

**City of Plano Staff Review Checklist
2010 Consolidated Grant Application**

Agency: Family Outreach

Program: Family Outreach In-Home Mentoring

Application Type: Program Service Permanent Housing Site/Equipment

- One Copy of Grant Cover Sheet, Application, CD, and Attachments
 - Original signatures on cover sheet
 - Unbound, no staples, loose leaf format
 - Printed on one side of white 8½" x 11" paper,
 - With page numbers
 - All pages included
 - No blank answers

Attachments

- 1 - Detailed Annual Organization Budget for Current Fiscal Year
- 2a - List of Organization's Officers/Board Members
- 2b - Board Annual Meeting Schedule
- 3 - Resume of Director
- 4 - Copy of Organization's latest tax return accepted by IRS
- 5 - Copy of Organization's Certificate of Good Standing from State Comptroller's Office
- 6 - Copy of Organization's most recent audit of Financial Records
- 7 - Organization's Audit Information Certification Form
- Program Service 8 - Detailed Annual Program Budget
- Site /Equipment 8 - 2 or 3 bids

Organization Eligibility

- Must use proposed funds for Plano residents
- Non-profit or public agency
- In compliance with any previous City of Plano contracts
- Operation for a minimum of three years

Completed by: Monique Coleman
Staff

3-22-2010 4:24pm
Date & Time

Family Outreach Richardson-Plano, Inc.			
BUDGET 2010			
			Jan - Dec '10
	Income		
	Donations		
	Business		3,000.00
	Churches		1,500.00
	Civic		500.00
	Individuals		1,700.00
	Memorials & Honorariums		200.00
	Total Donations		6,900.00
	Fundraiser		
	Bowl-A-Thon 2009		16,000.00
	Garage Sale		2,800.00
	Other		500.00
	Total Fundraiser		19,300.00
	Grants		
	City of Plano		10,000.00
	International Women's Club		5,000.00
	City of McKinney		6,500.00
	The Rees-Jones Foundation		10,000.00
	Total Grants		31,500.00
	Interest Earned & Transfers		
	Transfer From Vanguard MM Fu		35,097.00
	Total Interest Earned & Transfers		35,097.00
	Parenting		2,200.00
	Total Income		94,997.00
	Expense		
	Bank Charges		50.00
	Case Worker Supervision		480.00
	Client expenses		
	Christmas		
	Grant - City of Plano 2009/2010		5,000.00
	Grant - Rees Jones Fdn 2009		200.00
	Grant - Rees Jones Fdn 2010		1,300.00
	Grant - City of McKinney 2010		800.00
	Thanksgiving		300.00

	Other	400.00
	Total Client expenses	8,000.00
	Conf&Wkshps	200.00
	Directories	60.00
	Dues and Subscriptions	45.00
	Employee expenses	
	Auto expenses	3,800.00
	Benefits	2,940.00
	Salary	42,000.00
	Taxes	
	Federal Withholding	
	Medicare	
	Social Security	
	Total Taxes	2,940.00
	Telephone	500.00
	Total Employee expenses	52,180.00
	Fund Raising Exp	
	Bowl-A-Thon 2009	2,800.00
	Garage Sale Exp	600.00
	Total Fund Raising Exp	3,400.00
	Insurance, Bus	1,600.00
	Newsletter	700.00
	Office	
	Office Supplies	280.00
	Postage and delivery	350.00
	Printing and Reproduction	170.00
	Rent	7,200.00
	Total Office	8,000.00
	Parenting Expense	3,000.00
	Professional & Business Expense	
	Auditing & Tax	1,350.00
	Consulting	14,600.00
	Public Relations	200.00
	Total Professional & Business Ex	16,150.00
	Volunteer Expense	1,132.00
	Total Expense	94,997.00
	Net Income	0.00

**Managing Board Family Outreach
June 1, 2009 – May 31, 2010**

President

**Marian Datesman
Plano, TX
Retired
Caucasian**

Vice President

Temporarily Vacant

Secretary/Data Base

**Anna Bullock
Richardson, TX
Homemaker
Caucasian**

Treasurer

**Barbara Levell
Plano, TX
Retired
Caucasian**

School Programs

**Leah Lopez
Little Elm, TX
Student
Hispanic**

Community Connection

**Sandra Wilkes
Dallas, TX
Self Employed
Caucasian**

**Marcia Madden
Richardson, TX
Retired
Caucasian**

Community Events

**Peggy Weintraub
Garland, TX
Retired
Caucasian**

Membership

**Marian Datesman
Plano, TX
Retired
Caucasian**

Garage Sale

**Carolyn Kennington
Dallas, TX
Retired
Caucasian**

Grant Requests

**Carolyn Kennington
Dallas, TX
Retired
Caucasian**

**Donna Petri
Richardson, TX
Retired
Caucasian**

Help Line Coordinator

**Mary Legge
Dallas, TX
Retired
Caucasian**

Holiday

**Beverly Thoes
Dallas, TX
Accountant
Caucasian**

**Mary Legge
Dallas, TX
Retired
Caucasian**

Newsletter Editor

**Andrea Huff
Allen, TX
Pre-school Worker
Caucasian**

Newsletter Circulation

**Sharon Groves
Richardson, TX
Day School Director
Caucasian**

Parenting Chair

**Nan Griffith
Plano, TX
Retired
Caucasian**

Public Relations

**Donna Pearson
Dallas, TX
Amos Energy
Caucasian**

Statistics

**Beverly Thoes
Dallas, TX
Accountant
Caucasian**

Volunteer Education

**Anna Bullock
Richardson, TX
Homemaker
Caucasian**

Appointed Positions

**HASR
Sunshine**

**Orinne Sullivan
Orinne Sullivan
Jody Tenny**

Employees

Casework Manager

**Debbie DeCicco
Dallas, TX
Caucasian**

Development Director

**Janet Madrazo
Dallas, TX
Consultant; part-time
Caucasian**

Marian Datesman, President
3600 Sailmaker Ln.
Plano, Tx. 75023
972-491-1411

Family Outreach Volunteer Experience
February 1999 – Present

Volunteer President:

1. Chairs Executive Board, Managing Board and general meetings.
2. Prepare an agenda for and preside at all meetings of Executive board, Managing Board, and meetings of general membership.
3. Review bank statement monthly. Work closely with treasurer to be sure all financial matters are clear and recorded.
4. Appoint chairpersons of committees not elected.
5. Oversee working of all committees.
6. Work closely with casework manager.

Volunteer Vice President:

1. Serve as member of Executive Board.
2. Preside over meetings in absence of President.
3. Represent FO at community functions, at the request of President.

Volunteer Caseworker:

1. Delivered intensive casework services to five families, visited once a week.
2. Provided helping agencies when needed.
3. Provided in home parenting classes.
4. Documented each visit for Casework Manager
5. Delivered holiday gifts and food to families.

Membership:

1. Contact everyone who expresses an interest in volunteering with Family Outreach.
2. Work closely with casework manager to oversee training of new volunteers.
3. Follow up with new volunteers. Determine where their interest lie and help them become involved.

Parenting:

1. Schedules and recruits facilitators for all classes.
2. Keeps statistics for all classes.
3. Keep supplies well stocked (books, handouts, videos)

**CITY OF PLANO
2008 BUFFINGTON COMMUNITY SERVICES GRANT
QUARTERLY REPORT**

October 1, 2008 - September 30, 2009

Section 1: Basic Grant Information

AGENCY NAME Family Outreach Richardson/Plano

Grant Amount \$ 10,000.00

Allowable expenses:

Reporting on: People Families

Section 2: Table of Total Expenditures and Demographics

	Grant Funds Spent	Total Assisted	Race				Ethnicity H
			AA	W	A	O	
1st Quarter Totals	\$2,190.16	6	3	3	0	0	2
2nd Quarter Totals	\$2,478.88	1	1	0	0	0	0
3rd Quarter Totals	\$1,817.41	1		1			
4th Quarter Totals	\$3,513.55	3	1	2			2
Annual Totals	\$10,000.00	11	5	6	0	0	4

Section 3: Specific Grant Expenditures

1st Quarter

October 1 thru December 31, 2008: **Due by January 31, 2009**

Caseworker salary: \$1,250.00

Family #1	\$195.20	diapers, gift card for turkey
Family #2	\$325.00	rent assistance, gift card for turkey
Family #3	\$ 25.00	gift card for turkey
Family #4	\$ 25.00	gift card for turkey
Family #5	\$355.32	utilities, gift card for turkey
Family #6	\$ 14.64	diapers

2nd Quarter

January 1 thru March 31, 2009 : Due by April 30, 2009

Caseworker salary: \$1,250.00

Family #1	\$ 100.00	gas card
Family #2	\$ 781.64	utilities, rent assistance
Family #5	\$ 327.27	utilities, formula
Family #7	\$ 19.97	diapers

3rd Quarter

April 1 thru June 30, 2009 : Due by July 31, 2009

Caseworker salary: \$1,250.00

Family #2	\$ 494.42	utilities, rent assistance
Family #5	\$ 12.99	diapers
Family #8	\$ 60.00	parenting/anger mgt classes

4th Quarter

July 1 thru September 30, 2009 : Due by October 31, 2009

Caseworker salary: \$1,250.00

Family #1	\$ 100.00	school supplies
Family #2	\$ 198.86	rent assistance
Family #5	\$ 504.76	utilities, diapers, back-to-school supplies
Family #8	\$ 552.86	utilities
Family #9	\$ 697.61	counseling, utilities, telephone
Family #10	\$ 159.46	diapers, wipes, gas cards
Family #11	\$ 50.00	back-to-school clothes

Family #2 : Single mother of four (ages 14, 9, 8, 2), also caring for 16-year-old nephew, struggling financially but working steadily to support family, eventually moved out of the area to more affordable home: Thanksgiving gift card, rent assistance to prevent eviction, assistance with utilities.

Family #3 : Single mother, infant, and 4 very young children. Mother reported having moderate depression and that father was physically abusive when they were together: Thanksgiving gift card

Family #4 : Single mother who is treated for anxiety/depression and insomnia and 11 year old who has ADD and has had suicidal thoughts: Thanksgiving gift card

Family #5 : Mother, father/stepfather, and 3 very young children. Mother has medical problems and both parents had difficulty finding employment: Thanksgiving gift card, assistance with utilities, diapers, formula, back-to-school clothes

Family #6 : Sixteen year old mother and her 1 year old son who live with mother's grandmother. Mother and grandmother have a conflicted relationship, and mother is at risk for dropping out of school: diapers

Family #7 : Single mother and 4 children who live with maternal grandmother and maternal aunt. Mother can't afford day care so that she can find employment: diapers

Family #8 : Mother, father, and 2 year old. Two year old had been at risk when mother left her with adults she didn't know well: parenting classes, utilities

Family #9 : Mother, father, and infant son. Mother and father were involved in verbal abuse and father lost his job during casework: utilities, telephone, continuing counseling

Family #10 : Single mother and 4 children under age four who live with maternal grandmother. Mother suffered past sexual abuse, had no counseling, and reported depression: diapers, wipes & formula, gas cards

Family #11 : Teenage mother, father, and infant son. Despite her new responsibilities as a parent, mother continues to attend high school: back-to-school clothes

Family Outreach very much appreciates the funding that has made the above help available to our clients. In addition, we appreciate the much needed support for the casework manager who works some cases and oversees the volunteer caseworkers who work other cases. Thank you.