

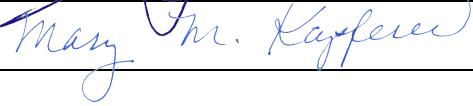


The Thomas C. and Sandra S. Sullivan Foundation

SECTION ONE

Date of Application	7/14/2020
ORGANIZATION INFORMATION	
Applicant Organization (Full Legal Name)	West Side Catholic Center
Doing Business As	West Side Catholic Center
Previous Name, if changed	N/A
IRS letter date	11/16/1978
Tax Exempt ID # (EIN)	34-1244687
Name of Executive Director	John Litten
Name of Fiscal Sponsor (if applicable)	N/A
CONTACT INFORMATION	
Proposal Contact Name	Michael Bernot
Title	Director of Advancement
Phone	(216) 631-4741 x. 132
Fax	(216) 631-2379
E-mail	mbernot@wsccenter.org
Street Address	3135 Lorain Ave
City	Cleveland
State	OH
Zip Code	44113
Organization Website	www.wsccenter.org
Mailing Address (if different than street address)	
City	
State	
Zip Code	



ORGANIZATION FINANCIAL INFORMATION	
Organization's Budgeted Expenses for Current Year (give fiscal year end mm/dd/yy)	\$3,057,500 for FYE 12/31/20
Endowment Size (market value as of fiscal year mm/dd/yy)	\$2,247,692 as of FYE 12/31/19
Organization's Major Funding Sources by percentage (e.g., United Way, local community foundation, county board of health, etc.)	37% Individuals 35% Government 18% Foundations 6% United Way 2% Corporations 2% Other
ORGANIZATION'S AFFILIATION	
<input checked="" type="checkbox"/> United Way <input type="checkbox"/> Other specify:	<input type="checkbox"/> Chapter of national or regional organization specify:
REQUEST DATA	
Program/Project Title	Resource Center Basic Needs Program
Total Budget for this Program/Project	\$681,500
Amount of this request	\$10,000
Grant Duration (e.g., one-year, two-year, etc.)	one year
Anticipated Project Start Date	1/1/2020
Community/Counties served by this Program/Project	Cuyahoga County
Total Number of people to be served during grant period	7,000
Brief demographic description of population served by this Program/Project	All of our clients have incomes below the poverty level, and 45% of our Resource Center clients are homeless. Our clients range in age from 19 to 91. 67% of our clients are Black, 25% are White, 6% are Latinx, and 2% identify as another race.
TYPE OF REQUEST (check all that apply)	
<input type="checkbox"/> Capital <input type="checkbox"/> Technical assistance <input type="checkbox"/> Operating <input type="checkbox"/> Endowment <input type="checkbox"/> Program/Project Start-up <input checked="" type="checkbox"/> Other – specify: Continued support of existing program	
SIGNATURES (both are required unless otherwise specified by funder)	
Signature of Executive Director	
Signature of Board President	

In general, the following narratives, which include Sections Two through Six, should not exceed five pages in total (*please confirm any page limits with each foundation to which you are submitting the application*). Responses should be typed, single-spaced, single-sided and use a 12-point type.

SECTION TWO – ORGANIZATIONAL BACKGROUND

1) Brief summary of organization's history and statement of organization's mission

Established in 1977, the founders of the West Side Catholic Center were struck by the plight of their neighbors who struggled to acquire the crucial items they needed to make it through the day. The core of the West Side Catholic Center's mission is the provision of basic needs, but over time it has evolved to also provide programming that encourages clients to become self-sufficient. Grounded in faith, hope, love, and respect for those we serve, the West Side Catholic Center (WSCC) assists all who come in need of food, clothing, shelter, advocacy and a path to self-sufficiency.

2) Brief description of current programs/projects and activities

WSCC meets the needs of clients through five main program areas. The Resource Center meets the basic needs of clients through meals, clothing, communal activities, expressive arts programs, and simple case management. Moriah House is an emergency shelter that assists homeless families and female veterans with the transition to stable housing. The Zacchaeus Housing Solutions program offers rent subsidies and case management to families continuing to struggle with homelessness after utilizing area shelters. The Workforce Development Program helps clients develop the tools they need to secure and maintain employment and manage their finances successfully. Family Engagement staff offers group programming and individual case management to support parents with issues related to their children's and family's welfare. Additionally, WSCC owns and operates Ohio City Pizzeria as a social-enterprise and supportive employment opportunity to benefit clients and WSCC.

3) Evidence of organization's overall effectiveness based on achievement of specific organizational of program goals

Each program has different goals. In the Resource Center, where we meet the basic needs of clients, the goal is simply providing quality services. In 2019, the Resource Center served 7,223 unduplicated individuals. Moriah House reduced length of stay in shelter (from 56 to 51 days) and maintained exits to permanent housing (from 124 to 121) in 2019. Zacchaeus Housing Solutions exited 93% of families to positive housing outcomes in 2019 and had 82% of clients improve in self-sufficiency. Of the 79 clients who secured employment through the Workforce Development Program in 2019, 84% of the clients able to be contacted were still employed after 90 days. Most significant for Family Engagement is that in addition to providing material goods to families, all of the families participating in Strengthening Families programming improved in the protective factors that increase family stability, enhance child development, and reduce child abuse and neglect.

4) Description of population and geographic region (community/county) served by this organization

WSCC is located in the Ohio City neighborhood on Cleveland's West Side. The majority of our programs are open to anyone in need, and most clients come from Cleveland's Near West Side. All of our clients have incomes below the poverty level, and 45% of our Resource Center clients are homeless. 67% of our clients are Black, 25% are White, 6% are Latinx, and 2% identify as another race. Except for the Clothing and Household Items Distribution program, the majority of our Resource Center clients are male. Our Resource Center clients range in age from 19 to 91. Other programs, such as Moriah House, Zacchaeus Housing Solutions, and Family Engagement, serve more women and children. All of our clients have experienced trauma, including mental and physical illness, addiction, domestic violence, physical and emotional abuse and neglect, chronic or recent homelessness, lack of education, learning disabilities and unemployment.

SECTION THREE – STATEMENT OF NEED

- 1) What is the problem, challenge or need that is unaddressed or unmet? Or what is the community benefit that this program or project will impart?

In alignment with Catholic social justice teachings and the desire of the Sullivan Foundation to fund programs that make a profound improvement in the lives of disadvantaged members of our community, the Resource Center serves as a refuge for underserved Clevelanders in need of food, clothing, day shelter, and guidance as they rebuild their lives. While many people take these for granted, too many Clevelanders go without these most basic of needs. The Resource Center's programming is designed to help vulnerable Clevelanders meet their basic needs and restore dignity to their lives. With their needs for food, clothing, and supportive services met, WSCC clients are better prepared to move forward on their journey toward self-sufficiency.

- 2) What is the research, statistic(s) or evidence that shows this need or benefit exists?

Unfortunately, the need for our services has not decreased, and we continue to serve high numbers of people in need. In 2018, the Resource Center served 35,098 meals and 7,002 people. In 2019, those figures jumped to 47,830 meals and 7,223 people. Statistics that demonstrate the ongoing need locally include:

-According to the Bureau of Labor Statistics, in May 2020 13.0% of Americans were unemployed. Cuyahoga County lagged behind with a staggering unemployment rate of 17.9%.

-The 2018 American Community Survey 5 year estimates reports that the nation's median family income was \$60,293; Cleveland's median household income was just \$27,873.

--The Greater Cleveland Food Bank reports that approximately 233,190 residents of Cuyahoga County were food insecure in 2017. Food insecurity means that individuals or families did not always know where their food would come from and may have sometimes had to restrict their food intake.

-US Census data published by the Northeast Ohio Coalition for the Homeless (NEOCH) reports that 35.2% of Cleveland residents live in poverty, with about 18% of Cleveland residents living in abject poverty. The Cleveland child poverty rate is over 50%.

-During the Department of Housing and Urban Development's January 2019 Point in Time Count, there were a total of 1,618 homeless individuals in Cleveland and Cuyahoga County and 106 had no place to stay at night.

The Resource Center's programs help level the playing field for Greater Clevelanders in need. Our highly-skilled staff members are trained to help clients work through the traumatic effects of poverty and homelessness, whether that is through connection with mental health assessments, clean clothing, a meal, or simply a kind word when it is most needed.

SECTION FOUR – PROGRAM/PROJECT DESCRIPTION & METHODOLOGY

IMPORTANT: *Review the funder's program guidelines and restrictions before responding to this section.*

1) Description of program/project, including:

a) Summary description of overall program/project to be funded under this grant

A grant from the Thomas C. and Sandra S. Sullivan Foundation would be used to support the services offered through WSCC's Resource Center. In 2019, the Resource Center served over 7,200 unique individuals through over 50 available program services. These services meet the physical, health, financial, and social and emotional needs of clients to promote their well-being.

WSCC operates on person-to-person interactions, so our current challenge has been balancing continuing to meet the unrelenting needs of our vulnerable population of clients while adhering to COVID-19 precautions and ensuring the health of our clients, staff, and volunteers. Even during the strictest COVID-19 precautions, from mid-March through late-May, staff adapted services to offer meals to-go, showers, and individual social work support. We also installed portable bathrooms and sanitation stations outside the building. During this time, we had to suspend tracking unduplicated clients, but still tracked meals provided. We continued to serve 150 clients a day.

Following a phased re-opening plan, health clinics resumed in May. The Clothing and Household Items Distribution program, produce distribution, pantries, drug and alcohol assessments, and expressive arts programs resumed in June. Certain programs, such as the ID Clinic or legal services, are dependent upon when volunteers are ready to return. WSCC has yet to resume large meals or social programs inside the Resource Center. WSCC is offering all of its services with updated attention to everyone's health and safety.

b) Brief description of goals and objectives for program/project

As we advance through 2020, the primary objective for the Resource Center has been to remain open and available to those in need, while adhering to any and all precautions necessary to keep clients, staff, and volunteers safe from COVID-19. We anticipate serving 48,000 meals in 2020.

c) Timetable for implementation and duration of program/project

This funding would support Resource Center programming in calendar year 2020.

d) Evidence of use of best practices (For example, is this program/project based on a program that has been shown to be effective in other settings? Is it based on national standards?). If the initiative is a pilot project and has not been done before, please list assumptions on why new approach will succeed.

Resource Center programming adheres to the best practice of trauma-informed care. Staff and volunteers are trained to better understand clients' triggers and communicate with our clients.

2) Brief description of how grant funds will be used?

A \$10,000 grant from the Thomas C. and Sandra S. Sullivan Foundation would support the services offered to those most in need through WSCC's Resource Center.

SECTION FIVE – EVALUATION AND RESULTS

- 1) Complete the Program/Project Evaluation Chart at the end of this document.

SECTION SIX – PROGRAM/PROJECT FUNDING PLANS

- 1) List of other funders to whom this **current proposal** has been and will be submitted. For each funder, indicate amount requested and status of request (e.g. “to be submitted,” “pending,” “funded,” or “declined”). If funded, specify amount of grant and date received.
To be submitted: Forest City Realty Trust \$5,000; RPM International Inc. \$5,000; Giant Eagle Foundation \$10,000; McBride Foundation \$1,000; Community West Foundation \$25,000; Conway Family Foundation \$10,000; Nord Family Foundation \$15,000

Pending: Congregation of St. Joseph \$10,000

Funded: Bank of America Charitable Foundation \$25,000 (3/27/20); Cuyahoga Arts & Culture \$5,000 (12/12/19); Cyrus Eaton Foundation \$3,000 (6/25/20); Higley Fund \$10,000 (6/30/20); Lincoln Electric Foundation \$5,000 (3/24/20); MJ Jr. & SB Murphy Family Charitable & Religious Fund \$40,000 (quarterly payments plus one yearly interest payment through 12/31/20); Ridgecliff Foundation \$18,025 (3/30/20); United Way of Greater Cleveland \$45,000 (monthly payments through 9/30/21); Gund Foundation \$35,000 (11/14/19); Reinberger Foundation \$5,000 (1/6/20); FEMA \$18,350 (7/7/20); FEMA CARES Act \$25,000 (7/7/20); Sisters of Charity \$5,000 (4/28/20); City of Cleveland CARES Act Basic Needs Grant \$52,000 (Awarded starting 7/1/20, reimbursed monthly as services are provided)

Declined: none

- 2) Other anticipated funding for this current proposal including:
 - a) Earned revenue
 - b) In-kind support
 - c) Special events
 - \$50,000
 - d) Fundraisers, etc.
- 3) If this will be an ongoing program/project, describe plans and specific sources for future/long-term funding.
WSCC is fortunate to benefit from diverse funding. WSCC continues to fall within the United Way's funding priorities. As with a grant from the Sullivan Foundation, funding from such a prominent supporter enables us to leverage a grant with other funders to garner additional support. In 2019, WSCC was able to increase support from volunteers, individual contributions, and revenue from special events. Support from individual contributions increased 7% over 2018, and revenue from special events increased 11% over 2018. We are grateful for diverse funding, especially as special events will be challenging during COVID-19.

SECTION SEVEN – REQUIRED FINANCIAL ATTACHMENTS

- 1) Statement of Revenue/Support and Expense* for your organization's most recently completed fiscal/calendar year.
- 2) Total Organizational Budget for Current Fiscal Year* including a column showing the organization's year-to-date status.
- 3) Project Request Budget* for your entire project.

**Available as a common form*

SECTION EIGHT – REQUIRED NON-FINANCIAL ATTACHMENTS

- 1) IRS letter of determination 501(c)(3), or if such a letter does not exist see specific funder requirements
- 2) Names and professional affiliations of board members

The Common Grant Application is a collaborative effort of funder and nonprofit organizations working to build the performance capability of the nonprofit sector in Ohio.

GLOSSARY

Capital Request – A planned undertaking to purchase, build or renovate a space or building, or to acquire equipment.

In-Kind Support – A contribution of equipment/materials, time, and or services that the donor has placed a monetary value on for tax purposes.

Methodology – A sequence of activities needed to accomplish the program objectives.

Operational Support – A grant given to cover an organization's day-to-day expenses such as salaries, utilities, office supplies, etc.

Outcomes – The changes in (or benefits achieved by) individuals or communities due to their participation in program/project activities. This may include changes to participants' knowledge, skills, values, behavior, or condition of status. In general, outcomes are described in quantitative or qualitative terms.

Quantitative (or Measurable) outcomes are changes or benefits that can be measured or counted and expressed with a numerical value. For example, 30 of the 40 third-grade students participating in the literacy program will increase their reading level by one grade level.

Qualitative outcomes are changes or benefits that refer only to the characteristics of something being described, rather than exact numerical measurement. Qualitative changes can be observed (or detected through the senses) and are generally described in a narrative form. For example, the mother of a student participating in the literacy program stated that her daughter no longer feared reading aloud in class now that she could read at the same level as her classmates.

Program – An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

Project – A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within a specified time period. (A successful project may become an ongoing program.)

Technical Assistance – Operational or managerial assistance given to a nonprofit organization. It may include fundraising assistance, budgeting or financial planning, program planning, legal advice, marketing or other aids to management. Assistance may be offered directly by a foundation or corporate staff member or in the form of a grant to pay for the services of a consultant.

PROGRAM/PROJECT EVALUATION CHART

Program/Project Outcome(s) The ultimate result of a program/ project	Program/Project Measures <i>Measurable results of a program/ project</i>	Benchmark (\$, #, %, yes/no) <i>*Note: NO TEXT other than yes/no should be included in this field</i>
Example 1: To help children read better.	Children will improve their reading scores by one grade level.	50
Example 2: Diversify the agency's revenue sources and increase its financial stability	Hire a part-time development director. Increase private donations during 2006. Increase earned revenue during 2006.	Yes 30% 25%
Provide for the basic needs of all who come to the WSCC Resource Center.	Maintain ability to provide services while adhering to COVID-19 precautions Number of meals provided	Yes 48,000



The Thomas C. and Sandra S. Sullivan Foundation
TOTAL ORGANIZATIONAL BUDGET FOR CURRENT FISCAL YEAR

Name of Organization: West Side Catholic Center

Fiscal Year (mm/dd/yy to mm/dd/yy): 1/1/20 through 12/31/20

REVENUE/SUPPORT	Budget for Year	Year-to-Date 6-30-19
Corporate grants	\$90,000	\$56,456
Foundation grants	\$530,000	\$207,237
Govt. grants/contracts/per diem (describe in narrative)	\$751,000	\$336,987
Contributions	\$815,000	\$368,982
Affiliate orgs./non-govt. contracts (describe in narrative)		
Federated campaigns (describe in narrative)	\$197,500	\$39,282
Membership dues		
Special events, fundraisers	\$300,000	\$0
Sponsorships		
Admissions		
Sales, rent		
Revenue, tuition		
Endowment funds		
Interest, dividends, non-endowments investments		
Other (describe in narrative if more than 20% of total revenues)	\$50,000	\$13,686
Total Revenue/Support	\$2,733,500	\$1,022,630



The Thomas C. and Sandra S. Sullivan Foundation
TOTAL ORGANIZATIONAL BUDGET FOR CURRENT FISCAL YEAR

Name of Organization:

West Side Catholic Center

Fiscal Year (mm/dd/yy to mm/dd/yy):

1/1/20 through 12/31/20

EXPENSES	Budget for Year	Year-to-Date 6-30-19
Salaries	\$1,694,500	\$838,173
Employee benefits, taxes	\$456,000	\$217,386
Affiliate orgs./non-govt. contracts (describe in narrative)		
Professional Fees	\$14,000	\$15,000
Equipment, supplies, materials	\$174,000	\$69,839
Telephone, utilities	\$72,000	\$30,658
Postage, mailing	\$33,000	\$11,706
Occupancy	\$120,000	\$58,998
Insurance	\$8,000	\$5,426
Training, staff development	\$11,000	\$8,353
Travel	\$6,000	\$1,559
Conferences	\$8,000	\$5,376
Evaluations		
Other (describe in narrative if more than 20% of total expenses)	\$137,000	\$56,324
Total Expenses	\$2,733,500	\$1,318,798
Revenue less Expenses	\$0	-\$296,168

Please attach written narrative for any items above requiring additional explanation. Also explain how differences will be offset if total expenses exceed total revenues/support by 10% or more



The Thomas C. and Sandra S. Sullivan Foundation
PROGRAM REQUEST BUDGET

Name of Organization:

West Side Catholic Center

Fiscal Year (mm/dd/yy to mm/dd/yy):

1/1/20 through 12/31/20

REVENUE/SUPPORT	
Corporate grants	\$15,000
Foundation grants	\$142,000
Govt. grants/contracts/per diem (describe in narrative)	\$25,000
Contributions	\$354,500
Affiliate orgs./non-govt. contracts (describe in narrative)	
Federated campaigns (describe in narrative)	\$40,000
Membership dues	
Special events, fundraisers	\$100,000
Sponsorships	
Admissions	
Sales, rent	
Revenue, tuition	
Endowment funds	
Interest, dividends, non-endowments investments	
Other (describe in narrative if more than 20% of total revenues)	
Total Revenue/Support	\$676,500



The Thomas C. and Sandra S. Sullivan Foundation
PROGRAM REQUEST BUDGET

Name of Organization:

West Side Catholic Center

Fiscal Year (mm/dd/yy to mm/dd/yy):

1/1/20 through 12/31/20

EXPENSES	
Salaries	\$378,000
Employee benefits, taxes	\$92,000
Affiliate orgs./non-govt. contracts (describe in narrative)	
Professional Fees	\$5,000
Equipment, supplies, materials	\$73,000
Telephone, utilities	\$14,500
Postage, mailing	\$1,000
Occupancy	\$82,000
Insurance	\$2,000
Training, staff development	
Travel	\$2,000
Conferences	
Evaluations	
Other (describe in narrative if more than 20% of total expenses)	\$27,000
Total Expenses	\$676,500

**The Thomas C. and Sandra S. Sullivan Foundation**

STATEMENT OF REVENUE/SUPPORT & EXPENSE (for most recently completed fiscal year)

Name of Organization:

West Side Catholic Center

Fiscal Year (mm/dd/yy to mm/dd/yy):

1/1/19 through 12/31/19

REVENUE/SUPPORT	
Corporate grants	\$69,615
Foundation grants	\$557,987
Govt. grants/contracts/per diem (describe in narrative)	\$1,065,321
Contributions	\$883,273
Affiliate orgs./non-govt. contracts (describe in narrative)	
Federated campaigns (describe in narrative)	\$202,457
Membership dues	
Special events, fundraisers	
Sponsorships	\$285,027
Admissions	
Sales, rent	
Revenue, tuition	
Endowment funds	
Interest, dividends, non-endowments investments	
Other (describe in narrative if more than 20% of total revenues)	\$59,999
Total Revenue/Support	\$3,123,679



The Thomas C. and Sandra S. Sullivan Foundation
STATEMENT OF REVENUE/SUPPORT & EXPENSE (for most recently completed fiscal year)

Name of Organization:

West Side Catholic Center

Fiscal Year (mm/dd/yy to mm/dd/yy):

1/1/19 through 12/31/19

EXPENSES	
Salaries	\$1,660,745
Employee benefits, taxes	\$414,596
Affiliate orgs./non-govt. contracts (describe in narrative)	
Professional Fees	\$16,500
Equipment, supplies, materials	\$500,699
Telephone, utilities	\$73,362
Postage, mailing	\$31,946
Occupancy	\$115,701
Insurance	\$9,756
Training, staff development	\$8,733
Travel	\$11,217
Conferences	\$15,295
Evaluations	
Other (describe in narrative if more than 20% of total expenses)	\$145,308
TOTAL EXPENSES	\$3,003,858
REVENUE LESS EXPENSES	\$119,821

If expenses exceed revenues/support by more than 10%, please explain how difference will be offset.



**WEST SIDE
CATHOLIC
CENTER**

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**WEST SIDE
CATHOLIC
CENTER**

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**GROUNDED IN FAITH,
HOPE, LOVE AND RESPECT
FOR THOSE WE SERVE,
WE ASSIST ALL WHO COME IN
NEED OF FOOD, CLOTHING,
SHELTER, ADVOCACY AND A
PATH TO SELF-SUFFICIENCY.**

July 14, 2020

Mr. Thomas C. Sullivan, Jr.
The Thomas C. and Sandra S. Sullivan Foundation
The Catholic Community Foundation
Attn: Colleen Rigo
1404 E. Ninth Street, 8th Floor
Cleveland, OH 44114

Dear Mr. Sullivan,

Thank you for your support of the West Side Catholic Center (WSCC) over these many years. We realize that the Thomas C. and Sandra S. Sullivan Foundation is presented with numerous opportunities to help others, and appreciate your consideration of this request for your continued support.

WSCC is all about people - meeting them, knowing them, serving them, bringing them together. It is a way of being, fundamental to the inception of the organization more than 40 years ago and alive and well in its response to those in need today.

This has been a challenging year, yet WSCC has remained a valuable resource for those most in need. In the midst of COVID-19 precautions, when we have been unable to welcome large numbers of clients into our facility, we never stopped providing meals and hygiene and social services. Meals are being packaged to-go and other services have been adapted to maintain the health and safety of our clients, staff, and volunteers. We continued to serve 150 clients a day.

We are honored that The Thomas C. and Sandra S. Sullivan Foundation has become a long-time funder of the WSCC, and hope that you will continue to support with us with a grant in the amount of \$10,000 to provide resources to those in our communities of Cleveland and Cuyahoga County who desperately need them. Thank you for past support and your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Litten'.

John Litten
Executive Director

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*deceased