



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

Internal Use Only:  
Grant

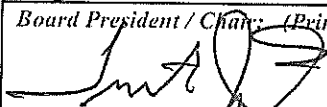
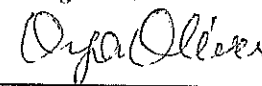
**Organization / Agency Information**

<i>Organization/Agency Name:</i> Fredericksburg Regional Food Bank		
<i>Physical Address:</i> 3631 Lee Hill Drive		<i>City/State/Zip:</i> Fredericksburg, VA 22408
<i>Mailing Address:</i> PO Box 1006		<i>City/State/Zip:</i> Fredericksburg, VA 22408
<i>CEO or Director:</i> Oya Oliver		<i>Title:</i> President & CEO
<i>Phone:</i> 540-371-7666	<i>Fax:</i> 540-371-2968	<i>Email:</i> ooliver@fredfood.org
<i>Contact Person:</i> Elizabeth Gilkey		<i>Title:</i> Grants & Communications Manager
<i>Phone:</i> 540-371-7666 x145	<i>Fax:</i> 540-371-2968	<i>Email:</i> egilke@fredfood.org
<i>Web Site Address:</i> www.fredfood.org		<i>Tax ID:</i> 54-1255013

**Program / Grant Information**

<i>Program/Project Name:</i> Pantry Distribution			<i>Amount of Grant Requested:</i> \$15,000
<i>Total Organization Budget:</i> \$2,229,127	<i>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</i> 93.5	<i>Per 990, Percentage of Management &amp; General Expenses Only (Column C/ Column A x 100):</i> 2.6	<i>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</i> 6.5
<i>Purpose of Grant Request (one sentence):</i> The purpose of this grant is to purchase produce for distribution through our partner agency pantries to the hungry of our community.			
<i>Gimbel Holiday Grants Received: List Year(s) and Award Amount(s) 2018 - \$15000</i>			

**Signatures**

<i>Board President / Chair: (Print name and Title)</i>  Board Chair	<i>Signature:</i> Timothy Leter	<i>Date:</i> 11-7-19
<i>Executive Director/President: (Print name and Title)</i> Oya Oliver - CEO	<i>Signature:</i> 	<i>Date:</i> 11-07-19

**2019 S.L. Gimbel Foundation Fund  
Holiday Grant Application**

The mission of the Fredericksburg Regional Food Bank is to feed the hungry through a community-wide network of partner agencies and engage our community in the fight to end hunger. The FRFB's vision, since 1982, has been to achieve a hunger-free community. Today, the FRFB provides food for hungry people in the Counties of Caroline, Spotsylvania, King George, Stafford, the City of Fredericksburg and the community of Locust Grove in Orange County. The FRFB has programs to feed families, children, and seniors working with 162 community partners to stock over 250 hunger-relief programs. The heart of the food bank is our Pantry Distribution Program, which stocks partner agency food pantries throughout our service area with food and grocery items. We have 24 full-time staff, 2 part-time staff, and 1,850 volunteers working year-round to ensure fresh produce, meat, dairy, bakery, and nonperishable foods are available to the hungry of our community. The goal of the FRFB is to distribute 39,860,877 meals by 2025 to make dramatic progress in ending hunger. It is also our goal for fresh produce to make up 25% of our distribution in the next 3 years.

The Pantry Distribution program distributed approximately 3 million meals to over 28,300 people in FY 19. The demographics include households with an average monthly income of \$891.65 for our Pantry Distribution clients. Of those receiving food, 34% were children up to age 18, 50% were adults aged 19-59, and approximately 14% were seniors 60 and over. These numbers are tracked by site volunteers upon arrival, at each pantry, through information intake and regularly scheduled site monitoring done by FRFB staff.

Portions of our service area are designated as a food desert by the USDA (defined as vapid of fresh fruit, vegetables, and other healthful whole foods, usually found in impoverished areas). The food bank service area is bordered by the Rappahannock River and runs from urban, to suburban, to remote rural areas. The frequency of distribution varies by pantry from several times a week to a few times a month.

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### Budget and Narrative

The Fredericksburg Regional Food Bank requests \$15,000 for the purchase of produce for distribution through our pantries. Below is an example of the types and amount of produce the FRFB could purchase with \$15,000. The actual types and amounts may vary based on price and availability.

Line Item	Description	Requested Amount
Onions	200-3 lb bags @\$19 per bag	\$3,800.00
Potatoes	200-5 lb. bags @16.50 per bag	\$3,300.00
Cabbage	77-6 bag containers @\$12.50 per container	\$962.50
Naval Oranges	51-20 lb. bags @45.50 per bag	\$2,320.50
Apples	95-12 lb. bag @\$27.50 per bag	\$2,612.50
Carrots	73 cases of 30 1lb. bags @ \$27.50	\$2,007.50
<b>TOTAL</b>		<b>\$15,003.00</b>
<b>Amount requested from Gimbel Foundation</b>		<b>\$15,000.00</b>

Administrative Expenses Percentage

Management & general expenses (Column C only)	/Total expenses (Column A)	= Administrative Percentage
\$241,161.00	\$9,390,605.00	2.56%

17-0000000

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

Date: October 6, 2015

FREDERICKSBURG REGIONAL FOODBANK  
% OYA OLIVER  
PO BOX 1006  
FREDERICKSBURG, VA 22402

Person to Contact

Ms. Wiles

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

54-1255013

Dear Sir or Madam:

This is in response to your September 23, 2015 request for information regarding your tax-exempt status.

Our records indicate you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in July 1985.

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 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/charities](http://www.irs.gov/charities) for information regarding filing requirements. Specifically, note that section 6033(j) of the Code automatically revokes the tax-exemption of any organization that fails to satisfy its filing requirement for three consecutive years. The automatic revocation of exemption is effective as of the due date of the third required annual filing or notice. The IRS maintains a list of organizations whose tax-exempt status was automatically revoked at [IRS.gov](http://IRS.gov).

If you have any questions, please call the phone number in the heading of this letter.

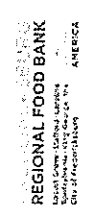
Sincerely,



Jeffrey L. Cooper  
Director, Exempt Organizations

Board of Directors Listing 2019

TITLE	NAME	ADDRESS	PHONE	EMAIL	AFFILIATIONS	TERM
Chair	Timothy R. Jeter	10711 Big Oaks Ct Spotsylvania, VA 22553	(540) 785-0203	<a href="mailto:timothy.jeter@icfbud.com">timothy.jeter@icfbud.com</a>	Electrical Engineer Dahlgren NSWC	Dec 2015 - Dec 2019 2nd Term
Vice Chair	Vacant					
Secretary	Vicky Langford	646 Eskimo Hill Rd Stafford, VA 22554	(540) 847-0418	<a href="mailto:valangford426@gmail.com">valangford426@gmail.com</a>	Spotsylvania County Schools Social Worker (Retired)	Jun 2017 - Jun 2020 2nd Term
Treasurer	Andrew Burge	125 Washington Square Plaza Fredericksburg, VA 22405	(540) 907-5918	<a href="mailto:aburge@woodforest.com">aburge@woodforest.com</a>	Branch Manager Woodforest National Bank	Jun 2019 - Jun 2022 2nd Term
Board Member	Amy Jo Olney	601 Annella St Fredericksburg, VA 22401	(770) 377-1532	<a href="mailto:amyolney2@gmail.com">amyolney2@gmail.com</a>	Fredericksburg Area Service League	Nov 2017 - Nov 2020 2nd Term
Board Member	Robert L. Belcher	505 Dunmore St Fredericksburg, VA 22401	(540) 760-4334	<a href="mailto:robert.l.belcher@ahold.com">robert.l.belcher@ahold.com</a>	VP Regional Operations Giant of Landover	Mar 2019 - Mar 2022 2nd Term
Board Member	Allen F. Bareford	2300 Fall Hill Ave Ste 300 Fredericksburg, VA 22401	(540) 899-4816	<a href="mailto:abareford@fre.idc.virginia.gov">abareford@fre.idc.virginia.gov</a>	Public Defender Office of the Public Defender	Jul 2017 - Jul 2020 1st Term
Board Member	Steve W. Rollins, Sr.	11308 Ladysmith Rd Woodford, VA 22580	(804) 448-2817	<a href="mailto:steveboss302@aol.com">steveboss302@aol.com</a>	Distribution Systems Supervisor McLane MidAtlantic Division	Sep 2017 - Sep 2020 1st Term
Board Member	Jackie Palmer	30 Sutter Dr Fredericksburg, VA 22405	(540) 374-2230 (W) (603) 661-5805 (M)	<a href="mailto:jrollins@mcclaneco.com">jrollins@mcclaneco.com</a> <a href="mailto:jackie.palmer@mcclaneco.com">jackie.palmer@mcclaneco.com</a>	McLane MidAtlantic Division	Aug 2018 - Aug 2020 1st Term
Board Member	Tara Estwick	241 Richland Rd Fredericksburg, VA 22406	(605) 261-8941	<a href="mailto:taraestwick@gmail.com">taraestwick@gmail.com</a>	None	May 2019 - May 2022 1st Term
Executive Committee	Timothy R. Jeter (Chair) Vicky Langford Andrew Burge Oya Oliver	Finance Committee Andrew Burge (Chair) Timothy R. Jeter Dayle Reschick	Building Committee Timothy R. Jeter (Chair) Vicky Langford Steve W. Rollins, Sr. Oya Oliver Steve Carty	Governance Committee (Vacant Chair) Tara Estwick Timothy R. Jeter Vicky Langford Amy Olney Dayle Reschick	Fundraising Committee Amy Jo Olney (Chair) Robert L. Belcher Allen F. Bareford Steve W. Rollins, Jr. Carey Sealy	Advisory Committee John Reid Sammy Coleman Ritta Armstead
Board Recruitment Committee	Timothy R. Jeter Jackie Palmer Dayle Reschick Atiye Chapel				Golf Tournament Sub-Committee Robert L. Belcher Carey Sealy	



**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				
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	992,477.	649,382.	171,909.	171,186.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	198,433.	129,775.	34,428.	34,230.
10 Payroll taxes	75,840.	49,347.	13,401.	13,092.
11 Fees for services (non-employees):				
a Management				
b Legal	29,962.	1,743.	28,219.	
c Accounting	13,600.		13,600.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17	178,338.			178,338.
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.)				
12 Advertising and promotion	22,398.	1,456.		20,942.
13 Office expenses				
14 Information technology	3,996.	3,396.	120.	480.
15 Royalties				
16 Occupancy				
17 Travel	15,762.	10,561.	157.	5,044.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	8,351.	5,094.	334.	2,923.
20 Interest	26,081.	16,952.	4,434.	4,695.
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	122,549.	107,843.	4,902.	9,804.
23 Insurance	20,947.	13,700.	3,634.	3,613.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24a amount exceeds 10% of line 25, column (A) amount, list line 24a expenses on Schedule O.)				
a <b>FOOD COSTS</b>	8,226,157.	8,226,157.	0.	0.
b <b>DUES &amp; SUBSCRIPTIONS</b>	55,701.	45,118.	1,671.	8,912.
c <b>MISCELLANEOUS</b>	43,733.	38,485.	1,749.	3,499.
d <b>VEHICLES</b>	36,753.	36,018.	0.	735.
e All other expenses	111,579.	84,362.	9,823.	17,394.
25 Total functional expenses. Add lines 1 through 24e	10,182,657.	9,419,389.	288,381.	474,887.
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 95-2 (ASC 958-220)

## FREDERICKSBURG REGIONAL FOOD BANK

## Profit &amp; Loss Budget Overview

July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>
Ordinary Income/Expense	
Income	
40000 · DONATIONS	2,018,953.75
42000 · SHARED MAINTENANCE	222,444.49
4300-04 · CONTRIBUTIONS OF FOOD	8,052,404.83
43000 · NON CASH DONATIONS	10,932.00
Total Income	<u>10,304,735.07</u>
Cost of Goods Sold	
50000 · COST OF GOOD SOLD	8,203,232.47
Total COGS	<u>8,203,232.47</u>
Gross Profit	2,101,502.60
Expense	
60000 · ADVERTISING & PROMOTIONS	23,000.00
61000 · VEHICLE EXPENSE	37,000.00
62000 · COMPUTER EXPENSES	4,000.00
63000 · DUES/SUBSCRIPTIONS/LICENSE	72,000.00
64000 · INSURANCE EXPENSE	196,000.00
65000 · POSTAGE & DELIVERY	4,000.00
66000 · PROFESSIONAL FEES	44,000.00
67000 · COMMUNICATION EXPENSE	21,000.00
68000 · UTILITIES	30,000.00
69000 · CONFERENCES/SEMINARS/MEETINGS	7,000.00
72000 · FOOD PROGRAM EXPENSE	23,000.00
73000 · CREDIT CARD/ONLINE DONATION FEE	6,000.00
74000 · FUNDRAISING	206,000.00
75000 · HUMAN RESOURCES	2,000.00
76000 · OTHER OPERATING EXPENSES	53,000.00
77000 · PAYROLL EXPENSE	1,300,000.00
79000 · PRINTING	2,000.00
80000 · TAXES	100.00
81000 · TRAVEL EXPENSE	16,000.00
82000 · WAREHOUSE EXPENSE	40,000.00
83000 · INTEREST EXPENSE	27,000.00
Total Expense	<u>2,113,100.00</u>
Net Ordinary Income	-11,597.40
Other Income/Expense	
Other Income	
90000 · OTHER INCOME	11,597.40
Total Other Income	11,597.40
Other Expense	
84000 · Voided Checks	0.00
Total Other Expense	<u>0.00</u>
Net Other Income	<u>11,597.40</u>
Net Income	<u><u>0.00</u></u>

S. L. Gimbel Foundation Fund Holiday Food Grant

#237

**COMPLETE**

Collector: Gimbel Holiday Food Grant (Web Link)  
Started: Wednesday, October 23, 2019 8:23:18 AM  
Last Modified: Wednesday, October 23, 2019 9:18:19 AM  
Time Spent: 00:55:00  
IP Address: 174.79.188.22

Page 1: Organizational Information

Q1 Name of your organization,

Fredericksburg Regional Food Bank

Q2 Grant #

20180969

Q3 Grant Period

January 1 - September 30, 2019

Q4 Location of your organization

City Fredericksburg  
State VA

Q5 Name and Title of person completing evaluation.

Elizabeth Gilkey

Q6 Phone Number:

5403717666

Q7 Email address.

egillkey@fredfood.org

Q8 Total number of clients served through this grant funding:

6,793 meals



S. L. Gimbel Foundation Fund Holiday Food Grant

**Q9** Approximate volume of food purchased with grant funds? (i.e 10 lbs of fresh produce; 1000 boxes; 10 cases, etc)

1,591 pounds of fresh produce (apples, carrot sticks, celery, orange wedges, cantaloupe, grapes)  
6,900 pounds of frozen or canned produce, and 100% apple juice

Page 2: Key Outcomes and Results

**Q10** Describe the project's key outcomes and results based on your goals and objectives:

The key outcome was that there was an increase in produce available to the 1 in 12 hungry people who seek assistance from our pantries. As part of our healthy food initiative, we see the ripple effect that ending hunger and providing healthy food has on the community. According to Feeding America children, adults, and seniors are healthier and require less medical care. Children perform better in school, have better grades, behavior and miss less days. Adults function better on the job and miss fewer days due to illness or illness in the family. Seniors show improved health, with an improvement of conditions such as high blood pressure, diabetes, and heart disease.

**Q11** Please describe any challenges/obstacles the organization encountered (if any) in attaining stated goals & Objectives.

Due to the time of year, cost, and need, we were unable to purchase 100% fresh produce as planned. With many families homeless or living in hotels, canned food options stay fresh longer and are easier to prepare.

**Q12** How did you overcome and/or address the challenges and obstacles?

Canned and frozen items were purchased.

**Q13** Describe any unintended positive outcomes as a result of the efforts supported by this grant.

The positive outcome is that these items are just as healthy as nutrients are sealed in. Produce begins to lose its nutritional value the moment it is picked and also begins wilting. These products were just as healthy, more convenient, and more easily stored for our families.

**Q14** Briefly describe the impact this grant has had on your organization.

As we work with Feeding America to bridge the meal gap (the number of meals available versus what are needed for the hungry of our community), we are so grateful for the generosity of the S.L. Gimbel Foundation Fund to provide the equivalent of nearly 6,800 meals. The addition of this food also raises the number of Foods 2 Encourage Items consumed, including fruits, vegetables, and juice. The product categories within F2E are ones that are more consistently inclusive of food items that meet the USDA 2010 Dietary Guidelines for Americans (DGA).

Page 3: Budget

S. L. Gimbel Foundation Fund Holiday Food Grant

**Q15** Please provide a narrative on how the funds were used to fulfill grant objectives. Explain what was purchased and how funds were utilized based upon the budget that was submitted. Utilize your grant request and explain expenditures that were made. This can be accomplished by inserting a side by side explanation.

Please see the attached chart for what was requested versus what was purchased.

Page 4: Success Stories

**Q16** Please relate a success story:

Massaponax Baptist Church Food Pantry has been a partner agency of FRFB for approximately 12 years and have developed a fantastic rapport. Our Pantry would most likely cease to exist without the services and support provided by FRFB!

Although we are a small church, we are able to serve approximately 100+ families a month through partnering with FRFB, and serve 150+ during the holiday months. The Massaponax Baptist Church Food Pantry is our biggest outreach in the community. Again, we would like to reiterate that we would not be able to financially operate our pantry without the dedicated efforts and support of the Fredericksburg Regional Food Bank.

Sincerely,

Jacquelyn R. Harris  
Massaponax Baptist Church Food Pantry

**Q17** Please relate a success story here:

The Fredericksburg Regional Foodbank (FRFB) is an irreplaceable partner for the Community Ministry Center (CMC). The CMC opened its doors in January 2018. It serves 150 to 200 people a week. In September 2019 we served our 13,000th client. Conservatively each client has three to five family members which means between 39,000 and 65,000 people have benefited from the more than 160,000 pounds of food we have received from the FRFB.

The CMC would have to change its whole operating concept if we did not have the FRFB to partner with. Our clients would not be able to receive the quantity or quality of food which is provided four times a week. The Fredericksburg Regional Foodbank does an outstanding job and the CMC is proud and blessed to be partnered with them.

Matt Mestemaker  
Executive Director CMC

**Q18** Please relate a success story here:

Yvonne Lee, of our partner agency pantry at Beulah Baptist Church, agrees that helping people facing hunger is about more than providing food. "The people we feed are so used to fast food, sweets, and empty calories. Fruits and vegetables are so important for all ages, but especially for the elderly, people with health problems, and children who come to us for assistance. We don't just want them to leave with just any food--we want them to leave with good quality food." That's why the FRFB is working to provide the most nutritious food possible to improve health and well-being. When the hungry of our community, especially children and the elderly, have access to healthy, well-balanced diets, everyone benefits. Thank you for your partnership and commitment to a healthy community!

S. L. Gimbel Foundation Fund Holiday Food Grant

Page 5: Demographic Information

<p><b>Q19</b> Which category best describes your organization. Please choose only one.</p>	<p>Basic Needs Support</p>																	
<p><b>Q20</b> What is your organizations primary Program Area of Interest?</p>	<p>Food Bank</p>																	
<p><b>Q21</b> Percentage of clients served through grant in each Ethnic Group Category. Total must equal 100%</p>	<table border="0"> <tr> <td>African American</td> <td>24</td> </tr> <tr> <td>Asian/Pacific Islander</td> <td>1</td> </tr> <tr> <td>Caucasian</td> <td>23</td> </tr> <tr> <td>Native American</td> <td>1</td> </tr> <tr> <td>Hispanic Lafino</td> <td>9</td> </tr> <tr> <td>Unknown</td> <td>42</td> </tr> </table>	African American	24	Asian/Pacific Islander	1	Caucasian	23	Native American	1	Hispanic Lafino	9	Unknown	42					
African American	24																	
Asian/Pacific Islander	1																	
Caucasian	23																	
Native American	1																	
Hispanic Lafino	9																	
Unknown	42																	
<p><b>Q22</b> Approximate percentage of clients served from grant funds in each age category.</p>	<table border="0"> <tr> <td>Children Birth-05 years of age</td> <td>8</td> </tr> <tr> <td>Children ages 06-12 years of age</td> <td>13</td> </tr> <tr> <td>Youth ages 13-18</td> <td>16</td> </tr> <tr> <td>Young Adults (18-24)</td> <td>11</td> </tr> <tr> <td>Adults</td> <td>45</td> </tr> <tr> <td>Senior Citizens</td> <td>7</td> </tr> </table>	Children Birth-05 years of age	8	Children ages 06-12 years of age	13	Youth ages 13-18	16	Young Adults (18-24)	11	Adults	45	Senior Citizens	7					
Children Birth-05 years of age	8																	
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Youth ages 13-18	16																	
Young Adults (18-24)	11																	
Adults	45																	
Senior Citizens	7																	
<p><b>Q23</b> Approximate percentage of clients served with disabilities from grant funds.</p>	<table border="0"> <tr> <td>Other Disability</td> <td>5</td> </tr> </table>	Other Disability	5															
Other Disability	5																	
<p><b>Q24</b> Approximate percentage of clients served in Economic Group</p>	<table border="0"> <tr> <td>At/Below Poverty Level</td> <td>100</td> </tr> </table>	At/Below Poverty Level	100															
At/Below Poverty Level	100																	
<p><b>Q25</b> Approximate percentage of clients served from grant funds in each population category.</p>	<table border="0"> <tr> <td>Single Adults</td> <td>37</td> </tr> <tr> <td>Families</td> <td>42</td> </tr> <tr> <td>Disabled</td> <td>5</td> </tr> <tr> <td>Ethnic Minority</td> <td>77</td> </tr> <tr> <td>LGBTG</td> <td>1</td> </tr> <tr> <td>Homeless/Indigent</td> <td>5</td> </tr> <tr> <td>Military</td> <td>8</td> </tr> <tr> <td>Elderly</td> <td>6</td> </tr> </table>	Single Adults	37	Families	42	Disabled	5	Ethnic Minority	77	LGBTG	1	Homeless/Indigent	5	Military	8	Elderly	6	
Single Adults	37																	
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Disabled	5																	
Ethnic Minority	77																	
LGBTG	1																	
Homeless/Indigent	5																	
Military	8																	
Elderly	6																	

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
onions	200- 3lb bags @ \$19.00 per bag	\$3,800.00
potatoes	200- 5lb bags @ \$16.50 per bag	\$3,300.00
cabbage	76-6 bag container @ \$12.50 per container	\$950.00
corn	75-2 dozen/bag @ \$15.50 per bag	\$1,162.50
Naval oranges	51-20lb bag @ \$45.50 per bag	\$2,320.50
Red Delicious or Granny Smith	95-12lb bag @ \$27.50 per bag	\$2,612.50
broccoli	100-3lb bag @ \$8.50 per bag	\$850.00
<b>TOTAL:</b>		<b>\$14,999.50</b>

**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
\$241,161.00	\$9,390,605.00	2.56%

<b>Fredericksburg Regional Food Bank Gimbel Foundation Purchases*</b>	
<b>Jan 1 - Sept 30 2019</b>	
Fresh Produce (apples, oranges, potatoes, carrots, onions	\$1,224.00
Frozen corn	\$28.89
Mandarin Oranges	\$5,656.00
Unsweet Applesauce	\$1,205.20
Mashed Potatoes	\$1,740.90
Cut Corn	\$941.85
Green Beans	\$804.30
Mixed Vegetables	\$483.00
100% Apple Juice	\$6,793.50
<b>TOTAL</b>	<b>\$18,877.64</b>
*due to the season, cost, and need the following purchases were substituted.	