

SOCIAL AND VOLUNTARY SERVICES COMMISSION FUNDING REQUEST

Legal Name of Agency: The Salvation Army, A Georgia Corporation

Mailing Address: P.O. Box 1092, Norman, OK 73069

Application completed by: Leona Chapman, Director of Social Services

Telephone Number: 405-364-9910 ext 104

Email Address: Leona_Chapman@uss.salvationarmy.org

Amount of Funding Request: \$10,000.00

***** Please note that agency project funding will be on a reimbursement basis. Payment will be made as invoices with appropriate documentation are provided.**

In what year was your Agency incorporated: 1953

Are you associated with a national organization: Yes

Number of volunteers: 2 regular weekly volunteers and numerous others for events

How many hours do volunteers donate: 30-40 weekly

How much money do volunteers save the agency: \$18,000.

Has your Agency applied for SVSC funds before: _____

Year 2011 Amount \$2,000 Purpose Shelter Utilities

Year 2012 Amount \$6,000 Purpose Shelter Utilities

Year 2013 Amount \$7,000 Purpose Shelter Utilities, Getting Ahead

Year _____ Amount _____ Purpose _____

Year _____ Amount _____ Purpose _____

Financial Information from the last fiscal year:

Percent of the budget which is spent on fund-raising:	<u>16%</u>
Percent of your budget spent on programs:	<u>84%</u>
Percent of your budget spent on administrative expenses:	<u>0%</u>

Percentage of Organizational funding:

Religious Organizations	_____
Civic Clubs	_____
Corporate Donors	_____
Endowment/Interest Income	_____
Fees for services/products	_____
Government Grants	<u>5%</u>
Government Contracts	_____
Individual Donors	<u>83%</u>
Private Foundations	_____
Special Events (based on net earnings)	_____
United Way	<u>8%</u>
Other	<u>4%</u>

Overall Mission of Agency

Please provide a one page narrative in 10 or 12 point type describing the mission of your agency. List the client population (income, age, geographic location – percentage of City of Norman residents) and describe all programs and services offered currently by your agency. Include any duplication of services in our area and the percentage increase or decrease projected in staff numbers over previous year.

Specific project for which funding is being requested

Please provide a one page narrative in 10 or 12 point type describing the project for which funds are requested including programs, staff positions, salaries, equipment, office supplies and other expenses. Please address what similar services are available through other local agencies, why this program is unique, how many will benefit and why it would be appropriate for City of Norman funds to be used to support this program.

Financial Information

Please provide a description of internal financial evaluation procedures, control processes and performance review procedure including the percentage increase or decrease of total budget over previous fiscal year budget. Attach previous year budget summary and projected budget to include in kind contributions and budget assumptions. An independent audit (not an internal audit) is required for any organization that has assets, an annual budget or annual income of \$100,000 or more. For an organization below the \$100,000 level, if no audit is available, so state and provide a signed financial statement (signature of the Board Treasurer or the organizations' chief financial officer) for the most recent fiscal year.

Required Attachments to this application:

Narrative describing Overall Mission of Agency

Narrative describing Specific Project for which Funding is being requested

Financial Information as previously outlined

Budget summary and projected budget

Copy of most recent Audit

Copy of IRS tax exempt status letter or your application for tax exempt status

List of current board members including names and professions

List of current staff members and their position titles

Overall Mission of Agency

The Salvation Army, founded by Booth in London in 1865, came to the United States in 1880, quickly spreading throughout the country. Since those early days, The Salvation Army has provided physical assistance, counseling, and spiritual aid to those in need. The Salvation Army in Norman was established in 1892, with an organized social services program beginning in 1953. Our shelter program has been in place since 1978, operating from a house at 326 East Frank Street until October 1980, when an expanded facility at our current location was opened (source: The Salvation Army Historical Center, Atlanta, GA).

The mission in Norman continues to be providing services to all who request it as space and funding permits. We provide emergency shelter, breakfast and dinner programs to anyone in the community, and showers, hygiene kits, and laundry services to our shelter guests. Our Social Services program offers a food pantry, utility assistance, clothing vouchers, identity recovery services, holiday programs, case management, and much more. Our clientele include all races, ethnicities, and ages. The Salvation Army of Cleveland County provides services and shelter to individuals and families regardless of age, sex, race, and ethnicity. Our shelter program is available to any individual that is homeless in our community. Our social service program does require that clients reside in Cleveland County to qualify for assistance.

While there are other agencies in Norman who provide social service assistance, our shelter program is unique in Cleveland County. The Salvation Army of Cleveland County has been identified by the Cleveland County Continuum of Care as the sole walk-in emergency shelter in the county. We also provide meal service 365 days a year. Other agencies do operate shelter programs, but there are waiting lists of up to one year, and we are the only agency providing meals on Sundays and holidays.

We work hard to collaborate with all Norman agencies to avoid duplication of services. In order to better coordinate with other agencies in our county, we are participating in One Voice, One Vision to educate and bring awareness to the needs of our homeless population. The Salvation Army is a member in good standing of the Cleveland County Continuum of Care. We regularly attend CoC meetings and work with other agencies to meet the needs of the homeless and the disadvantaged population of Cleveland County. Our Director of Social Services is a member of the Continuum Steering Committee and we participate in the Christmas Clearinghouse effort. Additionally, we meet for monthly C-CAN meetings with other directors and agency leaders in the community to coordinate resources and share information. Collaboration is important to us and we make every effort to participate in every coordination opportunity available.

We have expanded our services by hiring a Case Management Specialist who is able to assist with social service case management, client education, outreach programs and support individual development plans. We look forward to continuing the development of a Getting Ahead in a Just Getting By World program to individuals motivated to write their future story. The Salvation Army of Norman will continue its mission "as an Evangelical part of the Universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the Gospel of Jesus Christ and to meet human needs in his name without discrimination."

Project Funding Request

The Salvation Army of Cleveland County is respectfully requesting \$10,000. to help offset the cost of utilities, supplies and food for our Emergency Shelter Program as well as assist with the cost of supplying a newly renovated kitchen and dining area in the Emergency Shelter.

In Norman, the Emergency Shelter program focuses on providing basic needs to individuals and families by providing emergency shelter, food, shower, hygiene products and laundry facilities. The guest of the shelter are encouraged to speak with the Social Service Director who can educate them on area homeless services, offer information and referrals to other community resources such as housing, transportation, employment and guide them toward a housing stability plan.

The Emergency Shelter program is offered for a 5 night stay on a first come first serve basis every 30 days. Guest with at least 30 hours of verifiable employment, a financial and housing plan working with the Director or Case Management Specialist will be offered 14 day extensions at a time while they move toward self-sufficiency. Our shelter has 16 beds for men, 8 beds for women and 1 single parent room with 2 beds and a bunkbed. Understanding that Oklahoma endures extreme temperatures, The Salvation Army strives to accommodate more individuals when the temperature dips below 36* in the Winter or does not cool below 100* in the Summer. We have 32 cots offered to everyone regardless of how many nights they have stayed in the shelter in the last 30 days. Our guest must be sober and follow the guidelines of conduct. Breakfast and dinner is served 365 days a year, free and open to the community. We provide a day shelter on the weekends for guest to be indoors and out of the elements.

The emergency shelter is the only shelter program in Cleveland County that provides immediate housing for the homeless. Without this program, the City of Norman would deal with more people living on the streets and seeking more emergency health care. The Salvation Army is the only place an individual can get breakfast and dinner every day of the year as well. In 2013, The Salvation Army provided 6120 nights of lodging to our guests. There were also 14,533 meals served to shelter guests and community members. This is an increase of 11% in nights of lodging and a 37% increase in number of meals served from the prior year.

December 2013, The Salvation Army increased its bed space from 18 to 28. Phase 2, the renovation of the common area is almost complete as the request is being written. The kitchen is being relocated to double the size and provide for a higher volume of meals being served. Two smaller rooms, the old kitchen and an office were removed in order to have a larger dining area that will increase seating from 12 to 24. The kitchen plus the entire common area has received new paint, ceiling, lighting and tile. This request includes assisting with the purchase of items to stock the kitchen and dining area. *Itemized list of items needed is attached. The purchase of tables, chairs, trays, silverware, glasses and cookware will enable us to serve more people and be friendly to our environment by not adding plastic or Styrofoam to the landfill.

With your gracious award of \$10,000., Five thousand dollars would be used for The Salvation Army to pay utility bills, purchase food and cleaning supplies to operate the Emergency Shelter. Five thousand dollars is being requested to assist with the purchase of folding tables, stacking chairs, serving trays, cookware, and kitchen items to supply the newly renovated kitchen and dining area.

Thank you for your consideration.

List of kitchen and dining room needs

30" electric countertop griddle

Non stick waffle maker

3 gal. beverage dispenser

Food trays

Cups

Bowls

Serving utensils

Stainless steel large mixing bowls

Dry food storage containers

Magnetic knife holder

Condiment holder

Glove rack

Towels

Dish rags

Frying pans

Stainless steel stock pots

Misc kitchen items

8' tables

Stacking chairs

Stacking chair truck