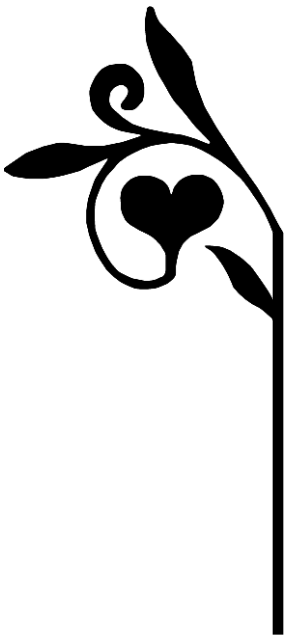


Brave Heart Volunteers
August 16, 2017



Application for

General Fund Grant for Nonprofit Organizations

City and Borough of Sitka
Fiscal Year 2018



AURIELLA HUGHES RN, EXECUTIVE DIRECTOR
BRAVE HEART VOLUNTEERS
P.O. BOX 6336
SITKA, AK 99835
(907) 747-4600
WWW.BRAVEHEARTVOLUNTEERS.ORG
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City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Brave Heart Volunteers

Name of Contact Person: Auriella Hughes RN, Executive Director

Phone: (907) 747-4600 Email: auriella@braveheartvolunteers.org

Mailing address: P.O. Box 6336 Sitka, AK 99835

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☒ Annual Grant:
 - ☒ Human Services or
 - ☐ Cultural and Educational Services
 - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$20,000

Match Dollars Committed: \$20,000 Percentage: 100%

Sources of Matched Dollars: Individual/Business Donations, Fundraisers, and Grants. Grants include: The White Elephant, Local Banks - Community Reinvestment Act, Alaska Community Foundation, End-of-Life Foundation of Juneau, Civic Groups, and Pick. Click. Give.

Brief Description of the Purpose of the Grant: To fund the day-to-day core services of providing in-home care and respite services, grief support and education, end-of-life and coordination of hospice volunteers, care trainings to individuals and families in Sitka. All services are free-of-charge or by suggested donation, and are provided year-round. The services are not duplicated or offered by any other organization in Sitka.

I, Auriella Hughes RN, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: Auriella Hughes RN

Title: Executive Director and Co-Founder of BHV Date: August 16, 2017

I. Detailed Project Description Overview

Category: Annual Grant/Human Services

Brave Heart Volunteers (BHV) is seeking \$20,000 to provide our important core services in Sitka, and to help create the on-going sustainability of our organization. BHV will provide Community Based Services in three main areas: 1) Volunteer Visiting Services 2) Education and 3) Grief/Bereavement.

BHV exists to fill gaps in community services. We provide a safety net for individuals and families facing chronic illness, terminal illness, isolation, end-of-life, caregiving challenges, plus grief and bereavement. BHV greatly values the continued support of the City and Borough of Sitka, and with your funding, we will be able to assist many elders and family members struggling with health challenges.

BHV volunteers and staff have been providing free-of-charge assistance to community members since 2001, and are proud to be heading into our 17th year of compassionate care. All of our core services are provided year round, and are unduplicated by any other organization in Sitka.

What will be done with funds?	Who will do it?	Who will be served?	When will this service be provided?
Volunteer Orientations	BHV Staff and Volunteers, local professionals	Interested Sitkans will be oriented to the Organization and policies to provide confidential companionship with elders	On an ongoing basis to fill an ongoing demand
Ongoing Volunteer Support and Education	BHV Staff including the Volunteer Coordinator	Actively serving volunteers will gather and learn about caregiving	Monthly, at the Volunteer Potluck gathering
Volunteer Visiting and Respite Support	BHV Staff and Volunteers	Sitkans who are caregivers, or who are receivers of care from family members	Daily, Weekly, Monthly, all year
Care-Giver Support Group Care-Giver Education	BHV staff: Therapeutic Care Manager, and local professionals	Sitkans who are caregivers, those caring for elders with dementia , illness, or end of life challenges	Twice every month, all year round at BHV
Adult Grief Education, Bereavement Counseling, and Grief Support Group	BHV staff: Therapeutic Care Manager	Sitkan adults who are experiencing grief and loss	An 8-wk session in fall, plus another 8-wk art therapy session, plus monthly year-round
Annual Compassionate Care at End-of-Life (Hospice) Trainings	BHV Staff and Volunteers, local professionals	Current BHV volunteers and interested Sitkans will be trained to serve a care-receiver who is at the end of their life.	An 8-wk session in fall 2017, and also in spring/ summer of 2018
End-of-Life Services	BHV Staff and Volunteers	Sitkans who are in End-of-Life situations, their family, and caregivers	On-going, as needed.
Community-wide Education and Trainings	Out-of-town or local professionals and experts, with the aid of BHV Staff and Board	Community members from all walks of life who are interested in learning more about Death and Dying concerns	Once or twice annually, as funds permit

II. Expected Outcomes

How will the project be measured as successful?

Indications of success for Brave Heart Volunteers include:

- Evaluations and surveys are completed by participants at the end of each orientation, end-of-life training class session, and support group series. Past participants offer positive verbal and/or written feedback. These are then reviewed and suggestions for improvements are assessed. Changes are made in delivery of services, based on feedback.
- Community individuals and businesses are significantly helping to sustain the organization financially, through regular and ongoing donations
- Community participants and families express through written or verbal feedback, that their needs are being met, and that they appreciate the services.
- Community members express satisfaction regarding program services delivery in the areas of volunteer visiting, end-of-life companionship, caregiver support groups, bereavement support, training and education programs.
- Support group and educational trainings/workshop attendees return for future trainings and events.
- Participants and volunteers support BHV with contributions of time, materials and creativity.

What will the tangible community benefit be?

- The most striking and best appreciated benefit to the community are the very important, professional, and compassionate-based care services available for the benefit of all, at no charge.
- Many of our services are directed at our elders, a group which can be marginalized and even forgotten at the social level without the kind attention and reminders Brave Heart offers. BHV was originally designed to "fill in the gaps."
- The support group participants benefit from a beautiful, calming, confidential, professionally facilitated, and safe setting to share their stories.
- We offer high level and comprehensive educational workshops so to inform our community members regarding death, dying, palliative care, hospice, advanced directives, illness, dementia, grief, caregiving, and volunteering.
- Economically speaking, the number of donated volunteer hours has a very large financial value and positive impact for the whole community of Sitka.
- Our organization also brings together groups of people from all walks of life, with the overall effect of creating a diverse network of support. and strengthening the community,

What are some benchmarks during the project that indicate things are going in the right direction?

Benchmarking can be considered the process of comparing an organizations performance with a set standard. Our program effectiveness and success is measured by tracking our outreach data and numbers in all service areas from one year to the next. We compare the data from one year to the next, and factor in evaluations and feedback with measures of success as listed above.

The areas we track and report on include: 1) The number and types of services offered to meet the community needs. 2) The number and types of trainings offered. 3) The number of persons receiving services. 4) The number of persons attending trainings and support groups. 5) The number of persons using resource library. 6) The number and types of new volunteers and volunteer group participants. 7) The number of care-receivers cared for by volunteers. 8) The number of new referrals. 9) The number and variety of community groups, Tribal members, civic groups, faith groups, health, service and medical organizations that volunteers affiliated with. 10) The amount of total donations that are made by community individuals and businesses.

Brave Heart Volunteers has the sincere desire it to be meeting the community's need, as it arises, as best as we possibly can. All the while, we know that the numbers of elders in our community are rising, people are living longer with frailty and disabilities, cases of chronic illness like dementia are still on the rise, and the pain and sorrow that occurs from losing our loved ones will not cease to occur. It will be impossible to be all things to all people. But we will do our utmost to fill in the gaps and deliver excellent care to elders and their families.

III. Statement of Need

The Mission of Brave Heart Volunteers is to provide, with our volunteers and community members, compassionate caregiving, companionship, respite and education to those facing illness, isolation, end of life and grief. Our mission addresses a definite health and human services concern and aligns well with the category we are applying for.

At times we encounter community members who tell us that they are not sure about the range of Brave Heart services offered in Sitka. When we hear this, we think, *"They are the fortunate ones, they have not needed our services YET."* All it takes is the first experience of the decline of a loved one, a terminal diagnosis, the onset of dementia, or the sudden death of someone precious, to understand the importance of what Brave Heart has to offer. A striking example of this was when a well-known Sitkan was diagnosed with a brain tumor at a relatively young age. Brave Heart helped to coordinate over 50 volunteers so this care-receiver could stay at home during the entire course of his illness, and remain at home until his death. Caregiver support was offered during the extended period of the illness, and BHV was also able to provide follow-up with grief and bereavement services.

Regarding the documented need for our services, following are some very pertinent quotes from the Alaska Commission on Aging, the Aging Symposium- of 2014:

"Seniors live longer today and remain in better health than their predecessors. A longer life may also mean that **a growing number of older people will experience dementia and chronic health conditions** that can be compounded by underlying behavioral health conditions. Many seniors experience challenges in accessing primary care. Others struggle with depression. **Research shows older adults benefit from whole-patient care."** *Quote from the Aging Symposium Summary, Alaska Commission on Aging, 2014*

"Caregiving is a pressing national issue that will affect virtually all of us as the need for long-term services and supports increases due to the growing population of frail elderly....."

"The pool of potential family caregivers is expected to drop dramatically in the coming years from 7 potential family caregivers for every person age 80 years and older to 4 potential family caregivers by 2030."

Alaska has "the fastest-growing senior population of persons age 65 and older, and is positioned to be one of the states with the fastest-growing population of older people at risk for developing Alzheimer's disease."

All of the above summary statements point to the fact that we are an aging population that will need the whole person type of education and care that Brave Heart Volunteers provides.

Does the funding from this request help leverage other funds for the project? How?

The demonstration of local governmental support is very necessary in order to receive funding from both state and national funders. The financial support received from the City and Borough of Sitka allows Brave Heart Volunteers to demonstrate the community backing, which is essential in leveraging funds and securing grants from larger grant-making entities. Any loss of funding from CBS will significantly impede our ability to secure major grants, because BHV will not be able to demonstrate local support. With the fast growing rate of elders in the Sitka community, a lack of funding could result in reduced services and decreased program offerings. Our essential program services are considered to be vital, and they add a very important piece to solving the elder and family care and caregiving dilemma.

IV. Organizational Capacity

Track Record, Project Delivery and Management: Brave Heart Volunteers has an excellent record for grant reporting and program delivery. The organization has been providing compassionate home visiting and respite services by trained volunteers for over 15 years. BHV has provided totally new learning and service opportunities for staff and volunteers in the areas of hospice, death, caregiving and grieving, which previously went unattended to in our small island town of Sitka.

From the beginning, we have had as a priority the goal of bringing together diverse service agencies, civic and faith groups, and health, social service, and medical organizations to create a comprehensive care network for our community elders. We remain the primary organization in Sitka coordinating volunteer care.

Brave Heart Volunteers provides a whole-person approach to the care of our elders and those at end-of-life. Some benefits are as follows:

- BH Volunteers work side by side with other health professionals in Sitka, who assist elders in their homes, such as the Senior Center, SCH Home Health, and Center for Community.
- BHV can offer personalized care and support in the home, a comfortable and familiar environment. In time, volunteers get to know the care-receiver and family, and become a valued member of the care team.
- Important BHV values include dignity, kindness, compassion, and respect. BH Volunteers are trained to deeply respect care-receivers wishes. We want care-receivers to be able to concentrate on and enjoy the things that are important to them, during the time they have left.
- Brave Heart helps to educate families to where in our community they can turn for additional help and support. Follow up care is available with BH to family members who are experiencing grief and loss.

Community Support:

Brave Heart Volunteers provides caregivers in Sitka with the support they need, beginning the service delivery process on the same day we receive a call for assistance. In return, BHV has received generous community support. Over 80% of the individuals and families that receive BHV services become donors; many have a very tight budget, yet make regular, generous donations. The community support of BHV grows with every program delivered and each individual and family served.

While the levels of community support are the highest ever, the amount of money families are able to donate has followed a trend of steady decline since the economic downturn in Alaska. This change, coupled with the sharp increase in the number of Sitkans seeking services, does put a strain on the organization at times, and makes funding from local grants all the more important.

Board Attendance: BHV has six board members with an attendance rate of 84%. Traveling out of state is the most frequent reason a board member misses a monthly meeting. They will call in on speaker phone if possible.

Board: Sherie Mayo ♥ President	Karen Boyer ♥ Vice President	Kathy Kyle ♥ Treasurer
Ruth Culp ♥ Secretary	Aleeta Bauder ♥ At-Large	Michele Friedman ♥ At-Large
Jean Frank RN ♥ Co-Founder		

Special BHV Support: Marilyn Coruzzi, MD ♥ Hospice Training	Brita Speck JD ♥ Legal Advisor
Cheri Hample MA, MPH ♥ Grants and Sustainability	Bonnie Cottrell ♥ Pioneers' Home Liaison

Staff: Auriella Hughes, RN, ♥ Co-Founder and BHV Executive Director
Erin Matthes, MA ♥ BHV Therapeutic Care Manager
Maury Hackett, BA ♥ BHV Office Manager and Volunteer Coordinator (begins September 18th)
Tobey Warnock BA ♥ AmeriCorps Volunteer: BHV Program Assistant

2016 Budget

Income	
Total Donations	\$ 63,696
Total Fundraisers	\$ 17,784
Total Grants	\$135,782
Total Interest Income	\$ 1,864
Total Income	\$219,126
Expense	
Total Contracted/Professional	\$ 12,126
Total Insurance	\$ 2,554
Total Fundraiser Cost (event costs, volunteer appreciation)	\$ 1,936
Total Operations-Health Summit	\$ 5,975
Total Other (membership, dues, permits, bank fees, registrations)	\$ 1,404
Total Payroll Expenses	\$156,048
Total Promotion	\$ 1,380
Total Supplies (printing, office, training, support groups)	\$ 2,764
Total Technical Support	\$ 10,350
Total Telephone, Internet, Fax	\$ 4,322
Total Travel, Conference & Training	\$ 23,219
Total Expense	\$222,078

Grants Received 2016

Alzheimer's Foundation of America
 Alaska Mental Health Trust Authority -
 a) AMTHA Technical Assistance
 b) AMTHA Partner
 c) AMTHA Alzheimer's Program
 City and Borough of Sitka
 Crosset Foundation
 First Bank
 IHI SCALE
 New York Life Foundation
 Sitka AK Permanent Charitable Trust
 Sitka Women's Club
 White Elephant

2017 Budget

Income	
Total Donations	\$ 55,000
Total Fundraisers	\$ 15,000
Total Grants	\$ 40,000
Total Interest Income	\$ 2,000
Total Income	\$112,000
Expense	
Total Contracted/Professional (AmeriCorps, Bookkeeping)	\$ 18,500
Total Insurance (Liability)	\$ 2,600
Total Fundraiser Cost (events, volunteer appreciation)	\$ 1,400
Total Other (membership, dues, permits, bank fees, registrations)	\$ 1,400
Total Payroll Expenses (ED, Therap. Care, & Office Manager)	\$ 73,900
Total Promotion (Sentinel, BHV newsletter, radio stations, ads)	\$ 1,400
Total Supplies (printing, office, training, support groups)	\$ 2,600
Total Technical Support (technical equip. repair/maint.)	\$ 4,600
Total Telephone, Internet, Fax (annual charges)	\$ 4,400
Total Travel, Conference & Training (OOT Presenters, CoEd)	\$ 1,200
Total Expense	\$112,000

Grants Received & Anticipated 2017-18

AARP
 Alaska Community Foundation
 Alaska Mental Health Trust Authority
 ALPS
 Alzheimer's Foundation of America
 City and Borough of Sitka
 CHARR
 End of Life Foundation of Juneau
 First Bank
 First National Bank of Alaska
 SCH Foundation
 Wells Fargo
 White Elephant
 USCGS
 United Way Community Impact

Project Budget Narrative FY 2018

Budget Category	FY 2017-18 Project Budget for CBS General Fund Grant
Personnel Request Description:	The combined total for Personnel services requested is \$20,000. All Personnel Services totals are budgeted for the full 12 months of the project. Grant funds will go towards the Therapeutic Care Manager and the Volunteer Coordinator positions
BHV Therapeutic Care Manager	Requested: \$13,800 @ \$40/hr. x 345 hrs. over the course of project year BHV Therapeutic Care Manager provides direct services to grieving individuals and families, participates in the hospice/end-of-life training, organizes and facilitates the care-giver support group and the bereavement support groups, follows up with care-receivers and volunteers after a loss, and educates in the areas of caregiving, loss, grief, and bereavement.
BHV Volunteer Coord.	Requested: \$6,200 @ \$18/hr. x 345 hrs. over the course of project year The Volunteer Coordinator recruits and manages volunteers, helps with the orientation, training, and screening process of volunteer care-givers, assists with matching volunteers with care-receivers, coordinates end-of-life assignments, coordinates volunteer events, produces the volunteer potluck, and maintains excellent communication with all volunteers.
BHV Executive Director	Requested: \$0
BHV Office Manager	Requested: \$0
BHV Contracted Profess.	Requested: \$0
BHV Payroll Taxes	Requested: \$0
Total Project Request:	\$20,000.

Information regarding Brave Heart Volunteers budget:

In the past three years at Brave Heart Volunteers we have experienced a major turnover in staff. We are using our valuable experiences to learn, consolidate, and grow stronger as a non-profit organization. Our focus is now strictly on core services. Our staff has been trimmed down to four persons plus our bookkeeper, and you will see that our budget reflects this trimming as well. **The \$20,000 we are requesting from the City and Borough of Sitka will be used to pay for the essential core services we offer to the community, and in retaining high-quality staff members to deliver them.**

As we celebrate 16 years of compassionate care in Sitka, we are at a crossroads, and we are refocusing on our deeply held values and mission. We surely want to meet the ongoing demand and requests for services that come in every week from our community members, and we know the community wants this of us as well.

We Value

Dignity, Kindness, Compassion, Respect and Community

Our Mission

We provide, with our volunteers and community partners, compassionate caregiving, respite and education to those facing illness, isolation, end-of-life and grief.

V. Required Documents

Included in this request are the following documents:

- ♥ IRS 501c3 designation
- ♥ Current State of Alaska Nonprofit organization business license
- ♥ CBS liabilities Form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 14 2006

Employer Identification Number:

DLN:

SITKA S FAITH IN ACTION INC
PO BOX 6336
SITKA, AK 99835

Contact Person:
THOMAS C KOESTER ID# 31116
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated October 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Alaska Business License # 1041203

Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

BRAVE HEART VOLUNTEERS, INC.

PO BOX 6336 SITKA AK 99835

owned by

BRAVE HEART VOLUNTEERS, INC.

is licensed by the department to conduct business for the period

August 19, 2016 through December 31, 2017
for the following line of business:

62 - Health Care and Social Assistance



This license shall not be taken as permission to do business in the state without
having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

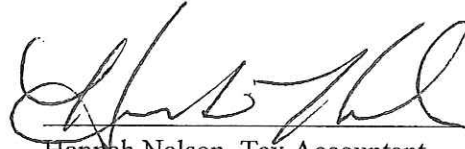
Chris Hladick

Organization Name: Brave Heart Volunteers

747-4600

CBS Liabilities Form

- Property Tax



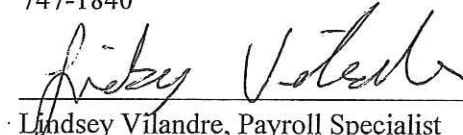
Hannah Nelson, Tax Accountant
747-1853

- Sales Tax



Hillary Nutting, Accounting Clerk
747-1840

- Municipal Leases



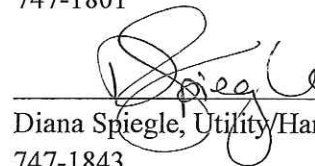
Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note



Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities



Diana Spiegle, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.