



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

Legal Name of Agency / Individual: ASHHO Cultural & Job Training Center

Address: 5757 Littlerock Rd SW #4

City, State, Zip: Tumwater, WA 98512

Contact Person: Khurshida Begum

Title: Co-Director, Executive Chef

Tax ID Number: 87-2163668

Date of Application: 9/21/23

Telephone Number: 360-932-0682

E-mail Address: khurshida@ashho.org

Amount of Funding Requested: \$ 5,000

CERTIFICATIONS:

I hereby state on behalf of ASHHO Cultural & Job Training Center 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.

Khurshida Begum
Name

Co-Director, Executive Chef
Title

Khurshida Begum
Signature (original or e-signature)

9/22/23
Date

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

LEGAL NAME OF AGENCY: ASHHO Cultural & Job Training Center

1. What is the organization's purpose?

The mission of the ASHHO Cultural and Job Training Center is to unite people of all cultures through soul food, education, and gatherings. ASHHO stands for Advocate, Serve, Honor Humanity, and Organize. The goal of the ASHHO Cultural and Job Training Center is to increase the quality of life for those who tend to be invisibilized or disconnected in Thurston County.

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

Current officers:

- Renee Cruichshank, Tumwater Middle School Teacher
- Leatta Dahlhoff, Environmental Technical Analyst, Tumwater council member
- Erin Jones, Consultant & Speaker
- Zach Lynch – Treasurer, Criminal Justice Treatment Account Manager
- Denise Mino, Organizational Development Professional
- Rachel Nabors, Behavioral Clinician
- Maria Sigüenza – Secretary, Executive Director of the Washington State Commission on Hispanic Affairs

Management employees:

- Khurshida Begum, Co-Director & Executive Chef
- Rubel Mina, Co-Director

a. How are officers selected?

Current board members and staff review potential new board members based on their involvement with and support of the center and our broader community, personal and professional passions and affiliations, and ability and willingness to serve on the board. Current board members take a vote on potential new members.

b. How many members are there in your organization?

7 board members

- 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?**

1 full-time management staff (\$51,000 annual payroll+taxes) and 1 part-time staff (\$27,000 annual payroll+taxes)

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.)

Donations, grants, and Runia's Soul Café

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

We have received funding in 2022 from the Thurston Strong Target Zone Small Business Startup Grant. Senator Patty Murray appropriate \$750,000 for our new job training program; we will begin receiving funds in 2024.

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

Funds from the City of Tumwater will support our new event, Cultural Community Resource Days. Every other month beginning Saturday, September 23, ASHHO will host a fair from 11 am to 3 pm that highlights the resources available to folx in our community. From mental and physical health to family and youth support to education to businesses owned by members of the mintority community (hairedressers, food, clothing, books, services, etc.) and more. The fair is free and all ages are welcome. We will sell delicious soul food meals in our Runia's Soul Cafe.

Grant funds will supplement the per event registration fee for nonprofits (\$50) and businesses and large nonprofit organizations (\$150) that are unable to pay, as well as optional table rental fees (\$10 for table, \$5 for table cloth). We will also use grant funds to cover staffing and facility costs, speakers, supplies, and marketing.

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

The long-term goal of the Cultural Community Resource Days and our center as a whole is to increase the quality of life for Black, brown,

immigrant and refugees in our community - Tumwater, Thurston County, and beyond. Our people have been pushed to the margins for too long, made to feel unwelcome in our community, and discouraged or blocked from opportunities. The COVID pandemic greatly impacted and continues to impact marginalized communities. We want to support folx in getting the support they want and highlight the incredible resources available in our area. By bringing together community members and service providers, we will strengthen the bonds of our community and its safety nets.

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

One year

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

Donations and funds from general operations grants will be used to support the Cultural Community Resource Days if no City of Tumwater funds are provided.

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

Each resource day costs approx. \$9,000. A \$5,000 grant from the City of Tumwater will cover 14% of the cost of the November, January, March and May events.

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

We love being a member of the Tumwater community and look forward to many years of partnership with the City and other supporters of Tumwater. We invite the City of Tumwater to attend and share information about our events, host meetings, workshops, events, etc., at our location and/or engage our catering services.

☐ 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



**ASHHO Cultural & Job Training Center
2024 Budget**

Income	Total
Runia's Soul Café	\$ 75,000.00
Donations	\$ 200,000.00
Government, foundation, & corporate grants	\$ 211,750.00
Total Income	\$ 486,750.00

Expenses	
Building rent	\$ 51,000.00
Repairs and maintenance	\$ 600.00
Utilities (electric, water, garbage)	\$ 5,100.00
Phone, computer, internet	\$ 2,400.00
Food and related supplies	\$ 5,000.00
Advertising and marketing	\$ 6,000.00
Dues and subscriptions	\$ 600.00
Equipment and décor	\$ 1,500.00
Insurance	\$ 300.00
Licenses and permits	\$ 250.00
Merchant fees	\$ 6,800.00
Office supplies	\$ 1,200.00
Postage and printing	\$ 300.00
Janitorial, sanitation, PPE, and laundry service	\$ 1,800.00
Professional services	\$ 95,000.00
Miscellaneous	\$ 1,000.00
<i>Salary & payroll</i>	
Co-Director - Khurshida	\$ 42,500.00
Office Manager/Assistant	\$ 22,100.00
Community Engagement & Outreach	\$ 48,000.00
Program Manager	\$ 48,000.00
Training Manager	\$ 48,000.00
Career & Life Coach	\$ 48,000.00
Payroll taxes	\$ 51,300.00
<i>Total salary & payroll</i>	<i>\$ 307,900.00</i>
Total Expenses	\$ 486,750.00



ASHHO Cultural & Job Training Center
2023-24 Cultural Community Resource Days Budget

Income	Total
City of Tumwater	\$ 5,000.00
Donations	\$ 15,500.00
Foundation & corporate grants	\$ 15,500.00
Total Income	\$ 36,000.00

Expenses	
Staffing	\$ 10,000.00
Facilities	\$ 5,000.00
Speakers	\$ 15,000.00
Supplies	\$ 4,000.00
Marketing	\$ 2,000.00
Total Expenses	\$ 36,000.00



CULTURAL COMMUNITY CENTER

come join us

ASHHO Cultural & Job Training Center

5757 Littlerock RD SW #4 Tumwater, WA 98512

[ASHHO BOARD OF DIRECTORS ROSTER](#)

Renee Cruichshank

Tumwater Middle School, Teacher

3524 49th Ave. SW Olympia, WA 98512

Email: Rscuickshank@yahoo.com

Cell: 360-701-5181

Leatta Dahlhoff

Environmental Technical Analyst/Tumwater council member

2819 Foster CT SW Tumwater, WA 98512

Email: leatta.dahlhoff@gmail.com

Phone: 206-409-5287

Erin Jones

Erin Jones LLC-Consultant & Speaker

7177 Radius Loop SE Lacey, WA 98503

Email: erin@erinjonesdreams.com

Phone: 360-918-3498

Zach Lynch – Treasurer

Criminal Justice Treatment Account Manager

3601 13th Ave SW Olympia, WA 98512

Email: zlynch744@gmail.com

Phone: 360-292-0841

Denise Mino

Organizational Development Professional

3114 175th Street SE Tenino, WA 98589

Email: denise-mino@hotmail.com

Phone: 360-451-4360

Rachel Nabors

Behavioral Clinician

1000 Fern Street SW #I305 Olympia, WA 98506

Email: Rachelvictoria333@gmail.com

Phone: 253-678-8971

Maria Sigüenza – Secretary

Executive Director, Washington State Commission on Hispanic Affairs

815 Puget Street NE Olympia, WA 98506

Email: siguenm@gmail.com

Phone: 360-420-6821

ARTICLES OF INCORPORATION

UBI NUMBER

UBI Number:
604 786 484

BUSINESS NAME

Business Name
ASHHO CULTURAL AND JOB TRAINING CENTER

PURPOSE OF CORPORATION

SECTION 1. PURPOSES. THE CORPORATION IS ORGANIZED EXCLUSIVELY FOR CHARITABLE, SCIENTIFIC, LITERARY AND EDUCATIONAL PURPOSES WITHIN THE MEANING OF SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: A. TO PROVIDE FOODSERVICE JOB TRAINING PROGRAMS, TRAINING AND WORKSHOPS AND FINANCIAL LITERACY OPPORTUNITIES FOR UNEMPLOYED RESIDENTS WHO EXPERIENCE BARRIERS TO EMPLOYMENT TO INCLUDE BUT NOT LIMITED TO, MINORITIZED (FULL TEXT ON FILE)

PURPOSE OF CORPORATION - STAFF CONSOLE CONFIRMATION

Customer provided purpose of corporation? - **Yes**

ANY OTHER PROVISIONS

Required by IRS for Tax Exempt Status <https://www.irs.gov/>:

ALL THE PURPOSES AND POWERS OF THE CORPORATION SHALL BE EXERCISED EXCLUSIVELY FOR CHARITABLE, SCIENTIFIC, AND EDUCATIONAL PURPOSES IN SUCH MANNER THAT THE CORPORATION SHALL QUALIFY AS AN EXEMPT ORGANIZATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED (THE "CODE") OR ANY SUCCESSOR PROVISION, AND THAT CONTRIBUTIONS TO THE CORPORATION SHALL BE DEDUCTIBLE UNDER SECTION 170(C)(2) OF THE CODE OR ANY SUCCESSOR PROVISION. NO SUBSTANTIAL PART OF THE (FULL TEXT ON FILE)

REGISTERED AGENT

Registered Agent Name	Street Address	Mailing Address
ASHHO CULTURAL COMMUNITY & JOB TRAINING CENTER	5757 LITTLEROCK RD SW, TUMWATER, WA, 98512-7376, UNITED STATES	5757 LITTLEROCK RD SW, TUMWATER, WA, 98512-7376, UNITED STATES

REGISTERED AGENT CONSENT

Customer provided Registered Agent consent? - **Yes**

DURATION

Duration:
PERPETUAL

EFFECTIVE DATE

Effective Date:
08/02/2021

INITIAL BOARD OF DIRECTOR

Title	Initial Board of Director Type	Entity Name	First Name	Last Name	Address
INITIAL BOARD OF DIRECTORS	INDIVIDUAL		MICHAEL	DENNIS	303 KENYON ST NW, OLYMPIA, WA, 98502-2610, UNITED STATES
INITIAL BOARD OF DIRECTORS	INDIVIDUAL		WILLIAM	WESTMORELAND	1570 IRVIN ST SW, OLYMPIA, WA, 98512, UNITED STATES
INITIAL BOARD OF DIRECTORS	INDIVIDUAL		BETSY	SEIDEL	2315 E HOQUIAM RD, HOQUIAM, WA, 98550-9113, UNITED STATES

INCORPORATOR

Title	Incorporator Type	Entity Name	First Name	Last Name	Address
INCORPORATOR	INDIVIDUAL		KHURSHIDA	BEGUM	5757 LITTLEROCK RD SW, TUMWATER, WA, 98512-7376, UNITED STATES

DISTRIBUTION OF ASSETS

PIPE @ PIPEOLYMPIA.ORG. PIPE'S MISSION IS TO PARTNER WITH HOUSELESS, STREET-DEPENDENT, AND MARGINALIZED SURVIVORS TO REDUCE HARM, PROVIDE OPPORTUNITIES TO HEAL FROM TRAUMA, FIGHT SYSTEMIC OPPRESSION AND BUILD LASTING CONNECTIONS FOR OUR COMMUNITY.

DISTRIBUTION OF ASSETS PROVIDED

Customer provided information on distribution of assets? - **Yes**

RETURN ADDRESS FOR THIS FILING

Attention:
KHURSHIDA BEGUM
Email:
CHEFKHURSHIDA@GMAIL.COM

Address:

5757 LITTLEROCK RD SW, TUMWATER, WA, 98512-7376, UNITED STATES

UPLOAD ADDITIONAL DOCUMENTS

Name

ASHHO CULTURAL AND JOB TRAINING CENTER.pdf

Document Type

CORRESPONDENCE

UPLOADED DOCUMENTS

Document Type

ARTICLES OF INCORPORATION

Source

ONLINE

Created By

ASHHO CULTURAL COMMUNITY

Created Date

07/22/2021

EMAIL OPT-IN

☐ I hereby opt into receiving all notifications from the Secretary of State for this entity via email only. I acknowledge that I will no longer receive paper notifications.

AUTHORIZED PERSON - STAFF CONSOLE

☒ Document is signed.

Person Type:

ENTITY

First Name:

KHURSHIDA

Last Name:

BEGUM

Entity Name:

ASHHO CULTURAL COMMUNITY & JOB TRAINING CENTER

Title:

FOUNDER