

#56



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

Internal Use Only:
Grant: 20180989

Organization / Agency Information

Organization/Agency Name: The Westmoreland County Food Bank		
Physical Address: 100 Devonshire Drive		City/State/Zip Delmont, PA 15626
Mailing Address: 100 Devonshire Drive		City/State/Zip Delmont, PA 15626
CEO or Director: Jennifer Miller		Title: Interim Chief Executive Officer
Phone: 724-468-8660 extension 15	Fax: 724-468-5894	Email: jennifer@westmorelandfoodbank.org
Contact Person: Jennifer Miller		Title: Interim Chief Executive Officer
Phone: 724-468-8660 extension 15	Fax: 724-468-5894	Email: jennifer@westmorelandfoodbank.org
Web Site Address: https://westmorelandfoodbank.org/		Tax ID: 25-1422682

Program / Grant Information

Program/Project Name: The Food Pantry Distribution Program			Amount of Grant Requested: \$15,000
Total Organization Budget: \$3,883,003	Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 95.85%	Per 990, Percentage of Management & General Expenses Only (Column C/ Column A x 100): 1.48%	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 4.15%
Purpose of Grant Request (one sentence): The goal of the Westmoreland County Food Bank Food Pantry Distribution Program is to enable all residents who are hungry or at risk of hunger to have ready access to food.			
Gimbel Holiday Grants Received: List Year(s) and Award Amount(s) 2016 - \$10,000			

Signatures

Board President / Chair: (Print name and Title) Marcia Kubas, Board Chairman	Signature: 	Date: 11/14/18
Executive Director/President: (Print name and Title) Jennifer Miller, Interim Chief Executive Officer	Signature: 	Date: 11/14/18

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?

Since the Westmoreland County Food Bank's founding in 1982, the Food Bank's mission has always been to ensure that all Westmoreland County residents who are hungry or at risk of hunger to have ready access to food with hopes of eradicating hunger in the county. During the first 18 years of operation, the Westmoreland County Food Bank functioned as a partner distribution organization of the Greater Pittsburgh Community Food Bank. Following a rigorous certification process in 2000, WCFB achieved affiliate status from Feeding America – the premier nationwide network of food banks. More than a decade later, in 2012, the Westmoreland County Food Bank passed the meticulous inspection process overseen by the Association of International Bakers which maintains private standards for good manufacturing practices and prerequisites and food safety programs. The Food Bank has continued to seamlessly pass these inspections with impeccable reviews. WCFB not only strives to be a leader in food banking, but also achieves the highest in industry standards while serving the community. Westmoreland County Food Bank now proudly serves over 7,000 families through core programs such as on-site feeding programs, The Commodity Supplemental Food Program (CSFP/Senior Food Box Program), The Summer Food Service Program (SFSP), Operation Fresh Express (OFE), the Weekend Backpack Program, and the Military Share Program. WCFB has a full-time staff of 23 individuals and relies heavily on approximately 7,000 volunteers that contribute nearly 100,000 total hours of service each 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?

The Food Pantry Distribution Program is central to the work of the Westmoreland County Food Bank to acquire food and distribute it to food insecure households throughout the County. The Pantry Program has been in existence since the inception of the Westmoreland County Food Bank. Though many of the changes throughout the years have involved funding sources for the program or locations of pantries to meet the ever-changing need in Westmoreland County, the mission remains to enable residents who are hunger or at risk of hunger to have ready access to food. According to the U.S. Bureau of Labor Statistics July 2017 estimate, Westmoreland County had an unemployment rate of 5.6% and 16.1% of the population were individuals with incomes below 150% of the Poverty Level. While the need is great in Westmoreland County, the Food Bank has been the first line of defense against hunger by providing charitable food assistance to those of all ages, ethnicities and genders in need in Westmoreland County.

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

In order to be eligible to receive aid from the Westmoreland County Food Bank, the household income must be at or below 150% of the Federal Poverty Guidelines. Furthermore, WCFB regularly monitors pantries to verify income eligibility documentation. Each month, Westmoreland County Food Bank delivers food and household necessities to the network of 44 food pantries throughout Westmoreland County. Then, these pantries distribute the food to their income-eligible constituents.

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 Pantry Distribution Program aims to serve 7,000 households and distribute over 9 million pounds of charitable assistance this upcoming year. The amount of food distributed and number of people served by the Food Bank is tracked through data collection that is reviewed and analyzed by the Food Bank regularly.

**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
24 oz. Spaghetti Sauce	12 per case, \$8.75/case, 1,714 cases	\$15,000.00
TOTAL:		\$15,000.00

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
\$202,643	\$13,666,339	0.015%

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)
- N/A 2017 Holiday Food Program Grantees: Include your evaluation report
- ✓ Other past Holiday Food Program Grantees: Include your **most recent** evaluation report

Internal Revenue Service

Date: January 25, 2006

WESTMORELAND COUNTY FOOD BANK
INC
100 DEVONSHIRE DR
DELMONT PA 15626-1607 006

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Mrs. Coghill 31-07426
Customer Service Specialist
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
25-1422682

Dear Sir or Madam:

This is in response to your request of January 25, 2006, regarding your organization's tax-exempt status.

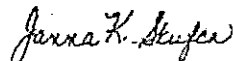
In September 1982 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

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

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services



Westmoreland County Food Bank, Inc. 2018 Board of Directors

Ending Hunger Here at Home

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Vice-Chairman of the Board
Principal, Brenda Batenburg Consulting
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 Board Term Expiration: 1-31-20

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mrigo@amerserv.com
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wdetobin@comcast.net
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Interim Chief Executive Officer
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jennifer@westmorelandfoodbank.org

Westmoreland County Food Bank, Inc.
 100 Devonshire Drive
 Delmont, PA 15626-1607
 724-468-8660
www.westmorelandfoodbank.org

Our mission is to enable all
 Westmoreland County residents
 who are hungry or at risk of hunger
 to have ready access to food.

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	104,088	10,409	88,475	5,204
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	950,545	833,893	63,734	52,918
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	69,670	66,807	493	2,370
9 Other employee benefits	281,172	251,891	18,550	10,731
10 Payroll taxes	78,731	64,401	9,943	4,387
11 Fees for services (non-employees):				
a Management	7,200	6,700	500	
b Legal	18,345	16,529	908	908
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17	231,305			231,305
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.)	50,519	44,543	2,738	3,238
12 Advertising and promotion				
13 Office expenses	36,648	19,924	1,349	15,375
14 Information technology				
15 Royalties				
16 Occupancy	262,962	259,612	1,675	1,675
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	141,388	137,532	3,856	
23 Insurance	11,340	10,584	756	
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	10,226,946	10,226,946		
b PROGRAM EXPENSES	1,001,333	999,344	1,011	978
c FUNDRAISING	80,601	46,690	1,593	32,318
d DELIVERY COSTS/TRUCK	47,379	47,379		
e All other expenses	66,167	56,143	7,062	2,962
25 Total functional expenses. Add lines 1 through 24e	13,666,339	13,099,327	202,643	364,369
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)				

Westmoreland County Food Bank	
2018 Budget	
Income	
Operation Fresh Express	16400
Fundraising	1,845,000
Grants Restricted	1,779,332
Grants Unrestricted	175,000
Rental	1,000
Salvage	8,500
Misc	5,000
Agency Membership	6,600
Shared Maintenance	0
Trucking Fees	47,000
Interest	1,000
Total Income	3,884,832
Expenses	
Employee Costs	1,560,992
Summer Food	13,500
Fundraising	297,800
Insurance	13,560
Misc	36,400
Office	33,600
Printing/Postage	11,000
Professional Fees	79,700
Program	947,141
Advertising	22,000
Reimbursable	17,100
Repairs/Maintenance	476,000
Trucking	48,000
Telephone	3,500
Utilities	50,550
Warehouse	84,000
Total Expense	3,694,843
Depreciation	188,160
Total Expense	3,883,003

S.L. Gimbel Holiday Food Grant Final Evaluation Report

1. Name of Organization: Westmoreland County Food Bank, Inc.
2. Grant Number: 20160726
3. Grant Period: December 1, 2016 – June 30, 2017
4. Location of organization: Delmont, Pennsylvania
5. Name and title of person completing evaluation: Sara Swaney, Development Associate
6. Phone: 724-468-8660 ext. 27
7. Email: sara@westmorelandfoodbank.org

8. Total number of clients served through this grant funding: This funding provided immediate relief to 7,200 food insecure households served by the Westmoreland County Food Bank and 16,500 individuals. Overall, this funding, along with additional monies allocated to purchase a shipment of spaghetti, and provided product in the monthly food box for two and a half months.

9. Volume of food purchased with grant funds: Directly, this grant allowed the Westmoreland County Food Bank to purchase 10,000 units of 32 oz. spaghetti (20,000 total pounds of spaghetti); Overall, with the additional grant funds, it supported the total purchase of 17,568 units of 32 oz. spaghetti (35,136 total pounds)

10. Key outcomes and results based on goals and objectives: The Westmoreland County Food Bank was able to meet the needs of 7,200 food insecure households through the S.L. Gimbel Holiday Food Grant. This grant enabled the organization to procure commodities which were included in the monthly food box and delivered to persons in need. As a result, the Food Bank was able to assist these persons who were hungry and provide them ready access to food.

11. Describe challenges/obstacles the organization encountered in attaining stated goals and objectives: In recent months, the Westmoreland County Food Bank has been affected by a number of changes to funding streams that support various operational needs, including the Food Pantry Distribution Program. Whether it has been cuts to county funds and support from the United Way, or the depletion of grant funds, the Food Bank has had to make budgetary adjustments to maintain programs and services and meet the demands of food insecure households throughout Westmoreland County. The objective of the Food Pantry Distribution Program is to maintain aid based on demand, including the number of food insecure households, as well as the amount of charitable food assistance being supplied to them. Additionally, this is to be done in the most efficient and cost effective way, maintaining low-overhead and maximizing the availability of funds to operate the program.

12. How did you overcome and/or address the challenge and obstacles? By securing restricted grants, including the S.L. Gimbel Holiday Food Grant, the Food Bank has been able to ensure that funds are available to procure staple food commodities for the Food Pantry Distribution Program. During the budget preparation process, the Food Bank reviewed the funding needs for various programs and identified a goal to maintain the monthly food box in support of the Food Pantry Distribution Program. From there, the

Development Associate pursued funding to meet that goal. Adjustments are made as grants are denied and/or unsolicited grants are awarded for this need.

13. Describe any unintended positive outcomes as a result of the efforts supported by this grant: The S.L. Gimbel Holiday Food Grant provided support as the Westmoreland County Food Bank pursued other grant funding opportunities. The Food Bank leveraged the Gimbel grant to leverage additional funds when pursuing other grants. Not only did this grant demonstrate commitment from another funder, but also from a new funding source not previously secured. This endorsement supported fundraising efforts so that the Westmoreland County Food Bank was able to secure additional grants for the Food Pantry Distribution Program.
14. Briefly describe the impact this grant had on your organization: This grant had a positive impact on the organization in that it provided funding for the most basic and widely-demanded program at the Westmoreland County Food Bank. The Food Pantry Distribution Program is central to the work of the organization and delivers fresh, frozen, and non-perishable charitable food assistance to 7,200 households comprised of 16,500 individuals each month. Without this funding, the Westmoreland County Food Bank likely would not have been able to acquire spaghetti, or at least this volume of product, in the monthly food box to aid food insecure households.
15. Please provide a brief narrative on how the funds were used to fulfill grant objectives: The funds were utilized to maintain the Westmoreland County Food Bank Food Pantry Distribution Program. Once the funds were received from the S.L. Gimbel Holiday Food Grant, the Director of Operations was notified and a plan to utilize them for first half of 2017 was created. From there, the Director of Operations evaluated what typical items are received through state food, retail store donations, and food drives and then identified a suitable commodity to place in the food box. Additional funds were leveraged in order to obtain a large shipment and once the product was secured, it was scheduled for distribution through the Food Pantry Distribution Program. Identifying food items to be included in the monthly food box while considering the various product sources is a delicate process in order to efficiently operate the Food Pantry Distribution Program.
16. Please relate a success story.
Although not a direct result of the grant with the purchase of the spaghetti, the following story provides an example success story of an individual recently served by the Westmoreland County Food Bank Food Pantry Distribution Program:
Georgette, WCFB Recipient
Upon being injured in a car accident and losing her job, Georgette turned to the Westmoreland County Food Bank for assistance with feeding her family. She was grateful for the support and kindness that she was shown when attending the food pantry at St. Margaret Mary in Lower Burrell where she also began to volunteer. In addition to the Food Pantry Distribution Program, Georgette was able to benefit from the Food Bank's Super Cupboard Program which was offered in partnership with Penn State Nutrition Links. This unique five-week program serves families with children under the age of 20 receiving food from local pantries and demonstrates how to prepare nutritional and appetizing meals with the items they typically receive in the monthly food box.