

W.A.V.E. Funding Application

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Tracking # 5Y13-14-02-04

NAME: JASON NYHAN/MARK BOHMAN DATE SUBMITTED: 2/18/14

TITLE: DADS' CLUB BOARD OF DIRECTORS ROOM NO.: N/A

ADDRESS: 1728 CANADA

PHONE: 310-405-3405 OFFICE PHONE: N/A

SUMMARY OF PURPOSE OF FUNDS REQUESTED:

The Dads' Club recently analyzed usage patterns which indicate that year-to-year usage is up 35%. Since there are more kids at VW, and therefore more kids utilizing more programs sponsored by the DC, WAVE, and PTA, we need to clean and re-supply more regularly.

Based on numbers from 2013, it takes an average of \$1,250/month to maintain a safe and clean facility. This means we have an annual operating cost of \$15,000.00 (the DC covers expenses through the summer months).

As many WAVE programs are featured at the DC, we are asking that usage fees be factored into these programs. The many rehearsals and performances conducted at the DC have not been "charged" for this use.

Historically, the DC has covered much of these costs through long-term rentals, and other DC related projects. These usage trends, combined with significant increases in utility fees associated with the A/C (keeping the DC cool), are significant.

The Dads' Club would like to request \$5,000 from WAVE in order to keep up with increased facilities maintenance costs as a result of the increased usage. We are also asking the PTA to pitch in as well at this level, and we feel that since we all sponsor programs that utilize the space, we should all go in equally in terms of paying for the upkeep, cleaning, and utilities, that up to this point, the DC Board has been solely responsible for.

The PTA has a line item in their budget for helping the DC in this manner, and we are asking them to increase their portion to \$5,000/year as well. So between the three groups, with each one contributing \$5,000, we will be able to continue to provide a safe and clean environment for our kids to thrive in.

For improvement projects, repairs, upgrades, etc., the DC will continue to utilize funds raised from the DC Foundation, so this grant only goes toward something all the kids will continue to benefit from. This is different and unrelated to the grant request from the fall. We had asked for \$2,000 (thank you again) in the fall to get us to the finish line, if you will, of phase one of the patio project, which hopefully everyone has seen at this point.

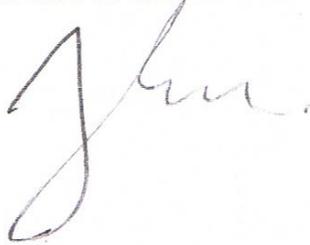
In summary, we need financial assistance maintaining the day in - day out usage of the facility that currently gets utilized 35% more than it did last year (which was a huge leap in usage from the year prior). And since we are all equal stakeholders in how the facility is used, we think we should all contribute and participate equally, from a financial standpoint, to make sure the space is clean and safe.

TIMELINE: Estimated Date Project Would Begin: ASAP
Date Project Would Be Completed: N/A

TOTAL AMOUNT OF FUNDS REQUESTED: \$ 5,000

BREAKDOWN OF SPECIFIC EXPENSES FOR THE PROJECT: ongoing safety, upkeep, cleaning, and utilities.

SIGNATURE:

A handwritten signature in black ink, appearing to be 'John' or similar, written in a cursive style.

DATE: 2/18/14

TO: Kristina Provost, Principal VW Elementary
Shalini Singh and Eileen Chase, VWPTA Co-Presidents
Jazmine Ajemyan, W.A.V.E. President

CC: DC Board of Directors
PTA and W.A.V.E. Boards
Interested VW Elementary Parties

**THE DADS' CLUB - W.A.V.E. GRANT REQUEST – Spring 2014
- PTA RENT INCREASE**

DC operating costs were estimated at \$1250 per month.
This is the basis of annual costs of \$15,000 per year.
We are asking for help from our primary use group --- VW Elementary.
In our grant request we outlined the following:

\$5,000 – Dads' Club
\$5,000 – PTA
\$5,000 – WAVE

Upon review of the specifics we see actual numbers are higher. The current DC account balance is \$4,000. We do not have a surplus. The DC Foundation has a small reserve of \$3,500 that is earmarked for our next funding drive to complete the patio project and wheelchair access ramp.

DADS' CLUB OPERATING BUDGET FOR 2013

	Monthly	Annually
ATT Internet	\$82	\$984
Gas	\$50	\$600
Electric	\$450	\$5,400
Cleaning Srvc	\$260	\$3,120*
Fire Permit	\$15	\$180
Rent	\$62.50	\$750
Bank Fees	\$20	\$240
Repairs	\$184	\$2,208
Expendables	\$75	\$900
Liability Insurance	\$210	\$2,520
D & O Insurance	\$162	\$1,944
Total	\$1,570.50	\$18,846

*Next page - projected increases for 2014

INCREASES FOR 2014

Carpet Cleaning Allowance \$400 cleaning x 4 = \$1600

Rent Increase TBD

*Cleaning Fees - Increase service to 2x per week during school year - \$2,400

2014 OPERATING BUDGET \$18,846 + \$4,000 = \$22,846

ABOUT THE DADS' CLUB

The physical Dads' Club building (AKA as The Youth House) was built in 1957 with funding from families and business in the community. Glendale City is the landowner. The Dads' Club maintains a lease agreement on the property. This year, a 10-year lease is up for renewal. We anticipate a rent increase, but do not have those specifics yet.

EVOLVING REALITIES & CHALLENGES

Usage of the Dads' Club is up significantly from year to year – especially over the past 5 years. Enrollment growth at VWE, added programs, and increased numbers within programs, along with facility upgrades like air conditioning, all take additional time and money to operate.

Usage based on hourly calculations, indicate that VWE use is up 35% this year from last. The DC operating costs are also up significantly.

- Electricity increase of 90% per month (from \$210 to \$400)
- Gas – increase per month (\$0 to \$50)
- D & O Insurance increase of 19% per year (from \$1631 to \$1944)
- Cleaning/Janitorial increase per year (from \$3150 to \$3350)
- Likely rent increase of 33% per year (from \$750 to \$1000)

The DC environment is heavily populated and utilized. We submit that additional cleaning is necessary for baseline cleaning and hygiene standards. At VWE – the children have clean bathrooms every day. At the DC, board members and other volunteers pitch in to cover extra cleanings – but this is something that we believe needs serious attention and better systems moving forward.

LEGACY INFORMATION

Income at the Dads' Club has seen varied extremes. In 2010 and 2011 a long-term church rental generated nearly \$20,000, during an 18-month stay. Previous to that other significant funds were generated through large donations and other rentals. These significant funds were based on the hard work and good fortune of the DC board and supporters. These funds created the ability for the DC to have the appearance of being "self maintained" with little to no fees from VW Elementary. There were no additional increases required from PTA – or the consideration of WAVE granting for the housing/operation of the arts programs during this time.

Over the past year, less than \$2000 was generated from rentals. The DC may be able to secure another long-term renter but that is not promised. The DC has comped, free of charge, to various VW families and supporters full use of the DC – based on significant volunteering offered to VW Elem, PTA, WAVE and the DC. We are currently reviewing a more detailed protocol as to eligibility, as it may be time to limit this use and work to gain more rental paying opportunities when and where possible.

DADS' CLUB INCOME/FUNDRAISING

The Pancake Breakfast is the long-running, well-known funding arm that goes directly to the operational costs of the DC. This year the Breakfast cleared about \$4,700 – with tremendous collaboration and effort from the DC and VWPTA. This is the ONLY known income established for maintaining the DC.

Where does the other \$15,000 plus come from?

VWPTA

A while back, VWPTA started covering a fee of \$3,000 dollars annually for the ability to house the Orchestra program at the DC. This fee has extended to all other usage when in reality other PTA event use is not covering the minimum cleaning necessary.

Based on the added operational costs - It is time to review the fees for Orchestra and VW Voices – who also conduct special rehearsals and performances. We believe an increase from \$3,000 to \$5,000 is fair and reasonable.

We also will be charging an additional cleaning fee for other events. (next pg)

- Father Daughter Dance
- Mother Son Night
- Various Assemblies
- Japanese Calligraphy
- Other Events – on review

DC will create a pricing structure for cleaning charges for these events

- carpet \$400
- deep clean \$100

These fees will generate several thousand dollars above and beyond PTA rent – and offset the deep cleaning costs the dance programs require in particular.

PTA ANNUAL FUNDING - \$5000 + various cleaning fees

Secondly, the Dads' Club doesn't have a guarantee on proceeds from Follies.

We are proposing to this year's VWPTA a profit sharing scenario. Once all expenses are recovered by PTA – We believe a 50/50 sharing of the proceeds from the show would be a fair agreement for the long-term. In years past, misunderstandings and issues have arisen, given the fact that some people believe the Follies directly benefits the Dads' Club, when in reality PTA can elect to use those funds for anything they see fit. We believe a 50/50 split would be of great benefit to both PTA and the Dads' Club. And we hope to establish this as a standard protocol moving forward.

As a point of reference, based on a request from the DC Board, last year's PTA provided the DC with \$7,500 from the proceeds of that year's Follies. This went towards carpet and the patio project. So there is no question that we can work together and have the support of the PTA.

W.A.V.E. – DC Grant History

In 2010 - WAVE granted \$7,700 to the DC for restroom renovations. This has certainly had a positive effect on the day-to-day use for hundreds of VW children that use the DC weekly.

In 2013 WAVE granted \$2,000 to the DC patio / ADA ramp project. Despite a shortfall to complete the phase one project – the DC board elected to proceed with as much of the patio as possible – and install the donor bricks. The DC Foundation has a reserve - including the \$2000 WAVE grant that is earmarked for the completion of the entire patio project including wheelchair accessible ramp.

Spring 2014 – the DC is now requesting \$5,000 to go towards the operational costs the DC has from month to month. These are known costs that are currently not covered to date.

The Dads' Club Board is working to find a system that lasts for the long term – to continue to provide a safe and clean environment for the kids of VWE and our community. When we can put these usage fees in place the DC Board will be better positioned to provide a top level and properly maintained facility.

W.A.V.E. Granted Arts Programs

How is the \$5,000 grant spent? As you can see, the operational costs at the DC are significant. Each WAVE granted program that uses the DC could be charged a usage fee to house the program.

K-2 Music – 400 + kids
After-School Drama (POSE) – 70 kids
After-School Creative Arts Workshops - 35-40 kids
After-School Hip-Hop Dance – 60 + kids
Theatre Arts Workshop - 24 Classrooms
Multi Cultural Dance – 12 Classrooms

The above list demonstrates how integral the DC is to these programs. Simply put the 6 programs running during the '13/'14 school year could share the \$5000 fee at a cost of \$835 per program. Or a percentage-based system covering total hours could be calculated.

OTHER FUNDED

Taiko Drums. We hear that this program will need new funding in the future and believe that DC costs should factor in.

- Usage fees for multi day use
- Storage fee – for dedicated Pod at the DC

THE DADS' CLUB programs

The DC would continue to sponsor and support legacy programs and other community relationships.

- Boy Scouts / Cub Scouts / Girl Scouts
- Robotics Club
- Homework Study Group* – non fee-based VW program
- Adult JDL Class*
- Additional Taiko Session*

- Summer Youth Camp – Glendale Community Services
- Community Groups

*Only when space is available and moved for paying opportunities.

THE DC FOUNDATION

Now that the Community Courtyard Patio is in place, the DC has a long-term vehicle that will generate funds to improve the Dads' Club. These improvements will certainly enhance the arts programs, the children's environment, and visitor experiences.

Upcoming goals are:

- Patio completion / Wheelchair ramp
- New exterior doors with better locking mechanisms
- Upgraded audio visual system
- New solid flooring – vinyl or laminate for better cleaning and usage
- Exterior building maintenance, roofing, plumbing, electrical
- Others tbd

CONCLUSION

The Dads' Club is here because we support our kids, we support our school and we support our community. The DC Board changes from year to year, the volunteer landscape has its ups and downs. The one constant that we want to protect is making the DC available to VWE programs – of all kinds. To do this we must work together to maintain this highly utilized space.

On behalf of the Dads' Club Board of Directors, thank you for your time and consideration.

Sincerely Yours,
Mark Bohman
DC Board President '13/'14