



CITY OF ELIZABETH CITY COMMUNITY SUPPORT GRANT APPLICATION SUMMARY

Agency Information		Staff Use Only
Organization Name: SOULs Meals Ministry		Date & Time Submitted
Address: Former Elizabeth City Middle School Band Room		
Director's Name: Amy H. Ferebee	Phone: 252-202-5606	Fax:
Director's Title: Coordinator	E-mail: ferebee5@embarqmail.com	
Website Address: N/A		
Tax I.D. Number: N/A		
Are you tax exempt under IRS Tax Code 501(c)(3)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Please check one)		
Are you a for-profit entity registered with the NC Secretary of State? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Please check one)		
How long has your organization been in existence? <u>11</u> ^{AF} Years <u>16</u> ^{AF} Months		
Who should we contact if we have questions concerning this application?		
Name: Amy Ferebee	Phone: 252-202-5606	E-mail: ferebee5@embarqmail.com
Grant Request		
Has your organization received funding from Elizabeth City? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> (Please check one)		
If 'Yes' to the above question, please indicate amount, date and purpose. SOULs has not been a direct recipient of City of Elizabeth City funds in the past; however, the group has benefitted indirectly from funds awarded to Harbor of Hope Foundation, Northeastern Coalition to End Homelessness and the City of Elizabeth City. Funds were used to pay utility-related expenses in the former Elizabeth City Middle School band room owned by Pasquotank County and the former Fire Station owned by the City of Elizabeth City. The award was \$3,000.		
Total Grant Amount Requested: \$ 3,000.00		
Summary Description of Grant Request (one or two sentences): SOULs requests funding in order to pay (City of Elizabeth City) electric utility costs at our present location serviced by City of Elizabeth City power, as well as use funds to purchase miscellaneous supplies to heat, cool, clean, and serve our patrons.		
Total Number of Clients or Citizens Expected to be Benefit by this Grant: +/-2,000 meals served per year		

Indicate type of services to be provided:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Basic needs (food, clothing) | <input type="checkbox"/> Scientific literacy and exploration |
| <input type="checkbox"/> Housing/shelter (non-financial assistance) | <input type="checkbox"/> Recreation and athletics/sports |
| <input type="checkbox"/> Medical or mental health | <input type="checkbox"/> Professional development and training |
| <input type="checkbox"/> Arts and cultural activities | <input type="checkbox"/> Other: |

Signatures and Conditions

We certify that to the best of our knowledge the information provided in this application is accurate and complete and is endorsed by the organization that we represent. If our organization receives funding through the City's Community Support Grant, we agree to the conditions below and to any other conditions approved by City Council.

Signatures of Two Authorized Officers from the Board of Directors

Authorized Official's Name: Amy H. Ferebee	Title: Coordinator (SOULs)/Executive Director (Harbor of Hope Foundation)
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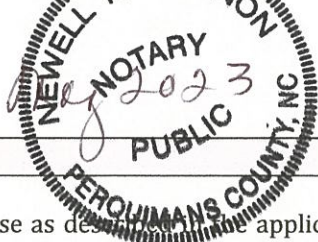
Signature: <i>Amy H Ferebee</i>	Date: 09/18/2018
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Authorized Official's Name: Harry Cannon, Jr.	Title: Nightly Team Leader
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Signature: <i>Harry Cannon, Jr.</i>	Date: 09/18/2018
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Notary Signature and Stamp

Nowell H Cannon
my commission expires 8/1/2023



Conditions

1. In the event that the funds are not used for the purpose as described in the application, or if there are misrepresentations in the application, all ineligible expenses as deemed by the City shall be repaid to the City of Elizabeth City.
2. If there are any changes in the funding of the request from that described in the application, the funding recipient must provide written notification of these changes to the City Manager for approval by City Council.
3. The organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
4. The organization will keep proper books of accounts of all receipts and expenditures relating to the purchase of the grant funding request. Records to justify expenditures must be maintained by the agency for a period of four years.
5. If the purchase proposed in the organization's application is not started, or not completed, and municipal funds remain on hand, or the purchase is completed without requiring the full amount of municipal funds, or Council directs the funds be returned, these funds will be returned to the City through the City Manager.
6. The City reserves the right to use materials relating to its support of this project in its promotional and advertising campaigns.
7. The organization will hold the City of Elizabeth City harmless from any claim or liability that may arise or result from the operation of any program/project service(s) assisted by the City of Elizabeth City.

NARRATIVE QUESTIONS

1. **Grant Request Budget Summary:** Provide a line-item budget for your grant request, using the categories listed below.

Category	Total Budget	Project/Activity-Specific Budget	City Funding Requested
Personnel Costs	0	0	0
Operational Costs	2,000.00	2,000.00	1,500.00
Supplies	2,500.00	2,500.00	1,500.00
Travel	0	0	0
Lodging	0	0	0
Other	0	0	0
Total Grant Request	4,500.00	4,500.00	3,000.00

2. **Description of Grant Request:** Please explain your request. Define the who, what, where, and how of the request. You should specifically describe and quantify the services or products to be provided with the grant funds and how these services will be delivered. Include how many clients will be served or participate in the project. If this is a project, state how long it will take to complete it. Where appropriate, please discuss how your grant request fits in with your long-term goals for your clients.
3. **Work Schedule:** Provide a proposed schedule for the use of grant funds. The schedule should provide milestones and deadlines for accomplishment of tasks or the delivery of services. These projected milestones and deadlines are a basis for measuring actual progress during the term of the grant agreement. Generally, you should plan to complete all expenditures within 9 months of the start of your grant so that there is time to submit for reimbursement before the expiration of the grant.
4. **Need Justification:** Explain why your service or project is needed in the community.
5. **Agency Description:** Briefly describe the mission and activities of your organization, and explain how the activities to be funded in your grant request fit in with your other activities. Tell us about your agency mission and its activities to accomplish the mission. Explain how the activities to be funded by this grant fit in with your other activities.
6. **Agency Experience:** Describe the experience of the organization in carrying out the type of activities proposed in this application and the length of time the

organization has been involved in providing the proposed services. If the agency does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs.

7. **Return on Investment.** If City or other public monies have been used in previous years to fund a project of similar type, please report data demonstrating the success of previously funded efforts.
8. **Duplication of Services:** Describe how your request provides a public benefit not otherwise met in Elizabeth City. If other agencies are providing the same or similar services, please explain why your program should receive funding instead of utilizing other existing similar programs. If your program is a partnership with other local agencies, please explain.
9. **Outreach:** Explain how you conduct outreach to potential clients, particularly the hard-to-reach component of your target population.
10. **Agency Accessibility:** Describe the accessibility of your program and your location to your clients. For example, are you geographically easy to reach? How do your clients get to your facility? What are your hours of operation? Are your facilities handicap-accessible? Do you have bilingual staff? If your proposed activity will be conducted in locations away from your main facility, how will clients access the services?
11. **Performance Measures:** Describe how the grant request fits the needs of the population to be served, how the target population's needs are assessed, and what performance measures will be used to evaluate the success of the proposed project.
12. **Funding Sources:** List all efforts to obtain funding for your program from other sources, including all pending or denied applications.

If funding is not granted, will the project or service go forward? Yes No

Will the project or service continue after the grant funds end? Yes No
If yes, explain how funding will be provided after grant funding ends.

13. **Volunteers:** Please describe how volunteers will be utilized for the proposed activity and estimate the amount of volunteer time to be dedicated to the activity.
14. **Partnerships:** List all agencies or organizations with which you are collaborating regarding the services to be provided through this grant request. Briefly describe the extent of collaboration.

15. Federal and State Funds:

State the amount of federal and/or funds (from all sources) received in FY 2017-2018: \$ 4,000.00

Does the amount of federal and/or funds (from all sources) that you expect to receive in FY 2018-19 exceed \$500,000? Yes No

16. Additional Information: Provide any other information that may be pertinent to this application but was not stated in previous questions.

2. SOULs Meals Ministry would like to receive monies to cover our electric utility usage (provided by the City of Elizabeth City) and Port-a-Potty rental for the funding year beginning November 1, 2018 and ending June 30, 2019. There are plans to bring water to the facility to make cleaning and up-keep of the space easier. If this comes to fruition, SOULs will then be responsible for the water bill to be paid to the City of Elizabeth City. Awarded grant monies and in-kind donations are used to provide meals during inclement weather and when teams are unable to serve their night due to unforeseen circumstances as well as all cleaning supplies and maintenance for our facility. For the past several years the City of Elizabeth City has very generously provided locations and funding for electricity. We seek the same support for our current facility, the former Elizabeth City Middle School Band Room, provided by Pasquotank County.

This loosely organized charitable group, comprised of more than thirty area churches and civic organizations, is a free, walk up meals ministry that has operated in downtown Elizabeth City since 2007. Approximately sixty serving teams serve an evening meal to the hungry 365 (366 during leap years) days per year, including weekends and holidays, serving a nightly average of 55 patrons. This past year, we serve roughly 20,075 meals bringing the total of meals served during the past eleven years to +/- 220,000. Our program is perpetual until no single resident suffers because of hunger due to lack of food/resources.

3. As an ongoing ministry this question is not applicable to our request. We are seeking funding to cover all utility and Port-a-Potty expenses, maintenance and up-keep, as well as cleaning supplies during the eight-month grant term.

4. SOULs provision of a free meal to our marginalized citizens is essential to the community as there is a significant number of city residents living at or below the poverty line. Several of our patrons are mothers and children, elderly, and the mentally/physically disabled that, despite receiving government assistance, are unable to provide food for themselves and their family due to lack of resources. Fellowship and community are other types of nourishment that SOULs provides the citizens of Elizabeth City. Our volunteers have established relationships and comradery with our guests, affording our citizens the benefit of offering and receiving a hand up instead of just a hand out. The mutual recognition and awareness pulling these two groups together enhances our sense of community and hospitality.

5. SOULs mission, as a group, is singularly focused: to provide a healthy, satisfying meal to anyone who walks through our doors. We set no regulations, stipulations, or pre-qualifiers on anyone seeking a meal. Serving one evening meal per day is our only objective. This grant award will allow us to provide a sanitary, well lit area for our hour-long activity.

6. The SOULs group has operated nightly since March 2007. The men and women volunteering to purchase, prepare, and serve meals have varied years of experience with larger-scale food service operations.

7. SOULs does not collect data related to utility usage of the existing location/building. We continue to rely on the City and County reporting the energy efficiency of their properties.

Regarding the ROI for the nightly meal service, all SOULs teams report 100% on-site food/meal consumption with no food discarded or returned to the organization. The only time grant monies are

used to provide food is during emergency situations like inclement weather or teams cancelling at the last minute due to unforeseen circumstances. Most times we are able to secure in-kind donations to cover these situations. Last year, less than 10% of the grant award was used for food and paper goods. Grant monies are primarily for utilities, maintenance, and cleaning supplies.

8. There is not another organization that offers hot meals nightly on a regular basis. First Baptist Church is affiliated with SOULs, but chooses to serve Sunday lunch every week at their facility. Other organizations provide only holiday meals. Government agencies offering food at a discounted rate of purchase or for free do not offer prepared meals without pre-screening regulation.

9. Our ministry is propagated largely by word-of-mouth. We have found that those in need a part of similar social and community-support networks and relay information about free meals to those within these groups. Many of our volunteers are employed within civic, civil service, and social service-based industries/jobs, so there is additional opportunity from within out volunteer groups to inform the indigent public.

10. The former Elizabeth City Middle School Band Room is easily accessible to our clients traveling from all direction of town. Clients generally walk or ride bikes to our facility. We open our doors to the public at 5 pm with the meal being served promptly at 5:30 pm and seconds, when available, offered at 5:50 pm. Our facility is handicap-accessible and we reserve a table for the handicapped to be served, rather than them having to wait in line and carry their own food tray. The only bilingual group at this moment is our fifth Tuesday night Hispanic serving team.

11. The grant funds will go toward electric utility payments based on SOULs usage at its serving location serviced by City of Elizabeth City utility. We require minimal power service to light and run fans during the hour to hour and a half that we occupy this space. Our performance is measured by the satiated hunger of the needy people we serve.

12. We are an "Unincorporated Nonprofit Association" as defined by the State of North Carolina. We may receive funds, though they are not tax deductible. We do accept in-kind donations including but not limited to paper products (plates, napkins, cups, paper towels), cutlery, cleaning supplies, table cloths, and basic furnishings.

Should we not receive funding, SOULs will continue to function. We will request each team to contribute to the cost of utilities, maintenance, and cleaning supplies, even though they already provide 100% of the cost of food, preparation, and paper goods.

13. The SOULs organization is completely volunteer-based. Volunteer teams organize themselves to purchase, prepare, and serve the nightly meals. We have estimated over 6,000 hours were applied in 2017.

14. The following churches and organizations participate in SOULs through volunteer teams serving meals and/or in-kind donations:

Beulah Baptist

Calvary Chapel

Cann Memorial Presbyterian Church

Christ Episcopal Church
Church of God in Christ in Hertford and Camden
Church of the Redeemer Anglican
Corinth Baptist Church
Delta Sigma Theta Elizabeth City Alumnae Chapter
Evangelical Methodist Church
First Church of the Nazarene
First Christian Church of Disciples of Christ
First United Methodist Church
Forest Park Church
Fountain of Life
Good Shepherd Lutheran Church
Grace & Truth Community Church
Harmony Baptist Church
Holy Family Catholic Church
Links
McBride United Methodist Church
Mount Lebanon Church
Moyock Baptist
New Community Church
New Hope Christian Fellowship
Riverside United Methodist Church
Towne South Church of Christ
Up River Friends
USCG Base Elizabeth City
Alpha Kappa Alpha

Additionally, there have been families and other community groups that serve as fill-ins or on special occasions. We have received donations from McDonald's, Firehouse Subs, Chick-fil-A, Golden Corral, Bojangles and Little Caesars during the past year.

16. SOULs has become an integral part of the fabric of community in Elizabeth City. We are grateful for the support we receive from the City, Pasquotank County, and local government and businesses. We

look forward to continuing our relationship with the City of Elizabeth City for years to come as we “Serve Others in Unity and Love” through SOULs Meals Ministry.

Attachment Schedule:

- a. SOULs has no formal budget or financial statements. There are no by-laws or constitution. We do not operate as a formal 501(c)3 organization. We are recognized by the state of North Carolina as an unregistered charitable association. There is no audit to share with you.

SOULs Annual Budget 2017-2018 is attached.
- b. See response to Narrative Question No. 1
- c. We have no financial statements.
- d. List of Officers and members of the Board of Directors:

SOULs has only one official position, Coordinator. Amy Ferebee is the coordinator for the 2018 year. All members are encouraged to participate in decision making duties. We are a membership led group with members voting on all decisions.
- e. Resume of Coordinator is attached.
- f. Guidelines for Nightly Meals:
 1. Dinner begins at 5:30 pm nightly, with doors opening at 5:00 pm.
 2. Women and children will be served first.
 3. Seconds/Take outs begin at 5:50 pm and are at the discretion of the serving organization.
 4. Please keep our space clean and tidy.
 5. No profanity, alcohol, drugs, fighting, or weapons of any type. Any of these offenses will result in a minimum two-week suspension from SOULs.
- g. September 4, 2018 Meeting Agenda is attached.
- h. N/A
- i. N/A
- j. SOULs has no formal budget or financial statements. There are no by-laws or constitution. We do not operate as a formal 501(c)3 organization. We are recognized by the state of North Carolina as an unregistered charitable association. There is no audit to share with you.

Statement of non-profit or for-profit status:

SOULs is a nonregistered charitable organization. Membership has voted to remain a loosely organized group of individuals and organizations that share a common goal, to serve others in unity and love. We are not a 501c3 or a for-profit organization. Harbor of Hope Foundation is the 501c3 acting on our behalf financially.

SOULs Meals Ministry

ANNUAL BUDGET

November 2017 -September 2018

INCOME	ESTIMATED	ACTUAL	DIFFERENCE
Individual Donations		1,500.00	1,500.00
CS Grant Annually	3,000.00	3,000.00	0.00
Total Income	3,000.00	4,500.00	1,500.00

OPERATING EXPENSES	ESTIMATED	ACTUAL	DIFFERENCE
Electric Bill	500.00	450.00	50.00
Port-a-John Annually	871.08	1,016.26	(145.18)
Trash Bags	480.00	450.00	30.00
Paper Towels	400.00	400.00	0.00
Serving Gloves	264.00	24.00	240.00
Hand Sanitizer	60.00	125.00	(65.00)
Pine Sol for floors	84.00	84.00	0.00
Mop/Broom replacements	60.00	75.00	(15.00)
Tablecloths Annually	400.00	244.30	155.70
Maintenance and repairs	200.00	875.00	(675.00)
Office supplies	60.00	100.00	(40.00)
Meals for nights not covered	200.00	350.00	(150.00)
Pest Control	120.00	120.00	0.00
Miscellaneous	150.00	100.00	50.00
Total Operating Expenses	3,849.08	4,413.56	(564.48)

Amy Ferebee

Ferebee5@embarqmail.com • PO Box 69, Shawboro, NC 27973 • 252-202-5606

Education

Elizabeth City State University

December 1999 BS in Psychology

- Graduated cum laude

Experience

Alarm Design Specialists, LLC | PO Box 91, Sunbury, NC 27979 **Design Assistant**
February 2018– Present Job duties include designing fire alarm systems for each plan according to the codes outlined by the state where construction is occurring and national codes, review, proofread, and correct designs and submittal packages.

New Life Academy | 1958 N. Road St., Elizabeth City, NC 27909 **Teacher** *August 2010 – June 2012* Prepare and teach lesson plans for fourth and fifth grades the first year and sixth grade the second year, give assessments, grade assignments, complete report cards and progress reports, interact professionally with parents and other staff, plan and oversee the yearly science fair, plan field trips and other educational activities relating to the subjects taught, and prepare my students for assembly performances.

Glad Tidings Christian Academy | Closed; was located on W. Main St., Elizabeth City, NC 27909 **Teacher** *August 2004 – January 2006* Prepare and teach lesson plans for middle and high school history and science, give assessments, grade assignments, complete report cards and progress reports, interact professionally with parents and other staff, plan and oversee the yearly science fair, plan field trips and other educational activities relating to the subjects taught, and prepare my students for assembly performances.

Volunteer

Amy Ferebee



SOULs Meals Ministry | Old ECMS Band Room, Elizabeth St., Elizabeth City, NC 27909

Leadership Team and Coordinator August 2012– Present

I served on the leadership team (consisting of five people) for SOULs from August 2012 until December 2016. During this time, I along with the other leadership members helped facilitate the change of location, helped with housekeeping chores at our serving location, worked with other organizations to help our ministry run smoothly. As coordinator, my duties include: preparing and emailing a monthly calendar with serving teams listed, housekeeping of our serving facility, acting as a liaison between SOULs and the city of Elizabeth City and Pasquotank County, ordering and stocking supplies, preparing and conducting bi-monthly membership meetings. This is a voluntary position.

Harbor of Hope Foundation | PO Box 69, Shawboro, NC 27973

Director June 2015– Present

Harbor of Hope Foundation is a non-profit designed to help the homeless and marginalized in Elizabeth City and the surrounding areas. As director, I assess potential clients to determine their needs and our ability to meet them. I help facilitate relationships with other entities that will benefit my client. I oversee donations and create a yearly budget. This is a voluntary position.

Skills

- Proficient in MS Word, Excel, and Publisher
- Work well with others and enjoy being a team player
- Self-starter and independent
- Able to learn new skills quickly
- Problem solving
- Great people skills
- Time management

AGENDA FOR SOULs MTG

September 4, 2108

- I. Open with prayer
- II. Vote on 2019 Coordinator
- III. Old business
- IV. New business
- V. Serving team concerns and/or comments
- VI. Close with prayer

September

2018

*First Baptist serves lunch every Sunday following the morning worship service at the church, 300 W. Main St.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 Salvation Army	3 First United Methodist (Robinson)	4 Holy Family Meeting @ 6:10 pm	5 Church of the Redeemer	6 Good Shephard Lutheran	7 New Hope Christian Fellowship	8 Grace and Truth Community Church
9 Holy Mamas	10 First United Methodist (Sippel)	11 Holy Family	12 Corinth Baptist	13 First Church of the Nazarene	14 Riverside United Methodist (Christman)	15 Town South Church of Christ
16 Fountain of Life	17 First United Methodist (Campbell)	18 Holy Family	19 New Community Church	20 Mt. Lebanon AME Zion (Morris & Johnson)	21 Coast Guard	22 Evangelical Methodist (Whicker)
23 Harmony Baptist (Brock)	24 First United Methodist (Wagner)	25 Holy Family	26 Cann Memorial Presbyterian	27 Christ's Episcopal	28 Forest Park	29 First Christian Church
30 Links						

From the fullness of His grace,

we have all received one blessing after another. John 1:16