



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

Internal Use Only: Grant _____

Organization / Agency Information

Organization/Agency Name: The Central Pennsylvania Food Bank		
Physical Address: 3908 Corey Rd.		City/State/Zip: Harrisburg, PA 17109-5929
Mailing Address: 3908 Corey Rd.		City/State/Zip: Harrisburg, PA 17109-5929
CEO or Director: Mr. Joe Arthur		Title: Executive Director
Phone: (717) 564-1700	Fax: (717) 564-1154	Email: jarthur@centralpafoodbank.org
Contact Person: Jessica Knapp		Title: Grant Writer
Phone: (717) 547-6330	Fax: (717) 564-1154	Email: jknapp@centralpafoodbank.org
Web Site Address: https://centralpafoodbank.org		Tax ID: 23-2202250

Program / Grant Information

Program/Project Name: Food Security Network			Amount of Grant Requested: \$15,000
Total Organization Budget: \$91,195,833	Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 96.9%	Per 990, Percentage of Management & General Expenses Only (Column C/ Column A x 100): 1.06%	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 3.10%
Purpose of Grant Request (one sentence): To address hunger in the community, the Food Bank will utilize the funds to purchase fresh produce for the Food Security Network.			
Gimbel Holiday Grants Received: List Year(s) and Award Amount(s) 2016 - \$10,000; 2017 - \$10,000			

Signatures

Board President / Chair: (Print name and Title) Jennifer Powell, Director of Development	Signature: 	Date: 11/13/18
Executive Director/President: (Print name and Title) Joe Arthur, Executive Director	Signature: 	Date: 11/13/2018

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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 Food Bank's mission is, "*Fighting hunger, improving lives, and strengthening communities.*" Our vision is that *no one should be hungry*. In central Pennsylvania, 11.2% of the overall population is food insecure, meaning they lack access to enough food to maintain a healthy lifestyle. The Food Bank began as a one-day demonstration project on World Food Day in 1981 and is now the largest nonprofit charitable food distribution organization in central Pennsylvania, covering 27 counties across 18,000 square miles. The Food Bank is affiliated with Feeding America, the nation's largest nonprofit hunger fighting organization. The Food Bank's core service, the Food Security Network, involves the solicitation, procurement, processing and distribution of food to food insecure individuals throughout our 27-county service area in central Pennsylvania. In addition, the Food Bank coordinates and oversees a variety of other food assistance programs focused on youth, seniors, and military families and veterans. The Food Bank serves approximately 140,000 food insecure individuals each month. To support this work, the Food Bank currently has 94 full-time and 8 part-time staff, as well as 3,665 volunteers.

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?

Food insecure individuals in central Pennsylvania are lacking nearly 58 million meals each year. Through the Food Security Network (FSN), the Food Bank provides charitable food assistance to individuals who live at or below 150% of the defined poverty level of \$37,650 annually for a family of four. Specifically, the Food Bank works with more than 1,000 partner agencies throughout our service area, including food pantries, mobile pantries, low-income youth and senior care facilities, and veteran/military service agencies, to distribute food through the Food Security Network. Food is distributed through various methods, including choice food pantries, mobile pantry distributions, prepared hot meals, and pre-packaged boxes/backpacks. In FY2018, the Food bank distributed nearly 55 million pounds of food, resulting in 46 million meals for food insecure central Pennsylvanians.

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

Food Bank clients fill out a self-determination of need to receive charitable food assistance. The FSN operates 5 days a week, year-round, throughout central Pennsylvania.

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 Food Bank serves 140,000 people each month. The Food Bank's partner agencies track the number of people served and submit reports to the Food Bank monthly. This information is tracked in the Food Bank's Primarius software.

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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
<i>Fresh Produce</i>	\$0.25/pound = 60,000 pounds	\$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
883,856	83,599,202	1.06%

S.L. Gimbel Holiday Food Grant Final Evaluation Report

Name of your organization: Central Pennsylvania Food Bank

Grant #20160717

Grant Period: December 12, 2017 to June 12, 2018

Location of your organization (City and State): Harrisburg, PA

Name and Title of person completing evaluation: Lauren Jacobs, Grant Writer

Phone Number: 717-564-1700

Email address: ljacobs@centralpafoodbank.org

Total number of clients served through this grant funding: 400,000

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

- 40,000 lbs of fresh produce

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

The Central Pennsylvania Food Bank is grateful to the S.L Gimbel Foundation for aligning with our mission of fighting hunger, improving lives, and strengthening communities through the Food Security Network. The gift of \$10,000 from your Foundation afforded the Food Bank the opportunity to purchase 40,000 pounds of fresh, healthy, and nutritious food including, dry goods, produce, and dairy) to distribute to 400,000 individuals. The support of the S.L Gimbel Foundation ensures our hungry neighbors, including children, have access to the healthiest, nutritious products available, including fresh fruits and vegetables. The grant from S.L. Gimbel Foundation has helped the Central Pennsylvania Food Bank achieve our goal of providing fresh food choices to our neighbors in need. In FY 2017, the Central Pennsylvania Food set audacious goals to distribute over 41 million pounds of fresh, healthy nutritious food. The support from the Foundation enabled the Food Bank to exceed our goal by 5 million pounds. This would have not been possible without the support from the S.L Gimbel Foundation.

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

The Central Pennsylvania Food Bank did not experience any challenges or obstacles.

How did you overcome and/or address the challenges and obstacles? N/A

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

The Central Pennsylvania Food Bank's Food Security Network is the backbone of our organization. The Food Security Network allows our 1,000 partner agencies to have access to wholesome and nutritious food to distribute to their clients. The Food Bank's Agency Relations Department, made a conscience effort to include healthy recipes that complemented the produce being distributed to the clients. In addition, the Food Bank provided on-site nutrition education to partner agencies and their clients to demonstrate how to shop for healthy food on a budget. Fresh produce and fluid milk are among the most requested items from our partner agencies.

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

The Food Security Network is a critical link to ensure our neighbors in need have access to wholesome and nutritious food. Having access to fresh food items will result in improved nutrition and healthier lifestyles for our food insecure residents, including children to prevent obesity, stunted growth, anemia, and learning and behavioral issues. Additionally, the Central Pennsylvania Food Bank is able to support food insecure individuals by strengthening individual households and the community as a whole by providing healthful foods from the Food Security Network. This program helps to reduce the incidence of hunger and alleviate the burden that would otherwise be placed on the community to provide healthy food options to our neighbors in need. Families are able to use the food, including milk, as cost savings to strengthen household finances for other expenses other than food and milk purchases and focus on the needs of the family rather than worrying about finding food to feed their children.

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.

The Central Pennsylvania Food Bank allocated the funds to purchase 40,000 pounds of fresh, healthy, and nutritious food to be distributed to throughout our network of 1,000 partner agencies in the 27 counties we serve.

Please relate a success story.

Janice is a mother, grandmother, and a life-long worker. Unfortunately, as a result of a disability, she now lives on a fixed income and is also raising her grandchild. Recently, we received a note from Janice that touched our hearts and we wanted to share it with you. Janice and her family receive healthy, nutritious food from our Northern Dauphin Food Pantry.

A note from Janice...

I never thought I would need the extra help. All my life I have worked one or more jobs to take care of my family. I am a 60-plus disabled widow who is blessed to be taking care of my 13-year old grandchild. Having a 13-year old boy in the household and trying to feed and clothe him on a meager amount is very hard and taxing. I have worked since I was 14 years old and never thought I would need the help, but I am truly glad that the Central Pennsylvania Food Bank is here for all those who need a little help putting food on the table. Your staff never makes me feel less than I am or that I'm begging, I can hold my head up when I go in to the pantry to help make ends meet. These employees are always helpful and kind and I want you to know that you have great people working for you and the community. As a Central Pennsylvania Food Bank Supporter, you have done so much to help neighbors like Janice access the ingredients for nourishing meals. Your gift changes lives.

Internal Revenue Service.

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: April 13, 2002

Central Pennsylvania Food Bank
3908 Corey Rd.
Harrisburg, PA 17109-5929

Person to Contact:
Katherine C. Protzman 31-01264
Customer Service Specialist

Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:
513-263-3756

Federal Identification Number:
23-2202250

Dear Sir or Madam:

This letter is in response to your request of March 18, 2002, for a copy of your organization's determination letter. We have updated our records to list your name and address as shown above. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in May 1982, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

Central Pennsylvania Food Bank
23-2202250

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

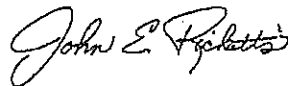
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

CENTRAL PENNSYLVANIA FOOD BANK
BOARD OF DIRECTORS
January 2018

Gladys Brown
Pennsylvania Public Utility Commission

Leah Mallett
PSECU

Milzy Carrasco
City of Lancaster

David Manbeck
Boyer & Ritter

Linda Costa
PA State Association of Boroughs

Kathleen McKenzie
Highmark

Marianne DePasqua
Pennsylvania College of Technology

Ed O’Gorman (T)
River Wealth Advisors, LLC

Scott Esworthy
Brown Shultz Sheridan & Fritz

Val Pritchett
ABC-27 WHTM TV

Deb Ferreira
Deloitte Consulting

Rebecca Raley (VP)
Partnership for Better Health

Tipton Ford
Penn State Health

Daniel Reisteter (S)
Pennsylvania Bankers Association

Ron Frick
United Way of Lycoming County

Susan Roof
Retired - Significa

Sabina Grant-Spencer
Harrisburg City School District

Eric Saunders
New Hope Ministries

Susan Hubley (P)
Capital Blue Cross

Scott Sherry
Nationwide

Janice Kopelman
Retired - PA Department of Health

Matt Simon
Ahold, USA

Tammie Lowry
UGI

Bold/Italic = Executive Committee

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	73,609,027.	73,609,027.		
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	374,824.	37,993.	241,966.	94,865.
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	3,930,417.	3,202,006.	197,508.	530,903.
8 Pension plan accruals and contributions (include section 401(k) and 408(b) employer contributions)	130,942.	108,377.	3,873.	18,692.
9 Other employee benefits	754,542.	634,364.	48,847.	71,331.
10 Payroll taxes	372,705.	295,727.	36,825.	40,153.
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	23,750.		23,750.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	75,159.		75,159.	
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	241,560.	96,223.	116,428.	28,909.
12 Advertising and promotion	146,405.	24,620.	1,635.	120,150.
13 Office expenses	971,158.	215,406.	3,540.	752,212.
14 Information technology	113,515.	113,515.		
15 Royalties				
16 Occupancy	626,699.	626,552.	147.	
17 Travel	84,668.	58,393.	17,530.	8,745.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	59,601.	37,449.	4,861.	17,291.
20 Interest	70,685.	70,685.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	733,339.	733,339.		
23 Insurance	129,822.	94,783.	33,190.	1,849.
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 FREIGHT COSTS	585,829.	585,829.		
b MISCELLANEOUS	242,181.	198,386.	42,421.	1,374.
c AGENCY ASSISTANCE	223,418.	223,418.		
d DUES	72,228.	33,541.	32,075.	6,612.
e All other expenses	26,728.	15,716.	4,101.	6,911.
25 Total functional expenses. Add lines 1 through 24e	83,599,202.	81,015,349.	883,856.	1,699,997.
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)

Central Pennsylvania Food Bank 2018-19 Budget		2018-19 Budget
Public Support	1 Individual Donations	\$ 3,650,000
	2 Corporate Donations	2,250,000
	3 Organizational Donations	550,000
	4 Bequests/Estate Gifts	50,000
	5 Foundation Gifts	1,000,000
	6 Total Public Support	\$ 7,500,000
Program / Other Income	7 Shared Maintenance Fees	\$ 1,851,518
	8 Purchased Product Revenue	4,472,275
	9 Kids Cafe - CACFP & SFSP Reimbursement	965,752
	10 TEFAP Reimbursement	50,000
	11 Senior Programs - CSFP Reimbursement	379,200
	12 Other Contract Reimbursements	260,000
	13 Miscellaneous Income	58,335
	14 Total Program/Other Income	\$ 8,037,080
	15 Investment Income - Endowment Fund	\$ 300,000
	16 Investment Income - Other Funds	100,000
17 Total Investment Income	\$ 400,000	
18 Total Support & Revenue	\$ 15,937,080	
Expenses	19 Salaries	\$ 5,077,449
	20 Payroll Taxes	442,902
	21 Employee Benefits	1,170,503
	22 Professional Fees	338,176
	23 Investment Fees	59,000
	24 Other Fees & Services	119,075
	25 Purchased Product Expense	4,003,265
	26 Transportation	466,975
	27 Building Occupancy	471,792
	28 Warehouse Supplies & Equipment	189,100
	29 Depreciation	948,065
	30 Direct Mail Expense	730,290
	31 Printing Expense	86,260
	32 Postage	55,000
	33 Supplies & Equipment	184,454
	34 Marketing (PR & Awards)	119,250
	35 Dues	80,187
	36 Meeting & Event Expense	127,800
	37 Staff Development	27,275
	38 Travel Expense	71,300
	39 Miscellaneous Expense	33,675
	40 Interest Expense	55,500
	41 Food Purchases - Kids Cafe (CACFP & SFSP)	1,004,787
	42 Agency Capacity Building & Support	75,000
43 Total Expenses	\$ 15,937,080	
44 Net Surplus/(Deficit) from Operations	\$ -	