



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

<p>Internal Use Only:</p> <p>Grant :</p>

Organization / Agency Information

Organization/Agency Name: Central Pennsylvania Food Bank		
Physical Address: 3908 Corey Road		City/State/Zip Harrisburg, PA 17109
Mailing Address: 3908 Corey Road		City/State/Zip Harrisburg, PA 17109
CEO or Director: Joe Arthur		Title: Executive Director
Phone: 717-564-1700	Fax: 717-561-4636	Email: jarthur@centralpafoodbank.org
Contact Person: Katie Zimmerman		Title: Grant Writer
Phone: 717-564-1700	Fax: 717-561-4636	Email: kzimmerman@centralpafoodbank.org
Web Site Address: www.centralpafoodbank.org		Tax ID: 23-2202250

Program / Grant Information

Program/Project Name: Food Security Network			Amount of Grant Requested: \$15,000
Total Organization Budget: \$92,313,113	Per 990, Percentage of Program Service Expenses (Column B / Column A x 100): 96.6%	Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 1.39%	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 3.36%
Purpose of Grant Request (one sentence): To address hunger in Central Pennsylvania, Central Pennsylvania Food Bank will utilize funds from the S.L. Gimbel Foundation Fund Holiday Food Program to purchase fresh produce for families in need.			
Gimbel Holiday Grants Received: List Year(s) and Award Amount(s) 2016 - \$10,000; 2017 - \$10,000; 2018 - \$15,000			

Signatures

Board President / Chair: (Print name and Title) Susan S. Hubley	Signature: 	Date: 11/6/19
Executive Director/President: (Print name and Title) 	Signature: Joe Arthur	Date: 11/7/19

S.L. Gimbel Foundation Fund Holiday Grant Application

Please provide the following information for items I. through III. by answering all questions in ONE PAGE-12 Font. Please be thorough, clear, specific, and concise.

I. Organization/Agency Background: *State your mission, vision, purpose, and provide a brief history. What are your core programs and activities? How many people do you serve? How many paid staff, full time and part-time? How many volunteers?*

No one should be hungry. This vision guides all of Central Pennsylvania Food Bank's (CPFEB) work as we strive to close the meal gap (provide everyone in need with access to food) in our region. Our mission is "fighting hunger, improving lives, strengthening communities." The Food Bank began as a one-day demonstration project on World Food Day in 1981 and has evolved into the largest nonprofit charitable food distribution organization in central Pennsylvania. Through the Food Security Network, our core program, CPFEB procures and distributes food to food insecure families in 27 counties covering more than 18,000 square miles. This is a critical need as figures from Feeding America show that more than 10% of the population in central Pennsylvania is food insecure, meaning they do not have enough food to maintain a healthy lifestyle. Through the Food Security Network, CPFEB collaborates with more than 1000 partner agencies like food pantries, soup kitchens, senior centers, and more to distribute food to individuals and families struggling with chronic hunger. We also oversee a variety of food distribution programs for youth, seniors, and veterans in need. Our team of 101 full time staff, 7 part time staff, and 7,700 volunteers provide food to more than 400,000 central Pennsylvania neighbors each year.

II. Project Information: *Describe your food distribution program. **ANSWER ALL QUESTIONS.** Explain the community need including demographics, geographic characteristics of the area or community to be served, community conditions and income level. What are the specific activities of the food program?*

Central Pennsylvania Food Bank serves those who live at or below 150% of the national poverty level; in 2019, that is \$38,625 for a family of 4. In total, 1 in 10 individuals in central Pennsylvania struggle with hunger, including 1 in 6 children. To meet this need, in FY2019, The Food Bank distributed nearly 57 million pounds of food, including over 13 million pounds of fresh, nutritious produce. This is equivalent to 47 million meals provided at no cost to our neighbors facing hunger. These meals were distributed through our network of 1,000 partner agencies as well as through our youth, senior, mobile pantry, and veteran programs. With an acute focus on the health of those we serve, CPFEB has made a commitment in our **Bold Goal** strategic plan to not just procure and distribute food, but to procure and distribute nutritious food. Thus, we prioritize purchasing produce through the Mid-Atlantic Regional Produce Cooperative and the Pennsylvania Agriculture Surplus System, ensuring that we are providing the most fresh and healthy foods to our neighbors struggling with hunger. Support from the Gimbel Holiday Fund will be used to purchase this nutritious food, improving the health of central Pennsylvania communities.

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

Food Bank clients fill out a self-determination of need form to receive charitable food assistance. The Food Security Network operates 5 days a week, year-round across central Pennsylvania.

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.

Central Pennsylvania Food Bank serves approximately 140,000 people each month. Our partner agencies track the number of individuals served and submit monthly reports to the Food Bank. This information is tracked in our Primarius software.

**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
Fresh Produce	51,725 pounds (\$0.29 per pound)	\$15,000
TOTAL:		\$15,000

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
\$1,186,173	\$85,587,22	13.9%

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: April 13, 2002

Central Pennsylvania Food Bank
3908 Corey Rd.
Harrisburg, PA 17109-5929

Person to Contact:
Katherine C. Protzman 31-01264
Customer Service Specialist
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
23-2202250

Dear Sir or Madam:

This letter is in response to your request of March 18, 2002, for a copy of your organization's determination letter. We have updated our records to list your name and address as shown above. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in May 1982, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

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

Central Pennsylvania Food Bank
23-2202250

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

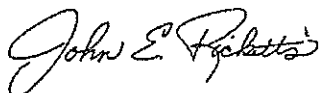
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in cursive script that reads "John E. Ricketts".

John E. Ricketts, Director, TE/GE
Customer Account Services

**CENTRAL PENNSYLVANIA FOOD BANK
BOARD OF DIRECTORS
July 2019**

Jim Adams
Retired, Wenger Group

Leah Mallett
Bucknell University

Gladys Brown Dutrieuille
Pennsylvania Public Utility Commission

David Manbeck
Boyer & Ritter

Milzy Carrasco
City of Lancaster

Kathleen McKenzie
Highmark

Linda Costa
PA State Association of Boroughs

***Ed O’Gorman (T)
River Wealth Advisors, LLC***

***Marianne DePasqua
Pennsylvania College of Technology***

Frank Pellegrino
Carlton Associates, LLC

***Scott Esworthy
Brown Shultz Sheridan & Fritz***

Val Pritchett
ABC-27 WHTM TV

Deb Ferreira
Deloitte Consulting

***Rebecca Raley (VP)
Partnership for Better Health***

Ron Frick
United Way of Lycoming County

***Daniel Reisteter (S)
Pennsylvania Bankers Association***

***Sabina Grant-Spencer
Harrisburg City School District***

***Susan Roof
Roof Advisory Group***

***Susan Hubley (P)
Capital Blue Cross***

Eric Saunders
New Hope Ministries

Janice Kopelman
Retired - PA Department of Health

Scott Sherry
Nationwide

Tammie Lowry
UGI

Matt Simon
GIANT Food Stores

Bold/Italic = Executive Committee

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 ...	75,600,514.	75,600,514.		
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	309,258.		212,572.	96,686.
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	4,377,037.	3,305,653.	507,252.	564,132.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	154,394.	122,185.	12,360.	19,849.
9 Other employee benefits	786,851.	631,630.	81,880.	73,341.
10 Payroll taxes	401,854.	305,713.	47,011.	49,130.
11 Fees for services (non-employees):				
a Management				
b Legal	522.		522.	
c Accounting	28,080.		28,080.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	37,173.		37,173.	
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	238,355.	81,661.	135,939.	20,755.
12 Advertising and promotion	63,855.	22,679.	2,702.	38,474.
13 Office expenses	983,922.	185,207.	748.	797,967.
14 Information technology	154,235.	154,235.		
15 Royalties				
16 Occupancy	670,802.	670,802.		
17 Travel	77,291.	62,147.	7,589.	7,555.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	66,493.	54,033.	2,044.	10,416.
20 Interest	66,610.	66,610.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	811,007.	811,007.		
23 Insurance	71,236.	42,206.	29,030.	
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 FREIGHT COSTS	517,708.	517,708.		
b MISCELLANEOUS	90,030.	39,330.	50,668.	32.
c DUES	63,584.	30,981.	27,193.	5,410.
d STAFF DEVELOPMENT	16,411.	9,723.	3,410.	3,278.
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	85,587,222.	82,714,024.	1,186,173.	1,687,025.
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)

Central Pennsylvania Food Bank 2019-20 Budget		
Public Support	1 Individual Donations	\$ 3,500,000
	2 Corporate Donations	1,950,000
	3 Organizational Donations	500,000
	4 Bequests/Estate Gifts	50,000
	5 Foundation Gifts	1,000,000
	6 Total Public Support	\$ 7,000,000
Program / Other Income	7 Shared Maintenance Fees	\$ 2,011,160
	8 Purchased Product Revenue	5,193,020
	9 Kids Cafe - CACFP & SFSP Reimbursement	961,255
	10 TEFAP Reimbursement	70,000
	11 Senior Programs - CSFP Reimbursement	377,500
	12 Other Contract Reimbursements	362,500
	13 Miscellaneous Income	59,132
	14 Value of Donated Food Received	75,204,000
	15 Total Program/Other Income	\$ 84,238,567
	16 Investment Income - Endowment Fund	\$ 400,000
	17 Investment Income - Other Funds	100,000
	18 Total Investment Income	\$ 500,000
	19 Total Support & Revenue	\$ 91,738,567
Expenses	20 Salaries	\$ 5,553,154
	21 Payroll Taxes	474,077
	22 Employee Benefits	1,252,749
	23 Professional Fees	439,726
	24 Investment Fees	56,000
	25 Other Fees & Services	108,450
	26 Purchased Product Expense	4,511,882
	27 Transportation	610,000
	28 Building Occupancy	491,579
	29 Warehouse Supplies & Equipment	173,250
	30 Depreciation	981,202
	31 Direct Mail Expense	571,134
	32 Printing Expense	70,450
	33 Postage	37,500
	34 Supplies & Equipment	222,746
	35 Marketing (PR & Awards)	74,830
	36 Dues	76,025
	37 Meeting & Event Expense	54,225
	38 Staff Development	35,250
	39 Travel Expense	91,211
	40 Miscellaneous Expense	40,050
	41 Interest Expense	72,000
	42 Food Purchases - Kids Cafe (CACFP & SFSP)	1,036,623
	43 Agency Capacity Building & Support	75,000
	44 Value of Donated Food Distributed	75,204,000
	45 Total Expenses	\$ 92,313,113
	46 Net Surplus/(Deficit) from Operations	\$ (574,546)

**Central Pennsylvania Food Bank - S. L. Gimbel Holiday Food Grant Final Evaluation
\$15,000 for the Food Security Network**

1. Name of your organization
Central Pennsylvania Food Bank
2. Grant Number
20181043
3. Grant Period
1/1/19 – 10/31/19
4. Location of your organization
Harrisburg, PA
5. Name and title of person completing evaluation
Katie Zimmerman, Grant Writer
6. Phone number
717-564-1700
7. Email address
kzimmerman@centralpafoodbank.org
8. Total number of clients served through this grant funding

18,746 individuals
9. Approximate volume of food purchased with grant funds (i.e. 10 lbs of fresh produce, 1000 boxes, 10 cases, etc)
10.
71,784 lbs of produce
11. Describe the project's key outcomes and results based on your goals and objectives

Central Pennsylvania Food Bank is grateful for the S.L. Gimbel Foundation Fund and The Community Foundation's investment in the Food Security Network. With your gift of \$15,000 last year, CPFEB purchased 71,784 pounds of fresh, healthy, and nutritious produce to distribute to 18,746 individuals. Central Pennsylvania Food Bank's **Bold Goal** is that "by 2025, our collaborative network will provide access to enough nutritious food for everyone struggling with hunger in each of the 27 counties we serve, and we will convene and nurture partnerships to make progress toward ending hunger." We prioritize not just providing more food, but more healthy and nutritious food, to families in need. Your support helped us provide fresh fruits and vegetables to families in need in central PA. This consistent access to more well-rounded nutrition improved the health of food insecure children and families.

We develop innovative partnerships in order to acquire healthy, nutritious food at the lowest possible prices. One such innovation is the Mid-Atlantic Regional Produce Cooperative (MARC).

The MARC is a consortium of 24 Feeding America Food Banks. Together we leverage our purchasing power to buy produce at the Philadelphia Port, competing with juicers and other buyers for seconds. This allows us to acquire fresh produce year-round at a highly discounted rate. Funds from the Gimbel Fund were exclusively spent on MARC produce and distributed to our partner agencies.

The Gimbel Fund's grant moved us one step closer to achieving the Bold Goal by supplying our neighbors in need with fresh and healthy food purchased from the MARC. In total in FY19, we distributed over 11 million pounds of produce to our neighbors in need.

12. Please describe any challenges/obstacles the organization encountered (if any) in attaining stated goals and objectives.

Central Pennsylvania Food Bank did not experience any challenges or obstacles in executing this grant.

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

N/A

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

The Food Security Network is at the heart of what we do. Central Pennsylvania Food Bank procures, processes, and distributes food throughout 27 counties in partnership with nearly 1000 partner agencies. This is a critical need as figures from Feeding America show that more than 10% of the population in central Pennsylvania is food insecure, and nearly 60% of children are eligible for free or reduced lunch in school. CPFB serves those who live below 150% of the national poverty level; in 2019, that is \$38,625 for a family of 4.

By providing people with food, you are helping strengthen households and the community. Families are able to use the food as cost savings, transitioning their finances to other expenses like housing, utilities, and medicine, creating more stability.

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

The Food Security Network provides critical services to ensure our neighbors in need have access to wholesome and nutritious food. Through your support, central Pennsylvania residents have access to fresh food items, resulting in improved nutrition and healthier lifestyles. This is especially important for the children we serve as food insecurity in childhood can lead to obesity, stunted growth, anemia, learning challenges, and behavioral issues.

16. Please provide a brief narrative of how the funds were used to fulfill grant objectives. Support documents (receipts or expense reports) can be emailed to klampert@thecommunityfoundation.net

S. L. Gimbel Foundation Funds were used to purchase 71,784 pounds of fresh and healthy food distributed throughout our network of 1,000 partner agencies in the 27 counties we serve.

17. Please relate a success story.

Your support of the Food Security Network makes it possible for central Pennsylvanians like Miles to receive the healthy food they need. Miles is a client at Northern Dauphin Food Pantry in Elizabethville (a partner of the Central Pennsylvania Food Bank) and single father to a soon-to-be 12-year-old son. He proudly shares that while he was formerly incarcerated and has struggled with addiction in the past, he is now sober and focused on being a good father. Unfortunately, because of chronic health problems, Miles and his son live on Social Security, which does not account for all of their needs. He visits the pantry monthly to get food for his family. He excitedly shares "actually, I learned how to shop through going to the Food Bank. They've got a good selection, healthy food, too. When I went to the store, I used to just grab things. Well, the Food Bank taught me how to eat better...taught me how to cook."

**Central Pennsylvania Food Bank
2018 S.L. Gimbel Foundation Fund
Financial Report**

\$15,000 Grant – Holiday Food Program

Proposed	Actual
\$15,000 grant to provide 60,000 pounds of produce	\$15,000 grant provided 71,784 pounds of produce purchased through the MARC (Mid-Atlantic Regional Cooperative)