

**CITY OF TAKOMA PARK, MARYLAND  
EXTERNAL FUNDING REQUESTS FY 2014  
APPLICATION FOR GRANTS EXCEEDING \$2,500**

**GENERAL INFORMATION**

Organization Name: EduCare Support Services, Inc

Organization Address: 7001 New Hampshire Avenue,

City/State/Zip: Takoma Park, Maryland 20912

Program Name (if different): Takoma Park Emergency Food Pantry

Contact Person/Title: Dunrick Sogie-Thomas

Telephone Number: Day: 240-602-9572 Evening: 240-602-9572

FAX Number: 240-490-2491

E-mail Address: educare\_ss@yahoo.com


Use of Grant Funds:

- ✓ Expand Existing Program
- ✓ Start a New Program

Amount Requested: \$56,700.00

Application Deadline:

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for City of Takoma Park funding and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

 1/22/2013  
Signature/Date

\_\_\_\_\_  
Signature/Date

DUNRICK SOGIE-THOMAS  
Printed Name/Title

\_\_\_\_\_  
Printed Name/Title

## A. ORGANIZATIONAL STRUCTURE

1. Number of current officers or board members: 8

### Board of Director for January 2011- January 2013

Name	Title	Term	Address
Luna Graham	President	2 Yrs	
Dahlia Leigh	Vice President	2 Yrs	
Fatima Barrie	Secretary	2 Yrs	
Frances P. Koroma	Treasurer	2 Yrs	
Alhhji S. Kargbo	Member	2 Yrs	
Kadie Hayes	Member	2 Yrs	
Oliver Harrison	Member	2 Yrs	
Kenneth Wallace	Member	2 Yrs	

2. In what year did the organization begin operating? 2010

3. In what year did this program begin operating? 2010

4. Is the organization incorporated? Yes! If so, in what state? Maryland

5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? If so, under what section of 501(c)? Yes!

Federal Identification Number (if any): 27-3299831

6. Is this organization in compliance with all applicable federal, state and county laws and regulations? Yes!

7. Staffing Profile: Identify the number and position/title of staff used to administer this program or project: 2

List Positions/Titles: 1) Part-time Programs Director 1) Volunteer Outreach Coordinator

How many volunteers are used to administer this program? 12

**B. FUNDING SUMMARY:**

1. Grant request: \$56,700.00

2. Funds secured from other sources (include status of funding/amount/source):

Board of Directors Contributions	\$ 2,000.00
Shop Rite Grants	\$ 2,500.00
Capital Area Food Bank Grants	\$ 2,800.00
City of Takoma Park (Emergency Assistance Fund)	\$ 9,000.00
<b>Total In-Kind</b>	<b>\$ 16,300.00</b>

3. Additional funds yet to be secured: \$56,700.00

4. Estimated number of volunteer hours (provide number of hours x \$20.25):

Volunteers (warehouse staff, delivery team) 1440 hours during 12 months @ 20/hr	\$ 29,160.00
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5. Value of other in-kind donations (provide details):

United States Department of Agriculture (USDA) Commodities	\$ 30,000.00
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6. Total program revenues: \$ 73,000.00

**C. OVERVIEW OF PROGRAM OR PROJECT FOR WHICH YOU ARE REQUESTING FUNDS:**

1. Need Statement:

Identify the issue or need that this program or project will address in Takoma Park.

Identify the target recipients.

Identify the number of Takoma Park residents to be directly affected or served (if applicable).

Due to the high cost of living coupled with the current economic conditions, many families struggle daily in order to make ends meet. Last year we were able to provide food to over ninety families each month. This year that number has increased to over one hundred and twenty families each month. The food our clients receive from our food pantry is used to supplement their groceries. Although we strive to provide everyone with food each time, there have been times when we have only been able to provide some clients with very little food because we run out due

to lack of funding. Not only do we want to provide food to more people, we also want to extend our services to those who are house-bound due to illness, disability, the elderly and those who have HIV/AIDS. We plan on doing this by providing a mobile food pantry as an added benefit to our food pantry.

Currently there is no existing emergency food pantry in Takoma Park and it is estimated that the population in Takoma Park is about 40,332, consisting of 13,119 households, however there are about 6 agencies in Montgomery County that provide emergency food to needy children and their families. On average, clients visit one or more of these programs or agencies on a weekly basis.

All needy children and their families, who are in desperate need of emergency help to put food on the table, will be helped by this program. They will not need to travel far out of Takoma Park in search of food any longer, as this program will be easily accessible by public transportation and it is located in the center of Takoma Park. Thus, this program will alleviate some of the constraints these children and their families encounter as they have to travel out of Takoma Park in search of emergency food which is not always available by the time they get to these agencies that are in other cities.

2. Program/Project Summary: Briefly describe the purpose of the program or project and the services or activities to be provided.

EduCare Support Services, Inc goal is to alleviate hunger and poverty in Takoma Park and to engage our program participants in Job-Readiness activities by directing them on a path to employment success. There is a dire need for emergency food services in Takoma Park to provide assistance to needy children in Takoma Park whose families cannot afford to give them nutritional meals daily or simply afford to put food on the table. The demand for this service is on the increase as more people are becoming unemployed due to the current economy and are depending on other agencies in other cities to cater for their emergency needs.

3. Address how the program or project fits within the Strategic Plan and Council Priorities.

This program will seek to meet the Strategic Plan and Council Priorities by leading needy resident of Takoma Park to the path of employment. We seek to meet the needs of our program participants by providing them free access to job readiness activities. Thus this program will seek to reduce the amount of residents requesting emergency housing, food or medical assistance.

4. Program/Project Impact: List the anticipated outcomes. What will change as a result of this program or activity? How will the community benefit?

We anticipate that this program will provide needy Children and their Families in Takoma Park with an Emergency Food and other no basic non-food items such as paper products and personal care products.

Our program participants who are unemployed will be engaged in Job-Readiness activities which will direct them on a path to employment success.

5. Action Plan: Briefly describe each activity to be conducted to meet the desired outcomes. If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Be specific.

Our program participants will not be only receiving free food but they will be provided the opportunity to enhance or develop marketable skills and will enable their reach to: Life Skills Workshops: (Including, Time & Money Management, Conflicts Resolution & Stress Management and Successful Parenting Skills). Skills Enhancement and Training: (including, Job Search Strategies & Interviewing Skills. Resume Writing and Cover Letters. Marketing and Networking, Critical and Creative Thinking, and Communication and Team Work.

All participants who receive food and other emergency support through this program and are looking for a job or are able to work are encouraged to engage in intense Job-Readiness training for 5 hours per week for four weeks, they will be expected to actively involved in workshops and trainings that are individually customized to “meet them where they are”.

6. Program Evaluation: Identify and describe the methods to be use to evaluate this program or project (questionnaire, interview, survey, observation)? How will you know if it is successful?

Our success will be measured by the amount of number of children and their families that we will serve. The following will be used to evaluate our program; client intake forms, referral forms including, sign in sheets and questioners. These methods will used to determine if the project is successful.

We will embark on a process to monitor and review the implementation of our project activities. This will help measure the progress and performance of this project. The monitoring team will consist of the internal management of EduCare Support Services, Inc., the targeted beneficiaries and funding agency. In the monitoring process, focus will be directed to the project activities, inputs and results, Monitoring will be carried out to ascertain whether certain indicators are achieved, and also to determine whether certain benchmarks which were set to be achieved are met. The monitoring process will be closely followed by an evaluation of the services, to whether the project purposes, overall objectives and results are achieved. Evaluation will be done on a regular basis.

7. Organization Evaluation: Briefly describe one or two similar programs or projects your organization has undertaken and provide an assessment of their effectiveness. If the organization has not undertaken programs or projects, you may respond to this question by addressing the experience of the officers or project leaders.

Our Emergency Food Pantry is currently providing free food and clothing to needy families in Takoma Park and its environs once a month to more than 120 clients and their families. We are also helping the unemployed in Takoma Park to secure employment by providing free workforce development services, which includes access to Computers, Internet, Telephone, Fax, Resume writing and Job Readiness Trainings through our Resource Centre at Grace United Methodist Church, Takoma Park, MD

8. Collaboration: Is this a collaborative program involving other organizations? If so, please provide further information.

We are currently collaborating with the following organizations:

- Grace United Methodist Church. Takoma Park
- Manna Food Center, Gaithersburg, MD
- Capital Area Food Bank, Washington, DC
- City of Takoma Park, MD (Department of Housing and Community Development).

#### D. BUDGET

EduCare Support Services, Inc

## MOBILE FOOD PANTRY - ANNUAL BUDGET

Expenses Category	Amount
<b>FOOD SUPPLY</b> Perishable and non-perishable for Weekly for Bi-Weekly, and Monthly Distribution to 120 housebound Individuals/residents (Individual/family in dire need of emergency food) in Takoma Park.  Each Individual will receive \$15 dollars worth of nutritional food items delivered at their place of residence on a bi-weekly or monthly basis. All participants of this program will receive thirty (30) dollars worth of perishables and non perishable items of nutritional value for twelve (12) months.  A total of one thousand four hundred and forty (1,440) individuals who are in dire need of emergency food to alleviate hunger will benefit from this program.  (1) 120 Households per month in Takoma Park (2) \$30 worth of groceries per month for each household.	\$ 43,200.00
<b>TRANSPORTATION AND EQUIPMENTS</b>  Cost to purchase a used van to pick food from Vendors and Food Banks, and also to deliver food to clients.	\$ 12,000.00
<b>PERSONNEL COSTS</b>  Program Support Staff: stipend, mileage reimbursement for program support staff or cost for the use of a Taxi in case of emergencies during 12 months	\$ 10,000.00
<b>OPERATING EXPENSES</b>  <b>Office Rent:</b> Lease of office space/storage space at Grace United Methodist Church, 7001 New Hampshire Avenue (\$400 per month for 12 months).	\$ 4,800.00
<b>OUTREACH</b> Printing and distribution of program flyer and poster	\$ 3,000.00
<b>Total Expenses</b>	<b>\$73,000.00</b>

<b>In-kind Match</b>	<b>Amount</b>
Volunteers (warehouse, delivery team) 1440 hours during 12 months @ 20/hr	\$ 29,160.00
United States Department of Agriculture (USDA) Commodities	\$ 30,000.00
<b>Total In-Kind</b>	<b>\$ 59,160.00</b>

#### **E. TIME LINE**

Provide a detailed time line for completion of the program, project, or activity. Funds must be used within the fiscal year.

##### **July 2013**

Initial outreach-(printing and distribution of flyers or promotional materials in the Takoma Park Community) and Procurement of Items

##### **August 2013- July 2014**

##### **1) Emergency Food Pantry Opens:**

Every 1st Saturday in the month from 10:30am-1:30pm  
& Monday to Friday by appointment only!  
Sunday-Closed

##### **2) Door-to-Door Mobile Food Pantry:**

Monday to Saturday by appointment only!  
Sunday—Closed

This program will be completed within twelve months from the date of funding. But before the program ends we will embark on fundraising and food collection activities.