



2022 S.L. Gimbel Foundation COVID19- Food Grant Application

Internal Use Only:
Grant : _____

Organization / Agency Information

1) Organization/Agency Name: West Suburban Community Pantry		
2) Physical Address: 6809 Hobson Valley Dr, Suite 118		City/State/Zip Woodridge, IL 60517
3) Mailing Address: Same as above		City/State/Zip
4) CEO or Director: Laura Coyle		Title: Executive Director
5) Phone: 630-948-8131	6) Fax: N/A	7) Email: Ltcoyle@wspantry.org
8) Contact Person: Lisa Spaeth		Title: Director of Development
9) Phone: 630-948-8132	10) Fax: N/A	11) Email: Lspaeth@wspantry.org
12) Web Site Address: http://www.wspantry.org		13) Tax ID: 36-3857072

Program / Grant Information

Interest Area:

14) Program/Project Name: Nourishing Our Neighbors in Need		15) Amount of Grant Requested: \$100,000	
16) Total Organization Budget: \$3,351,283	17) Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 85.86%	18) Per 990, Percentage of Management & General Expenses Only (Column C/ Column A x 100): 8.68%	19) Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 14.13%
20) Purpose of Grant Request (one sentence): This grant would help WSCP increase capacity so we can serve even more people, and ultimately realize our vision of a community without hunger.			
21) Program Start Date (Month and Year): 07/01/2022 - 06/30/2023		22) Program End Date (Month and Year):	
23) Gimbel Grants Received: List Year(s) and Award Amount(s) 2020 - \$15,000 and 2019 - \$15,000			

Signatures

24) Board President / Chair: (Print name and Title) Kevin Delano, Board Chair	<small>Verified by board member</small> Signature: 	Date:
25) Executive Director/President: (Print name and Title) Laura Coyle, Executive Director	<small>Verified by board member</small> Signature: 	Date:

07/26/2022

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?

West Suburban Community Pantry (WSCP) is proud to serve our neighbors in DuPage and Will Counties in Illinois by providing healthy food and supplemental services to those in need. WSCP began with a group of concerned neighbors who opened a small food pantry in the 1970s. Formally incorporated in 1992, WSCP has grown from a small operation in a church closet into a 12,000 sq. ft. facility serving 66,000+ people annually.

Our mission is to offer food for the hungry and resources to empower persons to improve their quality of life. Our vision is a community without hunger.

At the Pantry, we serve more than 5,500 people each month through our core food distribution services. The Pantry is open for people to come to shop the pantry aisles at a variety of hours to ensure people with different schedules are able to receive food (hours are Monday, 8:00-10:00 AM, Tuesdays from 8:30 AM -2:30 PM, Thursdays from 8:30-7:30 PM, and Saturdays from 8:30-11:30 AM). Eligible families and individuals can visit once a week and at each visit receive a full food order, which is typically 125 pounds of food. There are no limits on food; shoppers are encouraged to take what they need, knowing they can come back next week for more.

Now, WSCP has progressed beyond simply offering food to our neighbors. We are a part of a network of people and organizations working towards a stronger and brighter future in Northern Illinois. To have the greatest impact, WSCP partners with community organizations, local government agencies, and NGO to provide our clients with more than we could on our own. We collaborate with other service organizations in DuPage and Will counties to connect clients to supplemental services such as job assistance, financial literacy, nutrition education, school supplies, and much more. WSCP works with more than 30 schools to provide child nutrition programs like Weekend Backpacks and Healthy School Snacks. Teachers and social workers know they have an ally in WSCP.

WSCP provides for those in need in our community in three primary ways: food services at the Pantry, food services in the community, and services that help our clients build a path to stability. WSCP is a food pantry and a gateway to accessing other supportive services that empower individuals and families.

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

Formally incorporated in 1992, WSCP has ensured families and individuals receive the nutrition they need to lead full lives for 30 years.

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

Helping Our Neighbors in Need

In FY22, WSCP distributed more than 2 million pounds of food to 66,000 individuals, including 32,000 Adults (47%), 25,000 children (39%) and 9,000 seniors (14%). We provided an average of 5,500 people per month with the opportunity to choose from a variety of fresh and/or healthy food categories including milk, eggs and cheese, fresh produce, and a category we call Foods 2 Encourage (whole grains, low sodium soups, canned meats, etc.) We offered healthy snacks to children at 35 schools in DuPage County, Bolingbrook, and Romeoville and delivered healthy food to at least 25 homebound seniors each month

WSCP Grand Re-Opening

In June 2021, WSCP reopened our facility after undertaking a significant expansion and remodel. To feed more people, WSCP increased capacity and improved efficiencies. The remodel restructured the Pantry intake area to create private spaces where customers can discuss their circumstances. WSCP consolidated warehouse operations into one location and created a staging area for online orders. Moreover, the shopping area now more closely resembles a grocery store, increasing the dignity of shopping at the facility for our customers. We are thrilled to provide a new, bright, clean space for our customers to shop. The Pantry includes new offices, a classroom, and a conference room. The project was about more than structural changes, it was about breaking down barriers to access, enhancing the dignity of our shoppers, eliminating parking barriers to save people time, and serving more people.

Expanding Access with The Virtual Food Pantry

WSCP has officially launched the Virtual Food Pantry (VirtualFoodPantry.net), a new service that makes it easy for people facing hunger to order free groceries online so they can make ends meet. The Virtual Food Pantry enables shoppers to select nutritious groceries through a website and then pick up their custom order at a convenient location. Ordering food online has the potential to alleviate practical and emotional barriers to food assistance. Establishing the Virtual Food Pantry is part of WSCP's ongoing commitment to develop innovative services that meet people facing hunger with dignity and respect. The service provides people with a discreet way to get support when they face challenges putting food on the table.

Among the early users of the Virtual Food Pantry are families at B.J. Ward Elementary School in Bolingbrook, where 90% of students qualify for free or reduced breakfast and lunch. Parents order groceries online and then pick up their orders at the school. In addition to providing solid nutrition to help students learn, the program also helps connect families with other services available through Ward's Community School model.

B.J. Ward Principal Kathy Nigro said "Hungry kids can shut down, be moody and unfocused, can act out in class. The Virtual Food Pantry allows us to keep kids and their families well-fed and eliminates a major challenge families may struggle with. Contact with parents through pick-up allows us to determine other resources families may need and lower those barriers to a good education. Everyone wins."

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.

While the economy has shown some improvements since the height of the COVID-19 pandemic, the impact will be felt long into the future. We know that the pandemic impacted families who were already facing hunger the most severely. Now with shockingly high inflation on basic necessities like groceries and gas, families are struggling to make ends meet. Feeding America's Map the Meal Gap study projects the 2021 DuPage County food insecurity rate to be 7.8% (up from 6.1% in 2019) and the 2021 Will County projected food insecurity rate to be 7.4% (up from 5.6% in 2019). WSCP is here for the long haul to help people get back on their feet.

We also know that rates of food insecurity are significantly higher for certain populations; historically, Black and Hispanic households are more likely to be impacted by food insecurity than white households. Barriers to food access are particularly high for the Hispanic community, as there are often language barriers, and may fear that sharing information with the Pantry could mean consequences for them or someone they know. WSCP customers are racially diverse: In FY22, 36.43% were Hispanic/Latino; 30.5% white; 18.79% African American; 5.59% Asian; 5.91% Mixed Race/Other; 0.33% American Indian/Alaskan Native; and 2.44% not identified.

WSCP supports vulnerable populations. In FY22, 75.89% of WSCP customers were extremely low income (0-30% MFI), 15.27% were very low income (31-50% MFI) and 1.90% were low income (51-80% MFI).

For nearly 30 years, WSCP has responded to the needs of individuals struggling with food insecurity. We provide nourishing food to people in need. At the same time, we also seek to help the people we serve build a path to a brighter, food-secure future. More than providing nourishing food, we strive to nourish the human spirit. We are working to nourish, connect and empower our customers.

B) Project Description

Describe your food distribution program.

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

WSCP provides for those in need in our community in three primary ways: food services at the Pantry, food services in the community, and services that help our customers build a path to stability. WSCP is a food pantry and a gateway to accessing other supportive services that empower individuals and families.

Feeding People at the Pantry

- **Core Food Distribution:** At the Pantry, we serve more than 5,500 people each month through our core food distribution services. The Pantry is open for people to come shop our pantry aisles at a variety of hours to ensure people with different schedules are able to receive food.

Eligible families and individuals can visit once a week. There are no limits on food; clients are encouraged to take what they need, knowing they can come back next week for more.

Feeding People in the Community

- **Virtual Food Pantry:** Through the Virtual Food Pantry, customers can order food items online in the privacy of their home or workplace and then pick up their order at the food pantry or a designated location in the community.
- **School-Based Pantry Program:** WSCP has a School-Based Pantry at Irene King Elementary School that provides groceries to families of children that go to the school. The school-based Pantry is open once a week. Additionally, there is a designated virtual food pantry pick up location at B.J. Ward Elementary School.
- **Healthy School Snacks:** Every month or when requested, schools receive a box of approximately 120 different snack items that are kid-friendly and healthy. The snacks are stored in nurses' and social workers' offices for students who come to them exhibiting symptoms of chronic hunger.
- **Weekend Backpacks:** Children at risk of weekend hunger discreetly receive a backpack at school on Fridays that is full of child-friendly, nutritious, nonperishable, and easy to prepare food.
- **Senior Home Delivery:** WSCP delivers shelf-stable, low sugar, and salt, high protein products to homebound seniors over 60 years of age.
- **DoorDash Food Delivery:** WSCP is working with DoorDash to deliver Virtual Food Pantry orders to people that don't have transportation to pick up their full food orders. Moving forward, we plan to pilot a more expansive program with DoorDash that could provide small orders of groceries to people at home or at locations close to them by placing refrigerated lockers at strategic locations in DuPage and Will Counties.

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

At each visit to the Pantry, WSCP clients complete or update intake forms that collect household information (members, ages, race/ethnicity), residence, and monthly income. Eligibility for services is based on monthly gross income and the number of people per household. WSCP follows federal income guidelines to determine eligibility. We also conduct community outreach in focus areas to inform potential clients of our services and are breaking down barriers to bring food assistance to those in need such as through The Virtual Food Pantry.

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

The Pantry is open four times a week for people to come shop our pantry aisles at a variety of hours to ensure people with different schedules are able to receive food (hours are Monday from 8:00-10:00 AM, Tuesdays from 8:30 AM-2:30 PM, Thursdays from 8:30 AM-7:30 PM, and Saturdays from 8:30-11:30 AM). Eligible families and individuals can visit once a week and at each visit receive a full food order, which is typically 125 pounds of food.

WSCP provides programs and services that feed people in the community like our Virtual Food Pantry and Child Nutrition Programs. WSCP offers food distribution in some form six days a week.

During COVID-19 we were open three times a week and clients drove up to the Pantry where food was loaded into their cars. WSCP reopened and returned to regular hours in May 2021.

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 FY22, WSCP distributed more than 2 million pounds of food to 66,000 individuals, including 32,000 Adults (47%), 25,000 children (39%), and 9,000 seniors (14%), which is more than 5,500 people each month. In FY23, WSCP plans to distribute at least 1.6 million nutritious meals (or 2 million+ pounds of food) to 66,000+ food insecure individuals.

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

During their first visit to WSCP, clients complete an intake form that collects information about the household (number of members, ages, race/ethnicity, language, and marital status), where they live, monthly income, and access to benefits. Upon registration at subsequent visits, our intake team reviews this household data and collects any updated information. We track household details and required services in our client database.

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 programs 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: Eliminate barriers and increase access to healthy food for people facing hunger in DuPage and Will counties in order to realize greater food security in our community.

OBJECTIVE: Provide 1.6 million nutritious meals (or 2 million pounds of food) to 66,000+ food insecure individuals in FY23.

ACTIVITIES:

- Offer in-person shopping at the food pantry 4 times a week in addition to feeding programs in the community, reaching 66,000 individuals over the course of the year.
- Offer Virtual Food Pantry pick-ups at the Pantry and at locations within the community 6 times a week
- Provide Child Nutrition Programs including giving more than 100 families backpacks full of food every Friday during the school year and providing healthy snacks to children facing chronic hunger at 32 local schools.
- Provide food delivery to at least 25 homebound seniors

OUTCOME: We expect to serve more than 2 million pounds of food to 66,000+ food insecure people in FY23.

EVALUATION: Using our client database and food tracking system, we will report on the number of clients served (66,000) and the amount of food distributed (2 million + pounds). We will account for the economic impact of COVID-19 in the level of need in our community.

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, 2022

The project end date is: June 30, 2023

Include timeframes for specific activities, as appropriate.

Child Nutrition Programs are offered when school is in session.

E) Target Population

1. Who will this grant serve?

WSCP supports vulnerable populations. In FY22, 75.89% of WSCP customers were extremely low income (0-30% MFI), 15.27% were very low income (31-50% MFI) and 1.90% were low income (51-80% MFI). WSCP customers are racially diverse: 36.43% Hispanic/Latino; 30.5% white; 18.79% African American; 5.59% Asian; 5.91% Mixed Race/Other; 0.33% American Indian/Alaskan Native; and 2.44% not identified. WSCP serves residents of DuPage and Will Counties. In FY22, 75.56% of people served were from DuPage County, 22.89% of people served were from Will County and 1.55% of people served were from other counties.

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

In FY22, WSCP distributed more than 2 million pounds of food to 66,000 individuals, including 32,000 Adults (47%), 25,000 children (39%), and 9,000 seniors (14%), that is more than 5,500 people each month. Our goal for FY23 is to reach at least this many people or 66,000+ individuals.

F) Community Partners

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

WSCP's Director of Supportive Services guides clients as they access additional benefits or enroll in programs that offer resources to help them achieve self-sufficiency. With a commitment to leveraging existing resources in our community, we refer clients to partner organizations that offer services such as counseling, access to health care, job training, rent assistance, financial literacy training, housing counseling, and more. Our Director of Supportive Services helps clients complete applications for SNAP, LIHEAP, and Access DuPage.

WSCP is doing our part to ensure the stability of families living in DuPage and Will counties, but we know we cannot do it alone. We are a part of a network of people and organizations working towards a stronger and brighter future in Northern Illinois. To have the greatest impact, WSCP partners with community organizations, local government agencies, and NGO to provide our clients with more than we could on our own.

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

WSCP partners with organizations and services in our community like:

- Goodwill, which provides job readiness training and job search assistance
- Hope's Front Door, who offers financial literacy training and helps clients start Individual Development Accounts (IDAs)
- Stepping Stones, which provides mental health and substance abuse service
- University of Illinois Extension and Good Samaritan Hospital, which offer quarterly healthy lifestyle workshops that cover eating on a budget, reading food labels, and being active
- Access DuPage, which comes to WSCP during the enrollment period to register clients so they can access medical services as Access DuPage approved facilities

Additionally, WSCP works with more than 30 schools to provide child nutrition programs like Weekend Backpacks and the Healthy Snacks program, where we deliver boxes of snacks to school nurses so they can give them to students demonstrating signs of chronic hunger.

3. How are you utilizing volunteers?

WSCP is honored to work with hundreds of volunteers to help deliver our programming. Our full volunteer database contains approximately 700 volunteers. Of that number, more than 400 offer their services to WSCP at least one time during the course of each year. We are privileged to say that we can count on approximately 150 dedicated volunteers who come to the pantry on a weekly basis.

This weekly volunteer corps is scheduled to work in specific stations or complete specific jobs within the pantry and they take great pride and ownership in these regular assignments. Some of the typical jobs they fulfill within the pantry include:

- Donation pick-up drivers, unloading, donation sorters, shelf stockers
- Maintenance, and cleaning before and after regular food distributions
- Various stations during food distribution (approximately 19 volunteers during each distribution)
- Intake and registration, including verifying residence and tracking specific household needs
- Assistance with Virtual Food Pantry food orders and distribution

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

In order to serve 66,000+ people, WSCP must first secure nutritious food to distribute. While we have strong relationships with donation partners like retail food stores, to meet the need we must offset donations by purchasing food. If awarded, WSCP will use S.L. Gimbel Foundation grant funds to purchase healthy foods for our clients.

Additionally, WSCP must transport food from donation partners to the Pantry and from the Pantry to distribution locations in the community, such as our school-based pantries. To do that, we have a truck that requires maintenance and gas. WSCP will use a portion of the grant funds to support food transport.

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.

WSCP continues to increase our fundraising efforts to ensure the financial stability of the organization. During FY19, WSCP hired a full-time Development Manager for the first time in the organization's history. While we have been able to serve our community successfully, by adding this position we have been able to further engage funders, which is leading to our ability to serve more people and offer more benefits to our existing customers. We continue to steward and cultivate relationships with current donors and other engaged constituents (churches, volunteer groups, food donors), as well as focus on new donor acquisition through current donor networks, events, and online efforts.

The support we receive comes primarily from individual donors but also contains a mix of corporate and foundation partnerships, including recent support from DuPage County, Wheaton Franciscan Sisters Ministry Fund, Amazon Fresh, and Wilton Brands Helping Hands. WSCP also continues to add sources to our food rescue partner list, including Amazon Fresh, Walmart, Imperfect Foods, and Caputo's. We actively approach businesses in our area to form partnerships that will help support the community and create goodwill.

Revenue Breakdown:

Foundation/Corporation – 19%

Individuals – 15%

Government-1%

Special Events/Other – 6%

Investment Income – 59%

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 role of the WSCP Board of Directors is to provide financial oversight and guidance on strategic planning for the Pantry. Additionally, the board serves as a fundraising component of the Pantry, helping to put on and promote fundraising events. There are 12 people on the board from diverse companies and organizations in the Chicago-land area.

2. What committees exist within your board of directors?

Executive Committee

Finance Committee

Governance Committee

New Donor Committee

Donor Retention Committee

Golf Outing Committee

Chief's Culinary Challenge Committee

Audit Committee

3. How does the board of directors make decisions?

New initiatives and strategies are first presented to the Executive Committee for input and development. They are then presented to the entire board which makes decisions by voting.

B) Management

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

Laura Traut-Coyle, has been the Executive Director of WSCP for 6 years. Prior to joining WSCP, Coyle worked for 12 years in corporate fundraising both for Feeding America and as a consultant to national and international nonprofit organizations.

Kristin Jachymiak, is the Director of Supportive Services and oversees the client services programs and referrals. Before coming to WSCP, she served as a case manager for the Illinois Foster Care Agency.

Paul Matsushima, Director of Pantry Operations, spent the last several years at Marillac St. Vincent Family Services, overseeing their food pantries and social services. Prior to Marillac, Paul spent 5 years with Target stores managing the produce department.

Elle Ellerbee, Manager of Pantry Programs, oversees food sourcing, inventory and the Virtual Food Pantry. Before WSCP, she was the Food Logistics Manager at ICA Food Shelf in Minnetonka, MN for 5 years.

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

\$139,384

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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 \$100,000 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 \$100,000; 90% is \$90,000 for food)
- 10% of total request for **transportation OR for coordination** (Ex. Total request of \$100,000; 10% is \$10,000 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
Milk	1 Gallon, 2%, \$3.00 per unit. 24,700 units delivered	\$12,500	\$38,850	\$22,750	\$74,100
Eggs	1 dozen eggs, \$2.70/unit, 22,463 dozen eggs	\$10,250	\$38,400	\$12,000	\$60,650
Cheese	1 pound Cheddar Cheese, \$5.26/pound, 9,838 pounds of cheese	\$7,247	\$36,250	\$8,250	\$51,747
Fresh Produce	1 pound of fresh produce, \$1.92/pound, 48,828 pounds	\$12,500	\$62,750	\$18,500	\$93,750
Low-Sodium Canned Goods	1 case of low-sodium canned goods, \$36.31/case, 3,848 cases	\$27,470	\$83,750	\$28,500	\$139,720
Coordination	10% of \$100,000 total request			\$10,000	\$10,000
TOTALS:		\$69,967	\$260,000	\$100,000	\$429,967

Provide a narrative for the line item Transportation OR Coordination.

As WSCP has grown we recently hired an Inventory Manager to source food from new retailers and organizations and to expand our offerings of ethnic and allergy-friendly foods. This individual also makes sure that we have our shelves filled with healthy and fresh foods for all store and off-site distributions.

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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, Individual donors, In-Kind, Other (specify)	Amount
Cargill Incorporated	\$10,000
CIBC Bank	\$6,500
Conagra Brands Foundation	\$15,000
Dr. Scholl Foundation	\$5,000
DuPage Community Transformation Partnership – Immediate Needs Grant	\$60,000
Rotary Club of Naperville	\$5,000

Pending

Name of Funder: Foundation, Corporation, Government, Individual donors, Other (specify)	Amount	Decision Date
Advocate Health Care	\$8,500	October 2022
Alfred Bersted Foundation	\$20,000	September 2022
Community Foundation of Will County	\$15,000	November 2022
Wheaton Franciscan Sisters Ministry Fund	\$35,000	September 2022

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
Individual Contributions	\$680,106.06	38.6%	Capital Campaign	\$189,024.55	10.7%
Fundraising/Special Events	\$232,678.78	13.2%	Pantry Food & Support	\$46,498.08	2.6%
Corp/Foundation Grants	\$555,513.91	31.5%	Other	\$12,198.38	1%
Community Organizations	\$42,274.29	2.4%			

Notes:

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VII. Financial Analysis

Agency Name: West Suburban Community Pantry

Most Current Fiscal Year (Dates): From July 1, 2021 To: June 30, 2022

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
\$3,172,408	\$2,724,073	\$275,478	\$172,857

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%	85.9%	8.7%	5.4%

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	Column C, Management & general expenses per 990 above	Differential
7.2%	8.7%	1.5%

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.

Cash	+ Accounts Receivables	/Current Liabilities	= Quick Ratio
\$841,904	\$0	\$500,000	1.68

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$502,541	\$763,758

Notes:

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

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

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

Budget Comparison

	Actuals	Budget	Variance
	Most Recently	Projections	
	Completed Year	Current Year	
	FY 2022	FY 2023	
Income			
Individual Contributions	\$971,716.05	\$1,183,130.00	22%
Corporate Contributions	\$217,648.42	\$279,705.00	29%
Foundation Grants	\$92,150.00	\$127,500.00	38%
Government Contributions	\$81,500.00	\$65,000.00	-20%
Other Earned Income	\$112,205.41	\$95,950.00	-14%
Other Unearned Income			
Interest & Divided Income			
Total Income	\$1,475,219.88	\$1,751,285.00	19%
Expenditures			
Personnel			
Salary CEO	\$142,230.00	\$150,000.00	5%
Staff Salary (total)	\$576,570.00	\$627,100.00	9%
Payroll Taxes	\$41,000.00	\$42,000.00	2%
Insurance - Workers' Comp	\$18,500.00	\$20,000.00	8%
Insurance - Health	\$72,000.00	\$75,000.00	4%
Payroll Services	\$1,700.00	\$1,800.00	6%
Retirement			
Total Personnel	\$852,000.00	\$915,900.00	8%
General Program/Administrative			
Bank/Investment Fee	\$15,701.42	\$16,000.00	2%
Publications	\$2,062.76	\$2,500.00	21%
Conferences & Meetings	\$1,000.00	\$1,000.00	0%
Mileage	\$170.93	\$1,000.00	485%
Audit & Accounting	\$16,403.50	\$18,000.00	10%
Program Consultants	\$13,650.00	\$15,000.00	10%
Insurance Expense			
Telephone Expense - Land Lines	\$2,120.30	\$2,200.00	4%
DSL & Internet	\$2,901.82	\$3,000.00	3%
Website	\$18,000.00	\$1,500.00	-92%
Office Supplies	\$8,632.00	\$9,746.00	13%
Postage & Delivery	\$8,290.86	\$7,407.00	-11%
Printing & Copying	\$4,362.00	\$4,877.00	12%
Miscellaneous			
Total General Program/Administrative	\$93,295.59	\$82,230.00	-12%
Total Expenditures	\$945,295.59	\$998,130.00	6%
Revenue Less Expense	\$529,924.29	\$753,155.00	42%

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

III. Project Budget SAMPLE

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 \$100,000 or 25% of your operating budget, whichever is less. Delineate your line items requests per examples below:

- 90% of total request for the purchase of food items only. (Ex. Total request of \$100,000; 90% is \$90,000 for food)
- 10% of total request for transportation **OR for coordination** (Ex. Total request of \$100,000; 10% is \$10,000 for transportation)
- Canned tuna will not be funded.

Food items must be delineated (i.e. canned vegetables, soup, pasta, dried beans, rice, etc.).

For each food item, indicate the cost per unit (pound, carton, case, etc.) and the quantity. See attached example.

Line Item	Line Item Description	Requested Amount
<i>Milk</i>	1 Gallon, 2%, \$3.00/ unit . 24,700 units delivered	\$22,750
<i>Eggs</i>	1 dozen eggs, \$2.70/ unit , 22,463 dozen eggs	\$12,000
<i>Cheese</i>	1 pound Cheddar Cheese, \$5.26/pound , 9,838 pounds of cheese	\$8,250
<i>Fresh Produce</i>	1 pound of fresh produce, \$1.92/pound , 48,828 pounds	\$18,500
<i>Low-Sodium Canned Goods</i>	1 case of low-sodium canned goods, \$36.31/case , 3,848 cases	\$28,500
<i>Coordination</i>	10% of \$100,000 total request	\$10,000
TOTAL:		\$100,000

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 X

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	2,086,714.	2,086,714.		
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	139,384.	41,815.	55,754.	41,815.
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	368,338.	235,078.	78,551.	54,709.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	20,561.	11,213.	5,439.	3,909.
10 Payroll taxes	40,070.	21,852.	10,600.	7,618.
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	16,404.		16,404.	
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.)	145,350.	69,046.	52,235.	24,069.
12 Advertising and promotion	2,063.	1,444.	206.	413.
13 Office expenses	96,178.	70,476.	9,083.	16,619.
14 Information technology	32,073.		32,073.	
15 Royalties				
16 Occupancy	76,468.	76,468.		
17 Travel	8,401.	6,721.		1,680.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	648.		648.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	47,253.	47,253.		
23 Insurance	22,445.	18,824.	3,621.	
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 MISCELLANEOUS EXPENSES	39,606.	32,873.	6,733.	
b FUNDRAISING	22,025.			22,025.
c DUES AND SUBSCRIPTIONS	4,296.	4,296.		
d LICENSES AND FEES	4,131.		4,131.	
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	3,172,408.	2,724,073.	275,478.	172,857.
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 (AIC 958-720)



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752146255
May 16, 2017 LTR 4168C 0
36-3857072 000000 00

00028844
BODC: TE

WEST SUBURBAN COMMUNITY PANTRY INC
% BARBARA SCHMITH
6809 HOBSON VALLEY DR STE 118
WOODRIDGE IL 60517-1450



018272

Employer ID Number: 36-3857072
Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated May 05, 2017, regarding WEST SUBURBAN COMMUNITY PANTRY INC

We issued you a determination letter in APRIL 1993, 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 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).