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**2018 S.L. Gimbel Foundation
Fund Holiday Food Program
Grant Application**

Internal Use Only:
Grant #: 20180957

Organization / Agency Information

Organization/Agency Name: Capital Area Food Bank		
Physical Address: 4900 Puerto Rico Avenue NE		City/State/Zip: Washington, D.C. 20017
Mailing Address: 4900 Puerto Rico Avenue NE		City/State/Zip: Washington, D.C. 20017
CEO or Director: Ms. Radha Muthiah		Title: President & CEO
Phone: 202-644-9800 ext. 883	Fax: (202) 529-1767	Email: rmuthiah@capitalareafoodbank.org
Contact Person: Emily Francis		Title: Foundation Relations Associate
Phone: 202-644-9800 ext. 629	Fax: (202) 529-1767	Email: efrancis@capitalareafoodbank.org
Web Site Address: www.capitalareafoodbank.org		Tax ID: 52-1167581

Program / Grant Information

Program/Project Name: Culturally Appropriate Foods: bringing familiar, healthy foods to Latino families in the DMV			Amount of Grant Requested: \$15,000
Total Organization Budget: \$19,696,261	Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 93.6%	Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 3.5%	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 6.3%
Purpose of Grant Request (one sentence): The Capital Area Food Bank respectfully requests \$15,000 to support our Culturally Appropriate Foods initiative, which will provide 180,612 Culturally Appropriate meals to approximately 2,500 individuals in the Washington Metro Region with foods like dried beans, rice, corn flour, and more; a grant of \$15,000 would purchase 20,161 Culturally Appropriate meals.			
Gimbel Holiday Grants Received: List Year(s) and Award Amount(s) None			

Signatures

Board President / Chair: (Print name and Title) Peter Schnall, Chair of the Board	Signature: 	Date: 11/14/2018
Executive Director/President: (Print name and Title) Radha Muthiah, President & CEO	Signature: 	Date: 11/14/2018

**2018 S.L. Gimbel Foundation Fund
Holiday Grant Application**

I. Founded in 1980, the CAFB has a community service reputation built on 38 years of dedication to reducing the scale of hunger in the Washington Metropolitan Area amidst changing community needs and an ever-evolving concept of the role of food banking. Before our founding, the DMV relied primarily on the Federal Government's Food Stamp Program. Due to looming cut backs in the Food Stamp Program the Capital Area Food Bank formed to fill the gap in services. In its first year, the CAFB had one truck and supplied 20,000 pounds of food. We now operate two warehouses totaling 112,000 square feet with 109 full-time and five part-time staff. With the help of over 20,000 volunteers, the CAFB distributes 32 million meals to over 422,000 people annually. Food distributions are essential to feed the hungry today, but we are eager to utilize food as a tool to eradicate hunger tomorrow. The CAFB distributes food in two ways: 1) We provide food to our 444 feeding partner sites like pantries and churches, and 2) We directly distribute food through a variety of programs targeting vulnerable populations. As we embark on our next strategic plan, we are emphasizing a *dual focus* on addressing hunger today and seeding innovative approaches that bundle food with other related services as we aim to have a lasting impact on longer term food security. There are several key concepts that we will be testing, exploring, and implementing over the next phase of our work, including:

- Addressing the needs of the whole person, tailoring food and other services to reflect their stage of the lifecycle, to put them on a more promising pathway in life;
- Moving individuals along a continuum of independence from free food to affordable food to market rate (retail) food; and
- Better access to nutritious food as a means of improving health, educational attainment, skill development, and enhanced engagement and contribution in the region's economic growth.

II. The CAFB's Culturally Appropriate Foods initiative aims to break down barriers Latino families in our region are facing, including language difficulty, cultural food preferences, limited financial resources and poor knowledge of available community-based food resources and services (International Journal for Equity in Health, 2013). In 2015, CAFB feeding partner sites requested more food that would meet the needs of Latino families attending their food distributions; nearly 40% of the families we serve are Latino. Latinos in the region face a myriad of barriers: 17% of are living in poverty, half spend more than 30% of their income on housing, and 24% face food insecurity – twice the rate of White households. The CAFB's understands that groups of people define meaningful and appropriate food differently; food that is understood as nutrition for one group may be inappropriate or taboo for others. During the grant period the CAFB will purchase over 200,000 pounds of Culturally Appropriate Foods specifically for the Latino individuals and families we serve, equivalent to 180,612 meals, and distribute the foods to partners with high percentages of Latino clients. Funds from the Gimbel Foundation would help us procure, purchase, sort, and deliver 20,161 meals, or 11% of all Culturally Appropriate Foods to our partner pantries and direct service programs.

Every partner has different methods for distribution, ranging from every day to weekly to monthly. The number of distributions all depends on their organizational capacity and the needs of the people they are serving. For example, Saint Camillus Catholic Church in Montgomery County, Maryland distributes twice per week, while smaller organizations like Mary's House distribute once per month. In addition to varying distribution times, our partners all have different ways to determine the people they serve. Many have no threshold at all, allowing any individual or family to receive a meal or groceries from their distribution. Others have geographic limitations, only serving those in their specific County. The CAFB is currently unable to determine exactly how many people, including children and seniors, will be served through our Culturally Appropriate Foods program. CAFB staff estimates we serve approximately 2,500 people. We track pounds of shelf-stable items, produce and Culturally Appropriate Foods going to partners, and use that number to translate into meals served. Some of our partners also receive food from other sources, and if we were to record all people receiving food from our partners, that would not be an accurate reflection of who was served specifically CAFB items. The CAFB is currently investing in and onboarding a program called Service Insights which will produce more data and information in the future about who our partners are serving. Service Insights refers to the integration of a software called Link2Feed that was developed by food banks, for food banks. We currently have 38 partners onboarded and hope to spend the next few years integrating our other partners with this program.

III.

Line Item	Line Item Description	Amount
Black Beans	Dried; \$0.53 per pound, 9,434 pounds	\$5,000
Flour, Masa Corn Torti Masa, Harina De Maiz	\$0.40 per pound, 12,500 pounds	\$5,000
Vegetable Oil	\$0.89 per pound, 5,617 pounds	\$5,000
TOTAL:		\$15,000

IV. Administrative Expenses Percentage

This section calculates how much the organization spent for general management, overhead, indirect items as a percentage of the organization's total expenses. The figures are based on your most current **990 form that you submitted, Part IX Statement of Functional Expenses.**

Management & general expenses (Column C only)	/Total expenses (Column A)	= Administrative Percentage
\$2,524,100	\$70,232,501	3.5%

V. Supplemental Documents Checklist: Submit the following as attachments

- ✓ Your current 501(c) (3) final determination letter from the IRS
 - ✓ List of your Board members and their affiliations
 - ✓ Your most recent, filed 990 report.
 - ✓ Part IX only of the 990 form, Statement of Functional Expenses (one page)
 - ✓ Your 2018 operating budget (Current calendar or fiscal year)
 - X 2017 Holiday Food Program Grantees: Include your evaluation report – N/A
 - X Other past Holiday Food Program Grantees: Include your **most recent** evaluation report – N/A
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ATLANTA GA 39901-0001

In reply refer to: 0752146255
May 02, 2013 LTR 4168C 0
52-1167581 000000 00
00047730
BODC: TE

CAPITAL AREA FOOD BANK
4900 PUERTO RICO AVE NE
WASHINGTON DC 20017-2313

1315

Employer Identification Number: 52-1167581
Person to Contact: TE/GE
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 23, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in JANUARY 1980.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

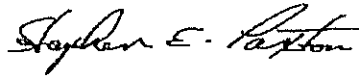
Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0752146255
May 02, 2013 LTR 4168C 0
52-1167581 000000 00
00047731

CAPITAL AREA FOOD BANK
4900 PUERTO RICO AVE NE
WASHINGTON DC 20017-2313

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Stephen E. Paxton
Operations Manager, AM Operations 3



**Capital Area Food Bank
Board of Directors**

As of August 30, 2018

Peter Schnall, Chair
Community Advocate

Denise Dombay, Vice Chair
Community Advocate

John Huffman, Treasurer
Community Advocate

Amy Celep, Secretary
CEO
Community Wealth Partners

Michael Bell
Pastor
Allen Chapel AME Church

Greg Bingham
Vice President
The Kenrich Group LLC

Adam Goldberg
Founder
Trident Advisors, P LLC

Felecia Greer Esq.
Customer Advocate
Pepco Holdings, Inc.

John P. Hynes, Jr.
Community Advocate

George A. Jones
Executive Director
Bread for the City, Inc.

Tom Lofland
VP Merchandising and Marketing Safeway/Eastern
Albertsons/Safeway

Gordon Reid
Division President
Giant LLC

Linda Keene Solomon
CEO and Community Advocate
Linda Keene Solomon & Associates

Carl L. Vacketta
Partner
DLA Piper

Johnny A. Yataco
President
Washington Hispanic

Radha Muthiah
President and CEO
Capital Area Food Bank

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	457,998.	119,873.	247,410.	90,715.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	6,204,370.	4,580,390.	999,108.	624,872.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	402,405.	301,179.	61,077.	40,149.
9 Other employee benefits	1,081,881.	775,171.	194,101.	112,609.
10 Payroll taxes	541,905.	384,253.	99,891.	57,761.
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	50,800.		50,800.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17	220,086.			220,086.
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	82,386.	960.	79,018.	2,408.
12 Advertising and promotion	77,286.	4,874.	50,564.	21,848.
13 Office expenses	980,529.	291,154.	147,199.	542,176.
14 Information technology	204,824.	140,343.	20,692.	43,789.
15 Royalties				
16 Occupancy	693,786.	618,856.	53,908.	21,022.
17 Travel	26,096.	21,158.	1,872.	3,066.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	226,494.		226,494.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	1,720,270.	1,516,001.	158,837.	45,432.
23 Insurance	156,394.	136,683.	17,154.	2,557.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a IN-KIND FOOD DISTR.	51,542,804.	51,542,804.		
b COST OF PURCHASED FOOD	2,188,777.	2,188,777.		
c PREPARED MEALS	1,512,765.	1,512,765.		
d FREIGHT	1,165,703.	1,165,703.		
e All other expenses	694,942.	481,428.	115,975.	97,539.
25 Total functional expenses. Add lines 1 through 24e	70,232,501.	65,782,372.	2,524,100.	1,926,029.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Capital Area Food Bank	
Fiscal Year 2019 (July 1, 2018 - June 30, 2019)	
Board Approved Budget	
Account	Annual
Individual giving	7,154,614
Institutional funding	744,591
Other fundraising (Food drives, Special Events)	1,906,033
New restricted grants	2,055,000
Fundraising	11,860,238
Bequests	150,000
Government funding	3,511,731
Agency fees	618,502
Product cost plus fees	1,880,292
Other income	337,640
Total revenue	18,358,403
Salaries	7,111,158
Taxes and Benefits	2,369,962
Personnel	9,481,120
Food related costs	5,257,048
Occupancy & transportation	1,140,273
Travel, Training, Staff Development	102,191
Administration	453,551
Professional fees	270,275
Materials & supplies	180,736
Miscellaneous expense	57,000
Technology	315,368
Insurance	173,040
Depreciation	1,587,491
Direct mail expenses	648,000
Special event expenses	30,169
Total expenses	19,696,261
Net operating position	(1,337,858)
Net income on reserves	494,000
Other interest income/(expense)	(2,512)

Capital Area Food Bank		
Fiscal Year 2019 (July 1, 2018 - June 30, 2019)		
Board Approved Budget		
Account		Annual
Net non-operating position		491,488
In-kind revenue		53,417,190
In-kind expense		54,564,065
Inventory suspense		(565)
Net in-kind position		(1,147,440)
Releases from temp restricted		1,590,557
Releases out of temp restricted		1,590,557
TRINA memo		(0)
Total net position		(1,993,811)
CAFB Inc Statement		1,993,811