

FUNDING APPLICATION

GENERAL INFORMATION

Organization Information

Legal Name: Chromosome 18 Registry and Research Society (The)		Federal Tax ID#: 74-2557551	501(c)(3) Public Charity 509 (a)(1)	
Address: 7155 Oakridge Dr.	City: San Antonio	State: Texas	Zip Code: 78229	
Website: chromosome18.org		Fax: (210) 657-4968	United Way Funded: No	

Head Of Organization

Name: Neale Parker	Title: Executive Director
E-Mail Address: office@chromosome18.org	Phone: (210) 657-4968

Application Contact

Name: Neale	Title: Parker	E-Mail Address: office@chromosome18.org	Phone: (210) 657-4968
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Has the organization applied to the Najim Family Foundation in the past and been declined?

Yes
2018, 2016, 2015

Grant Amount Requested \$: \$16,906	Total Project Budget \$: \$50,718	Organization's Annual budget \$: \$717,200
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Mission Statement:

To help people with chromosome 18 abnormalities overcome the obstacles they face so they may lead happy, healthy, and productive lives.

PROJECT INFORMATION

Program / Project Title:

Development Assistant - Chromosome 18

PROJECT TIMELINE

Start Date 05/01/2019	End Date 05/01/2020
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Harvey E. Najim Family Foundation Priorities:

Disabilities/Special Needs

Program / Project Description:

Chromosome 18 is a small, non-profit that tries to keep overhead costs as low as possible to maximize our services to our families and to the community. Because of this, Chromosome 18 currently employs only two full-time staff members, an Executive Director and a Director of Operations. One of Chromosome 18's largest goals is to grow our development capabilities to ensure that Chromosome 18 can secure sustainable funding through valuable community partnerships. The goal of this program is to build out the role of a Development Assistant through grant support and work through the first year to make the position a self-sustaining one that benefits not only Chromosome 18, but the community as a whole.

By investing in a Development Assistant, Chromosome 18 will create meaningful relationships with donors and businesses across the city of San Antonio that will ultimately benefit the children and members we serve. Chromosome 18 is focused on helping children and adults with chromosome 18 conditions live happy, healthy, and productive lives, but one of the main issues we face is lack of exposure within our community. Since many organizations and businesses are unaware of the services and resources we provide our members, Chromosome 18 is often overlooked for partnerships that would bring value to the San Antonio community and to our members. With the help of a Development Assistant, Chromosome 18 will be able to strengthen existing relationships with community partnerships such as the City of San Antonio, the San Antonio Area Foundation, SA2020, and the San Antonio Non-Profit Council, while building new community and corporate partnerships that translate into increased funding and opportunities for our members and community events.

Additionally, we partner with Alamo Colleges and UTSA to offer work-study programs and collaborate with all San Antonio area universities to host internship programs, which help the future of San Antonio to gain experience in professional roles early in their educational careers. Chromosome 18's largest partnership is with Alamo Colleges Work-Study Program. Director of Alamo Colleges Office of Experiential Learning, Martha Trevino, PhD, says, "I think Chromosome 18 is an example of how an organization can truly impact students' learning, and how an organization can benefit from hiring college students."

Throughout the year we also offer numerous of volunteer opportunities at our community-based events. One of our largest and most popular volunteer opportunities is our annual Starfish Dash 5K Run/Walk, where students from across the city can help us further our cause while gaining the satisfaction of knowing they helped make a difference in their city. Furthermore, every four years when the Annual Conference rotates back to San Antonio, we welcome members from all over the country to our city, which helps the city's economy. As a result of these meaningful opportunities for community engagement, we cultivate high-value relationships with schools and businesses that need to be carefully cultivated for their continued growth. A Development Assistant would help us better leverage the opportunities that the San Antonio community provides and help us cultivate new opportunities.

Currently, all of the above community impacts and connections are being managed through our two full-time staff members. These two full-time staff members are also directly responsible for the member services of over 4,000 Chromosome 18 members around the world, meaning that their attention is often split between many projects at once. While Chromosome 18 is incredibly proud of the community connections we have made over the past 28 years, we are aware that our limited resources and time have not allowed these relationships to develop to their fullest potential. By utilizing a Development Assistant, Chromosome 18 would be better able to focus on the quality of relationships with our community partners, as well as grow our impact and reach while reaching new donors and starting new programs that positively impact the San Antonio community as a whole.

Chromosome 18 fundraising events not only support community events and member services, but raises funds that directly support the Chromosome 18 Clinical Research Center (CRC), the only research center in the world dedicated to researching chromosome 18 conditions. The CRC's mission is to provide individuals and families affected by chromosome 18 abnormalities with comprehensive medical and educational information with a focus on treatment options. It is because of the CRC that we are able to provide research and resources to our members that was previously unavailable. As the only research center in the world dedicated to researching chromosome 18 conditions, we strive to establish San Antonio as a city that is leading the world in chromosome research and as a travel destination for people seeking more information, expertise, and treatment options on their chromosome 18 condition.

Of the \$568,000 we raised in 2018, the majority was raised by Chromosome 18 members, families, and friends' fundraisers. Although we are incredibly grateful for the support we receive from our members, we hope to reduce the financial burden on affected individuals and their families. In hiring a Development Assistant, we hope to improve the financial sustainability of our programs and services as we continue to build and grow events that benefit both our members and the San Antonio community as a whole.

Evaluation Plan:

Need:

Development Assistant (D.A.) to join staff to increase sustainability of funding, grow existing partnerships, cultivate new partnerships

Development:

Fund D.A. Position for one-year

Desired Outcomes:

D.A. Position will become self-sustaining within the year and no longer require funding

Evaluation Metrics:

- Increase of annual funding to fulfill salary of D.A. Position.
- Increase number of community partners actively engaged by 5% each quarter.
- Increase amount of donations by corporate partners by 5% each quarter.
- Grow our membership by 25 families each quarter to increase the number of children we serve.
- Increase number of children participating in the CRC's research study by 4 each quarter.
- Develop 3 new programs to focus on resources for our members during the first year of the funding.

Evaluation Timeline

- Informal monthly evaluations with the E.D.
- Formal quarterly evaluations with the E.D.
- Formal 6-month & 12-month reviews with the Executive Committee

Plans to sustain project beyond the term of this request:

Beyond the term of this request, the Development Assistant would become self-sustainable as an effect of the increased revenue and will no longer rely grant funding.

Children Impacted:

How many unduplicated children will the TOTAL PROJECT INITIATIVE impact?	How many unduplicated children will NFF REQUESTED FUNDS impact?
2,500	2,500

Please provide the percentage of each group below that will be served by the project in which funds are being requested. Do not leave any area blank. If that specific group will not be served, include zero. The percentage should total 100%.

A. Population Served Age		B. Population Served Ethnicity	
Infants (0-5)	10%	African American	7%
Children (6-13)	45%	Asian American	1%
Young Adults (14-18)	44%	Caucasian	30%
TOTAL:	100%	Hispanic/Latino	59%
		Native American	1%
		Other and Define	2%
		TOTAL:	100%

City Council District for Which Children are Being Served:

District1, District2, District3, District4, District5, District6, District7, District8, District9, District10

Line item Budget:

Line Item Description	Total Project Funds Allocation	Najim Funds Allocation
Salary	\$39,000	\$13,000
Health Insurance	\$6,900	\$2,300
FICA	\$2,418	\$806
Milage Expenses	\$2,400	\$800
TOTAL:	\$50,718	\$16,906

OTHER FUNDING RESOURCES

For Project being Requested: Funding sources and amounts, pending and committed.

PROJECT - PENDING

Funder Name	Amount Requested
	\$0
TOTAL:	\$0

PROJECT - COMMITTED

Funder Name	Amount Requested
*None Provided	\$0.00
TOTAL:	\$0

Other funding sources and amounts, pending and committed not specific to this request.

ALL OTHER ORGANIZATION REQUESTS - PENDING

Funder Name	Amount Requested
Brown Foundation	\$9,100
Lizanell and Colbert Coldwell Foundation	\$5,000
St. Luke's Lutheran Health Ministries	\$13,892
Mays Family Foundation	\$13,892
Marcia and Otto Koehler Foundation	\$10,000
Marathon	\$10,000
TOTAL:	\$61,884

ALL OTHER ORGANIZATION REQUESTS - COMMITTED

Funder Name	Amount Requested
Valero Energy Foundation	\$20,000
HEB	\$500
TOTAL:	\$20,500

BOARD OF DIRECTORS

What percentage of your board contributes financially to the organization?

100%

If Board giving is not at 100%, please explain why?

How are board members expected to participate in your organization?

Board members each have their own title and corresponding duty within the organization, including treasurer, secretary, Vice President for Development and Vice President for Member Relations. Board members are expected to attend monthly management meetings and monthly executive board meeting, where strategic direction for the organization is discussed. Currently, a five-year strategic plan for the organization is in effect, and it is the responsibility of the board to keep the organization on track.

LIST OF BOARD DIRECTORS

Name & Office Held	Corporate Affiliation
Jannine D. Cody Ph.D	UT Health
Katie Bailey	N/A
Liz Woodfield	EMD Serono, Inc.
Dave Aldrup	ABB
John Drymala	Valero Energy Corporation

Signature

Neale Parker