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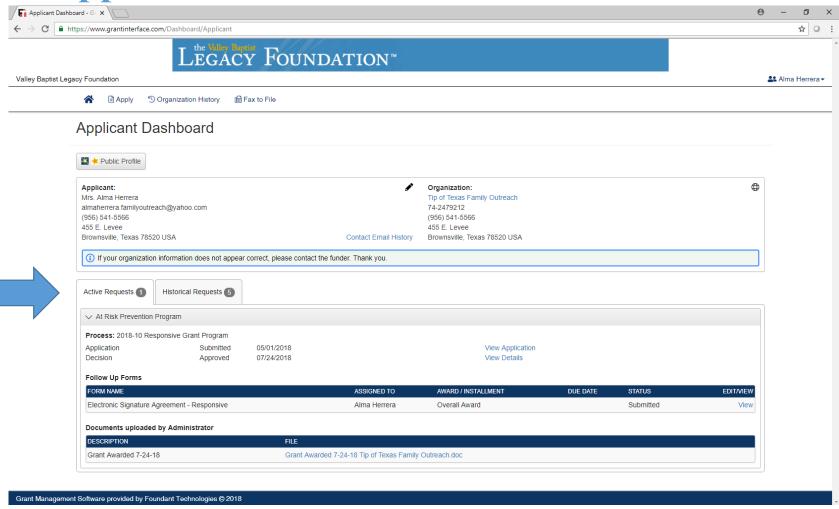
Valley Baptist Legacy Foundation



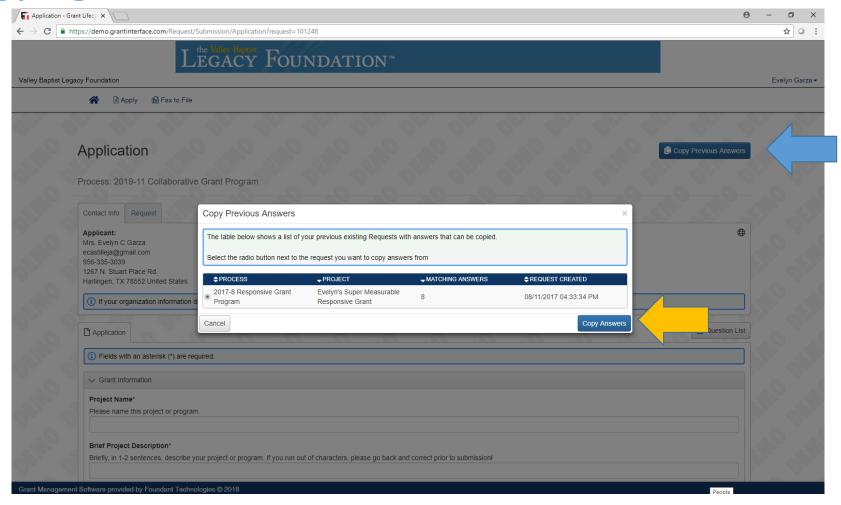
Valley Baptist Legacy Foundation

Evelyn Garza Grants Specialist

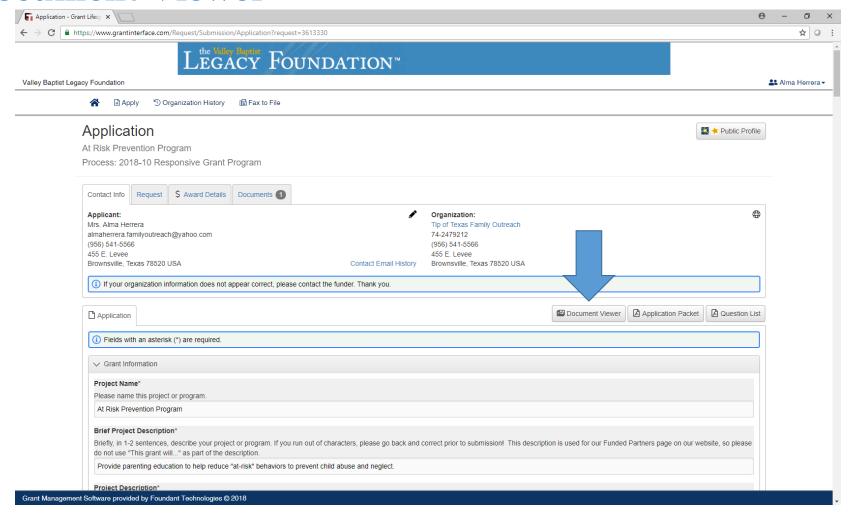
New Applicant Dashboard View

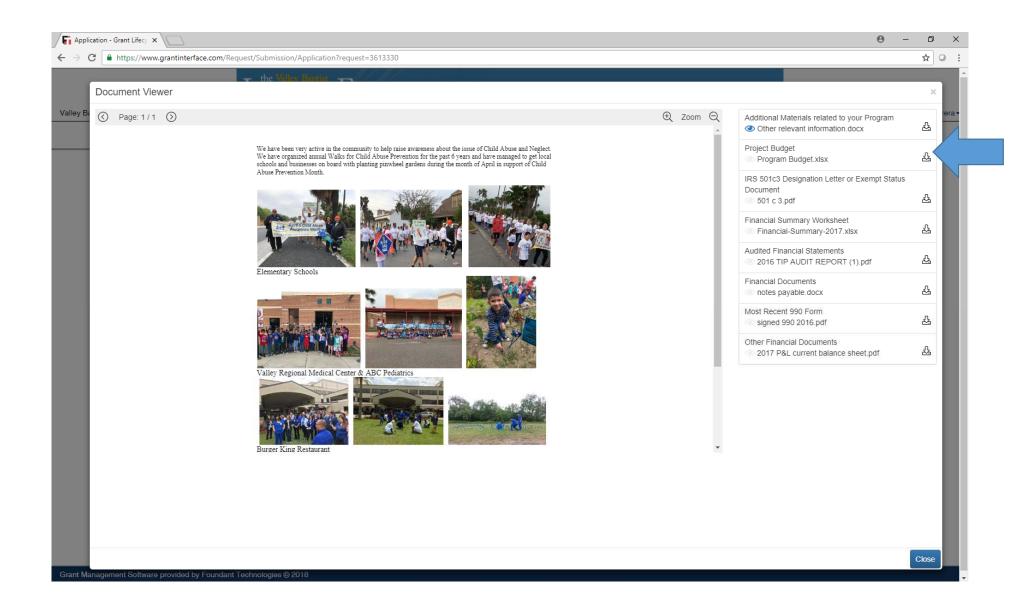


Copying Previous Answers

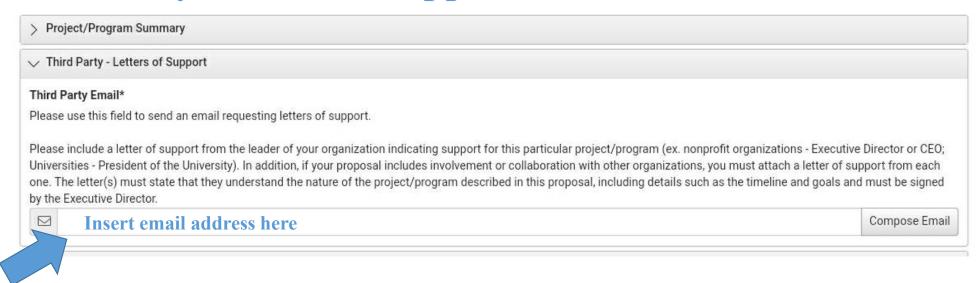


Document Viewer





Third Party Letters of Support



- Required for Collaborative Applications
- Insert the email of the person who you will be requesting a Letter of Support (LoS) from.
- Click "Compose Email"



- Compose your email.
- Send
- It will be up to the applicant to give the collaborating organization deadlines.
- Please keep in mind that the LoS is necessary to successfully apply, so give the organizations plenty of time to provide them and plenty of notice and reminder concerning when they're due.

Foundant Access

- Please contact Ryan Gutierrez (956) 335-3042
 or Evelyn Garza (956) 335-3039 to create new user access
- Do not create a new profile if one already exists
- Please notify us if you have any organizational changes such as change of address



Valley Baptist Legacy Foundation

Kimberly Anderson Finance Director

Operating Budget:

- No allocation of Salaries or other expenses
- No indirect costs
- VBLF Grant
 Request can not
 exceed 30% of
 total operating
 budget
- Total Operating
 Budget = Total
 Organizational
 Budget

	OPERATING BUD	GET		
		<u> </u>		
Project Title:	ABC	Organization		
EXPENSES	Description or Additional Information	VBLF Grant Request	Amount from	Project Tota
	(salary × % of time allocated to project)	VBEF Grant Request	Other Sources	Project rota
Project Personnel Expenses Counselor, LCSW	100%	\$ 10,000	\$ 38,725	\$ 48,
Counselor, LPC	100%		<u> </u>	
Regional Director	100%		\$ 38,725	
Program Assistant	100%		\$ 56,300	•
Total Salary Expenses	100%	\$ - \$ 17,000	\$ 22,000 \$ 155,750	\$ 22, \$ 172,
Personnel Fringe Benefits		17,666	7 133,738	Ţ
FICA	\$215,750 x 0.765 + FUTA.SUTA & WC	\$ 4,500	\$ 14,000	\$ 18,
Health Insurance Total Fringe Expenses	For 2 Staff (proj. 22% inc. over 2018)	\$ 4,500	\$ 8,800 \$ 22,800	\$ 13, \$ 31.
Total Personnel Expenses		\$ 26,000	\$ 178,550	\$ 204,
Outside Fees & Services -				
(Bids/Quotes > \$5,000) SWBC	(Description of service) Professional Employer Organization	\$ 2,000	\$ 2,000	\$ 4,
Contract Labor	Fundraising Consultant	\$ 30,000	\$ -	\$ 30,
Social Solutions	Client Data Software - annual subscription	\$ 1,250		\$ 2,
Topbox Solutions Total Contractual Services	Managed Support for IT Systems	\$ -	\$ 35,000 \$ 38,250	\$ 35, \$ 71,
Travel			30,250	
Conference Fees	Ntl All. for Non Profits for 3 Emply (\$360 x 3)	\$ 1,100	\$ -	\$ 1,
Mileage/airfare	3 employees *1100 miles to/from Dallas @ \$.545/mi. Avg. Hotel Cost in Dallas \$160 x 3 empl x 4 nights;	\$ -	\$ 1,800	\$ 1,
Hotel	Corporate Office - 6 nights in Harlingen @ \$120	\$ 1,640	\$ 1,000	\$ 2,
Meals	Avg. Per Diem \$45 x 3 empl x 5 days = \$675	\$ 300	\$ 375	\$
Total Travel Expenses		\$ 3,040	\$ 3,175	\$ 6, \$ 12.
Equipment (Bids/Quotes > \$5,000) Supplies	10 Laptop Computers @ \$1200 ea copy paper, office supplies, paint	\$ 6,000 \$ 8,000		\$ 12, \$ 9,
Total Equipment and Supplies		\$ 14,000		\$ 21,
Other Expenses				
Rent Phone/Internet	\$600/month for 2 offices + occassional conf. calls	\$ 3,000 \$ 4,500	\$ 51,000 \$ 3,500	\$ 54, \$ 8,
Student Stipends	allowance of \$375/month for LPC-Intern	3 4,366	\$ 4,200	\$ 4,
Fundraising Expense	support for events		\$ 6,000	\$ 6,
Insurance	Property & D&O		\$ 2,000 \$ 5.000	\$ 2, \$ 5,
Marketing/PR Meeting Expenses	materials for training events and monthly board mtgs		\$ 5,000 \$ 2,000	\$ 5, \$ 2,
Repairs & Maintenance	estimated	\$ -	\$ 1,800	\$ 1,
Total Other Expenses		\$ 7,500	\$ 75,500	\$ 83,
In-Kind Expenses Peer Support Group Facilitators	(All in-kind expense must be offset in revenues as in-kind support) Based on 2017 value (independentsector.com)		\$ 53,000	\$ 53,
Total In-Kind Expenses	Based on 2017 value (Independentsector.com)	s -	\$ 53,000	\$ 53,
TOTAL EXPENSES		\$ 83,790	\$ 355,475	\$ 439,
Indirect Costs	(Not to exceed 10% of VBLF grant request subtotal)	S O		\$ 0
maneet eests	(7 0
TOTAL EXPENSES		\$ 83,790	\$ 355,475	\$ 439,
Funding percentages		19%	81%	1
SUMMARY OF FINANCIAL				
Total organizational operating				\$ 439,
Project Total to				
Organizational Budget				
Ratio				100
LIST OTHER REVENUE SOURCES	Detail (add lines if necessary)	Status	Date	Amount
oundation Support	XYZ Foundation	to be submitted for 2019	Aug. 2018	\$ 85
Foundation Support	Kleberg Foundation	received	August 2017	\$ 5
Foundation Support	Meadows Foundation	committed	January 2018	\$ 15
Government Support Other	VOCA Reimbursement Miscellaneous public donations	Pending	Jan 2019 - Dec 2019	\$ 72 \$ 76
Fees and Services	Training fees		various	\$ 10
Fundraising Events	Fundraising		various	\$ 40,
n-Kind Support	(All in-kind expense must be offset in revenues as in-kind support)			\$ 53
Total Revenue from Other Sources:	Should equal or approximate Total Expenses	in "Amount from Other Sou	rces".	\$ 356,
Amount Requested from VBLF	Should equal or approximate Total Exper	nees in "VBLE Grant Box :		\$ 83,
amount Requested from VBLF	Siloulu equal of approximate lotal exper	.scs vocr Grant Request	*	· 83

Specific Project/Program Budget:

- Salaries and other expenses may be allocated
- May include indirect costs up to 10% of Total VBLF Grant Request
- Total Budget Expenses are only a % of Total Organizational Operating Budget

	Program / Project	BUDG	iET		
Organization Name:	ABC Organization -	Building P	Setter Comm	unities	
Project Title:	/ ibe enganization	Danaing D	etter comm		
XPENSES	Description or Additional Information	VBLF	Grant Request	Amount from Other Sources	Project Total
Project Personnel Expenses	(salary x % of time allocated to project)			other sources	
Project Manager	1 person @ \$50,000 x 100 %	\$	50,000	s -	\$ 50,0
Nurse	1 person @ \$50, 000 x 90 %		45,000	_	\$ 45,0
Admin Assistant	1 person @ \$30,000 x 25 %		43,000		,
				7,500	\$ 7,5
Accountant	1 person @ 50,000 x 50%			25,000	\$ 25,0
Nurse Practitioner	1 person @ \$75,000 x 100 %		-	75,000	\$ 75,0
Total Salary Expenses		\$	95,000	\$ 107,500	\$ 202,5
Personnel Fringe Benefits FICA	\$202,500 × 7.65%			15,491	\$ 15,4
Health Insurance	for 5 staff		10,000	-	\$ 10,0
Total Fringe Expenses		\$	10,000		\$ 25,49
Total Personnel Expenses Outside Fees & Services (Bids >		\$	105,000	\$ 122,991	\$ 227,99
\$5,000)	(Description of service)				
Training Inc. Evaluation Inc.	training 2 days \$1,700		1,700 8,300	-	\$ 1,70 \$ 8.30
Total Contractual Services	evaluation/research contract	Ś	10,000	- \$ -	\$ 8,30 \$ 10,00
Travel		Ť		•	
Conference Fees	Conference for 3 employees (reg fee * 3)		1,500	-	\$ 1,50
Mileage/airfare Hotel	mileage at IRS rate of .54/mile (600 miles) 2 nights for 3 employees at \$145/night		324 870	-	\$ 33
Meals	2 days at per diem rate of \$45/day		270	-	\$ 2
Total Travel Expenses		\$	2,964	\$ -	\$ 2,90
Equipment (Bids>\$5,000)	software \$3,900; computer equipment 2@900 = 1,800		-	5,700	\$ 5,70
Supplies Total Equipment and Supplies	office supplies, meds supplies	Ś	3,600 3,600	\$ 5,700	\$ 3,66 \$ 9,36
Other Expenses		7	3,000	3,700	3,3,
Postage/shipping			250	-	\$ 2!
Advertising/printing Total Other Expenses		÷	400 650	-	\$ 40
In-Kind Expenses	(All in-kind expense must be offset in revenues as in-kind support)	>	650	-	5 6:
m kind Expenses	(**************************************		-	-	\$ -
Total In-Kind Expenses		\$	-	\$ -	\$ -
TOTAL EXPENSES		\$	122,214	\$ 128,691	\$ 250,90
Indirect Costs	(Not to exceed 10% of VBLF grant request subtotal)	\$ (12,221		\$ 12,2
Subtotal - budget year 1		\$	134,435	\$ 128,691	\$ 263,13
TOTAL EXPENSES		s	134,435	\$ 128,691	\$ 263,126
			-		1000
Funding percentages			51%	49%	1009
SUMMARY OF FINANCIAL REQUEST					
					\$ 1,250,000.00
Total organizational operating budg	et				\
Project Total to Organizational Budg	get Ratio				219
LIST OTHER REVENUE SOURCES	Detail (add lines if necessary)		Status	Date	Amount
Foundation Support	Foundation Inc.	Commi	tted	Received 8/15/17	\$ 50,000.0
Corporate Support	Corporation Inc.	Funds	unds Anticipated 12/01		50,000.0
United Way/Fed Campaigns					-
Government Support Other					-
Fees and Services	Member fees				8,000.0
Fundraising Events	Fundraiser 2017				20,691.0
In-Kind Support	(All in-kind expense must be offset in revenues as in-kind support)				
Total Revenue from Other Sources:	Should equal or approximate Total Expenses in ".	Amount from Ot	ther Sources".		\$ 128,691.0
	Should equal or approximate Total Expenses	in "VBLE Grant	Reguest"		\$ 134,435.0
Amount Paguage ad from VPIF					
Amount Requested from VBLF TOTAL REVENUE	Should equal of approximate rotal expenses				\$ 263,126.0

Program Budget Expenses > \$5,000 Need Quotes or Bids

EXPENSES	Description or Additional Information	VBLF Grant Request		VBLF Grant Request		VBLF Grant Request		 mount from ther Sources	Pı	roject Total
Outside Fees & Services - (Bids/Quotes > \$5,000)	(Description of service)	Needs bid!								
SWBC	Professional Employer Organization	\$	2,000	\$ 2,000	\$	4,000.00				
Contract Labor	Fundraising Consultant	\$	30,000	\$ -	\$	30,000.00				
Social Solutions	Client Data Software - annual subscription	\$	1,250	\$ 1,250	\$	2,500.00				
Topbox Solutions	Managed Support for IT Systems	\$	-	\$ 35,000	\$	35,000.00				
Total Contractual Services		\$	33,250	\$ 38,250	\$	71,500				
Equipment (Bids/Quotes > \$5,000)	10 Laptop Computers @ \$1200 ea	\$	6,000	\$ 6,000	\$	12,000				
Supplies	copy paper, office supplies, paint	\$	8,000	\$ 1,000	\$	9,000				
Total Equipment and Supplies		\$	14,000	\$ 7,000	\$	21,000				

Needs bid!

Provide quotes or bids for <u>INDIVIDUAL</u> Supplies, Equipment, Construction, etc > \$5,000 that are to be <u>funded by VBLF</u>

Does not need bids

Does not need bid

(Other Sources column)!

Program Budget Travel Expenses

YES!

EXPENSES	Description or Additional Information	VBLF Grant Request		Amount from Other Sources	Project Total
Travel:					
Conference Fees	Ntl All. for Non Profits for 3 Emply (\$360 x 3)	\$	1,100	\$ -	\$ 1,100
Mileage/airfare	3 employees *1100 miles to/from Dallas @ \$.545/mi.	\$	-	\$ 1,800	\$ 1,800
	Avg. Hotel Cost in Dallas \$160 x 3 empl x 4 nights; Corporate				
Hotel	Office - 6 nights in Harlingen @ \$120	\$	1,900	\$ 1,000	\$ 2,900
Meals	Avg. Per Diem \$45 x 3 empl x 5 days = $$675$	\$	300	\$ 375	\$ 675
Total Travel					
Expenses		\$	3,300	\$ 3,175	\$ 6,475

NO!

EXPENSES	Description or Additional Information	VBLF Grant Request		Amount from Other Sources		Project Total	
Travel/Training/Meals/							
Lodging/Registration Fees/Meals	for 13 staff	\$	3,363	\$	20,937	\$	20,937
Total Travel Expenses		\$	3,363	\$	20,937	\$	24,300

Program Budget Other Revenue Sources

Program Budget Expense Details					
-					
·		4			
OTAL EXPENSES		\$ 142,250	\$ 370,575	\$	512,825
unding percentages		28%	72%		100%
UMMARY OF FINANCIAL REQUEST:	 	-			
otal organizational operating budget	1	1		\$	512,825.00
Project Total to Organizational Budget latio					100%
IST OTHER REVENUE SOURCES	Detail (add lines if necessary)	Status	Date		Amount
oundation Support	XYZ Foundation		Aug. 2018	\$	100,000.00
oundation Support	Kleberg Foundation	received	August 2017		5,000.00
oundation Support	Meadows Foundation	committed	January 2018		15,000.00
Sovernment Support	VOCA Reimbursement	Pending	Jan 2019 - Dec 2019		72,000.00
Other	Miscellaneous public donations				76,000.00
ees and Services	Training fees		various		10,000.00
undraising Events	Fundraising		various		40,000.00
n-Kind Support	(All in-kind expense must be offset in revenues as in-kind support)				53,000.00
otal Revenue from Other Sources:	Should equal or approximate Total Expens	ses in "Amount from Other!	Sources".	\$	371,000.00
mount Requested from VBLF	Should equal or approximate Total Ex	\$	142,250.00		
OTAL REVENUE		·		Ś	513 250 00

- Provide Details
- Date: Funding period should line up with VBLF grant period
- Should equal or approximate Total Program Expenses Budget

Required Financial Attachments

- 1. Most recently filed tax return (form 990), AND
- 2. Most recent audit, including management letter,
 - ➤ OR prior year financial statements, AND
- 3. Current Year-to-Date financial statements



- ➤ Note: Financial statements = Balance Sheet AND Income Statement ("Profit and Loss")
- ➤ Take advantage of space under Budget Narrative and Financial Summary Narrative within the Application!!

FINANCIAL WORK\$HOP FOR NON-PROFITS



Making Sense of the Dollars and Cents

Small Group Workshop

- Detailed instructions on financial forms
 Q&A session
 - 2 Sessions

08/30/2018 - 9:00 - 11:00 AM & 09/04/2018 - 9:00 - 11:00 AM



Valley Baptist Legacy Foundation

Alberto Espinoza Evaluation Specialist INPUTS

ACTIVITIES TASKS TIMELINE

OUTPUTS

OUTCOMES

IMPACT

Activities, Tasks and Timeline*

What will the organization do to accomplish the project/program's intended outcomes? Be specific in outlining how your tasks will be accomplished. Include activities such as capacity development, delivering services or training, referrals, providing counseling and advice, disseminating information, upgrading equipment, or adding physical space to improve or expand services. Please provide a timeline with the projected start and completion dates for the project, as well as relevant dates and milestones throughout the project implementation (Ex. January - Purchase equipment. March - Complete Installation. April - Ribbon Cutting)

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INPUTS

What the organization needs to implement the project, program, or carry out operations.







ACTIVITIES Tasks Timeline

What the organization will do to accomplish the program, project, or organizational goals / outcomes.







ACTIVITY 1 DISSEMINATE INFORMATION USING FLYERS

DRAFT January 15, 2019

DESIGNJanuary 20, 2019

PRINT January 25, 2019

DISSEMINATE

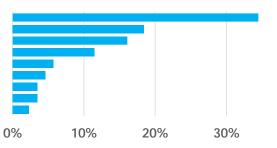
January 31, 2019
through
April 30, 2019

OUTPUTS

The direct results of the Activities.

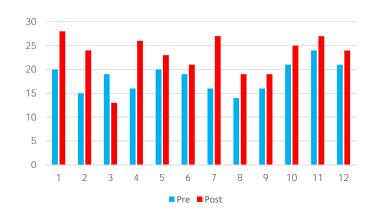


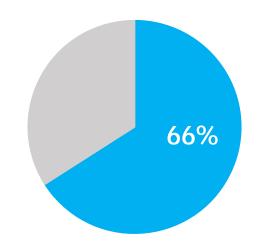




OUTCOMES

Short- and long-term outcomes the organization expects to achieve.





IMPACT

Long-term impact on the need or problem being addressed.





EVELYN GARZA – GRANTS SPECIALIST EGARZA WBLF. ORG

KIMBERLY ANDERSON – FINANCE DIRECTOR KANDERSON WBLF.ORG

ALBERTO ESPINOZA — EVALUATION SPECIALIST <u>AESPINOZA@VBLF.ORG</u>



Valley Baptist Legacy Foundation

Judy Quisenberry Executive Director

