

**2018 Impact 100 Letter of Intent and Grant Application - Big Brothers Big Sisters of Northwest Florida | Shell, Paula
Program Name :There's No Place Like Home**

Applicant View

Letter of Intent

IMPACT 100 Letter of Intent to Apply	
For details on the IMPACT 100 grant process, including eligibility requirements, FAQ, and important dates, visit http://impact100pensacola.org/grant-info/grant-process	
In preparing to submit your LOI, please have available your Dept. of Treasury letter affirming your organization's status as a tax-exempt public charity under IRS Code Section 501(c)(3). Additionally, your organization should have filed the latest Annual Report with the Florida Department of State, Division of Corporations, and registered with the Florida Department of Agriculture and Consumer Services. At any time, should you need to exit this application, you may save your data and return to complete.	
*Is your Organization a local chapter of a larger Organization that holds your 501(c)(3)?	No
*Organization's Legal Name:	Big Brothers Big Sisters of Northwest Florida, Inc.
Organization's Doing Business As (DBA) Name (if applicable):	
*Federal Employer Identification Number (EIN):	59-2996893
Group Federal Employer Identification Number (EIN) if local organization EIN is different from Group EIN.	
*Mailing Address:	1149 Creighton Road Suite # 1
*City:	Pensacola
*State:	Florida
*Zip Code:	32504
Organization's Phone Number	850-433-5437
Website (if available):	www.bbbsnwfl.org
Please confirm the following for your organization:(Note: Underlined links to verification websites are provided below the question and allow you to check your status while still in the form.)	
1. Current status as a 501(c)(3) public charity (PC or Group) as listed on Internal Revenue Service website:(Verify status at IRS Exempt Organization Check)	Current (PC)
*Please attach a copy of the Department of Treasury Letter affirming your organization's not-for-profit status under Internal Revenue Code Section 501(c)(3).	501 c(3) Big Brothers Big Sisters.pdf
Visit https://www.irs.gov/charities-non-profits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letter-from-irsfor information on requesting a copy of your letter, if needed.	
2. Annual Report for 2018 has been filed and is reflected on the Florida Sunbiz website. The State of Florida requires nonprofits based in Florida and outside of Florida to register annually if doing business in Florida.	Completed
(Confirm submission by clicking link: Florida Sunbiz Organization Check. To register as a nonprofit in Florida, visit Florida Sunbiz Registration. If annual report needs to be filed go to Florida Annual Report Filing).	
*3. Annual registration with the Florida Department of Agriculture and Consumer Services (required of all charities soliciting in Florida, excluding religious, education, and government entities) is complete. To confirm registration, select FDACS Organization Check. To register, visit FDACS Annual Registration.	Completed
FDACS Charity Number:(This is your Registration Number that begins with "CH".)	CH16741
*FDACS Expiration Date	12/30/2018
Executive Director & Chairman of the Board Contact Information	
*Executive Director/President:	Paula Shell
*ED Email:	pshell@bbbsnwfl.org
*ED Phone:	850-433-5437
ED Cell Phone (if different than phone # provided above):	850-990-0957
*Chairman of Board:	Chris Roney
*Chair Email:	chrisonery204@att.net
*Chair Phone:	850-990-4048
Chair Cell Phone (if different than phone # provided above):	

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*Who is the primary contact for your organization and this grant?	Paula Shell
*What is the preferred phone number for the primary point of contact?	850-433-5437
*Organization's Mission(Describe the purpose of your organization in 1 or 2 sentences)	To provide children facing adversity with a strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.
A collaboration exists when two or more nonprofit organizations 1) unite in order to achieve a common goal, 2) manage and contribute to the proposed project in a significant manner, and 3) benefit financially from the grant. Each organization must meet the IMPACT 100 guidelines for eligibility including being a 501(c)(3) under the IRS guidelines, filing an Annual Report with the Florida Division of Corporations, and registering with the Department of Agriculture and Consumer Services if required. Each collaborating organization must submit their own Letter of Intent.	
Names of other nonprofit organization(s) with which you may consider collaborating.	
A site visit will be scheduled with your primary point of contact between 9:00 am and 5:00 pm on a business day. Site visits scheduled 7/16 - 8/3 are preferred but will extend to the week of 8/6 - 8/10, if needed.	
I certify that all the information provided is accurate and verifiable.	
*Signature	Paula Shell
*Title	CEO
*Date	4/30/2018

Summary Sheet

Each grant applicant must select only one focus area under which it wishes to be considered. IMPACT 100 does not provide guidance as to which focus area is appropriate. Arts & Culture Initiatives that cultivate, develop, and enhance the cultural and artistic climate of the Pensacola Bay area. Education Initiatives that further the educational process or improve access to education for children and/or adults in the Pensacola Bay area. Environment, Recreation & Preservation Initiatives that will restore, preserve, revitalize or enhance the facilities, surroundings, and/or recreational opportunities of the Pensacola Bay Area. Family Initiatives that strengthen and enhance the lives of children and families living in the Pensacola Bay area. Health & Wellness Initiatives that improve the mental and/or physical well-being of people living in the Pensacola Bay area.	
*Project Focus Area:	Family
*Project Title:	There's No Place Like Home
*Is your organization a local chapter of a larger organization that holds your 501(c)(3)?	No
Collaboration	
A collaboration exists when two or more qualifying nonprofit organizations 1) unite in order to achieve a common goal; 2) manage and contribute to the proposed project in a significant manner; and 3) benefit financially from the grant. One nonprofit will need to be identified as the lead - serving as the Fiscal Agent, financially managing the IMPACT 100 grant funds and completing the basic application. The other collaborating organizations will provide their organizational and financial information, but not be required to complete the additional sections of the grant application.	
*Are other nonprofit organizations collaborating on this project?	No
Site Visit Location	
*Site Visit Street Address:	1320 Creighton Road Pensacola, Fl. 32504
Primary Point of Contact and local Address for the Site Visit. Provide a primary point of contact for your organization and this grant. A site visit will be scheduled on Monday through Friday during the hours of 9am - 5pm during the weeks of 7/16/18 through 8/3/18. An IMPACT committee member will schedule the site visit with your primary point of contact for the grant.	
*Who is the primary contact for the Site Visit?	Paula Shell
*Primary Point of Contact Email	pshell@bbbsnwfl.org
*Primary Point of Contact Phone Number	850-433-5437
Certification and Signatures	
Our organization and its Board of Directors authorize submission of this funding proposal. Our tax exempt status under Internal Revenue Code Section 501(c)(3) has not been revoked or modified. We understand that if selected to receive funding, we must furnish a report showing how funds were spent and that the funds were spent solely for the purpose for which the grant is sought. We certify that to the best of our knowledge, the statements contained in this application are true, correct and complete.	

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NOTE: If Executive Director/President and Chair of the Board are the same person, please have another member of the board also certify and electronically sign (printed name) from each organization.	
*Executive Director/President Name	Paula Shell
*Chairman of the Board Name	Chris Roney

Organization Information Local

Organization Background	
*Organization Legal Name	Big Brothers Big Sisters of Northwest Florida, Inc.
Doing Business As (DBA) Name (if applicable):	
*Federal Employer Identification Number (EIN):	59-2996893
Website (if available):	www.bbbsnwfl.org
Organization's Mailing Address	
*Street:	1149 Creighton Road Suite # 1
*City:	Pensacola
*State:	Florida
*Zip Code:	32504
*Year Founded:	1989
*Number of Full Time Employees (if none enter 0):	13
*Number of Part Time Employees (if none enter 0):	4
*Approximate Number of Volunteers (if none enter 0):	1 volunteer within the office and over 400 Big Brothers & Big Sisters
*Brief Summary of Organization's History:	
<p>When Navy Chaplain Valerie "Elery" St. John DeLong received orders to the Northwest Florida area in 1989, she wanted to serve as a Big Sister; however, there was no Big Brothers Big Sisters organization in the region. Determined to establish the nationally-known, premier mentoring organization locally, she gathered a small but dynamic group in the fall of 1989. Her vision and the vision of volunteer leaders and other strong supporters in the community set a tone that has attracted outstanding board members and made possible the unparalleled success of our organization. Big Brothers Big Sisters has been the leader in one-to-one youth service for 29 years by providing caring, adult mentors to children ages six-to-eighteen, who come primarily from single parent homes.</p>	
*Organization's Mission Statement:	
<p>To provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.</p>	
*Geographic Area Served:	
<p>For the purpose of this grant application Escambia and Santa Rosa counties only. Agency serves however, Escambia, Santa Rosa, Okaloosa, Walton, & Bay Counties.</p>	
*Current Program and Projects:	
<p>Community Based Mentoring - This one-to-one mentoring option allows you the opportunity to pick up your Little Brother or Little Sister at his or her home and spend weekly time together in the community at a minimum of 2-4 times in person. Outings can range from going for a walk, working on arts and crafts, taking a bike ride, or watching a movie.</p> <p>School Based Mentoring - In this option, volunteers meet with their Little Brother or Little Sister one hour a week at a nearby school. Many volunteers visit on their way into work, during their lunch hour, or perhaps during a long break during the day. (Check with your employer; some businesses allow their staff time off to mentor.)</p> <p>Big Duo - This option is the same as community based mentoring, except the pair shares the responsibility of mentoring.</p> <p>Bigs with Badges - Do you wear a badge? This option matches children with those with badges in our community including police departments, sheriff departments, fire & EMS departments, corrections, state and federal departments</p> <p>Friends - As a Friend, you may offer your time and talent where you want for as long as you want. Volunteer options include helping with mentoring programs, fundraising events and marketing department tasks.</p> <p>School to Work Program - Become a workplace partner and help students improve their chances of graduating and transitioning into a career. This opportunity allows the student to shadow you once a month for four hours.</p> <p>Big Brothers Big Sisters of Northwest Florida will serve boys between the ages of 6 and 18 from low income families and primarily from single parent homes.</p> <p>Currently we have over 400 active matches and 153 children waiting for a Big Brother or Big Sister.</p>	
*Total number of board members:	25

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You will only be required to enter the information for the first 25 Board Members of your organization.	
*How many of your board members have contributed financially or in-kind to your organization in the last 12 months?	25
*Litigation against the organization:	None
*Executive Director/President/CEO:	Paula Shell
*Email:	pshell@bbbsnwfl.org
*Phone:	850-433-5437
Executive Director's Cell Phone (if different than phone # provided above):	850-723-0057
*Chairman of Board:	Chris Roney
*Chair Email:	chrisonoy004@att.net
*Chair Phone:	850-586-7646
Board Chair cell phone (if different than phone # provided above):	850-200-7646
*Who is the primary contact for your organization and this grant?	Paula Shell
*What is the preferred phone number for the primary point of contact?	850-433-5437
Board of Directors	
*Board Member 1 Full Name:	Chris Roney
*Profession:	Business owner
*County and State of Residence:	Santa Rosa County, Florida
*Position on Board:	Board Chair
*Board Member 2 Full Name:	Hong Tran
*Profession:	Management
*County and State of Residence:	Santa Rosa County, Florida
*Position on Board:	Vice-chair
*Board Member 3 Full Name:	Amanda Harper
*Profession:	Sales
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Secretary
*Board Member 4 Full Name:	Scott Warren
*Profession:	CPA
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Treasurer
*Board Member 5 Full Name:	Ben Shell
*Profession:	Attorney
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Legal Counsel
*Board Member 6 Full Name:	Lewis Bear, III
*Profession:	Business Owner
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 7 Full Name:	Nancy Clark
*Profession:	Engineer
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 8 Full Name:	Bill Cleary
*Profession:	Human Resources
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 9 Full Name:	Jarrold Dawson
*Profession:	Financial Advisor
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 10 Full Name:	Jon Green
*Profession:	Business Owner
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member

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*Board Member 11 Full Name:	Andrew Hobbs
*Profession:	Law Enforcement
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 12 Full Name:	Clay Ingram
*Profession:	Government
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 13 Full Name:	Larry Kuhn
*Profession:	Real Estate
*County and State of Residence:	Santa Rosa County, Florida
*Position on Board:	Member
*Board Member 14 Full Name:	Adrienne Maygarden
*Profession:	Fundraising
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
* Board Member 15 Full Name:	Rick McClannahan
*Profession:	Banking
*County and State of Residence:	Santa Rosa County, Florida
*Positlon on Board:	Member
*Board Member 16 Full Name:	Jennifer McFarren
*Profession:	Community Relations
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 17 Full Name:	Chris Porter
*Profession:	Construction
*County and State of Residence:	Santa Rosa County, Florida
*Position on Board:	Member
*Board Member 18 Full Name:	Robert Powell
*Profession:	Attorney
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 19 Full Name:	Leah Ralls
*Profession:	Business Owner
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 20 Full Name:	Brian Ranelli
*Profession:	Healthcare
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 21 Full Name:	Jackie Rock
*Profession:	Insurance
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 22 Full Name:	Brian Williams
*Profession:	Business Owner
*County and State of Residence:	Santa Rosa County, Florida
*Position on Board:	Member
*Board Member 23 Full Name:	Vernon Stewart
*Profession:	Government
*County and State of Residence:	Escambia County, Florida
*Position on Board:	Member
*Board Member 24 Full Name:	John Stevens
*Profession:	Insurance
*County and State of Residence:	Santa Rosa County, Florida
*Position on Board:	Member
*Board Member 25 Full Name:	Greg Thompson

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*Profession:	Management
*County and State of Residence:	Santa Rosa County, Florida
*Position on Board:	Member

Project Narrative

Project Information	
*Project Title:	There's No Place Like Home
*Project Start Date (no earlier than October 15, 2018):	11/01/2018
*Project End Date (no later than Oct 1, 2020):	6/30/2019
*Project Summary (150 words or less):	
<p>Big Brothers Big Sisters project is a new home for the agency. A place where Bigs and Littles can grow, learn, and develop free of the stresses of the outside world and in many cases a Little's own home environment. A place where board members and staff can conduct business under one roof without having to work in strained conditions. This IMPACT grant will allow us to provide improvements and furnish our new home with furniture, kitchen equipment, electronics (laptops, monitors, games, software, movie screen and a projector for educational workshops), and lastly promote our mission via a state of the art digital sign on a major thoroughfare of Pensacola where 26,000 cars pass daily. Our new home will allow for the growth of an important mission and provide the spark for our vision that all children in our community have the opportunity to succeed in life.</p>	
*Describe how your project fulfills the goals of your chosen focus area. (150 words or less)	
<p>We believe our project will strengthen and enhance the lives of those Littles we serve living in the Pensacola Bay area. This place we call home isn't just a place where we work but it is also a place where our Littles can feel safe, be comforted and cherished. A place where they can be free and be themselves. It is the starting point of their path to the future, a place that will always protect them at all costs. By providing a stress free place for them to experience whenever they want and a place to gather for group activities, board meetings, volunteer training sessions, educational enhancement, and just plain FUN we will be able to work in a more functional way to support our families.</p>	
Target Population	
*Describe the target population. Include demographics on population and geographic area to be served:	
<p>Target Population: children 6 years of age through 18 years of age low income families, primarily from single parent homes. Big Brothers Big Sisters of Northwest Florida defines low and moderate-income levels by qualification for free/reduced lunch and/or the household income. Currently 95% of the children and families that we serve meet our definition of low to moderate-income levels.</p> <p>Demographics on Population: The families served in our program have various needs and risk factors, including:</p> <ul style="list-style-type: none"> •Single-parent / guardian household. •Incarcerated parent or parents. •Grandparents raising grandchildren. •Foster families. •Military families with one or both parents deployed. •Lack of parental education or value toward education. •The head of household is a high school dropout. •Family income is below the poverty line. •Child is living with parents who do not have steady full-time employment. <p>Geographic Area to be served: Geographic area to be served through this project will be Escambia County & Santa Rosa Counties.</p>	
*Describe the specific need for your project in the community (2500 words or less):	

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Giving your staff the tools they need to do their job is about more than just making sure they have desk space and a working telephone – it's about making sure they have every relevant resource their job role requires, and making sure that all of these resources are in good, working order and within easy reach. When we do this we are centered 100% on the mission at hand, our Littles and Families.

Mentoring, at its core, guarantees young people that there is someone who cares about them, assures them they are not alone in dealing with day-to-day challenges, and makes them feel like they matter. Yet, one in three will grow up without this critical asset. So in Escambia County, 22,432 children will grow up without a mentor in their life and in Santa Rosa County 12,472 children will grow up without a mentor in their life. This is unacceptable

To provide children in our community with a person who cares, someone who supports unconditionally, is the true lifeline to the work we do at Big Brothers Big Sisters. Here is a great statement and reason from Little Sister Keyana as to why:

I remember the day I met my big sister, Jennifer. I was about to start 7th grade and eager to meet her. When the door opened, there was an immediate connection. And, the fact that she had a stylish purse was an indicator that we'd be fast friends with so much in common - our love of fashion (accessories, to be exact), singing in the car and our faith.

I've grown up with my amazing grandmother, Nancy. She suggested I apply for a big sister because she knew that I needed someone I could confide in that would offer me stable and positive support. Someone who would believe in me, encourage me and motivate me. Someone that didn't believe my neighborhood would predict my future. And someone that would be in it for the long haul – not just see me through my high school graduation.

Jennifer has been a sister to me through joyful and challenging times. The quote that sums up our relationship best is, "If it doesn't challenge you, it won't change you." Life is challenging and we've seen our fair share. But, we've been through those challenges together. From the loss of family members, to peer pressure, to improving my grades, Jennifer has walked alongside me with love (tough love sometimes), advice and encouragement. We've also shared in many celebrations together. She has been my biggest cheerleader. More than fun activities, school work and weekend trips, we've celebrated major life events like her teaching me how to drive and me helping her plan her wedding and welcome Grady (her son, and my "little brother") into the world. She is my sister in every sense of the word.

I've heard people say "children can't be what they can't see." Although I don't believe that is always true, Jennifer has allowed me to see so much more. She believes in my dream of becoming a nurse and always looks for ways to make my dream come true. One of my favorite memories is when she set up a meeting with a leader at a local hospital that she knew through her work. We practiced interview questions and picked out dress clothes to prepare for a visit so I could see first-hand what the job was like. I had the chance to interview a nurse unit manager and learn more about how I can prepare for my dream career. Jennifer's never let me settle and has always pushed me to dream big, do better and go further.

Keyana is only one of over 400 reasons why the need for our project is essential to the fabric of our community. Big Brothers Big Sisters matching process and services are critical to breaking the cycles of poverty and poor life choices, and we are a true advocate for educational success. It costs \$30,000 - \$60,000 a year when a youth is sent to a moderate-to-high level juvenile facility. For every 100 youth we keep out of the criminal justice system, it saves Escambia and Santa Rosa county taxpayers three to six million dollars per year. On average, it cost \$1,000 to support a match for a year, or \$2.74 a day.

Goals

*Describe what you hope to accomplish through the proposed project (2500 words or less):

We hope to help our matches (Bigs & Littles) gain valuable exposure to educational, workplace, social, and practical skills while spending time together at our facility growing, learning, and developing in their relationship. We also hope to develop a workplace environment which will affect staff & board productivity in a positive way and we feel we can accomplish both through a thoughtful workplace design, a design which is multifunctional in use. Leadership understands it's our responsibility to enhance the performance of its people and it's known that an environment affects how people feel about their job and can influence their work.

Through a thoughtful workplace design we believe we will also support productivity and enhance employee health and wellness – it's all interrelated and in doing so we are able to concentrate on what's most important to us - our Families, Littles, & Bigs.

Lastly, we hope to accomplish a high level awareness of Big Brothers Big Sisters in the Pensacola Bay Area.

*Describe how or why you selected this issue:

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Through leasing, our journey began in the United Way Building downtown on Government, then to Town & Country Plaza until which time Hurricane Ivan damage moved us to Davis Office Park (which currently no longer exists), and lastly to our current location on Creighton Road. We are currently packed in a 2,000 square foot building where staff desks are positioned in hallways and even crammed three to a room. The landlord is selling the building so leadership wanted to take proactive measures and began seeking out other alternatives. Over the past 3-4 months we have been looking at options and have discovered our rent costs will double or even triple with the amount of space we are needing. Back in May during our search, property on Creighton Road became available (major thoroughfare where 26,000 cars pass daily), we made an offer, and we are currently in a 45 day due diligence period on a 4,125 square foot building. It goes before the board for approval on June 21st and if passes we will close on July 6th. WOW – exciting times for Big Brothers Big Sisters

After having looked at nine or more other options from leasing to owning and running all kinds of numbers, we know we will be able to secure this property paying a mortgage around what we are currently paying in rent. We created a building fund a couple of years ago and have saved around 100K to put down on the property. We currently have been approved by 3 lending institutions.

We selected this issue because having our own place has been a vision of leadership for the past 3-5 years and it's our time

***What is the expected impact on the target population and the overall community:**

When staff and board leadership are able to conduct business in an atmosphere which provides all the tools necessary to do their job the result is a productive organization. The impact then shows that, compared to their non-mentored peers, Little Brothers and Little Sisters are 52% less likely to skip school, 46% less likely to begin using illegal drugs, 33% less likely to use violence to solve problems, and 27% less likely to begin using alcohol. As an evidence-based, outcomes-oriented program, Big Brothers Big Sisters of Northwest Florida has 29 years of research documenting the positive power of a mentor.

Our expected impact having a place where Bigs & Littles can hang out together includes:

- Educational achievements
- Network opportunities
- Expansion of their hope and motivation for successful paths in life

In 2017, Big Brothers Big Sisters of Northwest Florida served 616 children through our community-based and school-based mentoring programs. Each time Big Brothers Big Sisters pairs a child with a role model, we start something incredible: a one-to-one relationship built on trust and friendship that can blossom into a future of unlimited potential.

The most important component of our mentoring program is childhood education, and our unique brand of one-to-one mentoring makes a BIG impact with proven results. Of the children served last year who were matched 6 months or longer:

- 82% maintained or improved in math
- 85% maintained or improved in reading
- 81% maintained or improved in science
- 88% maintained or improved in school attendance
- 97% have remained crime free

Without someone to consistently help in stressing the importance of education and sharing the do's and don'ts of life, our Littles often get a bit lost. Many fail to realize their aspirations because of challenging home lives and life after is just often a mystery to them. They need to have not only access to postsecondary education and training but also the knowledge and skills necessary to continue forward. It's our hope the addition of a community resource center will encourage our Littles and others to go to school, live, and work in Escambia or Santa Rosa Counties.

*** Describe how this project fits into your organization's mission/vision:**

Our vision is that all children achieve success in life and through this project, being able to provide children facing adversity with an encouraging and safe place to go with their Big will contribute to their accomplishments in life. It is the hope of Big Brothers Big Sisters that the women of IMPACT 100 will recognize the tremendous need for safe places for our children to learn, play, and grow. We are confident we will continue to contribute to the success of our community's dashboard of outcomes around graduation rates and academic success. With the addition of a new sign we believe our visibility will increase and allow us to awaken the potential in the Pensacola Bay Area and we feel through this project we will.

Management

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*Describe how you will accomplish your goals:	
<ul style="list-style-type: none"> •By closing on our building. •By finalizing internal design •By completing construction work inside •By getting outside signage installed •By getting all internal items ordered and installed <p>Lastly by being able to host on site activities, trainings, events, and having a new place to call home.</p>	
*Describe the specific activities and services that will be provided through this project:	
<p>To make this project as successful as possible, we have pulled together an office space committee from the board made up of financial, construction, and real estate professions. This group has been diligently working with staff leadership on the vision of the property. Activities and services will consist of:</p> <p>Big & Little Match Activities Match Anniversary Celebrations Graduation ceremonies Trainings for Bigs prior to being matched Academic Development Workshops (Financial Counseling, Dating, Bullying, etc.) Waiting Little Activities Access to computer use for Littles, Bigs, and parents</p>	
*Describe how you will manage funds to implement the project:	
<p>Big Brothers Big Sisters of Northwest Florida currently maintains a Bookkeeper on staff who oversees project budget line items and spending procedures with board governance and oversight. Monthly financial statements are provided for review to the CEO, Treasurer, and the Board of Directors. Bookkeeper and CEO will work closely with the liaison of IMPACT 100.</p>	
Does your project include construction?	Yes
*If your project includes construction, please select all that apply.	Renovating an existing building
*Briefly describe your construction plans.(150 words or less)	
<p>Exterior and interior non-permit items of clean & re-stripe parking lot, roof repair (sheet metal flashing, caulk fasteners, seal coat roofing), painting of exterior of building and cleaning with minor stucco repair, and landscaping. Interior cabinetry, ceiling work, and painting.</p>	
Which construction related expenses are included in your project budget?	Construction Materials Labor
*How many bids do you have for your construction project? Note: While 2 bids are recommended to ensure project budget is based on realistic costs, a minimum of 1 bid must be submitted.	1
*Check which Construction-related Supporting Documents will be provided. Note: If work is being done on a site that is not owned by the organization, evidence of a lease for at least 5 years is required.	Builder's County and/or City License Builder's Certificate of Insurance
Evaluation	
*Describe how you will know when you have accomplished your goals.	

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We know we have accomplished our major goal, when we close on 1320 Creighton Road July 6th. The funding from IMPACT 100 would then jump start our journey down the path to making something little, BIG.

We will know we have accomplished our goals when layout of the building is finalized, construction completed, and design elements finalized and completed, and lastly is move in day. We know we have accomplished our goals when matches come to the agency to spend quality time together. Where our waiting littles have a place to connect with the agency while waiting for their Big. When, through educational software and resources, Bigs, Littles, and parents regularly enhance their capacity to contribute to high-quality, long-lasting match relationships.

We know we have accomplished goals when the multifunctional room is ready for use as it's always been our goal to have a home where we could conduct appropriate on site trainings for Bigs, Littles, and Families to enhance growth, learning and development. When match events are held on site we know we have accomplished our goals. We also know the sign will play a large roll in achieving our goals of increasing the number of volunteer inquiries which leads to more children served.

*** Describe how you plan to measure impact and results:**

- We will track number of volunteer inquiries received
- We will track number of matches who participate in activities, trainings, & events held onsite
- Increase our number of activities, trainings, & events held.

Other Funding Sources

If you have applied for other grants for this project, please describe:

We have not applied for other grants for this project.

If you have received other funding sources for this project, please describe:

We have not received other funding sources for this project.

Timeline

*** Describe the anticipated timeline for execution of the project, and supporting fund distribution for each stage:**

Project bid estimates are attached and here is our estimated timeline of expenses for the project.

Phase I – order sign, furniture, and kitchen items and begin work on non-construction improvements in November of 2018 and request reimbursement of \$93,878.85 from IMPACT 100; Phase II – Order computers, monitors, tv, projector, screen, and popcorn machine and request reimbursement of \$5,337.97 from IMPACT 100; Phase III – shop for various board games and art supplies and request reimbursement of \$1,083.18 from IMPACT 100.

Sustainability

***Describe your plans for sustainability of this project, including personnel, funding, maintenance and any other applicable resources:**

Our Governing Board and staff leadership is supportive of this project and is committed to making sure the agency is on a path to future success. We consider ourselves very frugal when it comes to spending money and have given a lot of thought with respect as to how our organization's operational needs will change with ownership and making sure we don't place additional hardships for years to come. Owning your own building is a milestone for us as a nonprofit and agency leadership is committed to making sure it's done in the right manner. Plans are to enter into a mini capital campaign during our 30th Anniversary year of 2019 to secure remainder of the dollars needed for the completion of the building plans.

Internally, we strive to submit one – two new funding opportunities per month which would support pieces of this project initiative. We will work to expand current special events to sustain our overall fundraising efforts. Through this approach we believe this aspect of operations we will be paid off in 2-4 years.

NOTE: It is a standard mandated by our National office (Big Brothers Big Sisters of America) for agencies to strive to maintain a 3-6 month cash reserve. We wanted to point this out due to the cash balances on the Statements of Financial Position (Balance Sheets). This reserve will not only help to ensure sustainability if the Impact 100 grant is received, but also, in these challenging economic times, the reserve reflects how important we believe it is to manage our agency finances effectively.

If there is litigation pending or threatened against your organization (or a collaborating partner) please describe:

There is no litigation pending or threatened against Big Brothers Big Sisters of Northwest Florida

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Project Budget

Project Revenues	
Please round to whole numbers.	
IMPACT 100 Grant:	\$100,300
Government Grants:	\$0
Government Contracts:	\$0
Foundations:	\$0
Corporations/Businesses:	\$0
Civic or Community Groups:	\$0
United Way:	\$0
Arts Council:	\$0
Individual Contributions:	\$0
Fundraising Activity (events):	\$0
Membership Income:	\$0
In-Kind Support:	\$0
Investment Income:	\$0
Endowment Earnings:	\$0
Earned Income:	\$0
Other Project Revenue:	\$0
*Total Project Revenue:	100300
Total Project Expenses	
Please round to whole numbers.	
Project Payroll Costs (Salary & Fringe):	\$0
Consultants and Professional Fees:	\$0
Land/Property Acquisition:	\$0
Construction Permits:	\$0
Construction Material:	\$0
Construction Labor:	\$0
Construction Site Preparation:	\$0
Construction Concrete/Wood/Metal Structure:	\$0
Construction Other Costs:	\$34,890
*Specify Construction Other Costs (50 words or less):	
Exterior and Interior non-permit items such as parking lot, roof repair, face of building wash and paint, interior cabinetry, ceilings and painting. See uploaded quote from Jon Green Construction.	
Vehicle:	\$0
Equipment, Machinery:	\$0
Office Furniture/Fixtures:	\$37,717
*Specify Office Furniture and Fixtures(50 words or less):	
Furniture for multipurpose room for activities, trainings, events.	
Furniture for kitchen area.	
Furniture for waiting / reception area.	
Refrigerator, dishwasher, microwave	
TV , projector, and Screen	
Fundraising Costs:	\$0
Travel:	\$0
Printing, Copying and Supply:	\$0
Postage and Delivery:	\$0
Rent and Utilities:	\$0
Marketing and Promotion:	\$0
Other Project Expenses:	\$27,693
*Specify Other Expenses (50 words or less):	

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Free standing LED sign with color LED displays - CS Signs	
Computers & Monitors	
Popcorn Machine for multipurpose room for activities	
Various Board Games & Art Supplies from Walmart	
*Total Project Expenses:	100300
TOTAL REVENUES AND TOTAL EXPENSES MUST AGREE AND MUST EQUAL OR EXCEED AMOUNT OF IMPACT 100 GRANT.	
*Project Total Revenues equals Project Total Expenses?	Yes
Expenses Covered By IMPACT 100 Grant	
The line items for "Expenses Covered by IMPACT 100 Grant" are the same as those for "Total Project Expenses" above. For each item below, the IMPACT 100 funded expenses must be equal to or less than the same line item in "Total Project Expenses". (Please round to whole numbers.) If the line item expense covered by the IMPACT 100 grant is equivalent to the line item project expense above, you must still indicate how the IMPACT 100 funds will be used (you may opt to copy and paste in these cases). Where the line item expense covered by the IMPACT 100 grant is less than the line item project expense, please indicate both how the IMPACT 100 funds will be used as well as how the expense difference will be covered.	
Project Payroll Expenses (Salary & Fringe):	\$0
Consultants and Professional Fees:	\$0
Land/Property Acquisition:	\$0
Construction Permits:	\$0
Construction Material:	\$0
Construction Labor:	\$0
Construction Site Preparation:	\$0
Construction Concrete/Wood/Metal Structure:	\$0
Construction Other Costs:	\$34,890
*Specify Construction Other Costs covered by the IMPACT grant (50 words or less)	
Exterior and Interior non-permit items such as parking lot, roof repair, face of building wash and paint, interior cabinetry, ceilings and painting. See uploaded quote from Jon Green Construction.	
Vehicle:	\$0
Equipment and Machinery:	\$0
Office Furniture/Fixture:	\$37,717
*Specify Office Furniture/Fixture covered by the IMPACT grant (50 words or less)	
Furniture for multipurpose room for activities, trainings, events.	
Furniture for kitchen area.	
Furniture for waiting / reception area.	
Refrigerator, dishwasher, microwave	
TV , projector, and Screen	
Fundraising:	\$0
Travel:	\$0
Printing, Copying and Supply:	\$0
Postage and Delivery:	\$0
Rent and Utilities:	\$0
Marketing and Promotion:	\$0
Other:	\$27,693
*Specify Other covered by the IMPACT grant (50 words or less)	
Free standing LED sign with color LED displays - CS Signs	
Computers & Monitors	
Popcorn Machine for multipurpose room for activities	
Various Board Games & Art Supplies from Walmart	
*Total IMPACT 100 Grant Expenses:(MUST EQUAL \$100,300)	100300
TOTAL REVENUES AND TOTAL EXPENSES MUST AGREE AND MUST EQUAL OR EXCEED AMOUNT OF IMPACT GRANT.	
*Total IMPACT 100 Grant Expenses equals \$100,300?	Yes

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2018 Financial Information

*Is your organization a local chapter of a parent organization that files the 990 forms?	No
*Which tax return does your organization file?	990 or 990EZ
*What month and day each year does your organization's fiscal year end (i.e. 6/30, 12/31)?	6/30
Did your organization file an extension in 2017?	No
*Upload your organization's most recent 990 (please format as organization_year_990).	Big Brothers Big Sisters 2017 990.pdf
*Upload your organization's previous 990 (please format as organization_year_990).	Big Brothers Big Sisters 2016 990.pdf
*Upload your organization's Profit and Loss Statement from the date of your most recent filing through April 30, 2018 (please format as organization_2018PandL).	BBBS NW FL PandL 2018.pdf
*Upload your organization's Balance Sheet as of April 30, 2018 (please format as organization_2018balancesheet).	BBBS NW FL Balance Sheet 2018.pdf

Project Supporting Documents

Project Supporting Documentation	
*This application will include (please check all that apply):	Cost Estimates Drawings
Before uploading a file, please save it as a PDF and title it your NonprofitName_CostEstimate, or your NonprofitName_Drawings, etc.	
Upload first supporting document (if applicable):	BBBS NW FL Creighton Floor Plan.pdf
Upload second supporting document (if applicable):	BBBS NW FL CS Signs quote.pdf
Upload third supporting document (if applicable):	BBBS NW FL Staples quote.pdf
Upload fourth supporting document (if applicable):	BBBS NW FL Samsung TV cost estimate.pdf
Upload fifth supporting document (if applicable):	BBBS NW FL Refrigerator Microwave Dishwasher.pdf
Upload sixth supporting document (if applicable):	BBBS NW FL Popcorn Machine.pdf
Upload seventh supporting document (if applicable):	BBBS NW FL Jon Green Construction Costs.pdf
Upload eighth supporting document (if applicable):	BBBS NW FL Laptop & Monitor estimate.pdf
Upload ninth supporting document (if applicable):	BBBS NW FL Screen and projector cost estimate.pdf
Upload tenth supporting document (if applicable):	

Construction Info

Construction Supporting Documents	
*Briefly describe your construction plans.(150 words or less)	
Exterior and interior non-permit items of clean & re-stripe parking lot, roof repair (sheet metal flashing, caulk fasteners, seal coat roofing), painting of exterior of building and cleaning with minor stucco repair, and landscaping. Interior cabinetry, ceiling work, and painting.	
Which construction related expenses are included in your project budget?	Construction Materials Labor
*How many bids do you have for your construction project? Note: While 2 bids are recommended to ensure project budget is based on realistic costs, a minimum of 1 bid must be submitted.	1
*Check which Construction-related Supporting Documents will be provided. Note: If work is being done on a site that is not owned by the organization, evidence of a lease for at least 5 years is required.	Builder's County and/or City License Builder's Certificate of Insurance
*Bid #1: Upload Builder/Contractor License to do business in the county or city where the construction will be done.	BBBS NW FL Jon Green Construction License.pdf
Bid #1: Upload builder/contractor's certificate of insurance	BBBS NW FL Jon Green Construction Insurance Certificate.pdf
Bid #1: Permit(s)	
Bid #1: Upload Site Plan	
Bid #1: Upload Bid	
Bid #1: Upload Cost Estimates	
Bid #1: Upload Drawings	
Bid #1: Upload Contracts	

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Bid #1: Upload Leases	
Bid #1: Upload Letter of Commitment	
Bid #1: Other (please specify)	
Bid #1: Upload Other Supporting Construction Document	