



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

Internal Use Only:
Grant #: 20180990

**Organization / Agency Information**

<b>Organization/Agency Name:</b> Weld Food Bank		
<b>Physical Address:</b> 1108 H Street, Greeley, CO 80631		<b>City/State/Zip</b>
<b>Mailing Address:</b> 1108 H Street, Greeley, CO 80631		<b>City/State/Zip</b>
<b>CEO or Director:</b> Bob O'Connor, CEO		<b>Title:</b>
<b>Phone:</b> (970) 356-2199	<b>Fax:</b> (970) 356.2297	<b>Email:</b> bob@weldfoodbank.org
<b>Contact Person:</b> Dee Stetz, Grant Writer		<b>Title:</b>
<b>Phone:</b> (970) 356-2199 ext 324	<b>Fax:</b> (970) 356.2297	<b>Email:</b> dee@weldfoodbank.org
<b>Web Site Address:</b> www.weldfoodbank.org		<b>Tax ID:</b> 74-2244826

**Program / Grant Information**

<b>Program/Project Name:</b> Kids Backpack Program			<b>Amount of Grant Requested:</b> \$15,000.00
<b>Total Organization Budget:</b> \$3,141,000.00	<b>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</b> 97.95%	<b>Per 990, Percentage of Management &amp; General Expenses Only (Column C/ Column A x 100):</b> .48%	<b>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</b> 2.05%
<b>Purpose of Grant Request (one sentence):</b>  Grant funds will be used to purchase Breakfast Breaks for our Kids Backpack Program which will provide a nutritious breakfast in each backpack.			
<b>Gimbel Holiday Grants Received: List Year(s) and Award Amount(s)</b> 2016 - \$10,000 2018 - \$10,000			

**Signatures**

<b>Board President / Chair: (Print name and Title)</b>  Karen Trusler, Board President	<b>Signature:</b> 	<b>Date:</b>  November 7, 2018
<b>Executive Director/President: (Print name and Title)</b>  Bob O'Connor, Chief Executive Officer	<b>Signature:</b> 	<b>Date:</b>  November 7, 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?

Weld Food Bank (WFB) was founded in 1982 when community leaders identified the need for a centralized clearinghouse for donated food. Such a clearinghouse more effectively provides food to low-income residents while eliminating duplication of food collection efforts and providing significant savings for the community's nonprofit agencies. The mission of the Weld Food Bank is to lead and engage our community in the fight against hunger. Our vision is a hunger free Weld County. We are a working 36,500 square foot warehouse that collects, stores, and distributes food to the hungry of Weld County through 80 partner agencies and 7 direct service programs. These programs include:

- Emergency Food Boxes – Short-term nutritional assistance to individuals in crisis situation.
- Kid's Cafe – Hot meals and snacks served 5 times a week to low-income children
- Commodity Supplemental Food Program (CSFP) – Shelf stable food for individuals over 60.
- School Pantries – Pantries at schools where teachers and parents can access snacks and meals.
- Backpack Program – Nutritionally balanced food to provide a weekend of meals to a child to take home when they don't have access to free school meals.
- Summer Feeding – Nutritious lunches served to youth who otherwise do not have access to meals when the free lunch program is not offered during the summer.
- Mobile Food Pantry – Converted refrigerated truck that delivers fresh produce directly to communities with low access.

With 24 full and 7 part time employees, Weld Food Bank relies heavily on its volunteers. Last fiscal year volunteers gave 59,000 hours of their time - equivalent to 28 full time employees.

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

Weld County is comprised of over 4,000 square miles in northeast Colorado – much of which is rural farmland and is defined as areas of low access. WFB's Backpack program distributes packs of food to school aged children on the day before a weekend or holiday – times when the school Free & Reduced Lunch program is not available. This provides these children a reliable source of nutrition every weekend of the school year. Recipients are identified by their schools as being either homeless or at risk of food insecurity. Packs are ordered and distributed by the schools due to privacy laws. Over half of Weld County's 56,000+ students qualify for the Free & Reduced Rate lunch program. During the last fiscal year the backpack program distributed 42,377 packs of food to kids in need – a 91% over the past two years! With 35 weeks in the school year, this represents over 1,200 students that benefitted from the program. This also means WFB's Backpack program has significant room for growth. Additional funding is continually sought after to sustain and grow the program.

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**2018 S.L. Gimbel Foundation Fund  
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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>Breakfast Breaks ( includes cereal, graham crackers, fruit cup or applesauce)</i>	36/case, 56cases/pallet, \$2,217.60/pallet \$15,523.20/7 pallets	\$15,000.00
<b>TOTAL:</b>		\$15,000.00

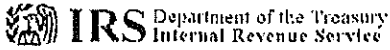
**IV. Administrative Expenses Percentage**

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
\$97,439.00	\$20,312,884.00	.48%

**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



CINCINNATI OH 45999-0038

In reply refer to: 0248180037  
Jan. 31, 2017 LTR 4168C 0  
74-2244826 000000 00

00014165  
BODC: TE

WELD FOOD BANK  
1108 H ST  
GREELEY CO 80631



018273

Employer ID Number: 74-2244826  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Jan. 20, 2017, regarding your tax-exempt status.

We issued you a determination letter in May 1983, 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 Section 509(a)(2).

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.

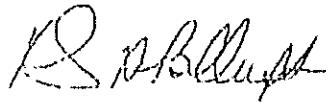
For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

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).

0248180037  
Jan. 31, 2017 LTR 4168C 0  
74-2244826 000000 00  
00014166

WELD FOOD BANK  
1108 H ST  
GREELEY CO 80631

Sincerely yours,



Kim A. Billups, Operations Manager  
Accounts Management Operations 1



## Weld Food Bank

### Board of Directors 2017 - 2018

100% of the Board of Directors donate funds to the Weld Food Bank

NAME	AFFILIATION
Brenda Augustino	Hensel Phelps Administrative Assistant
Cindy Bone	Westlake King Soopers Manager
Hon. John Briggs	Weld County Courts County Judge
Kyle Fritch	Eide Bailey
Sean Gingerich	Flood & Peterson President
Brad Inhulsen	Sears Real Estate Associate Broker
Scott James	I Heart Media Mayor of Johnstown, CO
Douglas Jones	JBS Pork Pricing Manager
Kaycee Lytle	Bank of Colorado Branch President
Jennifer Lynn Peters	Otis, Bedingfield & Peters, LLC Attorney/Partner
Curtis Rau	Atmos Energy Operations Supervisor
Karen Trusler*	RE-4 Windsor Superintendent – retired
Anna Valentine	Anadarko Petroleum Corporation Field Analyst
Karoline Woodruff	Trinity Episcopal Church Parish Administrator

\*President

**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	95,000	71,250	14,250	9,500
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	1,022,457	879,752	34,710	107,995
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	7,792	5,798	409	1,585
9 Other employee benefits	129,046	119,477	2,093	7,476
10 Payroll taxes	83,439	70,909	3,718	8,812
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	34,071		34,071	
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 C.)				
12 Advertising and promotion	63,511	61,814	1,375	322
13 Office expenses	68,904	67,499	1,116	289
14 Information technology	37,739	36,540	530	669
15 Royalties				
16 Occupancy	95,422	93,780	1,642	
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	168,111	168,111		
23 Insurance	57,299	55,637	1,662	
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 Donated Food	17,142,273	17,142,273		
b Food Purchases	892,059	892,059		
c Fundraising Expense	161,589			161,589
d Transportation	84,928	84,928		
e All other expenses	169,244	146,556	1,863	20,825
25 Total functional expenses. Add lines 1 through 24e	20,312,884	19,896,383	97,439	319,062
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).				

Client Copy

WELD FOOD BANK  
2018-2019 BUDGET

**Revenue**

Shared Maintenance	\$152,000.00
Other Food Boxes	\$1,000.00
United Way Allocation	\$22,000.00
Fund Development	\$2,300,000.00
CACFP/Kids Café	\$261,000.00
CSFP	\$190,000.00
TEFAP	\$175,000.00
EFSP	\$8,000.00
UW Designations	\$26,000.00
Misc.	\$6,000.00

**Total Revenue** **\$3,141,000.00**

**Expenses**

Cost of Sales	
Purchased Food	\$346,000.00
Freight	\$250,000.00
Cost of Product	\$275,000.00
<b>Total</b>	<b>\$871,000.00</b>

Operating Expenses

Payroll	\$1,186,000.00
Payroll Taxes	\$91,000.00
Insurance/Retirement	\$135,000.00
TEFAP Disbursements	\$35,000.00
Transportation	\$75,000.00
Mileage	\$5,000.00
Cost of Fund Raisers	\$234,000.00
Rent	\$10,000.00
Utilities	\$80,000.00
Telephone	\$12,000.00
Repairs/Maintenance	\$90,000.00
Supplies	\$60,000.00
Insurance	\$61,000.00
Conference/Training	\$21,000.00
Marketing/Education	\$53,000.00
Dues & Feeding America	\$7,000.00
Professional Fees	\$37,000.00
Postage	\$10,000.00
Banking/Credit Card Fees	\$29,000.00
Technology	\$19,000.00
Grants to Agencies	\$20,000.00
<b>Total</b>	<b>\$2,270,000.00</b>

**Total Expenses** **\$3,141,000.00**



WELD FOOD BANK  
S.L. Gimbel Final Report 2018

Grant # 20170975  
Grant Amount: \$10,000  
Grant Period: 12/12/2017 – 6/12/2018  
Purpose: Kids Backpack Program

Total number of clients served through this grant funding:  
152  
= \$100 per backpack/35 weeks of school year = \$2.86 per backpack ,  
 $\$10,000/2.86 = 3,497$  backpacks /23 weeks = 152 kids

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

Objective 1: Continue to grow the Backpack program

Describe Activity, Result and Outcome for Objective 1:

The Backpack program has grown significantly over the course of the 2017-2018 school year. 42,377 backpacks were distributed to students in need – almost 7,400 more than the previous school year! This was accomplished by not only partnering with new schools in the county but by securing the additional funding necessary to fund the purchase of the food needed.

**Please describe any challenges/obstacles the organization encountered in attaining goals and objectives.**

While this program has grown tremendously in the last two years (91% increase!) one major challenge is securing funding to continue to meet the need of the county. With over 50% of Weld County's 55,824 students (Kids Count in Colorado! 2017), there is still room for considerable growth. To identify these children is a major challenge. Weld Food Bank is working with districts in the county to reach these children as funding allows.

Without additional funding secured, Weld Food Bank will be forced to maintain the current caseload of recipients. Weld Food Bank is committed to meeting the needs of the food insecure of Weld County. To accomplish this, additional funding through foundation grants and corporate sponsorships are being sought.

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

This grant has allowed Weld Food Bank to grow the Backpack program – providing backpacks to more children in need. By doing so, more schools are being served,

which, in turn, introduces Weld Food Bank to communities that might not have been familiar with the services we offer. In doing so, we are able to reach whole families.

**Briefly describe the impact this grant has had on the organization and community served.**

The \$10,000 grant from Gimbel purchased shelf stable milk and cheese sticks, providing a source of calcium and Vitamin D for children during the weekend days of the school year.

**Please provide a budget expenditure report of the approved line items.**

**Provide a brief narrative on how the funds were used to fulfill grant objectives**

3/8/2018	Cheese Sticks	\$ 4,873.50
3/28/2018	White Milk- 1%	\$ 3,988.80
5/21/2018	White Milk-1%	<u>\$ 1,137.70*</u>
		\$10,000.00

\*The milk line item for the 5/21/18 order was \$3,888.00. The remainder of the S.L. Gimbel grant was used for the purchase.

The \$10,000 grant from Gimbel purchased shelf stable milk and cheese sticks providing a source of calcium and Vitamin D for children during the weekend days of the school year.