



City of San Marcos
HUMAN SERVICES FUNDING APPLICATION
Fiscal Year 2023

Name of Agency/Organization: Hands of Hope – San Marcos

Address: 325 West McCarty Lane

City, State & Zip: San Marcos, Texas 78666

Contact Person: Charlotte Evans Title: Lead Coordinator

E-Mail Address: ccevans@grandecom.net Website: www.handsofhopesanmarcos.org

Phone: 512-576-0117 512-618-0723 Fax: _____

Program Title: Computers

Amount of Funds Requested \$ 8,000

Status (check one) Existing Program Program Expansion New Program

Briefly describe the program proposed for funding and the services it provides:

Hands of Hope is a free, adult educational ministry targeting undereducated and disadvantaged women, teaching them life and employment skills to lead them toward self-sufficiency. Known internationally as Christian Women’s Job Corps. Hands of Hope was organized in San Marcos in 2004. After extensive training, the first class was held in January, 2005 in public housing. The program is designed for two ten-week sessions each year, providing a broad curriculum of life and pre-job training taught by retired certified teachers. Each participant has a trained mentor volunteer who meets with her weekly, supports and guides her, and helps her set and meet goals. Transportation and childcare are provided the participants at no cost; and a scholarship program has been set up to help those who want to pursue further education/training. Hands of hope is an all-volunteer organization and community support comes through coordinators, teachers, mentors, and Advisory Council, as well as, volunteers who provide the Wednesday and Thursday luncheons.

We purchased new computers 7 or 8 years ago. Many ladies have sat behind those computers and learned to use them and learned how they can help them become more productive. All of the computers are out of date and some of the programs are no longer supported. We need to purchase ten new computers. We want the ladies who attend Hands of Hope to be able to use the most up-to-date programs. Our computer teacher is a certified, retired teacher who taught computers in the classroom. She has designed an individualized program where she starts where the student is comfortable and moves them forward when they are ready. As part of the Skills to Pay the Bills class, each lady comes out of the computer class with a professional resume. The participants also use the computers to look for better paying jobs. Our old computers will be given away to the students who do not have home computers.

Describe who will benefit from this program and how:

The participants and their families benefit from Hands of Hope. Many ladies who come to the classes have not graduated from high school or have a GED. Many are single mothers, and many do not have a work history. They are dependent on government assistance or a live-in boyfriend. So many, who are with a husband or long-time boyfriend, have no idea how much money comes into the home and how it is used. Some of the ladies have been incarcerated and some have been abused. Their lives are not stable. They love their children and want a better life for them; but they don't know how to get this. Many have been in poverty their whole life. Others have had major trauma in their lives: loss of jobs, health problems, abuse, addiction, divorce, etc. The classes meet Monday thru Thursday from 8:45 to 1:30. The following classes were taught during the last semester: Skills to Pay the Bills, Health and Nutrition, Writing/Reading/Language Arts, English as a Second Language (ESL-if needed), Computer Skills, Exercise, Math, Money Management, Personal Discovery, Communication, and Self-Care. Guest Professors are brought in weekly to talk about different job opportunities, training opportunities, and opportunities offered in San Marcos. Many of the classes help them get ready to take the GED tests. If they are not in GED classes, we work to set them up with the free classes offered at the San Marcos Library. The participants come out of Hands of Hope with a professional resume and letters of recommendation. If they have successfully completed the ten weeks and graduated, they are eligible to apply to the Scholarship Committee to receive financial help to continue with specialized training or attend community college or university. Most important, we provide unconditional love, support, counseling, and a path forward. The ladies find their self-esteem, a job, and become a more capable person, wife, partner, and mother.

Computers play an important role today. Many jobs now will require using/knowledge of computers and programs. When looking for available jobs, most applications are all on-line. At Hands of Hope, we get ladies that used computers while they were in school and just need a refresher, programs and updates; but we also get ladies who have never sat in front of a computer before. Our computer teacher has designed an individualized program so that each participant can begin where they are comfortable and move forward. We purchased new laptop computers seven or eight years ago. We are now needing to purchase new ones again. The ones we have are now very slow and many are having real problems. As we did when we got the current ones, when we get the new computers, we will gift our graduates with the ones that are not broken.

If requested funds are to be used as matching funds, identify source and amount of primary grants:

Source: N/A Amount: _____

Source: _____ Amount: _____

Client Information Specific to This Program:

1) Describe the direct clients for this program. Ladies of Hays county (and often from New Braunfels and Redwood) who are 18 years of age and above.

2) How is the program marketed to direct clients? How do you find these clients?

Our greatest marketing strategy is through the ladies who graduate from Hands of Hope. However, we have a flyer that is also our application and we distribute it through out Hays County and in New Braunfels and Redwood. The flyer explains the program and has the application that can be detached from the flyer and brought/mailed to us. We distribute these to libraries, food banks, Communicare, TRUCHOICE, Community Action, Salvation Army, Southside Community Center, Casa Esperanza in Redwood, Hays-Caldwell Women’s Center, Headstart, St. Vincent de Paul, CASA, Parent Liaisons and Counselors at schools, Thrift Shops, Churches, doctors’ and dentists’ offices, and numerous public housing and apartment buildings. As Lead Coordinator, I speak anywhere I am invited. I speak at women’s groups, civic organizations, and churches

3) Describe the indirect clients for this program, if any.

The indirect clients are the participants’ families...her children and husband

4a) Expected total annual unduplicated direct clients for this program:

We average 6 – 12 participants each semester...so 12-24 per year

4b) Expected annual unduplicated direct clients who are City of San Marcos residents:

The majority of our clients come from San Marcos and Hays County

5) Does program participation depend upon income or any other determination of eligibility?

No: X

Yes: _____ If yes, please attach a copy of the eligibility guidelines.

Submitted and approved by:

PLEASE SEE THE ATTACHED SIGNATURE

Signature of Board President

Date

Printed Name of Board President



HUMAN SERVICES FUNDING QUESTIONNAIRE FY 2023

The Board strongly requests that all answers be typed.
Most responses should be at least 75 words per question.

PLEASE COMPLETE ALL QUESTIONS.

- 1. What is the agency's or organization's mission?** The mission of Hands of Hope is to encourage, inspire, and support hope in the lives of the women who attend our classes. We aspire to provide an atmosphere and curriculum where women in need are equipped for life and employment, and leave capable of self-sufficiency for themselves and their families.
- 2. Regarding the program for which funding is being requested, what evidence suggests this program is needed in San Marcos or nearby?** San Marcos has a very high poverty rate and the women we serve are the ones who have fallen through the cracks of the support systems in San Marcos. Most of the women who come to us are unmarried, do not have a high school diploma or equivalence, have at least one child, and have never worked or had a very low paying job. They do not have health care for themselves, and have never been to a dentist. Many have been abused and have grown up in poverty. These ladies cannot see a future beyond cleaning houses or working at a minimum wage job. With computer training, they begin to see that they are capable of better paying jobs or attending specified training opportunities they never knew about or thought they were qualified. If they don't have a high school diploma or equivalence, it gives them a platform to begin GED preparation and testing. Technology is changing so quickly and Hands of Hope needs to stay up-to-date with our ability to train with up-to-date equipment.
- 3. What specific, measurable outcomes or results do you hope to achieve with this program?**
It is our goal that each participant will become more comfortable and skilled using a computer. We strive to give participants hope for a brighter future where each can qualify for better paying jobs to be better able to care for their children and make positive changes in their lives.
- 4. How will you measure results throughout the year?**
The results can be different for each participant. Depending on where each participant begins with knowledge of the computer and programs, they are watched along the way and moved to the next level. The individualized program allows for the teacher to keep up with each student and their progress. It is our goal that each participant will make measurable progress.

5. Please answer the following questions if funding is requested for staff:

- a. List the title of each position for which funding is requested, how many hours per week will be spent on this program vs other programs, and the activities associated with each position. N/A
- b. If staff funding requests N/A
- c. Staff pay may only be funded for one year. What will you do to provide for this position next year? N/A

6. Funding Questions:

a. What has your organization done in the past two years to raise different funding for this program?

We held our annual fundraiser, Tea 'N More in April. This is a high tea, silent auction, and style show. (We were not able to hold it the previous two years due to COVID). We wrote grants to local civic organizations; as well as, state church organizations.

b. What do you plan to do this year to find different funding for this program? Requesting funding from state church organization. Continue to write grants to organizations. Hold our yearly fundraiser, Tea 'N More.

The funds requested will fully support the proposed program. Additional literature and technology updates will be supported by unrestricted agency funds.

7. What additional funding is your agency requesting for this program?

Funding Source	Amount Requested	Amount Granted	Pending (Y/N)
N/A			
Noon Lions Club	\$5,000		X
Bluebonnet Lions Club	\$3,000	\$1500	

8. Describe any differences between the way you had proposed spending last year's allocation and the way you spent it.

Last year's grant was written to support Classroom, Office, Kitchen supplies, Benevolence, and Fundraising and Graduation. We had been closed down for two semesters and had not been able to have our annual fundraiser, Tea 'N More. We had not gotten grants from local civic organizations due to COVID. We spent our grant money on all of these things.

9. How many volunteers does your agency or organization have and how many hours do they spend on the program requesting funding?

Hands of Hope has approximately 30 volunteers per semester. This includes: Lead Coordinator, Co-Coordinators, faculty, and Mentors. Each Co-Coordinator spends one day a week in charge of the classroom. The faculty spends an hour a week teaching. However, this does not take into account the time they spend preparing for classes. The computer teacher teaches the computer class 2 hours a week. Mentors are asked to spend at least one hour a week with their participants. Most spend much more time. As the Lead Coordinator, I am in the classroom most days. I also am responsible for finding teachers, setting the schedule of classes, working with outreach, speaking to groups, and I write the grants. Each semester is four days a week for ten weeks. We hold classes twice each year. The number of faculty can change from semester to semester depending on the needs of the participants; and the number of Mentors depends on the number of participants we have each semester. I'm really not sure how many hours a semester I spend writing grants; but it is somewhere in the neighborhood of 4-5 days per semester.

10. Board of Directors Questions:

a. How is the agency's or organization's Board of Directors selected?

The Advisory Council members are chosen from various churches and organizations in San Marcos who indicate an interest in Hands of Hope.

b. How often does the Board meet?

The Advisory Council meets quarterly.

c. What actions do Board members take to support the programs of the agency or organization?

The Advisory Council approves the Budget and are informed about money transactions. They support the participants by attending special events. They support the Lead Coordinator in decision making and they contribute financially and work-wise in putting on our major fundraiser, Tea 'N More



City of San Marcos
Human Services Funding Application
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EVALUATION CRITERIA

Applications will be evaluated based on, but not necessarily limited to the following criteria:

1. Community Need and Justification: Maximum of 50 Points

The program will be evaluated on the documentation and justification of the need for the activity in the City of San Marcos. Proposed projects should address a City Council Strategic Initiative shown on page 10, and will receive more points for doing so.

2. Impact and Cost Effectiveness: Maximum of 25 Points

The program will be evaluated on:

- amount of overhead compared to program costs
- impact on the identified need
- implementation costs compared to impact
- use of available resources (financial, staff, volunteer)
- leveraged resources from other funding sources.

3. Implementation: Maximum of 15 Points

The program will be evaluated on the following factors:

- The application demonstrates that resources needed to manage the proposed activity are available and ready.
- Applicant has clearly defined objectives focusing on results and measurable outcomes vs. only program activities descriptions and numbers served.
- Past performance of programs funded by Human Services Grants.

4. Community Support: Maximum of 10 Points

The program will be evaluated on the following factors:

- A minimum of three and maximum of five letters of reference are provided that indicate strong local support for the program and the agency's ability to implement it as described in the application.
- Evidence that volunteers play a vital role in the program or agency's operation.
- Evidence that board members are actively involved in and supportive of the agency



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PROGRAM RISK ASSESSMENT

Risk Categories: 30 or higher = High, 15-29 = Moderate, 0 – 15 = Low

1. Program Complexity: Maximum of 10 Points

Description of program, size of dollar amount requested, requested funding as a percent of Total Program Budget

2. Project Experience: Maximum of 10 Points

Recipient's prior experience with this size and type project

0-2 years = 10 points

3-5 years = 5 points

> 5 years = 0 points

3. Program or Project Funding: Maximum of 10 Points

City funds = 50% of program funding = 10 points

Other sources of funds indicated, but not committed = 5 points (0 if CPA statement* provided)

Other funds committed = 0 points

*CPA statement that the entity has enough financial capacity to complete the project or program on a reimbursement basis

4. Recipient Organization: Maximum of 10 Points

Newly created entity = 10 points

Well established, but no prior City funding experience = 5 points

Well established, with prior City funding experience = 0 points

5. Recipient History: Maximum of 10 Points

Outcomes that did not meet expectations = 10 points

Poorly documented results = 5 points

Met expectations and provided well documented results = 0 points

City of San Marcos Strategic Initiatives 2022-2026



Workforce Housing

- Eliminate barriers to housing.
- Elevate housing rehabilitation program as a specific strategy.
- Update, consolidate and communicate housing policies and action plans.
- Develop dedicated housing and revenue sources that meet goals.
- Implement land use and zoning regulations that support diverse, mixed income communities in all areas of the City.



Sustainability

- Develop a baseline of sustainability performance measures.
- Promote sustainability practices throughout the community.
- Sustainability incorporated into City construction and operations.
- Develop economic development and procurement policies to encourage sustainability for businesses that work with the City.



Covid Response

- Accurate, up-to-date information is disseminated throughout the community.
- More frequent communication with the County, School District, Texas State, non-governmental organizations (NGOs), and Community Organizations Active in Disaster (COAD).
- Continue search for resources and collaboration with local partners to address community needs.



Community Safety

- Increase safety across the [City](#), especially Downtown
- Emergency preparedness.
- Address the factors that cause individuals to become homeless and assist those experiencing homelessness.



Economic Development

- Ensure that our [City](#) looks top notch.
- Leverage and continue partnerships with Texas State University, Austin Community College, Community Action, Chamber of Commerce and Greater San Marcos Partnership to provide additional resources in the community.
- Facilitate opportunities for training and programming for residents.
- Support diversified business activity, including local and emerging small businesses.
- Downtown is accessible and has a quality of place.



Assessment of Community Assistance (Area of Focus)

- Establish initial assessment and documentation process.
- Effective case management.
- Optimize social service agency application process.



Develop Equity Policy (Area of Focus)

- Develop a shared understanding of equity.
- Work towards an equity-based budget.