

# 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>	West County READS	
<b>Street Address</b>	4400 Jana Vista	
<b>City/State/Zip Code</b>	El Sobrante, CA 94803	
<b>Phone/Fax/Email</b>	510-757-5030	
<b>Contact Person/Title</b>	Robin Y. Wilson, Executive Director	
<b>Community Activity/Event Name</b>	National Night Out, Back to School Closet, No. Richmond Point Pinole Shoreline Festival, Family Giving Holiday Party	
<b>Date of Event(s)</b>	August 7, September 8 , October 6 , December 20	
<b>Amount of grant funding received:</b>	\$ <u>5,000</u>	
<b>Amount of grant funding spent:</b>	\$ <u>5,067.52</u>	
<b>Summary of sponsored event participants</b>	Age range: <u>Baby - Adult</u> # of San Pablo Residents: <u>1,869</u> <span style="float: right;">Approximately</span>	
	<b>Target # of people served:</b> 50% funding = 50% people served 2,095 = 1,047 people	<b>Actual # of people served:</b> 50% 2,600 = 1,300 + 569 = approximately 1,869 people @ 4 Events
	<b>Target goal:</b> <u>Increasing the number of books for all ages</u> <u>in homes to encourage higher education:</u> <u>Used: 3,000 books</u> <u>New: 1,047 books</u>	<b>Actual goal:</b> <u>Increasing the number of books for all</u> <u>Used: 6,000 books</u> <u>New: 1,872 books</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:

See Narrative - A

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:

See Narrative - B

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:

See Narrative - C

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**)

See Narrative - D and Financial Statement - April 1, 2019

### 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	San Pablo Community Fdtn. Grant - NARRATIVE
<input checked="" type="checkbox"/>	Page 2 description	Financial Statement - April 1, 2019
<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:

Not applicable

### V. ADDITIONAL COMMENTS

Please share with us any additional comments:

West County READS received 50% of funds originally requested. We were unable to facilitate Family Literacy Fairs at the elementary schools and Helms Middle. Instead we have collaborated with Elise Velez of San Pablo's Community In Schools Department for 2 events: Back To School Closet and Family Giving Tree Holiday Party. Currently we are collaborating on the African American Read Ins with Beacon Directors at Bayview, Dover, Downer, Lake elementary schools. Riverside opted to use funds for a new reading area. Helms is planning an event like last year's Literacy Carnival.

Books were ordered through the Multicultural Children's Bookstore (project of WCR) for classroom use during the African

### VI. SIGNATURE

Robin Y. Wilson, Executive Director  
Name & Title

Robin Y Wilson April 1, 2019  
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.

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

**City of San Pablo  
City Manager's Department, Bldg. 1  
13831 San Pablo Avenue  
San Pablo, CA 94806  
c/o FY 18-19 San Pablo Community Grant Program**



## San Pablo Annual Community Grant Program

FY 2018-19 Financial Report - April 1, 2019

### NARRATIVE

#### II. Program and Event Information

##### A. Focusing on City of San Pablo Childhood Prevention Task Force: Community Action Plan -

West County READS (WCR) believes that the best way to combat Childhood Obesity is to give children the tools to bring awareness of what "Healthy Literacy" entails. The most important is learning how to read as early in life as possible. WCR encourages family literacy by offering our community books for all generations in a family – from babies to grandparents. One daily habit leading to Healthy Literacy requires being able to read food product information and making healthy choices of what is eaten. This will lower cardiovascular diseases like diabetes, hypertension and metabolic syndrome. Starting lifelong healthy eating habits is the first step to a long, healthy life. WCR enjoys providing books to babies – toddler age because of this purpose.

**B. To enhance "Major Policy Goals and/or Strategic Policy Initiative" as identified in the 2018-21 Priority Workplan update.** WCR addresses two items in the Workplan. The first is to foster "Multi-cultural Awareness and Appreciation." And the second one is "Services for Families, Seniors and Youth." New bilingual language books and dictionaries were a major focus when purchasing books for the high Latino population in San Pablo. Often when distributing the dictionaries, family members tell us why each generation needs a copy. School age kids use it to do their homework. Parents use it to help the kids do homework and also as a daily reference for themselves. Grandparents often do not focus on learning English, so it helps them to learn the English language. We distribute bilingual books in the hopes that the parents and other family members can read to their children in the home setting in their primary language when English is not fluently familiar. It is important for kids to read or be read to at least 20 minutes each day, whether it's in English, Spanish or any other native language. Older family members are the first teachers in a child's life (parents, siblings, cousins, grandparents, aunts & uncles...). It is important for kids to see that reading in the home is a family priority.

##### C. A description of program(s), event(s) and/activity, including –

1. August 7, 2018 - National Night Out, SP Community Center – approximately 1,200 attendees
2. September 8, 2018 – Back To School Closet, Davis Park – 284 residents
3. October 6, 2018 - No. Richmond Pt. Pinole Shoreline Festival – approximately 1,400 attendees
4. December 20, 2018 – Family Giving Tree Holiday Party, Maple Hall – 288 residents

At all 4 events WCR distributed a generous supply of new and gently used books, quantities as listed.

The community expressed surprise and appreciation when receiving the new books. They could not believe they were being given these free! Standard practice was to limit distribution early during the event to one new book per person, access to gently used books was unlimited all day until gone. During the 2<sup>nd</sup> half of the event, attendees were allowed to take more of the new books. This practice is done to conserve new books during the entirety of the event. We gave out 90-100% of all the books brought to the event – new & gently used.

##### 5. 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 –

Please see the attached sheet: San Pablo Community Foundation Grant 2018-2019, Financial Statement – April 1, 2019. Specific information for each event is listed below:

National Night Out: 75% of 1,200 = 900 attendees – 1<sup>st</sup> time participating in San Pablo

Back To School Closet: 100% of 284 residents – 3<sup>rd</sup> year participating

No. Richmond Pt. Pinole Shoreline Festival: 75% of 1,400 = 1,050 attendees – 4<sup>th</sup> year participating

Family Giving Tree Holiday Party: 100% of 288 residents – 3<sup>rd</sup> year participating

San Pablo Community Foundation Grant 2018-2019

Financial Statement – April 1, 2019

West County READS

Professional Services:

Program Support:

Check 06/17/18 3281	Sean Wilson	Tabling Event – National Night Out	\$ 300.00
Check 09/20/18 3296	Sean Wilson	Tabling Event – Back to School Closet	\$ 300.00
Check 03/28/19 3384	Robin Wilson	Tabling Event – Family Giving Tree Holiday Event	\$ 300.00
			\$ 900.00

Materials & Supplies

Check 07/26/18	Books By The Bushel	Inv 12525	National Night Out - Books	\$ 462.00
PEX 08/20/18	First Book	Inv 700101232	Sp/Eng Dictionary	\$ 278.85
Check 08/27/18	Books By The Bushel	Inv 12783	Back To School Closet - Books	\$2,090.50
Check 12/06/18	Books By The Bushel	Inv 13545	Family Giving Tree Holiday Party - Books	\$ 652.17
PEX 12/10/18	Ingram	Inv 37799453	Sp/Eng Dictionary(Websters)	\$ 284.00
				\$3,767.52

SUBTOTAL \$4,667.52

Fiscal Sponsor Administrative Fee 8%

\$ 400.00

Subtotal \$5,067.52