



**2022 S.L. Gimbel Foundation  
COVID19- Large Food Grant  
Application  
Maximum Request: \$1 million**

Internal Use Only: Grant : _____
-------------------------------------

**Organization / Agency Information**

1) <i>Organization/Agency Name:</i> The River Food Pantry		
2) <i>Physical Address:</i> 2201 Darwin Road		<i>City/State/Zip:</i> Madison, WI 53704
3) <i>Mailing Address:</i> 2201 Darwin Road		<i>City/State/Zip:</i> Madison, WI 53704
4) <i>CEO or Director:</i> Rhonda Adams		<i>Title:</i> Executive Director
5) <i>Phone:</i> (608) 661-1221	6) <i>Fax:</i>	7) <i>Email:</i> rhonda@riverfoodpantry.org
8) <i>Contact Person:</i> Ryan Holley		<i>Title:</i> Grants Manager
9) <i>Phone:</i> (319) 750-5428	10) <i>Fax:</i>	11) <i>Email:</i> ryan.holley@riverfoodpantry.org
12) <i>Web Site Address:</i> <a href="https://www.riverfoodpantry.org/">https://www.riverfoodpantry.org/</a>		13) <i>Tax ID:</i> 20-4179749

**Program / Grant Information**

**Interest Area:**

14) <i>Program/Project Name:</i> Improving Food Access and Nutrition for Underserved Dane County Communities			15) <i>Amount of Grant Requested:</i> \$500,000.00
16) <i>Total Organization Budget:</i> \$8,635,000	17) <i>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</i> 96.5%	18) <i>Per 990, Percentage of Management &amp; General Expenses Only (Column C/ Column A x 100):</i> 1.2%	19) <i>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</i> 3.5%
20) <i>Purpose of Grant Request (one sentence):</i>  To expand food access and improve nutrition among food insecure families and children in low-income and underserved communities by providing a reliable, diverse supply of healthy food each month.			
21) <i>Program Start Date (Month and Year):</i> December 2022		22) <i>Program End Date (Month and Year):</i> December 2023	
23) <i>Gimbel Grants Received:</i> 2021 - \$422,500.00			

**Signatures**

24) <i>Board President / Chair: (Print name and Title)</i> Jennifer Norr, Board Chair	<i>Signature:</i> 	<i>Date:</i> 8/1/2022
25) <i>Executive Director/President: (Print name and Title)</i> Rhonda Adams, Executive Director	<i>Signature:</i> 	<i>Date:</i> 8/1/2022

# **2022 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?

Building upon a foundation of community-organized dinners and a small emergency pantry, The River officially opened in 2006. From its beginning, The River has focused on alleviating hunger and creating a stronger community for all. Over time, The River expanded the number and reach of its services to improve access to fresh, nutritious food to people throughout Dane County. More than your average food pantry, we build community by offering opportunities to serve, donate, and collaborate. Originally serving only a handful of households, today The River is South Central Wisconsin's busiest food pantry, serving well over 2,000 people each week through a network of free, mutually-supportive programs.

The River's mission is to provide food, resources, and faith to build a stronger, fully-nourished community. Guided by the core values of respect, compassion, community, generosity, and caring, The River focuses its efforts on eliminating food insecurity among low-income and underserved communities.

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

The River has been in operation since 2006 (16 years).

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

Over the last three years, The River has worked with our clients, volunteers, donors, and community partners to achieve the following major accomplishments:

- Adapted all pantry services in response to COVID-19 by providing free weekly groceries for curbside pick-up, grocery delivery for homebound clients, mobile meals for children and adults, and freshly prepared to-go meals for families to enjoy at home. (2020)
- Launched an online ordering system, ePantry, which focuses on increasing client choice and access to culturally-inclusive and medically-recommended foods. (2021)
- Formed a Diversity, Equity, and Inclusion Committee to apply an equity lens to all aspects of our work, including employee compensation, hiring, marketing, program design, and service delivery. (2021)
- Formed a Client Advisory Council to provide our leadership team with feedback on program operations, community needs, and planned program development. (2021)
- Partnered with Second Harvest Foodbank of Southern Wisconsin to become its first authorized Redistribution Organization. (2021)

- Served a record-setting 3.8 million pounds of food to 11,278 unique individuals through 182,487 visits via our combined programs. (2021)
- Rescued a record-setting 1.6 million pounds of food through recovery partnerships with over 50 local retailers. (2021)
- Expanded our mobile meals program, Munch, to serve new neighborhoods on Madison’s south side and in Fitchburg, for a current total of 15 neighborhoods. (2022)
- Launched a new streamlined pantry service, Pantry Express, that provides households access to groceries each Saturday and eliminates registration requirements to better reach households for whom providing personal information is a barrier. (2022)

<b>2021 Service Totals</b>	
Pounds of Food Provided	3,873,853
Unique Individuals Served	11,278
Mobile Meals Delivered	33,309
Fresh To-Go Meals Served	58,675
Number of Grocery Deliveries	7,518
Volunteer Hours	29,434

## **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.

The River seeks funding to alleviate food insecurity and improve nutrition for people from low-income and underserved communities in Dane County. Prior to the pandemic, a study conducted by Dane County Public Health determined that 11.8% of the county’s population, and 17.5% of children specifically, were coping with food insecurity. It is anticipated that food insecurity has increased due to the conditions brought about by Covid-19. All of The River’s clients meet the self-reported income requirements set forth by the federal government for aid from The Emergency Food Assistance Program (i.e., less than 300% of the federal poverty level).

Moreover, historically marginalized communities are often disproportionately affected by food insecurity, a finding that is corroborated by The River’s own client data. While approximately 80% of Dane County residents are White according to U.S. Census records, over 56% of the pantry’s clients identify as people of color. This percentage does not include clients from our mobile meals program, which serves an even higher ratio of BIPOC individuals but does not collect formal registration data since its primary clients are children. Many of The River’s clients also belong to other underserved demographics, based on factors such as housing insecurity, immigration status, disability, veteran status, etc. Approximately 32% of The River’s clients are children, while 10% are seniors. Finally, most of The River’s clients come

from areas designated as Food Access Focus Areas (i.e., food deserts) by the City of Madison and USDA. Households in these areas lack access to affordable, healthy food due to geographic and transportation obstacles. Through its network of mutually-supportive programs, The River works to address the barriers specific to various communities and thereby expand food access to as many individuals in need as possible.

The River focuses not only on addressing food insecurity among these populations, but also on ensuring that the food they receive promotes good health through a nutritious, well-balanced diet. A 2021 Community Needs Assessment conducted by 4 Dane County hospitals reports that 49.3% of participants named nutrition as a very critical health need, with 54.2% of BIPOC individuals in particular citing this as an important issue. Thus, The River strives to provide the ingredients necessary for a healthy diet in clients' groceries and meals, including a variety of fresh produce, healthy proteins, and medically-recommended foods.

## B) Project Description

Describe your food distribution program.

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

The River distributes food through the following programs/activities:

- Curbside Grocery Pickup: Weekly grocery orders are distributed curbside to maintain everyone's safety while still ensuring access to food. While curbside pick-up was initially a pandemic adaptation, The River is retaining the model based on positive client feedback and the growth of the program. Prepared boxes of groceries, including perishable and non-perishable foods, are available for pick-up Tuesday - Friday. The River also offers a list of 10-15 items that clients can opt to receive in addition to pre-packed containers, as well as a "farmers-market" style selection of fresh produce and bread. Each household takes home an average of 80 pounds of food and other essential items (diapers, hygiene products, etc.) per visit.
- River Delivers: The River offers a delivery service for groceries and meals in order to reach those who are homebound or cannot otherwise access pantry services. Deliveries are provided up to once a week and include groceries and other essential items (similar to curbside pick-up), upon request.
- ePantry: In 2021, the pantry launched an online ordering platform that expands client choice and provides additional options for medically-recommended and culturally-inclusive items. Once a month, clients are able to select from among approximately 150 options—25% of which are culturally-inclusive or medically-recommended foods. The number of items each client can select is based upon their household size, with a maximum of 100 lbs. of groceries per order. ePantry orders can be collected in-person at The River or through River Delivers.
- Family At-Home Meals: This program provides freshly-prepared, nutritious meals that clients can enjoy at home. FAM is an evolution of the onsite meal program which existed prior to the pandemic. Meals are portioned to meet the needs of different family sizes and include vegetarian alternatives. Each client can pick up meals for everyone in their household up to four times each week. FAM served 58,675 meals in 2021.
- Munch: A mobile meals program that delivers healthy meals to children and adults in low-income and underserved communities in Madison and Fitchburg. Munch currently serves 15 neighborhoods that are home to large populations of public-school students eligible for free school lunches. To cover gaps in nutrition, Munch has operated up to 6

days per week any time that school cafeterias are closed, including weekends, breaks, and periods of at-home learning. This fall the program will begin operating 4-6 days per week depending on seasonal needs. Munch served 33,309 meals in 2021.

- Pantry Express: In June 2022, The River launched a streamlined pantry service on Saturdays to help cover the gap in food access some households experience over the weekend when many pantries are closed. This service seeks to maximize access by eliminating registration barriers that prevent some households from utilizing food assistance programs due to concerns about providing personal information. These concerns can stem from a range of issues such as family members' immigration status or circumstances of domestic violence.
- Redistribution Partnerships: The River collaborates with 17 local organizations to increase food access while reducing waste. As an authorized food redistribution organization, The River provides local partners with food from Second Harvest Food Bank and our own food recovery program. This allows us to assist more people with the supplies we collect, while also improving assistance to vulnerable populations. Many of our partners specialize in reaching marginalized or vulnerable demographics, including people experiencing homelessness, seniors and others requiring assisted-living accommodations, at-risk youth, LGBTQ communities, and those coping with mental health or addiction issues.

Food distribution operations are in turn supported by our extensive food recovery operation, which promotes sustainability by rescuing food and essentials, which would otherwise go to waste, from over 50 local retailers each week. In the summer and fall, The River's volunteer-managed garden helps supply fresh vegetables for groceries and meals.

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

The River's services are available to any Dane County resident who meets self-verified income qualifications as required by TEFAP (The Emergency Food Assistance Program). For most programs (except Munch, FAM, and Pantry Express) we require proof of residency within the past 30 days for initial registration.

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

Prior to COVID-19, The River offered 6 on-site market sessions and community meals per week, for a total of 13 hours of weekly food distribution. Clients could shop in our facility for groceries once per week and receive a hot meal up to 6 times per week. Munch delivered mobile lunches to 9 neighborhoods on non-school days, including weekends and summer/winter breaks.

To meet the growing nutritional needs of food-insecure households across Dane County, The River now provides 31 hours of in-person food distribution per week, with up to another 14.25 hours of mobile food distribution through Munch.

Food distribution schedules vary by program to best accommodate those they serve. Clients can collect a grocery order once per week from either our curbside pick-up or delivery services Tuesday – Friday. They can collect FAM meals for their household up to 4 days per week (Tuesday – Friday). All clients can now also collect a pre-packaged grocery order

from Pantry Express each Saturday. Once per month, clients can order specific items through ePantry. Munch provides meals 4-6 days per week depending on seasonal needs. Finally, most organizations partnering with The River receive food once per week, although a few collect supplies on an as-needed basis.

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?

In 2021, The River served 11,278 unique individuals a total of 182,487 times through our combined programs. This included 3,589 children, 6,586 adults, and 1,103 seniors.

Based on client trends for 2022, we expect to serve approximately 13,000 people facing food insecurity (including approximately 4,100 children, 7,540 adults, and 1,300 seniors) during the grant period. In conjunction with our food recovery operations, we anticipate that the requested \$500,000 will supply most of the food required to operate The River's combined programs throughout the grant period.

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

The River tracks the number of individuals served by each program, the number of separate households served, the number of individuals within each household, the amount of food distributed (lbs.), the number of meals provided by each program, and the number of Delivery, ePantry, and Pantry Express orders fulfilled.

The River uses Salesforce software for tracking and reporting. At each distribution session, new clients are entered into the system while existing clients are checked in via our database. For our meal programs, FAM and Munch, we track the number of meals prepared onsite and subsequently distributed.

### **C) Project Goal, Objective, Activities and Expected Outcome**

1. **Note: Objective, Outcome and Evaluation must all be based on the SAME QUANTIFIABLE CRITERIA (for example, "number served, or acres improved"). 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 DO NOT USE PERCENTAGES.**

2. **State ONE project goal. The Goal should be an aspirational statement, a broad statement of purpose for the project.**
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. Specify the activities you will undertake to meet the objective and number of participants for each activity.**
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 a quantifiable and verifiable term.**

5. **Evaluation:** How will progress towards the objective (per above) be tracked and outcome measured?

Provide specific information on how many individuals will be evaluated (should be the same number as in the objective and outcome), 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.

**BELOW IS AN EXAMPLE OF GOAL, OBJECTIVE, OUTCOME AND EVALUATION:**  
**Objective, Outcome and Evaluation should align and should be written in a linear format, using actual numbers, and data that are quantifiable and verifiable. Do not use percentages)**

**STATE THE GOAL, OBJECTIVES, AND OUTCOME**

**GOAL:** Enhance and supplement the diet of food insecure families and children in Mariposa County with healthy, fresh food each month to improve their health and wellbeing.

**OBJECTIVE:** Distribute at least **500,000 meals of healthy, fresh food to 15,000 residents in need.**

**ACTIVITIES:**

- 1) Purchase fresh produce and other food items not provided by existing local farm and USDA sources to support 15,000 food distribution participants monthly.
- 2) Continue to promote monthly food distribution program through community partners across the county.
- 3) Input monthly food distribution data into USDA database system.

**OUTCOME:** We expect to **provide 500,000 meals to 15,000 food insecure county residents**, increasing their healthy food intake and habits.

**EVALUATION:** Using the USDA's tracking system we will generate reports on the number of food insecure children and families we have served. We will track our role in **providing 500,000 meals feeding 15,000 food insecure individuals** and account for additional success or lower numbers of individuals served.

**WRITE YOUR RESPONSES HERE AND Use the following format for your goal, objective, respective activities and expected outcome:**

**GOAL:** Expand food access and improve nutrition among food insecure families and children in Dane County by providing a reliable, diverse supply of healthy food each month.

**OBJECTIVE:** By December 31, 2023, distribute at least 100,000 nutritionally-balanced meals and 40,000 grocery orders incorporating healthy ingredients to 13,000 residents in low-income and underserved communities through The River's network of mutually-supportive programs.

**ACTIVITIES:**

- 1) Purchase an increased amount of fresh produce, healthy proteins, and whole grains, as well as staple foods, for distribution through The River's groceries and meals programs (i.e. Curbside Pick-Up, Delivery, Pantry Express, ePantry, Family At-Home Meals, and Munch Mobile Meals) in order to support an average of 1,083 unique individuals each month.
- 2) Purchase greater amounts of culturally-inclusive and medically-recommended foods to offer through our online ordering system, curbside groceries, and deliveries in order to diversify options and better support client choice.

- 3) Continue to expand food access to underserved communities and historically marginalized populations by providing programs that minimize registration barriers, increase options for those with dietary restrictions, and address geographic or transportation issues by supplying food via delivery and mobile meals.
- 4) Work with community partners in Dane County to identify and reach new populations in need, as well as to raise public awareness of food insecurity and available resources.

**OUTCOME:** By December 31, 2023, The River expects to provide 100,000 meals and 40,000 grocery orders to individuals from low-income and underserved communities, thereby expanding food access and improving nutrition for at least 13,000 Dane County residents.

**All FAM meals include 6 oz. of protein, 1 serving of starchy carbohydrates, 1 serving of fruit, and 1 serving of vegetables, and typically include some form of dairy (butter, milk, cheese, etc.). Examples of recent meals served include: 1) peppers stuffed with roasted chicken or quinoa, both with corn salad, brown rice, and fruit; 2) spaghetti with or without beef, both with tomato, leeks, roasted garlic, and parmesan, as well as a side salad and fruit; 3) beef or bean and avocado tacos, both with fruit, lettuce, tomatoes, chips, and salsa; 4) garden salad with chicken or beets and bleu cheese, both with fruit.**

**Munch meals for mobile distribution consist of a sandwich (with both meat and vegetarian options available), a serving of fresh whole fruit, 2-3 sides such as nuts, apple sauce, celery, and granola bars, and a beverage (milk, juice, or water). We also provide additional produce items (apples, plums, potatoes, onions, etc.) through this program for individuals to take home with them for a supplementary snack or for their household to use in their own meal preparation.**

**On average, each household takes home 80 lbs. of grocery items per weekly order via curbside distribution or delivery. A typical order includes 15 lbs. of assorted non-perishable foods, 10 lbs. of assorted perishable foods, 10-15 lbs. of fresh produce, 5-6 additional items available through that week's choice menu, 10-15 lbs. of assorted frozen foods, 1 gallon of milk, at least 1 dozen eggs, 5 lbs. of bread and baked goods, and toilet paper (as well as other non-food essentials as available). Assorted grocery items are selected to complement each other and help families prepare full meals. For example, if an order includes pasta it will also include sauce, as well as protein and vegetables that could be used with it.**

**For monthly ePantry grocery orders, households can select from a rotating roster of approximately 150 items that includes a variety of shelf stable, perishable, and frozen foods, fresh produce, eggs, dairy items, and an expanded selection of culturally-inclusive (such as ethnic food options) and medically-recommended (heart healthy, diabetic friendly, gluten free, low sodium, etc.) items. The number of items which a household can select for their ePantry order depends upon the number of household members. Households with 1-2 members can select up to 25 shelf-stable items (refrigerated/frozen items do not have a limit), while 3-4 member households can select 35 items, 5-6 member households can select 45 items, and households of 7 or more can select 55 items.**



**EVALUATION:** Using The River’s client management database and tracking system (Salesforce), we will generate reports on the number of meals provided and grocery orders fulfilled each week, along with the corresponding numbers of clients served through each of our various programs. The River will also administer quarterly surveys to collect client and volunteer feedback on the operations and outcomes of our various programs, including the impact of activities supported by grant funds on food access and nutrition. This data will be reviewed and used to guide program development. Program success will be evaluated based upon the combination of 1) progress in meeting or surpassing the objective of providing 100,000 meals and 40,000 grocery orders for 13,000 food insecure Dane County residents, and 2) feedback from clients concerning the community impact of grant-funded programs. The River will account for any additional success or lower numbers of individuals served.

**D) Timeline**

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

The project start date is: 12/1/2022

The project end date is: 12/31/2023

Include timeframes for specific activities, as appropriate.

The project is expected to officially start December 1, 2022 and complete grant-funded operations by December 31, 2023.

Major milestones include:

- December 1, 2022 – January 31, 2023
  - Hire new staff member to facilitate the increased production of FAM meals.
  - Contact suppliers and begin placing orders.
  - Begin incorporating increased amounts of produce, healthy proteins, and whole grains obtained via grant funds in grocery orders and meals.
  - Begin conducting quarterly client surveys to assess community needs and gauge program outcomes.
- February 1 – February 28, 2023
  - Expand options for culturally-inclusive and medically-recommended foods available through ePantry, Curbside Groceries, and Delivery.
- May 1 – October 31, 2023
  - Secure additional produce primarily through local farmers to ensure that The River is benefiting the local economy and providing the highest quality food.
- November 1, 2023 – February 28, 2023
  - Due to seasonal changes, return to utilizing wholesale distributors for supplying produce during the winter months.
- December 1, 2023 – January 15, 2024
  - Complete the spending of grant funds by December 31, 2023.
  - Conduct evaluations and collate program outcome and community impact data for reporting.

**E) Target Population**

1. Who will this grant serve?

This grant will serve food insecure households from low-income and underserved

communities throughout Dane County, WI, including both new and existing clients of The River. Historically marginalized communities served will include people experiencing homelessness, seniors and others requiring assisted-living accommodations, veterans, immigrant populations, at-risk youth, LGBTQ communities, and those coping with mental health or addiction issues.

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

Based on current client data The River estimates it will serve 13,000 unique individuals (an increase of 1,800 people over 2021), including approximately 4,100 children and youths, 7,540 adults, and 1,300 seniors.

## **F) Community Partners**

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

To better collaborate on efforts addressing food insecurity in Dane County, The River coordinates with area food assistance organizations (including pantries, food banks, and city and county agencies). These monthly meetings allow participants to keep current on area food relief efforts, share plans, and learn from one another. This cooperation allows organizations such as The River to maximize program efficiency and food access for local communities. Other participating pantries are more limited in the variety of services offered, and generally focus on populations within smaller geographic areas.

The Madison Metropolitan School District (MMSD) offers curbside meal service at 12 school sites for all children 18 years of age or younger. Each site offers meals one day per week; unfortunately, attending at the designated times and distribution locations is not feasible for all families due to transportation barriers, employment schedules, etc. Thus, The River's mobile meals programs seeks to fill nutritional gaps for families who rely on school meal services. Munch operates 4-6 days each week, depending on seasonal needs, and focuses on bringing nutritious meals directly to 15 neighborhoods with high rates of children and residents coping with food insecurity. While Munch alternates routes on a daily basis to reach more communities in need, it provides two meals for each person in order to ensure that they have access to at least one meal the following day.

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

Our community food partners include:

- Second Harvest Foodbank of Southern Wisconsin: A local food bank with the mission to end hunger in southwestern Wisconsin. We order a variety of produce, dry-goods, frozen meat, and dairy from Second Harvest, and receive three deliveries of goods each week. Among the 16 counties they serve, we are their largest community partner and the first to become a licensed Redistribution Organization (which allows us forward supplies garnered from Second Harvest or our food recovery program to community organizations operating on the city or neighborhood levels).

- Community Action Coalition for South Central Wisconsin (CAC): A local food bank that transforms communities in Dane County by fostering conditions where everyone can achieve social and economic security. CAC receives TEFAP commodities and is our managing TEFAP partner. In 2021, 5% of our food came from TEFAP. As we are a TEFAP pantry, we have agreed to monitor qualifications regarding residency and income levels.
- South Central Wisconsin Farms: Using funds from a previous Gimbel Foundation grant, over the course 2021 and 2022 we have continued to expand and develop our partnerships with over 30 local farms and orchards. This collaboration benefits local growers by providing a consistent source of revenue even in economic downturns and enables The River to provide farm-to-table produce to the community.

#### 4. How are you utilizing volunteers?

The River depends on volunteers to operate our network of programs. While a staff member oversees each of our programs' operations and development, much of the work of serving clients, packaging grocery orders, and preparing meals is performed by The River's volunteers. In 2019, The River recorded a record 55,851 service hours from 3,541 volunteers. Unfortunately, in 2020 the pandemic caused a sharp decline from that record. Volunteerism began a slow recovery in late 2021 as pandemic concerns eased, with over 2,000 volunteers donating 29,434 hours of service. As conditions continue to improve, we anticipate a corresponding increase in volunteerism. As of June 2022, volunteers have already contributed 17,918 hours.

The River's volunteers come with a vast array of demographic backgrounds and personal experiences. Some have been clients themselves, while for others their time at the pantry may be their first encounter with the reality of food insecurity. Through volunteerism, The River fosters connections between individuals throughout the community. Many organizations, including businesses, churches, and social/service groups, recognize the value of these connections and sponsor volunteer groups composed of their members. The River also serves as a host organization for individuals completing community service requirements.

#### **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

The primary use of grant funds will be to purchase supplies of fresh produce, healthy proteins, whole grains, and staple foods. These ingredients are integral to all of The River's groceries and meals programs, and necessary components for maintaining diverse, nutritionally-balanced diets. \$500,000 in funds will ensure that there are enough of these supplies to reliably stock each of our programs (i.e. Curbside Groceries, River Delivers, Pantry Express, ePantry, Family At-Home Meals, and Munch Mobile Meals), thereby improving nutrition for each of these program's constituencies. Moreover, these funds would enhance our capacity to better meet the nutritional needs of larger households. Currently, each client collecting a grocery order receives a maximum amount of groceries broadly based on the average dietary needs of 3-4 individuals for a week. However, this means that clients who are supporting larger households may need to ration food or seek additional assistance to feed their entire family. These funds would enable

The River to provide larger households with additional food corresponding to the number of individuals being supported, thereby improving food access for these families.

In addition to expanding access for households who need more food in general, The River will use grant funds to specifically improve access to culturally-inclusive and medically-recommended foods. Moving forward, our ePantry program seeks to dedicate at least 30% of its available stock to such foods. In addition, while our Curbside Groceries program currently provides an option for gluten-free orders, The River plans to add additional choices (such as kosher and halal foods) that meet cultural observances. We feel that this is an important step towards respecting clients' dignity and effectively expanding access to the foods which people need and use.

The River will spend 90% (\$450,000) of grant funds on food purchases. With the preceding goals in mind, The River plans to dedicate approximately 50% (\$225,500) of this total to purchasing fresh produce, healthy proteins, whole grains, 30% (\$135,500) to purchasing staple foods, and 20% (\$90,000) to purchasing culturally-inclusive and medically-recommended foods.

Using **10% (\$50,000)** of the allotted coordination funds, The River plans to hire a new full-time staff member to assist with the coordination, facilitation, and menu design of our Family At-Home Meals program. While much of our meal preparation is conducted by volunteers, this program is operating near to capacity with our current staffing. Hiring another staff member will enable us to increase production and expand the distribution hours for FAM meals.

### **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.

The River receives support from diverse groups, including individuals (60%), foundations (28%), businesses (8%), government agencies (2%), faith communities (1%), and service groups (1%). Our development team is also focused on increasing The River's base of major donors. Moreover, as part of our planned capital campaign for a new building, The River is seeking to raise funds to start an endowment which will help cover annual operating expenses. This grant would significantly offset The River's food costs for 2023, allowing us to focus our development efforts on establishing revenue streams that will provide long-term support for addressing issues with food access and nutrition in Dane County.

In December 2021, The River hired its first full-time staff member to manage grant prospect research, proposal development, and reporting processes. The River will continue to research and apply to new funding sources that align with our goals. This will enable us to more effectively access additional funding from charitable foundations and government agencies. We anticipate that community outcome data concerning improved food access and nutrition achieved with the support of Gimbel Foundation funds will provide strong grounds for securing ongoing project support from a variety of future funding sources.

Finally, The River substantially supplements purchased groceries and meal components with materials rescued by our food recovery program. The amount of food recovered by this program has grown year-over-year, providing a record 1.6 million pounds in 2021. While the

types and amounts of foods recovered can vary significantly from week-to-week, thus necessitating the purchase of key ingredients such as those outlined in this proposal, this program provides substantial support for our food distribution programs. This enables The River to focus its financial resources on ensuring a consistent supply of healthy foods and diversifying options to better meet client needs.

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

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

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

The River completed its transition to governance by an Executive Director and Board of Directors in 2017. The board of directors is made up of community leaders vested in ensuring The River has the resources it needs to achieve its vision of a fully nourished community. Each board member contributes their unique talents in different ways—including, but not limited to, offering pro-bono professional services, introducing contacts to The River, volunteering for pantry operations, and completing the necessary committee work which governs our organization. The River also has 95% board member participation in our annual fundraising. Working with the Executive Director, the board sets the strategic direction of The River and is responsible for evaluating and guiding progress toward the achievement of The River’s mission, while the Executive Director and staff are responsible for developing and executing operations.

##### **2. What committees exist within your board of directors?**

The Executive Committee is authorized to act on behalf of the board of directors on items requiring immediate attention, including items that are unable to be acted upon by the board of directors at either a regular or special meeting. The Executive Committee does not, however, have the authority to elect officers or fill vacancies on the board or any committee. The Executive Committee consists of the officers of the corporation, which includes the Board Chair, up to three (3) Vice Chairs, the Secretary, the Treasurer, the Executive Director and the Immediate Past Chair, or such other director as elected by the Board of Directors in the absence of the Immediate Past Chair. The Board Chair shall act as chair of the Executive Committee.

The Governance Committee is responsible for and shall ensure board effectiveness, including (i) ensuring maximum participation and performance by members of the board of directors; (ii) recommending new board members in a timely fashion; (iii) ensuring board policies are being observed; (iv) implementing board development and growth opportunities; (v) ensuring all board members receive orientation; and (vi) annually administering a board self-evaluation. The Executive Director and the Board Chair serve as ex-officio members of the Governance Committee.

The Community Engagement Committee focuses its efforts in two main areas: (i) raising funds for The River Food Pantry through individual, Board, and group engagement activities and (ii) developing and coordinating activities to increase awareness of The River throughout Dane County. The Committee shall also, with the Development Director, develop the annual fundraising plan and regularly review and report on progress in meeting the goals of the plan. The Development Director shall serve as a standing member and the Executive Director and Board Chair shall serve as ex-officio members of the Community

Engagement Committee. The Development Director and one director shall serve as co-chairs of the Committee.

The Finance Committee develops and reviews fiscal policies and the annual budget with staff and other directors. The board of directors must approve the annual budget. The corporation's Treasurer must be a standing member of the Finance Committee and the Executive Director and the Board Chair serve as ex-officio members of the Finance Committee.

### 3. How does the board of directors make decisions?

The Executive Director is an ex-officio member of the board and sits on each of the various committees. The Executive Director is instrumental in communicating, educating, and formulating potential topics/decisions that need to be addressed by the committees and/or board. The full board meets monthly and each committee meets generally every 4–6 weeks. Decisions can often be made at the committee level. If there are decisions that have cross-functional impact or have strategic implications, the respective committee chair will put forth a recommendation(s) for a decision and then are open for full board discussion and voted upon if necessary. Our bylaws state that a majority vote carries all decisions, except the removal of a director, which requires a  $\frac{2}{3}$  vote to pass. A full consensus is almost always reached for major decisions, which speaks to the quality of the engagement and alignment of the board and the Executive Director in making decisions for the organization.

#### B) Management

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

Executive Director: Rhonda Adams is a veteran who held multiple leadership positions during her 21 years in the U.S. Army (3 years active duty, 18 years reserve duty). This experience provides a foundation for both the ethic of service and organizational leadership which are central to The River's success. Before joining The River in 2013, Rhonda garnered 13 years of experience in private sector management with Avon Products as both a District and Division Sales Manager. Prior to being confirmed as The River's current Executive Director in 2020, Rhonda was deeply involved with all aspects of pantry operations through her successive roles as the organization's Operations Manager, Director of Operations, Director of Advancement, and Interim Executive Director. This extensive background in public service, private industry, and nonprofit leadership provides The River with a vision of care and a deft operational touch throughout its operations.

Director of Operations: Helen Osborn-Senatus has extensive training and experience in the field of human services. She cultivated practical skills in public service and social work while serving 2 years with AmeriCorps's City Year Miami. Helen also holds a Masters in Social Work from Florida State University, with a focus on Child Welfare, and worked as a graduate researcher for The Florida Institute for Child Welfare from 2014-2016. As a practitioner, she worked for two years with Children's Home Society as a case manager and forensic interviewer. Before starting at The River, Helen expanded her knowledge of program development working with Madison School & Community Recreation's summer program and then by overseeing after-school programming at the Vera Court Neighborhood Center. Her commitment to the welfare of children and families, along with her plethora of

experience in assessment and program development, ensure that The River's operations continuously evolve to better fulfill client needs.

Pantry Coordinator: Jon Clark possesses a decade of practical experience working with pantry services, including efficiently adapting programs to accommodate shifting community needs. Jon's familiarity with pantry operations and charitable service to vulnerable communities is long-standing, stemming from 4 years participating in mission trips to states throughout the U.S. Prior to joining The River as an operations staff member in 2016, he was a regular volunteer at the pantry. Jon has served as The River's Pantry Coordinator for the past 2 years, working closely with our Director of Operations to oversee the successful day-to-day functioning of pantry services, and helped manage operations which utilized previous Gimbel Foundation funding.

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

The salary of the Executive Director is \$108,00.00, plus an additional 10% of salary bonus opportunity based on performance of agreed upon goals and objectives.

## 2022 S.L. Gimbel Foundation APPLICATION

### 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
<b>Fresh Produce</b>	<b>Assorted Produce (see below)</b>			<b>\$99,373</b>	<b>\$99,373</b>
Sweet Corn	48 ears/case, \$36/case, 24 cases			\$864	\$864
Onions	40lbs./case, \$60/case, 332 cases			\$19,920	\$19,920
Peppers	12lbs./case, \$42/case, 125 cases			\$5,250	\$5,250
Potatoes	40lbs./case, \$47/case, 104 cases			\$4,888	\$4,888
Tomatoes	25lbs./case, \$100/case, 125 cases			\$12,500	\$12,500
Sweet Potatoes	40lbs./case, \$21/case, 62 cases			\$1,302	\$1,302
Carrots	50lbs./case, \$28/case, 62			\$1,736	\$1,736
Apples	138/case, \$42/case, 166 cases			\$6,972	\$6,972
Oranges	138/case, \$40/case, 166 cases			\$6,640	\$6,640
Bananas	40lbs./case, \$26/case, 104 cases			\$2,704	\$2,704



Plums	150/case, \$58/case, 208 cases			\$12,064	\$12,064
Blueberries	12 pints/case, \$78/case, 10 cases			\$780	\$780
Cherries	20lbs./case, \$145/case, 25 cases			\$3,625	\$3,625
Peaches	100/case, \$39 case, 208 cases			\$8,112	\$8,112
Pears	120/case, \$52/case, 208 cases			\$10,816	\$10,816
Melons	1/unit, \$3/unit, 400 units			\$1,200	\$1,200
<b>Proteins</b>	<b>Assorted Proteins (see below)</b>			<b>\$103,568</b>	<b>\$103,568</b>
Salmon (Frozen)	24 14.75oz./case, \$84/case, 144 cases			\$12,096	\$12,096
Chicken (Frozen)	24 15oz./case, \$20/case, 624 cases			\$12,480	\$12,480
Beef (Frozen)	20lbs./case, \$53/case, 728 cases			\$38,584	\$38,584
Quinoa	25lbs./case, \$55/case, 136 cases			\$7,480	\$7,480
Tofu	24 12.3oz./case, \$62/case, 144 cases			\$8,928	\$8,928
Beans (Garbanzo, Kidney, Black, Pinto)	24 15oz./case, \$20/case, 288 cases			\$5,760	\$5,760
Couscous	12 10oz./case, \$40/case, 120 cases			\$4,800	\$4,800
Yogurt	12 6oz./case, \$6/case, 2,240 cases			\$13,440	\$13,440
<b>Whole Grains</b>	<b>Assorted Whole Grains (see below)</b>			<b>\$19,928</b>	<b>\$19,928</b>
Whole Grain Pasta	20/case, \$19/case, 168 cases			\$3,192	\$3,192
Long Grain Rice	12 2lbs./case, \$25.75/case, 288 cases			\$7,416	\$7,416
Whole Grain Wild Rice	50lbs./case, \$255/case, 24 cases			\$6,120	\$6,120
Bulgur Wheat	6 2lbs./case, \$32/case, 100 cases			\$3,200	\$3,200
<b>Staple Foods</b>	<b>Assorted Staples (see below)</b>			<b>\$136,801</b>	<b>\$136,801</b>

Eggs	1 dozen/carton, \$3/carton, 14,000 cartons			\$42,000	\$42,000
Butter	1lbs./unit, \$3/unit, 6,623 units			\$19,869	\$19,869
Flour	4 2lbs./case, \$4/case, 840 cases			\$3,360	\$3,360
Cheese (Block)	8oz./unit, \$2/unit, 3,360 units			\$6,720	\$6,720
Milk	1 gal./unit, \$3/unit, 11,000 units			\$33,000	\$33,000
Peanut Butter	6 16oz./case, \$12/case, 1,120 cases			\$13,440	\$13,440
Jelly/Jam	12 18oz./case, \$24/case, 400 cases			\$9,600	\$9,600
Egg Noodles	12 12oz./case, \$14/case, 168 cases			\$2,352	\$2,352
Pasta Sauce	12 14oz./case, \$38/case, 170 cases			\$6,460	\$6,460
<b>Medically Recommended &amp; Culturally- Inclusive Foods</b>	<b>Assorted Medically- Recommended and Culturally-Inclusive Foods (see below)</b>			<b>\$90,330</b>	<b>\$90,330</b>
No-Sugar-Added Fruit (canned)	14.5oz./unit, \$1/unit, 14,560 units			\$14,560	\$14,560
Low-Sodium Vegetables (canned)	24 15oz./case, \$17/case, 624 cases			\$10,608	\$10,608
Gluten-Free Pasta	12 16oz./case, \$24/case, 160 cases			\$3,840	\$3,840
Kosher Pickles	6 24oz./case, \$12/case, 140 cases			\$1,680	\$1,680
Falafel Mix	6 6.3oz./case, \$34/case, 800 cases			\$27,200	\$27,200
Green Chilis (canned)	24 4oz./case, \$51/case, 288 cases			\$14,688	\$14,688
Hummus	6 10oz./case, \$18/case, 133 cases			\$2,394	\$2,394
Corn Tortillas	60/unit, \$3/unit, 960 units			\$2,880	\$2,880
Ghee	6 12oz./case, \$54/case, 80 cases			\$4,320	\$4,320
Hoisin Sauce	6 20oz./case, \$20/case, 120 cases			\$2,400	\$2,400
Vegetarian Burger Meat Alternative	10lbs./case, \$40/case, 144 cases			\$5,760	\$5,760

<b>Coordination</b>	<b>10% of \$500,000 total request</b>			<b>\$50,000</b>	<b>\$50,000</b>
<b>TOTALS:</b>				<b>\$500,000</b>	<b>\$500,000</b>

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

**The River intends to use the \$50,000 (10% of the total funding request) allotted to Coordination to pay kitchen staff wages, particularly for the additional staff member needed to facilitate increased meal production and distribution hours for FAM meals. We anticipate this to be a full-time position (40 hours per week) that provides program coordination through menu design, meal preparation, and volunteer training and supervision.**

**Any additional costs necessary for coordination activities will be supported by The River.**

## 2022 S.L. Gimbel Foundation APPLICATION

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

### *Secured/Awarded*

Name of Funder: Foundation, Corporation, Government, Individual donors, In-Kind, Other (specify)	Amount
Anonymous Family Foundation (1)	\$200,000
Individual Donor (1)	\$200,000
Individual Donor (2)	\$100,000
Anonymous Family Foundation (2)	\$100,000
100 Men of Dane County Grant	\$97,000
Individual Donor (3)	\$50,000
United Way of Dane County	\$50,000
Chicago Community Foundation	\$50,000
Madison Community Foundation	\$50,000
Veridian Homes Foundation	\$41,400
Heritage Credit Union Legacy Fund	\$40,000
Individual Donor (4)	\$35,000
Packer Apartments Corporation	\$34,500
Individual Donor (5)	\$25,000
County of Dane Dept. of Health	\$25,000
Anonymous Family Foundation (3)	\$25,000
Individual Donor (6)	\$20,000
Zendesk Neighbor Foundation	\$20,000
Cremer Foundation	\$20,000
Steve Stricker AmFam Foundation	\$20,000
Hovde Foundation	\$20,000
The Evjue Foundation	\$20,000
Newbridge Madison, Inc.	\$19,750
CUNA Mutual Group Foundation	\$15,500
Individual Donor (7)	\$15,000
Individual Donor (8)	\$15,000
No Kid Hungry	\$15,000
FEMA Phase 39/ARPA Grant	\$14,238
Individual Donor (9)	\$14,000
Epic Systems Charitable Giving	\$13,300
Individual Donor (10)	\$13,000
Individual Donor (12)	\$13,000
Individual Donor (11)	\$12,000
American Family Mutual Insurance Company	\$11,000
Madison-Kipp Corporation	\$10,400
Individual Donor (13)	\$10,000
Individual Donor (14)	\$10,000
Individual Donor (15)	\$10,000
Individual Donor (16)	\$10,000
Irving and Dorothy Levy Family Foundation	\$10,000
American Family Dreams Foundation	\$10,000

*Pending*

Name of Funder: Foundation, Corporation, Government, Individual donors, Other (specify)	Amount	Decision Date
Reiman Foundation	\$9,350	NA
ELCA Domestic Hunger Grant	\$21,000	NA
Chick-fil-A True Inspiration Award	\$50,000	NA
WI Dept. of Veteran’s Affairs Non-Profit Grant	\$25,000	9/19/22

**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	\$1,667,824	61.69%	-	-	-
Fundraising/Special Events	NA	0.00%	-	-	-
Corp/Foundation Grants	\$982,824	36.35%	-	-	-
Government Grants	\$52,952	1.96%	-	-	-

**Notes:** Due to the way in which The River categorizes and tracks income from funding sources (i.e. contributions from Individuals, Businesses, Foundation Grants, Government Grants, Faith Communities, and Service Groups), the above distributions are approximate. While The River does occasionally conduct fundraising events, the income generated is recorded as part of the total contributions from the listed categories. Likewise, The River’s annual financial audit and 990 filing include the value of in-kind food received through our food recovery operation (which in 2021 was assessed to be worth \$8,391,121 in revenue). However, due to the tendency of such a large amount of in-kind value to skew comparisons, and given that the amount of recovered food could fluctuate significantly from year to year, The River’s working budget for planned income/expenses typically separates the assessed value for food recovery materials. Thus, the above percentages were calculated from The River’s actual 2021 budget before the consideration of in-kind contributions from the recovery program as recorded in the 990 filing.

**S.L. Gimbel Foundation APPLICATION**

**VII. Financial Analysis**

**Agency Name:** River Food Pantry, Inc  
**Most Current Fiscal Year (Dates):** From 1/1/2021 To: 12/31/2021

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
\$10,360,523	\$9,992,719	\$126,082	\$241,722

**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%	96.5%	1.2%	2.3%

**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: 1.4%	Column C, Management & general expenses per 990 above: 1.2%	<b>Differential:</b> <b>0.2%</b>
--	---	-------------------------------------

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

## 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.

<b>Cash</b>	<b>+ Accounts Receivables</b>	<b>/Current Liabilities</b>	<b>= Quick Ratio</b>
\$2,531,923	\$363,573	\$176,632	16.4

**Excess or Deficit for the Year:**

<b>Excess or (Deficit) Most recent fiscal year end</b>	<b>Excess or (Deficit) Prior fiscal year end</b>
\$728,310	\$1,287,368

**Notes:** The River budgets conservatively in order to build its financial reserves for future operational needs, as well as in preparation for an approaching capital campaign to secure a larger facility.

**VIII. EMAIL TWO PDF files to [Gimbel@iegives.org](mailto: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. <b>Please make sure that the Form 990 you submit is no more than two (2) years old.</b>
#3	Part IX <b>only</b> of the 990 form, Statement of Functional Expenses (one page). <b>Please make sure that the Form 990 you submit is no more than two (2) years old.</b>		
#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		

## Organization Budget Comparison - The River Food Pantry

	<u>2021 Actual</u>	<u>2022 Projection</u>	<u>Variance</u>
<u>Income</u>			
300 Contributions			
301 Grants - government	52,952	-	(52,952)
351 Individuals	1,615,781	975,000	(640,781)
352 Businesses	208,373	217,920	9,547
353 Faith Communities	28,093	36,320	8,227
354 Service groups	24,103	18,160	(5,943)
355 Foundations	440,473	635,600	195,127
356 Gimbel Grant 2020-2021	333,978	65,000	(268,978)
<b>Total 300 Contributions</b>	<b>2,703,754</b>	<b>1,948,000</b>	<b>(755,754)</b>
304 Interest Income	2,566	2,000	(566)
306 In Kind Revenue	8,391,121	6,675,000	(1,716,121)
330 Rebates	64	-	(64)
350 Gift cards donated	8,758	10,000	1,242
Sales of Product Income	274	-	(274)
<b>Total Income</b>	<b>11,106,537</b>	<b>8,635,000</b>	<b>(2,471,537)</b>

### Expenses

399 Employee expenses			
Wages - Executive Director	115,000	118,450	3,450
424 Wages	820,094	903,550	83,456
425 Payroll Taxes	69,802	77,000	7,198
427 Group Insurance Expense	55,745	58,000	2,255
429 State UC expense	3,258	-	(3,258)
432 Staff expense	6,770	5,500	(1,270)
442 IRA contributions	14,305	20,000	5,695
<b>Total 399 Employee expenses</b>	<b>969,974</b>	<b>1,182,500</b>	<b>212,526</b>
400 Building Maint/Repairs	22,593	15,000	(7,593)
402 Equipment Maint/Repairs	2,603	1,000	(1,603)
Total 403 Food Expense	510,404	409,200	(101,204)
404 Kitchen Supplies	6,622	8,000	1,378
405 Mileage & Travel	344	300	(44)
406 Interest expense- lease	46	-	(46)
408 Office	34,328	22,500	(11,828)
409 Postage and Delivery	7,894	7,000	(894)
410 Legal & Accounting	15,545	13,000	(2,545)
411 Rent	59,338	57,400	(1,938)
412 Supplies-operations	47,640	20,000	(27,640)
413 Telephone/Internet/Email	9,455	9,800	345
415 Interest expense- loans	222	-	(222)
417 Utilities	33,704	36,000	2,296
418 Depreciation Expense	67,083	70,000	2,917
419 Clothing expense	148,633	100,000	(48,633)



420 Bank & charge card fees	6,656	8,000	1,344
421 Insurance Expense-business	28,504	33,000	4,496
422 Volunteer expenses	2,045	2,000	(45)
423 Event expenses	6,748	10,000	3,252
426 Printing	7,954	7,000	(954)
428 Payroll processing	3,875	4,000	125
430 In Kind Food Pantry	8,180,833	3,625,000	(4,555,833)
In Kind Food Recovery	-	2,930,000	2,930,000
433 Vehicle expenses	37,324	23,800	(13,524)
434 Gain/Loss on Disposal of Assets	324	-	(324)
437 Consulting	33,488	25,000	(8,488)
438 Organizational Development	16,115	9,000	(7,115)
439 Professional development/training	2,932	6,500	3,568
<b>Total Expenses</b>	<b>10,263,226</b>	<b>\$8,635,000.00</b>	<b>-1,628,225.82</b>
<hr/>			
<b>Net Income</b>	<b>843,311</b>	<b>-</b>	<b>(843,311)</b>
<hr/>			

**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	8,842,490.	8,842,490.		
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	116,807.	52,563.	11,681.	52,563.
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	820,678.	649,730.	62,362.	108,586.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	12,305.	9,827.	929.	1,549.
9 Other employee benefits	65,383.	49,147.	5,152.	11,084.
10 Payroll taxes	69,802.	52,344.	5,509.	11,949.
11 Fees for services (nonemployees):				
a Management				
b Legal	4,667.		4,667.	
c Accounting	10,850.		10,850.	
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.)	30,125.	23,923.		6,202.
12 Advertising and promotion	16,115.			16,115.
13 Office expenses	94,421.	67,739.	13,197.	13,485.
14 Information technology				
15 Royalties				
16 Occupancy	114,984.	109,924.	2,530.	2,530.
17 Travel	34,613.	25,956.	2,732.	5,925.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	268.		268.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	67,083.	64,133.	1,475.	1,475.
23 Insurance	28,504.	21,375.	2,250.	4,879.
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 <b>DUES AND SUBSCRIPTIONS</b>	31,428.	23,568.	2,480.	5,380.
b				
c				
d				
e All other expenses				
25 <b>Total functional expenses.</b> Add lines 1 through 24e	10,360,523.	9,992,719.	126,082.	241,722.
26 <b>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  if following SOP 98-2 (ASC 958-720)

## **INLAND EMPIRE COMMUNITY FOUNDATION**

### **S. L. GIMBEL FOUNDATION FUND**

Please complete the form and type your answers directly underneath the questions. Leave one space between numbered questions.

#### **ORGANIZATION INFORMATION**

1. Name of your Organization: The River Food Pantry
2. Grant #: 20210060
3. Grant Amount: \$422,500.00
4. Date Awarded (date on award letter): 3/5/21
5. Grant Period (Indicate start date and end date per Grant Agreement): 3/5/21 - 3/5/22
6. Location of your Organization (City, State): Madison, WI
7. Name and Title of person completing evaluation: Ryan Holley, Grants Manager
8. Phone Number: (319) 750-5428
9. Email Address: Ryan.Holley#riverfoodpantry.org

#### **KEY OUTCOMES AND RESULTS**

10. Total number of clients served through this grant funding.
  - A) Per original grant application, what is the estimate number served: 6,000
  - B) Actual number served: 10,985
  
11. Describe the project's key outcomes and results based on the goals and objectives. (Include the program accomplishments as a result of the Gimbel grant AND for the entire program. Please make the distinction between the Gimbel funded program accomplishments and the total organizational program, as a whole).

Goal: Increase access to fresh, healthy food for existing clients and 1,500 new/additional Dane County households facing food insecurity throughout the pandemic and beyond.

Activities:

  1. Through our grocery distribution via pickup or delivery, provide an additional 10 pounds of fresh produce per weekly visit for existing and new 1,500 households.

2. For Family At-Home Meals (FAM), incorporate an additional vegetable or fruit side to each of the 1,000+ meals distributed each week to families.
3. For our mobile lunch program, MUNCH, add an additional vegetable or fruit to each of the 1,000+ lunches distributed every week to children.
4. Increase client choice of fresh food to existing and new 1,500 households through our new online pantry, which will be available for clients to use once a month.

Objective: In terms of specific quantifiable criteria:

- A) Per original grant application: The River will aim to serve 1,500 more food-insecure households (i.e., approximately 6,000 more children, seniors, adults, etc.) by February 28, 2022.
- B) Actual grant outcome, results, accomplishments: On site grocery orders served 1,463 new households and 4,043 households (10,985 individuals) overall; we estimate that 2,000 individuals were served via outreach programs.

12. Describe any challenges/obstacles the organization encountered (if any) in attaining goals and objectives.

An early challenge was determining how to efficiently fulfill clients' needs or desires for particular types of produce, as well as explaining to different communities how they could use types unfamiliar to them.

13. How did you overcome and/or address the challenges and obstacles?

We switched distribution to a "farmers' market" model that provided access to greater amounts and varieties of produce, as well as distributing additional produce to households via our mobile lunch routes.

14. Describe any unintended positive outcomes as a result of the efforts supported by this grant.

Many clients, including children, were introduced to new types of fruits and vegetables through this effort; along with the educational booklet we produced, this expanded knowledge of nutritious meal preparation.

15. Briefly describe the impact this grant has had on the organization and community served.

This grant caused a lasting shift in The River's priorities, as we will continue purchasing fresh produce for clients; the grant has substantially increased clients' access to and consumption of produce in their diets.

**BUDGET**

16. Please provide a budget expenditure report. Also, provide a budget narrative that explains how the funds were utilized, what was purchased, what were the expenses items based upon the **original budget submitted and approved**. Use the form below and expand as needed:

<b>Line Item Request</b>	<b>Line Item Explanation</b>	<b>Support From Your Agency</b>	<b>Support From Other Funders</b>	<b>Requested Amount From Gimbel</b>	<b>Line Item Total of Project</b>	<b>Actual Line Item Expense</b>
<b>Fresh Produce</b>	<b>Locally sourced fresh produce, multiple varieties.</b>			<b>\$380,250.00</b>	<b>\$380,250.00</b>	<b>\$380,250.00</b>
<b>Coordination</b>	<b>10% of \$422,500 total request (see items below)</b>			<b>\$42,250.00</b>	<b>\$42,250.00</b>	<b>\$42,250.00</b>
Coordination Expense	Pallet Racking Materials					\$15,126.69
Coordination Expense	Technology – KMAX Fees					\$14,066.75
Coordination Expense	Education Materials					\$9,556.33
Coordination Expense	Boxes					\$3,498.23
<b>TOTALS:</b>				<b>\$422,500.00</b>	<b>\$422,500.00</b>	<b>\$422,500.00</b>

Budget Narrative: Of the total \$422,500 grant amount, 90% was approved for food expenses and 10% for coordination expenses. Food expenses (\$380,250) were utilized to purchase a variety of fresh produce which was distributed to clients via groceries and meals. Coordination expenses (\$42,250) covered necessary infrastructure and supply costs, including pallet racks/shelving for food storage, the fees to set up an online ordering system for our ePantry program, boxes to package food for distribution, and approved educational materials for clients on how to incorporate various kinds of produce into their own meal preparations.

## **SUCCESS STORIES**

17. Please tell us ONE success story.

The manager of the family meals program attests that Gimbel Grant funds were transformational, enabling the whole program to transition to a sustainable model of serving healthy meals. These meals shifted from rarely including produce to incorporating a variety of fresh fruits and vegetables each day. He described the impact thus:

“When COVID hit, The River took its meals program curbside—which almost immediately doubled our weekly numbers. As a result, we were struggling to keep our meals as nutritious as we would have liked. Then the Gimbel Grant completely changed our dynamics. With those funds we were able to not only maintain the previous portions of produce in the face of these increased numbers, but actually expand the amounts of fresh vegetables and whole fruits served! These funds also significantly aided our ability to plan out meals in advance as we were no longer reliant on unpredictable quantities sourced from donations and our food recovery program (imagine making 1,500 portions per week with whatever comes down the pike!). This in turn empowered us to make meals available on a daily rather weekly basis, add a vegetarian/vegan option for each meal, and expand the effective operating hours of the meals program. The Gimbel funds were a game-changer in so many ways.”

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

DEPARTMENT OF THE TREASURY

Date: **OCT 15 2008**

THE RIVER FOOD PANTRY INC  
2201 DARWIN RD  
MADISON, WI 53704

Employer Identification Number:  
20-4179749  
DLN:  
17053255035016  
Contact Person:  
RONALD D BELL ID# 31185  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
April 17, 2006  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
December 31, 2010

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

THE RIVER FOOD PANTRY INC

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois G. Lerner".

Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)  
Statute Extension

Letter 1045 (DO/CG)