

# SAN PABLO ANNUAL COMMUNITY GRANT PROGRAM FY 2018-19 FINANCIAL REPORT



Please provide a brief description of how the FY 2018-19 grant was used including program events and any activities that were implemented. Use the following questions as a guideline to complete this report. You may include no more than four (4) additional pages to this report. **Only one (1) set is required as staff will make necessary copies. DO NOT INCLUDE ANY CONFIDENTIAL INFORMATION, (e.g. Social Security Numbers, Bank Account, etc.) THIS IS A PUBLIC DOCUMENT**

## I. CONTACT INFORMATION

<b>Agency Name</b>	Mindful Life Project	
<b>Street Address</b>	124 Washington Avenue, Suite B	
<b>City/State/Zip Code</b>	Richmond/CA/94801	
<b>Phone/Fax/Email</b>	510-390-2081/N/A/matt@mindfullifeproject.org	
<b>Contact Person/Title</b>	Matt Boitano	
<b>Community Activity/Event Name</b>	Mindfulness at Dover, Downer and Lake Elementary and Helms Middle School	
<b>Date of Event(s)</b>	2018-19 school year	
<b>Amount of grant funding received:</b>	\$5,000	
<b>Amount of grant funding spent:</b>	\$5,000	
<b>Summary of sponsored event participants</b>	Age range: <u>6-13</u> # of San Pablo Residents: <u>2,050</u>	
	<b>Target # of people served:</b> <u>2,050</u>	<b>Actual # of people served:</b> <u>2,050</u>
	<b>Target goal:</b> <u>Increased student self-regulation,</u> <u>leading to lower rates of discipline</u> <u>incidents, healthier learning</u> <u>environments and stronger learning</u> <u>outcomes.</u>	<b>Actual goal:</b> <u>Same as target goal.</u>

## II. PROGRAM AND EVENT INFORMATION

The Annual San Pablo Community Foundation Grant program is intended to focus on grant awards that promote any of the recommended activities, policies or programs identified in the recently adopted **City of San Pablo Childhood Obesity Prevention Task Force: Community Action Plan** adopted by the San Pablo City Council on April 21, 2014. A copy of this plan may be referenced from the City's website ([www.SanPabloCA.gov](http://www.SanPabloCA.gov)), under the "City Council" Department webpage. Please describe where and how your program or event falls in one or more categories:

Our project aligns with the City of San Pablo's goal to promote Active Living by decreasing stress for San Pablo youth.

The grant awards should also focus on enhancing or promoting any of the "**Major Policy Goals and/or Strategic Policy Initiative**" identified under the **San Pablo Adopted FY 2018-21 Priority Workplan Update**, effective November 1, 2017. A copy of this plan may be referenced from the City's website ([www.SanPabloCA.gov](http://www.SanPabloCA.gov)), under the "City Council" Department webpage. Please describe where and how your program or event falls in one or more categories:

Our project aligns with the City of San Pablo's goal to Build A Healthy Community, specifically fostering youth leadership and strengthening education opportunities for San Pablo youth.

Please provide a description of the program(s), event(s) and/activity, including date(s). If you were not able to complete or achieve the goals outlined on your grant application please provide a brief explanation:

From August 20th, 2018 to June 7, 2019, Mindful Life Project has provided direct services to 2,050 San Pablo residents at Dover, Downer and Lake Elementary, as well as Helms Middle School. All 4 schools received both Mindful Community, our whole class mindfulness program, as well as Rise-Up, our small group program.

Please provide financial information on how the grant funds were used and the number of San Pablo residents the program/event/activity serviced (requirement of at least 75% San Pablo Residents)

100% of grant funds were allocated to instructor wages for the project. 2,050 San Pablo residents were serviced by the project. Please see more information in our financial report.

### III. PROGRAM/EVENT ATTACHMENTS

Please include any applicable supplemental documents not limited to: financial spreadsheet, revenues vs. expenses, invoices, stories, program agenda, etc. (Limited to **ONLY** four (4) pages – size 8 1/2" x 11" – single sheets)

<input checked="" type="checkbox"/>	Page 1 description	Financial Report
<input type="checkbox"/>	Page 2 description	
<input type="checkbox"/>	Page 3 description	
<input type="checkbox"/>	Page 4 description	

### IV. ADDITIONAL SUPPORT

Please list any in-kind donations provided (printing, promotional items, education materials) by any other organizations:

N/A

### V. ADDITIONAL COMMENTS

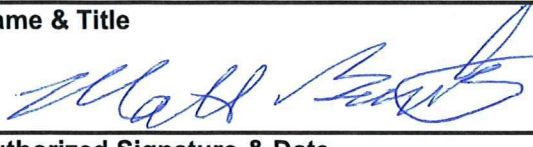
Please share with us any additional comments:

Deep gratitude for the City of San Pablo's ongoing support of our work. Together, we can help heal communities one breath at a time. Thank you!

### VI. SIGNATURE

Matt Boitano, Director of Development and Marketing

Name & Title

 3/29/19

Authorized Signature & Date

Please mail this \* financial report and \* supporting documents to the address below. Document must be received in the City Manager's Office (postmarks NOT accepted) by Monday, April 1, 2019 at 6:00pm.

- o Reporting criteria – single side document – 8 1/2" x 11"
  - ❖ 3 Page Financial Report
  - ❖ 4 additional pages – Program/Event Attachments (if applicable)

<p style="text-align: center;"><b>City of San Pablo</b> <b>City Manager's Department, Bldg. 1</b> <b>13831 San Pablo Avenue</b> <b>San Pablo, CA 94806</b> <b>c/o FY 18-19 San Pablo Community Grant Program</b></p>
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# Mindful Life Project

**Project Budget: Mindfulness at Dover, Downer and Lake Elementary and Helms Middle School**  
**July 2018 - June 2019 (FY July 1)**

	<b>Project Budget</b>	<b>Actuals As of 2/28/19</b>	<u>Notes</u>
<b>Revenue</b>			
Foundations			
San Pablo Community Foundation	\$7,500.00	\$5,000.00	Secured
Mimi and Peter Haas Fund	\$10,000.00	\$10,000.00	Secured
Leshner Foundation	\$5,000.00	\$5,000.00	Secured
Quest Foundation	\$18,000.00	\$18,000.00	Secured
<b>Total Foundations</b>	<b>\$40,500.00</b>	<b>\$38,000.00</b>	
Individual Donations	<b>\$2,113.67</b>	<b>\$0.00</b>	Pending
<b>Total Service Contracts</b>	<b>\$83,000.00</b>	<b>\$66,276.00</b>	Secured
<b>Total Revenue</b>	<b>\$125,613.67</b>	<b>\$104,276.00</b>	
<b>Expenditures</b>			
<b>Program Supplies</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	
Wages			
Instructor Wages	\$82,320.00	\$60,966.46	Grant funds from San Pablo Community
Program Admin Wages	\$10,000.00	\$10,000.00	Foundation allocated to Instructor
<b>Total Wages</b>	<b>\$92,320.00</b>	<b>\$70,966.46</b>	Wages
Insurance	\$2,123.36	\$2,123.36	
ER Payroll Tax	\$9,785.92	\$7,522.44	
Indirect	\$16,384.39	\$12,091.84	
<b>Total Expenditures</b>	<b>\$125,613.67</b>	<b>\$97,704.10</b>	On track to reach budget
<b>Net Revenue</b>	<b>\$0.00</b>	<b>\$6,571.90</b>	

