

Commission's Grant Application Form

Shelby County Board of Commissioners

GRANT APPLICATION

Legal Name of the Organization: Dorothy Day House of Hospitality

EIN: 83-0389694

Street Address of Organization 1429 Poplar Ave.

Office Phone: 901-355-8997

E-mail mgriner@dorothydaymemphis.org

(Section Break)

EXECUTIVE DIRECTOR

First Name Sr. Maureen

Last Name Griner

(Section Break)

GENERAL CONTACT FOR THIS REQUEST(if other than Executive Director)

First Name Tracy

Last Name Burgess

Title: Director of Development

(Section Break)

DESCRIPTION OF GRANT REQUEST

Program/Project Area: Transitional Housing for Homeless Families

Amount Requested 50,000

Total Organizational budget (for current year): \$247,094

Total Project/Program Budget: 50,000

Dates covered by this budget: January 2017 - December 2017

Project/Program Name: Keeping Homeless Families Together

(Section Break)

INTRODUCTION AND BACKGROUND OF ORGANIZATION

Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

The primary purpose of the Dorothy Day House (DDH) is to provide transitional housing and support services to homeless families. Our impact in Memphis focuses on (1) housing homeless families, (2) providing volunteer opportunities for Memphians to help homeless families, and (3) educating children and adults about poverty and family homelessness. The future of the organization includes a major expansion from one house to 3 houses and a small apartment building. During the fall of 2016, we will launch a capital campaign to purchase and begin operations in these 4 houses near Peabody and Bellevue over a 5 year timeframe. This move will allow the organization to increase the number of families served annually from 10 to 30. We are requesting this grant of \$50,000 to partially provide for necessary operational expenses. The operational expenses for the calendar year of 2017 are projected to be \$562,115, which is a 44% increase over 2016 expenses. This increase is due primarily to owning, insuring, and maintaining the additional properties and well as hiring staff to allow the organization to operate more effectively. The funds from the Shelby County Commission will maintain general operating expenses that provide for the families served by the DDH. In disclosure, Commissioner Basar's wife, Brenda Solomito Basar, is a member of the Board of Directors for the Dorothy Day House.

(Section Break)

Narrative - Organization

Current programs and accomplishments. Please emphasize the achievements of the

Focus Areas: 1. Housing Since we began in 2006, we have housed 44 families and assisted 135 non-residential families with emergency needs. 2. Volunteerism With a minimal staff, we accomplish all that we do because of an 8-member,

recent past.

volunteer Ministry Team, and 11-member, volunteer Board of Directors, and hundreds of volunteers who provide their time helping in any way they are able. In 2015, more than 430 volunteers provided 1,900 hours of service. 3. Education In 2015, the DDH developed "Shaping the Next Generation," an educational program that teaches students in grades 3-12 about poverty, family homelessness, the Dorothy Day House, and service projects. This project benefits the community by teaching children about those less fortunate and providing an opportunity for children to get involved in service, specifically in serving homeless families. Additionally, DDH staff addresses a number of adult organizations to help them understand the plight of homeless families in our community. From the time we opened our doors in 2006, we have believed that, in addition to providing transitional housing for homeless families, we are called to raise awareness of the hundreds of families who are homeless in our city every night. We want to be a public voice, educating our citizens and challenging them to address this issue. As a result, we have focused much attention on getting our message out to citizens in our community.

Numbers of paid full-time staff: 4

Number of paid part-time staff: 0

Number of volunteers: more than 300 this year

(Section Break)

Narrative - Funding Request

Please describe the program/project for which you seek funding and include how it will benefit the general welfare of residents in Shelby County, TN.

The mission of The Dorothy Day House is to provide temporary housing and support services for homeless families in Memphis, Tennessee. Working with other local agencies, staff members and volunteers provide families in need with a safe environment and the means to re-establish their independence. All guests are welcomed as Christ with no discrimination. The DDH addresses a specific need of providing housing and support services to homeless and, many times, jobless families within Shelby County. Approximately 160 families in Memphis live in shelters or uninhabitable places. This number does not include those who are doubled-up with others or living in extended stay motels. According to Shelby County Schools, in

2015, 740 students were registered as homeless, which does not include children not yet in school. The DDH has been open for ten years, serving 3 families simultaneously, and has focused on service to those families who, for some reason, are not eligible for help through other agencies who serve the homeless. We originally opened to serve intact families who were being split because men and teenage boys were not allowed in shelters with the women and girls. Over time we have served families who lack the required documentation for other programs, families who do not have TN residency sufficiently established, families who have “timed out” of other programs and many more. With the planned expansion, the Dorothy Day House will increase its capacity from serving 10 families annually to up to 30 families per year. The Dorothy Day House is open to married couples or single parents. Children, both sons and daughters, of all ages are allowed to stay with their parent(s). After an initial interview and screening with the volunteer-based Ministry Team, families move into a safe, stable home environment and stay at no cost. Adults meet with the Ministry Team regularly and set goals to accomplish that will help them get into a home and be self-sufficient. Families stay in the DDH as long as they are working on their goals and following the house rules. This means some families stay a few weeks, while others may stay 3 to 6 months or longer. The families we serve have, at many times, become homeless through situations that can happen to any ordinary family. Families have lost their home due to a tragedy such as a house fire or a car wreck, which then prevented them to be able to get to and from work. Secondly, families have lost their home through loss of employment or under-employment meaning they didn't have the means to remain in stable housing. Finally, other families have lived their entire life in a state of generational poverty, and they have made the choice to step out of that lifestyle. Our goal is to serve ordinary families who have simply hit a “rough spot” in life

General Operating Support

If applying for general operating support, briefly describe how this grant will be used.

The grant funds of \$50,000 will be used to provide for specific line items within the general operating budget. The line items include: Assistance to Individuals: \$7,500 Occupancy Expense: \$25,500 Maintenance Expense: \$7,000 Household Furnishings: \$10,000 TOTAL \$50,000

Project Support

Please explain the specific project including a statement of its primary purpose and the need or problem that you are seeking to address.

The Dorothy Day House of Hospitality grant application is for general operating support as opposed to a specific project.

How does the project contribute to your organization's overall mission?

The Dorothy Day House of Hospitality grant application is for general operating support as opposed to a specific project.

(Section Break)

Narrative - Evaluation

Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

During 2017, we expect to transition to operating in two (2) of the homes purchased near Peabody and Bellevue. The remaining two homes will be open as funds become available throughout the next five years. This \$50,000 request will assist us in that expansion and allow us to continue housing homeless families.

Attachments:

If your request is under \$25,000 please attach the following:

1. Copy of the entity's 501 (c) 3 certificate for charitable organizations or 501 (c) 4 certificate for civic organizations
 2. Most recent IRS Form 990 or Financial Statements (balance sheet and income statement) as of the most recent fiscal year end certified by Chief Financial Officer/Treasurer of the entity.
 3. Complete Budget for grant request
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If your request is \$25,000 or more please attach the following:

1. Copy of the entity's 501 (c) 3 certificate for charitable organizations or 501 (c) 4 certificate for civic organizations
 2. Copy of an annual audit as of a date within 18 months of the start of the current
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fiscal year.

3. Complete Budget for grant request

File 1 [DDHH 501c3.pdf](#)

File 2 [2015 DDH Financial Review.pdf](#)

File 3 [Dorothy Day House Budget - Shelby County Board of Commissioners Grant Application.pdf](#)

ACKNOWLEDGEMENT:

Read, and if you agree to the provisions, sign the following:

The information provided has been submitted in good faith and as completely as our records and recollections permit.

I understand that the information provided in this application shall be open to inspection upon filing with the office of the Shelby County Board of Commissioners.

Signature: Tracy H. Burgess

Printed Name: Tracy H. Burgess

Date 9/8/2016
