

# Organization Information

Email \*

grants@carmelyouth.org

Name of Applicant Organization: \*

Carmel Youth Center

Name and Position/Title of staff applying on behalf of the Organization: \*

Ann Madsen, Grant Writer

Organization Mailing Address: \*

Torres St. and 4th Ave., P.O. Box 2399, Carmel, CA 93921

Telephone Number: \*

(831) 624-3285

Email: \*

grants@carmelyouth.org

Geographic Area(s) the Organization serves: \*

Monterey Peninsula, Salinas, Salinas Valley, North County

Age groups served by the Organization: \*

- ☒ 0-12
- ☒ 13-17
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: \*

50

Is this Organization incorporated as a Nonprofit Organization? \*

- ☒ Yes
- ☐ No

Is this Organization a Carmel school? \*

☐ Yes

☒ No

### Project/Program Details

Project/Program Name: \*

Snacks for 2023-24 Afterschool Programming

Amount requested (up to \$3,000): \*

\$3,000

Please provide a description of the Project, Program, or Service that the City of Carmel-by-the-Sea grant funding will be used to support. \*

Carmel Youth Center provides a free, nutritious snack to youth participating in afterschool programming. These snacks provide CYC youth with nutrition during after-school care, ultimately enhancing their learning abilities by contributing to their physical and mental well-being. CYC prioritizes dietary diversity in its snacks to meet the needs of all youth and ensure nutritional content is being received.

Please provide the project, program, or service objectives that the City of Carmel-by-the-Sea grant funding will be used to support. \*

The overall objective of this program is to provide free, nutritious snacks that meet the dietary diversity of participating youth.

Please describe the specific benefit to the Carme-by-the-Sea community that your project, program, or service will provide, including the target population and number of community members that will be served. \*

CYC's afterschool snack program provides 45 - 65 students per day with a snack during afterschool programming throughout the school year. Snacks are provided to all youth attending CYC, of which over 45% receive scholarships. Nutritious snacks are critical to youth health and well-being. Studies have repeatedly shown that healthy snacks influence academic achievement and improve youth concentration, engagement and participation. Additionally, smart snacking increases energy levels, stimulates metabolism, and stabilizes blood glucose, positively impacting the overall health of participants. This program sets youth up for success, both through direct nourishment and by fostering an environment in which youth are in a position to concentrate and engage in enrichment activities.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. \*

CYC spends an average of .75 cents - \$1.00 per child per snack. With an average of 45 - 65 kids per day, this costs CYC approximately \$8,412 a year. We supplement 30% of those costs through in-kind donations from the Monterey county food bank and All In Monterey County. The \$3,000 requested for this grant will cover 3,000 snacks for the 475 children CYC serves annually.

## Attachments

Please provide the following attachments via email to [cityclerk@ci.carmel.ca.us](mailto:cityclerk@ci.carmel.ca.us). Make sure to include the name of the Organization in the subject line of the email and on all attachments.

- A copy of the Organization's proof of non-profit status, with a copy of the letter from the IRS.
- A detailed, line item budget plan for the project, program, or service's use of the grant funds.
- A current, detailed operating budget that includes information on your organization's annual sources of revenue received.
- The Organization's past two year's financial statements - including the current year - with balance sheets, sources of revenue, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

## Certification and Signature

The Applicant Organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

I certify on behalf of the above named nonprofit applicant organization that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization \*

Ann Madsen, Grant Writer

Organization name \*

Carmel Youth Center

Date \*

MM DD YYYY

03 / 31 / 2023

This form was created inside of Carmel-by-the-Sea.

Google Forms



Department of the Treasury  
Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0248221235  
June 14, 2016 LTR 4168C 0  
94-1415306 000000 00  
00016780  
BODC: TE

CARMEL YOUTH CENTER INC  
PO BOX 2399  
CARMEL CA 93921



032464

Employer ID Number: 94-1415306  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated June 03, 1969, regarding your tax-exempt status.

We issued you a determination letter in June 1960, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0248221235  
June 14, 2016 LTR 4168C 0  
94-1415306 000000 00  
00016781

CARMEL YOUTH CENTER INC  
PO BOX 2399  
CARMEL CA 93921

Sincerely yours,

*Doris P. Kenwright*

Doris Kenwright, Operation Mgr.  
Accounts Management Operations 1



Snacks for 2023-24 Afterschool Programming				
Carmel Youth Center				
Item	Quantity	Cost	Total Cost	Contribution from Carmel-by-the-Sea City
Afterschool snack (65 students x 5 days x 26 weeks x \$1 per snack)	11,700	\$1.00	\$11,700	\$3,000
<b>Total</b>			<b>\$11,700</b>	<b>\$3,000</b>

2023 Annual Operating Budget						
Carmel Youth Center						
						FY 2023 Budget
		<b>Revenue</b>				
			School year memberships			\$180,000
			Camp Income			125,000
			After school Activities and drop-in income			20,000
			<b>Total Program Income</b>			325,000
			Donations			200,000
			Grant Income			80,000
			Fundraiser Revenue			134,000
			Other Income			16,800
		<b>Total Revenue</b>				755,800
		<b>Expense</b>				
			Payroll Expenses			265,200
			Capital improvements			120,000
			Afterschool financial aid			97,500
			Janitorial			33,700
			Insurance			28,100
			Repair & Maintenance			24,000
			Utilities			22,100
			Program Supplies			20,000
			Outside Contractors for Programs			20,000
			Professional Fees			17,000
			Dues & Subscriptions			16,000
			Employee Benefits			8,000
			Travel and conferences			7,200
			Office supplies			5,200
			Program food			5,000
			Fundraiser expenses			4,400
			Advertising			4,000
			Bank Fees			3,200
			Security			3,000
			Field Trip expenses			2,200
		<b>Total Expense</b>				705,800
		<b>Increase in net assets</b>				50,000
		<b>Transfer to reserves</b>				-50,000
		<b>Net Budget Balance</b>				\$0

**Carmel Youth Center**  
**Balance Sheet**  
As of February 28, 2023

	Feb 28, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · Checking Wells Fargo-8686	46,636.70
1002 · Checking WF-9356 (Petty Cash)	1,036.42
<b>Total Checking/Savings</b>	47,673.12
<b>Other Current Assets</b>	
1300 · Snack Bar Inventory	1,006.66
<b>Total Other Current Assets</b>	1,006.66
<b>Total Current Assets</b>	48,679.78
<b>Fixed Assets</b>	
1550 · Land and Building	343,582.00
1580 · Building improvements	
1581 · Lobby expense	71,224.07
1580 · Building improvements - Other	419,962.26
<b>Total 1580 · Building improvements</b>	491,186.33
1590 · Machinery and equipment	40,472.72
1588 · Landscape improvements	7,806.27
1599 · Accumulated Depreciation	-575,515.00
1598 · Furniture and Fixtures	6,687.35
<b>Total Fixed Assets</b>	314,219.67
<b>Other Assets</b>	
1345 · Asset held for Sale-Airstream	70,000.00
1350 · Endowment at CF	49,071.49
<b>Total Other Assets</b>	119,071.49
<b>TOTAL ASSETS</b>	<b>481,970.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	4,083.26
<b>Total Accounts Payable</b>	4,083.26
<b>Credit Cards</b>	
1015 · WF Visa cc-5977	-26.00
<b>Total Credit Cards</b>	-26.00
<b>Total Current Liabilities</b>	4,057.26
<b>Total Liabilities</b>	4,057.26
<b>Equity</b>	
3900 · Retained Earnings	-63,448.87
4000 · Net Assets	
4350 · Fund Balance Acc. Depreciation	-532,710.00
4100 · Unrestricted	
4101 · Operating	1,044,929.62
<b>Total 4100 · Unrestricted</b>	1,044,929.62
4300 · Permanently restricted	
4301 · Permanent endowments	75,000.00
<b>Total 4300 · Permanently restricted</b>	75,000.00
<b>Total 4000 · Net Assets</b>	587,219.62

Carmel Youth Center  
Balance Sheet  
As of February 28, 2023

	Feb 28, 23
Net Income	-45,857.07
Total Equity	477,913.68
TOTAL LIABILITIES & EQUITY	481,970.94

# Carmel Youth Center

## Balance Sheet

As of December 31, 2022

	Dec 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · Checking Wells Fargo-8686	91,417.34
1002 · Checking WF-9356 (Petty Cash)	417.98
<b>Total Checking/Savings</b>	91,835.32
<b>Other Current Assets</b>	
1300 · Snack Bar Inventory	1,006.66
<b>Total Other Current Assets</b>	1,006.66
<b>Total Current Assets</b>	92,841.98
<b>Fixed Assets</b>	
1550 · Land and Building	343,582.00
1580 · Building improvements	
1581 · Lobby expense	71,224.07
1580 · Building improvements - Other	419,962.26
<b>Total 1580 · Building improvements</b>	491,186.33
1590 · Machinery and equipment	40,472.72
1588 · Landscape improvements	7,806.27
1599 · Accumulated Depreciation	-575,515.00
1598 · Furniture and Fixtures	6,687.35
<b>Total Fixed Assets</b>	314,219.67
<b>TOTAL ASSETS</b>	<b>407,061.65</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	2,388.39
<b>Total Accounts Payable</b>	2,388.39
<b>Credit Cards</b>	
1015 · WF Visa cc-5977	-26.00
<b>Total Credit Cards</b>	-26.00
<b>Total Current Liabilities</b>	2,362.39
<b>Total Liabilities</b>	2,362.39
<b>Equity</b>	
3900 · Retained Earnings	-222,835.01
4000 · Net Assets	
4350 · Fund Balance Acc. Depreciation	-532,710.00
4100 · Unrestricted	
4101 · Operating	1,044,929.62
<b>Total 4100 · Unrestricted</b>	1,044,929.62
4300 · Permanently restricted	
4301 · Permanent endowments	75,000.00
<b>Total 4300 · Permanently restricted</b>	75,000.00
<b>Total 4000 · Net Assets</b>	587,219.62
<b>Net Income</b>	40,314.65
<b>Total Equity</b>	404,699.26
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>407,061.65</b>

## Carmel Youth Center

## Profit &amp; Loss

December 2022

	Dec 22	Jan - Dec 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5000 · Earned Income		
5009 · Jujutsu	220.00	2,240.00
5011 · Processing Fee Charged	31.53	4,721.89
5005 · Rental Fees	50.00	3,995.00
5004 · School Year/Memberships	5,825.68	115,727.06
5001 · Snack Bar Sales/Hot Lunch	0.00	0.00
5008 · Camps	0.00	119,360.17
<b>Total 5000 · Earned Income</b>	<b>6,127.21</b>	<b>246,044.12</b>
5100 · Grants		
5130 · Restricted	0.00	10,780.00
5100 · Grants - Other	500.00	500.00
<b>Total 5100 · Grants</b>	<b>500.00</b>	<b>11,280.00</b>
5200 · Donations		
5215 · Board Member Donations	0.00	750.00
5201 · Unsolicited Funds	794.20	49,838.77
<b>Total 5200 · Donations</b>	<b>794.20</b>	<b>50,588.77</b>
5216 · Donations-Restricted	950.00	72,725.00
5300 · Fundraiser Revenue		
5301 · AT&T Event Revenue	0.00	18,717.11
5304 · Concours D' Elegance	0.00	35,973.87
5321 · Friends & Family	0.00	200.00
5300 · Fundraiser Revenue - Other	0.00	17,612.54
<b>Total 5300 · Fundraiser Revenue</b>	<b>0.00</b>	<b>72,503.52</b>
5600 · Refunds/Rebates	0.00	2.45
5900 · Interest Income	7.54	1,801.90
<b>Total Income</b>	<b>8,378.95</b>	<b>454,945.76</b>
<b>Cost of Goods Sold</b>		
50002 · Kitchen / Snack Bar	109.53	7,586.70
<b>Total COGS</b>	<b>109.53</b>	<b>7,586.70</b>
<b>Gross Profit</b>	<b>8,269.42</b>	<b>447,359.06</b>
<b>Expense</b>		
6100 · Advertising	269.99	4,090.51
6120 · Automobile Expense	0.00	1,851.95
6150 · Bank Charges	18.73	1,766.79
6185 · Continuing Education	0.00	28.16
6200 · Dues & Subscriptions	649.48	15,747.11
6250 · Employee Benefits	168.00	1,372.45
6300 · Field Trips / Entertainment	425.20	2,266.86
7200 · Fund Raiser Expense		
7201 · AT&T Event Expense	0.00	2,067.99
7215 · Development	0.00	85.00
7216 · Friends & Family	0.00	928.56
<b>Total 7200 · Fund Raiser Expense</b>	<b>0.00</b>	<b>3,081.55</b>
6400 · Insurance		
6410 · Workmans' Comp	680.00	7,908.00
6400 · Insurance - Other	1,753.50	18,885.48
<b>Total 6400 · Insurance</b>	<b>2,433.50</b>	<b>26,793.48</b>
6500 · Interest Expense	0.00	7.52

## Carmel Youth Center

## Profit &amp; Loss

December 2022

	Dec 22	Jan - Dec 22
6600 · Janitorial	2,088.39	25,103.80
6650 · Linen Service	85.80	2,145.44
6710 · Meals		
6711 · Board Retreat	0.00	317.21
6710 · Meals - Other	10.00	1,226.95
Total 6710 · Meals	10.00	1,544.16
7030 · Outside Contractors	1,227.50	7,172.10
7037 · Payroll Expenses		
7038 · Gross Wages	13,124.90	213,056.62
7050 · Payroll Taxes	1,124.58	18,164.68
7040 · Payroll Services	584.10	5,268.35
Total 7037 · Payroll Expenses	14,833.58	236,489.65
7300 · Postage	0.00	44.89
7400 · Professional Services		
7410 · Accounting	1,100.00	11,250.00
7420 · Legal	0.00	21,360.42
Total 7400 · Professional Services	1,100.00	32,610.42
7500 · Repair & Maintenance	111.00	7,524.31
7700 · Security	0.00	5,408.21
7750 · Supplies		
7751 · Office	0.00	1,408.66
7750 · Supplies - Other	825.81	17,836.31
Total 7750 · Supplies	825.81	19,244.97
7930 · Telephone	375.66	3,921.96
8100 · Transportation	0.00	2,263.18
6700 · Travel	19.51	4,540.82
7900 · Utilities		
7907 · Trash	294.45	4,381.71
7901 · Water	200.64	2,734.69
7902 · Cable	42.80	513.60
7904 · Gas & Electric	862.66	8,047.64
7906 · Internet Service	182.74	2,189.63
Total 7900 · Utilities	1,583.29	17,867.27
Total Expense	26,225.44	422,887.56
Net Ordinary Income	-17,956.02	24,471.50
Other Income/Expense		
Other Income		
9990 · ERC 2021	0.00	60,335.00
9991 · ERC 2020	0.00	9,464.07
Total Other Income	0.00	69,799.07
Other Expense		
10000 · Release from Restrictions	0.00	53,955.92
Total Other Expense	0.00	53,955.92
Net Other Income	0.00	15,843.15
Net Income	-17,956.02	40,314.65

## Carmel Youth Center

## Profit &amp; Loss

February 2023

	Feb 23	Jan - Feb 23
Ordinary Income/Expense		
Income		
5000 · Earned Income	17,855.09	25,636.79
5200 · Donations	3,300.00	5,515.10
5300 · Fundraiser Revenue	0.00	0.00
5900 · Interest Income	2.39	5.84
Total Income	21,157.48	31,157.73
Cost of Goods Sold	872.17	1,789.79
Gross Profit	20,285.31	29,367.94
Expense		
6100 · Advertising	532.03	862.03
6120 · Automobile Expense	0.00	0.00
6150 · Bank Charges	3.20	9.74
6185 · Continuing Education	99.00	158.94
6200 · Dues & Subscriptions	768.92	1,623.14
6250 · Employee Benefits	168.00	336.00
6300 · Field Trips / Entertainment	11.97	41.96
6400 · Insurance	2,243.92	4,677.41
6600 · Janitorial	2,548.00	5,195.35
6650 · Linen Service	327.52	370.72
6710 · Meals	29.00	567.64
7030 · Outside Contractors	881.25	1,616.25
7037 · Payroll Expenses	21,853.83	43,863.82
7300 · Postage	7.99	7.99
7400 · Professional Services	1,100.00	2,200.00
7500 · Repair & Maintenance	364.74	2,684.78
7700 · Security	446.25	446.25
7750 · Supplies	4,094.12	5,153.48
7930 · Telephone	381.94	849.89
8100 · Transportation	0.00	121.02
6700 · Travel	709.10	1,754.86
7900 · Utilities	1,259.42	2,683.74
Total Expense	37,830.20	75,225.01
Net Ordinary Income	-17,544.89	-45,857.07
Net Income	<b>-17,544.89</b>	<b>-45,857.07</b>