


★ Right now, the official U.S. time is:

03:47:45 p.m.

12-hr 24-hr

Thursday, August 23, 2018
Alaska Time (DST)
Corrected for network delay 254.5 ms



Sun is shining in light region
It is night in dark region

THE U.S. TIME IS PROVIDED BY NIST & USNO

PRIVACY POLICY & SECURITY NOTICE TIME EXHIBITS

Also, try the [alternate Flash page](#) or see [About This Site](#)

Rec'd by: Renee Wheat

Date: 8-23-18

Time: 3:47 pm

From: Brave Heart Volunteers

For: FY19 Non-Profit Grant

City and Borough of Sitka
ANNUAL GRANTS FROM GENERAL FUND

SUMMARY

Name of Organization: Brave Heart Volunteers (BHV)

Name of Contact Person: Cheri Hample, MPH MSW Board President

Phone: (907) 747-4600 Email: cherihample@yahoo.com

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: \$18,500.00

Match Dollars Committed: \$18,500.00 Percentage: 100%

Sources of Matched Dollars: Individual/Business Donations, Pick. Click. Give., Tongass Threads earnings, Fundraisers, and Grants. Grants include: The White Elephant, Alaska Community Foundation, Sitka Alaska Permanent Charitable Trust, End-of-Life Foundation.

Brief Description of the Purpose of the Grant: To fund the day-to-day coordination, and oversight of volunteer visiting, respite, grief support and education, end-of-life services, training and support for volunteers, end-of-life training for volunteers, health professionals and community members. All services are provided free-of-charge and our services are not duplicated or offered by any other organization.

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

Name: Cheri Hample MPH MSW

Title: Board President Date: August 23, 2018

Detailed Project Description Overview:

Category: Annual Grant/Human Services

Brave Heart Volunteers (BHV) is requesting \$18,500.00 to provide core services and to help support sustainability of our organization. BHV will provide Community Based Services in three main areas: 1) Volunteer Visiting 2) Education/Support 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 continue assisting elders and their family members, provide training and support to other organizations and community members.

BHV submitted our first grant application in 2005 and received an award of \$8,000.00. BHV has received funding for the past 13 years with award amounts ranging from \$8,000.00 to \$30,000.00. In 2017 we were awarded \$9,729.00.

BHV volunteers and staff have been providing free-of-charge services to community members for 17 years. The value of our volunteer contributions is estimated to be well over \$40,000.00 per year (number of volunteer hours x average minimum wage of \$10.00) All 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, Board members, Volunteers, local professionals	Interested Sitkans will be oriented to the Organization and policies to provide confidential volunteer visiting with elders	Ongoing, referrals are received throughout the year
Ongoing Volunteer Support and Education	BHV Staff, Board members	Active volunteers	Monthly Volunteer Potluck, quarterly check in
Volunteer Visiting and Respite Support	BHV Staff, Board members and Volunteers	Sitkans who are volunteer visitors, or who are receivers of care from family members	Daily, Weekly, Monthly, all year
Care-Giver Support Group Care-Giver Education	BHV staff, Board members and local professionals	Sitkans who are caregivers, those caring for elders with dementia, illness, or end of life challenges	Monthly support group all year
Adult Grief Education and Grief Support Group	BHV staff, Board members, local professionals	Sitkan adults who are experiencing grief and loss	Support group offered on as needed basis, Grief Buddies for individual needs
Annual Compassionate Care at End-of-Life trainings	BHV Staff, Board members, 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.	6-wk session offered in spring and fall
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	Staff, Board members, Experts and/or others	Community members	Once or twice a year

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 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 continue to make significant donations which helps sustain the organization financially.
- Participants and families express through written or verbal feedback, their needs are being met, and services are valued and appreciated.
- 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, donations, materials and creativity.

What will the tangible community benefit be?

- The most important benefit to the community is the continued volunteer support of compassionate care-based services and support at no charge.
- While our services are primarily provided for elders, (a group often isolated, marginalized and even forgotten at the social level), we have seen an increase in referrals from other age groups in our community, Ex: individuals who are faced with a health crisis, overwhelming caregiving responsibilities, loss of meaningful employment and isolation.
- Support group participants benefit from a confidential, facilitated, and safe setting to share their stories and connect with others.
- We offer excellent and comprehensive educational workshops for 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, sharing and strengthening the community,

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

Our program effectiveness and success are measured by tracking outreach data and numbers in all service areas from one year to the next. We compare data and factor in evaluations and feedback with measures of success as listed above. The areas we track and report on include: 1) Number and types of services offered to meet community needs 2) Number and types of trainings offered 3) Number of persons receiving services 4) The number of persons attending trainings and support groups 5) The number of people using the 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) Number of new referrals. 9) Number and type of community groups, Tribal members, civic groups, faith groups, health, service and medical organizations our volunteers are affiliated with. 10) The amount of total donations by community-based individuals and businesses.

National, state wide and local data indicate the number of elders in our community will continue to increase. People are living longer with frailty and disabilities, chronic illnesses like dementia are still on the rise, and the need for end-of-life support will continue to be present. Brave Heart Volunteers can be relied upon to deliver excellent care to elders and their families.

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. The Sitka Comprehensive Plan for 2030 projects the number of Sitkans age 65 and older will constitute 23% of the total population in 2030. "This would be almost a 60% increase in this age cohort compared to today." The report goes on to say those 80 and older will increase even faster. The demand and need for our services have grown significantly in the past few years. We have hundreds of stories to tell about how our volunteer services have impacted those who receive/have received our services. Our volunteers provide "caring hearts and hands" to many of the residents at the Pioneers' Home and Sitka Community Hospital Long Term Care as well as those who can stay in their own homes.

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

The demonstration of local governmental support is essential to our sustainability and ability to apply for local, state and/or national grants. Consistent funding from the CBS demonstrates ongoing community commitment to serving a vulnerable population. Support from the CBS combined with individual donors and local businesses is reassuring to those who receive our services. Our essential program services are vital and make a significant contribution to managing elder and family care and caregiving dilemmas.

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 17 years. BHV has provided learning and service opportunities for staff and volunteers in the areas of hospice, death, caregiving and grieving, which were previously not provided in Sitka.

Since our inception we have consistently initiated and supported community collaboration by bringing together diverse service agencies, civic and faith groups, health agencies, social services, and medical organizations to create a comprehensive care network for our community elders. We are the primary organization in Sitka providing and coordinating volunteer care.

Brave Heart Volunteers (BHV)

Some benefits:

- BHV work side by side with other health and social service professionals in Sitka, who assist elders in their homes, such as the Senior Center, SCH Home Health, SEARHC Home Health, SAIL and Center for Community.
- BHV offers personalized volunteer visiting and support in the home, a comfortable and familiar environment. 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 respect care-receivers wishes. We want care-receivers to be able to concentrate on and enjoy the things that are important to them.
- BHV helps educate families about other resources in our community where they can receive additional help and support.
- Follow up care is available with BHV to family members who are experiencing grief and loss.

Community Support:

Brave Heart Volunteers provides caregivers in Sitka the support they need, often beginning the service delivery process on the same day we receive a call for assistance. In return, BHV continues to receive generous community support. Many of the individuals and families that receive BHV services become donors. The community awareness and support of BHV has continued to grow and we are grateful for the generosity of our community.

Sitka has a very high number of non-profits and many of us seek funding from the same resources. Because of our longevity and the vital services we provide, BHV has been able to sustain a significant level of community support.

Board Attendance:

BHV has increased its Board to 7 members with 3 potential new board members. Traveling out of state is the most frequent reason a board member misses a monthly meeting; however, Board members can call in when traveling. Our n attendance rate is 88%.

Board: Cheri Hample- President; Michele Friedman-Vice President; Kathy Kyle- Treasurer; Ruth Culp- Secretary
Members: Shauna Thornton, Auriella Hughes, Sherie Mayo

Honorary Board members: Father Dave Elsensohn, Aleeta Bauder, Jean Frank

Staff: Maury Hackett, Director

Ruth Culp- Office Assistant (volunteer)

Anna Roy- Winter Fellow (Sept 2018-May 2019)

Legal Advisor: Brita Speck JD

Pioneers 'Home Liaison: Bonnie Cottrell

2017 Budget

Income	
Donations	\$ 62, 158.11
Fundraisers	\$ 21,120.53
Grants	\$14,079.00
Total Income	\$97,357.64
Expense	
AmeriCorps	\$ 10,000.00
Payroll Expense	\$ 36,873.15
Supplies	\$ 2,519.24
Travel, Conference Training	\$ 2,665.54
Telephone, internet, fax	\$ 3,827.14
Accounting	\$ 2,477.71
Insurance	\$ 775.60
Contracted/Professional	\$ 2,990.00
Technical Support	\$ 95.88
PO Box Rent	\$ 166.00
Memberships/Dues	\$ 529.00
Printing	\$ 1,549.70
Advertising/Promotion	\$ 1,170.86
Fundraiser Expense	\$ 2,965.96
Bank Service Charges	\$ 905.08
Contribution to Endowment Fund	\$21,000.00
Total Expense	\$ 90,510.86

Grants Received 2017City and Borough of Sitka

Sitka AK Permanent Charitable Trust

White Elephant

Foundation for End of Life Care

Alaska Community Foundation

2018 Budget

Income	
Donations	\$ 42,000.00
Fundraisers	\$ 20,300.00
Grants	\$ 14,000.00*
Total Income	\$ 76,300.00
Expense	
Americorps/Fellow	\$ 18,000.00
Payroll Expense	\$ 23,000.00
Supplies	\$ 2,725.00
Telephone, internet, fax	\$ 3,500.00
Accounting	\$ 3,000.00
Insurance	\$ 4,500.00
Contracted/Professional	\$ 3,000.00
Technical Support	\$ 100.00
Post Office Box Rent	\$ 175.00
Memberships and Dues	\$ 600.00
Printing	\$ 1,600.00
Advertising/Promotion	\$ 1,200.00
Fundraiser Expense	\$ 3,000.00
Bank Service Charges	\$ 1,000.00
Contribution to Endowment	\$ 7,600.00
Total Expense	\$ 73,000.00

***During our budget deliberations we were conservative with our estimated income from grants due to the increased competition for grant dollars and the current economic trend of decreased availability of grant funds**

Potential Grants for 2018-2019

City and Borough of Sitka

White Elephant

Foundation for End of Life Care

Alaska Community Foundation

Sitka Alaska Permanent Charitable Trust

Greater Sitka Legacy Fund

Project Budget Narrative FY 2018

Budget Category	FY 2018-2019 Project Budget for CBS General Fund Grant
Personnel Request Description:	The request of \$18,500.00 is for Personnel services.
Director	Requested: \$9,250.00 @ \$25/hr. x 370 hrs. over the course of project year The Director works up to 30 per week and is responsible for day to day operations of BHV. Responsibilities include: <ol style="list-style-type: none">1. Administrative Oversight of programs and services2. Volunteer recruitment, training, orientation, coordination and support3. Referrals, assessment and coordination of services for care receivers4. Community Liaison and spokesperson5. Resource and support for Board of Directors, Ad-Hoc committees, volunteer office staff and other staff
Winter Fellow	Requested: \$9,250.00 @ \$12.50/hr. x 740 hrs. over 9-months The Winter Fellow will work approximately 40 hours per week and perform the duties of Volunteer and Office Coordinator and will also spend some time working as a caregiver. Responsibilities include: 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, supports and assists with facilitation of the volunteer potluck, and maintains excellent communication with all volunteers.
Total Project Request:	\$18,500.00

Required Documents

Included are the following:

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

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

Employer Identification Number:

DLN:

Contact Person:

THOMAS C KOESTER

ID#

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 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

February 26, 2018 through December 31, 2019

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.

Mike Navarre

**General Fund Grants for Non-Profit
Organizations for Fiscal Year 2019**


CBS Liabilities Form

Organization Name: Brave Heart volunteers

- Property Tax


Hannah Nelson, Tax Accountant
747-1853


- Sales Tax


Hannah Nelson, Tax Accountant,
747-1853

- Municipal Leases


Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note


Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities


Diana Spigle, 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.