

#49



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

Internal Use Only:
Grant : 20180985

Organization / Agency Information

Organization/Agency Name: Second Harvest Foodbank of Southern Wisconsin		
Physical Address: 2802 Dairy Drive		City/State/Zip: Madison, WI 53718
Mailing Address: 2802 Dairy Drive		City/State/Zip: Madison, WI 53718
CEO or Director: Dan Stein		Title: President/CEO
Phone: 608-216-7216	Fax: 608-223-9840	Email: dans@shfbmadison.org
Contact Person: Tami Lee		Title: Grant Writer
Phone: 608-512-3971	Fax: 608-223-9840	Email: tami@shfbmadison.org
Web Site Address: www.secondharvestmadison.org		Tax ID: 39-1490691

Program / Grant Information

Program/Project Name: Food Purchase			Amount of Grant Requested: \$15,000
Total Organization Budget: \$33,052,619 (with food valuation) OR \$5.5M operating budget	Per 990, Percentage of Program Service Expenses (Column B / Column A x 100): 94%	Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 2%	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 6%
Purpose of Grant Request (one sentence): Second Harvest Foodbank of Southern Wisconsin will leverage a \$15,000 grant to acquire, at a minimum, 75,000 pounds (20 cents/pound) of packaged pork products from our sister food bank, Virginia Peninsula Foodbank, who receives regular donations of pork from Smithfield Foods, the world's largest pork processor.			
Gimbel Holiday Grants Received: List Year(s) and Award Amount(s) N/A			

Signatures

Board President / Chair: (Print name and Title) Mark Thompson, Chairman, Retired	Signature: 	Date: 11-7-18
Executive Director/President: (Print name and Title) Dan Stein, President/CEO	Signature: 	Date: 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?

Second Harvest Foodbank of Southern Wisconsin exists to end hunger in southwestern Wisconsin. We are the largest hunger-relief charity in southwestern Wisconsin. Since 2012, we have efficiently served more than 60 million meals to neighbors facing hunger through direct food distribution and FoodShare (food stamp) Outreach, with 94 cents of every dollar donated going to programs. Along the way, we have expanded our services to meet one million requests for food annually, improved our programs and developed a strong record of civic leadership. We operate with 40 full-time and 9 part-time staff. Nearly 60,000 hours of service are contributed annually. As a Feeding America member food bank, we leverage our diverse community relationships to ensure that more nutritious food reaches more people who need it.

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?

According to Map the Meal Gap, Feeding America's annual food insecurity study, 129,400 individuals (10.3% of the population) face hunger in Second Harvest's 16-county territory, including 43,790 children. The 2014 Feeding America Hunger Study found the picture of hunger for those we serve sobering: 61% of the households have less than \$20,000 in household income; 1 in 3 households has a member living with diabetes, and; 53% has a member with high blood pressure. The Study also reported that when faced with the threat of food insecurity, our clients are forced to engage in various coping strategies such as purchasing inexpensive, unhealthy food (83%) and eating food past expiration date (65%).

We work on behalf of hundreds of charitable food programs (food pantries, meal sites, shelters) in 16 southwestern Wisconsin counties to acquire, store and deliver food so that the programs themselves can focus on providing food and other services at the local level to individuals and families facing hunger. We also help individuals and families access government benefits, such as FoodShare Wisconsin.

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

For charitable food distribution, Second Harvest Foodbank feels that everyone deserves to eat. We don't ask questions to identify need or what their situation is, be it permanent or temporary. National studies show the importance of health and proper nutrition so no matter the client's situation in life; we want to help them attain their potential. If they are in line, they are served.

When we help clients with government programs, such as FoodShare Wisconsin (food stamps), eligibility is based on monthly income and household size.

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.

According to the 2014 Hunger Study, Feeding America's and the network of member food bank's most comprehensive hunger study Second Harvest serves 12,100 unique clients in a typical week and 105,200 are served annually. For each program, such as Kids Cafe, Mobile Pantry, and School Pantry, Second Harvest keeps monthly statistics on the number of children, individuals, seniors, and households served. Data is collected by partner agencies (food pantries, meal sites, shelters) and their volunteers at the local level and reported and tabulated by Second Harvest monthly. Second Harvest, in turn, reports our statistics to Feeding America annually to ensure program effectiveness.

**2018 S.L. Gimbel Foundation Fund
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
<i>Frozen Pork Products</i>	Retail-size packages of Virginia-based Smithfield Foods pork products, including but not limited to hams, loins, ribs, hot dogs, bologna, and bacon. 75,000 pounds at \$.20/pound	\$15,000
TOTAL:		\$15,000

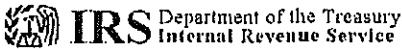
IV. Administrative Expenses Percentage

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
\$670,477	\$33,052,619	2%

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



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752435463
Feb. 15, 2017 LTR 4168C 0
39-1490691 000000 00

00022439
BODC: TE

SECOND HARVEST FOODBANK OF SOUTHERN
WISCONSIN
2802 DAIRY DR
MADISON WI 53718-6751



038441

Employer ID Number: 39-1490691
Form 990 required: YES

Dear Taxpayer:

We issued you a determination letter in NOVEMBER 1984, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0752435463
Feb. 15, 2017 LTR 4168C 0
39-1490691 000000 00
00022440

SECOND HARVEST FOODBANK OF SOUTHERN
WISCONSIN
2802 DAIRY DR
MADISON WI 53718-6751

Sincerely yours,



Teri M. Johnson
Operations Manager, AM Ops. 3

**Second Harvest Foodbank of Southern Wisconsin
Board of Directors as of 5/01/18**

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*Denotes: current term/term expiration date

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	297,779.	297,779.		
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	250,864.	93,398.	77,381.	80,085.
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	2,021,648.	1,462,155.	201,824.	357,669.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	79,878.	58,544.	7,570.	13,764.
9 Other employee benefits	547,203.	387,535.	59,675.	99,993.
10 Payroll taxes	171,497.	118,333.	20,580.	32,584.
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	19,500.		19,500.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17	329,350.			329,350.
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.)	142,817.	53,316.	44,487.	45,014.
12 Advertising and promotion				
13 Office expenses	327,383.	101,013.	70,039.	156,331.
14 Information technology				
15 Royalties				
16 Occupancy	197,957.	184,112.	2,814.	11,031.
17 Travel	47,417.	42,986.	4,318.	113.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	25,699.	8,006.	17,653.	40.
20 Interest				
21 Payments to affiliates	9,040.	9,040.		
22 Depreciation, depletion, and amortization	279,863.	268,382.	2,507.	8,974.
23 Insurance	97,518.	71,904.	17,565.	8,049.
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 FOOD FOR DISTRIBUTION	27,725,747.	27,725,747.		
b TRUCK EXPENSE	231,014.	231,014.		
c EQUIP AND WAREHOUSE REP	134,649.	59,748.	73,508.	1,393.
d _____				
e All other expenses	115,796.	15,625.	51,056.	49,115.
25 Total functional expenses. Add lines 1 through 24e	33,052,619.	31,188,637.	670,477.	1,193,505.
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)

Second Harvest Foodbank of Southern Wisconsin
July 1, 2018-June 30, 2019 Org Budget

Budget

REVENUES

Fees for Products Distributed	2,094,318
Cost of Product Distributed	<u>(1,581,397)</u>
Total Maintenance Fees	512,921
Less: Grants Applied	<u>(520,600)</u>
Net Maintenance Fees	<u>(7,679)</u>

Contributions	5,257,940
United Way	254,000
Miscellaneous	14,400
Rent Income	64,851
Donated Food Valuation	
Donated Food Distribution	

Total Revenue	<u>5,583,512</u>
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EXPENSES

Salaries & Benefits	2,791,660
Payroll Taxes	168,797
Outside Staffing Services	16,008
Direct Mail Service	304,949
Other Outside Services	261,068
Insurance	124,165
Conference/Meeting/Travel	82,542
Printing & Postage	181,440
Ads, Dues & Subscriptions	86,879
Affiliate Fees	10,000
Supplies/Equip./Maintenance	205,303
Telephone/Occupancy	234,466
Truck Expense	277,834
Grant Expense	343,600
Depreciation Expense	400,505
Interest Expense	1,725
Miscellaneous	49,481

Total Expenses	<u>5,540,422</u>
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Excess Revenue over Expenses	43,090
Net FoodShare Income/Loss	<u>(61,500)</u>
Change in Net Assets	<u>(18,410)</u>