



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

Internal Use Only:
Grant :

Organization / Agency Information

1) <i>Organization/Agency Name:</i> IMPERIAL VALLEY FOOD BANK		
2) <i>Physical Address:</i> 486 ATEN ROAD		<i>City/State/Zip</i> IMPERIAL, CA 92251
3) <i>Mailing Address:</i> P.O. BOX 4406		<i>City/State/Zip</i> EL CENTRO, CA 92244
4) <i>CEO or Director:</i> SARA GRIFFEN, MS EXECUTIVE DIRECTOR		<i>Title:</i>
5) <i>Phone:</i> (760) 545-0148	6) <i>Fax:</i> (760) 545-0151	7) <i>Email:</i> SARA@IVFOODBANK.ORG
8) <i>Contact Person:</i> SARA GRIFFEN		<i>Title:</i>
9) <i>Phone:</i> (760) 370-0966	10) <i>Fax:</i>	11) <i>Email:</i> SARA@IVFOODBANK.ORG
12) <i>Web Site Address:</i> https://www.ivfoodbank.com/		13) <i>Tax ID:</i> 33-063364

Program / Grant Information

Interest Area:

14) <i>Program/Project Name:</i> IVFB's CRITICALLY NEEDED FOOD DISTRIBUTION PROGRAM			15) <i>Amount of Grant Requested:</i> \$300,000
16) <i>Total Organization Budget:</i> \$1,621,850	17) <i>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</i> 93.5%	18) <i>Per 990, Percentage of Management & General Expenses Only (Column C/ Column A x 100):</i> 2.09%	19) <i>Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100):</i> 6.48%
20) <i>Purpose of Grant Request (one sentence):</i> This grant will supplement and fill gaps in food donations from the USDA and other sources to provide more culturally appropriate and healthy, fresh nutritious foods to 7,000 food insecure families and individuals each month during the grant period of July 2021 through June 2022.			
21) <i>Program Start Date (Month and Year):</i> July 2021		22) <i>Program End Date (Month and Year):</i> June 2022	
23) <i>Gimbel Grants Received: List Year(s) and Award Amount(s)</i> This is IVFB's first application for a Gimbel grant.			

Signatures

24) <i>Board President / Chair: (Print name and Title)</i> James Abatti / Board President	<i>Signature:</i> 	<i>Date:</i> 3-11-21
25) <i>Executive Director/President: (Print name and Title)</i> Sara Griffen, MS / Executive Director	<i>Signature:</i> 	<i>Date:</i> 3/11/21

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?

Founded in 1991 with the mission of "Fighting Hunger—Bringing Health and Hope to the Imperial Valley," the Imperial Valley Food Bank's (IVFB) purpose is increasing access to food for residents of Imperial County, California, which is located in the southwestern corner of Southern California with Mexico as its southern border.

IVFB is at the forefront of the community's efforts to ensure that all residents of Imperial County receive nutritious foods essential to sustain basic human needs and education to improve their quality of life. In partnership with more than 100 schools, churches and social service agencies, IVFB plays a critical role in providing fresh, frozen, canned, and boxed food to food insecure families, recent veterans, the disabled, and seniors living on fixed incomes. Prior to the health pandemic, IVFB provided life-saving food and services to a staggering 22,800 extremely low-income people each month—nearly 12% of the County's population. Today, that number has risen to over 29,080 people each month and growing.

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

For 30 years, IVFB has grown substantially in size, structure, and purpose to meet overwhelming need. Programs include monthly food distribution; weekend backpack program for school children; CalFresh education and outreach; nutrition education; mobile food pantry; and fresh rescue. IVFB is the sole United States Department of Agriculture (USDA) Commodities storehouse in Imperial County. Collaborating with more than 100 community partners expands IVFB's reach, facilitating food distribution to each community in the county.

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

Our main accomplishment in the past three years is successfully completing a \$6.5 million capital campaign to build a new 28,000 square-foot facility so that the Food Bank can meet growing demand well into the future. With the campaign goal reached, IVFB celebrated a groundbreaking in May 2018 and celebrated the grand opening of the new Rabobank Center—our state-of-the-art food bank facility—in fall 2019. The new facility features modern loading docks, freezer and food storage space to ensure food safety, and plentiful parking in a central location with easy access by public transportation. The facility also features a large commercial teaching kitchen; outdoor gardens, citrus groves and amphitheater; and expanded teaching areas.

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.

Imperial Valley is one of the most productive farming regions in the U.S.—ranking in the top 10% of all agricultural sales—yet very little fresh produce stays in the County for local residents. The number of food insecure children and families in this agriculturally rich region ranks among the worst 10% of all counties in the nation.

Compared to the rest of California, Imperial County has:

- Half the average medium household income;
- The highest unemployment rate; and
- Ranks dead last of 58 California counties in childhood poverty.

The Census Bureau shows that 24% of Imperial County residents live in poverty. Families in poverty experience chronic hunger, as well as rising rates of obesity and nutrition-related diseases. Astoundingly, 78% of adults and 40% of children in the County are overweight or obese (SNAP-Ed County Profile). Imperial County is also replete with food deserts—low-income neighborhoods littered with fast food franchises and corner stores, or rural communities with few businesses or services. Grocery stores and fresh produce stands are all but absent in these areas.

More than half of the adults in Imperial Valley (62%) have diabetes or pre-diabetes, according to a study conducted by the UCLA Center for Health Policy Research and commissioned by the California Center for Public Health Advocacy. An alarming 23,000 residents have been diagnosed with asthma, according to the Imperial Valley Asthma Profile. Since obesity is associated with more severe asthma, it is especially important for people who have both to cook and eat better.

According to Kidsdata.org, a program of the Lucile Packard Foundation for Children’s Health:

- 61% of children ages 2-17 in Imperial County ate fast food two or more times in the past week compared to only 38% average for the entire state of California; and
- Only 22% of Imperial County children eat five or more servings of fruits and vegetables daily compared with 32% average for the State.

Poverty and access to food are primary determinants of health and wellness in any community. Food insecure children are more likely to experience a host of health issues that negatively impact their futures. IVFB’s abundance of fresh produce and healthy food distributed through programs—coupled with meaningful, interactive nutrition education activities—will strongly mitigate, if not solve, the skyrocketing rates of Type 2 Diabetes, Cardio-Vascular Disease, Stroke, and Obesity in a rural community with few other resources to address such rampant health challenges.

B) Project Description

Describe your food distribution program.

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

Low-income, food insecure county residents will receive IVFB services through our partners across Imperial County including church food pantries, low-income daycare centers, senior facilities, schools and soup kitchens. Our primary goal is to provide fresh, frozen, canned, and boxed food to individuals, families, and seniors struggling to meet basic needs.

- 1) IVFB delivers food throughout the county at 14 Mobile Food Pantry sites serving the remote desert areas of the county directly as no agencies exist in those areas to properly administer food distributions.
- 2) Partner organizations come to the IVFB agency store to pick up food supplies, which they then distribute.
- 3) The food bank also provides 40 schools with over 1,300 food packages each Friday of the school year for its Weekend Backpack Program for Kid's.
- 4) Food bank clients are offered a "Box of Basics" of emergency food and basic food supplies for \$25 a month. We leverage our ability to purchase food at wholesale cost and pass on those savings to our clients.
- 5) Staff specialists answer questions and assist low-income residents applying to CalFresh, otherwise known as the Supplemental Nutrition Assistance Program (SNAP) or food stamps.

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

IVFB and our partner agencies use various intake forms and interactive interviews with new clients in order to establish real need for emergency food. We review client income status against Federal poverty guidelines (<200% of FPL).

The USDA has rigid regulations about what data we may ask for from recipients. The USDA requires all recipients to self-certify their income by signing the EFA 7 form when picking up food from the Emergency Food assistance Program (EFAP).

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

Our food distribution frequency has not changed prior to and through COVID. We lost some agency partners as they closed sites or had no volunteers to work distributions. The Food Bank has filled in that gap to continue to get food to those towns and areas of the county. We provide monthly food distributions at over 50 sites across the county. Prior to COVID we provided walk-up distributions where families could access food once per month. Due to COVID, families may access food more than once a month.

What has changed is our delivery model in order to keep staff and clients safe. COVID-19 has disrupted our regular distribution chain. Prior to outbreak, IVFB partnered with over 100 schools, churches and social service agencies, to provide food to families, recent veterans, the disabled, and seniors living on fixed incomes. Many of the agencies we partnered with for food distribution have shut down. This has required IVFB to incur drastic staff overtime not originally budgeted for in order to create and implement alternative plans and to keep up with increasing demands for food.

While other agencies closed, we lost our volunteers, our own families were impacted by the virus, and we risked our own health to serve the hungry of the county, the words of the Governor who named food assistance personal ‘essential’ never rang truer. We moved most distributions to a drive-through model to reduce staff exposure. The heat of the summer exacerbated the situation as distributions became longer due to increased demand. Our objective was to continue to meet the need during the crisis and we are doing just that.

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?

This grant will supplement and fill gaps in food donations from the USDA and other sources to provide more culturally appropriate and healthy, fresh nutritious foods to 7,000 food insecure families and individuals each month during the grant period of July 2021 through June 2022. We anticipate serving approximately 1,400 children; 1,260 youth; 3,430 adults; and 910 seniors each month with Gimbel Foundation funding.

Our total program serves 29,080 individuals and families each month. The program serves approximately 5,880 children; 5,220 youth; 14,210 adults; and 3,770 seniors each month.

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

IVFB participates in the USDA’s The Emergency Food Assistance Program (TEFAP), which requires us to report monthly the number of people served into the TEFAP database. Through our participation in the USDA Commodities program, every IVFB client receives some food through this program, and therefore, every client is tracked in this system. Our goal is to augment food received and distributed through the USDA Commodities program to include seasonal fresh produce and culturally specific items such as fresh tortillas and other products relevant to the population we serve.

Additionally, IVFB's food comes from supermarket retailers, food wholesalers, farmers, the USDA, and through discounted purchases. All such food is documented down to the last pound. Incoming food from donors is entered immediately into our tracking system. In addition, this system allows us to track the food as it goes out. These are not insignificant reports in fact they constitute one of the most important items considered each day by Food Bank senior staff. These performance reports are a primary evaluation tool for outside funders and for suppliers of food. It will be through these measurement reports that we will be able to gauge our progress toward reaching our stated goals listed above. Our reports also provide accurate information about who receives our food, what kind of food, and how much. These components of our inventory management system will allow the IVFB to report on our success/failure to provide emergency food to low-income individuals.

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.*

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.*

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.

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.*

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.*

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)

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

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.*

GOAL:

Enhance and supplement the diet of food insecure families and children in Imperial County with healthy, culturally specific food each month to improve the health and wellbeing of county residents.

OBJECTIVE:

Enhance and supplement the diet of 7,000 food insecure county residents each month by providing them with healthy and culturally specific food and nutrition educational information.

ACTIVITIES:

- 1) Purchase culturally appropriate and other fresh produce not provided by existing local farm and USDA sources to support 7,000 food distribution participants monthly.
- 2) Develop and print nutrition education materials to be included in each food distribution box.
- 3) Continue to promote monthly food distribution program through community partners across the county.
- 4) Input monthly food distribution data into USDA TEFAP database system.

OUTCOME:

We expect to provide 340,000 meals and nutrition education materials to 7,000 food insecure county residents, increasing their healthy food intake and habits.

EVALUATION:

Using the USDA's TEFAP tracking system we will generate reports on the number of food insecure children and families we have served. We will track our role in feeding 7,000 food insecure individuals and account for additional success or lower numbers of individuals served. In addition, IVFB staff will also capture anecdotal impact stories directly from food recipients themselves. We collect and report on our impact to funders and constituents through a variety of methods, including via social media on Facebook and Instagram, on our website, and in our annual report, among others.

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: July 1, 2021
The project end date is: June 30, 2022

Include timeframes for specific activities, as appropriate.

JULY 2021:

- Engage additional staff for Coordination.
- Purchase additional fresh produce and culturally appropriate foods.
- Print nutrition education materials and other information pieces to include with food distribution.
- Distribute food to 7,000 clients through our network of distribution sites throughout the county.
- Collect anecdotal data from clients.
- Record distribution data in USDA TEFAP tracking system.

AUGUST 2021 – MAY 2022:

- **Each month** continue to purchase additional fresh produce and culturally appropriate foods; provide nutrition education and other informational pieces; distribute food to 7,000 clients per month; collect anecdotal data from clients; record distribution data in USDA TEFAP tracking system; review tracking data reports.

JUNE 2022:

- Purchase additional fresh produce and culturally appropriate foods; provide nutrition education and other informational pieces; distribute food to 7,000 clients; collect anecdotal data from clients; record distribution data in USDA TEFAP tracking system.
- Evaluate monthly tracking reports; produce a final report for funders.

E) Target Population

1. Who will this grant serve?

This grant will serve 7,000 food insecure families and children **each month** in Imperial County's largely Hispanic/Latinx rural communities by filling gaps in access to fresh produce and culturally appropriate food.

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

Children: 5,800 per month or 69,600 total
Youth: 5,220 per month or 62,640 total
Adults: 14,210 per month or 170,520 total
Seniors: 3,770 per month or 45,240 total
Total: 7,000 per month or 84,000 total.

F) Community Partners

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

IVFB is an anchor program—other partners and agencies in the county use our network to get information to the hard-to-reach, low-income residents throughout the county. Examples include the Census, Listos California, and the Governor’s Office on Covid. The Food Bank has been a primary distributor of masks, hand sanitizer, face shields, disinfectant, and diapers throughout the pandemic. Local utility San Diego Gas & Electric (SDGE) utilizes our distribution services to distribute information on lower gas and electricity cost programs.

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

Prior to COVID-19, IVFB partnered with more than 100 schools, churches and social service agencies, playing a critical role in providing fresh, frozen, canned, and boxed food to families, recent veterans, the disabled, and seniors living on fixed incomes. With COVID-19, many of our distribution partners have been forced to close, which has disrupted our food distribution process.

Our primary current partners include the following:

Feeding San Diego:

IVFB is a Partner Distributing Organization (PDO) of Feeding San Diego, and as such, we are connected to the vast network of food banks nationally that are members of Feeding America. We share food supplies between our two organizations, have access to national grant funding opportunities, and we also report our food distribution numbers to them, which feeds into the national Feeding America system.

Catholic Charities:

Provide support for our monthly food distribution program.

Salvation Army:

Provide support for our monthly food distribution program.

Campeños Unidos:

Campeños Unidos assists low-income families/individuals in Imperial County to meet their basic needs and promote self-sufficiency. They traditionally support our monthly food distribution program; however, they have not offered this food program since March 2020. IVFB has had to take this over, which is now our largest distribution serving over 500 families monthly.

Imperial County Office of Education (ICOE):

We have a strong partnership with ICOE and all of the school districts in Imperial County to ensure we are reaching as many vulnerable food insecure children as possible.

Imperial County Board of Supervisors:

IVFB is a member of the Emergency Task Force. During COVID, we participate in twice weekly calls to coordinate emergency response efforts along with various local government, law enforcement, and other agencies including California Department of Emergency Services (CalOES).

3. How are you utilizing volunteers?

Normally, IVFB relies on hundreds of volunteers to support all aspects of our food distribution and weekend backpack programs. Due to safety concerns because of COVID and the required change in our distribution model, we have been grateful to have the cities of Imperial, Brawley and Calexico's police and fire departments' logistics support to help change our delivery model; we now have moved to a long drive through service model from our previous walk-in model in order to protect our staff and other food recipients.

In addition to support from local municipal police and fire departments, we are grateful to have support from the National Guard to assist with logistics of our food distribution program. From October 2020 through February 2021, we have also had "volunteer" support through a county workforce development program. Ten people each serving 700 hours have supported our warehouse operations staff with preparing boxes and delivery for monthly food distributions.

We have also recently had support from local churches, which prior to the pandemic would serve as distribution sites. Today, they are sending church volunteers to our warehouse to package their own food boxes to distribute at their site, which alleviates some stress on our existing staff.

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

Grant funds will be used to meet a gap in USDA food donations we are currently and foresee being a concerning gap over the next year. Most of our local farmers primarily grow and supply food to large scale restaurants, universities, stadiums, etc. Because the majority of these venues have been closed due to COVID, farmers planted 50% less crops this year so as not to have the food waste they experienced in 2020. This means that they will have fewer harvests and therefore, we will see less fresh produce donated in the coming year.

We will use grant funds to supplement our existing supply of frozen protein and shelf-stable items with more fresh produce and culturally specific and appropriate items (e.g., fresh tortillas, etc.) for our majority Hispanic/Latinx communities. For example, we have identified a fresh tortilla vendor who can sell us 8 tortillas for \$1. Our plan with grant funds is to supplement the food we are already receiving through the USDA to enrich the diets of those we serve with culturally appropriate foods.

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.

IVFB's food distribution program has proven to be very popular and extremely effective. In addition to generous and loyal individual donors, we continue to promote this program to our foundation and corporate partners. Other funding sources include:

- Alliance Healthcare Foundation
- Bank of America
- Dickerson Family Foundation
- DOVES (Donors of Valley Endeavors)
- Imperial Valley Wellness Foundation
- Pattern Energy
- Rabobank
- Rural Remote funding through California Association of Food Banks (CAFB) and the Rural Remote initiative
- Share Our Strength / No Kid Hungry
- Wells Fargo Foundation
- And many more.

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.

IVFB currently has a 13-member board of directors whose professional affiliations include farm owners, financial institutions, real estate, accounting, and the County court system, among others. The board serves a traditional governing role: It oversees the executive director and has a fiduciary responsibility to the organization. We have a mix of longtime members and new members. Some who have been part of the \$6.5 million capital campaign take great pride in that accomplishment. Raising that amount of funds to build a new building is virtually unheard of in our very rural county. Those who are transitioning off the board are mentoring new board members, instilling the value of strong governance and passing on institutional history and knowledge before they leave.

2. What committees exist within your board of directors?

IVFB's board currently has three committees: an executive committee, comprised of the four officers; a finance committee; and an internal affairs committee.

3. How does the board of directors make decisions?

The board meets seven times per year, and in between each meeting they hold an informal breakfast where they are updated on the food bank's activities and issues, and more importantly, to build cohesion among members. Decisions are made using standard voting procedures utilizing Robert's Rules of Order.

B) Management

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

IVFB's management team is strong and capable, running its monthly food distribution programs efficiently and effectively in a rural area that lacks adequate resources and infrastructure. Through continuing education, they develop the skills needed to effectively operate a modern-day industrial food bank. All staff in IVFB's warehouse and programs have training in ServSafe, Feeding America's food safety training program. In addition, all IVFB warehouse staff and most program staff have additional OSHA food safety training as well.

Executive Director:

Sara Griffen is the IVFB's Executive Director and oversees all project staff, project implementation, evaluation and reporting requirements. Mrs. Griffen has served as IVFB's Executive Director since 2010 and serves on the Board of Directors of the California Association of Food Banks. She holds a master's in food systems and Society from Marylhurst University. An advocate, both locally and nationally for the needs of the hungry in Imperial County, Mrs. Griffen was recently named "Woman of the Year" for the 51st Congressional District by Congressman Juan Vargas.

Finance Manager

Bridget Fajardo is IVFB's Finance Manager. She has a bachelor's degree in accounting from Woodbury University. Bridget has an extensive background in financial accounting. Her background consists of working in a certified public accounting firm, property management organizations, the casino gaming industry, the insurance industry, and nonprofit organizations.

Programs Manager

Alba Sanchez is IVFB's Programs Manager. Mrs. Sanchez coordinates all EFAP (USDA Commodities) distributions and provides training to all volunteers assisting at distribution sites. She also oversees all agency compliance, reports all data to the Department of Social Services and oversees inventory every month. Mrs. Sanchez is responsible for oversight of purchasing for EFAP commodities, the Weekend Backpack Program, the Box of Basics Program and the Emergency supplemental Food Program (EFSP). She also supervises four employees in her department. Mrs. Sanchez has been an employee of IVFB for more than 15 years and has an extensive background in management and customer service.

Marketing and Communications Manager

Stefanie Campos is IVFB's Marketing and Communications Manager and coordinates IVFB's external communications via a monthly newsletter, social media engagement, press releases and media outreach. Ms. Campos also coordinates the direct mail campaign, works with corporate and individual donors and assists in the planning and implementation of fundraising events. She also manages the Receptionista program, volunteers who are hired and trained to work as receptionists and are the first line of contact for incoming visitors and callers. Ms. Campos graduated with a bachelor's degree in Journalism from San Diego State University and serves the local community through her volunteer work in Girl Scouts, as a troop leader and at the service unit, as well as serving as a San Diego Girl Scouts National Council Session Delegate.

Warehouse/Facilities Manager

James Taylor is IVFB's Warehouse/Facilities Manager. Mr. Taylor has an extensive background in institutional inventory and maintenance. At IVFB, Mr. Taylor oversees inventory management, shipping and receiving, transportation and logistics, building and grounds upkeep, and supervision of department employees and volunteers.

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

\$99,840

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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, OR the amount on your invitation to apply email. 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
Food Coordination	An additional staff member to oversee food distribution for this grant at 10% of total request of \$300,000.			\$30,000	\$30,000
Tortillas	Corn Tortillas 24 Ct. 84,000 units at \$1.38 each			\$115,920	\$115,920
Produce Boxes	18-20lbs of fruits/veggies 15,408 cases @\$10.00 each			\$154,080	\$154,080
TOTALS:					\$300,000

Provide a narrative for the line-item Transportation OR Coordination.

We are both serving more people than usual AND we have had to change our delivery service model to serve people in new ways. While we are grateful for local municipal support (e.g., local police and fire department) to help with the delivery service model change, we are unsure how long that support will last. Therefore, we have a critical need not only to purchase fresh, culturally appropriate food, but also to expand our operations staff to meet the growing demand for food distribution and delivery.

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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
Alliance Healthcare Foundation	\$25,000
Barbara Rubin Foundation	\$3,000
CAFB/FRAC	\$4,500
Dickerson Family Foundation	\$5,000
Enterprise Foundation	\$10,00
Finkelstein Foundation	\$2,000
Global Giving	\$26,000
Imperial Valley Wellness Foundation	\$15,000
Mechanics Bank	\$7,500
Pattern Energy	\$10,000
Price Philanthropies	\$25,000
Rest Haven Children's Fund	\$7,500
USDA TEFAP	\$198,503
Warne Family Foundation	\$30,000

Pending

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
Bank of America	\$5,000	May 2021
First 5 Imperial	\$25,000	June 2021
No Kid Hungry	\$25,000	April 2021
USDA CRRS (new funding)	\$155,023	Congressional Decision
Wells Fargo Foundation	\$40,000	April 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	\$245,500	12%	Earned Revenue	\$62,250	4%
Fundraising/Special Events	\$75,000	4%	Restricted	\$266,600	17%
Corp/Foundation Grants	\$440,500	28%	Interest	\$3,000	1%
Government Grants	\$526,000	34%			

Notes:

These are based on conservative projections for 2021. We saw an overwhelming amount of public, private, and governmental support in 2020 due to the global health pandemic. We do not anticipate this level of support to continue, especially with an uncertain local economy.

S.L. Gimbel Foundation APPLICATION

VII. Financial Analysis

Agency Name: IMPERIAL VALLEY FOOD BANK

Most Current Fiscal Year (Dates): From JAN 2019 To: DEC 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
\$5,362,213	\$5,014,806	\$112,532	\$234,875

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
\$5,362,213	Columns B / A x 100	Columns C / A x 100	Columns D / A x 100
Must equal 100%	94%	2%	4%

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 \$139,787	Column C, Management & general expenses per 990 above \$112,532	Differential \$27,255 or 24%
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If the differential is above (+) or below (-) **10%**, provide an explanation:

Our current year budget is FY21 and the Column C is from our 2019 Form 990, so this is comparing data over a two year period. The increase in management and general expenses in FY21 are due to the fact that we are now operating in a new state-of-the-art facility and the demand for our services has grown exponentially since 2019.

S.L. Gimbel Foundation APPLICATION

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
\$959,805	\$600	\$364,674.16	2.63

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end 2020	Excess or (Deficit) Prior fiscal year end 2019
\$1,602,392	\$2,159,678

Notes:

While IVFB experienced budget surpluses in both 2020 and 2019, the excess in 2020 is lower due to dramatic increases in food and other expenses to meet the overwhelming demand caused by the COVID-19 health pandemic.

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

- A. One PDF file of the following, #1 to #5 & #7 B. Second PDF file of the following, #6

#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		

IMPERIAL VALLEY FOOD BANK - Budget Comparison

	Actuals	Budget	Variance
	Most Recently Completed Year	Projections Current Year	
	2020	2021	
Income			
Individual Contributions	623,019	290,500	(332,519)
Corporate Contributions	115,456	30,000	(85,456)
Foundation Grants	884,190	440,500	(443,690)
Government Contributions	1,842,071	526,000	(1,316,071)
Other Earned Income	164,739	65,250	(99,489)
Other Unearned Income	189,072	266,600	77,528
Interest & Dividend Income	1,225	3,000	1,775
Total Income	3,819,772	1,621,850	(2,197,922)
Expenditures			
Personnel			
Salary CEO – Required	83,689	99,840	16,151
Staff Salary (total)	488,698	478,456	(10,242)
Payroll Taxes	68,919	78,485	9,566
Insurance - Workers' Comp	44,689	35,140	(9,549)
Insurance - Health	0	10,000	10,000
Payroll Services	0	0	0
Retirement	5,000	11,000	6,000
Total Personnel	690,995	712,921	21,926
General Program/Administrative			
Food Purchase	966,569	331,300	(635,269)
Transportation	36,986	39,750	2,764
Warehouse /Operations	98,942	98,942	0
Audit & Accounting	22,200	22,200	0
Dues & Fees	22,447	22,447	0
Insurance Expense	45,701	51,500	5,799
Training	11,392	2,000	(9,392)
Development	64,517	46,500	(18,017)
Marketing	11,307	4,000	(7,307)
Office Supplies	20,251	22,200	1,949
CalFresh Expenses	1,514	3,800	2,286
New Market Tax Credit payments	150,000	140,000	(10,000)
Loan Interest	74,559	28,000	(46,559)
Total General Program/ Administrative	1,526,385	812,639	(713,746)
Total Expenditures	2,217,380	1,525,560	(691,820)
Revenue Less Expense	1,602,392	96,290	(1,506,102)

NOTE: Because of COVID, FY20 was an anomaly for us due to the outpouring of support and also greatly increased demand for food. We budgeted more conservatively in FY21 not knowing whether or not contributions, relief grants, etc. would continue to be available.

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	73,689.	48,006.	15,138.	10,545.
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	415,947.	270,973.	85,449.	59,525.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	44,716.	30,326.	8,682.	5,708.
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	35,858.	35,858.		
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.)	23,992.	23,992.		
12 Advertising and promotion				
13 Office expenses	8,477.	8,363.		114.
14 Information technology				
15 Royalties				
16 Occupancy	141,551.	140,172.		1,379.
17 Travel	28,480.	21,998.		6,482.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	120,561.	468.		120,093.
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	33,127.	30,270.	2,857.	
23 Insurance	41,394.	26,966.	406.	14,022.
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 DISTRIBUTION EXPENSE	4,306,119.	4,306,119.		
b MISCELLANEOUS	29,622.	13,795.		15,827.
c DUES AND SUBSCRIPTIONS	14,881.	14,611.		270.
d TELEPHONE	13,551.	13,161.		390.
e All other expenses	30,248.	29,728.		520.
25 Total functional expenses. Add lines 1 through 24e	5,362,213.	5,014,806.	112,532.	234,875.
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)

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: June 7, 2001

Person to Contact:
Alvin Gadd 31-07339
Customer Service Representative

Imperial Valley Food Pantry
PO Box 4406
El Centro, CA 92244

Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500

Fax Number:
513-263-3756

Federal Identification Number:
33-0633364

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in December 1994, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

RECEIVED JUN 11 2001

Imperial Valley Food Pantry
33-0633364

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

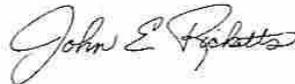
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services