

STATE GRANT COMPLIANCE REPORTING

Report Template B: Please use this reporting template for the END OF YEAR report

1. Organization:	
Organization Name:	GiGi's Playhouse – Raleigh, LLC
Organization Tax ID #:	81-1482925
Project/Activity Title:	Directed Grant
Reporting Period:	July 1, 2021 through June 30, 2022
Organization Fiscal Year End:	December 31, 2022
Mailing Address (street, city, state, zip code):	2887 Jones Franklin Rd, Raleigh, NC 27606
Phone Number (area code + number):	(919) 307-3952
Fax Number (area code + number):	
Contact Person:	Jeanhee Hoffman
Contact Person Title:	Executive Director
E-Mail Address:	jhoffman@gigisplayhouse.org

2. Preparer: [PLEASE INDICATE WHO PREPARED THIS INFORMATION BY CHECKING]	<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> CPA/Accountant
Name of Preparer: Jeanhee Hoffman	Executive Director	
Phone Number: (919) 307-3952		

3. Please provide a list of the Organization's Board Members. [ADD ADDITIONAL PAGES, IF NEEDED]	
Name of Board Member	Board Member Title
Please see attached.	

4. What restrictions are placed upon the grant by the grant award document? If the grant award document does not identify specific restrictions, please identify the intended use of the grant funds as included in the award document.			
<u>Restrictions:</u> None. <u>Intended use:</u> Expand to a new facility in Downtown Cary Park, with building projects that include a fitness center, technology center, and fully-equipped kitchen; provide educational, therapeutic and career-readiness programs to individuals with Down syndrome across the state through in-person, virtual and satellite programming; support the recruitment, vetting, and retention of volunteers; provide 1:1 job training support to adults with Down syndrome and their employers; support ride-share options for participants to engage in programs and internship/employment opportunities; support collaboration with community organizations, businesses and schools/universities who support our participants' goals; and address issues that we know affect families of lower socio-economic status (i.e., transportation and tablet/Wi-Fi availability).			
5. Does the organization have a Conflict of Interest policy?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	
6. Is the organization a for profit entity?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	

7. Did the organization subgrant or pass down any funds to another organization?			
	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	
If yes, answer the following:			
a. Name of Subgrantee	b. Program Name	c. Amount Subgranted	

8. Program Activities and Accomplishments:
Recipient must complete and submit a separate Program Activities and Accomplishments Report, detailing the program name, the original goals of each program, and a brief narrative of program accomplishments for each funded program. This information is required of all recipients of state funding in an amount greater than or equal to \$25,000.

SCHEDULE OF RECEIPTS AND EXPENDITURES

Report Template C: Please use this reporting template for the END OF YEAR report

9. Organization:	
Organization Name:	GiGi's Playhouse – Raleigh, LLC
Organization Tax ID#:	81-1482925
Organization Fiscal Year End:	December 31, 2022
Mailing Address (street, city, state, zip code):	2887 Jones Franklin Rd, Raleigh, NC 27606
Phone Number (area code + number):	(919) 307-3952
Fax Number (area code + number):	
Contact Person:	Jeanhee Hoffman
Contact Person Title:	Executive Director
E-Mail Address:	jhoffman@gigisplayhouse.org

a. Receipts		
Funding State Agency	Grant Title	Total Receipts
NC DHHS	Directed Grant	\$400,000
b. Expenditures		
Category	Dollar Amount	
Personnel	16,425	
Contracted Services	5,730	
(a)Total Personnel/Contracted Svcs Costs:	22,155	
Office Supplies & Materials		
Service Related Supplies		
(b)Total Supplies & Material Costs:	0	
Travel		
Communications & Postage		
Utilities		
Printing & Binding		
Repair & Maintenance		
Meeting/Conference Expense		
Employee Training (no travel)		
Classified Advertising		
In-State Board Meeting Expenses		
(c)Total Non-Fixed Operating Expense:	0	
Office Rent (Land, Buildings, etc.)	17,190	
Furniture Rental		
Equipment Rental (Phones, Computers, etc.)		
Vehicle Rental		
Dues & Subscriptions		
Insurance & Bonding		
Books/Library Reference Materials		
Mortgage Principal, Interest and Bank Fees		
(d)Total Fixed Charges & Other Expenses:	17,190	
Buildings & Improvements	34,002	
Leasehold Improvements		
Furniture/Non-Computer Equip., \$500+ per item		
Computer Equipment/Printers, \$500+ per item		
Furniture/Equip., under \$500 per item		
(e)Total Property & Equipment Outlay:	34,002	
Purchase of Services		

Contracts with Service Providers	
Stipends/Scholarships/Bonuses/Grants	
(f)Total Services/Contracts:	0
Food	
Other (provide description here):	
Other (provide description here):	
Other (provide description here):	
Other (provide description here):	
(g)Total Other Expenses:	0
Total Expenditures (sum a through g)	\$73,347

Unexpended cash balance (do NOT use with reimbursement grants)

Beginning of the year cash balance	\$400,000
End of the year cash balance	\$326,653

NOTE: If total receipts, expenditures, beginning or ending unexpended grant balance available for expenditures is \$500,000 or more, an audit is required *by G.S. 143C-6-23*.

If there are any questions, please contact the Contract Administrator.

PROGRAM ACTIVITIES AND ACCOMPLISHMENTS REPORT
Report Template D: Please use this reporting template for the END OF YEAR report

Recipient Name:	GiGi's Playhouse – Raleigh, LLC
Recipient Tax ID #	81-1482925
Project/Activity Title:	Directed Grant
Recipient's Fiscal Year End:	December 31, 2022
Report Completion Date:	July 13, 2022
Preparer of This Report:	Jeanhee Hoffman

1. What were the original goals and expectations for the activity supported by this grant?

Expand to a new facility in Downtown Cary Park, with building projects that include a fitness center, technology center, and fully-equipped kitchen; provide educational, therapeutic and career-readiness programs to individuals with Down syndrome across the state through in-person, virtual and satellite programming; support the recruitment, vetting, and retention of volunteers; provide 1:1 job training support to adults with Down syndrome and their employers; support ride-share options for participants to engage in programs and internship/employment opportunities; support collaboration with community organizations, businesses and schools/universities who support our participants' goals; and address issues that we know affect families of lower socio-economic status (i.e., transportation and tablet/Wi-Fi availability).

2. If applicable, how have those goals and expectations been revised or refined during the course of the project?

No significant changes in goals/expectations.

3. What has the activity accomplished with these grant funds? Please include specific information including facts and statistics to support conclusions and judgments about the activity's impact.

As of June 30, 2022, funds have supported 211 programs (50 virtual, 161 in person). There were 2,196 participant check-ins, and the total participant hours was 3,583. Programs were supported through 3,624 volunteer hours.

Related to our Capital Campaign to support the new build, we continue to bring in financial and in-kind support for our infrastructure project. Despite challenges typical of building projects, we have remained on track, with a move-in date delayed from September to November 2022.

4. If the activity is a continuing one, briefly summarize future plans and funding prospects.

In the coming year, our new facility at Downtown Cary Park will provide the space and resources to continue expanding programming. We have also recently re-opened our Chapel Hill Satellite location to provide in-person programming to participants in that area.

In terms of specific programs, we will continue to place an emphasis on enhancement of adult programs (including job coaching) and establishment of a Career Development Center in the new location. These programs – as well as others – will be supported in large part through new community partnerships and strengthening of our volunteer base. We will continue to understand and address challenges to program participation, such as transportation. We will also recruit new board members and committee leaders with expertise needed to support our initiatives.

Finally, we will seek financial support and resources for programs through traditional means, including grants/LOIs, fundraising events (i.e., gala, GFAC), in-kind donations, etc.

If there are any questions, please contact the Contract Administrator.

GiGi's Playhouse Raleigh Board of Directors

Jeanhee Hoffman, Executive Director – 2022 [President 6/2016 – 7/2019] Prior: Vice President of Marketing, C.W. Henderson & Associates, Inc.; Raleigh

Michelle Pfeiffer, President – 2022 [Outreach Coordinator 6/2016 – 7/2019] Founder and Director, Anna's Angels Foundation; Board member, Ds Connect; Member, Work Together NC (and Co-leader of Transportation Committee); Cary

Michelle Schwab, Vice President – 2023; Holly Springs

Jason Gold, JD, Treasurer – 2022 Attorney, Gold Law PA; Raleigh

Rachel Geer, Secretary – 2023 Government Contract Rebate Analyst, GlaxoSmithKline; Chapel Hill

Maria Romano, Hispanic Family & New Family Coordinator – 2023 Spanish Interpreter, UNC Craniofacial Center; Chapel Hill

Lauren Kilpatrick, MD FACS, Member – 2022 Assistant Professor, UNC School of Medicine; Chapel Hill

Anita Spence, Member – 2022 Legislative Assistant, NC General Assembly; Raleigh

Bo Walker, JD, Member – 2022 Attorney, Ragsdale Liggett PLLC; Raleigh

Bryan Huffman, Member – 2025 CFO for Williams Realty & Building Company; Cary

Sonna Raman, Member – 2025 President, NuPulse; Apex

NOTES:

- The GiGi's Playhouse Raleigh Board of Directors includes parents and family members of individuals with Down syndrome.
- The Board is a **working** board, with members serving our population regularly through volunteer work and advocacy. In addition to governing, each board member is responsible for a committee/project. Members are in the community regularly - giving presentations, working on our events, securing new partnerships, leading committees, etc.
- GiGi's Playhouse Raleigh also has a Youth Advisory Board that includes members with Down syndrome. This leadership provides vital insight into our community's needs.