

#59



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

Internal Use Only:  
Grant: 20180991

**Organization / Agency Information**

<b>Organization/Agency Name:</b> West Suburban Community Pantry		
<b>Physical Address:</b> 6809 Hobson Valley Dr., Suite 118		<b>City/State/Zip</b> Woodridge, IL 60517
<b>Mailing Address:</b> 6809 Hobson Valley Dr., Suite 118		<b>City/State/Zip</b> Woodridge, IL 60517
<b>CEO or Director:</b> Laura Coyle		<b>Title:</b> Executive Director
<b>Phone:</b> (630) 948-8131	<b>Fax:</b> N/A	<b>Email:</b> lcoyle@wscpantry.org
<b>Contact Person:</b> Lisa Spaeth		<b>Title:</b> Development Manager
<b>Phone:</b> (630) 948-8132	<b>Fax:</b> N/A	<b>Email:</b> lspaeth@wscpantry.org
<b>Web Site Address:</b> www.wscpantry.org		<b>Tax ID:</b> 36-3587072

**Program / Grant Information**

<b>Program/Project Name:</b> Healthy Food and Resources for Families			<b>Amount of Grant Requested:</b> \$15,000
<b>Total Organization Budget:</b> \$2,448,560	<b>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</b> 93%	<b>Per 990, Percentage of Management &amp; General Expenses Only (Column C / Column A x 100):</b> 4.3%	<b>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</b> 6.9%
<b>Purpose of Grant Request (one sentence):</b> The purpose of Healthy Foods and Resources for Families is to ensure WSCP clients have access to an array of nutritional food choices as well as a supply of diapers and wipes at each bi-monthly visit.			
<b>Gimbel Holiday Grants Received: List Year(s) and Award Amount(s)</b> N/A			

**Signatures**

<b>Board President / Chair: (Print name and Title)</b> BARB GULLICK, BOARD CHAIR	<b>Signature:</b> 	<b>Date:</b> 11-13-18
<b>Executive Director/President: (Print name and Title)</b> LAURA COYLE, EXECUTIVE DIRECTOR	<b>Signature:</b> 	<b>Date:</b> 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.

### Organization Background

West Suburban Community Pantry (WSCP) began with a group of concerned neighbors who opened a small food pantry in the 1970s. Formally incorporated in 1992, WSCP has grown from a small operation in a church closet into a 12,000 sq. ft. facility serving 45,000+ people annually. We carry on our founders' work in response to growing need and in keeping with our mission: WSCP offers food for the hungry and resources to empower persons to improve their quality of life. We envision a community without hunger.

Food distribution is our core work. Twice per month we invite clients to browse and "shop" for what they and their family want and need during five on-site distribution times per week. In addition, WSCP provides a variety of supplemental programs and resources to empower our most vulnerable clients to improve their quality of life. These include weekend backpacks, car seat safety classes, food delivery for homebound seniors, mobile pantries, benefits application assistance, and connections to existing community resources.

WSCP serves approximately 3,950 clients in DuPage and Will Counties, IL, each month. Last year we served a total of 47,198 people. The Pantry is staffed by five full-time and three part-time employees and supported by the tireless efforts of 400 volunteers.

### Project Information

Feeding America's Map the Meal Gap: Food Insecurity Estimates at the County Level

(<http://map.feedingamerica.org/county/2016/overall/illinois>) lists DuPage County's 2016 Food Insecurity Rate as 7% while Will County's was 7.6%. For more than 117,850 of our neighbors "consistent access to adequate food" was limited. In 2016, 12% of DuPage County children and 13.2% of Will County children lived in food insecure households. Last year: 74% of WSCP clients were extremely low income (0-30% MFI); 23% were very low income (31-50% MFI).

In the course of our service to 47,198 people during fiscal year 2018, WSCP reached a cross-section of DuPage and Will County residents: 40% were children and 13% were senior citizens; 12% of households were headed by a single parent; and 30% included a person with a disability. WSCP clients are: 33% African American, 39% White, 18% Latino, 5% mixed race and 5% Asian.

Through the Healthy Foods and Resources for Families program, WSCP will ensure our clients have access to milk, eggs, cheese, fresh produce and nutrient-dense, whole-grain, lower-fat and lower-sodium foods at each visit. In addition, WSCP will guarantee access to diapers and wipes. These high demand and costly items are not eligible for purchase with food stamps. WSCP guarantees clients consistent access to this specific list of healthy and high demand items by seeking and dedicating funds to the purchase of those items when they are not available through the Northern Illinois Food Bank or other in-kind donations.

### Identifying Need and Tracking Clients

At each visit to the Pantry, WSCP clients complete or update intake forms which collect household information (members, ages, race/ethnicity), residence, and monthly income. Eligibility for services is based on monthly gross income and number of people per household. WSCP conducts on-site food distribution five times per week (Tuesdays 8:30-11:30 AM and 1:30-3:30 PM, Thursdays 8:30-11:30 AM and 5:30-7:30 PM, and Saturdays 8:30-11:30 AM). Twice per month, during these times, eligible households may select a full food distribution order (typically 125 pounds). Each Monday (10:00 AM to 12 noon), clients may come to the Pantry for supplemental distributions of bread and fresh produce. During FY19, WSCP expects to serve 47,400 people, including 27% children, 13% youth, 47% adults, and 13% seniors.

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

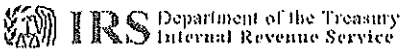
**III. Project Budget**

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
Milk	1 Gallon 2%, 2.30/unit, 1100 Gallons	\$2,530
Eggs	12 Grad A Large Eggs, \$1.00/unit, 862 dozen	\$862
Cheese	1 pound Shredded Cheese, \$1.90/pound, 540 pounds	\$1,026
Fresh Produce	1 pound, \$.40/pound, 17,200 pounds	\$6,880
Baby Diapers	136 Diapers, \$40.00/Box, 50 Boxes	\$2,000
Baby Wipes	64 Wipes, \$2.00/package, 125 packages	\$250
Low-sodium Soups	18.5 oz., \$8.80/case, 165 cases	\$1,452
<b>TOTAL:</b>		\$15,000



Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077552844  
July 07, 2010 LTR 4168C 0  
36-3857072 000000 00  
00029931  
BODC: TE

WEST SUBURBAN COMMUNITY PANTRY INC  
% BARBARA SCHMITH  
6809 HOBSON VALLEY DR STE 118  
WOODRIDGE IL 60517-1450

037849

Employer Identification Number: 36-3857072  
Person to Contact: Ms Fox  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 03, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in April 1993.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

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

Sincerely yours,

Cindy Thomas  
Manager, EO Determinations



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*Western-Cullen-Hayes, Inc.*

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*Bofl Federal Bank*

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Form 990 (2016)

WEST SUBURBAN COMMUNITY PANTRY, INC.

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**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

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</b>				
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	1,711,422.	1,711,422.		
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	86,667.	52,000.	17,333.	17,334.
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	146,851.	88,152.	42,920.	15,779.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	22,176.	13,309.	5,722.	3,145.
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	9,669.		9,669.	
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.)	18,543.	11,129.	4,785.	2,629.
12 Advertising and promotion	6,460.	4,522.	646.	1,292.
13 Office expenses	44,170.	23,994.	6,758.	13,418.
14 Information technology				
15 Royalties				
16 Occupancy	35,948.	35,948.		
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	1,152.		1,152.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	26,761.	26,761.		
23 Insurance	11,170.	9,383.	1,787.	
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 <b>VEHICLE EXPENSES</b>	12,468.	9,974.		2,494.
b <b>MISCELLANEOUS EXPENSES</b>	9,199.	7,635.	1,564.	
c <b>DUES AND SUBSCRIPTIONS</b>	4,510.	4,510.		
d <b>FUNDRAISING</b>	1,292.			1,292.
e All other expenses	681.		681.	
<b>25 Total functional expenses.</b> Add lines 1 through 24e	<b>2,149,139.</b>	<b>1,998,739.</b>	<b>93,017.</b>	<b>57,383.</b>
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)



**West Suburban Community Pantry | FY19 (July 1, 2018 - June 30, 2019)**

	<b>Annual Operating Budget</b>
<b>Revenue</b>	
Church Donations	\$23,500
Corporate Donations	\$40,000
Individual Contributions	\$321,300
Organizations	\$35,500
Events	\$258,600
Other Fundraisers	\$12,750
Grants	\$153,700
In Kind Contributions	\$1,600,000
Other Income	\$2,000
<b>Total Revenue</b>	<b>\$2,447,350</b>
<b>Expenses</b>	
Donated Goods	\$1,600,000
Food and Sundry Purchases	\$126,950
Development Expenses	\$16,120
Program Supplies	\$1,350
Supportive Services	\$67,700
Salaries	\$351,926
Payroll Taxes	\$33,722
Benefits	\$19,400
Depreciation	\$28,913
Fundraising	\$58,000
Industrial Park Dues	\$9,600
Insurance	\$16,129
Licenses and Fees	\$150
Meals and Entertainment	\$500
Meetings and Seminars	\$3,000
Bank Service Charges	\$5,000
Mileage	\$3,000
Publicity	\$10,000
Volunteer Appreciation	\$3,700
Office Supplies	\$6,300
Postage and Delivery	\$2,200
Printing and Reproduction	\$7,000
Professional Fees	\$10,750
Repairs	\$7,300
Repair Reserves	\$5,000
Utilities	\$23,000
Vehicle	\$12,500
Rent	\$19,350
<b>Total Expenses</b>	<b>\$2,448,560</b>
<b>Interest Income</b>	<b>\$1,400</b>
<b>NET SURPLUS/(DEFICIT) Total</b>	<b>\$190</b>