



17

# CITY OF DANBURY

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**DENA DIORIO**  
DIRECTOR OF FINANCE

(203)797-4652  
FAX: (203)796-1526

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## MEMORANDUM

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**TO:** MARK D BOUGHTON VIA THE COMMON COUNCIL.  
**FROM:** DENA DIORIO, DIRECTOR OF FINANCE & PERSONNEL *Dena*  
**SUBJECT:** RESOLUTION-MESERVE MEMORIAL FUND-HEALTH DEPT  
**DATE:** 2/24/2007

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Attached for your review is a resolution that will allow the City of Danbury Health, Housing and Welfare Department to apply for and accept funding from the Meserve Memorial Fund. If awarded, these funds, in the amount of \$3,500 would be used to help purchase supplies for the operation of the City of Danbury's Homeless Shelter. There is no local match required.

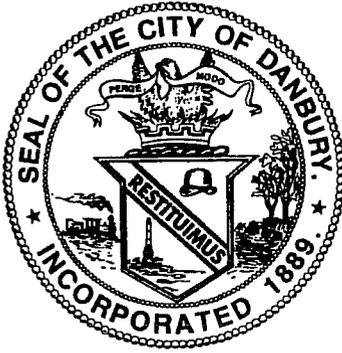
The Common Council is requested to approve the attached resolution at the March 2007 meeting. Please contact me should you have any questions.

17-1

# RESOLUTION

**CITY OF DANBURY, STATE OF CONNECTICUT**

\_\_\_\_\_ A. D., 200\_



**RESOLVED** by the Common Council of the City of Danbury:

**WHEREAS** the Meserve Memorial Fund has made available the opportunity for the City of Danbury Health, Housing and Welfare Department to apply for funding through a bi-yearly competitive grant application; and

**WHEREAS** the requested amount of \$3,500 would be used to provide the City of Danbury Homeless Shelter with supplies needed for the operation of the Shelter and requires no local match; and

**WHEREAS** the Danbury Health, Housing and Welfare Department will provide the Meserve Memorial Fund with said application and grant narrative.

**NOW, THEREFORE, BE IT RESOLVED THAT** Mark D. Boughton, Mayor of the City of Danbury, or Scott LeRoy, Director of Health, Housing and Welfare, as his designee, is authorized to apply for and accept this funding and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to accomplish the purposes thereof.



17-2

# CITY OF DANBURY

HEALTH, HOUSING & WELFARE DEPARTMENT  
155 DEER HILL AVENUE, DANBURY, CT 06810

Central Health & Housing Office  
203 - 797-4625  
Fax 796-1596

Central Welfare Office  
203 - 797-4569  
Fax 797-4566

February 23, 2007

Re: Meserve Memorial Fund Grant Application  
To: Mayor Mark D. Boughton & Members of Common Council  
Through: Scott LeRoy, Director of Health, Housing & Welfare

I am writing to request approval to apply for funds through the Meserve Memorial Fund for the City's Homeless Shelter. This private foundation could provide general operating support funds for non-profit and government organizations. These funds would enable the City Shelter to help purchase supplies for the Homeless Shelter's operation.

The foundation awards this competitive grant bi-annually; however, organizations can only receive funding once each year. The grant decisions are made in June and December of each year. There is no local match required.

The Homeless Shelter would like to apply for \$3,500 grant from the Meserve Memorial Foundation. A brief description of the Meserve Memorial Fund is attached, along with the Grant Application Narrative.

If you have any additional comments or questions, please contact me at 796-1504. Thank you.

Sincerely,

Aimee H. Budnik, MS, RD

Welfare Director, City of Danbury's Health, Housing and Welfare

RECEIVED  
FINANCE DEPT.  
FEB 23 2007

Medical Outreach 797-4567  
Eviction Prevention 797-4565  
Information-Referral 797-4569

Dial 2-1-1 for all  
Connecticut Services!

Emergency Shelter 796-1661  
Em. Shelter Fax 796-1660  
Administration 796-1504



17-3

**CITY OF DANBURY**  
**HEALTH, HOUSING & WELFARE DEPARTMENT**  
**155 DEER HILL AVENUE, DANBURY, CT 06810**

Central Health & Housing Office  
203 - 797-4625  
Fax 796-1596

Central Welfare Office  
203 - 797-4569  
Fax 797-4566

**GRANT APPLICATION NARRATIVE**

**Organization Background**

The City of Danbury's Homeless Shelter has been operating for 14 years. The purpose of shelter is to provide case management services and 15 beds during the evening. The shelter also operates as a day center providing services and facilities needed for people that are homeless (e.g kitchen, telephone, laundry, etc...) while administering case management services. The City's Homeless Shelter works collaboratively with the Dorothy Day Center and Soup Kitchen, ARC, MCCA and AIDS Project. MCCA and AIDS project provide case management services to the clients of the shelter during the week and provide programs on the weekend. The City Shelter's Case Manager participates in coordinated case management meetings in the community and works with the other organizations to refer clients for additional services; such as medical treatment options, housing applications, supportive services, employment opportunities, etc...

**Purpose of the request**

The Meserve grant funds would assist the homeless shelter with purchasing necessary supplies to operate the services of the shelter. The clients rely on the services of the City Shelter which require supplies such as paper products for clients to use while eating their meals, cleaning supplies to maintain adequate sanitary conditions for the clients, snacks for day center clients (i.e. coffee, water, etc...) and laundry supplies for laundry services. The financial support would enable the program to continue offering these supplies to the clients.

For the month of January, the day center served 100 people and provided an average of 340 different types of service including showers, laundry and referrals. The evening shelter provided 321 bed nights which is the sum of the number of nights each bed was used. The City Shelter also expands to 20 beds available during the fall and winter and continues to operate at full capacity without vacancies. Clients are mostly from the Greater Danbury Region.

**Measurement and Evaluation**

We anticipate that the The Danbury Education Foundation, upon their review, will act as the fiduciary agent if funds are awarded so as to comply with 501 © (3) requirements. The expected results of the funding would be adequate supplies to support our clients and the operation of the homeless shelter and day center programs. Another expected result is an increase in the number of support services provided to the clients. The Shelter reports on a monthly basis the number of clients who used the services and the types of services that were utilized. These reports will continue to be used to measure the outcomes of the homeless shelter.

**Funding Request:           \$3,500.00 for Operations & Daily Supplies.**

Medical Outreach     797-4567  
Eviction Prevention   797-4565  
Information-Referral   797-4569

Dial 2-1-1 for all  
Connecticut Services!

Emergency Shelter 796-1661  
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Administration 796-1504

# Greater Danbury Nonprofit Resource Center

17-4

Serving Bethel, Bridgewater, Brookfield, Danbury, New Fairfield,  
New Milford, Newtown, Redding, Ridgefield and Sherman

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## Funder Name: Meserve Memorial Fund

**Contact:** Mr. Karl Epple

**Address:** 523 Danbury Road  
Wilton, CT 06897

**Phone:** 203-834-9393

**Fax:**

**Email:**

**Web Address:** <http://www.fccfoundation.org>

**Type of Funder:** Private Foundation

**Geographic Focus:** Greater Danbury Region: Danbury, Bethel, Brookfield, Bridgewater, New Fairfield, New Milford, Newtown, Redding, Ridgefield, and Sherman

**Field of Interest:** All of the above, plus arts and culture

**Grant Constraints:** Geography, generally don't participate in capital drives

**Types of Grants:** Service delivery/program development, college study scholarships, general operating support, equipment, building renovation, organizational development.

**Application Process:** Using Meserve Application forms, grant requests are to be submitted by April 1st or October 1st. Grant decisions are made twice a year in June and December. A nonprofit organization can only receive 1 grant/year. Scholarships are awarded in May for high school seniors and in June for renewal applicants (college).

**Five Largest Grants:** Five largest grants: \$60,000 in scholarships, \$5000 each to each of the following: Regional YMCA for the Escape to the Arts program, GDNRC for capacity building programs, Ability Beyond Disability to support the installation of a hydro heat system in a group home, Trout Unlimited-Candlewood Valley Chapter for their "Trout in the Classroom" program.

**Total Amount of Contributions:** \$150,600 for FY 05/06 (7/1/05-6/30/06)

**Total Number of Grants:** 29, plus 24 scholarships for 05/06

**Largest Grant:** \$5,000

**Smallest Grant:** \$1,500