

Capacity Building

LD Program

Edge Foundation

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Application Form

Instructions

Welcome to our online grantmaking process. A few tips before you begin...

- Please make sure you save before exiting. If you close this window without hitting the save button at the bottom of the application your work will not be saved.
- This program does not embed spell check, but if you use Firefox or Chrome browsers, their embedded spell check systems should be activated.
- If you have any technical issues, please call us at 203-639-5544.

Let's get you started on the grant application. We know that there will be some visionary elements of your proposal that may require adaptation over time as information and experience are integrated into your work.

Please tell us your story in the sections below. The divided sections help us sort and look at data across our grantmaking portfolio, but if you find the formatting difficult, please let us know how to make it easier.

When you feel you have a final draft, please save your proposal and email Nicole to let her know you've completed your work - but don't submit this proposal yet. Staff can log-in and provide feedback on your proposal. As soon as we review your draft we will let you know so you can log back in, see our comments, edit, and submit the completed proposal.

Organization

Organization Mission*

to help students with executive functioning challenges thrive

Organizational Health*

Please describe where your organization is excelling in terms of internal operations, governance, board and staff development, etc. In addition, what are some of the areas you have targeted for improvement?

A non-endowed operating foundation, Edge has always punched above its weight. Edge provides coaching, coaching training, InSchool coaching, professional development, and services to parents using a staff of two full time employees, half a dozen part-time consultants, a pro bono CFO and a pro bono founder/chairman/president who functions as executive director. Edge has no offices; everyone works from home and meets up on Skype or by conference call. Edge's internal operations are nothing short of miraculous: a very small number of not very well-paid people who believe passionately in what Edge is doing work well together and get things done to bring coaching to the most at-risk students. Our board members, including a number of members with personal or family experience of executive functioning challenges, provide conscientious governance and expertise in marketing, fund-raising, budgeting and strategic planning. Edge is ready to take the next steps to become a stronger organization by adding well-qualified professional staff in roles including Executive Director, Chief Financial Officer, Director of Marketing, Development Officer, Director of Training, Chief Strategic Officer and Director of Outreach.

Organizational Development*

Please describe where you are in your organization's overall development. Some people refer to this as a lifecycle stage, a growth arc, a model for managing change, etc. We invite you to describe any key developments, challenges, or timelines related to recent or pending vital organizational transition or growth points. We are also interested in knowing how you describe your organizational development and in relation to your program work.

Those interested in the Nonprofit Lifecycles frame can click [here](#) to learn more. We offer it as a guide, not a labeling exercise. We also invite you to add any resource links that support your approach to organizational development issues.

Edge is in its Growth stage, although a few elements of our Start-Up phase remain. Edge has proof of concept: we know Edge Coaching has highly impressive, demonstrable, quantifiable results. We have a viable financial model for InSchool Coaching, sharing costs with schools that want coaching. There is more demand for services than we have the bandwidth to fulfill. Edge InSchool Coaching works so well in terms of drop-out prevention, reduction of disciplinary incidents and attendance improvement that we are now being offered opportunities to expand into new school districts in new states, to provide InSchool Coaching for younger students, to work with young people in the juvenile justice system and to work directly with students who are homeless or in foster care. We are being asked to expand training to additional schools, to provide whole school training and to create programs (beyond orientation) for parents and caregivers. All around us we see students, parents and schools that want and need what we've learned over 10 years about Edge Coaching and what it can do. Creating the capacity to meet these needs and making sure Edge is a viable and enduring entity, both financially and organizationally, are our top priorities.

Total Current Fiscal Year Organizational Operating Budget*

\$1,081,736.00

Detailed Organizational Budget*

Please upload your current organizational budget, including a separate column for any in-kind contributions.

Edge CC B v A + Cashflow.In-Kind Rev.Exp.02.28.17.xlsx

Organizational Audited or Board Approved Financials*

Please upload your most recent audited or board approved financial statements for the past two years.

Edge financials.pdf

Organizational Financial Oversight*

Please let us know your audit schedule or how you meet financial oversight compliance matters. You can upload the relevant board policy or describe the policy in the space below.

Accounting Policy - final.docx

Edge would like to have audited financials but has not been able to find a firm which will provide pro bono services or a donor interested in paying for an audit. Our finances and accounting are managed and reviewed by Edge's pro bono CFO, Terry Matsumoto, CPA, formerly the CFO of Los Angeles Metro, the largest

public transportation agency west of the Mississippi. We use the professional accounting services of Rick Walter, CPA, Partner in the firm of Bashey, Hutchinson & Walter, recognized as one of the Top 100 Accounting Firms in Washington State by the Washington Society of Certified Public Accounts. Our financial documents are reviewed monthly by the Finance and Audit Committee of our Board of Directors.

Edge has consulted with an accounting firm specializing in nonprofit financials. Based on their recommendations, we are in the process of converting our financial information from a cash basis to an accrual basis using a software program package that will prepare our organization's financials to be audited. Attached is our board-adopted Accounting policy.

Please upload your IRS tax determination letter*

Please upload your most recent 990.*

Grant Proposal

Project Name*

Please provide a title for your application (can be the name of project, program, or overall area of desired support).

Capacity Building

Brief Proposal Description*

Please provide a brief description of the project, program, or overall area of desired support, including how it advances or supports your overall mission.

Edge has accomplished an enormous amount with very few resources. If Edge and Edge Coaching and the value that it brings to schools and individual students are going to survive over the long term, we need to make big strides to create a structure commensurate with our promise. Our immediate need is quality control. A tiny staff combined with rapid expansion (more than 20 schools in two states with many more wait-listed) means we run the risk of losing control of how coaching is delivered -- and coaching delivery is everything. While Edge has many infrastructure needs, our top priority right now is to employ a highly-qualified educator to assess the quality and fidelity of coaching delivery in the schools where Edge has InSchool Coaches and to let us know how to monitor, improve, and preserve coaching standards. We have located a consultant who has what we need: Rick Ackerly, EdM, MA, author of *The Genius in Every Child* (Globe Pequot 2012) and former head of school at a number of private and public schools. We want him to assess the quality of the coaching being delivered and our coach training and to define criteria that can be used going forward to ensure the quality of Edge Coaching at each school, as well as to help us identify criteria for schools and organizations where Edge should consider expansion. Ideally, at the end of this process, Rick and Edge may be in a position to bring Rick on as Executive Director.

Your Projected Start Date*

06/01/2017

Your Projected End Date*

06/01/2018

Staff*

Who are the key staff involved? Please provide names, titles, a brief summary of their roles and percentage of their time.

NEIL PETERSON - Founder, Chairman and CEO: On a pro bono basis, Neil manages the organization, identified opportunities for Edge and meets with potential partners and funders. About 90% of Neil's time is spent on Edge.

RICK ACKERLY - Consultant. Initially, Rick will be a full time consultant to Edge providing quality assessment and ways forward as described above in the Brief Proposal Description. Eventually, Edge anticipates Rick assuming a greater management role in the organization. (100% time)

Financial Details (Request Budget)

Detailed Request Budget*

Download the EHTF Detailed Request Budget Template by clicking [here](#).

ehtf_detailed_request_budget (1).xls

Amount Requested*

This is the **Yellow** Box on the EHTF Budget Template

\$30,000.00

Total Project, Program, or Request Budget*

This is the **Blue** Box on the EHTF Budget Template

\$120,000.00

Audience/Outreach

Target Audiences*

Please name up to 5 specific target audiences that you need to move for this project, program, or request.

1. Edge insiders - board, management, staff, coaches, coach trainers, fidelity coaches.

2. Schools with Edge InSchool Coaching - school district leadership, principals, classroom teachers, school counselors
3. Those wanting Edge Coaching

How Do You Communicate With Each of Your Target Audiences (or Plan To)?*

Edge Insiders: presentations by Neil Peterson and Rick Ackerly, including ongoing discussions/progress reports at bimonthly board meetings and to the Board's Strategic Planning Committee; continuing discussions with staff, consultants, coaches, coach trainers and fidelity coaches; midterm and final recommendations.

School with Edge InSchool Coaching: frequent conversations as coaching quality assessments are being made and criteria for future participation is being developed. Presentation and discussion of draft report, as well as presentation and discussion of final report.

Those wanting Edge Coaching: as criteria are finalized for participation in Edge Coaching by both schools and non-school youth-serving organizations (Boys and Girls Clubs, juvenile justice and foster care systems, etc.), these will be included in all Edge outreach discussions and media.

If applicable, the number of participants expected for in-person events.

Please include the event title and number estimate.

If applicable, the number of participants you plan to have for virtual events.

Please include the name of the event with the expected number of participants.

Partners*

Please briefly describe any existing or desired partners and the roles they are playing or may play. Is the ultimate success of your grant request contingent upon the success of any partners?

This request's success is not contingent on the success of Edge's partners but information from existing school partners on the performance pf Edge InSchool Coaching in their schools and their suggestions for improving InSchool Coaching outcomes will be important to successful completion of the project.

Impact

What Will be Different?*

What are the effects or system changes you anticipate or want to see related to this grant request?

Edge wants to become a stronger organization.

Our first priority is quality - to make sure that Edge InSchool Coaching, coaching for our biggest student population, is delivered brilliantly and consistently, and that systems are in place to monitor and assure this.

Second, Edge wants to be better prepared to meet the increasing demand for our services. Part of the review we hope to fund through this grant will create criteria for Edge's expansion.

Third, Edge wants to have more robust staffing, beginning with a formalized an Executive Director position.

Ultimately, the change Edge wants to create is a chance for students with executive functioning challenges to succeed. We know now that ACEs (Adverse Childhood Experiences) are precursors to executive functioning deficits. We know that a majority of public school students in the United States come from low-income families and are likely to have substantial ACEs due to poverty-related stresses such as insecure parental employment and frequent moves. Unaddressed, these deficits will prevent huge numbers of students from taking advantage of the education available to them. Edge has been coaching for a decade and coaching students in schools in very low-income areas for more than six years. We know that Edge Coaching can level the playing field for these students and give them a better chance in school, and in life, if Edge is a strong, resilient, enduring organization that can bring Edge Coaching to those who need it most.

How Will You Get There?*

How are you setting out to create this change (what will you do, what are your approaches)?

Edge will work with our consultant, Rick Ackerly, to examine every aspect of the InSchool Coaching program to make it the best possible program to use as we expand. Creating criteria for schools eligible for Edge InSchool Coaching will help us deal with the school waiting-list and will provide a framework for criteria for working with non-school organizations such as the juvenile justice system, foster care system and out-of-school groups like the Boys and Girls Clubs. Strengthening coach training and supervision may provide opportunities for streamlining some systems, creating economies for schools and others who want to adopt Edge Coaching. Implementing better reporting systems will help us monitor progress and should make us more attractive to donors and grant-makers. If we are able to bring Rick Ackerly into a newly-established Executive Director position at the end of his review of the InSchool Coaching program, this will create a better division of labor between the Founder/Chairman/CEO, Neil Peterson, and Executive Director allowing for more outreach and more systematic follow-through -- which will allow Edge to scale faster and help more students.

Where are You Now?*

Where are you on your journey (concept, early implementation, late phase implementation, strategic adjustments, final data collection, etc.)?

Edge is at a "strategic adjustments" stage. We know that our Coaching model works. We know that there is high demand for it among schools and that increasing demand is coming from non-school organizations that work with at-risk youth. We know that school districts, schools, teachers, counselors, parents and students are delighted with our work. We know that we are fortunate to have a talented board that provides help with strategic planning, marketing, financial management and fund development. However, we also know that we can't keep expanding rapidly without building our day-to-day management capacity or we risk losing control of the quality that has made Edge Coaching so valuable to students and the schools they attend. We need to make changes in our organization to provide the capability to go to scale.

Assessment (aimed at improving performance)

Measuring Impact*

What matters to you in terms of measuring your impact and how will you measure what matters? Please describe quantitative and qualitative changes in the world if you succeed. What is the base level of change compared to your wildly successful level of change?

Edge coaches about 300 students at any given time. We provide professional development sessions at their schools and at some schools that don't have InSchool coaching, improving communications and affecting the 13,500 students at these schools. The students we coach become more optimistic and persistent, less likely to disrupt their classes, more likely to attend school regularly and less likely to drop out. At some schools, 40% of the students we coach are in foster care or are homeless and their results match those of other coached students. Edge Coaching's non-directional questioning technique provides something that no tutoring or mentoring can provide: a chance for at-risk young people to experience agency. They are in control, just as business executives are when they receive executive coaching. Bringing this proven technique to a radically new audience has had powerful, documented results.

Edge measures impact by tracking drop-outs among coached students (ZERO to date), attendance, disciplinary incidents, passing/failing courses, grade point averages, and promotion to the next grade. Edge is continually measuring its impact. We have invested in research from the moment that we began when we contracted with the School of Education at Wayne State University in Detroit. Since that time we have had a relationship with Dr. Clay Cook, as our Principal Investigator. In addition we have had a relationship with The University of Washington's SMART (Student Mental Health Assessment, Research and Training) Center which currently is in the second year of a three-year study of our work, and results so far are strong. Edge also wants to undertake longitudinal research to see how our coached students fare after high school.

However, the need is great. There are more than 50 million public school students in the United States. A very conservative estimate is that 10% have diagnosed ADHD, at least double that number have learning and attention issues and over 50% have executive functioning challenges. Edge's wildly successful level of change is that every at-risk student with a severe executive functioning challenge gets a coach, whether that is an Edge InSchool coach or a coach following similar protocols. Edge's even more wild change wish is that every student has access to a coach because coaching improves results even for students without diagnosable executive functioning disorders.

Edge's base level of change is that the most impacted students get high quality coaching, and that coaching becomes known and available. At present, a student arriving at school with a severe stammer is routinely sent to speech therapy. We want a student who arrives at school with severe executive functioning deficits to be routinely sent for coaching.

Short-term Impact*

Of the changes you described, which elements or impacts do you expect to accomplish within 1-2 years of the grant period?

We expect to be a more competent, more resilient and stronger organization. We will be able to clear our school waiting list by providing InSchool coaching at some schools and identifying others as not yet ready to undertake coaching. We will have clear criteria for when to respond favorably to requests from schools for coaching, coach training and professional development, as well as for choosing which out-of-school organizations should become Edge partners. We will be able to scale up in a steady, sustainable way. A division of labor between the Executive Director and the Founder/Chairman/CEO (Neil Peterson) will provide for high-quality internal management while freeing Neil to spread the Edge message at conferences and presentations and in meetings with national organizations. The measurements of our impact on individual students will be as good as or better than they are now, and the number of students served will rise substantially.

Long-term Impact*

Of the changes you described, which elements or impacts do you anticipate seeing in the long term (5+ years from now)?

In five years, Edge wants to be a strong, resilient organization capable of taking coaching to vastly more at-risk students both under our own banner and by working with national partners to adopt coaching and provide it to students with whom they work. In five years, Edge wants to be nationally known for coaching, coach training and professional development. Edge's leadership will be thought leaders helping educators, juvenile court judges, child welfare directors and others bring coaching to at-risk young people. Coaching will be better known and better understood, making it more in demand by parents, teachers and youth workers. Edge Coaching will be recognized as a contributor to increasing U.S. graduation rates. Edge will have models and templates to offer to other organizations seeking to provide coaching and measure impact.

Learning*

What do you anticipate learning from these efforts associated with the requested grant, and how do you intend to capture and share this learning?

Edge expects to learn how to be a stronger and more effective organization. We participate in activities with other youth-serving organizations through groups such as Graduate Tacoma and Social Venture Partners, and will share what we learn about building capacity with them and others as appropriate. Most of what we learn will apply directly to improving and strengthening our services and organization - how to best train and supervise InSchool Coaches, how to best measure and improve results, how to manage a rapidly-expanding organization with multistate operations and how to maintain financial sustainability.

Context

Relation to Current Efforts*

How does the subject of this grant request relate to past, current and projected work? If you've changed your strategic direction, what did you learn or experience that informed this shift?

This grant request comes out of Edge's experience over the past ten years of achieving more than might be expected of an organization with our staff size and funding. It has been exhilarating (but also exhausting) to see needs and opportunities, realize that Edge doesn't necessarily have the capacity to undertake some of the projects before us but somehow doing it anyway. Having schools wait-listed is, in a sense, an honor because it means Edge is known and desired. From our perspective, however, it's also a tragedy because we know there are students who need InSchool Coaching who aren't going to get it. Our strategic direction hasn't changed but our insight into what we need to achieve our goals has grown. Our work will be better and we will grow more rapidly if we have more capacity.

Trends*

What factors within and beyond your specific field are you tracking in terms of potential impacts on your efforts? Do any of these trends affect your thinking and approach to organizational or sector capacity issues, gaps, challenges?

We see increasing interest on the part of educators in Social and Emotional Learning (SEL) and increasing recognition of the importance of "soft skills" to students' success. Resilience, optimism, grit, agency, perseverance and similar traits are part of education discussions much more today than they were ten years ago. Edge Coaching addresses all of these traits and has documented how addressing students' needs for connection, agency, and competence lead to greater school success without any explicit academic tutoring.

Risks*

Please describe perceived or projected risks related to your efforts, including your risk-benefit assessment and any ways in which you believe you can manage such risks. For example, risk might align with an organizational development phase such as start-up or early growth. Or risk might be associated with partner commitments, projected conditions that may be subject to change, etc.

Edge need for capacity building is clear to us but change always brings some risks. Those we can foresee include:

- 1) needing to make sophisticated changes in our relationships with some school partners. Edge is learning that we may need to develop a classification system for Edge Schools and schools wanting to be Edge partners ranging from fully mature Edge schools to schools not yet ready to be partners.
- 2) creating criteria for adding partners that may require us to say "no" to some organizations despite their having at-risk youth who could use Edge Coaching
- 3) possibly changing some aspects of how InSchool Coaches are trained and managed. Streamlining both training and follow-up would have affordability advantages but quality considerations will be uppermost.
- 4) creating an Executive Director position, which will require the roles of the Executive Director and the Founder/Chairman/CEO to be carefully delineated.

Additional Information

Is there something else of significance you'd like to share?

Edge anticipates working with Rick Ackerly on this project. Resume below:

2000 to present Educational Consultant/Speaker

2014 to 2015 Head of School, Golden Oak Montessori Charter School, Hayward, CA

2002 to 2010 Head of School, Children's Day School, San Francisco, CA

1988-2000 Head of School, St. Paul's Episcopal School, Oakland, CA

1982-1988 Headmaster, The Cathedral School, New York, NY

1974-1982 Headmaster, Notre Dame de Sion School, Kansas City, MO

1969-1973 Director of Admission, teacher, coach, Eaglebrook School, Deerfield MA

1967-1969 Teacher, coach, Woodberry Forest School, Woodberry Forest, VA

EDUCATION

1980 Graduate Theological Union, Berkeley, CA, MA - Applied Theology.

1974 Harvard Graduate School of Education Ed. M.

1967 Williams College BA Political Science

Publications

The Genius in Every Child: Encouraging Character, Curiosity and Creativity in Children, Globe Pequot Press, 2012

"Collaborate. Create. Contribute. Skip Diagnosis," Independent School 2016

Additional Documents (NOT REQUIRED)

Please provide additional materials you believe are critical to telling the full story of your proposal. This may include a strategic plan, outcome matrix, or partnership letter. Please briefly label or describe the documents in the space below.

These must all be combined into a single pdf file. *If you need assistance with this, please call us at 203-639-5544.* If the file size is too large, click [here](#) to access a free online tool for reducing the file size.

Image #1

We invite you to upload up to three images that capture the essence of your efforts. Please note that any images you share must come with permission for EHTF to utilize the images for our internal and external audiences. In the space below, please provide crediting language for the image.

Edge Picture1.jpg

Photos credits: Edge Foundation. All actual Edge students.

Image #2

We invite you to upload up to three images that capture the essence of your efforts. Please note that any images you share must come with permission for EHTF to utilize the images for our internal and external audiences. In the space below, please provide crediting language for the image.

Blessing.jpg

Image #3

We invite you to upload up to three images that capture the essence of your efforts. Please note that any images you share must come with permission for EHTF to utilize the images for our internal and external audiences. In the space below, please provide crediting language for the image.

Thank you for sharing so much about your organization, vision, and efforts. We look forward to reviewing your materials, and we'll be in touch soon to provide you with feedback.

EHTF Staff Review

When you feel you have a final draft, please save your proposal and email Nicole to let her know you've completed your work - but don't submit this proposal yet. Staff can log-in and provide feedback on your proposal. As soon as we review your draft we will let you know so you can log back in, see our comments, edit, and submit the completed proposal.

Internal Lead Staff/Board*

Current staff and board are listed first

Nicole E. Chevalier

IRS Report Areas*

The IRS requires us to divide all our grants into the following 4 categories. Please select ONLY ONE.

Education

Funding Type*

check all that apply

Capacity Building

Program Area*

Learning Differences

Secondary Program Area*

General

File Attachment Summary

Applicant File Uploads

- Edge CC B v A + Cashflow.In-Kind Rev.Exp.02.28.17.xlsx
- Edge financials.pdf
- Accounting Policy - final.docx
- ehtf_detailed_request_budget (1).xls
- Edge Picture1.jpg
- Blessing.jpg

Cost Center Budget vs Actual

	FY16		FY17		YTD 02/28/17
	Bud	Actual	Budget	Actual	% Budget
Beginning Cash	173,864.20	119,776	112,441	112,441	
Private Coaching Program					
Scholarship Insurance Revenue		181,614	180,063	81,526	45%
Private Coaching Revenue	246,500.00	34,355	176,200	101,586	58%
Total Revenue		215,969	356,263	183,113	51%
Scholarship Insurance Expense		125,262	123,612	79,112	64%
Private Coaching Expense	187,510.00	32,303	111,200	66,989	60%
Total Expense	58,990.00	157,565	234,812	146,101	62%
Net		58,404	121,451	37,012	30%
In School Coaching and Training					
WA InSchool Revenue-Program		62,307	71,471	22,471	31%
WA InSchool Revenue-Foundation		165,000	164,000	107,800	66%
CA InSchool Revenue-Program		59,676	96,470	24,995	26%
CA InSchool Revenue-Foundation		25,000	55,000	28,000	51%
NYC InSchool Revenue		10,000	-	35,000	
Training Program Revenue		29,994	8,148	11,756	144%
Total Revenue		351,977	395,089	230,022	58%
WA InSchool Expense		234,974	189,275	116,190	61%
CA InSchool Expense		80,853	79,115	60,713	77%
NYC InSchool Expense		-	-	-	
Training Program Expense		21,527	2,341	4,515	193%
Total Expense	115,250.00	337,354	270,731	181,417	67%
Net		14,623	124,358	48,605	39%
Total Net InSchool and Training		14,623	124,358	48,605	39%
Subtotal Program Related Earned Income					
Subtotal Expense		567,946	751,352	413,135	55%
Subtotal Net		494,918	505,543	327,518	65%
		73,028	245,809	85,617	35%
Core Infrastructure					
Revenue		358,730	346,703	228,317	66%
Expense		439,338	576,951	278,354	48%
Pay Down LOC		244		11,500	
Net		(80,852)	(230,248)	(61,537)	27%
Totals					
Revenue*		1,046,453	1,098,055	753,894	69%
Expense*		934,011	1,082,494	617,372	57%

Net	112,442	15,561	136,521	877%
Ending Cash	112,442	15,561	136,521	

% Budget=Actual/Budget

*In-Kind
Contribution

200,000 *In-Kind Contribution Revenue CEO and CFO
200,000 *In-Kind Contribution Expense CEO and CFO

11:45 PM

03/07/17

Cash Basis

**Edge Foundation
Balance Sheet
As of February 28, 2017**

Feb 28, 17

ASSETS

Current Assets

Checking/Savings

Edge Op Account BofA	27,154.30
Edge Payroll Account BofA	3,321.97
Edge Program Account BofA	105,787.63
Edge Checkg Acct Commerce Bank	257.50

Total Checking/Savings

136,521.40

Total Current Assets

136,521.40

TOTAL ASSETS

136,521.40

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

27300 · Commerce Bank Line of Credit	15,040.04
--------------------------------------	-----------

Total Other Current Liabilities

15,040.04

Total Current Liabilities

15,040.04

Long Term Liabilities

27201 · Stoel Reeves

9,840.51

27202 · Loan Payable - NP

21,230.10

Total Long Term Liabilities

31,070.61

Total Liabilities

46,110.65

Equity

31500 · Temp. Restricted Net Assets

95,000.00

32000 · Unrestricted Net Assets

-40,169.22

Net Income

35,579.97

Total Equity

90,410.75

TOTAL LIABILITIES & EQUITY

136,521.40

7:14 PM
07/09/16
Cash Basis

**Edge Foundation
Balance Sheet
As of June 30, 2016**

Jun 30, 16

ASSETS

Current Assets

Checking/Savings

Edge Op Account BofA	12,050.42
Edge Payroll Account BofA	1,620.89
Edge Program Account BofA	98,371.63
Edge Checkg Acct Commerce Bank	398.49

Total Checking/Savings

112,441.43

Total Current Assets

112,441.43

TOTAL ASSETS

112,441.43

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

27300 · Commerce Bank Line of Credit	22,040.04
27310 · Bank of America Line of Credit	3,925.00

Total Other Current Liabilities

25,965.04

Total Current Liabilities

25,965.04

Long Term Liabilities

27201 · Stoel Reves

9,840.51

27202 · Loan Payable - NP

34,230.10

Total Long Term Liabilities

44,070.61

Total Liabilities

70,035.65

Equity

31500 · Temp. Restricted Net Assets

17,494.94

32000 · Unrestricted Net Assets

32,490.40

Net Income

-7,579.56

Total Equity

42,405.78

TOTAL LIABILITIES & EQUITY

112,441.43

7:14 PM
07/09/16
Cash Basis

**Edge Foundation
Balance Sheet
As of June 30, 2016**

Jun 30, 16

ASSETS	
Current Assets	
Checking/Savings	
Edge Op Account BofA	12,050.42
Edge Payroll Account BofA	1,620.89
Edge Program Account BofA	98,371.63
Edge Checkg Acct Commerce Bank	398.49
Total Checking/Savings	112,441.43
Total Current Assets	112,441.43
TOTAL ASSETS	<u>112,441.43</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
27300 · Commerce Bank Line of Credit	22,040.04
27310 · Bank of America Line of Credit	3,925.00
Total Other Current Liabilities	25,965.04
Total Current Liabilities	25,965.04
Long Term Liabilities	
27201 · Stoel Reves	9,840.51
27202 · Loan Payable - NP	34,230.10
Total Long Term Liabilities	44,070.61
Total Liabilities	70,035.65
Equity	
31500 · Temp. Restricted Net Assets	17,494.94
32000 · Unrestricted Net Assets	32,490.40
Net Income	-7,579.56
Total Equity	42,405.78
TOTAL LIABILITIES & EQUITY	<u>112,441.43</u>

EDGE FOUNDATION

ACCOUNTING POLICIES AND PROCEDURES MANUAL

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1.00 BACKGROUND INFORMATION

1.10 Tax Status & Purpose

The following manual is a description of the accounting system of the EDGE FOUNDATION. Edge Foundation (Edge) is a not-for-profit organization incorporated as 501(c)(3) organization.

In accordance with IRS Code Section 501(c)(3), Edge is organized and operates exclusively for the exempt purpose as described in Form 1023, the application for exemption. In compliance with the restrictions on organizations qualifying under the 501(c)(3) code:

- No part of the net earnings of Edge Foundation may inure to the benefit of any staff or private individual.
- No substantial part of Edge Foundation's activities may consist of the carrying on of propaganda or of attempting to influence legislation (lobbying) with the exception of the public policy agenda that Edge promotes for the benefit of students with ADHD and/or Executive Functioning Challenges.
- Edge Foundation may not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Edge Foundation is organized as a public charity under Section 509(a)(2) of the Internal Revenue Code as an organization that normally receives:

- No more than one-third of its support from gross investment income and unrelated business taxable income and
- More than one-third of its support from contributions, membership fees, and gross receipts from activities to its educational, charitable and other functions.

1.20 Applicability

This manual provides a means for formalized, systematic documentation and communication of accounting policies and procedures established by management of the Edge Foundation. These policies and procedures are designed and established by the management of Edge Foundation, with approval of the Foundation's Board of Directors. This manual provides guidance on how to record and maintain assets and liabilities of the Foundation, as well as revenue collections and expenditure disbursements.

1.30 Additions, Updates and Revisions

Additions, updates and revisions to the Accounting Policies and Procedures Manual will be processed by the management of Foundation, with approval by the Edge Foundation's Board of Directors.

2.00 CHART OF ACCOUNTS

2.10 Policy

Edge Foundation's policy is to establish a chart of accounts which accumulates all financial transactions of the organization. The chart of account includes account names for general ledger activity and for subsidiary ledger entries.

2.20 Chart of Accounts

The chart of accounts is the framework for the general ledger system, and therefore the basis for Foundation's accounting system. It consists of account titles that are used to accumulate transactions and the impact of these transactions on each asset, liability, net asset, revenue, expense and gain and loss.

The chart of accounts is monitored and controlled by the Treasurer whose responsibilities include the handling of all account maintenance, such as additions and deletions. The general ledger consists of:

1. Assets

- Checking
- Accounts Receivable
- Pledges Receivable

- Refundable Deposits
- Funds restricted by provisions of donor's gift

2. Liabilities

- Accounts Payable
- Payroll Liabilities
- Accrued Expenses
- Deferred Revenue
- Loan Payable

3. Net Assets

- Opening Balance
- Temporarily Restricted
- Permanently Restricted
- Unrestricted

4. Revenue

- Contributions
- Coach Connection Fees
- Referral Fees
- Training Fees
- Book Sales
- Conference Income
- Special Events Income
- Grant Income
- Interest/Dividends
- In-kind Contributions

5. Expenses

- Association Membership Dues and Subscriptions
- Bank Fees and Charges
- Credit Card Processing Fees
- Equipment
- Equipment/Lease/Maintenance
- Technology
- Meeting and Conference Cost
- Miscellaneous
- Personnel Expenses: Payroll Taxes
- Personnel Expenses: Salaries
- Personnel Expenses: 401(k) fees
- Personnel Expenses: State Unemployment Contribution
- Postage/Delivery
- Contractors/Consultants
- Printing & Reproduction
- Professional Development
- Professional Fees: CPA, attorney's fees, any other professional fees
- Storage
- Supplies
- Telephone/Communications
- Travel and Transportation

3.00 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

3.10 Overview

The Treasurer is responsible for preparing financial reports for appropriate officers, the board of directors, and outside agencies. Periodic and as required operating reports are provided to the CEO and to the Board of Directors. Periodic reports are also produced as agreed with grant makers.

The Treasurer is responsible for coordinating preparation of the organization's tax return (IRS Form 990).

The Treasurer performs the following accounting functions:

- Budget
- Accounts Payable
- Contract and Grant Accounting
- Payroll Allocations and Reporting
- Financial Reporting
- General Accounting
- Cash Management

3.20 Policies

The accounting principles of Edge Foundation will be consistent with GAAP and all applicable federal and state laws.

3.21 Accounting Estimates

Where necessary and appropriate, the Edge Foundation uses estimates in the preparation of its interim and annual financial statements.

3.22 Journal Entries

All general ledgers entries that do not originate from a subsidiary ledger shall be supported by documentation, which shall include a reasonable explanation of such entry. Example of such journal entries include, but not be limited to:

- a. Recording of non-cash transactions
- b. Corrections of posting errors
- c. Non-recurring accruals of income and expenses

Support for journal entries shall be in the form of a schedule associated with the underlying asset or liability account or, in the case of short-term recurring journal entries, in the form of a journal voucher.

4.00 REVENUErecognition

4.10 Definitions

- Contribution – An unconditional transfer of cash or other asset to Edge Foundation.
- Condition – A donor-imposed stipulation that specifies a future and uncertain event whose occurrence or failure gives the donor/grantor a right of return of the asset it has transferred to Edge Foundation or releases the donor/grantor from its obligation to transfer the asset.
- Restriction – A donor-imposed stipulation that specifies a specific use for the contributed assets. Restrictions of Edge Foundation's use of an asset may be temporary or permanent.
- Promise to give – A written or oral agreement to contribute cash or other assets to Edge Foundation.

4.20 Policies

Edge Foundation receives revenue from several types of transactions. Revenue for each of these types is recognized in the financial statements in the following manner:

- a. Contributions are recognized as revenue when received. Unconditional contributions are recorded as unrestricted support. Conditional contributions with donor-imposed stipulations are reported as permanently or temporarily restricted and classified as unrestricted assets when conditions are satisfied.
- b. Contributions received in the form of donations of stock are to be sold immediately and proceeds treated as in (a) above.

- c. Fees are recorded as earned income when received. These include referral fees from JST Coach, LLC, for client connection fees from coaches and training fees for coaches and/or schools.
- d. Income not listed in the above categories is reported as other income. This includes interest on bank accounts.
- e. Government grants include all amounts which may be received or made available by grants, contracts, and cooperative agreements from government agencies that are not considered to be contributions. Government grants are reported as restricted support.
- f. Edge Foundation shall accept charitable contributions of all types from any type of donor, with the following exceptions:
 - 1. Contributions of non-liquid asset(s) possessing legal or other characteristics rendering the assets difficult to sell or convert to liquid assets, as determined by the CEO;
 - 2. Contributions with donor-imposed restrictions that provide excessive or unreasonable control to the donor over future use of the donated asset(s), as determined by the CEO;
 - 3. Contributions with donor-imposed restrictions that violate or involve uses that go beyond Edge Foundation's current mission statement and tax-exempt purposes, as determined by the CEO; and
 - 4. Contributions from donors involved in businesses or activities that are deemed inconsistent with Edge Foundation's mission, as determined by the CEO.

5.00 ACCOUNTS PAYABLE MANAGEMENT

5.10 Overview

Edge Foundation strives to maintain efficient business practices and good cost control. The accounts payable function assists in accomplishing this goal through processing invoices and making payment for authorized transactions.

The recording of assets or expenses and the related liability is performed by the Treasurer. Amounts recorded are based on invoices received for goods or services.

5.20 Policy

Edge Foundation policy related to processing and payment of invoices requires that:

- a. Original invoices are accepted for payment. However, if the original invoice is not available, a duplicate copy may be submitted to process the payment. This will be recorded to avoid inadvertent duplicate reimbursements.
- b. Disbursements and reimbursements are properly authorized and allocated.
- c. Invoices are processed in a timely manner.
- d. Duplicate payments are avoided.
- e. All accounts payable transactions are supported by adequate documentation that explains the nature and purpose of the expenses.
- f. Cash and credit terms are managed for maximum benefit.

5.30 Procedure

- a. Invoices for goods, services and out-of-pocket expenses can be generated by authorized employees and consultants. They must be submitted to the Treasurer and approved for payment by the CEO.
- b. All invoices are reviewed by the Treasurer for mathematical accuracy, validity and conformity to the budget.
- c. Approved invoices and expense reimbursement will be processed into the accounting systems and kept on file until payment.

6.00 DISBURSEMENTS

6.10 Policy

Edge Foundation's policy is to print vendor checks and expense reimbursement checks monthly. The Treasurer will prepare checks for all expenditures. The CEO will approve and sign all checks. Checks for amounts exceeding \$10,000 may be signed by the CEO on approval of the Board Chairman (if different from the CEO) or the Chairman of the Finance and Audit Committee.

6.20 Procedure

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

- a. Expenditures must be supported and in conformity with the purchasing, accounts payable, and other policies described in this manual.
- b. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in bank prior to the release of any checks.
- c. All necessary documentation is attached to the corresponding check prior to forwarding the package to the CEO.
- d. Checks shall be utilized in numerical order and unused checks shall be stored securely.
- e. Checks will never be made payable to "Bearer" or "Cash."
- f. Checks will never be signed prior to being prepared showing amount and recipient.
- g. Upon the presentation of a check, vendor invoices and supporting documentation will immediately be canceled in order to prevent subsequent use or duplicate payment.
- h. All checks made for the benefit of the Executive Director must be signed by the Board Chairman or his/her designee.
- i. Checks may be voided due to processing errors by making proper notations on the face of the check and by clearly marking it as "VOID." All voided checks shall be retained to aid in preparation of bank reconciliation.
- j. Stop payment orders are made for checks lost in the mail or for other valid reasons. Stop payments are communicated electronically or verbally to Edge Foundation's bank by the Treasurer, and are recorded to void the transaction.

7.0 PAYROLL

7.10 Policy

The Edge Foundation has established one monthly payroll period. Pay days are scheduled for the last Friday of each month. If the last Friday is a holiday, the pay day for that month will occur on the final Thursday of the month.

7.20 Deductions

Deductions will be withheld from payroll checks as required by law. In addition, voluntary contributions to tax deferred annuity such as 401(k) will be withheld where applicable.

8.0 GRANT MANAGEMENT

8.10 PURPOSE

It is the policy of Edge Foundation to ensure that the Foundation is accountable for proper grant documentation, administration, and activities.

8.20 Procedure

- a. Edge Foundation shall comply with all applicable laws and regulations governing awards and sub-awards.
- b. The Treasurer is also responsible for monitoring the grant expenses and coordinating reporting required by the Grantor.

Emily Hall Tremaine Foundation
Financial Budget and Reporting Format

Organization: _____

EXPENSES	<i>Complete for Application</i>	<i>Complete for Reports</i>	<i>Update on Reports to Reflect Entire Grant Period Total</i>
	Total Budget for Full Grant Period	Total Expenditures for Grant Reporting Period Dates	Cumulative Expenditures To Date for Full Grant Period
(do not include in-kind)	06/01/2017 -06/01/2018	06/01/2017-06/01/2018	06/01/2017 -06/01/2018
Staff (Salaries & Benefits)	\$0		
Consultants	\$72,000		
Travel/Lodging/Mileage	\$48,000		
Marketing/Communications	\$0		
Presentations/Meetings (includes rental space)	\$0		
Overhead (Rent, Utilities, Supplies) ^	\$0		
Other *			
Total Expenses	\$120,000	\$0	\$0

INCOME	<i>Complete for Application & Update for Reports</i>		<i>Update on Reports to Reflect Entire Grant Period</i>	
	<i>Include all anticipated/requested support</i>	Total Budgeted Income	Requested or Secured?	Total \$ Received
Contributed Income:				
EHTF		\$30,000	requested	
Jewish Communal Fund		\$20,000	secured	
Peter R. and Cynthia K. Kellogg Foundation		\$35,000	secured	
to be determined		\$20,000		
Total Contributed Income		\$105,000		\$0
Earned Income:				
	Total Earned Income	\$0		\$0
Unrestricted Income:				
board donations		\$15,000	requested	
	Total Unrestricted Income	\$15,000		\$0
	Total Income	\$120,000		\$0
	Total Income without EHTF funding	\$90,000		
	Budgeted Surplus (Deficit)	\$0		\$0
In-kind Contributions:				
	Total In-kind Contributions	\$0		

[^] non-program related salaries, benefits and overhead limited to no more than 20% of the grant request

* Please add appropriate line items as necessary



