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

Internal Use Only:
Grant: 20180979

Organization / Agency Information

<i>Organization/Agency Name:</i> Oak Park River Forest Food Pantry		
<i>Physical Address:</i> 848 Lake Street		<i>City/State/Zip:</i> Oak Park, IL 60301
<i>Mailing Address:</i> same		<i>City/State/Zip:</i> same
<i>CEO or Director:</i> Michele Zurakowski		<i>Title:</i> Executive Director
<i>Phone:</i> 708-434-0085	<i>Fax:</i>	<i>Email:</i> michele@oprffoodpantry.org
<i>Contact Person:</i> Teri Miller		<i>Title:</i> Director of Development
<i>Phone:</i> 708-386-1324 ext. 4200	<i>Fax:</i>	<i>Email:</i> teri@oprffoodpantry.org
<i>Web Site Address:</i> www.oprffoodpantry.org		<i>Tax ID:</i> 27-2018997

Program / Grant Information

<i>Program/Project Name:</i> Healthy Foods Initiative			<i>Amount of Grant Requested:</i> \$15,000
<i>Total Organization Budget:</i> \$2,700,100	<i>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</i> 91%	<i>Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100):</i> 5%	<i>Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100):</i> 9%
<i>Purpose of Grant Request (one sentence):</i> Gimbel funding would allow us to purchase nearly 20,000 pounds of the nutrient-dense and protein-rich products so lacking in in the diets of the low-income people we serve.			
<i>Gimbel Holiday Grants Received: List Year(s) and Award Amount(s)</i> Grant year: 2012--\$10,000 Grant year: 2013--\$10,000 Grant year: 2014--\$10,000 Grant year: 2017--\$10,000			

Signatures

<i>Board President / Chair: (Print name and Title)</i> Elizabeth Backes, President	<i>Signature:</i> 	<i>Date:</i> 11-13-18
<i>Executive Director/President: (Print name and Title)</i> Michele Zurakowski, Executive Director	<i>Signature:</i> 	<i>Date:</i> 11/13/18

**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?*

Although our name implies a small suburban focus, we serve low-income residents of 13 zip-codes including portions of the city of Chicago and many of its near-west suburbs. Last year over 13,000 unique individuals (44,000 with repeat visits) visited our Food Pantry. In operation since 1978 as a program under a parent organization, explosive client demand during the 2008 recession led us to become a stand-alone agency in 2010. We believe hunger is solvable; our vision is a hunger-free community. Core values of respect, fairness, community, and accountability are enshrined in our updated mission statement: *harnessing the power of communities to end hunger*. Emphasizing community in all our efforts allows us to serve vulnerable community members while providing meaningful service opportunities to 1,400 volunteers. Our priorities are weighted towards direct hunger relief programming—Food Pantry, Home Delivery to Seniors, Summer Meals for Kids, Nutrition Education (91% of total functional expenses). Administration (5%) and fundraising (4%) are kept to a minimum. We keep overhead expenses low by focusing on recruiting in-kind donations of food and labor (approx. 50% of income). Our paid staff include 9 FT, 3PT, and 2 AmeriCorps members.

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?*

Our marquee program is our Food Pantry where we focus on providing a week's worth of the most nutritious food possible—the lean protein and fresh produce that is normally inaccessible to the low-income people we serve. Food insecurity in our service area ranges from 6% (River Forest) to 37% (westside of Chicago). Dietitians and interns offer Nutrition Education at each food distribution, providing samples of healthy foods made with Food Pantry ingredients along with recipes. They also offer professional assistance with tailoring diets to disease states such as diabetes or hypertension. By providing free, wholesome food, as well as education about how to use and enjoy it, our Healthy Foods Initiative helps low-income and food-insecure families combat hunger and eat a more varied and nutritious diet. Everyone is also offered assistance in applying for state and federal income supports. The majority of people come to us from the westside of Chicago (57%) where food deserts, unemployment, poverty, and *de facto* segregation have led to rampant food insecurity. But even in more affluent communities, people struggle with hunger. We serve thousands of people from the suburb of Oak Park (17%) and surrounding communities (26%). Nearly all those we serve (97%) fall into HUD's low/very-low income levels. Average family income is \$11,253 (3 people).

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

Our Food Pantry is open for food distribution twice a week during evening, afternoon and weekend hours to allow flexibility for those with employment. Clients are invited to shop at the Food Pantry once per month, selecting their own food much like a grocery store. All participants must provide a photo ID and proof of residence within our service boundaries. If they are outside our service boundaries, we serve them once and provide referrals to agencies that serve their zip code. They must also attest that family income does not exceed Illinois Emergency Food Assistance Program limits. Those in need are provided funding assistance to obtain an ID

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.

Each year we serve over 13,000 unduplicated individuals living in Chicago and surrounding suburbs: 34% of those we serve are children under nineteen, 12% are seniors over sixty-five, 19% identify as disabled, and 3% are veterans. In all, 85% of the households we serve contain at least one member in these vulnerable populations. Client intake includes collecting HUD-required data for all household members which is logged into a database (SalesForce platform).

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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
Fresh Vegetables: Idaho baking potatoes	80 ct/case, \$15.50/case, 59 cases Approx.: 2360 pounds	\$914.50
Fresh Vegetables: broccoli crowns	20lbs/case, \$27.00/case, 75 cases Approx.: 1500 pounds	\$2,025.00
Fresh Vegetables: carrots	48/11b bags/case, \$27.50/case, 75 cases Approx.: 3600 pounds	\$2,062.50
Fresh Fruit: bananas	40lb cases, \$19.00/case, 85 cases Approx.: 3400 pounds	\$1,615.00
Fresh Fruit: oranges	88ct per case, \$34.50/case, 45 cases Approx.: 1800 pounds	\$1,552.00
Meat: Frozen Beef Patties	18lb/case, \$25.20/case, 120 cases Approx.: 2160 pounds	\$3,024.00
Meat: Frozen Ground Turkey	12/11b pkgs/case, \$11.64/case, 100 cases Approx.: 1200 pounds	\$1,164.00
Eggs—large	15 Dozen/case, \$14.55/case, 100 cases Approx.: 2250 pounds	\$1,455.00
Peanut Butter	12/11b pkgs/case, \$11.17/case, 107 cases Approx.: 1284 pounds	\$1,188.00
TOTAL:	19,854 pounds	\$15,000.00

Prices based on Get Fresh Produce, INC. invoices October 2018

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
\$97,540	\$1,845,911	5%

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 03 2010**

OAK PARK RIVER FOREST FOOD PANTRY
848 LAKE ST
OAK PARK, IL 60301

Employer Identification Number:
27-2018997
DLN:
17053179317000
Contact Person:
BENJAMIN L DAVIS ID# 31465
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
April 2, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

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OAK PARK RIVER FOREST FOOD PANTRY

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC



Board of Directors FY 2019

Elizabeth Sweeney Backes, *President*, 1023 Bonnie Brae Place, River Forest, IL 60301
Senior Vice President and Senior Equipment Management Officer, Banc of America Leasing

Stephanie Schrodt, *Vice-President*, 706 Lathrop Avenue, River Forest, IL 60305
Community volunteer and certified teacher, with a decade of professional experience in human resources management.

Melanie Halvorson, *Treasurer*, 1115 N. Kenilworth Avenue, Oak Park, IL 60302
Community volunteer after a long career in commercial lending, marketing, and communications.

Cassandra West, *Secretary*, 175 Linden Ave., Oak Park, IL 60302
Media consultant and freelance business and education writer

Cuyler Brown, 559 Thatcher, River Forest, IL 60305
Community volunteer and commercial lender with Huntington Bank.

Collete English Dixon, 900 N. Kingsbury St., #1075, Chicago, IL 60610
Executive Director, Marshall Bennett Institute of Real Estate, Roosevelt University

Thomas Gary, 1192 Clarence Ave, Unit 7, Oak Park, IL 60304
Economic Development professional, Office of the State Treasurer

Susie Goldschmidt, 716 Belleforte Avenue, Oak Park, IL 60302
Vice President Banking Center Manager, MB Financial

Laura Gutierrez, 6437 33rd Street, Berwyn, IL 60402
Grants Administrative Assistant, The Chicago Community Trust

Bob Haisman, 165 N. Kenilworth Ave 5-K, Oak Park, IL 60301
Retired high-school teacher and past president, Illinois Education Association

Patricia Hannon, MD, 1116 Keystone Avenue, River Forest, IL 60305
Pediatrician, Erie Family Health Center

Mary Jane Keitel, 850 Fair Oaks Avenue, Oak Park, IL 60302
Major Gifts Officer, Field Museum of Natural History

Andrew Charles Maychruk, 210 Gale Avenue, River Forest, IL 60305
Chief Technology Officer, Old Second National Bank

Scott Moller, 1006 Forest Avenue, River Forest, IL 60305
Marketing consultant and entrepreneur

Donna Myers, 1023 Erie Street, Oak Park, IL 60302
Community volunteer with more than 15 years' professional experience in nonprofit development, management and governance

Tom Watson, 1012 Wenonah Ave, Oak Park, IL 60304
Head of Sales for financial risk analytics provider, Hanweck Associates

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	1,136,800.	1,136,800.		
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	89,279.	59,279.	25,000.	5,000.
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	401,590.	310,198.	49,640.	41,752.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
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.)	50,143.	33,787.	4,525.	11,831.
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	15,846.	7,923.	7,923.	
23 Insurance	12,791.	10,503.	1,384.	904.
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 FACILITIES AND EQUIPMEN	40,718.	33,952.	4,513.	2,253.
b SUPPLIES	24,095.	22,546.	713.	836.
c PRINTING	16,041.	11,532.	1,196.	3,313.
d DEVELOPMENT	12,748.	3,255.	597.	8,896.
e All other expenses	45,860.	40,734.	2,049.	3,077.
25 Total functional expenses. Add lines 1 through 24e	1,845,911.	1,670,509.	97,540.	77,862.
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)

Oak Park River Forest Food Pantry

REVENUE	BUDGET FY2019
Individuals	\$ 660,600
Events	\$ 231,200
Foundation/Corporate Grants	\$ 141,500
Congregations	\$ 35,000
Hunger Walk	\$ 11,000
Business Donations	\$ 30,000
Organizations/Groups	\$ 45,700
Employee Matching Gifts	\$ 16,000
GCFD Credits	\$ 7,000
Interest	\$ 1,800
Sub Total Revenue - Cash	\$ 1,179,800
IN-KIND	
Food & Hygiene Products - Contributed	\$ 1,107,200
Volunteer hours	\$ 283,100
Rent - in kind, other, etc.	\$ 8,000
Sub Total Revenue - In-kind	\$ 1,398,300
Sub-Total Cash + In-Kind	\$ 2,578,100
Release from Capital Reserves	\$ 30,000
Release from Strategic Int Reserves	\$ 34,000
Release from Restricted Grants	\$ 58,000
TOTAL REVENUE	\$ 2,700,100
EXPENSES	
Food & Hygiene total	\$ 1,390,500
Purchased - \$283,300	
Contributed - \$1,107,200	
Salaries/Wages + Payroll tax	\$ 645,200
Event Expenses	\$ 98,500
Fundraising Expenses	\$ 13,600
Service Learners	\$ 13,600
Consultants -Strategic Plan implementation	\$ 50,800
Utilities	\$ 19,400
Transportation	\$ 400
Printing/Reproduction	\$ 34,500
Insurance	\$ 11,600
Technology/Support/Website/Database update	\$ 43,400
Accounting/Legal Fees	\$ 10,500
Supplies	\$ 25,900
Volunteer expenses	\$ 5,700
Postage	\$ 3,900
Professional Development	\$ 5,200
Dues/Subscriptions/Fees	\$ 9,500
Client Advocacy/Travel	\$ 8,400
Equipment, Repair and Maintenance	\$ 3,900
Client service: ID fee	\$ 2,500
Miscellaneous	\$ 1,200
Rent - sinking fund	\$ 7,600
Computer - sinking fund	\$ 2,500
Sub-Total Expenses	\$ 2,408,300
In-Kind Expenses	
Volunteer hours	\$ 283,100
Other in-kind (events, etc)	\$ 8,000
SUB-TOTAL CASH + IN-KIND EXPENSES	\$ 291,100
Restricted Grant expenses	
TOTAL EXPENSES	\$ 2,699,400
Operating Surplus/(Deficit)	\$ 700

S.L. Gimbel Holiday Food Grant Final Evaluation Report Questions 1-16 are required and must be completed

1. Name of your organization

Oak Park River Forest Food Pantry

2. Grant #

20170972 43624 GIMB-H

3. Grant Period

January 1, 2018- June 12, 2018

4. Location of your organization (City and State)

Oak Park, IL (serving 13 zip-codes in the Chicago metro area)

5. Name and Title of person completing evaluation.

Michele Zurakowski, Executive Director

6. Phone Number:

708-434-0085

7. Email address.

michele@oprffoodpantry.org

8. Total number of clients served through this grant funding:

17,727

9. Approximate volume of food purchased with grant funds? (i.e. 10 lbs. of fresh produce; 1000 boxes; 10 cases, etc.)

Frozen meat: 3066 items, 2 per family=1533 portions

Eggs: 1500 dozen, 1 per family=1500 portions

Canned protein: 8448 items, 4 per family=2112 portions

Peanut butter: 480 items, 480 portions

TOTAL: 13,494 items OR 5625 family portions OR 13,784 pounds

10. Describe the project's key outcomes and results based on your goals and objectives:

During the grant period, we served 17,727 individuals in 5,869 households. S.L. Gimbel Holiday funding allowed us to provide not just cheap, filling products, but to offer high-quality protein-rich, nutrient-dense food. In all, this grant funding provided 13,784 pounds of protein items. Because families may select different numbers of items depending on family size, we translate those items to 5,625 family portions. During this time period, 94% of the products we offered our families were nutrient-dense or

protein rich. Moreover, the amount of these total products jumped from an average of 47 pounds per household (July – Dec) to 52 pounds (January -June)—nutritional peaks we could not have attained without S.L. Gimbel Holiday funding.

11. Please describe any challenges/obstacles the organization encountered (if any) in attaining stated goals & Objectives.

Our key priority is hunger relief with an emphasis on nutrition. That is, we know that the people we serve struggle to afford food that is good for them—fresh fruits and veggies along with the protein needed for strong muscles and minds. Some major issues we face in providing these critical foods involve our ability to purchase them (often the food bank where we purchase items does not have sufficient quantity) and storage issues (we have limited cold storage and land-locked space). Recent partnerships with vendors providing free produce has been both a boon (More healthy produce! Budget-friendly!) and a complication (rescued produce needs to be refrigerated, thus crowding out space that might be used for milk or eggs).

12. How did you overcome and/or address the challenges and obstacles?

One of our donors is an architectural firm who designs commercial kitchens. We asked them to examine our space and see if there was anything we could do to increase capacity. They found a configuration that allowed us to purchase an additional commercial refrigerator and we were able to procure a grant to fund it last month. We also added our first restaurant rescue partner (City BBQ) and are now receiving surplus meats from them—to accolades from our clients. With more refrigerator space, we will now be able to store more fresh produce, leaving shelf space for canned protein instead of canned veggies.

13. Describe any unintended positive outcomes as a result of the efforts supported by this grant.

In order to meet the requirements of this grant, we took our procurement and storage challenges to a firm with expertise—and one who had been a donor for years. That outreach not only resulted in our ability to expand cold storage (and future canned protein) capacity, it strengthened a relationship with an important supporter who we had only known peripherally before. Since the initial outreach, they have consulted with us on re-configuring office space, donated office furniture, and recruited one of their vendors to install it for free. They enjoyed the process so much, they have requested volunteer involvement in food distributions for team building.

14. Briefly describe the impact this grant has had on your organization.

As we struggle to meet nutrition goals for our food procurement while managing the demands of limited budget and space, we have come to see a major gap in our process. While our food choices are based on sound nutritional and economic metrics, they lack significant ongoing input from the very people we seek to help. To garner input from the participants we serve, we are forming a Program Assessment Committee that will be composed of participants from each of our programs along with staff, volunteers, and Board members. Our goal is for participants to comprise 30% -50% of the committee. We are currently exploring participatory research techniques and learning from other local agencies who incorporate these practices at varying levels to learn best practices.

15. Please provide a brief narrative on how the funds were used to fulfill grant objectives. Support documents (receipts or expense reports) can be emailed to klampert@thecommunityfoundation.net or faxed to 951-684-1911.

We tailored food purchases to meet the budget set forth in the grant proposal. Protein product costs in excess of the budget were not allocated to this grant. Supporting materials including invoices and a spreadsheet indicating which products were allocated to this grant will be sent via email. From this grant funding, we spent:

Frozen Meat: \$4,000 (ground beef, ground turkey, ground beef patties, chicken breasts)

Eggs: \$2100 (1500 dozen)

Canned Protein: \$3500 (beef ravioli, kidney beans, chicken noodle soup, black beans)

Peanut butter: \$400 (480 jars)

16. Please relate a success story.

Suzanne is a regular client at our Food Pantry. She is a person who uses a wheelchair and has several severe food allergies (soy, dairy, and wheat) that prevent her from choosing some of our standard food options. However, one category of items that Suzanne can choose from with confidence is the protein-rich section, particularly frozen meats. This category includes food options supported by S.L. Gimbel Holiday Food funding including ground turkey, ground beef, chicken breasts, and of course canned beans. Suzanne told us she is incredibly grateful because these options can be expensive to buy in grocery stores. She is thrilled to have such a variety of options to choose from each month and wants you to know that protein-rich foods help keep her muscle mass intact and improve/maintain her health.

Questions 17-25 are optional questions and relate to demographic information on clients served. This helps us provide a broader picture of your organization and populations being served. (Q17-18 optional space to relate additional success stories) We did include this data on the online report form sent this past summer, but because it was through Survey Monkey, we did not know how to save the data categories and reports. If you'd like to see this again, please feel free to send us the categories and we'll re-create the report:

19. Which category best describes your organization. Please choose only one.

20. What is your organizations primary Program Area of Interest?

21. Percentage of clients served through grant in each Ethnic Group Category. Total must equal 100%

22. Approximate percentage of clients served from grant funds in each age category.

23. Approximate percentage of clients served with disabilities from grant funds.

24. Approximate percentage of clients served in Economic Group

25. Approximate percentage of clients served from grant funds in each population category.