



Nonprofit Contribution Request Form

The following form is required for an organization to receive funding from the City of Milton. Attach additional sheets if necessary. The form is due by September 15 to be considered by the Common Council. Funding requests will then be reviewed by the Common Council during their budget meetings, and will be contingent on availability of funds and competing priorities. Those entities awarded funding will then receive the funds after January 1st after pertinent information as determined by the City Treasurer is submitted to the City of Milton.

NONPROFIT ORGANIZATION INFORMATION

Organization Name: The Gathering Place, Inc.

Organization Contact: Dave Fisher Employer ID # _____

Organization Address: 715 Campus Street Milton Wisconsin 53563
Street City State Zip

Phone: 608-868-3500 Email: tgpdirector@charter.net

Initial Here Certification of nonprofit status attached.

Yes No Do you agree to provide a written and oral update to the Common Council about progress toward achieving stated goals and objectives with City funding at a regularly scheduled June Common Council meeting?

REQUEST

Amount of Request: \$20,000

Purpose of Request:

Service Event Programming Project

Please provide a description of what the contribution will be used for:

This contribution will be used to support day to day operations of The Gathering Place that include programs, activities and services. These programs, activities and services will enhance participants dignity, support their independence, and encourage their involvement with each other and the community.

How will your request directly benefit the Milton community members?

Members and non-member of the community are able to join/participate in all or any events held at The Gathering Place. Age criteria has no bearing in community involvement. Daily participation averages over 70 individuals. We sponsor community events such as Concerts on the Lawn, Pumpkin Fest and Hot dogs with Santa to mention a few. Those that participate, benefit.

Please describe the target audience or beneficiaries that will be affected by the contribution?

The target audience are those that use and participate in The Gathering Place events, programs and services.

As previously mentioned, the entire community benefits from TGP existance.

Attach a copy of the applicant organization’s strategic plan and describe how the request connects to the applicant's strategic plan. Please describe the goals and objectives that will be achieved with a City contribution and how success will be measured.

The Gathering Place Strategic Plan will be e-mailed along with this document. This request will be in direct alignment with area 3 of our Strategic Plan, Programming. Our programming will be directly influenced by the financial support given to us through this contribution. Success will be measured by computer driven daily record keeping that tracks individual involvement in programs, activities and services. The Milton area community recognizes the value of TGP.

Does your request fulfill the vision, goals, or strategies set forth in one of the following documents?

- Common Council Strategic Plan – www.milton-wi.gov/StrategicPlan
- Comprehensive Plan – www.milton-wi.gov/ComprehensivePlan
- Goodrich Square Master Plan – www.milton-wi.gov/GoodrichPlan
- Junction Square Master Plan – www.milton-wi.gov/JunctionPlan

Please describe how your request connects to one or more of the above documents.

As stated on page 117 of the Milton Comprenensive Plan, The Gathering Place is labeled as a full service senior center. The paragraph highlighted on this page speaks volumes to what TGP does for Milton.

How many people will benefit from this request? Thousands

Please explain.

Minimally speaking, over 17,500 guests a year enter our doors for events, programs, activities
and services. This is without mention of the guests that visit for rentals, fundraisers and
community events. Speaking for all TGP members, TGP Board of Directors and TGP
staff, we appreciate your consideration for our request.

Dave Fisher, Executive Director

Organization Representative Signature

9/1/2022

Date

THE GATHERING PLACE STRATEGIC PLAN FOR 2017 - 2023

CATEGORY/GOAL	ACTIVITIES	LEADERS	TIMELINE
Admin/Management:			
1. Create and/or revise policies, procedures, and organizational structure to improve effective and efficient management of TGP staff, volunteers, and Board.	<p><u>Strategic plan:</u></p> <ul style="list-style-type: none"> a) Review/revise/approve 5 year strategic plan b) Review one category quarterly c) Review plan and develop annual priorities/goals <p><u>Senior center software program:</u></p> <ul style="list-style-type: none"> a) Review how current system is utilized (under-utilized) b) Determine if new software or updates to current software are needed/purchase c) Develop process and reporting system to track members/program usage/etc d) Develop/implement/communicate on-line program registration process e) Train staff and volunteers as needed f) Determine need for on-going IT support g) Implement changes and report progress to Board <p><u>Staff development:</u></p> <ul style="list-style-type: none"> a) Review/revise job descriptions b) Assess staff skills and implement cross-training process c) Review/revise volunteer training manual/process and conduct training as needed d) Determine need for staff training <p><u>Financial/Record-keeping/Reporting systems:</u></p> <ul style="list-style-type: none"> a) Develop financial procedures manual b) Develop system for tracking passwords/keys c) Develop crisis management plan 	<p>VP/Board VP VP/Board/ED</p> <p>ED ED</p> <p>ED ED ED ED ED</p> <p>ED/Pers Comm ED/Pers Comm ED/Asst</p> <p>ED/Pers Comm</p> <p>ED/Treas/Asst ED/Asst Fin Comm</p>	<p>Completed 6/1/17 On-going Annual</p> <p>In process On-going</p> <p>Completed 12/17 Completed 12/17 On going On-going On-going</p> <p>Completed 6/17 Completed 6/17 Completed 6/18</p> <p>On-going</p> <p>Completed 2018 Completed 2018 Completed 2018</p>

	<ul style="list-style-type: none"> d) Review/revise annual report e) Develop investment policy <p><u>Board development:</u></p> <ul style="list-style-type: none"> a) Conduct survey to determine if info provided to Board is conducive to Board's decision-making and knowledge of TGP b) Review/revise Board recruitment process to ensure needed expertise is added/retained c) Review Board committee structure <p><u>WI/National Senior Center Accreditation</u></p> <ul style="list-style-type: none"> a) Review WI vs. national accreditation – determine need for one or both b) Put team together and prepare documentation c) Submit application 	<p>Fin/PR Comms</p> <p>Fin Comm</p> <p>Pres</p> <p>Pres/Nom Comm</p> <p>Pres/Ex Comm</p> <p>ED</p> <p>ED/Acc Team</p> <p>ED/Acc Team</p>	<p>Completed 6/17</p> <p>Completed 2020</p> <p>12/17</p> <p>2017</p> <p>On-going</p> <p>Completed 10/17</p> <p>2/17</p> <p>2017</p>
<u>Public Relations/Marketing:</u>			
<p>2. Develop and promote our public image to: increase current membership; ensure members, potential members, and the community understand our mission and appreciate our importance to the community; explore ways to collaborate with others to improve efficiencies/ costs/marketing efforts; and increase awareness of our services to surrounding communities.</p>	<p><u>Membership:</u></p> <ul style="list-style-type: none"> a) Review membership fee structure/benefits b) Survey other senior centers c) Make recommendation to Board <p><u>Marketing:</u></p> <ul style="list-style-type: none"> a) Develop advertising plan for brochures, events, "elevator story", etc. b) Develop advertising plan for rentals c) Determine ways to change perception of "seniors" and attract a younger demographic d) Review/revise website and other social media e) Develop plan to market outside Milton <p><u>Public relations:</u></p>	<p>ED/PR Comm</p> <p>PR Comm</p> <p>ED/PR Comm</p> <p>ED/PR Comm</p> <p>EC/ED</p> <p>ED/PR Comm/ Board</p> <p>ED/Consultant</p> <p>ED</p>	<p>In process</p> <p>9/1/17</p> <p>Annual</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>In process/On going</p> <p>On-going</p>

	<ul style="list-style-type: none"> a) Continue to build relationships with city, school districts, businesses, other non-profits and organizations b) Work with “One Milton” to develop and implement ideas to collaborate on marketing efforts and cost efficiency collaborations 	ED ED/PR Comm	On-going On-going
Programming:			
3. Increase variety of programs offered and increase numbers and demographics of attendees; attract more younger-old adults and more diverse populations.	<ul style="list-style-type: none"> a) Review what we do now/when offered/fees – develop survey tool, survey members and others to get feedback b) Make presentation to Board on survey results/recommendations c) Explore ways to develop new programs/resources d) Explore getting sponsors for specific programs e) Implement ways to more accurately track attendees f) Analyze space utilization/availability, including Gathering Green g) Increase partnerships with other entities (City of Milton, UW Rock County, Blackhawk Tech, Milton School District, YMCA, other senior centers) to offer joint programming 	PD/ED PD/ED PD PD/ED PD/ED PD PD/ED/EC	6/1/17, On-going 9/1/17 On-going On-going On-going On-going On-going
Facilities Development:			
4. Maintain current facilities and expand facilities/ property to ensure long-term stability and remain in alignment with Marion’s dream.	<p>Gathering Green property:</p> <ul style="list-style-type: none"> a) Choose/hire consultants b) Obtain financing for plan development c) Create plan/options for development d) Review/approve plan e) Create new strategy for Gathering Green development/usage f) Create communication plan to keep community and others up-dated throughout project development and get community feedback g) Develop plan to finance project and sustain on-going costs for maintenance and up-keep h) Begin implementation/fund-raising i) Determine staffing needs <p>Parking lot:</p>	Board Board Angus-Young Board Board ED/PR Com Fin Comm ED/FD Comm ED	Completed Completed Completed Completed In progress TBD, On-going TBD, On-going On-going TBD, On-going

	<ul style="list-style-type: none"> a) Determine longevity of current surface b) Obtain funding/get bids/replace <p><u>Other facilities issues:</u></p> <ul style="list-style-type: none"> a) Identify capital improvement needs and create 3 – 5 year capital improvement plan b) Target fund development/pursue grants for specific capital needs 	<p>B&G Comm B&B Comm</p> <p>B&G Comm/ED</p> <p>ED</p>	<p>Completed 6/17 Completed 9/17</p> <p>On-going</p> <p>On-going</p>
Fund Development:			
5. Diligently seek out donors and develop fund-raising projects and activities that can assist in building both capital funds and support funding for operating expenses, creating on-going financial stability for the organization.	<p><u>Allen Foundation:</u></p> <ul style="list-style-type: none"> a) Maintain relationship with Allen Foundation through regular communications, invites to David and others to attend TGP events, newsletters, annual requests, etc. <p><u>Grant writing:</u></p> <ul style="list-style-type: none"> a) Research new grant opportunities b) Research grant subscription programs <p><u>Rental income:</u></p> <ul style="list-style-type: none"> a) Review/revise spreadsheets for analyzing costs/reporting b) Assimilate use of The Gathering Green c) Review staffing needs for rentals as facilities expand d) Analyze competition and present report to Board <p><u>Community fund development:</u></p> <ul style="list-style-type: none"> a) Follow-up to Keep the Dream Alive event b) Analyze results of annual fund drive and determine future fund drives c) Explore ways to increase donor base (individuals and businesses) d) Develop and launch communication initiative to keep community aware of budget situation and financial needs of TGP <p><u>Fund-raisers:</u></p> <ul style="list-style-type: none"> a) Analyze current fund-raisers to determine effectiveness – report to Board b) Create annual fund-raising activities plan c) Coordinate fund-raisers 	<p>ED</p> <p>ED ED</p> <p>ED/EC/Treas EC EC/ED EC/ED</p> <p>FD Comm FD Comm FD Comm FD/PR Comm</p> <p>ED/EX Comm ED ED</p>	<p>On-going</p> <p>On-going Started 2017, On-going</p> <p>Completed In process/On-going On-going 2018</p> <p>Annual In process On-going On-going</p> <p>Annual Annual On-going</p>

Abbreviation Key:

ED Executive Director
Asst Assistant to Executive Director (Sara)
EC Event Coordinator (Mary)
PD Program Director (Sue)

Fin Comm Finance Committee
EX Comm Executive Committee
FD Comm Fund Development Committee
PR Comm Public Relations Committee

Pers Comm Personnel Committee
B&G Comm Buildings and Grounds Committee
Nom Comm Nominating Committee
Acc Team Accreditation Team