

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

Internal Use Only:
Grant : _____


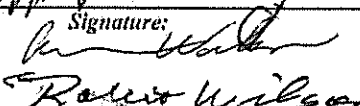
Organization / Agency Information

Organization/Agency Name: Yavapai Food Bank, Inc.		
Physical Address: 8866 E. Long Mesa Drive		City/State/Zip Prescott Valley, AZ 86314
Mailing Address: P.O. Box 4151		City/State/Zip Prescott, AZ 86302
CEO or Director: Ann Wilson		Title: Executive Director
Phone: (928) 775-5255	Fax: (928) 759-2277	Email: yfbfood@cableone.net
Contact Person: Ann Wilson		Title: Executive Director
Phone: (928) 775-5255	Fax: 928 759-2277	Email: yfbfood@cableone.net
Web Site Address: www.yavapaifoodbank.org		Tax ID: 86-0709163

Program / Grant Information

Program/Project Name:			Amount of Grant Requested: \$15,000.00
Total Organization Budget: 1,962,273	Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 96%	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): 4%
Purpose of Grant Request (one sentence): Our purpose is to purchase food at a time of year when our supplies are at the lowest.			
Gimbel Holiday Grants Received: List Year(s) and Award Amount(s) 2011-2012 - 6,612.00; 2012-2013 - 10,000.00; 2013-2014 - 10,000; 2014-2015 - 10,000.00; 2017-2018 - 10,000.			

Signatures

Board President / Chair: (Print name and Title) William Lacy, Board Chairman	Signature: 	Date: 11-9-19
Executive Director/President: (Print name and Title) Ann Wilson, Executive Director Robert Wilson, President	Signature: 	Date: 11-9-19

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: 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?

“Yavapai Food Bank’s mission is to halt hunger and malnutrition in Yavapai County and provide relief from suffering for those who are living in poverty, by also giving a hand up, not just a hand out.”

Core Programs: We feed approximately 7,000 individuals per month. We are open five days a week and distribute at least two hours per day, except for emergencies that are at any time. We have 4 full-time staff, and 4 part-time staff, and work with about 68 volunteers at different times throughout the month. Our office hours are Mon.-Fri. from 8-4, and till 5 on Tuesday & Wednesday.

Special Programs: Our Back-to-School program where we provide all the schools in the area of Prescott and Prescott Valley with backpacks and school supplies.

At Christmas we have a program where we supply special holiday food boxes to all qualified people that come here throughout Yavapai County, and provide each child with at least one toy, sometimes two if enough, and additional school supplies to get them through the rest of the 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?

Our food distribution covers all of Yavapai County or anyone just passing through as an emergency. The statistics in Arizona are that 1 out of 6 children are hungry and don't have enough food to eat. Our food bank is located in the area and south of us where some of the lowest income families in the County reside. The minimum wage here just went up to \$12 per hour. Most of those coming to us have either no income, very small amt. of income with less than 40 and sometimes even less than 20 hours per week. Not many people make over the minimum wage. It is mostly manual labor and construction work.

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

When people apply, they have to fill out an application with names of all those in the household and IDs, stating their income and verifying it with work pay stubs, or other means. They are qualified if they are less than 185% of the poverty level income. These numbers are given to us by the Arizona Association of Foodbanks. If they have no income we ask them their circumstances and qualify them accordingly.

They can come once a week as we give food boxes for approximately a few days to a week. We give a very well-rounded food box with all food groups whenever possible (most of the time). Because of our produce donations, we have to give it out quickly is why they can come once a week. They get card with the main applicants name on the card and a system that shows us how many and the ages of those in the family. We try to adjust the box to meet the age requirements when possible.

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.

All ages and races or anyone that is hungry can receive a food box. When they come in to the receive their food box, they hand their card to the person at the intake table, and on a daily sheet, their name and code (which tells us ages and number in family) is written down. After their box is filled, we note the lbs. that is added to the main sheet later. That gives us a complete record concerning number in the family, pounds of food they received.

Approximately 95-125 families come each day and during holidays more people come which can consist of 200 to 300 families. **The number of people this grant will serve will be approximately 6,500 to 7,000 individuals.**

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

111. 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:

- D 85% of total request for the purchase of food items only. (Ex. Total request of \$15,000; 85% is \$12,750 for food)
- D 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)
- D 100% of total request for the purchase of food items
- D 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
Hams	400, 8 lb. Hams x 12.00 each	4,800.00
Peanut Butter	400, 16 oz jars x 4.81 each	1,924.00
Spaghetti	628, 1 lb. pkg. x 3.16 ea	1,985.00
Spaghetti Sauce	500, 1 lb, 8 oz. x 4.12 ea	2,060.00
Yams	400, 16 oz.cans x 4.50 ea.	1,800.00
Cranberries	400, 16 oz. cans x 3.20 ea.	1,280.00
Soup	448, 16 oz. cans x 2.57 ea	1,151.00
TOTAL:		\$15,000.00

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
74,881.00	1,962,273.00	3.8

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

DEPARTMENT OF THE TREASURY

Date: NOV 28 1987

YAVAPAI FOOD BANK INC
8400 E SPOUSE DR
PRESCOTT VALLEY, AZ 86314

Employer Identification Number:
86-0709163
DLN:
17053295185007
Contact Person:
D. A. DOWNING
Contact Telephone Number:
(513) 241-5199
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Addendum Applies:
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Letter 947 (DO/CG)

YAVAPAI FOOD BANK INC

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 Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Letter 947 (DO/CG)

YAVAPAI FOOD BANK INC

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

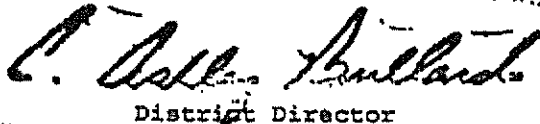
If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship (if any) to members, officers, trustees or donors of funds to you, so that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


District Director

Enclosure(s):
Addendum

Letter 947 (DO/CG)

YAVAPAI FOOD BANK INC

Your request for relief under section 301.9100-1 of the Income Tax Regulations has been granted. Therefore, your exemption under section 501(c)(3) of the Internal Revenue Code is effective May 1, 1992, the date you were formed.

Letter 947 (DO/CG)



(928) 775-5255

www.yavapaifoodbank.org • see Yavapai Food Bank
on facebook.com • email: yfbfood@cableone.net

8866 E. Long Mesa • Prescott Valley, AZ 86314 • Fax: (928) 759-2277

BOARD OF TRUSTEES AND OFFICERS:

William Lacey – Business Owner / Chairman of the Board

Ann Wilson – Business Owner

Robert Wilson – Business Owner / Corp. President

Harold Henry, Jr. - Retired Business Manager 40 years / Corp. Secretary

Gene Draper, Business Manager / Fry's Food Store

ADVISORY BOARD OF DIRECTORS:

Robert Wilson

Ann Wilson

Harold Henry, Jr.

Maureen Henry

Lynn Passfield

Ginny Reeves

Executive and Marketing Director:

Ann Wilson

Public Relations, Transportation Manager:

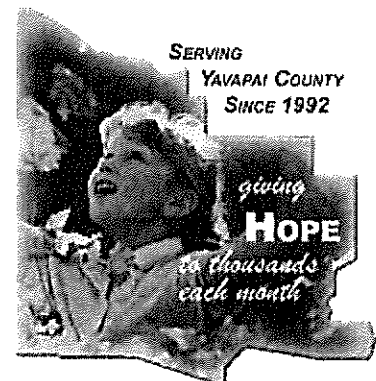
Robert Wilson

Site Manager

Harold Henry, Jr.

Outside Events Coordinator, Media updates

Lynn Passfield



YAVAPAI COUNTY FOOD BANK IS AN EQUAL OPPORTUNITY PROVIDER

Yavapai County Food Bank is a 501(c)3 nonprofit privately funded, non-sectarian, charitable organization. For verification go to corporations.azcc.gov.

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.	82,143.	55,677.	26,466.	0.
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.	0.	0.	0.
7 Other salaries and wages.	54,275.	54,275.		
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).				
9 Other employee benefits.	12,600.	12,600.		
10 Payroll taxes.	11,369.	9,344.	2,025.	
11 Fees for services (non-employees):				
a Management.				
b Legal.				
c Accounting.	750.		750.	
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 Schedule O.)	17,695.	17,695.		
12 Advertising and promotion.	65,681.	57,752.	7,929.	
13 Office expenses.	7,410.	6,277.	1,133.	
14 Information technology.				
15 Royalties.				
16 Occupancy.	41,534.	31,274.	10,260.	
17 Travel.	1,589.	1,568.	21.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.	18,876.		18,876.	
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	41,364.	41,364.		
23 Insurance.	9,342.	9,342.		
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 <u>Gifts in Kind - Food</u>	1,500,295.	1,500,295.		
b <u>Special Programs</u>	48,809.	48,809.		
c <u>Vehicle Expenses</u>	41,395.	41,120.	275.	
d <u>Bank charges</u>	5,705.		5,705.	
e All other expenses	1,441.		1,441.	
25 Total functional expenses. Add lines 1 through 24e.	1,962,273.	1,887,392.	74,881.	0.
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 <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Yavapai Food Bank, Inc.
Budget for 2019-20

Budget
Oct 19 - Sep 20

Income
Contributions

Business	\$ 87,845
Club Organizations	4,457
Foundations	44,141
Individuals	580,254
Non-Profit Organizations	34,854
Total Contributions	751,551

Programs
Gifts in Kind - Food

Community	1,126,510
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St Marys

Commodities	98,418
Truck	250,008

Total St Marys	348,426
Total Gifts in Kind - Food	1,474,936

Total Contributed Support	2,226,487
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Earned Revenues

Dividends Earned	17
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Total Income	\$ 2,226,504
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Administration Expense

Advertising Expenses	\$ 378
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Bank Service Charges

Lynk System Fees	2,972
Transfirst Epay	3,187

Total Bank Service Charges	6,158
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Dues & Subscriptions	1,223
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Loan Interest	18,865
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Marketing & Promotions

Inhouse Graphics Productions	14,175
Postage, Mailing & Delivery	302
Printing, Copying & Supplies	3,579

Yavapai Food Bank, Inc.
Budget for 2019-20

Total Marketing & Promotions	18,056
Outside Services - Facility	563
Accounting Fees	788
Software Updates	1,238
Telephone	
Cell phone - Facility	983
Telephone - Office	845
Total Telephone	1,828
Utilities	
Electric & Gas	3,485
Sewer & Water	984
Total Utilities	4,469
Maintenance & Repair	200
Total Administrative Expense	53,766
Program Expense	
Advertising Expense	23,852
Depreciation Expense	38,301
Insurance	11,697
Internet	
Cable	8,201
Web Site	287
Total Internet	8,488
Maintenance & Repairs	
Building	1,499
Computer	1,466
Equipment	477
Total Maintenance & Repairs	3,442
Marketing & Printing	
Consulting-Special Fundraising	35,490
Inhouse Graphics Productions	4,725
Postage, Mailing & Delivery	12,935
Total Marketing & Printing	53,150
Medical Insurance	13,230
Outside Services - Programs	17,157
Payroll Expenses - Co - Program	
Payroll Expenses-Co Employees	155,738

Yavapai Food Bank, Inc.
Budget for 2019-20

Payroll Expenses-Co Liabilities	15,026
Worker's Comp Insurance	3,735
Total Payroll Expenses - Co - Program	174,498
Programs - Community	
Contributions to Non-Profits	3,717
Fundraising - Community	227
Total Programs - Community	3,944
Gifts in Kind - Food	1,474,936
Back to School Programs	26,775
Benevolent Fund	33,968
Holiday Specialty Programs	368
Total Programs - Special	61,110
Supplies - Operating	7,745
Telephone	
Cell Phones -Pantry	2,950
Telephone -Pantry	2,536
Total Telephone	5,485
Travel & Meetings	1,489
Utilities	
Electric & Gas	10,442
Garbage & Dump	59
Sewer & Water	655
Total Utilities	11,156
Vehicle - Program	
Fuel	22,253
License & Registration	1,688
Maintenance & Repairs	10,436
Total Vehicle - Program	34,377
Total Program Expense	1,944,057
Total Admin & Program	1,997,822
Net Income	\$ 228,682



S.L. Gimbel Foundation Fund Grant Evaluation Form

Grant Period: Jan. 1–June 30, 2018

Organization: **YAVAPAI COUNTY FOOD BANK**

Contact Name: **ANN WILSON**

Title: **EXECUTIVE DIRECTOR**

Phone Number: **(928) 775-5255**

Grant Period: **JAN. 1 – JUNE 30, 2018**

Award Amount: **\$10,000.00**

Grant Number: **20140773**

- Describe the project's key outcomes and results based on your goals and objectives. Provide the number of clients served and other relevant statistics.

We serve anyone in Yavapai County that qualifies. Approximately 2,200 families or 7700 individuals per month were served. Many of these families have children that would otherwise go hungry throughout the year. We always give special food items for families with children.

- What were the challenges and obstacles you encountered (if any) in attaining your goals & objectives? How did you overcome and/or address the challenges and obstacles? What were the lessons learned?

We have found that many times we may have plenty of overall food on our shelves, but not enough of the items needed to make a well-rounded nutritious box of food. This year we were lacking in meat and the grant money helped us get through that situation.

- Describe any unintended positive outcomes as a result of the efforts supported by this grant.
- This money helped us get through a very difficult time when donations are generally low, but people still got a well-rounded food box.**

- Describe the overall effect this grant has had on your organization.

The grant has helped us to be more stable year around, helping provide for the many families that come to us for help. Our numbers generally increase in the summer due to children being home and not getting school lunches. This grant helps us get through a slow time of year for donations and helps us to maintain our quality of food boxes that we give out.

- Tell us a few success stories that made an impact on your organization and/or community as a result of this grant.

Shortly after applying for the grant one of our major meat suppliers went out of business and we were running low on meat for our clients. The grant money came in just in time for us to purchase meat so people would still have a well-rounded supply of food. Fry's food store gave us a good price and then we were able to make our purchase on Wednesday when we got "senior" discounts and saved over a thousand dollars.

- Provide a financial report on the use of your grant funds (expenditures).

Our purchase was for meat at the Fry's Food Store in Prescott Valley. We spent a total of \$10,017.69 and saved \$983.90 by picking up on a Wednesday. Plus the amount we spent gave us discounts on our gas expenditures, which saved us an additional large amount of funds over the next few weeks.

Please email the completed form to: Celia Cudiamat, Executive Vice President, Programs at ccudiamat@thecommunityfoundation.net