budget during 2019 budget preparation. No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 8/24/2018

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 8/29/18

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 8/29/2018 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 8/29/2018

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 9/4/2018

Revised April 2015

BUELL FOUNDATION
Investing in Colorado's Future

August 17, 2018

Matthew Birnie, County Manager
Gunnison County Department of Health & Human Services
225 N. Pine Street, Suite E
Gunnison, CO 81230

Re: Grant # 9080

Dear Mr. Birnie:

The Trustees of the Temple Hoyne Buell Foundation are pleased to inform you that a grant has been approved in the amount of $24,000.00 for the Nurturing Parenting Program, to be paid over two years. The first payment of $12,000 will be paid after the contract has been signed and returned. The remaining $12,000 will be paid upon receipt of an acceptable progress report, detailing the activities in year one of this grant, including financial reports, updates regarding any changes to the scope of work or budget, and an updated quality goal, due no later than July 31, 2019. Please reference the grant number in any correspondence related to this grant.

This grant has been approved based upon the following terms and conditions:

1. Tax Exempt Status: The organization is a nonprofit recognized by the Internal Revenue Service as a public charity as described in Sections 501(c)(3) and 509(a)(1) of the IRS Code of 1986 as amended (the "Code") or a governmental agency organized under the laws of the State of Colorado.

2. Expenditure of Funds: This grant, and any income earned upon investment of grant funds, is made for the charitable purposes outlined above and may not be expended for any other purpose without this Foundation's prior written approval. The grant period is *September 1, 2018* through *August 31, 2020*. Any unexpended funds, or funds used for purposes other than those allowed by this agreement, must be returned to the Foundation upon written notice.

3. Records and Reports: You are required to keep the financial records with respect to this grant and to provide this Foundation with a written report summarizing the use of all grant funds after funds have been expended, due no later than September 30, 2020, and other reports as we may reasonably require. All records shall be retained for at least four years following the year in which all grant funds are fully expended.

4. Required Notification: You are required to provide this Foundation with *immediate written notification* of (a) any change in your organization's tax-exempt status, (b) any inquiry or audit by the Internal Revenue Service, (c) your inability to expend the grant for the purposes described in this letter, or (d) any expenditure from this grant made for any purposes other than those for which the grant was intended. Additionally, you must submit a written request to us *in advance* if the funds cannot be expended within the stated grant period.

5. Reasonable Access: You will permit this Foundation and its representatives reasonable access to your files, records, accounts, and personnel for purposes of making such financial audits, verifications, or program evaluations as this Foundation deems necessary or appropriate concerning this grant award.

6. Condition of Grant: This grant is conditioned upon your acceptance of the terms set forth above, and this Foundation reserves the right to discontinue, modify, or withhold any payment under this grant award, or to

request a refund of any grant funds, if it reasonably determines that your organization has not fully complied with the terms and conditions of this grant.

7. Publicity: This Foundation may include information concerning this grant, including the amount and purpose of the grant and any related materials (including your logo and trademark and other information about your organization and its activities) in the Foundation's periodic public reports, newspapers, and news releases. You will obtain the Foundation's approval, which shall not be unreasonably withheld, concerning the text of any proposed publicity concerning this grant prior to its release.

8. Representations: Your representations contained in this letter are true and may be relied upon by the Foundation. You will immediately notify the Foundation in writing if you fail to comply with any provision of this letter or if any of your representations are no longer true.

If the conditions of this grant meet with your approval, please sign and return one copy of this letter ***with original authorized signatures*** to the Foundation within 14 days after its receipt. A check for the first payment will be issued within three weeks of our receipt of the signed contract. The second payment will be issued within three weeks of our receipt of an acceptable progress report, detailing the activities in year one of this grant, including financial reports, updates regarding any changes to the scope of work or budget, and an updated quality goal, due no later than July 31, 2019.

Congratulations on this recognition of your important efforts. We look forward to working with you during the coming year.

Sincerely,

Susan J. Steele
Executive Director

AGREED AND ACCEPTED BY THE UNDERSIGNED AUTHORIZED SIGNATORIES
(all signatures below are required):

x _____
Signature, Commissioner
Gunnison County

Printed Name:_____

Title:_____

Date:_____

x _____
Signature, County Manager
Gunnison County

Printed Name:_____

Title:_____

Date:_____

x _____
Signature, CCAP & NPP Coordinator
Gunnison County

Printed Name: Emily Mirza

Title: NPP Coordinator

Date: 8/22/18

CHECKLIST

The Colorado Common Grant Application (CGA) consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

***Note**: If your proposal is for a building project or land acquisition, check the Common Grant Forms website to see if the grantmaker accepts the CGA for Capital Campaigns or contact the grantmaker directly if they are not listed on the website.*

☐ Check specific grantmakers' guidelines and verify that they accept the CGA and determine whether or not they have made modifications to their application requirements.

☐ Comply with any unique application requirements.

☐ **Section I: Cover Letter (one page)**
Include the purpose of the grant request and a brief description of how the request fits with the grantmaker's mission and grantmaking priorities.

☐ **Section II: Summary Sheet Form**
Use the 2-page template provided.

☐ **Section III: Narrative**

☐ *Formatting:* Use 12-point font with 1-inch margins and include the **HEADING** provided for each question. It is not necessary to repeat the text of the questions.

☐ *Page Limit:*
General Operating Requests: 4-page limit; answer questions 1-3; 5(a), 5(b), 5(c); and 6-11.
Program or Project Requests: 5-page limit; answer questions 1-4; 5(a), 5(b), 5(d); and 6-11.

<u>Narrative Questions</u>

☐ 1. Organization Background
☐ 2. Goals
☐ 3. Current Programs
☐ 4. Program or Project Requests Only
☐ 5. Evaluation
☐ 6. Collaboration
☐ 7. Inclusiveness
☐ 8. Board/Governance
☐ 9. Volunteers
☐ 10. Planning
☐ 11. Optional

☐ **Section IV: Attachments**
If you omit any of the required attachments, provide an explanation as to why.
Note: Some grantmakers will not accept an incomplete proposal, regardless of an explanation.

Financial Attachments

☐ 1(a). Organization budget
☐ 1(b). Program or project budget, if applicable
☐ 2. Current (year-to-date) financial statements
☐ 3. Year-end financial statements, audit, and Sources of Income Table
☐ 4. Major contributors
☐ 5. In-kind contributions
☐ Explanation of items in financial attachments, if applicable

Other Attachments

☐ 6. Board of directors list
☐ 7. Proof of IRS federal tax-exempt status, dated within the last five years
☐ 8. Anti-discrimination statement adopted by the board of directors
☐ 9. Key staff
☐ 10. Annual report, if available
☐ 11. Evaluation results (optional): Provide the organization's most recent evaluation results, relevant to this request.

Additional Attachments for Organizations Using a Fiscal Agent/Fiscal Sponsor

Note: Many grantmakers do not accept proposals from organizations using a fiscal agent/fiscal sponsor. Therefore, be sure to check each grantmaker's guidelines prior to submitting a proposal.

☐ 1. The memorandum of understanding or the contract between the organization and the fiscal agent/fiscal sponsor.
☐ 2. Financial attachments 1(a), 2, and 3 for the fiscal agent/fiscal sponsor.
☐ 3. Proof of IRS federal tax-exempt status for the fiscal agent/fiscal sponsor, dated within the last five years.
☐ 4. Board of directors list for the fiscal agent/fiscal sponsor.

Thank you for your time and effort in completing this application.

A User's Guide for the CGA is available at www.coloradocommongrantforms.org.

SUMMARY SHEET FORM

Legal Name of Organization:

Gunnison County

DBA (if applicable): Nurturing Parenting Program

Mailing Address (and Physical Address if it is different and not confidential):

Nurturing Parenting Program
C/O Gunnison County Dept. Health and Human Services
225 N. Pine St. Ste. E
Gunnison, CO 81230

Phone: 970-641-0209 **Fax:** (970)641-3738 **EIN:** 84-6000770

Website: www.gunnisoncounty.org

Organization Email Address: emirza@gunnisoncounty.org

Name of CEO or Executive Director: Joni Reynolds

Phone: (970) 641-7940 **Email:** jreynolds@gunnisoncounty.org

Application Contact & Title (if *not* the CEO or Executive Director)**:**

Emily Mirza, Nurturing Parenting Program Coordinator

Phone: 970-641-7663 **Email:** emirza@gunnisoncounty.org

Organization Information

Year Founded: 2007

Mission Statement:

The mission of Gunnison County Department of Health and Human Services (DHHS) is to provide culturally-competent advocacy, prevention, protection and support services to families of Gunnison and Hinsdale counties so they can prosper and thrive in a healthy and supportive community. The Nurturing Parenting Program, which targets families with children ages 0-11, plays an intricate role in this mission by providing families with parenting education that emphasizes a variety of nurturing parenting skills.

Geographic Area Served (specific to this proposal)**:**

Gunnison County, Colorado

Tax Exemption Status:

☐ 501(c)(3)

☐ Using a fiscal agent/fiscal sponsor

Name of fiscal agent/sponsor: Gunnison County

X Other than 501(c)(3), describe:

Government Entity

Number of Employees: Full-time: 198 **Part-time:**

Grant Request Information

Type of Grant Requested (select one)**:** **Amount of Request:** **$12,000**

X General Operating Support

☐ Program or Project Support
Name of Program or Project:

☐ Capital Request (Check with the grantmaker as to whether they prefer the CGA-Capital)

☐ Other

Describe what the grant will be used for:

The grant will be used to fund Gunnison County Nurturing Parenting Program (NPP). NPP serves parents and children age 0-11 by providing parent education and nurturing skill development. The program meets twice per year (fall and spring) for nine weeks with up to three home visits for each participating family with a NPP staff member.

Financial Information

Budget numbers should match the numbers presented in Attachments 1(a) & (b).

Organization's Current Budget for Fiscal Year Ending: 12/31/2018

Income: $6,296,763.00 **Expenses:** $6,296,763.00

AND, if other than a general operating request,

Program or Project Budget: $17,204.00 **Dates: from:** 09/01/17 **to**: 08/31/18

Income: $12,250.00 **Expenses:** $12,250.00

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

CEO/Executive Director **Date**

NARRATIVE

1. ORGANIZATION BACKGROUND.

The Nurturing Parenting Program (NPP), developed by Dr. Stephen Bavolek in 1979, is an evidence-based, family-centered parenting program designed to stop the intergenerational cycle of abuse and neglect within families by building nurturing skills as alternatives to abusive parenting and child-rearing attitudes. NPP was developed from a strong philosophical basis that supports the growth and development of parents and children as caring people who treat themselves, others, and the environment with respect and dignity. NPP teaches parents a variety of nurturing parenting skills such as having age appropriate expectations, alternatives to corporal punishment, positive behavior management, understanding and handling stress, empowering children, developing family rules, and negotiation and compromise. Gunnison County's Department of Health and Human Services began offering NPP sessions for parents of Infants, Toddlers, and Preschoolers (birth – 5 years) in 2007. In 2008, the session was offered again and a session for parents of School-Aged Children (5-11 years) was added. In 2009, the NPP was moved from the Department of Human Services to the Public Health Division under the umbrella of the Early Childhood Activity Area. It was then restructured in 2011 into the Family and Child Activity Area within the Public Health Division of the Department of Health and Human Services. In 2016 we began offering the Nurturing Parenting Program Nurturing Skills curriculum for parents of children ages 0-11 which included up to three optional home visit/ individual consultation component.

2. GOALS.

The goal of the Nurturing Parenting Program to reduce child abuse and neglect in Gunnison County. Though there has been a steady decline in abuse, neglect, and maltreatment for children 18 and younger in Gunnison County since 2012, the 2016 rate remains at 9.4 per 1,000 (Kids Count, 2016 http://datacenter.kidscount.org/data/line/445-child-abuse-rate-per1000?loc=7&loct=5#5/1240/false/870,573,869,36,868/asc/any/1104). NPP will strive to graduate a total of 16 parents and 16 children each year from our two nine-week NPP Nurturing Skills sessions. We plan to hold the Nurturing Skills for Families sessions twice per year, in spring and fall. We hope to enroll 12 parents in each session so that with a retention rate of 75% we will graduate at least 8 parents and 8 children from each session. We also hope to achieve a balance of 50% referred and 50% self-referred families. The program will be offered as combination model with group-based sessions and home-based visits. Our goal for the Nurturing Skills program for parents of children ages 0-11 is that each family graduates by attending at least 7 of the 9 classes in each session as well as participate in at least 1 of the 3 offered home visits. Parent facilitators also provide make-up sessions during home visits or before/after group sessions. We aspire to have each parent who graduates from NPP show a substantial increase in nurturing parenting attitudes and skills. This growth is monitored through facilitator observation and the AAP-I-2.1 and Nurturing Quiz Parenting Inventories.

3. CURRENT PROGRAMS.

NPP has provided families in Gunnison County with two sessions of the nine-week nurturing skills curriculum for parents of children ages 0-11 over the course of the last year. NPP is a family-centered initiative, where the parents and the children learn new

skills with one another. The program is appropriate for a variety of families including two-parent, single parent, step-families, foster families, grandparents, and expectant parents.

The fall session had 4 parents and 4 toddlers. In addition to the course curriculum, child development, empathy, and nurturing skill development parents were able to learn from their peers about successful parenting techniques that were working in their household. Certain parents indicated a lack of bonding and attachment with their child. For one mom watching other parent's interaction with their children and listening in group discussions to different nurturing routines helped build a nurturing relationship with her two year-old son. The fall session participants thrived in the group-based setting which provided additional support other than the curriculum.

The spring session has a larger more diverse group with 15 adults and 14 children. What has been truly amazing to observe is the support and group dynamics of creating a safe space for parents sharing trauma that they have personally experienced. Additionally, there is mother who came with her two year old son and 16 year old daughter who just gave birth. It has been a special experience to see this mother and daughter face the challenges together that teen pregnancy and motherhood presents.

This past year we were able to hire a team of dedicated staff. Both of our parent facilitators are licensed counselors that specialize in work with families and children. We have a male and female facilitator and are both parents. This has greatly increased the relatability mothers and fathers have with our facilitators.

One of the reasons that we feel NPP is such a success is because it involves the entire family; not only are the parents learning valuable parenting skills such as having age-appropriate expectations, alternatives to corporal punishment, positive behavior management, understanding and handling stress, empowering children, developing family rules, and negotiating and compromise, but the children are also taught how to verbalize their emotions and communicate more effectively toward their parents. These concepts are taught through hands-on activities, group discussions, role-playing, audiovisuals, and nurturing family activities.

4. PROGRAM OR PROJECT REQUESTS ONLY.

The Nurturing Skills for Families Nurturing Parenting Program is the model that we have chosen to continue to follow for the 2018-2019 grant year. The model is an innovative model of the Nurturing Parenting Program that is designed to provide flexibility to meet the needs of families with children ranging in age from birth to 11 years old. The program allows for a combination of group and home-based classes in which each individual family creates a "Family Nurturing Plan" with the parent facilitators based on the scores they receive on the AAPI and NSCS parenting inventories taken at the beginning of the program. We have chosen this particular program because of the shorter time commitment and the individualized plans that cater to the needs of each individual family. Each of the lessons delivered are based on different competences identified in the curriculum. We are planning on offering two nine-week sessions that will include group sessions along with 3 home visits/ individual consultations that will be offered at convenient times within the nine week time period. The home-based visits ensure parents have a proper understanding and utilization of the skills presented in the lessons.

5. EVALUATION.

a) NPP utilizes several approaches for evaluating our work with families. Written evaluations are completed by staff and families on a regular basis. The weekly evaluations for parents includes a segment for evaluating the program as a whole and a segment for rating how well they themselves became competent in the material that was taught that day. We review evaluations weekly to assess areas of needed improvement to better serve our current families' needs as well as to guide us in improving future sessions. Additionally, staff meet briefly before each session to debrief and check –in about program logistics and evidence of changes with parents and children due to program skill development and curriculum.

b) On the first and last day of class the parents complete two standardized tests: the AAPI-2.1 and the Nurturing Quiz. The AAPI-2.1 evaluates the parents' attitudes in each of the following constructs: appropriate expectations, empathy, non-violent discipline, appropriate family roles and power and independence. The Nurturing Quiz evaluates how well the NPP session was taught by testing the parents' knowledge and application of specific nurturing parenting practices. Both the pre and post test versions of the AAPI-2.1 are entered online at www.assessingparenting.com and a parent profile and assessment is printed and evaluated by the facilitators and parents. General clinical information provided on the parenting profiles aids us in interpreting each individual's needs and helps us provide effective parenting interventions that are designed to build positive, nurturing parenting behaviors. In each class we discuss with the parents what is working and what they are still struggling with at home. This helps the parent facilitators determine if the practices taught in class are being utilized at home and if the parents are finding them to be effective

c) Although every parent graduate does not show an increase in post-test scores on the AAPI-2.1 and Nurturing Quiz, every session an overall group increase has been reflected in both tests. The fall 2017 Nurturing Skills Session that was completed in December reflected an overall higher average of increase in the parents' attitudes of the constructs; with the average increasing from 6.8 on the pre-test to a 7.26 on the post-test. The Nurturing Quiz evaluation increased from 7.3 to 7.83. Both of these increases demonstrate that the teaching was successful. Although not formally measured, a positive change in the parent-child interaction is almost always evident after each session with all of the families. Parents exhibit more appropriate expectations of their children and seem more relaxed and better equipped to handle the behaviors of their children in a positive manner. At the close of the final session we asked some additional evaluation questions, all parents indicated use of skills learned throughout the nine weeks including empathy, nurturing routines, and age appropriate positive behavior management.

6. COLLABORATION.

With the broader picture in mind, Gunnison County NPP met with all other county programs that interface with families in the community including Department of Health and Human Services (DHHS), Family Advocacy Support Team (FAST), Colorado's Temporary Assistance for Needy families (TANF) and Multicultural Resource Office to

discuss the parenting programs framework in our community, referral systems, and the possibility of a Spanish speaking parenting program. In addition, Gunnison County NPP surveyed the Gunnison Hinsdale Early Childhood Council (GHECC) asking similar questions of early childcare providers. The outcome of both of these meetings was the development of a referral form to reach high needs families, create new promotional resources, and a clearer vision on how to move forward with a Spanish speaking parenting program.

The referral process was implemented prior to the spring session and proved to be successful in recruiting families from in-home visitation, DHHS social workers, and Colorado's TANF. As a result six of the fifteen parents enrolled were referred. Additionally, new brochures, print, and social media ads were created to increase enrollment and program promotion. In the coming year we plan to continue use of the referral form and system.

The NPP coordinator partnered with the GHECC to reach childcare directors to promote the spring session. The NPP coordinator went to different childcare center, preschool, and kindergarten pick-up and drop-offs to promote the spring session, enroll families, and answer questions.

Communities that Care and GCSAPP (Gunnison Valley Substance Abuse Prevention Project) coalition potentially has a new focus area to reduce and buffer toxic stress for youth, thus supporting positive child development. A potential strategy is to incorporate the Adverse Childhood Experiences (ACEs) screening into well-child visits. NPP would plan to administer ACEs during the child development session and discuss how parents can reduce trauma and lower toxic stress in their child's lives.

7. INCLUSIVENESS.

NPP is for any parent or expectant parent with at least one child ages 0-11 that is interested in increasing their parenting skills and developing a better understanding of their children and themselves. The program cost is $25 a family but scholarships are available to any family who plans to attend but cannot pay the enrollment fee. There are no income requirements, although a few of the parents that enroll in the program are asked to attend due to the fact that they are receiving TANF. Other mandated clients come from open child welfare cases and/or court requirements. In order to maintain a balance of mandated and self-referred participants NPP strives to keep the community aware of the program and what it has to offer. We also inform the community through a variety of marketing materials and NPP recruitment at childcare, preschool, and kindergarten.

Similar to past year NPP staff have worked closely with the GHECC, GCSAPP, and Communities that Care, in offering community events focused around early childhood and family support in the Gunnison valley. This April to promote Child Abuse Awareness Month and the Week of the Young Child Communities that Care are coordinating a Kid Derby Day with stick horse race, fancy hat competition and BBQ at the local rodeo grounds. NPP staff, other agencies and summer camps that support positive youth development will be present to connect parents to resources throughout Gunnison County.

As previously mentioned, Gunnison County NPP met with all county programs that provide services to families. A main discussion point was how to better reach higher needs

families who could greatly benefit from attending NPP. This was reached through a stronger referral system. The county family program staff and GHECC discussed in more detail the possibility of a Spanish speaking parenting program and the delivery method. Additionally, the Multicultural Resource Office and West Central Public Health Partnership facilitated a focus group for the Spanish speaking community and questions regarding parenting classes were included. All discussions indicated a need for some type of Spanish speaking parenting programming. The NPP coordinator is applying to a local funding opportunity to train a facilitator and pilot a Spanish speaking class.

8. BOARD/GOVERNANCE.

The Board of County Commissioners for Gunnison County serves as the governing body for Gunnison County Department of Health and Human Services. Each year we embark on a strategic planning effort with the BOCC. Priorities are set. Promoting healthy communities by strengthening our continuum of care and sustaining essential services is an identified priority. Our coordinator meets regularly with the director of Public Health to review the work plan and goals of NPP.

9. VOLUNTEERS.

During a typical NPP session we try to bring in 1-2 professional guest speakers to join us in our parent room discussion and lecture. The psychology professor from WSCU always volunteers her time to speak to the parents about developmental milestones and appropriate expectations. We have found that all of the parents really enjoy having her as a speaker. We have also invited a local naturopathic doctor to speak a about holistic nutrition for children.

10. PLANNING.

In past years the majority of the funding for NPP has come from the Colorado Children's Trust Fund, though there was a shift in their priorities to focus on sexual abuse prevention. For some time now Gunnison County NPP has not qualified for this funding opportunity. Currently, the Child Maltreatment Prevention Frame Work for Action is funding planning grants. We except to see a future RAF with a program implementation focus and plan to apply. Other funding opportunities are constantly explored though none have been a true fit for NPP.

In regards to piloting a Spanish speaking parenting, the program would be housed under Gunnison County NPP and will be in collaboration with the Multicultural Resource Office. The framework proposed would be to train a Hispanic community member familiar with their cultural norms and parenting practices. The Spanish speaking facilitator would shadow our current NPP facilitators in the fall session and in the implement a spring session. We plan to apply to a local grant to fund this proposal.

11. OPTIONAL. If there is additional information that is vital to convey in this proposal, do so here. *(This must be contained within the four-page limit for general operating requests or the five-page limit for program and project requests.)*

ATTACHMENTS

Label each attachment and provide in the order listed.

Financial Attachments

Note: Provide explanations for items that may raise questions in any of the attached financial documents. The explanations can be written onto the documents themselves or included as an additional page.

1. **BUDGETS.** Include revenues and expenses.

   a) The organization's operating budget for the current fiscal year. If available, also include the budget for the upcoming fiscal year.

   If the request is for a program or project, also include:

   b) Program or project budget for the program period.

2. **CURRENT (YEAR-TO-DATE) FINANCIAL STATEMENTS.** Include a Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expense Statement) through the most recently completed operating month available (must be within the past three months). Provide the Statement of Activities in a budget-to-actual format if the organization uses that format.

3. **YEAR-END FINANCIAL STATEMENTS, AUDIT, AND SOURCES OF INCOME.** Include the most recent fiscal year-end financial statements, audited if available. If the organization has an audit, but it is not available for the most recent fiscal year-end, also include the most recent audit.

   Sources of Income Table Complete the table below for the organization as a whole, based on the most recently completed fiscal year. Categories may be modified to fit your organization's funding sources.

Percentage	Funding Source
%	Government grants (federal, state, county, local)
%	Government contracts
76.5 %	Foundations
%	Business
%	Events (include event sponsorships)
%	Individual contributions
1 %	Fees/earned income
%	Workplace giving campaigns
22.5 %	In-kind contributions (optional)
%	Other
100 %	**TOTAL (must equal 100%.)**

4. **MAJOR CONTRIBUTORS.** For the previous two fiscal years, list major contributors (foundations, businesses, government, individuals) with amounts. Do not include names of individual donors.
5. **IN-KIND CONTRIBUTIONS.** Summary of significant in-kind donations (donated goods and professional services) received by the organization for the last fiscal year.

Other Attachments

6. **BOARD OF DIRECTORS LIST**. Include the following information for each board member:
   - Position(s) on the board (officer and committee positions)
   - Occupation and name of employer and/or affiliation(s)
   - City or county of residence
   - Term end date for each board member
7. **PROOF OF IRS FEDERAL TAX-EXEMPT STATUS**, also called a Letter of Determination. This letter must be dated within the last five years.
8. **ANTI-DISCRIMINATION STATEMENT** adopted by the board of directors.
9. **LIST OF NAMES AND QUALIFICATIONS OF KEY STAFF**, including length of service with the organization. *Do not* include job descriptions or resumes.
10. **ANNUAL REPORT**, if available.
11. **EVALUATION RESULTS (optional):** Provide the organization's most recent evaluation results or findings, relevant to this request.

Additional Attachments for Fiscal Agents/Fiscal Sponsors

Note: Many grantmakers do not accept proposals from organizations using a fiscal agent/fiscal sponsor. Therefore, be sure to check each funder's guidelines prior to submitting a proposal.

1. **THE MEMORANDUM OF UNDERSTANDING** or the contract between the organization and the fiscal agent/fiscal sponsor.
2. **FINANCIAL ATTACHMENTS** 1(a), 2, & 3 for the fiscal agent/fiscal sponsor.
3. **PROOF OF IRS FEDERAL TAX-EXEMPT STATUS** for the fiscal agent/fiscal sponsor, dated within the last five years.
4. **BOARD OF DIRECTORS LIST** for the fiscal agent/fiscal sponsor.

Gunnison County NPP 2018-2019 Budget
Fall and Spring 9 Week Sessions

PERSONNEL			
1 Coordinator	4hrs/wk for 22wks	$31/hr (includes benefits)	$2,782.00
2 Parent Facilitators	6.5hrs/wk for 18 wks	$22.75/hr	$5,323.50
2 Child Facilitators	3.5hrs/wk for 18 wks	$14.83/hr	$1,868.58
TOTAL PERSONNEL			**$9,974.08**
Operating Supplies			$100
Meeting Food			$1,500
Incentives			$400
TOTAL			**$2,000**
IN-KIND			
Space Rental	**3hrs/wk for 18 wks x 2 rooms**	**$25 hr**	**($2,700)**
Volunteers	**1 Volunteer @ $25/hr 4 weeks**		**($100)**
Total In-Kind			**($2,700)**
TOTAL PROGRAM COST			**$11,974.08**