

Keys to Independence

2021 GHF Annual Grant Program

Faith in Action Georgetown

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Application Form

General Instructions

If approved, should they receive the short or long application?

Short

Congratulations on your advancement to the full application stage!

Please complete the remaining sections of the application. The first four sections labelled "LOI" are included for your reference and are "read only."

Program Name & Amount Requested

Program Name*

Keys to Independence

Amount requested

\$50,000.00

LOI - About Your Organization

Organization Mission

Faith in Action Georgetown helps seniors maintain their independence and quality of life by providing transportation and other support services.

Organization Vision

To be the best at providing services that enhance seniors' independence and quality of life. We will continue to be a leader in service for seniors in Georgetown and advocate for coordinated senior services in the community.

Date of Incorporation

8/8/2005

Describe your organization's scope of work

Faith in Action Georgetown (FIAG) provides services at no charge to non-driving seniors, age 65+ who no longer drive due to chronic health conditions or who cannot afford to own/maintain a vehicle. Services are provided to those who live in their own homes in Georgetown including the Extra Territorial Jurisdiction (ETJ). Such services as reliable, door-through-door assisted transportation to medical appointments, grocery shopping and personal errands along with other support services such as the Buddy Program, medical equipment and information & referrals support senior independence. These services address the basic needs of housing as many seniors prefer to reside in their own home and without access to the community, they would need to seek other housing arrangements. Many of our seniors would not be able to afford other living arrangements since they have a fixed income and many receiving only social security. Through our transportation and Buddy Program, clients have access to groceries by shopping personally or a volunteer assists with online grocery orders, curbside pick-up and/or delivery. Additionally, our services support mobility, companionship and safety. The intended outcome is that the elderly maintain their health and stay connected with their community while living independently aging in place in the home of their choice.

How many unique individuals did your organization serve during the prior fiscal year?

1131

What geographic area does your organization serve?

Residents who reside in Georgetown including the Georgetown ETJ.

Please select the Georgetown zip codes your organization currently serves:

78626 78628 78633

LOI - Financial Overview

UPLOAD: Most Recent Audit.

Please upload your organization's most recent audit and include all formal communication received from the audit firm in relation to the financial statement audit.

NOTE: If your organization has not commissioned an audit AND if you are applying for less than \$25,000, GHF will accept a CPA-prepared financial statement review. As with the audit, upload all formal communication received from the firm in relation to the review.

****GHF will not accept Forms 990, 990-EZ, or 990-PF in place of an audit or CPA-prepared financial statement review.****

All documents must be uploaded as one PDF.

LOI - Funding Request

PRIORITY 1: Basic Needs (Physiological)

Please identify the focus area(s) your proposal seeks to address (select all that apply):

Food

PRIORITY 2: Basic Needs (Safety) & Social Determinants of Health

Please identify the focus area(s) your proposal seeks to address (select all that apply):

Personal Security Mental Healthcare Healthcare Transportation Support for Homebound Adults

Priority 3: Supporting Social Determinants of Health for Priorities 1 & 2

Please identify the focus area(s) your proposal seeks to address. Select all that apply:

Health Equity

Proposal Narrative

Describe how GHF grant funds will be used, if awarded. Please be sure to explain how your organization and this funding request aligns with GHF's Mission, Vision/Vision Philosophy, and Target Population. Specifically identify the target population with which you will be working.

ItFIAG will use funding for program & operational support to provide transportation and other support services to homebound seniors age 65 and over who live in Georgetown & the ETJ. As FIAG does not track client financial income information, we do serve a large population who reside in tax credit properties and housing properties that have below market rent rates or receive subsidized rent respectively. From our 2020 client survey, 83% responded that they can afford transportation because FIAG services are free. For seniors who cannot afford transportation due to a fixed income allows FIAG to impact their quality of life and contribute to their independence and autonomy. With the recent hiring of a Program Director (original plans were 2020 yet delayed due to ED's focus of navigating COVID-19 impacts), their focus this year will be continuation and adaptation of services with the possibility of introducing new programs. According to the Hastings Center report in June 2020, "It will be years before we understand the full extent of the COVID-19 disaster. But one aspect of the destruction is clear: older adults have been the hardest-hit age group. 80% of deaths in the US are among those 65 and older." As Williamson County continues in the red phase and limited vaccine distribution, FIAG has reconfigured services by limiting volunteer rides to medical only and limiting van ride capacity for grocery shopping. While access to medical and groceries is a basic need, addressing isolation is paramount as we hear from more seniors who feel trapped and isolated. Being inclined to protect our clients, we also are exploring new opportunities to engage our isolated seniors. One option is to close the digital divide by piloting a technology program that would include distribution of a pre-loaded tablet, training and instruction booklet with a year's access to the internet for those who do not have such. Another area of focus involves volunteer recruitment to build upon our strategy to involve a younger demographic. Or even exploring a hybrid service model of volunteers and hired staff to provide rides. Currently new clients are outpacing volunteer onboarding. We know when the ratio of 2 clients to 1 volunteer is maintained, we can dependably provide 2 rides per week. We currently are unable to provide rides to the beauty and nail salon because our ratio is 3.25 clients to 1 volunteer. Hence the need to reduce rides to 1 per week and focus on medical. Many of our volunteers have not signed the new waiver and service policy packet as they are waiting

for the vaccine or the environment to stabilize before volunteering again. The Program Director will research other hybrid models and develop a timeline to implement so as to return to 2 rides per week. This new model also is to take into consideration an on demand option or shortening the advance notice as clients have voiced in the 2 annual surveys a need. The current volunteer model is stressed and we do not want to risk losing more volunteers due to burn out. There have been several volunteers who have stepped up to drive 3-4 times a week if not daily. Our next option would be to limit client enrollment to return to 2:1 ratio and create a waitlist. In June 2020, we suspended client enrollment and in September we had 44 seniors on the list. When client enrollment resumed, 11 of those 44 either passed away or moved out of the area with family or moved into an assisted living community. We are aware of the need and desire the opportunity to explore other transportation models. Adding this staff person strengthens FIAG's leadership as it dedicates someone other than the ED to handle program oversight. This need was evidenced in March 2020 and going forth as various pivots to address COVID-19 impacted service delivery, staffing skills and availability, and new program development. We ask for GHF's funding to support staff salaries as we pilot this new position and secure additional funding to sustain this role. We are pleased to have hired Katherine Kubatzky as the Program Director as she brings an extensive nonprofit background in social service delivery. I admire her ability to identify opportunities and potential challenges while working collaboratively with all associated stakeholders. Her experience in utilizing the research, plan, implement and evaluate model (RPIE) lends itself well to look at current programs as well as developing new ones. Another ongoing FIAG goal involves transportation equity which her work with Courageous Conversations aids in collaborative connections to share about our services.

UPLOAD: Proposal Budget & Expense Narrative

Please upload your proposed budget and include the following details:

Staff. Position title(s), salary(ies), and fringe working directly with this program. Include rationale for each position and percentage of time these positions will spend on the program.

Supplies. List descriptions and costs for each supply, including rationale as to why these supplies are essential to the success of the program.

Overhead. Provide your organization's overhead rate and the rationale for that rate. If you include a line item for an administrative position(s), please provide salary percentage and rationale.

LOI - Relationship with Georgetown and GHF

Collaboration

In what ways do you collaborate or coordinate your services with other local organizations to serve Georgetown-area residents?

FIAG partners with these groups to bring community awareness about our essential services as well as a volunteer opportunities: •Chamber of Commerce member – attends regular network meetings/lunch & learns. •Presentations to local civic groups: Rotary, Kiwanis, Seratoma, Women Helping Others, etc. •Georgetown Police Department Silver Shield program refers homebound seniors to FIAG. •Presentations to area Churches and Sun City Neighborhood Rep Organization (NRO), other neighborhood groups/HOAs •Other Nonprofits: The Caring Place, Southeast Georgetown Community Council and Opportunities of Williamson & Burnet Counties, Georgetown Area Parkinson's Support group and AGE of Central Texas.

Describe your organization's work in Georgetown

If We are excited to celebrate our 20th anniversary in 2021! Still here...still serving! Stay home, stay safe orders in 2020, for an organization whose main mission is to provide transportation for homebound seniors w/a volunteer model could be easily paralyzed sifting through service delivery while keeping people safe. While we suspended volunteer transportation to safeguard all parties (avg volunteer age is 68), we knew many clients still needed medical care. From cancer & retina treatments to dialysis, FIAG used a 3rd-party transportation provider who had safety protocols in place to temporarily cover trips. Our impact is such that when you receive a phone call from someone saying, "If I don't get the shots for my eyes, I don't know where I will live." It is known that it could take about 10 years to be diagnosed as legally blind, yet w/ongoing retina shots time can be prolonged & allow for continued independence. Last year "other support services" proved to be vital. The Buddy Program implementation was a life saver allowing Volunteers to engage in keeping homebound seniors connected to the community. While the year ended w/lower stats than prior, we continue to be here adapting to the client needs w/necessary safety protocols. During the stay safe orders, we had clients thankful to know that someone cared about them to call & check on them. When COVID arrived in March, it was imperative to reach all clients & volunteers. A needs assessment was conducted of our 915 clients which took multiple calls including calls to client's alternate contacts. In July 2020, we mailed 760 client waiver packets and emailed 400+ volunteer waiver packets as theirs included a health & safety training. With new protocols to sign waivers, dawn a mask for rides & monitor temperature, it has been a gradual progress w/534 clients & 166 volunteers back on board. In January, the wheels began to roll again for the van program w/reduced ridership & plexiglass installation to assist w/safety measures. Our revised schedule offers AM & PM routes, 3 days/week to grocery shop. A client commented, "Even though I've had grocery delivery, it is nice to go into the store to see & touch & pick my own groceries." Another says, "I cannot explain to them what kind of toe cream I want." Independence & autonomy comes in many different forms. As of 12/31/2020: •534 enrolled seniors / 166 trained volunteers •3,901 point-to-point rides •5,976 Buddy Calls •148 Errands/Shopping •91 Medical Eqpt

How many unique Georgetown residents did your organization serve during the prior fiscal year?

Out of the total number of unique individuals your organization served during the prior fiscal year, how many were Georgetown residents?

1,131

Is your organization's main office located in Georgetown?

Yes

If no,

where is your organization's main office located? Do you maintain a satellite space in Georgetown? If so, what is the address of the Georgetown-based satellite space?

Has your organization ever received a GHF grant?

Yes

Do you currently receive any form of rent assistance from GHF?

No

If yes, please provide:

- Property address;
- Annual rent payments to GHF;
- Annual grant dollars committed by GHF to your organization specifically associated with your lease agreement.

Instructions for Shorter Applications

Congratulations! You have been approved by the GHF Grants Committee to complete an abridged version of our application in 2021. To finalize your application this year, you will only need to complete the following sections:

- Goals
- Organizational Financials
- Citations, Acknowledgement & Assurance

Goals

Grant Period: The grant period for all GHF Annual Grants is **July 1 - June 30**.

Number of Georgetown residents to be served by this grant*

615

INSTRUCTIONS: Input at least 1 and up to 3 goals that will be achieved through the funding of this proposal. The goal(s) should be attainable within the 12-month grant period.

GOAL 1*

What end result would this grant support?

Provide transportation for 615 homebound Georgetown senior adults to keep them connected to healthcare and fresh food.

Support for the Goal 1: Outcomes, Outputs, Tracking, Activities, Inputs*

Provide a logic model(s) through which you will achieve your goal(s). Organize the logic model for each goal as outlined below. Additional prompts are provided to guide your responses within each category.

Outcomes: *What result will show the accomplishment of the strategy? What impact do you anticipate will result from completion of the activities?*

Outputs: *What are the quantitative measures (# of participants, # of sessions held, # of encounters, etc.) that demonstrate progress?*

Tracking: *How will you measure your progress? What systems will you employ to assess the activities?*

Activities: *What activities will support the goal?*

Inputs: *What resources (human, financial, organization, etc.) will be committed to this goal?*

OUTCOMES: 45% of rides will be to medical appts. Seniors will be able to monitor/maintain their health with reliable transportation to their appts. OUTPUTS: 615 homebound clients will have access to request 1 ride/week for medical appts, 2000 rides provided, recruit and onboard 40 new volunteers. TRACKING: Assisted Rides is FIAG's online scheduling database that tracks the above outputs. Reports are generated monthly & reviewed for trends and progress. ACTIVITIES: The Executive Director (ED) will train Program Director (PD) and will provide program oversight to ensure services are within scope & offer program support to Program Coordinator (PC) & Service Coordinator/Van Driver (SC). ED/PD to make 4 program service presentation to the community during the grant period. PC to conduct monthly volunteer orientations. PC to perform new client enrollment & conduct client survey. SC to schedule all ride requests & provide coordination with volunteers to ensure all rides are assigned. INPUTS: Other grants & fundraising to compliment the full budget. Personnel of ED, PD, PC, SC, Development & Marketing Director, Office Manager, 166 volunteers. Staff & Volunteer training, travel expense, office space, equipment and supplies, volunteer recruitment ads, volunteer recognition.

GOAL 2 (if applicable)

[Unanswered]

Support for the Goal 2: Outcomes, Outputs, Tracking, Activities, Inputs

Provide a logic model(s) through which you will achieve your goal(s). Organize the logic model for each goal as outlined below.

Outcomes:

Outputs:

Tracking:

Activities:

Inputs:

[Unanswered]

GOAL 3 (if applicable)

[Unanswered]

Support for the Goal 3: Outcomes, Outputs, Tracking, Activities, Inputs

Provide a logic model(s) through which you will achieve your goal(s). Organize the logic model for each goal as outlined below.

Outcomes:

Outputs:
Tracking:
Activities:
Inputs:

[Unanswered]

Your Goals and Organization's Strategic Plan*

Does your organization adhere to a strategic plan? If so, how do specific components of your strategic plan tie to the goals outlined in this section?

FIAG is currently working under their 2020-2021 Strategic Plan that addresses growth of meeting the priority needs of our clients, maintaining a ratio of 1 active volunteer for each 2 clients and maintaining staff capacity to accomplish our objectives. Additionally, our succession goal involves analyzing and planning for staff changes and additional staffing needs, maintaining and updating procedural documentation and maintaining a strong board. From a growth standpoint, COVID has presented new challenges in balancing the volunteer to client ratio. Our usual recruitment of retired seniors has generated a steady flow of volunteers. Onboarding new volunteers is paramount as well as identifying new avenues of recruitment. Shoring up this ratio ties into the ability to meet GOAL 1 identified above. Having the proper and adequate staff on hand is necessary as new ideas and approaches are relevant in our succession. From the standpoint of maintaining a strong board, this is necessary to provide the proper support to the ED, funding resources and governance oversight. As FIAG transitioned from a church appointed board to a community at large board in 2019, the board has identified the importance of a strong pipeline to maintain ready and poised board members. Our Governance Committee has created policies to assist with transitional leadership as to assure tasks and knowledge are properly carried forth. This flow

Organizational Financials

Fiscal Year Start Date*

Please enter the start date of your current fiscal year

01/01/2021

Fiscal Year End Date*

Please enter the end date of your current fiscal year.

12/31/2021

What are your organization's cash reserves, i.e., days cash on hand?*

\$350,000.00

How many months could the organization operate at your continued budget level?*

10

UPLOAD: Balance Sheet for Prior Fiscal Year*

(PDF format)

2020 Balance Sheet.pdf

UPLOAD: Income Statement for Prior Fiscal Year*

(PDF format)

2020 P&L YTD.pdf

UPLOAD: Actual vs. Budget Income Statement for the Prior Fiscal Year*

(PDF format)

2020 Actual vs Budget Grant format.pdf

UPLOAD: Current Year-to-Date Financials to include Balance Sheet and Income Statement.*

(PDF format)

Current YTD Financials.pdf

UPLOAD: Year-to-Date Cash Flow Statement

If your organization generates a Cash Flow statement, upload it here in PDF format. If not, leave blank.

UPLOAD: Organization Budget for Proposed Fiscal Year, Related to the Grant Period*

(PDF format)

2021 Budget Grant format.pdf

Most Recent Organization Audit

If your organization completed an audit since your LOI submission, please upload the most recent audit here.

Sources of Organizational Support: Individual Donor Contributions*

Provide the total revenue from individual contributions and the total number of individual donors from the prior fiscal year (please do not disclose donor names).

\$124,467 / 427 donors

Sources of Organizational Support: Top 5 Sources*

Provide your organization's top 5 sources of revenue from the prior fiscal year (PFY) and the amount (e.g., Texas Health & Human Services contract, \$250,000).

Federal Transit Grant - \$90,484 Georgetown Health Foundation - \$50,000 St David's Foundation - \$47,000
Church Partners - \$42,203 City of Georgetown - \$34,250

Citations, Acknowledgement & Assurance

Additional Information and Research Citations (optional)

Upload any critical details about your organization or program(s) not already included within this application that will strengthen your case for funding (no marketing material, please). This attachment may also be used to cite any statistics/research, and to define key terms and/or acronyms.

FIAG Additional Information.pdf

Acknowledging GHF*

Type your name and date in the space below to assure that if funded, the organization will acknowledge GHF on all related marketing materials, your website, social media, and in any other communications in which this program is promoted.

Vickie Orcutt April 9, 2021

Assurance*

Type your name and date in the space provided to assure that by submitting this application, you 1) confirm that the information herein is true and correct, 2) confirm that if funded, funds will be spent according to the budget listed in this application, and 3) confirm that the organization will submit interim and final reports as required.

Vickie Orcutt April 9, 2021

File Attachment Summary

Applicant File Uploads

- 2020 Balance Sheet.pdf
- 2020 P&L YTD.pdf
- 2020 Actual vs Budget Grant format.pdf
- Current YTD Financials.pdf
- 2021 Budget Grant format.pdf
- FIAG Additional Information.pdf

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04/09/21

Accrual Basis

Faith in Action Georgetown
Balance Sheet
 As of December 31, 2020

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1022 · 1st Texas - Faith 716910	325,440.92
1023 · First TX Bank 717710	15,859.20
Total Checking/Savings	341,300.12
Accounts Receivable	
1200 · Accounts Receivable	63,061.91
Total Accounts Receivable	63,061.91
Other Current Assets	
1100 · Chisholm Trail Comm Foundation	112,140.99
1499 · Undeposited Funds	8,113.67
Total Other Current Assets	120,254.66
Total Current Assets	524,616.69
Fixed Assets	
1300 · Furniture and Equipment	4,000.00
1310 · Accumulated Depr-Furniture/Fixt	-1,857.00
1340 · Vehicles	59,492.96
1350 · Accumulated Depreciation	-29,747.00
Total Fixed Assets	31,888.96
Other Assets	
1400 · Prepaid expense	6,000.00
Total Other Assets	6,000.00
TOTAL ASSETS	<u>562,505.65</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,294.13
Total Accounts Payable	1,294.13
Credit Cards	
2201 · Capital One VISA	1,225.15
Total Credit Cards	1,225.15

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04/09/21

Accrual Basis

Faith in Action Georgetown
Balance Sheet
As of December 31, 2020

	<u>Dec 31, 20</u>
Other Current Liabilities	
2300 · PPP Loan	41,900.00
2150 · Accrued Vacation	4,958.47
2900 · Deferred Income	<u>26,000.00</u>
Total Other Current Liabilities	<u>72,858.47</u>
Total Current Liabilities	<u>75,377.75</u>
Total Liabilities	75,377.75
Equity	
3900 · Unrestricted Net Assets	396,194.51
Net Income	<u>90,933.39</u>
Total Equity	<u>487,127.90</u>
TOTAL LIABILITIES & EQUITY	<u><u>562,505.65</u></u>

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04/09/21

Accrual Basis

Faith in Action Georgetown
Profit & Loss
January through December 2020

	<u>Jan - Dec 20</u>
Ordinary Income/Expense	
Income	
4000 · Donations	177,629.26
4020 · Grant Income	163,338.11
4040 · Restricted Grant Income	113,581.15
4100 · Special Events	15,912.64
4200 · Other Income	18,289.10
Total Income	<u>488,750.26</u>
Gross Profit	488,750.26
Expense	
5100 · Payroll Expenses	265,484.14
5200 · Building & Facilities	50,647.76
5300 · Advertising	180.91
5305 · Auto/Transportation Expenses	5,356.96
5309 · Bank Fees	939.25
5310 · Computers & software	19,977.58
5316 · Dues/Subscriptions	849.50
5320 · Insurance	7,006.49
5361 · Postage & Shipping	3,858.36
5365 · Printing/Copying	8,567.96
5370 · Professional Services	11,478.14
5375 · Relationship Development	113.57
5380 · Supplies	3,479.99
5382 · Staff Development	524.98
5385 · Transportation/Client Taxi Svcs	2,040.00
5390 · Travel & Mileage	1,029.85
5400 · Volunteer Expenses	3,639.43
Total Expense	<u>385,174.87</u>
Net Ordinary Income	103,575.39

Faith in Action Georgetown
Profit & Loss
January through December 2020

	Jan - Dec 20
Other Income/Expense	
Other Expense	
9500 · Depreciation	12,642.00
Total Other Expense	12,642.00
Net Other Income	-12,642.00
Net Income	90,933.39

Faith in Action Georgetown 2020 Budget

	2020 Budget	2020 Actuals
Income		
Contributions	40,000	124,466
Partner Congregations	21,000	42,203
Corporate Donations/ Matches	10,000	10,961
Foundation Grants	163,500	129,500
Municipal Grants	35,000	34,250
State Grants		
Federal Grants	80,619	104,775
County Grants		
Special Events	45,000	15,913
United Way Donations	0	8394
In-Kind Donations		
Interest		
Other	1,255	18,289
Income Total	\$396,374	\$488,750
Expenses		
Salaries	253,740	234,289
Employee Benefits	12,000	7,768
Payroll Taxes	18,260	16,967
Professional Services	21,255	17,938
Occupancy	50,050	49,003
Specific Assistance	1,000	2,040
Supplies/ Equipment	5,950	5,125
Dues & Memberships	1,400	850
Printing & Publications	12,600	8,568
Postage	3,800	3,858
Staff Development	1,250	525
Travel	1,800	1,030
Computers/ Software	16,000	19,978
Volunteer Recognition/ Retention/Training	9,750	3,639
Insurance	7,500	7,006
Advertising	1,500	181
Dedicated gifts	2,000	114
Community Education	1,500	0
Van Program	7,900	5,357
Fees & Interest	750	939
Expenses Total	\$430,005	\$385,175
Net Income	(\$33,631)	\$103,575

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04/09/21

Accrual Basis

Faith in Action Georgetown
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1022 · 1st Texas - Faith 716910	311,521.52
1023 · First TX Bank 717710	15,859.58
Total Checking/Savings	327,381.10
Accounts Receivable	
1200 · Accounts Receivable	60,233.15
Total Accounts Receivable	60,233.15
Other Current Assets	
1100 · Chisholm Trail Comm Foundation	112,140.99
1499 · Undeposited Funds	211.61
Total Other Current Assets	112,352.60
Total Current Assets	499,966.85
Fixed Assets	
1300 · Furniture and Equipment	4,000.00
1310 · Accumulated Depr-Furniture/Fixt	-1,857.00
1340 · Vehicles	59,492.96
1350 · Accumulated Depreciation	-29,747.00
Total Fixed Assets	31,888.96
Other Assets	
1400 · Prepaid expense	3,000.00
Total Other Assets	3,000.00
TOTAL ASSETS	<u>534,855.81</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	6,378.70
Total Liabilities	6,378.70
Equity	528,477.11
TOTAL LIABILITIES & EQUITY	<u>534,855.81</u>

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04/09/21

Accrual Basis

Faith in Action Georgetown
Profit & Loss
 January through March 2021

	Jan - Mar 21
Ordinary Income/Expense	
Income	
4000 · Donations	
4001 · Church Donation	3,665.00
4002 · Clients	19,954.00
4003 · Community Donations	6,954.37
4008 · Matching Corporate Donations	1,350.00
4009 · Volunteers	7,555.00
Total 4000 · Donations	39,478.37
4020 · Grant Income	28,500.00
4040 · Restricted Grant Income	
4040-5 · Government Grant	42,200.15
Total 4040 · Restricted Grant Income	42,200.15
4100 · Special Events	
4100-4 · Vendor	250.00
4100-3 · Tickets/Registration	952.11
4100-1 · Special Events Income	28,150.00
4100-2 · Special Events Expenses	-8,850.00
Total 4100 · Special Events	20,502.11
4200 · Other Income	
4235 · Interest Income	0.38
4200 · Other Income - Other	0.00
Total 4200 · Other Income	0.38
Total Income	130,681.01
Gross Profit	130,681.01
Expense	
5100 · Payroll Expenses	
5110 · Insurance/QSEHRA	324.40
5115 · Payroll Processing Service Fees	1,510.00
5150 · Payroll Tax Expense	
5155 · FICA	3,555.24
5156 · MCRE	831.46
5158 · Texas Unemployment	119.40
Total 5150 · Payroll Tax Expense	4,506.10
5160 · Salaries & Wages	57,342.47
Total 5100 · Payroll Expenses	63,682.97

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04/09/21

Accrual Basis

Faith in Action Georgetown
Profit & Loss
January through March 2021

	Jan - Mar 21
5200 · Building & Facilities	
5205 · Equipment Maintenance & Rental	184.50
5207 · Janitorial Supplies	394.98
5208 · Janitorial Service	1,200.00
5210 · Occupancy & Rent Expense	12,200.00
5215 · Utilities	
5215-2 · Electricity	640.64
5215-5 · Internet	417.73
5215-7 · Telephone	913.26
Total 5215 · Utilities	1,971.63
Total 5200 · Building & Facilities	15,951.11
5300 · Advertising	399.20
5305 · Auto/Transportation Expenses	
5305-5 · Auto Maintenance	85.40
Total 5305 · Auto/Transportation Expenses	85.40
5309 · Bank Fees	799.06
5310 · Computers & software	3,165.37
5320 · Insurance	1,280.74
5361 · Postage & Shipping	975.80
5365 · Printing/Copying	2,457.81
5375 · Relationship Development	12.95
5380 · Supplies	156.13
5385 · Transportation/Client Taxi Svcs	104.00
5390 · Travel & Mileage	41.81
5400 - Volunteer Expenses	
5405-5 · Training	34.45
5405-1 · Recruitment	35.00
5405-3 · Recognition	150.00
Total 5400 - Volunteer Expenses	219.45
Total Expense	89,331.80
Net Ordinary Income	41,349.21
Net Income	41,349.21

Faith in Action Georgetown 2021 Budget

	2020 Budget	2020 Actuals	2021 Budget
Income			
Contributions	40,000	124,466	75,000
Partner Congregations	21,000	42,203	21,000
Corporate Donations/ Matches	10,000	10,961	10,000
Foundation Grants	163,500	129,500	112,000
Municipal Grants	35,000	34,250	35000
State Grants			
Federal Grants	80,619	104,775	84,178
County Grants			
Special Events	45,000	15,913	149750
United Way Donations	0	8394	4500
In-Kind Donations			
Interest			
Other	1,255	18,289	255
Income Total	\$396,374	\$488,750	\$491,683
Expenses			
Salaries	253,740	234,289	273,099
Employee Benefits	12,000	7,768	10,800
Payroll Taxes	18,260	16,967	22,258
Professional Services	21,255	17,938	30,490
Occupancy	50,050	49,003	51,750
Specific Assistance	1,000	2,040	1,000
Supplies/ Equipment	5,950	5,125	5500
Dues & Memberships	1,400	850	1,700
Printing & Publications	12,600	8,568	12,600
Postage	3,800	3,858	4,500
Staff Development	1,250	525	1,250
Travel	1,800	1,030	1,800
Computers/ Software	16,000	19,978	21,558
Volunteer Recognition/ Retention/Training	9,750	3,639	9,750
Insurance	7,500	7,006	8,000
Advertising	1,500	181	5,000
Dedicated gifts	2,000	114	2,952
Community Education	1,500	0	1,500
Van Program	7,900	5,357	7,900
Fees & Interest	750	939	900
Expenses Total	\$430,005	\$385,175	\$474,307
Net Income	(\$33,631)	\$103,575	\$17,376

2021 GHF Annual Grant Request
Faith in Action Georgetown Additional Information

Upon submission of our LOI, FIAG reported that Katherine Kubatzky had been hired as the Program Director. Please note that the position is currently vacant and is pending to be filled by start of the GHF grant.

As this is a new position to the organization and the organization recently undergoing a staffing restructure because of COVID, the details of this role are in transition. Scaling the organization was key in the last couple of years as we experienced tremendous growth. That in itself triggered the need for a Program Director as the responsibilities of the Executive Director had become far and wide of growing an organization from a \$100,000 budget to right at half a million in three short years which was mainly attributed to the big step of becoming a full-time organization.

Full-time meant bringing Program Staff on to a full-time role offering 3 additional hours for our clients to schedule rides or 3 additional hours for the community to learn of our services and enroll. FIAG experienced a 55% increase in rides in 2017 along with 23% increase in client enrollment. We continued through 2018 and 2019 with trajectories of 14% and 26% in rides respectfully and 18% and 16% respectfully in client growth.

Then the onset of COVID, brought new challenges to the organization strategically and program delivery-wise. Thus, the need to have a Program Director was more evident. Scaling the organization is one thing, while sustaining the organization takes on another skill set. Within the sustainability, it is easy to see on paper the need for a Program Director. Having Katherine in the role for six weeks was a learning activity that gained great insight as to promoting and recruiting for the position plus tactically learning the position.

With a title of Program Director, this can be somewhat misleading as the person believes they are ready to start leading a team, when they first must learn the current position and desired direction of the organization. Due to COVID, FIAG underwent a staff re-org that realigned roles and responsibilities that brought on new program staff and the team still getting into a groove. Understanding pre-COVID and post-COVID are necessary to gain knowledge of the new or needed direction to adjust to the current needs/trends.

Finding a good fit to grow into the Program Director position as responsibilities are transitioned to them to oversee the program and program staff, lends itself to be a bit trickier. Due to our staff size and the position is somewhat of an apprenticeship as the person will learn all aspects of the organization while providing service delivery with the ultimate goal of directing the program. Hiring someone who has social service/behavioral science background with program development is key. Willingness to learn the organization, to continue with its established community reputation and in due time awareness of the organization's readiness to take it to the next level are attributes that are also needed.

As the ED has performed the Program Director role for the past six years, it is time to incrementally hand off these responsibilities to a qualified individual. FIAG appreciates the support of GHF in its continued journey as we explore this transition of deepening our leadership bench.