

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the seventh day of July, 2016, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and, **the Carnegie Literacy Center, Inc.** with offices located at 251 West Second Street, Lexington, Kentucky 40507, (hereinafter "Organization").

WITNESSETH

WHEREAS, the Government recognizes the need to partner with Fayette County Public Schools and the Lexington-Fayette County community to address the Achievement Gap that disproportionally affects our community's minority and disadvantaged students; and

WHEREAS, the Government is committed to providing for programs that will impact youth learning and community enrichment, thereby combatting the Achievement Gap; and

WHEREAS, the Government proposes to partner with the Organization and provide an Opportunity Grant to fund such initiatives and services offered by the Organization that aligns with the above-stated goals.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. Government hereby retains Organization for the period beginning on **July 1, 2017**, and continuing for a period of twelve (12) months from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

2. Government shall pay Organization the sum of **Ninety Thousand Dollars (\$90,000.00)** for the services required by this Agreement, said services being more

particularly described in the Letter of Engagement attached hereto and incorporated herein by reference, one-half (1/2) of which shall be payable in August 2016 or shortly thereafter upon receipt of an invoice, and one-half (1/2) payable in January 2017 or shortly thereafter upon receipt of an invoice. A financial report and detailed interim program report shall be submitted by December 30th, 2016 and a year-end program report shall be submitted by July 30th, 2017. Both reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically Letter of Engagement.

3. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

4. Organization shall perform all duties and services included in the Letter of Engagement *(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in the Letter of Engagement and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

5. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

6. The Organization shall, on such forms as the Sponsor shall provide, submit to Sponsor an annual report and financial statement which summarize the previous year's activities regarding the services enumerated in the Letter of Engagement attached hereto.

7. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization, that relate to the performance of this Agreement, at all reasonable times, and if it desires, it may have the books and papers of the Organization, that relate to the performance of this Agreement, audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

8. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree

the responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

9. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex or age, shall promote equal employment through a positive, continuing program of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

10. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

11. This instrument, and the Letter of Engagement *(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) incorporated herein, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

12. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization:

Carnegie Center for Literacy
251 W. Second St. & Learning
Lexington, KY 40507
Attn: Jennifer Mattox


For Government:

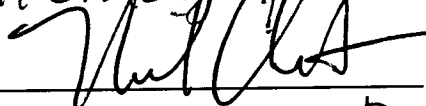
Lexington-Fayette Urban County Gov.
200 East Main Street
Lexington, Kentucky 40507

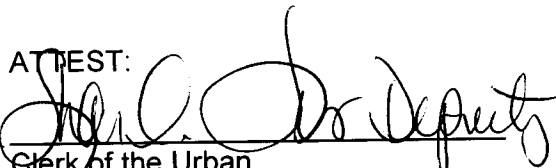
Attn: Chris Ford, Commissioner
Department of Social Services

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington,
Kentucky, the day and year first above written.

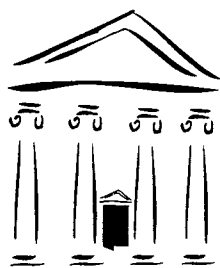
LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

BY: 
Jim Gray, Mayor

AGENCY NAME
Carnegie Center for
Literacy & Learning
BY: 
Title: Executive Director

ATTEST:

Clerk of the Urban
County Council

* The Letter of Engagement referenced in items 4 and 11 must be attached to this
document and approved prior to the start of fiscal year payments.



CARNEGIE CENTER

FOR LITERACY & LEARNING

Where Learning Lives

BOARD OF TRUSTEES

Janet Holloway, *Chair*
Ross Ewing, *Vice-Chair*
Ronda Beck, *Treasurer*

Eric Case
Cynthia Ellingsen
Claudia Goggin
Linda Gorton
Lisa Higgins-Hord
Brian Hodge
Jeannette Lucas
Pamela Perlman
Bill Stewart

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Karen Gauthier
Beth Howard
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Tutoring Coordinator
Jennifer Mattox
Development Director
Jessica Faye Mohler
Marketing Director
Laura Whitaker
Program Director
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Reception
Marcia Foster
Literacy Specialist - Reading
Michael Gustin
Literacy Specialist - Math
Marcia Thornton Jones
*Tutoring Associate & Author
Academy Coordinator*
Jude McPherson
Reception
Bronson O'Quinn
Development Assoc./Safety
Bianca Spriggs
Literary Liaison

Lexington-Fayette Urban Co. Government
200 East Main Street
Lexington, KY 40507

January 28, 2016

Dear Mayor, Councilmembers, Commissioners, and Staff:

I write to ask that you consider funding the Carnegie Center's request for their Achievement Gap Reduction Initiatives, which are offered in partnership with the Fayette County Public Schools.

The Carnegie Center is a respected leader in education outside the school systems. For the past five consecutive years, the Carnegie Center was voted "Lexington's Best Tutoring Center" through the *Lexington Family Magazine* Family Favorites awards. In 2014, the center received the state's highest honor—a Governor's Award in the Arts—for education initiatives which combine creativity with learning. And in 2009, we received an inaugural, national award for programming excellence—the MetLife Innovative Space Award—for providing art with a cause: literacy. From an organization recognized for quality educational programs and high standards, you can trust the Carnegie Center to make an impact on the achievement gap in Fayette County.

Our most important Achievement Gap Reduction Initiative is also our signature program for children: our tutoring program. It has been going strong for 23 years, serving thousands of children in grades K-12 who were performing behind grade level at school. We serve 200 children in-house this school year and will serve 60 or more students attending summer tutoring in our building. Most of these students are in elementary schools, though we serve students from 60 different Fayette County Schools. Through a partnership with Fayette County Public Schools, we expect to serve 50 children at outreach tutoring sites located in elementary schools this spring. Students in our in-house tutoring program pay a one-time sliding scale registration fee of \$5-60, after which all tutoring sessions are free. We waive the fee for students in our outreach tutoring sites in local schools. We serve an extremely diverse group of children, with 75% representing minorities and 69% of our students coming from low income families last year. The Carnegie Center's tutoring program has proven success;

NATIONAL WINNER ~ MetLife Foundation Innovative Space Award

STATE WINNER ~ 2014 Governor's Award in the Arts for Education

LOCAL WINNER of 5 Lexington Family Magazine "Family Favorite" Awards for Best Tutoring Center

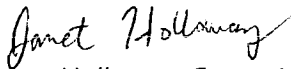
251 W. Second Street Lexington, KY 40507 • Ph: (859) 254-4175 • www.CarnegieCenterLex.org

children, most of whom were falling behind their peers in school, gain an average of 1.5 years in reading skill during our school-year program.

If our request for next fiscal year is granted, we expect to serve 50 additional children in three outreach tutoring sites, plus 800 children and their families through our Family Fun and Learning Night family literacy program. Both of these opportunities primarily will serve at-risk children from low income families and minority groups. In addition, your request will support over 300 more children who receive tutoring through our programs established by the beginning of the fiscal year—expanding your grant's overall reach to approximately 1,150 people during FY17.

Thank you for considering the Carnegie Center's request of \$90,000 to help fund these vital Achievement Gap Reduction Initiatives. (Please note that in a separate letter, we are also requesting funds for Building Improvements; our attached budget reflects both requests.)

Sincerely,



Janet Holloway, Carnegie Center Board Chair
Founder and Retired Executive Director of Women Leading Kentucky
Lead Consultant for J. Holloway & Associates
Published Author



I. Letter from Board Chair Janet Holloway (attached)

II. Agency Documents (attached)

- A. Evidence of tax-exempt status
- B. Audit report for FYE 6/30/15
- C. Board of Directors list

III. Agency Information

A. Name & Address

Carnegie Center for Literacy and Learning (*a.k.a. Carnegie Literacy Center, Inc.*)
251 W. Second Street
Lexington, KY 40507

B. Phone: (859) 254-4175

C. Contact Person

Jennifer Mattox, Development Director
(859) 254-4175 ext. 25
jmattox@carnegiecenterlex.org

D. Agency Director

Neil Chethik, Executive Director

E. Current fiscal year ending date: 6/30/16

IV. Program Narrative

A. New or expanded services included in the Carnegie Center's overall projected budget for 7/1/16 – 6/30/17: We request support for Achievement Gap Reduction Initiatives of the Carnegie Center. During FY16, LFUCG's Social Services Division asked the Carnegie Center to perform this important work by partnering with the Fayette County Schools and awarded us an Opportunity Grant to do this work.

i. Type & purpose of new service: Funds in FY17 will enable the Carnegie Center to expand our Achievement Gap Reduction Initiatives to significantly increase the number of students impacted.

During FY17, we will establish more outreach tutoring programs—called Carnegie Clubs—in the Title I schools where they are needed most. We will also build the existing Carnegie Clubs to serve more students. Carnegie Clubs provide a weekly tutoring experience after school for those students who are unable to participate in the 200-child tutoring program in the Carnegie Center building. Volunteer

tutors, recruited and supervised by the center's Children's Outreach and Volunteer Coordinator, will help children who are struggling with reading, writing, and math. All tutors receive a background check and attend an orientation prior to meeting with students. Additional tutor training opportunities are also available. We hope to open at least three more Carnegie Clubs, impacting approximately 50 students.

In addition, we will continue Family Fun and Learning Nights, which support tutoring families through a 10-times-a-year family gathering that provides education, art, and a free dinner. We estimate that the Family Fun & Learning experience will serve about 800 people during the fiscal year.

li. Total cost of each new or expanded program:

We request continued support at \$90,000 for the following:

- Salary for a full-time Children's Outreach and Volunteer Coordinator. We created this staff position through the FY16 Opportunity Grant to oversee the important work in our Achievement Gap Reduction Initiatives. Through your funding, this employee will coordinate and supervise our Carnegie Clubs in the schools themselves while building strong relationships with school personnel so that we can benefit their students through other Carnegie family literacy programs. The employee will also assist with volunteer tutor recruitment throughout the year.
- Part-time Carnegie Club employee(s). As we establish new Carnegie Club programs in Fayette County schools, we will need at least one additional employee to assist the Children's Outreach and Volunteer Coordinator with her work.
- Direct program costs for outreach and tutoring programs. These include books, educational games, paper, pencils, background checks on volunteers, stipends for authors or instructors at outreach programs (including bringing authors for school visits), etc. This funding will also help us provide healthy snacks for tutoring children. We've learned that a high number of children arrive at our program with empty bellies. Since we began providing a nutritious snack and drink to each tutoring child last year, we've seen them stay focused during sessions and be more prepared to learn.
- It also includes 13% to support operating costs of providing these vital learning programs.

B. Potential direct impact on the Carnegie Center if LFUCG funding is decreased/eliminated:

Our largest concern would be funding the Children's Outreach and Volunteer Coordinator position after the fiscal year ends. Without this position, there is no staffing to run our existing Carnegie Clubs and they would close. We would also have to put our partnership with Fayette County Public Schools on hold until we could find funding to help them with their achievement gap problem. Every time there is a pause in services like this, and every time a new staff person is hired, we must rebuild connections with school staff and Family Resource Coordinators, which slows the delivery of service.

However, more than the Carnegie Center, the impact caused by a decrease or an elimination of funding will be most felt by our school children affected by the achievement gap. Without funding for these initiatives, children whom we could help will instead continue the downward spiral that begins in elementary school when they fail to learn to read. These children will be the ones who as adults are dependent on social services such as homeless shelters, food banks, drug and alcohol addiction programs, and so much more. Rather than treating these problems in the future, our goal is to prevent them in a way that only education can remedy.

C. Prospects of future funding from federal and/or state funds: The Carnegie Center does not receive direct state or federal funds for our literacy programs, nor do we anticipate receiving such support at this time as there are no grant funds available through the Department of Education. However, funding from the Kentucky Arts Council does support our arts-related programming. Gifts from individuals and foundation grants provide a majority of our organization's funding.

D. Schedule of investments and the endowment: The Carnegie Center has a ladder of certificates of deposit which are earmarked as necessary supplements to operating expenses. It is our goal to maintain 3-6 months of operating in reserve, a goal we are currently meeting. We hope to establish an endowment fund in 2016 for future funding support; a small endowment (less than \$1,000) was established for us by the Blue Grass Community Foundation in 2015 through a Goodgiving Guide Challenge donor giving incentive.

V. Overall Agency Forms (Forms A-E attached)

AGENCY NAME: Carnegie Center for Literacy and Learning

AGENCY DESCRIPTION

After Lexington's Public Library moved in 1989, a mayor-appointed committee created a new use for the vacant Carnegie library building: a community learning and arts center like no other in the country. The Carnegie Center for Literacy and Learning opened in 1992, welcoming beginning to master learners of any age. The Carnegie Center is a regionally-respected leader in education outside the school systems, winning national, state, and local awards for programming excellence. Programs offer a unique blend of learning and art opportunities: workshops for adults (writing, publishing, world languages, professional development), youth and family literacy programs, K-12 tutoring, gallery exhibits, author readings, and more. Each season we offer a new programming line-up that promotes reading, writing, math, technology, and other literacy skills that are as vital to school-aged children as they are to adults. Our programs rival the enrollment of a community college, directly impacting over 4,000 people of all ages last year through educational workshops and programs, and another 9,600 people at educational and arts events, most with free admission. We impact diverse segments of our community through low-cost or free programs and by providing scholarships to all in need; to date, we've granted every scholarship request.

AGENCY MISSION STATEMENT

The mission of the Carnegie Center is to empower people to explore and express their voices through imaginative learning and the literary arts.

POSITIONS	ACTUAL FY 2016	REQUESTED FY 2017	DIFFERENCE
Full-Time	7	7	0
Part-Time	6	7	1
TOTAL	13	14	1

REVENUE STATEMENT - OVERALL AGENCY

EXHIBIT A

FY 2017

AGENCY NAME: Carnegie Center for Literacy and Learning

Note: Full-Year Data Only

<u>REVENUE</u>	(1) FY 2015 ACTUAL REVENUE PER AUDIT (07/01/2014- 06/30/2015)	(2) FY 2016 BUDGET (07/01/2015- 06/30/2016)	(3) FY 2017 PROJECTED BUDGET (07/01/2016- 06/30/2017)
	<i>Round to the Nearest Ten Dollars</i>		
Urban County Government - Purchase of Service Agreement [Column 3 is the Amount Requested]	-	-	275,000
Urban County Government (ESR Grant)	62,060	-	-
Urban County Government (Opportunity Grant)	-	90,000	-
Urban County Government - In Kind (Utilities and Maintenance)	93,300	93,000	93,300
Other LFUCG - (Neighborhood Dev. Grant) (Additions to the Purchase of Service Agreement)	1,825	2,200	-
State of Kentucky (Kentucky Arts Council)	16,913	18,100	15,000
Federal Government (AmeriCorps*VISTA)	10,000	-	-
United Way	-	-	-
Fees for Services	119,385	160,000	170,000
Private Contributions and Fundraising Events	210,973	233,000	230,330
Interest Income	2,837	1,500	2,000
Rental income and Merchandise Sales	21,166	21,000	25,000
Foundation grants	265,070	230,000	270,000
TOTAL REVENUES	\$803,529.00	\$848,800.00	\$1,080,630.00

EXPENDITURE STATEMENT - OVERALL AGENCY

EXHIBIT B

FY 2017

AGENCY NAME: Carnegie Center for Literacy and Learning

Note: Full-Year Data Only

DESCRIPTION OF EXPENDITURE	(1)	(2)	(3)
	FY 2015 ACTUAL EXPENDITURES PER AUDIT (07/1/2014-06/30/2015)	FY 2016 BUDGET (07/1/2015-06/30/2016)	FY 2017 PROJECTED BUDGET (07/1/2016-06/30/2017)
	<i>Round to the Nearest Ten Dollars</i>		
PERSONNEL:			
1. Salaries	299,391	334,490	375,490
2. Payroll Taxes & Fringe Benefits (FICA, Insurance, Retirement, etc.)	60,876	75,680	82,610
3. TOTAL PERSONNEL (Lines 1 + 2)	\$ 360,267	\$ 410,170	\$ 458,100
OPERATING:			
4. *Contractual and Professional Services	17,732	32,000	23,000
5. *Rent or Lease Charges	-	-	-
6. Outside instructors	79,576	105,000	113,000
7. General Utilities	33,300	33,300	33,300
8. Telephone	7,907	7,500	8,000
9. Office Supplies	68,925	70,300	91,000
10. Postage	3,117	3,200	5,300
11. Printing and Copying	2,000	2,000	4,230
12. Household and Food (Include Cleaning Supplies)	2,500	2,500	10,500
13. Repairs and Maintenance (Excluding Vehicles)	117,450	90,000	285,000
14. Vehicle Repair and Maintenance	-	-	-
15. Technical Supplies (Include Medical Supplies)	-	-	-
16. *Travel (Include Conferences & Seminars)	5,131	3,000	3,000
17. Insurance	11,352	7,500	8,000
18. *Dues and Subscriptions	3,151	3,000	8,200
19. *Minor Equipment	-	-	-
20. Financial aid	34,990	4,800	10,000
Misc.	8,012	-	-
Depreciation	10,154	9,000	10,000
21. Fundraising Activity	22,251	7,530	10,000
22. TOTAL OPERATING (Lines 4-21)	427,548	380,630	622,530
CAPITAL:			
23. *Land/Buildings	-	-	
24. *Equipment/Vehicles	-	-	
25. TOTAL CAPITAL (Lines 23+24)	\$ -	-	\$ -
26. TOTAL EXPENDITURES (Lines 3, 22, & 25)	787,815	\$ 790,800	\$ 1,080,630

* Please provide detail of these items on Exhibit C.

AUDIT _____ DATE _____ VERIFY _____ DATE _____

DETAIL OF SPECIFIC ACCOUNTS - OVERALL AGENCY
FOR FY ENDING JUNE 30, 2017

EXHIBIT C
FY 2017

AGENCY NAME: Carnegie Center for Literacy and Learning

USE THIS FORM IF EXHIBIT B (COLUMN 3) HAS AN AMOUNT ON LINES 4, 5, 16, 18, 19, 23, AND/OR 24

LINE NO.	FY 2017 LINE TOTAL AMOUNT	FY 2017 ITEM AMOUNT	DESCRIPTION OF EACH ITEM OR SERVICE
			<i>(USING NAME OF THE ACCOUNT IS NOT SUFFICIENT)</i>
4	23,000	5,500 17,500	Annual Financial Audit Monthly Accounting Services (external bookkeeper)
16	3,000	3,000	Professional development for six employees
18	8,200	8,200	Professional dues, books, periodical and newspaper subscriptions

AUDIT _____ DATE _____ VERIFY _____ DATE _____

SCHEDULE OF PAYROLL POSITIONS - OVERALL AGENCY
FOR FY ENDING JUNE 30, 2017

EXHIBIT D

FY 2017

AGENCY NAME Carnegie Center for Literacy and Learning

Position	New FY 2016	Budgeted Salary FY 2016	Paid With LFUCG Funds	Paid By Other Sources	New FY 2017	Projected Salary FY 2017	Paid With LFUCG Funds	Paid By Other Sources	% Increase	Effective Date of Increase
NOTE: Totals Should Agree with Exhibit B, Line 1, Columns (2) and (3). If not, please provide an explanation.										
Director (FT)		64,890	0	64,890		67,161	0	67,161	3.5%	07/01/16
Program Director (FT)		38,292	0	38,292		39,632	0	39,632	3.5%	07/01/16
Marketing Director (FT)		37,440	0	37,440		38,750	0	38,750	3.5%	07/01/16
Development Director (FT)		51,376	0	51,376		53,174	0	53,174	3.5%	07/01/16
Tutoring Director (FT)		36,192	0	36,192		37,459	0	37,459	3.5%	07/01/16
Vol./Outreach Coord. (FT) NEW (Starting halfway thru year)		14,000	14,000	0		30,600	30,600	0	2.0%	07/01/16
Office Manager/Registrar (FT)		31,000	0	31,000		34,100	0	34,100	10.0%	07/01/16
Reception (PT)		10,000	0	10,000		10,350	0	10,350	3.5%	07/01/16
Tutoring Assistant (PT)		10,000	0	10,000		10,350	0	10,350	3.5%	07/01/16
Literacy Specialist (PT)		10,000	0	10,000		10,350	0	10,350	3.5%	07/01/16
Math Specialist (PT)		6,000	0	6,000		6,210	0	6,210	3.5%	07/01/16
Literary Liaison		15,000	0	15,000		15,000	0	15,000	3.5%	07/01/16
Outreach Assistant		0	0	0	NEW	12,000	12,000	0	0.0%	07/01/16
Development Assoc.		<u>10,000</u>	<u>0</u>	<u>10,000</u>		<u>10,350</u>	<u>0</u>	<u>10,350</u>	<u>3.5%</u>	07/01/16
TOTAL:		\$334,190	\$14,000	\$320,190		\$375,486	\$42,600	\$332,886	12.4%	
% of FY 2017 salary increases due to: Cost of living increase <u>3.5%</u> Merit increase <u>0.0%</u> Other <u>0.0%</u>										
AUDIT	DATE	VERIFY	DATE							



I. Letter from Board Chair Janet Holloway (attached)

II. Agency Documents (attached)

- A. Evidence of tax-exempt status
- B. Audit report for FYE 6/30/15
- C. Board of Directors list

III. Agency Information

A. Name & Address

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251 W. Second Street
Lexington, KY 40507

B. Phone: (859) 254-4175

C. Contact Person

Jennifer Mattox, Development Director
(859) 254-4175 ext. 25
jmattox@carnegiecenterlex.org

D. Agency Director

Neil Chethik, Executive Director

E. Current fiscal year ending date: 6/30/16

IV. Program Narrative

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help children who are struggling with reading, writing, and math. All tutors receive a background check and attend an orientation prior to meeting with students. Additional tutor training opportunities are also available. We hope to open at least three more Carnegie Clubs, impacting approximately 50 students.

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- It also includes 13% to support operating costs of providing these vital learning programs.

B. Potential direct impact on the Carnegie Center if LFUCG funding is decreased/eliminated:

Our largest concern would be funding the Children's Outreach and Volunteer Coordinator position after the fiscal year ends. Without this position, there is no staffing to run our existing Carnegie Clubs and they would close. We would also have to put our partnership with Fayette County Public Schools on hold until we could find funding to help them with their achievement gap problem. Every time there is a pause in services like this, and every time a new staff person is hired, we must rebuild connections with school staff and Family Resource Coordinators, which slows the delivery of service.

However, more than the Carnegie Center, the impact caused by a decrease or an elimination of funding will be most felt by our school children affected by the achievement gap. Without funding for these initiatives, children whom we could help will instead continue the downward spiral that begins in elementary school when they fail to learn to read. These children will be the ones who as adults are dependent on social services such as homeless shelters, food banks, drug and alcohol addiction programs, and so much more. Rather than treating these problems in the future, our goal is to prevent them in a way that only education can remedy.

C. Prospects of future funding from federal and/or state funds: The Carnegie Center does not receive direct state or federal funds for our literacy programs, nor do we anticipate receiving such support at this time as there are no grant funds available through the Department of Education. However, funding from the Kentucky Arts Council does support our arts-related programming. Gifts from individuals and foundation grants provide a majority of our organization's funding.

D. Schedule of investments and the endowment: The Carnegie Center has a ladder of certificates of deposit which are earmarked as necessary supplements to operating expenses. It is our goal to maintain 3-6 months of operating in reserve, a goal we are currently meeting. We hope to establish an endowment fund in 2016 for future funding support; a small endowment (less than \$1,000) was established for us by the Blue Grass Community Foundation in 2015 through a Goodgiving Guide Challenge donor giving incentive.

V. Overall Agency Forms (Forms A-E attached)