

# **My Sister's Closet**

**2014 Grant Application**

Presented to

City of Bloomington Common Council

Jack Hopkins Social Services Funding Committee

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## **Project Narrative**

The E3 Project – Education, Electronics and Efficiency – is described in the attached application form. Additional, requested information is provided within this section of the grant application.

## **Amount Requested**

My Sister's Closet is requesting a grant to cover the cost of purchasing a portable projector, a compatible and powerful notebook computer, and 48 plastic storage bins. We are requesting a grant to cover the actual costs of the above-mentioned items, in a not-to exceed amount of \$2,500.

## **Project Details**

My Sister's Closet operates the Success Institute, which presents professional workshops on various topics designed to increase employment opportunities for area residents. The topics include resume writing, interviewing, and communication basics. These classes are offered to voucher clients and the community at no charge, and are held at various agencies in the Bloomington area. We plan to greatly expand the Institute this year, holding several monthly classes with the assistance of a volunteer team of 30.

Currently, we are borrowing laptops and projectors for each session; these are not always compatible and can cause extensive delays or can result in cancelled classes. Given the greater demand for our service, we need a portable projector and notebook computer to ensure that presentations will be delivered effectively. This equipment combination will also be used for volunteer training sessions at the Executive Director's office. During the daytime, the notebook computer will be used to track point-of-sale transactions, inventory, and volunteer hours.

We store thousands of clothing items in our storage facility and at the Boutique in waterproof, dust- and moth-resistant plastic containers. The containers we have used for many years are now cracked or split and no longer protect the merchandise. We are requesting a total of 48 clear replacement bins, all of the same size. This will allow us to stack the bins and see the items inside, creating greater operational and space efficiencies.

We estimate that we will receive in-kind donations of >1,000 person-hours to implement and complete this project, however, we need cash assistance to purchase the underlying equipment and storage materials.

## **Implementation Timeframe**

The planning phase of these projects is well under way. The Success Institute will begin using the projector and notebook computer immediately upon award for presentations. The point-of-sale and personnel tracking software (for which we are Not requesting funding) will be loaded

onto the Notebook computer by December, 2014. The storage bins will be purchased immediately and the inventory re-stocking project will be completed mid-summer.

### **Long-term Success**

The programs of My Sister's Closet have had a deep, meaningful impact on this community: last year alone, we served 186 voucher clients and provided them with new or nearly-new clothing, shoes, and accessories, plus haircuts, makeup, and other services with a retail value exceeding \$120,000. Upon receiving clothing and/or workforce instruction, approximately 80% of those served obtain employment within 3 months. Expansion of our ability to affordably clothe and educate those entering the workforce will ensure the lasting success of this project.

### **Outcome Indicators**

The number of workshops we are able to successfully hold without delay, using the new equipment, will be one outcome indicator. Currently, about half of our workshops are delayed due to equipment incompatibility.

A second, related indicator is the number of volunteers who can be concurrently trained. At this time, due to extremely limited display capability, only two or three can be trained simultaneously while huddled around the Director's computer screen.

The third indicator is the amount of clothing that remains free of environmental damage, due to the fact that items are stored in new, water-tight, dust- and moth-resistant storage bins. Currently, about 3% of the merchandise requires costly re-cleaning or has been damaged beyond repair.

## Project Budget

Our project needs comprise two main components: electronics and storage. We are requesting funding to enable the purchase of a notebook computer, a lightweight portable projector, and a total of 48 storage bins for use in both the bargain boutique and the storage warehouse.

My Sister's Closet will make every effort to obtain advantageous pricing for all items. Reimbursement will be requested for actual cost. Estimated costs are itemized below:

Item	Not-to-exceed Price Estimate
Portable projector	\$1,000.00
Notebook computer	900.00
48 Storage bins	600.00
<b>Maximum Total Request</b>	<b>\$2,500.00</b>

## Year End Financial Statement - 2013

### Statement of Assets, Liabilities and Net Assets – as of 12/31/2013

#### Assets

##### Current Assets

- Checking	\$5,951.00
- Savings	423.00
- In kind donation of time and benefits paid to Executive Director	48,000.00
- In kind donation of bookkeeping services	4,048.00
- In kind donation of Success Institute program development and delivery	15,000.00
- In kind donation of coordination of voucher benefits with Partner Agencies	7,010.00

**Total Current Assets** **\$80,432.00**

#### Liabilities and Net Assets

##### Current Liabilities

- Payroll liabilities	1,332.00
- Sales tax liability	183.00

Total Current Liabilities 1,515.00

Long Term Liabilities 0.00

**Total Liabilities** **\$1,515.00**

**Total Net Assets** **\$78,917.00**

**Total Liabilities and Net Assets** **\$80,432.00**

## Statement of Revenue, Expenses, and Change in Net Assets – as of 12/31/2013

### Support and Revenue

#### Support

Cash Donations		\$2,322.00
In-kind Donations (professional services)		74,058.00
Grants		2,900.00
Special Events	\$15,262.00	
Less cost of events	(4,136.00)	11,126.00

#### Revenues

Program Income		38,715.00
Interest Income		3.00

#### Total Support and Revenue

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**\$129,824.00**

### Program Expenses

Wages	26,685.00
Tax Expense	2,671.00
Promotion	3,498.00
Rent – storage facility	1,576.00
Supplies	670.00
Utilities	2,941.00
Other	457.00

#### Total Program Expense

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**\$48,298.00**

### Administrative Expenses

Insurance	2,159.00
Contract Labor	5,051.00
Professional Fees - CPA	236.00
Bank Service Charges	605.00
Office Supplies	1,295.00

#### Total Administrative Expense

---

**\$9,346.00**

#### Total Expenses

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**\$57,644.00**

#### Excess of Revenue over Expenses

**\$71,480.00**

#### Net Assets at beginning of year

**\$7,437.00**

#### Net Assets at end of year

**\$78,917.00**

### **Signed Written Estimates**

This requirement is not applicable to My Sister's Closet, as we are not requesting funding for capital improvements.

### **Memorandum of Understanding**

This requirement is not applicable to My Sister's Closet, as we are not participating in an application for a Collaborative Project.

## Appendix A - Participating Agency Partners

Abilities Unlimited	Family Services Association/ Mental Health	Planned Parenthood
American Red Cross	Family Solutions	Salvation Army
Amethyst House	Hannah House	SCCAP Head Start
Area 10 Agency on Aging	Housing and Neighborhood Development	Shalom Center
Benton Township	IMPACT (FSSA)	S. Central Community Action Program, Family Development
Binkley House Emergency Youth Shelter	Ivy Tech College	Stepping Stones
Bloomington Housing Authority	Martha's House	Stonebelt
Bloomington Parole Board	Middle Way House	The Rise
Bloomington Township	Monroe County Division of Family Resources	The Villages
Catholic Charities	Monroe County United Ministries	United Way of Monroe County
Centerstone	Mother Hubbard's Cupboard	Veteran's Administration
Circles (SCCAP)	New Hope Family Shelter	Volunteers in Medicine
Community Employment Options	New Leaf New Life	White River Central Neighbor Council
Community Kitchen	Options for Better Living	Women, Infants, and Children Program (WIC)
Experience Works	Perry Township	Work One

## Appendix B – Equipment and Materials

The items shown below are examples of the items we would like to purchase in support of our E3 project.

### Portable Projector

Lightweight, small, wireless, widescreen, high lumens.

The screenshot shows the Staples website interface. At the top, there is a navigation bar with a search bar, the Staples logo, and links for account sign-in, store locator, and deals. Below the navigation bar, there are category tabs for PRODUCTS, TECHNOLOGY, SERVICES, and SHOP BY INDUSTRY. A promotional banner reads "New day. New Daily Deals. Get them before they are gone!". The main content area features the product listing for the "Epson PowerLite 1761W Wireless WXGA 3LCD Projector". The product name is followed by the item number (930115) and model number (V111H478120). A star rating of 4.5 stars is shown with a link to "Read 12 Reviews". To the right of the product name, the price "\$799.99 EACH" is prominently displayed and circled in red. Below the price, there is a "SquareTrade Protection Plan" option for \$66.00. The quantity is set to 1, and there are "ADD TO CART" and "Add to Favorites" buttons. A "RESERVE & PICKUP" button is also visible. At the bottom of the product listing, there is a note: "Easy Wireless Projection — Project wirelessly from your iPad, iPhone, Android Smartphone or Tablet;...". The Windows taskbar at the bottom shows various application icons and the system clock indicating 10:11 PM on 3/30/2014.

## Notebook Computer

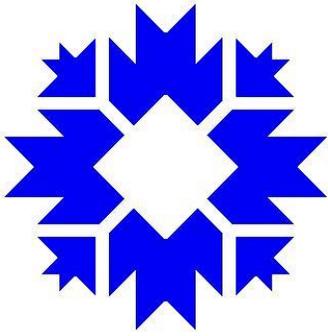
The screenshot shows the Staples website interface. At the top, there is a navigation bar with a search bar, the Staples logo, and a sign-in prompt. Below this is a category menu with options like 'PRODUCTS', 'TECHNOLOGY', 'SERVICES', and 'SHOP BY INDUSTRY'. A promotional banner reads 'New day. New Daily Deals. Get them before they are gone!'. The main product area features an Acer laptop with a green screen. The product title is 'Acer® Aspire V3-551 15.6" LED Notebook, AMD A-Series A8-4500M Quad-Core 1.9GHz 4MB'. The price '\$472.99 Each' is circled in red. To the right, there are options for a 'SquareTrade Protection Plan' with a '2 Year Protection Plan' for \$99.00 and a '2 Yr Accident Protection Plan' for \$150.00. Below the price, there is a quantity selector set to '1' and an 'ADD TO CART' button. The bottom of the page shows a Windows taskbar with various application icons and a system tray with the date '3/30/2014' and time '10:07 PM'.

## Storage Bins – 12 sets

The screenshot shows the Walmart website interface. At the top, there is a navigation bar with the Walmart logo, 'Save money. Live better.', and a search bar. Below this is a promotional banner for 'ROLLBACK MADNESS' with the text 'In-store and online! Low prices just got even lower.' and a 'Shop Now' button. The main product area features a white Sterilite storage bin. The product title is 'Sterilite 26.25-Gallon (105-Quart) Latch Box, Set of 4'. The price '\$47.88' is circled in red. To the right, there are options for shipping and pickup, including 'Free shipping available on orders over \$50' and 'Free store pickup with site to store'. Below the price, there is a quantity selector set to '1' and an 'Add to Cart' button. The bottom of the page shows a Windows taskbar with various application icons and a system tray with the date '3/30/2014' and time '9:48 PM'.

## **Appendix C – Application Form**

Attached on subsequent pages



**CITY OF BLOOMINGTON, COMMON COUNCIL  
JACK HOPKINS SOCIAL SERVICES FUNDING  
COMMITTEE  
2014 GRANT APPLICATION**

**AGENCY INFORMATION**

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**Lead Agency Name**

Is Lead Agency      yes  
a 501(c)(3)            no

Number of Employees

Full -time

Part-time

Volunteers

Address

Zip Code

Phone

Agency E-mail

Website

President of Board of Directors

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**Executive Director**

Title

Phone

E-Mail

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**Name of Person to Present Proposal to  
the Committee**  
(If not the Executive Director)

Title

Phone

E-Mail

**Name of Grant Writer**

Phone

E-mail

**Agency's Mission Statement** (150 words or less)

**PROJECT INFORMATION**

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Project Name

Is this a collaborative project?      yes  
no

If a collaborative project, list name(s) of  
non-lead agency partner(s)

Address where project will be housed

Total Cost of Project

Requested JHSSF Funding

Other Funds Expected for this Project  
(Source, Amount and Confirmed or  
Pending)

Number of Total Clients Served by this  
Project in 2014

Total Number of City Residents Served  
by this Project in 2014

Is this a request for operational funds?      yes  
no

If "yes," indicate whether the request is      pilot  
for a pilot project, bridge funding or a      bridge  
collaborative project.      collaborative

Please indicate the period in which you      July-September 2014  
intend to draw down funds, if granted      October-December 2014

Please describe when you plan to submit your claims for reimbursement and what steps precede a complete draw down of funds.

If completion of your project depends on other anticipated funding, please describe when those funds are expected to be received.

Do you own or have site control of the property on which the project is to take place?

yes

no

n/a

Is the property zoned for your intended use?

yes

no

n/a

If "no," please explain.

If permits, variances, or other forms of approval are required for your project, please indicate whether the approval has been received. If it has not been received, please indicate the entity from which the permitting or approval is sought and the length of time it takes to secure the permit or approval.

*NOTE: Funds will not be disbursed until all requisite variances or approvals are obtained..*

Due to limited funds, the Committee may recommend partial funding for a program. In the event the Committee is unable to meet your full request, will you be able to proceed with partial funding?

yes

no

If "yes," please provide an itemized list of program elements, ranked by priority and cost.

Priority #1 (Item and Cost)

Priority #2 (Item and Cost)

Priority #3 (Item and Cost)

Priority #4 (Item and Cost)

Priority #5 (Item and Cost)

Priority #6 (Item and Cost)

Priority #7 (Item and Cost)

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**PROJECT SYNOPSIS** (250 words or less)

Please provide a brief overview of your project. Assume that this synopsis will be used in a summary of your proposal.

## **CRITERIA**

In the spaces below, please explain how your project meets the Jack Hopkins Funding criteria. Assume that your responses will be used in a summary of your proposal.

### **NEED** (200 words or less)

Explain how your project addresses a previously-identified priority for social services funding as documented in the [Service Community Assessment of Needs](#), the City of Bloomington, Housing and Neighborhood Development Department's [2010-2014 Consolidated Plan](#), or any other community-wide survey of social services needs.

### **ONE-TIME INVESTMENT** (100 words or less)

Jack Hopkins Funds are intended to be a one-time investment. If you are requesting operational funds, explain if the request is for pilot or bridge funding and please explain your plan for future funding.

### **FISCAL LEVERAGING** (100 words or less)

Describe how your project will leverage other resources, such as other funds, in-kind contributions, etc.

**LONG-TERM BENEFITS** (200 words or less)

Explain how your program will have broad and long-lasting benefits for our community.