



CITY OF TUMWATER
NOTICE TO SUBMIT YEAR 2024
COMMUNITY HUMAN SERVICES PROGRAM
FUNDING APPLICATIONS

City of Tumwater invites agencies PROVIDING HUMAN SERVICES to Tumwater residents to submit funding applications for the year 2024. It is expected that the City of Tumwater will have \$15,000.00 to distribute to local organizations that provide necessary aid for Tumwater residents who are vulnerable, low-income, or disadvantaged through the local Community Human Services Program (CHSP).

The application can be downloaded as a fill-in form at www.ci.tumwater.wa.us/HumanServices or by sending a request to email address: humanservices@ci.tumwater.wa.us.

Completed applications must be received no later than 12:00 p.m./Noon on Wednesday, September 27, 2023. All documents submitted will be public records. Completed applications should be sent by email to humanservices@ci.tumwater.wa.us (no larger than 9MB per email) or mailed to Executive Department, 555 Israel Road SW, Tumwater, WA 98501. Postmarks, late, or incomplete applications will not be accepted.

Agencies that have submitted a completed application by the deadline will be contacted to schedule a presentation before the City of Tumwater's Budget and Finance Committee. Presentations are required and expected to occur in October. The Budget and Finance Committee will make a funding recommendation to the Tumwater City Council as part of the current budget cycle. Successful applicants will be required to enter into an Agreement with the City of Tumwater.

**Completed applications must be received no later than 12:00 p.m./Noon, on
Wednesday, September 27, 2023.**

Postmarks, late, or incomplete applications will not be accepted.

Tumwater City Hall
555 Israel Road SW
Tumwater WA 98501

www.ci.tumwater.wa.us

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for copying purposes



**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: Big Brothers Big Sisters of Southwest Washington

Address: 2424 Heritage Ct SW #302

City, State, Zip: Olympia, WA 98502

Contact Person: Jeff Engle

Title: Executive Director

Tax ID Number: 91-1225443

Date of Application: September 27, 2023

Telephone Number: (360) 943-0409

E-mail Address: jeff@swwabigs.org

Amount of Funding Requested: \$ 5,000

CERTIFICATIONS:

I hereby state on behalf of Big Brothers Big Sisters of Southwest Washington that:
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION
ENTITY CERTIFICATION - PAGE 2

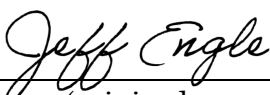
2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has **attached a list of the Board of Directors** of the organization **with articles of incorporation and by-laws**.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
 - a. Show the purposes for which City of Tumwater funds have been spent; and
 - b. Be opened to inspection by the City of Tumwater or its agents; and
 - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Jeff Engle

Name

Executive Director

Title


Signature (original or e-signature)

September 27, 2023

Date

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM
APPLICATION OF FUNDS**

LEGAL NAME OF AGENCY: Big Brothers Big Sisters of Southwest Washington

1. What is the organization's purpose?

Big Brothers Big Sisters of Southwest Washington (BBBS) is a local affiliate of our National Organization, founded in 1904. We have been making meaningful, monitored matches between teen and adult volunteer mentors (Bigs) and children/youth (Littles) since 1984.

BBBS programs are designed to foster youth's academic development and enhance social-emotional skills. It is our goal that with the support and help of a mentor, youth can achieve 1) higher aspirations, greater self-confidence, and better relationships; 2) achievement of academic success; and 3) avoidance of risky behaviors.

The mission of BBBS is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve success and actualize their full potential in life. It is our goal that with the support of a mentor, youth can achieve higher aspirations, greater self-confidence, academic success and avoidance of risky behaviors.

2. Who are the current officers and management employees of your organization?

Management Team:

Jeff Engle, Executive Director

Jaima Kortlever, Director of Development and Special Events

Moriah Candler, Program Director

Kayla Duran, Site-Based Program Manager

Susan Kirn, Special Programs Manager

Ashley Bongiorno, Senior Enrollment Specialist

Jenn Chevalier, MY STEAM Learning Lab Program Instructor & Coordinator

Board Member	Role	Professional Affiliation
Ben Paylor	President	Banker
Justin Hjelm	Vice President	Real Estate Agent
Brandon Barnes	Treasurer	Columbia Bank
Shelby Hentges	Secretary	Business Owner
Tadeu Velloso	At Large	Attorney
Brian Cassidy	Member	Thurston County Sheriff
Sokha Meas Colbo	Member	TAS Architects
Courtney Drennon	Member	Real Estate Agent

Amy Jackson	Member	Community Volunteer
Sean Mason	Member	Business Owner
Shaena Langley	Member	GM, Toyota of Olympia
Michael Shannon MD	Member	PSW/MultiCare
Eva Coblentz	Member	WA Dept of Health
Lance Cromwell	Member	Retired Army/Consultant
Rachel Nabors	Member	WA State Clinician
Gina Blanchard-Reed	Member	ED/Turning Point
Matt Pacheco	Member	Harbor Wholesale

a. How are officers selected?

Our agency is governed by a volunteer Board of Directors, many of whom participated in the program as Bigs and bring a broad range of insight, talent and professional experience to the organization. Officers are nominated by the Board Development Committee based on the commitment to the agency and leadership capabilities. The nominees are submitted for election to the entire Board of Directors.

b. How many members are there in your organization?

Members at the monthly Board meetings elect Board members. The Board Development Committee submits the name and qualifications of each proposed Board member to the Board during the monthly meeting prior to the next meeting. The Board Development Committee solicits or accepts resumes from individuals who desire to stand for election. A simple majority is required for the election of candidates for the Board of Directors.

c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?

Full-Time Employees: 9	Total Annual Payroll: \$453,355
Part-Time Employees: 3	Total Annual Payroll: \$49,379
Total Annual Payroll: \$502,734	

3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.

(For the application to be complete, budget materials must be attached.)

BBBS is supported by a funding base that includes individual donor contributions and our annual fundraising events: Bowl for Kid's Sake, BIG Golf

Tournament, BIG Brunch, Tennis Tournament and Fundraising Auction. Annually, we raise 40% of our total agency income from fundraising events.

BBBS is also supported with grants from private, corporate and local government sources. We expect to continue to receive support from several foundations and local governments including: Career Connect Washington; Northwest Children's Fund; Building Industry Association of Washington; Medina Foundation; STARS Foundation; Community Foundation of South Puget Sound; Mentor Washington; MultiCare Community Partnership Fund; Olympia Kiwanis; Office of Public Instruction; United Way of Gig Harbor; Tulalip Tribe; and ESD 113.

Corporate donors include: Harbor Foods; Thomas Architecture Studios; Lucky Eagle Casino; Olympia Federal Savings; WA Business Bank; Capital City Honda; Toyota of Olympia; Fisher Jones Dentistry; Roof Doctor; McDonalds Corp; Virgil Adams Real Estate; Kiley-Juergens Wealth Management; Capital Electric; Heritage Bank; Greene Realty; and Print Northwest.

(*See attached for budgets)

4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.

The only local city or government agencies in Thurston County that fund BBBS are:

Tumwater Hope and Youth Coalition (Thurston County Public Health): \$ 6,500 annually

North Thurston School District (Funds for Jr High Mentoring Program): \$23,364 annually

The rest of our funding is either from other nonprofits/foundations, state agencies, or outside of the county.

5. a. For what specific programs or activities will City of Tumwater funds be used?

Funds from a City of Tumwater grant would be used to expand our Site-Based mentoring program into Tumwater school districts, where both middle and high school youth would benefit from one-to-one mentorship.

The two major types of match meet-ups we focus on are Site-Based and Community-Based. Our Site-Based program has Bigs and Littles meeting at a local community center or virtually, typically one hour a week after school. This allows matches to build a friendship within a structured setting with professional staff support nearby. Activities follow a curriculum focusing on STEAM activities, diversity, career

exploration, social-emotional skill building, and healthy relationship development.

If our grant request is received, we would put the money towards staff salaries, specifically a Match Support Specialist, which would allow us to increase the amount of matches between underserved youth and trained adult mentors. At a cost of \$400-500 per match, general operating funds would be instrumental in helping us to reach our goal of establishing ten new Site-Based matches in the Tumwater School District by the end of the funding cycle in 2024.

b. How do these programs or activities benefit the Tumwater community?

Our mission reflects our effort to respond to each community's needs; build on community strengths and assets; transform our schools, neighborhoods and communities for the better. Youth mentoring is a proven, cost-saving method for investing in our youth. We also work with local organizations to encourage people in the community to volunteer as mentors.

Children and youth from historically underserved backgrounds are more vulnerable than their peers. As a result, they have an increased risk for poor school performance, dropping out of school, violent or criminal behaviors, and use of alcohol and drugs. With intervention such as a positive mentoring relationship, these youth are proportionately less likely to experience chronic unemployment, participation in the welfare system, substance abuse and/or criminal activity.

BBBS mentoring program is unique because of its emphasis on: 1) one-to-one community volunteer and client commitments; 2) intensive, consistent contact between mentor and client; 3) comprehensive community volunteer mentoring protocols developed over 104 years of experience; 4) professional mentor/child supervision and adherence to mentoring protocols developed over 104 years of experience; and 5) availability of both community-based youth development and site-based experiences.

National research by Harris Interactive has shown that positive relationships between Bigs and Littles have a direct and measurable impact on children's lives. Former Littles reported that having a Big played an important role in who they are today. Being in the program also taught Littles new things, influenced aspects of their education, and helped them make better decisions overall.

Our most recent survey results showed: 89% of our youth reported closeness to their Bigs; 91% of our youth reported their relationship with their Big is important to them; 87% of our youth reported using their

Big to help them cope; 90% of our youth are on track to graduate high school; 94% of our youth reported having confidence in school; and 91% reported having higher academic goals.

Youth served by the Big Brothers Big Sisters program who live in Tumwater:

Youth served ages 5-18 in 2021: 15

Youth served ages 5-18 in 2022: 17

Youth in waiting to be matched: 14

6. Is the City of Tumwater's financial support expected to be for one year or continually?

BBBS does not anticipate ongoing financial backing from city funds for the proposed programs. Nevertheless, the sustainability of our long-term services in the City of Tumwater will be contingent on a sustained and robust commitment from the local community. We aim to garner support not solely from city government but also from a variety of sources, including Tumwater's businesses, service groups, individuals, potential county, state, or federal funding, and collaborations with other social service organizations to enhance our outreach to the youth of Tumwater.

7. What will result if no City of Tumwater funds are provided?

If the City of Tumwater does not allocate funds, there may be a reduction in available mentoring services for the area until our organization secures an alternative funding solution. Nonetheless, BBBS remains committed to actively seeking diverse funding opportunities to sustain this crucial mentoring program for the Tumwater community.

8. What would be the cost per unit of service provided in Tumwater?

The cost per unit of service provided in Tumwater varies based on whether the matches are site-based or community-based. On average, a Site-Based match costs approximately \$400-500 per unit. This cost encompasses enrollment fees, background and reference checks for Bigs (mentors), and ongoing match support to ensure the safety and success of each match.

If granted \$5,000 by the City of Tumwater, we would have the capacity to create a minimum of ten new site-based matches for students within the Tumwater School District. This financial support would play a pivotal role in expanding our outreach to even more vulnerable youth in the community. These funds are essential for us to sustain our valuable mentoring services, which are crucial for the well-being of youth, families, and volunteer mentors, especially during times when they require our support the most. This support

includes the careful pairing of qualified and caring mentors with youth who have been patiently waiting for a mentor for up to 1½ to 2 years, as well as providing comprehensive match support for existing mentor-mentee pairs.

9. Is there any other information the Council needs to know about your proposal?

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Bylaws
- ☐ Articles of Incorporation