

# **2021 S.L. Gimbel Foundation Fund APPLICATION**

## **Narrative**

Please provide the following information by answering **ALL** questions (I to IV), **12 Font, One Inch Margins**. Use the format below (I to IV). Type your complete answers to the question directly below the question. Please do not delete the questions/instructions/examples and provide clear, specific, and concise answers.

### **I. Organization Background**

A) What are the history, mission and/or purpose of your organization?

Chesapeake Cares Food Pantry (CCFP) was founded in 2001 with a mission to provide food to low-income individuals and help them work towards self-sufficiency. CCFP is the largest food pantry in Southern Maryland. In 2020 alone, the pantry distributed over 900,000 lbs. of food and served over 4,200 individuals.

B) How long has the organization been providing programs and services to the community?

CCFP has been providing services to the community for 20 years.

C) What are some of your past organizational accomplishments (last three years)?

In the past three years CCFP has seen a steady increase in food distribution (2018 – 675,000 lbs., 2020 – over 900,000 lbs.). In addition to hitting our 20-year anniversary in serving the community, CCFP recruited additional volunteers to stay open and continue feeding the hungry amid the Covid mandatory shutdown. CCFP pivoted the food delivery model to ensure safe distribution of food throughout the pandemic. CCFP responded to the needs of the most vulnerable through the Kids Kits and Senior Safe at Home initiatives. Volunteers helped sort and pack meals for school-age kids who relied on free and reduced-price meals at school prior to shutdowns and virtual openings and delivered groceries to seniors.

### **II. Project Information:**

A) Statement of Need

Specify the community need(s) you want to address and are seeking funds for.

Include demographics, geographic characteristics of the area or community to be served, community conditions and income level. Include relevant statistics.

Pantry clients are from across all five rural counties in Southern Maryland. Most pantry clients are not addicted, homeless, or individuals with intellectual or developmental disabilities; they are the working poor. 97% of pantry families report earnings of less than 25% of the median income for the region. These families earn too much for public benefits, yet not enough for self-sufficiency ([www.selfsufficiencystandard.org](http://www.selfsufficiencystandard.org)). The majority of those served are children (40%) and senior citizens (20%).

B) Project Description

Describe your food distribution program.

1. What are the specific activities of the food program?

Individuals are eligible to receive food weekly during one of five pantry openings. The pantry employs a “client choice” model which allows families to choose food that best serves their needs. This reduces waste and provides dignity of choice. The pantry offers special openings for seniors designed to meet their specific dietary needs. To further meet the need of senior pantry clients, CCFP offers deliveries to home-bound seniors. In addition, the pantry has hours dedicated specifically for the growing Hispanic community which includes bilingual volunteers, translated resources, and culturally relevant food items.

2. How do you identify/qualify those in need?

There is no test or limitation to receive food, anyone who expresses a need is served. Pantry clients provide demographic information for data purposes only.

3. How often is the food distribution offered (before COVID and now)?

Before and during COVID, CCFP offers clients the option to come to one of five pantry openings offered weekly.

4. How many people will be served by the food distribution program (children, youth, adults, seniors) that is being considered for the Gimbel Foundation request and the total program?

Food provided by Gimbel Foundation will feed 4,000 individuals during the grant period.

5. Please explain how you keep track of number of people served.

Demographic data (age, income, education, family size) is collected by the volunteer admin team utilizing client intake forms at the first pantry visit, then annually thereafter. In addition, the admin team records each pantry visit, confirms number of people living in the home, what resources were provided, classes attended, and pounds of food distributed. All pantry client information is maintained in a secure database.

### C) **Project Goal, Objectives, Activities and Expected Outcomes**

1. **Note: Objective, Outcomes and Evaluation must all be based on the SAME QUANTIFIABLE CRITERIA (for example, “number served). This quantifiable criteria should refer to the grant amount you are requesting from the Gimbel Foundation only and not the total program.**

**State ONE GOAL, ONE OBJECTIVE, ONE OUTCOME. USE NUMBERS AND PLEASE DO NOT USE PERCENTAGES.**

2. **State ONE project goal. The Goal should be an aspirational statement, a broad statement of purpose for the project.**

*Example: **GOAL:** House all homeless youth ages 18-24 in Mariposa County who are physically, mentally and legally able to work within 24 hours and help them become sufficient in 90 days.*

Goal: Feed low-income individuals and help them work towards self-sufficiency.

3. **State One Objective.** The Objective should be specific, measurable, verifiable, action-oriented, realistic, and time-specific statement intended to guide your organization’s activities toward achieving the goal.

*Example: **OBJECTIVE:** House up to **145 homeless youth** referred or who contact us within 24 hours.*

Objective: Distribute food to 4,000 low-income individuals who seek services from our food pantry by December 2022.

**Specify the activities** you will undertake to meet the objective and number of participants for each activity.

*Example: **ACTIVITIES:***

*1. For each of **145 youth** identified, develop a case management file.*

*2. Create a 90 day sufficiency action plan for each of the **145 youth**.*

*3. Input weekly progress reports for each of the **145 youth**.*

Activities:

1. Distribute food to 4,000 low-income individuals

2. Create entry or update individual’s information during each pantry visit

4. **State One Outcome.** An outcome is the individual, organizational or community-level change that can reasonably occur during the grant period as a result of the proposed activities or services. What is the key anticipated outcome of the project and impact on participants? State in quantifiable and verifiable terms.

**Example: OUTCOME:** *We expect to provide rapid rehousing to over 145 homeless youth in 2020.*

Outcome: We expect all 4,000 individuals to report improvement in food security.

5. **Evaluation:** How will progress towards the objective (per above) be tracked and outcome measured? State the number of people that will be evaluated per the objective.

Provide specific information on how you will collect relevant data and statistics that meet your objective and validate your expected outcome, **in a quantifiable manner**, as you describe your evaluation process.

**Example: EVALUATION:** *Using Build Futures' Salesforce data base client management and tracking system, generate reports on the number of clients served and housed. Track our role in housing 145 homeless youth. Account for additional successes or lower numbers of youth in the program.*

Evaluation: Using the pantry's client Access database system, the pantry admin will generate reports to evaluate how many of the 4,000 individuals are served at each opening. In addition, they will track how many times the 4,000 individuals return to the pantry for services, pounds of food distributed, client demographics. In addition, pantry staff and volunteers will survey pantry clients to find out how many have increased food security during the grant period.

**BELOW IS AN EXAMPLE OF GOAL, OBJECTIVE, OUTCOME AND EVALUATION:**

**Objective, Outcome and Evaluation should align and should be written in a linear format, using actual numbers, and data that are quantifiable, and verifiable. Do not use percentages)**

**STATE THE GOAL, OBJECTIVES, AND OUTCOMES**

**GOAL:** *House all homeless youth ages 18-24 in Mariposa County who are physically, mentally and legally able to work within 24 hours and help them become sufficient in 90 days.*

**OBJECTIVE:** *House up to 145 homeless youth referred or who contact us within 24 hours.*

**ACTIVITIES:**

1. *For each of 145 youth identified, develop a case management file.*

2. *Create a 90 day sufficiency action plan for each of the 145 youth.*

3. *Input weekly progress reports for each of the 145 youth.*

**OUTCOME:** *We expect to provide rapid rehousing to over 145 homeless youth in 2020.*

**EVALUATION:** *Using Build Futures' Salesforce data base client management and tracking system, generate reports on the number of clients served and housed. Track our role in housing 145 youth. Account for additional successes or lower numbers of youth in the program.*

**Use the following format for your objectives, respective activities and expected outcomes:**

**PLACE YOUR RESPONSE HERE**

**GOAL:** Provide food to low-income individuals in Southern Maryland.

**OBJECTIVE:** Distribute food to 4,000 low-income individuals who seek services from our food pantry.

**ACTIVITIES:** 1. **Distribute food to 4,000 low-income individuals**

2. **Create entry or update individual's information during each pantry visit**

**OUTCOME:** We expect all 4,000 individuals to report improvement in food security.

**EVALUATION:** Using the pantry's client Access database system, the pantry admin will generate reports to evaluate how many of the 4,000 individuals are served at each opening. In addition, they will track how many times the 4,000 individuals return to the pantry for services, pounds of food distributed, client demographics. In addition, pantry staff and volunteers will survey pantry clients to find out how many have increased food security during the grant period.

D) **Timeline**

Provide a timeline for implementing the project. The start date and end date should be the same dates on the cover page.

The project start date is: 12/15/2021

The project end date is: 12/15/2022

Include timeframes for specific activities, as appropriate.

**E) Target Population**

1. Who will this grant serve?

Low-income individuals seeking services from the pantry

2. How many people will be impacted? Provide a breakdown: Number of Children, Youth, Adults, Seniors.

4,000 individuals will be impacted. 1,500 children and youth, 1,700 adults, and 800 senior citizens.

**F) Community Partners**

1. How does this program relate to other existing projects in the community?

Chesapeake Cares Food Pantry is the largest of 42 feeding organizations in Calvert County with an average of 500 families served weekly, the next largest pantry serves an average of 300 individuals every other week. Chesapeake Cares is uniquely positioned to serve individuals from multiple counties in Southern Maryland as it is located on the busiest throughway, making it easily accessible for individuals who have a long commute for work.

2. Who are your key community partners? Provide a brief description of each key partner and their role(s) in this program.

Chesapeake Cares partners with other organizations in the community to help serve individuals at pantry openings. Calvert Health Mobile unit routinely sets up at pantry openings to offer free health screening, flu shot and vaccine clinics. Additionally, pre-covid the Maryland Extension Office would offer cooking demos and field trips to local grocery stores to educate individuals on how to shop on a budget. The most recent community partner, CareNet, provides the pantry with diapers and formula for pantry families and single mothers with babies.

3. How are you utilizing volunteers?

Chesapeake Cares has over 400 active volunteers with varying positions. Most pantry volunteers help at specific pantry openings greeting clients, maintaining data, packing groceries, and loading groceries into client vehicles. Some volunteers help with home deliveries bi-weekly. Home deliveries are for home-bound senior clients who lack transportation to come to one of our regular pantry openings. Volunteers for the deliveries bring senior specific household items in addition to food, such as compression socks and adult diapers in addition to food.

**G) Use of Grant Funds**

How will you use the grant funds? This answer should align with the specific activities previously outlined in C) Project Goal, Objectives, Activities and Expected Outcomes

Funds provided by the S.L. Gimbel Covid-19 Large Food Grant will be used to buy food (\$90,000) and provide coordination support (\$10,000) to feed 4,000 individuals.

**III. Project Future**

**A) Sustainability**

Explain how you will support this project after the grant performance period. Include plans for fundraising or increasing financial support designated for the project.

CCFP has been open continuously since October 23, 2001. Food pantry operations will continue to operate past the grant cycle. Additional grantors have been identified.

#### **IV. Governance, Executive Leadership and Key Personnel/Staff Qualifications**

##### **A) Governance**

1. Describe your board of directors and the role it plays in the organization.

The board of directors is made up of elected individuals who provide direction for the pantry. The board takes on the governing model of a proactive board.

2. What committees exist within your board of directors?

No committees exist within the pantry board of directors.

3. How does the board of directors make decisions?

The board meets monthly and reviews financials, evaluates current directives, and discusses any recent issues when applicable.

##### **B) Management**

1. Describe the qualifications of key personnel/staff responsible for the project.

Debbie Weber – Pantry Director – Debbie provides executive oversight for the pantry and has been on staff since 2009. She coordinates with pantry staff and volunteers to ensure each pantry opening runs smoothly. Under Debbie’s direction, Chesapeake Cares Food Pantry was recognized by Maryland Food Bank as Pantry of the Year. Under her leadership, the pantry doubled the annual number of volunteers to over 400+.

**2. What is the CEO/President/Executive Director Salary?**

\$92, 124.00 - CEO