

City of Laramie/Albany County

Community Partner Organization - “Outside Agency”

Funding Request Application

Fiscal Year 2021/2022

Introduction

The City of Laramie and Albany County provide funding opportunities to local community partner organizations through their annual budget making processes. Historically known as “Outside Agencies” or “Community Partners,” organizations receiving municipal and/or county funds do not operate within the formal structure of city or county governments but may utilize support from these governments to achieve their missions or fund special projects. Community Partner organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Historically, organizations requesting funding have typically fallen within the following three categories:

Recreational/Arts and Culture: These organizations exist to promote, sustain and develop recreational, cultural and leisure activities within the community. These organizations may also sponsor educational and community events or celebrations designed to encourage a diverse cultural and active lifestyle and promote a strong sense of community.

Example: *Laramie Plains Museum, Laramie Depot, and Relative Theatrics*

Social Services: The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that primarily focus on basic human needs, access to programs and services designed to maintain human dignity, health and overall welfare of citizens.

Example: *Big Brothers-Big Sisters, Downtown Clinic, and Interfaith-Good Samaritan*

Civic Organizations/Quasi-Governmental: These organizations have been established within our community to: A) work for overall improvement, advancement and economic health through civic involvement, economic development initiatives and through fostering community spirit; or B) provide services, programs or other opportunities for the betterment of the community through the organization of Joint Powers Boards or other Quasi-Governmental Organizations that work collaboratively with the City of Laramie and/or Albany County on shared goals, concerns and interests.

Examples: *Albany County Public Library and the Laramie Plains Civic Center*

Application Instructions

Please answer questions in the form provided here. An application is also available for download on the City of Laramie website: www.cityoflaramie.org. Contact Nancy Oakland-Potter (noaklandpotter@cityoflaramie.org, 721-5226) or Jackie R. Gonzales (jgonzales@co.albany.wy.us) for assistance. All requested information must be completed before this application can be considered. Applications that are incomplete or are missing required materials will not be considered until all missing information or items have been received by the City Manager's Office.

Applicants must submit their application either by U.S. Mail or electronically to:

Original Copy (one hard copy only)

Mail:

City Manager's Office
Attn. Nancy Oakland-Potter—Community Partner Funding
P.O. Box C
Laramie, WY 82073

Electronic Copy (one to each staff member listed below)

Email to:

Nancy Oakland Potter
City Manager's Office
Executive Assistant
307-721-5226
noaklandpotter@cityoflaramie.org

Jackie R. Gonzales
Albany County
County Clerk
307-721-5533
JGonzales@co.albany.wy.us

The application process also includes a five-minute presentation and "question and answer" session with the City Council and the County Commissioners. See Application Checklist for meeting schedule.

PLEASE NOTE:

Applications must be received by the City Manager's Office by no later than 5:00 p.m. on Monday, February 22, 2021.

Application Checklist

This checklist is for applicant use only. Do not include this list in your application.

- Complete Application Form.
- If submitting a hard copy via U.S. Mail to the City Manager’s Office.
 - Use only a staple, paperclip or binder clip to secure the application, starting with Section I.
 - Copy of Organization’s W-9 Form.
 - Only provide what is requested. *Do not* include brochures, promotional materials, etc.
- One (1) Electronic Copy emailed to BOTH noakandpotter@cityoflaramie.org and JGonzales@co.albany.wy.us.
NOTE: Do Not include W-9 in electronic version
- You may attach a year-end balance sheet to satisfy the requirements in Section IV.
- In Sections IV and V, enter data for every question; do not leave any question blank. If a category/question is not applicable, answer “N/A” or enter a zero.
- Complete Section VI if *your agency received funding during the FY 2020/2021 cycle*.
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule and instructions will be provided when applications are received)

Application Type	Date/Estimated Time	Location
City-only Joint City/County	March 9, 2021/ 5:30 p.m.	Zoom Meeting ID: 832 7021 8027 Passcode: 102467. There will be no in person presentations. Request presentations be limited to 5 minutes.
County-Only	May 24 th : Applications due to Jackie Gonzales June: Presentation at Commissioners Meeting	County Commissioners’ Room, Room 105, County Courthouse – <i>See Commissioners Schedule</i>

Schedule for Decision Making Process and Availability of Funds

→**City:** Laramie City Council intends to make a preliminary funding decision in late March or early April 2021. Final funding decisions will be announced upon adoption of the City’s FY 2021/2022 budget. Adoption is planned to occur in June 2021. Award payments for successful applicants will be made after July 1, 2021.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget in July 2021. Contact County Clerk, Jackie Gonzales for more information.

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	Laramie Foster Closet
Contact Person:	Jennifer Vazqueztell
Mailing Address:	1666 Westview Drive, Laramie, Wyoming 82070
Phone:	561.729.2945
E-mail:	jenni@laramiefostercloset.com
Web:	www.laramiefostercloset.com

Type of Organization:

<input type="checkbox"/> Recreation/ Arts and Culture	<input type="checkbox"/> Civic/Quasi-Governmental
<input checked="" type="checkbox"/> Social Service	<input type="checkbox"/> Other _____

Requested Amount for FY21/22: City \$ 6,000.00 **County \$** 6,000.00

Will this amount be used to leverage additional funds either through grants or other means?

Yes No

If you marked YES, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.

\$ 10,000.00 Estimated Actual

Description of request: Using the space below, *briefly* describe how your organization will use these funds and how the proposed program/project will benefit the community. A more detailed description is requested in Section III

Declaration: I hereby certify that the information give in this application for Community Partner funding is true and correct to the best of my knowledge.

Agency Director _____	Jennifer Vazqueztell	02/22/21
Signature	Print Name	Date
Board President _____	Alan Vazqueztell	02/22/21
Signature	Print Name	Date

SECTION II: Organization History

Organizational History and Mission

Provide a mission statement and brief history of your organization in Laramie and/or Albany County, including services provided to area residents.

The history of this organization began in January 2017 and for its first year was based in a cargo container in a parking lot. In 2018, the foster closet moved into Laramie Plains Civic Center. Since its inception, the closet has provided services to 147 children in foster care from counties all over Wyoming, but specifically Albany County. In 2019/2020, LFC received \$50,000.00 in tangible item donations from the community of Laramie. There were 273 total visits to LFC by foster families and 67 Wyoming children in foster care. In 2020, LFC received more than \$200,000.00 in tangible donations for children in foster care including Christmas presents. More than \$175,000.00 in items were given to foster families and the children they serve for free, not including a donation of new New Balance sneakers for each member of each foster family, relative caregiver, or kinship caregiver and each child in foster care in Albany County. LFC also provided PPE, antibacterial cleaning products, etc. to foster families and groceries to foster families that lost employment in 2020. Our efforts to maintain a source of support for foster families and children from hard places has only increased during the pandemic. Services provided to clients include giving them clothing, shoes, furniture, toys, birthday presents, Christmas presents, holiday presents, diapers, baby items, car seats, etc. Our main goal at Laramie Foster Closet is to alleviate trauma of children in foster care and alleviate financial stress for foster parents and biological parents which helps sustain all involved to better the lives of Wyoming children in foster care. It should be noted that LFC did expand and found a new nonprofit, Cheyenne Foster Closet, in Cheyenne in January 2020. That location is separate and is its own 501(c)3 for Laramie County. However, the 2 locations do swap sizes on occasion if needed and only used clothing donations. LFC has also grown to have a part-time employee with Americorps.

Organizational Structure

List your officers and director(s), indicating their terms of office

Director, Jennifer Vazqueztell (2016-Present)
Board President, Alan Vazqueztell (2016-Present)
Secretary, Tiffani Wadley (2019-Present)
Treasurer, Sara Higgs (2021)
Board Member, John Jacobs (2019-Present)

SECTION III. *Funding Request Justification*

Briefly explain how these funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:

- *whether or not the funding request has increased from prior years;*
- *whether or not this is a one-time or on-going request;*
- *description of any large program or staff expansion occurring in this fiscal year;*
- *large equipment or other fixed assets that will be purchased fiscal year;*
- *how your project relates to city or county goals, or how it improves the overall quality, character or health of the community; and*
- *whether or not funding will be used to leverage additional monies for your organization either through grants or other means.*

The funding request has not increased from previous years. Laramie Foster Closet would like to install EPOS Now software that will measure community giving, outgoing donations and sizes/types of items needed. This year, we are also requesting a one-time request to launch an marketing initiative called “All for 1” about LFC to increase capacity and ensure fundraising success. The Laramie community perceives LFC as “just a place that gives used clothing away”, but LFC does much more and needs financial support/donors. LFC also provides community, support, meals, new shoes, new socks and underwear, programs for each holiday, and offer businesses and the community donor & volunteer opportunities. Each child goes home fully equipped with everything they need when they are reunified with biological parents which provides financial alleviation.

Section IV. *Financial Information—a current balance sheet can be submitted to satisfy this requirement*

Balance Sheet as of December 31, 2020:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information You Wish to Include:</i>
<p>Current: Cash: \$839.50 CDs , etc.: Receivables:</p> <p>Fixed: Equipment: \$10,000.00 Building: Less Depreciation:</p>	<p>Current: Payables: 0 Withholding: 0</p> <p>Long Term: 0 Promissory Notes: 0 Mortgage: 0</p> <p>Owner’s Equity: \$10,000.00</p>	<p>Savings: \$3,000.00</p>

SECTION V. Fiscal Year Budget Information

If your organization follows a different funding cycle (i.e. Calendar Year), indicate your budget cycle here:

Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner	\$5,000.00	Pending
Albany County, Community Partner	\$5,000.00	Pending
United Way	0.00	Secured
Donors	\$8,000.00	Secured
Fundraisers	\$8,000.00	Pending
Interest	\$0.00	\$0.00
Other	\$16,000.00	Secured
Other		
Total Estimated Revenue	42,000.00	

Expense

	Amount	Comments
Salary, Director	\$15,000.00	Part-Time
Salary, Other(s)	0.00	Americorps Employee
Benefits	0.00	None
Rent	155.00	Civic Center
Utilities	0.00	Not Applicable
Client Service	\$3,000.00	Emergency Needs
Client Aid	\$8,000.00	Sizes & Items NIS
Equipment	\$1,000.00	New computer
Other	1,175.00	Insurance
Other	NA	NA
Total Estimated Expense	\$28,330.00	

Section VI: Interim Report for FY 2020/2021 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2020/2021

Amount Awarded? 4,464.00
\$ _____

Have you used all of the funds awarded? Yes
 No

If you have not used all of the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds. \$ _____
Date: _____

Briefly describe the impact that the FY 2020/2021 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project or organization*
- *If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year*
- *Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?*

The impact that the FY 2020/2021 award has had on Laramie Foster Closet was tremendous. The closet had 497 total closet visits by children from hard places. Due to the nature of the children we serve, they are ages 22 & under, and primarily Hispanic, White, and Black. Overall, the impact of these funds on the children served by the program was tangible, direct services which helped the Laramie Foster Closet purchase duffle bags, new packages of socks, new packages of underwear, new car seats, and pajamas. Roughly \$1,000.00 was used to buy socks, underwear, and pajamas from Walmart in 2020 and \$1,007.15 was used to buy twin flannel sheets and pajamas from Kohls during a Black Friday sale. Additionally, \$66.78 was spent on men’s crew socks on Amazon.com, \$99.35 was spent on four humidifiers for kids on Amazon.com., \$370.47 on Husky stackable storage bins in black at Home Depot to help organize items by size and item and to increase capacity for serving. County funds were used to purchase 100 duffle bags from BagzDepot for \$614.69, back to school items for \$350, and items from NU2U and Walmart when LFC did not have certain items in sizes. Our agency did not use Community Partner funding to leverage additional funds this year.