



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

Internal Use Only:
Grant : _____



**Organization / Agency Information**

<i>Organization/Agency Name: Redwood Empire Food Bank</i>		
<i>Physical Address: 3990 Brickway Drive</i>		<i>City/State/Zip Santa Rosa, CA 95403</i>
<i>Mailing Address: Same as Physical Address</i>		<i>City/State/Zip</i>
<i>CEO or Director: David Goodman</i>		<i>Title: Chief Executive Officer</i>
<i>Phone: 707-523-7900 x111</i>	<i>Fax: 707-523-7900</i>	<i>Email: dgoodman@refb.org</i>
<i>Contact Person: Cerrissa MacNichols</i>		<i>Title: Grants Manager</i>
<i>Phone: 707-523-7900 x159</i>	<i>Fax: 707-523-7900</i>	<i>Email: cmacnichols@refb.org</i>
<i>Web Site Address: refb.org</i>		<i>Tax ID: 68-0121855</i>

**Program / Grant Information**

<i>Program/Project Name: Senior Security Initiative</i>			<i>Amount of Grant Requested: \$15,000</i>
<i>Total Organization Budget:</i>	<i>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 94%</i>	<i>Per 990, Percentage of Management &amp; General Expenses Only (Column C/ Column A x 100): 2.2%</i>	<i>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100): 5.5%</i>
<i>Purpose of Grant Request (one sentence):</i> <b>The purpose of this grant request is for funding that will help provide food and nutritional stability to the many seniors in Sonoma, Lake and Mendocino Counties who are living on fixed incomes that do not cover their basic needs.</b>			
<i>Gimbel Holiday Grants Received: List Year(s) and Award Amount(s)</i> 2017-\$10,000 2018-\$15,000			

**Signatures**

<i>Board President / Chair: (Print name and Title)</i> <b>Brendan Kunkle, Board Chair</b>	<i>Signature:</i> 	<i>Date:</i> 11/11/19
<i>Executive Director/President: (Print name and Title)</i> <b>David Goodman, Chief Executive Officer</b>	<i>Signature:</i> 	<i>Date:</i> 11-11-19

**S.L. Gimbel Foundation Fund  
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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?

The mission of the Redwood Empire Food Bank (REFB) is to end hunger in our community. We define ending hunger as having in place a community response system that makes adequate nutrition assistance available and accessible to anyone in need.

Established in 1987, the REFB is the largest distribution hub and major provider of emergency food in our service area that includes Sonoma, Lake, Mendocino, Humboldt and Del Norte counties. We respond to the immediate needs of 82,000 people seeking help through the provision of healthy food and nutrition education. Our goal is to deliver and support effective programs to eliminate hunger and improve nutrition for those we serve. Through three hunger-relief initiatives: Senior Security; Every Child, Every Day; and Neighborhood Hunger Network, the REFB provides over 300 direct service distributions monthly. We work closely with 180 partner organizations to supply food to fuel 200 additional partner distributions. Through a carefully woven network, the Redwood Empire Food Bank works to end hunger in the communities we serve, every day through over 500 monthly distributions within our service region. Our 8,500 volunteers (the equivalent of 46 staff positions) and dedicated team of 62 full-time and five part-time employees, made it possible for the Redwood Empire Food Bank to distribute the food equivalent of over 14 million meals to children, seniors, individuals and families during Fiscal Year 2018-2019.

**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?

Through the Redwood Empire Food Bank's Senior Security Initiative, we operate three programs that target senior hunger: Senior Basket, Kitchen Collective and the Diabetes Wellness Program. Each program provides low-income seniors with a consistent source of nourishing food that includes fresh fruits and vegetables, fresh protein and shelf staples to combat hunger and support wellness. We currently serve 16,000 low-income seniors who live within our five county service area. Four of our service counties are rural with high incidences of poverty. Adults 60 years or older, living at or below 130% of the Federal Poverty Level, may enroll in our Senior Basket program. Across 75 monthly direct service distributions, the Senior Basket program helps struggling seniors meet their basic nutritional needs through 30-pound provisions of healthy supplemental food, plus 15 pounds of fresh produce and heat-and-serve entrées -- made with donated ingredients by our staff chef and volunteers.

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

Our Senior Basket Program is open to adults 60 or older, living at or below 130% of the Federal Poverty Level. Seniors in need who don't meet the income qualifications for Senior Basket, can enroll in our Groceries to Go and Produce Pantry programs where self-identified need is the qualifying factor.

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.

The Redwood Empire Food Bank currently serves over 16,000 seniors who live within our five county service area (Sonoma, Lake, Mendocino, Humboldt and Del Norte) through our Senior Basket program. Our program staff and volunteers record the number of seniors served at each of our distributions sites with daily sign-in sheets.

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**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
Chicken Breasts	2.5lb individual packages @ \$ .55 per pound (14 per case) =18,000 pounds	\$9,900
Eggs	4,513 dozen, medium size @\$1.13 per dozen	\$5,100
<b>TOTAL:</b>		<b>\$15,000</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
\$744,452	\$33,735,392	2%

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248367577  
Apr. 12, 2013 LTR 4168C E0  
68-0121855 000000 00  
00018243  
BODC: TE

REDWOOD EMPIRE FOOD BANK  
3990 BRICKWAY BLVD  
SANTA ROSA CA 95403



014731

Employer Identification Number: 68-0121855  
Person to Contact: Albert Zerhusen  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 03, 2013, 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 November 1991.

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.

0248367577  
Apr. 12, 2013 LTR 4168C ED  
68-0121855 000000 00  
00018244

REDWOOD EMPIRE FOOD BANK  
3990 BRICKWAY BLVD  
SANTA ROSA CA 95403

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

Sincerely yours,

*Richard McKee*

Richard McKee, Department Manager  
Accounts Management Operations

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**REDWOOD EMPIRE FOOD BANK – BOARD OF DIRECTORS**

October 2019

First Name	Last Name	Office	Affiliation
Brendan	Kunkle	President	Abbey Law Partner
Paul	Gullixson	Vice President	Sonoma State University Associate VP of Strategic Communications
Viviann	Stapp	Secretary	Jackson Family Ent. VP, Legal Counsel
Bruce	Kelm	Treasurer	Morgan Stanley Vice President, Financial Advisor
Catherine	Bartolomei		Farmhouse Inn & Restaurant Owner
Terence (Terry)	Brown		Retired
Tracy	Condron Weitzenberg		Redwood Credit Union Communications & Public Relations Manager
Pete	Golis		Journalist, Press Democrat Editorial Director, Retired
Gayle	Guynup		State of California Judge, Assigned
Gary	Hartwick		Exchange Bank President & CEO
Stephanie	Larson		UC Cooperative Extension County Director/Farm Advisor
Steven	Maass		Maass Corporation Owner
Jeremy	Olsan		Perry, Johnson, Anderson, Miller & Moskowitz Partner
Marie	Scherf		BPM LLP CPA, Senior Tax Manager
Komron	Shahhosseini		Oakmont Senior Living
Abigail	Smyth		Crimson Wine Group Export Manager
Pedro	Toledo		Petaluma Health Center Chief Administrative 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				
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	342,658.	203,838.	40,562.	98,258.
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	2,692,673.	1,773,620.	478,600.	440,453.
8	Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	66,316.	39,443.	14,336.	12,537.
9	Other employee benefits	312,152.	228,343.	33,855.	49,954.
10	Payroll taxes	250,585.	160,843.	43,374.	46,368.
11	Fees for services (non-employees):				
a	Management				
b	Legal				
c	Accounting	36,900.		36,900.	
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.)				
12	Advertising and promotion	62,935.	748.		62,187.
13	Office expenses	479,181.	104,050.	13,920.	361,211.
14	Information technology	74,409.	50,520.	10,287.	13,602.
15	Royalties				
16	Occupancy	284,450.	258,876.	12,764.	12,810.
17	Travel				
18	Payments of travel or entertainment expenses for any federal, state, or local public officials				
19	Conferences, conventions, and meetings	18,274.	15,087.	1,808.	1,379.
20	Interest				
21	Payments to affiliates				
22	Depreciation, depletion, and amortization	449,407.	360,124.	41,852.	47,431.
23	Insurance	166,586.	141,904.	15,095.	9,587.
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	<b>FOOD DISTRIBUTED - DONA</b>	24,889,777.	24,889,777.		
b	<b>FOOD DISTRIBUTED - ACOU</b>	3,177,482.	3,177,482.		
c	<b>FOOD DISTRIBUTION EXPEN</b>	412,188.	405,808.	819.	5,561.
d	<b>PROGRAM &amp; SUPPORT</b>	19,400.	17,212.	280.	1,908.
e	All other expenses	19.	19.		
25	<b>Total functional expenses. Add lines 1 through 24e</b>	<b>33,735,392.</b>	<b>31,827,694.</b>	<b>744,452.</b>	<b>1,163,246.</b>
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 88-2 (ASC 958-720)

**Redwood Empire Food Bank  
FY2020 Budget Summary - Board Approved**

	<b>FY 2020 Proposed Budget</b>
Program Revenue	1,298,800
Unrestricted Support	7,050,000
Restricted Support	2,006,000
Revenue Released from Restriction	590,000
<b>Total Operating Revenue</b>	10,944,800
Other Revenue	152,500
<b>Total Cash Revenue</b>	11,097,300
Donated Food Revenue	26,000,000
<b>Total Revenue</b>	<b>37,097,300</b>
Program Food Purchases	4,231,800
Operations & Transportation	470,800
<b>Cost of Operations</b>	4,702,600
Salaries, Wages & Benefits	4,680,600
Department Expense	902,400
Occupancy	311,600
<b>Total Operating Expense</b>	5,894,600
Other Expense - Depreciation	500,100
<b>Total Cash Expense</b>	11,097,300
Donated Food Cost	26,000,000
<b>Total Expense</b>	<b>37,097,300</b>
<b>Net Results After Donated Food</b>	<b>-</b>



1. Organization name: Redwood Empire Food Bank
2. Grant #: 20180981
3. Grant Period: January 1, 2019 to September 30, 2019
4. Location of Services (City and State): Santa Rosa, CA
5. Name and Title of person completing evaluation:  
Cerrissa MacNichols, Grants Manager
6. Phone Number: 707-523-7900 x 159
7. Email address: [cmacnichols@refb.org](mailto:cmacnichols@refb.org)
  
8. Total number of clients served through this grant funding

Through the Redwood Empire Food Bank's Senior Basket and Diabetes Wellness programs, our organization serves approximately 5,000 seniors throughout our service region of Sonoma, Lake, Mendocino, Del Norte and Humboldt Counties. This number of seniors we are currently serving has grown from 4,100 to over 5,000 in just the short time since receiving funding from the S.L. Gimbel Foundation Holiday Food Program Grant earlier this year. As the number of seniors in need continues to grow, the Redwood Empire Food Bank continues to expand our distribution site locations to meet the needs of this vulnerable population.

9. Describe the project's key outcomes and results based on the goals and objectives:

The key outcomes were to supply low-income, food insecure seniors within our service region, with protein in the form of eggs and chicken breasts. Lean protein is an important component in the healthy diet of a senior. Often nutritious protein sources are too expensive for seniors on a fixed-income. The generous funding from the S.L. Gimbel Foundation paid for the purchase of 7,875 dozen, medium eggs and 333 cases of chicken breasts, providing low-income seniors with the protein they need.

During the grant period, there were 35,160 Senior and Diabetes Wellness program boxes distributed to low-income seniors. Through the Senior and Diabetes Wellness programs, the food equivalent of 732,500 meals were distributed.

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

There were not any challenges with the distribution of eggs and chicken breasts to low-income seniors purchased with funding from the S.L. Gimbel Foundation. As our Senior Security Initiative programs continue to grow, the challenge will be to find on-going funding to support expansion.

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

There were no challenges or obstacles with distribution of the lean products purchased with funding from the S.L. Gimbel Foundation. However, the challenge the Redwood Empire Food Bank is facing is that the number of low-income seniors will continue to rise. In September, October and November of this year, we have added 14 new distribution sites to meet the needs of

this growing population. As our Senior Security Initiative programs continue to expand, we will be continuously challenged to find additional sources of funding.

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

One of the positive outcomes that happened as a result of the efforts that this grant supported that is not nutrition related, is the extreme gratitude of the seniors who are sometimes overwhelmed with emotion when they find fresh eggs and chicken breasts as their food choice options. Many tell our staff that without the food they receive from the Redwood Empire Food Bank, they would not be able to afford to feed themselves adequately.

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

The S.L. Gimbel Foundation's grant support in 2017 after the Northern California Wildfires, as well as your support in 2018 of our Senior Security Initiative programs,

As part of our Senior Security Initiative, the Senior Basket and Diabetes Wellness programs are two of three programs specifically targeted at ending senior hunger. Our Senior Security Initiative programs are an essential part of our hunger-relief efforts and positively impact our community by reducing hunger for at-risk seniors and increasing their food stability. By providing much needed food to low-income seniors, it often gives them an opportunity to afford other basic necessities such as transportation, clothing and medical care, helping to stabilize their lives.

The S.L. Gimbel Holiday Food Grant provided nourishing food that was distributed through 88 sites specifically catering to low-income seniors throughout our five county service region. Your grant helped us offer a nutritional lifeline to food insecure seniors. Together, we are increasing access to nutritious, protein-dense eggs and chicken breasts, and providing seniors with the means to eat nutritious and life fortifying food.

14. 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. Support documents (receipts or expense reports) can be emailed to [grant-info@thecommunityfoundation.net](mailto:grant-info@thecommunityfoundation.net) or faxed to 951-684-1911.

The generous funding from the S.L. Gimbel Foundation paid for the purchase of 7,875 dozen, medium eggs and 333 cases of chicken breasts, providing low-income seniors with the protein they need.

The Redwood Empire Food Bank partners with food suppliers to ensure we receive the best prices possible for the high quality of nutritious food that we purchase. The price paid for eggs were: 3,600 dozens of eggs at \$1.18 per dozen, 3,600 dozens of eggs at \$1.07 per dozen; 675 dozens of eggs at \$0.74 per dozen.

333 cases of chicken breasts were purchased at a cost of \$0.55 per pound.

Receipts for the purchase of eggs and chicken breasts have been emailed to the address listed above.

15. Please relate a success story:

One of our distribution site volunteers is also a senior who utilizes the Redwood Empire Food Bank's Senior Basket program. She works as an in-home health care aide and without the food she receives through the Redwood Empire Food Bank, it would be even more difficult to make ends meet. She often brings the seniors she cares for to our distributions because she sees that some of them also struggle to afford buying healthy food on a fixed-income. She credits the Redwood Empire Food Bank as a vital resource for those who work at low-paying jobs or who are retired but who have an income that doesn't cover all their basic needs.

16. Please relate a success story here:

One of our senior distribution sites takes place at the Petaluma Health Care Center, a clinic for low-income children, families and seniors. A husband and wife who attend the Senior Basket distribution at this location, are both retired postal workers. Though they retired from what many would consider good paying jobs, in retirement they have found their income to be very limited due to the high cost of living, including expensive rents, in Sonoma County. They never grocery shop on the weekends, they always go to the market after they attend the Monday Senior Basket distribution so they only have to buy items that they didn't get at the distribution. Their participation in the Senior Basket program allows them to save money each month that they can use to purchase medicine and other items that they would otherwise struggle to pay for.

17. Please relate a success story here:

#### Optional Questions

18. Which category best describes the organization. Please choose only one.

Human Services

19. What is the organization's primary program area of interest?

Hunger

20. Approximate percentage of clients served through grant in each ethnic group category. Total must equal 100%

21. Approximate percentage of clients served from grant funds in each age category.

Children Birth-05 years of age

Children ages 06-12 years of age

Youth ages 13-18

Young Adults (18-24)

Adults

Senior Citizens

22. Approximate percentage of clients served with disabilities from grant funds.

No clients served with disabilities

Physically Disabled

Blind & Vision Impaired

Deaf & Hearing Impaired

Mentally/Emotionally Disabled

Learning Disabled

Speech Impaired

Other Disability

24. Approximate percentage of clients served in Economic Group

At/Below Poverty Level 100%

Homeless/Indigent

Migrant Worker

Working Poor

Other

25. Approximate percentage of clients served from grant funds in each population category.

Single Adults

Families

Single Parent Families

Disabled

Ethnic Minority

LGBTG

Abused Women/Children

Homeless/Indigent

Immigrants

Military

Parolees

Students

Elderly 100%

Children/Youth (those not included in Family)