



## CFMC Grant Application

# COMPLETE THIS APPLICATION FOR FUNDING REQUESTS FOR THE Community Foundation of Middlesex County Competitive Cycle.

**Instructions:** Complete the application on the website. You may "Save and Continue Later" - the site will email you a link which is active for 30 days. Review instructions document for full details before completing. Complete all questions.

**Section V requires certain documents to be uploaded to the form - see the Application Instructions Document for a list of the required items. All items must be uploaded as PDF Files. The CFMC Budget Summary form is available on the website in Word. This document must be submitted as PDF file as well.**

### I. Application Information

**Legal Name of Organization**

Adelbrook Behavioral & Developmental Services

**Division or Department Name (if applicable)**

**Other Tax Exempt Entity?**

N/A

**Are you a 501(c)3 Organization**

Yes

**EIN #**

06-0646920

If your organization is not a 501(c) 3 tax exempt entity or division/department of a 170(c)1 government agency or religious organization, please contact Thayer Talbott, 860.347.0025, for further information before completing the application.

**Total Cost associated with request \$**

5,000

**Dollar Amount Requested \$**

5,000

**Summary Statement**

We are looking for funding for our AdelbrookCARES Food Pantry, which serves students facing food insecurity and financial hardship. We are asking for a \$5,000 monetary contribution that will be allocated towards items such as discreet bags, nonperishable food, and hygiene products.

## II. Funding Request Information

### 1. Proposal / Purpose

The AdelbrookCARES program was launched in 2022 to provide students facing food insecurity and financial hardship with tangible items essential for their wellbeing and personal success. **Since that time, we have provided 13,160 meals to students and families in need.** The primary outcome of the AdelbrookCARES program is to reduce the level of food insecurity and increase access to personal hygiene items among students.

Students who are well nourished and able to maintain a level of personal hygiene are better equipped to perform in an academic setting and achieve personal success. Without the burden of worrying about where the next meal is coming from or about their level of personal hygiene, our students will feel fuller, more confident, and able to better focus on their education.

To continue to successfully operate, sustain, and grow the AdelbrookCARES program, we will need three types of personal care and food items. The first will be non-perishable food items, including but not limited to, canned fruits and vegetables, tuna fish, oatmeal, peanut butter and jelly. The second will be personal care items such as deodorant, toothbrushes, toothpaste, shampoo, and conditioner. The third will be discrete bags for the personal care and food items to reduce stigmatization from peers.

We currently serve around 200+ individuals in need of support. In total, 100% of identified individuals within our Adelbrook community facing food insecurity have access to the food pantry. In addition to holiday meal baskets, we offer weekly backpacks of essential food items and supplies. By tracking the percentage of individuals who access these ongoing resources, we will be able to gauge usage of the food pantry in our education program and determine whether the level of discretion is sufficient enough for our students to feel comfortable.

Through this grant's essential funding and support, we will be able to continue to successfully operate and grow the food pantry, serving even more students and families in need.

### 2. Sustainability and Assessing Impact

This year, we are planning to increase the overall percentage of students served by 25%, serving even more students and families facing financial hardship and food insecurity.

By continuing to track the percentage of individuals who access these ongoing resources, we will be able to gauge usage of the food pantry in our education program. These numbers will also help us ensure that students feel comfortable and secure in leveraging our services.

Demonstrated by our exponential growth since opening in 2022 (serving over 13,160 meals), we are dedicated to serving identified students in need. That said, this program is an essential pillar for not only combatting food insecurity, but also ensuring our students achieve personal growth and academic success.

By monitoring program usage and engagement, we will be able to successfully serve even more individuals in need of food and hygiene products.

## III. Grant Program / Project Information

### Organization Area of Impact (choose ONE)

Education (Community Wide/Schools)

### Grant Type (choose ONE)

Other

## Other - Grant Type

Essential Food & Hygiene Assistance

### Target Demographics (Select all that apply):

- Young Adults (ages 18-25)
- Youth (ages 13-17)
- Children (ages 6-12)
- Birth to 5 years old
- Families
- Parents / Guardians
- Students
- Women and Girls
- At Risk Boys and Young Men
- LGBTQIA+
- Other

### Other Demographic:

Individuals with Autism Spectrum Disorder

### Geographic Area(s) Served By This Application:

- Chester
- Clinton
- Cromwell
- Deep River
- Durham
- East Haddam
- East Hampton
- Essex
- Haddam
- Killingworth
- Middlefield
- Middletown
- Old Saybrook
- Portland
- Westbrook

### Total Number of People in Middlesex County Personally Impacted

200

## IV. Organization Information

Board of Directors / Trustees Information

**Percent (%) of Directors/Trustees who contribute annually to Operations**

100%

**Total Number of Directors/Trustees:**

14

**Average number attending in person:**

85%

**Total Number of Board meetings held last year:**

4

**Year of Return:**

FY 2022

**Date most recent IRS Form 990 was filed:**

June 30, 2022

**Organization's Total Operating Budget**

33764294

**Organization's Fiscal Year**

July 1 - June 30

**Division Operating Budget Information****National Organization Chapter Information****Did you RECEIVE a competitive process grant in the:**

- 2022-2023 process (fall 2022 or spring 2023)

**Brief Background Statement of the Organization:**

Adelbrook Behavioral & Developmental Services is an 124-year-old multi-service agency dedicated to helping families and individuals of all ages, specializing in Autism Spectrum Disorder, developmental services, and behavioral health treatment. We offer the most comprehensive individualized plans to help the extraordinary people we serve find a future filled with achievement, dignity, happiness and hope. From our individualized education programs, to residential and therapeutic supports, we provide a quality continuum of care to meet the ever-changing needs of the extraordinary people we serve. In total, Adelbrook serves over 350 children, young adults, and families from more than sixty public school districts.

## V. Additional Information To Be Included with the Application

**Please Note: Additional information requested below MUST be uploaded in PDF files. Other document formats will not be accepted by the application form. Attempts to upload other file formats could result in a loss of all application data entered.**

### A. Current Organization Operations Budget (Required)

- Operations-Budget-3.72.pdf

### B. Board of Directors and Officers List (Required)

### C. IRS Tax Exempt Determination Letter

### D. For Program/Project Requests only - CFMC Budget Summary Form:

### E. Organizations serving a region greater than Middlesex County - county-based budget summary:

### F. America Rescue Plan Act (ARPA)

Yes

#### ARPA Funding detail

Designate Will Apply or Have Been Approved/Received	Amount Requested / Approved
DDS ARPA received \$944,310	\$944,310
DCF ARPA awarded \$313,827	\$313,827

**Additional financial documentation, including the organization's most recent audit, annual report, and IRS Form 990 may also be required. Only provide this information if requested.**

For programs or projects which are collaborations among two or more organizations or where an organization provides in-school or after-school programming for schools, the Community Foundation requires a list of organizations or schools partnering with your organization as well as Letters of Support.

For the purposes of this application, collaborations are defined as partnerships where two or more agencies are committed through staffing, funding, and resource allocation to the goals and objectives of the program described. Because the nature of the collaboration requires two or more entities to work together, for the purposes of funding, only one organization may complete the application, and in doing so, accepts responsibility for all evaluative and fiduciary reporting.

For all collaborations, the Community Foundation requires letters of support from the non-applicant organization(s) and/or from the school(s) and school district(s) at which the applicant organization is the program.

**Is this application in collaboration with a School(s) or School District(s)?**

No

**Is this application a collaboration of two or more nonprofit organizations (NOT schools)?**

No

**If this is an On-Going Collaboration, how long has the collaboration existed?**

N/A

**If Yes, is this a New or On-Going Collaboration?**

On-going

**List of Collaborators**

This is not currently a collaboration among two or more organizations.

**Letters of Support (if a collaboration with schools or other nonprofits))**

## VI. Organization Contact Information

### Are you a new nonprofit applicant to the Community Foundation?

No

#### Title

President & CEO

#### Executive Officer's Name

Alyssa Goduti

#### Executive Officer Email

[agoduti@adelbrook.org](mailto:agoduti@adelbrook.org)

#### Phone

(860) 635-6010

#### Title

Director of Development & Communications

#### Contact Person

Kevin Cassesse

#### Application Contact Email

[kcassesse@adelbrook.org](mailto:kcassesse@adelbrook.org)

#### Phone

(860) 635-6010

#### Mailing Address

60 Hicksville Road  
Cromwell, Connecticut 06416  
United States

#### Street Address

60 Hicksville Road  
Cromwell, Connecticut 06416  
United States

#### Website

[www.adelbrook.org](http://www.adelbrook.org)

#### Social Media Channels

<https://www.instagram.com/adelbrook/> | <https://www.facebook.com/>

## VII. Non-Funding Needs

We are always looking to expand our services to better serve youth and young adults with autism and developmental disabilities. That said, we are looking for support in terms of our annual events, including our upcoming annual Alliance Walk on April 27th.

We are also in need of used books for our new vocational storefront, Adelbooks & More, in Middletown, CT. This retail store provides opportunities for students to gain employment skills, essential for the workforce

## **VIII. Marketing and Public Relations**

Organizations receiving grants from the Community Foundation of Middlesex County must promote their funding awards according to the marketing and public relations guidelines established by the Community Foundation. By signing the application below, the CEO/Executive Director understands the Community Foundation's marketing and public relations requirements if awarded a grant. The Community Foundation will host a seminar on marketing guidelines and tips for grantees annually. The Community Foundation's Grantee Communications Kit may be downloaded on our website in the Nonprofit Resources section, [middlesexcountycf.org/nonprofits/resources/forms-pr-guidelines/](http://middlesexcountycf.org/nonprofits/resources/forms-pr-guidelines/).



## **IX. Tax Exempt Standing and Use of Grant Funding Certification**

By signing this application, the CEO/Executive Director/Board President is certifying that your organization is a qualified 501c3 organization or other charitable organization recognized and currently in good standing with the IRS, or 170(c)(1) governmental agencies. Should a grant be approved by the Community Foundation of Middlesex County, these funds may only be used for the purpose outlined in your original application; you must notify us if you are unable to do so. If grant funding is provided, you may only use these funds for charitable purpose as described in Section 170(c)2 of the IRS code, and funds may not be used for any political or lobbying activity. In addition, no tangible benefits, goods or services may be received by our donors or by staff members of the Community Foundation of Middlesex County in exchange for grant funding.

### **Signature Certification**

I certify that my printed name as stated and assigned below constitutes my signature and may be accepted as such.

**Title**

Director of Development & Communications

**Printed Name**

Kevin Cassesse

**Date**

03/07/2024