



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

Internal Use Only:
Grant _____

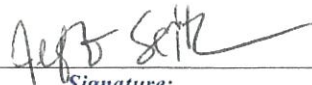
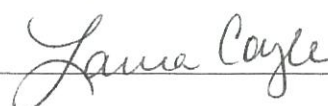
Organization / Agency Information

Organization/Agency Name: West Suburban Community Pantry		
Physical Address: 6809 Hobson Valley Dr., Suite 118		City/State/Zip: Woodridge, IL 60517
Mailing Address: 6809 Hobson Valley Dr., Suite 118		City/State/Zip: Woodridge, IL 60517
CEO or Director: Laura Coyle		Title: Executive Director
Phone: (630) 948-8131	Fax: N/A	Email: lcoyle@wscpantry.org
Contact Person: Lisa Spaeth		Title: Development Manager
Phone: (630) 948-8132	Fax: N/A	Email: lspaeth@wscpantry.org
Web Site Address: www.wscpantry.org		Tax ID: 36-3587072

Program / Grant Information

Program/Project Name: Healthy Food and Resources for Families			Amount of Grant Requested: \$15,000
Total Organization Budget: \$2,524,510	Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 91.9%	Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 4.5%	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 8%
Purpose of Grant Request (one sentence): The purpose of Healthy Foods and Resources for Families is to ensure WSCP clients have access to an array of nutritional food choices as well as a supply of diapers and wipes at each bi-monthly visit.			
Gimbel Holiday Grants Received: List Year(s) and Award Amount(s) 2018 - \$15,000			

Signatures

Board President / Chair: (Print name and Title) Jeff Seitz, Board Chair	Signature: 	Date: 11-11-19
Executive Director/President: (Print name and Title) Laura Coyle, Executive Director	Signature: 	Date: 11-11-19

S.L. Gimbel Foundation Fund Holiday Grant Application

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

I. Organization/Agency Background

West Suburban Community Pantry (WSCP) is proud to serve our neighbors in DuPage and Will Counties in Illinois by providing healthy food and supplemental services to those in need. WSCP began with a group of concerned neighbors who opened a small food pantry in the 1970s. Formally incorporated in 1992, WSCP has grown from a small operation in a church closet into a 12,000 sq. ft. facility serving 48,000+ people annually. Our mission is to offer food for the hungry and resources to empower persons to improve their quality of life. Our vision is a community without hunger.

The Pantry is open for people to come shop our pantry aisles five times per week at a variety of hours to ensure people with different schedules are able to receive food. Eligible families and individuals visit twice per month. During FY19, WSCP distributed more than 2 million lb. of food. In addition, WSCP provides a variety of supplemental programs to empower our most vulnerable clients to improve their quality of life. These include school breakfast for children, car seat safety classes, food delivery for homebound seniors, mobile pantries, benefits application assistance, and connections to existing community resources.

Amazingly, from its inception until 2009, the Pantry was completely run by volunteers. In 2009, WSCP hired the first paid employee, an Executive Director. Currently, there are five full-time staff and three part-time staff in addition to 400 volunteers who remain central to making the work we do possible.

II. Project Information

According to Feeding America's Map the Meal Gap, DuPage County had a Food Insecurity Rate of 7% in 2016 (the year of the latest data), while Will County's Food Insecurity Rate was 7.6%. That means, more than 117,850 of our neighbors do not have enough food to thrive. The problem is even more pronounced among children. Approximately 26,180 or 12% of children in DuPage County and 24,230 or 13.2% of children in Will County live in food insecure households.

Through the Healthy Foods and Resources for Families program, WSCP will ensure our clients have access to milk, eggs, cheese, fresh produce and nutrient-dense, whole-grain, lower-fat and lower-sodium foods at each visit. In addition, WSCP will guarantee access to diapers and wipes. These high demand and costly items are not eligible for purchase with food stamps. WSCP guarantees clients consistent access to this specific list of items by seeking and dedicating funds to their purchase when they are not available through the Northern Illinois Food Bank or other in-kind donations.

Of the more than 48,000 people WSCP served in FY19, 72.4% of WSCP were extremely low income (0-30% MFI), 23.6% were very low income (31-50% MFI) and 4% were low income (51-80% MFI). Additionally, 40% of WSCP clients were children and 14% were senior citizens; 24% of client households were headed by a single parent; and 28% had one or more persons with a disability. WSCP clients are racially diverse: 32.9% African American; 33% white, 24% Hispanic/Latino; 5.2% Asian; 0.3% American Indian/Alaskan Native; and 4.6% Mixed Race/Other.

III. Identify/Qualify Those in Need and People to be Served

At each visit to the Pantry, WSCP clients complete or update intake forms that collect household information (members, ages, race/ethnicity), residence, and monthly income. Eligibility for services is based on monthly gross income and number of people per household. WSCP conducts on-site food distribution five times per week (Tuesdays 8:30-11:30 AM and 1:30-3:30 PM, Thursdays 8:30-11:30 AM and 5:30-7:30 PM, and Saturdays 8:30-11:30 AM). Twice per month, during these times, eligible households may select a full food distribution order (typically 125 pounds). Each Monday (10:00 AM to 12 noon), clients may come to the Pantry for supplemental distributions bread, milk, eggs and fresh produce. In FY20, WSCP's goal is to serve more than 60,000 people in need, including 27,600 adults, 24,000 children and 8,400 seniors.

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

III. Project Budget

Please provide a detailed line-item budget for your project by completing the budget form below. **The maximum requested amount is \$15,000** or 25% of your operating budget, whichever is less. You can request for less than \$15,000. You may delineate your line items requests per examples below:

- 85% of total request for the purchase of food items only. (Ex. Total request of \$15,000; 85% is \$12,750 for food)
- 15% of total request for female hygiene products and/or diapers. (Ex. Total request of \$15,000; 15% is \$2,250 for diapers and female hygiene products)
- 100% of total request for the purchase of food items
- Canned tuna will not be funded.

Food items must be delineated (i.e. canned vegetables, soup, pasta, dried beans, rice, etc.). For each food item, indicate the cost per unit (pound, carton, case, etc.) and the quantity. See attached example.

Line Item	Line Item Description	Requested Amount
Milk	1 Gallon 2%, 2.10/unit, 1000 Gallons	\$2,100
Eggs	12 Grad A Large Eggs, \$1.00/unit, 814 dozen	\$814
Cheese	1 pound Shredded Cheese, \$1.90/pound, 540 pounds	\$1,026
Fresh Produce	1 pound, \$.40/pound, 15,500 pounds	\$6,200
Low-sodium Soups	18.5 oz, \$8.80/case, 160 cases	\$1,408
Baby Diapers	136 Diapers, \$40.00/Box, 50 Boxes	\$2,000
Baby Wipes	64 Wipes, \$8.80/case, 165 cases	\$1,452
TOTAL:		\$15,000

IV. Administrative Expenses Percentage

This section calculates how much the organization spent for general management, overhead, indirect items as a percentage of the organization's total expenses. The figures are based on your most current **990 form that you submitted, Part IX Statement of Functional Expenses.**

Management & general expenses (Column C only)	/Total expenses (Column A)	= Administrative Percentage
\$106,782	\$2,334,971	4.5%



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

In reply refer to: 0752146255
May 16, 2017 LTR 4168C 0
36-3857072 000000 00
00028844
BODC: TE

WEST SUBURBAN COMMUNITY PANTRY INC
% BARBARA SCHMITH
6809 HOBSON VALLEY DR STE 118
WOODRIDGE IL 60517-1450



018272

Employer ID Number: 36-3857072
Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated May 05, 2017, regarding WEST SUBURBAN COMMUNITY PANTRY INC

We issued you a determination letter in APRIL 1993, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c) (03).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).



**2019
BOARD OF DIRECTORS**

Chair
Jeff Seitz
Accenture

MEMBERS

Jina Boerman
Boerman Moving & Storage

Renee Montgomery
Evergreen Bank

Michael Ciciura
Lisle Savings Bank

Michael Olson
CIBC

Gina Cunningham-Picek
Mayor of Woodridge

Kay Page
Comcast Cable

Kevin Delano
Rasmussen College

Judy Pokorny
Retired

Dr. Robert Girgis
Dr. Robert F. Girgis, DDS, Ltd.

Ripujit Singh
Deloitte

Barbara Gulick
Western-Cullen-Hayes, Inc.

Gayle Szpytek
White Oak Library District

Mary Hutchinson
Consultant

PUBLIC INSPECTION COPY

Form 990 (2017)

WEST SUBURBAN COMMUNITY PANTRY, INC.

36-3857072 Page 10

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	1,834,792.	1,834,792.		
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	87,733.	17,546.	43,867.	26,320.
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	203,682.	157,964.	19,207.	26,511.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	28,963.	17,444.	6,268.	5,251.
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	10,237.		10,237.	
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.)	22,235.	13,391.	4,813.	4,031.
12 Advertising and promotion	9,143.	6,400.	914.	1,829.
13 Office expenses	49,774.	27,026.	8,155.	14,593.
14 Information technology				
15 Royalties				
16 Occupancy	33,579.	33,579.		
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	7,817.		7,817.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	11,931.	11,931.		
23 Insurance	13,041.	10,954.	2,087.	
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 VEHICLE EXPENSES	11,058.	8,846.		2,212.
b MISCELLANEOUS EXPENSES	8,056.	4,939.	3,117.	
c DUES AND SUBSCRIPTIONS	2,630.	2,630.		
d LICENSES AND FEES	300.		300.	
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	2,334,971.	2,147,442.	106,782.	80,747.
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)



West Suburban Community Pantry | FY20 (July 1, 2019 - June 30, 2020)

Annual Operating Budget	
Revenue	
Church Donations	\$22,400
Corporate Donations	\$48,500
Individual Contributions	\$478,700
Organizations	\$30,500
Events	\$146,000
Other Fundraisers	\$3,750
Grants	\$184,700
In Kind Contributions	\$1,600,000
Other Income	\$9,000
Total Revenue	\$2,523,550
Expenses	
Donated Goods	\$1,600,000
Food and Sundry Purchases	\$182,450
Development Expenses	\$16,120
Program Supplies	\$1,350
Supportive Services	\$16,200
Salaries	\$395,650
Payroll Taxes	\$37,500
Benefits	\$30,500
Depreciation	\$28,910
Fundraising	\$33,000
Industrial Park Dues	\$9,600
Insurance	\$14,000
Licenses and Fees	\$150
Meals and Entertainment	\$1,000
Meetings and Seminars	\$8,000
Bank Service Charges	\$5,000
Mileage	\$3,000
Publicity	\$10,000
Volunteer Appreciation	\$4,300
Office Supplies	\$10,500
Postage and Delivery	\$3,900
Printing and Reproduction	\$7,000
Professional Fees	\$35,750
Repairs	\$10,750
Repair Reserves	\$5,000
Utilities	\$23,330
Vehicle	\$12,200
Rent	\$19,350
Total Expenses	\$2,524,510
Interest Income	\$1,400
NET SURPLUS/(DEFICIT) Total	\$440

#217

COMPLETE

Collector: Gimbel Holiday Food Grant (Web Link)
Started: Tuesday, October 15, 2019 7:02:07 AM
Last Modified: Tuesday, October 15, 2019 10:29:34 AM
Time Spent: 03:27:26
IP Address: 69.245.133.144

Page 1: Organizational Information

Q1 Name of your organization.

West Suburban Community Pantry

Q2 Grant #

20180991

Q3 Grant Period

Jan. 1, 2019 - Sept. 30, 2019

Q4 Location of your organization

City **Woodridge**
State **IL**

Q5 Name and Title of person completing evaluation.

Lisa Spaeth, Development Manager

Q6 Phone Number:

(630) 948-8132

Q7 Email address.

lspaeth@wspantry.org

Q8 Total number of clients served through this grant funding:

6,542

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)

1,200 gallons of Milk; 850 dozen eggs; 550 pounds of cheese; 18,000 pounds of fresh produce; 150 cases of low-sodium soup; 53 boxes of baby diapers; 100 packages of baby wipes.

Page 2: Key Outcomes and Results

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

With the support of the S.L. Gimbel Foundation Fund Holiday Grant, West Suburban Community Pantry was able to ensure that our clients had access to milk, eggs, cheese, fresh produce and nutrient-dense, whole-grain, lower-fat and lower-sodium foods at each visit. We were also able to give baby diapers and wipes to those families with young children.

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

WSCP was very fortunate that during this grant cycle we did not encounter any challenges with providing healthy foods and resources to families.

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

WSCP was very fortunate that during this grant cycle we did not encounter any challenges with providing healthy foods and resources to families.

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

Our Director of Operations calls and surveys our new and current clients on a regular basis. Over the past several months we have received very positive feedback from our clients about the selection of healthy foods. Several families have expressed their gratitude when receiving diapers and wipes because those are not eligible for purchase with food stamps.

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

With the support of the S.L. Gimbel Foundation Fund Holiday Grant, West Suburban Community Pantry was able to provide 1,855 unduplicated households with access to milk, eggs, cheese, fresh produce and nutrient-dense, whole-grain, lower-fat and lower-sodium foods each time they visit the Pantry. We were also able to provide baby diapers and wipes to families with small children.

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

With the awarded grant from S.L. Gimbel Foundation Fund Holiday Grant, WSCP was able to purchase milk, eggs, cheese, fresh produce, low-sodium soups, baby diapers and wipes for our clients. If possible, items were purchased in bulk through Northern Illinois Food Bank, if there were items that were not offered; like eggs, diapers and wipes; we would purchase those items at a local store to ensure that we had them available to all clients.

During the grant period, we provided 6,542 individuals (2,682 children and 815 seniors) with access to healthy food, diapers, and wipes.

Page 4: Success Stories

Q16 Please relate a success story:

Sarah had the typical American middle-class life: three children, a house, a husband who provided. That life came crashing down four years ago when her husband lost his job. "I had just had our fourth baby about six weeks prior, and there was nothing coming in," says Sarah. "We had no savings." The family turned to WSCP for support. Sarah and her husband let their children have as much food as they wanted, sometimes going to bed hungry themselves. Soon after, Sarah divorced her husband and was on her own now to raise her four children. She was able to get a part-time job at a hair salon while taking culinary classes at the College of DuPage. She's determined to show her children that it is possible to get out of tough situations—especially through education. Still, Sarah couldn't quite make ends meet and found herself back at WSCP to put food on the table for her kids. "Not knowing when the next meal is coming is so stressful and scary," she says. Coming to visit a food pantry is not an easy decision. She says it takes time to learn when asking for help. "Thank you for doing what you do, and for treating clients with respect," she says. "One day, when I'm able, I want to reciprocate."

Q17 Please relate a success story here:

"We already had five children when my daughter Charity was born with special needs. She is in a wheelchair, on oxygen and needed a feeding tube. She was totally dependent on me 24/7, so I had to quit work to see to her. With only my husband working, the bills mounted up pretty fast and I really didn't know what we were going to do. But I never saw myself needing help to feed my family, I always thought I should be helping others. I prayed and prayed, and finally, I realized that God was telling me that he was giving me solutions that I was too prideful to take advantage of. That's when I finally came to the Pantry. I met some of the nicest people I've ever met here. It lets me build relationships so I felt like I was able to help others some too. Sometimes it just helped to have someone to talk to. And when my daughter went to school and I could get back to working part-time, the Pantry helped me take job training classes through Goodwill and work on my resume. They even helped me find interview clothing. Winter months are still tough because my daughter is in and out of the hospital with upper respiratory issues and it's hard to keep a work schedule. The Pantry helps provide balance when we need it the most. When you're feeling challenged and afraid, you need a positive environment. When I come to the Pantry, I leave believing "I can do this!"

Wendy
Mom and Pantry Client

Q18 Please relate a success story here:

Respondent skipped this question

Page 5: Demographic Information

S. L. Gimbel Foundation Fund Holiday Food Grant

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

Basic Needs Support

Q20 What is your organizations primary Program Area of Interest?

**Food
Bank**

Q21 Percentage of clients served through grant in each Ethnic Group Category. Total must equal 100%

African American	33
Asian/Pacific Islander	1
Caucasian	34
Native American	1
Hispanic Latino	26
All Ethnicities	0
Other	1
Unknown	4

Q22 Approximate percentage of clients served from grant funds in each age category.

Children Birth-05 years of age	708
Children ages 06-12 years of age	1094
Youth ages 13-18	706
Young Adults (18-24)	702
Adults	2726
Senior Citizens	563

Q23 Approximate percentage of clients served with disabilities from grant funds.

No clients served with disabilities	78
Other Disability	22

Q24 Approximate percentage of clients served in Economic Group

At/Below Poverty Level 100

Q25 Approximate percentage of clients served from grant funds in each population category.

Single Adults	1
Families	99
Single Parent Families	1
Disabled	1
Ethnic Minority	66
Elderly	12

S.L. Gimbel Holiday Grant Expense Report
Program Year 2019

Item	Submitted Budget Request	Final Budget Expense
Milk	\$2,530.00	\$556.60
Eggs	\$862.00	\$1,744.00
Cheese	\$1,026.00	\$1,860.00
Fresh Produce	\$6,880.00	\$7,544.00
Low-sodium Soups	\$1,452.00	\$1,058.17
Baby Diapers	\$2,000.00	\$1,996.64
Baby Wipes	\$250.00	\$246.64
Total	\$15,000.00	\$15,006.05