



AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

Cover Page			
NAME OF AGENCY Cancer Wellness Center			
CONTACT PERSON Doris Downing, Director of Development			
ADDRESS 215 Revere Drive			
CITY Northbrook	STATE IL	ZIP 60062	
PHONE 847-509-9595	FAX		
E-MAIL ddowning@cancerwellness.org			
WEB www.cancerwellness.org			
NO. OF YEARS IN EXISTENCE 33	TOTAL AGENCY FUNDING REQUEST FOR PROPOSED YEAR \$ 15,000		
PROGRAMS REQUESTING FUNDING	AMOUNT RECEIVED LAST YEAR	\$ AMOUNT FOR PROPOSED YEAR	FUNDED BY TOWNSHIP SINCE? (Estimate of Year OK)
1. Support Services	\$15,000	\$ 15,000	2011
2. _____	\$ _____	\$ _____	_____
3. _____	\$ _____	\$ _____	_____
4. _____	\$ _____	\$ _____	_____



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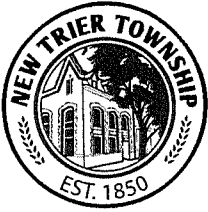
Eligibility Criteria For Funding

New Trier Township General Statement of Policy:

- **Each agency/program requesting funding from the Township will be referred to either the Agency Oversight Committee, the Mental Health Committee, or the Money Follows the Person Committee of the Township. Those committees will make funding and agency/program recommendations to the New Trier Township Board of Trustees. You will be notified of their final decisions sometime in the spring.**
- Agencies considered for funding should have been in existence for one year after receiving their not-for profit status from the State of Illinois and have been providing services to the community during that time.
- No agency with the ability to tax or conduct referendums will receive Township funding.

In order to be eligible for funding an agency must meet the following minimum requirements:

- **Area Served** - While an agency may serve areas other than New Trier Township, its programs must serve residents of New Trier Township.
- **Proportion of Township Residents Served**- For agencies serving more than New Trier Township, the amount of funding requested shall take into consideration the proportion of the agency's service rendered to residents of New Trier Township.
- **Non-Profit** - Funded agencies must be 501 (c) (3) not-for-profits.
- **Needs**- The need for the service must be demonstrated.
- **Standards** - An agency requesting funding must have at least one full-time paid staff person, or its equivalent; the credentials of the applicant's staff shall meet professional standards, commensurate with the responsibilities involved.
- **Employment Practices** - The agency must be an equal opportunity employer.
- **Articles of Incorporation** - Submit a copy, as amended, if changed in the last 12 months.
- **Bylaws** - Submit a copy, as amended, if changed in the last 12 months.
- **Use of Funds** - Funds must be used as specified in the grant application and as approved by the Township. Changes must be cleared with the Township.
- **Accessibility** - *All services must be available to clients with disabilities and the agency must be able to deliver services from a site that is ADA accessible. If not, please explain.*
- **Accountability** - The agency shall maintain communication with the assigned advisory



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committee liaison, who must be allowed to attend board meetings upon request. The agency may dismiss the person from a board meeting if they convene into Executive Session. The agency shall provide meeting minutes to the liaison upon request

- **Financial** - All agencies with budgets of greater than \$300,000 must have an annual audit performed by an independent CPA. Those agencies with a budget of \$300,000 or less must submit to the Township a copy of form AG990 that is sent to the Attorney General's Office. The Township reserves the right to request an audit be performed for agencies with budgets of \$300,000 or less.
- **Absence of Conflicts of Interest** – The agency certifies, to the best of its knowledge, information, and belief, that it has no current relationship or involvement with any New Trier Township Trustee, Employee, or Committee Member which the Agency reasonably believes could either favorably or unfavorably influence the Township's possible grant of the Agency's funding request.
YES _____
NO _____ - If no, please explain.

The Mission of New Trier Township is to provide leadership, advocacy and resources to benefit the physical, mental, and social well-being of Township residents.

Guiding Principles of New Trier Township

The following principles guide the Board and Staff's action as we work together to fulfill our mission:

- . The Township's primary role is to identify and address the needs of our community.
- . Our efforts are to create new energetic ideas and programs while maintaining existing programs which are relevant and effective.
- . Our intent is to primarily support, given due diligence and fiscal accountability, programs providing services to our neighbors; including youth programs; senior citizen supports; aid to persons with disabilities, food, shelter and financial and emotional emergency relief for people in need.
- . We seek opportunities to meet community needs by providing assistance directly to individuals as well as indirectly, through third-party sources/providers.
- . The Township will pursue coalition-building with other community entities and advocate on behalf of Township residents.
- . We believe that people have the freedom to choose where they receive services and assistance, including those the Township provides and supports.

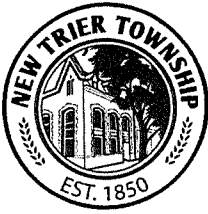


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Financial Support Issues

1. The Township prefers to support organizations that have a demonstrated need for financial support and funding. While we do not intend to penalize those organizations that are highly successful fundraisers, we do have to recognize need as a legitimate funding criteria. Therefore organizations that have a reserve level in excess of one year's budget will be a reduced priority for funding (excluding a true endowment). This will be ascertained by a review of the agency audit. Reserve levels are usually calculated by subtracting current liabilities from current assets and comparing it to the total agency budget. However, the Township may examine other financial criteria, including long-term debt, endowment, and other funds.
2. The Township does not fund capital or infrastructure projects such as land or building acquisition and development, or the creation or support of capital or reserve or endowment funds.
3. The Township does not support programs that are primarily arts/education, recreation or environmental related services, though they may be a component of a broader service designed to meet more basic human and social service needs consistent with our priorities listed above.
4. A Township funded program must serve all of New Trier Township, or be part of a group of similar agencies designed to serve the entire Township.
5. The Township prefers to support community-based agencies; meaning those that are located in our community or nearby and exist primarily to serve people in those communities. National and international organizations, even those located in New Trier Township, are not necessarily disqualified, but must demonstrate a substantial impact on our communities.
6. Agencies requesting funding from New Trier Township should serve a significant number of Township residents, or generate substantial costs in serving our residents.
7. Township funding is program specific, but there are no restrictions in how those funds are used within the program. They are meant to support and provide access to services for New Trier Township clients



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Other Certification Issues

Please mark yes, no, or other as appropriate next to each statement. If no, or other, please explain. Supporting documents may be requested at a future date and must be supplied upon request.

YES NO OTHER (PLEASE EXPLAIN)

Agency maintains a personnel policy manual

Agency has a non-discrimination policy

Agency has a sexual harassment policy

Agency has a grievance procedure

Agency has a Strategic Plan

Covers years We developed an Operating Plan for 2022

Agency produces an Annual Report

Most recent report covers period We publish an impact e-newsletter quarterly instead of an annual report

Agency has an effective fiscal management system in place

Audit or AG990 completed and copy provided for most recent fiscal year

Agency maintains liability insurance coverage

Amount of coverage \$3 million/occurrence, \$5 million annual aggregate

Name of insurer Amtrust Insurance

Effective dates of coverage 11/10/2021-11/10-2022

Agency pays all state and federal payroll taxes



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YES	NO	OTHER (PLEASE EXPLAIN)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agency has by-laws in place
Date last amended/accepted March 2020

Agency is accredited by recognized accreditation organization (where appropriate)
Date of most recent accreditation _____
Accreditation Organization _____

Agency's board serves without compensation
Number of board members 20
Number of Board vacancies N/A
List board sub-committees Finance, Governance, Board Development

Schedule of board meetings 4 times per year

Agency has Auxiliary or other Advisory/Governing Board. If so, please explain:

Agency provides staff with opportunities for training and personal development

Agency has filed its annual report with the Illinois Attorney General
990 - CO#01-019650

Agency has filed its annual report with the Illinois Secretary of State
55026181
Federal Tax ID # 36-3604463

We certify that we meet all the eligibility criteria for funding and that the information contained in this application is true and correct to the best of our knowledge and agree to comply with all requirements of the program and funder if we are awarded and accept funding. Furthermore, our Board has been advised of the Eligibility Criteria and approved our signing of this document.

Agency Director Name Nancy Bulzoni

Signature Nancy Bulzoni Date: 9/7/22

Board President Name Art Mollenhauer and Scott Winicour

Signature Art Mollenhauer Scott Winicour Date: 9/8/22



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Organizational Profile

(A) The Organizational Profile is part of the New Trier Township Application For Funding; and (B) It is the Agency's responsibility to keep the Organizational Profile information current each year and provide New Trier Township with further information on an ongoing basis if there are any significant changes, such as to the mission, organization, board requirements, and/or other changes.

(1) Briefly summarize the agency's mission, history, services, and organizational structure. Have these changed significantly over the lifespan of the organization? (Please attach a current organizational chart, if available.)

Mission

Through supportive care and education, the Cancer Wellness Center seeks to empower those affected by cancer to enhance the quality of their lives.

History

Since 1989, Cancer Wellness Center has demonstrated an unwavering commitment to improving the lives of individuals and their loved ones in North/Northwest Chicagoland who have been impacted by a cancer diagnosis. Founded as a grassroots effort by three friends determined to build a reliable source of information and support, the Center was launched in 900 square feet of office space donated by Rush North Shore Hospital. Demand for services grew steadily as the community learned about the Center and the staff grew to include licensed therapists and an army of dedicated volunteers. The Center today, headquartered in Northbrook, offers professional counseling, support groups, educational workshops, nutrition, and wellness classes.

To eliminate barriers to needed programming and services, Cancer Wellness Center has maintained our commitment to providing these supports **free-of-charge** because we feel that our participants have enough challenges as cancer patients without the additional burden of managing insurance and/or experiencing financial hardship due to limited personal resources.

In 2021 the Cancer Wellness Center provided 15,005 hours of cancer support services to 1,391 individuals (adults and children). Without the vitally needed supportive care provided by the Center, patients and their families in the community would suffer unnecessarily with the fear and anxiety brought on by a cancer diagnosis.

Services

Cancer Wellness Center recognizes that each participant's cancer journey is unique and therefore designing a range of varied support services helps to meet each individual's needs. Center programs and services address the issues and concerns typically encountered in the wake of a cancer diagnosis. We focus on three core areas: *support services, education programming, and wellness programming*. Individuals can attend programs in all three areas, as needed and desired. While their



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choices are frequently self-directed, the Center's clinical staff also regularly recommend additional programs or services that may be of interest or benefit to the participant.

Support Services - From initial diagnosis through treatment and beyond, support services available at the Center are designed to reduce distress by providing participants with opportunities to process the mental and emotional aspects of a cancer diagnosis, while also learning methods to cope with the overall impact of that diagnosis. Unaddressed emotional distress can negatively impact cancer recovery and has been correlated with lower quality of life. Three distinct types of support services provide different avenues of assistance: professional counseling, therapeutic support groups, and drop-in networking groups.

Educational Programming - Research has determined that for cancer patients and their loved ones, seeking out and accessing information increases a sense of control, improves the ability to make decisions, reduces anxiety, and enhances communication with healthcare teams. At the Center, participants have access to a wide array of educational and experiential opportunities through workshops and lectures designed to provide reliable and trustworthy cancer-related information. Additional resources include the Barbara Pritikin Memorial Library housed in our Northbrook location and the CWC Blog featured on the Center's website.

Wellness Programming - Group wellness classes and workshops at the Center provide a holistic approach to lifestyle habits which are linked to positive health outcomes and improved well-being. Our wellness programming is designed to strengthen the body and the mind, encourage peaceful living, and improve quality of life during times of stress for those affected by cancer. Programs include nutrition services, movement classes, and instruction in relaxation practices.

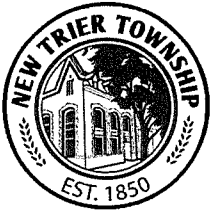
Organizational Structure

The Center has five executive staff members (Nancy Bulzoni, MBA, Executive Director, Megan McMahon, PhD, Clinical Director, Susan Rosenbaum, Chief Financial Officer and Doris Downing, MBA, Director of Development, Savina Chacheva, Program Director), and one managerial staff member (Priscilla Andrews, MA, LCPC, Clinical Manager).

In addition, the Center has a professional clinical staff which includes eleven clinicians, one oncology dietitian and three graduate-level trainees. The clinical staff is responsible for providing services through the counseling programs and for facilitating the support and networking groups offered at the Center. The Center also includes a four-member development and administrative team.

In addition, the Center relies on a large and engaged volunteer pool in order to serve so many patients, survivors and family members. The volunteer work force at the Center includes:

- **Professional volunteers** (doctors, nurses, nutritionists, physical therapists, psychologists, etc.) who present lectures and teach workshops through the Center's wellness and education program areas



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- **Graduate students** in psychology or counseling who serve as onsite interns as part of the Center's training program. The Center hosts at least two unpaid graduate interns on-site each year
- **Fundraising committee volunteers** who manage the annual fundraising events held to support the Center's programming, including the Annual Benefit, Stepping Up to Wellness Run/Walk, Golf Invitational and Library Luncheon

(2) Briefly summarize the role of the board and the requirements for serving on it. What role does the board play in the administration and operation of your organization and what is the desired size of a full and active board?

The Board of Directors (20 members) provide oversight for the organization, approve and monitor strategic and annual plans, review and approve budgets and financial statements, assure compliance with external requirements (independent audit, 990, etc.), and help the organization find and secure funding to support its operating and long-term needs. The Center's Board of Directors consists of successful business owners and executives, investment professionals, philanthropists, people with personal connections to cancer, community members from the areas the Center serves, and others. The Center's board requires both a give and a get fundraising goal. Additionally, each board member must attend at least one CWC program each year, attend the annual benefit and serve on or lead at least one sub-committee. The Young Professional Board (launched in 2021) has 15 members focused on generating resources and networking opportunities to support the growth of the CWC programs and services.

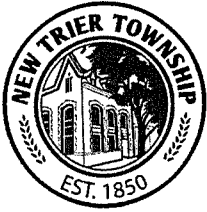
Agency/Program Funding Request Information

PROGRAM DESCRIPTION

- (1) Describe the services provided by this program, eligibility requirements, and the target population.

Support Services at CWC

Cancer Wellness Center provides a broad variety of programs and services designed to address the issues and concerns typically encountered in the wake of a cancer diagnosis. Proposed funding will partially support the staff and program materials needed for the Center's Support Services, which provide three different avenues of assistance to participants: Professional Counseling, Therapeutic Support Groups, and Drop-In Networking Groups.



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Professional Counseling services help to normalize the emotions and issues raised by a cancer diagnosis and are available in both English and Spanish for individuals, couples, families, young adults, children, and adolescents. All are eligible to take part in eight cancer-focused sessions of each type of service, with children and those with a terminal diagnosis having unlimited sessions available to them due to their more acute needs.

Therapeutic Support Groups provide patients and survivors, as well as their loved ones, with peer support to help cope with the changes instigated by a cancer diagnosis. Discussions facilitated by the Center's professional staff range from topical, practical matters to profound emotional and spiritual struggles. Support group members represent a variety of diagnoses and may be at any point in the course of a cancer diagnosis (i.e., in treatment, post treatment or with a recurrence). The Center also offers a structured Weight Loss for Wellness group which provides support and education for individuals who are post treatment and want to adopt healthy lifestyle habits.

Drop-in Networking Groups are available on a monthly basis and provide a forum for information seeking and sharing. Current groups include: Multiple Myeloma and the Pancreatic Cancer groups, which each focus on symptoms, treatments and side effect management, as well as how to navigate the healthcare system effectively. The Weight Loss for Wellness Networking Group provides on-going support related to healthy lifestyle habits for graduates of the committed weekly group.

Target Population

We serve adults and children who are:

- Cancer patients (including individuals who are newly diagnosed, in treatment or living with chronic or recurrent cancer)
- Cancer survivors (ranging from individuals who recently completed treatment to survivors who completed treatment within the last five years)
- Individuals with a loved one living with cancer
- Individuals who experienced the death of a loved one to cancer



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- (1) How does this program fit in with one or more of the priorities identified by New Trier Township in its strategic plan? Please explain.

Since its inception in 1989, the Cancer Wellness Center has provided Support Services to individuals, couples and families coping with cancer-related distress. These services have been and continue to be offered **free-of-charge**, ensuring equal access to anyone impacted by a cancer diagnosis during circumstances when even economically stable families may struggle financially. Counseling and support groups (Support Services) are available to people of all ages, races and ethnicities, persons with disabilities, and families at all income levels who are impacted by a cancer diagnosis. Our aim is to eliminate any barriers to seeking our support services.

Please check each priority you feel the program addresses. (Most programs will address only one or two priorities.)

See our website at www.newtriertownship.com for more information.

- | | |
|----------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Aging in Place | <input type="checkbox"/> Low Income Families |
| <input type="checkbox"/> Youth Services | <input type="checkbox"/> Persons with Disabilities |
| <input checked="" type="checkbox"/> Other <u>Healthcare services</u> | |

NEED

- (2) Describe the need and demand for this program in the community and justify that it deserves investment of Township funding. You may include both data and examples of individual clients.

The National Cancer Institute reports that over 16.9 million individuals alive today have received a cancer diagnosis during their lifetime and that number is expected to balloon to 22.2 million by 2030. And of the approximately 1.9 million new cancer cases expected in the United States in 2022, over 75,000 will be located in Illinois. The cancer patients in our community behind those statistics will need to make many, and often difficult, decisions regarding their diagnosis and require support, education and guidance as they navigate their cancer journey. Additionally, the very life-saving treatments utilized to tackle their disease may also result in secondary cancers or long-term side effects that may require lifelong management.

Cancer has a significant impact on the quality of life for cancer patients and their loved ones in a variety of ways including:

- emotional and psychological toll of the diagnosis
- physical toll of treatments which may affect the ability to work and to participate in normal daily living activities.
- financial challenges due to medical bills or the inability to work
- changes to family dynamics and roles



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These difficulties often manifest themselves in the form of distress, anxiety, and depression for the patient and their loved ones. Unaddressed, they can negatively impact overall functioning, quality of life, and adherence to treatment.

The Cancer Wellness Center's Support Services provide many opportunities for individuals to manage, reduce, or eliminate the acute and enduring physical and psychological impact of a cancer diagnosis. All Center programs and services are offered by our professional staff of psychologists, counselors, and social workers who specialize in cancer support needs. The effectiveness of these services is reflected in the Center's own outcome evaluations, which consistently find that participants report:

- decreased distress
- increased ability to manage distress
- increased knowledge regarding the cancer experience
- reduced physical symptoms correlated with distress
- increased ability to implement healthy lifestyle changes

CWC Participants frequently report the life-changing effect that support services can have for them – both related to the cancer diagnosis and beyond:

"It is hard to describe the impact that The Cancer Wellness Center has had on my well-being. My wife was diagnosed with Stage 4 lung cancer over 5 years ago. After having successfully navigated through 10 lines of treatments, she was at the end of her standard set of treatments, and the oncologist told us she likely only had another few months to live. Suddenly, I was filled with an overwhelming fear of the future. My wife and I had already had a few wonderful interactions with the Cancer Wellness Center over the previous years (including a great French cooking class for couples) and my wife encouraged me to sign up with her for their therapy sessions. The personal and group sessions that I have received have been invaluable. The staff has helped me work through a number of issues, once more find the joy in each day and feel I was better able to give my wife support.

I was hesitant at first to join a group session, as I tend to feel less comfortable opening up in the presence of others. However, I soon found that being in a group of other caregivers – led by an amazingly caring moderator – helped me enormously. Finding others that are going through the same kinds of emotional issues and anxieties, hearing their stories, knowing I wasn't alone, and seeing the courage and innovative ways that others were coping was incredibly comforting and healing. The emotional roller coaster of this journey has been hard, but the people at the Center have been an oasis for my soul." - "Stan", Caregiver and CWC Participant

- (2) Are you able to meet the full demand for this service or is there a waiting list? What new or unmet needs do you see in the community or for the clients served in this program?

The Center has experienced increased usage of services by families since adding a Child Life Specialist to the staff this past year. We identified a need for services exceeding what our CLS is able to offer. In response, the Center has hired three new clinicians, including one who specializes in working with children and teens. In addition, we have three graduate students onboarded which will help meet the continued demand for services until next summer.



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CAPACITY

- (3) Demonstrate that the program has the vision, personnel, and skills to successfully carry out the program and achieve its goals, objectives and performance measures.

Current Staff

Cancer Wellness Center's clinical team is comprised of licensed professionals, including clinical psychologists, licensed social worker, licensed clinical professional counselors, and others who specialize in cancer's impact on individuals and their families.

Clinicians

Megan McMahon, PhD, Clinical Director
Priscilla Andrews, MA, LCPC, Clinical Manager
Melissa Avila, MS, MA, LPC, NCC, Clinical Associate
Nora Baquin, LCSW, Clinical Associate
Heidi Brockstein, LCSW, Clinical Associate
Lori Bumbaco, MS, RDN, CSO, LDN, Oncology Dietitian
Katie Hull, LCSW, Clinical Associate & Intake Coordinator
Dominique James, MA, Clinical Associate
Mark Livshots, MA, Clinical Associate
Michelle Mattero, MA, Clinical Associate & Bereavement Program Coordinator
Kimberly Matthews, MA, LCPC, Support Programs Coordinator
Megan Ro, Clinical Intake Intern
Elyssa Siegel, CCLS, Child Life Specialist
Gabrielle Wolk, PsyD, Clinical Associate

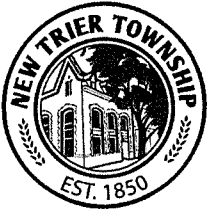
2022-2023 Student Interns

Caroline Campbell, Clinical Extern (Masters Student)
Sabrina Levitas, Clinical Extern (Masters Student)
Rebecca Skinner, Clinical Extern (Masters Student)
*Interns are not paid positions – they are training and are supervised by the Center's licensed clinicians.

Staff Changes

As mentioned previously, in response to an increase in demand for services, the Center has invested in and expanded staff resources by hiring a Certified Child Life Specialist, three new clinical associates (1 part-time, 2 full-time), and a bilingual (Spanish) Clinical Associate.

SERVICE STATISTICS/DEMOGRAPHICS



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- (3) Who is being served by this program? Please provide a statistical breakdown of the number of clients served, the total units of service delivered, and costs per unit of service by filling in the chart below. Please state and define your unit of service for this program. To calculate cost per unit of service, divide the total number of units of service into the total budget for the program. (Suggestions for the appropriate unit of service are included in the proposal in the directions. For some programs you may wish to calculate cost per unit of service in more than one manner.)

Unit of service definition – a count of each individual seen in a support services session; counseling sessions typically last 50-60 minutes and group sessions typically last 90 minutes (this does not include additional time required for administration of the program that falls outside face-to-face time with clients (i.e., follow up phone calls, case consultations, data entry, etc.)

SERVICE STATISTICS – Please indicate fiscal year dates for each column

PLEASE INDICATE FISCAL YEAR/DATES IN EACH COLUMN	Prior Year 1/1/2021-12/31/2021	Present Year 1/1/2022-12/31/2022	Proposed Year 1/1/2023-12/31/2023
Number of persons served (unduplicated count)	807	900	945
Number of units of service	6445	7000	7350
Cost per unit of service	\$96	\$118	\$113

- (4) What are the demographics of New Trier clients served in the prior year? (breakdown by community).

Gender: Female 69%; Male 31%

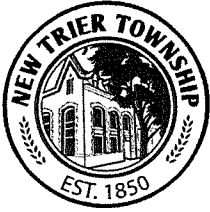
Race: Caucasian 55%; Hispanic/Latino 4%; Asian 2%; Biracial/Multiracial 2%; Other 2%; Not Reported 35%

- (5) Total from New Trier Township (unduplicated).

In, 58 New Trier Township residents utilized Support Services (a 16% increase over 2020).

- (6) New Trier Township clients are what % of total?

In 2021, 7% of Support Services participants were New Trier Township residents.



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- (7) Units of Service to New Trier clients.

In 2021, New Trier Township residents received a total of 420 units of Support Services.

- (8) Units of Service to NTT clients are what % of total

In 2021, 7% of Support Services service units provided were received by New Trier Township residents.

- (9) New Trier clients age breakdown

Under 18: 10%
Age 18-44: 14%
Age 45-64: 40%
Age 65+: 36%

Note in 2020, we did not serve anyone under the age of 18 from NTT. Since hiring our Child Life Specialist, the number of youth served has grown.

OUTCOMES/EVALUATION

- (10) What outcomes did you achieve for your clients in the prior year? Results should be client-outcome based, specify a target level of achievement, the measurement tool that was used, the rationale for setting the target at a certain level, and a timeframe for accomplishment. Detail any changes made in the program as a result of these outcome results.

The Cancer Wellness Center implements service-specific outcome evaluations. These self-report measures are administered twice annually for support and networking group members and at the end of the fourth counseling session (although up to eight sessions are made available to participants, the average number of sessions attended is four). The questions included on these assessments collect data related to the impact of the services received on five main areas: level of emotional distress; ability to manage emotional distress; understanding of the cancer experience; communication with support network; and experience of the physical symptoms of stress. The evaluations include at least two questions per impact area. The clinical team set a goal that 90% of respondents would report a moderate to high degree of impact on each of these impact areas.

Results from data collected in 2021 found that a majority of participants endorsed concerns with the various impact areas identified on the evaluation AND experienced a positive impact on those issues following receipt of support services.



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Level of Emotional Distress	Percent
Enjoyment of daily activities	89%
Hopefulness	92%
Improved emotional well-being	93%
Improved mood	95%
Reduced stress level	89%
Reduced worry	91%
Overall*	97%
Ability to Manage Emotional Distress	Percent
Ability to manage anxiety	96%
Coping strategies	95%
Overall*	98%
Understanding of the cancer experience	Percent
Understanding of cancer diagnosis	84%
Understanding of cancer experience	97%
Understanding of cancer treatment	89%
Understanding of treatment options	86%
Understanding of treatment side effects	86%
Overall*	96%
Social Support (Group Evaluations ONLY)	Percent
Group support	93%
Sense of community	99%
Overall*	98%
Communication with Support Network	Percent
Communication with support system	94%
Communication with healthcare team	91%
Overall*	95%
Experience of Physical Symptoms of Stress	Percent
Physical stress symptoms	87%
Sleep quality	82%
Overall*	89%

*Respondents must endorse one or more items within an impact area for the service received to be deemed as having a positive effect.



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Outcome data is reviewed by Megan McMahon, PhD, Clinical Director, and the clinical team throughout the year to ensure the continued delivery of high-quality, effective services, as evidenced by the finding that 90% of respondents report a moderate to high degree of impact on the above impact areas, excluding the Experience of Physical Symptoms of Stress (the ability to impact this area is moderated by the side effects of treatment, which mirror the physical symptoms evaluated on the survey).

- (11) What results are you committed to achieving in the present year? (If outcomes are the same as above, simply state that we hope to improve upon the past year's results)

The Cancer Wellness Center will endeavor to improve the results realized this past year through Support Services programming.

- (12) Are there any other program effectiveness/evaluation measures you think are important, such as customer/client satisfaction surveys, quality of service measures, or other indicators? Please describe.

As noted above, the outcome evaluation also includes questions related to perceived therapist traits and the administration of the Support Services programming. In addition, participants are asked if they would recommend the Center's programs and services. Like last year, respondents rated the clinicians and the program administration highly in several key areas.

When rating clinician traits, participants were provided a list of potential traits and were asked to select those that described the therapist with whom they received support services. The Center's clinicians were highly endorsed on understanding (96%) and helpfulness (90%). Specific to groups, group facilitators were highly rated on creating a welcoming environment for new members (94%), allowing everyone a chance to speak (98%), helpful (94%), and keeping group on topic (94%).

Regarding the administration of the Support Services programming, 95% of respondents reported that they heard from their clinician in a timely manner. 98% of respondents reported that services were offered at a convenient time. Specific to counseling, 100% of respondents reported that their sessions focused on problems relevant to their needs. Almost all respondents (98%) reported that they would recommend the Cancer Wellness Center to others.

CHANGES/CHALLENGES

- (13) What changes or challenges (legal, socio-economic, demographic, financial, political or other) did the agency, program, and clients face in the prior year? How did you respond? What challenges or changes do you anticipate in the present year? (If changes/challenges were the same for all programs, do not repeat).

Program Expansion and Updates

Our goal continues to be to help as many people as possible who seek our support live better while living with cancer. With the overall demand for mental health services on the rise over the last 2 years, the Center has innovated ways to reach more people through efficient



AGENCY/PROGRAM APPLICATION FOR FUNDING

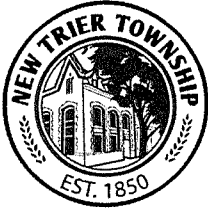
Fiscal Year 2022-2023

resource management, expanded programming and partnerships, and increased financial support.

The Center continues to offer a full array of virtual services, in-person and hybrid services. In response to the significant increase in request for services, in the past 12 months, the Center has invested in and expanded clinical staff resources by hiring a Certified Child Life Specialist (Elyssa Siegel, CCLS), a part-time Clinical Associate (Gabrielle Wolk, PsyD), a bilingual (Spanish) therapist (Nora Barquin, LCSW), a children and teen therapist (Stephanie Aaron, LCSW) and a full-time therapist (Mark Livshots, MA). The Child Life Specialist assists families as they navigate their cancer journey and works with children of all ages to facilitate activities targeted at decreasing anxiety, developing coping strategies, providing a sense of control, and fostering resiliency. The bilingual therapist has also helped lead outreach efforts, manage education programs, and translate education materials for Spanish-speakers. These strategic hires will support the anticipated continued growth in demand for the counseling and support services in 2022 and 2023.

Challenges for the Future

The surge in demand for services has put a strain on resources. Individual participants, on average are seeking more services than we typically see. This has been addressed through careful reallocation of resources, creative problem solving and flexibility by the entire team. The Center remains fiscally strong, although inflation and increased demand for services continually stretches the budget. With recent staff changes, the Center took the opportunity to pause and reevaluate staffing needs. This has led to a reorganization, which is focused on building the team for the future of the Center. A search for a new Director of Development is in process with the aim of hiring a person who will help lead and develop long term strategies to support the Center's growth. The most important concern facing the Center in recent months was the ability to recruit for and hire two additional therapists in an extremely tight job market. As noted above, the Center has been successful in ensuring we have a robust team to meet the needs of cancer patients, survivors, and their families.



AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

RECOMMENDATION RESPONSES

- (14) How did you respond to the recommendations made by New Trier Township, if any? Please describe in detail. (These are contained in the funding letter you received last April).

The Township requested we develop specific strategies to improve the amount of participant feedback the Center receives. The team has determined a few key times during a participant's engagement with Center services where requests for information might be optimal. There have been increased efforts to follow up with participants after requests have been made. For example, participants are sent an email directly from their clinician reminding them to complete the survey and highlighting the importance of their input in programming decisions. In addition, a report is being run quarterly to identify participants who are eligible to complete an outcomes survey but have not yet done so. Even if it is beyond the participant's fourth session, those participants who have not yet completed the survey are being contacted about providing feedback.

RESOURCES/BUDGET

- (15) What non-financial resources are required to deliver this service? Specify staffing/volunteer requirements, budgetary needs and other resources or inputs that are needed for this program. If the Township is unable to fund this program at the desired level, what will the impact be on services? Describe how your program will or will not continue without investment by the Township. Complete the attached budget forms. Were any cost reduction measures implemented in the prior year? If there is a sliding fee scale for this program, please attach it and indicate how many clients paid each fee level.

The Support Services are provided by clinical staff comprised of licensed professionals with the assistance during the school year of three additional unpaid clinicians-in-training who provide counseling services and help co-facilitate groups.

Support Services are integral to the Center's mission and therefore, the Center is fully committed to continue making these services available free-of-charge to the local community. The staff and board of directors continue to closely monitor cash flow projections and manage expenses accordingly. Without a doubt, it would be a financial hardship if the Center did not receive the Township's funding, but the staff and board remain committed to this vitally needed service area and would shift resources, if necessary to continue funding the program.

The Center also seeks grant funding support specifically for Support Services from a variety of organizations, including the Edmond and Alice Opler Foundation, the Charles and M.R. Shapiro Foundation, Rotary Club of Northbrook, and the Healthcare Foundation of Highland Park.

- (16) If your program or agency budget request represents an increase from last year, please explain the reason for the change and what the increase will be used for.

The Cancer Wellness Center is requesting the same amount as last year.

**NEW TRIER TOWNSHIP
ANNUAL FUNDING REQUEST FORM**

2022-2023 Agency Budget Form

AGENCY NAME: Cancer Wellness Center			
Indicate year in each column			
	PRIOR YEAR	PRESENT YEAR	PROPOSED YEAR
	2021	2022 Fcst (act thru 7/31+ forecasted remainder)	2023
AGENCY REVENUES			
New Trier Township	15,000	15,000	15,000
Federal Government	476,187		
State Government			
Local Government/Townships	21,000	32,300	32,300
Client Fees			
Grants: Foundations, Corporate, Religious	197,500	234,000	245,700
Individual Contributions	731,665	682,708	682,708
Special Events	661,156	957,242	957,242
United Way			
Sales			
Other Revenues	15,115	8,368	-
TOTAL REVENUES	2,117,622	1,929,618	1,932,950
AGENCY EXPENDITURES			
Program Staff Salaries, Benefits, Taxes	744,167	891,573	927,236
Administrative Staff Salaries, Benefits, Taxes	74,069	142,264	147,955
Fundraising Staff Salaries, Benefits, Taxes	250,994	297,689	309,596
Professional Fees/Contractual Services	82,990	91,077	91,077
General Operating Expenses	93,171	107,537	110,763
Occupancy and Utilities	67,867	71,023	73,153
Specific Assistance to Individuals	-	-	-
Major and Minor Equipment	122,608	143,566	147,873
Major Capital Expenses	9,000	65,000	10,000
Other Fundraising Expenses	131,212	289,217	289,217
Other/Miscellaneous			
TOTAL EXPENDITURES	1,576,077	2,098,947	2,106,871
SURPLUS (DEFICIT)	541,545	(169,328)	(173,921)
NET GAIN/LOSS FROM OTHER FUNDS	250,188	(274,293)	-
SURPLUS (DEFICIT)	791,733	(443,621)	(173,921)
TOTAL FUNDRAISING/ADMIN COSTS			

**NEW TRIER TOWNSHIP
ANNUAL FUNDING REQUEST FORM**

2022-2023 Program Budget Form

PROGRAM NAME: Cancer Wellness Center Support Services

Indicate year in each column	PRIOR YEAR	PRESENT YEAR	PROPOSED YEAR
	2021	2022 Fcst (act thru 7/31+ forecasted remainder)	2023
PROGRAM CLIENT FEES/REVENUE			
PROGRAM RESTRICTED REVENUE	\$ 98,000	\$ 109,300	\$ 109,300
ALL OTHER REVENUES			
TOTAL REVENUES			
PROGRAM EXPENDITURES			
Program Staff Salaries, Benefits, Taxes	\$ 531,577	\$ 707,930	\$ 736,247
Professional Fees/Contractual Services	\$ 4,324	\$ 5,759	\$ 5,932
General Operating Expenses	\$ 55,750	\$ 74,245	\$ 76,472
Occupancy and Utilities	\$ 30,069	\$ 40,044	\$ 41,245
Specific Assistance to Individuals			
Administrative/Fundraising Costs			
Major and Minor Equipment			
Major Capital Expenses			
Other/Miscellaneous			
TOTAL EXPENDITURES	\$ 621,720	\$ 827,978	\$ 831,104

