



CITY OF CALISTOGA

**COMMUNITY ENRICHMENT GRANTS
FY 2015-2016 APPLICATION**

Deadline: Friday, August 7, 2015 at 4:30 P.M.

Submit to: City Clerk's Office
1232 Washington St
Calistoga, CA 94515

CITY CLERK

AUG - 6 2015

Please complete the following. You may attach additional pages if necessary.

RECEIVED

Name of the Program: Senior Art Classes and Children Art Classes

Name of Applicant/Organization: Calistoga Art Center

Address: P.O.Box 197 Calistoga, CA 94515/1435 North Oak ST. Calistoga, CA 94515

Phone: (707) 942-2278 FAX (707) 942-2278

Contact 1) Michael Easterday [Redacted]
name phone

[Redacted]
e-mail

Contact 2) Marcy Webb [Redacted]
name phone

[Redacted]
e-mail

Non-Profit Corporation Designation: 501(c) (3)

Federal Tax ID # or Social Security #: 68-0551603

Amount of Grant Request*: \$ 8,800.00

(*This amount should include the value of any requested City fee or permit waivers and/or staff time)

Eligibility Requirements:

Please answer the following questions:

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 1. Have you or will you be receiving funding in Fiscal Year 2015/2016 for this program from other City sources? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you aware of any other City program providing this service? If so, which one? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answered yes to any of these questions, your request may not be eligible for this grant program. Please contact the City Clerk at the City of Calistoga at (707) 942-2807 for further information, if desired.

Program Description/Scope (please use additional pages if necessary):

Describe your program:

We are seeking the funding to provide art classes to two under served segments of the Calistoga which are the seniors and the Hispanic community.

We are hoping to successfully provide Art classes to these two groups and have partnered with several non profit organizations to ensure success. The Napa Valley College Upper Valley Campus, Calistoga Recreation Services and Community Action of Napa Valley are working with the Calistoga Art Center for the senior classes. We are working with the UpValley Family Center to reach out and provide Art classes to Children and Parents in the Hispanic community. See attached copy A

How will this program benefit the Calistoga Community? How will the program address the following City Council's adopted Enrichment Objectives "Will the activity or program...":

1. Provide services to the elder community?
2. Provide services to youth in the community?
3. Expand services to members of the Hispanic community?
4. Provide community specific environmental enhancements?
5. Enhance the appearance of the community?

Art classes for Children of the Hispanic community will be a focus for outreach
Art classes for parents and children of the Hispanic community will be offered
Art classes for seniors especially the mobile home parks will be offered

Funding Request

Identify the funding requested and the proposed use of funds.

- Cash
- In-kind funding (fee waivers, staff time cost waiver, rental fee waivers, etc.)

The request is for \$8,800 in cash. We are partnering with NVC Upper Valley Campus, Calistoga Recreation services and Community Action of Napa Valley to provide senior art classes with a meal at the Art Center. We are partnering with UpValley Family Center to provide Art classes for children and parents of the Hispanic Community. See Attached B for more information.

What will be the estimated percent of Calistoga Residents Served by this program 10%

Applicant Background:

This applicant is a (an):

- Non - Profit Tax Exempt
 Local Public Agency State or other Public Agency
 Other _____

Years in Business or providing this program: 12

Number of Employees: 1/2 time office manager

Number of Volunteers: varies up to 35

(Please attach an organization chart, if available.)

Names of all Officers and Board of Directors:

Name:

Michael Easterday

Marcy Webb

Bonnie Gamble

Eric Bolton, Melisa Dooley, Sequoia Buck, Martha Casselman

Position in Organization and Contact Number:

President

Treasurer

Secretary

Experience in Program Area:

The Calistoga Art Center has 12 years experience in providing Art and related programs to the community. The teachers employed by the Art center are all qualified and experienced. We provide programs at our facility and in the Calistoga Unified School District.

Previous City funding received or requested in the past three years:

2013/2014 \$750

2012/2013 \$1500

2011/2012 \$2500

(Please attach a budget for program request including funding schedule.)

Reporting Requirements:

A report on how the funds were spent will be required to be filed with the City annually, or when funds are spent, whichever comes first. Proof of program expenses are required to be held for two years during which time the City reserves the right to audit the records.

We agree to adhere to the reporting requirements described above. Yes No

Certification:

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. **(Two signatures required)**

Michael Easterday
Signature

President
Title

8/4/2015
Date

Marcy Webb
Signature

Treasurer
Title

8/6/15
Date

Attachment A Program Description/Scope

We recognized that the senior population of Calistoga has been underserved in relation to affordable Art classes. We envision these senior classes as replacing The Creative Living classes which are no longer being offered. We would like to start the classes by the end of the year. The Art Center initiated partnering with several organizations to bring low cost or free art classes at the center to seniors. The Calistoga Art Center will provide instructors, administration and facility for the classes. We are partnering with Napa Valley College Upper Valley Campus for additional instructors and promotion through their catalog. We are partnering with Calistoga Recreation Services for organizational and community outreach help. We are partnering with Community Action of Napa Valley to provide free meals to the seniors during class and they also will be providing additional food items to take home. We plan on working out a system of volunteers at the Mobile Home Parks to help coordinate getting the word out and arranging for seniors to sign up for the classes. We are looking into using the Calistoga Shuttle as a means of transportation for the seniors as a group to come to the center for classes.

We are working with the UpValley Family Center to reach out and offer Art Classes to the Hispanic community of Calistoga. We have already provided ceramic classes to children at the Palisades apartments and free art activities at an event for their Bridge program for preschool children. We are planning on children art classes and classes for moms and children. We have also been asked to provide art classes for their senior population and mural projects for school age children. The Art Center would like to start these classes in January.

Attachment B Operating Budgets

Senior Classes

We would like to offer one class a week throughout the year at about a 40 classes. The class breakdown is as follows:

Teacher wages are \$60 a 2 hour class at \$30/hr.

Facility use is \$50.00 a class includes building, supplies and administrative costs.

This equals \$110.00 per class

4 classes a month for 10 months

The total is \$4,400 for a year.

Children and Parent classes with the UpValley Family Center

We would like to offer a class a week for children and parents at the same cost of \$110.00 per class for 40 classes which is also \$4,400 for the year.

The programs will keep attendance logs as to the amount of classes and the number of participants. We will keep a separate budget for the expenses of the programs to facilitate an auditing of the programs. In the separate budget account administrative and supply costs will also be recorded.



**COMMUNITY ENRICHMENT GRANTS
FY 2015-2016 APPLICATION**

Deadline: Friday, August 7, 2015 at 4:30 P.M.

Submit to:

City Clerk's Office
1232 Washington St
Calistoga, CA 94515

**CITY OF CALISTOGA
CITY CLERK**

CITY OF CALISTOGA

JUL 31 2015

Please complete the following. You may attach additional pages if necessary.

RECEIVED

Name of the Program: CalistogaCares

Name of Applicant/Organization: Community Action of Napa Valley

Address: 2310 Laurel St. Suite 1 Napa, CA 94559

Phone: (707) 253-6100 FAX (707) 253-5156

Contact 1) Helen Archerd [REDACTED]
name phone
[REDACTED]
e-mail

Contact 2) Drene Johnson [REDACTED]
name phone
[REDACTED]
e-mail

Non-Profit Corporation Designation: 501 3 (3)

Federal Tax ID # or Social Security #: 94-1610851

Amount of Grant Request*: \$ \$750

(*This amount should include the value of any requested City fee or permit waivers and/or staff time)

Eligibility Requirements:

Please answer the following questions:

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 1. Have you or will you be receiving funding in Fiscal Year 2015/2016 for this program from other City sources? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you aware of any other City program providing this service? If so, which one? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answered yes to any of these questions, your request may not be eligible for this grant program. Please contact the City Clerk at the City of Calistoga at (707) 942-2807 for further information, if desired.

Program Description/Scope (please use additional pages if necessary):

Describe your program:

CalistogaCares is an all-volunteer program that provides supplemental food to low income families and seniors. We are the recipient of food collected in the Mail Carriers Drive. Food is also obtained from individual donations and outdated products from CalMart and San Marcos. We receive much free food from the Napa Food Bank as well as purchase food from them. Those meeting the income requirements receive a bag or two of food monthly including fresh milk, eggs, butter and produce.

How will this program benefit the Calistoga Community? How will the program address the following City Council's adopted Enrichment Objectives

"Will the activity or program...":

1. Provide services to the elder community?
2. Provide services to youth in the community?
3. Expand services to members of the Hispanic community?
4. Provide community specific environmental enhancements?
5. Enhance the appearance of the community?

This program meets objectives 1, 2 & 3. The supplemental food is a great help to seniors living on just Social Security as it enables them to stay in their own home. The food given to families enables the children to eat better and so do better in school. The recipients are mostly Hispanic - this food helps them over times when work is slow. We have been getting more non-Hispanic people too young to get Social Security, but too old to replace a lost job.

Funding Request

Identify the funding requested and the proposed use of funds.

- Cash
- In-kind funding (fee waivers, staff time cost waiver, rental fee waivers, etc.)

We are requesting cash which will be used to purchase food. So far in 2015 we have received \$2100 from the Community Chest and \$495 from Solange.

We get produce from local gardens in the summer and fall. Staples such as peanut butter, rice, beans and some canned goods are purchased from the Napa Food Bank. Food left over from the monthly USDA distribution is given out through CalistogaCares.

What will be the estimated percent of Calistoga Residents Served by this program _____

There are currently 115 families on the list but they do not all come in every month

Applicant Background:

This applicant is a (an):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Non - Profit | <input type="checkbox"/> Tax Exempt |
| <input type="checkbox"/> Local Public Agency | <input type="checkbox"/> State or other Public Agency |
| <input type="checkbox"/> Other _____ | |

Years in Business or providing this program: 20

Number of Employees: 0

Number of Volunteers: 20 Plus another 10 who help with the USDA
(Please attach an organization chart, if available.)

Names of all Officers and Board of Directors:

Name: _____ Position in Organization and Contact Number: _____
CalistogaCares does not have a Board of Directors. Attached sheet is for
community Action of Napa Valley. We serve under their board and all finances are
handled through that organization. Locally, Helen Archerd serves as Site Manager.

Experience in Program Area:

Helen Archerd has directed the Program for 18 years. Many other volunteers
have served over 10 years.

Previous City funding received or requested in the past three years:

2012: \$750 2013: \$1250 2014: \$750

(Please attach a budget for program request including funding schedule.)

Reporting Requirements:

A report on how the funds were spent will be required to be filed with the City annually, or when funds are spent, whichever comes first. Proof of program expenses are required to be held for two years during which time the City reserves the right to audit the records.

We agree to adhere to the reporting requirements described above. Yes No

Certification:

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. (Two signatures required)

[Signature]
Signature

Program Director
Title

7/20/15
Date

[Signature]
Signature

Site Manager
Title

7/30/15
Date

FOOD BANK - CALISTOGA CARES BUDGET 7/1/2015 - 6/30/2016

Operating Costs:

Supplies	30
Food - Non USDA	2,846
Warehouse Rent	600
Admin Cost	318
Total Operating Costs	\$3,794

TOTAL BUDGET

\$3,794



COMMUNITY ACTION OF NAPA VALLEY

BOARD OF DIRECTORS

LOW INCOME REPS

Jill E. Barwick (1/16)
3656 Harkness Street
Napa, CA 94558
(707) 257-8781 (h)
(707) 258-1799 (wk)
napagirl2010@live.com
attygirl@aol.com

Timothy Bledsoe (1/17)
2625 First Street
Napa, CA 94558
(530) 370-2134 (c)
timothybledsoe@gmail.com

Marty Devitt (1/16)
2601 Redwood Road
Napa, CA 94558
(707) 227-5045 (cell)
napamarty@hotmail.com
Board Secretary

Cynthia Kasten (1/16)
308 Ashlar Drive
Napa, CA 94558
(707) 258-2848 (h)
(707) 363-7834 (wk)
ckastennapa@gmail.com

Rev. Lee S. Neish (1/16)
Napa First United Methodist Church
625 Randolph Street
Napa, CA 94559
(408) 655-2872 (h)
(707) 253-1411 (wk)
lee.neish@napaumc.org

Jenna Bolyarde (1/17)
221 Reed Circle
Napa, CA 94558
(707) 252-2339 (wk)
(707) 337-8535 (cell)
jennabeebee1@gmail.com

PUBLIC SECTOR REPS

Leon Garcia (1/17)
Mayor, City of American Canyon
245 Bentley Court
American Canyon, CA 94503
(707) 557-4986 (h)
(707) 738-3150 (cell)
leongarcia.ac@gmail.com

Doug Hawker (1/16)
County of Napa, HHS
23 Summerbrooke Circle
Napa, CA 94558
(707) 254-8305 (h)
(707) 259-8662 (wk)
Doug.Hawker@countyofnapa.org

Jose Hurtado (1/17)
NVUSD Board of Education
1036 Bella Drive
Napa CA 94558
(707) 252-8979 (h)
(707) 328-0700 (cell)
jahurtado100@gmail.com
Board Chair

Dorothy Roberts (1/17)
City Clerk - City of Napa
955 School Street
Napa, CA 94559
(707) 294-8403 (h)
(707) 258-7870 (wk)
droberts@cityofnapa.org

Nancy Weiss (1/17)
Assistant City Manager
955 School Street
Napa, CA 94559
(707) 224-5919 (h)
(707) 257-9616 (wk)
nweiss@cityofnapa.org

PRIVATE REPS

Ruth Edwards (1/16)
Bank of Marin
600 Trancas Street
Napa, CA 94558
(707) 217-3894 (h)
(707) 265-2002 (wk)
RuthEdwards@bankofmarin.com
Board Vice Chair

Ryan Gregory (1/16)
Riechers Spence & Assoc.
1515 Fourth Street
Napa, CA 94559
(707) 337-4962
(707) 252-3301 (wk)
rgregory@rsacivil.com

Jim Jones (1/17)
James V. Jones Law Office
1564 First St.
Napa, CA 94559
(707) 252-8644 (wk)
Onecal2@saber.net

Lindsay Jones (1/17)
Redwood Credit Union
89 Mission Drive
Petaluma, CA 94952
(707) 338-5098 (h)
(707) 545-4000 x81501 (wk)
ljones@redwoodcu.org

Phil Rapp (1/16)
First Bank
609 Stonehouse Drive
Napa, CA 94558
(415) 235-0409 (h)
(707) 255-2462 x1001 (wk)
phil.rapp@fbol.com
Board Treasurer



COMMUNITY ENRICHMENT GRANTS
FY 2015-2016 APPLICATION

Deadline: Friday, August 7, 2015 at 4:30 P.M.

Submit to:

City Clerk's Office
1232 Washington St
Calistoga, CA 94515

**CITY OF CALISTOGA
CITY CLERK**

CITY OF CALISTOGA

AUG - 7 2015

Please complete the following. You may attach additional pages if necessary.

RECEIVED

Name of the Program: Calistoga's Christmas Faire

Name of Applicant/Organization: Napa County Fair Association

Address: 1435 N. Oak St. Calistoga, CA 94515

Phone: (707) 942-5111 FAX (707) 942-5125

Contact 1) Kelly Barrett Coordinator
[Redacted] [Redacted]
[Redacted] COURTNEY

Contact 2) Carlese Moore
[Redacted] [Redacted]
[Redacted] [Redacted]

Non-Profit Corporation Designation: _____

Federal Tax ID # or Social Security #: 94-6000185

Amount of Grant Request*: \$ 1500⁰⁰

(*This amount should include the value of any requested City fee or permit waivers and/or staff time)

Eligibility Requirements:

Please answer the following questions:

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 1. Have you or will you be receiving funding in Fiscal Year 2015/2016 for this program from other City sources? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you aware of any other City program providing this service? If so, which one? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answered yes to any of these questions, your request may not be eligible for this grant program. Please contact the City Clerk at the City of Calistoga at (707) 942-2807 for further information, if desired.

Program Description/Scope (please use additional pages if necessary):

Describe your program:

This annual event is in its 46th year. We plan to continue with the tradition of offering a venue for non-profit organizations and ~~for~~ profit vendors to sell their arts, crafts, books and edibles. We hope to further enhance it with food demonstrations, cooking contests, games, prizes, live music, Santa for people and pets and the scent of the holiday.

How will this program benefit the Calistoga Community? How will the program address the following City Council's adopted Enrichment Objectives

"Will the activity or program...":

1. Provide services to the elder community?
2. Provide services to youth in the community?
3. Expand services to members of the Hispanic community?
4. Provide community specific environmental enhancements?
5. Enhance the appearance of the community?

Since this event is open to all and free we feel that it provides a service to the entire community. We also feel that it enhances the appearance of the community while also offering as a wonderful complement to the Chamber's Holiday Village and Lighted Tractor Parade.

Funding Request

Identify the funding requested and the proposed use of funds.

- Cash
- In-kind funding (fee waivers, staff time cost waiver, rental fee waivers, etc.)

Cash.

What will be the estimated percent of Calistoga Residents Served by this program 100?

Applicant Background:

This applicant is a (an):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Non - Profit | <input type="checkbox"/> Tax Exempt |
| <input type="checkbox"/> Local Public Agency | <input type="checkbox"/> State or other Public Agency |
| <input type="checkbox"/> Other _____ | |

Years in Business or providing this program: 80

Number of Employees: 10

Number of Volunteers: 100+

(Please attach an organization chart, if available.)

Names of all Officers and Board of Directors:

Name: Position in Organization and Contact Number:

<u>Bob Beck</u>	<u>Chairperson</u>
<u>Don Meyer</u>	<u>Vice Chairperson</u>
<u>Wyran Beckard</u>	<u>Treasurer</u>

Bonnie Chisholm, Bob Fiddaman, Kerri Hammond -Abbey, Karen Schlegel, Anne Steinhaver, Mike Winrod

Experience in Program Area:

Carlise Moore has over 20 years of experience in the fair industry and special event planning. Kelly Corder has business ownership and management experience for over 20 years, has hosted a booth several times in the last 10 years, co-coordinated for 3 years & coordinated the Bazaar last year. She has attended since childhood.

Previous City funding received or requested in the past three years:

In the previous 3 years the Bazaar has received \$1,000 from city funding.

(Please attach a budget for program request including funding schedule.)

Reporting Requirements:

A report on how the funds were spent will be required to be filed with the City annually, or when funds are spent, whichever comes first. Proof of program expenses are required to be held for two years during which time the City reserves the right to audit the records.

We agree to adhere to the reporting requirements described above. Yes No

Certification:

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. (Two signatures required)

[Signature]
Signature

Coordinator
Title

7.28.15
Date

[Signature]
Signature

CEO
Title

8.3.15
Date

CELEBRATE! NAPA VALLEY EVENTS

Calistoga's Christmas Faire	SUMMARY		NOTES
	Proposed		
	2015		
REVENUES			
Grants	7,000		City of Calistoga, Calistoga TID
Donations	500		
Sponsorships	-		
Arts & Crafts Vendors	3,675		
Concessions - Food	200		
Sales - Alcohol	200		
TOTAL REVENUE	11,575		
OPERATING EXPENSES			
Salaries & Wages - Special Event Temp	576.00		
Payroll Taxes	44.06		
Worker's Compensation Insurance	34.56		
TOTAL LABOR EXPENSE	655		
Advertising			
<i>Radio</i>	500		
<i>Print</i>	750		
<i>Internet</i>	200		
<i>Social Media</i>	500		
<i>Newspaper Inserts</i>	500		
<i>Posters</i>	150		
TOTAL MARKETING EXPENSE	2,600		
Licenses/Permits	137		ABC & health
Professional Services (Contractual)	1,000		graphics design
Rental Equipment	1,000		linens, chairs & tables
<i>Scissor Lift</i>	-		Donated by Central Valley BS
<i>Pipe & Drape</i>	2,500		
Signs	1,000		directional/eventn signage
Supplies and Expense	100		
TOTAL ADMINISTRATION EXPENSE	5,737		
Entertainment	-		
<i>Santa</i>	695		3 hours
<i>Pet Santa</i>	300		3 hours
<i>Carolers</i>	800		3 hours
<i>Face Painter</i>	-		
Decorations	-		already have
Insurance	330		liquor liability, revenue protection
Projects	450		crafts and some decorations/fabric
TOTAL PROGRAM EXPENSE	2,575		
TOTAL EXPENSES	11,567		
NET PROFIT(LOSS)	8		



**COMMUNITY ENRICHMENT GRANTS
FY 2015-2016 APPLICATION**

Deadline: Friday, August 7, 2015 at 4:30 P.M.

Submit to: City Clerk's Office
1232 Washington St
Calistoga, CA 94515

**CITY OF CALISTOGA
CITY CLERK**

CITY OF CALISTOGA

AUG - 4 2015

Please complete the following. You may attach additional pages if necessary.

RECEIVED

Name of the Program: ROTARY BOCCIE COURTS

Name of Applicant/Organization: ROTARY CLUB OF CALISTOGA

Address: P.O. BOX 754 CALISTOGA CA 94515

Phone: (707) [REDACTED] FAX (707) [REDACTED]

Contact 1) JIM FLAMSON (707) [REDACTED]
name phone

Contact 2) ALISSA MCNAIR [REDACTED]
name phone

Non-Profit Corporation Designation: 501(c)3

Federal Tax ID # or Social Security #: 94-3282223

Amount of Grant Request*: \$ 5,000.00

(*This amount should include the value of any requested City fee or permit waivers and/or staff time)

Eligibility Requirements:

Please answer the following questions:

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 1. Have you or will you be receiving funding in Fiscal Year 2015/2016 for this program from other City sources? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you aware of any other City program providing this service? If so, which one? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answered yes to any of these questions, your request may not be eligible for this grant program. Please contact the City Clerk at the City of Calistoga at (707) 942-2807 for further information, if desired.

Program Description/Scope (please use additional pages if necessary):

Describe your program:

PLEASE SEE ATTACHED DESCRIPTION OF PROJECT.

How will this program benefit the Calistoga Community? How will the program address the following City Council's adopted Enrichment Objectives "Will the activity or program...":

1. Provide services to the elder community?
2. Provide services to youth in the community?
3. Expand services to members of the Hispanic community?
4. Provide community specific environmental enhancements?
5. Enhance the appearance of the community?

ALL FIVE AREAS OF CONCERN ARE COVERED, AS THIS PROJECT WILL BE OPEN TO PUBLIC USE, AND INCLUDES ENVIRONMENTAL-FRIENDLY IMPROVEMENTS.

Funding Request

Identify the funding requested and the proposed use of funds.

- Cash
- In-kind funding (fee waivers, staff time cost waiver, rental fee waivers, etc.)

AT THIS TIME, NO FORMAL BUDGET HAS BEEN PREPARED, PENDING DETERMINATION OF THE FINAL SCOPE OF THIS PROJECT. AT A MINIMUM, WE ARE REQUESTING A WAIVER OF FEES.

What will be the estimated percent of Calistoga Residents Served by this program OPEN TO 100%
NOT KNOWN HOW MANY WILL USE.

Applicant Background:

This applicant is a (an):

- Non - Profit
- Local Public Agency
- Tax Exempt
- State or other Public Agency
- Other _____

Years in Business or providing this program: 91 YEARS

Number of Employees: -0-

Number of Volunteers: 59

(Please attach an organization chart, if available.)

Names of all Officers and Board of Directors:

Name:

Position in Organization and Contact Number:

PHILIPPE THERESE
ED JOHNSON
SHARON ZOLLER
-SEE ATTACHED-

PRESIDENT
V-PRES./TREASURER
SECRETARY

Experience in Program Area:

THE ROTARY CLUB OF CALISTOGA HAS BEEN
PERFORMING COMMUNITY SERVICE SINCE 1924.

Previous City funding received or requested in the past three years:

NONE

(Please attach a budget for program request including funding schedule.)

Reporting Requirements:

A report on how the funds were spent will be required to be filed with the City annually, or when funds are spent, whichever comes first. Proof of program expenses are required to be held for two years during which time the City reserves the right to audit the records.

We agree to adhere to the reporting requirements described above. Yes No

Certification:

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. (Two signatures required)

[Signature]
Signature
[Signature]
Signature

PRESIDENT
Title
COMM. SVC. DIRECTOR
Title

8/3/15
Date
8-3-15
Date

From: Alissa A McNair [REDACTED]
To: 'Jim Flamson' [REDACTED]
Subject: RE: Rotary Bocce Courts
Date: Mon, Aug 3, 2015 1:09 pm

PROGRAM DESCRIPTION

Attachments: Bocce Ball Courts.pdf (857K), Logvy Bocce - Stormwater Options.pdf (424K), Yountville-2.jpg (1239K), StHelena-1.jpg (1191K), StHelena-2.jpg (970K), Yountville-1.jpg (1212K)

Jim,

The scope of the project currently includes 4 bocce courts, surrounding pathways and picnic tables, a storage shed to house equipment, required drainage swales for stormwater management, an accessible sidewalk to connect to the existing sidewalk where it terminates at the Veteran's Memorial, and possibly converting an existing gravel parking stall to be a paved accessible parking stall that is also connected to the new sidewalk. Lighting is another optional element. I have attached the drawing that Hal prepared for our last submittal, but this does not include the pathways and parking areas. Summit Engineering has included a rough outline of the likely path in their preliminary stormwater studies (also attached). It would only be fair for the city to waive the permit fees since we intend to gift these courts to the city. The idea is that the Rec department would handle court reservations and the key to the supplies shed and that the city would maintain the space (which they currently mow and rake since it is already city property). The city initially offered to help with the cost of the sidewalk and parking but I do not believe anyone has repeated that offer in a public forum (it was offered by Richard Spitler at a casual on-site meeting I had with Mike Kern, and Laurel Rios of the Rec Dept). I know that Mitch is concerned about needing to include lighting to deter kids from using this space as an after-dark hang out space along the river. We visited the Yountville and St. Helena courts and have something similar in mind. I am positive that this work will cost more than \$5,000 but we have not prepared an estimate yet.

http://napavalleyregister.com/star/news/local/calistoga-rotary-wants-to-build-bocce-ball-courts/article_dbee78da-937b-53f1-adee-b590a37ab357.html

Please let me know if you need additional info!

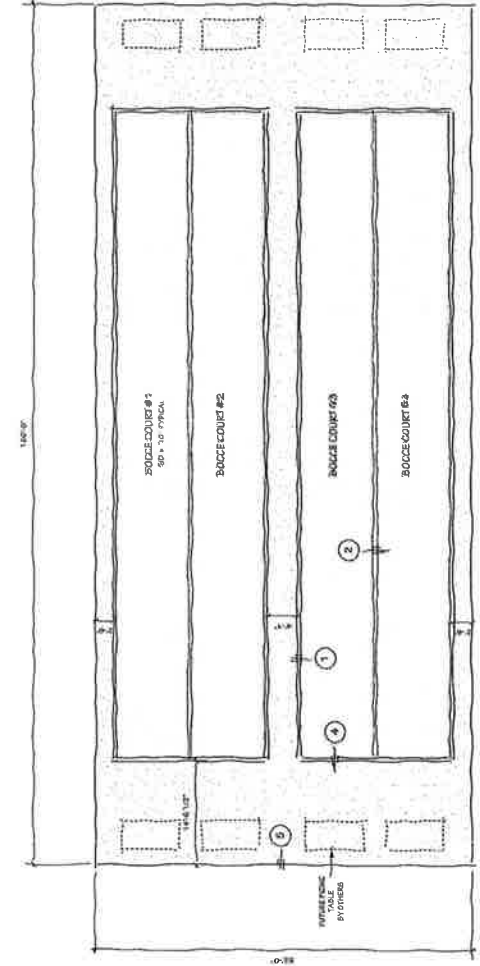
Thanks,

Alissa McNair, AIA

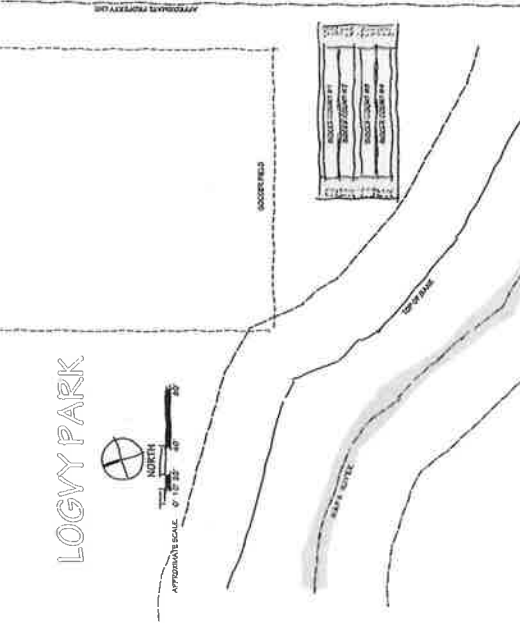
Patrick Mervin + Associates Architects
Office (707) 942 6540
Cell (707) 363-7745
www.pmarchitect.com

This transmission is intended solely for the individual or entity named as the recipient hereof, and may contain privileged, confidential, proprietary and/or copyrighted information. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the contents of this transmission is prohibited and may carry a penalty. If you have received this communication in error, please notify us immediately by return e-mail and destroy this communication and all copies thereof, including any attachments.

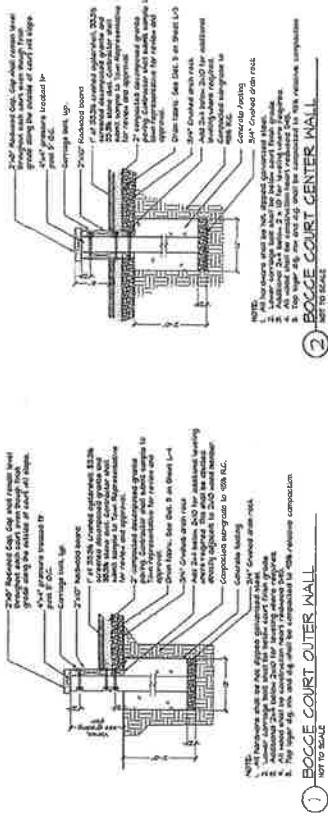
From: Jim Flamson [REDACTED]
Sent: Monday, August 03, 2015 9:29 AM
To: [REDACTED]
Subject: Rotary Bocce Courts



PROPOSED BOCCIE COURT LAYOUT PLAN

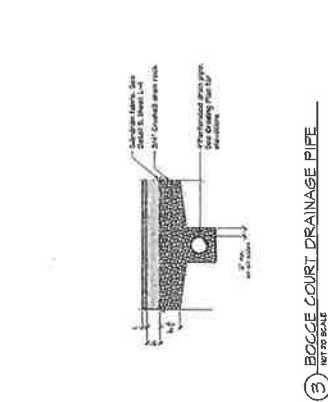


SOUTHWEST CORNER - PARTIAL SITE PLAN

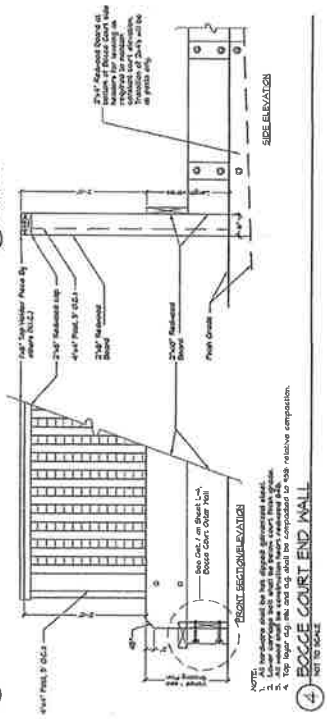


1. BOCCIE COURT OUTER WALL

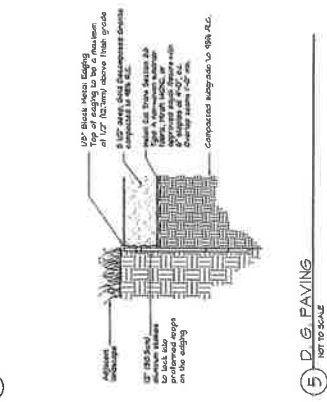
2. BOCCIE COURT CENTER WALL



3. BOCCIE COURT DRAINAGE PIPE



4. BOCCIE COURT END WALL

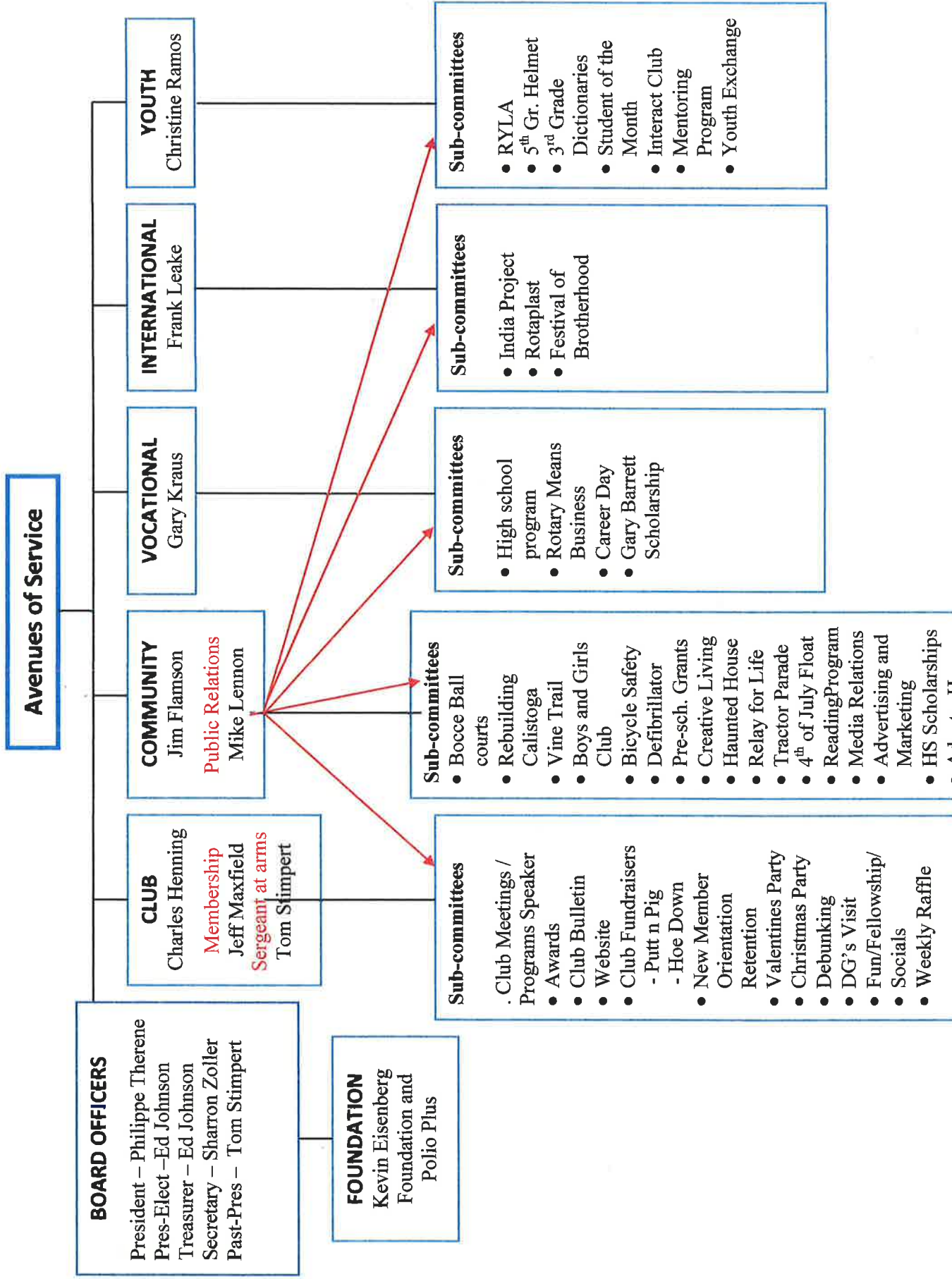


5. D.G. PAVING

SAMPLE COURT DETAILS

Rotary Club of Calistoga

BOARD OF DIRECTORS 2015-2016





CITY OF CALISTOGA

**COMMUNITY ENRICHMENT GRANTS
FY 2015-2016 APPLICATION**

Deadline: August 7, 2015 at 4:30 P.M.

CITY OF CALISTOGA

Submit to:

City Clerk's Office
1232 Washington St
Calistoga, CA 94515
Attn: Kathy Flamson

CITY CLERK

AUG - 5 2015

Please complete the following. You may attach additional pages if necessary.

RECEIVED

Name of the Program: CLARO/CLARA Youth Mentoring Program - Calistoga

Name of Applicant/Organization: UpValley Family Centers

Address: 1500 Cedar Street, Calistoga, CA 94515

Phone: (707) 942 -6206 FAX (707) 942-9382

Contact 1) Jenny Ocon [REDACTED]
name *phone*
jocon@upvalleyfamilycenters.org
e-mail

Contact 2) Elaine Jones [REDACTED]
name *phone*
[REDACTED]
e-mail

Non-Profit Corporation Designation, if any: 501c3

Federal Tax ID # or Social Security #: 80-0023012

Amount of Grant Request*: \$ 2,500

(*This amount should include the value of any requested City fee or permit waivers and/or staff time)

Eligibility Requirements:

Please answer the following questions:

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| 1. Have you or will you be receiving funding in 2012 for this program from other City sources? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you aware of any other City program providing this service? If so, which one? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answered yes to any of these questions, your request may not be eligible for this grant program. Please contact Amanda Davis at the City of Calistoga at (707) 942-2807 for further information, if desired.

Program Description/Scope (please use additional pages if necessary):

Describe your program:

Challenging Latinos to Access Resources and Opportunities known as CLARO, and Challenging Latinas through Awareness, Resources and Action, known as CLARA, are youth mentoring programs provided by the UpValley Family Centers (UVFC) to help young Latinas and Latinos build positive identities in a process of self-exploration through the lens of culture. These programs offer culturally-based youth development activities through weekly group sessions led by positive role models. Sessions are focused on developing skills related to decision-making, conflict resolution, communication, self-reflection and increasing awareness of one's cultural identity. The prevention-oriented groups foster positive connections among peers, build students' engagement in school and in the community, strengthen self-identity, and develop leadership skills. In addition to weekly group meetings, we strive to organize field trips and college visits for the participants as funding permits. The program is offered at the Calistoga Junior Senior High School, and reaches 50-60 Calistoga students each year.

How will this program benefit the Calistoga Community? How will the program address the following City Council's adopted Enrichment Objectives "Will the activity or program...":

1. Provide services to the elder community?
2. Provide services to youth in the community?
3. Expand services to members of the Hispanic community?
4. Provide community specific environmental enhancements?
5. Enhance the appearance of the community?

CLARO and CLARA benefits Hispanic youth in the Calistoga community (items 2 and 3 above).

Although Latinos and Latinas are our focus, these programs are offered to any students who are interested to increase cultural awareness and create an appreciation for cultural diversity and inclusion. Program evaluation results demonstrate that the program has a positive impact on students. Survey highlights from 2014-15 are as follows:

- 88% reported having a better understanding of their cultural identity
- 86% reported they have more skills to help them solve problems
- 81% reported they engage in fewer risky behaviors and 80% reported they engage in more healthy behaviors
- 80% reported having more positive relationships with their family and 78% reported having more positive relationships with other students
- 73% reported volunteering their time for their community
- The large majority of participants reported positive perceptions about the program and group facilitators.

This program benefits the Calistoga Community by providing middle and high school aged Hispanic and other youth with inspiring group experiences where they can: 1) explore their cultural identity in a safe environment, 2) form positive friendships, 3) express themselves, ask questions and learn about a variety of topics facing youth, and 4) build confidence as young people who are increasingly making their own decisions.

Funding Request

Identify the funding requested and the proposed use of funds.

- Cash
- In-kind funding (fee waivers, staff time cost waiver, rental fee waivers, etc.)

UVFC respectfully requests a Community Enrichment Grant in the amount of \$2,500. These funds will be used to support field trips that extend learning and knowledge on key issues the CLARO/CLARA groups are addressing throughout the year. Field trip options include: San Francisco Mission District tour and Women’s Building; University of California, San Francisco; Movimiento de Arte y Cultura Latino Americana in San Jose (contemporary Latino art and culture); California State University, San Jose; Museum of Tolerance in Los Angeles. When possible, field trips may be combined with a visit and tour of a nearby college campus such as the campuses previously mentioned. Funds would be used to cover ticket admission, transportation costs, and food for participants and chaperones/staff.

What will be the estimated percent of Calistoga Residents Served by this program 100%

Applicant Background:

This applicant is a (an):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Non - Profit | <input type="checkbox"/> For-Profit |
| <input type="checkbox"/> Local Public Agency | <input type="checkbox"/> State or other Public Agency |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Other _____ |

Years in Business or providing this program: 16 years in business

Number of Employees: 14

Number of Volunteers: 80

(Please attach an organization chart, if available.)

Names of all Officers and Board of Directors:

<u>Name:</u>	<u>Position in Organization and Contact Number:</u>
Elaine Sczuka Jones	President, [REDACTED]
Mary Stuard	Vice President, [REDACTED]
Christine Hayne	Treasurer, [REDACTED]
Dawnine Dyer	Secretary, [REDACTED]
Oscar DeHaro	
Julie Garvey	
Kristen Georges	
Susan Krausz	
Pam Krell	
Martha McCoy	
Rob Morrow	
Trevor Rose	
Lisa Toller	
Genevieve Welsh	

Experience in Program Area:

The UpValley Family Centers has 16 years of experience serving youth and families in the Calistoga community. We have been leading CLARO/CLARA groups at Calistoga Junior/Senior High School for over six years. Our bicultural staff mentors leading the groups have knowledge of the Calistoga community, Latino culture, and youth development principles. UVFC’s staff have successfully established positive role-model relationships with local youth,

and we also have a strong partnership with the school district on all of our programs, including CLARO/CLARA.

Previous City funding received or requested in the past three years:

As Calistoga Family Center (now UpValley Family Centers of Napa County), we have received \$10,000 per year for the past three years for Community Health, Education and Outreach Services. We received \$5,000 for Senior Services in 2011-12, and received \$20,000/year for Senior Services in 2013-14 and 2014-15. In 2012-13 we received a \$1200 Community Enrichment Grant, where in 2013-14 we received a \$1,500 Community Enrichment Grant. In 14-15 UVFC received a \$2,500 Community Enrichment Grant.

(Please attach a budget for program request including funding schedule.)

Reporting Requirements:

A report on how the funds were spent will be required to be filed with the City annually, or when funds are spent, whichever comes first. Proof of program expenses are required to be held for two years during which time the City reserves the right to audit the records.

We agree to adhere to the reporting requirements described above. Yes No

Certification:

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. **(Two signatures required)**




Signature

Executive Director

Title

8/5/15

Date



Signature

Board President

Title

8/5/15

Date

City of Calistoga Community Enrichment Grant

2015-16 UpValley Family Centers GRANT APPLICATION

PROJECT BUDGET	TOTAL BUDGET	In-Kind (if applicable)	Request from City of Calistoga	Budget Justification (Narrative)
PERSONNEL/STAFFING EXPENSES				
(List title and % FTE on project)	\$ 57,562.50	\$ -	\$ -	
CLARA Facilitator 50%	\$ 20,800.00			Program facilitator with girls, parent involvement organization
CLARO Facilitator 50% FTE	\$ 20,800.00			Program facilitator with boys and parents
4 Program Director 5% FTE	\$ 3,500.00			Program supervision and program evaluation
5 Executive Director 1% FTE	\$ 950.00			Staff supervision, program development
Subtotal, Personnel/Staffing Expenses	\$ 46,050.00	\$ -	\$ -	
Benefits (25 % of Personnel)	\$ 11,512.50	\$ -	\$ -	Insurance %, payroll taxes and fringe benefits
NON-PERSONNEL EXPENSES				
	\$ 20,128.00	\$ 4,350.00	\$ 2,500.00	
Rent (Occupancy expenses) 15% Office	\$ 2,850.00	\$ 2,850.00		15% of occupancy expenses (rent, cleaning, utilities)
Supplies/copies/postage/materials	\$ 1,000.00			Materials for sessions with students and parents. Printing and copying. Postage.
Communications (Telephone, Internet, etc.)	\$ 1,545.28	\$ 1,500.00	\$ -	15% of telephone and internet hosting expenses and computer maintenance
Travel	\$ 300.00		\$ -	Mileage to schools, meetings
Training/Conferences	\$ 400.00			Additional training for facilitators/coordinator (fees and mileage)
Other:				
1 Snacks for student and parent meetings	\$ 1,000.00			Snacks for students and parent meetings
2 Childcare for parent classes	\$ 400.00			Childcare to be offered during parent involvement activities
3 Field Trip Expenses	\$ 2,500.00		\$ 2,500.00	Field Trip Expenses (estimate 2 field trips, 40 people attending/trip, \$20/admission per person and \$11.25/person for food)
Sub total Non-Personnel	\$ 9,995.28	\$ 4,350.00	\$ 2,500.00	
INDIRECT/OVERHEAD EXPENSE				
15% of Direct Expenses*	\$ 10,132.72	\$ -	\$ -	Accounting, insurance, general expenses
OTHER COSTS				
	\$ 750.00	\$ -	\$ -	
Subcontracts/Consultants (evaluation)	\$ 750.00		\$ -	Evaluation
TOTAL EXPENSES (Personnel + Non-Personnel + Other Costs)	\$ 78,440.50	\$ 4,350.00	\$ 2,500.00	

Other Revenue Sources including current request

**UP VALLEY FAMILY CENTERS
OF NAPA COUNTY
FINANCIAL STATEMENTS
JUNE 30, 2014**

**UP VALLEY FAMILY CENTERS
OF NAPA COUNTY
TABLE OF CONTENTS
JUNE 30, 2014**

	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT	1
FINANCIAL STATEMENTS:	
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
NOTES TO FINANCIAL STATEMENTS	7



3005 Douglas Blvd., Ste. 115

Roseville, CA 95661

(916) 774-1040

(916) 774-1177 Fax

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Up Valley Family Centers of Napa County
Calistoga, California

Report on the Financial Statements

We have audited the accompanying financial statements of Up Valley Family Centers of Napa County (a nonprofit organization), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Up Valley Family Centers of Napa County as of June 30, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Boden Klein & Sneesby

BODEN KLEIN & SNEESBY
Certified Public Accountants
Roseville, California

January 21, 2015

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statement of Financial Position
June 30, 2014

Assets

Current assets:	
Cash and cash equivalents	\$ 602,693
Grants receivable	144,613
Pledge/Contribution receivable	31,250
Investments	110,468
Prepaid expenses	<u>5,929</u>
Total current assets	894,953
Property and equipment, net	<u>10,630</u>
Total Assets	<u>\$ 905,583</u>

Liabilities and Net Assets

Current liabilities:	
Accounts payable	\$ 5,059
Accrued expenses	<u>23,631</u>
Total current liabilities	<u>28,690</u>
Net assets:	
Unrestricted	829,611
Temporarily restricted	<u>47,282</u>
Total net assets	<u>876,893</u>
Total Liabilities and Net Assets	<u>\$ 905,583</u>

See notes to financial statements.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statement of Activities
For the Year Ended June 30, 2014

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Support and Revenue:			
Grants and contributions	\$ 1,026,431	\$ 47,282	\$ 1,073,713
Special events, net of related expenses of \$3,654	<u>4,354</u>	-	<u>4,354</u>
Total support	1,030,785	47,282	1,078,067
Investment income	7,668	-	7,668
Other revenue	22,000	-	22,000
Net assets released from restrictions	<u>30,886</u>	<u>(30,886)</u>	<u>-</u>
Total support and revenue	<u>1,091,339</u>	<u>16,396</u>	<u>1,107,735</u>
Expenses:			
Program services	749,917	-	749,917
General and administrative	<u>259,618</u>	-	<u>259,618</u>
Total expenses	<u>1,009,535</u>	<u>-</u>	<u>1,009,535</u>
Change in net assets	81,804	16,396	98,200
Net assets, beginning of year	317,723	30,886	348,609
Net assets acquired from merger	<u>430,084</u>	-	<u>430,084</u>
Net Assets, End of Year	<u><u>\$ 829,611</u></u>	<u><u>\$ 47,282</u></u>	<u><u>\$ 876,893</u></u>

See notes to financial statements.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statement of Functional Expenses
For the Year Ended June 30, 2014

	Program Services	General and Administrative	Total
Salaries	\$ 391,096	\$ 96,984	\$ 488,080
Outside services	105,312	61,039	166,351
Employee benefits	48,051	22,299	70,350
Direct program costs	49,907	-	49,907
Payroll taxes	36,922	8,824	45,746
Rent	22,356	12,144	34,500
Accounting	8,184	25,517	33,701
Program supplies	25,764	2,066	27,830
Office expenses	16,853	10,061	26,914
Miscellaneous	7,798	1,315	9,113
Bad debt expense	9,102	-	9,102
Back to School/Holiday assistance	6,770	1,721	8,491
Mileage	5,055	3,139	8,194
Insurance	3,854	3,853	7,707
Conferences and meetings	1,943	3,979	5,922
Depreciation	4,912	670	5,582
Dues and subscriptions	303	3,231	3,534
Workers comp insurance	2,369	434	2,803
Training	1,530	585	2,115
Internet, website, and telephone	1,184	444	1,628
Bank charges	-	1,027	1,027
Postage and shipping	652	31	683
Licenses and permits	-	255	255
Total Expenses	\$ 749,917	\$ 259,618	\$ 1,009,535

See notes to financial statements.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statement of Cash Flows
For the Year Ended June 30, 2014

Cash flows from operating activities:	
Change in net assets	\$ 98,200
Adjustments to reconcile change in net assets to net cash (used) in operating activities:	
Depreciation	5,582
Realized gain on sale of securities	(1,602)
Changes in operating assets and liabilities:	
Grants receivable	(104,470)
Prepaid expenses	(2,929)
Accounts payable	(12,438)
Accrued expenses	4,904
Net cash (used) in operating activities	<u>(12,753)</u>
Cash flows from investing activities:	
Purchase of equipment	(7,182)
Proceeds from maturity of marketable securities	316,510
Purchase of marketable securities	<u>(372,203)</u>
Net cash (used) in investing activities	<u>(62,875)</u>
Cash flows from financing activities:	
Cash from merger with Saint Helena Family Center	<u>407,182</u>
Net increase in cash and equivalents	331,554
Cash and equivalents, beginning of year	<u>271,139</u>
Cash and Cash Equivalents, End of Year	<u>\$ 602,693</u>

See notes to financial statements.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Notes to Financial Statements

(1) Organization and Significant Accounting Policies

Organization

Up Valley Family Centers of Napa County (formerly Calistoga Family Center, Inc.) was originally incorporated in July 2001 as a non-profit corporation. In February 2014, Calistoga Family Center, Inc. merged with Saint Helena Family Center, another non-profit with a similar purpose, and the resulting Organization changed its name to Up Valley Family Centers of Napa County. The Organization's primary purpose is to assist in improving family access to health care and social services in Calistoga and St. Helena, California and the surrounding communities, improving students' school performance, providing a safe and positive environment for children and families and improving parent and caregiver support. The Organization is funded primarily through local government and community grants.

Significant Accounting Policies

(a) Basis of presentation

The Organization prepares its financial statements in accordance with accounting principles generally accepted in the United States of America on the accrual basis of accounting; revenues and gains are recognized when earned, and expenses and losses are recognized when incurred. The Organization's financial statements are presented in conformity with Accounting Standards Codification (ASC) 958-205, *Not-For-Profit Entities – Presentation of Financial Statements*. In accordance with ASC 958, the Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

(b) Cash and equivalents

The Organization considers all short-term investments with an original maturity of three months or less to be cash equivalents, unless held for long-term purposes.

(c) Investments

Investments are stated at fair market value.

(d) Property and equipment

All acquisitions of property and equipment in excess of \$1,000 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is recorded using the straight-line method over lives ranging from five to forty years.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Notes to Financial Statements

(e) Revenue recognition

Contributions are recognized in full when received or unconditionally pledged, in accordance with ASC 958-605, *Not-For-Profit Entities – Revenue Recognition*. All contributions are considered available for unrestricted use unless specifically restricted by donors for future periods or specific purposes. Donor-restricted amounts are reported as increases in temporarily or permanently restricted net assets. Temporarily restricted net assets become unrestricted, and are reported in the statement of activities as net assets released from restrictions, when the time restrictions expire or the contributions are used for the restricted purpose.

(f) Grants

Unconditional promises to give are recorded at their fair value. Conditional promises to give are not included as support until the conditions are substantially met.

(g) Income taxes

The Organization operates as a nonprofit public benefit organization and has received exempt status under Section 501(c)(3) of the Internal Revenue Code and the California Revenue and Taxation Code section 23701(d) and has no unrelated business income tax.

The Organization adopted the accounting principles related to accounting for uncertainty in income taxes (as described under ASC 740-10), and has determined that there is no material impact on the financial statements at June 30, 2014. With some exceptions, the Organization is no longer subject to U.S. federal and state income tax examinations by tax authorities for years prior to 2010.

(h) Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(i) Functional allocation of expenses

The costs of providing program services has been summarized on a functional basis in the schedule of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

(j) Fair value measurements

Asset and liabilities measured at fair value are recorded in accordance with ASC 820, *Fair Value Measurement and Disclosures*, which clarifies that fair value is an exit price, representing the amount that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. As such, fair value is a market-based measurement that should be determined based on

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Notes to Financial Statements

assumptions that market participants would use in pricing an asset or liability. As a basis for considering such assumptions, ASC 820 establishes a three-tier value hierarchy, which prioritizes the inputs used in measuring fair value as follows:

Level 1 Inputs Unadjusted quoted prices in active markets that are accessible at the measurement date for identical assets or liabilities.

Level 2 Inputs Inputs other than quoted prices in active markets that is observable either directly or indirectly.

Level 3 Inputs Unobservable inputs in which there is little or no market data, which require us to develop our own assumptions.

(2) Grants Receivable

Grants receivable are unsecured, non-interest bearing and due within one year. No allowance for uncollectible grants has been recorded for June 30, 2014 as all grants receivable are deemed collectible.

(3) Investments

The Organization's investments subject to ASC 820, *Fair Value Measurement and Disclosures*, are classified as Level 1 investments as follows:

	<u>Level 1</u>
Mutual Funds:	
Income funds	\$ 75,720
Bond funds	<u>34,748</u>
 Total	 <u>\$ 110,468</u>

(4) Property and Equipment

Property and equipment at June 30, 2014 consist of the following:

Furniture and equipment	\$ 34,580
Software	33,832
Website development	7,240
Leasehold improvements	<u>5,363</u>
 Total	 81,015
Less accumulated depreciation	<u>(70,385)</u>
 Property and equipment, net	 <u>\$ 10,630</u>

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Notes to Financial Statements

(5) Donated Services, Materials, and Facilities

The Organization received donated facilities with a value of \$22,000. This amount has been included in other revenue and rent expense in the Statement of Activities.

(6) Retirement Plans

The Organization has a 401(k) defined contribution retirement plan covering eligible employees. Eligible employees are 18 years of age or older, have one year of service, and have worked a minimum of 1,000 hours. The Organization may make elective contributions to the plan which is determined annually by management. The Organization made no elective contributions during the current year.

(7) Leases

The Organization leases two facilities in Calistoga. One lease is from the Calistoga Unified School District (District) for \$1 annually which expires June 30, 2034. The lessor may terminate the lease at any time after the first ten years of operation. Upon termination, the District will pay to the Organization an amount based on a formula incorporating the original funds raised and remaining useful life of the building. This payment will recognize the value of the public contributions received to construct the building used by the Organization. The second lease is a month to month lease with monthly lease payments of \$500.

The Organization leases a facility in St. Helena which expires June 30, 2015. Monthly lease payments are \$1,200 with the remaining lease payments totaling \$14,400.

(8) Concentration of Credit Risk

The Organization maintains bank accounts at several financial institution. Accounts at an institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

(9) Subsequent Events

Management has evaluated subsequent events through January 21, 2015, the date on which the financial statements were available to be issued.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Notes to Financial Statements

(10) Business Combination

On February 1, 2014, Calistoga Family Centers, Inc. merged with Saint Helena Family Center which provides similar services as Calistoga Family Centers, Inc. Concurrent with the merger, the organization changed its name to Up Valley Family Centers of Napa County. The merger enables Up Valley Family Centers of Napa County to expand its service area and provide services to a larger portion of the community.

The following table summarizes the fair value at acquisition date of the assumed assets and liabilities:

Assets:	
Cash and cash equivalents	\$ 407,182
Receivables	18,297
Property, plant, & equipment	<u>4,605</u>
Total assets	<u>\$ 430,084</u>
Net assets:	<u>\$ 430,084</u>



COMMUNITY ENRICHMENT GRANTS
FY 2015-2016 APPLICATION

Deadline: Friday, August 7, 2015 at 4:30 P.M.

Submit to:

City Clerk's Office
1232 Washington St
Calistoga, CA 94515

CITY OF CALISTOGA
CITY CLERK

CITY OF CALISTOGA

JUL 29 2015

Please complete the following. You may attach additional pages if necessary.

RECEIVED

Name of the Program: Supporting all city strays through 7/31/15

Name of Applicant/Organization: Wine Country Animal Lovers, a 501 (c)3 nonprofit animal welfare

Address: P.O. Box 3, Calistoga, CA 94515

Phone: (707) [redacted] FAX () -

Contact 1) Pam Ingalls

name

phone

winecountryanimallovers@gmail.com

e-mail

Contact 2) Alissa McNoir

Non-Profit Corporation Designation: California 501 (c) 3

Federal Tax ID # or Social Security #: 27-1454400

Amount of Grant Request*: \$ 2,500.00

(*This amount should include the value of any requested City fee or permit waivers and/or staff time)

Eligibility Requirements:

Please answer the following questions:

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 1. Have you or will you be receiving funding in Fiscal Year 2015/2016 for this program from other City sources? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you aware of any other City program providing this service? If so, which one? <u>Not in the past period until 7/1/15</u> | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered yes to any of these questions, your request may not be eligible for this grant program. Please contact the City Clerk at the City of Calistoga at (707) 942-2807 for further information, if desired.

Years in Business or providing this program: WCAL since 2011

Number of Employees: all volunteer @

Number of Volunteers: 30

(Please attach an organization chart, if available.)

Names of all Officers and Board of Directors:

Name: _____ Position in Organization and Contact Number: _____

Experience in Program Area:

Combined animal welfare, veterinary, dog training, animal
management experience in excess of 30 years.

Previous City funding received or requested in the past three years:

Grants typically in the amount of \$2,500 to either Dr.
Franquelin or in recent years, WCAL. Over a year ago
the City funded \$8,000 to WCAL. We are requesting only a portion
(Please attach a budget for program request including funding schedule.) of actual expenditures.

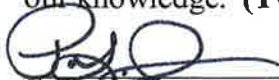
Reporting Requirements:

A report on how the funds were spent will be required to be filed with the City annually, or when funds are spent, whichever comes first. Proof of program expenses are required to be held for two years during which time the City reserves the right to audit the records.

We agree to adhere to the reporting requirements described above. Yes No

Certification:

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. (Two signatures required)

<u></u>	<u>Board President</u>	<u>7/28/15</u>
Signature	Title	Date
<u>Ali McNair</u>	<u>Board Vice President</u>	<u>7/28/15</u>
Signature	Title	Date

Program Description/Scope (please use additional pages if necessary):

Describe your program:

WCAL, in the absence of an animal services contract in Calistoga, has taken in, cared for and adopted out all of Calistoga's stray, abandoned animals. Frequently, these animals were referred to WCAL by the Calistoga Police Department. These services have been provided at no cost to the City of Calistoga.

How will this program benefit the Calistoga Community? How will the program address the following City Council's adopted Enrichment Objectives

"Will the activity or program...":

1. Provide services to the elder community?
2. Provide services to youth in the community?
3. Expand services to members of the Hispanic community?
4. Provide community specific environmental enhancements?
5. Enhance the appearance of the community?

Supporting people with animal needs and assistance affects all segments of the community including seniors (WCAL has a program matching senior animals with senior people for companionship) families with children, and the Hispanic community.

Funding Request

Identify the funding requested and the proposed use of funds.

Cash

- In-kind funding (fee waivers, staff time cost waiver, rental fee waivers, etc.)

This request is to reimbursement costs, a low return on actual monies expended, incurred for care of city animals over the prior 17 month period.

What will be the estimated percent of Calistoga Residents Served by this program _____

Applicant Background:

This applicant is a (an):

- Non - Profit 501 (c) 3 animal welfare Tax Exempt
 Local Public Agency State or other Public Agency
 Other _____

WCAL
Profit & Loss
January 1 through July 28, 2015

	<u>Jan 1 - Jul 28, 15</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Adoption Donation	3,598.00
Charity Medical Reimbursement	1,281.50
Corporate Contributions	18.07
Donation boxes	1,712.50
Fundraising Events	755.42
Gracie Medical Fund	1,000.00
Holiday Mailing	608.16
Individ, Business Contributions	9,715.71
Low cost neuter program	975.00
Relinquishment fee	100.00
Sanctuary/Fospice	122.54
Direct Public Support - Other	600.00
Total Direct Public Support	<u>20,486.90</u>
Indirect Public Support	5.88
Other Types of Income	
City of St. Helena adoption	836.50
Total Other Types of Income	<u>836.50</u>
Total Income	21,329.28
Expense	
Business Expenses	
Business Registration Fees	35.00
Total Business Expenses	<u>35.00</u>
Contract Services	
Outside Contract Services	400.00
Total Contract Services	<u>400.00</u>
Facilities and Equipment	
Dog Park	182.98
Total Facilities and Equipment	<u>182.98</u>
Foster Program Supplies	175.94
Operations	
Advertising	785.50
Books, Subscriptions, Reference	50.00
Charity Medical Cases	6,554.36
Dues	113.00
Merchant Services Fees	290.86
Printing and Copying	175.64
Professional Fees	337.10
Rescue Fees-other organizations	1,260.00
Spay Services	-200.00
Supplies	1,560.77
Telephone, Telecommunications	469.84
Vet Clinic Stray Services	19,818.55
Vet Clinic Supplies	747.48
Total Operations	<u>31,963.10</u>
Other Types of Expenses	
Insurance - Liability, D and O	2,513.00
Total Other Types of Expenses	<u>2,513.00</u>
Travel and Meetings	
Conference, Convention, Meeting	233.77
Total Travel and Meetings	<u>233.77</u>
Total Expense	<u>35,503.79</u>
Net Ordinary Income	-14,174.51

WCAL
Balance Sheet
As of July 28, 2015

	<u>Jul 28, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Westamerica Bank	7,185.16
Total Checking/Savings	<u>7,185.16</u>
Total Current Assets	7,185.16
TOTAL ASSETS	<u>7,185.16</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	5,000.00
Temp. Restricted Net Assets	-100.00
Unrestricted Net Assets	16,449.67
Net Income	<u>-14,164.51</u>
Total Equity	<u>7,185.16</u>
TOTAL LIABILITIES & EQUITY	<u>7,185.16</u>