

Organization / Agency Information

Organization/Agency Name: Oak Park River Forest Food Pantry		
Physical Address: Oak Park River Forest Food Pantry 848 Lake Street Oak Park, IL 60301		City/State/Zip
Mailing Address:		City/State/Zip
CEO or Director: Ms Michele Zurakowski, Executive Director		Title:
Phone: (708) 434-0085	Fax:	Email:
Contact Person: Ms Michele Zurakowski, Executive Director		Title:
Phone:	Fax:	Email: michele@oprffoodpantry.org
Web Site Address: http://www.oprffoodpantry.org		Tax ID: 27-2018997

Program / Grant Information

Program/Project Name: Healthy Foods Initiative			Amount of Grant Requested: \$10000
Total Organization Budget: \$2496000	Per 990, Percentage of Program Service Expenses (Column B / Column A x 100): 92	Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 4	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 8
Purpose of Grant Request (one sentence): Gimbel funding would allow us to purchase over 6,000 portions of the protein-rich products so lacking in our clients' diets.			
Gimbel Grants Received: List Year(s) and Award Amount(s) 2013, \$10,000 2014, \$10,000 2015, \$10,000			

Holiday Grant Application

XXXVI. 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?

Although our name implies a small suburban focus, we serve low-income residents of 13 zip-codes including portions of the city of Chicago and many of its near-west suburbs. Last year we served 14,000 unique individuals (48,000 with repeat visits). In operation since 1978 as a program under a parent organization, explosive client demand during the Great Recession led us to become a stand-alone agency in 2010. Core values of respect, fairness, community, and accountability became ensconced in our mission: to work together as a community to reduce hunger locally. Emphasizing community in all our efforts allows us to serve vulnerable community members while providing meaningful volunteer opportunities to 1,400 others. Our priorities are weighted towards direct hunger relief and other programming (92% of total functional expenses per our most recent 990). Administration (4%) and fundraising (4%) are kept to a minimum. We keep overhead expenses low by focusing on recruiting in-kind donations of food and labor (50% of income). Our paid staff include 7 FT, 4PT, and 3 AmeriCorps members. Our marquee program is our food pantry where we focus on providing the most nutritious food possible—the lean protein and fresh produce that is normally inaccessible to our low-income clients. We offer Nutrition Education at each food distribution, providing samples of healthy foods made with Pantry ingredients, offering recipes and professional assistance with tailoring diet to disease states such as diabetes or hypertension. By providing free, wholesome food, as well as education about how to use and enjoy it, our Healthy Foods Initiative helps low-income and food-insecure families combat hunger and eat a more varied and nutritious diet.

II. Project Information: Describe your food distribution program. Explain the community need including demographics, geographic characteristics of the area or community to be served, community conditions and income level. What are the specific activities of the food program? How do you identify/qualify those in need? How often is the food distribution offered? How many people will be served by the food distribution program (children, youth, adults, seniors)? Please explain how you keep track of number of people served.

We serve 14,000 unduplicated individuals living in Chicago and surrounding suburbs. The majority come from the west side of Chicago (59%) where food deserts, unemployment, poverty, and de facto segregation have led to rampant food insecurity. Hispanic and Black households report more difficulty in accessing fresh fruits and vegetables compared to Whites. Teens and adults in these households consume less milk and protein. Those who lack are four times as likely to report poor health and 2.5 times as likely to report feelings of stress. But even in more affluent communities, people struggle with hunger. We serve thousands of people from the suburb of Oak Park (17%) and surrounding communities (24% combined). Nearly all (96%) fall into HUD's low/very-low income levels. Average family income is \$11,120 (3 people). A telling reason for the low household income lies in family composition: 34% of our clients are children under nineteen, 12% are seniors over sixty-five, 17% of clients identify as disabled, and 3% are veterans. In all, 84% of the households we serve contain at least one member in these vulnerable populations. Our food pantry is open twice a week during evening, afternoon and weekend hours to allow flexibility for those with employment. Clients are invited to shop at the pantry once per month, selecting their own food much like a grocery store. Everyone is offered

assistance in applying for income support benefits. Dietitians and interns are present at each distribution, providing critical health information, tasty food samples, and simple recipes. Client intake includes collecting HUD-required data for all household members which is logged into a database. All clients must provide a photo ID and proof of residence within our service boundaries. Clients must also attest that family income does not exceed Illinois Emergency Food Assistance Program limits.

**2017 S.L. Gimbel Foundation Fund
Holiday Grant Application**

III. Project Budget

Please provide a detailed line-item budget for your project by completing the budget form below. The **maximum requested amount is \$10,000. One hundred percent of the request should be for the purchase of food items only. Canned tuna will not be funded. Food items must be delineated (i.e. canned vegetables, soup, pasta, dried beans, rice, etc.). For each food item, indicate the cost per unit (pound, carton, case, etc.) and the quantity.**

Line Item	Line Item Description	Requested Amount
<i>Frozen Meat</i>	Ground Turkey: \$14.04/case of 12 (1#) Ground Beef: \$25.20/case of 18 (1#) Pork Chop Pieces: 10.50/case of 10 (16oz) 80 cases (each) = 3200 pieces (2/family so approx. 1600 portions)	\$4000
<i>Fresh Dairy</i>	Eggs: \$17.85/case of 15 (1 dozen) 118 cases = 1771 portions (1 per household)	\$2100
<i>Canned Protein</i>	Sirloin Burger Soup: \$13.03/case 24 (15 oz.) Light Red Kidney Beans: \$14.76/case of 24 (1#) Chicken Ravioli: \$9.16/case of 12 (15 oz.) Beef Stew: \$8.97/case of 12 (15oz.) 312 cases (78 each) = 5616 individual items (4/family on average, so approx. 1400 portions)	\$3500
<i>Peanut Butter</i>	Peanut Butter: \$8.05/case of 12 (12.34 oz.) 115 cases = 1400 individual items (1/family so 1400 portions)	\$400
TOTAL:		\$10,000

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

**2017 S.L. Gimbel Foundation Fund
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Frozen Meat	Ground Turkey: \$14.04/case of 12 (1#) Ground Beef: \$25.20/case of 18 (1#)	\$4000
Fresh Dairy	Eggs: \$17.85/case of 15 (1 dozen) 118 cases = 1771 portions (1 per household)	\$2100
Canned Protein	Sirloin Burger Soup: \$13.03/case 24 (15 oz.) Light Red Kidney Beans: \$14.76/case of 24 (1#)	\$3500
Peanut Butter	Peanut Butter: \$8.05/case of 12 (12.34 oz.) 115 cases = 1400 individual items (1/family so	\$400
TOTAL:	Based on actual costs from our local food bank, Greater Chicago Food Depository October, 2017	\$10,000

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
\$68,880	\$1,704,177	4%

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	1,123,524.	1,123,524.		
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	76,575.	46,575.	25,000.	5,000.
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	324,878.	264,918.	27,320.	32,640.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
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.)	43,736.	28,054.	2,557.	13,125.
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	14,278.	7,139.	7,139.	
23 Insurance	9,408.	9,174.	135.	99.
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 FACILITIES AND EQUIPMENT	37,567.	32,359.	3,005.	2,203.
b SUPPLIES	14,526.	13,261.	730.	535.
c PRINTING	12,615.	8,106.	1,196.	3,313.
d DEVELOPMENT	10,280.	1,863.	345.	8,072.
e All other expenses	36,790.	31,079.	1,453.	4,258.
25 Total functional expenses. Add lines 1 through 24e	1,704,177.	1,566,052.	68,880.	69,245.
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)

#100

COMPLETE

Collector: Gimbel Holiday Food Grant (Web Link)
Started: Monday, June 22, 2015 12:24:45 PM
Last Modified: Wednesday, July 22, 2015 1:34:23 PM
Time Spent: Over a week
IP Address: 50.198.6.158

Page 1: Organizational Information

Q1 Name of your organization.

Oak Park River Forest Food Pantry

Q2 Grant #

20140797 38675 GIMB-H

Q3 Grant Period

January - June, 2015

Q4 Location of your organization

City	Oak Park
State	IL

Q5 Name and Title of person completing evaluation.

Michele Zurakowski, Executive Director

Q6 Phone Number:

708-434-0085

Q7 Email address.

michele@oprffoodpantry.org

Q8 Total number of clients served through this grant funding:

21,343

S. L. Gimbel Foundation Holiday Food Grant

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

Our main nutrition goals revolve around providing food-insecure clients with the nutrition most lacking in their diets: foods rich in proteins and dense in nutrients. While we requested S.L. Gimbel Foundation funding to help support us in procuring sufficient amounts of protein, we largely rely on an extensive produce rescue program to bring in adequate fresh products for our clients. In that program, we work with local vendors who cull—and pass on to our clients—blemished products that are still perfectly edible, but do not meet our vendors' cosmetic standards. Last fall our largest vendor relocated, eliminating our main provider of free produce. In order to meet our nutritional goals for the people we serve, we had to replace free fresh produce with purchased canned fruits and vegetables. That unexpected expense meant we had to re-evaluate the nutritional mix of the products we procured, especially our protein purchases. Fortunately our proposal to the S. L. Gimbel Foundation was fully funded, allowing us to continue to provide both protein-rich and nutrient-dense products to all our clients

Page 3: Budget

Q15 Please provide a brief narrative on how the funds were used to fulfill grant objectives. Support documents (receipts or expense reports) can be emailed to klampert@thecommunityfoundation.net or faxed to 951-684-1911.

In keeping with our goal of increasing protein, we targeted S.L. Gimbel Foundation funds on specific healthy protein options. Half of the funding purchased frozen meat, a hugely popular choice with our clients. We focused on lean poultry whenever possible (whole chickens, drumsticks, and ground turkey), filling in with Pollock or ground beef if poultry was not available. We were also able to purchase 1200 dozen eggs and 360 half-gallons of milk. Finally, we focused the remaining funding on non-perishable protein options, largely beans and chicken (stew, chili, and canned). In all, S.L. Gimbel Foundation funding allowed us to purchase nearly 11,000 pounds of protein products for our clients from early February through mid-May.

Page 4: Success Stories

Q16 Please relate a success story:

Our Nutrition Education Program has experienced a lot of success this year in helping clients expand their palates and cooking repertoires. Perhaps the most dramatic involved garbanzo beans. Our local food bank nearly always stocks them and they are relatively inexpensive, but our clientele largely ignored them on the shelves. We asked our dietitian and interns to help create something that would appeal to our clients. They decided to combine a couple of ingredients nearly always found at the Pantry—garbanzo beans and peanut butter—to create a delicious humus. They demonstrated how to make it during a food distribution and gave samples to all the clients (over 230 people that day). Selection of garbanzo beans increased 97% that day!

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

#22

COMPLETE

Collector: Gimbel Holiday Food Grant (Web Link)
Started: Thursday, June 26, 2014 9:15:40 AM
Last Modified: Thursday, June 26, 2014 10:23:10 AM
Time Spent: 01:07:30
IP Address: 50.198.6.154

Page 1: Organizational Information

Q1 Name of your organization.

Oak Park River Forest Food Pantry

Q2 Grant #

20130905

Q3 Grant Period

Jan 1 - June 30, 2014

Q4 Location of your organization

City	Oak Park
State	Illinois

Q5 Name and Title of person completing evaluation.

Michele Zurakowski, Executive Director

Q6 Phone Number:

708-434-0085

Q7 Email address.

michele@oprffoodpantry.org

Q8 Total number of clients served through this grant funding:

19,895

S. L. Gimbel Foundation Holiday Food Grant

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

The grant came at a perfect time. Last fall food prices began to increase and the cost of protein sky-rocketed—up 30% for some of the key items we routinely purchase. Client demand is often at a peak in the holiday months of November and December. In order to meet our goals of providing ample supplies of protein products, we were burning through our annual food budget at a pace that would not be sustainable for the entire year. The grant from S.L. Gimbel Foundation allowed us to continue to provide adequate protein to all our clients. As client demand began to ease in the early spring, the grant funding allowed us to increase the amount of this important nutrient each patron received.

Page 3: Budget

Q15 Please provide a brief narrative on how the funds were used to fulfill grant objectives. Support documents (receipts or expense reports) can be emailed to klampert@thecommunityfoundation.net or faxed to 951-684-1911.

In keeping with our goal of increasing protein, we targeted S.L. Gimbel Foundation funds on specific healthy protein options. Half of the funding purchased frozen chicken, a hugely popular choice with our clients. We were also able to purchase 1500 dozen eggs, another popular choice due to its versatility. Finally, we focused the remaining funding on non-perishable protein options, specifically turkey chili with beans and canned chicken. In all, S.L. Gimbel Foundation funding allowed us to purchase nearly 11,500 pounds of protein products for our clients from late January through mid-May.

Page 4: Success Stories

Q16 Please relate a success story:

Yesterday an elderly woman came to our pantry. "Mabel" seemed exhausted, but resigned to taking the hard step of asking for help. She arrived an hour early with her 12-year old great-grandson, "Joe," in tow. He recently came to live with her when the rest of the family became unable to care for him. Although she has long been retired and subsists on a social security income, Mabel brought Joe to live with her, providing stability for him when the rest of the family was falling apart. Joe was cheerful and helpful, holding the door for people and offering to volunteer. When we commented on what a nice kid Joe was, Mabel beamed, "he's great at math, too!" Mabel sees a real future in Joe and believes he has the skills to go far—if only she can give him the tools. Mabel told us that as a growing 12-year old, Joe eats a lot of food and with her limited budget, she can't afford to give him what he needs. "Macaroni just isn't enough for him," she murmured. When one of her neighbors (a Pantry volunteer) told her about our food pantry, she sought us out. She was amazed that people took the time to talk to her about her life and her family, and fell silent when she saw the food choices she could select. "It's been a long time since we've had meat," Mabel told us. She couldn't stop thanking us—and our volunteers—for being there for her and Joe, providing the needed nutrients to help a young boy develop strong and healthy. Mabel is providing the real work with love and stability. We're humbled by her efforts and are grateful that we can assist by providing some basic nutrition to help her lay a strong foundation for her great-grandson's future.

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

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

SEP 03 2010

OAK PARK RIVER FOREST FOOD PANTRY
848 LAKE ST
OAK PARK, IL 60301

Employer Identification Number:
27-2018997

DLN:

17053179317000

Contact Person:

BENJAMIN L DAVIS

ID# 31465

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

June 30

Public Charity Status:

509(a)(2)

Form 990 Required:

Yes

Effective Date of Exemption:

April 2, 2010

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

-2-

OAK PARK RIVER FOREST FOOD PANTRY

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC



Board of Directors FY 2018

Elizabeth Sweeney Backes, *President*, 558 Lathrop Avenue, River Forest, IL 60301
Vice President, Banc of America Leasing

Stephanie Schrodt, *Vice-President*, 706 Lathrop Avenue, River Forest, IL 60305
Community volunteer and certified teacher, with a decade of professional experience in human resources management.

Melanie Halvorson, *Treasurer*, 1115 N. Kenilworth Avenue, Oak Park, IL 60302
Community volunteer after a long career in commercial lending as well as marketing and communications.

Jamie Stanesa, *Secretary*, 321 S. Cuyler, Oak Park, IL 60302
Associate Vice President at the Higher Learning Commission

Collete English Dixon, 1435 Lathrop Avenue, River Forest, IL 60305
Formerly, Executive Director, *Transactions*, PGIM Real Estate, a business unit of Prudential Financial

Susie Goldschmidt, 716 Belleforte Avenue, Oak Park, IL 60302
Vice President Banking Center Manager, MB Financial

Laura Gutierrez, 7222 Dixon St., Apt. 303, Forest Park, IL 60130
Grants Administrative Assistant, The Chicago Community Trust

Bob Haisman, 165 N. Kenilworth Ave 5-K, Oak Park, IL 60301
Retired high-school teacher and past president, Illinois Education Association

Mary Jane Keitel, 850 Fair Oaks Avenue, Oak Park, IL 60302
Major Gifts Officer, Field Museum of Natural History

Andrew Charles Maychruk, 210 Gale Avenue, River Forest, IL 60305
Chief Technology Officer, Old Second National Bank

Scott Moller, 1006 Forest Avenue, River Forest, IL 60305
Marketing consultant and entrepreneur

Donna Myers, 1023 Erie Street, Oak Park, IL 60302

Community volunteer with more than 10 years' professional experience in nonprofit development, management and governance

Linda Sandman, 937 S. Home Avenue, Oak Park, IL 60304

Director of Clinical Services, Department of Disability and Human Development, University of Illinois at Chicago

Rohit Sankaran, 1183 Clarence Avenue, Oak Park IL 60304

Senior Software Engineer with Jump Trading

Tom Watson, 1012 Wenonah Ave, Oak Park, IL 60304

Head of Sales for financial risk analytics provider, Hanweck Associates

Cassandra West, 175 Linden Ave., Oak Park, IL 60302

Media consultant and freelance business and education writer

Oak Park River Forest Food Pantry

FY 2018

BUDGET

REVENUE

Individuals	\$ 570,000
Events	\$ 202,300
Foundation/Corporate Grants	\$ 113,400
Congregations	\$ 35,000
Hunger Walk	\$ 12,000
Business Donations	\$ 25,900
Organizations/Groups	\$ 36,500
Employee Matching Gifts	\$ 12,400
GCFD Credits	\$ 9,000
Interest	\$ 2,000
Release from Reserves	\$ 140,000
Sub Total Revenue - Cash	\$ 1,158,500

IN-KIND

Food & Hygiene Products - Contributed	\$ 869,200
Rent - in kind, other, etc.	\$ 8,400
Volunteer hours	\$ 283,500
Sub Total Revenue - In-kind	\$ 1,161,100

Sub-Total Cash + In-Kind	\$ 2,319,600
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RESTRICTED GRANTS	\$ 127,200
RELEASE FROM CAPITAL	\$ 49,200
TOTAL REVENUE	\$ 2,496,000

EXPENSES

Food & Hygiene total	\$ 1,211,000
Purchased - \$341,800	
Contributed - \$869,200	
Salaries/Wages + Payroll tax	\$ 545,600
Event Expenses	\$ 105,000
Fundraising Expenses	\$ 24,700
Service Learners	\$ 11,300
Consultants -Nutrition	\$ 82,500
Utilities	\$ 17,900
Transportation	\$ 600
Printing/Reproduction	\$ 31,900
Insurance	\$ 12,100
Technology/Support/Website	\$ 55,200
Accounting/Legal Fees	\$ 10,200
Supplies	\$ 29,700
Volunteer expenses	\$ 10,400
Postage	\$ 4,000
Professional Development	\$ 7,000
Dues/Subscriptions/Fees	\$ 8,400
Client Advocacy/Travel	\$ 5,400
Equipment Repair and Maintenance	\$ 12,500
Client service: ID fee WIM	\$ 3,000
Miscellaneous	\$ 2,200
Rent - sinking fund	\$ 7,600
Computer - sinking fund	\$ 2,200
Sub-Total Expenses	\$ 2,200,400

In-Kind Expenses

Volunteer hours	\$ 283,500
Other in-kind (events, etc)	\$ 8,400
SUB-TOTAL CASH + IN-KIND EXPENSES	\$ 2,492,300

Restricted Grant expenses

TOTAL EXPENSES	\$ 2,492,300
Operating Surplus/(Deficit)	\$ 3,700