

1. What is Discretionary Funding?

Discretionary funding is a duly-appropriated sum of money in the Town's expense budget allocated to an eligible not-for-profit organization by the Selectboard and approved at Town Meeting.

2. What Types of Organizations May Receive Discretionary Funds?

Discretionary funds may only be allocated to not-for-profit; community-based social services providers. In order to receive discretionary funds directly, an organization must be incorporated as a not-for-profit and registered with the State of Vermont., unless exempt and have a Federal Employer Identification Number (EIN).

3. What Types of Organizations May Not Receive Discretionary Funds?

For-profit entities may not receive discretionary funds, except when the primary non-profit contractor subcontracts with a for-profit entity as part of the delivery of services. Such subcontracts, however, must be only an ancillary part of the program to be funded, not the primary basis for the discretionary award, and must be approved by the contracting agency.

4. What are the Restrictions on the Use of Discretionary Funds?

All public funds, however awarded, must be used for a Town purpose. In general, a Town purpose is defined as an activity or service that is open to all members of the public, regardless of race, creed, gender, religious affiliation, etc., without restriction, and which does not promote a particular religion.

Programs and services provided by religious or religiously-affiliated organization must be able to demonstrate that the program is open to non-members, is not a religious program, and does not promote the religion.

Closed membership groups, which are those to which membership is restricted or subject to eligibility based upon prohibited factors, may generally not receive funding.

Groups that serve a particular population, for example, those age 65 and above in a particular community; are not considered a closed membership group, as long as the program is open and accessible to all seniors in the community. Similarly, tenant organizations in public housing may also receive funding, as long as they provide equal access to all residents of the public housing units they serve.

Funds may only be allocated for a public purpose and may not support political activities and private interests.

5. How to Apply for Discretionary Funding?

All organizations that wish to receive discretionary funding must submit a "Request for Special Appropriations" application to the Town Manager. The application elicits information about an organization's experience, qualifications, and integrity, and the project or service for which the organizations is requesting support. The form is available on the Town website by clicking on BOARDS & MEETINGS > SELECTBOARD then scroll down to FY25 Budget and "FY25 Discretionary Funding Policy-for applicants" or by emailing Duncan Wardwell, Assistant to the Town Manager, at: dwardwell@richmondvt.gov. Deadline for submission is the end of the day, October 2, 2023.

Town of Richmond

Request for Special Appropriations

Request for Fiscal Year: 2025

Organization's Name: HOPE Works
Address: PO Box 92
City, State, Zip: Burlington, VT 05401
Website address: admin@hopeworksvt.org

A. GENERAL INFORMATION

1. Program Name: 24 Hour Sexual Assault Hotline

2. Contact Person/Title: Melina Rivera

Telephone Number: 802 8462544

E-mail address: melina@hopeworksvt.org

3. Total number of individuals served in the last complete fiscal year by this program:
709

4. Total number of the above individuals who are Town residents: We serve all Chittenden
Please, attach any documentation that supports this number.

Percent of people served who are Town residents: Not able to give % but all in need

5. Amount of Request: 1,885

6. Total Program Budget: \$753,462 Percent of total program budget
you are requesting from the Town of Richmond: .25

7. Please state or attach the mission of your agency: HOPE Works is dedicated to ending all forms
of sexual violence. We are committed to serving the Chittenden County community through the continued provision
of our services and to being a leading voice in the State of Vermont for meaningful change in law and society.

8. Funding will be used to:
Yes Maintain an existing program Yes 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? No

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.

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? HopeWorks received close to 700 crisis/hotline calls in the year 2022. We are dedicated to ending all forms of sexual violence through Healing, Outreach, Prevention, and Empowerment.

There is not a town, that does not deal with the trauma of sexual violence in their community. We are there to serve survivors.

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. We had over 700 crisis/ hotline calls; helped over

14, 00 find shelter, over 100 supported at the hospital(SANE exam), and over 50 receiving counseling services.

We serve all of Chittenden County, including Richmond.

There are no eligibility requirements to call our hotline. If a survivor is from another county, we will connect them with our sister organization.

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?

Describe the steps you take to make the project known to the public, and make the program accessible and inclusive? HOPE Works, is continuously doing outreach in Chittenden communities.

We also, have established relationships with the universities, sister organizations, and more.

After working with HopeWorks, survivors know more about community resources, their rights & options, and ways to plan for their safety.

Outreach, outreach, and more outreach. We are in our communities tabling, creating events and so on, to make us known.

3. Program Funding:

a. Identify how Town funds, specifically, will be used (i.e., funds will provide "X" amount of units of service.) Funds from the town of Richmond will support our 24 /7 hotline which is free

to all sexual violence survivors & their families in chittenden county. These calls provide information

referral, and compassionate, confidential support to all those impacted by sexual violence (including child sexual abuse, sex trafficking, domestic violence, stalking, and more)

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? The US dept of justice 23,643, state of VT 166,413, Chittenden county 13,000, individual donors

62,421.

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. _____

Hope Works is a 501c3 nonprofit that has served survivors in Chittenden County, VT since 1973.

We began as a volunteer run organization and have evolved over the years into a well respected, incorporated nonprofit.

We have a well educated and experienced staff with 40 years experience in victim advocacy. The organization is overseen by a volunteer Board of Directors, guided by our by-laws, and representative of the community that HOPE Works serves.

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). With each hotline call, after providing the survivor with their needs, we go over our Outcome Measures which includes question; for example, I know more about community resources, I know more ways to
Type text here
plan for my safety, and we check boxes aligned with each question. This data is entered into Osnum software and the results are that 85% answered yes to all the outcomes.


3. Summarize or attach program and or service assessments conducted in the past two years. Attachment

4. Does your organization have a strategic plan and a strategic planning process in place? Yes, in draft form. - If yes, please attach your plan.

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

5. What is the authorized size of your board of directors? 12
How many meetings were held by the board last year? 12

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.

Signature of Applicant  Date 09/27/2023

Melina Rivera, advocate
Print Name of Applicant and Title

HOPE WORKS STRATEGIC PLAN

FY2022 - 2023

MISSION FULFILLMENT

- **Healing**
 - Continue to promote therapy sessions (Entire Staff)
 - Offer support groups on college campuses (Director of Advocacy & Clinical Director)
- **Outreach**
 - Commit to having HOPE Works represented on all college campuses in Chittenden County. * (ED & Associate Director)
 - Commit to finding ways to bring awareness about our services to caretakers of school-aged children. (Director of Outreach & Director of Advocacy)
 - Build partnerships with Plan Parenthood and Reproductive Rights VT. (Director of Outreach)
- **Prevention**
 - Promote on-campus meetings with college fraternities, athletic teams, & clubs. (Associate Director & Director of Prevention & Director of Advocacy)
 - Establish prevention education in Winooski (Director of Outreach & Associate Director).
- **Empowerment**
 - Create a HOPE works campaign for underserved identities such as LGBTQIA+/BIPOC/HT SURVIVORS (Director of Advocacy & ED & Associate Director)
 - Create awareness around HOPE Works services being available not only to reproductive refugees but also to those that offer access to full-spectrum of women's healthcare. (ED & AD)
 - Establish partnerships with sister agencies and women/health care facilities in anti-reproductive rights' states. (ED & AD)

ORGANIZATIONAL STRENGTH

- **Financial Sustainability**
 - Maintain liquidity to meet 3-months of operating expenses
 - Implement an investment strategy that preserves capital and yields appropriate market returns
 - Initiate a Capital Campaign to preserve real estate asset

- **Board Governance**
 - Create Short-Term Succession plan (ED is unable to serve short-term)
 - Create a Long-Term Succession plan (ED replacement)
 - Establish a diverse board while inviting retiring board members to serve in advisory positions
 - Complete Board Book and Board Orientation process

- **EMPLOYEE ENGAGEMENT**
 - Develop Performance Evaluation procedures for Executive Director position
 - Support and sustain diversity of staff, board and volunteers
 - Put into practice wellness and self-care practices including those addressing secondary trauma and sustainability in work.

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