

**CITY OF EMERYVILLE
FY 20-21 COMMUNITY GRANTS
GRANT APPLICATION NARRATIVE**

Applicant's Name: Emeryville Citizens Assistance Program

Address: 3610 San Pablo Ave, Emeryville, CA 94608

Contact Person/Telephone: Nellie Hannon, (510) 499-1263 cell: (510) 501-7477
Bobby Miller cell: (510) 410-3195

Community Promotion Grant Amount Requested: \$75,282

Non-Profit Fiscal Agent, if applicable NA

Program/Activity Description

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.

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.

We depend solely on donation from corporations and individuals supporters, as well as the City of Emeryville. **ECAP does not have any paid employees.** Mrs. Hannon and a multitude of other volunteers devote thousands of hours providing services to people who otherwise could not survive.

Please see additional attachment listing our current programs.

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Applicant Name: Emeryville Citizens Assistance Program		
Program/Activity and Location: Food Pantry 3610 San Pablo Ave, Emeryville, CA 94608	Start Date(s) 7-1-2020	Completion Date(s) 6-30-2021

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

Applicant's Name: Emeryville Citizens Assistance Program

**CITY OF EMERYVILLE
COMMUNITY GRANTS
FY 20-21
PROPOSED BUDGET**

Proposed FY20-21 Program/Activity Cash Expenses

Line-Item	Projected Cost	Community Grant Request
Admin. Salaries & Fees (including any Fiscal Agent fees)	0	
Artistic Salaries & Fees	0	
Other Salaries & Fees	0	
Equipment/Supplies/Materials		
1. Cleaning/janitorial	3,000	
2. Hygiene (masks, gloves, sanitizer, disinfectants, disposable towels)	8,000	
3. Vehicles replacement/repair	35,000	
4. Office supplies	3,000	
5. Building maintenance/repair	5,500	
6. Vector control	1,500	
7. Food trays / take out plates	7,000	
8. Spoons/forks	4,000	
9. Bags / cardboard boxes	5,000	
Travel/Transportation	13,000	
Gas/oil 10,000		
Fees/tolls 3,000		
Promotion/Publicity (tee-shirts/flyers/posters)	1,000	
Other Expenses (Specify)		
1. Vehicle Insurance	7,700	
2. Legal/accounting/consultants	500	
3. Liability Insurance	5,000	
4. Credit line – Alameda County	2,000	
5. Contingency	5,000	
Other Administrative Expenses (Specify)		
1. Rent	54,382	54,382
2. Refrigeration/repair	3,000	3,000
3. EBMUD	1,203	1,203
4. ATT	1,501	1,501
5. Verizon	3,696	3,696
6. PG&E	9,000	9,000
7. Contingency (cover rising costs)	2,500	2,500

Total Program/Activity Cash Expenses	\$181,482	\$75,282
	CITY OF EMERYVILLE	

Projected FY 20-21 Program/Activity Cash Income	
	Cash Amount
Emeryville Community Promotions Grant Request	\$75,282
Other Funding Sources	
Other Public Grants	
Private Foundations	
Corporate Contributions	\$50,000
Recycling	\$ 5,000
Private donations	\$51,200
Other Funding Total:	\$106,200
Total Program/Activity Cash Income	\$181,482