



**2020 S.L. Gimbel Foundation Fund  
COVID 19  
FOOD Grant Application**

Internal Use Only:
Grant : _____

**Organization / Agency Information**

1) Organization/Agency Name: <b>Building A Generation</b>		
2) Physical Address: 932 W. Cypress Ave.		City/State/Zip Redlands/CA/92373
3) Mailing Address: 932 W. Cypress Ave.		City/State/Zip Redlands/CA/92373
4) CEO or Director: Katie Ear		Title: Executive Director
5) Phone: (909)793-8822	6) Fax:	7) Email: kear@BuildingAGeneration.org
8) Contact Person: Katie Ear		Title: Executive Director
9) Phone: (909)793-8822	10) Fax:	11) Email: kear@BuildingAGeneration.org
12) Web Site Address: www.BuildingAGeneration.org		13) Tax ID: 54-2104001

**Program / Grant Information**

Interest Area:  Food

14) Program/Project Name: Curbside Drive-thru			15) Amount of Grant Requested: \$20,995
16) Total Organization Budget: \$374,631	17) Per 990, Percentage of Program Service Expenses (Column B / Column A x 100): 85%	18) Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): <b>15%</b>	19) Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): <b>15%</b>
20) Purpose of Grant Request (one sentence):  Meet increasing demands from hungry families for emergency food distribution via current Curbside Drivethru.			
21) Program Start Date (Month and Year): May 2020		22) Program End Date (Month and Year): November 2020	
23) Gimbel Grants Received: List Year(s) and Award Amount(s) n/a			

**Signatures**

24) Board President / Chair: (Print name and Title) Sherry McGlothlin, Board Chair	Signature: <i>Sherry McGlothlin</i>	Date: 5/15/20
25) Executive Director/President: (Print name and Title) Katie Ear, Executive Director	Signature: <i>Katie Ear</i>	Date: 5/15/20

# **S.L. Gimbel Foundation Fund FOOD Grant Application**

Please provide the following information for items I. through IV. by answering all questions in **THREE (3) PAGES maximum-12 Font**. Please type and number all questions using the outline format. Be thorough, clear, specific, and concise. Any changes during the grant period must be requested through IECF.

## **I. Organization/Agency Background:**

### **1) State your mission, vision, purpose, and provide a brief history.**

In 1996, Building A Generation (BAG) was founded by retired Redlands Police Chief, Jim Bueermann, with the purpose of improving the welfare of youth and promoting their positive development. BAG has been providing quality integrated mental health services for families throughout San Bernardino County with the 4 Family Resource Centers located in impoverished neighborhoods with mental health disparities and instability of support systems. BAG's mission has always been to provide education and support services to families and enabling them to become healthy and self-sufficient. BAG's purpose is to promote the well-being of a child by fostering nurturing environments for them and their families to thrive which is guided by the vision of ending generational poverty.

### **2) What are your core programs and activities?**

**KIDS PACK** – Feeding hungry children- backpack of nutritious food and personal hygiene products are handed out to children who are at risk of going without food when school is out.

**BOOST STUDENT SUCCESS** – Fostering student development through expanded learning- mentoring, tutoring, and enrichment activities promoting prosocial behaviors, character-building.

**G.O.A.L.S.-** Gain Opportunities and Achievement through Life Skills- Case Management and Education workshops on financial literacy, health and nutrition, and employment assistance.

**HEALTH & WELLNESS-** Social & Emotional support through kids and parent workshop series, counseling (ie, bully prevention, positive self-expression, inclusion)

**PARENT ENGAGEMENT-** Children & Family Support, parenting classes and behavioral prevention strategies.

**3) How many people do you serve?** 1,200 total individuals and families.

**4) How many paid staff, full time and part-time?** 6 full time

**5) How many volunteers?** 10 volunteers

## **II. Project Information: Describe your food distribution program. ANSWER ALL QUESTIONS.**

### **1) Explain the community need including demographics, geographic characteristics of the area or community to be served, community conditions and income level.**

BAG serves families within the East Valley Region of San Bernardino County that live in under-resourced and marginalized communities and 75% single-family household with 3 or more children. We reach individuals and families who lack access to social support and resources, are minority families living under the federal poverty level and in underrepresented areas, who may be experiencing homelessness, and have children are negatively impacted by trauma and crisis, exposed to substance abuse, domestic violence, and child abuse or neglect. Families served experience one or more of the following risk factors: history of domestic violence, substance abuse issues, parents and children whose primary language is not English, parents or children who experience a physical or mental disability, parents who do not have relatives and have no emotional support or social network in their lives. Over 75% of our families served struggle with constant food insecurity and financial instability and, with the covid-19 pandemic, the need has surpassed our capacity to provide emergency food. Also, many families have transportation issues, so BAG strives to provide at least a week's worth of food to lessen their burden.

### **2) What are the specific activities of the food program?**

BAG currently has a Curbside Drive-thru on a weekly basis. There are 3 pick-up sites: two of our Family Resource Centers and the Administrative Office, where the food will be distributed. There will be specific days for each drop-off site as well as assigned staff and/or volunteers for each site. Pickup days and hours will be Mondays and Wednesdays between 9:00am-11:00am. For families who are unable to pick up their food due to the lack of transportation, we deliver it to their residence. The food distribution will include both perishable (ie, sandwiches, fresh fruit, and milk) as well as non-perishables (ie, pasta, potatoes, cereal, canned soup, etc). On the day of the Curbside Drive-thru, each car is parked in a single lane then each family drives up to our marked curb, pop their trunk open, and a staff/volunteer will load their trunk with a box or bag(s) of food. The Curbside Drive-thru is an extension of our Case Management where families also receive information on free and low-cost community resources for basic essentials and other needs. Our Case

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Managers follow up with a phone call or virtual meeting with each of the families to check-in and provide “live” ongoing help in providing updates and access to needed resources.

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

Criteria include foster families, individuals and families who are living below the Federal Poverty Level, at-risk of child abuse and/or neglect, having early onset of behavioral problems or mental health issues, experiencing food insecurity, receiving government assistance, or homelessness. Individuals and families include current clients our Case Managers are working with, children and youth at risk of failing school and are in SARB/SART or IEP or academic suspension. Also, children and parents who are enrolled in our parent education classes as part of the State Preschool/Headstart programs, and referrals from community partners such as Redlands Community Resource Coalition for homeless individuals, child custody cases from the San Bernardino courts, and other at-risk families from child welfare services, Loma Linda University clinics, Mexican Consulate of San Bernardino, 2-1-1, WIC, Connect IE, and Children’s Network Resources Directory. The Curbside Drive-thru is offered on a weekly basis, twice a week at 3 sites.

**4) How many people will be served by the food distribution program (children, youth, adults, seniors)? Please explain how you keep track of number of people served with SL Gimbel funds.**

Total served will be 225: children = 110, youth = 50, adults = 50, and seniors = 15. The cost per client is approximately \$2.72. Each Case Manager has a food distribution client roster to account for each family member and each meal being served. A master roster is created which is used during the Curbside Drive-thru and names of each family is checked off once they pick up their meals. Case Managers contact families on the roster that did not show up to see if their meals have to be delivered or if they no longer need food assistance. If the situation has changed for any client, the Case Manager updates this in the respective client’s case file and notes any status change. If a client no longer needs food assistance, a Case Manager accesses the waiting list to fill that empty slot and enters their name on the food distribution client roster. There are always a greater demand than what we can supply at any given time.

**III. Project Budget**

**Include (Print) these Budget Instructions on the grant application. Do not delete.**

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

- 70% of total request for the purchase of food items only. (Ex. Total request of \$25,000; 70% is \$17,500 for food)
- 20% of total request for transportation (Ex. Total request of \$25,000; 20% is \$5,000 for transportation)
- 10% of total request for coordination (Ex. Total request is \$25,000; 10% is \$2,500 for coordination)
- 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
Cereal	2 box count, \$9/count, 355 counts	3,195
Canned Soup	75oz/6 pack, \$12/pack, 375 packs	4,500
Canned Chicken	75oz/6 pack, \$12/pack, 375 packs	4,500
Ramen	2.25oz/12 pack, \$5/pack, 500 packs	2,500
Transportation	(20% of \$21,000) Travel to purchase food and delivery of food to families without transportation.	\$4,200

Coordination	(10% of \$21,000) Coordinating staff and volunteers.	\$2,100
<b>TOTAL:</b>		\$20,995

**IV. Administrative Expenses Percentage**

This section calculates how much the organization spent for general management, overhead, indirect items as a percentage of the organization's total expenses. The figures are based on your most current **990 form that you submitted, Part IX Statement of Functional Expenses. Please make sure that the Form 990 you submit is no more than two (2) years old.**

Management & general expenses (Column C only)	/Total expenses (Column A)	= Administrative Percentage
\$54,909	\$378,549	15%

**V. Supplemental Documents Checklist:** Submit the following as attachments

- ✓ Your current 501(c) (3) final determination letter from the IRS
- ✓ List of your Board members and their affiliations
- ✓ Your most recent, filed 990 report.
- ✓ Part IX only of the 990 form, Statement of Functional Expenses (one page). **This form should be no older than 2 years.**
- ✓ Your current operating budget (Current calendar or fiscal year)

CINCINNATI OH 45999-0038

In reply refer to: 0248188042  
Sep. 06, 2017 LTR 4168C 0  
54-2104001 000000 00  
00012919  
BODC: TE

BUILDING A GENERATION  
932 W CYPRESS AVE  
REDLANDS CA 92373



017129

Employer ID Number: 54-2104001  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Aug. 25, 2017, regarding your tax-exempt status.

We issued you a determination letter in September 2003, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

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

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

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

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

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

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Sep. 06, 2017 LTR 4168C 0  
54-2104001 000000 00  
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BUILDING A GENERATION  
932 W CYPRESS AVE  
REDLANDS CA 92373

Sincerely yours,



Kim A. Billups, Operations Manager  
Accounts Management Operations 1

**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

<b>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</b>	(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	67,191	67,191		
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	151,309	142,039	9,270	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	31,544	25,739	5,805	
10 Payroll taxes	61,485	60,885	600	
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	30,282	3,278	27,004	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion				
13 Office expenses	5,404	5,404		
14 Information technology				
15 Royalties				
16 Occupancy	9,600	6,922	2,678	
17 Travel	2,099	2,093	6	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	57	57		
23 Insurance	4,691	1,374	3,317	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <b>PROGRAM MATERIALS</b>	5,987	5,597	390	
b <b>OTHER EXPENSES</b>	4,685		4,685	
c <b>EQUIP. RENTAL &amp; MAINT.</b>	1,865	1,865		
d <b>UTILITIES</b>	1,806	669	1,137	
e All other expenses	544	527	17	
<b>25 Total functional expenses.</b> Add lines 1 through 24e	<b>378,549</b>	<b>323,640</b>	<b>54,909</b>	<b>0</b>
<b>26 Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				



**Building A Generation**

Kids First | Est. 1996

**Board of Directors  
2019-2020**

LAST NAME	FIRST NAME	MEMBER AFFILIATION	TITLE	Board Position
McGlothlin	Sherry	Retired	Director, Redlands Unified School District	Board Chair
Ferguson	Daniel	Borton Petrini, LLP	Attorney	Board Member
Gothard	Judy	US Bank	Assistant Vice President/Branch Manager	Board Member
Greg	Lackey	Tilden-Coil Constructors	Director of Finances	Board Co-chair
Moulder	Chris	US Bank	Vice President/District Manager	Board Member
Momberger	Toni	Redlands City Council	City Councilwoman	Board Member



**Building A Generation  
Organizational Budget  
July 1, 2019 - June 30, 2020**

	<u>Budget</u>
<b>Revenue</b>	
Donations	15,000
Fundraising Revenue	25,000
Grant Income	319,631
Other Income	15,000
<b>Total Revenue</b>	<u><u>374,631</u></u>
<b>Payroll</b>	
Executive Director	72,800
Office Coordinator	37,440
Family Advocate	33,280
Case Managers	78,000
Child Development Coordinator	21,360
NPP Administrator	20,000
Fringe Benefits	70,000
<b>Total Payroll &amp; Fringe</b>	<u><u>332,880</u></u>
<b>Expenditures</b>	
Program Materials/Supplies	8,000
Participant Support/Incentives	800
Food Expense for Classes/Meetings	1,200
Meals & Entertainment (Fundraising)	200
Staff Development/Training	1,000
Employee Mileage/Travel	1,800
Printing/Postage Expense	500
Office Supplies	3,000
Office Equipment Maintenance	1,500
Rent & Lease Building	9,600
Building Maintenance	1,500
Utilities	1,800
Insurance/Taxes/Licenses	2,500
Audit Service	5,500
Accounting Services	500
Payroll Services	2,000
Misc: Bank Charges	351
<b>Total Expenditures</b>	<u><u>41,751</u></u>
<b>Grand Total Expenditures</b>	<u><u>374,631</u></u>
<b>Change in Net Assets</b>	<u><u>-</u></u>