

**CITY OF EMERYVILLE  
FY 19-20 COMMUNITY GRANTS**

**GRANT APPLICATION NARRATIVE**

<b>Applicant's Name:</b> Emeryville Citizens Assistance Program
<b>Address:</b> 3610 San Pablo Ave, Emeryville, CA 94608
<b>Contact Person/Telephone:</b> Nellie Hannon, (510) 499-1263 cell: (510) 501-7477 Bobby Miller cell: (510) 410-3195
<b>Community Promotion Grant Amount Requested:</b> \$74,000
<b>Non-Profit Fiscal Agent, if applicable</b> NA

<b>Program/Activity Description</b>
<p>Support at-risk families and individuals by operating a food pantry to provide daily food distributions, free clothing, counseling and other resource referrals for housing and personal needs. ECAP now distributes prepared food to homeless encampments six days per week. The program also assist families in surrounding neighborhoods with home issues like cleaning, personal relationship counseling, drug abuse and mental health referrals. Often our work is instrumental in keeping families from entering Child Protective Services. We work with the surrounding community helping to keep our neighborhood clean. Our future goals include establishing a computer lab to assist clients with job searches, designing resumes and preparing for job interviews. Additionally, with the help of the Alameda County Food Bank we have started food preparation classes and our emphasis is on providing healthy food for clients. ECAP has revamped our clothing distribution, more effectively identifying and providing school clothes to families and distributing clothes to expectant mothers and their new babies.</p> <p>As problem solvers, we continually find new ways to provide effective services to meet the individualized needs of the increasing client population. We have collaborated with the family resource center in the new ECCL to enhance services for the families in the Emeryville Unified School District and throughout our community. Healthy snacks have been donated directly to the school district for the students.</p> <p>We depend solely on donation from corporations and individuals supporters, as well as the City of Emeryville. <b>ECAP does not have any paid employees.</b> Mrs. Hannon and a multitude of other volunteers devote thousands of hours providing services to people who otherwise could not survive.</p> <p>Please see additional attachment listing our current programs.</p>

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**GRANT APPLICATION NARRATIVE**

<b>Applicant Name: Emeryville Citizens Assistance Program</b>		
<b>Program/Activity and Location:</b> Food Pantry 3610 San Pablo Ave, Emeryville, CA 94608	<b>Start Date(s) 7-1-2019</b>	<b>Completion Date(s) 6-30-2020</b>

<b>Additional Information - List any other information which may be helpful in evaluating the proposed program./activity.</b>



**Applicant's Name: Emeryville Citizens Assistance Program**

**CITY OF EMERYVILLE  
COMMUNITY GRANTS  
FY 19-20  
PROPOSED BUDGET**

**Proposed FY19-20 Program/Activity Cash Expenses**

<b>Line-Item</b>	<b>Projected Cost</b>	<b>Community Grant Request</b>
Admin. Salaries & Fees (including any Fiscal Agent fees)	0	
Artistic Salaries & Fees	0	
Other Salaries & Fees	0	
Equipment/Supplies/Materials		
1. Cleaning/janitorial	2,000	
2. Hygiene	1,000	
3. Vehicles/repair	5,000	
4. Office supplies	1,000	
5. Building maintenance/repair	1,000	
6. Vector control	1,500	
7. Food trays Saturday plates	6,500	
8. Spoons/forks	1,500	
9. Bags (\$20 x 52)	1,040	
10. Gloves	3,000	
Travel/Transportation	10,000	
Gas/oil 8,000		
Fees/tolls 2,000		
Promotion/Publicity (tee-shirts/flyers/posters)	1,000	
Other Expenses (Specify)		
1. Vehicle Insurance	5,500	
2. Legal/accounting/consultants	500	
3. Liability Insurance	4,000	
4. Credit line – Alameda County	2,000	
5. Contingency	2,000	
Other Administrative Expenses (Specify)		
1. Rent	52,798	52,798
2. Taxes/Insurance	7,272	7,272
3. EBMUD	1,101	1,101
4. ATT	1,397	1,397
5. Verizon	2,002	2,002
6. PG&E	8,277	8,277
7. Contingency (cover rising costs)	1,153	1,153

<b>Total Program/Activity Cash Expenses</b>	\$122,540	\$74,000
	<b>CITY OF EMERYVILLE</b>	

<b>Projected FY 19-20 Program/Activity Cash Income</b>	
	<b>Cash Amount</b>
<b>Emeryville Community Promotions Grant Request</b>	\$74,000
<b>Other Funding Sources</b>	
Other Public Grants	
Private Foundations	
Corporate Contributions	\$35,000
Recycling/work for private party	\$ 8,000
Sales/Ads, Other Cash Private donations	\$12,500
<b>Other Funding Total:</b>	\$55,500
<b>Total Program/Activity Cash Income</b>	\$129,500