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

Internal Use Only:  
Grant #: 20180969

**Organization / Agency Information**

<b>Organization/Agency Name:</b> Fredericksburg Regional Food Bank		
<b>Physical Address:</b> 3631 Lee Hill Drive		<b>City/State/Zip</b> Fredericksburg, Virginia, 22408
<b>Mailing Address:</b> 3631 Lee Hill Drive		<b>City/State/Zip</b> Fredericksburg, Virginia, 22408
<b>CEO or Director:</b> Oya Oliver		<b>Title:</b> President & CEO
<b>Phone:</b> 540-371-7666	<b>Fax:</b> 540-371-2968	<b>Email:</b> ooliver@fredfood.org
<b>Contact Person:</b> Heather Muir		<b>Title:</b> Grants & Communications Specialist
<b>Phone:</b> 540-371-7666 X131	<b>Fax:</b> 540-371-2968	<b>Email:</b> hmuir@fredfood.org
<b>Web Site Address:</b> www.fredfood.org		<b>Tax ID:</b> 54-1255013

**Program / Grant Information**

<b>Program/Project Name:</b> Produce for Pantry Distribution			<b>Amount of Grant Requested:</b> \$15,000.00
<b>Total Organization Budget:</b> \$10,090,622.00	<b>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</b> 93.5	<b>Per 990, Percentage of Management &amp; General Expenses Only (Column C/ Column A x 100):</b> 2.6	<b>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</b> 6.5
<b>Purpose of Grant Request (one sentence):</b> The purpose of the grant request is to purchase produce for the Fredericksburg Regional Food Bank to distribute through our partner agencies directly to the food-insecure and working poor in our community.			
<b>Gimbel Holiday Grants Received: List Year(s) and Award Amount(s)</b> We have not received Gimbel Holiday Grants.			

**Signatures**

<b>Board President / Chair: (Print name and Title)</b> Timothy Jeter / Board Chair	<b>Signature:</b> 	<b>Date:</b> 11-15-18
<b>Executive Director/President: (Print name and Title)</b> Oya Oliver / CEO	<b>Signature:</b> 	<b>Date:</b> 11-15-18

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

Please provide the following information for items I. through III. by answering all questions in ONE PAGE-12 Font. Please be thorough, clear, specific, and concise.

**I. Organization/Agency Background:** State your mission, vision, purpose, and provide a brief history. What are your core programs and activities? How many people do you serve? How many paid staff, full time and part-time? How many volunteers?

The mission of the Fredericksburg Regional Food Bank is to feed the hungry through a community-wide network of partner agencies and engage our community in the fight to end hunger. The FRFB's vision, since 1982, has been to work to fight hunger in our community. Today, the FRFB's continued purpose is to help food-insecure individuals in Planning District 16. Our core programs are our Pantry Distribution Program, Mobile Pantry, Food For Life/Brown Box Program (for our elderly and disables neighbors), which includes Commodity Supplemental Food Program through the USDA, Kids on the Go (a summer feeding program), Club Kids (a snack program in the schools), and our Food-4-Families school pantry program. In collaboration with Feeding America, local farmers, retail donors, volunteers, and 140 program partner agencies, the FRFB works to end hunger in our community. We have 24 full-time staff, 2 part time staff, and 1,850 volunteers working year-round to ensure fresh produce and nutritious food is available.

**II. Project Information:** Describe your food distribution program. **ANSWER ALL QUESTIONS.** Explain the community need including demographics, geographic characteristics of the area or community to be served, community conditions and income level. What are the specific activities of the food program?

The FRFB distributed over 4.1 millions of pounds of food to the hungry and working poor in FY18, and fed 33,064 people, the equivalent of 3.28 million meals. FRFB is the food hub for Planning District 16 (Caroline County, Spotsylvania County, King George County, Stafford County, the Community of Locust Grove and the City of Fredericksburg). The demographics include an average monthly income of \$803.49 for our Pantry Distribution clients, however, the poverty rates range from 5.08% to 16.6% and half of PD16 is a USDA designated food desert (a food desert is defined as a void of fresh fruit, vegetables, and other healthful whole foods, usually found in impoverished areas). The geographic characteristics include the Rappahannock River, and a pass-through between Washington, DC, and Richmond, both being metropolitan cities. Representatives from our 70 partner pantries come to the food bank to select food and grocery items to distribute in their local community.

How do you identify/qualify those in need? How often is the food distribution offered?

People who come to our partner agency pantries for assistance are self-declared as far as need and no other information is requested. Whatever information is given is recorded by the pantry and kept in our database. The frequency of distribution varies by pantry from several times a week to a few times a month. How many people will be served by the food distribution program (children, youth, adults, seniors)? Please explain how you keep track of number of people served.

The Pantry Distribution Program distributed food to 33,064 food insecure residents in FY18. Of those receiving food, 34% were children up to age 18, 50% were adults aged 19-59, and approximately 14% were seniors 60 and over. These numbers are tracked by site volunteers upon arrival, at each pantry, through information intake and regularly scheduled site monitoring done by FRFB staff.

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Holiday Grant Application

**III. Project Budget**

Please provide a detailed line-item budget for your project by completing the budget form below. The maximum requested amount is \$15,000 or 25% of your operating budget, whichever is less. You can request for less than \$15,000. You may delineate your line items requests per examples below:

- 85% of total request for the purchase of food items only. (Ex. Total request of \$15,000; 85% is \$12,750 for food)
- 15% of total request for female hygiene products and/or diapers. (Ex. Total request of \$15,000; 15% is \$2,250 for diapers and female hygiene products)
- 100% of total request for the purchase of food items
- Canned tuna will not be funded.

Food items must be delineated (i.e. canned vegetables, soup, pasta, dried beans, rice, etc.). For each food item, indicate the cost per unit (pound, carton, case, etc.) and the quantity. See attached example.

Line Item	Line Item Description	Requested Amount
onions	200- 3lb bags @ \$19.00 per bag	\$3,800.00
potatoes	200- 5lb bags @ \$16.50 per bag	\$3,300.00
cabbage	76-6 bag container @ \$12.50 per container	\$950.00
corn	75-2 dozen/bag @ \$15.50 per bag	\$1,162.50
Naval oranges	51-20lb bag @ \$45.50 per bag	\$2,320.50
Red Delicious or Granny Smith	95-12lb bag @ \$27.50 per bag	\$2,612.00
broccoli	100-3lb bag @ \$8.50 per bag	\$850.00
<b>TOTAL:</b>		<b>\$15,000.00</b>

**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
\$241,161.00	\$9,390,605.00	2.56%

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Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

Date: October 6, 2015

FREDERICKSBURG REGIONAL FOODBANK  
% OYA OLIVER  
PO BOX 1006  
FREDERICKSBURG, VA 22402

Person to Contact

Ms. Wiles

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

54-1255013

Dear Sir or Madam:

This is in response to your September 23, 2015 request for information regarding your tax-exempt status.

Our records indicate you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in July 1985.

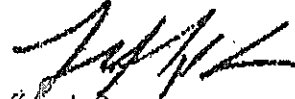
Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(1) and 170(b)(1)(A)(vi).

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/charities](http://www.irs.gov/charities) for information regarding filing requirements. Specifically, note that section 6033(j) of the Code automatically revokes the tax-exemption of any organization that fails to satisfy its filing requirement for three consecutive years. The automatic revocation of exemption is effective as of the due date of the third required annual filing or notice. The IRS maintains a list of organizations whose tax-exempt status was automatically revoked at IRS.gov.

If you have any questions, please call the phone number in the heading of this letter.

Sincerely,



Jeffrey L. Cooper  
Director, Exempt Organizations

**TITLE, NAME, AFFILIATIONS**

**Chair-** Timothy R. Jeter, Electrical Engineer, Dahlgren NSWC

Vice Chair, Vacant

**Secretary-** Vicky Langford, Spotsylvania County Schools Social Worker

**Treasurer-**Andrew Burge, Branch Manager, Woodforest National Bank

**Board Member-** Amy Jo Olney

**Board Member-**Robert L. Belcher, VP Regional Operations, Giant of Landover

**Board Member-**Ritta Armstead, Mary Washington Healthcare

**Board Member-**Shawn Buckner-Barnes, Administrative/Technical Specialist, NSWCDD

**Board Member-** Allen F. Bareford, Public Defender, Office of the Public Defender

**Board Member-**Steve W. Rollins, Sr., Distribution Systems Supervisor, McLane MidAtlantic Division

Board Member, Tiffany A. Gray, Shift/Co Manager, Wal-Mart

**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 .....				
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 .....	912,479.	611,361.	155,121.	145,997.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits .....	190,072.	127,348.	32,312.	30,412.
10 Payroll taxes .....	67,779.	45,412.	11,522.	10,845.
11 Fees for services (non-employees):				
a Management .....				
b Legal .....	425.		425.	
c Accounting .....	27,340.		27,340.	
d Lobbying .....				
e Professional fundraising services. See Part IV, line 17				
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.)				
12 Advertising and promotion .....	31,678.	31,678.		
13 Office expenses .....				
14 Information technology .....	3,143.	2,829.	157.	157.
15 Royalties .....				
16 Occupancy .....				
17 Travel .....	12,989.	11,690.	650.	649.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings .....	4,284.	3,856.	214.	214.
20 Interest .....	27,456.	24,710.	1,373.	1,373.
21 Payments to affiliates .....				
22 Depreciation, depletion, and amortization .....	104,092.	93,682.	5,205.	5,205.
23 Insurance .....	36,557.	32,901.	1,828.	1,828.
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 <b>FOOD COSTS</b> .....	7,614,867.	7,614,867.		
b <b>FUNDRAISING</b> .....	172,766.			172,766.
c <b>DUES &amp; SUBSCRIPTIONS</b> .....	45,062.	45,062.		
d <b>VEHICLES</b> .....	35,157.	35,157.		
e All other expenses .....	104,459.	95,414.	5,014.	4,031.
25 Total functional expenses. Add lines 1 through 24e	9,390,605.	8,775,967.	241,161.	373,477.
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)

## FREDERICKSBURG REGIONAL FOOD BANK

## Profit &amp; Loss

July 2017 through June 2018

Jul '17 - Jun 18

Ordinary Income/Expense	
Income	
40000 · DONATIONS	1,904,218.95
42000 · SHARED MAINTENANCE	222,444.49
4300-04 · CONTRIBUTIONS OF FOOD	8,141,716.98
43000 · NON CASH DONATIONS	10,932.00
Total Income	10,279,312.42
Cost of Goods Sold	
50000 · COST OF GOOD SOLD	8,192,300.47
Total COGS	8,192,300.47
Gross Profit	2,087,011.95
Expense	
60000 · ADVERTISING & PROMOTIONS	22,432.09
61000 · VEHICLE EXPENSE	36,752.92
62000 · COMPUTER EXPENSES	3,995.65
63000 · DUES/SUBSCRIPTIONS/LICENSE	54,030.22
64000 · INSURANCE EXPENSE	189,828.15
65000 · POSTAGE & DELIVERY	3,412.14
66000 · PROFESSIONAL FEES	43,561.93
67000 · COMMUNICATION EXPENSE	20,739.01
68000 · UTILITIES	29,349.80
69000 · CONFERENCES/SEMINARS/MEETINGS	6,270.99
72000 · FOOD PROGRAM EXPENSE	23,673.84
73000 · CREDIT CARD/ONLINE DONATION FEE	5,442.65
74000 · FUNDRAISING	205,287.28
75000 · HUMAN RESOURCES	1,620.70
76000 · OTHER OPERATING EXPENSES	51,904.26
77000 · PAYROLL EXPENSE	1,107,432.42
79000 · PRINTING	1,519.51

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Accrual Basis

**FREDERICKSBURG REGIONAL FOOD BANK**

**Profit & Loss**

July 2017 through June 2018

	Jul '17 - Jun 18
80000 · TAXES	97.30
81000 · TRAVEL EXPENSE	15,762.37
82000 · WAREHOUSE EXPENSE	39,825.05
83000 · INTEREST EXPENSE	26,085.01
Total Expense	1,889,023.29
Net Ordinary Income	197,988.66
Other Income/Expense	
Other Income	
90000 · OTHER INCOME	12,607.87
Total Other Income	12,607.87
Net Other Income	12,607.87
Net Income	<u>210,596.53</u>