



**2021 S.L. Gimbel Foundation
COVID19 Large Food Grant
Application
Maximum Request: \$1million**

Internal Use Only:
Grant
:

Organization / Agency Information

1) Organization/Agency Name: Food Outreach		
2) Physical Address: 3117 Olive Street		City/State/Zip St. Louis, MO 63103
3) Mailing Address: 3117 Olive Street		City/State/Zip St. Louis, MO 63103
4) CEO or Director: Julie Lock		Title: Executive Director
5) Phone: 314-652-3663 X 115	6) Fax: 314-652-3673	7) Email: julie@foodoutreach.org
8) Contact Person: Justin Krnemann		Title: Director of Development
9) Phone: 314-652-3663 X 117	10) Fax: 314-652-3573	11) Email: justin@foodoutreach.org
12) Web Site Address: www.foodoutreach.org		13) Tax ID: 43-1492878

Program / Grant Information

Interest Area:

14) Program/Project Name: Nutritious Food for Individuals Diagnosed with HIV/AIDS or cancer			15) Amount of Grant Requested: \$50,964.12
16) Total Organization Budget: \$1,845,379	17) Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 81.2%	18) Per 990, Percentage of Management & General Expenses Only (Column C/ Column A x 100): 13.7%	19) Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 18.8%
20) Purpose of Grant Request (one sentence): To provide 19,200 healthy food items to a minimum of 1,200 unduplicated clients battling hunger and a diagnosis of HIV/AIDS or cancer.			
21) Program Start Date (Month and Year): March 1, 2021		22) Program End Date (Month and Year): February 29, 2022	
23) Gimbel Grants Received: List Year(s) and Award Amount(s) N/A - New Grantee			

Signatures

24) Board President / Chair: (Print name and Title) Marle Artin, Board President	Signature: 	Date: 1/22/2021
25) Executive Director/President: (Print name and Title) Julie Lock, Executive Director	Signature: 	Date: 1/22/2021

2021 S.L. Gimbel Foundation Fund APPLICATION Narrative

I. Organization Background

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

Food Outreach provides nutrition counseling and healthy meals to men, women, and children who are under-resourced and living with HIV/AIDS or cancer so they can use both as powerful tools in the management of their disease. To be eligible for our services, an individual must have proof of diagnosis and meet income guidelines, i.e., live at or below 300% of the Federal Poverty Level (FPL), but the majority (70%) of clients actually live at or below 100% of the FPL. Our comprehensive program includes medically appropriate scratch-made frozen meals and groceries, individual dietetic counseling specific to a client's health status, nutrition education and classes, cooking classes, weekly congregate Monday Hot Lunches, and home delivery as appropriate. The main focus of our nutritional support is our Integrated Frozen Prepared Meals and Groceries program which allows clients to choose nutritious meal combinations best suited to their health status based on the evaluation and nutrition plan provided by our on-staff Registered Dietitian. By offering a combination of frozen prepared meals with groceries and produce from an expanded menu, clients maximize control over what and when they eat, and are better able to receive the amount of calories, vitamins and minerals that meets their special dietary needs.

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

Food Outreach has a long-standing tradition of compassion while serving the most vulnerable in our community. Since our founding in 1988, we have continued to be the only nonprofit organization in Missouri and western Illinois focused on providing vital nutritional support to people with life-threatening illnesses. In 1999, we moved into a 10,000 square foot facility with a state-of-the-art industrial kitchen, grocery center, warehouse storage, a dining/community room, and offices. In 2000, we implemented the congregate Hot Monday Lunch program where clients enjoy a three-course lunch, served restaurant-style by volunteers in our dining room. Food Outreach was one of only 22 organizations nationwide to receive a Victory Against Hunger Award in 2007, coordinated through the Congressional Hunger Center.

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

In 2018, Food Outreach was recognized by the Saint Louis Community Development Administration as the recipient of their "Health Advocate of the Year" award. In 2020, Food Outreach was selected as a "Harkin on Wellness Designee" by the Harkin Institute at Drake University. The Harkin Institute believes that innovative and progressive wellness and nutrition initiatives that utilize a Food Is Medicine approach (e.g., systems approach to food and nutrition issues) have a larger impact on the complex health challenges we face today. Furthermore, they believe effective policy system level, and environmental change is necessary to accelerate the adoption, effectiveness, and sustainability of food and nutrition programs.

II. Project Information:

A) Statement of Need

Food Outreach provided our services, free of charge, to approximately 1,800 clients diagnosed with HIV/AIDS or cancer in 2020. Under-resourced community members battling HIV or cancer are most vulnerable in their fight to regain their health, as they generally do not have access to critical, nutritional support (counseling, monitoring, and nutritious food), putting them at a greater disadvantage than others battling the same illnesses.

According to the CDC, nearly half of people in the United States with diagnosed HIV are aged 50 years and older. People with HIV also have higher rates of certain underlying health conditions. Older age and these conditions can increase their risk for more severe illness if people with HIV get COVID-19, especially people with advanced HIV. Likewise, clients who are diagnosed with cancer are also "high risk" for COVID-19. In a recent study, US researchers from the COVID-19 and Cancer Consortium analyzed data on more than 900 COVID-19 and cancer patients from the United States, Canada, and Spain and found that 13% died. In another study, an analysis of 800 UK patients with COVID-19 and cancer found that 28% died.

The staff at Food Outreach remain deeply concerned about the national statistics regarding the racial inequity around COVID-19 deaths. Of Food Outreach's 1,616 active clients, 66% identify as Black. City health officials continue to emphasize that north St. Louis city and county are the most vulnerable to the virus due to preexisting racial disparity and inequity. Approximately 47% of our clients live in north county and north city. 29 of our clients live in Ferguson, where the death of Michael Brown in 2014 became the birthplace of the Black Lives Matter movement.

According to research published in "Health Affairs/Community Servings," persons receiving medically-tailored meals have significantly lower ED use, hospitalization rates and lower healthcare costs, which strongly suggests that there is community benefit to Food Outreach's nutritional interventions.

B) Project Description

Describe your food distribution program.

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

Food Outreach combines proper nutrition (healthy meals and food options) with dietetic education, and our services are designed to meet our client's changing nutritional needs at any stage of disease. Food Outreach's nutritional interventions are provided at no charge and include fresh produce and shelf stable groceries, made from-scratch prepared meals, individualized nutrition counseling, meal home delivery, weekly congregate Monday lunches, and monthly education and cooking classes. We also provide liquid nutritional supplements (eg. Ensure) to clients when applicable. The Integrated Frozen Prepared Meals and Groceries program is managed by our staff Chef and Registered Dietitian, and combines dietetic guidance with healthy food options. Our Dietitian provides individualized nutrition counseling, taking into account

each client's health status, and develops nutrition goals. Clients then use this information to make food selections from a menu that features scratch-prepared frozen meals created by our Chef, shelf-stable grocery items, and fresh produce. The Integrated Frozen Prepared Meals and Groceries program provides the equivalent of up to two meals a day, each day, for the duration of the client's enrollment. The weekly congregate Monday Hot Lunch gives clients additional nutrition, emotional support, and social opportunities. Our Dietitian hosts monthly nutrition classes which often include experts invited to talk with clients about general nutrition, the latest health news, and how to practice good nutrition at home.

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

Populations living under-resourced and diagnosed with HIV/AIDS or cancer are most vulnerable in their fight to regain their health, as they generally do not have access to critical, nutritional support (counseling, monitoring, and nutritious food), putting them at a greater disadvantage than others battling the same illnesses.

To be eligible for our services, an individual must have proof of diagnosis and meet income guidelines, i.e., live at or below 300% of the Federal Poverty Level (FPL) or \$37,410 annual income for an individual. The majority (72%) of clients live at or below 100% of the FPL, or \$12,470 annual income for an individual. All of our services are provided at no charge to clients, with the primary objective to provide nutritional interventions so clients can receive nutrition and education for management of their disease and to provide them the opportunity to use their limited resources for housing, utilities and other necessities.

Historically, it has been easier for Food Outreach to receive referrals for individuals living with HIV/AIDS than with those diagnosed with cancer. Many HIV/AIDS clients are enrolled in a structure of care including case management, which provides them information about a number of organizations (including Food Outreach) that provide support services in the greater St. Louis area. Our cancer clients are referred to us primarily through their health care providers, and are not in case management. Cancer patients require a tailored nutrition program, and research has shown that nutrition counseling, education and monitoring is an important component of cancer treatment. Sufficient protein intake is essential during all stages of cancer treatment and recovery. In fact, it is estimated that cancer patients require twice the protein of a healthy person. Additionally, healthful carbohydrate sources that are rich in essential nutrients, phytochemicals, and fiber, such as vegetables, fruit, and legumes contain dietary constituents that potentially affect cancer progression. (Inst. of Med. Dietary Reference Intakes...Micronutrients, Washington D.C: National Academy Press). These foods are not available through traditional food pantries or meal programs. Nutritional status can quickly become compromised from illness and decreased dietary intake, and because nutritional wellbeing plays an important role in treatment and recovery from cancer, early screening and intervention as well as close monitoring and evaluation throughout all phases of cancer treatment and recovery are imperative in the pursuit of health for the individual with cancer. (NCI at The NIH, updated June 2014).

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

In March 2020, Food Outreach proactively inverted our program service model and moved to curbside and home delivery for the protection of those we serve. We are currently providing 30 days of meals (two meals a day for a total of 60 meals), compared to two weeks of meals prior to COVID, to encourage clients to remain at home during this community health crisis. This is especially important as all of our clients are immune-compromised and need to socially distance from other people for their own health and safety. The City of St. Louis Department of Health has designated Food Outreach an "essential social service provider" and is providing regular guidance to ensure our team and clients stay safe and healthy so we can continue providing our services to those in need. We have also expanded home delivery to clients who come to us on public transportation so they do not have to choose between food and being exposed to COVID-19. We have also done the same for those who arrive on foot as our boxes that contain 30 days of food weigh approximately 75 pounds. Since March 2020, we have served approximately 1,600 clients and distributed 350,000 pounds of food. Food Outreach has never closed its doors during the pandemic or furloughed any staff members as a result of generous support from the community.

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 Outreach currently serves approximately **1,900** active clients who qualify for our services. We are currently averaging a minimum of 400 unique client encounters each month. In 2020, we served 1,600 unique clients as some clients do not utilize our services every single month. 72% of our clients are male, 27% female and 1% transgender. 66% of our clients are black, 32% white and 2% Latino. Our clients range in age from newborn to 90 years old. 2% of our clients are 24 years of age or younger, 84% are considered adults 25-59 years old, 14% are seniors who are 60 years of age or older.

Specific to our cancer clients, 72% live at or below 100% of the Federal Poverty Level. Of our 364 active clients with cancer, 65% are female and 35% are male, 42% live in the City of St. Louis and 40% live in St. Louis County, 30% have a diagnosis of breast cancer, 17% lung cancer, 10% colon/rectal, and 6% head/neck while the remaining cancer diagnoses vary.

The pivotal roles of our on-staff Registered Dietitian and Chef, emphasis on the nutrition needs of people battling hunger and life-threatening illnesses, and 32 years of experience, makes Food Outreach a vital resource in the community. We have grown from providing meals to seven initial clients in 1988, to serving 1,908 people living in 160 Missouri and Illinois zip codes in 2019. Food Outreach is the only organization providing our services in Missouri and western Illinois. 59% of the clients enrolled at Food Outreach live within the St. Louis City Limits. Our facility is on a metro bus line, improving the access to proper nutrition. We are supported by 700 volunteers who help us prepare, package, and disseminate more than 500,000 meals annually.

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

Food Outreach's grocery center has a logging system which tracks client program use including food order dates and quantities, appointments kept with the Dietitian, and attendance at nutrition education and cooking classes. Our software also allows us to run statistics by age, race, zip code, disease, income levels, and living situation (i.e. temporary or permanent homeless).

C) Project Goal, Objectives, Activities and Expected Outcomes

1. Project GOAL

Provide individuals with healthy food items so they can use them as powerful tool for the successful management of either HIV/AIDS or cancer; Improve their quality of life and nutritional health; help mitigate their treatment side effects; and ensure they are taking their medications as prescribed through meals and dietetic counseling.

2. Project OBJECTIVE

Provide healthy food items to 1,200 unique clients diagnosed with HIV/AIDS or cancer, over a 12 month grant period, through a total of 19,200 units of food.

3. Project ACTIVITIES

1. Source food items from our food distributors. The items in our grant request have been selected by our staff Registered Dietitian as beneficial to our client's health, but are not currently offered due to agency funding limitations.
2. Distribute one unit of each item in client monthly food boxes.
3. Request client feedback in annual survey regarding specific food items and any health benefits clients feel they received.

4. Project OUTCOME

Food Outreach will provide 19,200 healthy food items to a minimum of 1,200 unduplicated clients over a 12 month period to help combat their chronic illness.

5. Project EVALUATION

Food Outreach's Client Services Team will request client feedback in annual survey regarding specific food items and any health benefits clients feel they received. Food Outreach's grocery center will track food item distribution through our agency grocery logging system which tracks client program use including food order dates and quantities. Based on client feedback and success, Food Outreach will build financial capacity to integrate the new items into our regular offering in the subsequent year. Food Outreach can report demographics for the 1,200 clients who received the 19,200 items per the Foundation's request.

D) Timeline

Food Outreach is proposing a one year project beginning on March 1, 2021 and running through February 29, 2022. Due to COVID-19, we do not expect to return to normal operations (allowing clients into our building and phasing out curbside delivery) until at least fall 2021 when a vaccine will be widely available to the entire population. Once funding is approved, Food Outreach will place orders for the food items with our distributors so they maintain an inventory in their warehouses for our agency. We will begin distribution of the items in March 2021 with the four items included in monthly food boxes. We will also include a specific question on our client's annual survey to gather feedback on the items in spring 2022.

E) Target Population

1. Who will this grant serve?

Funding will provide 19,200 food items (1,600 units per a month) to a minimum of 1,200 unduplicated clients who are battling hunger in addition to a diagnosis of HIV/AIDS or cancer.

Food Outreach welcomes all of our clients in all the ways they self-identify. Regardless of legal name, gender or sex assignment, we honor and call our clients by the names and pronouns they prefer. Our staff and volunteers are committed to provide personal service with kindness, respect and dignity. No one who qualifies for our services is ever turned away.

2. How many people will be impacted?

Children/youth (Under 24 years of age): 36

Adults (25-59 years old): 996

Seniors (60 years or older): 168

F) Community Partners

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

Food Outreach is the only organization providing our service in Missouri and western Illinois. We have many partners in both the HIV and cancer care arenas, which provide direct services. However, our comprehensive nutrition services are unduplicated in the metro St. Louis area. Local food pantries provide food, but not medically appropriate meals. Our hunger partners, Operation Food Search and St. Louis Area Food Bank, provide food free of charge or at reduced prices and act as clearinghouses to food pantries. These two organizations do not provide meal home deliveries. There are traditional "Meals on Wheels" programs, but their meals are not tailored to medications, stage of illness, eating capability, living situation, and/or secondary complications, such as diabetes, liver and heart diseases. Also participants have to pay for the service, while ours is free to clients, and they can choose the kind of food they receive from us outside of the pandemic.

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

Food Outreach has developed and continues to nurture relationships with hospitals, major oncology centers, community health clinics, infectious disease specialists, nursing organizations, social workers, religious organizations, and cancer and HIV/AIDS advocacy organizations in the greater St. Louis area.

Health care providers can refer clients to Food Outreach and work with us in maintaining a continuum of care. A partial list of collaborators includes: Barnes Jewish Health Care Systems; St. Lukes Hospital; Mercy Hospital St. Louis; St. Louis University; Washington University at St. Louis Special Care Center; Washington University at St. Louis School of Medicine Division of Adult Infectious Diseases; Missouri Department of Health STD/HIV/AIDS Prevention and Care Services; Doorways (HIV housing provider); Project ARK (serving HIV women, infants, children and youth); Positive Directions (respite and transitional housing for the HIV/AIDS homeless population); and St. Louis Effort for AIDS. Food Outreach actively participates in the communal care of clients through the Ryan White Title I Planning Council (which allocates federal HIV dollars) and its various committees.

3. How are you utilizing volunteers?

Food Outreach only has 12 full-time staff members. Without volunteers, Food Outreach would not be able to fulfill its mission. Our generous volunteers, which include individuals, families, corporate supporters, community partners, and students, contribute more than 50,000 hours annually to improve the lives of impoverished men, women, and children living with HIV/AIDS or cancer in our community. With a variety of recurring and one-time special project volunteer opportunities, Food Outreach offers a number of ways to get involved throughout the year.

G) Use of Grant Funds

How will you use the grant funds?

Food Outreach is requesting grant funding to add four (4) healthy food options (eggs, peanuts, almonds and olive oil) to our agency's current food offerings for 2021. These four items were selected by our Registered Dietitian as choices the agency would like to eventually add to our offerings, but does not yet have the financial capacity to do so. Offering these nutritious food items during COVID ensures our clients, who are all "high risk" for COVID due to being immune compromised, intake the vital nutrition they need to combat their chronic illness.

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.

Based on client feedback, we hope to integrate these four nutritious food items into our regular menu offerings to our clients in 2022 after the conclusion of the grant period. This will be

accomplished through additional fundraising efforts that feature client feedback and utilization rates from 2021. Our nutrition team will also conduct an analysis of current food offerings to determine if these new items would provide better health outcomes than any of our current options. If it is determined they would, the client services team will replace products with the new items.

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.

Food Outreach's Board of Directors consist of a diverse group of leaders from various industries including healthcare, education, energy, law and technology. Our Board meets six times a year. The executive committee meets every month. Our current Board financial participation is currently at 100%. While our Board is diverse in many areas such as gender, age and sexual orientation, one area we are currently lacking in is race. We acknowledge that 66% of our clients are black, yet only 7% of our Board looks like the majority of our clients. We have made it a goal over the next 24 months to diversify our Board to better represent those we serve.

2. What committees exist within your board of directors?

Food Outreach's Board has an executive, finance, governance and strategic planning committee. In fall 2019, Food Outreach conducted Strategic Planning for the first time in over a decade. After months of input from community leaders, healthcare professionals we concluded strategic planning with a goal to dramatically increase the number of clients we serve with cancer over the next three years. We currently serve around 350 clients with cancer and 1,575 clients who are HIV positive.

3. How does the board of directors make decisions?

Food Outreach's Board makes decisions through one of the six meetings held throughout the year. Food Outreach's Executive Director conferences with the Board's Executive Committee (Presidents, Vice President, Treasurer and Secretary) each month and any applicable business is presented at a full Board meeting.

B) Management

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

Food Outreach's Executive Director, Julie Pole, joined Food Outreach in 2016. Julie has an extensive background in nonprofit leadership. She came to Food Outreach from Washington University in St. Louis where she served as Associate Director of Development for the Brown School. During her tenure with Washington University, she focused on fundraising programs that engaged a wide variety of supporters including alumni and business leaders.

Food Outreach has a registered dietitian, Melissa Brown, MPH, CHES, RD, LD who oversees all of our client intakes and consults with our Executive Chef, Mike Polcyn, on our offered menu options. Together, they ensure the nutritional interventions we provide meet best practices set fourth by The Academy for Nutrition and Dietetics and the USDA Center for Nutrition Policy and Promotion.

In 2019, Kathy Spencer was promoted to our Director of Client Services to enable her to provide additional community outreach and one-on-one time with our clients. Kathy has been with our agency for nearly 20 years. She oversees all of the services we provide to our clients and regularly meets with our community partners to educate nurse navigators, social workers, etc. about our services. Kathy's work has already provided tremendous results in the time she has served in this position.

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

Food Outreach's Executive Director has an annual salary of \$96,454.

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V. Project Budget and Narrative (Do not delete these instructions on your completed form).

Please provide a detailed line-item budget for your project by completing the budget form below. **The maximum requested amount is \$1,000,000 or 25% of your operating budget, whichever is less.**

Delineate your line items requests per example below:

- 90% of total request for the purchase of food items only. (Ex. Total request of \$1,000,000; 90% is \$900,000 for food)
- 10% of total request for **transportation OR for coordination** (Ex. Total request of \$1,000,000; 10% is \$100,000 for transportation)
- 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 Request	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From Gimbel	Line Item Total of Project
Eggs	15 dozen /case, \$15.88 per case, 260 cases,			\$4,128.80	\$4,128.80
Peanuts – 16oz	12/case, \$41.19 per case 400 cases			\$16,476.00	\$16,476.00
Almonds – 2.2oz	48/case, \$64.79 per case, 108 cases			\$6,997.32	\$6,997.32
Olive Oil 500 mL	12/case, \$54.28 per case, 400 cases			\$27,712.00	\$27,712.00
Coordination	4.8% of total cost	\$1,650.00	\$29,700.00	\$1,650.00	\$33,000.00
TOTALS:		\$1,650.00	\$29,700.00	\$50,964.12	\$82,314.12

Provide a narrative for the line item Transportation OR Coordination.

Food Outreach's Grocery Center Coordinator's salary is 40% funded by a Community Development Block Grant from the Saint Louis Community Development Administration. It is also 50% funded by a grant from Ryan White Missouri, which is a federal grant allocated for HIV funding and support. The request reflects 5% of our Grocery Center Coordinator's Salary, which will reflect the amount of time she will be working on this project from procurement, inventorying, placement in client boxes, and data entry.

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VI. Sources of Funding: Please list your current sources of funding and amounts.

Secured/Awarded

Name of Funder: Foundation, Corporation, Government	Amount
Ryan White MO and IL - Federal HIV Funding	\$600,000
Bayer Fund – Expansion on Cancer Program – 2021	\$174,000
Saint Louis Area Agency on Aging	\$120,000
Saint Louis Community Development Administration (CDBG)	\$100,000
City of Saint Louis Senior Fund	\$60,000
MAC Cosmetics VIVA Glam Fund	\$25,000

Pending

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
Broadway Cares/Equity Fights AIDS	\$40,000	February 2021
Enterprise Holdings Foundation	\$10,000	March 2021
Jefferson Foundation	\$15,000	March 2021
TRIO Foundation of Saint Louis	\$12,000	December 2021
Centene Charitable Foundation	\$25,000	February 2021
Emerson	\$25,000	February 2021

Diversity of Funding Sources: A financially healthy organization should have a diverse mix of funding sources. Complete those categories that apply to your organization using figures from your most recent fiscal year.

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions	\$233,000	12%			
Fundraising/Special Events	\$425,000	21%			
Corp/Foundation Grants	\$450,000	22%			
Government Grants	\$895,000	45%			

Notes:

S.L. Gimbel Foundation APPLICATION

VII. Financial Analysis

Agency Name: Food Outreach

Most Current Fiscal Year (Dates): From 01/01/2019 To: 12/31/2019

This section presents an overview of an applicant organization's financial health and will be reviewed along with the grant proposal. Provide all the information requested on your **entire organization**. Include any notes that may explain any extraordinary circumstances. Information should be taken from your most recent 990 and audit. **Double check your figures!**

Form 990, Part IX: Statement of Functional Expenses

(This should be your recently filed Form 990 and should not be more than 2 years old)

1) Transfer the totals for each of the columns, Line 25- Total functional expenses (page 10)

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
\$1,845,379	\$1,498,849	\$254,353	\$92,177

2) Calculate the percentages of Columns B, C, and D, over A (per totals above)

- Program services (B) – A general rule is that at least 75% of total expenses should be used to support programs
- Management & general administration (C) – A general rule is that no more than 15% of total expenses should be used for management & general expenses
- Fundraising (D) – A general rule is that no more than 10% of total expenses should be used for fundraising

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
	Columns B / A x 100	Columns C / A x 100	Columns D / A x 100
Must equal 100%	81%	14%	5%

3) Calculate the difference between your CURRENT year budget for management & general expenses and your previous management & general expenses per your 990 (Column C)

Percentage of Organization's <u>Current</u> Total Budget used for Administration	Column C, Management & general expenses per 990 above	Differential
14%	14%	0%

If the differential is above (+) or below (-) 10%, provide an explanation:

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Quick Ratio: Measures the level of liquidity and measures only current assets that can be quickly turned to cash. A generally standard Quick Ratio equals 1 or more.

Cash	+ Accounts Receivables	/Current Liabilities	= Quick Ratio
\$384,738.10	306,203.87	29,865.80	21.93

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$69,176	\$160,420

Notes:

VIII. EMAIL TWO PDF files to Gimbel@iegives.org

A. One PDF file of the following, #1 to #5

B. Second PDF file of the following, #6 & #7

#1	Completed Grant Application Form (cover sheet, narrative), budget page and budget narrative (see sample) and sources of funding, financial analysis page	#6	A copy of your most recent year-end financial statements (audited if available)
#2	Your current operating budget and the previous year's actual expenses (see sample Budget Comparison)	#7	A copy of your most recent 990. Please make sure that the Form 990 you submit is no more than two (2) years old.
#3	Part IX only of the 990 form, Statement of Functional Expenses (one page). Please make sure that the Form 990 you submit is no more than two (2) years old.		
#4	For past grantees, a copy of your most recent final report.		
#5	A copy of your current 501(c)(3) letter from the IRS		

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

III. Project Budget

Project Budget and Narrative (Do not delete these instructions on your completed form).

Please provide a detailed line-item budget for your project by completing the budget form below.

The maximum requested amount is \$1,000,000 or 25% of your operating budget, whichever is less. Delineate your line items requests per examples below:

- 90% of total request for the purchase of food items only. (Ex. Total request of \$1,000,000; 90% is \$900,000 for food)
- 10% of total request for transportation **OR** for coordination (Ex. Total request of \$1,000,000; 10% is \$100,000 for transportation)
- 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
<i>Eggs</i>	15 dozen /case, \$15.88 per case, 260 cases,	\$ 4,128.80
<i>Peanuts – 16oz</i>	12/case, \$41.19 per case 400 cases	\$16,476.00
<i>Almonds – 2.2 oz</i>	48/case, \$64.79 per case, 108 cases	\$6,997.32
<i>Olive Oil 500 mL</i>	12/case, \$54.28 per case, 400 cases	\$21,712.00
<i>Coordination</i>	4.8% of total cost	1,650.00
TOTAL:		\$50,964.12

**Food Outreach, Inc.
2020 Budget vs. 2019 Actual P&L**

	Total		
	2019 Actual	2020 Budget	Variance
Revenue			
40100 Government Grants			
Community Development Block Grant	100,000.00	100,000.00	0.00
Illinois Ryan White	136,109.89	150,000.00	13,890.11
Other	25,000.00	75,000.00	50,000.00
Ryan White I	679,047.37	450,000.00	-129,047.37
Ryan White II Toiletries	19,275.00		-19,275.00
SLAAA	102,701.27	120,000.00	17,288.73
Total 40100 Government Grants	\$ 862,133.53	\$ 895,000.00	-\$ 67,133.53
41100 Individual Contributions	297,625.30	150,000.00	-147,625.30
41200 Tributes	23,049.46		-23,049.46
41300 Holiday Letter Contributions	28,715.00		-28,715.00
41400 Spring Solicitation	7,419.47	25,000.00	17,580.53
42000 Religious Contributions	5,773.00	8,000.00	2,227.00
43000 Fdn Contributions/Grants	255,739.70	400,000.00	144,260.30
44000 Corporate Contributions/Grants	64,405.10	50,000.00	-14,405.10
46100 Events			0.00
46150 A Tasteful Affair	276,769.19	310,000.00	33,230.81
46300 Other In House	24,176.81	30,000.00	5,824.19
46400 Outside Fund	66,065.32	55,000.00	-1,065.32
Fall Event		30,000.00	30,000.00
Total 46100 Events	\$ 357,011.32	\$ 425,000.00	-\$ 67,989.68
46200 Miscellaneous Income	1,188.97		-1,188.97
47000 Community Events	3,742.00		-3,742.00
Year-End Appeal		50,000.00	50,000.00
Total Revenue	\$ 2,006,801.65	\$ 2,903,000.00	-\$ 3,801.85
Gross Profit	\$ 2,006,801.65	\$ 2,903,000.00	-\$ 3,801.85
Expenditures			
61000 Food	652,050.66	580,000.00	-72,050.66
61500 Congregate Meals	9,967.99		-9,967.99
61501 Congregate Supplies	703.38		-703.38
61700 Community Events Expense	1,166.84		-1,166.84
62000 Nutritional Supplement	16,538.89	20,000.00	3,461.01
63000 Containers	44,057.61	20,000.00	-24,057.61
63500 Toiletries	38,284.22		-38,284.22
64000 Salaries	450,720.34	444,041.84	-6,678.50
CEO Salary	98,454.16	98,454.16	0.00
65100 Payroll Taxes	42,748.11	41,618.00	-1,130.11
65200 Benefits	149,819.66	129,311.00	-20,508.66
71000 Professional Fees	112,442.75	80,725.00	-31,717.75
72000 Office Expense	28,713.32	27,000.00	6,288.68
72100 Equipment	4,603.14		-4,603.14
72200 Kitchen Supplies	5,416.97	7,500.00	2,053.03
72300 Bank Charges & Fees	4,426.00	5,000.00	674.00
72500 Computer/Software Expense	20,227.38	43,400.00	23,172.62
73000 Telephone	4,889.73	6,000.00	1,110.27
74000 Postage	7,316.49	9,000.00	1,683.51
75100 Printing & Publications	15,112.84	21,065.00	5,952.16
75200 Advertising	2,938.38	3,000.00	41.62
75300 Community Outreach	1,609.10	4,000.00	2,390.90
75900 Other Development	3,899.88		-3,899.88
76100 Travel & Conferences		8,500.00	8,500.00
76200 Meetings	1,207.99		-1,207.99
76300 Training & Education	5,597.40	7,500.00	1,902.60
77000 Insurance	28,145.90	31,000.00	4,854.10
78500 Building Maintenance	49,640.05	59,325.00	9,684.92
79000 Dues & subscriptions	3,741.17	3,000.00	-741.17
80000 Automobile	3,310.53	10,000.00	6,689.47
81000 Occupancy, Rent & Utilities	62,341.19	60,000.00	-12,341.19
82000 Depreciation	61,601.88	75,000.00	13,498.04
83000 Miscellaneous Expense	255.66		-255.66
Fundraiser Expenses			
75500 ATA	51,558.30	64,000.00	12,441.70
75600 Fall Event		20,000.00	20,000.00
76700 Other In House	3,687.97	5,000.00	1,312.03
75800 Outside Fundraisers	25.67	1,000.00	974.33
Total Fundraiser Expenses	\$ 55,271.94	\$ 90,000.00	-\$ 34,728.06
Total Expenditures	\$ 1,975,171.76	\$ 1,776,995.84	-\$ 198,185.92
Net Operating Revenue	\$ 31,630.09	\$ 226,014.16	\$ 194,384.07

Other Revenue			0.00	
48000 Investment Income	72,009.55		-72,009.55	
48400 Unrealized Capital Gains/Loss	276,971.29		-276,971.29	
49500 Realized Capital Gains/Loss	148,878.70		-148,878.70	
Total Other Revenue	\$ 497,859.54	\$	0.00	-\$ 497,859.54
Net Other Revenue	\$ 497,859.54	\$	0.00	-\$ 497,859.54
Net Revenue	\$ 629,489.63	\$	226,014.16	-\$ 303,475.47

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	118,794.	71,276.	23,759.	23,759.
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	450,721.	352,509.	62,785.	35,427.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	22,470.	17,576.	3,129.	1,765.
9 Other employee benefits	105,010.	81,385.	14,876.	8,749.
10 Payroll taxes	42,748.	32,061.	6,412.	4,275.
11 Fees for services (nonemployees):				
a Management				
b Legal			21,100.	
c Accounting	21,100.			
d Lobbying				
e Professional fundraising services. See Part IV, line 17			14,271.	
f Investment management fees	14,271.			
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	16,477.		16,477.	
12 Advertising and promotion	5,509.			5,509.
13 Office expenses	69,206.	26,739.	29,774.	12,693.
14 Information technology	20,226.	15,170.	5,056.	
15 Royalties				
16 Occupancy	97,482.	69,485.	27,997.	
17 Travel	3,311.	3,311.		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	6,805.		6,805.	
20 Interest				
21 Payments to affiliates	61,502.	46,127.	15,375.	
22 Depreciation, depletion, and amortization	26,147.	19,610.	6,537.	
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a FOOD AND NUTRITIONAL SU	763,481.	763,481.		
b MISCELLANEOUS	119.	119.		
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	1,845,379.	1,498,849.	254,353.	92,177.
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)