

**COVER SHEET 2017 GRANTS - ORRVILLE AREA UNITED WAY**

AGENCY NAME: People to People Ministries, Inc.

Mission Statement: See attached

AGENCY DIRECTOR/PRESIDENT: Name Lydia A. Stahl, Exec. Dir.

Telephone 330-262-1662 Fax 330-264-1828 E-Mail ptpm1las@aol.com

Board President: Name Matt Hochstetler

Address 454 E. Bowman St. City Wooster E-Mail ptpmboard@aol.com

**Compute your Agency's overhead using your most recent 990 using this formula**

Add Management & General (Part IX, Line 25, Column C)		\$ <u>55,986</u>
Fundraising (Column D)	+	\$ <u>-0-</u>
	=	\$ <u>55,986</u>
<b>TOTAL</b>		

Divide total by Part IX Line 25, Column A (Total Revenue) 4.88 %

**Program Funding Requests:**

1) People to People Ministries, Inc. New Request? No

Funded 2016 \$ 4,000 2017 Requested \$ 15,000

2) \_\_\_\_\_ New Request? \_\_\_\_\_

Funded 2016 \$ \_\_\_\_\_ 2017 Requested \$ \_\_\_\_\_

3) \_\_\_\_\_ New Request? \_\_\_\_\_

Funded 2016 \$ \_\_\_\_\_ 2017 Requested \$ \_\_\_\_\_

4) \_\_\_\_\_ New Request? \_\_\_\_\_

Funded 2016 \$ \_\_\_\_\_ 2017 Requested \$ \_\_\_\_\_

\$ 15,000 Sum Total of all Dollars Requested for 2017

I affirm that I have reviewed this application for funding, and, to the best of my knowledge, confirm that the information presented here is a financially, statistically, and programmatically accurate representation of our agency.

Karen L. Holt  
Chief Professional Officer Signature

9/3/16  
Date

Karen L. Holt, Treasurer  
Board President or Treasurer' Name (Please indicate which)

Karen L. Holt  
Board President or Treasurer's Signature

9/3/16  
Date

# 2017 Program Information

**Please use a separate form for each program.**

1. Agency: People to People Ministries, Inc.

2. Program Name: People to People Ministries

A. Based on the targeted outcomes of this program, from which of the following community impact areas are you requesting funding?

**Nurturing Children & Youth**

(Provides positive outcomes that help children and youth succeed in school and develop into successful adults)

**Helping In Hard Times**

(Provides emergency assistance: food, shelter, clothing, and legal help)

**Developing Life Skills**

(Provides positive outcomes with programs that enable individuals and families to become more emotionally, physically, and/or financially stable)

**Promoting Health & Wellness**

(Provides positive outcomes with programs that enable individuals and families to have access to prevention and/or treatment in the health arena, enabling them to become and/or stay healthier emotionally, physically, and/or financially)

B. Is this Program

New program

Expanded program

Continuation of a previously funded program

3. Please complete the following for each program:

15,000 + 120,000 = 135,000  
Funds Requested From OAUW      Funds Requested/Received From Other Sources      Total Program Funds

4. If previously funded program, are you asking for increased dollars of support?

Yes       No

5. If yes, why are you requesting more money?

N/A

**6. If your program was not funded for the full amount you requested for 2016, what impact did this have on your program? What adaptations did you have to make?**

People to People's Board establishes the amount of cash available for program expenses at each Board meeting. This amount is based on the cash available each month to avoid running a deficit. Funding has decreased and we have had to cut back on assistance to clients as a result of the decreases.

**7. How will the agency adapt this program next year if your requested funding level cannot be met or if a decision is made that the program will not be funded at all next year?**

If our funding request is not met we will continue to have to cut financial services to our clients. We can only offer assistance if the cash is available.

**8. Please describe the fees and reimbursements associated with this program.**

**Fees:**

**Sliding Fee Schedule:**

N/A

**Insurance Reimbursement:**

N/A

**Government Subsidies:**

N/A

## **Community Impact**

**8. Describe the target population and eligibility requirements for the Program:**

The target population is anyone demonstrating an emergency need. We require they be a Wayne County resident for 90 days in order to receive financial assistance, show proof of income for the last 30 days, if applicable, and show ID and social security card/number or another form of Federal ID.

**9. What agencies or programs in the community provide similar services? Please be specific about how we can differentiate this program from others.**

There are a few agencies/programs that provide similar services; they include Job and Family Services, Community Action, Steps/Every Woman's House, and the local Salvation Army offices. Each of these agencies/programs may assist with emergencies at any given time; but, at times their funding is seasonal or has specific guidelines attached. We are the "emergency assistance" agency that helps when these other agencies or programs run out of funds. We communicate with each of the other agencies and make sure we are not duplicating assistance. People to People Ministries tries to have funding each month throughout the year to assist with emergency situations.

## Impact Analysis

**10. Describe the targeted outcomes of this program. In other words, you ran this program, you gave clients certain skill sets, you increased their knowledge, and you treated their illness, which is all good. But how have you changed the lives of those people, and as a result, our community?**

**Please include the following information in your narrative *and limit this to 2 pages*:**

- **Description of the activities and resources you use to accomplish these outcomes**
- **Information about the tools you use to measure outcomes**
- **Dialogue about the challenges you face in measuring the success of the program**
- **Specific information about the recorded outcomes you achieved last year**
- **Discussion of whether or not your outcomes met, exceeded or fell short of your desired outcomes**

The targeted outcomes of People to People Ministries are to help Wayne County residents with basic needs when these needs are not being met through any other program.

People to People provides many services including: a food pantry, a clothing and household items room, and financial assistance. We can provide these services because of the support we receive from the community; we do not receive any government funding. The two main resources we have are donations (monetary and in-kind) and volunteers. Many of our services depend on the donations we receive, especially our special projects (Back to School, Thanksgiving Food Boxes, and the Christmas Toy Project). With the help of volunteers and minimum staff we are able to operate our ministry with very low overhead.

See attachment #1 Objectives

The tools we use to measure our outcomes are the records we keep for each individual household that receives a service from our ministry. Each time someone uses our services we document that service.

Since we offer assistance in emergency situations it is difficult to establish ongoing success of the program. Emergencies occur in people's lives at different times and as a result of different reasons, for example, loss of a job, illness, accidents, or unexpected expenses. Many times we help the same family with different services, such as, food, clothing or Back to School assistance. In an ideal situation, we would help a family during an emergency in their lives then not have to assist them again; however, we find that many of our clients require ongoing assistance making it difficult to measure success other than to say we helped them when it was needed.

We do not set specific goals for outcomes; our ministry is designed to help families as they encounter emergencies. Therefore, our desired outcomes are achieved every time someone is helped by our ministry. When a person comes to our office hungry, they leave with food. If there is an emergency with a financial matter and there are no other programs available to help, with proper funding we can assist with that financial need and our desired outcome has been achieved.

## Program Outputs

**11. Define a unit of service. If it is not possible to define one unit, please state why.**

Remember that whatever the method of measurement, you are consistent from year-to-year.

A unit of service is measured as on assist from our office.

**12. Complete the following if the agency is seeking United Way funding for this program.**

Year	Number of Clients in zip codes 44667, 44618, 44645	Number of Clients in all of Wayne County	Clients on a Waiting List
2015 Actual	3,446	30,402	N/A
2016 Projected	3,125	27,645	N/A
2017 Projected	2,813	24,880	N/A

**13. Unit Cost: Please explain changes either up or down in your cost.**

Year	Individuals or Units of Service	Total Cost of Program	Unit Cost (Cost/Units)
2015 Actual	30,402	\$1,061,034	\$34.90
2016 Projected	27,645	\$ 892,432	\$32.28
2017 Projected	24,880	\$ 750,000	\$30.14

**14. Individuals served**

Last year (actual): 10,756

This year (projected): 9,680

## Client Demographics

14.

	<b>NUMBER</b>
<b>Types of Clients:</b> Individuals	10,756
Information & Referral, Brochures	
Organizations	

PLEASE COMPLETE THE INFORMATION FOR INDIVIDUAL CLIENTS ONLY		
<b>Age Group:</b> Under 5 (Age 0 – 17)		4,840
6 thru 12		
13 thru 17		
18 thru 34 (Age 18 – 60)		5,593
35 thru 54		
55 thru 64 (Age 60 and older)		323
65 thru 74		
75 thru 84		
85 and over		
Unknown		
<b>TOTAL INDIVIDUALS:</b>		<b>100%*</b>
<b>Gender:</b> Male		
Female		
Unknown		
<b>TOTAL INDIVIDUALS:</b>		<b>10,756</b>

	NUMBER		NUMBER
<b>Household Income:</b>		<b>Ethnic/Racial Background:</b>	
\$0 thru \$11,999		White	
\$12,000 thru \$14,999		Black or African American	
\$15,000 thru \$24,999		Hispanic or Latino	
\$25,000 thru \$49,999		American Indian or Alaska Native	
\$50,000 thru \$74,999		Asian	
More than \$75,000		Native Hawaiian or Pacific Islander	
Unknown		Unknown	
<b>TOTAL INDIVIDUALS:</b>	<b>10,756</b>	<b>TOTAL INDIVIDUALS:</b>	<b>10,756</b>

\*NOTE: All TOTALS should be the same number

**Note: We do not keep records of gender, ethnic background, or household income. We ask about income and expenses; but, it is kept in each individual file.**

**Orrville Area United Way  
Supplemental Agency Questions**

People to People Ministries, Inc.

8/19/16

*Agency Name*

*Date*

*Please check the appropriate box in answer to each question.*

	Yes	No	Don't Know
Does the agency have checks/balances and distribution of responsibilities such that tasks such as opening mail, paying bills, signing checks, bookkeeping, producing internal financial reports do not rest in the hands of too few persons?	X	<input type="checkbox"/>	<input type="checkbox"/>
Have the board and top administrative officers discussed/reviewed/agreed upon what is appropriate in terms of division of these responsibilities?	X	<input type="checkbox"/>	<input type="checkbox"/>
Does the agency have a board approved Fiscal Policy?	X	<input type="checkbox"/>	<input type="checkbox"/>
Did the auditor meet with the board and top administrator to discuss audit results?	X	<input type="checkbox"/>	<input type="checkbox"/>
Does the board conduct an annual evaluation of the top administrative officer?	X	<input type="checkbox"/>	<input type="checkbox"/>
Are the evaluation results in written form?	X	<input type="checkbox"/>	<input type="checkbox"/>
Does the agency have written by-laws to which they adhere?	X	<input type="checkbox"/>	<input type="checkbox"/>
Does the board and/or a Financial Committee or Executive Committee review complete financial statements monthly including cash flow statements?	X	<input type="checkbox"/>	<input type="checkbox"/>
Are the agency goals/objectives/plans in written form?	X	<input type="checkbox"/>	<input type="checkbox"/>
Do the agency by-laws/guidelines specify a length of term for board members?	<input type="checkbox"/>	X	<input type="checkbox"/>
Are board members required to rotate off the board for some minimum amount of time upon completion of some maximum time of service?	<input type="checkbox"/>	X	<input type="checkbox"/>
Is the agency currently compliant with guidelines for submitting an Audit including the management letter, 990, Agency Agreement, and Verification of Registration with the State of Ohio Attorney General's Office to United Way?	X	<input type="checkbox"/>	<input type="checkbox"/>
What percentage of your Board financially supports your agency?	100 %		

Karen L. Holt, Treasurer

*Governing board representative (name, title)*

Lydia A. Stahl, Exec. Dir.

*Administrative official (name, title)*





## **People to People Ministries Mission Statement**

The Board Members and Administrative Officers of People to People Ministries believe that each person in our society has the need for adequate food, shelter, clothing, and basic health care. We believe that in any society, a number of individuals will experience crisis during their lifetime in which they are unable to obtain adequate food, shelter, emergency transportation, clothing or basic health care. We believe that each person, when unable to meet these needs, has the right to reach out to others for assistance to satisfy these basic needs.

The purpose of People to People Ministries is to provide an immediate, realistic, and compassionate response to people with these basic needs when they are not being met through any other programs. This program is a not-for-profit being supported through donations from churches, civic organizations, private individuals, and the United Way. As we continue in our efforts, we believe that in some small way, we will contribute to improving the quality of life for those in need.

## **Grants & Collaborations**

**Orrville Area United Way – Complete this form for each applicant program**

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Date: 8/28/16

Agency: People to People Ministries, Inc.

Program: People to People Ministries

Please respond in writing to the following questions:

1. What would happen if your program were to disappear?

If this program were to disappear, in some cases, there would not be anywhere for people to go for emergency assistance. Families might not have a place to live, utilities, or food. Children might not have clothing and supplies for school or gifts at Christmas.

2. What would happen if you were not to receive the requested amount?

Our ministry operates on a monthly budget set up based on the cash available and we can only provide assistance to clients if we have available funds. We have continued to see decreases in funding during the past few years and in order to maintain assistance to our clients we have to seek additional funding from other sources or cut back on services to our clients.

3. Specifically, how would decreases in your grant impact your programming:

a. 25% decrease?

The financial assistance described above would start to be impacted as financial funding decreased.

b. 50% decrease?

With a 50% decrease in financial assistance, the Board would have to prioritize requests for financial assistance.

c. 75% decrease?

Financial assistance would have to be cut in all areas.

4. What other organization/s provide/s the same or similar services/programs?

There are a few agencies/programs that provide similar services; they include Job and Family Services, Community Action, Steps/Every Woman's House, and the local Salvation Army offices. Each of these agencies/programs may assist with emergencies at any given time; but, at times their funding is seasonal or has specific guidelines attached.

5. Specifically, how are you collaborating with other agencies/organizations?

We communicate with each of the other agencies and make sure we are not duplicating assistance. For example, we work with Orrville Salvation Army on our Back to School program to assure we are not duplicating their services with their backpacks and school supplies.

6. What services/programs for which you are requesting support are complementary services in collaboration with other entities?

Refer to question 4, there are agencies providing complementary services; however, at certain times of the year or month those agencies may not have the available funding to meet those needs. People to People Ministries tries to have funding each month throughout the year to assist with emergency situations.

**People to People Ministries  
Orrville United Way Budget Form**

	<u>FYE 9/30/15</u> <u>Actual</u>	<u>FYE 9/30/16</u> <u>Projected</u>	<u>FYE 9/30/17</u> <u>Proposed</u>
<b>Contributions:</b>			
Individuals and estates	132,502	151,660	145,000
Churches	100,615	81,622	75,000
Other institutions	57,402	45,865	15,000
Foundations	48,748	51,519	40,000
Corporations	23,830	26,133	25,000
Special events, net	0	0	0
<b>Investment income:</b>			
Interest and dividends	5,122	2,872	2,500
Realized/unrealized gains (losses)	(12,719)	4,826	1,500
In-kind contributions	617,281	480,015	450,000
Other income	4,456	1,629	1,000
Back to School	21,161	19,510	0
Christmas Program	6,265	0	0
Misc. Restricted Funds	6,212		
United Way funding	115,686	100,601	70,000
<b>Total Revenues</b>	<u>1,126,561</u>	<u>966,251</u>	<u>825,000</u>
		2	
<b>Net assets released from restrictions</b>	5,949	0	0
<b>Program expenses</b>	(1,061,034)	(892,432)	(750,000)
<b>Management &amp; General expenses</b>	(55,986)	(59,718)	(60,000)
<b>Total expenses</b>	<u>(1,111,071)</u>	<u>(952,150)</u>	<u>(810,000)</u>
<b>Increase (Decrease) in net assets</b>	<u>15,490</u>	<u>14,101</u>	<u>15,000</u>
		1	

**1** - The increase in FYE 2016 net assets resulted in capital expenditures during the year for a new computer system, phone system and freezer totaling approximately \$15,000.

**2** - The projected decrease in revenues reflects a trend of decreasing monetary and in-kind contributions from all sources. We attribute this to an aging donor base.

**People to People Ministries  
2016 Board Attendance**

<b>Name</b>	<b>**</b>		
	<b>Meetings Attended</b>	<b>Lived in City</b>	<b>Work in City</b>
Basinger, Pam	6	Wooster	Wooster
Bogner, Adam	8	Wooster	Wooster
Brain, Charlie	4	Wooster	Wooster
Braze, Jean	7	Wooster	Retired
Buller, Brett	6	Orrville	Orrville/Dalton
Haberbusch, Lisa	9	Wooster	Wooster
Hemphill, Joi	7	Wooster	Ashland
Henley-Shafer, Jill	5	Wooster	Wooster
Hochstetler, Matt	8	Wooster	Canton
Holt, Karen	9	Wooster	Wooster
Junkin, Martha	6	Wooster	Retired
Lytle, Jim	2	Wooster	Wooster
Maneese, Cameron	7	Wooster	Wooster
Maxwell, Ron	5	Wooster	Wooster
McAllister, Kylie	<b>1</b> 2	Orrville	Wooster
Miller, Joe	8	Wooster	Wooster
O'Brien, Karen	5	Wooster	Retired
Plumly, Anita	9	Wooster	Wooster
Summers, Bob	5	Wooster	Wooster
Diane Welshhans	8	Wooster	Retired
Wire, Beverly	6	Orrville	Wooster

**1 - Jill joined the Board in May 2016**

**\*\* Regular Board Meetings are held 9 months out of the year; in addition we hold an annual meeting in April.**

There are currently no members who are receiving services from our ministry.

Attendance is for the fiscal year ending September 2016. The September meeting has not been held yet.