



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

<p><b>Internal Use Only:</b></p> <p>Grant : _____</p>
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## **Organization / Agency Information**

<b>Organization/Agency Name:</b> Houston Food Bank		
<b>Physical Address:</b> 535 Portwall Street		<b>City/State/Zip:</b> Houston, Texas 77029
<b>Mailing Address:</b> 535 Portwall Street		<b>City/State/Zip:</b> Houston, Texas 77029
<b>CEO or Director:</b> Brian Greene		<b>Title:</b> President & CEO
<b>Phone:</b> 713-547-8602	<b>Fax:</b> N/A	<b>Email:</b> bgreene@houstonfoodbank.org
<b>Contact Person:</b> Shelley F. Roselius		<b>Title:</b> Grants Manager
<b>Phone:</b> 713-547-8633	<b>Fax:</b> N/A	<b>Email:</b> sroselius@houstonfoodbank.org
<b>Web Site Address:</b> www.houstonfoodbank.org		<b>Tax ID:</b> 74-2181456

## **Program / Grant Information**

<b>Program/Project Name:</b> School Market			<b>Amount of Grant Requested:</b> \$15,000
<b>Total Organization Budget:</b>  FY 20 GenOp Budget= \$42,520,816	<b>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</b>  99.4%	<b>Per 990, Percentage of Management &amp; General Expenses Only (Column C / Column A x 100):</b>  0.3%	<b>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</b>  0.5%
<b>Purpose of Grant Request (one sentence):</b> The Gimbel Holiday Food Program Grant will be utilized to purchase nutritious, high-demand food for Houston Food Bank's School Market program, which provides in-school pantries for students in need; School Markets make healthy food more accessible for food insecure students in middle and high schools.			
<b>Gimbel Holiday Grants Received: List Year(s) and Award Amount(s)</b> 2018 - \$15,000			

## **Signatures**

<b>Board President / Chair: (Print name and Title)</b>	<b>Signature:</b>	<b>Date:</b>
Phil Hawk / Chair		11/6/2019
<b>Executive Director/President: (Print name and Title)</b>	<b>Signature:</b>	<b>Date:</b>
Brian Greene / President & CEO		11/6/2019

**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?

**Providing Food For Better Lives** since 1982, Houston Food Bank (HFB) continues to feed the hungry by distributing 104,000,000 meals annually through 1,500 hunger-relief charities in Houston and southeast Texas. HFB provided nutritious food for 800,000 individuals last year. HFB also provides child hunger-relief, nutrition education and food collection programs to benefit the local community. HFB has 340 full-time and 2 part-time employees. 92,000 individuals volunteered with HFB last 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?

**One in four children in Texas is food insecure. To combat this staggering statistic, HFB addresses child hunger by partnering with local schools through the School Market program. School Markets are organized like a small grocery store for students at a consistent location within a school's campus. School Markets may also operate through a mobile market that brings food directly to a high school or middle school campus. Distribution includes healthy foods such as lean proteins, fruits and vegetables, and whole grains that fuel children's growing bodies.**

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

**Partners for the School Market program recruit student volunteers who run the operations, data collection, and advertising for the project. Students meeting household income requirements or who can detail a need are invited to participate in a shopping experience. Distribution occurs, at minimum, twice each month at every School Market location.**

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.

**HFB tracks students and families utilizing HFB resources through intake paperwork and an internal database. The School Market program provided access to over 3,000,000 meals last year. It is estimated that a generous donation from the S.L. Gimbel Foundation will serve 7,500 households and provide over 40,000 meals.**

**III. Project Budget**

Line Item	Line Item Description	Requested Amount
Canned green beans	24 cans/case, \$11.66/case, 211 cases	\$2,460
Canned mixed vegetables	24 cans/case, \$11.12/case, 209 cases	\$2,324
Canned carrots	24 cans/case, \$10.90/case, 209 cases	\$2,278
Canned pineapple	24 cans/case, \$13.25/case, 209 cases	\$2,769

Canned peaches	24 cans/case, \$15.83/case, 125 cases	\$1,979
Canned fruit cocktail	24 cans/case, \$15.26/case, 209 cases	\$3,190
<b>TOTAL:</b>		\$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
\$1,162,563	\$308,361,319	3.7%

#### **V. Supplemental Documents Checklist:** Submit the following as attachments

- ☐ Your current 501(c) (3) final determination letter from the IRS
- ☐ List of your Board members and their affiliations
- ☐ Your most recent, filed 990 report.
- ☐ Part IX only of the 990 form, Statement of Functional Expenses (one page)
- ☐ Your current operating budget (Current calendar or fiscal year)
- ☐ 2018 Holiday Food Program Grantees: Include your evaluation report
- ☐ Other past Holiday Food Program Grantees: Include your **most recent** evaluation report



Department of the Treasury  
Internal Revenue Service

OGDEN UT 84201-0038

In reply refer to: 0437974133  
Aug. 22, 2011 LTR 4168C E0  
74-2181456 000000 00

00023925  
BODC: TE

HOUSTON FOOD BANK  
535 PORTWALL  
HOUSTON TX 77029



022154

Employer Identification Number: 74-2181456  
Person to Contact: M.Selim  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 11, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 1984.

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

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

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



## Board of Directors

2019-2020

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*Community Leader*

**T. Ryder Booth**  
*Chief Procurement Officer*  
Chevron

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Houston Food Bank

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*Wyche Logistics & Leadership Consulting*

### HFB Senior Staff

Brian Greene, President and CEO  
Matthew Toomes, Chief Operating Officer  
Amy Ragan, Chief Development Officer  
Kathy Fountain, Chief Financial Officer  
Nicole Lander, Chief Impact Officer

**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 . . . . .	260,017,562.	260,017,562.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22 . . . . .	0.			
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 . . . . .	0.			
4 Benefits paid to or for members . . . . .	0.			
5 Compensation of current officers, directors, trustees, and key employees . . . . .	1,312,336.	1,261,155.	49,872.	1,309.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . . . . .	0.			
7 Other salaries and wages . . . . .	14,815,417.	14,237,616.	353,322.	224,479.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) . . . . .	232,445.	223,380.	5,811.	3,254.
9 Other employee benefits . . . . .	1,984,768.	1,907,362.	49,619.	27,787.
10 Payroll taxes . . . . .	1,346,674.	1,294,154.	33,667.	18,853.
11 Fees for services (non-employees):				
a Management . . . . .	0.			
b Legal . . . . .	0.			
c Accounting . . . . .	142,198.	136,652.	3,555.	1,991.
d Lobbying . . . . .	0.			
e Professional fundraising services. See Part IV, line 17.	0.			
f Investment management fees . . . . .	0.			
12 Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.) . . . . .	5,940,165.	5,708,499.	148,504.	83,162.
13 Advertising and promotion . . . . .	326,688.	313,947.	8,167.	4,574.
14 Office expenses . . . . .	3,449,991.	3,410,296.	39,695.	
15 Information technology . . . . .	937,982.	901,400.	23,450.	13,132.
16 Royalties . . . . .	0.			
17 Occupancy . . . . .	3,054,981.	2,978,083.	76,898.	
18 Travel . . . . .	525,787.	505,281.	13,145.	7,361.
19 Payments of travel or entertainment expenses for any federal, state, or local public officials . . . . .	0.			
20 Conferences, conventions, and meetings . . . . .	134,209.	128,975.	3,355.	1,879.
21 Interest . . . . .	86,637.	83,258.	2,166.	1,213.
22 Payments to affiliates . . . . .	0.			
23 Depreciation, depletion, and amortization . . . . .	2,392,572.	2,299,262.	59,814.	33,496.
24 Insurance . . . . .	529,628.	508,972.	13,241.	7,415.
25 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 TRUCKING EXPENSE . . . . .	5,358,313.	5,149,339.	133,958.	75,016.
b REPAIRS & MAINTENANCE . . . . .	1,834,231.	1,762,696.	45,856.	25,679.
c PACKAGING & PRINTING COSTS . . . . .	1,345,752.	1,293,267.	33,644.	18,841.
d EQUIPMENT RENTAL . . . . .	1,264,597.	1,215,278.	31,615.	17,704.
e All other expenses . . . . .	1,328,386.	1,276,579.	33,209.	18,598.
26 Total functional expenses. Add lines 1 through 24e . . . . .	308,361,319.	306,613,013.	1,162,563.	585,743.
27 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) . . . . .	0.			

# FY20 OPERATING BUDGET



Revenue	FY20 Operating Budget
Contributions	24,100,001
Government contracts	14,525,227
Fees	3,362,500
Lease, catering, other	1,916,096
<b>Total Revenue</b>	<b>43,903,824</b>
<b>Expenditures</b>	
Payroll, taxes, benefits	21,651,670
Contract labor	374,900
Professional & bank fees	1,435,372
Program expenses & supplies	2,733,878
Utilities	1,010,741
Fuel, incoming freight	1,713,169
Warehouse expense	731,947
Insurance- property/ auto	881,149
Rentals and leasing	1,142,986
Repairs and maintenance	2,207,520
Printing and boxes	1,469,113
Travel and training	654,434
Promotional	342,149
Purchased food, VAP	5,825,784
Agency and PDO grants	113,000
Other	233,004
<b>Total Expenses</b>	<b>42,520,816</b>
<b>Net Surplus/(Deficit)</b>	<b>1,383,009</b>

## SUPPLEMENTAL INFORMATION:

Projected pounds distributed = 125,000,000

Projected produce pounds distributed = 50,000,000

% produce pounds of total = 40%

#249

COMPLETE

Collector: Gimbel Holiday Food Grant (Web Link)  
Started: Thursday, October 17, 2019 11:55:52 AM  
Last Modified: Friday, November 15, 2019 6:45:26 AM  
Time Spent: Over a week  
IP Address: 50.204.64.242

Page 1: Organizational Information

Q1 Name of your organization.

Houston Food Bank

Q2 Grant #

20180972

Q3 Grant Period

01/1/2019 - 09/30/2019

Q4 Location of your organization

City Houston  
State Texas

Q5 Name and Title of person completing evaluation.

Shelley Roselius, Grants Manager

Q6 Phone Number:

713-547-8633

Q7 Email address.

sroselius@houstonfoodbank.org

Q8 Total number of clients served through this grant funding:

7,380

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

1,060 cases

Page 2: Key Outcomes and Results

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

To combat child hunger, Houston Food Bank partners with local schools through the School Market program. These markets are set up like a small grocery store for students at a consistent location within a school's campus. They may also operate through a mobile market that brings nutritious food directly to a high school or middle school campus.

Through this funding, HFB was able to provide 680 cases of canned asparagus, 240 cases of oatmeal packets and 140 cases of feminine hygiene pads to approximately 7,380 visitors to various School Markets throughout the service area.



## S. L. Gimbel Foundation Fund Holiday Food Grant

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

None

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

N/A

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

The School Market program helps students develop social skills, customer care skills, improve their interaction with clients and make an impact in their community. While these are always outcomes that the program strives for, funding from the S.L. Gimbel Foundation ensured that multiple markets were able to receive necessary product and that the students running them were able to continue working on the skills mentioned above.

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

Through this funding, HFB was able to provide 680 cases of canned asparagus, 240 cases of oatmeal packets and 140 cases of feminine hygiene pads to approximately 7,380 visitors to various School Markets throughout the service area. Receiving this necessary product has had a positive impact on the program and allowed the Food Bank to promote its benefits to other potential sites in its service area.

### Page 3: Budget

**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.

Funds were spent on the following items:

Canned asparagus: 12 cans/case, \$8.69/case, 692 cases = \$6,011

Oatmeal packets: 220 packs/case, \$26.90/case, 251 cases = \$6,751

Always feminine hygiene pads: 96 per case, \$15.99/case, 140 cases = \$2,238

These items were identified as necessary for various School Markets around the Houston Food Bank service area and were purchased and stocked during the grant period.

### Page 4: Success Stories

**Q16** Please relate a success story:

Katherine Theodore is a 34-year-old single mother of six who has come to Hasse Elementary for the Houston Food Bank School Market. With a wagon full of food and her young daughter in tow, Katherine explains how receiving food helps her family.

"Summertime is hard because they all eat a lot," Katherine said, laughing.

Her oldest daughter has just started working, but the rest of her kids are home for the summer. This means that they don't get the meals they would normally receive at school for a few months, and Katherine has to make sure there's enough food to go around.

"It helps us a lot. It helps us get through the week or the weekend," she said.

The Alvin School Market helps Katherine's large family and others like her stay full with nutritious food as they go about summer activities. Just from observing those in line with her earlier, Katherine says she sees a great need in her community for markets like this. She is grateful for the Houston Food Bank and all the volunteers that make the market possible.

"I'd like to tell them all, 'Thank you very much.' Service like that is a god thing to me," Katherine said.

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

Respondent skipped this question

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

Respondent skipped this question

### Page 5: Demographic Information

**Q19** Which category best describes your organization. Please choose only one.

Basic Needs Support

# S. L. Gimbel Foundation Fund Holiday Food Grant

<b>Q20</b> What is your organizations primary Program Area of Interest?	<b>Civic &amp; Public Benefit</b>	
<b>Q21</b> Percentage of clients served through grant in each Ethnic Group Category. Total must equal 100%	African American	35
	Asian/Pacific Islander	0
	Caucasian	30
	Native American	0
	Hispanic Latino	35
	All Ethnicities	0
	Other	0
	Unknown	0
<b>Q22</b> Approximate percentage of clients served from grant funds in each age category.	Children Birth-05 years of age	0
	Children ages 06-12 years of age	0
	Youth ages 13-18	90
	Young Adults (18-24)	0
	Adults	10
	Senior Citizens	0
<b>Q23</b> Approximate percentage of clients served with disabilities from grant funds.	No clients served with disabilities	100
	Physically Disabled	0
	Blind & Vision Impaired	0
	Deaf & Hearing Impaired	0
	Mentally/Emotionally Disabled	0
	Learning Disabled	0
	Speech Impaired	0
	Other Disability	0
<b>Q24</b> Approximate percentage of clients served in Economic Group	At/Below Poverty Level	50
	Homeless/Indigent	0
	Migrant Worker	0
	Working Poor	50
	Other	0
<b>Q25</b> Approximate percentage of clients served from grant funds in each population category.	Single Adults	0
	Families	5
	Single Parent Families	5
	Disabled	0
	Ethnic Minority	0
	LGBTG	0
	Abused Women/Children	0
	Homeless/Indigent	0
	Immigrants	0
	Military	0
	Parolees	0
	Students	90
	Elderly	0
	Children/Youth (those not included in Family)	0