



**City of St. Helena
Special City Council Meeting
Tuesday, May 17, 2022 @ 9:00 AM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

This meeting will be conducted pursuant to the provisions of Government Code Section 54953 (as amended by AB 361) which authorizes teleconferenced meetings under the Brown Act during certain proclaimed States of Emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. This teleconferenced meeting is necessary so that the City can conduct essential business and is permitted under Government Code 54953 in order to protect public health and safety of attendees.

Consistent with Government Code Section 54953, this City Council Meeting will be held via teleconference only, and will not be physically open to the public. City Council members and staff will teleconference into the meeting by audio and/or video. The meeting will be conducted via Zoom Webinar.

The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for City Council meetings will be accepted via email to publiccomment@cityofsthelena.org. All public comments must be emailed by 4:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Simultaneous Spanish interpretation services during meetings can be scheduled upon request. To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofsthelena.org.

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at <https://sthelena.civicweb.net/portal/>.

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/82129224225>

Or One tap mobile :

US: +16699006833,,82129224225# or +13462487799,,82129224225#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US:

+1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Meeting ID: 821 2922 4225

International numbers available: <https://us02web.zoom.us/j/82129224225>

Esta reunión será realizada conforme a las provisiones del Código de Gobierno Sección 54953 (modificada por AB 361) la cual autoriza las reuniones de teleconferencia bajo el Acta Brown durante ciertos Estados de Emergencia. El gobernador de California proclamó Estado de Emergencia relacionado con el COVID-19 el 4 de marzo del 2020. Esta reunión por teleconferencia es necesaria para que la Ciudad pueda realizar deberes esenciales y es permitido bajo el Código de Gobierno 54953 en orden de proteger la salud pública y seguridad de los asistentes.

Consistente con el Código de Gobierno Sección 54953, esta reunión del Consejo de la Ciudad será realizada vía teleconferencia y no será físicamente abierta al público. Miembros del Consejo de la Ciudad y personal atenderán la reunión por audio y/ o video. La reunión será transmitida vía Zoom.

La reunión del Consejo de la Ciudad se transmitirá en vivo por el Canal 28 de Comcast y en el sitio web de la Ciudad, salvo dificultades técnicas. Aquellos miembros del público que deseen participar deben hacerlo de forma virtual a través de las reuniones electrónicas de Zoom de las siguientes maneras; iniciando sesión en el enlace Zoom ubicado en la agenda de la reunión (descargue la aplicación en su computadora o dispositivo móvil) e ingrese el ID de la reunión o llamando al número ubicado en la agenda e ingrese el ID de la reunión. Se aceptarán comentarios públicos para la reunión del Consejo de la Ciudad por correo electrónico a publiccomment@cityofsthelena.org. Todos los comentarios públicos se harán públicos y se adjuntarán a la agenda, pero no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la agenda del Consejo de la Ciudad al día siguiente.

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofsthelena.org .

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en <https://sthelena.civicweb.net/portal/> .

Habrà traducción en español durante la junta

Haga clic en el enlace a continuación para participar en la reunión:

<https://us02web.zoom.us/j/82129224225>

O por iPhone one-tap:

US: +16699006833,,82129224225# or +13462487799,,82129224225#

O por Teléfono: Marque(para mejor calidad, marque número basado en su ubicación actual):

US:

+1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

ID de la Reunión: ID: 821 2922 4225

International numbers available: <https://us02web.zoom.us/j/82129224225>

Consulte el final de la agenda para obtener instrucciones detalladas de PARTICIPACIÓN PÚBLICA.

Page

1. CALL TO ORDER
2. ROLL CALL
Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, Eric Hall and Lester Hardy.
3. ADOPTION OF THE AGENDA
4. PUBLIC COMMENT:
Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.
5. NEW BUSINESS:

- 5.1. Consideration and award of Non-Profit Grant Application funding through the Non-Profit Grant Program in the Fiscal Year (FY) 2022/23 Operations Budget in the amount of \$135,085 and approval of resolution authorizing the City Manager to enter into a multi-year Non-Profit Funding Agreement with Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers in the amount of \$30,000 each for a total of \$90,000 per year.

11 - 278

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Asst. Administrative Services Director

Recommendation:

It is recommended that the City Council approve the following:

1. Approve funding to be included in the FY 2022/23 Operations Budget as follows:
 - a. Non-Profit Grant Program Funding - Cafeteria for Kids \$1,000, Cinema Napa Valley \$2,500, Collabria Care \$10,000, Friends of the Cameo \$8,250, Mentis \$15,000, Napa County Bicycle Coalition \$5,500, Nimbus Arts \$5,000, Our Town St. Helena \$10,000, St. Helena Catholic Church \$10,000, St. Helena Community Garden \$2,460, St. Helena Cooperative Nursery \$10,000, St. Helena Farmers Market \$8,775, St. Helena Fire Safe Council \$7,500, St. Helena Historical Society \$10,000, St. Helena Little League \$7,500, St. Helena Preschool for All \$10,000, Sustainable St. Helena \$4,000, The White Barn \$2,600, and UpValley Family Centers \$5,000.
 - b. Non-Profit Grant Funding Agreements - Boys and Girls Club \$30,000, Rianda House Senior Center \$30,000, and UpValley Family Centers \$30,000.
 - c. The total aggregate amount of funding for FY 2022/23 is \$225,085.
2. Approval of a resolution authorizing the City Manager to:
 - a. Enter into and execute a multi-year Non-Profit Funding Agreement with Boys and Girls Club, Rianda House

- Senior Center, and UpValley Family Centers in the amount of \$30,000 each for a total of \$90,000 per year.
- b. Authorize and accept any and all non-substantive amendments to the draft agreement that are deemed necessary to finalize the agreement.

[Staff Report - Pdf](#)

6 ADJOURNMENT

- . The next Regular City Council meeting is scheduled for May 24, 2022, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on May 12, 2022.



Cindy Tzaopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1572 Railroad Avenue, St. Helena, California, during normal business hours and by appointment. In addition, such writings or documents will be made available on the City's web site at <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.

**THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN
VIRTUAL CITY COUNCIL MEETINGS**

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and AB361. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena City Council will host a Virtual Council Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: <https://sthelena.civicweb.net/Portal/>

The ZOOM web link, meeting ID, and phone number will be listed at the top of the City Council Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Council Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Council Agenda

4. Listen only by calling the Zoom number listed on the Council Agenda

Watch Council Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**

1. Before joining the virtual City Council Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
2. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
4. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

1. **Listen Only by Telephone:**

1. **Dial** the number listed on the Council Agenda.
2. At the prompt, enter the **Meeting ID** provided on the top of the City Council Meeting Agenda and **Press #. A participate ID is not required.**
3. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual City Council Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in by 4:00 PM Prior to the Meeting to:**
publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

3. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.

4. Alternative Public Comment Via Telephone by Reservation

If you would like to provide comments via telephone (not using Zoom) during the Council meeting, you can request a reservation from the City Clerk prior to 12:00 p.m. on the meeting day. The reservation request may be submitted to the City Clerk by emailing publiccomment@cityofsthelena.org, or by calling (707) 968-2752. When submitting the request, please identify your name, your telephone number (including the area code first), and the agenda item number you would like to comment on. During the Council meeting, a representative from the City Clerk's Office will call you when public comment is called for the requested item. You will then be able to provide your comments to the Council via telephone.

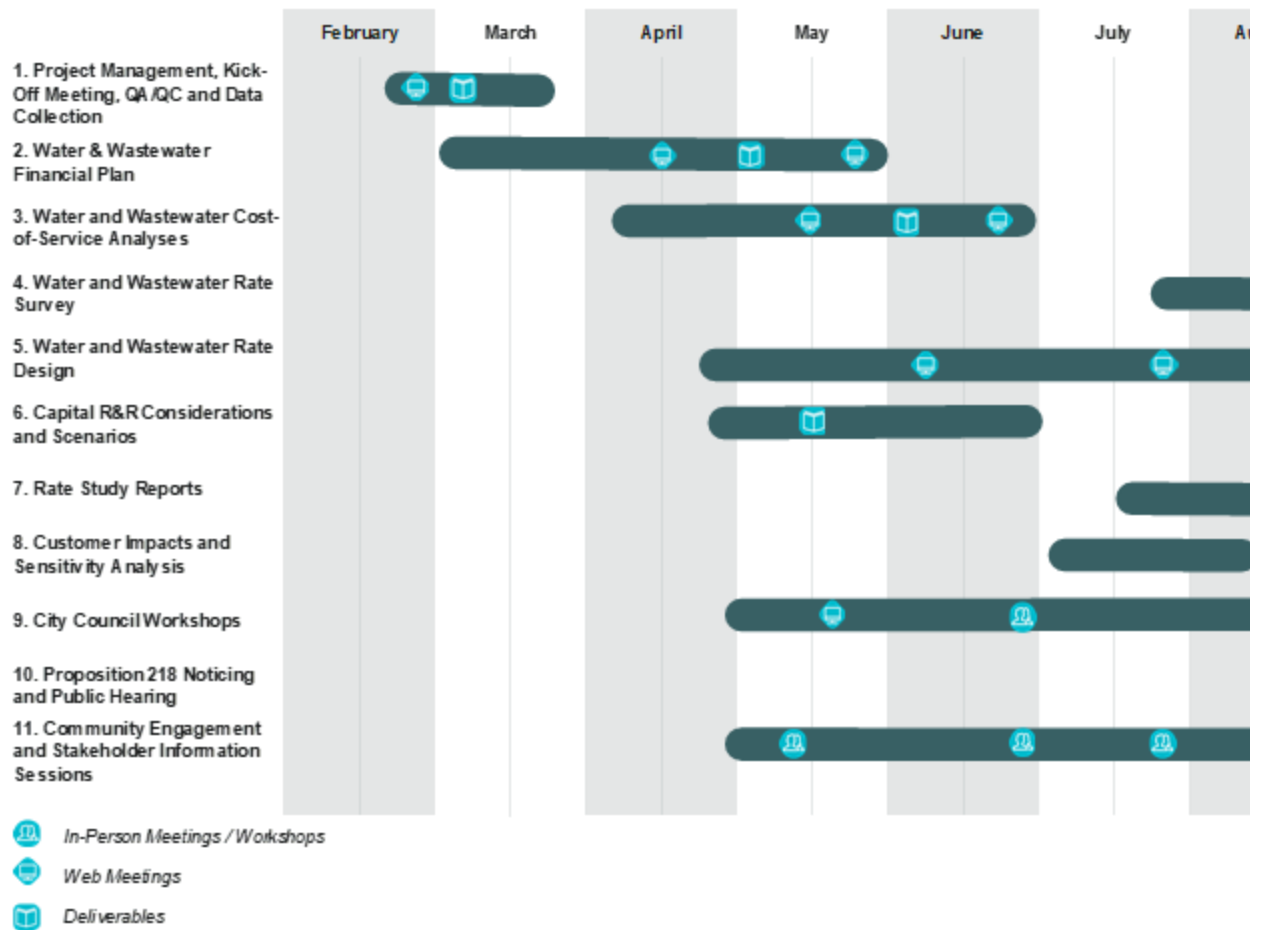
~~~~~

En cumplimiento de la Ley de Estadounidenses con Discapacidades, si necesita asistencia especial para participar en esta reunión, llame a la Oficina del Secretaría de la Ciudad (707) 967-2792. La notificación 72 horas antes de la reunión, como lo requiere la Sección 202 de la Ley de Estadounidenses con Discapacidades, permitirá a la Ciudad hacer arreglos razonables para garantizar la accesibilidad a esta reunión.

### **LA CIUDAD DE ST. HELENA ALIENTA LA PARTICIPACIÓN PÚBLICA EN LÍNEA EN REUNIONES VIRTUALES DEL CONSEJO DE LA CIUDAD**

St. Helena, CA– La Ciudad de St. Helena está comprometida con la participación pública en el gobierno de la Ciudad de manera que sea consistente con la guía proporcionada por el Oficial de Salud Pública del Condado de Napa y la Orden Ejecutiva N-25-20 del Gobernador Newsom. Estas pautas se relacionan con el distanciamiento social y están destinadas a proteger a todos al limitar la propagación de COVID-19 en nuestra comunidad. En cumplimiento de estas pautas, el Ayuntamiento de St. Helena organizará una Reunión del Consejo Virtual sobre Zoom; Una herramienta de teleconferencia gratuita que permite a los usuarios mirar y / o llamar a la reunión desde sus computadoras o teléfonos. Esta reunión estará abierta al público y permite comentarios públicos en vivo. La reunión también se grabará, se transmitirá en vivo y se publicará en el sitio web de la Ciudad después de la clausura de la reunión si se presentan dificultades técnicas: <https://sthelena.civicweb.net/Portal/>

**El enlace web de ZOOM, la identificación de la reunión y el número de teléfono se enumerarán en la parte superior de la Agenda de la reunión del Ayuntamiento. Se le pedirá que ingrese la ID de la reunión, pero no habrá contraseña ni ID de participante.**







1. En los controles de la reunión, toque ... Más.



2. Toque **Interpretación de idiomas**.

3. Toque el idioma que desee escuchar.



4. (Opcional) Toque el botón de alternancia **Silenciar audio original**.



5. Haga clic en **Finalizado**.

### **Cómo ver o escuchar las reuniones del Consejo:**

1. Vea a través del canal 28 de Comcast
2. Vea el video de transmisión en vivo en el sitio web de la ciudad
3. Mire y escuche en Zoom.us haciendo clic en el enlace en la Agenda del Consejo
4. Escuche llamando al número de Zoom listado en la Agenda del Consejo

### **Vea la reunión del Consejo uniéndose a la reunión Zoom:**

1. **Por computadora, tableta o teléfono:**
  - a. Antes de unirse a la reunión virtual del Ayuntamiento, le recomendamos que descargue la aplicación Zoom. Para registrarse en su propia cuenta gratuita, visite [zoom.us/signup](https://zoom.us/signup) e ingrese su dirección de correo electrónico. Recibirá un correo electrónico de Zoom ([no-reply@zoom.us](mailto:no-reply@zoom.us)) . En este correo electrónico, haga clic en Activar cuenta.
  - b. Si ha iniciado sesión en su cuenta, ingrese la ID de la reunión que figura en la Agenda del Ayuntamiento. Si no ha creado una cuenta, vaya a: <https://zoom.us/join> e ingrese la ID de la reunión

- c. Seleccione si desea conectar audio y / o video y toque Unirse a la reunión. re. Para obtener instrucciones específicas para su dispositivo, vaya a: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

## 2. Escuche solo por teléfono:

- a. **Marque** el número que figura en la Agenda del Consejo.
- b. Cuando se le solicite, ingrese la **ID de la reunión** provista en la parte superior de la Agenda de la reunión del Concejo Municipal **y presione #. No se requiere una identificación de participación.**
- c. Para desconectarse de la reunión, cuelgue el teléfono

## Formas de proporcionar comentarios públicos:

Mientras asiste a la reunión virtual del Ayuntamiento, el público tendrá la oportunidad de proporcionar comentarios públicos en vivo durante el Foro Público y después de cada tema de la agenda. Cuando sea el momento apropiado para comentarios públicos, el Alcalde abrirá verbalmente los comentarios públicos. En este momento, cada individuo tiene permitido 4 minutos parahablar.

### 1. Envíe un comentario público por adelantado a [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org)

La forma más fácil de proporcionar comentarios públicos es enviar su comentario público por correo electrónico. Los comentarios públicos pueden enviarse por correo electrónico a [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org). Incluya en la línea de asunto "COMENTARIO AL CONSEJO y el PUNTO DEL PROGRAMA". Cualquier comentario público debe presentarse a más tardar 2 horas antes de la reunión programada y se incluirá como un archivo adjunto a la agenda. Todos los comentarios públicos se harán públicos y se adjuntarán al artículo de la agenda y no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la agenda al día siguiente.

- 2. Proporcione comentarios a través de la reunión Zoom desde una computadora, tableta o teléfono inteligente

Esta opción permite que el público asista virtualmente a la reunión como un "asistente" silenciado sin capacidades de video o pantalla compartida. Podrá ver y escuchar a los participantes en la reunión, pero no podrán escucharlo hasta que el anfitrión de permiso.

Si desea proporcionar comentarios públicos durante un elemento específico de la agenda o durante un foro público, puede usar la función "levantar la mano" ubicada en el panel de control en la parte inferior de la pantalla. El icono es una pequeña mano azul. En Windows también puede usar el atajo de teclado Alt + Y para subir o bajar la mano. En Mac también puedes usar el atajo de teclado Alt + Y para subir o bajar lamano.

Se le notificará al anfitrión que ha levantado la mano y se lo colocará en fila con todas las solicitudes entrantes

Cuando sea su turno de hablar, se le notificará que el anfitrión le ha dado permiso de hablar. Para ser retirado de la fila, simplemente haga clic de nuevo el botón "levantar la mano".

### 3. Llame a la reunión de ZOOM desde un teléfono fijo o móvil solamente

Esta opción le permite al miembro del público la oportunidad de participar verbalmente en comentarios públicos.

Si desea hablar durante el tiempo de comentarios públicos, marque \* 9 en su teléfono.

Se le notificará al anfitrión que le gustaría hablar y se colocará en fila con todas las solicitudes entrantes.

Cuando sea su turno de hablar, se le notificará que el anfitrión le ha dado permiso de hablar. Puede presionar \* 9 nuevamente si desea ser eliminado de la fila.



Report to the City Council  
Special City Council - 17 May 2022 - Budget  
Workshop

**Agenda Section: NEW BUSINESS:**

**Subject:** Consideration and award of Non-Profit Grant Application funding through the Non-Profit Grant Program in the Fiscal Year (FY) 2022/23 Operations Budget in the amount of \$135,085 and approval of resolution authorizing the City Manager to enter into a multi-year Non-Profit Funding Agreement with Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers in the amount of \$30,000 each for a total of \$90,000 per year.

**CEQA Determination:** Not a CEQA project

**Prepared By:** Mandy Kellogg, Asst. Administrative Services Director

**Reviewed By:** April Mitts, Administrative Services Director

**Approved By:** James C. McCann, Interim City Manager

**BACKGROUND**

In October 2018, the City Council adopted Resolution 2018-150, adopting an amended Non-Profit Funding Policy and Related Program Application Guidelines (Attachment 1). The policy established a framework for how the City provides financial assistance to non-profit agencies who provide direct programs, projects or services to St. Helena residents, and promote the City's mission and goals. The amended policy established two different categories that non-profit agencies could apply for funding:

- Programmatic Grant – Projects or programs which provide support services to the residents of the City of St. Helena. The minimum grant request is \$1,000 and the maximum grant request is \$30,000. The overall funding available in this category was anticipated to be \$140,000 in FY 2021/22.
- Community Enrichment Grant – Projects which promote or benefit the St. Helena community with arts, culture or education. The minimum grant request is \$1,000

and the maximum grant request is \$10,000. The overall funding available in this category was anticipated to be \$50,000 in FY 2020/21.

Based on direction received during the FY 2021/22 Non-Profit Grant Program funding review process, City Staff reviewed the existing grant guidelines and application to identify opportunities to incorporate City Council Goal 5 to Support Thriving Families and Enhance the Safety, Well-being, and Healthy Development of our Youth and City Council Goal 3B to Identify and Advance Internal and Community Social Justice, Diversity, and Inclusion Initiatives.

At the January 11, 2022 City Council meeting, amendments were recommended and approved to the Non-Profit guideline's funding philosophy to create an emphasis on the City's Diversity, Equity and Inclusion (DEI) Strategy and encourage proposals that identify and foster inclusion, belonging, and social justice. This aligns with City Council adopted Resolution 2020-105 affirming the City's commitment to advancing justice, equity, diversity, and inclusion in the City.

To further emphasize the DEI initiative in the grant program, the grant application was updated to include a question about how the proposal and organization incorporates the principles of DEI. Proposals that do not include this component would not be eliminated, but it encouraged each organization to evaluate disparities that may exist within the organization and community and how they can work to address those disparities. The updated FY 2022/23 Non-Profit Grant Guidelines are included as Attachment 2.

Based on the direction to consider allocating direct funding to Boys and Girls Club, Rianda House, and UpValley Family Centers outside of the Non-Profit Grant Program, the overall funding available for the Non-Profit Community Enrichment Grant Program was reduced to \$120,000, with a maximum grant request of \$20,000. The recommended funding modifications were made to keep the overall contributions at current levels of approximately \$210,000, with \$120,000 allocated to the grant program and \$90,000 allocated to Boys and Girls Club, Rianda House, and UpValley Family Centers for the upcoming funding year (\$30,000 each).

On January 13, 2022, staff posted the grant guidelines on the City's website, sent out a press release, and made an announcement at a City Council Meeting that the application was available. Applications were due February 18, 2022.

Applicants have been advised that awards are not guaranteed and that requests may be scaled down based on available funding.

## **DISCUSSION**

### **Non-Profit Grant Application Funding**

City staff received 20 applications requesting funding. Per the Policy, the applications were reviewed for completeness and all applications were presented for funding recommendations.

The City Council working group, consisting of Mayor Ellsworth and Vice Mayor Dohring, met to review applications with City staff to make recommendations for FY 2022/23 non-profit funding. The City received a large response to the program with cumulative funding requests exceeding the program budget by \$170,185.

The City continues to remain fiscally cautious as it continues to recover from impacts resulting from the COVID-19 pandemic while heading into Fiscal Year 2022/23 budget planning. City staff and the Council working group closely evaluated each application and made funding recommendations for applications that closely aligned with Council goals and their commitment to advancing justice, equity, diversity, and inclusion to the City. The decisions were extremely difficult and were based on both the City's continued financial constraints due to the pandemic while balancing and ensuring the needs of the community are met to the extent possible.

Below is a listing of the organizations by grant category that submitted an application and the recommended funding for the FY 2022/23 Operations Budget:

| <b>Applicant</b>                             | <b>Description</b>                                       | <b>FY22 Award</b> | <b>FY23 Funding Request</b> | <b>FY23 Proposed Funding</b> |
|----------------------------------------------|----------------------------------------------------------|-------------------|-----------------------------|------------------------------|
| Cafeteria for Kids Theater (Attachment 3)    | Drama Summer Camps CKT                                   | \$2,000           | \$2,250                     | \$1,000                      |
| Cinema Napa Valley (Attachment 4)            | Sunset Cinema                                            | \$ -              | \$20,000                    | \$2,500                      |
| Collabria Care (Attachment 5)                | UpValley Village 2022-23                                 | \$ -              | \$20,000                    | \$10,000                     |
| Friends of the Cameo (Attachment 6)          | Looking Up: A Pre-Independence Day Community Celebration | \$8,000           | \$11,500                    | \$8,250*                     |
| Mentis (Attachment 7)                        | Mental Health Treatment Services                         | \$20,000          | \$20,000                    | \$15,000                     |
| Napa Valley Bicycle Coalition (Attachment 8) | St. Helena Safe Streets Champions                        | \$ -              | \$10,000                    | \$5,500                      |
| Nimbus Arts (Attachment 9)                   | 2022 Dia de los Muertos                                  | \$3,630           | \$7,000                     | \$5,000                      |

|                                                   |                                                                                |          |          |            |
|---------------------------------------------------|--------------------------------------------------------------------------------|----------|----------|------------|
| Our Town St. Helena<br>(Attachment 10)            | Pope Street Workforce Village: Phase 2 Predevelopment                          | \$25,000 | \$20,000 | \$10,000** |
| St. Helena Catholic Church<br>(Attachment 11)     | Additional Food Cards for Families in Need                                     | \$10,000 | \$20,000 | \$10,000   |
| St. Helena Community Garden<br>(Attachment 12)    | St. Helena Community Garden                                                    | \$ -     | \$2,460  | 2,460      |
| St. Helena Cooperative Nursery<br>(Attachment 13) | St. Helena Cooperative Nursery                                                 | \$10,000 | \$20,000 | \$10,000   |
| St. Helena Farmers Market<br>(Attachment 14)      | Market Match Program                                                           | \$5,100  | \$10,775 | \$8,775    |
| St. Helena Fire Safe Council<br>(Attachment 15)   | St. Helena Wildfire Preparedness & Prevention Community Outreach and Education | \$ -     | \$10,000 | \$7,500    |
| St. Helena Historical Society<br>(Attachment 16)  | Showcasing the Hispanic Settlement of the St. Helena Region of Napa Valley     | \$5,000  | \$20,000 | \$10,000   |
| St. Helena Housing Coalition<br>(Attachment 17)   | Adams Street "affordable" 89 apartment units workforce housing                 | \$ -     | \$30,000 | \$ -       |
| St. Helena Little League<br>(Attachment 18)       | SHLL Uniforms & Equipment                                                      | \$ -     | \$20,000 | \$7,500    |
| St. Helena Preschool for All<br>(Attachment 19)   | St. Helena Preschool for All Scholarships                                      | \$10,000 | \$20,000 | \$10,000   |
| Sustainable St. Helena<br>(Attachment 20)         | St. Helena Redwood Forest - Founders Tree                                      | \$ -     | \$5,000  | \$4,000    |
| The White Barn<br>(Attachment 21)                 | The White Barn 2022-2023 Season                                                | \$ -     | \$9,200  | \$2,600    |



|                                            |                              |          |                  |                  |
|--------------------------------------------|------------------------------|----------|------------------|------------------|
| UpValley Family Centers<br>(Attachment 22) | Active Kids/Ninos<br>Activos | \$25,000 | \$12,000         | \$5,000          |
| <b>Totals</b>                              |                              |          | <b>\$290,185</b> | <b>\$135,085</b> |

*\*Approval of funding award will also include amendment of grant expenditure period from July 1, 2022 - June 30, 2023 to May 1, 2022 - June 30, 2022 to accommodate scope of work timeline.*

*\*\*Funds will be awarded from the Affordable Housing Trust Fund.*

### **Non-Profit Funding Agreements**

City staff has prepared draft multi-year Non-Profit Funding Agreement (Attachment 24), which will provide support for programmatic expenses for Fiscal Years 2022/23, 2023/24, and 2024/25 in the amount of \$30,000 each for the following organizations: Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers. The agreement outlines the funding criteria and the annual reporting requirements.

### **FISCAL IMPACT**

If the grant requests are awarded based on the recommendations of the Council working group for the FY 2022/23 Operations Budget, then \$125,085 will be expended from the General Fund and \$10,000 from the Affordable Housing Trust Fund. An additional \$90,000 will be expended from the General Fund in the FY 2022/23 Operations Budget for the Boys and Girls Club, Rianda House Senior Center, and UpValley Family Center Non-Profit Funding Agreements.

The aggregate fiscal impact for FY 2022/23 is \$215,085 to the General Fund and \$10,000 to the Affordable Housing Trust Fund.

### **RECOMMENDED ACTION**

It is recommended that the City Council approve the following:

1. Approve funding to be included in the FY 2022/23 Operations Budget as follows:
  - a. Non-Profit Grant Program Funding - Cafeteria for Kids \$1,000, Cinema Napa Valley \$2,500, Collabria Care \$10,000, Friends of the Cameo \$8,250, Mentis \$15,000, Napa County Bicycle Coalition \$5,500, Nimbus Arts \$5,000, Our Town St. Helena \$10,000, St. Helena Catholic Church \$10,000, St. Helena Community Garden \$2,460, St. Helena Cooperative Nursery \$10,000, St. Helena Farmers Market \$8,775, St. Helena Fire Safe Council \$7,500, St. Helena Historical Society \$10,000, St. Helena Little League \$7,500, St. Helena Preschool for All \$10,000, Sustainable St. Helena \$4,000, The White Barn \$2,600, and UpValley Family Centers \$5,000.
  - b. Non-Profit Grant Funding Agreements - Boys and Girls Club \$30,000, Rianda House Senior Center \$30,000, and UpValley Family Centers \$30,000.
  - c. The total aggregate amount of funding for FY 2022/23 is \$225,085.
2. Approval of a resolution authorizing the City Manager to:

- a. Enter into and execute a multi-year Non-Profit Funding Agreement with Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers in the amount of \$30,000 each for a total of \$90,000 per year.
- b. Authorize and accept any and all non-substantive amendments to the draft agreement that are deemed necessary to finalize the agreement.

#### **ATTACHMENTS**

[Attachment 1 - Non-Profit Funding Policy](#)

[Attachment 2 - FY 22-23 Nonprofit Grant Guidelines](#)

[Attachment 3 - Cafeteria Kids Theater Grant Application Packet](#)

[Attachment 4 - Cinema Napa Valley Grant Application Packet](#)

[Attachment 5 - Collabria Care Grant Application Packet](#)

[Attachment 6 - Friends of the Cameo Grant Application](#)

[Attachment 7 - Mentis Grant Application Packet](#)

[Attachment 8 - Napa County Bicycle Coalition Grant Application Packet](#)

[Attachment 9 - Nimbus Arts Grant Application Packet](#)

[Attachment 10 - Our Town St Helena Grant Application Packet](#)

[Attachment 11 - St Helena Catholic Church Grant Application Packet](#)

[Attachment 12 - St Helena Community Garden Grant Application Packet](#)

[Attachment 13 - St Helena Cooperative Nursery Grant Application Packet](#)

[Attachment 14 - St Helena Farmers Market Grant Application Packet](#)

[Attachment 15 - St Helena Fire Safe Council Grant Application Packet](#)

[Attachment 16 - St Helena Historical Society Grant Application Packet](#)

[Attachment 17 - St Helena Housing Coalition Grant Application Packet](#)

[Attachment 18 - St Helena Little League Grant Application Packet](#)

[Attachment 19 - St Helena Preschool for All Grant Application Packet](#)

[Attachment 20 - Sustainable St Helena Grant Application Packet](#)

[Attachment 21 - The White Barn Grant Application Packet](#)

[Attachment 22 - Up Valley Family Centers Grant Application Packet](#)

[Attachment 23 - Non-Profit Funding Agreement Resolution](#)

[Attachment 24 - DRAFT Nonprofit Funding Agreement](#)

|                                                                                   |                                                                      |                                            |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------|
|  | <b>City of St. Helena</b><br><b>Administrative Policy</b><br>Finance | Policy<br><b>Non-Profit Funding Policy</b> |
|                                                                                   |                                                                      | <b>Page 1 of 3</b>                         |

|                                                       |                     |                            |            |
|-------------------------------------------------------|---------------------|----------------------------|------------|
| <b>Title:</b><br><br><b>Non-Profit Funding Policy</b> |                     | <b>Policy #</b>            | P-FI-0003  |
|                                                       |                     | <b>Revision #</b>          | 1          |
|                                                       |                     | <b>Implementation Date</b> | 2015-10-13 |
|                                                       |                     | <b>Last Update Date</b>    | 2018-10-23 |
| <b>Approval by City Council</b>                       | Resolution 2018-150 | <b>Date Approved</b>       | 2018-10-23 |

### **I. Purpose, Overview and Scope of this Policy**

The purpose of this policy is to set forth parameters and establish guidelines for annual grant funding of non-profit agencies based on availability of funds and award by the City Council.

### **II. Authority**

Updates to this policy require City Council approval.

### **III. Policy**

The City of St. Helena is committed to providing financial assistance to local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Programs and services must be consistent with the City's mission statement or support at least one of the City Council's three-year goals.

#### **A. Eligibility Requirements**

1. All applicants must possess a current IRS Not-for-Profit determination letter (IRS Form 501(c)(3)). Applicants must provide this determination letter as proof that they are a non-profit organization.
2. A non-profit organization must have been in operation for a minimum of one year by December 31<sup>st</sup> of the year preceding the application deadline.

#### **B. Accountability**

Non-profit organizations shall adhere to accountability standards set by the City of St. Helena and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to compliance with:

1. All financial requirements including submission of proof of expenditures as specified by the grant agreement.
2. Program performance measurement requirements including submission of a final report by the end of the fiscal year.
3. All other terms of the policy and grant agreement including meeting all deadlines.

#### **C. Funding Eligibility**

1. Only one application per organization will be considered each year.

P-FI-0003

|                                                                                   |                                                                                                |                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------|
|  | <p align="center"><b>City of St. Helena</b><br/> <b>Administrative Policy</b><br/> Finance</p> | Policy<br><b>Non-Profit Funding Policy</b> |
|                                                                                   |                                                                                                | Page 2 of 3                                |

2. Grants are for programmatic expenses that are items recognized under Generally Accepted Accounting Principles (GAAP) as operating costs.

#### **D. Application Procedure**

1. Timeline
  - a. A public notice will be posted and available on the City of St. Helena's website with the current Program Guidelines and Grant Application at the beginning of each calendar year.
  - b. Completed applications must be returned to the City no later than the date indicated in each year's public notice. Applications received after the published deadline will be deemed ineligible for that year.
2. Application Requirements

A completed Grant Application is required, by the advertised deadline date along with all required documentation as identified in the current year's Program Guidelines and Grant Application.
3. Grant Awards

The posting of Program Guidelines and Grant Application for non-profit funding does not guarantee allocation of funds for this program nor award to any applicant. The City Council may determine to fund none, one, or multiple projects/services/programs within the minimum and maximum grant amount as identified by this policy. The City Council is not required to expend any particular allocation in a given year.
4. Funding Award
  - a. City staff will review applications for completeness and eligibility and forward all complete and eligible applications to the City Council working group.
  - b. The City Manager will schedule the date grant applications will be brought to the City Council for review. Staff will prepare a brief staff report and attach all complete and eligible applications and notify applicants of date applications will be presented to City Council. Applicants are strongly encouraged to attend the City Council meeting to respond to City Council questions regarding applications.
  - c. The City Council will approve final funding for non-profits prior to the adoption of the Annual Operating Budget.
  - d. Applicants will be notified of the final funding amount no later than June 30th.
  - e. Insurance will only be required for projects located or occurring on City owned property. Insurance coverage amounts will be reviewed and approved by the City's Administrative Services Manager prior to contract execution.

P-FI-0003

|                                                                                   |                                                                                                |                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------|
|  | <p align="center"><b>City of St. Helena</b><br/> <b>Administrative Policy</b><br/> Finance</p> | Policy<br><b>Non-Profit Funding Policy</b> |
|                                                                                   |                                                                                                | <b>Page 3 of 3</b>                         |

f. Any non-profit organization awarded program funds must accept the funds by completing an agreement provided by the City which must be signed by the non-profit organization Director and the City Manager. The agreement and other contract requirements shall be signed by the organization and received by the Finance Department no later than August 31<sup>st</sup> of the fiscal year funds are awarded. Failure to comply with this date will result in funding awards being withdrawn.

5. Compliance

The consideration, award, and funding of any non-profit organization pursuant to the Non-profit Program, shall be carried out in a manner consistent with the Conflict of Interest Code and Non-Discrimination Policy for Appointed and Elected Officials of the City of St. Helena, adopted by the City Council on April 14, 2015.

6. Grant Reporting and Invoicing

Each funded organization will be required to submit a final grant report by the end of the fiscal year. This report should describe the funded program/project/service outcomes and shall include a financial report detailing expenditures that is signed by the organization's Director. Non-profit organizations shall include an invoice with the final report in the amount of the grant award. Grant funds are provided on a reimbursement basis only. Failure to comply with these reporting requirements may jeopardize funding.

**E. Updates to Program Application and Guidelines**

The City Manager is authorized to make updates to the Program Application and Guidelines as long as they adhere to this Non-Profit Funding Policy.

P-FI-0003

**CITY OF ST. HELENA**

**RESOLUTION NO. 2018-150**

**Resolution approving the Revised City of St. Helena City Council Policy P-FI-0003 Non-Profit Funding Policy and Related Program Application and Guidelines.**

**RECITALS**

- A. On October 13, 2015 City Council adopted a non-profit funding policy and related program application guidelines to set forth parameters and establish guidelines for annual grant funding of nonprofit agencies via resolution 2015-130; and
- B. The policy and guidelines were amended to provide more direction and clarity; and
- C. Revised City Council Policy P-FI-0003 Non-Profit Funding Policy and Related Program Applications and Guidelines has been reviewed by City Council; and
- D. To avoid any inconsistencies with policy application, it is necessary to repeal and rescind any previous policies and procedures which conflict with City Council Policy P-FI-0003 Non-Profit Funding Policy and Related Program Applications and Guidelines.

**RESOLUTION**

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. Approves Revised City of St. Helena City Council Policy P-FI-0003 Non-Profit Funding Policy and Related Program Applications and Guidelines; and
- 2. Repeals and rescinds any previous policies or administrative memoranda which are inconsistent with City Council Policy P-FI-0003 Non-Profit Funding Policy and Related Program Applications and Guidelines.

Approved at a Regular Meeting of the St. Helena City Council on October 23, 2018, by the following vote:

Mayor Galbraith: Yes

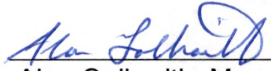
Vice Mayor White: Yes

Council Member Dohring: Yes

Council Member Koberstein: Yes

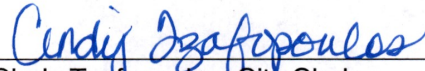
Council Member Ellsworth: Yes

APPROVED:



Alan Galbraith, Mayor

ATTEST:



Cindy Tzafopoulos, City Clerk





## City of St. Helena Non-Profit Community Enrichment Grant Program Guidelines FY 2022/23

The City of St. Helena invites all interested non-profit organizations to submit an application for funding. The annual “Non-Profit Community Enrichment Program” is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs and services must be consistent with the City’s mission statement or support at least one of the City Council’s three-year goals (see attached).

### **Funding Philosophy**

The City encourages innovation and a goal of self-sufficiency for all initiatives funded by this program within 24 months. Accordingly, all organizations requesting funds from the City should continue efforts to develop stable private funding sources. Submission of a complete application does not guarantee funding nor does receiving an award in the prior funding year.

Consistent with the City’s Diversity, Equity and Inclusion (DEI) Strategy, submissions that identify and foster inclusion, belonging and social justice are encouraged. The City Council adopted Resolution 2020-105: Affirming that Discrimination and Systemic Racism Constitute A Public Health Crisis Causing Disparities in Mental Wellbeing, Language Access, Housing, Economic Development, Health, and Criminal Justice Experience, and Reaffirming Its Commitment to Advancing Justice, Equity, Diversity, and Inclusion in the City. To read the City’s DEI Strategy, please click [here](#).

### **Applicant Criteria**

Applicants may apply for project or program funding that support the funding philosophy criteria below:

Projects or programs which promote or benefit the St. Helena community with arts, culture, education, or support youth/family health and well-being initiatives and services. The minimum grant request is \$1,000 and the maximum grant request is \$20,000. The overall funding available is expected to be \$120,000 per fiscal year.

Actual grant funding is based upon funds appropriated by the City Council in the annual budget and are dependent on the City’s annual budget prioritization process.

### **Eligibility**

Eligibility has been established by the City of St. Helena Non-Profit Funding Policy (Resolution 2018-150). All applicants must possess a current IRS Not-for-Profit determination letter (IRS Form 501(c)(3)) and provide as proof that they are a non-profit organization.

- Only one application per agency per category will be considered each year.
- Grants are for programmatic expenses only (items recognized under Generally Accepted Accounting Principles (GAAP) as operating costs).



- The City will not fund the purchase, maintenance, or repair of capital assets.
- All applications must be submitted by the published deadline, be complete and contain all requested information and documents in order to be considered for funding.
- Non-profit organizations must be in existence for at least one year by December 31<sup>st</sup> of the year preceding the application deadline (or December 31, 2020 for this cycle).

Previous years' allocations are not a consideration for funding.

#### **Timeline, Submission and Grant Cycle**

Applications will be available to the public on January 14, 2022 and must be received no later than **February 18, 2022 by 5:00 PM.** Late and incomplete applications will not be accepted. It is anticipated that City Council will make the final funding recommendations in April of 2022 for the 2022/23 fiscal year.

Please submit grant applications to:

**By E-mail:** [MKellogg@cityofsthelena.org](mailto:MKellogg@cityofsthelena.org)

The grant period for non-profits approved for funding for Fiscal Year 2022/23 will be from July 1, 2022 to June 30, 2023.

#### **Limitation on Awards**

The granting of City funding is solely a monetary contribution and not a co-sponsorship by the City of any event, program, service or activity for which funding is used unless specifically agreed to in writing by the City. Award of funding shall not eliminate the need for applicants to comply with applicable regulations or permit requirements for the program, event, service or activity being funded. Grant award does not authorize use of any City property.

Any expenses incurred before grant award are not eligible for reimbursement. Each successful project/program/service will be required to submit a final grant report including expenses, accomplishments, photos, etc. Appropriate documentation will be required and may include receipts, volunteer sign-in sheets, invoices or other documents.

#### **Grant Recipient Requirements**

Organizations receiving grant funding are required to:

- Submit a revised goals and activities description if not funded at the level requested;
- Submit a revised budget if not funded at the level requested;
- Enter into a grant agreement with the City of St. Helena;
- Obtain appropriate level of insurance as determined by the City of St. Helena and add the City of St. Helena as additionally insured, if required;
- Complete a final report describing program outcomes and financial statements detailing expenditures no later 30 days after the end of the funding period.

#### **Questions?**

All questions should be submitted via email to: Mandy Kellogg at [MKellogg@cityofsthelena.org](mailto:MKellogg@cityofsthelena.org)



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                                                      |
|---------------------------------------------------|----------------------------------------------------------------------|
| Organization Name:                                | <u>Lunchtime Productions Inc. dba Cafeteria Kids Theater</u>         |
| Organization Mailing Address:                     | <u>1241 Adams Street, Suite 1114</u>                                 |
| Organization Contact Person<br>(Name/Title):      | <u>Aimée Guillot &amp; Olivia Cowell</u>                             |
| Organization Contact Email:                       | <u>aimee@cafeteriakidstheater.org &amp; olivia@cafeteriakidsthea</u> |
| Organization Contact Telephone:                   | <u>4155950403</u>                                                    |
| Organization Website:                             | <u>www.cafeteriakidstheater.org</u>                                  |
| Federal Tax ID Number and Status:                 | <u>EIN: 30-0839728/ 501c3 organization</u>                           |
| How long has your organization been in operation? | <u>8 years</u>                                                       |

### **Grant Request**

|                         |                                                        |
|-------------------------|--------------------------------------------------------|
| Project Name:           | <u>Drama Summer Camps with CKT</u>                     |
| Address of Project:     | <u>St. Helena Elementary School- 1325 Adams Street</u> |
| Requested Grant Amount: | <u>\$2250</u>                                          |
| Matching Funds:         | <u>\$-</u>                                             |
| TOTAL Project Cost:     | <u>\$2250</u>                                          |

### Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

| Description                                                                       | Amount |
|-----------------------------------------------------------------------------------|--------|
| Rental Fees for the St. Helena Elementary School Auditorium for 3 hours x 5 days: | 2,250  |
| Summer 2023                                                                       |        |
| Auditorium Rental Fee is \$150 an hour                                            |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
|                                                                                   |        |
| <b>Total Grant Request</b>                                                        | 2,250  |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Aimée Guillot

Signature \_\_\_\_\_

Title Founder/Co-Director

Date 02/18/2022

CINCINNATI, OH 45201

Date:

JAN 21 2015

LUNCHTIME PRODUCTIONS INC  
1241 ADAMS ST STE 1114  
ST HELENA, CA 94574

Employer Identification Number:

30-0839728

DLN:

17053295324014

Contact Person:

GERRY R MCLAUGHLIN

ID# 31115

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

June 30

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

June 27, 2014

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Tamara Ripporda*

Director, Exempt Organizations



CKT's business model is supported by its core revenue streams from class registrations and in-school residencies. Fundraising and grant awards have provided critical supplemental funding for production costs and scholarship awards.

| <b>Cafeteria Kids Theater</b>                       |                      |                      |                      |                      |
|-----------------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Financials for the Year Ending June 30, 2021</b> |                      |                      |                      |                      |
|                                                     | <b>Actuals</b>       | <b>Actuals</b>       | <b>Projection</b>    | <b>Actuals</b>       |
|                                                     | <b>June 30, 2019</b> | <b>June 30, 2020</b> | <b>June 30, 2021</b> | <b>June 30, 2021</b> |
| <b>REVENUE</b>                                      |                      |                      |                      |                      |
| Class Registration Income                           | \$ 84,502            | \$ 77,598            | 39,000               | 49,620               |
| Residencies Income                                  | \$ 24,671            | \$ 29,250            | 4,800                | 18,175               |
| Operating Revenue                                   | \$ 109,173           | \$ 106,848           | \$ 43,800            | \$ 67,795            |
| Donations                                           | \$ 24,983            | \$ 15,454            | 7,500                | 43,872               |
| Events                                              |                      | \$ 1,225             | 3,000                | 1,077                |
| Fundraising                                         | \$ 24,983            | \$ 16,679            | \$ 10,500            | \$ 44,949            |
| Community Foundation                                | \$ 2,500             | \$ 2,500             | -                    | 1,500                |
| Arts Council                                        | \$ -                 | \$ -                 | -                    | 3,000                |
| Napa County                                         | \$ 17,500            | \$ -                 | -                    | -                    |
| Private Foundations                                 | \$ -                 | \$ -                 | -                    | 3,000                |
| Grant Income                                        | \$ 20,000            | \$ 2,500             | -                    | 7,500                |
| Merchandise Sales                                   | \$ 4,498             | \$ 4,000             | -                    | -                    |
| Ad Sales                                            | \$ 2,700             | \$ 1,700             | -                    | -                    |
| Other Sales                                         | \$ 7,198             | \$ 5,700             | \$ -                 | \$ -                 |
| Interest Income                                     | \$ 2                 | \$ 2                 | -                    | 2                    |
| <b>Total Revenue</b>                                | <b>\$ 161,356</b>    | <b>\$ 131,729</b>    | <b>\$ 54,300</b>     | <b>\$ 120,246</b>    |
| <b>EXPENSES</b>                                     |                      |                      |                      |                      |
| Credit Card Fees                                    | \$ 1,572             | \$ 1,673             | \$ 1,200             | \$ 1,225             |
| Dues & Subscriptions                                | \$ 912               | \$ 1,885             | \$ 1,200             | \$ 1,744             |
| Insurance                                           | \$ 5,603             | \$ 5,747             | \$ 5,745             | \$ 2,427             |
| Payroll & Related                                   | \$ 79,399            | \$ 85,610            | \$ 86,880            | \$ 89,975            |
| Rent                                                | \$ 5,556             | \$ 7,095             | \$ 9,900             | \$ 8,286             |
| General & Administration                            | \$ 7,171             | \$ 5,516             | \$ 4,200             | \$ 5,055             |
| Website & IT                                        | \$ 1,240             | \$ 1,314             | \$ 1,325             | \$ 1,262             |
| Operating Expenses                                  | \$ 101,453           | \$ 108,840           | \$ 110,450           | \$ 109,974           |
| Grant Expenses                                      | \$ 20,167            | \$ -                 | \$ -                 | \$ -                 |
| Grant Expenses                                      | \$ 20,167            | \$ -                 | \$ -                 | \$ -                 |
| Advertising & Promotion                             | \$ 3,856             | \$ 2,605             | \$ 1,000             | \$ 2,027             |
| Development Video                                   | \$ -                 | \$ -                 | \$ 2,730             | \$ 2,730             |
| Merchandise                                         | \$ 4,218             | \$ 2,155             | \$ -                 | \$ -                 |
| Promotional Expenses                                | \$ 8,074             | \$ 4,760             | \$ 3,730             | \$ 4,757             |
| Outside Services                                    | \$ 17,581            | \$ 7,544             | \$ 4,000             | \$ 5,550             |
| Royalties                                           | \$ 1,480             | \$ 1,508             | \$ 2,640             | \$ 2,832             |
| Supplies & Props                                    | \$ 2,425             | \$ 4,641             | \$ 1,000             | \$ 2,882             |
| Streaming Theater Services                          | \$ -                 | \$ -                 | \$ 3,900             | \$ 1,100             |
| IT - hardware upgrade                               | \$ -                 | \$ -                 | \$ 2,000             | \$ -                 |
| Production Expenses                                 | \$ 21,486            | \$ 13,693            | \$ 13,540            | \$ 12,364            |
| <b>Total Expenses</b>                               | <b>\$ 151,180</b>    | <b>\$ 127,293</b>    | <b>\$ 127,720</b>    | <b>\$ 127,095</b>    |
| <b>Net Income before PPP</b>                        | <b>\$ 10,176</b>     | <b>\$ 4,436</b>      | <b>\$ (73,420)</b>   | <b>\$ (6,849)</b>    |
| CA SBA Grants                                       |                      |                      |                      | \$ 15,000            |
| Federal PPP Loan 1                                  |                      |                      |                      | \$ 15,000            |
| Federal PPP Loan 2                                  |                      |                      | \$ 15,000            | \$ 16,250            |
| <b>Net Income</b>                                   | <b>\$ 10,176</b>     | <b>\$ 4,436</b>      | <b>\$ (58,420)</b>   | <b>\$ 39,401</b>     |

### **City of St. Helena Application Question- Responses | Cafeteria Kids Theater**

1. Within The City of St. Helena's mission statement, specifically "...dedicated to serving the needs and desires of our citizens. Expanding and improving recreational services and facilities and cultural opportunities" Cafeteria Kids Theater (CKT) offers cultural enrichment to young people and families in St. Helena through classes in the performing arts. We are the only non-profit in Napa Valley dedicated to a performing arts education for kids and teens. We bring classes, productions, and workshops to young people of all ages. Within our programming we always include offerings for families in St. Helena, including camps and in-school residencies and workshops. We have also partnered with upvalley non-profit Nimbus Arts in some of our offerings. We have taught classes at Saint Helena Primary School, Saint Helena Elementary School, Saint Helena Montessori School, and offered workshops at the Saint Helena Farmers Market. In November and December of 2021 we led in -person, in-school residencies for all grade levels at Saint Helena Elementary School, serving drama to approximately 264 students.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2023. Please provide a timeline for your Project. We plan to hold one summer camp at the SHES Auditorium in St. Helena. We will be offering a performing arts camp to youth ages 5-9. The camp would run for 1-week, 9am-12pm, in July 2023.

3. In 2021 we led virtual in-school drama residencies at Saint Helena Primary School for every classroom from TK- 2nd grade, and every classroom at Saint Helena Elementary School serving approximately 465 students. We led a similar residency in the 2019-20 academic year and the feedback for both years from parents, students, teachers and staff was overwhelmingly positive. In November and December of 2021 we led in -person, in-school residencies for all grade levels at Saint Helena Elementary School, serving drama to approximately 264 students. We would be serving this same demographic with an emphasis on traditional theater games as curriculum for our summer camp. Our support lies in organizations we have partnered with, along with institutions we have served including Nimbus Arts, Saint Helena Primary School, Saint Helena Elementary School, and Saint Helena Montessori School. This project is not a collaborative one, but will serve the residents of Saint Helena who have benefited from past collaborations and residencies in Saint Helena.

4. This project will serve young residents of Saint Helena who have benefited from past collaborations and residencies in Saint Helena, along with new members of the community and families who are interested in performing arts opportunities for their children. This project will serve approximately 25 students. This project will also provide a live performance for families at the end of the camp giving Saint Helena community members the opportunity to attend local live theater.

5. If you have received funding from other Napa County government agencies in the past two years, provide a level of funding and explain how the City of St. Helena funding will specifically benefit St. Helena residents.

We have received funding from the following sources in the past two years:

- Napa County Arts and Culture- June, 2021- \$10,000
- Community Foundation-
  - November 2020- January 2021- \$2,500.
  - February, 2022- \$1,500.
- Arts Council Napa Valley-
  - February 2021- \$3,000
  - January 2022- \$3,000

At Cafeteria Kids Theater it is important that Saint Helena students will feel the benefits of experiencing the arts in an inclusive and confidence-building environment. Also crucial to the mission of our organization is the focus on providing opportunities for all children-- regardless of their socio-economic background. Currently, Cafeteria Kids Theater offers partial scholarships to families who show financial need. The performing arts instruction CKT provides is in demand throughout the area and with increased financial support we can offer scholarships to Saint Helena families. Our camps are built on the foundation of campers learning to use their voice, body, and imagination in a safe, fun environment. Our emphasis on the creative process gives children the tools they need in the area of public speaking, building trust in themselves, in others, and collaboration. This project will also provide a live performance for families at the end of the camp giving Saint Helena community members the opportunity to attend local live theater.

6. As an institution, the theater is a place of inclusion, diversity, acceptance, and at times social justice. Cafeteria Kids Theater operates within this belief system in all of our offerings, pedagogy, and curriculum. Our mission statement- *To bring the performing arts to children and families in Napa Valley using theater as a vehicle to bridge different ethnicities, backgrounds, and perspectives. We strive to educate children to investigate the commonalities that exist in all people as they journey through the creative process which in turn builds inner confidence, imagination, and empathy. Our goal is to give children of all ages the tools they need to discover the artist within them, and live in the world from a place of creativity, compassion and love- fully embodies this same spirit, and again, is at the heart and foundation of all that we strive to bring to young people and community members in Napa Valley.*

**Application Questions** - Please answer the following questions on a separate sheet. Please limit your response to 2 pages.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people your proposal may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.
6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.\*

\*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.





# City of St. Helena

## *Vision Statement*

St. Helena strives to be a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and cherishes its historic, small-town character, beautiful natural environment and high quality of life.

## *Mission Statement*

The City of St. Helena is dedicated to serving its citizens by:

- Promoting a culture of equity, diversity and inclusion
- Supporting thriving families and ensuring the health and wellbeing of our youth
- Ensuring our long-term economic sustainability and focusing on new and diverse sources of revenue
- Preventing, preparing for, and mitigating fire and other local emergencies
- Improving and maintaining City Infrastructure
- Updating our water management policies to ensure an adequate water supply
- Responding innovatively to climate change challenges and adopting environmentally sustainable best practices
- Preserving our historic, small-town, rural character
- Expanding recreational, active transportation and cultural opportunities
- Facilitating innovative, well-designed housing for residents of all backgrounds, ages and income levels.
- Encouraging full civic participation and ongoing communication
- Strengthening regional collaboration with other public entities and building partnerships with local service providers and stakeholders

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on May 11, 2021, Resolution No. 2021-62.*

## *City Council 3-Year Goals*

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship, Public Health, and Public Safety
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance, Communications, and Commit to Full Public Participation, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Supporting St. Helena's Charm and Rural Character\* (*\*Draft goal title*)
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                            |
|---------------------------------------------------|------------------------------------------------------------|
| Organization Name:                                | Cinema Napa Valley                                         |
| Organization Mailing Address:                     | 952 School St. #390, Napa, CA 94559                        |
| Organization Contact Person<br>(Name/Title):      | Rick Garber / Chairperson or Debra Crow / Treasurer        |
| Organization Contact Email:                       | rick@napavalleyfilmfest.org / debra@napavalleyfilmfest.org |
| Organization Contact Telephone:                   | 404-513-4205 / 415-613-9671                                |
| Organization Website:                             | napavalleyfilmfest.org                                     |
| Federal Tax ID Number and Status:                 | 27-1064967                                                 |
| How long has your organization been in operation? | Since 2009                                                 |

### Grant Request

|                         |                                                |
|-------------------------|------------------------------------------------|
| Project Name:           | Sunset Cinema                                  |
| Address of Project:     | Chappellet, 1581 Sage Canyon Rd, St Helena, CA |
| Requested Grant Amount: | \$20,000.                                      |
| Matching Funds:         | \$8,500                                        |
| TOTAL Project Cost:     | \$28,500                                       |

### Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

| Description                                                                    | Amount       |
|--------------------------------------------------------------------------------|--------------|
| Total 61100 · Operations - In-kind Donation of Venue                           | 6000         |
| Total 62000 · Programming Resources to Program and Obtain Films and Q&A talent | 7000         |
| Total 65000 · Marketing Social Media, PR, Website, Customer Service            | 2500         |
| Total 65500 · Promotion Est. tickets for Passholders/Patrons/Winery/Talent     | 2500         |
| Total 66000 · Administration & General Mgmt Insurance and Ticketing Systems    | 2500         |
| Total 67000 · Production Outdoor A/V; volunteers; food; talent T&E             | 8000         |
| TOTAL                                                                          | 28500        |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
|                                                                                |              |
| <b>Total Grant Request</b>                                                     | <b>20000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Debra A. Crow

DocuSigned by:  
Debra A. Crow  
07E5D29DEB6A48A...

Title      Treasurer (Volunteer)

Date 2/18/2022



## Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify:

**Entity Name:** CINEMA NAPA VALLEY  
**File Number:** C3257041  
**Registration Date:** 09/29/2009  
**Entity Type:** DOMESTIC NONPROFIT CORPORATION  
**Jurisdiction:** CALIFORNIA  
**Status:** ACTIVE (GOOD STANDING)

As of December 19, 2021 (Certification Date), the entity is authorized to exercise all of its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the Certification Date and does not reflect documents that are pending review or other events that may affect status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California this day of December 20, 2021.

A handwritten signature in black ink, appearing to read "Shirley N. Weber".

**SHIRLEY N. WEBER, Ph.D.**  
**Secretary of State**

**Certificate Verification Number:** YK8W1XZ

To verify the issuance of this Certificate, use the Certificate Verification Number above with the Secretary of State Certification Verification Search available at [bebizfile.sos.ca.gov/certification/index](https://bebizfile.sos.ca.gov/certification/index).

CINEMA NAPA VALLEY

|                                             |              |              | Preliminary    | BUDGET     |
|---------------------------------------------|--------------|--------------|----------------|------------|
|                                             | Jan - Dec 19 | Jan - Dec 20 | Jan - Nov 2021 | 2022       |
| Ordinary Income/Expense                     |              |              |                |            |
| Income                                      |              |              |                |            |
| 40000 · Income                              |              |              |                |            |
| Total 40100 · Promotional Support           | 544,274.43   | 10,000.00    | 12,500.00      | 225,000.00 |
| Total 40200 · Grants & Donations            | 94,928.89    | 3,000.00     | 37,393.98      | 100,000.00 |
| Total 40300 · General Public Sales          | 421,519.30   | 78,490.66    | 102,370.27     | 100,000.00 |
| Total 40400 · Patronage                     | 646,757.66   | 42,500.00    | 0.00           | 100,000.00 |
| Total 40500 · Fundraisers                   | 69,595.26    | 112,999.99   | 0.00           | 100,000.00 |
| 40600 · Film Entry Submission Fees          | 55,389.07    | 0.00         | 42,037.91      | 25,000.00  |
| Total 40900 · Other                         | 0.00         | -138.07      | 0.00           | 100,000.00 |
| Total 40000 · Income                        | 1,871,995.61 | 246,852.58   | 194,302.16     | 750,000.00 |
| Total Income                                | 1,871,995.61 | 246,852.58   | 194,302.16     | 750,000.00 |
| Cost of Goods Sold                          |              |              |                |            |
| Total COGS                                  | 116,301.35   | 9,725.35     | 12,021.53      | 15,000.00  |
| Gross Profit                                | 1,755,694.26 | 237,127.23   | 182,280.63     | 735,000.00 |
| Expense                                     |              |              |                |            |
| 60100 · Bad Debt                            | 10,000.00    | 0.00         | -              | -          |
| 60000 · Expenses                            |              |              |                |            |
| 61000 · Management Compensation             | 125,000.04   | 20,833.34    |                | 25,000.00  |
| Total 61100 · Operations                    | 93,406.31    | 6,509.83     | 96.87          | 100,000.00 |
| Total 62000 · Programming                   | 110,674.18   | 30,568.10    | 18,770.88      | 50,000.00  |
| Total 63000 · Sponsorships                  | 44,115.27    | 0.00         | 6,701.69       | 5,000.00   |
| Total 64000 · Patronage                     | 194,476.91   | 19,523.19    | 430.19         | 50,000.00  |
| Total 65000 · Marketing                     | 348,441.50   | 176,696.73   | 174,862.44     | 50,000.00  |
| Total 66000 · Administration & General Mngt | 337,534.57   | 143,846.13   | 108,313.20     | 84,000.00  |
| Total 67000 · Production                    | 1,090,957.19 | 39,365.61    | 23,067.89      | 100,000.00 |
| Total 69000 · Education & Outreach Programs | 104,895.61   | 0.00         | 0.00           | 5,000.00   |
| Total 60000 · Expenses                      | 2,449,501.58 | 437,342.93   | 332,243.16     | 469,000.00 |
| 66900 · Reconciliation Discrepancies        | -1,808.54    | 0.00         | 0.00           | 0.00       |
| Total Expense                               | 2,457,693.04 | 437,342.93   | 332,243.16     | 469,000.00 |
| Net Ordinary Income                         | -701,998.78  | -200,215.70  | -149,962.53    | 266,000.00 |
| Other Income/Expense                        |              |              |                |            |
| Total Other Income                          | 0.00         | 0.00         | 251,608.34     | 0.00       |
| Total 80000 · Other Expenses                | 25,351.51    | 10,122.67    | 2,778.75       | -53,862.73 |
| Total Other Expense                         | 25,351.51    | 10,122.67    | 2,778.75       | -53,862.73 |
| Net Other Income                            | -25,351.51   | -10,122.67   | 248,829.59     | -53,862.73 |
| Net Income                                  | -727,350.29  | -210,338.37  | 98,867.06      | 212,137.27 |

Cinema Napa Valley – St Helena Project Budget 2022

| Income           |                                             | 2022               | Notes                                                                                         |
|------------------|---------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------|
| 40000 · Income   |                                             |                    |                                                                                               |
|                  | Total 40200 · Grants & Donations            | \$20,000.00        | St. Helena Grant                                                                              |
|                  | Total 40300 · General Public Ticket Sales   | \$2,500.00         | 100 x 2 events \$25                                                                           |
|                  | Donation - In-Kind - Venue                  | \$6,000.00         | \$2000/night                                                                                  |
|                  | <b>Total Income</b>                         | <b>\$28,500.00</b> |                                                                                               |
|                  | <b>Cost of Goods Sold</b>                   | <b>\$0.00</b>      |                                                                                               |
|                  | <b>Gross Profit</b>                         | <b>\$28,500.00</b> |                                                                                               |
| Expense          |                                             |                    |                                                                                               |
| 60000 · Expenses |                                             |                    |                                                                                               |
|                  | Total 61100 · Operations                    | \$6,000.00         | In-Kind Venue                                                                                 |
|                  | Total 62000 · Programming                   | \$7,000.00         | Resources to Program and Obtain Films and Q&A talent                                          |
|                  | Total 65000 · Marketing                     | \$2,500.00         | Social Media, PR, Website, Customer Service                                                   |
|                  | Total 65500 · Promotion                     | \$2,500.00         | Est. comp'd tickets for Passholders/Patrons/Winery/Talent                                     |
|                  | Total 66000 · Administration & General Mgmt | \$2,500.00         | Insurance and Ticketing Systems                                                               |
|                  | Total 67000 · Production                    | \$8,000.00         | Cost of Outdoor A/V Equipment/2 nights; management of volunteers; talent transport and travel |
|                  | <b>Total Expense</b>                        | <b>\$28,500.00</b> |                                                                                               |
|                  | Net Ordinary Income                         | \$0.00             |                                                                                               |
|                  | Other Income/Expense - Net                  | \$0.00             |                                                                                               |
|                  | <b>Net Income</b>                           | <b>\$0.00</b>      |                                                                                               |

## **Napa Valley Film Festival** **Presented by Cinema Napa Valley**

---



Cinema Napa Valley received \$15,000 from 2021-22 Napa County Arts, Culture & Heritage Grant Application for support with the impact of Covid. With grant funding, CNV was able to contract an individual dedicated to patron outreach to build a new pipeline of individual donors, which would increase the organization's overall revenue for the year.

No applications were made, nor were any grants received in the 2020-2021 grant calendar period.



## Napa Valley Film Festival

### Presented by Cinema Napa Valley

#### Event Concept Overview

**Title:** Sunset Cinema Presented by the Napa Valley Film Festival

**Date:** Summer 2022 – August and September

**Location:** Winery in St. Helena (TBD)



#### 1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

**Event Description:** Sunset Cinema Presented by the Napa Valley Film Festival is designed to expand cultural opportunities for our community through two nights of engaging film events – the first will be cultural bridge event as we explore our connection to France or Italy through film, wine and food. The second event will celebrate a Night of Noir featuring Film Noir and Pinot Noir. Our films seek to generate conversation, reflection, and understanding as well as inspiring our community through the celebration of the cinematic arts. We believe the combination of the enchanting venue of a St. Helena Winery, the charm of St. Helena, and NVFF's ability to bring films and film makers will create unique, engaging and memorable events for our community.

#### 2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

Our goals are to support the art of independent cinematic storytelling, enrich the cultural landscape of Napa County, and promote local industries. These goals are accomplished by bringing together artists and audiences to celebrate the power of storytelling. Cinema Napa Valley's objectives for 2022 are to reimagine what film festivals will look like in the post-pandemic age. We believe that intimate, curated programs, and events focused on the interests and needs of our communities are the best fit for this period and that unique storytelling can engage, entertain, and educate. Sunset Cinema will continue to be one of our year-around events that extends cultural opportunities for members of our community.

##### Event Production Design Concept/ Flow:

Pre-film reception and film venue will be on lawn at Winery in ST. Helena.

##### Pre-Event Flow:

- Establish marketing, PR, and Website plan by May 2022
- Engage programming resources and begin film search July 2022
- Announce event dates (August and September) July 2022
- Engage social media, and update website for ticketing July 2022
- Establish ticketing to open post event announcements July 2022
- Obtain event insurance July 2022

##### Estimated Event Schedule for Each Event in August and September:

**LOAD IN:** Date(s): Afternoon Prior to Reception. **Timing:** Noon to 4pm

**EVENT:** Date(s): TBD **Timing:** Evenings

- 6:30 - 7:30: Wine Reception for Patrons of Film Festival
- 6:30 – 8:00: Food for Purchase/Picnic on Lawn at St. Helena Winery
- 8:00 - 10:30: Potential Q&A and then Film Screening

**LOAD OUT:** Date(s): Post Film Screening **Timing:** 10pm – Midnight

#### 3. Describe the community support for your Project.

##### a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

NVFF will program the event and coordinate ticketing systems and any talent in attendance and CNV will seek volunteers, if necessary, from the local community (e.g. ticket taking, event flow management)

##### b. What roles are they playing and how collaborative is the Project?

Winery will provide event management and we will work with them to manage any required Covid protocols and to design the pre-film event activities

**c. What other support exists for your Project?**

The Napa Valley Film Festival is a beloved event within the Napa Valley, with many of our events during the festival taking place in St. Helena. Cinema Napa Valley seeks to establish a consistent year-around presence within the Napa Valley with Sunset Cinema in St. Helena being our summer “tent-pole” event. Sunset Cinema has been a well-received and well-attended summer event (held at Krug in previous years). Historically, 40% of our fall festival attendance was composed of local attendees and we’d expect the majority of attendees to Sunset Cinema to be local.

**4. Describe who will benefit from this Project and estimate how many people your proposal may impact.**

Our mission is to present year-around events and programs that celebrate the cinematic arts to enrich our communities within the Napa Valley. We seek to engage our communities with thought-provoking, engaging films from storytellers that inspire conversation and enhance our understanding of the world around us. Cinema Napa Valley, presenter of the Napa Valley Film Festival, is a registered 501c3 non-profit organization.

**5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.**

Cinema Napa Valley received \$15,000 from 2021-22 Napa County Arts, Culture & Heritage Grant Application for support with the impact of Covid. With grant funding, CNV was able to contract individual dedicated to patron outreach to build a new pipeline of individual donors, which would increase the organization’s overall revenue for the year.

No applications were made, nor were any grants received in the 2020-2021 grant calendar period.

**6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn’t have a specific equity focus – it doesn’t make you ineligible or less competitive.**

While our policy is not formal, we believe that diverse perspectives of our storytellers is how we seek to engage, entertain, and educate our audiences.

**Application Questions** - Please answer the following questions on a separate sheet. Please limit your response to 2 pages.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people your proposal may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.
6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.\*

\*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.



# City of St. Helena

## *Vision Statement*

St. Helena strives to be a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and cherishes its historic, small-town character, beautiful natural environment and high quality of life.

## *Mission Statement*

The City of St. Helena is dedicated to serving its citizens by:

- Promoting a culture of equity, diversity and inclusion
- Supporting thriving families and ensuring the health and wellbeing of our youth
- Ensuring our long-term economic sustainability and focusing on new and diverse sources of revenue
- Preventing, preparing for, and mitigating fire and other local emergencies
- Improving and maintaining City Infrastructure
- Updating our water management policies to ensure an adequate water supply
- Responding innovatively to climate change challenges and adopting environmentally sustainable best practices
- Preserving our historic, small-town, rural character
- Expanding recreational, active transportation and cultural opportunities
- Facilitating innovative, well-designed housing for residents of all backgrounds, ages and income levels.
- Encouraging full civic participation and ongoing communication
- Strengthening regional collaboration with other public entities and building partnerships with local service providers and stakeholders

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on May 11, 2021, Resolution No. 2021-62.*

## *City Council 3-Year Goals*

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship, Public Health, and Public Safety
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance, Communications, and Commit to Full Public Participation, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Supporting St. Helena's Charm and Rural Character\* (*\*Draft goal title*)
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM.** Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                           |
|---------------------------------------------------|-----------------------------------------------------------|
| Organization Name:                                | <u>Collabria Care</u>                                     |
| Organization Mailing Address:                     | <u>414 S. Jefferson St., Napa CA 94559</u>                |
| Organization Contact Person<br>(Name/Title):      | <u>Erika Tavakoli, Director of Development Operations</u> |
| Organization Contact Email:                       | <u>etavakoli@collabriacare.org</u>                        |
| Organization Contact Telephone:                   | <u>707-258-9084 ext 282</u>                               |
| Organization Website:                             | <u>http://www.collabriacare.org</u>                       |
| Federal Tax ID Number and Status:                 | <u>68-0393144</u>                                         |
| How long has your organization been in operation? | <u>43 years</u>                                           |

### Grant Request

|                         |                                                            |
|-------------------------|------------------------------------------------------------|
| Project Name:           | <u>UpValley Village 2022-23</u>                            |
| Address of Project:     | <u>Collabria Care, 414 S. Jefferson St., Napa CA 94559</u> |
| Requested Grant Amount: | <u>\$ 20,000</u>                                           |
| Matching Funds:         | <u>\$ 71,144</u>                                           |
| TOTAL Project Cost:     | <u>\$ 91,144</u>                                           |

### Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

[illegible]

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Celine Regalado

Signature Celeste

Title Lyndee Dineen

Date 2/18/22



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077583720  
Aug. 09, 2016 LTR 4168C 0  
68-0393144 000000 00

00032868  
BODC: TE

COLLABRIA CARE  
% LINDA J GIBSON PRESIDENT & CEO  
414 S JEFFERSON ST  
NAPA CA 94559-4515

112149

Employer ID Number: 68-0393144  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated July 18, 2016, regarding your tax-exempt status.

We issued you a determination letter in May 1998, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

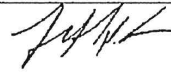
If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

4077583720  
Aug. 09, 2016 LTR 4168C 0  
68-0393144 000000 00  
00032869

COLLABRIA CARE  
% LINDA J GIBSON PRESIDENT & CEO  
414 S JEFFERSON ST  
NAPA CA 94559-4515

Sincerely yours,

---



Jeffrey I. Cooper  
Director, EO Rulings & Agreement



UpValley Village  
2022 Budget

|                                 |    |        |
|---------------------------------|----|--------|
| <b>Expenses</b>                 |    |        |
| Salaries                        | \$ | 80,112 |
| Benefits                        | \$ | 8,011  |
| <b>Other Operating Expenses</b> |    |        |
| Cell Phone                      | \$ | 83     |
| Copying/Printing                |    |        |
| Marketing/Advertising           |    |        |
| Mileage                         | \$ | 2,388  |
| Office Supplies                 |    |        |
| Postage                         |    |        |
| Software Licensing              | \$ | 550    |
| <b>Contract Labor</b>           |    |        |
| Training                        | \$ | -      |
| <hr/>                           |    |        |
|                                 | \$ | 91,144 |

**Collabria Care**  
Consolidated Budget 2022

**Revenue**

|                                                        |              |
|--------------------------------------------------------|--------------|
| Gross Patient Related Revenue                          | \$14,135,871 |
| Deductions                                             | (\$961,763)  |
| Bad debt                                               | (\$28,644)   |
| Other Revenue - Fundraising, Thrift Store, Memberships | \$2,925,304  |

---

|                      |                     |
|----------------------|---------------------|
| <b>Total Revenue</b> | <b>\$16,070,768</b> |
|----------------------|---------------------|

**Expenses**

|                    |             |
|--------------------|-------------|
| Salaries and Wages | \$8,525,567 |
| Benefits           | \$809,169   |
| Professional Fees  | \$670,700   |
| Supplies           | \$659,260   |
| Purchased Services | \$2,395,622 |
| Other Expenses     | \$1,118,037 |
| Depreciation       | \$194,872   |
| Interest           | \$130,218   |

---

|                       |                     |
|-----------------------|---------------------|
| <b>Total Expenses</b> | <b>\$14,503,445</b> |
|-----------------------|---------------------|

|                         |                    |
|-------------------------|--------------------|
| <b>Operating Income</b> | <b>\$1,571,150</b> |
|-------------------------|--------------------|

## 2021\_GrantAwards

**2021 Grant Funding**

| <b>Name</b>                                                | <b>Gift Amount</b> |
|------------------------------------------------------------|--------------------|
| Anonymous                                                  | \$20,000.00        |
| Auction Napa Valley                                        | \$300,000.00       |
| Kaiser Permanente No. California Community Benefit Program | \$20,000.00        |
| Marion Mendelsohn Fund of NVCF                             | \$7,000.00         |
| Napa County Health & Human Services - Master Settlement    | \$129,038.00       |
| Napa County Health & Human Services - Master Settlement    | \$88,000.00        |
| State of California Department of Aging - AAOA             | \$48,568.00        |
| State of California Department of Aging - AAOA             | \$62,450.00        |
| The George and Lena Valente Foundation                     | \$5,000.00         |
| The Robert and Ellen Streich Family Endowment of NVCF      | \$4,000.00         |
| Wayne Grey Wilson Foundation                               | \$35,000.00        |
|                                                            | \$719,056.00       |

|                                                                                                 |           |           |           |           |           |           |           |           |           |           |           |                        |                      |                                       |  |
|-------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------------------|----------------------|---------------------------------------|--|
| Date: 01/10/22 @ 1207<br>User: BAUTISJE03                                                       |           |           |           |           |           |           |           |           |           |           |           | CORP GL *LIVE*         |                      | PAGE 1<br>RUN: 3655COCR RPT: 3655TRCY |  |
| Collabria Care, Inc. CRP 3655<br>Income Statement Trend Report<br>For the Period Ended 12/31/21 |           |           |           |           |           |           |           |           |           |           |           |                        |                      |                                       |  |
|                                                                                                 | FEB 2021  | MAR 2021  | APR 2021  | MAY 2021  | JUN 2021  | JUL 2021  | AUG 2021  | SEP 2021  | OCT 2021  | NOV 2021  | DEC 2021  | YTD ACTUAL<br>DEC 2021 | FYTD BUD<br>DEC 2021 |                                       |  |
| STATISTICS                                                                                      |           |           |           |           |           |           |           |           |           |           |           |                        |                      |                                       |  |
| Admissions                                                                                      | 53        | 63        | 47        | 44        | 56        | 46        | 58        | 50        | 48        | 40        | 34        | 605                    | 425                  |                                       |  |
| Census                                                                                          | 202       | 220       | 225       | 224       | 215       | 206       | 213       | 222       | 220       | 224       | 224       | 2,602                  | 2,715                |                                       |  |
| Visits                                                                                          | 60        | (120)     | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0                      | 0                    |                                       |  |
| Patient Days                                                                                    | 4,176     | 4,939     | 4,686     | 4,454     | 4,632     | 4,667     | 4,660     | 4,615     | 4,706     | 4,797     | 4,845     | 55,577                 | 55,686               |                                       |  |
| REVENUES                                                                                        |           |           |           |           |           |           |           |           |           |           |           |                        |                      |                                       |  |
| 2011 OP Medicare Trad                                                                           | 689,319   | 887,061   | 810,888   | 793,592   | 804,827   | 827,124   | 794,572   | 804,153   | 677,199   | 739,494   | 711,594   | 9,283,401              | 8,541,420            |                                       |  |
| 2012 OP Medicare Mgd Care                                                                       | 2,749     | 5,582     | 3,875     | 1,071     | 3,584     | 3,584     | 2,631     | 4,281     | 354,428   | 367,542   | 352,993   | 1,103,740              | 143,187              |                                       |  |
| 2021 OP Medicaid Trad                                                                           | 176,545   | 151,425   | 145,910   | 126,575   | 131,315   | 138,021   | 140,894   | 148,808   | 117,000   | 117,841   | 124,596   | 1,645,700              | 1,287,021            |                                       |  |
| 2022 OP Medicaid Mgd Care                                                                       | 145,327   | 156,344   | 152,248   | 160,875   | 166,981   | 192,138   | 199,372   | 193,871   | 97,398    | 193,126   | 237,602   | 2,031,527              | 807,041              |                                       |  |
| 2056 OP Commercial                                                                              | 50,852    | 10,150    | 43,070    | 26,616    | 23,485    | 23,356    | 27,276    | 30,597    | 50,470    | 72,482    | 90,782    | 511,986                | 700,259              |                                       |  |
| 2057 OP Self Pay                                                                                | 0         | 325       | 1,090     | 2,175     | 2,620     | 3,065     | 4,220     | 5,905     | 8,112     | 5,563     | 6,915     | 39,990                 | 250,333              |                                       |  |
| 2070 OP Charity                                                                                 | 0         | 20        | 0         | 810       | 1,760     | 1,295     | 735       | 1,185     | 305       | 270       | 150       | 6,530                  | 80,971               |                                       |  |
| Outpatient Revenue                                                                              | 1,064,792 | 1,210,907 | 1,157,081 | 1,111,714 | 1,134,572 | 1,188,583 | 1,169,701 | 1,188,799 | 1,304,911 | 1,496,319 | 1,524,632 | 14,622,874             | 11,810,232           |                                       |  |
| 5811 CA Medicare Trad                                                                           | 73,617    | 75,846    | 75,998    | 72,985    | 73,696    | 95,959    | 63,425    | 67,602    | 66,094    | 212,467   | 283,372   | 1,222,500              | 85,414               |                                       |  |
| 5812 CA Medicare MGD                                                                            | 237       | 1,137     | 1,983     | 684       | 134       | 1,271     | 333       | 239       | 136,063   | 11,464    | 6,637     | 161,256                | 3,004                |                                       |  |
| 5821 CA Medicaid Trad                                                                           | 355       | 1,118     | 1,800     | 0         | (17)      | 0         | 129       | 0         | 0         | 2,528     | 3,883     | 10,396                 | 2,269                |                                       |  |
| 5822 CA Medicaid MGD                                                                            | (11,967)  | 25,887    | 10,114    | 5,438     | (1,179)   | (12,278)  | 598       | (5,207)   | 30,173    | 12,182    | 22,508    | 86,477                 | 51,123               |                                       |  |
| 5851 CA Other 3rd Party                                                                         | 0         | 0         | 0         | 0         | 0         | (185)     | (270)     | (135)     | 162       | (2)       | (20)      | (450)                  | 0                    |                                       |  |
| 5856 CA Commercial                                                                              | (24,289)  | 19,557    | 6,127     | 5,151     | 8,050     | 32,092    | 11,802    | 5,180     | 18,956    | 7,454     | 825       | 99,814                 | 282,513              |                                       |  |
| 5870 Charity Discounts                                                                          | 0         | 0         | 70        | 760       | 1,760     | 1,295     | 735       | 1,185     | 305       | 270       | 0         | 6,380                  | 80,971               |                                       |  |
| Total Deductions                                                                                | 37,954    | 123,545   | 96,092    | 85,017    | 82,444    | 118,154   | 76,751    | 68,865    | 251,752   | 246,364   | 317,204   | 1,586,372              | 505,294              |                                       |  |
| Net Patient Rev before Bad De                                                                   | 1,026,838 | 1,087,362 | 1,060,989 | 1,026,697 | 1,052,128 | 1,070,429 | 1,092,950 | 1,119,935 | 1,053,160 | 1,249,955 | 1,207,428 | 13,036,502             | 11,304,938           |                                       |  |
| 50 Bad Debt                                                                                     | (963)     | 2,145     | (971)     | (18)      | 677       | (1,680)   | (1,901)   | 186       | 19,493    | 13,383    | 458       | 34,155                 | 32,731               |                                       |  |
| Net Patient Revenue                                                                             | 1,027,801 | 1,085,217 | 1,061,960 | 1,026,714 | 1,051,451 | 1,072,110 | 1,094,850 | 1,119,748 | 1,033,667 | 1,236,573 | 1,206,970 | 13,002,347             | 11,272,207           |                                       |  |
| Deduction %                                                                                     | 3.6%      | 10.2%     | 8.3%      | 7.6%      | 7.3%      | 9.9%      | 6.6%      | 5.8%      | 19.3%     | 16.5%     | 20.8%     | 10.8%                  | 4.3%                 |                                       |  |
| Bad Debt %                                                                                      | (0.1)%    | 0.2%      | (0.1)%    | 0.0%      | 0.1%      | (0.2)%    | (0.2)%    | 0.0%      | 1.9%      | 1.1%      | 0.0%      | 0.3%                   | 0.3%                 |                                       |  |
| Net Revenue %                                                                                   | 96.5%     | 89.6%     | 91.8%     | 92.4%     | 92.7%     | 90.2%     | 93.6%     | 94.2%     | 79.2%     | 82.6%     | 79.2%     | 88.9%                  | 95.4%                |                                       |  |
| 5012 Federal Grant Revenue                                                                      | 85,468    | 47,928    | 52,725    | 80,186    | 47,928    | 39,882    | 39,882    | 146,709   | 39,882    | 39,882    | 98,177    | 777,281                | 677,710              |                                       |  |
| 5013 Non-Federal Grant Revenue                                                                  | 1,375     | 8,375     | 151,375   | 1,375     | 1,375     | 6,375     | 6,375     | 6,375     | 6,375     | 43,875    | 6,375     | 235,294                | 570,700              |                                       |  |
| 5050 Unrestricted Contributio                                                                   | 21,448    | 12,687    | 18,051    | 18,001    | 181,475   | 30,392    | 52,780    | 20,317    | 78,804    | 181,156   | 190,814   | 939,775                | 1,037,635            |                                       |  |
| 5780 Other Revenue                                                                              | 47,444    | 51,501    | 46,555    | 43,361    | 75,683    | 51,306    | 33,727    | 29,239    | 42,382    | 31,655    | 47,284    | 523,187                | 635,515              |                                       |  |
| Other Operating Revenue                                                                         | 155,734   | 120,490   | 268,706   | 142,923   | 306,460   | 127,955   | 132,763   | 202,640   | 167,443   | 296,569   | 342,650   | 2,475,537              | 2,921,560            |                                       |  |
| Total Revenue                                                                                   | 1,183,535 | 1,205,707 | 1,330,665 | 1,169,638 | 1,357,912 | 1,200,065 | 1,227,614 | 1,322,388 | 1,201,110 | 1,533,141 | 1,549,620 | 15,477,884             | 14,193,767           |                                       |  |
| DIRECT EXPENSES                                                                                 |           |           |           |           |           |           |           |           |           |           |           |                        |                      |                                       |  |
| 0000 Mgmt and Supervision                                                                       | 4,103     | 18,727    | 16,837    | 14,087    | 18,370    | 16,178    | 16,036    | 12,427    | 32,330    | 29,894    | 29,976    | 208,434                | 354,097              |                                       |  |
| 0100 Technicians and Speciali                                                                   | 77,633    | 111,487   | 107,249   | 110,376   | 98,902    | 101,189   | 122,516   | 81,220    | 102,193   | 100,506   | 95,743    | 1,205,454              | 997,883              |                                       |  |
| 0101 Home Health Phy Therapis                                                                   | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | (1,583)                | 0                    |                                       |  |
| 0102 Home Health Occup Therap                                                                   | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | (1,303)                | 0                    |                                       |  |
| 0200 Registered Nurses                                                                          | 104,201   | 110,296   | 110,061   | 100,339   | 118,617   | 109,969   | 123,843   | 113,126   | 125,497   | 104,851   | 98,082    | 1,301,373              | 1,492,269            |                                       |  |
| 0300 Licensed Vocational Nurs                                                                   | 34,919    | 39,069    | 36,656    | 40,315    | 37,277    | 39,954    | 37,772    | 41,143    | 42,499    | 42,916    | 38,638    | 463,819                | 437,149              |                                       |  |
| 0400 Aides and Orderlies                                                                        | 34,263    | 35,589    | 35,422    | 38,510    | 38,202    | 41,155    | 44,825    | 41,035    | 42,138    | 40,710    | 42,112    | 467,140                | 481,764              |                                       |  |
| 0500 Clerical and Other Admin                                                                   | 7,920     | 4,456     | 3,313     | 4,717     | 5,083     | 5,729     | 6,807     | 6,263     | 13,595    | 10,704    | 9,545     | 82,083                 | 53,808               |                                       |  |
| 0800 Non-Physician Medical Pr                                                                   | 29,615    | 33,611    | 32,980    | 24,498    | 37,175    | 24,111    | 39,571    | 23,793    | 33,690    | 28,578    | 31,223    | 368,146                | 349,630              |                                       |  |

Date: 01/10/22 @ 1207  
User: BAUTISJE03

CORP GL \*LIVE\*

PAGE 2  
RUN: 3655COCR RPT: 3655TRCY

| Collabria Care, Inc. CRP 3655<br>Income Statement Trend Report<br>For the Period Ended 12/31/21 |          |          |          |          |          |          |          |          |          |          |          |                        |                      |
|-------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------------------|----------------------|
|                                                                                                 | FEB 2021 | MAR 2021 | APR 2021 | MAY 2021 | JUN 2021 | JUL 2021 | AUG 2021 | SEP 2021 | OCT 2021 | NOV 2021 | DEC 2021 | YTD ACTUAL<br>DEC 2021 | FYTD BUD<br>DEC 2021 |
| 0901 Bonus and Incentives                                                                       | 5,620    | 8,620    | 5,620    | 5,620    | 11,822   | 5,620    | 5,620    | 37,970   | 15,251   | 7,579    | 50,281   | 165,239                | 58,763               |
| 1200 PTO and Sick                                                                               | 38,623   | 31,378   | 52,984   | 40,891   | 61,222   | 44,464   | 10,321   | 48,560   | 27,048   | 35,981   | 39,171   | 451,953                | 358,122              |
| 1210 ETO LTI DR                                                                                 | 553      | 0        | 0        | 0        | 120      | 0        | 0        | 90       | 480      | 805      | 1,030    | 3,078                  | 0                    |
| 2500 Contr Registry Nurses                                                                      | 16,477   | 13,365   | 18,301   | 13,853   | 10,944   | 15,395   | 0        | 26,208   | 0        | (334)    | (2,469)  | 128,545                | 0                    |
| 2503 Contr Srv Speech Therapi                                                                   | 0        | 375      | 0        | 0        | 600      | 0        | 0        | 825      | 300      | 600      | 1,575    | 4,275                  | 27,492               |
| 2505 Contr Srv Aides                                                                            | 2,727    | 1,085    | 2,124    | 3,523    | 8,049    | 4,983    | 9,417    | 8,674    | 9,133    | 136      | 0        | 51,011                 | 69,796               |
| 2510 Contract Clinical                                                                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                      | 5,957                |
| 2600 Other Contract Services                                                                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                      | 64,414               |
| 9500 Trans from CC Salary and                                                                   | (1,007)  | 0        | (3,488)  | (2,285)  | (1,714)  | (1,469)  | (1,469)  | (2,917)  | (1,285)  | (1,469)  | (1,346)  | (20,869)               | (4,816)              |
| Salaries and Wages                                                                              | 355,646  | 408,057  | 418,058  | 394,444  | 444,671  | 407,276  | 415,259  | 438,414  | 442,868  | 401,457  | 433,562  | 4,876,794              | 4,746,328            |
| 1000 FICA                                                                                       | 24,188   | 29,434   | 29,124   | 28,623   | 32,994   | 29,428   | 31,881   | 35,199   | 26,798   | 27,857   | 31,401   | 350,689                | 329,975              |
| 1100 SUI and FUI                                                                                | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | (64)                   | 0                    |
| 1500 Pension and Retirement                                                                     | 2,309    | 2,920    | 3,158    | 3,437    | 3,685    | 4,661    | 4,897    | 5,290    | 4,649    | 4,662    | 5,020    | 46,383                 | 73,462               |
| 1800 Other Emp Benefits Payro                                                                   | 1,056    | 2,274    | 1,203    | (96)     | 17       | 1,933    | (327)    | 909      | 685      | 620      | 125      | 8,446                  | (13,505)             |
| 1910 Tuition                                                                                    | 5,250    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1,364    | 6,614                  | 10,392               |
| 9600 Trans from CC Benefits                                                                     | (81)     | 0        | (419)    | (274)    | (206)    | (176)    | (176)    | (350)    | (154)    | (176)    | (162)    | (2,504)                | 0                    |
| Benefits                                                                                        | 32,722   | 34,627   | 33,066   | 31,689   | 36,491   | 35,846   | 36,275   | 41,048   | 31,978   | 32,961   | 37,748   | 409,563                | 400,324              |
| 2010 Medical Directors                                                                          | 9,630    | 157,910  | 42,320   | 32,421   | 43,114   | 35,961   | 43,973   | 31,325   | 31,326   | 32,644   | 32,705   | 500,258                | 275,723              |
| 2200 Consulting                                                                                 | 0        | 938      | 500      | 1,188    | 875      | (125)    | 2,641    | 938      | 1,813    | 875      | 1,800    | 11,440                 | 4,301                |
| 2900 Other Professional Fees                                                                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                      | 6,697                |
| Professional Fees                                                                               | 9,630    | 158,847  | 42,820   | 33,609   | 43,989   | 35,836   | 46,613   | 32,262   | 33,139   | 33,519   | 34,505   | 511,698                | 286,721              |
| 3800 Pharmaceuticals                                                                            | 13,074   | 7,069    | 23,704   | 8,635    | 14,662   | 11,504   | 14,289   | 12,972   | 14,627   | 11,490   | 10,474   | 159,803                | 149,073              |
| 4100 Other Medical Care Suppl                                                                   | 18,103   | 21,901   | 19,416   | 22,836   | 19,478   | 23,356   | 12,215   | 12,926   | 14,724   | 15,226   | 17,154   | 214,482                | 203,886              |
| 4102 Catherization Urology                                                                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 2,230    | 0        | 2,230                  | 0                    |
| 4310 Food Other Products                                                                        | 1,979    | 2,980    | 2,600    | 1,917    | 2,893    | 2,751    | 3,281    | 2,642    | 3,436    | 3,596    | 4,040    | 33,631                 | 27,600               |
| 4320 Food Non Food Products                                                                     | 0        | 0        | 50       | 89       | 25       | 114      | 0        | 0        | 0        | 0        | 0        | 317                    | 0                    |
| 4600 Office Supplies                                                                            | 0        | 0        | 0        | 0        | 65       | 0        | 0        | 0        | 0        | 0        | 0        | 246                    | 852                  |
| 4610 Preprinted Forms                                                                           | 2,146    | (10,447) | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 2,146                  | 0                    |
| 4900 Other Minor Equipment                                                                      | 0        | 0        | 1,564    | (1,564)  | 0        | 0        | 0        | 0        | 0        | 0        | 925      | 925                    | 0                    |
| 4910 Durable Medical Equipmen                                                                   | 0        | 24       | 26       | 398      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 473                    | 0                    |
| 5000 Other Non-Medical Suppli                                                                   | 517      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 536                    | 1,725                |
| Medical Supplies                                                                                | 35,819   | 21,526   | 47,360   | 32,310   | 37,123   | 37,724   | 29,784   | 28,541   | 32,787   | 32,543   | 32,593   | 414,789                | 383,136              |
| 6900 Other Purchased Services                                                                   | 179,655  | 58,604   | 104,749  | 124,038  | 127,384  | 114,118  | 147,914  | 136,628  | 131,083  | 160,155  | 249,961  | 1,613,563              | 886,728              |
| 8500 Telephone                                                                                  | 0        | 0        | 0        | 2,852    | 0        | 8,338    | 6,792    | 0        | 3,068    | 3,036    | 3,690    | 27,769                 | 1,935                |
| Puchased Services                                                                               | 179,655  | 58,604   | 104,749  | 126,890  | 127,384  | 122,455  | 154,707  | 136,628  | 134,151  | 163,191  | 253,651  | 1,641,332              | 888,663              |
| 4915 Computer Equipment                                                                         | 0        | 0        | 0        | 4,825    | 0        | 0        | 0        | 1,026    | 0        | 0        | 3,079    | 8,930                  | 0                    |
| 7600 Rental Lease Equipment                                                                     | 23,474   | 30,029   | 24,448   | 19,358   | 30,067   | 26,500   | 29,073   | 25,453   | 28,388   | 25,079   | 32,770   | 314,316                | 367,305              |
| 8300 Licenses and Taxes                                                                         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 9,540    | 0        | 0        | 0        | 9,540                  | 0                    |
| 8310 Property Taxes                                                                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                      | 2,298                |
| 8600 Dues and Subscriptions                                                                     | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 7,068                  | 8,660                |
| 8700 Outside Training                                                                           | 0        | 0        | 75       | 199      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 274                    | 2,712                |
| 8800 Travel and Lodging                                                                         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                      | 40,572               |
| 8810 Mileage Reimbursement                                                                      | 7,249    | 9,242    | 8,643    | 8,654    | 9,241    | 9,100    | 6,200    | 14,112   | 8,795    | 7,649    | 8,281    | 103,506                | 92,916               |
| 8820 Meals and Entertainment                                                                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 900                    | 3,936                |
| 8900 Employee Recruitment                                                                       | 392      | 0        | 0        | 0        | 0        | 0        | 115      | 0        | 0        | 0        | 0        | 507                    | 686                  |
| 9000 Other Direct Expenses                                                                      | 310      | 346      | 5,073    | 393      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 6,122                  | 10,365               |

Date: 01/10/22 @ 1207  
User: BAUTISJE03

CORP GL \*LIVE\*

PAGE 3  
RUN: 3655COCR RPT: 3655TRCY

| Collabria Care, Inc. CRP 3655<br>Income Statement Trend Report<br>For the Period Ended 12/31/21 |          |          |          |          |          |          |          |          |          |          |          |                        |                      |
|-------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------------------|----------------------|
|                                                                                                 | FEB 2021 | MAR 2021 | APR 2021 | MAY 2021 | JUN 2021 | JUL 2021 | AUG 2021 | SEP 2021 | OCT 2021 | NOV 2021 | DEC 2021 | YTD ACTUAL<br>DEC 2021 | FYTD BUD<br>DEC 2021 |
| 9001 Freight                                                                                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                      | 1,677                |
| 9003 Bank Charges                                                                               | 51       | 6        | 40       | 4        | 48       | 20       | 28       | 30       | 56       | 17       | 124      | 468                    | 95                   |
| 9004 Advertising                                                                                | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                      | 391                  |
| Other Expenses                                                                                  | 31,476   | 39,622   | 38,279   | 33,433   | 39,356   | 35,619   | 35,415   | 50,161   | 37,239   | 32,745   | 44,253   | 451,630                | 531,613              |
| Total Direct Expense                                                                            | 644,948  | 721,284  | 684,331  | 652,374  | 729,013  | 674,756  | 718,052  | 727,054  | 712,161  | 696,416  | 836,311  | 8,305,806              | 7,236,785            |
| INDIRECT EXPENSE                                                                                |          |          |          |          |          |          |          |          |          |          |          |                        |                      |
| 0000 Mgmt and Supervision                                                                       | 98,902   | 95,842   | 97,802   | 104,334  | 99,859   | 103,930  | 98,955   | 94,904   | 85,132   | 91,382   | 92,263   | 1,169,237              | 1,528,559            |
| 0100 Technicians and Speciali                                                                   | 34,422   | 26,331   | 28,848   | 34,907   | 34,649   | 37,456   | 47,989   | 42,870   | 54,056   | 49,220   | 48,082   | 485,457                | 284,007              |
| 0200 Registered Nurses                                                                          | 14,478   | 26,703   | 8,675    | 13,692   | 12,163   | 9,013    | 17,680   | 25,985   | 15,687   | 19,804   | 13,772   | 200,822                | 209,107              |
| 0300 Licensed Vocational Nurs                                                                   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                      | 167,208              |
| 0500 Clerical and Other Admin                                                                   | 39,194   | 50,616   | 49,400   | 54,377   | 47,104   | 44,190   | 44,797   | 37,392   | 44,735   | 44,347   | 43,276   | 545,258                | 594,495              |
| 0901 Bonus and Incentives                                                                       | 10,458   | 10,458   | 10,458   | 10,458   | (62,663) | 10,458   | 10,458   | 26,408   | (5,410)  | 8,952    | 24,252   | 64,744                 | 134,160              |
| 1200 PTO and Sick                                                                               | 10,463   | 13,616   | 16,109   | 11,331   | 15,395   | 15,941   | 10,610   | 17,248   | 9,830    | 13,186   | 15,494   | 167,208                | 225,319              |
| 1210 ETO LTI DR                                                                                 | 172      | 0        | 9,197    | 2,542    | 1,285    | 3,111    | 2,678    | 3,644    | 1,077    | 0        | 0        | 25,153                 | 0                    |
| 2600 Other Contract Services                                                                    | 5,214    | 9,484    | 4,540    | 8,342    | 9,632    | 9,019    | 9,926    | 11,240   | 9,159    | 13,428   | 5,786    | 102,292                | 97,504               |
| Salaries and Wages                                                                              | 213,302  | 233,050  | 225,027  | 239,982  | 157,424  | 233,118  | 243,092  | 259,690  | 214,265  | 240,319  | 242,926  | 2,760,170              | 3,240,359            |
| 1000 FICA                                                                                       | 15,290   | 16,804   | 21,801   | 17,168   | 16,366   | 16,746   | 17,571   | 18,743   | 11,053   | 14,799   | 16,391   | 202,686                | 240,427              |
| 1399 Benefit Trust                                                                              | 144      | 151      | 117      | 117      | 124      | 130      | 130      | 231      | 164      | 141      | 146      | 1,779                  | 0                    |
| 1500 Pension and Retirement                                                                     | 1,883    | 2,146    | 3,031    | 2,008    | 1,948    | 2,435    | 2,725    | 3,379    | 1,934    | 2,686    | 3,066    | 28,618                 | 62,858               |
| 1800 Other Emp Benefits Payro                                                                   | 300      | 300      | 275      | 275      | 275      | 250      | 250      | 250      | 250      | 250      | 250      | 3,250                  | 15,745               |
| 1910 Tuition                                                                                    | 0        | 0        | 0        | 0        | 700      | 0        | 0        | 0        | 0        | 0        | 0        | 700                    | 0                    |
| Benefits                                                                                        | 17,617   | 19,400   | 25,223   | 19,568   | 19,413   | 19,560   | 20,676   | 22,603   | 13,401   | 17,876   | 19,853   | 237,033                | 319,030              |
| 2200 Consulting                                                                                 | 5,680    | 9,024    | 5,831    | (477)    | 11,000   | 11,528   | 7,981    | 30,719   | 21,443   | 6,745    | 15,408   | 150,923                | 175,964              |
| 2400 Audit                                                                                      | 0        | 0        | 0        | 0        | 0        | 3,310    | 0        | 3,310    | 6,620    | 0        | 0        | 13,240                 | 6,000                |
| 2900 Other Professional Fees                                                                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                      | 2,190                |
| Professional Fees                                                                               | 5,680    | 9,024    | 5,831    | (477)    | 11,000   | 14,838   | 7,981    | 34,029   | 28,063   | 6,745    | 15,408   | 164,163                | 184,154              |
| 4100 Other Medical Care Suppl                                                                   | 0        | (15)     | 0        | 23       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 7                      | 0                    |
| 4310 Food Other Products                                                                        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                      | 9,625                |
| 4399 Catering                                                                                   | 0        | 0        | 0        | 0        | 600      | 0        | 0        | 0        | 0        | 0        | 0        | 600                    | 7,635                |
| 4500 Cleaning Supplies                                                                          | 0        | 0        | 0        | 196      | 98       | 0        | 0        | 0        | 0        | 0        | 0        | 339                    | 5,348                |
| 4600 Office Supplies                                                                            | 441      | 3,161    | 2,947    | 800      | 4,939    | 4,904    | 1,581    | 2,549    | 1,919    | 2,691    | 4,718    | 32,036                 | 49,185               |
| 4610 Preprinted Forms                                                                           | 636      | 16,795   | 1,685    | 432      | 1,287    | 2,048    | 1,419    | 0        | 3,362    | 2,747    | 8,602    | 50,473                 | 11,727               |
| 4700 Wearing Apparel                                                                            | 0        | 0        | 0        | 0        | 130      | 0        | 0        | 0        | 0        | 0        | 0        | 130                    | 0                    |
| 4900 Other Minor Equipment                                                                      | 0        | 0        | 13,579   | (8,722)  | 0        | 0        | 0        | 1,755    | 7,408    | 530      | 4,145    | 18,694                 | 0                    |
| 5000 Other Non-Medical Suppli                                                                   | 2,683    | 3,350    | 1,205    | 4,760    | 819      | 1,152    | 664      | 8        | 4,115    | 1,149    | 1,199    | 21,487                 | 20,906               |
| Supplies                                                                                        | 3,760    | 23,291   | 19,417   | (2,512)  | 7,873    | 8,104    | 3,665    | 4,312    | 16,803   | 7,117    | 18,664   | 123,767                | 104,426              |
| 6200 Repairs and Maintenance                                                                    | 304      | 1,054    | 801      | 3,980    | 1,457    | 833      | 929      | 0        | 2,154    | 4,553    | 588      | 23,415                 | 35,696               |
| 6201 Repair Maintenance Build                                                                   | 12,590   | 2,636    | 2,525    | 0        | 0        | 1,949    | 0        | 0        | 217      | 2,218    | 0        | 36,415                 | 28,752               |
| 6202 Repairs Maintenance Equi                                                                   | 3,110    | 0        | 25       | 302      | 0        | 0        | 0        | 30       | 0        | 0        | 0        | 3,467                  | 0                    |
| 6210 Service Contracts Equipm                                                                   | 2,013    | 4,181    | 8,923    | 4,185    | 4,439    | 6,671    | 4,986    | 4,683    | 3,944    | 3,654    | 5,001    | 66,451                 | 62,460               |
| 6211 Service Contracts Softwa                                                                   | 22,949   | 1,064    | 25,504   | 2,655    | 2,073    | 31,204   | 18,093   | 1,384    | 11,110   | 10,481   | 11,989   | 151,726                | 174,615              |
| 6900 Other Purchased Services                                                                   | 17,850   | 17,842   | 36,946   | 20,817   | 108,365  | 42,249   | 41,772   | 79,175   | 10,779   | 37,532   | 28,504   | 505,417                | 403,554              |
| 6910 Janitorial Services                                                                        | 3,260    | 3,260    | 3,260    | 3,260    | 3,260    | 6,520    | 0        | 3,260    | 6,520    | 0        | 6,520    | 42,380                 | 40,320               |
| 7700 Utilities Electricity                                                                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 26       | 5,320    | 5,875                  | 0                    |



Date: 01/10/22 @ 1207  
User: BAUTISJE03

CORP GL \*LIVE\*

PAGE 4  
RUN: 3655COCR RPT: 3655TRCY

Collabria Care, Inc. CRP 3655  
Income Statement Trend Report  
For the Period Ended 12/31/21

|                               | FEB 2021  | MAR 2021  | APR 2021  | MAY 2021  | JUN 2021  | JUL 2021  | AUG 2021  | SEP 2021  | OCT 2021  | NOV 2021  | DEC 2021  | YTD ACTUAL<br>DEC 2021 | FYTD BUD<br>DEC 2021 |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------------------|----------------------|
| 7800 Utilities Gas            | 0         | 3,373     | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 377       | 7,927     | 11,677                 | 7,464                |
| 7900 Utilities Water          | 0         | 1,260     | 858       | 492       | 1,544     | 492       | 2,325     | 492       | 118       | 2,152     | (1,131)   | 9,169                  | 5,904                |
| 8500 Telephone                | 8,228     | 6,751     | 10,018    | 2,675     | 7,327     | (762)     | 1,894     | 8,270     | 4,400     | 4,776     | 5,669     | 70,653                 | 176,374              |
| Puchased Services             | 70,303    | 41,421    | 88,859    | 38,364    | 128,465   | 89,156    | 69,998    | 97,293    | 39,242    | 65,768    | 70,387    | 926,643                | 935,139              |
| 7500 Rental Lease Buildings   | 7,499     | 8,446     | 12,761    | 7,991     | 7,991     | 8,220     | 7,991     | 7,991     | 7,499     | 7,991     | 8,886     | 100,766                | 96,161               |
| 7600 Rental Lease Equipment   | 98        | 98        | 257       | 98        | 1,194     | 417       | 675       | 229       | 543       | 433       | 563       | 4,703                  | 2,870                |
| 7610 Leased Software          | 70        | 70        | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 210                    | 845                  |
| Rent                          | 7,666     | 8,614     | 13,017    | 8,089     | 9,186     | 8,637     | 8,666     | 8,221     | 8,042     | 8,424     | 9,449     | 105,678                | 99,876               |
| 4915 Computer Equipment       | 0         | 0         | 0         | 14,460    | 1,091     | 0         | 0         | 1,175     | 0         | 1,175     | 0         | 17,900                 | 7,800                |
| 8200 Insurance Other          | 12,688    | 3,296     | 4,751     | 8,075     | 4,751     | 4,751     | 8,075     | 4,751     | 4,237     | 8,074     | 4,750     | 68,199                 | 128,868              |
| 8203 DB-Directors Officers Li | 0         | 0         | 5,000     | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 5,000                  | 0                    |
| 8300 Licenses and Taxes       | 0         | 50        | 0         | 284       | 0         | 320       | 1,339     | 3,392     | 415       | 0         | 260       | 6,145                  | 8,198                |
| 8310 Property Taxes           | 2,614     | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 2,197     | 0         | 4,811                  | 3,576                |
| 8320 Sales and Use Tax        | 0         | 0         | 0         | 0         | 0         | 0         | 68        | 0         | 0         | 0         | 0         | 68                     | 0                    |
| 8330 Software Licenses        | 1,485     | 0         | 0         | 0         | 3,334     | 0         | 0         | 298       | 895       | 0         | 958       | 6,970                  | 828                  |
| 8400 Other Unassigned Costs   | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0                      | 15,780               |
| 8600 Dues and Subscriptions   | 12,864    | 8,493     | 873       | 19,818    | 2,069     | 1,988     | 660       | 3,722     | 2,510     | 817       | 2,370     | 60,318                 | 81,469               |
| 8700 Outside Training         | 6,490     | 4,616     | 585       | 275       | 75        | 424       | 0         | 25        | 0         | 0         | 719       | 13,209                 | 3,120                |
| 8800 Travel and Lodging       | 0         | 4,116     | 352       | 0         | 356       | 56        | 6,372     | 238       | 103       | 103       | 80        | 11,776                 | 3,924                |
| 8810 Mileage Reimbursement    | 115       | 444       | 195       | 341       | 226       | 283       | 440       | 588       | 556       | 468       | 370       | 4,089                  | 5,186                |
| 8820 Meals and Entertainment  | 0         | 1,424     | 2,355     | (230)     | 631       | 288       | 227       | 119       | 1,546     | 1,281     | 3,396     | 14,805                 | 8,135                |
| 8900 Employee Recruitment     | 6         | 0         | 6         | 61        | 12        | 4         | 0         | 0         | (5)       | 4         | (4)       | 125                    | 4,200                |
| 9000 Other Direct Expenses    | 15,946    | 10,055    | 14,843    | 12,893    | 13,557    | 17,591    | 10,845    | 18,987    | 25,986    | 13,244    | 17,041    | 179,742                | 120,526              |
| 9001 Freight                  | 26        | 54        | 0         | 0         | 38        | 27        | 0         | 54        | 0         | 190       | 109       | 499                    | 3,295                |
| 9002 Postage                  | 47        | 1,511     | 2,011     | 1,608     | 1,171     | 1,112     | (1,055)   | 0         | 42        | 2,483     | 236       | 9,253                  | 9,846                |
| 9003 Bank Charges             | 1,794     | 2,183     | 2,273     | 2,377     | 2,367     | 2,865     | 4,048     | 7,931     | 1,836     | 1,686     | 1,436     | 33,252                 | 35,103               |
| 9004 Advertising              | 6,691     | 5,500     | 11,471    | 5,889     | 1,778     | 10,028    | 10,760    | 8,816     | 14,725    | 8,804     | 8,748     | 98,103                 | 74,245               |
| 9006 Special Fees             | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | (100)                  | 0                    |
| 9021 Late Fees                | 0         | 25        | 13        | 0         | 25        | 0         | (13)      | 0         | 0         | 0         | 78        | 128                    | 384                  |
| Other Expense                 | 60,765    | 41,766    | 44,728    | 65,850    | 31,480    | 39,736    | 41,766    | 50,097    | 52,847    | 40,526    | 40,547    | 534,292                | 514,483              |
| Total Indirect Expense        | 379,094   | 376,566   | 422,102   | 368,865   | 364,840   | 413,150   | 395,843   | 476,245   | 372,663   | 386,774   | 417,233   | 4,851,745              | 5,397,467            |
| 7100 Depr and Amort Land Impr | 702       | 702       | 702       | 702       | 702       | 702       | 702       | 702       | 702       | 702       | 702       | 8,420                  | 9,756                |
| 7200 Depr and Amort Build Imp | 10,577    | 10,577    | 10,577    | 10,577    | 10,577    | 10,577    | 10,577    | 10,577    | 10,577    | 10,577    | 10,577    | 126,925                | 125,052              |
| 7300 Depr and Amort Leasehold | 2,745     | 2,746     | 2,745     | 2,746     | 2,745     | 2,746     | 2,745     | 2,746     | 2,745     | 2,746     | 2,745     | 32,946                 | 32,940               |
| 7400 Depr and Amort Major Mov | 2,345     | 2,345     | 2,345     | 2,345     | 2,345     | 2,345     | 2,345     | 2,345     | 2,345     | 2,345     | 2,345     | 27,670                 | 22,548               |
| Depr & Amort                  | 16,369    | 16,369    | 16,369    | 16,369    | 16,369    | 16,369    | 16,369    | 16,369    | 16,369    | 16,369    | 16,369    | 195,960                | 190,296              |
| 8430 Interest Other           | 11,043    | 10,035    | 10,967    | 10,595    | 10,892    | 10,521    | 10,816    | 10,779    | 10,409    | 10,702    | 10,333    | 128,170                | 140,291              |
| Interest Expense              | 11,043    | 10,035    | 10,967    | 10,595    | 10,892    | 10,521    | 10,816    | 10,779    | 10,409    | 10,702    | 10,333    | 128,170                | 140,291              |
| Total Expenses                | 1,051,454 | 1,124,254 | 1,133,769 | 1,048,202 | 1,121,113 | 1,114,796 | 1,141,080 | 1,230,447 | 1,111,601 | 1,110,261 | 1,280,246 | 13,481,681             | 12,964,839           |
| Operating Income              | 132,080   | 81,453    | 196,897   | 121,436   | 236,798   | 85,269    | 86,534    | 91,942    | 89,509    | 422,881   | 269,374   | 1,996,203              | 1,228,928            |

Date: 01/10/22 @ 1207  
User: BAUTISJE03

CORP GL \*LIVE\*

PAGE 5  
RUN: 3655COCR RPT: 3655TRCY

Collabria Care, Inc. CRP 3655  
Income Statement Trend Report  
For the Period Ended 12/31/21

|                               | FEB 2021 | MAR 2021 | APR 2021 | MAY 2021 | JUN 2021 | JUL 2021 | AUG 2021 | SEP 2021 | OCT 2021 | NOV 2021 | DEC 2021 | YTD ACTUAL<br>DEC 2021 | FYTD BUD<br>DEC 2021 |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------------------|----------------------|
| Operating Income %            | 11.2%    | 6.8%     | 14.8%    | 10.4%    | 17.4%    | 7.1%     | 7.0%     | 7.0%     | 7.5%     | 27.6%    | 17.4%    | 12.9%                  | 8.7%                 |
| EBIDA                         | 159,492  | 107,857  | 224,232  | 148,399  | 264,059  | 112,158  | 113,718  | 119,089  | 116,286  | 449,952  | 296,076  | 2,320,333              | 1,559,515            |
| 9060 Realized Investment Gain | 5,696    | 5,168    | 7,304    | 2,729    | (319)    | 6,708    | 4,934    | (4,564)  | 7,950    | (7,314)  | 4,582    | 27,439                 | 0                    |
| 9061 Short Term Interest Divi | 100      | 114      | 77       | 62       | 80       | 76       | 83       | 79       | 78       | 83       | 167      | 1,102                  | 0                    |
| NET INCOME                    | 137,876  | 86,735   | 204,277  | 124,227  | 236,560  | 92,053   | 91,550   | 87,456   | 97,536   | 415,650  | 274,123  | 2,024,743              | 1,228,928            |



**City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2022-23**

1. **Describe how your project ties into the City's Goals, Mission/Vision Statement:** Founded as Hospice of Napa Valley in 1979, Collabria Care has become a leading center for community-based care delivery and resources for those facing transitions of aging, Alzheimer's disease and other serious illness or the end of life. We have grown into a vibrant nonprofit organization with more than 125 employees and 130 volunteers serving Napa County. Collabria Care now provides end-of-life care, including hospice services and grief support, an adult day program for individuals with a serious illness, Alzheimer's disease and other dementia, and palliative care. We offer caregiver programs, education, and family consultations to support the families of those we serve. In 2018, we became a part of Providence Home & Community Care. In 2021, we served 4,326 individuals. Additionally, we have been providing St. Helena seniors programming at Rianda House since 2011. We are seeking your support for our 2022-23 UpValley Village (UVV). This evidence-based program provides St. Helena residents, ages 60 and over, culturally competent wraparound case management services including information and referrals to relevant health, financial, and educational resources; assistance with in-home projects through our volunteer and business partner network; transportation to medical appointments, and for shopping trips and recreational activities; and errands and check-in services provided by UVV volunteers. In 2022-23, we will provide 35 UpValley residents UVV wraparound case management services. Of that total, 18 will be St. Helena residents. UVV ties to the City's mission by promoting a culture of equity, diversity, and inclusion by providing wraparound case management to St. Helena seniors who identify as Latinx, Asian, American Indian, Black and LGBTQ, the majority of whom are living alone and socioeconomically disadvantaged. It also furthers the City's vision of striving to be diverse, inclusive, and family friendly, specifically for the eldest family members of all backgrounds. UVV also meets the City's 3-year goals of (1) "Stabilize, Maintain, and Improve Access to Housing" by enabling seniors to age in place in the home of their choice; (2) "Enhance Organizational Performance, Communications, and Commit to Full Public Participation, and Regional Collaboration," by encouraging volunteerism, communicating with high need seniors, and collaborating with local partners; and (3) "Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship and Public Health" by providing St. Helena seniors access to health services, and ensuring they live in safe and healthy homes.
2. **Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project:** Our goal is to ensure that all St. Helena residents who want to age in place, in a community they love, have that opportunity to do so. Operated by Collabria Care, UVV is based on the "village model," a nationwide movement that coordinates crucial services for seniors, allowing many to age in their homes. UVV is one of over 300 active Villages across the United States and serves residents of St. Helena, Calistoga, Angwin and Yountville. In the Village model, members pay an annual fee in return for services such as transportation, yard work, and bookkeeping, as well as information and referral services and social activities. The annual fee is waived for socioeconomically disadvantaged seniors upon proof of need at intake. UVV also provides culturally competent wraparound case management to members, which provides access to health, educational, and financial resources. Case management also includes direct referrals to healthcare providers, communicating needs to caregivers when appropriate, and reporting elder abuse. Our case management program is funded in part by the County of Napa. One bilingual, biliteral and bicultural Collabria Care staff member serves as Project Manager, serving as case manager, coordinating support efforts, and working with a cadre of volunteers and partners. Additionally, we provide referrals to approved contractors, many of whom offer discounts to members. We provide regular social activities, including field trips (i.e., Napa Valley Museum), educational programs (i.e., cooking classes), group dining, outdoor activities (hiking at Bothe-Napa Valley State Park) and volunteer opportunities. By relying on this mix of paid and volunteer help, the Village creates a menu of assistance for members like what they would receive at a retirement community, without uprooting their household. Additionally, we provide our staff, volunteers, and community partners ongoing training opportunities to improve their skills, knowledge, and competency. Training includes Cultural Sensitivity Training, Mental Health First Aid, Elder Abuse Awareness, and Sexual Orientation Gender Identity and Expression Training (SOGIE). We are currently serving 9 St. Helena residents through UVV and in 2022-23 will expand to 18 total. We have 7 volunteers and plan to recruit 13 totaling 20. UVV is part of the *Village to Village Network*, a national organization that collaborates to maximize the growth, impact and sustainability of individual Villages and the Village movement.
 

UVV formed out of the results of surveys and focus groups funded by the Gasser Foundation, which determined that there is a gap in seniors accessing day-to-day services and information in the "Up Valley" region of Napa Valley. Most Napa County seniors identify the most significant barriers to accessing services as (1) knowing what services are available; (2) stigma; (3) fear of loss of independence when accessing services, including losing their home; and (4) lack of transportation (County of Napa Strategic Plan Survey, 2018; Healthy Aging Population Initiative, 2015). This gap in services was compounded by changes to the Area Agency on Aging and the COVID-19 pandemic, which caused an increase in mental and behavioral health challenges (i.e., depression, substance abuse) and isolation among seniors, especially those that live alone. The demand for day-to-day services and activities for UpValley seniors is growing rapidly. Currently, seniors account for 26.8% of St. Helena's population, which is 57.6% higher than the statewide senior population (US Census, 2021). The population is growing quickly, with the population anticipated to grow 104.07% to by 2030 (California Department on Aging, 2018). As a result, the number of seniors living independently is expected to grow by 88%, meaning seniors will remain in their homes versus moving into a nursing home, leading to increased demand for In-Home Supportive Services (IHSS). Programs like UVV enable seniors to age in their own homes by providing services and opportunities required to help maintain their home and health, be socially engaged, and maintain a feeling of community. Village programs also help supplement services not provided by IHSS, such as personal care, household work and errands (Public Policy Institute of California, 2015). Additionally, Villages encourage patient advocacy and active engagement in seniors' own medical



**City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2022-23**

journeys, rather than being passive, by providing health-related case management and volunteers to accompany seniors to doctor's appointments and connecting seniors to medical providers as needed (Brookings Institute, 2018). We also provide opportunities to better integrate services for seniors more effectively, encouraging prevention and helping to reduce nutritional and lifestyle patterns that lead to costly hospital visits. Within one year of participatory membership in UVV-like programs, seniors report the following: 1) 79% are more likely to be able to stay in their own home as they get older; 2) 29% have an easier time taking care of their home; 3) 36% have an easier time taking care of themselves; 4) 39% report increased confidence in living alone; 5) 74% know more people through social activities; 6) 61% talk to more people; 7) 54% feel more connected with other people; 8) 48% feel less lonely because of the Village; 9) 40% leave the home more often since joining the Village; 10) 30% participate as volunteers in the Village; 11) 73% report being more aware of available community services; 12) 50% use more community services; and (3) 37% are more likely to get the medical care they needed when they needed it (a 27% increase from one year prior) (Graham, et.al, 2016). With your support, we will provide 18 St. Helena seniors the above benefits and provide them the resources, community and support they need to thrive while aging in place. We will do this by 1) providing high-quality, inclusive, evidence-based wraparound case management, information & referrals, and services; 2) recruiting new members & volunteers through bilingual direct outreach, community events, social media, local media, and word-of-mouth from members, family and community partners; 3) Creating a volunteer program in partnership with Pacific Union College nursing and social work students; and 4) Providing staff, volunteers and community partners training and professional development opportunities regarding mental health, elder abuse, emergency preparedness, senior care, and diversity, equity and inclusion. Our anticipated outcomes for our 2022-23 UVV are: 1) a 50% increase in St. Helena membership from 9 to 18; 2) an increase in volunteers from 7 to 20 ;3) 75% of members report being more likely to stay in their own home; 4) 30% report having an easier time maintaining their home; 5) 40% have an easier time taking care of themselves; 6) 40% report an increased confidence in living alone; 7) 75% report feeling more connected socially; 8) 50% feel less lonely; 9) 40% report leaving their home more; 10) 75% report being more aware of available community services; 11) 50% use more community services; and 12) 40% report being more likely to get the medical care they need, when they need it. UVV is ongoing and workshops are offered on a quarterly basis and program evaluation is reported to stakeholders in June.

3. **Describe the community support for your project.** We are grateful to our UVV Advisory Council: Dawnine Dyer of Dyer Vineyards, Calistoga; Anne Carver of Calistoga; Dr. Frank Mueller, Napa Valley Medical Group, Calistoga; Loraine Stuart of St. Helena; Mary Stuard of St. Helena; Meg Scrofani of Angwin; Julie Spencer, Rianda House, St. Helena; and Celine Regalia, Collabria Care, Napa. The Advisory Council brings unique knowledge and skills to UVV, enabling us to effectively guide the program. We have 3 primary referral & outreach partners for UpValley Village: Rianda House, St. Helena's senior center, Share the Care, which provides resources and medical equipment to members, and UpValley Family Centers, a family resource center with locations in St. Helena and Calistoga. Additionally, we coordinate with organizations that participate in the UpValley Senior Collaborative Group. The Group comprises senior serving organizations that provide resources and services to UpValley seniors Yountville Community Center, the County of Napa's Comprehensive Services for Older Adults, Napa Valley Community Housing, Community Action Napa Valley, American Red Cross and the Disability Services & Legal Center. We are in the process of exploring a volunteer partnership with Pacific Union College to provide UVV volunteer opportunities to nursing and social work students. UVV is a member of the Community Organizations Active in Disasters, the *Village to Village Network*, and Helpful Village. We have additional support from financial sponsors including KOSC 89.9 FM, the County of Napa, Dr. Jeannette Williams, Dr. Wheeler and Dr. Frank Muller.
4. **Describe who will benefit from this project and estimate how many people this project/service/ program may impact.** Your support will provide 18 St. Helena residents, ages 60 and older, UVV case management and services. Of those served, 65% will be White, 31% Latinx, 2% Black, 1% Asian and 1% American Indian; 54 will be female & 46% male; 10% will identify as LGBTQI+; 85% will live alone; 40% will have English as a Second Language or will be monolingual in a language other than English; 84% will have a visible or non-visible disability; 65% will be low-income; and 8% will be underinsured.
5. **If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.** Your gift will provide 18 St. Helena residents UVV wraparound case management, in-home services, resources, transportation, and social/educational opportunities. St. Helena members receive support from St. Helena-based volunteers and are referred to St. Helena-based services before any other area (i.e., Napa or Santa Rosa). Collabria Care received \$217,635 in 2021 for Community-Based Home Health and Information & Assistance and \$129,038 for Community-Based Home Health in 2020 from the County of Napa.
6. **Describe how your application and organization incorporates principles of DEI.** UVV serves St. Helena's diverse population of seniors, including people of color, those that are low-income, identify as LGBTQI+ and who live alone. We provide ongoing DEI-focused training opportunities to staff, volunteers, and community partners including cultural sensitivity training and SOGIE. UVV is implemented by bicultural, biliteral and bilingual staff and our volunteers are diverse in age, background, and language. We are committed to anti-discrimination, antibullying, antiharassment and a violence-free workplace. We don't exclude or treat people differently because of race, color, national origin, religion, age, disability, sex, sexual orientation, gender identity and expression, or socioeconomic status. We acknowledge and appreciate the rich diversity within the communities we serve, and that diversity is reflected and celebrated as part of our culture. We are committed to a work environment where individuals are treated with compassion, dignity, justice, excellence, and integrity and will work to keep our ministries free from violence. We won't tolerate discrimination or accommodate discriminatory requests against our caregivers.



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM.** Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                                                                                    |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Organization Name:                                | <u>Friends of the Cameo dba Cameo Cinema Foundation</u>                                            |
| Organization Mailing Address:                     | <u>1340 Main Street St., St. Helena, CA 94574</u>                                                  |
| Organization Contact Person<br>(Name/Title):      | <u>Cathy Buck, Cameo Owner and Creative Director</u>                                               |
| Organization Contact Email:                       | <u>cathybuck25@gmail.com</u>                                                                       |
| Organization Contact Telephone:                   | <u>707-287-4172</u>                                                                                |
| Organization Website:                             | <u><a href="https://www.cameocinemafoundation.org/">https://www.cameocinemafoundation.org/</a></u> |
| Federal Tax ID Number and Status:                 | <u>#46-1415228 Active</u>                                                                          |
| How long has your organization been in operation? | <u>Since 2013</u>                                                                                  |

### **Grant Request**

|                         |                                                                 |
|-------------------------|-----------------------------------------------------------------|
| Project Name:           | <u>Looking Up: A Pre-Independence Day Community Celebration</u> |
| Address of Project:     | <u>1340 Main Street St., St. Helena, CA 94574</u>               |
| Requested Grant Amount: | <u>\$ 11,500.00</u>                                             |
| Matching Funds:         | <u>\$ n/a</u>                                                   |
| TOTAL Project Cost:     | <u>\$ 11,500.00</u>                                             |





INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI , OH 45201

Dear Applicant :  
DEPARTMENT OF THE TREASURY

Date :

**FEB 8 2013**

FRIENDS OF THE CAMEO  
C/O CATHY BUCK  
1340 MAIN ST  
SAINT HELENA, CA 94574

Employer Identification Number :  
46-1415228

179533.53389032      Contact      Person:  
NICHOLAS R HINDS 31662 Contact Tel  
ephone Number : (877) 829-5500  
Accounting period Ending :

December 31

Public Charity Status :

170 (b) (1) (A) (vi)

Form 990 Required:

yes

Effective Date of Exemption:

October 24, 2012

Contribution Deductibility:

Addendum Applies :

NO

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code, contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records .

Organizations exempt under section 501 (c) (3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section (s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501 (c) (3) public Charities, for some helpful information about your responsibilities as an exempt organization .

Letter 947 (DO/ CC)

-2-

FRIENDS OF THE CAMEO

Sincerely,

A handwritten signature in dark ink, appearing to read "Holly O. Paz". The signature is stylized with a large, looped "H" and a cursive "Paz".

Holly O. Paz  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure : Publication 4221 -PC

11:30 AM  
11/13/20  
Accrual Basis

Friends of the Cameo  
2022 Budget - Annual Fund  
January through December 2022

| Ordinary Income Special Events<br>Income    |          |          |          |          |          |          |          |         |        |        |        |         |
|---------------------------------------------|----------|----------|----------|----------|----------|----------|----------|---------|--------|--------|--------|---------|
|                                             | Jan 21   | Feb 21   | Mar 21   | Apr 21   | May 21   | Jun 21   | Jul 21   | Aug 21  | Sep 21 | Oct 21 | Nov 21 | Dec 21  |
| 4000 - Income - Donations                   | 10,000   | 10,000   | 5,000    | 5,000    | 5,000    | 5,000    | 10,000   | 20,000  | 30,000 | 45,000 | 75,000 | 82,040  |
| 4030 - Income - In-Kind Donations           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 4060 - Income - Restricted Donations        | 2,000    | 2,000    | 2,000    | 2,000    | 2,000    | 2,000    | 2,000    | 2,000   | 2,000  | 10,000 | 10,000 | 48,000  |
| 4060 - Income - Restricted Grants           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 4310 - Loss/Gain on Sale of Securities      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| Total Income                                | 12,000   | 12,000   | 7,000    | 7,000    | 7,000    | 7,000    | 12,000   | 22,000  | 32,000 | 55,000 | 85,000 | 92,040  |
| Gross Profit                                | 12,000   | 12,000   | 7,000    | 7,000    | 7,000    | 7,000    | 12,000   | 22,000  | 32,000 | 55,000 | 85,000 | 92,040  |
| Expense                                     |          |          |          |          |          |          |          |         |        |        |        |         |
| 6020 - Community Programming                | 20,000   | 20,000   | 20,000   | 20,000   | 20,000   | 20,000   | 20,000   | 20,000  | 20,000 | 20,000 | 20,000 | 240,000 |
| 6040 - Family Film Festival                 | 0        | 0        | 5,000    | 15,000   | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 20,000  |
| 6070 - Special Events Expense               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 6080 - In-Kind Donations Used               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 6100 - Education Programs                   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 6110 - Film Camps                           | 0        | 0        | 0        | 0        | 5,000    | 0        | 0        | 0       | 0      | 0      | 0      | 5,000   |
| 6120 - Spring Filmmaking Workshop           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 6130 - Science on Screen                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 6100 - Education Programs - Other           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| Total 6100 - Education Programs             | 0        | 0        | 0        | 0        | 5,000    | 0        | 0        | 0       | 0      | 0      | 0      | 5,000   |
| 6200 - Fundraising                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 6210 - Neon Consulting (Amarosa)            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 200     | 400    | 0      | 0      | 200     |
| 6200 - Fundraising - Other (Engelwing)      | 1,000    | 180      | 180      | 180      | 180      | 180      | 180      | 180     | 180    | 180    | 180    | 1,000   |
| Total 6200 - Fundraising                    | 1,000    | 180      | 180      | 180      | 180      | 180      | 180      | 380     | 580    | 180    | 180    | 1,200   |
| 6400 - Administration                       | 350      | 350      | 350      | 350      | 350      | 350      | 350      | 350     | 350    | 350    | 350    | 4,200   |
| 6410 - Accounting (Julia)                   | 1,000    | 500      | 500      | 500      | 500      | 500      | 500      | 500     | 500    | 500    | 500    | 7,000   |
| 6420 - Admin Contractor (Stefan)            | 0        | 0        | 0        | 0        | 2,500    | 0        | 0        | 0       | 0      | 0      | 0      | 2,500   |
| 6430 - CPA                                  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 6440 - Docu Admin                           | 20       | 20       | 20       | 20       | 20       | 20       | 20       | 20      | 20     | 20     | 20     | 240     |
| 6450 - Postage and Shipping                 | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 6400 - Administration - Other               | 1,370    | 870      | 870      | 3,370    | 870      | 870      | 870      | 870     | 870    | 870    | 870    | 13,940  |
| Total 6400 - Administration                 | 2,370    | 1,370    | 1,370    | 4,740    | 1,740    | 1,740    | 1,740    | 1,740   | 1,740  | 1,740  | 1,740  | 24,000  |
| 6500 - Banking                              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 6510 - Bank Service Charges                 | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 6520 - Credit Card Fees (Charter/ Giving)   | 200      | 100      | 100      | 100      | 100      | 100      | 100      | 100     | 100    | 100    | 100    | 1,200   |
| 6500 - Banking - Other                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| Total 6500 - Banking                        | 200      | 100      | 100      | 100      | 100      | 100      | 100      | 100     | 100    | 100    | 100    | 1,200   |
| 6600 - Marketing                            | 200      | 200      | 200      | 200      | 200      | 200      | 200      | 200     | 200    | 200    | 200    | 2,400   |
| 6610 - Social Media                         | 75       | 75       | 75       | 75       | 75       | 75       | 75       | 75      | 75     | 75     | 75     | 900     |
| 6620 - Printing                             | 1,600    | 1,600    | 1,600    | 1,600    | 1,600    | 1,600    | 1,600    | 2,100   | 2,100  | 1,600  | 1,600  | 20,200  |
| 6630 - Social Media Contractor (Janet)      | 200      | 200      | 200      | 200      | 200      | 200      | 200      | 200     | 200    | 200    | 200    | 2,400   |
| 6640 - Website                              | 200      | 200      | 200      | 200      | 200      | 200      | 200      | 200     | 200    | 200    | 200    | 2,400   |
| 6600 - Marketing - Other (Banners, Posters) | 2,275    | 2,275    | 2,275    | 2,275    | 2,275    | 2,275    | 2,275    | 2,775   | 2,775  | 2,275  | 2,275  | 28,300  |
| Total 6600 - Marketing                      | 2,275    | 2,275    | 2,275    | 2,275    | 2,275    | 2,275    | 2,275    | 2,775   | 2,775  | 2,275  | 2,275  | 28,300  |
| 6800 - Insurance Expense                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 1,500  | 0      | 0      | 1,500   |
| 6810 - Directors & Officers Insurance       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 1,500  | 0      | 0      | 1,500   |
| Total 6800 - Insurance Expense              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 1,500  | 0      | 0      | 1,500   |
| 7000 - Reserve                              | 25,000   | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 25,000  |
| 7050 - Capital Expense (Projector Software) | 250      | 250      | 250      | 250      | 250      | 250      | 250      | 250     | 250    | 250    | 250    | 3,000   |
| 7200 - Dues and Subscriptions (Neon)        | 250      | 250      | 250      | 250      | 250      | 250      | 250      | 250     | 250    | 250    | 250    | 3,000   |
| 7300 - Office Supplies                      | 25       | 25       | 25       | 25       | 25       | 25       | 25       | 25      | 25     | 25     | 25     | 300     |
| 7500 - Repairs and Maintenance              | 250      | 250      | 250      | 250      | 250      | 250      | 250      | 250     | 250    | 250    | 250    | 3,000   |
| Total Expense                               | 50,620   | 24,200   | 29,200   | 39,200   | 31,700   | 24,200   | 24,200   | 24,400  | 26,600 | 24,750 | 24,750 | 26,270  |
| Net Ordinary Income                         | (38,620) | (12,200) | (22,200) | (32,200) | (24,700) | (17,200) | (12,200) | (2,400) | 5,400  | 30,300 | 60,250 | 65,770  |
| Other Income                                | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| 9000 - Interest Income                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| Total Other Income                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0      | 0      | 0      | 0       |
| Net Income                                  | (38,620) | (12,200) | (22,200) | (32,200) | (24,700) | (17,200) | (12,200) | (2,400) | 5,400  | 30,300 | 60,250 | 65,770  |
|                                             |          |          |          |          |          |          |          |         |        |        |        | 0       |

|                                        |                                                                                     |          |          |           |           |           |           |           |           |           |          |        |                   |
|----------------------------------------|-------------------------------------------------------------------------------------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|--------|-------------------|
| 11:30 AM<br>1/15/2022<br>Accrual Basis | Friends of the Camero<br>2022 Budget - Annual Fund<br>January through December 2022 |          |          |           |           |           |           |           |           |           |          |        |                   |
| Cumulative Net Income                  | Jan 21                                                                              | Feb 21   | Mar 21   | Apr 21    | May 21    | Jun 21    | Jul 21    | Aug 21    | Sep 21    | Oct 21    | Nov 21   | Dec 21 | TOTAL             |
|                                        | (38,620)                                                                            | (50,820) | (73,020) | (105,220) | (129,920) | (147,120) | (159,320) | (161,720) | (156,320) | (126,020) | (65,770) | 0      | TCMGB<br>1/3/2022 |



Friends of the Cameo  
Profit and Loss Budget vs Actual  
December 2021 YTD  
(\$000)

|                          | Actual | Budget | Variance<br>B/(W) | Explanation of Variance                                                                                                                                                               |
|--------------------------|--------|--------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Income</b>            |        |        |                   |                                                                                                                                                                                       |
| Donations                | \$372  | \$329  | \$43              | Dec Fundraising at \$124K Was \$40 Better Than Plan                                                                                                                                   |
| Grants                   | 28     | 0      | 28                | City of St Helena (\$8.0K)<br>Coolidge Fndn SOS 2021 (\$7.5K)<br>Coolidge Fndn SOS 2022 (\$5.0K)<br>Tides Fndn (\$5.0K)<br>Napa Valley Comm Fndn (\$2.5K)<br>Marin Comm Fndn (\$0.5K) |
| Total Income             | 400    | 329    | 71                |                                                                                                                                                                                       |
| <b>Expenses</b>          |        |        |                   |                                                                                                                                                                                       |
| Programs                 | 292    | 270    | (22)              | Funded SOS in MAR (\$7.5K)<br>Unbudgeted COVID Relief Oct/Nov/Dec (\$15.0K)                                                                                                           |
| Fundraising              | 4      | 3      | (1)               | Stars - Fabrication and Engraving                                                                                                                                                     |
| Admin                    | 12     | 13     | 1                 |                                                                                                                                                                                       |
| Marketing                | 30     | 30     | 0                 | Video Booth (\$5K) Offset by Below Plan<br>Social Media Contractor (\$5K)                                                                                                             |
| Maint/Subscriptions      | 5      | 8      | 3                 | Less Maintenance than Planned                                                                                                                                                         |
| Other                    | 5      | 5      | 0                 |                                                                                                                                                                                       |
| Total Expenses           | 348    | 329    | (19)              |                                                                                                                                                                                       |
| Net Before Reserves      | 52     | 0      | 52                |                                                                                                                                                                                       |
| Contribution to Reserves | 0      | 0      | 0                 |                                                                                                                                                                                       |
| Net Income/Expense       | \$52   | \$0    | \$52              |                                                                                                                                                                                       |

TCMcB  
1/20/2022



Grants Received February 2021 – January 2022

|                                                       |            |
|-------------------------------------------------------|------------|
| City of St. Helena                                    | \$8,000.00 |
| Coolidge Corner Theatre Foundation                    | \$5,000.00 |
| Tides Foundation                                      | \$5,000.00 |
| Napa Valley Community Foundation (donor advised fund) | \$2,500.00 |
| Marin Community Foundation (donor advised fund)       | \$ 500.00  |

City of St. Helena Non-Profit Grant Application  
Fiscal Year 2022 - 2023

**Looking Up: A Pre-Independence Day Community Celebration**

1. Our City Council's Vision Statement declares our desire to be "diverse, inclusive, family-friendly" and to provide "cultural and recreational opportunities" and cherish our "historic, small-town character, beautiful natural environment and high quality of life." We at the Cameo embrace this vision and hope to make this the basis for a community-wide, weekend-long, celebration leading up to our country's Independence Day.

2. After two-plus years enduring isolation, we are ready to party! But we need to do this in a safe and mindful manner. The Cameo is proposing a series of family-oriented activities to be held on the holiday weekend prior to Independence Day, Monday, July 4. Our theme, **Looking Up**, plays on the double meaning of getting better as well as looking skyward. Throughout the weekend, we'll be screening a flight of exciting, family-oriented films which may include new releases or much-loved classics.

Friday evening, July 1, will kick off the weekend with a great movie and the opportunity for a family picnic dinner. Everyone loves a drive-in. We are seeking a convenient location where families can be together while being socially-distanced. This location will have a picnic area available where folks can bring their own food or choose to purchase food from a local vendor or food truck at the picnic site. Then, as the sky darkens, families and friends will delight in a feel-good family film.

On Saturday, July 2, we will host families in the parking lot adjacent to the St. Helena Public Library (permit permitting) for an interactive family activity in the morning. We are inviting John Collins, aka The Paper Airplane Guy and World Record Holder for paper aircraft distance, to lead a workshop which will have both our spirits and our paper aircraft soaring!

That evening, after dinner, community members will be invited back to the Library area to join us for an evening of stargazing through telescopes provided by the Robert Ferguson Observatory and led by a local astronomer.

Sunday evening, July 3, will bring us back to the drive-in for an imaginative pre-movie party and fun film. Participants will be encouraged to dress as space aliens. Costumed kids of all ages will form an "Alien Parade." Out-of-this world popcorn and fun snacks such as Moon Pies will be provided.

This weekend-long celebration will have everyone ready for a festive July 4<sup>th</sup>.

The objectives and goals of the **Looking Up** include:

- Bringing friends and families together in a spirit of fellowship, celebration and mutual respect
- Providing a range of programs that will appeal to a diverse audience
- Establishing a much-needed sense of excitement while considering the need for social distancing
- Creating opportunities for partnership with local businesses
- Supporting our City Council's priorities to preserve and embrace our small-town character and expand family-friendly recreational and cultural activities

All activities will take place during the first weekend in July 2022. Funds received from the City of St. Helena will allow us to provide our community with a full program of family-oriented activities.

The timeline for this project would be: 

February 2022 – Submit proposal for **Looking Up: The Cameo's Pre-Independence Day Community Celebration**

March 2022 – Secure location for drive-in

March/April 2022 – Select films and speakers for **Looking Up**

March/April 2022 – Secure permits for the area adjacent to the St. Helena Library

April/May 2022 – Secure local partners for providing food

May 2022 – Sign agreements with partner vendors, organizations, speakers, film distributors

June 2022 – Blanket our town with publicity for **Looking Up: The Cameo's Pre-Independence Day Community Celebration**

July 1 – 3, 2022 - **Looking Up: The Cameo's Pre-Independence Day Community Celebration**

3. The Cameo Cinema is a community-supported treasure. As with most cultural institutions (including symphonies and museums), ticket and concession revenues provide only about one-third of the required funds. The remainder is raised through individual and institutional contributions. Throughout our more than 100-year history, the Cameo Cinema has continued to exist through generous community support.

We have also benefitted considerably from partnerships with local non-profit organizations including the Boys and Girls Club, UpValley Family Centers, Rianda House, the St. Helena Farmers' Market, Nimbus Arts, Rotary, the Elks, local public and private schools and the St. Helena Hospital Foundation. We will work together with these partners to promote **Looking Up: The Cameo's Pre-Independence Day Community Celebration**.

Other partners for publicity will include the STAR and Register, the St. Helena Chamber of Commerce Visitors' Center, NapaLife newsletter, St. Helena Living, Nextdoor St. Helena and all of the Cameo Cinema Foundation's social media outlets (Instagram, Facebook, Cameo Kids, etc.).

We are requesting \$11,500 from the City of St. Helena for **Looking Up: The Cameo's Pre-Independence Day Community Celebration**. Any additional expenses will be covered by the Cameo Cinema Foundation.

4. **Looking Up: The Cameo's Pre-Independence Day Community Celebration** benefits everyone in our community. Over the course of this 3-day celebration we expect to entertain approximately 1,200 people. This number is based on other 3-day programs we have conducted such as our Family Film Festival. Local businesses will also benefit from this celebration.

5. Friends of the Cameo, dba the Cameo Cinema Foundation, has been grateful for grants from the City of St. Helena in 2021 and 2000. We have not received funding from other Napa County government agencies.

6. The Cameo proudly incorporates principles of diversity, equity and inclusion. We strive to ensure that our films and activities feature individuals, cultures and history from every corner of the world. We actively reach out to our own Hispanic community and have shown Spanish language films. Our theater meets ADA requirements to encourage attendance by those with limited mobility. We offer earphones for those who are hearing impaired. The Cameo is truly a place where a wide range of dreams and interests can be shared regardless of a person's age, ethnicity, gender, religion or political affiliations.



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                     |
|---------------------------------------------------|-------------------------------------|
| Organization Name:                                | Mentis                              |
| Organization Mailing Address:                     | 709 Franklin Street, Napa, CA 94559 |
| Organization Contact Person<br>(Name/Title):      | Rob Weiss, LCSW, Executive Director |
| Organization Contact Email:                       | rweiss@mentisnapa.org               |
| Organization Contact Telephone:                   | (707) 255-0966                      |
| Organization Website:                             | mentisnapa.org                      |
| Federal Tax ID Number and Status:                 | 94-1236934                          |
| How long has your organization been in operation? | Recognized by IRS in January, 1958  |

### **Grant Request**

|                         |                                  |
|-------------------------|----------------------------------|
| Project Name:           | Mental Health Treatment Services |
| Address of Project:     | same as above                    |
| Requested Grant Amount: | \$ 20,000                        |
| Matching Funds:         | \$ 0                             |
| TOTAL Project Cost:     | \$ 20,000                        |

### Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

| Description                | Amount   |
|----------------------------|----------|
| See attached budget        | \$20,000 |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
|                            |          |
| <b>Total Grant Request</b> | \$20,000 |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Robert Weiss

Signature Robert Weiss

Title Executive Director

Date 2/8/22



**Mentis-St. Helena Youth/Family Mental Health Treatment Budget**

FY 2022-2023

|                                     |            |           | <u>Budget</u>   |
|-------------------------------------|------------|-----------|-----------------|
| <b>Funding Sources</b>              |            |           |                 |
| City of St Helena                   |            |           | 20,000          |
| <b>Total Revenue</b>                |            | <b>\$</b> | <b>20,000</b>   |
| <b>Expenses</b>                     |            |           |                 |
| <b>Personnel</b>                    | <b>FTE</b> |           |                 |
| Bi-Lingual Mental Health Therapist  | 0.2        |           | 11,200          |
| Clinical Supervisor/Program Manager | 0.03       |           | 2,250           |
| Benefits at 25%                     |            |           | 3,363           |
| <b>Total Personnel</b>              |            |           | <b>\$16,813</b> |
| <b>Operating</b>                    |            |           |                 |
| Mileage                             |            |           | 579             |
| <b>Total Operating</b>              |            | <b>\$</b> | <b>579</b>      |
| <b>Admin/Indirect at 15%</b>        |            |           | <b>\$2,609</b>  |
| <b>Total Expenses</b>               |            |           | <b>\$20,000</b> |



## Notes

---

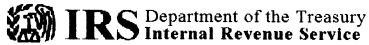
delivering therapy services onsite at the Up Valley Family Center or remotely via telehealth

coordination/supervision/data gathering

medical/dental/vision/retirement/sick/vacation

traveling to St. Helena-Up Valley Family Center

bookkeeping, audit, utilities, insurance, It etc.



CINCINNATI OH 45999-0038

In reply refer to: 0248364799  
 Apr. 13, 2016 LTR 4168C 0  
 94-1236934 000000 00  
 00026083  
 BODC: TE

MENTIS  
 709 FRANKLIN ST  
 NAPA CA 94559



027148

Employer ID Number: 94-1236934  
 Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated Apr. 04, 2016, regarding your tax-exempt status.

We issued you a determination letter in January 1958, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

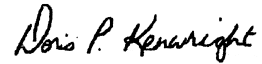
For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0248364799  
Apr. 13, 2016 LTR 4168C 0  
94-1236934 000000 00  
00026084

MENTIS  
709 FRANKLIN ST  
NAPA CA 94559

Sincerely yours,



Doris Kenwright, Operation Mgr.  
Accounts Management Operations 1

**Mentis****Profit & Loss**

|                                      | <b>YE<br/>6/30/21</b> | <b>FY 21.22<br/>Annual<br/>Budget</b> |
|--------------------------------------|-----------------------|---------------------------------------|
| <b><u>Revenue</u></b>                |                       |                                       |
| Contracts                            | 972,645               | 1,094,739                             |
| Grants                               | 999,265               | 995,875                               |
| Third Party Billing                  | 157,090               | 165,000                               |
| Client Fees                          | 7,675                 | 15,000                                |
| Fundraising & Development            | 542,786               | 605,000                               |
| Utliity Reimbursement                |                       | 14,400                                |
| Rental Income                        | 60,528                | 62,400                                |
| Other Income                         | 52,887                | 0                                     |
| <b>Total Revenue</b>                 | <b>2,792,876</b>      | <b>2,952,414</b>                      |
| <b><u>Operating Expenses</u></b>     |                       |                                       |
| Payroll & Benefits                   | 2,292,881             | 2,667,384                             |
| Outside Services                     | 156,309               | 178,357                               |
| Client Services                      | 24,704                | 37,000                                |
| Facilities & Shared Expenses         | 223,089               | 213,445                               |
| Staff & Volunteers                   | 82,583                | 135,250                               |
| Other Operating                      | 69,230                | 73,310                                |
| <b>Total Operating Expenses</b>      | <b>2,848,795</b>      | <b>3,304,746</b>                      |
| <b>Operating Surplus/(Deficit)</b>   | <b>(55,919)</b>       | <b>(352,332)</b>                      |
| Depreciation Expense                 | 39,000                | 39,000                                |
| Unrealized Gain/(Loss) on Investment | 1,067                 | 0                                     |
| PPP Loan Forgiveness                 | 404,225               | 392,000                               |
| <b>Net Surplus/(Deficit)</b>         | <b>310,373</b>        | <b>668</b>                            |

**Mentis Grant Revenue****2021**

| <b>Grants</b>                       |            |
|-------------------------------------|------------|
|                                     |            |
| Adventist Health                    | \$ 79,000  |
| Alaina's Voice                      | \$ 25,000  |
| California Wellness Foundation      | \$ 5,000   |
| City of St Helena                   | \$ 14,869  |
| McNabb Foundation                   | \$ 1,000   |
| County of Napa MSA                  | \$ 174,563 |
| Gasser                              | \$ 50,000  |
| Kaiser                              | \$ 30,000  |
| Napa Valley Community Foundation    | \$ 17,000  |
| Napa Valley Vintners                | \$ 400,000 |
| Napa Valley Unified School District | \$ 44,000  |
| Queen of the Valley                 | \$ 100,000 |

|                             |                   |
|-----------------------------|-------------------|
| <b>Total Grant revenue:</b> | <b>\$ 940,432</b> |
|-----------------------------|-------------------|

## Mentis-City of St. Helena Project Proposal

1. *Youth and Family Mental Health Treatment* aligns with the City of St. Helena’s mission to strengthen partnerships between private, Non-profit and public sectors in order to improve the well-being and healthy development of our youth while also supporting families to thrive. This project builds upon agency work over the last 20 years of delivering mental health care in the upper Napa Valley and responds directly to a critical need for youth and families. In Napa County, teens are struggling with the impacts of trauma and toxic stress. Local data estimates that 14.6% of children and youth have experienced two or more Adverse Childhood Experiences. Surveys of Napa secondary students show that 37% feel chronically sad or hopeless and 16% had seriously considered attempting suicide in the 2019-20 CA Healthy Kids Survey. Multiple natural disasters, isolation, school closures and major economic slowdowns due to the pandemic have culminated in elevated anxiety, depression and suicidality among local teens and created tremendous stress for parents and families. After the 2017 and 2020 wildfires school staff and agency partners witnessed a significant increase in the need for Mental Health care. Additionally, the pandemic has created stress, anxiety, and depression at nearly double the level that existed prior to COVID and that is expected to continue into the foreseeable future. In December of 2021, U.S. Surgeon General Vivek Murthy, MD, issued an advisory about “the pressing need to address the mental health crisis among the nation’s youth.” Through the generous support of the city, our agency will be able to continue to provide mental health services for youth and their families in the St. Helena area and support the overall health and wellness of families and the community at large.

2. Mentis, in collaboration with the Up Valley Family Center, will provide both individual or group mental health treatment to youth, adults, parents, and families based upon what is most needed. Mentis will provide these services on-site at the Family Center in St. Helena or remotely via telehealth based on health conditions and client preference. Services will continue to be offered in both English and Spanish. Other local providers such as The Boys and Girls Club and Rianda House are welcome to make referrals to us and to have their clients be seen by our therapist in-person at the Family Center, remotely via telehealth, or at our office in Napa (an option for St. Helena residents that work in Napa). These services will be available to all youth, adults, parents, and families that live in the St. Helena area and are uninsured, underinsured, or lack access to mental health care. We will work with people individually or offer support groups while helping people to address challenging family issues in a safe and confidential environment. Services are free of charge, regardless of income level, insurance status, and citizenship status. We aim to promote health and wellness for youth, adults, parents, and families that are struggling with a variety of challenges and problems that are causing significant emotional distress and difficulty for them academically, socially, and behaviorally at school, work, and at home. Services will focus on developing coping skills to address mental health issues and learning tools to reduce anxiety, depression, and trauma. The Mentis therapist will help both youth and adults address their mental health challenges that prevents them from thriving while fostering wellness and stability. The service will be in partnership with the Up Valley Family Center and build upon our long-

standing collaboration. Mentis has been receiving referrals from the Family Center to deliver both individual and group treatment to local residents for over 15 years, thus, we have established protocols and processes that will continue on without interruption. Since this is an ongoing service, it will already be in place on July 1, 2022, and will continue through the next fiscal year.

3. This project will be led by Mentis in partnership the Up Valley Family Center in St. Helena. Additionally, referrals for treatment will be accepted from established partners such as Boys and Girls Club and Rianda House. Mentis provides professional mental health services (individual and group treatment) for youth, adults, parents, and families. The Up Valley Family Center offers a range of programs to support local families and provide them with resources and connect them to services, including making referrals to a Mentis therapist, providing office space, and coordinating care.

In addition to the leadership at all the agencies supporting this effort, Mentis also has received support from St. Helena Hospital Foundation over many years to provide mental health services in the upper Napa Valley. Mentis also participates in local health and wellness related events designed to educate city residents of available resources as well as sits on the Mission Integration Committee for St. Helena Hospital.

4. This grant will benefit youth and adults residing in St. Helena who will be able to access bilingual mental health services through local agencies. It is our goal to serve 20-25 St. Helena residents with these funds. Based on past experience, we expect 75%-80% of youth/adults that access mental health care will demonstrate a reduction of symptoms (depression, anxiety, trauma) and show improvement in functioning and coping skills as measured at the beginning and end of treatment.

5. During the last several years Mentis received \$91,350 annually from Napa County Mental Health through the Mental Health Services Act to deliver mental health treatment and case management services to older adults residing in Napa County, including St. Helena. This service is delivered in partnership Rianda House. This program, called Healthy Minds Healthy Aging, has also received \$79K annually from Adventist Health. Additionally, for the current FY, we received \$118,000 from MSA (Master Settlement Tobacco Funds) from Napa County Health and Human Services. These funds are intended to help Mentis deliver mental health services to residents through the County, including in St. Helena. St Helena residents benefit as Mentis partners with local providers to bring essential mental health services directly to them at no charge.

6. Mentis is fully committed to pursuing and implementing practices that support Diversity, Equity, and Inclusion. To this end, we have an active DEI committee consisting of line staff, management, and board members that are working together to develop an organizational DEI statement that will be used as a guiding principle. This committee is being led by a consulting firm that are experts in this area and the process is very intensive and includes a deep dive into understanding agency culture and defining our values.



**Application Questions** - Please answer the following questions on a separate sheet. Please limit your response to 2 pages.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people your proposal may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.
6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.\*

\*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.



# City of St. Helena

## *Vision Statement*

St. Helena strives to be a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and cherishes its historic, small-town character, beautiful natural environment and high quality of life.

## *Mission Statement*

The City of St. Helena is dedicated to serving its citizens by:

- Promoting a culture of equity, diversity and inclusion
- Supporting thriving families and ensuring the health and wellbeing of our youth
- Ensuring our long-term economic sustainability and focusing on new and diverse sources of revenue
- Preventing, preparing for, and mitigating fire and other local emergencies
- Improving and maintaining City Infrastructure
- Updating our water management policies to ensure an adequate water supply
- Responding innovatively to climate change challenges and adopting environmentally sustainable best practices
- Preserving our historic, small-town, rural character
- Expanding recreational, active transportation and cultural opportunities
- Facilitating innovative, well-designed housing for residents of all backgrounds, ages and income levels.
- Encouraging full civic participation and ongoing communication
- Strengthening regional collaboration with other public entities and building partnerships with local service providers and stakeholders

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on May 11, 2021, Resolution No. 2021-62.*

## *City Council 3-Year Goals*

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship, Public Health, and Public Safety
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance, Communications, and Commit to Full Public Participation, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Supporting St. Helena's Charm and Rural Character\* (*\*Draft goal title*)
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                        |
|---------------------------------------------------|----------------------------------------|
| Organization Name:                                | <u>Napa County Bicycle Coalition</u>   |
| Organization Mailing Address:                     | <u>P.O. Box 5157, Napa, CA 94581</u>   |
| Organization Contact Person<br>(Name/Title):      | <u>Kara Vernor, Executive Director</u> |
| Organization Contact Email:                       | <u>kvernor@napabike.org</u>            |
| Organization Contact Telephone:                   | <u>(707) 258-6318</u>                  |
| Organization Website:                             | <u>www.napabike.org</u>                |
| Federal Tax ID Number and Status:                 | <u>20-5919470 - 501(c)3</u>            |
| How long has your organization been in operation? | <u>Since 2008</u>                      |

### Grant Request

|                         |                                          |
|-------------------------|------------------------------------------|
| Project Name:           | <u>St. Helena Safe Streets Champions</u> |
| Address of Project:     | <u>Various locations in St. Helena</u>   |
| Requested Grant Amount: | <u>\$ 10,000</u>                         |
| Matching Funds:         | <u>\$ 3,500</u>                          |
| TOTAL Project Cost:     | <u>\$ 13,500</u>                         |

**Cost Estimate**

Include a high-level description of all the program or project costs that will be paid for by City Funds.

| Description                                                                       | Amount          |
|-----------------------------------------------------------------------------------|-----------------|
| Smart Cycling 101 - Weekend-long, nationally nationally recognized training       | \$3,500         |
| Harvest Festival Valet Parking                                                    | \$1,000         |
| 2 - Family Biking Workshops                                                       | \$3,000         |
| Outreach & Engagement for Walk & Roll to School Day and Bike to Work & School Day | \$2,500         |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
|                                                                                   |                 |
| <b>Total Grant Request</b>                                                        | <b>\$10,000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Kara Vernor

Signature Kara Vernor Digitally signed by Kara Vernor  
Date: 2022.02.18 10:02:51  
+08'00'

Title Executive Director

Date 2/18/22

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

**FEB 16 2008**

NAPA COUNTY BICYCLE COALITION INC  
3379 SOLANO AVE 1700  
NAPA, CA 94558

Employer Identification Number:  
20-5919470  
DLN:  
17053352304037  
Contact Person:  
JOAN C KISER ID# 31217  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
September 7, 2007  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
December 31, 2011  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

-2-

NAPA COUNTY BICYCLE COALITION INC

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi", with a stylized flourish at the end.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC  
Statute Extension

Letter 1045 (DO/CG)



STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PO BOX 1286  
RANCHO CORDOVA CA 95741-1286

In reply refer to  
755:G :JCA

March 24, 2008

NAPA COUNTY BICYCLE COALITION INC  
3379 SOLANO AVE # 1700  
NAPA CA 94558-3203

Purpose : CHARITABLE  
Code Section : 2370ld  
Form of Organization : Corporation  
Accounting Period Ending: December 31  
Organization Number : 3045426

#### EXEMPT DETERMINATION LETTER

We determined you are exempt from California franchise or income tax under the California Revenue and Taxation Code section shown above.

The tax-exempt status is effective as of 09/07/2007.

To retain exempt status, organizations are required to be organized and operating for nonprofit purposes within the provisions of the above section. An inactive organization is not entitled to exemption.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address must also be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012(a)(2).



March 24, 2008  
NAPA COUNTY BICYCLE COALITION, INC.  
ENTITY ID : 3045426  
Page 2

For the organization's filing requirements, read enclosed Pub. 1068, Exempt Organizations - Requirements for Filing Returns and Paying Filing Fees. You may download the publication at [www.ftb.ca.gov](http://www.ftb.ca.gov).

Note: This exemption is for state franchise or income tax purposes only. For information regarding sales tax exemption, contact the Board of Equalization at (800) 400-7115 or website [www.boe.ca.gov](http://www.boe.ca.gov).

A copy of this letter has been sent to the Registry of Charitable Trusts.

J AMAYA  
EXEMPT ORGANIZATIONS  
BUSINESS ENTITIES SECTION  
TELEPHONE (916) 845-6644  
FAX NUMBER (916) 843-2071

EO :  
CC :RANDALL GNAGY

Form 1023 (Rev. 6-2006)

Name: **Napa County Bicycle Coalition, Inc.**EIN: **20 - 5919470**Page **11****Part X Public Charity Status (Continued)**

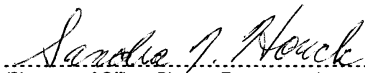
- e** 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f** 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g** 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☐
- h** 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐
- i** A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☒

**6** If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at [www.irs.gov](http://www.irs.gov) or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☒

**Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code**

For Organization

  
 (Signature of Officer, Director, Trustee, or other authorized official)

Sandra Houck

(Type or print name of signer)

12/11/2007

(Date)

Treasurer

(Type or print title or authority of signer)

For IRS Use Only

  
 IRS Director, Exempt Organizations

FEB 16 2008

(Date)

- b Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐
- (i) (a)** Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. \_\_\_\_\_
- (b)** Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐
- (ii) (a)** For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box. ☐
- (b)** For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐
- 7** Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☒ **Yes** ☐ **No**

Form **1023** (Rev. 6-2006)

**Napa County Bicycle Coalition  
2022 Budget**

**FY 2022**

**Revenue**

**General Fund - Unrestricted Revenue**

|                                   |           |
|-----------------------------------|-----------|
| <i>Total General Fund Revenue</i> | \$ 56,000 |
|-----------------------------------|-----------|

**Community Based Programs**

|                                        |            |
|----------------------------------------|------------|
| <i>Total Community Program Revenue</i> | \$ 157,736 |
|----------------------------------------|------------|

**Events**

|                             |          |
|-----------------------------|----------|
| <i>Total Events Revenue</i> | \$ 2,021 |
|-----------------------------|----------|

**Other Income**

|                           |      |
|---------------------------|------|
| <i>Total Other Income</i> | \$ - |
|---------------------------|------|

|                      |                   |
|----------------------|-------------------|
| <b>Total Revenue</b> | <b>\$ 215,757</b> |
|----------------------|-------------------|

**Expenses**

**Staff Salaries & Benefits**

|                                    |            |
|------------------------------------|------------|
| <i>Total Salary &amp; Benefits</i> | \$ 153,850 |
|------------------------------------|------------|

**Office & Operations**

|                                      |          |
|--------------------------------------|----------|
| <i>Total Office &amp; Operations</i> | \$ 4,053 |
|--------------------------------------|----------|

**Community Based Programs**

|                       |           |
|-----------------------|-----------|
| <i>Total Programs</i> | \$ 39,050 |
|-----------------------|-----------|

**Events**

|                     |          |
|---------------------|----------|
| <i>Total Events</i> | \$ 5,000 |
|---------------------|----------|

**Fundraising**

|                          |          |
|--------------------------|----------|
| <i>Total Fundraising</i> | \$ 3,500 |
|--------------------------|----------|

**Communications**

|                             |          |
|-----------------------------|----------|
| <i>Total Communications</i> | \$ 2,304 |
|-----------------------------|----------|

**Other**

|                    |          |
|--------------------|----------|
| <i>Total Other</i> | \$ 1,650 |
|--------------------|----------|

**Finance & Legal**

|                    |          |
|--------------------|----------|
| <i>Total Other</i> | \$ 6,350 |
|--------------------|----------|

|                      |                   |
|----------------------|-------------------|
| <b>Expense Total</b> | <b>\$ 215,757</b> |
|----------------------|-------------------|

# Napa County Bicycle Coalition, Inc.

Statement of Activity  
January - December 2021

|                                                  | TOTAL               |
|--------------------------------------------------|---------------------|
| Revenue                                          |                     |
| 40100 General Fund                               |                     |
| 40110 Corporate                                  | 1,914.84            |
| 40120 Foundations & Grants                       | 37,315.00           |
| 40130 Annual Fund                                | 18,565.67           |
| 40140 Majors Gifts                               | 9,477.30            |
| <b>Total 40100 General Fund</b>                  | <b>67,272.81</b>    |
| 40200 Community Based Programs                   |                     |
| 40210 Valet Bike Parking                         | 652.00              |
| 40230 Bike Month                                 | 1,733.20            |
| 40240 Safe Routes to Schools - OBAG              | 84,608.79           |
| <b>Total 40200 Community Based Programs</b>      | <b>86,993.99</b>    |
| 40300 Events Income                              | 1,476.38            |
| 40330 Skyline Classic                            | 4,329.56            |
| 40390 Other Events                               | 132.00              |
| <b>Total 40300 Events Income</b>                 | <b>5,937.94</b>     |
| 40400 Other Income                               | 550.00              |
| 40420 Interest & Misc.                           | 4,524.12            |
| <b>Total 40400 Other Income</b>                  | <b>5,074.12</b>     |
| <b>Total Revenue</b>                             | <b>\$165,278.86</b> |
| <b>GROSS PROFIT</b>                              | <b>\$165,278.86</b> |
| Expenditures                                     |                     |
| 50100 Staff Salaries & Benefits                  |                     |
| 50110 Executive Director                         | 58,240.63           |
| 50120 Program Coordinator                        | 42,711.65           |
| 50130 Benefits                                   | 1,931.39            |
| 50140 Misc. Payroll                              | 10,726.26           |
| 50160 Workers Comp Insurance                     | 2,016.69            |
| <b>Total 50100 Staff Salaries &amp; Benefits</b> | <b>115,626.62</b>   |
| 50150 Payroll Processing                         | 1,283.92            |
| 50200 Office & Operations                        | 175.00              |
| 50210 Office Rent                                | 19,524.31           |
| 50220 Printing & Postage                         | 204.00              |
| 50230 Phones & Data                              | 722.04              |
| 50240 Supplies & Equipment                       | 176.65              |
| <b>Total 50200 Office &amp; Operations</b>       | <b>20,802.00</b>    |

# Napa County Bicycle Coalition, Inc.

Statement of Activity  
January - December 2021

|                                          | TOTAL               |
|------------------------------------------|---------------------|
| 50300 Programs                           |                     |
| 50320 Bike Safety Education              | 2,531.27            |
| 50322 MTC-STAY Biking Workshops          | 954.92              |
| 50324 St. Helena Safe Streets            | 147.50              |
| <b>Total 50320 Bike Safety Education</b> | <b>3,633.69</b>     |
| 50330 Bike Month                         | 278.84              |
| 50340 Safe Routes to Schools - OBAG      | 14,766.75           |
| 50350 Thunderbirds MTB Team              | 2,086.62            |
| 50370 TDA-3 Industry Workshops           | 88.50               |
| 50380 Policy & Advocacy                  | 323.53              |
| 50390 Other Programs                     | 235.98              |
| <b>Total 50300 Programs</b>              | <b>21,413.91</b>    |
| 50400 Events                             |                     |
| 50430 Skyline Classic                    | 811.25              |
| 50490 Other Events                       | 45.29               |
| <b>Total 50400 Events</b>                | <b>856.54</b>       |
| 50500 Fundraising                        | 133.04              |
| 50510 Annual Fund (Mail & Online)        | 2,450.00            |
| <b>Total 50500 Fundraising</b>           | <b>2,583.04</b>     |
| 50600 Communications                     |                     |
| 50610 Website & Database                 | 82.50               |
| 50620 Email Platform                     | 61.98               |
| <b>Total 50600 Communications</b>        | <b>144.48</b>       |
| 50700 Other Expenses                     |                     |
| 50710 Training & Conferences             | 763.79              |
| 50720 Merchandise                        | 411.61              |
| 50730 Dues, Subscriptions                | 270.23              |
| <b>Total 50700 Other Expenses</b>        | <b>1,445.63</b>     |
| 50800 Finance & Legal                    |                     |
| 50810 Bank Fees & Interest               | 268.74              |
| 50820 Insurance                          | 1,966.00            |
| 50830 Accounting & Tax Prep              | 2,828.50            |
| <b>Total 50800 Finance &amp; Legal</b>   | <b>5,063.24</b>     |
| <b>Total Expenditures</b>                | <b>\$169,219.38</b> |
| NET OPERATING REVENUE                    | <b>\$ -3,940.52</b> |
| NET REVENUE                              | <b>\$ -3,940.52</b> |



### **Recent Grant & Government Funding Received**

#### 2022:

San Francisco Bicycle Coalition, Family Biking Workshop - \$2,500

#### 2021:

\*Napa County Office of Education, Safe Routes to Schools - \$76,140

Silicon Valley Bicycle Coalition - \$8,000

\*Napa Valley Transportation Authority, Bike Month - \$1,000

\*City of Calistoga, Bike Month - \$1,000

\*City of Napa, Bike Month - \$1,000

#### 2020:

\*Napa County Office of Education, Safe Routes to Schools - \$84,610

\*City of St. Helena, Safe Streets - \$3,999

\*Napa Valley Transportation Authority, Bike Month - \$1,000

\*City of Calistoga, Bike Month - \$1,000

\*City of Napa, Bike Month - \$1,000

\*Local government funding



City of St. Helena  
Nonprofit Grant Application  
Fiscal Year 2022-2023

## **“St. Helena Safe Streets 2: Building Capacity” Project Narrative**

Q1. How our Project ties to the City’s Goals, Mission/Vision Statement, and funding philosophy. The St. Helena Safe Streets 2: Building Capacity Project (the “Project”) of the Napa County Bicycle Coalition (“NCBC”) is closely aligned with several elements of the City’s mission, 3-Year Goals established by the Council, and funding philosophy. The City supports and prioritizes thriving families and the safety, health, and wellbeing of youth; innovative responses to climate change and environmental best practices; diversity, equity, and inclusion; and recreational and active transportation opportunities. The goal of NCBC’s Project is reduce barriers to riding a bicycle for all in St. Helena and to build a network of Champions who will continue to promote bicycling and reduce barriers to it after the Project ends.

Studies have shown that riding a bike, instead of going by car:

- Improves mental health by reducing anxiety, depression, and stress, and youth who ride to school are better able to concentrate.
- Improves physical health by reducing risk for heart disease and type 2 diabetes, among other conditions, and protecting against childhood obesity—conditions that disproportionately affect underrepresented communities.
- Improves the environment by reducing greenhouse gas emissions that drive climate change.

The Project will help a diverse group of St. Helena residents build the skills and confidence to safely go by bike, as well as provide encouragement opportunities so those who are changing their behavior to incorporate more active transportation in their routines stay motivated.

Q2. Project objectives, goals, and timeline. When surveyed by EMC Research, 88% of Napa County parents responded that they would like their children to be able to walk and bike to school—and **this Project is the catalyst that will help make this a reality in St. Helena.** It will leverage and deepen the work completed in the first two years of the St. Helena Safe Streets project by further engaging parent Champions and empowering them to promote biking even after the project ends. Due to the pandemic, we worked with the City to adapt the previous project to be as impactful as possible given the changing circumstances, and now this Project will build on our previous work and encourage an even broader network to choose active transportation. We will do this by training a core group of Champions and by providing opportunities for them to practice their skills and engage their networks in going by bike. Activities will include:

***Smart Cycling 101 (fall 2022)*** – NCBC staff will organize a “Smart Cycling 101” training for local residents and parent Champions who wish to support their families, friends, and fellow community members in practicing safe cycling in St. Helena. This class provides 4 hours of classroom-based instruction, and 6 hours of on-bike skills training with our nationally certified cycling instructors. **Participants will be encouraged to share their new skills, with the goal of recruiting 10 friends or colleagues who don’t usually commute or run errands by bike to try bicycling for short trips.** Completion of the Smart Cycling 101 course also provides eligibility for participation in the national bicycle safety instructor program.

***Family Biking Workshops (winter/spring 2023)*** – NCBC will engage Smart Cycling 101 graduates in leading two (2) Family Biking Workshops, both allowing graduates to practice their skills and providing school age students and their parents essential bike safety skills in a safe, welcoming environment. Workshops will be led by NCBC’s nationally certified cycling instructors, and one (1) workshop will be **promoted specifically to Spanish-speaking residents and led by a bilingual instructor.**

**Encouragement Activities (fall 2022 and spring 2023)** – NCBC will work with the City, the public schools, and business to promote a culture of bicycling and make bicycling safe, convenient, and accessible. For Walk & Roll to School Day in the fall and Bike to Work & School Day in the spring, NCBC will engage volunteers and provide swag and other incentives through “energizer” and “refresher” stations that will reward those who go by bike. **NCBC will leverage matching funds in support of these days**, as we have been pledged funding to coordinate these efforts both county-wide and regionally within the Bay Area. Much of the planning, coordination, translation, and graphic design will be funded through other sources. We will also provide valet bike parking at the Harvest Festival, making it convenient for residents to ride to the festivities and rewarding those who do with swag like stickers and bike lights.

Upon completion of these activities, **a core team of Champions will have the skills and practice to sustainably continue engaging their networks in safely bicycling**, and their networks will be easier to engage given the encouragement activities that promote a culture of biking.

Q3. Community support for our Project. NCBC is already working with St. Helena’s public schools and school district to make biking to school safer and more accessible. We will continue to coordinate with school staff for days that emphasize walking or rolling to school, activities that the schools embrace and support. School staff help spread the word and promote the days, and they volunteer at day-of refresher stations. We will also continue working with the school-affiliated parent groups to further engage our network of parent Champions who, among others, will attend the Smart Cycling 101 training. The City of St. Helena Parks & Recreation would like NCBC to provide bike valet parking at The Harvest Festival, so we will coordinate with staff to provide that service. Finally, many local businesses and nonprofits, such as Clif Family Winery and Napa Bookmine, help promote and provide energizer stations and extra incentives on Bike to Work & School Day, and we have every indication this will continue in 2022-23. Each of these entities provides input into the activities in which they are directly involved and helps shape their delivery.

Q4. Project beneficiaries and estimated impact. We estimate that 1,500 St. Helena residents (primarily, but not exclusively, youth and parents) will benefit from this program through direct education, encouragement activities, and community outreach/engagement. By working with the public schools as a starting point and partnering with local community-based organizations on outreach, the Project will reach a broad audience of residents, including low-income and Spanish-speaking residents.

Q5. Funding from other Napa County government agencies in the past two years and how City of St. Helena funding will specifically benefit St. Helena residents. Please see the attached list for specific government grantors and grant amounts. Per the descriptions above, all City of St. Helena Funding would be expended on activities that engage St. Helena residents and all activities would occur within the City of St. Helena.

Q6. How our application and our organization incorporate diversity, equity and inclusion (DEI). NCBC recently brought on a new Executive Director with a longtime and demonstrated commitment to DEI. In just her second board meeting next week, she will be asking the board to review and update the organization’s non-discrimination policy and will be proposing that NCBC adopts “equity” as an organizational value. Both NCBC and this project focus in large part on public school populations where the most diversity is typically found, and many of our outreach materials, like our Bike to Work & School Day posters, are available in English and Spanish. We provide bilingual Family Biking Workshops throughout the year, and we partner with other community-based organizations that serve low-income and underrepresented populations, providing free helmets and bike safety education. NCBC understands that one-size does not fit all, and we adapt our approaches to be more welcoming and accessible to specific populations.



**Application Questions** - Please answer the following questions on a separate sheet. Please limit your response to 2 pages.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people your proposal may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.
6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.\*

\*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.



# City of St. Helena

## Vision Statement

St. Helena strives to be a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and cherishes its historic, small-town character, beautiful natural environment and high quality of life.

## Mission Statement

The City of St. Helena is dedicated to serving its citizens by:

- Promoting a culture of equity, diversity and inclusion
- Supporting thriving families and ensuring the health and wellbeing of our youth
- Ensuring our long-term economic sustainability and focusing on new and diverse sources of revenue
- Preventing, preparing for, and mitigating fire and other local emergencies
- Improving and maintaining City Infrastructure
- Updating our water management policies to ensure an adequate water supply
- Responding innovatively to climate change challenges and adopting environmentally sustainable best practices
- Preserving our historic, small-town, rural character
- Expanding recreational, active transportation and cultural opportunities
- Facilitating innovative, well-designed housing for residents of all backgrounds, ages and income levels.
- Encouraging full civic participation and ongoing communication
- Strengthening regional collaboration with other public entities and building partnerships with local service providers and stakeholders

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on May 11, 2021, Resolution No. 2021-62.*

## City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship, Public Health, and Public Safety
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance, Communications, and Commit to Full Public Participation, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Supporting St. Helena's Charm and Rural Character\* (*\*Draft goal title*)
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                      |
|---------------------------------------------------|------------------------------------------------------|
| Organization Name:                                | <u>Nimbus Arts</u>                                   |
| Organization Mailing Address:                     | <u>649 Main Street, St. Helena, CA 94574</u>         |
| Organization Contact Person<br>(Name/Title):      | <u>Jamie Graff, Executive Director</u>               |
| Organization Contact Email:                       | <u>jamie@nimbusarts.org and kerri@nimbusarts.org</u> |
| Organization Contact Telephone:                   | <u>707-963-5278</u>                                  |
| Organization Website:                             | <u>www.nimbusarts.org</u>                            |
| Federal Tax ID Number and Status:                 | <u>27-1503762</u>                                    |
| How long has your organization been in operation? | <u>2005</u>                                          |

### Grant Request

|                         |                                                                   |
|-------------------------|-------------------------------------------------------------------|
| Project Name:           | <u>Nimbus Arts</u>                                                |
| Address of Project:     | <u>Corner of Main and Spring Street and UpValley College Camp</u> |
| Requested Grant Amount: | <u>\$7,000</u>                                                    |
| Matching Funds:         | <u>\$2,400</u>                                                    |
| TOTAL Project Cost:     | <u>\$9,400</u>                                                    |

### Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

[illegible]

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Jamie Graff

Signature John H. Smith

Title Executive Director

Date 2/16/22



## 2022/23 Application Questions

### 1) Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

The City of St. Helena and Nimbus Arts have collaborated and advanced our shared vision for a healthy, creative, and unified community for more than 17 years. We've done so by developing and producing programming that engages and connects people across our community, regardless of age, economic or social differences. We emphasize the health and wellness benefits of art and build upon the connections that shared artmaking bring to bind our community together and support the city's goals of citizen involvement and diversity.

Through the pandemic period, our free community art programs delivered strength and hope to our community. We remained connected through online programs and art installations that combined the work of many into a shared experience. We celebrated freedom, heritage, nature, and health and served as a source of strength and inspiration for many. Despite the many limitations, restrictions and challenges, Nimbus Arts never ceased operations and we never stopped delivering affirming and beneficial art programs and activities to people of all ages, abilities, and backgrounds across St. Helena. A core element of our mission is support of working artists through employment and exhibition opportunities. Our firm belief is that art, especially art created by and for our community, delivers economic and social benefits that are wide-ranging.

Nimbus Arts works from studios located in downtown St. Helena. We deliver art programs to students in St. Helena at events, in their schools and at our studios. We produce and provide art activities to seniors through Rianda House and many other civic and social groups. We supply family art projects through the UpValley Family Center and St. Helena Boys and Girls Club, and so much more. Nimbus Arts is a trusted and valued community resource for the City of St. Helena and its citizens.

Combined with employing local artists, our community programs serve to add vitality and activity to St. Helena, reducing the need to venture elsewhere for art activity and education programming. Providing these services locally helps all of us meet the city's sustainability goals.

Art is an important and essential part of Nimbus Arts' Healthy Community strategy, a mission and program priority fully supporting the city's goals for economic vitality and the wellbeing of everyone who calls St. Helena their home.

Nimbus Arts also increases participation in larger community events and programs by promoting free art activities through print and electronic marketing and communication materials. This serves both the city and the organization producing the event. The tasteful and informative cards include grant recognition and the logo of the City of St. Helena.

Nimbus Arts shares the city's funding philosophy and strives to transition programs supported through city grants to other funding sources within 24 months. However, Nimbus Arts believes that some programs with citywide importance and prominence, such as our Dia de los Muertos Community Celebration, merit ongoing support and participation from both Nimbus Arts and the city. For more than a decade, the Dia de los Muertos Community Celebration has served as a cross-cultural, family-focused event educating, entertaining, and connecting our community. Mexican-American heritage and traditions are celebrated through storytelling and family histories, dance, music, food and art. It is widely attended by people of all ages and backgrounds from across St. Helena. Prior to the pandemic, the event combined a cross-curricular art and conservation program delivered in St. Helena Public





Schools that culminated with a group art installation at the event created by the students. When restrictions ease, we will resume this programming that connects families and students across cultural separations. We are hopeful that the city continues long term support of this important citywide program.

**2) Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2023. Please provide a timeline for your Project.**

For the past 17 years, Nimbus Arts has served as an important and accessible resource for art education and activities for St. Helena residents and visitors. We continue this pillar of our mission by delivering community art activities and programs at festivals, fairs, and events every year. From our inception, Nimbus Arts has responded to requests for free and low-cost community art activities from the City of St. Helena and its various departments by providing high-quality art programs for numerous city produced/supported events.

For more than a decade, Nimbus Arts has partnered with The UpValley Family Centers to produce an annual Día de los Muertos community celebration. The event honors the rich cultural tradition of Dia de los Muertos and includes in-school cross- curricular education and art programming culminating in a vibrant community event of art, music, dance, food, and family. With pandemic restrictions in 2020, the event pivoted to at-home art activities that were combined with virtual programming to maintain the event's established education and community-building attributes. Specifically, Nimbus artists created hundreds of "art-kits-to go" with art making supplies and materials to transform the blank mask included with the kit into personal artwork using the traditional mask format that celebrates both the artist and the holiday.

The kits were distributed to community members directly through Nimbus Arts and through the UpValley Family Centers, as well as other social service and health agencies and organizations throughout Napa County. Online group artmaking sessions led by Nimbus working artists helped guide the creation and personalization of the masks. On completion, community members returned their personalized masks to Nimbus where they were assembled and mounted at Main and Spring Streets in St. Helena. Our Día de los Muertos mask installation was a vibrant display of our community's traditions, creativity, strength, and resilience. Especially in this time of pandemic restrictions and wildfire impacts, this community art program empowered self-expression and reaffirmed the personal and community connections forged by making art together.

**This Grant Request will fund:**

This grant request is for funding to,

1. Expand and improve the Dia de los Muertos mask community art program for 2022. The program will be developed beginning in May 2022, with free art kit distribution in October 2022. A mask installation will be installed for public viewing in downtown St. Helena.
2. With pandemic restrictions easing, we plan to reengage our classroom altar instruction, providing lessons and materials for Junior High and High School classrooms resulting in onsite altars at our annual event.
3. We plan to reopen our free community cultural arts and crafts stations serving hundreds of community members at our annual Dia event in late October.



St. Helena funds granted in 2021 were matched by Napa County through a CARES Act grant and supplemented by a \$1,000 private foundation gift. The CARES Act funding source is not available in 2022; our City of St. Helena grant request for 2022 is for \$7,000.

In summary, Nimbus Arts seeks to leverage the immense power of art to strengthen "community." Through this program, we'll celebrate the rich history and traditions of Día de los Muertos and celebrate the contributions and achievements of our Latinx community. We'll expand the free art education and activities we provide to our Latinx families and partnering organizations a way to connect through artmaking together.

**3) Describe the community support for your Project.**

- a) **What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?** Collaboration and support among other organizations is diverse and robust. As the primary provider of art programs and activities for over 17 years, Nimbus Arts is firmly established as a collaborator and partner with local organizations including the St. Helena Unified School District, Preschool for All, St. Helena Montessori School, UpValley Family Center, the Boys and Girls Club, the St. Helena Chamber of Commerce, St. Helena Hospital/Adventist Health, St Helena Parks and Recreation Department, and more. Our production of this free community art program detailed in this request will engage these community organizations in various ways to promote program awareness and participation.
- b) **What roles are they playing and how collaborative is the Project?** Roles and responsibilities vary between organizations and programs. For example, our annual Día de los Muertos event is produced in conjunction with the UpValley Family Center where our responsibilities are roughly divided. Other partnerships serve as distribution hubs for art kits, distributing them through their constituencies so that participation extends more deeply into the community and to those most in need. Our focus in 2020 and 2021 was focused on families, especially those impacted by pandemic restrictions and wildfires. In 2022, our focus will remain on families, and we strive to connect this educational and fun activity to families with limited access to art programs.
- c) **What other support exists for your Project?** Receiving full grant funding from the city will ensure that the programs is fully staffed and provisioned. Should City of St. Helena grant funds be reduced (as was the case in 2019), or denied (2020), the available granted funds will be supplemented by Nimbus Arts and we will produce scaled-down version of this project. Our 2021 Día de los Muertos mask program was significantly over-subscribed and due to reduced funding, we were unable to meet demand.

**4) Describe who will benefit from this Project and estimate how many people this Project may impact.**

Our participation target for the 2022 Día de los Muertos mask program is 120. We plan to prepare and package 120 art kits, a 10% contingency since some will be distributed and not returned. Distribution will follow several channels 1.) contact families and individuals who participated in the 2020 mask program, 2.) promote and distribute through Nimbus Arts (website, newsletters, e-mail announcements, etc.), 3.) through UpValley Family Centers to their constituents, and 4.) through other collaboration partners like COPE Family Center, Rianda House, Boys and Girls Club, Adventist Health and city and county agencies.



Production of the masks is often a family or group event. Based on 2021, we estimate each mask involves the participation (sometimes parental oversight) of two people. With 120 kits produced, and 110 returned, the program will touch between 200 and 300 community members. This downtown installation is viewed by hundreds of community members and tourists alike and our centrally located installations are highly anticipated and greatly enjoyed by all.

Our Día de los Muertos school altar programs have served 2–4 classrooms annually, reaching 60 – 120 students, with an audience of hundreds at our annual event.

Our free family crafts at our annual event have built a tremendous track record of success and reach, with up to 200 or more participants; more than half of the 400 or more people in attendance. We look forward to resuming these art activities to the community once again in 2022.

**5) If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

*Napa County government agency funding, 2020 & 2021 cycles:*

- 2020/21 Napa County Arts and Culture Advisory Committee - \$24,729
- 2021/22 Napa County Arts and Culture Advisory Committee - \$15,000
- 2021 CARES Act funds to Art and Cultural programs - \$2,630

***Funding from the City of St. Helena will benefit St. Helena residents by:***

- Increasing access to family-friendly, free community art programs to residents of all ages and backgrounds.
- Create community art installations that beautify our neighborhoods and foster connections among residents, promoting and enhancing our small-town character.
- Increase economic vitality by enhancing our festivals, fairs, and events and elevating St. Helena's presence as an 'art hub'- attracting more visitors, improving our economic sustainability.
- Providing economic and marketing benefits so that working artists can reside in our community.
- Elevating art education programming to students in St. Helena schools through innovative, cross-curricular programs.
- Serving as an established and productive cultural asset, deeply connected to our community, and fully aligned with the vision and mission of the City of St. Helena.

**6.) Please describe how your application and your organization incorporates the principles of diversity, equity, and inclusion. If your organization doesn't have a specific equity focus- it doesn't make you ineligible or less competitive.**

Attached you will find our Statement of Purpose and Racial Equity and Inclusion Statement. These Policies were adopted by the Nimbus Arts Board, February 4, 2021 and have been in force with our organization from that date.

A clear example of our commitment to diversity, equity and inclusion is the Día de los Muertos Community Celebration we have produced for the past decade. It is the largest multi-cultural event held in Upper Napa Valley. We are seeking funding from the City of St. Helena to support this signature event celebrating our diverse community.



## **The Nimbus Arts Commitment to Racial Equity and Inclusion**

### **Mission statement:**

Nimbus Arts' mission is to give everyone in the Napa Valley community access to art. We are dedicated to fostering creative expression, nurturing creativity, innovating through collaboration, and building a greater and more inclusive sense of community through art.

### **In support of this mission, Nimbus Arts confirms that:**

- We want to be a community where people of all backgrounds, genders and identities are offered the opportunity and feel welcomed to share and amplify their stories, art, cultures and experiences.
- We acknowledge that pervasive cultural biases and historic and institutional racism – both conscious and unconscious, past and present — have benefited some communities while limiting opportunities and outcomes for communities of color; leading to vast disparities in wealth, housing, criminal justice, health, education and other areas.
- We are all in some way the products of our environments and of America's history, past and present. We did not choose this history, but we can work to shape a different future.

**Nimbus Arts exists to support community art, and engages the community to cultivate the spirit of exploration, expression, healing and celebration.** We do this by providing online and in-studio classes, workshops, events, community art projects and other opportunities in support of our beliefs that everyone is an artist, and that art helps to make both individuals and our communities stronger and more resilient.

We recognize that this work depends on everyone feeling welcomed and empowered to contribute. We believe that by actively reaching out to expand our community we can find the strength that comes from being as-diverse and inclusive as possible. We affirm our commitment to look at our actions with kindness and a racial-equity lens, so we can do our part to dismantle systemic racism in our community.

### **To foster racial equity and inclusion, we commit our effort, time and resources to:**

- Establish a Racial Equity and Inclusion Action Committee to carry this work forward.
- Add at least one person of color to our Board in 2021.
- Design and implement new programs, policies and practices to promote the opportunity for unfettered creativity for all people, and work to actively make space for the participation of People of Color.
- Collaborate with local organizations serving communities of color to engage artists of color, teachers and participants from diverse communities, in Nimbus Arts programming and events.
- Work to promote community voices, trust and dignity. Engage all communities in a manner that fosters trust among people across geographic, race, class and gender lines and supports individual and community efforts to create art.
- Consider all organization-wide practices with racial and gender equity in mind with the understanding that this framework is dynamic and will change as we continue to learn and grow in our understanding of and approach to equitable and inclusive practices.

We affirm our commitment to providing a safe and welcoming atmosphere for creating art and celebrations.

- We will work to create a culture of appreciation and honesty, and strive to understand new ideas, perspectives and experiences that are different from our own.
- We will review all program-related messaging toward a tone of openness and approachability with an emphasis on using accessible and inclusive language.
- We will develop a policy and process to recognize and respond quickly to reports of racist or sexist imagery at a Nimbus Arts event or in Nimbus Arts publications.
- We commit resources to educating our board members, leaders and community members on the existence and impact of institutional racism and cultural bias; and to design new thinking and practices to offset its impact.
- We invite artists and community members of all backgrounds and identities to join us in conversation around these issues. We are always open to feedback, thoughtful dialogue and ideas that will move this work forward.

Adopted by the Nimbus Arts Board, February 4, 2021.

## **WE BELIEVE**

**Art inspires and enriches lives.**

**Art should be available to everyone.**

**Collaboration with other organizations improves outcomes and makes us stronger.**

**A multi-disciplinary approach to art promotes curiosity and learning.**

**Artists are vital to our community.**

**Art brings people together.**

**Nimbus commits to championing policies and practices of cultural equity that empower a just, inclusive and equitable community.**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 16 2010

NIMBUS ARTS  
3111 ST HELENA HWY STE 1B  
ST HELENA, CA 94574

Employer Identification Number:  
27-1503762  
DLN:  
17053134320040  
Contact Person:  
DEL TRIMBLE ID# 31309  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
February 11, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

-2-

NIMBUS ARTS

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is stylized with a large, looped "R" and a cursive "Choi".

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



| Nimbus Arts<br>(Accrual based)                      | 2021 Actuals         | 2022 Operating Budget (Pending) |
|-----------------------------------------------------|----------------------|---------------------------------|
| <b>Income</b>                                       |                      |                                 |
| <i>Contributed Income</i>                           |                      |                                 |
| Corporate                                           | \$ 42,204            | \$ 30,000.00                    |
| Foundation                                          | \$ 42,000            | \$ 50,000.00                    |
| Individual                                          | \$ 74,269            | \$ 110,000.00                   |
| Pledge                                              | \$ 30,000            | \$ 25,000.00                    |
| <b>Total Contributed Income</b>                     | <b>\$ 188,473</b>    | <b>\$ 215,000</b>               |
| <i>Grants (Not incl. COVID/Relief Grants/Loans)</i> |                      |                                 |
| Corporate                                           |                      |                                 |
| Government                                          | \$ 374,157           | \$ 25,000.00                    |
| Foundation                                          | \$ 7,000             | \$ 40,000.00                    |
| <b>Total Grants</b>                                 | <b>\$ 381,157</b>    | <b>\$ 65,000.00</b>             |
| <i>Special Events</i>                               |                      |                                 |
| Special Event-Nimbash                               | \$ 774,954           | \$ 650,000.00                   |
| Special Event Other                                 | \$ 4,215             | \$ 5,000.00                     |
| <b>Total Special Events</b>                         | <b>\$ 779,168</b>    | <b>\$ 655,000.00</b>            |
| <i>In-Kind</i>                                      |                      |                                 |
| <b>Total Contributed Income</b>                     | <b>\$ 1,348,798</b>  | <b>\$ 935,000</b>               |
| <i>Earned Income</i>                                |                      |                                 |
| <i>Programming</i>                                  |                      |                                 |
| Art programming                                     | \$ 117,864           | \$ 130,000.00                   |
| Contracted Programs & Events                        | \$ 29,887            | \$ 40,000.00                    |
| School Program                                      | \$ 29,090            | \$ 40,000.00                    |
| <i>Discounts</i>                                    |                      |                                 |
| Scholarships Discounts                              | \$ (3,306)           | \$ (4,000.00)                   |
| Merchandise scholarship                             |                      | \$ (15,000.00)                  |
| <b>Total Discounts</b>                              | <b>\$ (3,306)</b>    | <b>\$ (19,000.00)</b>           |
| Programming - Other                                 |                      |                                 |
| <b>Total Programming</b>                            | <b>\$ 173,535</b>    | <b>\$ 191,000</b>               |
| Admin Fee                                           |                      |                                 |
| <b>Total Earned Income</b>                          | <b>\$ 173,534.99</b> | <b>\$ 191,000.00</b>            |
| <b>Merchandise sales</b>                            | <b>\$ 10,116</b>     | <b>\$ 10,000.00</b>             |
| <b>Total Income</b>                                 | <b>\$ 1,532,449</b>  | <b>\$ 1,136,000</b>             |
| <b>Gross Profit</b>                                 | <b>\$ 1,532,449</b>  | <b>\$ 1,136,000</b>             |
| <b>Expense</b>                                      |                      |                                 |
| <i>Personnel Expenses</i>                           |                      |                                 |
| <i>Salaries &amp; Wages</i>                         |                      |                                 |
| Wages-officers and trustees                         |                      |                                 |
| Wages-non officer                                   |                      |                                 |
| Wages-Artist/Instructors                            |                      |                                 |
| Bonus                                               | 8,000                |                                 |
| <b>Total Salaries &amp; Wages</b>                   | <b>477,608</b>       | <b>500,000</b>                  |

|                                         |                |                |
|-----------------------------------------|----------------|----------------|
| Payroll taxes                           | 38,543         | 40,000         |
| Employee Benefits                       |                |                |
| Health insurance                        | 41,946         | 42,000         |
| Workers comp                            | 7,120          | 8,000          |
| Staff Development                       | 455            | 500            |
| Total Employee Benefits                 | 49,521         | 50,500         |
| <b>Total Personnel Expenses</b>         | <b>573,672</b> | <b>590,500</b> |
| <b>Office Expenses</b>                  |                |                |
| Art supplies and materials              | 41,488         | 45,000         |
| Dues and Subscriptions                  | 13,638         | 13,000         |
| Merchandise                             | 3,773          | 2,500          |
| Office & Art Equipment <600             | 1,106          | 750            |
| Office supplies                         | 4,467          | 4,500          |
| Postage and mailing                     | 4,532          | 3,500          |
| Printing and copying                    | 16,636         | 10,000         |
| Supplies and small tools                | 26,342         | 20,000         |
| Telephone/Internet                      | 11,937         | 12,000         |
| <b>Total Office Expenses</b>            | <b>123,919</b> | <b>111,250</b> |
| <b>Advertising/Outreach</b>             |                |                |
| Advertising & Outreach Expenses         | 0              |                |
| Conference, Convention, Meeting         | 10,008         | 10,000         |
| Entertainment                           | 2,350          | 2,000          |
| Event Food                              | 30,228         | 25,000         |
| Fundraiser expenses                     | 6,941          | 10,000         |
| Public Relations                        | 0              |                |
| Meals 50%                               | 560            | 600            |
| <b>Total Advertising/Outreach</b>       | <b>50,087</b>  | <b>47,600</b>  |
| <b>Travel</b>                           |                |                |
| Auto expenses                           | 787            | 800            |
| Mileage                                 | 146            | 250            |
| Travel -Visiting Artist & Staff         | 1,537          | 1,250          |
| <b>Total Travel</b>                     | <b>2,470</b>   | <b>2,300</b>   |
| <b>Occupancy (Rent Utilities)</b>       |                |                |
| Equipment rental/repair                 | 87,630         | 75,000         |
| Janitorial                              | 17,893         | 15,600         |
| Maintenance                             | 575            | 500            |
| Rent                                    | 256,565        | 190,000        |
| Utilities                               | 14,773         | 15,000         |
| <b>Total Occupancy (Rent Utilities)</b> | <b>377,436</b> | <b>296,100</b> |
| <b>Professional</b>                     |                |                |
| Accounting/Audit Fees                   | 5,568          | 5,500          |
| Bank Service Charges                    | 36             | 100            |
| Consultant Services-Artists             | 29,391         | 25,000         |
| Consultants other                       | 134,726        | 83,000         |
| Sale of Artist's work                   | 112,460        | 75,000         |
| Credit Card Fees                        | 27,847         | 25,000         |
| Instructors & Artists                   | 26,800         | 20,000         |



|                                                   |                      |                  |
|---------------------------------------------------|----------------------|------------------|
| Insurance-Corporate                               | 9,626                | 9,700            |
| Licenses/Permits/Taxes                            | 746                  | 800              |
| non Artist Workers                                | 2,430                | 2,500            |
| Payroll fees                                      | 2,379                | 2,800            |
| <b>Total Professional</b>                         | <b>352,010</b>       | <b>249,400</b>   |
| <i>Miscellaneous</i>                              |                      |                  |
| Bad debts/Write offs                              |                      |                  |
| Depreciation Amortization                         |                      |                  |
| <b>Total Miscellaneous</b>                        | <b>242</b>           |                  |
| <b>Total Expense</b>                              | <b>1,479,835</b>     | <b>1,297,150</b> |
| <b>Net Ordinary Income</b>                        | <b>52,614</b>        | <b>(161,150)</b> |
|                                                   |                      |                  |
|                                                   |                      |                  |
| <b>Vanguard Fund Value</b>                        |                      |                  |
| VanGuard Account Investment income                | 38,827               |                  |
|                                                   |                      |                  |
| <b>Other Expense</b>                              |                      |                  |
| Interest expense                                  | 0                    |                  |
| Other expense                                     | 0                    |                  |
| Taxes                                             | 0                    |                  |
| Loss on Disposal of Asset                         | 0                    |                  |
|                                                   |                      |                  |
| <b>Total other expense</b>                        | <b>0</b>             |                  |
|                                                   |                      |                  |
| <b>Net Other income</b>                           | <b>0</b>             |                  |
|                                                   |                      |                  |
|                                                   |                      |                  |
| <b>Net Income</b>                                 | <b>\$ 91,441.04</b>  |                  |
|                                                   |                      |                  |
| <b>Vanguard fund withdrawal for budget shortf</b> | <b>\$ 225,000.00</b> |                  |

**Board of Directors**Martha Doornink  
Secretary

Sue Furdek

David Garden, Jr.  
Vice PresidentDana Johnson  
President

Matt Rogers

Claire Stull  
Treasurer**Leadership Circle**

Anonymous (2)

Bettina &amp; Don Bryant

The Chappellet Family

The David Butler Family Foundation

The Domus Fund

Martha &amp; Ron Doornink

The Michael &amp; Jodi Earls Family

Amy &amp; Matt Follett

Trevor &amp; Kelly Foster

Stephanie &amp; Jim Gamble

Daniel &amp; Ashley Govberg

Elaine &amp; Rick Jones

E. Richard Jones Family Foundation

Dana Johnson &amp; Mark Nelson

Matt &amp; Amy Rogers

Rogers Family Foundation

Laurie Maurer Shelton &amp; Family

Silver Oak &amp; Twomey Cellars

Claire &amp; Steven Stull

Bob &amp; Maria Torres

**Nimbus Arts****Grant Funding Received in the last 12 months****Government**

|            |                                       |                     |
|------------|---------------------------------------|---------------------|
| 02/01/2021 | Arts Council Napa Valley              | 2,630.00            |
| 02/02/2021 | First Bank of the Lake (PPP funds)    | 15,000.00           |
| 03/15/2021 | City of St Helena                     | 3,630.00            |
| 04/28/2021 | Napa County Arts and Culture Advisory | 15,000.00           |
| 05/05/2021 | State of California                   | 25,000.00           |
| 05/27/2021 | Internal Revenue Service              | 105,750.35          |
| 08/27/2021 | Internal Revenue Service              | 45,308.98           |
| 12/14/2021 | Internal Revenue Service              | 75,072.00           |
|            |                                       | <u>\$374,156.54</u> |

*\*Please note: First Bank of the Lake was the issuing bank for a PPP loan. The funds were directed to payroll and operating expenses and the loan was forgiven. Internal Revenue Service (three entries): These are Employee Tax Credits.*

**nimbus arts**649 Main Street, St. Helena, CA 94574 | 707.963.5278 ph | 707.963.0278 fx  
nimbusarts.org | info@nimbusarts.org



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                |
|---------------------------------------------------|------------------------------------------------|
| Organization Name:                                | <u>Our Town St Helena</u>                      |
| Organization Mailing Address:                     | <u>PO Box 94, St. Helena, CA 94574</u>         |
| Organization Contact Person<br>(Name/Title):      | <u>Jennifer La Liberte, Executive Director</u> |
| Organization Contact Email:                       | <u>Jennifer@OurTownStHelena.org</u>            |
| Organization Contact Telephone:                   | <u>(707) 812-9839</u>                          |
| Organization Website:                             | <u>www.OurTownStHelena.org</u>                 |
| Federal Tax ID Number and Status:                 | <u>26-4247407 active</u>                       |
| How long has your organization been in operation? | <u>12+ years</u>                               |

### Grant Request

|                         |                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------|
| Project Name:           | <u>Pope Street Workforce Village: Phase 2 Predevelopment</u>                        |
| Address of Project:     | <u>951 Pope Street</u>                                                              |
| Requested Grant Amount: | <u>\$ 20,000</u>                                                                    |
| Matching Funds:         | <u>\$ 25,000 grant from Gasser Fdn; other grants and donations to be determined</u> |
| TOTAL Project Cost:     | <u>\$ 45,000-\$100,000 (approximate)</u>                                            |

**Cost Estimate**

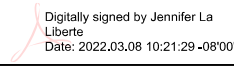
Include a high-level description of all the program or project costs that will be paid for by City Funds.

| Description                                                                                                                                                           | Amount          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| OTSH will retain a project manager to oversee and coordinate all aspects of project design; prepare project entitlement application and submit to City;               | \$20,000        |
| respond to City to ensure completeness of application; conduct necessary community outreach; present project at Planning Commission meeting. Project                  |                 |
| management is expected to cost approximately \$50,000. In addition, there will be costs for architectural, landscape & engineering design; studies; fees; legal; etc. |                 |
| City funds would be allocated to defray the costs to our non-profit organization to help get more affordable housing built in St. Helena.                             |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
|                                                                                                                                                                       |                 |
| <b>Total Grant Request</b>                                                                                                                                            | <b>\$20,000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Jennifer La Liberte

Signature Jennifer La Liberte  Digitally signed by Jennifer La Liberte  
Date: 2022.03.08 10:21:29 -08'00'

Title Executive Director

Date 2/17/22

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 27 2013

OUR TOWN ST HELENA  
C/O FRANK TOLLER  
PO BOX 558  
SAINT HELENA, CA 94574

Employer Identification Number:  
26-4247407  
DLN:  
17053086323013  
Contact Person:  
DIANE M GENTRY ID# 31361  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
March 21, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

-2-

OUR TOWN ST HELENA

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink, appearing to read "Kaur", followed by a long horizontal flourish.

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

-3-

OUR TOWN ST HELENA

ADDENDUM

Based on the information submitted with your application, we approved your request for reinstatement under Notice 2011-44. Your effective date of exemption, as shown in the heading of this letter, is the postmark date of your application.

Letter 947 (DO/CG)



3:33 PM  
02/07/22  
Accrual Basis

**Our Town St. Helena**  
**Profit & Loss Budget vs. Actual**  
January through December 2021

|                                       | Jan - Dec 21 | Budget     | \$ Over Budget |
|---------------------------------------|--------------|------------|----------------|
| <b>Income</b>                         |              |            |                |
| 4000 - Unrestricted Revenue           |              |            |                |
| 4010 - Unrestricted Contrib           |              |            |                |
| 4010 - Unrestricted Contribut.        | 125.00       | 92,500.00  | -92,375.00     |
| 4050 - Unrestricted Grants            | 104,898.62   | 25,000.00  | 79,898.62      |
| 4010 - Unrestricted Contrib - Other   | 62,991.98    | 52,500.00  | 10,491.98      |
| Total 4010 - Unrestricted Contrib     | 168,015.60   | 170,000.00 | -1,984.40      |
| Total 4000 - Unrestricted Revenue     | 168,015.60   | 170,000.00 | -1,984.40      |
| 4500 - Temp. Restricted Revenue       |              |            |                |
| 4510 - Temp Restr. Contrib.           | 969,070.29   |            |                |
| 4550 - Temp Restr. Grants             | 134,186.81   | 30,000.00  | 104,186.81     |
| Total 4500 - Temp. Restricted Revenue | 1,103,257.10 | 30,000.00  | 1,073,257.10   |
| 4700 - Federal Grants                 | 335,616.00   | 355,392.00 | -19,776.00     |
| 4800 - Rental Income                  |              |            |                |
| 4801 Rental Fee (credit check)        | 210.00       |            |                |
| 4802 - Rental Income 2081 Birch       | 35,196.00    | 35,196.00  | 0.00           |
| 4803 - Rental Income 963 Pope         | 21,000.00    | 21,000.00  | 0.00           |
| 4804 - Rental Income 723 Hunt         |              |            |                |
| 4804.1 Housing Asstnc Programs        | 1,190.00     |            |                |
| 4804.1 Laundry Income                 | 830.00       |            |                |
| 4804 - Rental Income 723 Hunt - Other | 35,182.00    | 28,320.00  | 6,862.00       |
| Total 4804 - Rental Income 723 Hunt   | 37,202.00    | 28,320.00  | 8,882.00       |
| Total 4800 - Rental Income            | 93,608.00    | 84,516.00  | 9,092.00       |
| 4850 - Interest Income, Bank Ac       | 100.63       |            |                |
| 4900 - Sale of Real Property          |              |            |                |
| 4910 - Sale of Developed Lots         | 50,000.00    |            |                |
| Total 4900 - Sale of Real Property    | 50,000.00    |            |                |
| Total Income                          | 1,750,597.33 | 639,908.00 | 1,110,689.33   |
| <b>Gross Profit</b>                   | 1,750,597.33 | 639,908.00 | 1,110,689.33   |
| <b>Expense</b>                        |              |            |                |
| 5050 - Fringe Benefits                |              |            |                |
| 5055 - Payroll Taxes Employer         | 1,211.75     | 2,448.00   | -1,236.25      |
| 5070 - Workers Comp Ins.              | 967.65       | 552.00     | 415.65         |
| 5050 - Fringe Benefits - Other        | 0.00         | 0.00       | 0.00           |
| Total 5050 - Fringe Benefits          | 2,179.40     | 3,000.00   | -820.60        |
| 5051 - Payroll Expenses               | 126,262.11   | 150,000.00 | -23,737.89     |
| 5100 - Contract Services              |              |            |                |
| 5110 - Accounting Fees                |              |            |                |
| 5111 - Software                       | 1,289.27     |            |                |
| 5110 - Accounting Fees - Other        | 11,253.60    | 12,000.00  | -746.40        |
| Total 5110 - Accounting Fees          | 12,542.87    | 12,000.00  | 542.87         |
| 5115-Fundraising Expense              | 959.76       |            |                |
| 5120 - Legal Fees                     | 75.00        | 10,000.00  | -9,925.00      |
| 5130 - Consultants                    |              |            |                |
| 5131 General Operations               | 60,000.00    | 60,000.00  | 0.00           |

3:33 PM  
02/07/22  
Accrual Basis

**Our Town St. Helena**  
**Profit & Loss Budget vs. Actual**  
January through December 2021

|                                          | Jan - Dec 21        | Budget            | \$ Over Budget      |
|------------------------------------------|---------------------|-------------------|---------------------|
| 5134 Marketing - Consultant              |                     |                   |                     |
| 5133 Marketing Tools                     | 2,569.80            | 3,600.00          | -1,030.20           |
| 5134 Marketing - Consultant - Other      | 7,498.52            | 7,200.00          | 298.52              |
| <b>Total 5134 Marketing - Consultant</b> | <b>10,068.32</b>    | <b>10,800.00</b>  | <b>-731.68</b>      |
| 5136 - Tenant Screening                  | 54.02               |                   |                     |
| 5130 - Consultants - Other               | 0.00                | 29,200.00         | -29,200.00          |
| <b>Total 5130 - Consultants</b>          | <b>70,122.34</b>    | <b>100,000.00</b> | <b>-29,877.66</b>   |
| 5150 - Repairs                           | 45,549.33           | 15,000.00         | 30,549.33           |
| 5160 - Monthly Maintenance               | 3,781.50            |                   |                     |
| 5100 - Contract Services - Other         | 0.00                |                   |                     |
| <b>Total 5100 - Contract Services</b>    | <b>133,030.80</b>   | <b>137,000.00</b> | <b>-3,969.20</b>    |
| 5140 - Internet Services                 | 897.32              | 2,000.00          | -1,102.68           |
| 5200 - Bank Fees                         |                     |                   |                     |
| 5210 - Interest Expense                  | 27,416.32           | 40,000.00         | -12,583.68          |
| 5220 Loan Fee Expense                    | 1,519.22            |                   |                     |
| 5200 - Bank Fees - Other                 | 541.90              | 600.00            | -58.10              |
| <b>Total 5200 - Bank Fees</b>            | <b>29,477.44</b>    | <b>40,600.00</b>  | <b>-11,122.56</b>   |
| 5300 - Office Space                      |                     |                   |                     |
| 5310 - Office Rent                       | 19,006.85           | 14,400.00         | 4,606.85            |
| 5320 - Utilities                         | 6,789.62            | 1,500.00          | 5,289.62            |
| 5324 - Office Software                   | 579.55              |                   |                     |
| <b>Total 5300 - Office Space</b>         | <b>26,376.02</b>    | <b>15,900.00</b>  | <b>10,476.02</b>    |
| 5400 - Consumable Supplies               | 1,629.95            | 2,000.00          | -370.05             |
| 5600 - Postage                           | 389.20              | 600.00            | -210.80             |
| 5800 - Insurance                         |                     |                   |                     |
| 5801 General Liability                   | 57,016.26           | 40,000.00         | 17,016.26           |
| 5802 - Directors and Officers            | 1,474.04            | 700.00            | 774.04              |
| 5803 - Bonds                             | 326.03              | 350.00            | -23.97              |
| 5804 - Property                          | 8,906.00            | 6,000.00          | 2,906.00            |
| 5805 Volunteer Accident                  | 850.00              | 850.00            | 0.00                |
| 5812 - Title Insurance                   | 2,230.00            | 5,000.00          | -2,770.00           |
| <b>Total 5800 - Insurance</b>            | <b>70,802.33</b>    | <b>52,900.00</b>  | <b>17,902.33</b>    |
| 5900 - Taxes & Licenses                  |                     |                   |                     |
| 5910 - Real Estate Tax                   | 14,212.51           | 10,000.00         | 4,212.51            |
| 5920 - Secretary of State Calif          | 0.00                | 25.00             | -25.00              |
| <b>Total 5900 - Taxes &amp; Licenses</b> | <b>14,212.51</b>    | <b>10,025.00</b>  | <b>4,187.51</b>     |
| 6000 - Dues & Subscriptions              | 38.79               | 1,200.00          | -1,161.21           |
| 7100 - Conf & Trng Reg Fees              | 613.90              | 2,500.00          | -1,886.10           |
| 9500 Other Expense                       |                     |                   |                     |
| 9503 Fund Raising Expenses               | 1,500.00            |                   |                     |
| 9500 Other Expense - Other               | 0.00                | 30,000.00         | -30,000.00          |
| <b>Total 9500 Other Expense</b>          | <b>1,500.00</b>     | <b>30,000.00</b>  | <b>-28,500.00</b>   |
| Suspense                                 | -14,472.00          |                   |                     |
| <b>Total Expense</b>                     | <b>392,937.77</b>   | <b>447,725.00</b> | <b>-54,787.23</b>   |
| <b>Net Income</b>                        | <b>1,357,659.56</b> | <b>192,183.00</b> | <b>1,165,476.56</b> |

3:33 PM  
02/07/22  
Accrual Basis

**Our Town St. Helena**  
**Profit & Loss Budget vs. Actual**  
January through December 2021

|                                       | <u>% of Budget</u> |
|---------------------------------------|--------------------|
| <b>Income</b>                         |                    |
| 4000 - Unrestricted Revenue           |                    |
| 4010 - Unrestricted Contrib           |                    |
| 4010 - Unrestricted Contribut.        | 0.14%              |
| 4050 - Unrestricted Grants            | 419.59%            |
| 4010 - Unrestricted Contrib - Other   | 119.99%            |
| Total 4010 - Unrestricted Contrib     | <u>98.83%</u>      |
| Total 4000 - Unrestricted Revenue     | 98.83%             |
| 4500 - Temp. Restricted Revenue       |                    |
| 4510 - Temp Restr. Contrib.           |                    |
| 4550 - Temp Restr. Grants             | 447.29%            |
| Total 4500 - Temp. Restricted Revenue | 3,677.52%          |
| 4700 - Federal Grants                 | 94.44%             |
| 4800 - Rental Income                  |                    |
| 4801 Rental Fee (credit check)        |                    |
| 4802 - Rental Income 2081 Birch       | 100.0%             |
| 4803 - Rental Income 963 Pope         | 100.0%             |
| 4804 - Rental Income 723 Hunt         |                    |
| 4804.1 Housing Asstnc Programs        |                    |
| 4804.1 Laundry Income                 |                    |
| 4804 - Rental Income 723 Hunt - Other | 124.23%            |
| Total 4804 - Rental Income 723 Hunt   | <u>131.36%</u>     |
| Total 4800 - Rental Income            | 110.76%            |
| 4850 - Interest Income, Bank Ac       |                    |
| 4900 - Sale of Real Property          |                    |
| 4910 - Sale of Developed Lots         |                    |
| Total 4900 - Sale of Real Property    |                    |
| Total Income                          | <u>273.57%</u>     |
| Gross Profit                          | 273.57%            |
| <b>Expense</b>                        |                    |
| 5050 - Fringe Benefits                |                    |
| 5055 - Payroll Taxes Employer         | 49.5%              |
| 5070 - Workers Comp Ins.              | 175.3%             |
| 5050 - Fringe Benefits - Other        | 0.0%               |
| Total 5050 - Fringe Benefits          | 72.65%             |
| 5051 - Payroll Expenses               | 84.18%             |
| 5100 - Contract Services              |                    |
| 5110 - Accounting Fees                |                    |
| 5111 - Software                       |                    |
| 5110 - Accounting Fees - Other        | 93.78%             |
| Total 5110 - Accounting Fees          | 104.52%            |
| 5115-Fundraising Expense              |                    |
| 5120 - Legal Fees                     | 0.75%              |
| 5130 - Consultants                    |                    |
| 5131 General Operations               | 100.0%             |

3:33 PM  
02/07/22  
Accrual Basis

**Our Town St. Helena**  
**Profit & Loss Budget vs. Actual**  
January through December 2021

|                                          | <u>% of Budget</u> |
|------------------------------------------|--------------------|
| 5134 Marketing - Consultant              |                    |
| 5133 Marketing Tools                     | 71.38%             |
| 5134 Marketing - Consultant - Other      | 104.15%            |
| <b>Total 5134 Marketing - Consultant</b> | <b>93.23%</b>      |
| 5136 - Tenant Screening                  |                    |
| 5130 - Consultants - Other               | 0.0%               |
| <b>Total 5130 - Consultants</b>          | <b>70.12%</b>      |
| 5150 - Repairs                           | 303.66%            |
| 5160 - Monthly Maintenance               |                    |
| 5100 - Contract Services - Other         |                    |
| <b>Total 5100 - Contract Services</b>    | <b>97.1%</b>       |
| 5140 - Internet Services                 | 44.87%             |
| 5200 - Bank Fees                         |                    |
| 5210 - Interest Expense                  | 68.54%             |
| 5220 Loan Fee Expense                    |                    |
| 5200 - Bank Fees - Other                 | 90.32%             |
| <b>Total 5200 - Bank Fees</b>            | <b>72.61%</b>      |
| 5300 - Office Space                      |                    |
| 5310 - Office Rent                       | 131.99%            |
| 5320 - Utilities                         | 452.64%            |
| 5324 - Office Software                   |                    |
| <b>Total 5300 - Office Space</b>         | <b>165.89%</b>     |
| 5400 - Consumable Supplies               | 81.5%              |
| 5600 - Postage                           | 64.87%             |
| 5800 - Insurance                         |                    |
| 5801 General Liability                   | 142.54%            |
| 5802 - Directors and Officers            | 210.58%            |
| 5803 - Bonds                             | 93.15%             |
| 5804 - Property                          | 148.43%            |
| 5805 Volunteer Accident                  | 100.0%             |
| 5812 - Title Insurance                   | 44.6%              |
| <b>Total 5800 - Insurance</b>            | <b>133.84%</b>     |
| 5900 - Taxes & Licenses                  |                    |
| 5910 - Real Estate Tax                   | 142.13%            |
| 5920 - Secretary of State Calif          | 0.0%               |
| <b>Total 5900 - Taxes &amp; Licenses</b> | <b>141.77%</b>     |
| 6000 - Dues & Subscriptions              | 3.23%              |
| 7100 - Conf & Trng Reg Fees              | 24.56%             |
| 9500 Other Expense                       |                    |
| 9503 Fund Raising Expenses               |                    |
| 9500 Other Expense - Other               | 0.0%               |
| <b>Total 9500 Other Expense</b>          | <b>5.0%</b>        |
| Suspense                                 |                    |
| <b>Total Expense</b>                     | <b>87.76%</b>      |
| <b>Net Income</b>                        | <b>706.44%</b>     |

Our Town St. Helena Grant Funding Received 2021

|                                     |                 |
|-------------------------------------|-----------------|
| SBA Covid 19 Relief Grant           | \$ 15,000       |
| City of St. Helena Non-Profit Grant | \$ 25,000       |
| Mechanics Bank                      | \$ 3,500        |
| Silicon Valley Community Foundation | \$ 13,500       |
| Silicon Valley Bank                 | \$ 8,000        |
| Napa Valley Community Foundation    | \$ 3,000        |
| Carpy Family Foundation             | \$ 5,000        |
| Fidelity Charitable                 | \$ 10,000       |
| Gasser Foundation                   | \$ 25,000       |
| California Wellness Foundation      | \$ 25,000       |
| Napa Community Projects Inc.        | <u>\$ 5,000</u> |
| TOTAL GRANT FUNDING 2021            | \$137,500       |



## City of St. Helena 2022-23 Non-Profit Grant Application Questions: Our Town St Helena

### 1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Our Town St. Helena (OTSH) continues to work with the City of St. Helena (City) to develop a range of innovative, well-designed housing that is affordable for residents at low-to moderate-income levels. This effort is intensive and truly 'requires a village' to proactively work together. The work of OTSH is completely aligned with all six of the City Council's three-year goals, as described below, which support the City's mission and vision.

- **Infrastructure:** Any new housing units developed by OTSH include new infrastructure that ties to the larger city infrastructure and incorporates environmentally responsible materials and features.
- **Housing:** OTSH's main objective is to improve access to housing that is affordable to vital members of our community. Housing is a fundamental requirement for human health and well-being and must be affordable to all segments of the community for that community to thrive. Our mission responds directly to the City's funding philosophy to encourage inclusion, belonging and social justice.
- **Communication & Collaboration:** OTSH produces community newsletters, updates its website, attends periodic editorial board meetings with the St. Helena Star, issues media releases, provides public presentations to service clubs and at City public meetings, and keeps City staff and elected officials apprised of its activities. We partner with other housing non-profit organizations to achieve our goals, and communicates regularly with its supporters and stakeholders.
- **Thriving Families:** As stated above, in order for families to be safe and healthy, they need housing they can afford. They must have sufficient resources after housing costs to pay for nutritious food, education, recreation, and all the things that enable families and youth to thrive.
- **Climate Change:** By providing homes near people's jobs, commutes are drastically reduced resulting in fewer emissions that contribute to climate change. St. Helena's workforce is predominantly commuting in from other areas due to lack of housing that is affordable. It is vital to increase the production of housing in and near our town so we can make a positive impact on climate change.

### 2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2023. Please provide a timeline for your Project.

Phase 2 of the Pope Street Workforce Village Project involves a property recently purchased by OTSH in October 2021. It is located adjacent to our property at 963 Pope Street, which



was approved for four 2-bedroom apartments by the City in late 2019, and it contains an existing 2-bedroom house which has been deed restricted at affordable rent for 55 years and is occupied by a single mom and her young daughter. The purchase of the adjacent property will allow us to build approximately six additional units, but in order to do so we have to obtain project entitlements, including design review approval and a possible density bonus (the project objective). OTSH is a very small entity and to accomplish this objective we will need to retain a contract project manager and design team, as well as conduct possible studies as required by the City. Our desired timeline to receive project entitlements in calendar year 2022.

While this process is running, OTSH will continue to work on obtaining project financing for 963 Pope Street while also seeking financing for 951 Pope Street. Ideally the two would be constructed simultaneously, but it will take a swift entitlement and building plan check process to make this happen, along with obtaining all the financing that it requires.

### **3. Describe the community support for your Project.**

#### **a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?**

The purchase of 951 Pope Street was made possible by a very generous donation from residents Jim and Stephanie Gamble. OTSH is partnering with Napa Valley Community Housing (NVCH), a non-profit housing developer, for the purpose of developing, owning and operating the project. For the entitlements process at 951 Pope Street, OTSH will retain a project manager through Burbank Housing, another non-profit housing developer based on Santa Rosa. The Gasser Foundation provided a \$25,000 grant for predevelopment of this project; and an anonymous donor provided \$100,000 for the development of the project. The City of St. Helena has provided a property acquisition loan for 963 Pope Street (\$450,000) and a long-term loan for development (\$250,000) while we seek other funding through the State of California and other sources.

The design of the 963 Pope Street project went through a community outreach process as well as public hearings, and it received strong community support as a smaller infill housing development.

#### **b. What roles are they playing and how collaborative is the Project?**

The roles are described in 3a above. Because we are a small non-profit organization and the projects we undertake or facilitate are complex and expensive, collaboration and partnerships are essential to everything we do. Every project OTSH undertakes will be in partnership with local government, non-profit housing developers, and others.

#### **c. What other support exists for your Project?**

We will soon have a letter of intent from Bank of Marin to assist with construction and permanent financing. Currently we are preparing to apply for HOME funds through the





State of California, a very complex and competitive process. We will know in August 2022 whether the project will receive funding.

**4. Describe who will benefit from this Project and estimate how many people this Project may impact.**

Our project will benefit families, individuals and seniors who meet the income qualifications for Napa County for low incomes based on household size. The project will benefit 40-55 people depending on future household sizes.

**5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

We have not received government funding in the last two years from other Napa County government agencies.

**Application Questions** - Please answer the following questions on a separate sheet. Please limit your response to 2 pages.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people your proposal may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.
6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.\*

\*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.



# City of St. Helena

## Vision Statement

St. Helena strives to be a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and cherishes its historic, small-town character, beautiful natural environment and high quality of life.

## Mission Statement

The City of St. Helena is dedicated to serving its citizens by:

- Promoting a culture of equity, diversity and inclusion
- Supporting thriving families and ensuring the health and wellbeing of our youth
- Ensuring our long-term economic sustainability and focusing on new and diverse sources of revenue
- Preventing, preparing for, and mitigating fire and other local emergencies
- Improving and maintaining City Infrastructure
- Updating our water management policies to ensure an adequate water supply
- Responding innovatively to climate change challenges and adopting environmentally sustainable best practices
- Preserving our historic, small-town, rural character
- Expanding recreational, active transportation and cultural opportunities
- Facilitating innovative, well-designed housing for residents of all backgrounds, ages and income levels.
- Encouraging full civic participation and ongoing communication
- Strengthening regional collaboration with other public entities and building partnerships with local service providers and stakeholders

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on May 11, 2021, Resolution No. 2021-62.*

## City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship, Public Health, and Public Safety
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance, Communications, and Commit to Full Public Participation, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Supporting St. Helena's Charm and Rural Character\* (*\*Draft goal title*)
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                                                    |
|---------------------------------------------------|--------------------------------------------------------------------|
| Organization Name:                                | <u>St. Vincent de Paul Ministry of St. Helena Catholic Church</u>  |
| Organization Mailing Address:                     | <u>1255 Oak Ave., St. Helena, CA 94574</u>                         |
| Organization Contact Person<br>(Name/Title):      | <u>John Boyle (President, SVdP)</u>                                |
| Organization Contact Email:                       | <u>john9170@sbcglobal.net</u>                                      |
| Organization Contact Telephone:                   | <u>707-363-1923</u>                                                |
| Organization Website:                             | <u>N/A</u>                                                         |
| Federal Tax ID Number and Status:                 | <u>82-4046355 Non-Profit 501(c)(3) Exempt from Fed. Income Tax</u> |
| How long has your organization been in operation? | <u>21+ Years</u>                                                   |

### **Grant Request**

|                         |                                                   |
|-------------------------|---------------------------------------------------|
| Project Name:           | <u>Additional Food Cards for Families in Need</u> |
| Address of Project:     | <u>1255 Oak Ave., St. Helena, CA 94574</u>        |
| Requested Grant Amount: | <u>\$ \$20,000</u>                                |
| Matching Funds:         | <u>\$ None</u>                                    |
| TOTAL Project Cost:     | <u>\$ \$20,000</u>                                |





## Diocese of Santa Rosa

Exhibit A  
1 of 3

Chancery

February 23, 2021

### TO WHOM IT MAY CONCERN:

The Pastor of St. Helena Catholic Church of St. Helena, A Corporation Sole, 1340 Tainter Street St. Helena Ca, 94574 is under the ecclesiastical jurisdiction and control of the Roman Catholic Bishop of Santa Rosa, A Corporation Sole. The Pastor of St. Helena Catholic Church of St. Helena, A Corporation Sole's employer identification number is 82-4046355.

The Roman Catholic Diocese of Santa Rosa has incorporated all of the parishes in the Diocese. Our parent organization, the United States Conference of Catholic Bishops (USCCB) annually receives a group ruling that includes all organizations listed in the Official Catholic Directory, a copy of the listing including Pastor of St. Helena Catholic Church of St. Helena, A Corporation Sole is included. The group ruling specifically exempts parishes and schools from federal income and certain other federal taxes under group rulings issued by the Internal Revenue Service, which apply also to auxiliary and affiliate activities of the Roman Catholic Church. The IRS group ruling is attached.

All of the parishes and schools in the Diocese are organized and operated as non-profit entities and are exempt from California bank and corporation taxes under Section 23701(d) of the Revenue and Taxation Code of California.

If further information is required, please contact our Chancery Office at the address or telephone number below.

Sincerely yours,

DIOCESE OF SANTA ROSA

*Deacon Joe Oberting*  
Deacon Joe Oberting  
Chief Financial Officer

PO Box 1297, Santa Rosa, CA 95402-1297

(707) 566-3300 [www.srdiocese.org](http://www.srdiocese.org)



Exhibit A  
2 of 3

**Internal Revenue Service**  
**P.O. Box 2508**  
**Cincinnati, OH 45201**

**Department of the Treasury**

**Date: November 2, 2020**

**Person to Contact:**

R. Meyer ID# 0110429

**Toll Free Telephone Number:**  
877-829-5500

United States Conference of Catholic  
Bishops  
3211 4<sup>th</sup> Street, NE  
Washington, DC 20017-1194

**Group Exemption Number:**  
0928

Dear Sir/Madam:

This responds to your July 23, 2020, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2020*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2020* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master



Exhibit A

3 of 3

File extract, or EO BMF. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

Saint Helena Catholic Church  
St Vincent de Paul Ministry  
Fiscal years Summary

Exhibit B

|                                       | Ended June 30, 2020       | Ended June 30, 2021      | Year-to Date January 31, 2022 |
|---------------------------------------|---------------------------|--------------------------|-------------------------------|
| Income:                               |                           |                          |                               |
| Donations                             | \$ 40,238                 | \$ 40,644                | \$ 28,673                     |
| 5th Sunday                            | <u>\$ 4,730</u>           | <u>\$ 6,067</u>          | <u>\$ 4,953</u>               |
|                                       | \$ 44,968                 | \$ 46,711                | \$ 33,626                     |
| Expenses:                             |                           |                          |                               |
| Rent Requests                         | \$ 8,169                  | \$ 2,400                 | \$ 1,200                      |
| Fuel Vouchers                         | \$ 3,601                  | \$ 643                   | \$ 142                        |
| Utilities Requests                    | \$ 987                    | \$ 372                   | \$ 103                        |
| Parish Emergency Aid Fund             | \$ 4,000                  | \$ 3,000                 | \$ -                          |
| Christmas -Holiday Assistance Program | \$ 2,422                  | \$ 12,000                | \$ 6,900                      |
| Food Gift Cards                       | \$ 38,463                 | \$ 36,750                | \$ 14,550                     |
| Other                                 | <u>\$ 859</u>             | <u>\$ -</u>              | <u>\$ 233</u>                 |
|                                       | \$ 58,501                 | \$ 55,165                | \$ 23,128                     |
| Increase (Decrease) in Fund Balance   | <u><u>\$ (13,533)</u></u> | <u><u>\$ (8,454)</u></u> | <u><u>\$ 10,498</u></u>       |

Saint Helena Catholic Church  
 St Vincent de Paul Ministry  
 Fiscal Year 2022-2023

**Exhibit C**

|                                            | <u>ESTIMATED BUDGET</u> |             |     |                     |             |
|--------------------------------------------|-------------------------|-------------|-----|---------------------|-------------|
|                                            | <u>Operating Budget</u> |             | (A) | <u>Grant Budget</u> |             |
| Income:                                    |                         |             |     |                     |             |
| City Grant                                 | \$                      | -           |     | \$                  | 20,000      |
| Donations                                  | \$                      | 45,000      |     | \$                  | -           |
| 5th Sunday                                 | \$                      | 5,000       |     | \$                  | -           |
|                                            |                         | \$ 50,000   |     |                     | \$ 20,000   |
| Expenses:                                  |                         |             |     |                     |             |
| Rent Requests                              | \$                      | 1,000       |     | \$                  | -           |
| Fuel Vouchers                              | \$                      | 500         |     | \$                  | -           |
| Utilities Requests                         | \$                      | 2,000       |     | \$                  | -           |
| Christmas-Holiday Assistance Program (HAP) | \$                      | 12,000      | (B) | \$                  | 12,000      |
| Food Gift Cards                            | \$                      | 34,500      | (C) | \$                  | 8,000       |
| Other                                      | \$                      | -           |     | \$                  | -           |
|                                            |                         | \$ 50,000   |     |                     | \$ 20,000   |
|                                            |                         | <u>\$ -</u> |     |                     | <u>\$ -</u> |

Footnotes:

- (A) Grant Funds will be accounted for separately  
Grant Funds will provide:
- (B) Increase number of food gift cards  
available for HAP
- (C) Increase number of food gift cards  
available for families throughout  
the year

#### Application Questions

The St. Vincent de Paul (SVdP) Ministry of the St. Helena Catholic Church (SHCC) would administer this grant.

- IRS 501 (C)(3) non-profit status (Exhibit A)
- All-volunteer ministry of the SHCC for over 20 years
- Serves the City of St. Helena and near-by communities including Angwin, Lake Berryessa, Pope Valley, and Rutherford
- Does not limit our services to SHCC members
- No overhead expenses; all funds received go directly to those we serve
- Budget and funds are managed separately from the SHCC parish

**Q. 1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.**

- Contributes to family-friendly sustainability by helping those in need
- Serves the diverse community irrespective of race, religion, gender, age, sexual orientation, or immigration status
- Retains the small-town character of a community church assisting local residents and supporting families and youth so they can thrive
- Strengthens partnerships with private, non-profit, and public sectors including, but not limited to:
  - Private donors and local businesses
  - UpValley Family Centers, local churches, St. Helena Community Food Pantry
  - Holiday Assistance Program: UpValley Family Centers, St. Helena Montessori School, St. Helena Fire Department, Toys for Tots, Salvation Army, Boy Scouts Troop 1, and other local businesses

**Q. 2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2023. Please provide a timeline for your Project.**

Temporary, limited financial assistance as a bridge for families facing a serious life hardship. Three main areas:

1. Gift Cards
  - a. Grocery gift cards (\$25-\$75)
2. Limited one-time partial rent assistance, utility bill payments, miscellaneous emergency expenses (car repairs, etc.)
3. Holiday Assistance Program (HAP)
  - a. 125+/- family gift boxes with food, toys, gift cards for teens and seniors (approximately 600 individuals).

**Timelines:**

- We hold office hours on Tuesdays once a month at 10AM and serve approximately 40-60 individuals with food cards each time. We maintain a confidential database of our clients to verify residency.
- The Holiday Assistance Program planning begins in September and involves donations and toy collections from local entities, chiefly Salvation Army, Toys for Tots, Steves Hardware, St. Helena Fire Department, parishioners of St. Helena Catholic Church, Encounter Church of St Helena (formerly known as Calvary Christian), and the St. Helena Montessori School. Distribution Day will be December 17, 2022.

**Q. 3. Describe the community support for your project.**

Formal and informal partnerships with other local non-profit organizations and public sector agencies. Our partners and their roles:

- UpValley Family Centers:
  - Assistance with identification of families in need of emergency assistance and recipients of HAP based upon income.
  - Coordination in planning and implementing the Holiday Assistance Program (September-December).
- St. Helena Food Pantry:
  - SVdP routinely refers our clients to the Pantry's Thursday afternoon distributions.
  - One of our SVdP Ministry members sits on their Board of Directors.
- Local churches:
  - Parishioners of St. Helena Catholic Church: Individual donations throughout the year, with an in-pew collection every month in which there are five Sundays. An extra appeal is made at Christmas for the Holiday Assistance Program.
  - Encounter Church in St. Helena: Monthly donations have been ongoing for the past eleven years).
- Other community agencies for the Holiday Assistance Program including:
  - Salvation Army, Steves Hardware, Parishioners of St. Helena Catholic Church, St. Helena Fire Department, Toys for Tots, Boy Scouts Troop #1, and St. Helena Montessori School.
- St. Helena Catholic Church:
  - Provides a venue for our monthly distributions.
  - Provides gymnasium space and freezer space for the organization and distribution of food and gifts for the Holiday Assistance Program.

**Q. 4. Describe who will benefit from this Project and estimate how many people this Project may impact.**

- Our program will impact residents of St. Helena.
- Based on our current numbers, we estimate that a total of 200 families will be served by this project throughout the year. Number of food cards tailored to family size and needs. Increase the number of food cards for the Holiday Assistance Program (HAP).

**Q. 5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the city of St. Helena will specifically benefit St. Helena residents.**

- We received a grant of \$10,000 from the City of St. Helena for 2021-2022.
- The aid we provide supplements family food budgets. The HAP provides for holiday extras for the family. The aid permits these residents to remain part of our community, enriching the diversity that we value.

**Q. 6. Please describe how your application and your organization incorporates the principles of diversity, equity, and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.**

- We are a charitable organization serving the residents of St. Helena, and our only requirement in providing assistance is that the person be in need. Most of our clients are from the Latino Community.
- We do not discriminate based on race, age, color, sex, national origin, physical or mental disability, or religion.

**Application Questions** - Please answer the following questions on a separate sheet. Please limit your response to 2 pages.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people your proposal may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.
6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.\*

\*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.



# City of St. Helena

## *Vision Statement*

St. Helena strives to be a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and cherishes its historic, small-town character, beautiful natural environment and high quality of life.

## *Mission Statement*

The City of St. Helena is dedicated to serving its citizens by:

- Promoting a culture of equity, diversity and inclusion
- Supporting thriving families and ensuring the health and wellbeing of our youth
- Ensuring our long-term economic sustainability and focusing on new and diverse sources of revenue
- Preventing, preparing for, and mitigating fire and other local emergencies
- Improving and maintaining City Infrastructure
- Updating our water management policies to ensure an adequate water supply
- Responding innovatively to climate change challenges and adopting environmentally sustainable best practices
- Preserving our historic, small-town, rural character
- Expanding recreational, active transportation and cultural opportunities
- Facilitating innovative, well-designed housing for residents of all backgrounds, ages and income levels.
- Encouraging full civic participation and ongoing communication
- Strengthening regional collaboration with other public entities and building partnerships with local service providers and stakeholders

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on May 11, 2021, Resolution No. 2021-62.*

## *City Council 3-Year Goals*

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship, Public Health, and Public Safety
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance, Communications, and Commit to Full Public Participation, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Supporting St. Helena's Charm and Rural Character\* (*\*Draft goal title*)
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change





## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                    |
|---------------------------------------------------|------------------------------------|
| Organization Name:                                | St. Helena Community Garden        |
| Organization Mailing Address:                     | P.O. Box 1104 St. Helena, CA 94574 |
| Organization Contact Person<br>(Name/Title):      | Susann Ortega, President           |
| Organization Contact Email:                       | sthelenagarden@gmail.com           |
| Organization Contact Telephone:                   | 707 963-3539                       |
| Organization Website:                             | N/A                                |
| Federal Tax ID Number and Status:                 | 27 3038922 Non-Profit              |
| How long has your organization been in operation? | Since 2010                         |

### Grant Request

|                         |                                           |
|-------------------------|-------------------------------------------|
| Project Name:           | St. Helena Community Garden               |
| Address of Project:     | Jacob Meily Park, Pope Street, St. Helena |
| Requested Grant Amount: | \$2,460                                   |
| Matching Funds:         | \$200                                     |
| TOTAL Project Cost:     | \$2,660                                   |



**Proof Non Profit Status**

3299828

**State of California**  
**Secretary of State**

I, DEBRA BOWEN, Secretary of State of the State of California,  
hereby certify:

That the attached transcript of \_\_\_\_\_ page(s) is a full, true and  
correct copy of the original record in the custody of this office.



IN WITNESS WHEREOF, I execute this  
certificate and affix the Great Seal of the State  
of California this day of

*Debra Bowen*

DEBRA BOWEN  
Secretary of State

3299828

**ENDORSED - FILED**  
in the Office of the Secretary of State  
of the State of California

APR 20 2010

**Articles of Incorporation  
Of  
St. Helena Community Garden, Inc.  
A California Public Benefit Corporation**

**ONE:** The name of this corporation is **ST. HELENA COMMUNITY GARDEN, INC.**

**TWO:** This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The specific purposes for which this corporation is organized are to provide opportunities to community residents for an enhanced gardening experience and to add to the fund of garden knowledge locally.

**THREE:** The name and address in the State of California of this corporation's initial agent for service of process is Susann M. Ortega, 1466 Railroad Avenue, St. Helena, CA 94574.

**FOUR:** (a) This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

(b) Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

**FIVE:** The property of this corporation is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

\_\_\_\_\_  
Susann M. Ortega, Incorporator

\_\_\_\_\_  
Date

**Current Year Operating Budget**

---

### Saint Helena Community Garden

#### Budget

January through December 2022

|                               |                   |
|-------------------------------|-------------------|
| Income                        |                   |
| Contributions / Organizations | \$ 300            |
| Contributions Individuals     | 50                |
| Garden Rents                  | 1,300             |
| Total Income                  | <u>1,650</u>      |
| Expense                       |                   |
| Garden Expenses               |                   |
| Scholarship gardens           | 200               |
| Garden Facilities & Supplies  | 100               |
| Locks for gates/shed          | 100               |
| Irrigation system             | 500               |
| Lighting                      | 350               |
| Security                      | 150               |
| Garden frames                 | 450               |
| Path walk chips               | 400               |
| Pest, weed controls           | 200               |
| Signage                       | 250               |
| Total Garden Expenses         | <u>2,700</u>      |
| Operating Expenses            |                   |
| Insurance - Liability         | 1,250             |
| Legal fees                    | 110               |
| Postage, Mailing Service      | 90                |
| Total Operating Expenses      | <u>1,450</u>      |
| Total Expense                 | <u>4,150</u>      |
| Net Ordinary Income           | <u>\$ (2,500)</u> |



**Prior Year Actual Budget**

02/18/22  
Accrual Basis

Saint Helena Community Garden, Inc.  
Report of Operations  
January through December 2021

---

|                               | Jan - Dec 21 |
|-------------------------------|--------------|
| Ordinary Income/Expense       |              |
| Income                        |              |
| Contributions / Organizations | 300.00       |
| Contributions / Individuals   | 60.00        |
| Garden Rents                  | 1,050.00     |
| Total Income                  | 1,410.00     |
| Expense                       |              |
| Garden Expenses               |              |
| Garden Facilities & Supplies  | 192.30       |
| Irrigation system             | 595.39       |
| Pest Controls                 | 180.00       |
| Plants                        | 28.43        |
| Total Garden Expenses         | 996.12       |
| Operating Expenses            |              |
| Insurance - Liability         | 1,137.81     |
| Legal Fees                    | 109.00       |
| Postage, Mailing Service      | 219.00       |
| Total Operating Expenses      | 1,465.81     |
| Total Expense                 | 2,461.93     |
| Net Ordinary Income           | (1,051.93)   |
| Net Income                    | (1,051.93)   |

**GRANT FUNDING RECEIVED IN THE PRIOR 12 MONTHS**

NONE.

### City of St. Helena Non-Profit Funding

1. The St. Helena Community Garden was created in 2010 by St. Helena residents who formed a non-profit organization to provide access to gardening space for people without yards or outdoor space allowing them to garden. The Garden is open to any resident of St. Helena and includes several families. There are ADA compatible spaces for handicapped gardeners as well as scholarship gardens for low-income families. The Garden therefore ties directly to the Vision Statement and Mission Statement of the City by providing an environmentally sustainable, family-friendly, diverse atmosphere for citizens to grow their own vegetables and to experience first-hand “where our food comes from”.
2. Adding lighting for security and safety at night and in the evening as well as “refreshing” the ADA portion of the garden is our primary goal. Annual garden maintenance requires adding wood chips to the garden paths for walking; maintaining and repairing the irrigation system for the 30 gardens which use non-potable water from a City well as well as weed abatement.
3. There are currently 30 individual gardens in the Community Garden representing many families. The Garden was created with the assistance of many local residents, businesses and organizations. Annual donations are received from several local residents and one garden club. A complete list of all donors is attached.
4. The gardeners themselves are clearly direct beneficiaries of the Community Garden. So is the City of St. Helena. What was previously an unused area of Jacob Meily Park is now productive and beautiful. Excess vegetables are provided to the Food Bank to assist low-income families.

THANK YOU FOR HELPING THIS GARDEN GROW - ~~ALL~~ DONORS

CHRISTY ABREU/UPPER VALLEY RECYCLING  
ADVANCED LIGHTING SYSTEMS/DUNCAN AND NANCY KELSO  
WAYNE ARMSTRONG AND MARCUS ROBBINS  
MARVIN ASHER  
BECKSTOFFER VINEYARDS  
JOSEPH BRINKLEY/GRGICH HILLS ESTATE  
MAYOR DEL BRITTON/ CITY OF ST. HELENA  
CALISTOGA COMMUNITY GARDEN  
FIONA CAMPBELL  
CENTRAL VALLEY BUILDERS SUPPLY  
RUFUS CHANEY OF ENVIRON. MGMT LAB  
CHARLES KRUG - PETER MONDAVI FAMILY  
MICHAEL AND KATHLEEN CHELINI  
CHRISTOPHER COLE  
JEFF COLE  
COOMBS & DUNLAP, LLP  
COTTAGE GARDENS NURSERY  
ANITA CUMMINGS  
DADS AND KIDS GROUP  
FAITH ECHTERMAYER  
DAVE GARDEN  
TIM GIUGNI  
JIM HALLER  
HEALTH SPA NAPA VALLEY  
ELLEN LAND-WEBER  
LAURAL AND WOLFGANG JILKA  
LOLO'S  
MAIN STREET SERVICE  
SUSAN AND TERRY MCWILLIAMS  
TOM MERZON  
DAVE MICHUL  
MODEL BAKERY  
NAPA ELECTRIC  
MIGUEL NAVARRO  
JODIE NIEMAN DESIGN  
MARY WEBER NOVAK  
ANNE OFFORD  
PACIFIC UNION REAL ESTATE  
MICHAEL RAYMOR

JAMES W. RICHARDS  
ROTARY CLUB OF ST. HELENA  
BILL AND BARBARA RYAN  
WILLIAM A. SAKS  
KATIE SANCHEZ  
MR AND MRS PATRICK SCOTT  
SCOTT AND JOANN SNOWDEN  
SNOWDEN VINEYARDS  
ST. HELENA BEAUTIFICATION FOUND.  
ST. HELENA CYCLERY  
ST. HELENA EMPLOYEES ASSOC.  
ST. HELENA FARMERS MARKET  
ST. HELENA RENAISSANCE FOUND.  
STEVES HARDWARE  
THE COMPLEAT WINEMAKER  
VERA TRINCHERO  
NAPA ELECTRIC  
HAROLYN THOMPSON  
DOUG WIGHT  
V. SATTUI WINERY

IN APPRECIATION  
ST. HELENA COMMUNITY GARDEN BOARD  
SUSANN ORTEGA, PRESIDENT  
BOB LEIGHTON, TREASURER  
PAT ANSLEY, SECRETARY  
KAREN LANE  
SUZAN SCULATTI  
REBECCA YOST



Upper Valley organic compost delivered Nov. '10



Winter Cover crop growing



David Gardend, Miquel & Marvin disking garden



Will, Jeff Cole & Jim Haller



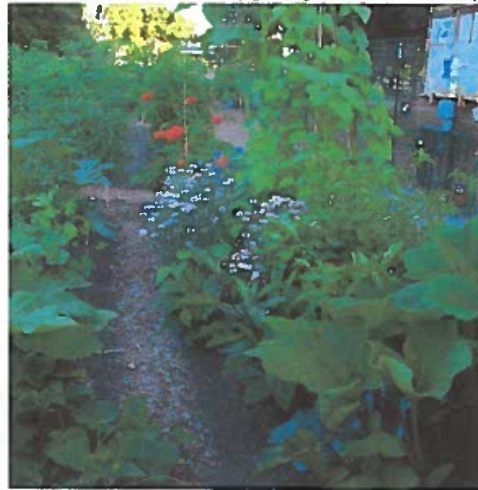
Gardeners sign-up day April 2011



Plants are growing!



Bob's potato patch



St. Helena Community Garden, Inc.  
Jacob Meily Park 2011



Volunteer gardeners fence building March '11



Fiona's irrigation demo April- Earth Day



Tom's mammoth sunflower



Gardeners preparing soil



Sue's persimmon tomatoes



Edie's first veggies



Susann's flowers



Susan's hand painted chair



June Summer Solstice garden-get-together



July Mid-Summer pot-luck



Lori's bistro set

Ukulele Festival - Sept. 20



Hand-built shed by David and Miquel with shelves by Chris.



Joan's birdhouse



Sue's veggies



Oct. Harvest pot-luck



Photo's by Susann Ortega

SUSANN ORTEGA

PHOTOS: ST HELENA community Garden } Thru the years 2011-2021





ST HELENA COMMUNITY Garden - Active thru - 17 years.









Barbara McFarland  
David

Mammoth  
Sunflower

Suzan Sculatti

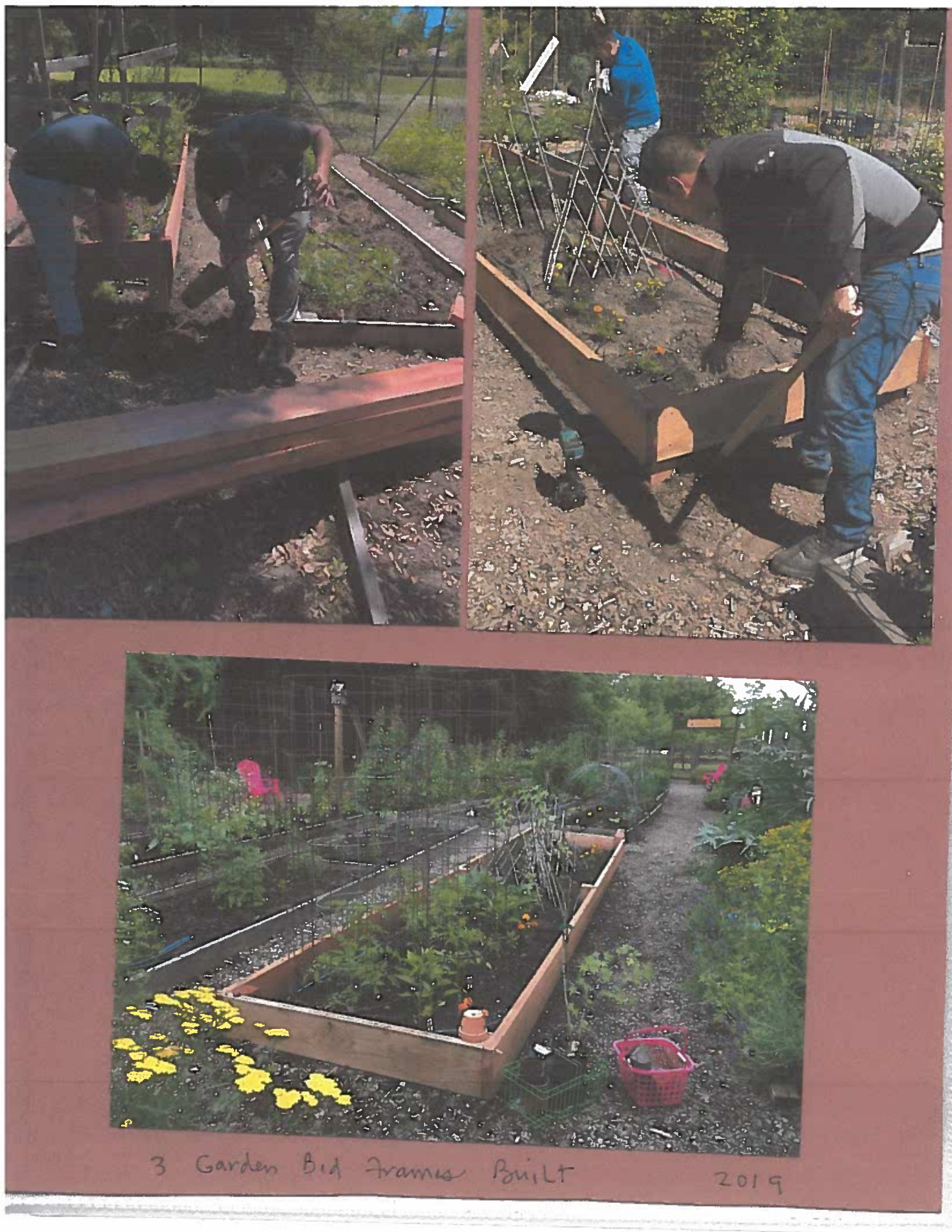














## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

Organization Name: St. Helena Cooperative Nursery School  
 Organization Mailing Address: P.O. Box 493 Rutherford CA 94573  
 Organization Contact Person (Name/Title): Jordan Bentley / Vice president  
 Organization Contact Email: bentley.jordan@gmail.com  
 Organization Contact Telephone: (707) 474-7594  
 Organization Website: www.sthelenacorp.org  
 Federal Tax ID Number and Status: 941639779  
 How long has your organization been in operation? est. in 1964

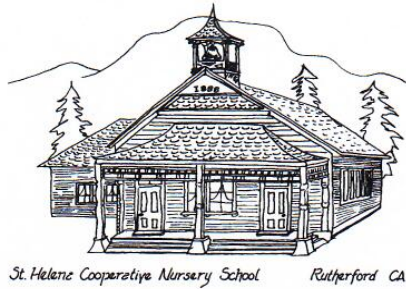
### Grant Request

Project Name: St. Helena Cooperative Nursery School  
 Address of Project: 1201 Niebaum Lane, Rutherford CA 94573  
 Requested Grant Amount: \$ 20,000  
 Matching Funds: \$  
 TOTAL Project Cost: \$









### Cost Estimate description

1. Co-op Administrator role: We plan to hire this new position to support the Executive Board. COVID prevented us from having the ability to fulfill this new job in the 2020/2021 school year. The same COVID restrictions are in place for this 2021/2022 school year and we are working hard to save the funds to successfully hire this role for the 2022/2023 school year.
2. Repairs & Maintenance: install new lawn space for safe and open outside play.
3. Annual Cost of Supplies
  - kitchen/bath: \$750
  - office: \$1,250
  - toys & equipment: \$1,000

From a financial sustainability standpoint, the St. Helena Cooperative Nursery School has a need for this grant due to the challenges caused by COVID-19.

- Historically, social events have been a large way in which we fundraise. We typically have at least six event related streams of income annually. Our 2020/2021 fiscal year sat at zero fundraising events and this current year we will hold two events. However, these are postponed from the previously scheduled fundraising event in 2020 and therefore honoring past ticket holders for the event this year, which was sold-out. Therefore, our profits will be drastically cut due to lack of new ticket sales this year.
- COVID-19 protocols have limited our student enrollment. Income from tuition is at 35% of a normal year.
- This fiscal year marks the second year in a row with no summer school (camp) related revenue.
- Despite our COVID reduced population and subsequent revenue, we maintained our teacher/instructor population and paying full salaries. The P&L reflects higher spending on payroll and a considerable shortfall in tuition related income.

FROM : ERIN PRZYBYLINSKI- CISCO

FAX NO. :

Oct. 08 2008 11:38AM P1

**Internal Revenue Service**

**Date:** August 2, 2004

St. Helena Nursery School Corporation  
P.O. Box 493  
Rutherford, CA 94573

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Steve Brown 31-07422  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
94-1639779

Dear Sir or Madam:

This is in response to your request of August 2, 2004, regarding your organization's tax-exempt status.

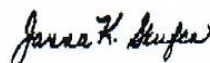
In February 1973 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

**St. Helena Co-op Final 2021/2022 Budget**

**Revenue**

|                                         |                      |
|-----------------------------------------|----------------------|
| Tuition                                 | \$ 110,000.00        |
| Registration                            | \$ 5,500.00          |
| Work Party Fees                         | \$ 1,500.00          |
| Fundraiser (moonlight, cardtear, dance) | \$ 40,000.00         |
| T-Shirts                                | \$ 600.00            |
| Interest                                | \$ 2,000.00          |
| Alumni Fund                             | \$ 20,000.00         |
| Jacobson Scholarship Fund               | \$ 5,000.00          |
| Amazon Smile, iGive, Amex Rebates       | \$ 1,000.00          |
| Donations                               | \$ 63,000.00         |
| <b>Total Revenue</b>                    | <b>\$ 248,600.00</b> |

**Expenses**

|                                            |                       |
|--------------------------------------------|-----------------------|
| Licensing                                  | \$ 242.00             |
| Adult Education                            | \$ 200.00             |
| Advertising & PR                           | \$ 1,500.00           |
| Bankcard fees/Penalties                    | \$ 200.00             |
| Continuing Education & First Aid for staff | \$ 400.00             |
| Dues & Subscriptions                       | \$ 400.00             |
| Employee SEP IRA                           | \$ 22,000.00          |
| Employee Flex Plan                         | \$ 23,000.00          |
| Fundraiser Expense                         | \$ 8,000.00           |
| Alumni Fund Expenses                       | \$ 200.00             |
| Gifts                                      | \$ 250.00             |
| Income Tax                                 | \$ 85.00              |
| Maintence Savings/short and long term      | \$ 6,000.00           |
| Insurance General Liability                | \$ 2,800.00           |
| Insurance Workman's Comp.                  | \$ 3,000.00           |
| Payroll                                    | \$ 147,000.00         |
| Payroll Service                            | \$ 3,000.00           |
| Payroll Taxes                              | \$ 56,650.00          |
| Rent                                       | \$ 1,800.00           |
| Repairs & Maint.                           | \$ 4,000.00           |
| Admin Assistance/Professional Services     | \$ 750.00             |
| Co-op Administrator                        | \$ 7,000.00           |
| Supplies--Kitchen/Bath                     | \$ 750.00             |
| Supplies--Office                           | \$ 1,500.00           |
| Supplies--School                           | \$ 2,800.00           |
| Toys & Equipment                           | \$ 1,000.00           |
| T-Shirts                                   | \$ 800.00             |
| Utilities                                  | \$ 8,000.00           |
| <b>Total Expense</b>                       | <b>\$ 303,327.00</b>  |
| <b>Net Income</b>                          | <b>\$ (54,727.00)</b> |



# St. Helena Cooperative Nursery School

## Profit and Loss

June 1, 2021 - February 3, 2022

|                                                 | TOTAL               |
|-------------------------------------------------|---------------------|
| Income                                          |                     |
| Fundraising & Promotion Income                  | 4,754.13            |
| Alumni Fund Income                              | 26,689.52           |
| Annual Fundraiser                               | 130.00              |
| Card Tear                                       | 2,894.70            |
| Event Income                                    | -416.64             |
| <b>Total Annual Fundraiser</b>                  | <b>2,608.06</b>     |
| Donations                                       | 49,602.53           |
| E-Scrip Rebates                                 | 633.93              |
| T-Shirt Income                                  | 672.69              |
| Taylor, Ava & Jude Scholarship Fund             | 2,700.00            |
| <b>Total Fundraising &amp; Promotion Income</b> | <b>87,660.86</b>    |
| Interest                                        | 538.69              |
| Membership Income                               |                     |
| Academic Year Registration                      | 3,600.00            |
| Penalty Fees                                    | 25.00               |
| Tuition                                         | 70,910.00           |
| Work Party Fees                                 | 75.00               |
| <b>Total Membership Income</b>                  | <b>74,610.00</b>    |
| Sales                                           | 2,509.54            |
| Sales of Product Income                         | 22,185.83           |
| Unapplied Cash Payment Income                   | 0.00                |
| <b>Total Income</b>                             | <b>\$187,504.92</b> |
| GROSS PROFIT                                    | <b>\$187,504.92</b> |
| Expenses                                        |                     |
| Dues and Subscriptions                          | 90.00               |
| Educational Expense                             | 100.00              |
| CPR / First Aid                                 | 128.00              |
| <b>Total Educational Expense</b>                | <b>228.00</b>       |
| Facilities                                      |                     |
| Rent                                            | 1,800.00            |
| Repairs and Maintenance                         | 2,071.74            |
| Utilities                                       | 4,018.43            |
| <b>Total Facilities</b>                         | <b>7,890.17</b>     |
| Fees & Penalties                                |                     |
| Banking                                         | 15.00               |
| Credit Card                                     | 95.00               |
| <b>Total Fees &amp; Penalties</b>               | <b>110.00</b>       |

# St. Helena Cooperative Nursery School

## Profit and Loss

June 1, 2021 - February 3, 2022

|                                          | TOTAL               |
|------------------------------------------|---------------------|
| Fundraising & Promotion                  |                     |
| Advertising and PR                       | 362.11              |
| Alumni Fund Expense                      | 399.94              |
| Annual Fundraiser Expense                | 296.27              |
| <b>Total Fundraising &amp; Promotion</b> | <b>1,058.32</b>     |
| Insurance                                | -34.00              |
| Labor                                    |                     |
| Employee SEP / IRA                       | 9,823.69            |
| Flexible Spending                        | 23,044.68           |
| Flexible Spending Employee               | 1,416.52            |
| Payroll Service                          | 1,632.00            |
| Payroll Taxes                            | 23,972.04           |
| Wages                                    | 64,144.48           |
| Worker's Comp Insurance                  | 2,558.00            |
| <b>Total Labor</b>                       | <b>126,591.41</b>   |
| Licensing                                | 307.00              |
| Professional Services                    |                     |
| Admin Assistance                         | 450.00              |
| <b>Total Professional Services</b>       | <b>450.00</b>       |
| Supplies                                 |                     |
| Kitchen and Bath                         | 251.73              |
| Office                                   | 1,960.11            |
| School                                   | 1,294.01            |
| Toys and Equipment                       | 373.40              |
| <b>Total Supplies</b>                    | <b>3,879.25</b>     |
| Tuition Reimbursement & 1 hour of work   | 235.00              |
| <b>Total Expenses</b>                    | <b>\$140,805.15</b> |
| NET OPERATING INCOME                     | <b>\$46,699.77</b>  |
| NET INCOME                               | <b>\$46,699.77</b>  |

# St. Helena Cooperative Nursery School

Profit and Loss  
June 2020 - May 2021

|                                                 | TOTAL               |
|-------------------------------------------------|---------------------|
| Income                                          |                     |
| Fundraising & Promotion Income                  |                     |
| Alumni Fund Income                              | 45,068.60           |
| Donations                                       | 91,500.62           |
| E-Scrip Rebates                                 | 1,203.38            |
| T-Shirt Income                                  | 417.00              |
| Taylor, Ava & Jude Scholarship Fund             | 1,650.00            |
| <b>Total Fundraising &amp; Promotion Income</b> | <b>139,839.60</b>   |
| Interest                                        | 5,563.50            |
| Membership Income                               |                     |
| Academic Year Registration                      | 4,400.00            |
| Penalty Fees                                    | 50.00               |
| Project Reimbursements                          | 20.00               |
| Tuition                                         | 79,155.00           |
| <b>Total Membership Income</b>                  | <b>83,625.00</b>    |
| Sales                                           | 4,193.66            |
| Unapplied Cash Payment Income                   | -480.00             |
| Uncategorized Income                            | 43,800.00           |
| <b>Total Income</b>                             | <b>\$276,541.76</b> |
| <b>GROSS PROFIT</b>                             | <b>\$276,541.76</b> |
| Expenses                                        |                     |
| Dues and Subscriptions                          | 45.00               |
| Educational Expense                             |                     |
| Continuing Education                            | 112.00              |
| CPR / First Aid                                 | 475.00              |
| <b>Total Educational Expense</b>                | <b>587.00</b>       |
| Facilities                                      |                     |
| Rent                                            | 1,800.00            |
| Repairs and Maintenance                         | 4,474.83            |
| Utilities                                       | 5,466.79            |
| <b>Total Facilities</b>                         | <b>11,741.62</b>    |
| Fees & Penalties                                |                     |
| Banking                                         | 57.00               |
| Credit Card                                     | 95.00               |
| <b>Total Fees &amp; Penalties</b>               | <b>152.00</b>       |
| Fundraising & Promotion                         |                     |
| Alumni Fund Expense                             | 167.35              |
| Event - Concert                                 | -0.10               |
| T-Shirt Expense                                 | 583.76              |
| <b>Total Fundraising &amp; Promotion</b>        | <b>751.01</b>       |

# St. Helena Cooperative Nursery School

Profit and Loss  
June 2020 - May 2021

|                                    | TOTAL               |
|------------------------------------|---------------------|
| Gifts                              | 295.51              |
| Insurance                          |                     |
| Accident                           | 124.30              |
| General Liability                  | 2,132.00            |
| <b>Total Insurance</b>             | <b>2,256.30</b>     |
| Labor                              |                     |
| Employee SEP / IRA                 | 16,903.10           |
| Flexible Spending                  | 23,786.72           |
| Flexible Spending Employee         | -0.16               |
| Payroll Service                    | 2,458.00            |
| Payroll Taxes                      | 48,636.11           |
| Wages                              | 136,772.53          |
| Worker's Comp Insurance            | 2,231.00            |
| <b>Total Labor</b>                 | <b>230,787.30</b>   |
| Licensing                          | 262.00              |
| Professional Services              |                     |
| Admin Assistance                   | 300.00              |
| Income Tax Prep                    | 550.00              |
| <b>Total Professional Services</b> | <b>850.00</b>       |
| Supplies                           |                     |
| Kitchen and Bath                   | 392.49              |
| Office                             | 2,023.12            |
| School                             | 1,426.88            |
| Toys and Equipment                 | 1,673.52            |
| <b>Total Supplies</b>              | <b>5,516.01</b>     |
| Taxes                              |                     |
| Tax exemption & registration       | 85.00               |
| <b>Total Taxes</b>                 | <b>85.00</b>        |
| Tuition Reimbursement              | 600.00              |
| <b>Total Expenses</b>              | <b>\$253,928.75</b> |
| NET OPERATING INCOME               | <b>\$22,613.01</b>  |
| NET INCOME                         | <b>\$22,613.01</b>  |





February 15, 2022

***RE: City of St. Helena Non-Profit Community Enrichment Grant | Application Question Responses***

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

The St. Helena Cooperative Nursery School is directly tied to the values of the city of St. Helena, providing a strong community foundation among our Co-op members. We are supported by the St. Helena Unified School District and serve many families of St. Helena. Our goal is to offer children an enriched and supportive introduction to their early years of school as they learn through a play-based curriculum.

Being a parent run, non-profit organization, the St. Helena Co-op Nursery School relies on parent involvement to remain economically sustainable. Through child-directed play we encourage mutual respect and open communication that allow the children to create their own lifelong relationships and feel a true sense of community. Our school is family-friendly as we realize that the first step into school must be successful and fun for both the child and his/her family. Twice a year parents attend the "Work Party" to prep the school at the start and end of each year. Active parent involvement not only allows parents to witness their child's growth at school but also meet other parents in the community with like values.

We are committed to providing a safe and diverse community for our children. Families of all cultures, religions, races and ethnic backgrounds are welcome.

We work in collaboration with St. Helena Preschool for All (SHPFA), which provides preschool access for socioeconomic disadvantaged children in St. Helena. The Co-op was integral in the conception and development of the program. Our school piloted and funded SHPFA for the first few years of the program.

The schoolhouse is a historical building built in 1888. Originally the Rutherford Grammar School, the building has served as a school for over 130 years. Today we are proud to maintain the infrastructure and charm of the original building. Over the years we have continued to upkeep the building and make improvements, such as install a new roof, paint, make repairs, and improve infrastructure in order to retain its historic, small-town character. Historical class photos from the old Rutherford Grammar School line the windows of St. Helena Co-op to remind us of those that came before us. Landscaping is maintained and trees are trimmed annually to beautify our natural environment.

We promote an environmentally sustainable community by utilizing solar power, environmentally safe products, and recycling. Paper scraps are often used as art projects, and "leftover" paints are put back into their jugs. When weighing decisions such as installing new insulation, the environmental impact of the product is taken into consideration.

The St. Helena Cooperative Nursery School shares a common goal with the City of St. Helena: "Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth". The importance of childcare and early childhood development is apparent now more than ever. The COVID-19 pandemic has posed additional challenges on families and children. Our school "promotes social, emotional, cognitive and physical learning", all of which are extremely important during these uncertain times. The children thrive off the stability and normalcy of going to Co-op regularly, while home life may be stressful. This time away from home also allows parents/caregivers to juggle their demands of work. Our goal is to support the social-emotional well-being of our youth.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2023. Please provide a timeline for you Project.

Our objective is to continue operating the St. Helena Cooperative Nursery School, providing a safe learning environment



where our kids can experience the joy of hands-on learning through play. This program helps children gain confidence and communication skills, helping to prepare them for the next big step of kindergarten, many of which will go on to the St. Helena Primary School. Monthly food drives teach our children the importance of community and service to the public. Timeline: N/A

3. Describe the community support for your Project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?  
As a cooperative, parent involvement is essential to keeping the school running on a day-to-day basis. We are very fortunate for our many neighbors, families, and alumni who support our program by donating money and volunteering their time. In addition, the Roger J. Trinchero Family Foundation has generously donated \$25,000 with an offer to match another \$25,000 in donations from the community. Our strong alumni support helps match this amount through our annual letter drive. We hold an annual Community Dance at the Native Sons Hall supported by local food and wine vendors.

b. What roles are they playing and how collaborative is the Project?  
Each family holds a Parent Job, attends monthly general meetings, and participates by working in the classroom. Parents collaborate and work closely with the teachers on a daily basis. We rely on volunteer work from parents and alumni to help keep the school alive, such as maintaining the building and assisting with repairs. Bands for the Community Dance are booked by directors who work with BottleRock promoters. Typically, about 400 people from St. Helena and the valley attend, supporting the Co-op and bringing our community together for a fun night out.

c. What other support exists for you Project?  
The Co-op received CA Non-profit/Small Business Relief Grant

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

The St. Helena Co-op Nursery school benefits the children and their families who are members of this cooperative. We have 30 kids enrolled this year (normal year is 65+). We are operating at less than half tuition income and hope to offer our regular sized classes next year.

Our local community benefits from the generosity of our Co-op community through a monthly food drive that impacts families throughout the valley. The teachers have creatively come up with a curriculum called Kindness Counts, which teaches generosity and compassion along with math, language, civic action and more. Kids experience the act of giving and supporting their community. The St. Helena Co-op continues to be one of the largest donors to the St. Helena Food Pantry. During harvest, kids collect health care items for the Napa Valley Farm Work Camp.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.  
No

6. Please describe how your application and your organization incorporates the principles of diversity, equity, and inclusion.

The Co-op's core curriculum is focused on creating diversity, equity and inclusion for all through the Kindness Counts program, mentioned earlier as well as through strongly supporting St. Helena Pre-school for All.

The Co-op is also proud to be connected to First Five Napa County and their Rainbow Action Network. The Rainbow Action Network (RAN) is a group of LGBTQ people and allies that aims to make the Napa Valley a welcoming and supportive place for LGBTQ families, community members and visitors. The Co-op reached out to RAN in order to receive a Rainbow Kit. These are LGBTQ and gender inclusive toolkits for preschools in Napa County. They provide LGBTQ inclusive books, toys, materials, lesson plans, and recommendations for inclusive classrooms/preschools. These tools were already available to children and families at the Co-op but the Rainbow Kit was a positive boost to the schools resources.



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                                                    |
|---------------------------------------------------|--------------------------------------------------------------------|
| Organization Name:                                | <u>St. Helena Farmers' Market</u>                                  |
| Organization Mailing Address:                     | <u>St. Helena Farmers' Market, P.O Box 70 St. Helena, CA 94574</u> |
| Organization Contact Person<br>(Name/Title):      | <u>Ed Smith, Market Manager</u>                                    |
| Organization Contact Email:                       | <u>Edsmith@sthelenafarmersmkt.org</u>                              |
| Organization Contact Telephone:                   | <u>707-486-2662</u>                                                |
| Organization Website:                             | <u>Sthelenafarmersmkt.org</u>                                      |
| Federal Tax ID Number and Status:                 | <u>Federal Tax ID #35-2367794 / 501c3 Non-Profit Organization</u>  |
| How long has your organization been in operation? | <u>36 years</u>                                                    |

### **Grant Request**

|                         |                                                                          |
|-------------------------|--------------------------------------------------------------------------|
| Project Name:           | <u>St. Helena Farmers' Market (SHFM) - Market Match Program</u>          |
| Address of Project:     | <u>St. Helena Farmers' Market: Crane Park, 360 Crane Ave, St. Helena</u> |
| Requested Grant Amount: | <u>\$10,775</u>                                                          |
| Matching Funds:         | <u>\$0</u>                                                               |
| TOTAL Project Cost:     | <u>\$10,775</u>                                                          |

**Cost Estimate**

Include a high-level description of all the program or project costs that will be paid for by City Funds.

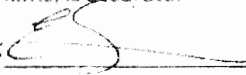
|                                                                               |          |
|-------------------------------------------------------------------------------|----------|
| Market Match Dollars: EBT/qualified low-income St. Helena residents           | \$10,000 |
| Staff Hours Bookkeeping                                                       | \$550    |
| Promotional materials: translation, material supplies, printing, distribution | \$225    |

**Total Grant Request** \$10,775

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Ed Smith

Signature 

Title Market Manager

Date 2/17/22

INTERNAL REVENUE SERVICE  
P.O. BOX, 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 18 2010**

ST HELENA FARMERS MARKET  
C/O ED SMITH  
PO BOX 70  
ST HELENA, CA 94574-0070

**Employer Identification Number:**  
**35-2367794**

DLN:

17053212322049

Contact Person:

MARGARITA D BARRAGAN

ID# 95118

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31 Public

Charity Status: **170(5) (1)**

**(A) (vi)**

Effective Date of Exemption:

March 11, 2010

Contribution Deducibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to Inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501 (c) (3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

**St. Helena Farmers Market**  
**Actual 2021 - Budget 2022**

|                                              | <u>Actual<br/>2021</u>  | <u>Budget<br/>2022</u>  |
|----------------------------------------------|-------------------------|-------------------------|
| <b>Income</b>                                |                         |                         |
| <b>4010 · Farmers' Market Sales</b>          |                         |                         |
| 4012 · Books                                 | 12.01                   | 0.00                    |
| 4013 · General store                         | 11,398.64               | 11,090.00               |
| 4014 · Stall fees                            | 39,708.00               | 41,600.00               |
| 4016 · Yearly Vendor dues                    | 2,550.00                | 2,250.00                |
| 4018 · Education space & service fee         | 13,000.00               | 13,000.00               |
| <b>Total 4010 · Farmers' Market Sales</b>    | <u>66,668.65</u>        | <u>67,940.00</u>        |
| <b>4110 · Donations</b>                      |                         |                         |
| 4111 · Donations                             | 2,866.00                | 5,000.00                |
| 4112 · Other Donations                       | 191.00                  | 0.00                    |
| <b>Total 4110 · Donations</b>                | <u>3,057.00</u>         | <u>5,000.00</u>         |
| <b>4120 · Fundraiser</b>                     |                         |                         |
| 4122 · Movie                                 | 12,529.00               | 20,500.00               |
| 4125 · Other                                 | 790.00                  | 750.00                  |
| <b>Total 4120 · Fundraiser</b>               | <u>13,319.00</u>        | <u>21,250.00</u>        |
| <b>4300 · Other-Miscellaneous Income</b>     | <u>8,124.00</u>         | <u>0.00</u>             |
| <b>Total Income</b>                          | <u>91,168.65</u>        | <u>94,190.00</u>        |
| <b>Cost of Goods Sold</b>                    |                         |                         |
| <b>5000 · Cost of Merchandise Sold</b>       |                         |                         |
| 5040 · Books                                 | 7.59                    | 0.00                    |
| 5060 · General Store                         | 6,612.56                | 6,430.00                |
| <b>Total 5000 · Cost of Merchandise Sold</b> | <u>6,620.15</u>         | <u>6,430.00</u>         |
| <b>5100 · Merchant Fees</b>                  | <u>399.47</u>           | <u>350.00</u>           |
| <b>Total COGS</b>                            | <u>7,019.62</u>         | <u>6,780.00</u>         |
| <b>Gross Profit</b>                          | <u><u>84,149.03</u></u> | <u><u>87,410.00</u></u> |
| <b>Expense</b>                               |                         |                         |
| <b>6000 · Direct Operating Expenses</b>      |                         |                         |
| 6020 · Advertising/Promotion                 | 757.35                  | 1,520.00                |
| 6030 · Automobile Expense                    | 600.00                  | 600.00                  |
| 6050 · Equipment                             | 61.58                   | 500.00                  |
| 6120 · Bank Service Charges                  | 0.00                    | 25.00                   |
| 6160 · Dues and Filing Fees                  | 2,382.00                | 2,600.00                |
| 6180 · Insurance                             |                         |                         |
| 6182 · D&O Insurance                         | 790.00                  | 800.00                  |
| 6185 · Liability Insurance                   | 1,234.56                | 1,300.00                |
| 6190 · Workers Comp Insurance                | 1,513.42                | 1,500.00                |
| <b>Total 6180 · Insurance</b>                | <u>3,537.98</u>         | <u>3,600.00</u>         |
| <b>6230 · Licenses and Permits</b>           | 306.60                  | 350.00                  |
| <b>6250 · Postage and Delivery</b>           | 191.00                  | 200.00                  |
| <b>6270 · Professional Fees</b>              |                         |                         |
| 6271 · Accounting                            | 4,788.00                | 5,500.00                |
| <b>Total 6270 · Professional Fees</b>        | <u>4,788.00</u>         | <u>5,500.00</u>         |



**St. Helena Farmers Market**  
**Actual 2021 - Budget 2022**

|                                                 | <b>Actual<br/>2021</b> | <b>Budget<br/>2022</b> |
|-------------------------------------------------|------------------------|------------------------|
| 6340 · Telephone                                | 737.71                 | 800.00                 |
| 6560 · Payroll Expenses                         |                        |                        |
| 6564 · Payroll Processing                       | 167.00                 | 175.00                 |
| 6566 · Payroll taxes                            | 3,977.12               | 3,550.00               |
| 6568 · Wages                                    | 37,710.25              | 40,570.00              |
| 6569 · Bonus                                    | 7,350.00               | 0.00                   |
| <b>Total 6560 · Payroll Expenses</b>            | <b>49,204.37</b>       | <b>44,295.00</b>       |
| 6770 · Supplies                                 |                        |                        |
| 6772 · Market                                   | 688.42                 | 750.00                 |
| 6774 · Office                                   | 167.73                 | 175.00                 |
| <b>Total 6770 · Supplies</b>                    | <b>856.15</b>          | <b>925.00</b>          |
| <b>Total 6000 · Direct Operating Expenses</b>   | <b>63,422.74</b>       | <b>60,915.00</b>       |
| 6800 · Indirect Operating Expenses              |                        |                        |
| 6060 · Fundraiser expenses                      |                        |                        |
| 6064 · Movie                                    | 2,811.71               | 7,100.00               |
| 6065 · Other                                    | 1,491.91               | 275.00                 |
| <b>Total 6060 · Fundraiser expenses</b>         | <b>4,303.62</b>        | <b>7,375.00</b>        |
| 6100 · Marketing                                |                        |                        |
| 6101 · Web (site & newsletter)                  | 388.57                 | 425.00                 |
| 6105 · Vendor Appreciation                      | 742.51                 | 800.00                 |
| 6110 · Promotional                              | 200.08                 | 1,000.00               |
| <b>Total 6100 · Marketing</b>                   | <b>1,331.16</b>        | <b>2,225.00</b>        |
| 6350 · Travel                                   | 0.00                   | 300.00                 |
| 6400 · Gifts                                    | 573.78                 | 935.00                 |
| <b>Total 6800 · Indirect Operating Expenses</b> | <b>6,208.56</b>        | <b>10,835.00</b>       |
| 6850 · Miscellaneous                            | 13.01                  | 0.00                   |
| <b>Total Expense</b>                            | <b>69,644.31</b>       | <b>71,750.00</b>       |
| <b>Net Ordinary Income</b>                      | <b>14,504.72</b>       | <b>22,440.00</b>       |
| <b>Other Income/Expense</b>                     |                        |                        |
| <b>Other Expense</b>                            |                        |                        |
| 7080 · Taxes                                    |                        |                        |
| 7084 · State                                    | 800.00                 | 800.00                 |
| <b>Total 7080 · Taxes</b>                       | <b>800.00</b>          | <b>800.00</b>          |
| <b>Total Other Expense</b>                      | <b>800.00</b>          | <b>800.00</b>          |
| <b>Net Other Income</b>                         | <b>-800.00</b>         | <b>-800.00</b>         |
| <b>Net Income</b>                               | <b>13,704.72</b>       | <b>21,640.00</b>       |

**City of St. Helena Non-Profit Grant Application: Fiscal Year 2022-2023**

1. As we continue to navigate these unprecedented times, now more than ever, food insecurity remains a real and insidious problem in the St. Helena community. While seemingly out of sight for many of us, food security and scarcity directly affect our senior citizens on fixed incomes, our low wage earners, multigenerational families, our local school children and many whose immigration status is in question. Recent events continue to further compound the impacts on our community, whether job loss, economic pressures, housing displacement and/or record inflation driving up the cost of food. The people who are directly impacted are not on the periphery, rather they are front and center, often the hardest working members of our community. They are our vineyard workers and laborers, our restaurant workers, domestic workers, childcare providers, single mothers and even our elderly. They represent all segments of our community and are the most deserving of access to affordable and nutritious foods. The goal of the St. Helena Farmers' Market (SHFM) – Market Match Program is to provide greater access to healthy food choices for St. Helena's low-income residents, thereby providing a direct impact on public health.

Entering our 36<sup>th</sup> season, the SHFM is an essential venue providing regular access to a broad selection of community resources. As a California Certified Farmers' Market, we are committed to supporting our local farmers and providing a place for the community to find, connect and learn about the finest farm-fresh produce, healthy nutritious foods from local proprietors, as well as a selection of health and wellness resources. SHFM has become the access point for many of these essential services, ranging from food, education, arts, environmental stewardship, as well as emergency services to community at large. SHFM Market Match Program provides immediate access to healthy foods and these additional resources to broader, more diverse members of our community.

2. SHFM Market Match Program will continue to operate throughout our season at the General Store where CalFresh/EBT transactions will be redeemed. Market Match grant funds provide EBT shoppers with matched funds to increase their purchasing power of healthy foods available at the market. In partnership with St. Helena Up-Valley Family Center (UVFC), SHFM will continue to directly reach residents of St. Helena who are most in need and will benefit directly from the opportunity to access and purchase healthy foods and produce from our vendors. Tokens are distributed monthly to qualified low-income residents of St. Helena. Recipients must establish income levels consistent with Cal Fresh income guidelines and residency in St. Helena, both of which are verified by the St. Helena UVFC. It is important to note, attendance from low-income families has increased dramatically throughout the 2021 season. This in turn provided our greater community access to nutritional assistance provided by the Market Match Program, but also our free educational programming. Chef's Demos, lecture series, produce tastings, bilingual story time, children's programming, and art projects are all available once again. We continue to expand online content focused on healthy eating, farming and environmental sustainability. All of these resources are provided to the community, free at no cost, through the SHFM. During our last season \$4,398.05 of the \$5,100 awarded was redeemed through the Market Match Program just from July 1-October 31, 2021. This leaves a scant \$701 available as we start open our season this May, but speaks to both the necessity and success of this program.
3. The 2022 season of the St. Helena Farmers' Market will mark 36 years of service to the community. The SHFM Market Match Program acts to build community inclusion and diversity by providing direct access to funds and resources to broader segments of our community, whether it be a combination of ethnicity, financial diversity, age, or immigration status. This program also stimulates the local food economy, farming, agricultural diversity while directly supporting public health and food security.

3(a). Since receiving our first grant from the City of St. Helena in 2018 extensive volunteer time and effort has been invested to coordinate with all relevant Napa County officials, including Health & Human Services to understand how to best service and access the CalFresh Snap beneficiaries. Outreach and collaboration continue today with multiple local organizations, St. Helena Up-Valley Family Center, Ole Health, Blue Zone Project, Rianda House, St. Helena

Unified School District, local churches, low-income housing facilities, and local food pantries. With a strong foundation for outreach SHFM looks forward to the opportunity to maximize this investment by direct outreach to low-income residents and EBT beneficiaries to provide nutritional assistance and access to resources to the community at large.

3(b). The organizations listed above are marketing and promoting the SHFM Market Match Program to their members in coordination with the SHFM. Additional collaboration is multifaceted and comes in many forms. St. Helena Up-Valley Family Center has partnered with us to provide bilingual story time on regular and ongoing basis, supporting language diversity. Similarly, they have engaged their Ninos Activos group, who are often low-income families with young children, to regularly attend the market and utilize the Market Match Program. In partnership the SHFM Market Education program has provided free early education activities and art projects to these families. Adventist Health regularly attends the Market, providing free health screenings, access to vaccinations, and other health resources from CPR training to disaster preparedness. Blue Zones Project attends regularly providing access to health and wellness information and services. Nimbus arts has provided free art activities for children. St. Helena Rotary similarly has continued to sponsor our free art kits for children distributed through our Market Education Programing. Western Monarch Society has distributed free plants with additional educational resources. All of this has been done for the benefit of those in attendance at the Market, which is why it is so imperative that we continue to provide and broaden access to the Market for all ethnicities and financially disparate members of our community.

3(c). As St. Helena is a small town, our population prohibits the SHFM from qualifying for other CalFresh/EBT market match programs or grants through the State. Yet, food insecurity and income disparity are both equally present in our community. Funds from this grant will provide essential assistance in addressing these needs and will allow the SHFM to continue collaborating with a wide range of community organizations, county services and local non-profits. The SHFM also provides a single venue to simultaneously provide access to all these resources and educational programing on a regular basis.

4. This program will connect low-income consumers living in St. Helena with increased access to and affordability of healthy foods by promoting the purchase and consumption of local produce and healthy foods. Providing regular access will directly address food insecurity, as well as the health and wellbeing of our low-income residents. By achieving more diverse access to our market, the beneficiaries of this program will also receive direct access to other community resources provided for free as listed above, in addition to educational opportunities serving both children and adults. Given the unprecedented demand for the SHFM Market Match Program last season we have served hundreds of residents and have every ability to serve many more in direct correlation to the grant funds received.
5. No. SHFM has not received funding from any other agency or foundation. Unfortunately, due to the limitations of the SHFM budget, the population size of our community or other metrics, the St. Helena Farmers' Market is in many cases disqualified from applying for additional funding through these organizations or foundations. Which is why the grant funds received from the City of St. Helena are so critical. Funding, by way of this grant, will directly benefit CalFresh/EBT recipients as well as low-income residents of St. Helena by providing direct access to healthy foods, relief for food insecurity and broadening access to community resources to more of our residents.
6. The SHFM Market Match Program quite literally embodies and fosters the principles of diversity, equity, and inclusion. This program puts funds directly in the hands of those who need them most urgently. By supporting and welcoming all facets of our community regardless of income, ethnicity, or age this program is directly impacting access to nutritional foods, public health and providing broad community resources focused on health and education to all.



February 7, 2022

Re: Saint Helena Farmer's Market

To Whom it May Concern,

I am writing this letter of support for the Saint Helena Farmer's Market (SHFM) and their bid to continue the Saint Helena Market Match Program. The UpValley Family Centers (UVFC) has collaborated with SHFM to connect families in need of financial support to these necessary services for the past two years. This program has provided UVFC's clients thousands of dollars in financial assistance over this time, helping bring fresh and healthy produce into their homes as well as education on healthy eating.

UVFC works closely with SHFM to identify and connect families in need of food assistance with this program. UVFC staff meet families at the Market once a month to assist with the application process and distribution of tokens. Our team also works in collaboration with SHFM to provide a bi-lingual story and activity hour for young children in attendance, allowing families time to learn and play before and after shopping for their goods. This program is highly anticipated by our clients each year, and is one of our most popular children's offerings in Saint Helena.

The Covid-19 pandemic has affected low-income families in Saint Helena particularly hard, and this funding serves as a lifeline for many families in need of food assistance. Last year alone, \$2644 worth of tokens were redeemed from July-October by the families participating in this program.

Based on our experience with the Saint Helena Farmer's Market, we wholeheartedly support their proposal and recommend the agency as a well-qualified and passionate provider of food assistance resources.

Sincerely,

Jenny Ocón, MSW  
Executive Director  
(707)965-5010 x200



## BLUE ZONES PROJECT

February 17<sup>th</sup>, 2022

City of St. Helena  
1572 Railroad Avenue  
St. Helena, CA 94574

Re: St. Helena Farmers' Market | Market Match Grant Application

To whom it may concern,

Blue Zones Project is writing to express our support of St. Helena's Farmers' Market Match Program. We endorse the program as it aligns with our work to address food insecurity and promote healthy eating.

Our goal as Blue Zones Project is to create an environment in the Upper Napa Valley where healthy food and beverage choices are understood, embraced, universally accessible, and locally produced, with emphasis on food and nutrition insecure households.

One way Blue Zones Project will accomplish this goal is by partnering with the St. Helena Farmers' Market, supporting its current programs. We are also exploring a pilot Produce Rx program with the market.

Programs such as Market Match are critical in supporting community members experiencing food insecurity and ensuring everyone has the opportunity to eat healthy.

Sincerely,

  
Joaquin Razo  
Executive Director



Kelly Bond  
Public Policy Advocate

1422 Main Street  
Saint Helena, CA 94574  
[unv.bluezonesproject.com](http://unv.bluezonesproject.com)

POWERED BY:

Adventist



**Application Questions** - Please answer the following questions on a separate sheet. Please limit your response to 2 pages.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people your proposal may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.
6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.\*

\*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.





## City of St. Helena Non-Profit Grant Application

Fiscal Year 2022 - 2023

**Deadline: February 18, 2022 by 5:00 pm**

### Application Documents Checklist



Signed Grant Application and Grant Budget



Proof of Non-profit Status



Current Year's Operating Budget & Prior Year Actuals  
(Current year operating budget is \$1,000; no prior year actuals because St. Helena FSC in current form started in August, 2021.)



Listing of grant funding received in the last 12 months  
(Approximately \$10,000 in existing private donations allocated by NCCF for St. Helena wildfire prevention projects, such as direct wildfire fuel mitigation, reduction)

☐

Partnership Letter (if applicable)



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                              |                                                                             |
|----------------------------------------------|-----------------------------------------------------------------------------|
| Organization Name:                           | Saint Helena Fire Safe Council                                              |
| Organization Mailing Address:                | 1434 Grayson Avenue, St. Helena, CA 94574                                   |
| Organization Contact Person<br>(Name/Title): | Christopher J. Warner/Jeff Farmer, co-leaders                               |
| Organization Contact Email:                  | chrisjwarner52@gmail.com jfarmer@seedgrain.com                              |
| Organization Contact Telephone:              | 415-309-9572/ 707-227-8371                                                  |
| Organization Website:                        | napafirewise.org Napa Communities Firewise Foundation (NCFF) fiscal sponsor |
| Federal Tax ID Number and Status:            | tax id #26-0147748                                                          |

How long has your organization been in operation? St. Helena FSC in current form since 2021; NCFF since 2007.

### Grant Request (This also is the current FSC overall operating budget, subject to change if other grant and project funds are received)

|                         |                                                                                |
|-------------------------|--------------------------------------------------------------------------------|
| Project Name:           | St. Helena Wildfire Preparedness & Prevention Community Outreach and Education |
| Address of Project:     | City of St. Helena residents and businesses                                    |
| Requested Grant Amount: | \$ 10,000.00                                                                   |
| Matching Funds:         | \$ 1,000                                                                       |
| TOTAL Project Cost:     | \$ 11,000                                                                      |



29492051127111

|                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Form <b>990-EZ</b><br><br>Department of the Treasury<br>Internal Revenue Service                                                                                                                                                                                                                           | <b>Short Form</b><br><b>Return of Organization Exempt From Income Tax</b><br>Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code<br>(except private foundations)<br><br>▶ Do not enter social security numbers on this form, as it may be made public.<br>▶ Go to <a href="http://www.irs.gov/Form990EZ">www.irs.gov/Form990EZ</a> for instructions and the latest information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | OMB No 1545-0047<br><br><b>2019</b><br><br><div style="border: 1px solid black; padding: 2px; font-weight: bold;">Open to Public Inspection</div> |
| <b>A</b> For the 2019 calendar year, or tax year beginning <u>7/01</u> , 2019, and ending <u>12/31</u> , 2019                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                   |
| <b>B</b> Check if applicable:<br><input type="checkbox"/> Address change<br><input type="checkbox"/> Name change<br><input type="checkbox"/> Initial return<br><input type="checkbox"/> Final return/terminated<br><input type="checkbox"/> Amended return<br><input type="checkbox"/> Application pending | <b>C</b> THE NAPA COMMUNITIES FIREWISE FOUNDATION<br>PO BOX 440B<br>ST HELENA, CA 94574                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>D</b> Employer identification number<br>26-0147748<br><br><b>E</b> Telephone number<br>707-942-8705<br><br><b>F</b> Group Exemption Number     |
| <b>G</b> Accounting Method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual Other (specify) ▶ _____<br><b>I</b> Website: ▶ <a href="http://WWW.NAPAFIREWISE.ORG">WWW.NAPAFIREWISE.ORG</a>                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>H</b> Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)                    |
| <b>J</b> Tax-exempt status (check only one) — <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                   |
| <b>K</b> Form of organization. <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                   |
| <b>L</b> Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ <u>162,012.</u>                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                   |
| <b>Part II Revenue, Expenses, and Changes in Net Assets or Fund Balances</b> (see the instructions for Part I)<br>Check if the organization used Schedule O to respond to any question in this Part I <input checked="" type="checkbox"/>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                   |
| <b>Revenue</b>                                                                                                                                                                                                                                                                                             | 1 Contributions, gifts, grants, and similar amounts received<br>2 Program service revenue including government fees and contracts<br>3 Membership dues and assessments<br>4 Investment income<br>5a Gross amount from sale of assets other than inventory<br>b Less cost or other basis and sales expenses<br>c Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)<br>6 Gaming and fundraising events.<br>a Gross income from gaming (attach Schedule G if greater than \$15,000)<br>b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)<br>c Less direct expenses from gaming and fundraising events<br>d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)<br>7a Gross sales of inventory, less returns and allowances<br>b Less cost of goods sold<br>c Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)<br>8 Other revenue (describe in Schedule O)<br>9 <b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 | 1 <u>162,012.</u><br>2<br>3<br>4<br>5c<br>6d<br>7c<br>8<br>9 <u>162,012.</u>                                                                      |
| <b>Expenses</b>                                                                                                                                                                                                                                                                                            | 10 Grants and similar amounts paid (list in Schedule O)<br>11 Benefits paid to or for members<br>12 Salaries, other compensation, and employee benefits<br>13 Professional fees and other payments to independent contractors<br>14 Occupancy, rent, utilities, and maintenance<br>15 Printing, publications, postage, and shipping<br>16 Other expenses (describe in Schedule O)<br>17 <b>Total expenses.</b> Add lines 10 through 16<br>18 Excess or (deficit) for the year (subtract line 17 from line 9)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 10<br>11<br>12<br>13 <u>5,385.</u><br>14<br>15 <u>2,137.</u><br>16 <u>118,537.</u><br>17 <u>126,059.</u><br>18 <u>35,953.</u>                     |
| <b>Net Assets</b>                                                                                                                                                                                                                                                                                          | 19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)<br>20 Other changes in net assets or fund balances (explain in Schedule O)<br>21 Net assets or fund balances at end of year. Combine lines 18 through 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 19 <u>81,053.</u><br>20<br>21 <u>117,006.</u>                                                                                                     |
| <b>BAA</b> For Paperwork Reduction Act Notice, see the separate instructions.                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                   |

SCANNED APR 28 2021

Form 990-EZ (2019) **THE NAPA COMMUNITIES FIREWISE FOUNDATION**

26-0147748

Page 2

**Part III Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II ☒

|                                                                                | (A) Beginning of year | (B) End of year |
|--------------------------------------------------------------------------------|-----------------------|-----------------|
| 22 Cash, savings, and investments                                              | 114,081.              | 22 180,879.     |
| 23 Land and buildings                                                          |                       | 23              |
| 24 Other assets (describe in Schedule O) SEE SCHEDULE O                        | 10,000.               | 24 10,000.      |
| 25 Total assets                                                                | 124,081.              | 25 190,879.     |
| 26 Total liabilities (describe in Schedule O) SEE SCHEDULE O                   | 43,028.               | 26 73,873.      |
| 27 Net assets or fund balances (line 27 of column (B) must agree with line 21) | 81,053.               | 27 117,006.     |

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III ☒

What is the organization's primary exempt purpose? SEE SCHEDULE O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title

**Expenses**

(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others)

|    |                                                                                                            |      |          |
|----|------------------------------------------------------------------------------------------------------------|------|----------|
| 28 | PROVIDE EDUCATION TO RESIDENTS OF NAPA COUNTY ON THE DANGERS OF WILDLAND FIRE TO THEM AND THEIR COMMUNITY. |      |          |
|    | (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>                   | 28 a | 117,740. |
| 29 |                                                                                                            |      |          |
|    | (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>                   | 29 a |          |
| 30 |                                                                                                            |      |          |
|    | (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>                   | 30 a |          |
| 31 | Other program services (describe in Schedule O) .                                                          |      |          |
|    | (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>                   | 31 a |          |
| 32 | Total program service expenses (add lines 28a through 31a)                                                 | 32   | 117,740. |

**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated — see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV ☐

| (a) Name and title                | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W 2/1099-MISC) (if not paid, enter -0-) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|-----------------------------------|------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------|
| CHRISTOPHER THOMPSON<br>PRESIDENT | 15                                             | 0.                                                                         | 0.                                                                                      | 0.                                         |
| ELAINE HONIG<br>VP FUNDRAISING    | 15                                             | 0.                                                                         | 0.                                                                                      | 0.                                         |
| JOE NORDLINGER<br>VP GRANTS       | 15                                             | 0.                                                                         | 0.                                                                                      | 0.                                         |
| PETER LECOURT<br>VP MAPPING       | 5                                              | 0.                                                                         | 0.                                                                                      | 0.                                         |
| PIPER COLE<br>SECRETARY           | 15                                             | 0.                                                                         | 0.                                                                                      | 0.                                         |
| JERRY NEWELL<br>TREASURER         | 15                                             | 0.                                                                         | 0.                                                                                      | 0.                                         |
| PAULA BROOKS<br>VICE PRESIDENT    | 5                                              | 0.                                                                         | 0.                                                                                      | 0.                                         |
| JC GREENBERG<br>DIRECTOR          | 5                                              | 0.                                                                         | 0.                                                                                      | 0.                                         |
| CLINTON HEISE<br>DIRECTOR         | 5                                              | 0.                                                                         | 0.                                                                                      | 0.                                         |
| EVAN KILKUS<br>DIRECTOR           | 5                                              | 0.                                                                         | 0.                                                                                      | 0.                                         |
|                                   |                                                |                                                                            |                                                                                         |                                            |
|                                   |                                                |                                                                            |                                                                                         |                                            |
|                                   |                                                |                                                                            |                                                                                         |                                            |
|                                   |                                                |                                                                            |                                                                                         |                                            |
|                                   |                                                |                                                                            |                                                                                         |                                            |

BAA

TEEA0812L 08/23/19

Form 990-EZ (2019)

Form 990-EZ (2019) THE NAPA COMMUNITIES FIREWISE FOUNDATION

26-0147748

Page 3

**Part V Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V ☐SEE SCH O ☐

|                                                                                                                                                                                                                                                                                                                                                 | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>33</b> Did the organization engage in any significant activity not previously reported to the IRS? If 'Yes,' provide a detailed description of each activity in Schedule O                                                                                                                                                                   |     | X  |
| <b>34</b> Were any significant changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions. ....                                                                       |     | X  |
| <b>35 a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?                                                                                                                                                |     | X  |
| <b>35 b</b> If 'Yes' to line 35a, has the organization filed a Form 990-T for the year? If 'No,' provide an explanation in Schedule O.                                                                                                                                                                                                          |     |    |
| <b>35 c</b> Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If 'Yes,' complete Schedule C, Part III                                                                                                                    |     | X  |
| <b>36</b> Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N                                                                                                                                                     |     | X  |
| <b>37 a</b> Enter amount of political expenditures, direct or indirect, as described in the instructions <b>37 a</b> 0.                                                                                                                                                                                                                         |     |    |
| <b>37 b</b> Did the organization file Form 1120-POL for this year?                                                                                                                                                                                                                                                                              |     | X  |
| <b>38 a</b> Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee, or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?                                                                                                       |     | X  |
| <b>38 b</b> If 'Yes,' complete Schedule L, Part II, and enter the total amount involved <b>38 b</b> 0.                                                                                                                                                                                                                                          |     |    |
| <b>39</b> Section 501(c)(7) organizations Enter                                                                                                                                                                                                                                                                                                 |     |    |
| <b>39 a</b> Initiation fees and capital contributions included on line 9 <b>39 a</b> 0.                                                                                                                                                                                                                                                         |     |    |
| <b>39 b</b> Gross receipts, included on line 9, for public use of club facilities <b>39 b</b> 0.                                                                                                                                                                                                                                                |     |    |
| <b>40 a</b> Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 <b>0.</b> , section 4912 <b>0.</b> , section 4955 <b>0.</b>                                                                                                                                                    |     |    |
| <b>40 b</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I |     | X  |
| <b>40 c</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 <b>0.</b>                                                                                                                              |     |    |
| <b>40 d</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization <b>0.</b>                                                                                                                                                                                                |     |    |
| <b>40 e</b> All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T                                                                                                                                                                            |     | X  |
| <b>41</b> List the states with which a copy of this return is filed <b>CA</b>                                                                                                                                                                                                                                                                   |     |    |

|                                                                                                                                                                                                                                                                                                             | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>42 a</b> The organization's books are in care of <b>JERRY NEWELL</b> Telephone no. <b>707-942-8705</b><br>Located at <b>PO BOX 440B ST HELENA CA</b> ZIP + 4 <b>94574</b>                                                                                                                                |     |    |
| <b>42 b</b> At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If 'Yes,' enter the name of the foreign country        |     | X  |
| <b>42 c</b> See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). At any time during the calendar year, did the organization maintain an office outside the United States? If 'Yes,' enter the name of the foreign country |     | X  |

|                                                                                                                                                                                                                                                               | Yes | No  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| <b>43</b> Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here and enter the amount of tax-exempt interest received or accrued during the tax year <b>43</b> <input type="checkbox"/> N/A                      |     | N/A |
| <b>44 a</b> Did the organization maintain any donor advised funds during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ                                                                                                                |     | X   |
| <b>44 b</b> Did the organization operate one or more hospital facilities during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ                                                                                                         |     | X   |
| <b>44 c</b> Did the organization receive any payments for indoor tanning services during the year?                                                                                                                                                            |     | X   |
| <b>44 d</b> If 'Yes' to line 44c, has the organization filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O                                                                                                               |     |     |
| <b>45 a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?                                                                                                                                                           |     | X   |
| <b>45 b</b> Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions |     | X   |

BAA

TEEA0812L 08/23/19

Form 990-EZ (2019)



Form 990-EZ (2019) THE NAPA COMMUNITIES FIREWISE FOUNDATION

26-0147748

Page 4

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I

|    | Yes | No |
|----|-----|----|
| 46 |     | X  |

**Part VI Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II

|    | Yes | No |
|----|-----|----|
| 47 |     | X  |

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E

|    | Yes | No |
|----|-----|----|
| 48 |     | X  |

49a Did the organization make any transfers to an exempt non-charitable related organization?

|     | Yes | No |
|-----|-----|----|
| 49a |     | X  |

b If 'Yes,' was the related organization a section 527 organization?

|     | Yes | No |
|-----|-----|----|
| 49b |     |    |

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None'

| (a) Name and title of each employee | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W 2/1099-MISC) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|-------------------------------------|------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------|
| NONE                                |                                                |                                                   |                                                                                         |                                            |
|                                     |                                                |                                                   |                                                                                         |                                            |
|                                     |                                                |                                                   |                                                                                         |                                            |
|                                     |                                                |                                                   |                                                                                         |                                            |
|                                     |                                                |                                                   |                                                                                         |                                            |
|                                     |                                                |                                                   |                                                                                         |                                            |

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None'

| (a) Name and business address of each independent contractor | (b) Type of service | (c) Compensation |
|--------------------------------------------------------------|---------------------|------------------|
| NONE                                                         |                     |                  |
|                                                              |                     |                  |
|                                                              |                     |                  |
|                                                              |                     |                  |
|                                                              |                     |                  |
|                                                              |                     |                  |

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A

☒ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

|                               |                              |                                               |              |                                                            |           |
|-------------------------------|------------------------------|-----------------------------------------------|--------------|------------------------------------------------------------|-----------|
| <b>Sign Here</b>              | Signature of officer         | Date                                          |              |                                                            |           |
|                               | JERRY NEWELL                 | 5/14/20                                       |              |                                                            |           |
|                               | Type or print name and title | TREASURER                                     |              |                                                            |           |
| <b>Paid Preparer Use Only</b> | Print/Type preparer's name   | Preparer's signature                          | Date         | Check <input checked="" type="checkbox"/> if self-employed | PTIN      |
|                               | MARK MUMM                    | MARK MUMM                                     |              |                                                            | P01765746 |
|                               | Firm's name                  | MARK MUMM, CPA                                |              |                                                            |           |
|                               | Firm's address               | 12655 FIORI LANE<br>SEBASTOPOL, CA 95472-9571 |              |                                                            |           |
|                               |                              | Firm's EIN                                    | 47-4242498   |                                                            |           |
|                               |                              | Phone no                                      | 415-453-3341 |                                                            |           |

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

BAA

Form 990-EZ (2019)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**Public Charity Status and Public Support**Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
▶ Attach to Form 990 or Form 990-EZ.▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No 1545-0047

**2019****Open to Public Inspection**

Name of the organization

THE NAPA COMMUNITIES FIREWISE FOUNDATION

Employer identification number

26-0147748

**Part II Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 ☐ An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations
- g Provide the following information about the supported organization(s)

| (i) Name of supported organization | (ii) EIN | (iii) Type of organization (described on lines 1-10 above (see instructions)) | (iv) Is the organization listed in your governing document? |    | (v) Amount of monetary support (see instructions) | (vi) Amount of other support (see instructions) |
|------------------------------------|----------|-------------------------------------------------------------------------------|-------------------------------------------------------------|----|---------------------------------------------------|-------------------------------------------------|
|                                    |          |                                                                               | Yes                                                         | No |                                                   |                                                 |
| (A)                                |          |                                                                               |                                                             |    |                                                   |                                                 |
| (B)                                |          |                                                                               |                                                             |    |                                                   |                                                 |
| (C)                                |          |                                                                               |                                                             |    |                                                   |                                                 |
| (D)                                |          |                                                                               |                                                             |    |                                                   |                                                 |
| (E)                                |          |                                                                               |                                                             |    |                                                   |                                                 |
| <b>Total</b>                       |          |                                                                               |                                                             |    |                                                   |                                                 |

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2019

TEEA0401L 07/03/19

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

| Calendar year (or fiscal year beginning in) ▶                                                                                                                                                         | (a) 2015 | (b) 2016 | (c) 2017 | (d) 2018 | (e) 2019 | (f) Total |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| 1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)                                                                                                  | 162,384. | 196,692. | 183,269. | 155,618. | 162,012. | 859,975.  |
| 2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf                                                                                                     |          |          |          |          |          | 0.        |
| 3 The value of services or facilities furnished by a governmental unit to the organization without charge                                                                                             |          |          |          |          |          | 0.        |
| 4 <b>Total.</b> Add lines 1 through 3                                                                                                                                                                 | 162,384. | 196,692. | 183,269. | 155,618. | 162,012. | 859,975.  |
| 5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) |          |          |          |          |          | 212,800.  |
| 6 <b>Public support.</b> Subtract line 5 from line 4                                                                                                                                                  |          |          |          |          |          | 647,175.  |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ▶                                                                                                                                                                             | (a) 2015 | (b) 2016 | (c) 2017 | (d) 2018 | (e) 2019 | (f) Total |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| 7 Amounts from line 4                                                                                                                                                                                                     | 162,384. | 196,692. | 183,269. | 155,618. | 162,012. | 859,975.  |
| 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources                                                                                         |          |          |          |          |          | 0.        |
| 9 Net income from unrelated business activities, whether or not the business is regularly carried on                                                                                                                      |          |          |          |          |          | 0.        |
| 10 Other income. Do not include gain or loss from the sale of capital assets. (Explain in Part VI.)                                                                                                                       |          |          |          |          |          | 0.        |
| 11 <b>Total support.</b> Add lines 7 through 10                                                                                                                                                                           |          |          |          |          |          | 859,975.  |
| 12 Gross receipts from related activities, etc. (see instructions)                                                                                                                                                        |          |          |          |          | 12       | 0.        |
| 13 <b>First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> ▶ <input type="checkbox"/> |          |          |          |          |          |           |

**Section C. Computation of Public Support Percentage**

|                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------|
| 14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f)).                                                                                                                                                                                                                                                                                                                                             | 14 | 75.26 % |
| 15 Public support percentage from 2018 Schedule A, Part II, line 14                                                                                                                                                                                                                                                                                                                                                                    | 15 | 88.46 % |
| 16a <b>33-1/3% support test—2019.</b> If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization. ▶ <input checked="" type="checkbox"/>                                                                                                                                                                |    |         |
| b <b>33-1/3% support test—2018.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization. ▶ <input type="checkbox"/>                                                                                                                                                                        |    |         |
| 17a <b>10%-facts-and-circumstances test—2019.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. ▶ <input type="checkbox"/>    |    |         |
| b <b>10%-facts-and-circumstances test—2018.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. ▶ <input type="checkbox"/> |    |         |
| 18 <b>Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions. ▶ <input type="checkbox"/>                                                                                                                                                                                                                                                               |    |         |

BAA

Schedule A (Form 990 or 990-EZ) 2019

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

| Calendar year (or fiscal year beginning in) ▶                                                                                                                               | (a) 2015 | (b) 2016 | (c) 2017 | (d) 2018 | (e) 2019 | (f) Total |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| 1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)                                                                        |          |          |          |          |          |           |
| 2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose. |          |          |          |          |          |           |
| 3 Gross receipts from activities that are not an unrelated trade or business under section 513.                                                                             |          |          |          |          |          |           |
| 4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.                                                                          |          |          |          |          |          |           |
| 5 The value of services or facilities furnished by a governmental unit to the organization without charge.                                                                  |          |          |          |          |          |           |
| 6 <b>Total.</b> Add lines 1 through 5.                                                                                                                                      |          |          |          |          |          |           |
| 7a Amounts included on lines 1, 2, and 3 received from disqualified persons.                                                                                                |          |          |          |          |          |           |
| b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year.           |          |          |          |          |          |           |
| c Add lines 7a and 7b.                                                                                                                                                      |          |          |          |          |          |           |
| 8 <b>Public support.</b> (Subtract line 7c from line 6.)                                                                                                                    |          |          |          |          |          |           |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ▶                                                                                                                                                                             | (a) 2015 | (b) 2016 | (c) 2017 | (d) 2018 | (e) 2019 | (f) Total |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| 9 Amounts from line 6.                                                                                                                                                                                                    |          |          |          |          |          |           |
| 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.                                                                                      |          |          |          |          |          |           |
| b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975.                                                                                                                |          |          |          |          |          |           |
| c Add lines 10a and 10b.                                                                                                                                                                                                  |          |          |          |          |          |           |
| 11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on.                                                                                           |          |          |          |          |          |           |
| 12 Other income. Do not include gain or loss from the sale of capital assets. (Explain in Part VI.)                                                                                                                       |          |          |          |          |          |           |
| 13 <b>Total support.</b> (Add lines 9, 10c, 11, and 12.)                                                                                                                                                                  |          |          |          |          |          |           |
| 14 <b>First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> ▶ <input type="checkbox"/> |          |          |          |          |          |           |

**Section C. Computation of Public Support Percentage**

|                                                                                             |    |   |
|---------------------------------------------------------------------------------------------|----|---|
| 15 Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f)). | 15 | % |
| 16 Public support percentage from 2018 Schedule A, Part III, line 15.                       | 16 | % |

**Section D. Computation of Investment Income Percentage**

|                                                                                                  |    |   |
|--------------------------------------------------------------------------------------------------|----|---|
| 17 Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f)). | 17 | % |
| 18 Investment income percentage from 2018 Schedule A, Part III, line 17.                         | 18 | % |

- 19a **33-1/3% support tests—2019.** If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ▶ ☐
- b **33-1/3% support tests—2018.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ▶ ☐
- 20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ▶ ☐

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes | No |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If 'No,' describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.                                                                                                                                                                                                                 |     |    |
| 2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If 'Yes,' explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2).                                                                                                                                                                                                                                              |     |    |
| 3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If 'Yes,' answer (b) and (c) below.                                                                                                                                                                                                                                                                                                                                                                                               |     |    |
| b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If 'Yes,' describe in <b>Part VI</b> when and how the organization made the determination.                                                                                                                                                                                                                                                            |     |    |
| c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If 'Yes,' explain in <b>Part VI</b> what controls the organization put in place to ensure such use.                                                                                                                                                                                                                                                                                                     |     |    |
| 4a Was any supported organization not organized in the United States ('foreign supported organization')? If 'Yes' and if you checked 12a or 12b in Part I, answer (b) and (c) below.                                                                                                                                                                                                                                                                                                                                                 |     |    |
| b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If 'Yes,' describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.                                                                                                                                                                                                         |     |    |
| c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If 'Yes,' explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.                                                                                                                                                                            |     |    |
| 5a Did the organization add, substitute, or remove any supported organizations during the tax year? If 'Yes,' answer (b) and (c) below (if applicable). Also, provide detail in <b>Part VI</b> , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action, (iii) the authority under the organization's organizing document authorizing such action, and (iv) how the action was accomplished (such as by amendment to the organizing document). |     |    |
| b <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?                                                                                                                                                                                                                                                                                                                                                                   |     |    |
| c <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?                                                                                                                                                                                                                                                                                                                                                                                                                          |     |    |
| 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If 'Yes,' provide detail in <b>Part VI</b> .                                                          |     |    |
| 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).                                                                                                                                                                                            |     |    |
| 8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).                                                                                                                                                                                                                                                                                                                                                      |     |    |
| 9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If 'Yes,' provide detail in <b>Part VI</b> .                                                                                                                                                                                                                                      |     |    |
| b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If 'Yes,' provide detail in <b>Part VI</b> .                                                                                                                                                                                                                                                                                                                          |     |    |
| c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If 'Yes,' provide detail in <b>Part VI</b> .                                                                                                                                                                                                                                                                                               |     |    |
| 10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If 'Yes,' answer 10b below.                                                                                                                                                                                                                                                           |     |    |
| b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)                                                                                                                                                                                                                                                                                                                                                           |     |    |

BAA

TEEA0404L 07/03/19

Schedule A (Form 990 or 990-EZ) 2019

**Part IV. Supporting Organizations (continued)**

|                                                                                                                                                                       | Yes | No |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 11 Has the organization accepted a gift or contribution from any of the following persons?                                                                            |     |    |
| a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization? | 11a |    |
| b A family member of a person described in (a) above?                                                                                                                 | 11b |    |
| c A 35% controlled entity of a person described in (a) or (b) above? If 'Yes' to a, b, or c, provide detail in Part VI.                                               | 11c |    |

**Section B. Type I Supporting Organizations**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes | No |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If 'No,' describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year. | 1   |    |
| 2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If 'Yes,' explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.                                                                                                                                                                                                                                                                             | 2   |    |

**Section C. Type II Supporting Organizations**

|                                                                                                                                                                                                                                                                                                                                                                        | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If 'No,' describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s). | 1   |    |

**Section D. All Type III Supporting Organizations**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes | No |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? | 1   |    |
| 2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If 'No,' explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).                                                                                                                              | 2   |    |
| 3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If 'Yes,' describe in Part VI the role the organization's supported organizations played in this regard.                                                                                                 | 3   |    |

**Section E. Type III Functionally Integrated Supporting Organizations**

- 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
- a ☐ The organization satisfied the Activities Test. Complete line 2 below
- b ☐ The organization is the parent of each of its supported organizations. Complete line 3 below
- c ☐ The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions)

**2 Activities Test Answer (a) and (b) below.**

a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If 'Yes,' then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities

b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If 'Yes,' explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement

**3 Parent of Supported Organizations Answer (a) and (b) below.**

a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.

b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If 'Yes,' describe in Part VI the role played by the organization in this regard

|    | Yes | No |
|----|-----|----|
| 2a |     |    |
| 2b |     |    |
| 3a |     |    |
| 3b |     |    |



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

| Section A – Adjusted Net Income |                                                                                                                                                                                                          | (A) Prior Year | (B) Current Year (optional) |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|
| 1                               | Net short-term capital gain                                                                                                                                                                              | 1              |                             |
| 2                               | Recoveries of prior-year distributions                                                                                                                                                                   | 2              |                             |
| 3                               | Other gross income (see instructions)                                                                                                                                                                    | 3              |                             |
| 4                               | Add lines 1 through 3                                                                                                                                                                                    | 4              |                             |
| 5                               | Depreciation and depletion                                                                                                                                                                               | 5              |                             |
| 6                               | Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions) | 6              |                             |
| 7                               | Other expenses (see instructions)                                                                                                                                                                        | 7              |                             |
| 8                               | <b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)                                                                                                                                      | 8              |                             |

| Section B – Minimum Asset Amount |                                                                                                                                 | (A) Prior Year | (B) Current Year (optional) |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|
| 1                                | Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year): |                |                             |
| a                                | Average monthly value of securities                                                                                             | 1a             |                             |
| b                                | Average monthly cash balances                                                                                                   | 1b             |                             |
| c                                | Fair market value of other non-exempt-use assets                                                                                | 1c             |                             |
| d                                | <b>Total</b> (add lines 1a, 1b, and 1c)                                                                                         | 1d             |                             |
| e                                | <b>Discount</b> claimed for blockage or other factors (explain in detail in Part VI)                                            |                |                             |
| 2                                | Acquisition indebtedness applicable to non-exempt-use assets                                                                    | 2              |                             |
| 3                                | Subtract line 2 from line 1d                                                                                                    | 3              |                             |
| 4                                | Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).                                 | 4              |                             |
| 5                                | Net value of non-exempt-use assets (subtract line 4 from line 3)                                                                | 5              |                             |
| 6                                | Multiply line 5 by .035                                                                                                         | 6              |                             |
| 7                                | Recoveries of prior-year distributions                                                                                          | 7              |                             |
| 8                                | <b>Minimum Asset Amount</b> (add line 7 to line 6)                                                                              | 8              |                             |

| Section C – Distributable Amount |                                                                                                                                                                          |   | Current Year |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------|
| 1                                | Adjusted net income for prior year (from Section A, line 8, Column A)                                                                                                    | 1 |              |
| 2                                | Enter 85% of line 1.                                                                                                                                                     | 2 |              |
| 3                                | Minimum asset amount for prior year (from Section B, line 8, Column A)                                                                                                   | 3 |              |
| 4                                | Enter greater of line 2 or line 3.                                                                                                                                       | 4 |              |
| 5                                | Income tax imposed in prior year                                                                                                                                         | 5 |              |
| 6                                | <b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)                                             | 6 |              |
| 7                                | <input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions) |   |              |

BAA

Schedule A (Form 990 or 990-EZ) 2019

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**

| <b>Section D – Distributions</b> |                                                                                                                                                   |  | <b>Current Year</b> |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|
| <b>1</b>                         | Amounts paid to supported organizations to accomplish exempt purposes                                                                             |  |                     |
| <b>2</b>                         | Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity             |  |                     |
| <b>3</b>                         | Administrative expenses paid to accomplish exempt purposes of supported organizations                                                             |  |                     |
| <b>4</b>                         | Amounts paid to acquire exempt-use assets                                                                                                         |  |                     |
| <b>5</b>                         | Qualified set-aside amounts (prior IRS approval required)                                                                                         |  |                     |
| <b>6</b>                         | Other distributions (describe in <b>Part VI</b> ) See instructions.                                                                               |  |                     |
| <b>7</b>                         | <b>Total annual distributions.</b> Add lines 1 through 6                                                                                          |  |                     |
| <b>8</b>                         | Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ) See instructions. |  |                     |
| <b>9</b>                         | Distributable amount for 2019 from Section C, line 6                                                                                              |  |                     |
| <b>10</b>                        | Line 8 amount divided by line 9 amount                                                                                                            |  |                     |

| <b>Section E – Distribution Allocations (see instructions)</b> |                                                                                                                                                                            | <b>(i)<br/>Excess<br/>Distributions</b> | <b>(ii)<br/>Underdistributions<br/>Pre-2019</b> | <b>(iii)<br/>Distributable<br/>Amount for 2019</b> |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------|----------------------------------------------------|
| <b>1</b>                                                       | Distributable amount for 2019 from Section C, line 6                                                                                                                       |                                         |                                                 |                                                    |
| <b>2</b>                                                       | Underdistributions, if any, for years prior to 2019 (reasonable cause required – explain in <b>Part VI</b> ) See instructions.                                             |                                         |                                                 |                                                    |
| <b>3</b>                                                       | Excess distributions carryover, if any, to 2019                                                                                                                            |                                         |                                                 |                                                    |
| <b>a</b>                                                       | From 2014                                                                                                                                                                  |                                         |                                                 |                                                    |
| <b>b</b>                                                       | From 2015                                                                                                                                                                  |                                         |                                                 |                                                    |
| <b>c</b>                                                       | From 2016                                                                                                                                                                  |                                         |                                                 |                                                    |
| <b>d</b>                                                       | From 2017                                                                                                                                                                  |                                         |                                                 |                                                    |
| <b>e</b>                                                       | From 2018                                                                                                                                                                  |                                         |                                                 |                                                    |
| <b>f</b>                                                       | <b>Total</b> of lines 3a through e                                                                                                                                         |                                         |                                                 |                                                    |
| <b>g</b>                                                       | Applied to underdistributions of prior years                                                                                                                               |                                         |                                                 |                                                    |
| <b>h</b>                                                       | Applied to 2019 distributable amount                                                                                                                                       |                                         |                                                 |                                                    |
| <b>i</b>                                                       | Carryover from 2014 not applied (see instructions)                                                                                                                         |                                         |                                                 |                                                    |
| <b>j</b>                                                       | Remainder Subtract lines 3g, 3h, and 3i from 3f                                                                                                                            |                                         |                                                 |                                                    |
| <b>4</b>                                                       | Distributions for 2019 from Section D, line 7: \$                                                                                                                          |                                         |                                                 |                                                    |
| <b>a</b>                                                       | Applied to underdistributions of prior years                                                                                                                               |                                         |                                                 |                                                    |
| <b>b</b>                                                       | Applied to 2019 distributable amount                                                                                                                                       |                                         |                                                 |                                                    |
| <b>c</b>                                                       | Remainder Subtract lines 4a and 4b from 4                                                                                                                                  |                                         |                                                 |                                                    |
| <b>5</b>                                                       | Remaining underdistributions for years prior to 2019, if any Subtract lines 3g and 4a from line 2 For result greater than zero, explain in <b>Part VI</b> See instructions |                                         |                                                 |                                                    |
| <b>6</b>                                                       | Remaining underdistributions for 2019 Subtract lines 3h and 4b from line 1 For result greater than zero, explain in <b>Part VI</b> See instructions                        |                                         |                                                 |                                                    |
| <b>7</b>                                                       | <b>Excess distributions carryover to 2020.</b> Add lines 3j and 4c                                                                                                         |                                         |                                                 |                                                    |
| <b>8</b>                                                       | Breakdown of line 7                                                                                                                                                        |                                         |                                                 |                                                    |
| <b>a</b>                                                       | Excess from 2015                                                                                                                                                           |                                         |                                                 |                                                    |
| <b>b</b>                                                       | Excess from 2016                                                                                                                                                           |                                         |                                                 |                                                    |
| <b>c</b>                                                       | Excess from 2017                                                                                                                                                           |                                         |                                                 |                                                    |
| <b>d</b>                                                       | Excess from 2018                                                                                                                                                           |                                         |                                                 |                                                    |
| <b>e</b>                                                       | Excess from 2019                                                                                                                                                           |                                         |                                                 |                                                    |

BAA

Schedule A (Form 990 or 990-EZ) 2019

Schedule A (Form 990 or 990-EZ) 2019 **THE NAPA COMMUNITIES FIREWISE FOUNDATION 26-0147748** Page **8**

**Part VI** **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.  
(See instructions.)

**SCHEDULE O**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service

Name of the organization

**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or 990-EZ.▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No 1545-0047

**2019****Open to Public  
Inspection**

Employer identification number

THE NAPA COMMUNITIES FIREWISE FOUNDATION

26-0147748

**FORM 990-EZ, PART I, LINE 16**  
**OTHER EXPENSES**

|                        |           |                 |
|------------------------|-----------|-----------------|
| FUNDRAISING EXPENSES   | \$        | 3,088.          |
| INFORMATION TECHNOLOGY |           | 10,121.         |
| INSURANCE              |           | 1,288.          |
| MITIGATION PROJECTS    |           | 102,432.        |
| OFFICE EXPENSES        |           | 830.            |
| OTHER EXPENSES         |           | 778.            |
| <b>TOTAL</b>           | <b>\$</b> | <b>118,537.</b> |

**FORM 990-EZ, PART II, LINE 24**  
**OTHER ASSETS**

|                     | <u>BEGINNING</u>  | <u>ENDING</u>     |
|---------------------|-------------------|-------------------|
| ACCOUNTS RECEIVABLE | \$ 10,000.        | \$ 10,000.        |
| <b>TOTAL</b>        | <b>\$ 10,000.</b> | <b>\$ 10,000.</b> |

**FORM 990-EZ, PART II, LINE 26**  
**TOTAL LIABILITIES**

|                                       | <u>BEGINNING</u>  | <u>ENDING</u>     |
|---------------------------------------|-------------------|-------------------|
| ACCOUNTS PAYABLE AND ACCRUED EXPENSES | \$ 43,028.        | \$ 73,873.        |
| <b>TOTAL</b>                          | <b>\$ 43,028.</b> | <b>\$ 73,873.</b> |

**FORM 990-EZ, PART III - ORGANIZATION'S PRIMARY EXEMPT PURPOSE**

FIRE AWARENESS

**FORM 990-EZ, PART V - REGARDING TRANSFERS ASSOCIATED WITH PERSONAL BENEFIT CONTRACTS**

(A) DID THE ORGANIZATION, DURING THE YEAR, RECEIVE ANY FUNDS, DIRECTLY OR  
INDIRECTLY, TO PAY PREMIUMS ON A PERSONAL BENEFIT CONTRACT? NO

(B) DID THE ORGANIZATION, DURING THE YEAR, PAY PREMIUMS, DIRECTLY OR  
INDIRECTLY, ON A PERSONAL BENEFIT CONTRACT? NO

P&L  
8/1/2022 through 7/31/2023

| Category               | 8/1/2022-<br>7/31/2023 |
|------------------------|------------------------|
| <b>INFLOWS</b>         |                        |
| Gift Received          | 1,000.00               |
| Government Grant       | 10,000.00              |
| <b>TOTAL INFLOWS</b>   | <b>11,000.00</b>       |
| <b>OUTFLOWS</b>        |                        |
| Education              |                        |
| Contractors            | 3,000.00               |
| Materials              | 3,000.00               |
| <b>TOTAL Education</b> | <b>6,000.00</b>        |
| Partner Agency Support | 4,000.00               |
| <b>TOTAL OUTFLOWS</b>  | <b>10,000.00</b>       |
| <b>OVERALL TOTAL</b>   | <b>1,000.00</b>        |

**Application Questions** - Please answer the following questions on a separate sheet. Please limit your response to 2 pages.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

The St. Helena Fire Safe Council "wildfire emergency preparedness and prevention community outreach project" will help achieve the City's goals, mission statement and funding philosophy for wildfire preparedness and prevention, through neighbor-to-neighbor and small business outreach to educate and prepare community residents and businesses for wildfire emergencies, and to help them inspect their homes and businesses and implement defensible space and other emergency preparedness activities, including evacuation drills and education in coordination with St. Helena Fire and Police Departments. The project will also help achieve the City's diversity, equity and inclusion goals by partnering with social services agencies that support our vulnerable community members, such as COAD and its members.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2023. Please provide a timeline for your Project.

The project will attempt to reach out and provide wildfire safety education and home defensible space support to at least 1,000 beginning prior to the 2022 wildfire season, and then through the 2022 and 2023 wildfire seasons.

3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?

The project will maximize coordination and consistency with other City and non-profit emergency preparedness activities and organizations, including COAD; St. Helena Fire and Police; the County's Community Wildfire Protection Plan; and best practices for wildfire emergency preparation and defensible space recommended by CalFire, NCCF, St. Helena Fire and Police Departments; PG&E and other organizations.

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

The project will benefit St. Helena residents, businesses, tenants and visitors. The project's goal is to reach at least 1,000 St. Helena residents and businesses beginning prior to the 2022 wildfire season through the 2022 and 2023 wildfire seasons.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

No funding from other Napa County government agencies. St. Helena FSC coordinates and receives in-kind and some direct funding support from the Napa Communities Firewise Foundation.



6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.\*

The project and the St. Helena FSC strongly support diversity, equity and inclusion-based programs undertaken by COAD and other social services agencies, such as COAD's "Map Your Neighborhood" emergency preparedness program and other vulnerable community outreach programs sponsored by St. Helena agencies and advocates.

\*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.



**City of St. Helena**  
**Nonprofit Grant Application**  
**Fiscal Year 2022-2023**



ST. HELENA  
 HISTORICAL  
 SOCIETY

**Showcasing the Hispanic Settlement  
 of the St. Helena Region of Napa Valley**

|                                                         |                                                     |
|---------------------------------------------------------|-----------------------------------------------------|
| <b>Organization Name:</b> St. Helena Historical Society | <b>Website:</b> shstory.org                         |
| <b>Address:</b> 1255 Oak Avenue, St. Helena, CA 94547   | <b>Federal Tax ID Number and Status:</b> 30-0087096 |
| <b>Contact:</b> Stephen Taplin                          | <b>Years in operation:</b> 20 years                 |
| <b>Email:</b> stephen@taplincellars.com                 | <b>Requested grant amount:</b> \$20,000             |
| <b>Telephone:</b> 707.696.9962                          |                                                     |



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                              |
|---------------------------------------------------|----------------------------------------------|
| Organization Name:                                | <u>St. Helena Historical Society</u>         |
| Organization Mailing Address:                     | <u>1255 Oak Avenue, St. Helena, CA 94547</u> |
| Organization Contact Person<br>(Name/Title):      | <u>Stephen Taplin, President</u>             |
| Organization Contact Email:                       | <u>stephen@taplincellars.com</u>             |
| Organization Contact Telephone:                   | <u>707.696.9962</u>                          |
| Organization Website:                             | <u>shstory.org</u>                           |
| Federal Tax ID Number and Status:                 | <u>30-0087096</u>                            |
| How long has your organization been in operation? | <u>20 years</u>                              |

### Grant Request

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Project Name:           | <u>Showcasing the Hispanic Settlement of the St. Helena Region of Napa Valley</u> |
| Address of Project:     | <u>1255 Oak Avenue, St. Helena, CA 94547</u>                                      |
| Requested Grant Amount: | <u>\$ 20,000</u>                                                                  |
| Matching Funds:         | <u>\$</u>                                                                         |
| TOTAL Project Cost:     | <u>\$ 20,000</u>                                                                  |

**Cost Estimate**

Include a high-level description of all the program or project costs that will be paid for by City Funds.

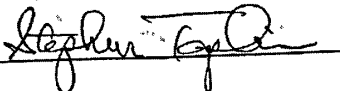
| Description                                                        | Amount  |
|--------------------------------------------------------------------|---------|
| Chairs for the Meeting Room                                        | \$2,000 |
| Headsets: 25 Headsets for Cemetery Tours                           | \$800   |
| Lectern Computer: Compatible Lectern for Meetings                  | \$600   |
| Wireless Lapel Microphones & Amplifier                             | \$500   |
| Liaison Staff: Hire Person to Provide Access to Hispanic Community | \$9,000 |
| Storyboards: Create Storyboards of Key Hispanic Settlement Events  | \$600   |
| Videographer: Hire PUC Student to Create Oral Histories            | \$2000  |
| Promotion: Posters, Ads, Radio                                     | \$1500  |
| Grant Management                                                   | \$3000  |

**Total Grant Request \$20,000**

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Stephen Taplin, MD

Signature 

Title President

Date 2/17/22

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 04 2006**

ST HELENA HISTORICAL SOCIETY  
PO BOX 87  
ST HELENA, CA 94574

Employer Identification Number:  
30-0087096  
DLN:  
17053252748036  
Contact Person:  
EDWINA O PERKINS ID# 31229  
Contact Telephone Number:  
(877) 829-5500  
Public Charity Status:  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

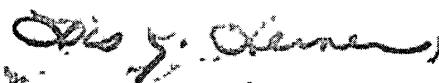
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

3:50 PM  
07/03/21  
Cash Basis

**St. Helena Historical Society**  
**Profit & Loss**  
July 2020 through June 2021  
YTD  
2/2/22

**Ordinary Income/Expense**

**Income**

**Contributed Revenue**

Fundraising Campaigns \$ 30,975.70

Other Fundraisers \$ -

**Total Fundraising Campaigns \$ 30,975.70**

Government Grants \$ 15,000.00

Private Grants/Aid \$ 500.00

**Total Grants \$ 15,500.00**

**Unrestricted Donations**

**Memorials**

**Total Memorial \$ 1,100.00**

**Unrestricted Donations**

Bequests \$ -

Monthly Programs \$ 192.00

Unrestricted Donations - Other \$ 1,600.00

**Total Unrestricted Donations \$ 1,792.00**

**Contributed Revenue - Other \$ 1,540.00**

**Total Contributed Revenue \$ 50,907.70**

**Self Generated Revenue**

Miscellaneous Income \$ 521.67

Interest Income \$ 0.81

**Membership**

Business Membership \$ 300.00

Contributing Membership \$ 2,600.00

Family Membership \$ 2,380.00

Individual Membership \$ 600.00

**Membership-Other \$ 1,000.00**

3:50 PM  
07/03/21  
Cash Basis

**St. Helena Historical Society**  
**Profit & Loss**  
July 2020 through June 2021  
Budget 21-22  
July 1 to June 30

**Ordinary Income/Expense**

**Income**

**Contributed Revenue**

|                       |    |           |
|-----------------------|----|-----------|
| Fundraising Campaigns | \$ | 50,000.00 |
|-----------------------|----|-----------|

|                   |    |        |
|-------------------|----|--------|
| Other Fundraisers | \$ | 500.00 |
|-------------------|----|--------|

|                             |    |           |
|-----------------------------|----|-----------|
| Total Fundraising Campaigns | \$ | 50,500.00 |
|-----------------------------|----|-----------|

|                   |    |           |
|-------------------|----|-----------|
| Government Grants | \$ | 10,000.00 |
|-------------------|----|-----------|

**Private Grants/Aid**

|              |    |           |
|--------------|----|-----------|
| Total Grants | \$ | 10,000.00 |
|--------------|----|-----------|

**Unrestricted Donations**

**Memorials**

|                |    |          |
|----------------|----|----------|
| Total Memorial | \$ | 2,500.00 |
|----------------|----|----------|

**Unrestricted Donations**

|          |    |        |
|----------|----|--------|
| Bequests | \$ | 500.00 |
|----------|----|--------|

**Monthly Programs**

|                                |    |          |
|--------------------------------|----|----------|
| Unrestricted Donations - Other | \$ | 1,000.00 |
|--------------------------------|----|----------|

|                              |    |          |
|------------------------------|----|----------|
| Total Unrestricted Donations | \$ | 1,500.00 |
|------------------------------|----|----------|

|                             |    |          |
|-----------------------------|----|----------|
| Contributed Revenue - Other | \$ | 1,400.00 |
|-----------------------------|----|----------|

|                           |    |           |
|---------------------------|----|-----------|
| Total Contributed Revenue | \$ | 65,900.00 |
|---------------------------|----|-----------|

**Self Generated Revenue**

**Miscellaneous Income**

|                 |    |       |
|-----------------|----|-------|
| Interest Income | \$ | 15.00 |
|-----------------|----|-------|

**Membership**

|                     |    |          |
|---------------------|----|----------|
| Business Membership | \$ | 1,000.00 |
|---------------------|----|----------|

|                         |    |          |
|-------------------------|----|----------|
| Contributing Membership | \$ | 1,500.00 |
|-------------------------|----|----------|

|                   |    |          |
|-------------------|----|----------|
| Family Membership | \$ | 1,000.00 |
|-------------------|----|----------|

|                       |    |          |
|-----------------------|----|----------|
| Individual Membership | \$ | 1,200.00 |
|-----------------------|----|----------|

**Membership-Other**



Re: [External] City of St. Helena Non-Profit Grant Application - MISSING DOCUMENT

Bonnie Thoreen <bthoreen@gmail.com>

Thu 3/3/2022 2:28 PM

To: Finance Temp <financetemp@cityofstheleena.org>

On Thu, Mar 3, 2022 at 2:18 PM Bonnie Thoreen <[bthoreen@gmail.com](mailto:bthoreen@gmail.com)> wrote:

Aaron,

The St. Helena Historical Society submitted a grant for a Pioneer Schoolroom and Education Center. The grant request was for \$10,000. Our grant request was funded at \$5000. I am in the process of completing the final report and request for reimbursement.

That is the only grant funding the SHHS has had in the past 12 months.

Please call me if you have any questions. 707.963.7529.

Bonnie Thoreen

On Thu, Mar 3, 2022 at 12:14 PM Stephen Taplin <[stephen@taplincellars.com](mailto:stephen@taplincellars.com)> wrote:

Greetings. Please see the note below. We need to submit data on past grants we have received. Bonnie, do you have such a list?

I think We had a City of St Helena grant. Did we ever get it?

----- Forwarded message -----

From: **Finance Temp** <[financetemp@cityofstheleena.org](mailto:financetemp@cityofstheleena.org)>

Date: Thu, Mar 3, 2022 at 11:54 AM

Subject: City of St. Helena Non-Profit Grant Application - MISSING DOCUMENT

To: [stephen@taplincellars.com](mailto:stephen@taplincellars.com) <[stephen@taplincellars.com](mailto:stephen@taplincellars.com)>

Good Morning,

While reviewing your Grant Application, I discovered that the following document(s) is/are missing:

- Listing of grant funding received in the last 12 months

Please submit the document(s) listed above at your earliest convenience to advance your application in the review process.

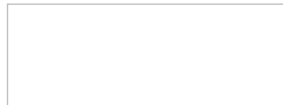
Best Regards,

Aaron Mix

office: (707) 968-2745

Finance Department - City of St. Helena

--



[www.TaplinCellars.com](http://www.TaplinCellars.com)

Follow us on Facebook: [www.Facebook.com/TaplinCellars](https://www.Facebook.com/TaplinCellars)

1219 First Street, Napa, CA 94559, USA



707.224.1739 • [www.napahistory.org](http://www.napahistory.org)

17 February 2022

Stephen Taplin MD, MPH  
St Helena Historical Society  
1255 Oak Ave.  
St Helena, Ca 94574

Dear Dr Taplin,

Thank you for your recent call regarding collaboration between the Napa County Historical Society (NCHS) and the St Helena Historical Society. As we discussed, NCHS are partnering with the Napa County Hispanic Network (NCHN) and Hispanic Chamber of Commerce in the design and exhibition of artworks produced by the NCHN Quilt Project. The exhibit, *Hilos Visibles*, is scheduled to open October 6, 2022 and run for six months. This promises to be a vibrant exhibition reflecting the importance of the Valley's Hispanic Communities. We are excited that St. Helena Historical Society is open to hosting a portion of the exhibition, thus increasing the show's outreach and broadening the exhibit's potential.

Napa County Historical Society is committed to amplifying the voices of Napa Valley communities and sharing these stories through exhibition. *Hilos Visibles* focuses on the threads of community cultures, both seen and unseen, building stories through visual and audial representation in the form of quilt blocks, quilts, and audio quilts.

We welcome the opportunity to work with St. Helena Historical Society on this project and commit to help the project come to fruition through the following,

- Shared exhibit design expertise,
- Shared publicity through print and social media, and
- Shared help with exhibit installation.

Sincerely,

*Sheli O. Smith*

Sheli O. Smith, PhD  
Executive Director  
Napa County Historical Society





ST. HELENA  
HISTORICAL  
SOCIETY

**1. Describe how your project ties to the City's goals, mission/vision statement, and or funding philosophy.**

**Our Project: Creating a comprehensive new public exhibit showcasing the Hispanic settlement of the St. Helena region. Created within the St. Helena Heritage Center, the exhibit will include oral histories, enhancements to the Heritage Center and new lectures featuring Hispanic history in the St. Helena region of Napa Valley.**

The mission of the St. Helena Historical Society (SHHS), founded in 2002, is to collect, preserve, exhibit, interpret, and provide access to the history of the St. Helena area from the ancient settlements of the first Native Americans to the present day. Our mission and the objectives are closely aligned with those of the City of St. Helena, as discussed below.

**Thousands of stories of diverse groups of people**

St. Helena's history includes thousands of stories about the diverse groups of people who settled in our area. One of the most visible groups is the Hispanic people who have come here from Spain, Mexico, Central and South America. We use the term "Hispanic" to reflect people whose ancestors spoke the Spanish language. The purpose of this grant is to gain support personnel and materials that will help SHHS document and tell the stories of the diverse history of Hispanic settlers.

These stories will be the centerpieces of our public educational programs and a permanent display within the SHHS Heritage Center (1255 Oak Ave, St Helena, Ca 94574). SHHS is a 501(c)(3) organization that is supported through membership fees, volunteer work, and donations. The Heritage Center enhancement will increase its quality and appeal to diverse populations and age groups, increasing our ability to obtain corporate sponsorships, sustain memberships, and establish fiscal independence. The personal stories will convey the small-town rural character of our history and region.

**Our objective is to strengthen how we display and discuss the Hispanic history of the St. Helena region. We will pursue that objective by:**

- **Hiring one person from the St. Helena community to act as a liaison.** This person needs to speak Spanish and be well connected to the local Hispanic population, providing access to those who would be able to share illuminating stories about the Hispanic contributions to the culture and economy of St. Helena.
- **Taping and transcribing oral histories** of a variety of people from throughout the Hispanic community who are emblematic of settlement history. Oral histories will be made accessible to all on our website.
- **Working with the Napa County Historical Society (NCHS) and Napa County Hispanic Network** on a shared display of Napa Valley Hispanic history called "Hilos Visibles: Stories of Napa Valley". St. Helena will share in this display of quilting and stories from Hispanic women. Women who settled in the St. Helena area will show their work through our space.



- **Creating portable storyboards** that display and explain vintage photos of key events and individuals of Hispanic history.
- **Providing in-person programs** on Hispanic history for our continuing Susanne Salvestrin Memorial Lecture series. Create videotapes for our YouTube channel.
- **Reaching out to local middle and elementary school faculty** to engage students in visits and special programs at the Heritage Center.
- **Promoting the exhibit** throughout the North Bay.
- **Investing in necessary equipment for the programs and displays**, including chairs, a podium, microphones, amplifiers and videography equipment

**Dedicated volunteers have been documenting our heritage for 20 years**

This year, 2022, marks twenty years that SHHS has been documenting the heritage of our community, but we have only recently leased a space in which to share it. A core team of dedicated volunteers has been carefully collecting, sorting, detailing and storing artifacts, photos and manuscripts in our standardized museum software.

We have 250 members who joined the organization at different membership levels, from \$30 for individuals to \$500 for lifetime membership. Our monthly seminars were attended by as many as 50 people in pre-Covid times. We've transitioned to live Zoom lectures that are recorded and posted on our YouTube channel, doubling the number of lecture participants.

**2. Key goals for 2022 are diversifying and building long-term viability**

**Building a sustainable organization**

We completed a successful end/year fundraising campaign that included the Give!Guide for the first time. We raised \$30K and are building a sustainable organization. Key to that sustainability is a high-quality space to welcome visitors to our lectures and museum space. We now have space for an office where our volunteer teams can work. We have a storage area to catalog and add to our growing collections. Best of all, we have an exhibit space, which is our museum, and a room for our programs and lectures.

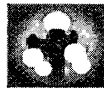
**Increasing attendance at our lectures and programs**

We are looking forward to in-person lectures for our growing audience in the near future and video recording them for later posting to our YouTube channel.

**An open house fundraiser in the spring**

Our plans include an open house in the spring of 2023 when we'll need the furniture and equipment requested in this grant. We want to be able to seat 50 attendees at our live programs and reach additional people online.

We believe it's our responsibility to document the past for future generations, but also to identify those who helped settle this area. **The contributions reflect the trust our community has in our organization.**



ST. HELENA  
HISTORICAL  
SOCIETY

### PROJECT TIMELINE

| Date          | Activity                                                                                                                                                                                                                                                                           |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 2022    | <ul style="list-style-type: none"><li>• Susanne Salvestrin Lecture: Braceros. Live by Zoom and videorecorded for our YouTube channel.</li><li>• Interview individuals to act as our Hispanic community liaison for this project</li></ul>                                          |
| June 2022     | <ul style="list-style-type: none"><li>• Purchase equipment for Heritage Center, including chairs</li><li>• Hire Hispanic community liaison</li></ul>                                                                                                                               |
| July 2022     | <ul style="list-style-type: none"><li>• Create new webpage for exhibit and begin conceptual organization of history and supporting materials</li><li>• Identify subjects for oral histories and begin scheduling interviews</li></ul>                                              |
| Sept-Oct 2022 | <ul style="list-style-type: none"><li>• Begin videotaping interviews for oral histories</li></ul>                                                                                                                                                                                  |
| Oct-Nov 2022  | <ul style="list-style-type: none"><li>• “Hilos Visibles” exhibit opens, in conjunction with Napa County Historical Society and Napa County History Museum.</li><li>• Begin promotion. Leverage Chamber notices and all communications that reach the Hispanic community.</li></ul> |
| Jan-June 2023 | <ul style="list-style-type: none"><li>• Install new storyboards.</li><li>• Add new programs to YouTube</li><li>• Edit oral histories and add to website and promote on social media</li></ul>                                                                                      |



By June of 2023 we will have completed the timeline. In doing so we will have created stronger links to the Hispanic Community and strengthened our presentation of Hispanic history. That stronger involvement will increase our support by the entire St. Helena community and thereby strengthen our organization.

### 3. Describe the community support for your project.

#### **SHHS has built close working relationships with other organizations**

We share our monthly program information with Rianda House, the Chamber of Commerce and the St. Helena Public Library. An important goal for this project is to initiate an ongoing program with the local schools, inviting students to visit the Heritage Center.

We’ve developed a relationship with the Chair of the Pacific Union College Visual Arts Department. One or two of their students will be videotaping and editing our in-person live lectures for our YouTube channel.

In addition to these relationships, we have given a number of presentations at local service organizations—Rotary, Kiwanis and the Odd Fellows. Our Research Director, Mariam Hansen, has been a volunteer for 19 years and is frequently contacted by both businesses and individuals to research their property’s history and to present special lectures.

#### **“Hilos Visibles” (Visible Threads): Building bridges to both NCHS and the Hispanic Network**



ST. HELENA  
HISTORICAL  
SOCIETY

As part of our effort to build long-term viability, we are collaborating with Napa County Historical Society (NCHS) to debut an exhibit, "Hilos Visibles", in October 2022 that is part of a larger community effort by the Napa County Hispanic Network. "Hilos Visibles" celebrates the cultural heritage of the Hispanic communities through the tangible expression of quilts.

This is a multiyear project by the Napa County Hispanic Network designed to highlight the voices, history and spirit of Napa Valley's Latino communities. The exhibit will be staged at the NCHS and SHHS. Activities include walking tours, storyboards, oral histories, guest lectures and artist exhibits. This initiative is supported by all of the Valley libraries, local schools and other prominent organizations. We are excited to be part of this important effort. (See attached letter of support from Sheli Smith, Executive Director, NCHS)

**4. Describe who will benefit from this project and estimate how many people your proposal may impact.**

Hundreds of people will gain a better understanding of the contributions of the Hispanic population to the Napa Valley through our Heritage Center exhibits and lectures that are free to the entire community. Our faculty outreach will teach local schoolchildren that history doesn't have to be boring and that St. Helena's diverse history is its strength.

**SHHS: Sustainable and on the move**

2021 was an important year for SHHS. We leased five classrooms in the former Catholic School beginning in February of 2019. We moved into our new home in 2020 after investing \$100K in its refurbishment over nearly a year of work.

We are gratified by the consistently positive feedback about our programs and speakers. We want to seat 50 attendees at our live programs and reach additional people (local and worldwide) online.

**5. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion.**

The president of our organization is a fifth generation St. Helena resident. Like many residents who grew up here, he went away to school and a career, then returned. He continues to remind us that diversity is part of our history, but equity and inclusion have not always been achieved.

**Each group that inhabited St. Helena contributed to the culture we know today**

The original inhabitants of St. Helena were the Wappo tribe of Native Americans, highlighted in one of our museum exhibits and in several monthly lectures. Later inhabitants brought skills from their homelands. For many, it was growing grapes and making wine. Others were stonemasons who helped build our bridges. They were tailors, ranchers and fishermen. Each group contributed to the rich culture we know today.



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                             |
|---------------------------------------------------|---------------------------------------------|
| Organization Name:                                | <u>Saint Helena Housing Coalition, Inc.</u> |
| Organization Mailing Address:                     | <u>PO Box 988, Saint Helena, CA 94574</u>   |
| Organization Contact Person<br>(Name/Title):      | <u>Rick Crebs, CEO</u>                      |
| Organization Contact Email:                       | <u>rick@sthelenahc.org</u>                  |
| Organization Contact Telephone:                   | <u>707-580-0418</u>                         |
| Organization Website:                             | <u>www.sthelenahc.org</u>                   |
| Federal Tax ID Number and Status:                 | <u>84-2526126 -Active</u>                   |
| How long has your organization been in operation? | <u>2018</u>                                 |

### **Grant Request**

|                         |                                                                           |
|-------------------------|---------------------------------------------------------------------------|
| Project Name:           | <u>Adams Street "affordable" 89 apartment units for workforce housing</u> |
| Address of Project:     | <u>Parcel # 009 150 006 000 (Adams Street &amp; Library Lane)</u>         |
| Requested Grant Amount: | <u>\$ 30,000</u>                                                          |
| Matching Funds:         | <u>\$ 44,970,000</u>                                                      |
| TOTAL Project Cost:     | <u>\$ 45,000,000</u>                                                      |



### Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

| Description         | Amount |
|---------------------|--------|
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
|                     |        |
| Total Grant Request |        |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Rick Crebs

Signature Rick Grebs

Title CFO

Date 01/29/2022

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45220  
FEB 18 2020

DEPARTMENT OF THE TREASURY

Date:

SAINT HELENA HOUSING COALITION INC  
6527 YOUNT ST  
YOUNTVILLE, CA 94599

Employer Identification Number:  
84-2526126  
DLN:  
29053224311039  
Contact Person:  
ZENIA LUK ID# 31522  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
May 20, 2019  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

# Saint Helena Housing Coalition, Inc.

PO Box 988  
Saint Helena, CA 94574

## Income & Expenses for the period from 01/01/2021 to 12/31/2021

### Income:

|                           |                   |
|---------------------------|-------------------|
| Miscellaneous Donations   | \$1,000.00        |
| Advances by Board Members | <u>\$3,933.46</u> |
| <b>Total</b>              | <b>\$4,933.46</b> |

### Expenses:

|                                   |                   |
|-----------------------------------|-------------------|
| Expenses 01/01/2021 to 12/31/2021 | \$4,309.04        |
| Bank Charges                      | <u>\$ 180.00</u>  |
| <b>Total</b>                      | <b>\$4,489.04</b> |

## Balance Sheet for period 01/01/2021 to 12/31/2021

### Assets:

|                           |                   |
|---------------------------|-------------------|
| Cash and cash equivalents | \$1,360.42        |
| <b>Total Assets</b>       | <b>\$1,360.42</b> |

### Liabilities and Net Assets

|                           |                    |
|---------------------------|--------------------|
| Advances by board members | \$3,933.46         |
| Total Liabilities         | \$3,933.46         |
| <b>Total Net Assets</b>   | <b>-\$2,573.04</b> |

## SHHC Budget for period 01/01/2022 to 12/31/2022

|                       |                 |
|-----------------------|-----------------|
| Insurance             | \$ 7,500        |
| Website Maintenance   | \$ 2,500        |
| Subscriptions         | \$ 1,000        |
| Professional Services | <u>\$20,000</u> |
| <b>Total</b>          | <b>31,000</b>   |

# Saint Helena Housing Coalition, Inc.

PO Box 988  
Saint Helena, CA 94574

January 26, 2022

Attachment: Saint Helena Housing Coalition, Inc.  
Application for the City of Saint Helena Nonprofit Grants

**Question One:** Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

**Answer: SHHC's** Adams Street Project meets the objectives set forth on the Saint Helena 2040 General Plan specifically LU2.7, CD6.1, CD6.3 and its goals of reducing Greenhouse Gases vehicular traffic and instead encourage walking or biking. We anticipate providing each workforce unit with covered bicycle storage and encourage their use to travel to work or school. The following is an illustration of distances/times to various locations: **Distance** from the Adams Street project: (All distances in miles)

**Time to Walk/Bike (Minutes)**

|                    |     |    |      |
|--------------------|-----|----|------|
| Bus Stop/city Hall | .4  | 10 | 4.8  |
| Primary School     | 1.4 | 34 | 16.8 |
| High School        | 1.2 | 29 | 14.4 |
| Grammar School     | 0.4 | 10 | 4.8  |
| Middle School      | 0.7 | 17 | 8.3  |
| Louis Martini      | 1.6 | 38 | 19.2 |
| Sutter Home        | 1.2 | 29 | 14.4 |
| Central Valley     | 1.9 | 46 | 22.8 |
| Charles Krug       | 1.9 | 46 | 22.8 |
| CIA                | 1.9 | 46 | 22.8 |

Further it Correlates with City General plan Overview-ES1.1, ES1.6,ES1.C, CR2.C: In order to protect the rural and small-town quality & character this project will include the creating of a Civic Center and a Cultural Campus on the majority of the property.

**Our Sustainable Community**

With the creation of SHHC 89 'affordable' well designed workforce housing for up to 270 for those lucky people they will be able live in the middle of an art campus designed strengthen and expand the arts and cultural activities. There will be public

spaces and civic facilities available for community gatherings thereby meeting the social and recreational needs of all ages and interests.

**LU1.1 & LU1.4:**

SHHC Proposes, in Partnership with City, to form an Adams Street joint venture in the form of a 67-year land-lease upon 2.3 acres at the Eastern most end of this property. This property is within the Urban Limit Line. The development will consist of three-, two- or three-story buildings: of ‘affordable’ workforce housing consisting of up to eighty-nine all electric apartment units. All will be built by using best practices producing sustainable LEED Platinum standards, including Solar, net-zero energy, greywater systems for toilet flushing and landscaping, and extremely efficient stormwater management.

**LU2.1:**

This project will be dedicated to workforce housing designated for those households with incomes between \$50,000 and \$120,000 “the Missing Middleclass”.

**ES1.4 :**

SHHC’s development of 89 ‘affordable’ workforce apartments at the East end of the Adams Street property to support the local employment base and in keeping with the small -town smart growth.

SHHC believes the above stated complies with the City’s, Goal, Mission/Vision Statement as it relates to the City’s funding philosophy.

**Question two:** Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

**Answer:** SHHC goal and objective is to obtain the cities authority to proceed with the Adams Street project.

Question three: . Describe the community support for your Project.

- a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

Answer: SHHC has received written support from Our Town Saint Helena affirmatively acknowledging SHHC Adams Street project and ledging their support in achieving this goal.

- b. What roles are they playing and how collaborative is the Project? Until the cities approve SHHC Adams Street project it is too premature to gauge the extent to interest in supporting our project.
- c. What other support exists for your Project? CalCHA, Catalyst Housing Group, Factory OS, Cannon Construction, and several larger nonprofit ‘affordable’

housing group. However, until we are successful in gaining the cities authority to proceed actual commitments have not been achieved.

**Question four:** . Describe who will benefit from this Project and estimate how many people your proposal may impact.

**Answer:** eighty-nine families who are currently employed or have a letter of employment in the Saint Helena marketing area. SHHS with approximately new 152 children to offset the multiple year downward enrollment. Ne parents for the PTA, coaches for=youth sports teams and service clubs and perhaps 89 spouses that may seek full or part time employment with those businesses in town that are struggling to find workers.

**Question 5:** If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

**Answer:** None received.

**Question 6:** 6. Please describe how your application and your organization incorporates the principles of diversity, equity, and inclusion. If your organization does not have a specific equity focus – it does not make you ineligible or less competitive.

**Answer:** SHHC’s application to qualify for an apartment does not ask for ethnicity which by definition extends to inclusion. While we believe these policies also address “equity” SHHC also strongly believes that every family should have an opportunity for home ownership. While that goal is not directly possible for our Adams Street project since most have been paying between 50 to 60% of their monthly income for their previous hosing and will not be paying 30% SHHC is committed to engaging financial advisors to assist our new residents not to now buy an RV or timeshare but to invest the difference and save for a home down payment. It may not be in town but will help the opportunity to build multigenerational wealth. SHHC then will repurpose that Adams Street unit to asset a new tenant with the same goal.

**Cost Estimate:**

|                       |                 |
|-----------------------|-----------------|
| Insurance             | \$ 7,500        |
| Website Maintenance   | \$ 2,500        |
| Subscriptions         | \$ 1,000        |
| Professional Services | <u>\$20,000</u> |
| <b>Total</b>          | <b>31,000</b>   |

List of Grant Funding Received in last 12 months

|           |            |
|-----------|------------|
| Anonymous | \$1,000.00 |
|-----------|------------|



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                         |
|---------------------------------------------------|-----------------------------------------|
| Organization Name:                                | <u>St. Helena Little League</u>         |
| Organization Mailing Address:                     | <u>PO Box 241, St. Helena, CA 94574</u> |
| Organization Contact Person<br>(Name/Title):      | <u>Hugh Davies / Board Member</u>       |
| Organization Contact Email:                       | <u>hdavies@schramsberg.com</u>          |
| Organization Contact Telephone:                   | <u>(707) 974-8072</u>                   |
| Organization Website:                             | <u>www.sthll.org</u>                    |
| Federal Tax ID Number and Status:                 | <u>94-6126932</u>                       |
| How long has your organization been in operation? | <u>6/1/1965</u>                         |

### Grant Request

|                         |                                                          |
|-------------------------|----------------------------------------------------------|
| Project Name:           | <u>St. Helena Little League Uniforms &amp; Equipment</u> |
| Address of Project:     | <u>PO Box 241, St Helena, CA 94574</u>                   |
| Requested Grant Amount: | <u>\$20,000.00</u>                                       |
| Matching Funds:         | <u>\$20,000.00</u>                                       |
| TOTAL Project Cost:     | <u>\$40,000.00</u>                                       |



### Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

| Description                                                               | Amount    |
|---------------------------------------------------------------------------|-----------|
| Uniforms (Hats, Jerseys, Socks, Belts)                                    | 7,500.00  |
| Equipment (Bats, Balls, Catcher Gear, Helmets, Tees, Gloves, Umpire Gear) | 12,500.00 |
| Total Grant Request                                                       | 20,000.00 |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Hugh Davies Signature \_\_\_\_\_

Title Board Member Date 2/14/22

P 9410

See other side  
for instructions

STATE OF CALIFORNIA  
OFFICE OF THE ATTORNEY GENERAL  
REGISTRY OF CHARITABLE TRUSTS  
P. O. Box 13447  
SACRAMENTO, CALIFORNIA 95813

## REGISTRATION FORM

1. Official name and mailing address of organization:
 

Napa Valley Little League  
c/o Dale Brown  
1336 D Oak Avenue  
St. Helena, California 94574

Federal Employer  
Identification Number  
94-6126932
2. Names and addresses of all trustees or directors and officers (attach list if necessary):
 

|                                                                         |                                                                                         |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Bob Kyle, President<br>1480 Main Street<br>St. Helena, California 94754 | Dale M. Brown, Secretary/Treasurer<br>1336 D Oak Avenue<br>St. Helena, California 94574 |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
3. Attach a statement fully describing the activities in which the organization expects to engage, including the standards, criteria, procedures or other means adopted or planned for carrying out the activities, the anticipated sources of revenue and the nature of contemplated expenditures. (A copy of the material submitted with the application for Federal or State tax exemption will normally provide this information.) If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property and other assets held or expected to be held in California.
4. a) If assets (funds, property, etc.) have been received, enter the date first received. prior to 1974. Financial statements for past accounting periods may be required. See instructions on reverse.  
 b) If assets (funds, property, etc.) have not been received, enter the date when such receipts are first expected. \_\_\_\_\_
5. Annual accounting period adopted: Fiscal year ending \_\_\_\_\_, or calendar year ☒.
6. a) Corporations - Furnish a copy of the Articles of Incorporation. If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California. \_\_\_\_\_  
 b) Unincorporated Entities - Furnish a copy of the instrument creating the organization.  
 c) All - Furnish a copy of the Federal Exemption Determination Letter.

X Dale M. Brown Secretary/Treasurer  
Signature Title  
1336 D Oak Avenue, St. Helena, California 94574  
Address  
March 29, 1985 (707) 963-9494  
Date Telephone Number

Registration No. CT 57138

Date of Registration 4/10/85

For Registry use only

CT-1 (5-77)

## Napa Valley Little League

Budget Overview: 2021-2022 Budget (Copy) - FY22 P&L

September 2021 - August 2022

|                                   | TOTAL                |
|-----------------------------------|----------------------|
| Income                            |                      |
| Registration Fees                 | 32,686.70            |
| Sponsorship                       |                      |
| Outfield Signs                    | 30,450.00            |
| <b>Total Sponsorship</b>          | <b>30,450.00</b>     |
| <b>Total Income</b>               | <b>\$63,136.70</b>   |
| <b>GROSS PROFIT</b>               | <b>\$63,136.70</b>   |
| Expenses                          |                      |
| Accounting                        | 150.00               |
| ATV Registration                  | 75.00                |
| Awards & Gifts                    | 200.00               |
| Charter & District Assessments    | 1,951.96             |
| Field Rental                      | 2,125.00             |
| Maintenance & Repairs             | 17,370.00            |
| Miscellaneous                     | 3,000.00             |
| Postage and Delivery              | 118.00               |
| Umpires                           | 6,000.00             |
| Uniforms & Equipment              | 17,500.00            |
| Utilities                         | 1,600.00             |
| <b>Total Expenses</b>             | <b>\$50,089.96</b>   |
| <b>NET OPERATING INCOME</b>       | <b>\$13,046.74</b>   |
| Other Expenses                    |                      |
| Other Expenses                    |                      |
| Repairs-Big Projects              |                      |
| Infields                          | 65,000.00            |
| <b>Total Repairs-Big Projects</b> | <b>65,000.00</b>     |
| <b>Total Other Expenses</b>       | <b>65,000.00</b>     |
| <b>Total Other Expenses</b>       | <b>\$65,000.00</b>   |
| <b>NET OTHER INCOME</b>           | <b>\$ -65,000.00</b> |
| <b>NET INCOME</b>                 | <b>\$ -51,953.26</b> |

# Napa Valley Little League

## Profit and Loss

September 2020 - August 2021

|                                | TOTAL               |
|--------------------------------|---------------------|
| Income                         |                     |
| Donations                      | 11,170.00           |
| Miscellaneous Income           | 4,189.96            |
| Private Contributions          | 1,000.00            |
| Registration Fees              | 7,873.20            |
| Returns & Allowances           | -2,272.00           |
| Sales                          | 33,100.00           |
| Sponsorship                    | -3,043.26           |
| <b>Total Income</b>            | <b>\$52,017.90</b>  |
| <b>GROSS PROFIT</b>            | <b>\$52,017.90</b>  |
| Expenses                       |                     |
| Accounting                     | 1,073.30            |
| Bank Service Charges           | 37.20               |
| Charter & District Assessments | 2,223.43            |
| Dues and Subscriptions         | 215.00              |
| Equipment Rental               | 546.84              |
| Fees & Taxes                   | 150.00              |
| Maintenance & Repairs          | 6,567.80            |
| Meetings                       | 43.64               |
| Miscellaneous                  | 5,026.50            |
| Postage and Delivery           | 169.00              |
| Printing & Reproduction        | 1,000.34            |
| Reconciliation Discrepancies   | 1,037.00            |
| Supplies                       | 29.63               |
| Tournaments                    | 410.40              |
| Umpires                        | 2,276.50            |
| Uniforms & Equipment           | 33,360.66           |
| Utilities                      | 925.99              |
| <b>Total Expenses</b>          | <b>\$55,093.23</b>  |
| <b>NET OPERATING INCOME</b>    | <b>\$ -3,075.33</b> |
| Other Income                   |                     |
| Field Renovation Donations     | 550.00              |
| Other Income                   | 18.94               |
| <b>Total Other Income</b>      | <b>\$568.94</b>     |
| Other Expenses                 |                     |
| Reconciliation Discrepancies-1 | 516.15              |
| Repairs - Small Misc           | 257.00              |
| <b>Total Other Expenses</b>    | <b>\$773.15</b>     |
| <b>NET OTHER INCOME</b>        | <b>\$ -204.21</b>   |
| <b>NET INCOME</b>              | <b>\$ -3,279.54</b> |

SHLL List of Grant Funding

Significant funding comes from sponsorships of the Crane Park outfield panels, scoreboards and teams.  
Over 90 local sponsors have helped us.

Sign sponsors

55 Degrees  
94574 Brand  
A&W  
Adams Street Building  
Amici Cellars  
American Legion Post No. 199  
Britton Tree Service  
Brown's Auto Parts  
Buehler Vineyards  
Cakebread Cellars  
Carl's Body Shop  
Carpy Gang  
Casa Piena  
Catherine Dann  
Central Valley Builders Supply  
Charles Krug Winery  
Clif Family Winery & Farm  
Cook Restaurant  
Coombs & Dunlap LLP  
Darrell Quirici DDS  
David W. Kerr CPA  
Delta Consulting and Engineering  
Di Fede Design  
Dickinsin, Peatman & Fogarty  
Ebersole Construction  
Elyse Winery  
Engel & Volkers  
Forman Vineyards  
Fulton Body Shop  
Gott's Roadside  
Harold Smith & Son  
Health Spa Napa Valley  
Herdell Printing  
Joel Toller Team  
Kind Cellars  
Kiwanis Club of St. Helena  
Leeds and Pesch Viticulture  
Long Meadow Ranch/Farmstead

Malloy, Imrie & Vasconi Insurance  
Natalie Cooperage  
Napa Select Vineyard Services  
Napa Valley Masonic Lodge  
Napa Valley Petroleum  
Napascapes  
Ogletree Welding  
OK Tire  
Patrick Fetzer CPA  
Raymond Vineyards  
Reidy Law Group  
Regusci Winery  
Rombauer Vineyards  
Safe Harbor  
Schramsberg Vineyards  
St. Helena Appliance Service  
St. Helena Cyclery  
St. Helena Optometry  
St. Helena Police Officers Foundation  
Star Vineyard  
Sunshine Foods  
Tri-County Benefits  
Trinchero Family Estate  
Up Valley Orthodontics  
Upper Valley Disposal  
Urban Wine Brokers  
Villa Corona  
Water Connections  
Wine Country Cases  
York & York

Team Sponsors

A&W

American Legion Post No. 199

Buehler Vineyards

Central Valley Builders Supply

Darrell Quirici DDS

Decker Vineyard Management

Dickinson, Peatman & Fogarty

Elyse Winery

Gott's Roadside

Harold Smith & Son

Herdell Printing

Menegon Catering

Reidy Law Group

Sager Ford

Soroptimist

St. Helena Optometry

St. Helena Police Officers Foundation

Steve's Hardware

Sutter Home



**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

*The City of St. Helena's support of this St. Helena Little League project ties very well to several of the goals established in the City's Mission Statement. The 56-year old Little League program helps connect St. Helena and its residents to its historic, small-town character. The SHLL program helps the city fulfill its goal of providing recreational services and facilities for its children and their parents. This is a fantastic program that brings together people from all parts of town and the surrounding community. The city's support of this project request will also help the city strengthen its partnership with a local community non-profit entity, in this case the St. Helena Little League.*

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

*The Little League motto is "Character, Courage & Loyalty" and in the 56 years that St Helena Little League has been a part of this community, these qualities have been imbued in thousands of children who have participated in its baseball and softball programs. Our goal each season is to provide an environment where skill-building and competition meets sportsmanship and teamwork. These goals are emphasized through annual coaching clinics for the all-volunteer coaches of our baseball and softball divisions where the development and encouragement of all players is emphasized, through Board member player advocates who ensure the children's best interests are prioritized over winning, and in strict adherence to fair play game time minimums. Additionally, Little League ensures that every interested player who lives within our district boundaries and attends an evaluation is guaranteed placement on a team through age 12.*

*Our primary need is help in offsetting the cost of the League's Uniform and Equipment program. For 2022, we are fielding over 200 players in Juniors, Intermediate, Majors, Minors, Super Rookies and Coach Pitch Baseball as well as Majors and Minors Softball teams. Our estimated expenditure totals \$40,000 with approximately \$15,000 for uniform needs and \$25,000 for equipment needs. Uniform costs include hats, jerseys, belts and socks for players. Our volunteer coaches cover the costs of their own jersey and hat. Equipment costs include bats, balls, catcher gear, helmets, batting tees, gloves, and umpire gear.*

3. Describe the community support for your Project.

- a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
- b. What roles are they playing and how collaborative is the Project?
- c. What other support exists for your Project?

*St Helena Little League is comprised of 15 Board members who volunteer their time and personal resources to meet the League's yearly needs. As an all-volunteer organization, we are dependent on parent-volunteers to manage and coach teams, score-keep/pitch-count/scoreboard games, umpire games, run the Snack Shack and meet LL safety requirements.*

*The bulk of our financial need is the annual cost of the maintenance and refurbishment of the Crane Park fields. The fields are leased to the League for 6 months of the year, during which time the League supplies the man power and approximately \$10,000 to support their seasonal maintenance needs, including mowing, edging, gopher abatement, grandstand painting, weeding, lining fields, cutting pitcher mounds and material needs such as sand, cinder, Snack Shack upkeep, etc. Throughout the season, the league pays a maintenance crew to mow, fix sprinklers and line the fields for games.*

*We understand that some of the costs detailed above are considered a capital expenditure and are therefore outside the eligibility requirements for this particular grant request but wanted to highlight the financial commitment that the St Helena Little League makes each year to create and maintain a beautiful and safe field environment for our children – and the children of visiting teams during regular season play from Calistoga, American Canyon, Suisun, and Yountville.*

*Additionally, the League each year seeks local sponsors whose contributions help to cover some of the uniform and equipment expenses. Please note the attached list of SHLL sponsors.*

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

*A truly great small town is defined by many things, including its commitment to the very things that make it big, such as quality schools, thoughtful neighbors, thriving local businesses & well-maintained parks. A town-based Little League which allows the children of our town to play, compete, learn and grow without the burden of travelling to Napa or Santa Rosa during the school week so they can still ride their bikes to practice or games and be home in time to enjoy dinner with their family and finish homework at a reasonable hour is a gift that many parents in our town have given to the children of St Helena by sustaining St Helena Little League through the years. It's difficult to quantify the impact of roughly 50 years x ~200 players/year plus sponsoring businesses proudly posting team plaques, dads mowing in the rain on a Saturday morning, extended family coming in from out of town to catch a game, a grandfather doing a "fly-by" in his own bi-plane on Opening Day, visiting All Stars tournament competitors complimenting aloud the beautiful park where their children are competing, and adults who played in SHLL as children returning to cheer on games speaks to the true impact Little League both directly and indirectly exerts on citizens within and outside of our town.*

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

*St Helena Little League has used funds from the city's Grant Awards cycle in the past to purchase uniforms and equipment.*

6. Please describe how your application and your organization incorporates the principles of diversity, equity, and inclusion.

*St. Helena Little League strives to offer opportunities to children, both girls and boys, from all backgrounds and ethnicities in our local region. The players and families involved represent a great cross section of our community, drawing from the full range of schools in our area. Our League will cover enrollment fees through our scholarship program for those families for which this presents a financial hardship.*



## City of St. Helena Non-Profit Grant Application

Fiscal Year 2022 - 2023

**Deadline: February 18, 2022 by 5:00 pm**

### Application Documents Checklist

- ☒ Signed Grant Application and Grant Budget
- ☒ Proof of Non-profit Status
- ☒ Current Year's Operating Budget & Prior Year Actuals
- ☒ Listing of grant funding received in the last 12 months
- ☐ Partnership Letter (if applicable)



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                              |
|---------------------------------------------------|----------------------------------------------|
| Organization Name:                                | <u>St. Helena Preschool For All</u>          |
| Organization Mailing Address:                     | <u>465 Main Street, St. Helena, CA 94574</u> |
| Organization Contact Person<br>(Name/Title):      | <u>Julio Olguin/ Executive Director</u>      |
| Organization Contact Email:                       | <u>julio@shpreschoolforall.org</u>           |
| Organization Contact Telephone:                   | <u>707-363-6525</u>                          |
| Organization Website:                             | <u>www.shpreschoolforall.org</u>             |
| Federal Tax ID Number and Status:                 | <u>#46-4214921</u>                           |
| How long has your organization been in operation? | <u>12 years/ Since 2010</u>                  |

### **Grant Request**

|                         |                                                  |
|-------------------------|--------------------------------------------------|
| Project Name:           | <u>St. Helena Preschool For All Scholarships</u> |
| Address of Project:     | <u>465 Main Street, St. Helena, CA 94574</u>     |
| Requested Grant Amount: | <u>\$20,000.00</u>                               |
| Matching Funds:         | <u>\$0</u>                                       |
| TOTAL Project Cost:     | <u>\$367,000.00</u>                              |

**Cost Estimate**

Include a high-level description of all the program or project costs that will be paid for by City Funds.

| Description                                                                                    | Amount             |
|------------------------------------------------------------------------------------------------|--------------------|
| We work with 5 local preschools in St. Helena, 1 in Angwin, 1 in Calistoga on average it cost: |                    |
| Part-time scholarship tuition for 12 months (2-3 days per week, 3-4 hours per day) \$5,400     |                    |
| Full-time scholarship tuition for 12 months (5 days per week, 6 hours per day) \$10,800        |                    |
| Extended-time scholarship tuition for 12 months (5 days per week, 8-9 hours per day) \$14,400  |                    |
|                                                                                                |                    |
| The City Grant could cover various combinations of scholarships.                               |                    |
|                                                                                                |                    |
| Example1: 2 Full-time scholarships for 2 children in need.                                     | \$21,600.00        |
|                                                                                                |                    |
|                                                                                                |                    |
| Example 2: 4 Part-time scholarships for 12 months for 4 children in need.                      | \$21,600.00        |
|                                                                                                |                    |
| Example 3: 1 Extended-time scholarship, and 1 part-time scholarship for 2 children in need.    | \$19,800.00        |
|                                                                                                |                    |
|                                                                                                |                    |
|                                                                                                |                    |
|                                                                                                |                    |
|                                                                                                |                    |
|                                                                                                |                    |
|                                                                                                |                    |
|                                                                                                |                    |
| <b>Total Grant Request</b>                                                                     | <b>\$20,000.00</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Julio Olguin

Signature Julio Olguin

Title Executive Director

Date 2/15/20

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 15 2014

ST HELENA PRESCHOOL FOR ALL INC  
465 MAIN STREET  
ST HELENA, CA 94574

Employer Identification Number:  
46-4214921  
DLN:  
17053343353013  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b) (1) (A) (vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
October 2, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 947



**St. Helena Preschool for All**  
**City of St. Helena - 2022 Grant Request**

|                                  | CY Operating Budget<br>Approved Budget<br>Jul '21 - Jun 22 | PY Actuals<br>Profit & Loss Actual<br>Jul '20 - Jun 21 |
|----------------------------------|------------------------------------------------------------|--------------------------------------------------------|
| Ordinary Income/Expense          |                                                            |                                                        |
| Income                           |                                                            |                                                        |
| Community Donations              | 15,000.00                                                  | 10,304.17                                              |
| Corporate Donations              | 28,000.00                                                  | 96,239.00                                              |
| Grant Funding                    | 115,000.00                                                 | 201,500.00                                             |
| Parent Fundraising               | 0.00                                                       | 0.00                                                   |
| Swimming: Restricted Funds       | 13,450.48                                                  | 13,450.48                                              |
| Total Direct Public Support      | 171,450.48                                                 | 321,493.65                                             |
| Program Income                   |                                                            |                                                        |
| Parent Scholarship Contributions | 3,500.00                                                   | 0.00                                                   |
| SHUSD Contribution               | 30,000.00                                                  | 60,000.00                                              |
| CJUSD Contribution               | 15,000.00                                                  | 0.00                                                   |
| HMUSD Contribution               | 6,000.00                                                   | 0.00                                                   |
| Total Program Income             | 54,500.00                                                  | 60,000.00                                              |
| Savings Account Income           |                                                            |                                                        |
| CD Interest Income               | 1,000.00                                                   | 1,272.31                                               |
| Total Savings Account Income     | 1,000.00                                                   | 1,272.31                                               |
| Total Income                     | 226,950.48                                                 | 382,765.96                                             |
| Gross Profit                     | 226,950.48                                                 | 382,765.96                                             |
| Expense                          |                                                            |                                                        |
| Business Expenses                |                                                            |                                                        |
| Business License/Reg Fees        | 100.00                                                     | 25.00                                                  |
| Covid19 - Remote Learning        | 1,000.00                                                   | 4452.94                                                |
| Bank Charges                     | 50.00                                                      | 19.21                                                  |
| Directors Expense                | 200.00                                                     | 208.28                                                 |
| Office Supplies                  | 100.00                                                     | 16.16                                                  |
| Payroll Processing Fee           | 1,000.00                                                   | 1002.86                                                |
| Postage                          | 50.00                                                      | 99.00                                                  |
| Website Domain                   | 160.00                                                     | 155.40                                                 |
| Website Host                     | 300.00                                                     | 279.15                                                 |
| Zoom Video Conferencing          | 175.00                                                     | 164.89                                                 |
| Total Business Expenses          | 3,135.00                                                   | 6,422.89                                               |
| Contract Services                |                                                            |                                                        |
| Accounting Fees                  | 925.00                                                     | 910.49                                                 |
| Consultant Services              | 4,500.00                                                   | 1,218.75                                               |
| Legal Fees                       | 600.00                                                     | 250.00                                                 |
| Total Contract Services          | 6,025.00                                                   | 2,379.24                                               |
| Employee Expenses                |                                                            |                                                        |
| Cash in lieu of Benefits         | 2,400.00                                                   | 2,400.00                                               |
| Cell Phone Reimbursement         | 1,200.00                                                   | 1,200.00                                               |
| Executive Director Salary        | 59,535.00                                                  | 55,639.92                                              |
| Mileage Reimbursement            | 300.00                                                     | 252.84                                                 |

**St. Helena Preschool for All**  
**City of St. Helena - 2022 Grant Request**

|                                            | CY Operating Budget | PY Actuals           |
|--------------------------------------------|---------------------|----------------------|
|                                            | Approved Budget     | Profit & Loss Actual |
|                                            | Jul '21 - Jun 22    | Jul '20 - Jun 21     |
| Total Employee Expenses                    | 63,435.00           | 59,492.76            |
| Family & Summer Activities                 |                     |                      |
| Nimbus Arts Holiday Event                  | 1,500.00            | 605.96               |
| Summer Swim Party                          | 500.00              | 0.00                 |
| Summer Activities                          | 1,500.00            | 0.00                 |
| Total Family & Summer Activities           | 3,500.00            | 605.96               |
| Fundraising Expenses                       |                     |                      |
| Marketing                                  | 1,200.00            | 1,112.50             |
| Postage, Mailing Service                   | 300.00              | 0.00                 |
| Printing and Copying                       | 500.00              | 0.00                 |
| Supplies                                   | 150.00              | 0.00                 |
| Total Fundraising Expenses                 | 2,150.00            | 1,112.50             |
| Insurance                                  |                     |                      |
| Liability - Director & Officer             | 1,250.00            | 1,150.00             |
| Workers Compensation                       | 550.00              | 518.00               |
| Total Insurance                            | 1,800.00            | 1,668.00             |
| Parent Education                           |                     |                      |
| Childcare Expense                          | 900.00              | 0.00                 |
| Snacks                                     | 500.00              | 0.00                 |
| Supplies                                   | 200.00              | 0.00                 |
| Translation                                | 500.00              | 0.00                 |
| Total Parent Education                     | 2,100.00            | 0.00                 |
| Parent Interns Expense                     | 1,000.00            | 0.00                 |
| Payroll Expenses                           |                     |                      |
| Federal & State Taxes                      | 5,500.00            | 4,543.70             |
| Total Payroll Expenses                     | 5,500.00            | 4,543.70             |
| Summer Scholarships                        |                     |                      |
| Summer Camps                               | 0.00                | 1,575.00             |
| Total Summer Camps                         | 0.00                | 1,575.00             |
| Registration Fees                          | 2,200.00            | 2,130.00             |
| Preschool Scholarships                     |                     |                      |
| Little Backpacks Preschool                 | 64,620.00           | 55,910.00            |
| Mila's Large Family Day Care               | 44,400.00           | 70,450.00            |
| St. Helena Coop                            | 9,600.00            | 6,400.00             |
| Sun & Stars Montessori                     | 60,900.00           | 42,500.00            |
| Wee Care Childcare                         | 22,560.00           | 5,232.00             |
| Total SHUSD Scholarships                   | 202,080.00          | 180,492.00           |
| CJUSD Scholarships                         | 79,620.00           | 23,925.00            |
| HMUSD Scholarship                          | 85,272.00           | 11,418.00            |
| Total CJUSD & HMUSD Scholarships           | 164,892.00          | 35,343.00            |
| Total - All Scholarships & Registration Fe | 369,172.00          | 219,540.00           |
| Student Scholarship Funds                  |                     |                      |
| Jaime Rubio Scholarship Fund               | 1,000.00            | 0.00                 |

**St. Helena Preschool for All**  
**City of St. Helena - 2022 Grant Request**

|                                 | CY Operating Budget | PY Actuals           |
|---------------------------------|---------------------|----------------------|
|                                 | Approved Budget     | Profit & Loss Actual |
|                                 | Jul '21 - Jun 22    | Jul '20 - Jun 21     |
| Total Student Scholarship Funds | 1,000.00            | 0.00                 |
| Total Expense                   | 458,817.00          | 295,765.05           |
| Net Ordinary Income (Net Loss)  | \$ (231,866.52)     | \$ 87,000.91         |
|                                 | \$ (231,866.52)     | \$ 87,000.91         |

St. Helena Preschool for All  
Grant Funding  
2021/2022

|                             | <u>Date</u> | <u>Name</u>                          | <u>Memo</u>            | <u>Amount</u>     |
|-----------------------------|-------------|--------------------------------------|------------------------|-------------------|
| <b>Grant Funding</b>        |             |                                      |                        |                   |
| <b>2/1/2021 - 2/10/2022</b> | 04/21/2021  | Roger J. Trinchero Family Foundation | Foundation Grant       | 100,000.00        |
|                             | 11/19/2021  | Napa Valley Community Foundation     | Freed Family Trust     | 1,500.00          |
|                             | Pending     | City of St. Helena                   | 2021 Communitith Grant | 10,000.00         |
| <b>Total Grant Funding</b>  |             |                                      |                        | <u>111,500.00</u> |

1

St. Helena Preschool for All  
Grant Funding  
2020/2021

|                             | <u>Date</u> | <u>Name</u>                          | <u>Memo</u>        | <u>Amount</u>     |
|-----------------------------|-------------|--------------------------------------|--------------------|-------------------|
| <b>Grant Funding</b>        |             |                                      |                    |                   |
| <b>3/1/2020 - 3/12/2021</b> | 09/15/2020  | Roger J. Trinchero Family Foundation | Foundation Grant   | 100,000.00        |
|                             | 12/30/2020  | Napa Valley Community Foundation     | Freed Family Trust | 1,500.00          |
| <b>Total Grant Funding</b>  |             |                                      |                    | <u>101,500.00</u> |

1



1. Describe how your Project ties to the City's Goals, Mission/Vision Statement and or funding philosophy.

*Our program strongly aligns with the City's mission to continue to be family friendly and diverse. St. Helena Preschool for All, ("SHPFA") directly impacts low- income families in St. Helena who cannot afford a preschool program for their child, with the majority being immigrants, children of immigrants, and English –language learners. The need for early childhood education opportunities and support from our program continues to be critical in the community in order for more families that want to stay in St. Helena and raise their children here. Our program helps the preschools have a more diverse culture that reflects the St. Helena Unified School District student demographic, 50% Latino, 50% Anglo.*

*SHPFA and the city of St. Helena are both dedicated to serving the needs and desires of our citizens, by both organizations working together to ensure that these families are given the opportunity to access to early childhood education. Our program works with parents of children who are receiving a scholarship by providing a parent education component. Our program prepares and encourages our parents to become involved in their children's learning, this had led to our parents becoming more active at the St. Helena Unified District schools and having a stronger connection with our community.*

*Finally the strengthening of partnerships within the non-profit and public sector is critical and can have a tremendous positive impact on the family. Our organization has made a strong effort to create partnerships in the community. We feel that by having these partnerships our families will be more inclined to connect and build relationships with these local organizations. SHPFA and the City of St. Helena are an excellent example of identifying and connecting our families to the community and resources available to them. We are both dedicated to serving the needs and desires of the citizens and if we can work together to do so it will strengthen and unify our community.*

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2023. Please provide a timeline for your Project.

*St. Helena Preschool for All, Inc. ("SHPFA") is a non-profit corporation dedicated to providing all children in St. Helena an opportunity to experience preschool and succeed. To that end, SHPFA provides scholarships for underserved children in the St. Helena community ages 3 and 4- years old, to attend a preschool at one of seven local participating preschools. Our vision is to continue to be a vocal leader and trusted resource for families in the Upper Napa Valley. Our commitment to providing this opportunity is strongly rooted in the belief that what happens in a child's earliest years is the most important for healthy development and long-term well-being. Early childhood experiences matter.*

*We plan to reach these goals by continuing to promote awareness of the importance of early childhood experiences in the community and continuing to shine a light on the lack of programs that provide these opportunities. Our project and goals will be completed before June 30, 2023.*

**Goal 1: Continue to close the opportunity gap and create more equitable early learning experiences for our families in our communities.**

*The opportunity gap refers to the fact that that the arbitrary circumstances in which people are born such as their race, ethnicity, zip code, and socioeconomic status-determine opportunities in life, rather than all people having a chance to achieve to the best of their potential. These factors contribute to or perpetuate lower educational aspirations, achievement, and attainment for certain groups of children.*

*The first five years of a child's life are the most important for healthy development and long-term well-being. The experiences and relationships formed during this period of rapid brain development build a foundation for future learning and success. Despite this knowledge, many children and families continue to lack access to quality early education and childcare in Upper Napa Valley. Our goal is to continue to close this opportunity gap and level the playing field by providing this experience to all. In 2021-22 we are providing 32 scholarships: 20 in St. Helena, 6 in Angwin, and 6 in Calistoga.*

### **Goal 2: Create collaboration opportunities with local organizations**

*Our organization strives to continue to collaborate with other local community organizations to strengthen and develop our programming. One example of this is bringing together our local preschool directors and our St. Helena Primary School Kindergarten & Transitional Kindergarten teachers. The idea is to provide an opportunity for a collaboration of ideas with the potential outcome of increased alignment and communication between all groups with the focus of children and families having a smooth transition into our public school system. Our meetings and work will be completed before June 30, 2023.*

### **Goal 3: Continue to build a sustainable program**

*In 2021, our program began to provide families the option to keep their children in a preschool setting up to 9 hours per day. We wanted to make sure that we could accommodate all families with various options of coverage. In the last two years we have seen an increase in the need of extended coverage and in the last two years 90% of scholarships chosen, have covered between 6-9 hours per day, 5 days per week. The increase of coverage has increased our yearly spending and we realize that to sustain this model we need to find various forms of funding to continue. (Average annual cost for extended scholarship is \$14,400)*

### **3. Describe the community support for your Project.**

#### **a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?**

*Five local preschools in St. Helena: Little Backpacks Preschool, Mila's Preschool and Childcare, St. Helena Cooperative Nursery School, Sun & Stars Montessori School, Wee Care Childcare, Discoveryland Preschool in Angwin, and Hearts and Hands Preschool in Calistoga partner with SHPFA to provide a preschool education to our students*

*In 2019 the Roger J. Trinchero Family Foundation began to support our program and was instrumental in allowing our program to begin to expand and grow with the additional days, hours, summer coverage, and family activities. The St. Helena Unified School District has also continued to support us through use of their facilities, parent educational speakers, and funding for scholarships. We also have 4 board directors on our board from the St. Helena Unified School District: the Superintendent, the Primary School Principal, and two Primary School teachers contributing to our program.*

*During the first three years of our program, SHPFA was administered by the UpValley Family Center. In 2014 our organization became a non-profit and set up its Board of Directors and Executive Director to administer the program, the UpValley Family Center has continued to support our program by providing community members information and referring families, three years ago they began providing a parent education component for our Spanish speaking families, and this year are providing parent education. We also have a board director from the Family Center.*



## Preschool For All 3

*St. Helena Rotary Club has provided significant financial support to SHPFA for the past six years. The City of St. Helena, Napa Valley Community Foundation, Soroptimist Club have also supported for the last few years. We participated in the 2021 Napa Valley Give!Guide, an online donation campaign that supports 57 local non-profits.*

*Over the years we have worked with Clinic Olé, St. Helena Public Library, Stonebridge and Hunt Avenue Apartments for our outreach efforts. In the summer of 2019, we collaborated with the St. Helena Parks and Recreation department to provide opportunities to many of our families to be involved in a community activity, which was a great partnership that introduced many families to these activities for the first time. Finally, our community has played a key role in the success of our project.*

**b. What roles are they playing and how collaborative is the Project?**

*The program has been able to sustain itself in the last few years because of the support of the St. Helena community, organizations, and businesses. Each plays a critical role in the success of the program.*

*The Roger J. Trinchero Family Foundation (RJTF), has been the principal organizations providing financial support to the program, the District for the past 8 years and the RJTF for the last four years. The support that we have received by Roger and his foundation has allowed our organization to develop and expand much of the programming that we feel will best support our families living in St. Helena in the future. The RJTF has allowed us to have a greater reach in our community, extend our coverage for children in preschool, opportunities for families to participate in community activities, and in 2021 we were able to offer our first scholarships in Angwin and Calistoga in partnerships with preschools in those communities and with direct funding from the RJTF.*

*The St. Helena Unified School District has been providing support since the start of our program. It plays a critical role in our program that we believe will improve the preparedness of parents and children as they enter the public school system. As members of the program families begin to meet the District and learn about the process, expectations, and the importance of parent engagement. Our parents and children are more informed and confident once they transition to kindergarten. Families also learn about ways they can volunteer and be a part of the school community, which builds family participation and engagement. The district also provides funding, use of facilities, and administrative staff support. The district staff is part of our board of directors which includes Superintendent Marylou Wilson, St. Helena Primary School Principal Rebekah Rocha, Primary School Teacher Nadia Torres, and Gigi Ronayne. We believe that having district representation has made our program more effective as we work with our families to encourage them to be involved in their child's journey.*

*The role of our preschools is very important to our program. Since our program began our participating preschools have opened their doors and provided spaces in their preschools for our children. Since then, we have created a close relationship with our preschools, and feel that they are the foundation of our program. They play a huge role, as they are responsible for getting our students ready academically and most importantly emotionally. In 2022 we will be organizing a collaboration between the St. Helena Preschool directors and the St. Helena Unified Kindergarten/TK teachers to find ways to increase communication and alignment and provide opportunities to share ideas on ways to improve the transition into the public school system.*

*The role of the UpValley Family Center has been amazing in the last three years. In 2019 they began providing parent education opportunities to our families through the Triple P Program (Positive Parenting Program) in Spanish. Parents are learning new skills and strategies and also have*

*opportunities to connect with the Family Center for additional resources. In addition our community organizations have helped spread the word about our program, which has made it more accessible to our families. The Up Valley Family Center, Clinic Olé, St. Helena Public Library, Stonebridge Apartments, and Hunt Avenue Apartments, have all been organizations that we have worked closely with for outreach of our organization.*

*The community plays a very key role in the financial support of our program. Every year we continue to add to our growing list of donors. Many individual community members donate to SHPFA to invest in early childhood education. The role of local organizations has been crucial to our success because of the financial support, community awareness including their members and supporters. Many local organizations have also helped organize fundraising events with the proceeds going to our organization. We have worked with St. Helena Rotary Club the past six years as they organize an annual fundraiser with all proceeds going to SHPFA and participated in the 2021 Napa Valley Give!Guide for the past five years that supports various local non-profits both fundraising campaigns were 100% on-line.*

**c. What other support exists for your Project?**

*Along with the organizations and community behind this project, we also have the support of the 11 board of directors, and the 32 families who are receiving the scholarships, and 186 alumni families; through our program outreach we have developed a more diverse and larger network of supporters each year that continues to grow.*

**4. Describe who will benefit from this Project and estimate how many people this Project may impact.**

*SHPFA directly benefits low- income families and preschool age children in St. Helena who cannot afford a preschool program for their child, with the majority being immigrants, children of immigrants, and English –language learners. In recent years we have seen more families who could be considered middle class applying and requesting financial assistance. Since the program began in 2010, we have provided 186 scholarships, which include the 32 children and families enrolled this year (20 in St. Helena, 6 in Angwin, 6 in Calistoga).*

*Our goal for the 2022-2023 school year is to place between 20-25 children in one our partnering preschools in St. Helena. On average it costs \$5,400 to fund a part-time scholarship (3days per week, 3-4hours per day) or \$14,400 for an extended day scholarship (5days per week, 8-9 hours per day) for twelve months of preschool. In addition to providing the preschool experience to our children, we are also providing parents the opportunity to work, educate themselves, or take care of younger siblings with the sense of stability and peace of mind. With the current high costs of living in St. Helena we have many more working families with both parents working and struggling to continue to be residents of this amazing town.*

**5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

*We have not received funding from any Napa County government agencies in the past two years. If we were to receive funding from the city of St. Helena it would directly go to the scholarships for the children who live in St. Helena in the 2022-2023 school year. As the cost of living has increased in St. Helena, so has the demand for both parents to work, therefore requires families to find preschools that also provide childcare. In 2021, our organization expanded its coverage to provide up 9hours per day and continue to offer coverage five days a week and year-round. Our program removes a huge barrier and burden from families and allows many families to continue to work and live in St. Helena, which is something we feel benefits the diversity and richness of our community.*

6. Please describe how you application and your organization incorporate the principles of diversity, equity, and inclusion. If your organization doesn't have a specific equity focus-it doesn't make you ineligible or less competitive. \*

*Even before the first day of kindergarten, the "achievement gap" is already in place. Well-documented disparities in school readiness exist along racial and socioeconomic lines, with many Latino and/or low-income children entering far behind in early literacy and language skills. Fortunately, the gap can be bridged by providing high quality, culturally diverse preschool classrooms where students from all backgrounds are able to grow their social, language, and early learning abilities. In St. Helena and its neighboring communities in northern Napa Valley, there are many excellent, privately funded preschool programs. But for many families limited incomes, the high cost of living makes preschool tuition unaffordable. To ensure children's success in school and in life, it is critical that we close the existing opportunity gap as early as possible by providing access to preschool to all families, regardless of their ability to pay.*

*By providing this opportunity we are leveling the playing field and most importantly promoting diversity, equity, and inclusion. We know that one of the best ways to raise tolerant, accepting, and empathetic children ready to thrive in life is to start early, by incorporating diverse and inclusive childhood education and opportunities for preschoolers and their families. Our students are creating a diverse classroom that reflects what our District school classroom looks like 50% Latino, 50% Anglo. Our preschool directors have reported that many of the families from different backgrounds and cultures have gotten to know each other through their children's friendships at preschool which continue throughout their public-school journey. Our preschools all promote the idea of being inclusive and focus on respect and appreciation of others' differences, but most important our preschools are raising empathetic children, which we believe will benefit our community today; and our world in the future.*

### St. Helena Preschool for All Budget Comparison

|                                                | Prior Year<br>2019/2020 | Current Year<br>2020/2021 |
|------------------------------------------------|-------------------------|---------------------------|
|                                                | Budget                  | Approved Budget           |
| <b>Income</b>                                  |                         |                           |
| <b>Direct Public Support</b>                   |                         |                           |
| Community Donations                            | 50,000.00               | 15,000.00                 |
| Corporate Donations                            | 7,500.00                | 101,000.00                |
| Grant Funding                                  | 200,000.00              | 100,000.00                |
| Parent Fundraising                             | 3,500.00                | 0.00                      |
| <b>Total Direct Public Support</b>             | <b>261,000.00</b>       | <b>216,000.00</b>         |
| <b>Program Income</b>                          |                         |                           |
| Parent Cash Contributions                      | 3,500.00                | 1,000.00                  |
| SHUSD Contribution                             | 30,000.00               | 30,000.00                 |
| <b>Total Program Income</b>                    | <b>33,500.00</b>        | <b>31,000.00</b>          |
| <b>Savings Income - Certificate of Deposit</b> | <b>1,000.00</b>         | <b>2,000.00</b>           |
| <b>Total Income</b>                            | <b>295,500.00</b>       | <b>249,000.00</b>         |
| <b>Expense</b>                                 |                         |                           |
| <b>Business Expenses</b>                       |                         |                           |
| Bank Charges                                   | 100.00                  | 50.00                     |
| Business License/Reg Fees                      | 300.00                  | 100.00                    |
| Covid19 - Remote Learning                      | 0.00                    | 5,000.00                  |
| Office Supplies                                | 200.00                  | 0.00                      |
| Payroll Processing Fee                         | 1,008.00                | 936.00                    |
| Postage                                        | 100.00                  | 50.00                     |
| Website Domain                                 | 156.00                  | 156.00                    |
| Website Host                                   | 500.00                  | 0.00                      |
| <b>Total Business Expenses</b>                 | <b>2,364.00</b>         | <b>6,292.00</b>           |
| <b>Contract Services</b>                       |                         |                           |
| Accounting Fees                                | 600.00                  | 925.00                    |
| Consultant Services                            | 4,000.00                | 4,500.00                  |
| Executive Director                             | 2,766.00                | 0.00                      |
| Legal Fees                                     | 1,000.00                | 500.00                    |
| <b>Total Contract Services</b>                 | <b>8,366.00</b>         | <b>5,925.00</b>           |
| <b>Employee Expenses</b>                       |                         |                           |
| Cash in lieu of Benefits                       | 2,400.00                | 2,400.00                  |
| Cell Phone Reimbursement                       | 1,200.00                | 1,200.00                  |
| Executive Director Salary                      | 52,000.00               | 55,640.00                 |
| Mileage Reimbursement                          | 300.00                  | 200.00                    |
| <b>Total Employee Expenses</b>                 | <b>55,900.00</b>        | <b>59,440.00</b>          |
| <b>Family Activities</b>                       |                         |                           |
| Nimbus Arts Holiday Event                      | 1,500.00                | 1,300.00                  |
| Summer Swim Party                              | 750.00                  | 0.00                      |
| Summer Activities                              | 2,000.00                | 2,000.00                  |
| <b>Total Family Activities</b>                 | <b>4,250.00</b>         | <b>3,300.00</b>           |
| <b>Fundraising Expenses</b>                    |                         |                           |
| Marketing                                      | 1,000.00                | 1,200.00                  |

### St. Helena Preschool for All Budget Comparison

|                                        | 2019/2020          | 2020/2021         |
|----------------------------------------|--------------------|-------------------|
|                                        | Budget             | Approved Budget   |
| Postage, Mailing Service               | 200.00             | 300.00            |
| Printing and Copying                   | 500.00             | 500.00            |
| Supplies                               | 300.00             | 150.00            |
| <b>Total Fundraising Expenses</b>      | <b>2,000.00</b>    | <b>2,150.00</b>   |
| <b>Insurance</b>                       |                    |                   |
| Liability - Director & Officer         | 1,250.00           | 1,250.00          |
| Workers Compensation                   | 650.00             | 518.00            |
| <b>Total Insurance</b>                 | <b>1,900.00</b>    | <b>1,768.00</b>   |
| <b>Parent Education</b>                |                    |                   |
| Childcare Expense                      | 800.00             | 900.00            |
| Snacks                                 | 500.00             | 500.00            |
| Supplies                               | 300.00             | 200.00            |
| Translation Services                   | 0.00               | 500.00            |
| <b>Total Parent Education</b>          | <b>1,600.00</b>    | <b>2,100.00</b>   |
| <b>Parent Interns Expense</b>          | <b>5,000.00</b>    | <b>1,000.00</b>   |
| <b>Payroll Expenses</b>                |                    |                   |
| Federal Taxes                          | 4,080.00           | 5,000.00          |
| State Taxes                            | 840.00             | 600.00            |
| <b>Total Payroll Expenses</b>          | <b>4,920.00</b>    | <b>5,600.00</b>   |
| <b>Professional Development</b>        | <b>5,000.00</b>    | <b>0.00</b>       |
| <b>Summer Scholarships</b>             |                    |                   |
| Summer Camps                           | 6,000.00           | 2,000.00          |
| <b>Total Summer Camps</b>              | <b>6,000.00</b>    | <b>2,000.00</b>   |
| <b>Preschool Scholarships</b>          |                    |                   |
| Little Backpacks Preschool             | 72,960.00          | 62,700.00         |
| Mila's Large Family Day Care           | 64,800.00          | 43,200.00         |
| Registration Fees                      | 1,500.00           | 1,400.00          |
| St. Helena Coop                        | 19,880.00          | 4,090.00          |
| Sun & Stars Montessori                 | 41,305.00          | 45,435.00         |
| Wee Care Childcare                     | 23,274.00          | 6,768.00          |
| Wee Care Childcare 2                   | 10,400.00          | 0.00              |
| <b>Total Scholarships</b>              | <b>240,119.00</b>  | <b>165,593.00</b> |
| <b>Student Scholarship Funds</b>       |                    |                   |
| Jaime Rubio Scholarship Fund           | 1,000.00           | 1,000.00          |
| <b>Total Student Scholarship Funds</b> | <b>1,000.00</b>    | <b>1,000.00</b>   |
| <b>Total Expenses</b>                  | <b>332,419.00</b>  | <b>254,168.00</b> |
| <b>Net Profit (loss)</b>               | <b>(36,919.00)</b> | <b>(5,168.00)</b> |

## St. Helena Preschool for All Budget Comparison

|                                         | Difference          |
|-----------------------------------------|---------------------|
|                                         | Increase/(decrease) |
| <b>Income</b>                           |                     |
| <b>Direct Public Support</b>            |                     |
| Community Donations                     |                     |
| Corporate Donations                     |                     |
| Grant Funding                           |                     |
| Parent Fundraising                      |                     |
| <b>Total Direct Public Support</b>      | (45,000.00)         |
| <b>Program Income</b>                   |                     |
| Parent Cash Contributions               |                     |
| SHUSD Contribution                      |                     |
| <b>Total Program Income</b>             | (2,500.00)          |
| Savings Income - Certificate of Deposit | 1,000.00            |
| <b>Total Income</b>                     | (46,500.00)         |
| <b>Expense</b>                          |                     |
| <b>Business Expenses</b>                |                     |
| Bank Charges                            |                     |
| Business License/Reg Fees               |                     |
| Covid19 - Remote Learning               |                     |
| Office Supplies                         |                     |
| Payroll Processing Fee                  |                     |
| Postage                                 |                     |
| Website Domain                          |                     |
| Website Host                            |                     |
| <b>Total Business Expenses</b>          | 3,928.00            |
| <b>Contract Services</b>                |                     |
| Accounting Fees                         |                     |
| Consultant Services                     |                     |
| Executive Director                      |                     |
| Legal Fees                              |                     |
| <b>Total Contract Services</b>          | (2,441.00)          |
| <b>Employee Expenses</b>                |                     |
| Cash in lieu of Benefits                |                     |
| Cell Phone Reimbursement                |                     |
| Executive Director Salary               |                     |
| Mileage Reimbursement                   |                     |
| <b>Total Employee Expenses</b>          | 3,540.00            |
| <b>Family Activities</b>                |                     |
| Nimbus Arts Holiday Event               |                     |
| Summer Swim Party                       |                     |
| Summer Activities                       |                     |
| <b>Total Family Activities</b>          | (950.00)            |
| <b>Fundraising Expenses</b>             |                     |
| Marketing                               |                     |

## St. Helena Preschool for All Budget Comparison

|                                        | Difference          |
|----------------------------------------|---------------------|
|                                        | Increase/(decrease) |
| Postage, Mailing Service               |                     |
| Printing and Copying                   |                     |
| Supplies                               |                     |
| <b>Total Fundraising Expenses</b>      | 150.00              |
| Insurance                              |                     |
| Liability - Director & Officer         |                     |
| Workers Compensation                   |                     |
| <b>Total Insurance</b>                 | (132.00)            |
| Parent Education                       |                     |
| Childcare Expense                      |                     |
| Snacks                                 |                     |
| Supplies                               |                     |
| Translation Services                   |                     |
| <b>Total Parent Education</b>          | 500.00              |
| Parent Interns Expense                 | 4,000.00            |
| Payroll Expenses                       |                     |
| Federal Taxes                          |                     |
| State Taxes                            |                     |
| <b>Total Payroll Expenses</b>          | 680.00              |
| Professional Development               | (5,000.00)          |
| Summer Scholarships                    |                     |
| Summer Camps                           |                     |
| <b>Total Summer Camps</b>              | (4,000.00)          |
| Preschool Scholarships                 |                     |
| Little Backpacks Preschool             |                     |
| Mila's Large Family Day Care           |                     |
| Registration Fees                      |                     |
| St. Helena Coop                        |                     |
| Sun & Stars Montessori                 |                     |
| Wee Care Childcare                     |                     |
| Wee Care Childcare 2                   |                     |
| <b>Total Scholarships</b>              | (74,526.00)         |
| Student Scholarship Funds              |                     |
| Jaime Rubio Scholarship Fund           |                     |
| <b>Total Student Scholarship Funds</b> | 0.00                |
| <b>Total Expenses</b>                  | (78,251.00)         |
| <b>Net Profit (loss)</b>               | 31,751.00           |



3:41 PM  
07/21/20  
Accrual Basis

**St. Helena Preschool for All**  
**Profit & Loss Budget Overview**  
July 2020 through June 2021

|                              | CY Operating Budget<br>Approved Budget<br>Jul '20 - Jun 21 | PY Actuals<br>Profit & Loss Actual<br>Jul '19 - Jun 20 |
|------------------------------|------------------------------------------------------------|--------------------------------------------------------|
| Ordinary Income/Expense      |                                                            |                                                        |
| Income                       |                                                            |                                                        |
| Direct Public Support        |                                                            |                                                        |
| Community Donations          | 15,000.00                                                  | 15,170.50                                              |
| Corporate Donations          | 101,000.00                                                 | 40,243.59                                              |
| Grant Funding                | 100,000.00                                                 | 0.00                                                   |
| Parent Fundraising           | 0.00                                                       | 2,500.00                                               |
| Total Direct Public Support  | 216,000.00                                                 | 57,914.09                                              |
| Program Income               |                                                            |                                                        |
| Parent Cash Contributions    | 1,000.00                                                   | 892.25                                                 |
| SHUSD Contribution           | 30,000.00                                                  | 30,000.00                                              |
| Total Program Income         | 31,000.00                                                  | 30,892.25                                              |
| Savings Account Income       |                                                            |                                                        |
| CD Interest Income           | 2,000.00                                                   | 2,358.16                                               |
| Total Savings Account Income | 2,000.00                                                   | 2,358.16                                               |
| Total Income                 | 249,000.00                                                 | 91,164.50                                              |
| Gross Profit                 | 249,000.00                                                 | 91,164.50                                              |
| Expense                      |                                                            |                                                        |
| Business Expenses            |                                                            |                                                        |
| Business License/Reg Fees    | 100.00                                                     | 75.00                                                  |
| Covid19 - Remote Learning    | 5,000.00                                                   | 960.92                                                 |
| Bank Charges                 | 50.00                                                      | 22.00                                                  |
| Payroll Processing Fee       | 936.00                                                     | 981.88                                                 |
| Postage                      | 50.00                                                      | 14.35                                                  |
| Website Domain               | 156.00                                                     | 155.40                                                 |
| Total Business Expenses      | 6,292.00                                                   | 2,209.55                                               |
| Contract Services            |                                                            |                                                        |
| Accounting Fees              | 925.00                                                     | 867.97                                                 |
| Consultant Services          | 4,500.00                                                   | 3,700.00                                               |
| Executive Director           | 0.00                                                       | 2,766.00                                               |
| Legal Fees                   | 500.00                                                     | 797.50                                                 |
| Total Contract Services      | 5,925.00                                                   | 8,131.47                                               |
| Employee Expenses            |                                                            |                                                        |
| Cash in lieu of Benefits     | 2,400.00                                                   | 2,400.00                                               |
| Cell Phone Reimbursement     | 1,200.00                                                   | 1,200.00                                               |
| Executive Director Salary    | 55,640.00                                                  | 52,000.22                                              |
| Mileage Reimbursement        | 200.00                                                     | 116.50                                                 |
| Total Employee Expenses      | 59,440.00                                                  | 55,716.72                                              |
| Family & Summer Activities   |                                                            |                                                        |
| Nimbus Arts Holiday Event    | 1,300.00                                                   | 1,295.56                                               |
| Summer Swim Party            | 0.00                                                       | 745.83                                                 |
| Summer Activities            | 2,000.00                                                   | 1,651.00                                               |

3:41 PM  
07/21/20  
Accrual Basis

**St. Helena Preschool for All  
Profit & Loss Budget Overview  
July 2020 through June 2021**

|                                      | <b>Approved Budget</b>  | <b>Profit &amp; Loss Actual</b> |
|--------------------------------------|-------------------------|---------------------------------|
|                                      | <b>Jul '20 - Jun 21</b> | <b>Jul '19 - Jun 20</b>         |
| Total Family & Summer Activities     | 3,300.00                | 3,692.39                        |
| Fundraising Expenses                 |                         |                                 |
| Marketing                            | 1,200.00                | 1,156.50                        |
| Postage, Mailing Service             | 300.00                  | 315.40                          |
| Printing and Copying                 | 500.00                  | 300.80                          |
| Supplies                             | 150.00                  | 60.41                           |
| Total Fundraising Expenses           | 2,150.00                | 1,833.11                        |
| Insurance                            |                         |                                 |
| Liability - Director & Officer       | 1,250.00                | 1,150.00                        |
| Workers Compensation                 | 518.00                  | 513.00                          |
| Total Insurance                      | 1,768.00                | 1,663.00                        |
| Parent Education                     |                         |                                 |
| Childcare Expense                    | 900.00                  | 500.00                          |
| Snacks                               | 500.00                  | 64.23                           |
| Supplies                             | 200.00                  | 0.00                            |
| Translation - no budget in 2019/2020 | 500.00                  | 0.00                            |
| Total Parent Education               | 2,100.00                | 564.23                          |
| Parent Interns Expense               | 1,000.00                | 0.00                            |
| Payroll Expenses                     |                         |                                 |
| Federal Taxes                        | 5,000.00                | 4,042.61                        |
| State Taxes                          | 600.00                  | 509.24                          |
| Total Payroll Expenses               | 5,600.00                | 4,551.85                        |
| Summer Scholarships                  |                         |                                 |
| Summer Camps                         | 2,000.00                | 4800.00                         |
| Total Summer Camps                   | 2,000.00                | 4,800.00                        |
| Preschool Scholarships               |                         |                                 |
| Little Backpacks Preschool           | 62,700.00               | 55,053.25                       |
| Mila's Large Family Day Care         | 43,200.00               | 51,905.00                       |
| Registration Fees                    | 1,400.00                | 1,575.00                        |
| St. Helena Coop                      | 4,090.00                | 17,766.00                       |
| Sun & Stars Montessori               | 45,435.00               | 30,979.00                       |
| Wee Care Childcare                   | 6,768.00                | 16,771.75                       |
| Wee Care Childcare 2                 | 0.00                    | 6,142.50                        |
| Total Scholarships                   | 165,593.00              | 184,992.50                      |
| Student Scholarship Funds            |                         |                                 |
| Jaime Rubio Scholarship Fund         | 1,000.00                | 1,000.00                        |
| Total Student Scholarship Funds      | 1,000.00                | 1,000.00                        |
| Total Expense                        | 254,168.00              | 264,354.82                      |
| Net Ordinary Income                  | -5,168.00               | -173,190.32                     |
| Net Income                           | -5,168.00               | -173,190.32                     |



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                                 |
|---------------------------------------------------|-----------------------------------------------------------------|
| Organization Name:                                | <u>Sustainable St. Helena, An Environmental Alliance Inc.</u>   |
| Organization Mailing Address:                     | <u>PO Box 402 St. Helena CA 94574</u>                           |
| Organization Contact Person<br>(Name/Title):      | <u>Madelyn Chandler - President</u>                             |
| Organization Contact Email:                       | <u>sustainablesthelena@gmail.com</u>                            |
| Organization Contact Telephone:                   | <u>707-218-8432</u>                                             |
| Organization Website:                             | <u>sustainablesthelena.org</u>                                  |
| Federal Tax ID Number and Status:                 | <u>86-3594916 501(c)(3)</u>                                     |
| How long has your organization been in operation? | <u>Founded 8/15/2019, Incorporated/Nonprofit since 2/8/2021</u> |

### Grant Request

|                         |                                                  |
|-------------------------|--------------------------------------------------|
| Project Name:           | <u>St. Helena Redwood Forest - Founders Tree</u> |
| Address of Project:     | <u>1 Chaix Lane, St. Helena, CA 94574</u>        |
| Requested Grant Amount: | <u>\$ 5,000.00</u>                               |
| Matching Funds:         | <u>\$ 95,000.00</u>                              |
| TOTAL Project Cost:     | <u>\$ 100,000.00</u>                             |

**Cost Estimate**

Include a high-level description of all the program or project costs that will be paid for by City Funds.

| Description                                                                | Amount         |
|----------------------------------------------------------------------------|----------------|
| Installation of new drip irrigation system for 2,000 new redwood seedlings | \$5000         |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
|                                                                            |                |
| <b>Total Grant Request</b>                                                 | <b>\$5,000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Madelyn Chandler

Signature Madelyn Chandler

Title President, Sustainable St. Helena

Date 2/16/22



**Department of the Treasury**  
**Internal Revenue Service**  
**Tax Exempt and Government Entities**  
P.O. Box 2508  
Cincinnati, OH 45201

SUSTAINABLE ST HELENA AN  
ENVIRONMENTAL ALLIANCE  
PO BOX 402  
ST HELENA, CA 94574

**Date:**  
10/20/2021  
**Employer ID number:**  
86-3594916  
**Person to contact:**  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
**Accounting period ending:**  
January 31  
**Public charity status:**  
170(b)(1)(A)(iv)  
**Form 990 / 990-EZ / 990-N required:**  
Yes  
**Effective date of exemption:**  
February 08, 2021  
**Contribution deductibility:**  
Yes  
**Addendum applies:**  
No  
**DLN:**  
26053616004081

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

**Letter 947 (Rev. 2-2020)**  
Catalog Number 35152P

4:09 PM  
01/26/22  
Accrual Basis

**Sustainable St. Helena**  
**Profit & Loss Detail**  
January 1, 2021 through January 26, 2022

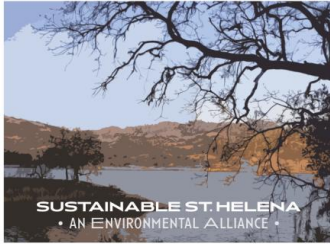
| Type                                   | Date       | Num     | Name                    | Memo             | Clr | Split              | Amount | Balance |
|----------------------------------------|------------|---------|-------------------------|------------------|-----|--------------------|--------|---------|
| <b>Ordinary Income/Expense</b>         |            |         |                         |                  |     |                    |        |         |
| <b>Income</b>                          |            |         |                         |                  |     |                    |        |         |
| <b>Direct Public Support</b>           |            |         |                         |                  |     |                    |        |         |
| Deposit                                | 06/11/2021 |         | Paul Asmuth             | Paul and Mar...  |     | Silverado Cre...   | 500.00 | 500.00  |
| Total Direct Public Support            |            |         |                         |                  |     |                    | 500.00 | 500.00  |
| <b>Investments</b>                     |            |         |                         |                  |     |                    |        |         |
| <b>Interest-Savings, Short-term CD</b> |            |         |                         |                  |     |                    |        |         |
| Deposit                                | 07/01/2021 |         |                         | Deposit          |     | Silverado Cre...   | 0.01   | 0.01    |
| Deposit                                | 09/30/2021 |         | Silverado Credit Uni... | Deposit          |     | Silverado Cre...   | 0.01   | 0.02    |
| Deposit                                | 11/02/2021 |         | Silverado Credit Uni... | Deposit          |     | Silverado Cre...   | 0.01   | 0.03    |
| Total Interest-Savings, Short-term CD  |            |         |                         |                  |     |                    | 0.03   | 0.03    |
| Total Investments                      |            |         |                         |                  |     |                    | 0.03   | 0.03    |
| Total Income                           |            |         |                         |                  |     |                    | 500.03 | 500.03  |
| <b>Expense</b>                         |            |         |                         |                  |     |                    |        |         |
| <b>Business Expenses</b>               |            |         |                         |                  |     |                    |        |         |
| <b>Business Registration Fees</b>      |            |         |                         |                  |     |                    |        |         |
| Check                                  | 08/03/2021 | 2568... | Application User Fee    | Non Profit St... |     | Silverado Cre...   | 275.00 | 275.00  |
| Total Business Registration Fees       |            |         |                         |                  |     |                    | 275.00 | 275.00  |
| Total Business Expenses                |            |         |                         |                  |     |                    | 275.00 | 275.00  |
| <b>Operations</b>                      |            |         |                         |                  |     |                    |        |         |
| <b>Banking Fees</b>                    |            |         |                         |                  |     |                    |        |         |
| Check                                  | 06/11/2021 |         | Silverado Credit Uni... | First time me... |     | Silverado Cre...   | 15.00  | 15.00   |
| Check                                  | 07/31/2021 |         | Silverado Credit Uni... |                  |     | Silverado Cre...   | 5.00   | 20.00   |
| Check                                  | 08/31/2021 |         | Silverado Credit Uni... |                  |     | Silverado Cre...   | 5.00   | 25.00   |
| Check                                  | 09/30/2021 | 2568... | Silverado Credit Uni... | Bank Fees        |     | Silverado Cre...   | 5.00   | 30.00   |
| Check                                  | 12/31/2021 |         | First Republic Bank     |                  |     | First Republic ... | 30.00  | 60.00   |
| Total Banking Fees                     |            |         |                         |                  |     |                    | 60.00  | 60.00   |
| <b>Operations - Other</b>              |            |         |                         |                  |     |                    |        |         |
| Check                                  | 07/09/2021 | 10000   | Anne Wheaton            | Paperless inv... |     | Silverado Cre...   | 20.00  | 20.00   |
| Check                                  | 07/31/2021 | 10001   | Anne Wheaton            | Paperless inv... |     | Silverado Cre...   | 20.00  | 40.00   |
| Total Operations - Other               |            |         |                         |                  |     |                    | 40.00  | 40.00   |
| Total Operations                       |            |         |                         |                  |     |                    | 100.00 | 100.00  |

4:09 PM  
01/26/22  
Accrual Basis

**Sustainable St. Helena**  
**Profit & Loss Detail**  
January 1, 2021 through January 26, 2022

| Type                                  | Date       | Num   | Name                 | Memo             | Clr | Split              | Amount          | Balance         |
|---------------------------------------|------------|-------|----------------------|------------------|-----|--------------------|-----------------|-----------------|
| <b>Other Types of Expenses</b>        |            |       |                      |                  |     |                    |                 |                 |
| <b>Insurance - Liability, D and O</b> |            |       |                      |                  |     |                    |                 |                 |
| Check                                 | 01/13/2022 |       | Alliance Insurance   |                  |     | First Republic ... | 321.66          | 321.66          |
| Total Insurance - Liability, D and O  |            |       |                      |                  |     |                    | 321.66          | 321.66          |
| Total Other Types of Expenses         |            |       |                      |                  |     |                    | 321.66          | 321.66          |
| Total Expense                         |            |       |                      |                  |     |                    | 696.66          | 696.66          |
| Net Ordinary Income                   |            |       |                      |                  |     |                    | -196.63         | -196.63         |
| <b>Other Income/Expense</b>           |            |       |                      |                  |     |                    |                 |                 |
| <b>Other Income</b>                   |            |       |                      |                  |     |                    |                 |                 |
| <b>Donations- Redwoods</b>            |            |       |                      |                  |     |                    |                 |                 |
| Deposit                               | 08/10/2021 |       | Jim Watson           | Specific dona... |     | Silverado Cre...   | 200.00          | 200.00          |
| Deposit                               | 12/24/2021 | 25958 | Donald A. Baker      | Deposit          |     | First Republic ... | 50.00           | 250.00          |
| Deposit                               | 12/24/2021 | 104   | The Restated Robe... | Deposit          |     | First Republic ... | 1,500.00        | 1,750.00        |
| Deposit                               | 12/24/2021 |       | Napa Valley Comm...  | Deposit          |     | First Republic ... | 600.00          | 2,350.00        |
| Total Donations- Redwoods             |            |       |                      |                  |     |                    | 2,350.00        | 2,350.00        |
| Total Other Income                    |            |       |                      |                  |     |                    | 2,350.00        | 2,350.00        |
| Net Other Income                      |            |       |                      |                  |     |                    | 2,350.00        | 2,350.00        |
| <b>Net Income</b>                     |            |       |                      |                  |     |                    | <b>2,153.37</b> | <b>2,153.37</b> |





**City of St. Helena Non-Profit Grant Application  
Questions, Fiscal Year 2022-2023**

**Sustainable St. Helena – An Environmental Alliance  
St. Helena Redwood Forest Project – A Future Community Forest**

**1. List of Grant Funding:**

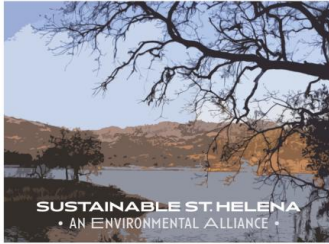
\$600 from The Napa Valley Community Foundation

**2. Operating Budget:**

Insurance \$1223.00

Non profit fees and registration fees \$300 est.

Costs of planting: Our first invoice January 2022: \$6512.16



**City of St. Helena Non-Profit Grant Application  
Questions, Fiscal Year 2022-2023**

**Sustainable St. Helena – An Environmental Alliance  
St. Helena Redwood Forest Project – A Future Community Forest**

**1. Describe how your project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.**

The Redwood Forest Project ties to almost all areas of the City's Vision/Mission Statements, and Goals. The Project is economically and environmentally sustainable. After the initial thinning, revenues will have positive returns because coast redwoods regenerate and there would not be additional startup or replanting fees. Beginning in approximately 20 years, 20% of the planted forest would be harvested every 5 years and continue on this harvest rotation into the future. The timber harvesting proceeds will be shared with the City, a new and diverse source of revenue.

Because the forest is on the City's wastewater treatment plant's effluent spray fields, the Project will be an example of prudently managing City resources. It will improve soil health for higher water retention and reduce soil erosion from high volume rain events.

This is also an example of responding and planning to climate change. Coast redwood trees sequester carbon better than any tree in the world. Based on carbon sequestration studies, "On average, one acre of new forest can sequester about 2.5 tons of carbon annually. Young trees absorb CO<sub>2</sub> at a rate of 13 pounds per tree each year. Trees reach their most productive stage of carbon storage at about 10 years at which point they are estimated to absorb 48 pounds of CO<sub>2</sub> per year. At that rate, they release enough oxygen back into the atmosphere to support two human beings."

The total planting of 2,500 trees over 10 acres would sequester approximately 48 pounds per tree at 10 years of age or 120,000 pounds of CO<sub>2</sub> per year. CO<sub>2</sub> sequestered would increase as redwood trees continue to grow and absorb carbon their whole lives. The average age of this forest would be approximately 20 years old yielding annual carbon sequestration of 240,000 pounds.

Without a doubt this project promotes a beautiful natural environment. And will one day be a recreational, family-friendly destination with the goal of having it open to the public for enjoyment. The vision is to have walking paths through the forest connecting to the Napa River and downtown St. Helena which promotes wellbeing and contributes to a high quality of life, all the while preserving our towns rural character.

**2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your project.**

Goals and objectives of the Redwood Forest are to plant, grow and sustainably harvest 2,500 coast redwood trees on approximately 10 acres of land currently located within the City of St. Helena's wastewater spray fields. Each "Founder's Tree" (20 total) that is dedicated with a donation contributes to the fees associated with planting and irrigating thousands of trees. More specifically the money is used for purchasing the redwood seedlings, hiring labor to plant them, and also buying and installing the irrigation. We plan on meeting the June 30, 2022 deadline by engaging with the public to receive donations and volunteering for planting days. On January 29, 2022, approximately 1,600 redwood seedlings were planted. Upcoming planting days are being planned for February 19<sup>th</sup> and 26<sup>th</sup>, to complete this planting phase of the community forest. Approximately 2,500 trees will be planted by the end of February 2022. Within the next few months, a new drip irrigation system will be installed to the expanded planting area. Within the next few years, other native species will be planted within and around the forested area. At this time, how other native species will respond to the secondary treated water quality is unknown. Once the WWTP is upgraded to tertiary treatment levels, there should be no issues with water quality to grow native species.

**3. Describe the community support for your Project.****a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the project?**

Additional support for the Redwood Forest has been from St. Helena City Council who approved this project, Mayor Ellsworth, the Active Transportation and Sustainability Committee, Napa Resource Conservation District, Napa Natural Resources Conservation Service, Land Trust of Napa Valley, Sierra Club – Redwood Chapter, Napa Climate NOW, Registered Professional Forester Nick Kent, Dr. William Libby, Senator Bill Dodd, Silverado Farming, and countless community members.

Support has been made by individual financial donations, physical labor by planting trees and weeding, obtaining and donating supplies, technical assistance regarding forest management and education, as well as government advocacy and approval. The Redwood Forest is forever grateful for these contributions.

**b. What roles are they playing and how collaborative is the Project?**

Napa RCD regularly collaborates regarding irrigation, volunteers, and planting strategies and is planning an oak tree planting day on February 19 with high school students. Napa NRCS is consulting to provide guidance regarding planting of other native species within and around the forest that will not threaten the surrounding vineyards.

**c. What other support exists for your Project?**

A \$600 grant was received from the Napa Community Foundation in 2021.

**4. Describe who will benefit from this Project and estimate how many people your proposal may impact.**

Benefits from this Project are far reaching. First it creates an ecosystem for countless insects, amphibians, birds, and mammals. Second it has the ability to provide cleaner air for our entire community and visitors for years to come. The project turns underutilized land into a carbon sequestering and oxygen generating property by adding the most carbon sequestering trees in the world. And thirdly, also difficult to gauge, is how many people will benefit from the recreation it will provide. Each tree planted contributes and strengthens these rewards. Over the life of the community forest, it is immeasurable how many people and species lives will be enriched.

**5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residence.**

No funding from other Napa County government agencies.

**6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion.**

Sustainable St. Helena – an Environmental Alliance integrates diversity, equity and inclusion as noted in our Mission Statement. We are devoted to protecting natural resources and habitats from environmental degradation through actionable climate solutions and education while collaborating with government, industry, organizations and individuals to protect the health, future of our community and the natural environment.

Climate change is a human and animal rights issue which disproportionally affects underprivileged populations and innocent animals. Our goals relate directly to promoting social equity and inclusion by focusing on public health and animal species security. Our efforts to eliminate synthetic pesticides on public land do just that. Specifically, with the Redwood Forest Project, all people and animals have the ability to enjoy and inhabit this special place.



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                 |
|---------------------------------------------------|-------------------------------------------------|
| Organization Name:                                | The White Barn                                  |
| Organization Mailing Address:                     | 2727 Sulphur Springs Ave., St. Helena, CA 94574 |
| Organization Contact Person<br>(Name/Title):      | David Garden Jr. / Executive Director           |
| Organization Contact Email:                       | dgarden1@sbcglobal.net                          |
| Organization Contact Telephone:                   | 707-337-0199                                    |
| Organization Website:                             | www.thewhitebarn.org                            |
| Federal Tax ID Number and Status:                 | EIN/Tax ID: #68-0414651 - 501(c)(3)             |
| How long has your organization been in operation? | 36 years                                        |

### Grant Request

|                         |                                                 |
|-------------------------|-------------------------------------------------|
| Project Name:           | The White Barn 2022- 2023 Season                |
| Address of Project:     | 2727 Sulphur Springs Ave., St. Helena, CA 94574 |
| Requested Grant Amount: | \$ 9200.00                                      |
| Matching Funds:         | \$                                              |
| TOTAL Project Cost:     | \$ 9200.00                                      |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------|--------------------------|-------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Secretary of State</b><br><b>Articles of Incorporation of a</b><br><b>Nonprofit Public Benefit Corporation</b> | <b>ARTS-PB-</b><br><b>501(c)(3)</b> | <div style="border: 2px solid black; padding: 5px; font-size: 24pt; font-weight: bold; margin-bottom: 5px;">FILED</div> <div style="text-align: center;"> <b>Secretary of State</b><br/> <b>State of California</b><br/> <b>4750774</b><br/> <hr/> Filing Number<br/> <b>06/03/2021</b><br/> <hr/> Filing Date </div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| <b>IMPORTANT — Read Instructions before completing this form.</b><br><b>Filing Fee — \$30.00</b><br><b>Copy Fees —</b> First page \$1.00, each attachment page \$0.50;<br>Certification Fee - \$5.00<br><br><i>Note:</i> A separate California Franchise Tax Board application is required to obtain tax exempt status. For more information, go to <a href="http://ftb.ca.gov">ftb.ca.gov</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                   |                                     | <b>This Space For Office Use Only</b>                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| <b>1. Corporate Name</b> (Go to <a href="http://www.sos.ca.gov/business/be/name">www.sos.ca.gov/business/be/name</a> reservations for general corporate name requirements and restrictions.)<br><br>The name of the corporation is <u>The White Barn of Saint Helena</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| <b>2. Business Addresses</b> (Enter the complete business addresses. Item 2a cannot be a P.O.Box or "in care of" an individual or entity.)<br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">a. Initial Street Address of Corporation - Do not enter a P.O. Box<br/><b>2727 Sulphur Springs Avenue</b></td> <td style="width: 20%; padding: 2px;">City (no abbreviations)<br/><b>Saint Helena</b></td> <td style="width: 10%; padding: 2px;">State<br/><b>CA</b></td> <td style="width: 20%; padding: 2px;">Zip Code<br/><b>94574</b></td> </tr> <tr> <td style="padding: 2px;">b. Initial Mailing Address of Corporation, if different than Item 2a</td> <td style="padding: 2px;">City (no abbreviations)</td> <td style="padding: 2px;">State</td> <td style="padding: 2px;">Zip Code</td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       | a. Initial Street Address of Corporation - Do not enter a P.O. Box<br><b>2727 Sulphur Springs Avenue</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | City (no abbreviations)<br><b>Saint Helena</b> | State<br><b>CA</b>                                                                                                  | Zip Code<br><b>94574</b> | b. Initial Mailing Address of Corporation, if different than Item 2a                                                         | City (no abbreviations)                        | State              | Zip Code                 |                                                                                                             |
| a. Initial Street Address of Corporation - Do not enter a P.O. Box<br><b>2727 Sulphur Springs Avenue</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | City (no abbreviations)<br><b>Saint Helena</b>                                                                    | State<br><b>CA</b>                  | Zip Code<br><b>94574</b>                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| b. Initial Mailing Address of Corporation, if different than Item 2a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | City (no abbreviations)                                                                                           | State                               | Zip Code                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| <b>3. Service of Process</b> (Must provide either Individual OR Corporation)<br><b>INDIVIDUAL —</b> Complete Items 3a and 3b only. Must include agent's full name and California street address.<br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">a. California Agent's First Name (if agent is not a corporation)<br/><b>Michael</b></td> <td style="width: 20%; padding: 2px;">Middle Name</td> <td style="width: 20%; padding: 2px;">Last Name<br/><b>Caldarola</b></td> <td style="width: 20%; padding: 2px;">Suffix</td> </tr> <tr> <td style="padding: 2px;">b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box<br/><b>1671 Vineyard Avenue 1671 VINEYARD AVE</b></td> <td style="padding: 2px;">City (no abbreviations)<br/><b>Saint Helena</b></td> <td style="padding: 2px;">State<br/><b>CA</b></td> <td style="padding: 2px;">Zip Code<br/><b>94574</b></td> </tr> </table><br><b>CORPORATION —</b> Complete Item 3c. Only include the name of the registered agent Corporation.<br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete Item 3a or 3b</td> </tr> </table>                                                                                                                                             |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       | a. California Agent's First Name (if agent is not a corporation)<br><b>Michael</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Middle Name                                    | Last Name<br><b>Caldarola</b>                                                                                       | Suffix                   | b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box<br><b>1671 Vineyard Avenue 1671 VINEYARD AVE</b> | City (no abbreviations)<br><b>Saint Helena</b> | State<br><b>CA</b> | Zip Code<br><b>94574</b> | c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete Item 3a or 3b |
| a. California Agent's First Name (if agent is not a corporation)<br><b>Michael</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Middle Name                                                                                                       | Last Name<br><b>Caldarola</b>       | Suffix                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box<br><b>1671 Vineyard Avenue 1671 VINEYARD AVE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | City (no abbreviations)<br><b>Saint Helena</b>                                                                    | State<br><b>CA</b>                  | Zip Code<br><b>94574</b>                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete Item 3a or 3b                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| <b>4. Purpose Statement</b><br><div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <div>Item 4a: One or both boxes must be checked.</div> <div>Item 4b: If "public" purposes is checked in Item 4a, or if you intend to apply for tax-exempt status in California, you must enter the specific purpose in Item 4b.)</div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> a. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for:    <input type="checkbox"/> public purposes.    <input checked="" type="checkbox"/> charitable purposes. </td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding: 5px;"> b. The specific purpose of this corporation is to <u>Present cultural events &amp; educate youth about the arts</u> </td> <td></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       | a. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for: <input type="checkbox"/> public purposes. <input checked="" type="checkbox"/> charitable purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                | b. The specific purpose of this corporation is to <u>Present cultural events &amp; educate youth about the arts</u> |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| a. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for: <input type="checkbox"/> public purposes. <input checked="" type="checkbox"/> charitable purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| b. The specific purpose of this corporation is to <u>Present cultural events &amp; educate youth about the arts</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| <b>5. Additional Statements</b> (See Instructions and Filing Tips)<br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> a. This corporation is organized and operated exclusively for the purposes set forth in Article 4 hereof within the meaning of Internal Revenue Code section 501(c)(3).<br/> b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.<br/> c. The property of this corporation is irrevocably dedicated to the purposes in Article 4 hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.<br/> d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational and/or religious purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3). </td> </tr> </table> |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       | a. This corporation is organized and operated exclusively for the purposes set forth in Article 4 hereof within the meaning of Internal Revenue Code section 501(c)(3).<br>b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.<br>c. The property of this corporation is irrevocably dedicated to the purposes in Article 4 hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.<br>d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational and/or religious purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3). |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| a. This corporation is organized and operated exclusively for the purposes set forth in Article 4 hereof within the meaning of Internal Revenue Code section 501(c)(3).<br>b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.<br>c. The property of this corporation is irrevocably dedicated to the purposes in Article 4 hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.<br>d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational and/or religious purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).                                                                                                                                                                                                     |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |
| <b>6. Read and Sign Below</b> (This form must be signed by each incorporator. See Instructions. Do not include a title.)<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> <br/> <hr/> Signature </div> <div style="width: 45%; text-align: center;"> <b>John Sullivan</b><br/> <hr/> Type or Print Name </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                                                                                                     |                          |                                                                                                                              |                                                |                    |                          |                                                                                                             |

## The White Barn 2021 Actuals and 2022 Budget P+L

|                                             | Actuals<br>2021   | Budget<br>2022     |
|---------------------------------------------|-------------------|--------------------|
| <b>Income</b>                               |                   |                    |
| Ticket Sales                                | 18,776            | 30,000             |
| <b>Total Income</b>                         | <u>\$ 18,776</u>  | <u>\$ 30,000</u>   |
| <b>Expenses</b>                             |                   |                    |
| <b>Management and General Expense</b>       |                   |                    |
| Accounting Fees                             | 386               | 510                |
| Board meeting                               | 44                | -                  |
| Insurance                                   | 2,039             | 2,050              |
| Internet Expense                            | 492               | 500                |
| Nonemployee Compensation                    | 3,600             | 10,800             |
| <b>Occupancy</b>                            |                   |                    |
| Building Maintenance                        | 5,562             | 6,000              |
| Fire equipment                              | 296               | 300                |
| Janitorial                                  | 763               | 800                |
| Landscaping                                 | 1,342             | 5,842              |
| Utilities                                   | 362               | 400                |
| <b>Total Occupancy</b>                      | <u>\$ 8,324</u>   | <u>\$ 13,342</u>   |
| <b>Other</b>                                | <u>382</u>        | <u>700</u>         |
| <b>Total Management and General Expense</b> | <u>\$ 15,267</u>  | <u>\$ 27,902</u>   |
| <b>Production Expenses</b>                  |                   |                    |
| Permit Expense                              | 472               | -                  |
| Salaries and Wages                          | 6,213             | 12,000             |
| Purchase                                    | 55                | -                  |
| <b>Total Production Expenses</b>            | <u>\$ 6,740</u>   | <u>\$ 12,000</u>   |
| <b>Total Fund Raising Expenses</b>          | <u>\$ 1,108</u>   | <u>\$ -</u>        |
| Contributions (charitable)                  | -                 | 550                |
| Uncategorized Expenses                      | -                 | -                  |
| <b>Total Expenses</b>                       | <u>\$ 23,114</u>  | <u>\$ 40,452</u>   |
| <b>Net Operating Income</b>                 | <u>\$ (4,338)</u> | <u>\$ (10,452)</u> |

## The White Barn

### List of Grant Funding:

We have not received any government grant funding during the past year.

We did receive a \$2500.00 grant from a private organization:

The Napa Valley Performing Arts Foundation



The mission of the White Barn is to bring diverse cultural events to our town. Locals have enjoyed the art of theater, music, dance, film, poetry, and other creative arts at our venue for the past 36 years.

In the past, The White Barn has been generously supported by individual donors, private foundations, ticket sales, and local volunteers. Due to the pandemic, we have cancelled, restricted, or postponed performances for the past two years. Like many performing arts venues, our revenue stream has diminished dramatically.

Funding from the City of St.Helena would enable us to continue to produce live events in the 2022-2023 season.

Some of the upcoming performances include;  
"An Evening of Spanish & Mexican Poetry", "A Free Family Event TBD",  
"Sol Flamenco (Spanish Music/Dance)", "Le Jazz Hot (French Gypsy Jazz)

Although the White Barn does not have a specific equity focus, we have found, through many years of eclectic programming, that our venue attracts a diverse audience. We have collaborated with our local schools , (SHES, RLS, SHHS, PUC), The St.Helena Community Band, and last year, with the Napa League of Women Voters. With a grant from Napa Valley Performing Arts Foundation, this event celebrated the 100th anniversary of the Women's Right to Vote. It included a live performance (all women), and an art exhibition of influential & powerful women- painted by female artists. The proceeds from the art sales were donated to the League of Women Voters. We believe that the arts are essential in creating a healthy community.



## City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2022/23

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 18, 2022 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                          |
|---------------------------------------------------|------------------------------------------|
| Organization Name:                                | UpValley Family Centers of Napa County   |
| Organization Mailing Address:                     | 1440 Spring Street, St. Helena, CA 94574 |
| Organization Contact Person<br>(Name/Title):      | Jenny Ocon                               |
| Organization Contact Email:                       | jocon@upvalleyfamilycenters.org          |
| Organization Contact Telephone:                   | (707) 965-5010                           |
| Organization Website:                             | www.upvalleyfamilycenters.org            |
| Federal Tax ID Number and Status:                 | 80-0023012                               |
| How long has your organization been in operation? | 23 years                                 |

### Grant Request

|                         |                                          |
|-------------------------|------------------------------------------|
| Project Name:           | Active Kids/Niños Activos                |
| Address of Project:     | 1440 Spring Street, St. Helena, CA 94574 |
| Requested Grant Amount: | \$ 12,000                                |
| Matching Funds:         | \$ 12,000                                |
| TOTAL Project Cost:     | \$ 24,000                                |

### Cost Estimate

**Include a high-level description of all the program or project costs that will be paid for by City Funds.**

[illegible]

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name **Jenny Ocon**

Signature Jimmy A.

Title Executive Director

Date 2/18/22



Up Valley Family Centers of Napa County  
 Project Budget for City of St. Helena  
 Project: Active Kids/Niños Activos  
 July 2022 from June 2023

*Expenses*

**Personnel**

|                                      |           |              |
|--------------------------------------|-----------|--------------|
| Early Childhood Education Specialist | \$        | 2,520        |
| Early Childhood Education Associate  | \$        | 2,092        |
| Childcare provider                   | \$        | 320          |
| Benefits and payroll taxes           | \$        | 1,134        |
| <b>Total Personnel</b>               | <b>\$</b> | <b>6,066</b> |

**Other program expenses**

|                                     |           |               |
|-------------------------------------|-----------|---------------|
| Food for healthy snacks             | \$        | 1,000         |
| Program materials                   | \$        | 4,034         |
| Guest musicians stipends            | \$        | 900           |
| <b>Total other program expenses</b> | <b>\$</b> | <b>5,934</b>  |
| <b>TOTAL EXPENSES</b>               | <b>\$</b> | <b>12,000</b> |



CINCINNATI OH 45999-0038

In reply refer to: 0248222270  
Oct. 06, 2014 LTR 4168C 0  
80-0023012 000000 00

00021055  
BODC: TE

UP VALLEY FAMILY CENTERS OF NAPA  
COUNTY  
1500 CEDAR ST  
CALISTOGA CA 94515



004824

Employer Identification Number: 80-0023012  
Person to Contact: Gordon Schnur  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 14, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in February 2002.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248222270  
Oct. 06, 2014 LTR 4168C 0  
80-0023012 000000 00  
00021056

UP VALLEY FAMILY CENTERS OF NAPA  
COUNTY  
1500 CEDAR ST  
CALISTOGA CA 94515

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,



Richard McKee, Department Manager  
Accounts Management Operations





UpValley Family Centers of Napa County  
FY22 Budget, FY21 Actual -in whole numbers-  
FY: July 1 to June 30

|                                | <u>FY22 Budget</u>  | <u>FY21 Actual</u>  |
|--------------------------------|---------------------|---------------------|
| Revenue                        |                     |                     |
| Operating Revenue              | 4,566,955.00        | 4,055,096.00        |
| Interest and Dividends         | 40,000.00           | 50,327.00           |
| Realized Gains                 | 0.00                | 7,316.00            |
| Total Revenue                  | <u>4,606,955.00</u> | <u>4,112,739.00</u> |
| Expenditures                   |                     |                     |
| Personnel Expenses             | 2,671,720.00        | 2,088,190.00        |
| Staff Development              | 67,612.00           | 17,630.00           |
| Professional Fees              | 494,212.00          | 387,268.00          |
| Program Expenses               | 176,963.00          | 109,773.00          |
| Office Expenses                | 41,212.00           | 33,492.00           |
| Facility and Equipment Expense | 178,853.00          | 153,685.00          |
| Misc Expense                   | 84,640.00           | 52,785.00           |
| Emergency Aid                  | 874,517.00          | 564,645.00          |
| Grant to Other Organizations   | 0.00                | 102,366.00          |
| Depreciation and Amortization  | 3,072.00            | 7,749.00            |
| Total Expenditures             | <u>4,592,802.00</u> | <u>3,517,583.00</u> |
| Net Revenue Over Expenditures  | <u>14,153.00</u>    | <u>595,156.00</u>   |



UpValley Family Centers of Napa County  
List of grant funding received in the last 12 months -in whole numbers  
From 2/1/2021 Through 1/31/2022

Feb 1, 2021 to Jan 31, 2022

Grant Funds

**Foundation**

|                                          |         |
|------------------------------------------|---------|
| Napa Valley Community Foundation         | 258,668 |
| United Way Bay Area                      | 21,305  |
| S.H. Cowell Foundation                   | 144,300 |
| St. Josephs Health Foundation            | 35,000  |
| Latino Community Foundation              | 112,705 |
| St. Helena Hospital Foundation           | 86,642  |
| Rose Foundation                          | 32,322  |
| California Wellness Foundation           | 20,000  |
| Gasser Foundation                        | 12,000  |
| Auction Napa Valley/Napa Valley Vintners | 500,000 |
| Mary Crocker Trust                       | 5,000   |
| TIDES Foundation                         | 55,000  |
| Windy Bay Foundation                     | 4,000   |
| Sierra Health Foundation                 | 18,500  |
| Mentis                                   | 1,500   |

**Corporate**

|                                       |        |
|---------------------------------------|--------|
| Queen of the Valley                   | 8,507  |
| Adventist Health -St. Helena Hospital | 5,025  |
| Banks                                 | 69,215 |
| PG&E                                  | 5,000  |
| Burbank Housing                       | 10,000 |
| Mobile Pathways-Twilio                | 30,000 |

**Government**

|                                            |         |
|--------------------------------------------|---------|
| Calistoga Joint Unified School District    | 232,048 |
| City of Calistoga                          | 153,429 |
| City of St. Helena                         | 60,000  |
| Napa Co. Master Settlement Agreement       | 182,382 |
| First Five                                 | 5,005   |
| Napa Co. Mental Health Services Act        | 92,703  |
| Napa Co. Medical Administration Activities | 11,779  |
| St. Helena Unified School District         | 137,254 |
| Napa County Office of Education            | 78,162  |
| CA Department of Social Services           | 396,962 |
| Catholic Charities/FEMA/CalOES             | 219,757 |
| California Family Resource Association     | 88,652  |
| CDBG - City of Calistoga                   | 20,407  |
| Napa County Health and Human Services      | 43,853  |
| LISC - Housing is Key Federal Funds        | 33,500  |



**UpValley Family Centers**  
**Active Kids / Niños Activos**  
**City of St. Helena Community Engagement Grant Application**  
**July 1, 2022 - June 30, 2023**



**1. Describe how your project ties to the City's Goals, Mission/Vision Statement, and/or funding philosophy.**

The Active Kids/Niños Activos Project will serve children ages 0-5 and their parents/caregivers through twice weekly bilingual playgroups, providing quality early learning and socialization opportunities at no cost to local residents. This Project ties directly to the City's goal to "Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth" with activities designed for the City's youngest residents. As a bilingual playgroup for young children and their parents, the Project ties in to the City's Mission as follows: a) promoting a culture of equity, diversion and inclusion, b) supporting families and the wellbeing of youth, and c) expanding recreational opportunities.

**2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2023. Please provide a timeline for your project.**

Active Kids/Niños Activos playgroups, offered twice a week with a drop-in format, provide fun activities that increase early literacy, build kindergarten readiness skills, and elevate parents' role as their child's first teacher. Over the proposed Project year, the grant funds will be used to enhance special thematic activities in three areas: 1) movement and music; 2) gardening and nutrition; and 3) craft time for parents. Once per quarter, the Program will arrange for a guest musician to come to the group for a music and movement activity. The grant will cover materials that support children's engagement in the activities. Over the Spring/Summer, we'll use the grant funds to upgrade/improve onsite garden boxes, do plantings, and organize "healthy snack" nutrition activities – tied in with our ongoing partnership with the St. Helena Farmer's Market. Finally, we will organize four special "parent-only craft sessions" to teach parents a craft of interest (i.e. sewing) that they can use at home, while providing an opportunity for parents to connect with one another. Onsite childcare will be provided for these parent-only sessions.

3. **Describe the community support for your Project. What organizations are also involved and what are their roles? What other support exists for your project?**

We partner with the St. Helena Farmer's Market to increase local residents' awareness of and access to fresh fruits and vegetables and the Market as a whole. We have hosted Farmer's Market representatives at our playgroups as well. We partner with Community Resources for Children and their toy lending library, as well as Child Start and the Raising A Reader Program – making those resources available to local families. The St. Helena Presbyterian Church gives us full access to its "Discovery Room" to run the Active Kids/Niños Activos playgroups.

4. **Describe who will benefit and how many people your proposal may impact.**

The Project will directly reach at least 15 young children and 15 parents, or at least 30 St. Helena residents. This Project will improve our community by enhancing underserved kids' readiness for kindergarten, which research shows is an important predictor of later success in school; it's even correlated with higher lifetime earnings. Our playgroups strengthen our community by providing an important connection point for parents and caregivers, the majority of whom are mothers. Our playgroups give these mothers the tools they need to continue fostering their kids' early development at home, and provide a network of peers and facilitators that help them feel more supported in their important role as parents. In addition, our playgroups provide an opportunity parents to connect with other local families, and to learn about additional resources available through UpValley Family Centers.

5. **If you have received funding from other Napa County government agencies in the past two years, provide the level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.**

We received funding from Napa County for Medi-Cal outreach, parenting, youth mentoring, and case management, totaling \$295,000 in FY22 and \$240,000 in FY21. City funds will benefit St. Helena residents with early learning services they may not otherwise access due to financial, language, or geographic barriers.

6. **Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion.**

This Project is designed to meet the needs of both Spanish and English speakers, to promote inclusion through activities and interactions that build relationships and foster respect for learning, growth and understanding. Our staff are bilingual, culturally aware, and trained in early childhood development.

**RESOLUTION NO. 2022-**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA (1) APPROVING THE CITY MANAGER TO ENTER INTO AND EXECUTE A MULTI-YEAR NON-PROFIT FUNDING AGREEMENT WITH BOYS AND GIRLS CLUB, RIANDA HOUSE SENIOR CENTER, AND UPVALLEY FAMILY CENTERS IN THE AMOUNT OF \$30,000 EACH FOR A TOTAL OF \$90,000 PER YEAR FOR FY 22/23, FY23/24, AND FY 24/15, AND (2) ESTABLISHING FUNDING GUIDELINE AND ANNUAL APPROPRIATIONS FOR THE BOYS AND GIRLS CLUB, RIANDA HOUSE, AND UP VALLEY CENTERS.**

**RECITALS**

- A. In October 2018, the City Council adopted Resolution 2018-150, adopting an amended Non-Profit Funding Policy and Related Program Application Guidelines; and
- B. The policy established a framework for how the City provides financial assistance to nonprofit agencies who provide direct programs, projects, or services to St. Helena residents, and who promote the City's mission and goals; and
- C. During the FY 2021/22 Non-Profit Grant Program funding review process, City Council expressed a desire to amend the funding criteria for Boys and Girls Club, Rianda House, and UpValley Family Centers and to allocate funding to these organizations outside of the Non-Profit Grant Program due to fundamental services they provide to the community; and
- D. Based on the direction to consider allocating direct funding to Boys and Girls Club, Rianda House, and UpValley Family Centers outside of the Non-Profit Grant Program, the overall funding available for the Non-Profit Community Enrichment Grant Program was reduced to \$120,000, with a maximum grant request of \$20,000. The funding modifications were made to keep the overall contributions at current levels of \$210,000, with \$120,000 allocated to the grant program and \$90,000 allocated to Boys and Girls Club, Rianda House, and UpValley Family Centers for the upcoming funding year (\$30,000 each); and
- E. Staff has prepared draft multi-year Non-Profit Funding Agreement, which will provide support for programmatic expenses for Fiscal Years 2022/23, 2023/24, and 2024/25 in the amount of \$30,000 each for the following organizations: Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers.

**RESOLUTION**

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorize the City Manager to enter into and execute a multi-year Non-Profit Funding Agreement with the Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers in the amount of \$30,000 each for a total of \$90,000 per year.
2. Authorize the City Manager to authorize any and all non-substantive amendments to the draft agreement that are deemed necessary to finalize the agreement.

Approved at a Regular Meeting of the St. Helena City Council held on Tuesday, May 17, 2022 by the following vote:

Mayor Ellsworth: \_\_\_\_\_

Vice Mayor Dohring: \_\_\_\_\_

Councilmember Chouteau: \_\_\_\_\_

Councilmember Hall: \_\_\_\_\_

Councilmember Hardy: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Geoff Ellsworth, Mayor

\_\_\_\_\_  
Cindy Tzaopoulos, City Clerk

**NON-PROFIT GRANT FUNDING AGREEMENT BETWEEN THE CITY OF ST. HELENA AND**

---

THIS NON-PROFIT GRANT FUNDING AGREEMENT ("Agreement") is made and entered onto on \_\_\_\_\_, 2022 ("Effective Date") by and between the City of St. Helena, a municipal corporation located in the County of Napa, State of California ("City"), and \_\_\_\_\_, a California Non-Profit Corporation ("Organization"). The City and Organization are sometimes hereinafter referred to collectively as the "Parties".

**RECITALS**

- A. City seeks to provide grant funding to the Organization for programmatic expenses supporting the Organization.
- B. Pursuant to City Council Resolution No. 2018-150, Program grants may be awarded to nonprofit agencies that promote the City's mission and goals and provide direct programs, projects or services to St. Helena residents.
- C. Organization represents it is recognized by the Internal Revenue Service 501[c][3] nonprofit organization.
- D. City and Organization have previously entered into similar agreements under the Non-Profit Grant Program and, per Resolution No. 2022-2, the City Council expressed a desire to amend the funding criteria for the Organization to allocate funding outside of the Non-Profit Grant Program due to the fundamental services provided to the St. Helena community.

**THEREFORE**, for the consideration hereinafter specified, the Parties agree as follows:

**1. FUNDING**

- 1.1 City has approved grant funding for the Organization in the amount of Thirty Thousand Dollars (\$30,000) per fiscal year for the next three fiscal years as follows: 2022-23, 2023-24, 2024-25.
- 1.2 The obligations and liability of the City pursuant to this Agreement are restricted solely to the payment of the funding. The Organization assumes full financial responsibility for delivery of the Project.
- 1.3 The Organization acknowledges that it is liable for the full amount of the City funding, and it will be bound to the terms of this Agreement.

**2. USE OF FUNDING**

- 2.1 Funding will be used by the Organization for the purpose described in Exhibit "A" Project Details, (the "Project") and for no other purpose without prior written consent of the City.



- 2.2 Project details outlined in Exhibit A which commenced prior to the date of the Agreement will be considered ineligible for funding unless approved by the City.

### **3. REPORTING**

- 3.1 A final report shall be due to the City no later than July 31<sup>st</sup>. The final report shall include a detailed description of how the goals outlined in Exhibit A were met and provide an explanation with measurable outcomes.
- 3.2 If the initiative will not be completed by June 30<sup>th</sup> of the funding year, and Organization wishes to request an extension, a request must be submitted to the City by April 30<sup>th</sup>. Extensions are at the sole discretion of the City. The Organization will be notified in writing of an extension granted to the reporting deadline.
- 3.3 The City shall reserve the right to use the results of this Funding Program for promotional or reporting purposes.

### **4. PAYMENT OF THE GRANT**

- 4.1 City will pay the Organization the annual sum of THIRTY THOUSAND (\$30,000) in a lump sum amount. Organization shall submit an invoice on July 1<sup>st</sup> to the City to initiate payment, which will be processed within a reasonable timeframe once invoice is received from the Organization.

### **5. TERMINATION**

- 5.1 This Agreement shall expire on June 30, 2025, or earlier in the event of termination pursuant to this Agreement.
- 5.2 The City may terminate this Agreement immediately if the Organization:
  - a. ceases to exist or function as a non-profit organization;
  - b. fails to use the funding in accordance with Section 2; or
  - c. default in the performance of any of its obligations of under this Agreement
- 5.3 Should this Agreement be terminated pursuant to Section 5, a final report will determine the final payment to either party, as required.
- 5.4 If the Organization's financial information discloses a surplus in the grant funded services, program, event, or project, within 90 days of the City's demand, the eligible non-profit organization shall repay any surplus in excess of 5% or \$2,500 whichever is less.

**6. RECORD KEEPING**

- 6.1 The City may audit all financial and related records associated with the terms of this Agreement.
- 6.2 The Organization shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or any longer period required by law, from the date of final payment to Organization to this Agreement.
- 6.3 The Organization shall maintain all documents and records, which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this agreement.
- 6.4 Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City. Copies of such documents shall be provided to the City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at the Organization's address indicated for receipt of notices in this Agreement.
- 6.5 Where the City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment, or termination of Organization's business, the City may, by written request, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by the Organization.

**7. INDEMNITY**

Section 1. Independent Contractors. The Parties understand and agree that in the performance of its work and services under this Agreement, Organization is and, at all times, shall remain a wholly independent contractor and not an officer, employee, or agent of City. Organization shall obtain no rights or benefits that accrue to City employees. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt, or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City .

Section 2. Indemnification by the Organization. The Organization shall, upon the City's written demand and with legal counsel acceptable to the City, defend, indemnify, and hold harmless the City, its agents, officers, City Council members, and employees for all liability, actions, claims, damages, costs, or expenses, including reasonable attorney's

fees and legal expenses including expert fees and costs, which may be asserted by any person, including the Organization, arising out of or in connection with the Organization's performance of services under this Agreement.

Section 3. Indemnification by City. The City shall, upon the Organization's written demand and with legal counsel acceptable to the Organization, defend, indemnify, and hold harmless the Organization, its agents, officers, and employees for all liability, actions, claims, damages, costs, or expenses, including reasonable attorney's fees and legal expenses including expert fees and costs, which may be asserted by any person, including the City, arising out of or in connection with the City's performance under this Agreement.

Section 3. Insurance Requirements. Organization shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Organization, its agents, representatives, or employees, as indicated:

- A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
  - 1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
  - 2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
  - 3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
- B. Minimum Limits of Insurance. Organization shall maintain limits no less than:
  - 1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury, and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
  - 2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
  - 3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of \$25,000 or greater must be declared to and approved by the City.



- D. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Organization or Organization's subconsultants; or automobile owned, leased, hired or borrowed by the Organization.
  2. For any claims related to Organization's conduct while performing the work of this Project, the Organization's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Organization's insurance and shall not contribute with it.
  3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
  4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.
- E. Waiver of Subrogation. The workers compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.
- F. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.
- G. Verification of Coverage. Organization shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Section 4. Nondiscrimination. The Organization shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, ancestry, color, sex, sexual orientation, gender, gender identity, gender expression, age, national origin, religion, marital status, medical condition, or physical or mental disability.

Section 5. Governing Law. City and Organization agree that the law governing this Agreement shall be that of the State of California.

Section 6. Compliance with Laws. Organization shall comply with all applicable laws, ordinances, codes, and regulations of the Federal, State, and Local Agencies (including, without limitation, the City).

Section 7. Disclosure/Provision of Information. Brochures, maps, or other promotional materials produced by Organization using the funds arising out of this Agreement may include the City logo on the material. Any information developed by Organization pursuant to this Agreement shall be provided to the City upon request and Organization expressly grants City full legal authority and license to use and distribute any such materials.

Section 8. Waiver. The Parties agree that a waiver, breach, or violation of any term or condition of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. The City's acceptance of Organization's performance of any work or services shall not be deemed to be a waiver of City's rights or Organization's obligations under this Agreement.

Section 9. Assignment/Delegation. Neither party hereto shall assign, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other Party, and no assignment shall be of any force or effect whatsoever, and shall be void, unless and until the other Party shall have so consented.

Section 10. Conflict of Interest/Anti-Fraud and Anti-Corruption Policies. The Organization covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services under this Agreement. The Organization further covenants that in the performance of the Scope of Services under this Agreement, Organization will not knowingly employ any person having any such conflict of interest with the City.

- A. Organization covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in

any manner with the interests of City or which would in any way hinder Organization's performance of services under this Agreement. Organization further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Organization agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

- B. City understands and acknowledges that Organization is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Organization is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.
- C. Organization understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent, and corrupt activities. Organization represents and warrants that Organization, its subcontractor(s) / subconsultant(s) and their respective employees providing services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its employees and subcontractor's(s) employees do not participate in any fraudulent or corrupt activities. Organization acknowledges and agrees further that it has a duty to and will report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Organization's service provided pursuant to this Agreement.

Section 11. Attorney's Fees. In the event either Party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the rights or remedies of either party, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs as part of such action or proceeding or any post-judgment legal proceedings.

Section 12. No Third-Party Beneficiaries. Nothing contained in this Agreement shall be construed to create, and the Parties do not intend to create any rights or remedies to any person or entity not a Party to this Agreement. In the event that Organization enters into any agreements with third parties in connection with the work and services provided under this Agreement, City shall be deemed an intended third-party beneficiary of such agreements.

Section 13. Notices. All notices and other communications required or permitted to be given under this Agreement shall be in writing, and shall be personally served or mailed, return-receipt requested, addressed to the respective Parties as follows:

**Contact Person**  
**Organization**  
**Street Address**  
**St. Helena, CA 94574**

**City Manager**  
**City of St. Helena**  
**1572 Railroad Avenue**  
**St. Helena, CA 94574**

Section 14. Prior Agreements. This Agreement, including all Exhibits attached hereto, represents the entire understanding of the Parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered under this Agreement.

Section 15. Representations. Organization represents it is recognized by the Internal Revenue Service as a section 501[c][3] nonprofit organization, that it is directed by an elected Board of Directors from the local business community with a professional staff, and is organized and equipped to carry on the Scope of Services to be provided to the City in accordance with the terms of this Agreement.

Section 16. Entire Agreement/ Interpretation. Both Parties acknowledge that by entering into this Agreement, the City is not assuming any obligation to operate, supervise, or fund Organization or any other obligations to Organization other than those expressly provided in this Agreement. This Agreement constitutes the entire agreement among the Parties and may not be modified or changed, except by written instrument executed by both Parties. No provision of this Agreement is to be interpreted for or against either Party because that Party or that Party's legal representative drafted such provision.

**IN WITNESS WHEREOF, the Parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.**

Gunilda Rianda Senior Center  
 Association:

City:

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 501[c][3]: \_\_\_\_\_

By: \_\_\_\_\_  
 Name: James McCann  
 Title: Interim City Manager

EXHIBIT A

Project Scope:

Goals: