

**CITY OF EMERYVILLE  
FY 21-22 COMMUNITY GRANTS**

**GRANT APPLICATION NARRATIVE**

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| <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<br>Bobby Miller cell: (510) 410-3195 |
| <b>Community Promotion Grant Amount Requested:</b> \$73,957  |
| <b>Non-Profit Fiscal Agent, if applicable</b> NA   |

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| <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 distributes prepared food to homeless encampments six days per week. During covid-19 the homeless population has increased drastically resulting in expand food distribution to include delivering directly to encampments and people living on the streets throughout the Bay Area. The program also assist families in surrounding neighborhoods with home issues like cleaning, personal relationship counseling, drug abuse and mental health referrals. 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, we will offer food preparation classes and our emphasis is on providing healthy food for clients. ECAP has revamped our clothing distribution by moving this operation to 27<sup>th</sup> &amp; San Pablo and more effectively sorting, displaying and getting clothes to those most needing assistance.</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 and we intend to continue these activities post Covid-19</p> <p>We depend solely on donation from grants, corporations and individuals supporters, as well as the City of Emeryville. 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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|   |                               |                                     |
|---|-------------------------------|-------------------------------------|
| <b>Applicant Name: Emeryville Citizens Assistance Program</b>   |                               |                                     |
| <b>Program/Activity and Location:</b><br>Free Food Pantry<br>3610 San Pablo Ave, Emeryville, CA 94608 | <b>Start Date(s) 7-1-2021</b> | <b>Completion Date(s) 6-30-2022</b> |
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| <b>Additional Information - List any other information which may be helpful in evaluating the proposed program./activity.</b> |
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**Applicant's Name: Emeryville Citizens Assistance Program**

**CITY OF EMERYVILLE  
COMMUNITY GRANTS  
FY 21-22  
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/move                                     | 25,000         |                         |
| 6. Vector control   | 2,000          |                         |
| 7. Food trays / take out plates   | 10,000         |                         |
| 8. Spoons/forks   | 4,000          |                         |
| 9. Bags / cardboard boxes   | 5,000          |                         |
| Travel/Transportation   | 20,000         |                         |
| Gas/oil 15,000  |                |                         |
| Fees/tolls 5,000  |                |                         |
| Promotion/Publicity (tee-shirts/flyers/posters)                         | 1,000          |                         |
| Other Expenses (Specify)  |                |                         |
| 1. Vehicle Insurance  | 8,500          |                         |
| 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   | 52,382         | 52,382                  |
| 2. Refrigeration/repair   | 3,000          | 3,000                   |
| 3. EBMUD  | 1,400          | 1,400                   |
| 4. ATT  | 1,550          | 1,550                   |
| 5. Verizon  | 3,900          | 3,900                   |
| 6. PG&E   | 9,225          | 9,225                   |
| 7. Contingency (cover rising costs)                                     | 2,500          | 2,500                   |

|   |                           |          |
|---|---------------------------|----------|
| <b>Total Program/Activity Cash Expenses</b> | \$210,957                 | \$73,957 |
|   | <b>CITY OF EMERYVILLE</b> |          |

| <b>Projected FY 20-21 Program/Activity Cash Income</b> |                    |
|--|--------------------|
|  | <b>Cash Amount</b> |
| <b>Emeryville Community Promotions Grant Request</b>   | \$73,957           |
| <b>Other Funding Sources</b>                           |                    |
| Other Public Grants                                    | \$50,000           |
| Private Foundations                                    | \$30,000           |
| Corporate Contributions                                | \$25,000           |
|  |                    |
| Private donations                                      | \$40,000           |
| <b>Other Funding Total:</b>                            | \$145,000          |
| <b>Total Program/Activity Cash Income</b>              | \$218,957          |