

Request for Special Appropriations

Request for Fiscal Year: 2021

Organization's Name: Our Community Cares Camp (OCCC)

Address: PO Box 503

City, State, Zip: Richmond, Vermont 05477

Website address: www.ourcommunitycarescamp.org

A. GENERAL INFORMATION

1. Program Name: Our Community Cares Camp

2. Contact Person/Title: Marie Thomas (outgoing ED); Alicia DiCocco (current president Board of Directors)

Telephone Number: 802-434-6006

E-mail address: occcvermont@gmail.com

3. Total number of individuals served in the last complete fiscal year by this program:
411

4. Total number of the above individuals who are Town residents: 124
Please attach any documentation that supports this number.

Percent of people served who are Town residents: 30%

5. Amount of Request: \$20,635

6. Total Program Budget: \$196,575 Percent of total program budget
you are requesting from the Town of Richmond: 10.5%

7. Please state or attach the mission of your agency:

To provide summer food for Chittenden East children and to provide a summer enrichment camp for children who would not otherwise be able to attend a summer camp.

8. Funding will be used to:

- Maintain an existing program
- Expand an Existing Program
- Start a new program

9. Has your organization received funds from the Town in the past for this or a similar program?

yes _____

If yes, please answer the following:

- a. Does the amount of your request represent an increase over your previous appropriation? If yes, explain the reason(s) for the increase. yes
This is a transitional year for OCCC. The founder and Executive Director, Marie Thomas, who served as a volunteer (paid by stipend) is retiring. We have grown as an organization and need to stabilize our year-round staff capacity. Our request to you is to fund the operational expenses needed to keep OCCC's doors open while we work to hire a new ED and supporting staff to grow our fundraising efforts and capacity. We are requesting bridge funding from each of the towns we serve to support the organization so that it can remain viable.

- b. Were any conditions or restrictions placed on the funds by the Selectboard? No.
If yes, describe how those conditions or restrictions have been met.

B. PROGRAM OVERVIEW

1. Statement of Need: Identify the issue or need that the program will address (use statistical data to justify the need for the program). To what extent does this need or problem exist in the Town of Richmond?

Approximately 1 in 4 children enrolled in Richmond Elementary School receive free or reduced meals during the school year. An additional number of children come from families where costs of living (rent/mortgage and childcare) exceed 45% of their income and funds for enrichment activities like art, music classes and summer camp are not available. The percentages in the other served towns vary from 15% to 33% free and reduced eligible. There is a great need for quality activities and positive role models for young people. OCCC also has a job training program for teens 14 and above teaching them personal responsibility and providing them with basic job skills while also reinforcing their self-esteem and cultivating leadership skills. OCCC activities for campers and interns help children acquire skills for resiliency within a strong and supportive community.

2. Program Summary:

a. Identify the target/recipients of program services. Specify the number of Town residents your program will serve during the fiscal year and explain the basis upon which this number is calculated. Indicate any eligibility requirements your program has with respect to age, gender, income or residence. ___

OCCC will continue to serve children from grades K-12 with summer food for the month of July. OCCC will also offer a summer enrichment camp for children from grades K-8. For teens in grades 9 and above, OCCC offers job training opportunities through the internship program. OCCC provides high quality summer employment for local high school and college students along with a few local adults and seniors.

b. Identify what is to be accomplished or what change will occur from participating in the program.

How will people be better off as a result of participating in the program?

OCCC has proven to be a staple of the community over the past 10 years providing enrichment and food services to children, internship opportunities for youth, and job training and development for young adults. This program has clear results for participants and their families: it provides the opportunity for children from less affluent families to experience summer camp, counselors provide children with positive role models and friendships that last longer than camp, and families have four weeks during the summer where their children can attend safe, fun and educational camp for free, reducing the stress that summer often causes for parents trying to work and afford to send their children to a quality program.

Describe the steps you take to make the project known to the public, and make the program accessible and inclusive?

Through Our Community Cares Camp, we work closely with school principals and guidance counselors to identify students who will benefit from this service and provide support for their applications to the camps. We also promote the camp through social media, our website, Front Porch Forum, and local newspapers. Additionally, we have former staff and participants table at community events throughout the year to reach potential donors, families and campers. OCCC has worked hard over the past 10 years to have a public appearance whenever possible.

3. Program Funding:

a. Identify how Town funds, specifically, will be used (i.e., funds will provide "X" amount of units of service.)

The requested funds would be used to stabilize our year round staffing by funding the base salary for the executive director and an assistant (both part-time positions) and for book-keeping and grant writing services.

b. List the other agencies to whom you are submitting a request for funds for this program and the amount requested. How would this program be modified should revenues be lost?

We are submitting requests to the other 4 towns served by OCCC to assist with the operational infrastructure costs.

OCCC will continue to submit grant applications to several philanthropic organizations- mostly private foundations, soliciting donations from individuals and businesses and sponsor several fundraising events each year. Additionally, OCCC receives a reimbursement from the USDA for summer food served which helps to support the food program.

C. ORGANIZATIONAL CAPACITY

1. Describe your agency's capability to provide the program including its history, previous experience providing this service, management structure and staff expertise. ___

OCCC has been a staple of the Richmond community for the past ten years and has grown incrementally each year in the number of students it serves, feeds, and nourishes for four weeks during the summer. Throughout this time, stability and staff structure has been a critical growth area for the organization. Under the direction of the Executive Director, there are kitchen leads, and lead counselors that run the programs and have been trained to be self-sufficient and this year were able to run with minimal supervision from the Executive Director. Within the programs, there is also a level of redundancy that has allowed the organization to deal with any staffing changes that inevitably happen while employing teenagers during the summer months. Please see the attached Annual Report for further details.

2. How will you assess whether/how program participants are better off? Describe how you will assess program outcomes. Your description should include: what (what kind of data), how (method/tool for collecting the data), from whom (source of data) and when (timing of data collection).

We conduct annual surveys of participants, families and staff that are given and collected after camp. We also connect with principals and staff throughout the year and assess how the program is working. Please see our annual report and the attached document about the number of meals served that will provide you with more information on outcomes.

3. Summarize or attach program and or service assessments conducted in the past two years. _ Please see attached.

4. Does your organization have a strategic plan and a strategic planning process in place? __ We do not have a strategic plan, but do have a plan to begin our process in 2020.

The strategic plan should include a mission statement, goals, steps to achieve the goals, and measures that assess the accomplishments of the goals.

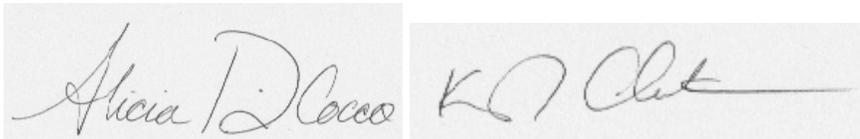
Our strategic planning process is waiting for the arrival of our new executive director, contingent on funding by Richmond and other communities. Our mission statement is found in the annual report, with the stated goals of feeding children, providing summer enrichment and providing a safe, nurturing community. The attached document "Our Community Cares Camp in 2018" provides data on the number of meals served and to whom. It also includes survey results from campers, interns and paid staff. Please see attached document for details.

5. What is the authorized size of your board of directors? 5-9

How many meetings were held by the board last year? 9

I, the undersigned, confirm the information contained herein is accurate and can be verified as such. I understand and agree that if the requested funds are approved, the disbursement of funds are subject to all conditions established by the Richmond Selectboard.

Signatures of Applicants

Two handwritten signatures are shown side-by-side. The first signature is "Alicia DiCocco" and the second is "Karen Clark".

Date 10/4/2019

Alicia DiCocco, President, Our Community Cares Camp
Karen Clark, President Elect, Our Community Cares Camp
Print Name of Applicant and Title