



**Sisters of St. Joseph of Carondelet**  
 St. Paul Province  
 Ministries Foundation

**Bold Moves for Real Change**

**Partners in Ministry Grant Request**

**Name of Ministry** Sarah's... an Oasis for Women

Program Director Cheryl Behrent

Address 520 S. Warwick St.

City St. Paul State MN Zip 55116 Phone (651)696-8672

Email communityrelations@sarahsoasis.org

**Leadership Liaison to Ministry** Cathy Steffens, CSJ

Phone (651)690-7030

Email csteffens@csjstpaul.org

**Amount Requested** \$60,000.00

Please attach the following required documents:

- Most Recent Financial Statement of Income and Expenditures for Current Fiscal Year - *will be provided by CSJ Ministries Foundation*
- Current Fiscal Year Budget

On a separate attachment, please answer both questions. Please limit your answers to 500 words.

- 1: How has your previous Partners In Ministry grant helped you fulfill your mission?
- 2: Have any unique situations affected your budget this year? How?
- 3: Have you previously received Ministries Foundation funding? Yes

If yes, what year(s)? 1999-2019

Total funding received: 1,514,819.04

Submitted by: Martha West

Date: May 20 2019

Board/Advisory Council Chairperson's Signature: Betty Schindler

*Betty Schindler 16 MAY 2019*

Date: May 20 2019

First Period Requests are due before **August 1**  
 Second Period Requests are before **May 24**  
*Requests submitted after the period's due date will not be considered.*

Submit completed Grant Requests to: [ahowells@csministriesfoundation.org](mailto:ahowells@csministriesfoundation.org)

OR:

Partners in Ministry Grant  
Sisters of St. Joseph of Carondelet Ministries Foundation  
1884 Randolph Avenue  
Saint Paul, MN 55105

Revised January 2017

SISTERS OF ST JOSEPH OF CARONDELET			
ST. PAUL PROVINCE BUDGET			
Fiscal year ending June 30, 2019			
		FY 2018	FY 2019
Account #		Budget	Budget
	<b>OPERATING REVENUES :</b>		
	<b>Sarah's Oasis</b>		
9-100-4130	Grants		
9-100-4140	Ministries Foundation Grants	(100,000)	100,000
9-100-4200	Gifts		
9-100-4202	Gifts - Pass Through Ministries Foundation	(125,500)	130,000
9-100-4300	Events	(21,000)	30,000
9-100-4500	Province Funding	(263,946)	263,946
9-100-4605	Contributed Province Funding Rent	(121,200)	121,200
9-100-4800	Residence Fees	(30,000)	30,000
9-100-4850	Guests		
		(661,646)	675,146
	<b>OPERATING EXPENSES</b>		
	<b>Sarah's Oasis</b>		
9-100-7020	Productive Salaries	175,618	179,130.53
9-100-7030	Vacation/Sick/Holiday	19,513	19,513
9-100-7110	Emp. Benefits - F.I.C.A.	13,435	13,435
9-100-7120	Emp. Benefits - Health Ins.	10,845	10,845
9-100-7130	Emp. Benefits - Life/LTD Ins.	292	292
9-100-7140	Emp. Benefits - Pension	6,475	6,475
9-100-7150	Emp. Benefits - Dental	1,049	1,049
9-100-7170	Emp. Benefits - Worker's Comp	620	620
9-100-7100	Rent	121,200	121,200
9-100-7190	Training and Development	2,000	2,100
9-100-7200	Office Supplies	550	550
9-100-7210	Computer Supplies		
9-100-7240	Food And Beverage	29,500	30,000
9-100-7250	Household Supplies	12,300	12,300
9-100-7310	Utilities - Electric		
9-100-7320	Utilities - Gas		
9-100-7350	Utilities - Water & Sewer		
9-100-7400	Telephone	4,000	4,000
9-100-7420	Dues and Subscriptions	275	695
9-100-7500	Advertising		120
9-100-7600	Postage	250	250
9-100-7650	Copier And Printing	4,400	4,400
9-100-7720	Fundraising Expense	13,500	13,500
9-100-7730	Purchased Services	14,700	19,700
9-100-7770	Contracted Services - Trash removal	2,120	2,120
9-100-	Allocated Maintenance	200,754	200,754
9-100-7805	Gifts/Sac	50	120
9-100-7900	Equipment (less than \$2,500)	1,500	1,500
9-100-7910	Auto - Gas and Oil	10,900	12,950
9-100-7920	Auto - Repairs	3,000	3,000
9-100-7930	Repairs - Building / Property		
9-100-7960	Building General Maintenance & Repair		
9-100-7970	HVAC Repairs		
9-100-8025	Retreats/ Training	1,000	1,000
9-100-8100	Travel	1,000	-
9-100-8360	Communications	6,800	6,900
9-100-8490	Building Assessments		
9-100-8500	Miscellaneous		
9-100-8625	Community Celebrations	400	800
9-100-9030	Auto Insurance		
9-100-9040	Insurance Expense		
9-100-9100	Sarah's Program	3,600	5,000
		661,646	674,318

**Sisters of St. Joseph of Carondelet, St. Paul Province**  
**Capital Expenditure Requests**  
 (Capital items are those over \$2,500.)

Department / Area: Sarah's... an Oasis for Women

Please complete this form, indicating capital requests for the fiscal year ending June 30, 2017 and capital needs projected for the subsequent two fiscal years. Include in your comments a brief rationale for the requested expenditure, and indicate the person or group with whom the request has been discussed.

<u>Item Description</u>	<u>Budget</u>			<u>Brief Comments</u>
	<u>2018 - 2019</u>	<u>2019 - 2020</u>	<u>2020 - 2021</u>	
Continuation of bedroom furniture replacem	\$25,000			First phase discussed and approved FY 2017-2018 with John Viktora-Croke and approved by team.
Replacement of linoleum floor in kitchen and tile in dining r		\$15,000		Bids are needed to get a better estimate of cost. The current kitchen floor is particularly ill suited for the traffic of this kitchen.

Please note: Inclusion of any item in the capital budget does not give approval to purchase the item.  
(See attached information for purchasing procedure.)

**1. Have any unique situations that have affected your budget this year? How?**

Sarah's... an Oasis for Women has not had any unique situations affecting our budget this year.

**2. How has your previous Partners In Ministry grant helped you fulfill your mission?**

PIM grant funding covers Sarah's staffing costs. Sarah's staff maintains the home, making sure the physical, emotional, psychological and spiritual needs of the residents are cared for appropriately. Additionally, nearly 1/3 of Sarah's program budget including food, toiletries, bus passes and international calling cards for residents. Without PIM grant funding, Sarah's would not be able to fulfill its mission.