

**Application for 2010 Supplemental Funds
Community Resources Program**

*Submit signed original and digital copies of this application to the
Community Development Division,
Room 225, MMB, 215 Martin Luther King Jr., Blvd.
Madison, WI 53701*

Deadline: Noon on March 2, 2010
(Late or incomplete applications will not be considered)

Program Title:	Community Connections		Agency:	RSVP of Dane County, Inc.	
Amount Requested:	\$4,780	<i>Amount Allowable:</i> \$2500-\$10,000	Current Community Resources Funding for this Program:	\$56,590	
Address:	517 N. Segoe Rd., Suite 300				
Contact Person:	David Tetzlaff		Telephone:	(608) 238-7901	
E-Mail:	dtetzlaff@rsvpdane.org				

- 1) **Program Description:** Summarize the programs major purpose and activities, demographics of intended population and geographic service area.

For nearly 20 years, RSVP has provided volunteers to staff the Information Desk for the City/County Building. RSVP recruits volunteers for shifts from 8:30 a.m. - 2:30 p.m., Monday through Friday. Volunteers serve as friendly greeters by providing information and directions to customers (averaging 40 to 50 /day), thereby reducing frustration and /or anxiety they may have as they access government services. This service also relieves city and county staff from interruptions caused by people seeking more detailed information. Volunteers also help direct people to other government buildings and services, i.e. Dane County Courts, Post Office, Madison Municipal Building, Federal Courts, and the Public Defender's Office. An RSVP volunteer upgraded the Information Desk guide to provide more details than building signage can accommodate. Updates of this guide now 25 pages long, are made to ensure our volunteers will provide customers with accurate information.

- 2) **Program Need:** Please describe the increase in requests for service or unanticipated economic hardship for your program that warrants application for this funding. For example: increased service participants, increased waiting list, specific increases to staffing hours or program hours, unanticipated program cost, or lost funding.

In addition to Community Resources funding, RSVP received cost sharing of \$4,780 from the city and county (included in the Dane County Facilities Management budget) to help with expenses related to recruiting enough volunteers to staff daily shifts on an ongoing basis, as well as cover volunteer expenses (transportation, parking, insurance, and recognition.) RSVP was given two weeks notice at the end 2009 about the loss of funding for 2010 due to budget cuts. We are requesting funding to reinstate the Information Desk starting May 1st through the rest of 2010 and are hopeful that funding for 2011 will be restored.

- 3) **Service Goals:** Please attach a copy of your Community Resources Program year end or December service report to this application. Please add a column to your service numbers section that identifies what your 2010 proposed new goal numbers would be if you were allocated the funds you are requesting.

- 4) **Fund Utilization:** Understanding that this is a one time allocation, how will these funds be used in 2010? Will the supplemental costs be allocated to staffing, program supplies or other expenses?

We will utilize these funds for program staff time to recruit and train a pool of 20 volunteers and substitutes. Funds will also be used to support staff recruiting efforts (telephone, office supplies, printing, insurance, etc.) and help cover volunteer expenses (volunteer transportation, parking, insurance, and recognition.)

5) Budget

Program Budget	Current	Proposed
Personnel	\$42,720.00	\$2,300.00
Operating	7,190.00	700.00
Space	3,280.00	0.00
Special Costs	3,400.00	1,780.00
Total	\$56,590.00	\$4,780.00

5) **Budget:** Please provide the following information. You will be contacted if additional information is necessary.

Program Budget	Current (as reported in your Budget appendixes in January 2010)	Proposed
Personnel		
Operating		
Space		
Special Costs		
Total		

6) **Signature:** Name and signature of the principal individual responsible for this program proposal.

Name: David Tetzlaff Title (if applicable): Executive Director

Signature: _____ Date: March 2, 2010

If you need assistance with this application or are unclear about how to answer the above questions please feel free to contact your current contract manager or staff at (608) 266-6520.

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3) Service Goals:

Community Connections	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	*Total 2009	Proposed Goals for 2010
Agency-wide active volunteers (1200/qtr.)	1,381	1,433	1,114	1,547	1,935	1,950
Agency-wide hours (40,000/qtr.)	44,184	52,364	44,428	68,159	209,134	210,000
Total active volunteers (600 qtr.)	569	609	523	702	821	835
Total volunteer hours (100,000)	22,577	25,536	22,832	35,129	106,074	107,000
Agencies served (86)	63	62	58	71	79	80

*Totals for 2009 reflect a full year of service for the City/County Information Desk.. We are still estimating an increase in service for 2010 even with the Information Desk only operating for part of the year.