

#27



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

Internal Use Only:
Grant: 286092

Organization / Agency Information

<i>Organization/Agency Name:</i> Houston Food Bank		
<i>Physical Address:</i> 535 Portwall St.		<i>City/State/Zip:</i> Houston, TX 77029
<i>Mailing Address:</i> 535 Portwall St.		<i>City/State/Zip:</i> Houston, TX 77029
<i>CEO or Director:</i> Brian Greene		<i>Title:</i> President and CEO
<i>Phone:</i> (713) 547-8602	<i>Fax:</i> n/a	<i>Email:</i> Bgreene@houstonfoodbank.org
<i>Contact Person:</i> Natalie Hill		<i>Title:</i> Grants Coordinator
<i>Phone:</i> (713) 547-8677	<i>Fax:</i> n/a	<i>Email:</i> Nhill@houstonfoodbank.org
<i>Web Site Address:</i> Houstonfoodbank.org		<i>Tax ID:</i> 74- 2181456

Program / Grant Information

<i>Program/Project Name:</i> Houston Food Bank- School Market Acquisition			<i>Amount of Grant Requested:</i> \$15,000
<i>Total Organization Budget:</i> FY 19 GenOp Budget= \$45,319,984	<i>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</i> 96.2%	<i>Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100):</i> 2.1%	<i>Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100):</i> 3.7%
<i>Purpose of Grant Request (one sentence):</i> The Gimbel Holiday Food Program Grant will be utilized to purchase nutritious, high-demand food for Houston Food Bank's School Market program, which provides in-school pantries for students in need; School Markets make nutritious food more accessible for food insecure students in Middle School and High School.			
<i>Gimbel Holiday Grants Received: List Year(s) and Award Amount(s)</i> N/a, Houston Food Bank has never received a Gimbel Holiday Food Program Grant.			

Signatures

<i>Board President / Chair: (Print name and Title)</i> Michael Cordua / Chair	<i>Signature:</i> 	<i>Date:</i> 11-7-18
<i>Executive Director/President: (Print name and Title)</i> Brian Greene / President & CEO	<i>Signature:</i> 	<i>Date:</i> 11-7-18

**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?

Leading the Fight Against Hunger since 1982, Houston Food Bank (HFB) continues to feed the hungry by distributing 122,000,000 meals annually through 1,500 hunger-relief charities in Houston and southeast Texas. HFB provided nutritious food for 800,000 individuals last year. HFB also provides child hunger-relief, nutrition education and food collection programs to benefit the local community. HFB has 340 full-time and 2 part-time employees. 92,000 individuals volunteered with HFB last year.

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?

1 in 4 children in Texas is food insecure. To combat this staggering statistic, HFB addresses child hunger by partnering with local schools through the School Market program. School Markets are set up like a small grocery store for students at a consistent location within a school's campus. School Markets may also operate through a mobile market that brings food directly to a high school or middle school campus. Distribution includes healthy foods such as lean proteins, fruits and vegetables, and whole grains that fuel children's growing bodies.

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

Partners for the School Market program recruit student volunteers who run the operations, data collection, and advertising for the project. Students meeting household income requirements or who can detail a need are invited to participate in a shopping experience. Distribution occurs, at minimum, twice each month at every School Market location.

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.

HFB tracks each individual utilizing HFB resources through intake paperwork and an internal database. The School Market program served 8,000 children last year. It is estimated that a generous donation from the S.L. Gimbel Foundation will serve 3,500 students and provide over 38,000 meals.

III. Project Budget

Line Item	Line Item Description	Requested Amount
Canned asparagus	12 cans/case, \$8.69/case, 692 cases	\$6,011
Oatmeal packets	220 packs/case, \$26.90/case, 251 cases	\$6,751
<i>Always</i> , feminine hygiene pads	96 per case, \$15.99/case, 140 cases	\$2,238
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
\$4,299,795	\$204,124,432	2.1%

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)
- 2017 Holiday Food Program Grantees: Include your evaluation report
- Other past Holiday Food Program Grantees: Include your most recent evaluation report



OGDEN UT 84201-0038

In reply refer to: 0437974133
Aug. 22, 2011 LTR 4168C E0
74-2181456 000000 00

00023925
BODC: TE

HOUSTON FOOD BANK
535 PORTWALL
HOUSTON TX 77029



022154

Employer Identification Number: 74-2181456
Person to Contact: M.Selim
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 11, 2011, 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 1984.

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.



Board of Directors

2018-2019

Manu Asthana
President
Direct Energy Home

T. Ryder Booth
Chief Procurement Officer
Chevron

Michael Cordua (Chair)
Owner
Cordua Restaurant

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President
Craft Associates, Inc.

Louise Duble
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Barbara Green (Treasurer)
VP, Tax
Sysco Corporation

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President/CEO
Houston Food Bank

Greg Grissom
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Houston Texans

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Group VP of Human Resources
H-E-B

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CEO
Victory Packaging

Robert Sawchuk
Business Director
BASF Total Petrochemicals

Mayra Vazquez
Owner
Latin Specialties

Larry Wyche
Wyche Logistics & Leadership Consulting

HFB Senior Staff

Brian Greene, President / CEO
Stan Edde, Chief Operating Officer
Klaudia Brace, Chief Financial Officer
Amy Ragan, Chief Development Officer
Matt Toomes, Chief Inventory and Quality Control Officer
Nicole Lander, Chief Programs Officer
Oleg Jolic, Chief Services Officer

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.	175,210,183.	175,210,183.		
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.	1,022,764.	753,773.	173,197.	95,794.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).	0.	0.	0.	0.
7 Other salaries and wages.	11,512,672.	8,484,467.	1,949,789.	1,078,416.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).	141,412.	104,220.	23,947.	13,245.
9 Other employee benefits.	958,456.	706,378.	162,307.	89,771.
10 Payroll taxes.	1,081,541.	797,092.	183,150.	101,299.
11 Fees for services (non-employees):				
a Management.				
b Legal.				
c Accounting.	108,209.		108,209.	
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 Schedule O.)	1,552,185.	943,305.	253,688.	355,192.
12 Advertising and promotion.	220,894.	9,598.	157,143.	54,153.
13 Office expenses.	3,463,229.	1,342,801.	731,046.	1,389,382.
14 Information technology.				
15 Royalties.				
16 Occupancy.	1,718,806.	1,558,818.	131,387.	28,601.
17 Travel.	270,423.	218,611.	34,023.	17,789.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.	63,712.	17,465.	37,004.	9,243.
20 Interest.	85,175.	76,274.	5,758.	3,143.
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	2,084,463.	1,866,636.	140,910.	76,917.
23 Insurance.	243,192.	234,362.		8,830.
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 <u>Repairs and maintenance</u>	1,531,665.	1,404,957.	55,437.	71,271.
b <u>Trucking expenses</u>	1,157,484.	1,157,484.		
c <u>Food processing costs</u>	1,061,520.	1,061,520.		
d <u>Rental & equipment</u>	605,963.	443,937.	152,800.	9,226.
e All other expenses.	30,484.	30,484.		
25 Total functional expenses. Add lines 1 through 24e.	204,124,432.	196,422,365.	4,299,795.	3,402,272.
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 <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

FY19 OPERATING BUDGET



Revenues	FY19 Operating Budget
Contributions	21,600,000
Government contracts	12,471,798
Fees	5,457,090
Lease, catering and other	2,081,530
Total Revenues	41,610,418
Expenditures	
Payroll, taxes, benefits	20,060,840
Contract labor	1,269,750
Professional and bank fees	1,222,489
Program expenses	1,805,624
Office supplies	471,821
Utilities	943,076
Fuel, incoming freight	2,543,476
Warehouse expense	737,807
Insurance- property/ auto	721,800
Rentals and leasing	1,661,020
Repairs and maintenance	1,692,294
Printing and boxes	1,429,427
Travel and training	908,631
Promotional	417,142
Purchased food, VAP	8,793,337
Agency and PDO grants	442,000
Other	199,450
Total Expenditures	45,319,984
Net Surplus/(Deficit)	3,709,568

SUPPLEMENTAL INFORMATION:

Projected pounds distributed= 120,000,000

Projected Produce pounds distributed= 54,000,000

% Produce pounds of total= 45%