



**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](http://www.ci.tumwater.wa.us/HumanServices) or by sending a request to email address: [humanservices@ci.tumwater.wa.us](mailto: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](mailto: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.**

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Tumwater City Hall  
 555 Israel Road SW  
 Tumwater WA 98501

[www.ci.tumwater.wa.us](http://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: **Tumwater Education Foundation/ Justine Capra**

Address: **P.O. Box 15122**

City, State, Zip: **Tumwater, WA**

Contact Person: **98512**

Title: **Past President**

Tax ID Number: **91-1362877**

Date of Application: **September 26, 2023**

Telephone Number: **360-239-4898**

E-mail Address: **Tumwaterpef@gmail.com**

Amount of Funding Requested: **\$5,000**

**CERTIFICATIONS:**

I hereby state on behalf of Tumwater Education Foundation 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.

**Justine Capra**

Name

**Past President**

Title

 Justine Capra

09/26/23

Signature (original or e-signature)

**09/26/2023**

Date

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

**LEGAL NAME OF AGENCY:** Tumwater Education Foundation

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**1. What is the organization's purpose?**

The Tumwater Education Foundation provides scholarship opportunities for students graduating from Tumwater schools. Our Memorial Scholarships honor students, family and community members. The Foundation also provides Classroom Enrichment grants that fund projects or programs that are beyond classroom budgets. Students at all grade levels benefit from these grants. In 2016, the Foundation expanded its scope to include oversight of the Tumwater Principals' Emergency Fund. This fund will remove common barriers for low-income students, maximizing their potential. The goal is for principals to be able to meet a need quickly. Something as simple as a pair of shoes can boost a student's confidence, resulting in better attendance and/or academic performance.

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

President - Eileen Swarthout  
Past President - Justine Capra  
Vice President - Open  
Treasurer - Anna Dackzo  
Member at Large - Gabe Toma  
OrgSupport

**a. How are officers selected?**

Regular Directors shall be elected to a numbered position each year at the annual meeting of the Board by the affirmative vote of a majority of the Directors then in office.

Seating. All newly-elected Directors shall be seated at the regular meeting of the Board of Directors in January, or the first regular meeting of the Board of Directors following the election, whichever is later, and shall be participating members thereafter.

Ex Officio & Emeritus. A vacancy in the position of Ex Officio or Emeritus Director may be filled at any time by resolution of the Board of Directors.

**b. How many members are there in your organization?**

The Officers of the Corporation shall be a President, Immediate Past President, one or more Vice Presidents, a Secretary/Treasurer or a Secretary and Treasurer, each of whom shall be elected by the Board. Other Officers may be elected or appointed by the Board, such Officers to hold office for such period, have such authority and perform such duties as are provided in these Bylaws, or as may be

provided by resolution of the Board. Any Officer may be assigned by the Board any additional title that the Board deems appropriate. Any two or more offices may be held by the same person, except the offices of President and Secretary.

- 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?**

All members of the Tumwater Education Foundation are part-time volunteers. We recently voted to hire OrgSupport to maintain our financial records and correspondence. Utilizing OrgSupport will allow for continuity during officer transitions. OrgSupport charges TEF \$36,000/year.

- 3. What are your major funding sources? Attacha totalbudget for your organization and a project specific budget for next year.**

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

See attached.

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

No other cities or governmental entities in the county fund our activity.

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

The City of Tumwater Funds will be used to go towards our Principals Emergency Fund. The money received will be allocated proportionately to each school in the Tumwater School District. The amount received is calculated by each schools student population. The Principal's of each school will be 'in charge' of the money and will use the money to provide basic emergent necessities such as; clothing (ie: warm coat in winter for a student who wears only a t-shirt...), medical care, food or any other barrier restricting the student from maximizing their full potential.

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

This program is beneficial to the entire Tumwater Community by meeting emergent needs for students, removing common barriers. This program engages with students in a positive way allowing for better detection of crucial health, safety and welfare situations of our youth in our community.

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

Tumwater Education Foundation will be fundraising annually for financial support to continue to Principals Emergency Fund Program. There is no expectation from any organization who makes a donation to continue this support past the one time donation. However, repeat donations are accepted.

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

The Tumwater Education Foundation will continue to fundraise annually and has and will continue to receive funds from various businesses, individuals and other grant opportunities even if no City of Tumwater funds are provided.

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

**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