



Dear Board of Directors,

The City of Sparks Parks and Recreation Department is respectfully requesting a grant in support of our Leisure Without Limits program in the amount \$10,275. We have taken a lead role in creating awareness and providing recreational programming for people with disabilities in the Truckee Meadows. Through our Leisure Without Limits program, children and adults with various disabilities have the opportunity to take part in recreational activities in a safe and supportive environment opening up a world of possibilities.

The Teen Discovery Day Camp is a key component of Leisure without Limits. Teen Discovery provides a full-day option for students on break from Marvin Picollo School. Benefits of this program include peer socialization, acceptance, independence, physical activity, intellectual stimulation and self confidence; all of which encourage a healthy lifestyle for these participants, many of which are confined to a wheelchair. Our request for funding would allow us to offer the program for the fall session in 2011.

Although we have worked to maintain quality services through community partnerships and new revenue sources, severe Departmental cutbacks have forced us to eliminate Leisure Without Limits program from our budget. Therefore, we have been encouraged to look outside of our agency to secure funding for this much needed community service which benefits a typically underserved segment of our population.

While we expect to continue to look for ways to support Leisure Without Limits programming in the near future, it is our hope that improvement of the economy will allow the City to be more solvent after 2012 and in a better position to identify and reinstate funds to support the program.

Thank you for your consideration of our request. We look forward to the opportunity of partnering with your foundation in offering these vital services to the youth of our community. Should you have any questions, please feel free to contact Shauna Nelson, Recreation Supervisor, at (775) 353-7815.

Sincerely,

A handwritten signature in black ink that reads "Tracy Domingues". The signature is written in a cursive, flowing style.

Tracy Domingues,

Director, Sparks Parks & Recreation

ROBERT Z HAWKINS FOUNDATION
1 EAST LIBERTY ST., SUITE 509
RENO, NV 89501

Phone (775) 786-1105

Fax: (775) 786-4886

GRANT REQUEST FORM

APPLICANT NAME & ADDRESS

City of Sparks Parks & Recreation
98 Richards Way
Sparks, NV 89431

Date 7/25/11

Contact Person: Shauna Nelson (after 7/29)

Phone: (775) 353-7815

Amount Requested \$10,275

GRANT REQUEST AND PURPOSE

Matching: Yes _____
No X

EXPENDITURE BREAKDOWN

Program/Project	\$ <u>10,275</u>
Promotion	\$ <u>-</u>
Capital Equipment	\$ <u>-</u>
Other (Describe)	\$ <u>-</u>

If applying to other sources, please indicate below

\$ _____

\$ _____

REQUIRED DOCUMENTATION (Below are listed requirements)

(Please consult the brochure for additional information)

- (X) Cover letter
- (X) List of Board Members
- (X) Operating statement, budget (current and prior year)
- (X) Copy of IRS 501C3 - explanation of status
- () Tax Form 990

ORGANIZATION CERTIFICATION

Shauna Nelson
Signature and Title

Director of Parks & Recreation

BOARD OF DIRECTORS:

The City of Sparks has a council/manager form of government where the mayor and city council make policy decisions which the city manager and his staff implement. The mayor and five member council, are elected for staggered four year terms. The City Manager is Shaun Carey.

Current Sparks City Council:

Mayor, Geno Martini:

As Mayor, Mr. Martini presides over the state's fifth largest city. Mayor Martini currently serves on the Regional Planning Governing Board, Truckee-Meadows Water Authority, the Truckee River Flood Project Coordinating Committee, Western Regional Water Commission, and the Debt Management Commission.

Council Members:

Ward 1, Julia Ratti

Ward 2, Ed Lawson

Ward 3, Ron Smith

Ward 4, Mike Carrigan

Ward 5, Ron Schmitt

The Sparks City Council meets the second and fourth Mondays of each month at 2 p.m. in the city's Legislative Building (745 4th Street) next to City Hall (431 Prater Way). Contact the Mayor, Council Members or the City Manager at 775-353-2311.

care giving. Ana will often incorporate teaching basic Spanish to the children in the program.

Cesar Gutierrez: Cesar has been working in the Teen Discovery program since April of 2003. Cesar is one of the longest standing program staff. He has significant experience in American Sign Language and also bring his knowledge of Spanish to the program. Cesar is trained in proper lifting techniques and is one of the most knowledgeable staff when it comes to meeting the personal care needs of the participants. He works for Washoe County School District at Marvin Picollo school as a Teacher's Assistant. He has been working in the classroom with children with special needs for 11 years.

Sandra Gutierrez: Sandra has been working in the Teen Discovery program since October of 2006. While living in Los Angeles, she worked for Home Health where she spent time taking care of seniors with special needs. Currently, she works as a Teacher's Assistant for the Washoe County School District at Marvin Picollo School. She has worked in this capacity for 5 years. Sandra demonstrates a strong yet compassionate work ethic. She has developed strong relationships with the parents and families of the program participants.

Each of the Teen Discovery staff contributes an important role toward the success of the program. Combined, they have a total of 57 years experience. They are a testament to the true success of the program.

G. OTHER FOUNDATIONS

Since 2010, grant funding from the E.L. Cord and Nell J. Redfield foundations as well as community partnerships with organizations, such as Very Special Arts of Nevada, have aided our ability to offer the Teen Discovery program. As the City continues to struggle due to the economy, we are forced to look for supplemental funding from outside agencies. We plan to apply for grant assistance in 2012 from entities such as the Bretzlaff and Hart Foundations.

H. JUDGING SUCCESS.

We have had great success with the Teen Discovery program. Evaluations have repeatedly shown satisfied families and participants whose lives have been enriched through program participation. Program satisfaction is measured through client/participant feedback. Written program evaluation forms will be collected at the end of the session. Program feedback will be used to configure a written report including a financial summary to be provided to the Hawkins Foundation upon program completion.

ROBERT Z. HAWKINS FOUNDATION

ONE EAST LIBERTY STREET SUITE 509 RENO, NV 89501 TELEPHONE: (775) 786-1105 FAX: (775) 786-4886

TRUSTEES

WILLIAM H. WALLACE
CHAIRMAN
CAROLYN K. BERNARD
VICE CHAIRMAN
PRINCE A. HAWKINS
BILL A. LIGON, JR.
ROY POWERS

August 9, 2011

Ms. Shauna Nelson
City of Sparks Parks &
Recreation
98 Richards Way
Sparks, NV 89431

Dear Ms. Nelson:

At a recent meeting of the Board of Trustees of this Foundation, it was noted to grant the sum of \$7,000.00 to be used towards your program "Leisure Without Limits" as described in your request. Please acknowledge receipt of the enclosed check for \$7,000.00.

After the funds have been spent, a short letter advising us how the grant was used will enable us to comply with Nevada law on expenditure responsibility.

It is our hope that you can work toward obtaining the balance of \$3,000.00 to complete the fall program.

Cordially,



William H. Wallace
Chairman

WHW/vb

Enclosure: check



August 16, 2011

William H. Wallace
Robert Z. Haukins Foundation
1 E. Liberty St. suite 509
Reno, NV 89501

Dear Mr. Wallace:

On behalf of the City of Sparks Parks and Recreation Department, we would like to take this opportunity to sincerely thank you for your generous grant award of \$7,000 for the Teen Discovery program. These funds will allow us to offer the valuable November session of the program to our families of teens with disabilities.

We are in receipt of check #6000 dated August 9, 2011. Your generosity will be acknowledged and approved at the City Council Meeting conducted on Monday, September 12, 2011.

As you are aware, this program provides a much needed service for teens with severe disabilities. Your support and commitment to helping this population in our community is greatly appreciated. It is understood that this grant is for the November session of Teen Discovery and that we will work toward obtaining any balance of funds needed for the session.

Thank you for your interest and support of our program's success. You may contact Shauna at 775.353.7815 should you have any questions or concerns.

Sincerely,

Tracy Domingues
Parks and Recreation Director

Shauna Nelson
Recreation Supervisor

