

Internal Use Only:
Grant No: _____

**Organization / Agency Information**

<i>Organization/Agency Name:</i> Arvada Community Food Bank		
<i>Physical Address:</i> 8555 W. 57th Avenue, Arvada, CO 80002		<i>City/State/Zip</i>
<i>Mailing Address:</i> 8555 W. 57th Avenue, ARVADA, CO 80002		<i>City/State/Zip</i>
<i>CEO or Director:</i> Ms Sandy Martin, Executive Director		<i>Title:</i>
<i>Phone:</i> (720) 437-6394	<i>Fax:</i>	<i>Email:</i>
<i>Contact Person:</i> Mr. Randy Weinert, Development Manager		<i>Title:</i>
<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i> rweinert@arvadacfb.org
<i>Web Site Address:</i> <a href="http://www.ArvidaCFB.org">http://www.ArvidaCFB.org</a>		<i>Tax ID:</i> 74-2250374

**Program / Grant Information**

<i>Program/Project Name:</i> Fresh Produce for Children			<i>Amount of Grant Requested:</i> \$10,000
<i>Total Organization Budget:</i> \$3,000,632	<i>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</i> 89%	<i>Per 990, Percentage of Management &amp; General Expenses Only (Column C / Column A x 100):</i> 6.2%	<i>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</i> 11%
<i>Purpose of Grant Request (one sentence):</i> To purchase produce for weekend consumption by school children and for migrant's families to have to fresh fruits and vegetables.			
<i>Gimbel Grants Received: List Year(s) and Award Amount(s)</i> 2016 - \$10,000			

## Holiday Grant Application

- II. **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?

Mission: The Arvada Community Food Bank (ACFB) will provide our neighbors with food and resources to foster self-sufficiency and achieve long term success through innovation, compassion and community support.

Vision: We will empower our community by providing the tools to lift people from poverty.

History: ACFB was founded and incorporated as an independent 501(c)(3) in 1982 by five church congregations, with the support of city and county governments, businesses, civic groups, and other human service providers. Over the course of 34 years, ACFB has become one of the most well respected organizations and the heart of our community.

Core Programs and Activities: Last fiscal year, ACFB's Client Choice Food Pantry provided 10,395 unique individuals with hunger relief an average 3.4 times. The school children's Backpack Program distributed 48,847 sacks of food for the weekends. Our Mobile Pantry, which serves low income seniors and migrants families, had 606 household visits. ACFB also distributed TEFAP and CSFP USDA Commodities to our clients 31,063 times, combined.

Staffing: ACFB currently employees 8 full-time and 1 part-time staff. Our regularly scheduled volunteers vary by time of year between 200 and 340 weekly. Approximately another 500 episodic volunteers are engaged for special events and projects throughout the year.

II. **Project Information:** Describe your food distribution program. 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.

The Arvada Community Food Bank (ACFB) purchases fresh produce for several targeted programs that serve children. Our Feeding the Future (backpack) program provides weekend snacks for approximately 1,400 children in 13 Title 1 elementary schools and 2 Head Start locations in the northern Jefferson County cities of Arvada and Wheat Ridge.

In addition to other food items, we provide the children with two fresh fruits (apples and/or oranges) each weekend. The entire food purchasing budget for Feed the Future exceeds \$76,000. This program, our most cash intensive, is committed to providing in-date, healthy snacks which each child receives uniformly.

Twenty-six percent (26%) of the produce budget (\$10,147/half year) is covered by a local Foundation for the 4 locations in their preferred geography. ACFB then needs to raise funding for the additional \$8,052.80 to cover fresh produce purchases for the children in the other 11 locations for a half-year.

One of our Mobile Panty program location sites is a low-income, mobile home park migrant community with large families and many children. That location was chosen as a site specifically because school teachers who knew these families were aware that children in that community needed food assistance. The households served in that community are 100% Hispanic with an average household size of 6. Since the high cost of fresh produce at retail is a challenge for these families, we purchase produce once a month to distribute to them. We purchase ethnically appropriate foods that include items like jalapenos, poblano peppers, avocados, tomatoes, onions, cucumbers, etc. The entire budget for the Mobile Pantry is only \$6,500. The Mobile Pantry migrant outreach produce purchase budget is just \$2,144.10 for a half-year.

The money needed (\$8,052.80 for Feeding the Future and \$2,114.10 for Mobile Pantry) nearly matches the \$10,000 maximum allowable grant.

**2017 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 amount requested is \$10,000. One hundred percent of the request should be for the purchase of food items only. 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.

Line Item	Line Item Description	Requested Amount
Apples for Feed the Future Backpack program (2 apples per child per week x 800 children) Arvada locations only.	14 - 119 count cases at \$35.95 per week (\$503.30 per week) x 16 weeks (half school year)	\$8,052.80
Mobile Pantry (Elevado) - Jalapenos.	1 40 lb. box per month @ 32.35 per x 6 months	\$194.10
Mobile Pantry (Elevado) - Large tomatoes	2 - 25 lb. cases per month @ 28.05 per case x 6 months	\$336.60
Mobile Pantry (Elevado) - Medium onions.	2 - 50 lb. bags per month @ \$17.05 per bag x 6 months	\$204.60
Mobile Pantry (Elevado) - Apples	2 - 113 count boxes per month @\$35.95 per box x 6 months	\$431.40
Mobile Pantry (Elevado) - Cucumbers	2 boxes per month @ \$26.80 per box x 6 weeks	\$321.60
Mobile Pantry (Elevado) - Green peppers	2 cases per month @ \$21.10 per case x 6 months	\$253.20
Mobile Pantry (Elevado) - Poblano Peppers	2 - 25 lb. boxes per month @ \$31.05 per box x 6 weeks	\$372.60
<b>TOTAL:</b>	This is the total estimated amount for one half year for each of these programs. <u>We realize that the grant will not exceed \$10k.</u>	\$10,166.90

**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
\$167,779	2,691,257	6.2%

**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	74,738	41,174	18,044	15,520
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	169,067	93,140	40,818	35,109
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	50,036	27,565	12,080	10,391
9 Other employee benefits	128,995	71,065	31,143	26,787
10 Payroll taxes	27,449	15,122	6,627	5,700
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	12,532	2,311	9,412	809
d Lobbying				
e Professional fundraising services. See Part IV, line 7				
f Investment management fees	4,557		4,557	
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	239	520	530	-811
12 Advertising and promotion	12,163	8,394	400	3,369
13 Office expenses	32,264	11,277	2,752	18,235
14 Information technology				
15 Royalties				
16 Occupancy	90,813	66,915	19,879	4,019
17 Travel	14	14		
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	112,598	90,078	16,890	5,630
23 Insurance	13,541	10,089	2,797	655
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>DONATED FOOD DISTRIBUTED</b>	1,762,328	1,762,328		
b <b>FOOD DISTRIBUTION &amp; SVC</b>	197,044	196,071		973
c <b>MISC</b>	2,879	286	1,850	743
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	2,691,257	2,396,349	167,779	127,129
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)				

The Community Foundation / S.L. Gimel Foundation Fund Holiday Gift Program  
FINAL REPORT  
June 1, 2017

**8. Total number of clients served through this grant funding:**

Approximately 1,550 children weekly.

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

396 cases of oranges (113 count) to assure the children of our Feeding the Future backpack program received fresh fruit every weekend (2 each).

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

The Arvada Community Food Bank's (ACFB) overall goal to increase the availability fresh produce across all of our programs is important to our strategic mission. Though ACFB utilizes significant reclamation efforts, we deem it necessary to supplement our efforts with purchased produce and dairy.

Specifically, ACFB's Feeding the Future backpack program endeavors to assure that each child enrolled in the program has access to healthy foods and snacks on weekends during the school year. Several years ago we began an effort to provide fresh fruit (oranges and/or apples) each week. To accomplish this, we work with a local wholesaler who delivers them to us the day before our distributions. Initially, we were only able to provide fresh fruit occasionally. ACFB committed providing fresh fruit every weekend the following year. We now try to provide two items each weekend. This has increased the cost of operating the program significantly - at a loss from a programmatic budget standpoint.

During the 2016-17 school year, we accomplished the goal of two fresh fruit items every week. These items were distributed, along with other non-perishable food items, to an average of approximately 1,550 preschool and elementary school children at 15 area schools and to Jefferson County, Colorado's Head Start Locations.

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

As mentioned in #10, the Feeding the Future program operates at a loss from a programmatic standpoint. Designated fundraising efforts to support the program have become increasingly difficult as the number of children served and the cost of service has increased. ACFB, through undesignated gifts, can generally support the shortfall. However, we have been challenged by our Board of Directors to measure each programs effectiveness against a number of criteria, including programmatic funding. Conversely, the Board also wishes to continue the "fresh fruit" program for Feeding the Future, as we all agree this effort may provide the best value for the children. The cost of providing fresh fruit exceeds \$21,000 each school year.

Separately, ACFB is experiencing a downturn in grant-makers willing to fund food pantries. We are especially grateful to the S.L. Gimel Foundation for their support for that reason.

**12. How did you overcome and/or address the challenges and obstacles?**

Thanks to several "food" and children-only grants in the last two years, ACFB has been able to significantly underwrite some of the cost of operating the Feeding the Future program. Additionally we have begun to tweak our direct mail programs in an effort to increase funding. Finally, we reduced our cost of operating the program by

12% through more careful purchasing and resource allocation resulting in an 18% decrease in the programs operating deficit. With increased efforts we hope to narrow the deficit-gap in 2017-18.

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

Because ACFB continually is faced with fully funding the Feeding the Future Program, program staff initiated a task-force to analyze the current situation and set objectives for an improved program that better matches the nutritional needs of the children we serve. A key point in the review was the need to find underwriters of the fresh fruit program, much in the way that the S.L. Gimbel Foundation grant afforded us this year. With the Board of Directors input, we have approval to prototype and test several new approaches for nutritional outreach at each school. These approaches will center on needs v. volume and quality v. quantity. The gold-standard is the fruit distribution that the Foundation helped to provide.

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

Monetarily, the grant of \$10,000 was significant to the program as previously described. It was particularly helpful in the second half of both the school year and our fiscal year when donations drop off. Of the 429 cases of oranges we had to purchase for the children in the second half of the year, 396 (92%) can be attributed to the generosity of the S.L. Gimbel Foundation. Timely AND impactful!

Mission-wise, your grant assured our ability to meet our commitment to providing healthy, nutritious food to children in need in our community.

**15. Please provide a brief narrative on how the funds were used to fulfill grant objectives. Support documents**

As stated in our original grant request, ACFB was to utilize the funding to purchase seldom donated, perishable items and supplemental fresh produce. ACFB groups these efforts and activities under the umbrella of "Healthy Food Options," an initiative that includes battling childhood hunger and the effects it has on childhood development and health.

To that end, ACFB applied the funding from S.L. Gimbel Foundation's Holiday Food Grant to purchase an adequate supply of fresh oranges for school children and distributed during the last six months of the 2016-17 school year. Weekly fresh fruit for children has and will remain a goal for the Feeding the Future backpack program.

The timing and value of the grant was opportune as it covered 92% of the needed funding to accomplish our goal. During that period each child enrolled in that program (average 1,550 weekly) received to fresh oranges to take home on the weekend as snack items. Additionally, each child received another 4lbs of nonperishable packaged foods to help their families through the weekend.

Because the S.L. Gimbel Foundation Holiday Food Grant fit our needs so perfectly, we hope that the Arvada Community Food Bank will be considered for future funding. We are HIGHLY appreciative of your assistance.

DEMOGRAPHICS SHARED

African American	4%
Asian/Pacific Islander	1%
Caucasian	46%
Native American	2%
Hispanic/Latino	31%
All Ethnicities/MR	2%
Unknown	14%
Age 0-5	7%
Age 6-12	15%
Age 13-18	12%
Age 12-24	10%
Adults	39%
Seniors	17%
Disabled	10%
At/Below Poverty	99.5%
Homeless	6%
Single Adults	9%
Families	91%
Single Parent Households	47%
Minorities	54%
Military/Veterans	3%

CINCINNATI OH 45999-0038

In reply refer to: 0248121964  
Feb. 10, 2015 LTR 4168C 0  
74-2250374 000000 00

00020391

BODC: TE

Attachment 7

**ARVADA COMMUNITY FOOD BANK INC**  
**% DON LANGER**  
8555 W 57TH AVE  
ARVADA CO 80002-2326



008432

Employer Identification Number: 74-2250374  
Person to Contact: Ms. Mitchell  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 30, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in February 1983.

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.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

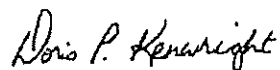


0248121964  
Feb. 10, 2015 LTR 4168C 0  
74-2250374 000000 00  
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ARVADA COMMUNITY FOOD BANK INC  
% DON LANGER  
8555 W 57TH AVE  
ARVADA CO 80002-2326

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

Sincerely yours,



Doris Kenwright, Operation Mgr.  
Accounts Management Operations 1

## Attachment 6



### Arvada Community Food Bank Board of Directors

#### *Officers*

**Jill Fellman, President**

Cell # 303-378-2010

Email: [jcfellman@yahoo.com](mailto:jcfellman@yahoo.com)

Occupation: Retired Educator and Former Jeffco School Board

Address: 12659 West 84<sup>th</sup> Dr., 80005

Spouse: Ken

**Bob Fifer, Vice President**

Cell # 303-929-4278

Email: [bfifer@arvada.org](mailto:bfifer@arvada.org)

303-681-7595

Occupation: Director of Sungard AS and

City of Arvada Mayor Pro Tem

Address: 11762 W. 56<sup>th</sup> Cir., 80004

Spouse: RaChelle

**Alan Albrandt, Secretary**

Cell # 303-681-7595

Email: [aalbrandt@msn.com](mailto:aalbrandt@msn.com)

Occupation: Retired Educator and Retired Manager,

Environmental Services, New Century Energies

Address: 13991 W. 87<sup>th</sup> Dr., 80005

Spouse: Deb

**Andy McClaflin, Treasurer**

Cell #720-231-3998

Email: [Andy@AspenWealthStrategies.com](mailto:Andy@AspenWealthStrategies.com)

Occupation: CEO/President Aspen Wealth Strategies

Address: 3319 W. 87<sup>th</sup> Dr., 80005

Spouse: Gina

#### *Board Members*

**Judith Denham**

Cell # 720-989-4492

Email: [jbdenham@centurylink.net](mailto:jbdenham@centurylink.net)

Occupation: Sales & Marketing

Address: 5224 Cody St. 80002

Spouse: Chris

**Wendy Ferrell**

Cell # 915-276-2083

Email: [wendyferrell101@gmail.com](mailto:wendyferrell101@gmail.com)

Occupation: Corporate Counsel, Sonsio Inc.

Address: 1921 Denver West Ct., Apt. 2033, 80401

Son: Juan Carlos

**Steve Galbraith**

Cell # 303-421-3867

Email: [sg7124@msn.com](mailto:sg7124@msn.com)

Occupation: IT Cons. & Retired Federal Employee

Address: 7124 Beech Ct., 80004

Spouse: Lori

## Attachment 6



### Arvada Community Food Bank Board of Directors

Mike Litzau  
Work # 303-430-5502  
Email: [mlitzau@soopercu.org](mailto:mlitzau@soopercu.org)

Occupation: Ex. Vice President of Corp. Sooper Credit Union  
Address: 10716 Zuni Dr. 80234  
Spouse: Mary Ellen

Gina Robinson  
Cell # 303-619-4683  
Email: [gina.robinson@state.co.us](mailto:gina.robinson@state.co.us)

Occupation: Program Administrator, State of Colorado  
Address: 9742 Sierra Dr., 80005  
Spouse: Gerald

Kyle Petersen  
Cell # 303-422-2059  
Email: [petersen.kyle@hotmail.com](mailto:petersen.kyle@hotmail.com)

Occupation: District Manager ADP  
Address: 9145 Elliss Way, Arvada 80005  
Spouse: Madison

Doris Stipech  
Cell # 303-594-5963  
Email: [doris@dorisstipech.net](mailto:doris@dorisstipech.net)

Occupation: Owner of State Farm Agency  
Address: 8100 Ralston Rd. #131, 80002  
Spouse: John

Carl Kantner, Ex Officio  
Cell # 303-903-9540  
Email: [cfktaxman@yahoo.com](mailto:cfktaxman@yahoo.com)

Occupation: Retired CPA  
Address: 7752 Zang St., 80005  
Spouse Marybeth

**Arvada Community Food Bank**  
**2017-18 Operating Budget**  
 (approved Board of Directors 6/28/17)

	<u>Jul '17 - Jun 18</u>
<b>Ordinary Income/Expense</b>	
Income	
4001 · Individuals	405,000.00
4002 · Churches	33,575.00
4003 · Corp. & Business	50,000.00
4004 · Foundations	77,000.00
4005 · Workplace Giving	13,400.00
4006 · Local Gov't Grants	72,500.00
4007 · Organization & Assoc.	16,500.00
4008 · Schools	8,600.00
4009 · Caring Connection	22,000.00
4013 · Interest Income	1,000.00
4014 · Dividends, Cap Gains/Loss	19,500.00
4015 · In-Kind Rent & Utilities	3,452.00
4020 · In-Kind Food Donated	1,909,000.00
4021 · Fed. TEFAP In-kind	84,800.00
4027 · Matching Gifts	7,000.00
4044 · Backpack-a-Roo	17,654.00
4045 · 3rd Party Fundraisers	6,500.00
4070 · ACFB Foundation	90,000.00
	<hr/>
<b>Total Income</b>	<b>2,837,481.00</b>
	<hr/>
<b>Gross Profit</b>	<b>2,837,481.00</b>
Expense	
5001 · Accounting Fees	8,000.00
5002 · Advertising & Promotion	9,650.00
5003 · Amortization (Rent)	24,100.00
5004 · Bank Fees	1,835.00
5005 · Books, Subscriptions	495.00
5006 · Brokerage Fees	4,500.00
5007 · Business Registration	20.00
5008 · Caring Connection Exp.	2,250.00
5009 · Computer & IT Related	10,950.00
5010 · Depreciation	115,000.00
5011 · Employee Benefits	111,639.00
5013 · Food Purchases	111,400.00
5015 · Insurance	19,880.00
5016 · Janitorial	19,950.00
5017 · Membership & Dues	1,950.00
5020 · Office Supplies	3,500.00
5021 · Payroll Processing Fees	4,500.00
5022 · Pest Control	700.00
5023 · Postage & Mailing Svcs	8,190.00
5024 · Printing & Copying	19,742.00
5025 · Program Expense	4,500.00
5026 · Repairs & Maintenance	3,600.00
5027 · Salaries	430,383.00
5028 · Security	240.00
5029 · Staff Development	4,250.00
5030 · Supplies	11,300.00
5031 · Telephone/internet	10,300.00
5032 · Trash Removal	4,700.00
5033 · Trucks & Vehicles	11,500.00
5034 · Utilities	13,000.00
5035 · Interest (copier lease)	758.40
5037 · Volunteer Mgmt & Recog.	4,050.00
5040 · In-Kind Food Distributed	1,909,000.00
5041 · Fed. TEFAP InKind Food Dist	84,800.00
5044 · Food Purchases - CDBG grant	30,000.00
	<hr/>
<b>Total Expense</b>	<b>3,000,632.40</b>
	<hr/>
<b>Net Ordinary Income</b>	<b>-163,151.40</b>
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<b>Net Income</b>	<b>-163,151.40</b>
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