

Organization / Agency Information


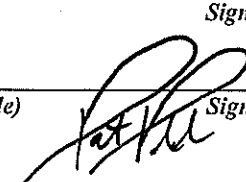
Organization/Agency Name: Books For Africa		
Physical Address: 26 E. Exchange St. Suite 411 City/State/Zip: St. Paul, MN 55101		
CEO or Director: Patrick Plonski		Title: Executive Director
Phone: 651-291-2713	Fax: 651-602-9848	Email: patrick@booksforafrica.org
Contact Person: Carole Patrikakos		Title: Deputy Director
Phone: 651-209-3488	Fax: 651-602-9848	Email: carole@booksforafrica.org
Web Site Address: www.booksforafrica.org		Tax ID: 41-1627391

Program / Grant Information

Interest Area: ☐ Animal Protection ☒ Education ☐ Environment ☐ Health ☐ Human Dignity

Program/Project Name: French school libraries in rural Congo DR, Guinea & Senegal			Amount of Grant Requested: \$50,000
Total Organization Budget: \$2.4 million	Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 99.3%	Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): .2%	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): .68%
Purpose of Grant Request (one sentence): Books For Africa requests \$50,000 to help ship a total of 75,000 new French reading books to Senegal, Guinea and The Democratic Republic of The Congo in order to establish 30 school libraries in rural schools that are currently without access to books.			
Program Start Date (Month and Year): December 2016		Program End Date (Month and Year): December 2017	
Gimbel Grants Received: List Year(s) and Award Amount(s) 2015: \$78,000 2014: \$49,950 2012: \$49,200			

Signatures

Board President / Chair: (Print name and Title) Luanne Nyberg, President	Signature: 	Date: 1-25-2017
Executive Director/President: (Print name and Title) Patrick Plonski, Executive Director	Signature: 	Date: 1/25/17

2016 S.L. Gimbel Foundation Fund APPLICATION Narrative

I. Organization Background

A) What are the history, mission and/or purpose of your organization? How long has the organization been providing programs and services to the community?

Books For Africa (BFA) was founded in St. Paul, Minnesota, in 1988, with the mission of ending the book famine in Africa. Over 28 years, BFA has grown to be the world's largest provider of books to the African continent, sending more than 37 million books to 49 African countries. More specifically, the goals are:

- ◆ To promote literacy and improve educational opportunity for all children in Africa.
- ◆ To eliminate the shortage of educational materials and books in Africa.
- ◆ To strengthen African NGOs by increasing their capacity to engage their communities.
- ◆ To reduce waste in U.S. landfills by shipping excess high-quality books to Africa and recycling those that are unusable.
- ◆ To develop and support community volunteerism at the BFA warehouses in Minnesota and Georgia. Approximately 300 volunteers assist in the warehouses each week.

B) What are some of your past organizational accomplishments (last three years)?

Over the past 12 months, BFA shipped 2.4 million books, 665 computers and 200 e-readers containing 1.6 million digital books, as well as 5 new law and human rights libraries to 21 African countries.

Large-scale strategic partnerships have been secured with the vision of ending the book famine in specific regions, including a USAID project grant of \$661,000 to ship one million books to Ethiopia in FY17.

BFA hosted the Kenyan, South African, and Egyptian Ambassadors to the U.S. in Minnesota and Atlanta in a variety of functions, and BFA donors were hosted by the Ugandan Ambassador to the U.S. in Washington, D.C. and by the former President of Tanzania, Benjamin Mkapa, in his home in Dar es Salaam.

BFA organized a fundraising "Walk Across Zanzibar" which engaged hundreds of Zanzibari school children and raised over \$100,000 towards the shipment of books to Tanzania and Zanzibar. The guest of honor was David Robinson, resident of Tanzania and son of Major League Baseball legend Jackie Robinson.

- C) What are your key programs and activities? Describe the communities you serve. Include populations, geographic locations served, and relevant statistics.

BFA is the low-cost provider of books to the African continent. BFA obtains library, reference, reading and textbooks, sorts for quality, boxes by subject and level, and ships 40-foot sea containers containing approximately 22,000 English books throughout Africa for distribution to schools, libraries, orphanages, NGOs and universities. BFA also sources dictionaries, encyclopedia sets, specialty law and agricultural libraries and refurbished computers on a cost-per-unit basis. In addition, BFA contracts with a French NGO to provide new French reading books to meet the demand in Francophone Africa.

The African communities served range from urban universities to rural village schools. BFA is demand driven, in that we fill orders from wherever we receive them, while at the same time, continuously fundraise in order to supply containers to underserved African regions that cannot otherwise obtain books.

II. Project Information:

A) Statement of Need

1. Specify the community need you want to address and are seeking funds for.

BFA's warehouse operation in Atlanta, Georgia holds more than one million English books. BFA routinely receives requests for French books from some of the 26 French speaking countries in Africa, namely from organizations and schools in Senegal, Guinea, Togo, Morocco, and the Democratic Republic of the Congo. In response, BFA forged a partnership with a French NGO whose mission is to share the love of reading in French around the world. BFA now sources containers from Paris containing 25,000 new French reading books that are selected by title by the receiving group in Africa. The approximate cost for shipping one container of French books and clearing it at the port is \$24,000, depending on the final destination in Africa.

This grant proposal seeks funding for containers of French books to schools in rural areas of Senegal, Guinea, and The Congo. All three of these communities currently have active "Container Projects" with BFA, such that their U.S. supporters are raising money towards a shipment of books. The containers will be received by NGOs in the port cities, and then disseminated to pre-approved schools that have teachers and Peace Corps Volunteers that will oversee the creation of libraries and the usage of the books.

B) Project Description

1. Describe your project. How does your project meet the community need? What is unique and innovative about this project?

This project will provide a simple commodity- books- that will transform the learning culture at rural schools in Guinea, Senegal, and The Congo. The project meets the needs of the African communities in that they are equipped with schools and teachers, yet do not have any other means by which to procure books. The new French reading books will be selected by title by the recipients in Africa, thus the container is packed to order with the types of books that they need.

This project is innovative in that it leverages thousands of hours of volunteer work and thousands of dollars in charitable donations. One container is worth an estimated \$350,000, resulting in a return on investment of 16:1. All of the books are donated by French publishers, while all of the hours of sorting books and creating libraries are performed by community members and students in Africa.

C) Project Goal, Objectives, Activities and Expected Outcomes

1. The goal of this project is to provide 75,000 new French books to rural African schools that will allow 15,000 children per year to improve their literacy, share with each other, and delight in discovering their interests.

Objective I:

Three shipping containers of French books will be filled in Paris and delivered to ports in Senegal, Guinea, and The Congo.

Activities:

BFA's French partner will receive three title lists, one from each recipient. The containers will be packed to order. BFA coordinates the shipping from Paris to the African ports. BFA works with the receiving organizations to ensure they are ready for the container arrival and prepared to clear it through customs and transport it to the sorting site.

Expected Outcomes:

The NGO will distribute a valuable commodity to rural schools, which will increase their influence in rural areas that are typically underserved. By distributing \$350,000 worth of books, the NGO will build its capacity to attract other grant funded activities in the future, whether by working with BFA in the future or pursuing its own grants.

Objective II:

A total of 30 school libraries will be established in rural Guinea, Senegal, and The Congo within a one year time period.

Activities:

Containers of books are received by an NGO in the port city, books are sorted at a central site, trucked to the pre-approved schools, and shelved by volunteers.

Expected Outcomes:

30 rural schools will engage approximately 15,000 students per year in reading books. Teachers will have access to books that support their lesson plans and allow students to pursue their individual interests, interact with each other, and improve their reading skills.

Objective III:

African children will be encouraged to remain in school and increase their reading levels.

Activities:

15,000 children per year in rural areas will access books on a regular basis, which will keep them engaged in school and allow them to improve their reading skills and pursue their interests.

Expected Outcomes:

Children will improve their reading skills and advance to the next grade level. While “joy” is not a quantifiable outcome, the feedback that BFA receives from teachers who finally obtain books for their students validates that the provision of books communicates to a child that they matter, that they have something to contribute, and that they are capable of realizing their dreams and contributing to their communities.

D) Timeline

Provide a timeline for implementing the project. State the start date and ending date of the project, include timeframes for specific activities, as appropriate.

BFA’s French partner needs approximately two months to load one container with 25,000 books. Therefore, the timeline is as such:

Container Destination	Ship Date	Arrival Date	Libraries established	Reports obtained
Senegal	March 2017	April 2017	May 2017	June 2017
Congo	April 2017	May 2017	June 2017	July 2017
Guinea	May 2017	June 2017	July 2017	August 2017

E) Target Population

Who will this grant serve? How many people will be impacted? Provide a breakdown: Number of Children, Youth, Adults, Seniors, Animals.

25,000 books per country will create 10 school libraries in each country, for a total of 30 school libraries. Approximately 500 children are served by each school, thus the shipments will impact 15,000 students per year over the life of the books. Some schools will choose to use their libraries as “community libraries” whereby parents and students from other schools can use the books on site (such as in The Congo, where the libraries will be housed at local universities for use by the community).

F) Projects in the Community

How does this project relate to other existing projects in the community? Who else in the community is providing this service or has a similar project? Who are your community partners (if any)? How are you utilizing volunteers?

Sadly, no libraries exist in the communities that are targeted by this project. In most African countries, book stores do exist in the capital city, however, the “world price” for a book is beyond the means of impoverished families. This project is working with the following community partners in the target countries:

Senegal

The container will be cleared by the Universite Gaston Berger, which has previously cleared BFA containers. A portion of the books will be retrieved in Dakar by Peace Corps Volunteers for their rural village schools throughout the country. The distribution of the books will engage volunteers from the various communities in sorting and setting up the libraries, as well as engaging the children in reading.

Books are bound for the village of Tattaguine, where they will be distributed by SAPPAT, a locally-founded nonprofit that supports youth development. In addition to Tattaguine, books will benefit high schoolers in Kaolack through an initiative with a former Mandela Fellow, which is a program begun by the Obama Administration to develop the leadership skills of young African professionals. Book will also be distributed to underserved schools in the northern region where the main Universite Gaston Berger campus is situated.

Guinea

The container will be cleared by a Conakry NGO “Hope of Guinea”, which has previously cleared BFA containers. The books will be retrieved in Conakry by Peace Corps Volunteers from rural villages throughout the country, including Megan Shoemaker, who is building a library in the village of Donghol Touma. The distribution of the books will engage volunteers from the communities in sorting and setting up the libraries, as well as engaging the children in reading.

Mr. Abdoul Diallo, also a Mandela Fellow working for a World Bank funded project, will help distribute books by setting up a library in Conakry and in rural schools towards his goal of helping children who do not have any opportunity to buy books for their studies.

The Congo

The container will be cleared by Universite Chretienne de Bandundu, which will use the books to establish four French language libraries in central Bandundu Provence, providing both urban and rural population centers with access to books. The distribution of the books will engage volunteers from the communities in sorting and setting up the libraries, as well as engaging the children in reading.

This project will establish libraries at the Universite de Kikwit and the Universite Chretienne de Bandundu. The libraries at these two Universities will also serve the city of Kikwit, population 500,000. The third library will be established at the Institut Kitembo in Gungo, so as to serve the town of Gungo, population 30,000. The fourth library will be housed at the Institut Kikombiavumo in Lusemvu, serving a rural population of about 15,000. Books will also be distributed to area schools to support the teachers’ lessons.

F) Evaluation

How will progress towards the objectives be tracked and outcomes measured?

The objective of this project is to successfully deliver three containers of French books to Senegal, Guinea, and The Congo. BFA tracks progress towards this goal via the following documentation:

- I. BFA solicits title lists from each container recipient, which is remitted to the French partner. Once the container is packed, a packing list is created, along with official shipping documents, that detail the contents of the container.
- II. The shipping company contracted for transport provides an electronic portal where BFA monitors the progression of the container on the water and once arrived in port. This ensures that a container does not become “stuck” in port and that BFA communicates with the recipient throughout the process.
- III. BFA administers a “Pre-Shipment Survey” and a “Post-Shipment Survey” to book recipients that tracks the following:
 - 1) How many and what types of books are delivered.
 - 2) The container is cleared from the port in the window of time allowable by the port authority.
 - 3) The container is offloaded at a secure site for sorting.
 - 4) Boxes are received by the pre-approved schools.
 - 5) Books are made available to students.
 - 6) Teachers provide feedback about the usefulness of the books, any problems encountered, and the impact of the books on their schools and communities.

G) Use of Grant Funds

The \$50,000 in grant funds will supplement the fundraising performed by the three Container Project organizers, per the enclosed budget. The average cost of one container project is \$24,000.

III. Project Future

A) Sustainability

After the containers are delivered and the libraries are created, Books For Africa supports book recipients with follow up surveys that assess the impact of the books. If the survey indicates that a school needs support making the books available to the students, the receiving NGO is involved to provide logistical support. Often, neighboring communities become aware of the books, and ask BFA how they can obtain a shipment, in which case BFA will ask the original book recipient to work with the neighboring community in a mentoring role as they prepare their own Container Project.

IV. Governance, Executive Leadership and Key Personnel/Staff Qualifications

A) Governance

The BFA Board of Directors sets increased fundraising and container shipment goals for each fiscal year. Board decisions are decided by the act of a majority of the directors present at a meeting at which a quorum is present, unless the act of a greater number is required by law or by BFA bylaws. Specific committees are the Executive Committee and those that arise for specific event planning, such as the 2016 Children's Book March.

B) Management

Describe the qualifications of key personnel/staff responsible for the project.

Carole Patrikakos, Deputy Director, Books For Africa, holds a BA in French from the University of Michigan. She has interned in Senegal with PLAN International and the Fund for African Relief and Education. Carole previously worked as a Refugee Advocate and a French Library Coordinator. She speaks French and Wolof.

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V. Project Budget and Narrative

A) **Budget Table:** Provide a detailed line-item budget for your **entire** project by completing the table below. Requested line items should be limited to Ten (10) line items. The less the better.

Line Item Request	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From Gimbel/TCF	Line Item Total of Project
25,000 new French reading books shipped to Dakar port (Senegal) and cleared at customs @ \$22,000	Book cost and shipping cost	\$0	Noah Neiting and Yacine Diouf- \$5,000	\$17,000	\$22,000
25,000 new French reading books shipped to Conakry port (Guinea) and cleared at customs @ \$24,000	Book cost and shipping cost	\$0	Teresa Pope \$12,000	\$12,000	\$24,000
25,000 new French reading books shipped to Matadi port (The Congo) and cleared at customs @ \$26,000	Book cost and shipping cost	\$0	P&C Endowment \$5,000	\$21,000	\$26,000
TOTALS:		\$0	\$22,000	\$50,000	\$72,000

B) **Narrative:**

Books For Africa is not requesting a line item to support administrative costs associated with the three container shipments. BFA's model is that container projects are funded by the container organizers (as in Noah Neiting and Yacine Diouf in line 1, above) and other private funders (such as Gimbel Fund). BFA continuously solicits unrestricted donations from private individuals and foundations towards the administrative costs incurred with operating a headquarters and a warehouse.

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VI. Sources of Funding: Please list your current sources of funding and amounts.

Secured/Awarded

Name of Funder: Foundation, Corporation, Government	Amount
P&C Endowment	\$2,095
Noah Neiting & Yacine Diouf	\$2,550
Teresa Pope	\$12,000

Pending

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
P&C Endowment	\$2,905	Continues to fundraise
Noah Neiting & Yacine Diouf	\$2,450	Continues to fundraise

Diversity of Funding Sources: A financially healthy organization should have a diverse mix of funding sources. Complete those categories that apply to your organization using figures from your most recent fiscal year.

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions	\$2,555,417	99%	Program Fees	\$	
Fundraising/Special Events	\$19,130	1%	Interest Income	\$	
Corp/Foundation Grants	\$		Other:	\$	
Government Grants	\$		Other:	\$	

Notes:

2016 S.L. Gimbel Foundation APPLICATION

VII. Financial Analysis

Agency Name: Books For Africa

Most Current Fiscal Year (Dates): From 7/1/2015 To: 6/30/2015

This section presents an overview of an applicant organization's financial health and will be reviewed along with the grant proposal. Provide all the information requested on your **entire organization**. Include any notes that may explain any extraordinary circumstances. Information should be taken from your most recent 990 and audit. **Double check your figures!**

Form 990, Part IX: Statement of Functional Expenses

1) Transfer the totals for each of the columns, Line 25- Total functional expenses (page 10)

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
\$35,205,556	\$34,967,624	\$69,611	\$168,321

2) Calculate the percentages of Columns B, C, and D, over A (per totals above)

- Program services (B) – A general rule is that at least 75% of total expenses should be used to support programs
- Management & general administration (C) – A general rule is that no more than 15% of total expenses should be used for management & general expenses
- Fundraising (D) – A general rule is that no more than 10% of total expenses should be used for fundraising

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
	Columns B / A x 100	Columns C / A x 100	Columns D / A x 100
Must equal 100%	99.3%	.2%	.5%

3) Calculate the difference between your CURRENT year budget for management & general expenses and your previous management & general expenses per your 990 (Column C)

Percentage of Organization's <u>Current</u> Total Budget used for Administration	Column C, Management & general expenses per 990 above	Differential
8.7% %	2.9 %	5.8 %

If the differential is above (+) or below (-) 10%, provide an explanation:

2016 S.L. Gimbel Foundation APPLICATION

Quick Ratio: Measures the level of liquidity and measures only current assets that can be quickly turned to cash. A generally standard Quick Ratio equals 1 or more.

Cash	+ Accounts Receivables	/Current Liabilities	= Quick Ratio
\$1,220,004	\$0	\$54,927	22.21

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$288,899	\$266,869

Notes:

VIII. Application submission check list:

<u>Submit FOUR (4) Copies: 1 ORIGINAL (WITH ORIGINAL SIGNATURES) and 3 copies, collated and stapled together of the following:</u>	<u>Submit ONE (1) Copy:</u>
Completed Grant Application Form (cover sheet, narrative), budget page and budget narrative (see sample) and sources of funding, financial analysis page	A copy of your current 501(c)(3) letter from the IRS
A list of your Board members and their affiliations	A copy of your most recent year-end financial statements (audited if available; double-sided)
Your current operating budget and the previous year's actual expenses (see sample Budget Comparison)	A copy of your most recent 990 (double-sided)
Part IX only of the 990 form, Statement of Functional Expenses (one page). If you completed a 990-EZ, fill out the attached Part IX, Functional Expenses of the 990 form using figures from your 990-EZ	
For past grantees, a copy of your most recent final report.	

2016 Books For Africa Board of Directors

First Name	Last Name	Elected/Title
Luanne	Nyberg	2014/ President
Rosemond	Sarpong Owens	2011/ Past-President
Tammie	Follett, J.D., M.B.A.	2011/Treasurer
Jote	Taddese	2014/Secretary
Thomas	Warth	Ex Officio
Patrick	Plonski	Ex Officio
Tom	Gitaa	2008/Emeritus/Ex Officio
Atare	Agbamu	2014
Lamin	Dibba	2015
Seth	Eggesa	2012
Vuvu	Manseka	2014
Fotemah	Mba	2015
Catherine	Ryan	2015
Dave	Schafter	2013
Pam	Pappas Stanoch	2013
Gary	Zelko	2013
John	Stacey	2015
Diane	Maier	2016
Joni	Sussman	2016

Income	FY16 actual	FY17 budget
5010 - Tew Found./T. Warth	\$ 33,000	\$ 30,000
5015 - Better World Books	\$ 32,524	\$ 35,000
5020 - Foundations/C...	\$ 260,193	\$ 213,000
5025 - Container Spo...	\$ 1,335,601	\$ 1,700,000
5030 - Atlanta Revenue	\$ 25,119	\$ 30,000
5035 - Recycling	\$ 49,114	\$ 65,000
5050 - Individuals	\$ 690,914	\$ 700,000
5056 - Special Events	\$ 43,322	\$ 43,000
5059 - Law & Democracy	\$ 21,110	\$ 30,000
5060 - Interest/Gains	\$ 51,482	\$ 15,000
5099 - Miscellaneous Income	\$ 113	
5040 - Books Sales	\$ 755	\$ 3,000
Total Income	\$ 2,543,247	\$ 2,864,000

Expense		
6010 - Salary - Dire...	\$ 115,143	\$ 119,000
6015 - Salary - Support	\$ 154,106	\$ 177,000
6020 - Salary - Ware...	\$ 284,290	\$ 278,000
6022 - Employee Ince...	\$ 39,743	\$ 29,000
6030 - Payroll Taxes	\$ 46,811	\$ 46,000
6035 - Workmens' Comp	\$ 12,816	\$ 16,000
6040 - Retirement	\$ 30,258	\$ 32,000
6060 - Health Insurance	\$ 46,141	\$ 56,000
6070 - Disability Insurance	\$ 2,296	\$ 3,000
6080 - Automobile Al...	\$ 3,000	\$ 3,000
6090 - Office Lease	\$ 10,801	\$ 15,000
6093 - Warehouse lease-Atlanta	\$ 174,559	\$ 275,000
6094 - Warehouse St. Paul	\$ 34,310	\$ 36,000
6130 - Office Supplies	\$ 20,276	\$ 18,000
6135 - Professional ...	\$ 28,082	\$ 30,000
6136 - IT buildout	\$ 23,378	\$ 25,000
6137 - Strategic Initiatives	\$ -	\$ 25,000
6138 - Partnership P...	\$ 7,500	\$ 32,000
6139 - Meeting Expenses	\$ 4,052	\$ 4,000
6140 - Warehouse Sup...	\$ 61,226	\$ 65,000
6145 - Atlanta Expense	\$ 13,785	\$ 18,000
6150 - Telephone	\$ 12,899	\$ 15,000
6160 - Postage	\$ 10,813	\$ 16,000
6161 - Financial Processing	\$ 23,332	\$ 27,000
6170 - Shipping	\$ 734,606	\$ 1,008,300
6171 - Trucking	\$ 80,003	\$ 85,000
6173 - Container Demurrage	\$ 16,211	\$ 40,000
6176 - Inventory Enhancement	\$ 49,699	\$ 80,000
6180 - Printing	\$ 28,729	\$ 37,000
6186 - Law & Democracy Project	\$ 21,111	\$ 30,000
6187 - Special Events	\$ 35,014	\$ 33,000
6190 - Audit	\$ 5,700	\$ 5,700
6210 - Insurance	\$ 3,894	\$ 7,000
6230 - Travel	\$ 49,578	\$ 49,000
6240 - Workshops/Con...	\$ 15,590	\$ 18,000
6250 - Miscellaneous	\$ 1,023	\$ 3,000
6255 - Promotions	\$ 63,662	\$ 90,000
6260 - Depreciation ...	\$ 8,531	\$ 8,000
6520 - Bad Debt		\$ 10,000
Total Expense	\$ 2,272,968	\$ 2,864,000
Net Income	\$ 270,279	\$ -

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	33,091,857.	33,091,857.		
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	134,348.	107,329.	6,867.	20,152.
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	383,398.	326,384.	25,656.	31,358.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	72,703.	54,355.	9,951.	8,397.
10 Payroll taxes	38,259.	28,924.	5,012.	4,323.
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	5,700.	5,700.		
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.)	40,697.	17,937.	6,230.	16,530.
12 Advertising and promotion	14,364.	3,735.		10,629.
13 Office expenses	63,679.	28,784.	8,594.	26,301.
14 Information technology	22,446.	11,223.	3,367.	7,856.
15 Royalties				
16 Occupancy	162,069.	159,494.	1,030.	1,545.
17 Travel	49,216.	39,373.		9,843.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	31,827.	11,717.		20,110.
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	7,975.	7,177.	798.	
23 Insurance	3,894.	2,944.	510.	440.
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 SHIPPING EXPENSE	940,736.	940,736.		
b SPECIAL SHIPMENTS	90,611.	90,611.		
c WAREHOUSE SUPPLIES	31,863.	31,863.		
d MISCELLANEOUS	19,914.	7,481.	1,596.	10,837.
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	35,205,556.	34,967,624.	69,611.	168,321.
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)



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248452924
Jan. 16, 2009 LTR 4168C E0
41-1627391 000000 00 000
00013729
BODC: TE

BOOKS FOR AFRICA INC
253 4TH ST E STE 200
SAINT PAUL MN 55101-1643



013079

Employer Identification Number: 41-1627391
Person to Contact: Mrs. Webster
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Jan. 07, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in September 1993, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate 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.

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

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I



Strengthening Inland Southern California through Philanthropy

BOARD OF DIRECTORS March 27, 2017

Sean Varner
Chair of the Board

J. Sergio Bohon
Vice Chair of the Board

Pat Spafford, CPA
Chief Financial Officer

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Secretary of the Board

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Randall Tagami

Diane Valenzuela

Paula Myles
Interim President and CEO

Dr. Patrick Plonski
Executive Director

Books for Africa

26 East Exchange Street, Suite 411
St. Paul, MN 55101

Dear Dr. Plonski:

Congratulations! A grant has been approved for Books for Africa in the amount of \$50,000.00 from the S.L. Gimbel Foundation. The performance period for this grant is April 15, 2017 to April 15, 2018. Additional funding beyond the performance period is not guaranteed. It is highly recommended that alternative funding sources be sought accordingly. The grant is to support the following as specified in your proposal:

To help establish 30 school libraries in rural schools in Senegal, Guinea and The Democratic Republic of the Congo.

This grant is subject to the terms outlined in the enclosed Grant Agreement. After you have reviewed the terms and conditions of the Grant Agreement, please sign and date the agreement and return with original signature to The Community Foundation by Friday, April 28, 2017. Be sure copy the signed agreement for your records. Funds will be released upon receipt of the signed Grant Agreement.

A condition of this grant is that you agree to submit the Grant Evaluation Form which includes a narrative report and fiscal report. The Grant Evaluation is due by May 15, 2018 and a copy will be available online.

We wish you great success and look forward to working with you during the grant performance period. If you have any questions, please call me at 951-241-7777, ext. 114.

Sincerely,

Celia Cudiamat

Executive Vice President of Programs

19094 Books for Africa

20170141 GIMB





Strengthening Inland Southern California through Philanthropy

3700 Sixth Street, Suite 200

Riverside, CA 92501

P: 951-684-4194

F: 951-684-1911

www.thecommunityfoundation.net

**S. L. Gimbel Foundation Fund
Grant Agreement**

Organization: Books for Africa

Grant Amount: \$50,000.00 **Grant Number:** 20170141

Grant Period: April 15, 2017 to April 15, 2018 (*Evaluation Due: May 15, 2018*)

Purpose: Shipment of 75,000 French books to Senegal, Guinea, and The Democratic Republic of the Congo to help establish 30 school libraries in rural schools.

1. Use of Grant Funds

Grant funds must be expended within the grant period, for the purpose and objectives described in your grant proposal. Grant funds may not be expended for any other purpose without prior written approval by The Community Foundation. If there are significant difficulties in making use of the funds as specified in your proposal, or if the grant funds cannot be spent within the grant period, notify us in writing promptly.

Formal requests for extensions or variances must be submitted to the Foundation's Board of Directors for approval a minimum of 60 days before the end of the grant period.

Requests for variances or extensions are reviewed on a case-by-case basis and approved by the Board of Directors. If a request is denied, unused funds must be immediately refunded to the Foundation.

Grant funds will not be expended for any political or lobbying activity or for any purpose other than one specified in section 170(c)(2)(b) of the Code.

2. Payment of Grant Funds

The grant funds will be paid in full by the Foundation upon receipt of the signed Grant Agreement. Challenge grant funds will be paid in full upon receipt of the signed Grant Agreement and upon receipt of documentation providing evidence that condition(s) of the challenge grant has/have been met.

3. Certification and Maintenance of Exempt Organization Status

This grant is specifically conditioned upon Grantee's status as an eligible grantee of The Community Foundation. The Foundation has obtained a copy of the Grantee's IRS determination letter. Grantee confirms that it has not had any change in its legal or tax-exempt status, and shall notify the Foundation immediately of any such change.

4. Final Report and Records

The Grantee will submit the Grant Evaluation report per the deadline set forth in the award letter. This report includes a narrative on outcomes based on goals and objectives set forth in the grant proposal and an expenditure report documenting use of grant funds. If equipment was purchased, copies of receipts need to be included.

5. Grantee's Financial Responsibilities

Grantee will keep records of receipts and expenditures of grant funds and other supporting documentation related to the grant at least four (4) years after completion of the grant and will make such records of receipts, expenditures and supporting documentation available to the Foundation upon request, for the purpose of conducting financial audits, making verifications, and investigations as deemed necessary concerning the grant.

6. Publicity

The Community Foundation appreciates publicity for the grant in all relevant published materials, such as brochures, newsletters and annual reports. The credit line of "Made possible in part by a grant from **The Community Foundation, Strengthening Inland Southern California through Philanthropy**" is suggested. The Grantee will allow the Foundation to review and approve the content of any proposed publicity concerning the grant prior to its release, upon request. When your donors are listed in printed materials, include the Foundation in the appropriate contribution size category. Sending a brief press release to your local paper is appreciated. Please email Charee Gillens, our Marketing & Communications Officer, at cgillens@thecommunityfoundation.net with copies of any printed or publicity materials that highlight the grant. When publishing our name, please note the "The" at the beginning of our name is a legal part of our name. It should always be used and capitalized. Attaching a logo is also appreciated. Our logo can be downloaded on our website at www.thecommunityfoundation.net.

Grantee agrees to allow the Foundation to include information about this grant in the Foundation's periodic public report, newsletter, news releases, social media postings, and on the Foundation's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.

7. Indemnification

In the event that a claim of any kind is asserted against the Grantee or the Foundation related to or arising from the project funded by the Grant and a proceeding is brought against the Foundation by reason of such claim, the Grantee, upon written notice from the Foundation, shall, at the Grantee's expense, resist or defend such action or proceeding, at no cost to the Foundation, by counsel approved by the Foundation in writing.

Grantee hereby agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Foundation, its offices, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission by Grantee, its employees, or agents in applying for or accepting the Grant, in expending or applying the Grant funds or in carrying out any project or program supported by the Grant, except to the extent that such claims, liabilities, losses, and expenses arise from or in connection with any bad faith act or omission by the Foundation, its officers, directors, employees, or agent.

8. Termination

The Community Foundation may terminate this agreement, modify or withhold payments under this grant award, require a total or partial refund of any grant funds, or all at any time, if, in the Community Foundation's judgment: a) The Community Foundation is not satisfied with the quality of the Grantee's progress toward achieving the project goals and objectives; b) the Grantee dissolves or fails to operate; c) the Grantee fails to comply with the terms and conditions of this agreement; d) the Grantee fails to comply with the requirements of any law or regulation applicable to you, the Foundation, or this grant.

9. Limitation of Support

This Agreement contains the entire agreement between the parties with respect to the Grant and supersedes any previous oral or written understandings or agreements.

I have read and agree to the terms and conditions of the Grant Agreement.

Signature

Patrick Plonski

Printed Name

Date

3/31/17

Executive Director

Title

Grant Number: 20170141

Organization: Books for Africa

dc
4/16/17



Strengthening Inland Southern California through Philanthropy

BOARD OF DIRECTORS April 25, 2017

S. L. Gimbel Foundation Fund

Sean Varner
Chair of the Board

J. Sergio Bohon
Vice Chair of the Board

Pat Spafford, CPA
Chief Financial Officer

Dr. Paulette Brown-Hinds
Secretary of the Board

Rabbi Hillel Cohn

Paul Granillo

Stanley Grube

Dr. Fred Jandt

Andrew Jaramillo

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Philip Savage IV
Immediate Past Board Chair

Dr. Henry Shannon

Tamara Sipos

Beverly Stephenson

Randall Tagami

Diane Valenzuela

Paula Myles
Interim President and CEO

Dr. Patrick Plonski
Executive Director

Books for Africa

26 East Exchange Street, Suite 411
St. Paul, MN 55101

Dear Dr. Plonski:

The Community Foundation is pleased to enclose a grant check for \$50,000 from the S. L. Gimbel Foundation, a component fund at The Community Foundation. By cashing the grant check, you are agreeing to the conditions stated under the *Terms of Grant* which you have signed and returned. **The completed Grant Evaluation form is due by May 15, 2018** and will be available online on The Community Foundations website under Grants/Forms. Please note that any grant variances or extensions must be requested in writing and in advance. Any remaining grant funds must be returned to The Community Foundation at the end of the grant period.

We greatly appreciate any help you can give us in publicizing the grant. Please use the following credit in any grant announcements or materials funded by the grant: *"Books for Africa is supported by a grant from The S. L. Gimbel Foundation."* You may send us copies of articles printed in local papers, stories in your agency newsletter, annual report, press releases, and other publications for our files.

Please feel free to contact me or Angie Valdericeda, Grants Manager, at 951-241-7777 should you have any questions.

Sincerely,

Celia Cudiamat
Executive Vice President of Programs

20170141

42266

GIMB1



The Community Foundation
Strengthening Inland Southern California through Philanthropy
3700 SIXTH STREET, SUITE 200
RIVERSIDE, CA 92501
951-241-7777 / FAX 951-684-1911

CITIZENS BUSINESS BANK
A Financial Services Company
3695 Main Street, Riverside, CA 92501
90-3414/1222

E232447 Check Fraud
Protection for Business

42266

PAY * Fifty Thousand and no/100 *

TO THE
ORDER OF

DATE

04/19/2017

AMOUNT

\$ ****50,000.00

Books for Africa
26 East Exchange Street, Suite 411
St. Paul, MN 55101

Jose Sergio Bal
AUTHORIZED SIGNATURE

⑈042266⑈ ⑆122234149⑆ 244124437⑈

The Community Foundation

42266

19094 Books for Africa

04/19/2017 042266

20170141	03/23/2017	Shipment of 75,000 French books to Senegal, Guinea,	50,000.00
GIMB	S.L. Gimbel Foundation Advised Fund		50,000.00

CHECK TOTAL: \$ ****50,000.00

The Community Foundation

42266

19094 Books for Africa

04/19/2017 042266

20170141	03/23/2017	Shipment of 75,000 French books to Senegal, Guinea,	50,000.00
GIMB	S.L. Gimbel Foundation Advised Fund		50,000.00

CHECK TOTAL: \$ ****50,000.00