

COVER SHEET 2018 GRANTS - ORRVILLE AREA UNITED WAY

AGENCY NAME: People to People Ministries, Inc.

Mission Statement: See attached

AGENCY DIRECTOR/PRESIDENT: Name Joe Szeker, Director of Operations

Telephone 330-262-1662 Fax 330-264-1828 E-Mail joe@ptpm.net

Board President: Name Charlie Brain

Address 454 E Bowman St. City Wooster E-Mail cbrain@3i-ingredients.com

<u>Compute your Agency's overhead using your most recent 990 using this formula</u>	
Add Management & General (Part IX, Line 25, Column C)	\$ <u>57,593</u>
Fundraising (Column D)	+ \$ <u>0</u>
	= \$ <u>57,593</u>
TOTAL	
Divide total by Part VIII, Line 12, Column A (Total Revenue)	<u>5.48</u> %

Program Funding Requests:

- 1) People to People Ministries, Inc. *New Request?* No
Funded 2017 \$ 4,000 *2018 Requested \$* 25,000
- 2) _____ *New Request?* _____
Funded 2017 \$ _____ *2018 Requested \$* _____
- 3) _____ *New Request?* _____
Funded 2017 \$ _____ *2018 Requested \$* _____
- 4) _____ *New Request?* _____
Funded 2017 \$ _____ *2017 Requested \$* _____

\$ 25,000 **Sum Total of all Dollars Requested for 2018**

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.

Joe Szeker, Jr. 8/30/17
 Chief Professional Officer Signature Date

Karen L. Holt, Treasurer Karen L. Holt 8/26/17

2018 Program Information

Please use a separate form for each program.

1. Agency: People to People Ministries, Inc.

2. Program Name: People to People Ministries, Inc.

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:

25,000 + 100,000 = 125,000
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?

People to People Ministries did not request funding from Orrville United Way for several years; we began requesting funding again for the 2014 Grant year. We requested \$25,000/year in 2014, 2015, and 2016 and we received \$7,000 each of those years. On the 2017 application, we decreased our request to \$15,000 and received \$4,000. Our records indicate that during fiscal year 2017 we served more clients in the Orrville United Way funding areas; but, our unit costs for assistance decreased due to less revenue overall.

6. If your program was not funded for the full amount you requested for 2017, 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. Funding has decreased and we have had to cut back on assistance to clients as a result of the decreases. During the last fiscal year, there have been many months where we have had cut off financial assistance before the end of the month due to lack of funds.

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?

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 programs or when the funding for those other programs has run out.

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**

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

- **Information about the tools you use to measure outcomes**

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 in a database.

- **Dialogue about the challenges you face in measuring the success of the program**

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.

- **Specific information about the recorded outcomes you achieved last year**

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.

- **Discussion of whether or not your outcomes met, exceeded or fell short of your desired outcomes**

Our outcomes last year fell short of our desired outcomes. We are there to assist clients as they encounter emergencies and if we don't have the resources to provide that assistance we are falling short of our goals.

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 one 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
2016 Actual	3,830	31,982	N/A
2017 Projected	5,231	39,102	N/A
2018 Projected	4,500	35,500	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)
2016 Actual	31,982	\$798,414	\$24.96
2017 Projected	39,102	\$728,704	\$18.64
2018 Projected	35,500	\$773,900	\$21.80

14. Individuals served

Last year (actual): 6,288

This year (projected): 6,247

Client Demographics

14.

	NUMBER
Types of Clients: Individuals	6,247
Information & Referral, Brochures	
Organizations	

PLEASE COMPLETE THE INFORMATION FOR INDIVIDUAL CLIENTS ONLY	
Age Group: Under 5 (Age 0 – 17)	2,462
6 thru 12	
13 thru 17	
18 thru 34 (Age 18 – 60)	3,433
35 thru 54	
55 thru 64 (Age 60 and older)	352
65 thru 74	
75 thru 84	
85 and over	
Unknown	
TOTAL INDIVIDUALS:	100%*
Gender: Male	
Female	
Unknown	
TOTAL INDIVIDUALS:	

	NUMBER		NUMBER
Household Income:		Ethnic/Racial Background:	
\$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	
TOTAL INDIVIDUALS:	6,247	TOTAL INDIVIDUALS:	6,247

*NOTE: All TOTALS should be the same number

Note: We do not keep records of gender or ethnic background of our clients. Clients are asked to provide proof of income in order to receive assistance and those records are kept in their individual files.

**Orrville Area United Way
Supplemental Agency Questions**

People to People Ministries, Inc.

8/26/17

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)

Joe Szeker, Dir. of Operations

Administrative official (name, title)

Grants & Collaborations

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

Date: _9/6/17_

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
2016/2017 Board Attendance**

<u>Name</u>		<u>Meetings Attended</u>	<u>Lived in City</u>	<u>Work in City</u>
Barta, Al	1	4	Wooster	Retired
Basinger, Pam		9	Wooster	Wooster
Bogner, Adam		7	Wooster	Wooster
Brain, Charlie		10	Wooster	Wooster
Buller, Brett	3	7	Orrville	Orrville/Dalton
Dunlap, Sarah	1	2	Wooster	Smithville
Haberbusch, Lisa	2	7	Wooster	Wooster
Hemphill, Joi		10	Wooster	Ashland
Hochstetler, Matt		9	Wooster	Canton
Holt, Karen		10	Wooster	Wooster
Junkin, Martha	3	2	Wooster	Retired
Lytle, Jim	2	2	Wooster	Wooster
Maneese, Cameron		8	Wooster	Wooster
Maxwell, Ron	2	7	Wooster	Wooster
McAllister, Kylie		10	Orrville	Wooster
O'Brien, Karen		8	Wooster	Retired
Plumly, Anita	2	7	Wooster	Wooster
Henley-Shafer, Jill	3	4	Wooster	Wooster
Shallenberger, David		8	Wooster	Wooster
Summers, Bob		8	Wooster	Wooster
Diane Welshhans	3	7	Wooster	Retired
Wire, Beverly	2	4	Orrville	Wooster

1 - Joined the Board in May 2017

2 - Board term expired in April 2017

3 - Resigned from the Board for personal/health/work reasons

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

Attendance is for the fiscal year ending September 2017. The September meeting has not been held yet.

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.

Objectives (Attachment #1)

People to People Ministries strives to:

1. Provide an immediate, realistic, and compassionate response to people with basic needs not being met through other programs
2. Assist these clients, provided resources are available, in the following areas:
 - A. Dispense food from our established food pantry
 - B. Dispense personal products (toilet paper, toothpaste, soap, etc.) from our established personal product area as provided through donations
 - C. Dispense clothing and household supply items from our clothing/household area as provided by donations
 - D. Provide school clothing for children age 4 through high school, Christmas gifts and toys, and Thanksgiving food boxes through our special projects
 - E. Assist with limited financial assistance for shelter, utility disconnect notices, prescriptions, gasoline and other immediate emergency needs on an individual basis
 - F. To inform clients of available assistance programs for them in the community and refer them to these agencies/programs
 - G. Act as an advocate when necessary
 - H. Work with other social service agencies in our community on a referral basis and maintain the lines of communication with these agencies
 - I. Continue to solicit the support of People to People Ministries from community churches, organizations, area United Ways, and individuals for finances and volunteers so as to involve the community in our efforts
3. Maintain our executive board to oversee the operation of the agency and demonstrate the credibility of the program within the community.

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

	<u>FYE 9/30/16 Actual</u>	<u>FYE 9/30/17 Projected</u>		<u>FYE 9/30/18 Proposed</u>
Contributions:				
Individuals and estates	143,917	259,761	1	130,000
Churches	81,586	70,655		70,000
Other institutions	47,370	9,211	2	10,000
Foundations	40,484	34,536		35,000
Corporations	28,235	27,449		27,500
Special events, net	0	3,244		0
Investment income:				
Interest and dividends	4,163	3,013		3,000
Realized/unrealized gains (losses)	12,667	7,885		7,500
In-kind contributions	552,081	472,497	3	475,000
Other income	3,684	825		1,000
Back to School	32,810	17,682		10,000
Christmas Program	8,654	5,383		5,500
Misc. Restricted Funds	10,050			
United Way funding	99,856	49,916		85,000
Total Revenues	<u>1,065,557</u>	<u>962,057</u>		<u>859,500</u>
Net assets released from restrictions	(8,682)	0		0
Program expenses	(977,685)	(884,647)	4	(800,000)
Management & General expenses	(57,593)	(78,283)	5	(60,000)
Total expenses	<u>(1,043,960)</u>	<u>(962,930)</u>		<u>(860,000)</u>
Increase (Decrease) in net assets	<u>21,597</u>	<u>(872)</u>		<u>(500)</u>

1 - The increase in individual contributions, during 2017, is a result of \$149,000 from two estates of which we were the beneficiary. We are not aware of any estates that we are currently listed as beneficiary; therefore, this can not be counted on to be a continuous income stream.

2 - Income from Other Institutions in FY 2016 included fundraising income from Wooster Urban Adventure of \$33,000. We were not the recipient of the Wooster Urban Adventure fundraiser in 2017 and we don't expect to be the recipient in 2018.

3 - We continue to see a decline in in-kind donations, as a result, we have to use our cash to purchase food for our pantry and items for our Back to School and Christmas projects.

4 - Decreased revenues have forced us to cut back on program expenses.

5 - The increase in management & general expenses are related to changing to a "contributory" employer for Ohio unemployment funding.