

FY2018 Community Service Navigator

FY 2018 Buncombe County Community Funding

Big Ivy Community Club

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Application Form

Project Name*

Name of Project

FY2018 Community Service Navigator

Amount Requested*

Amount Requested

\$30,000.00

Service Area*

Which Commissioner Districts are served by this program?

Access a map of Buncombe County Commissioner districts [here](#).

District 2

Which county sustainability goal aligns best with the goals of this project?*

Based on the Buncombe County Sustainability Plan, select a Category, Goal & Objective that align with the focus of the project and the specific results that will be achieved.

Access the Buncombe County Sustainability Plan [here](#).

Community > Equity in Access > Build an extensive network of social services with locations in each high school district

If applicable, select a second sustainability goal that aligns with project goals.

Result 2 is optional - Select if project aligns with more than one Sustainability Category, Goal & Objective.

[Unanswered]

If applicable, select a third sustainability goal that aligns with project goals.

Result 3 is optional - Select if project aligns with more than one Sustainability Category, Goal & Objective.

Project Description

Project Description*

Description of Project

The Big Ivy Community Center presently serves approximately 2600 people annually with human services components including a weekly food pantry, thrift store, and informational handouts and programs.

We are proposing to increase awareness of County provided services in the areas of economics, social work,

and public health. The Resource Center provides materials and information detailing the food stamp, Work

first, and Medicaid programs. Children and adult protective services, and veteran services. The public health

assistance promotion will be coordinated with the local Big Ivy Health and Wellness Center Board. This includes coordinating booths for providing informational materials to the community during special events such as the July 4th celebrations, providing informational materials and coordinating programs with the BICC

to talk about all of the services provided by the Health and Human Services.

How many people will this project serve?*

State the number of individuals or households in Buncombe County that will be served by this project. Also state the number of people that will experience the desired result. For example, if dropout prevention services are being delivered to 100 students, how many will successfully graduate from high school?

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Describe the people this project will serve.*

Characterize the demographics of the project's target population in terms such as age, gender,

income, race, ethnicity, geographic area, etc. Include information about method of referral/recruitment of the target population.

We serve primarily long time Appalachian, multi-generational families but our doors are open to anyone. The average income of our population base is predominantly low to middle income and generally lower than the average for Buncombe County. Our methods of information dissemination includes; our web site, our email distribution list, our mass mail outs, community bulletin boards, word of mouth, and social media. The Big Ivy community has long been identified as an underserved area that is geographically isolated from many services and amenities that many citizens take for granted. The Big Ivy Community Center serves as a “one stop shop” of affordable, accessible, vital health and human service programs conveniently located in the community where they live.

What key steps will you take to achieve the results of this project?*

Describe the core elements of your implementation plan, including milestones that will take place within the funding timeframe.

BICC plans on continuing mailing of our newsletter every six weeks. This highlights upcoming events, a calendar and past activities. This newsletter is mailed to local residents, local businesses and local schools. In addition, flyers and posters advertising specific activities are prominently displayed at the center. The center is also planning training of a social media contact that will assist in maintaining the center social media sites.

Describe the evidence of success that backs this project's approach.*

What evidence of success (i.e. evidence-based research, practice model, accreditation, industry standards, and/or other framework) are you using as a basis for your project design?

With the improvements at the swimming pool we had increased attendance. We also have had tremendous usage by community members, both of the facilities and programs we provide. We also had increased community volunteer involvement at all of our programs and the general management of our programs.

Describe your data collection, tracking, and reporting procedures.*

Explain your methods for documenting project, service and client information. Include a description of any software or other tools utilized.

The community center has contracted with a CPA who maintains records and tracks budgetary concerns. She also provides audits for the center and monthly financial reports to the board. Currently we maintain logs documenting volunteers and plan to continue this in the future.

Explain your technological resources and capacity.*

Explain your current technological strengths and barriers and how this impacts your ability to track data and report outcomes. Who is responsible for adaptation and use of technology within your organization?

The board has identified that with the use of project management and oversight of assets, we will continue to grow. We have several qualified personnel on staff that are familiar with contract work and project management. Our board consist of volunteers who are integral members of the community who are actively involved. We also have basic office technology to assist in our management.

Organizational Profile

How does the proposed project support your mission and strategic plan?*

State your mission and the date of your most recent strategic plan, and explain how the proposed project helps advance your organizational goals.

The mission of the Big Ivy Community Center is to foster inclusive community participation by providing an environmentally sound facility for education, recreation, celebration, and locally based human services in order to increase opportunity for personal and collective growth in our community. On November 14, 2016 community members elected new board members who are transitioning and developing a plan for the future.

What expertise/accomplishments do you have that are relevant to the proposed project?*

List your organization's strengths as well as accomplishments from the past 3 years that position the organization to be successful with the proposed project.

The board has access to a contracting specialist. This will help with the organizations data collection and project management. In the past year the center has made great strides with capital improvements that have increased revenue. The center has received feedback from community members and has gained support of local churches and partners. The management strategy of the board is to decrease the amount deferred maintenance and grow the center to be as sustainable as possible moving into the future.

Describe partners that are critical to the success of your organization.*

List any external partners, intermediaries or advisors important to your success, and describe their role and evidence of their commitment. Describe successful collaborations with these people or groups.

The center has partnered with the United Way, Buncombe County, Manna Food bank, Boy Scouts of America, local church's, residents, and other nonprofits. The community center is listed as a gateway community to the Blue Ridge Parkway National Park, Lowes, Home Depot. The community centers goals for

this project are to grow our network of partners to assist in diversifying our opportunities.

Financial Information

Nonprofit financial assurance requirements:

Financial statements, prepared using a recognizable basis of accounting (i.e., modified accrual) and IRS Form 990s must be submitted to Buncombe County annually.

- Organizations with annual revenues of \$300,000 or greater must submit financial statements audited in accordance with generally accepted auditing standards.
- Those with revenues between \$100,000 and \$300,000 must submit financial statements reviewed in accordance with SSARS 19.
- Those with revenues of less than \$100,000 must submit non-disclosure financial statements compiled in accordance with SSARS 19.

All financial statements must be reported on by a certified public accountant and include a full balance sheet, income statement, and cash flow statement.

These requirements are considered minimum requirements. Organizations may submit a higher level of assurance than is required.

IRS Form 990 - Upload Here

Click Choose File to upload a copy of the 990 form you most recently completed.

BICC 2015 Form 990EZ - Final for Public Inspection.pdf

If your organization does not have a 990, briefly state the reason.

Include a statement of intent to comply with nonprofit financial assurance requirements as listed above.

Finalized 990ez is attached.

Financial Statements - Upload here

Click Choose File to upload a copy of the most recently completed financial statements (audit, compilation or review).

If your organization does not have financial statements, briefly state the reason.

Include a statement of intent to comply with nonprofit financial assurance requirements as listed above.

Our most recent financial statements have been provided to staff. I am awaiting a final copy of the recently reviewed financial statements and will submit as soon as available.

Complete Budget Worksheet - Upload Here*

Download the budget form [Here](#).

Complete the budget form for this project/program and the overall agency. Save it to your computer, then upload it by clicking Choose File.

BICC 2016 2017 community-funding-budget-form (1).ods

Budget Narrative*

Describe all differences between current year and proposed year. List all pending funding sources with expected date of notification. Please detail any other information that may help clarify the budget.

This request includes an increase of \$5,000 over FY2017 award to cover the estimated cost of maintenance of the food pantry truck, an older box truck with lift that is used weekly to bring food from Manna Food Bank in Asheville to the Big Ivy Community Center.

What (if any) portion of requested funds will be used to support capital expenses?*

Capital projects are defined as those used to acquire or upgrade physical assets such as property, buildings, or equipment. Please detail.

Maintenance and repair costs in this grant do not meet capital projects thresholds.

Employee Wages

Please provide information about the wage breakdowns of your employees. Living wage for Buncombe County has been identified as \$11.00 per hour for employees with employer-provided health insurance and \$12.50 per hour for employees without.

Employees with employer-provided health insurance*

List the number of employees in your organization with employer-provided health insurance in each wage category. For salaried employees, use hourly wage equivalents.

\$7.25 - \$10.99 per hour

\$11.00 - \$14.99 per hour

\$15.00 - \$19.99 per hour

\$20.00 - \$24.99 per hour

\$25.00 - \$29.99 per hour

\$30.00 - \$34.99 per hour

\$35.00 - \$39.99 per hour

\$40.00+ per hour

n/a

Employees without employer-provided health insurance*

List the number of employees in your organization without employer-provided health insurance in each wage category. For salaried employees, use hourly wage equivalents.

\$7.25 - \$12.49 per hour

\$12.50 - \$14.99 per hour

\$15.00 - \$19.99 per hour

\$20.00 - \$24.99 per hour

\$25.00 - \$29.99 per hour

\$30.00 - \$34.99 per hour

\$35.00 - \$39.99 per hour

\$40.00+ per hour

There are 3 regular, part time employees

2 @ \$7.25- \$12.49 per hour

1 @ \$15.00- \$19.00 per hour