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2024 S.L. Gimbel Foundation Food Grant Application Grant Opportunity

Internal Use Only:

Grant
:

Organization / Agency Information

1) Organization/Agency Name: Food for People, Inc.		
2) Physical Address: 307 W. 14 th Street, Eureka CA 95501		City/State/Zip
3) Mailing Address: PO Box 4922, Eureka CA 95502		City/State/Zip
4) CEO or Director: Carly Robbins		Title: Executive Director
5) Phone: 707-445-3166 xt 302	6) Fax: 707-445-5946	7) Email: crobbins@foodforpeople.org
8) Contact Person: David Reed		Title: Development Director
9) Phone: 707-445-3166 xt 306	10) Fax: 707-445-5946	11) Email: dreed@foodforpeople.org
12) Web Site Address: https://www.foodforpeople.org/		13) Tax ID: 94-2772549

Program / Grant Information

Interest Area:

14) Program/Project Name: Improving Community Nutrition by Supporting Pantry and Senior Programs with fresh and high-protein foods			15) Amount of Grant Requested: \$250,000
16) Total Organization Budget: \$3,309,857	17) Per 990, Percentage of Program Service Expenses (Column B / Column A x 100): 91.39%	18) Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 2.41%	19) Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 8.61%
20) Purpose of Grant Request (one sentence): Purchase eggs, cheese, milk, and other protein items for our countywide pantry and senior program sites, including tribal communities and places considered food deserts, in an effort to provide quality, balanced nutrition for community members experiencing food insecurity.			
21) Program Start Date (Month and Year): 4/1/2025		22) Program End Date (Month and Year): 3/31/2026	
23) Gimbel Grants Received: List Year(s) and Award Amount(s) None			

Signatures

24) Board President / Chair: (Print name and Title) Gary M. Bird, Chair	Signature: 	Date: 11-8-24
25) Executive Director/President: (Print name and Title) Carly Robbins, Executive Director	Signature: 	Date: 11/8/24

2024 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) State the history, mission and/or purpose of your organization.

Food for People is the Food Bank for Humboldt County, California. Our mission is working to eliminate hunger and improve the health and well-being of our community through access to healthy and nutritious foods, community education and advocacy. We envision a community where everyone has access to good quality, nutritious food, understands the consequences of hunger and poor nutrition and is committed to creating a stronger, healthier Humboldt County.

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

Food for People opened its doors in 1979 as a small food closet intent upon filling the void for emergency food assistance in Humboldt County, California. Over the last 45 years, the organization has grown and developed programs to address the needs of our low-income neighbors. We now operate 18 programs to address food insecurity in our remote, rural county. These include a network of 26 pantries to meet the needs of communities spread over our county's 4,000 square miles, our in-house Choice Pantry that offers households a grocery store-style experience, senior nutrition programs operating at 19 sites countywide, homebound delivery to individuals with temporary or permanent disability, child nutrition programs to address food insecurity when school meals are not available on weekends and during summer, a Mobile Produce Pantry serving 10 food deserts across our county, an emergency response program that addresses food needs due to natural disaster (earthquakes, wildfire, winter storms, etc.), as well as efforts to address the root causes of hunger, such as job training, policy advocacy, CalFresh Outreach, and nutrition education.

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

In February 2020, Food for People's building—housing our warehouse, Choice Pantry and administrative offices—was inundated by a city sewer malfunction. The damage was extensive and required the total demolition of our building. Several weeks later, our county went under COVID-19 lockdown orders. Our board, staff, and volunteers were faced with the twin challenges of serving a community in great need during a pandemic and having to do so with no home base. Food bank operations moved into several rented and borrowed buildings, and food distribution methods were altered for safety.

At the same time, the Board of Directors worked with executive staff to launch a \$6.3 million capital campaign to rebuild the Food for People facility. The new building was designed with 300% more cold storage space, more room for the Choice Pantry, vertically structured warehouse space for food storage, and room for all programs staff and operations. Fundraising

and building during a pandemic while continuing services was challenging, but in spring 2023 the new building opened. We proudly welcomed the community back into our on-site Choice Pantry for a bigger, better grocery store-style shopping experience, and enough physical space to serve significantly more households per day than we could in the past. When pandemic-era CalFresh Emergency Allotment benefits came to an end, requests for assistance from our programs surged by 30%, and thus far we have been able to meet the need in our new space, thanks also in part to ongoing pandemic-related funding for food banks, which will soon taper off. State CalFood funding was boosted significantly, allowing us to purchase California-produced milk, eggs, and cheese for our pantry and senior households. These staple foods are always in high demand and bring immense dignity and relief to household members of all ages.

Humboldt County has many small, remote rural communities that suffer from extreme food insecurity. Many of these are 30 to 45 miles from the nearest full-service grocery store. Thanks to grant funding, within the last three years, we have been working to expand the number of USDA food distribution sites in our countywide Pantry Network, focusing specifically on increased access for remote, rural underserved communities. In three years we have added nine new pantry locations, increasing our Pantry Network count to 26 sites, five of which are located in tribal communities (Hoopa Valley Tribe, Yurok Tribe, Karuk Tribe, Bear River Rancheria, and Wiyot Tribe). However, our USDA commodity food allotment has not increased as we have expanded sites, so these newer sites currently receive a limited variety of food items. Thanks to a local grant, we were able to purchase an all-wheel-drive cargo van for delivering food to the most remote pantry sites, which requires traversing rugged terrain in challenging winter weather. We also received a small amount of funding to periodically purchase culturally appropriate foods requested by pantry sites in local indigenous communities.

This school year we accomplished a dream of expanding our Backpacks for Kids weekend hunger relief program into two of those remote, rural tribal communities (Weitchpec and Orleans, 80 miles from our warehouse). Children at these two additional schools now have access to our children's weekend hunger relief program and go home every Friday with a bag of kid-friendly food that covers three meals a day plus snacks for the weekend. This has brought the total number of sites hosting our Backpacks for Kids program to 39.

Despite the challenges of losing our building, navigating a global pandemic, and facing a surge in demand, Food for People has emerged stronger and more resilient. Thanks to our dedicated board, staff, volunteers, and community partners, we are reaching more people than ever before with fresh, nutritious foods while also supporting our local food system. As we continue to face the ongoing challenges of food insecurity, we remain committed to ensuring that no one in Humboldt County goes hungry.

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.

Humboldt County, California is a rural region, where many residents face challenges that impact their financial stability and food security. Food for People serves the entire county, which is a rugged, mountainous part of the northern California coast with 135,000 residents spread over 4,000 square miles.

Factors like generational poverty, unemployment, and the high cost of housing, gas, and food mean that there is a high rate of food insecurity among residents. Additionally, traditional driving

economic industries in the area (timber, fishing, and more recently cannabis) have all collapsed, leaving a large number of residents (19.4%) living below the federal poverty line.

Food-insecure seniors, children, and households benefited from pandemic-era funding for food banks that helped Food for People purchase more fresh foods on a monthly basis for our Pantry Network and senior programs, such as eggs, cheese, milk, and other high protein items. We are seeking ways to keep providing these staple foods, now that pandemic-era funding programs are sunseting precisely when the need for our programs is up by 30%. This will be felt especially hard in communities that are considered food deserts, in tribal communities, and in rural areas with higher rates of poverty.

With funding from the S.L. Gimbel Foundation Food Grant, we will be able to improve the quality and availability of fresh foods and high-protein items for food insecure seniors, children and households providing staple food items.

B) Project Description

Describe your food distribution program.

1. What are the specific activities of the food program?
 2. How do you identify/qualify those in need?
 3. How often is the food distribution offered (during COVID and now)?
 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?
 5. Please explain how you keep track of number of people served.
1. Food for People oversees a network of 26 food pantries in communities spread throughout the county. Some of them are independently run, others are run by our staff as a mobile operation, and staff run the in-house Choice Pantry at our main facility. Pantries offer their program participants a mix of foods received from our food bank (USDA commodities, purchased non-perishable foods, fresh produce, bread, and bonus dairy items as we are able to purchase and provide them), in addition to locally donated non-perishable foods and foods gleaned from local store food recovery efforts in their communities, depending on if a community has access. Frequency of pantry distributions vary depending on the site, with some locations open several days a week and others open one or two days per month. Senior distributions are conducted monthly at 19 locations throughout the county. Enrolled seniors receive a monthly box of food that includes nonperishable staples, fresh fruits and vegetables, bread, and several other fresh and frozen foods. Seniors and homebound individuals who are unable to pick up food due to temporary or permanent disability receive monthly deliveries from volunteer drivers. All food distribution programs include both in-person and printed outreach support with nutrition education, recipes and cooking tips, plus assistance with accessing additional benefits programs and resources for maintaining household health, food security, and wellbeing.
2. Households visiting our pantries self-certify that they meet USDA income guidelines for the receipt of commodity foods. The income guidelines are 200% of the federal poverty line and vary by household size. Households whose incomes are above these guidelines typically have access to non-USDA foods at the pantry, though this tends to be a very low number of households. Our pantries welcome visits from anyone experiencing food insecurity. Our Senior Brown Bag and Homebound Delivery programs operate under the same income guidelines as pantries. One of our senior programs, the Commodity Supplemental Food Program (CSFP) has a different set of income guidelines set by the USDA at 130% of the federal poverty level. Seniors interested in CSFP fill out a program-specific application.

3. Households may access their nearest pantry once per month. Each pantry has its own guidelines for providing additional emergency food beyond that, if there is capacity to do so. For example, at our Eureka Choice Pantry, households with children or individuals over age 60 may return for a second visit for an “emergency bag” of fresh produce and bread. The Choice Pantry’s lobby is open every day to anyone in need of bread, as often as needed. Senior program distributions and deliveries also occur once per month in each community we serve. The frequency of all of these programs’ distributions is the same now as it was during the pandemic. The main difference is that during the pandemic we also offered a series of ongoing community drive-thru food distributions in strategic locations, in recognition of the uniquely high need across a wide array of community members, including regular pantry visitors and households that had never asked for help before. During the pandemic, food distribution was primarily done via pre-bagged models. Post-pandemic we have returned to a choice model wherever possible.

4. These specific food distribution programs will serve a minimum of 55,000 households (representing 108,000 individuals) visiting our countywide pantry and senior sites over the course of the one-year grant period, which translates to 7,000 unduplicated households in need (representing 12,000 unduplicated household members). The 12,000 unduplicated household members participating in these programs consist of 2,011 children under age 18; 6,592 adults age 18-59; and 3,397 seniors age 60+.

5. Program staff track all program activities on an ongoing basis, as required for our organization’s internal data tracking, and also as a requirement of the federal, state, and county programs that help make aspects of these programs possible. All pantry sites have a brief intake process for capturing household information on specific forms, including number of household members. Forms from each pantry site are sent to our Pantry Network Coordinator monthly for review, tracking, and reporting purposes. Our senior program utilizes a cloud-based client intake and tracking system, Oasis Insight, which was developed for food distribution programs like ours. This system helps us generate monthly reports on households and individuals served at each site and for the program as a whole.

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)

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 7,000 unduplicated residents in need.**

ACTIVITIES:

- 1) Purchase fresh produce and other food items not provided by existing local farm and USDA sources to support 7,000 unduplicated food distribution participants.
- 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 7,000 unduplicated 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 7,000 unduplicated food insecure individuals** and account for additional success or lower numbers of individuals served.

WRITE YOUR RESPONSES using the following format for your goal, objective, respective activities and expected outcome:

GOAL:

Food for People will improve the quality and availability of fresh foods and protein items for food insecure seniors, children and households served by our countywide network of pantries and senior distributions, including tribal communities and places considered food deserts, ensuring that there is food from all nutritional food groups.

OBJECTIVE:

Distribute supplemental fresh foods and protein items, including milk, eggs, cheese and/or peanut butter for a minimum of 55,000 households visiting our countywide pantry and senior sites, reaching 7,000 unduplicated households in need (representing 12,000 individual household members). This supplemental food specifically will amount to 86,725 meals of the total 130,000 meals distributed by these programs over the course of this one-year project.

ACTIVITIES:

1. Purchase fresh protein and dairy products for monthly distribution to countywide pantry and senior program sites, reaching 7,000 unduplicated households, 1,000 of which are specific to our countywide senior programs

2. Purchase nonperishable proteins for monthly distribution to all countywide pantry and senior program sites, reaching 7,000 unduplicated households.
3. Expand services and the quality and quantity of food items available to 250 households at five remote, underserved tribal communities within Humboldt County, which currently receive a very limited number of food items as part of the USDA/TEFAP Reach & Resiliency program.
4. Continue to support countywide monthly pantry and senior program food distributions with staffing and/or technical assistance to adhere to regulations for food distribution and food safety.
5. Continue to support countywide monthly pantry and senior program food distributions with nutrition education, recipes, and CalFresh/SNAP outreach and materials.
6. Track and report all food distribution and outreach activities.

OUTCOME:

We anticipate serving 55,000 households visiting our monthly countywide pantry and senior distributions, reaching 7,000 unduplicated households (representing 12,000 individual household members) experiencing food insecurity with fresh foods, proteins, and staple food items that would otherwise be drastically cut back or eliminated due to the sunsetting of pandemic-era food funding. This supplemental food specifically will amount to 86,725 meals of the total 130,000 meals distributed by these programs.

EVALUATION:

We will continue to track numbers of households and individuals served by our countywide pantry and senior sites, as required for USDA/TEFAP monthly reporting and Feeding America guidelines. With this data we will evaluate our success in providing the supplemental 86,725 meals within the total 130,000 meals distributed to 7,000 unduplicated households (representing 12,000 individual household members) over a 12-month period. Sourcing & Inventory Control staff will continue to track food ordering and usage for each program.

D) Timeline

Provide a timeline for implementing the project. The start date and end date should be the same dates on the cover page. Start date should be 3 months AFTER the submission deadline.

The project start date is: April 1, 2025

The project end date is: March 31, 2026

Include timeframes for specific activities, as appropriate.

All food ordering would begin with appropriate lead time for distribution of the food items at the start date of this project. Ordering of fresh food items would then continue at appropriate intervals to manage expiration dates and keep fresh foods in stock for distribution. Ongoing ordering of non-perishable food items would be determined by warehouse space to meet ongoing distribution needs.

E) Target Population

1. Who will this grant serve?

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

1. This grant will serve all households that visit our 19 countywide senior distribution sites and 26 countywide pantry sites, nine of which are newer members of our USDA/TEFAP

Pantry Network expanding our reach into remote, rural, and underserved communities. Five of these nine new sites are located in tribal communities.

2. Of the 7,000 unduplicated households participating in these programs (representing 12,000 unduplicated individual household members) this project's activities will serve:

2,011 children under 18

6,592 adults age 18-59

3,397 seniors age 60+

F) Community Partners

1. How does this program relate to other existing projects in the community?
2. Who are your key community partners? Provide a brief description of each key partner and their role(s) in this program.
3. How are you utilizing volunteers?

1. As the designated food bank for Humboldt County, Food for People serves as the hub that procures, stores, and distributes millions of pounds of food to program sites throughout our county each year, in addition to our own direct distribution. There are other organizations doing work to address food insecurity needs in Humboldt County, such as congregate feeding sites and nonprofits that provide a wide spectrum of services for the low-income community, and we are fortunate to partner with the majority of them to provide food for their own hunger relief efforts. Food for People has relationships with nearly 100 organizations across the county that help us provide, assemble, and/or deliver food for distribution.

2. Our key partners for the programs in this grant request include the organizations and groups that host our countywide pantries and senior food distribution sites. Pantries and senior sites are operated by, or in partnership with, a variety of community groups. The majority of our pantries are independently run by staff and/or volunteers associated with the site and include Family and Community Resource Centers (based in Blue Lake, Bridgeville, Loleta, McKinleyville, Petrolia, Rio Dell, and Willow Creek), local indigenous tribes in Hoopa, Weitchpec, Orleans, and Loleta (Hoopa Valley Tribe, Karuk Tribe, Yurok Tribe, Bear River Rancheria, Wiyot Tribe), volunteer fire departments (in Alderpoint and Myers Flat), schools (in Orick and Honeydew), Lion's Club, volunteer groups affiliated with a number of churches (in Garberville, Ferndale, Fortuna, and Loleta), and additional non-profit run pantries such as Arcata House Partnership (a transitional housing nonprofit in Arcata), and Humboldt Senior Resource Center (in Eureka).

Senior distributions are conducted in partnership with the Trinidad Library, several senior apartment facilities (in Fortuna, Arcata, Eureka, and Rio Dell), Family and Community Resource Centers (in Bridgeville, Willow Creek and Blue Lake), Humboldt Senior Resource Center's meal site location in Arcata, local indigenous tribes in Hoopa, Weitchpec, and Orleans (Hoopa Valley Tribe, Karuk Tribe, Yurok Tribe), Arcata Community Center, Gene Lucas Community Center, and volunteers and/or site hosts from several churches (in Eureka, McKinleyville, Rio Dell, and Garberville).

3. Food for People staff work alongside a monthly average of 300 volunteers in our programs and warehouse, doing everything from packing food bags, sorting foods, and stocking pantry shelves, to conducting intake interviews with the people we serve, assisting them with the pantry process, helping them load food into their vehicles, and making home deliveries for our Senior and Homebound programs. Volunteers contribute an average of 1,665 hours to our programs each month, and the time they generously donate is equivalent to having an additional 13 full-time staff. 86% of total volunteer hours are donated by community volunteers; 7% of total hours

are from partnering with our county's Work Experience program that places folks with us for job training; 6% of hours are from local university and community college interns and K-12 students; and just under 1% are Community Service placements. We deeply appreciate the time, skill, and heart everyone brings to the organization, working alongside everything we do.

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

Ninety percent of grant funds will be used to purchase fresh proteins, dairy products, and staple non-perishable protein foods as outlined in section V. Project Budget and Narrative. These foods will be offered on a rotating schedule to pantry and senior distribution sites based on each site's unique storage and distribution capacity. If prices fluctuate we will adjust quantities, sources, varieties, and/or distribution frequency of specific items accordingly. The remaining 10% will partially fund program coordination, food ordering and delivery to pantry and senior distribution sites.

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.

Food for People is committed to providing the best quality nutrition possible for the people we serve through all of our programs. Clients and program staff have shared how valuable it is to have fresh foods like cheese, eggs and milk, and high protein foods like peanut butter, for raising the nutritional value of our food offerings. The availability of these high quality and fresh staple foods also positively affects how clients feel about the experience of using a food pantry or receiving a senior food box. It adds to the dignity of the experience of using these services.

As funding tied to the pandemic for these types of foods is phased out, we are approaching a coalition of partners to help keep these food items available to our program participants. We will seek out new foundation and government funding partners interested in supporting a variety of outcomes like better child nutrition, senior health and independence, addressing food deserts and serving marginalized communities.

As we create this patchwork of funding, we are also active in advocating for legislative policies, at both the state and federal levels, to provide adequate funding for food for households experiencing food insecurity.

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

A) Governance

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

Food for People's Board of Directors consists of ten members representing diverse backgrounds and perspectives from our county and the communities we serve and have expertise in finance, public health, human resources, natural resource planning, higher education, diversity and equity organizing, and more. Board Members are responsible for governing and overseeing the food bank's operations. Their role includes setting goals; establishing major policies around personnel, finances, and programs; and participating in and approving strategic development. They are also responsible for recruiting new board members and appointing, evaluating, and setting the compensation of the Executive Director. The Board conducts its activities in accordance with California's Nonprofit Benefit Corporation Law and relevant regulations from funding agencies.

2. What committees exist within your board of directors?

The Board of Directors operates through several key committees, each focusing on specific areas to support the organization's goals and operations. Food for People's current committee structure includes the Executive Committee, consisting of the Board President, Vice President, Secretary, and Treasurer, which facilitates decision-making between meetings and in urgent situations and acts as a steering committee, reporting back to the full Board on its activities and decisions when necessary; the Board Governance Committee which manages Board member terms and recruitment to fill vacancies and conducts reviews and makes recommendations of updates to the organization's Bylaws and Personnel Policies; the Fundraising Committee which supports development staff in conducting fundraising campaigns, events, and sponsorship outreach; the Finance Committee which is responsible for setting fiscal policies and overseeing financial operations and ensuring the organization has the necessary resources to sustain its programs and services; the Advocacy, Communication, and Education (ACE) Committee which works closely with staff to advocate for local, state, and national issues impacting the health of those affected by food insecurity and hunger; and finally the Audit Committee, made up of the full Board, which oversees the financial integrity, risk management, and other internal controls of the organization.

3. How does the board of directors make decisions?

Each Director has one vote, and proxy voting is not allowed. Decisions are made by a simple majority vote of the Directors present, unless otherwise specified in the Bylaws or under California Nonprofit Benefit Corporation Law. Any action taken by a majority of Directors present at a convened meeting with a quorum is considered the official decision of the Board, unless the Articles of Incorporation, Bylaws, or specific provisions of the law require a higher vote threshold or different voting rules for certain matters.

B) Management

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

Our Executive Director joined Food for People in 2015 as the Development Director, managing the diverse development and capital projects that helped Food for People grow into the thriving organization it is today, before taking on the role of Executive Director. As the Executive Director she is responsible for the direction and general management of Food for People, which encompasses contract activities, the planning, development, and implementation of the organization's programs, services, and immediate and long-range funding plans. Her duties also include oversight of administrative functions; grant writing; personnel management; facilitation of organizational development; as well as outreach and public/community relations.

Our Director of Programs has been supervising, supporting, and working alongside our food bank programs for 17 years. She started with the organization in the CalFresh Outreach and Nutrition Education programs. She participates in grant and contract writing and reporting and processes all monthly and year-end program data, to monitor outcomes and trends.

Our Sourcing & Inventory Control Manager joined us in 2015 with a degree in Computer Information Systems (CIS) and is a Certified Networking Technician. She manages our food purchases, inventory flow, and data tracking based on the volume of purchases made for our various food distribution programs.

Our Pantry Network Coordinator joined us in 2022, with a degree in Sustainable Agriculture and Food Systems. She works with our network of countywide pantries to make sure they have the food, training, technical assistance, and resources they need to serve their communities.

Responsibilities include working with our warehouse team to coordinate the palletizing, delivery, and tracking of all food inventory destined for our pantries and ensuring that all sites are well versed in and adhering to USDA guidelines and regulations.

Our Operations Manager joined us in 2018 and is responsible for managing the receiving, storage, tracking, and trucking deliveries of food for our countywide programs.

Our Child and Senior Programs Coordinator joined us in 2021. She is responsible for administration of Food for People's Child (Backpacks for Kids; Kids Summer Food Program) and Senior (CSFP, Senior Brown Bag, and Homebound Delivery) programs. Her duties include direct service to senior program clients at site distributions, maintaining relationships with countywide partner distribution sites for the Child and Senior programs, and overseeing distribution logistics and tracking for our Child Nutrition and Senior/Homebound programs.

Our Mobile Produce Pantry (MPP) Specialist joined us in 2022 with extensive truck driving and personnel management experience. His duties include running Food for People's Mobile Produce Pantry distributions alongside our CalFresh Outreach and Nutrition Education team, providing nutritious food to countywide sites monthly. This program provides reliable monthly access to fresh fruits and vegetables, and outreach services, in the most rural, remote parts of the county. Three of the most remote sites, in tribal communities, are part of our Pantry Network and receive several USDA food items in addition to the fresh fruits and vegetables, because they lack access to a local food pantry (and in many cases a grocery store).

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

\$115,500

2024 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 per the invitation to apply. 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 or coordination)
- No Canned tuna line item; it will not be funded.

Food items must be specific and delineated (i.e. canned vegetables, soup, pasta, dried beans, rice, etc.). For each food item, indicate the cost per unit (pound, carton, case, etc.) and the quantity. See attached example.

Line Item Request	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From Gimbel	Line Item Total of Project
Eggs	15 dz/case, \$3.25/unit , 27,990 units	\$32,467.50		\$58,500	\$90,967.50
Milk	59 oz. 6 units/case, \$2/unit 27,990 units	\$44,460		\$11,520	\$55,980
Cheese	16 oz. 10 units/case, \$3.50/unit , 42,000 units		\$12,075	\$134,925	\$147,000
Peanut Butter	18 oz. 12 units/case, \$1.75/unit , 42,000 units	\$53,445		\$20,055	\$73,500
Program Coordination	10% allocation for program staffing			\$25,000	\$25,000
TOTALS:		\$130,372.50	\$12,075	\$250,000	\$392,447.50

Provide additional narrative for food line items (as needed) AND the line item Transportation OR Coordination.

2024 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
County of Humboldt - CalFresh Program	742,456
Reach & Resiliency - Federal	64,400
Cal Food - State of California	423,671
California Tax Benefit Fund	8,079
Community Credit Corporation	22,364
Commodity Supplemental Food Program (CSFP)	22,800
The Sandberg Goldberg Bernthal Charitable Support Fund	40,000
Bill & Juanita Thompson Fund for Community Benefit	30,763
Sisters of St. Joseph Healthcare Foundation	25,000

Pending

Name of Funder: Foundation, Corporation, Government, Individual donors, Other (specify)	Amount	Decision Date
County of Humboldt - CalFresh Program	247,486	Est June 2025
Emergency Food Assistance Program (EFAP) Federal	80,000	April 2025
Christine and Jalmer Berg Foundation	25,000	Dec 2024
The Albertsons Companies Foundation	25,000	Est June 2025
Other Individual, Corporate & Foundation Donors (amts under \$20,000)	1,430,398	Oct 2024-Sept 2025
Donated Commodities (In-Kind)	543,755	
Donated Food (In-Kind)	2,886,927	
Volunteer Labor (In-Kind)	304,902	
Advertising/Misc (In-Kind)	69,647	

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	1,296,361	37.71	Other	85,415	2.48
Fundraising/Special Events	Incl. in above	Incl. in above			
Corp/Foundation Grants	286,757	8.34			
Government Grants	1,768,884	51.47			

Notes: Amounts above do not include in-kind food, commodities or labor.
Total Revenue 3,437,417

S.L. Gimbel Foundation APPLICATION

VII. Financial Analysis

Agency Name: Food for People, Inc.

Most Current Fiscal Year (Dates): From 10-1-2022 To: 9-30-2023

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
6,723,328*	6,144,559*	161,694	417,075

* Includes in-kind food, commodities and labor

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%	91.39%	2.41%	6.20%

2) 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
169,779	161,694	8,085

If the differential is above (+) or below (-) **10%**, provide an explanation: 5%

Differential is due to transition of staff and brief unexpected temporary leave of absence for a team member.

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
3,215,098	274,276	169,593	20.57

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
224,392	1,795,596

Notes:

The prior year excess was due to the Capital Campaign for the rebuild of Food for People's main facility. Our building was completely demolished in 2020 due to a city sewer inundation. Our new building was completed in 2023, after a three-year capital campaign and construction period.

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)
#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 <u>only</u> 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		

SAMPLE Budget Comparison

	Actuals Most Recently Completed Year	Budget Projections Current Year	Variance
	20	20	
Income			
Individual Contributions	-	-	-
Corporate Contributions	-	-	-
Foundation Grants	-	-	-
Government Contributions	-	-	-
Other Earned Income	-	-	-
Other Unearned Income	-	-	-
Interest & Dividend Income	-	-	-
Total Income	-	-	-
Expenditures			
Personnel			
Salary CEO - Required	-	-	-
Staff Salary (total)	-	-	-
Payroll Taxes	-	-	-
Insurance - Workers' Comp	-	-	-
Insurance - Health	-	-	-
Payroll Services	-	-	-
Retirement	-	-	-
Total Personnel	-	-	-
General Program/Administrative			
Bank/Investment Fee	-	-	-
Publications	-	-	-
Conferences & Meetings	-	-	-
Mileage	-	-	-
Audit & Accounting	-	-	-
Program Consultants	-	-	-
Insurance Expense	-	-	-
Telephone Expense - Land Lines	-	-	-
DSL & Internet	-	-	-
Website	-	-	-
Office Supplies	-	-	-
Postage & Delivery	-	-	-
Printing & Copying	-	-	-
Miscellaneous	-	-	-
Total General Program/Administrative	-	-	-
Total Expenditures	-	-	-

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

- 90% of total request for the purchase of food items only. (Ex. Total request of \$1,000,000; 90% is \$900,000 for food)
- 10% of total request for transportation **OR** for coordination (Ex. Total request of \$1,000,000; 10% is \$100,000 for transportation)
- Canned tuna will not be funded.

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

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

Line Item Request	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From Gimbel	Line Item Total of Project
Eggs	15 dz/case, \$12/case , 4,000 cases			\$48,000	\$48,000
Fresh Milk	½ gallon 1%, \$2/unit , 196,000 units delivered			\$392,000	\$392,000
Cooking Oil	12 32 oz case, \$23/case , 4,000 cases			\$92,000	\$92,000
Frozen Chicken Breash	75 ind. wrapped breasts/case, \$115/case , 3,200 cases			\$368,000	\$368,000
Coordination	10% of \$1,000,000 total request			\$100,000	\$100,000
TOTALS:				\$1,000,000	\$1,000,000

Food for People Budget Comparison				
		Actuals- 10/01/2023 to 09/30/2024	Budget 10/01/2024 to 09/30/2025	Variance
Income	724 · Expense Reimbursements	10,415	1,750	(8,665)
	757 · Interest Earned	44,633	35,000	(9,633)
	758 · Investment Rollover	11,296	5,000	(6,296)
	930 · Vendor & Prior Year Refunds	943	2,500	1,557
	990 · Gain on Sale of Assets	10,000		
	763 · Shared Cost Fees	8,127	8,500	373
	Total Other Income	85,414	52,750	(32,664)
	701 · Federal Grants and Contracts	465,802	184,764	(281,038)
	702 · State Grants and Contracts	313,140	431,750	118,610
	703.1 · Private Grants	262,131	223,000	(39,131)
	703.2 · Private Awards	24,627	298,517	273,890
	703.3 · DHHS	989,942	989,942	0
	704 · Donations and Fundraising	1,289,589	1,122,134	(167,455)
	705 · Sponsorship	6,772	7,000	228
Total Revenue		3,437,417	3,309,857	(127,560)
Expense				
	Employee Benefits			
	812 · Health Insurance	203,542	227,520	23,978
	813 · Payroll Tax Expenses	93,540	106,968	13,428
	Retirement(IRA or SIMPLE)	11,184	40,248	29,064
	815 · Workers' Compensation	40,888	53,935	13,047
	Total Employee Benefits	349,154	428,671	79,517
	Executive Director Payroll	100,000	115,500	15,500
	Staff Payroll	1,101,097	1,236,891	135,794
	Total Employee Payroll	1,201,097	1,352,391	151,294
	Fundraising Expenses			
	879- Telephone	1,228	1,260	32
	881 · Advertising	7,319	9,000	1,681
	882 · Computer Expenses	3,122	3,920	798
	885 · Event Expenses	1,383	6,000	4,617
	886 · Mileage & Per Diem Expense	590	1,250	660
	887 · Miscellaneous Expense	679	100	(579)
	888 · Postage & Shipping	16,231	18,000	1,769
	889 · Printing & Copying	33,950	34,000	50
	890 · Training & Meetings	40	1,000	960
	891 · Office Supply Expense	689	500	(189)
	892 · Merchant Service Fees	13,270	14,000	730
	895· Dues & Fees	1,110	1,625	515
	Total Fundraising Expenses	79,611	90,655	11,044
	General Operating Expenses			
	800 · Accounting & Audit Fees	21,299	21,050	(249)
	802 · Alarm Expense	4,325	4,308	(17)
	803 · Bank Service Fees	1,927	2,000	73
	804 · Building M&R	20,326	16,325	(4,001)
	806 · Cleaning Supplies	1,918	2,500	582
	807 · Computer Expense	21,814	18,392	(3,422)

		Actuals- 10/01/2023 to 09/30/2024	Budget 10/01/2024 to 09/30/2025	Variance
	817 · Legal Expense	1,978	4,000	2,022
	820 · Volunteer Expenses	1,527	2,200	673
	825 · Rental warehouse	39,000	39,000	0
	831 · Equipment M&R	42,702	12,000	(30,702)
	835 · Fees & Dues	16,661	17,850	1,189
	838 · Food Expense	804,018	872,226	68,208
	840 · Food Handling Supplies	41,211	41,460	249
	841 · Food Transportation	57,573	76,455	18,882
	842 · Non-Food Expense	1,335	3,600	2,265
	849 · General Supplies	2,382	1,750	(632)
	859 · Mileage & Per Diem	10,040	11,500	1,460
	860 · Office Supplies	2,139	2,000	(139)
	861 · Postage & Shipping	1,328	1,405	77
	862 · Printing Expense	8,624	9,500	876
	864 · SubContracts	5,532	5,000	(532)
	865 · Telephone Expense	10,718	10,800	82
	866 · Staff Development	3,543	6,000	2,457
	867 · Strategic Planning	0	7,000	7,000
	870 · Program Expenses	28,131	71,000	42,869
	878 · Health & Safety	5,953	4,900	(1,053)
	898 · Staff Appreciation	1,724	5,400	3,676
	899 · Misc Expense	136	1,500	1,364
	Total General Operating Expenses	1,157,864	1,271,121	113,257
	Insurance			
	852 · Liability Insurance	11,357	11,150	(207)
	853 · Property Insurance	12,707	14,000	1,293
	854 · Vehicle Insurance	17,475	22,000	4,525
	Total Insurance	41,539	47,150	5,611
	Maintenance Expenses			
	856 · Cleaning Services	5,730	4,600	(1,130)
	857 · Choice Pantry M&R	2,706	3,000	294
	Total Maintenance Expenses	8,436	7,600	(836)
	Utilities			
	867 · Garbage	16,933	18,000	1,067
	868 · Gas & Electric Expense	24,836	32,400	7,564
	869 · Water & Sewer	5,881	6,920	1,039
	Total Utilities	47,650	57,320	9,670
	Vehicle Expense			
	872 · Vehicle Fuel	30,467	35,000	4,533
	873 · Vehicle M&R	20,772	15,000	(5,772)
	875 · Vehicle Registration	4,802	4,949	147
	Total Vehicle Expense	56,041	54,949	(1,092)
Total Expense Before Depreciation		2,941,392	3,309,857	368,465
	880 · Depreciation Expense	272,312	275,000	2,688
Total Expense		3,213,704	3,584,857	371,153
Change in Net Assets		223,713	-275,000	(498,713)

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	4,399,069	4,399,069		
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	232,349	58,688	60,319	113,342
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	954,171	834,536	25,487	94,148
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	222,614	191,426	10,535	20,653
10 Payroll taxes	96,299	72,804	7,085	16,410
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	24,659	16,200	8,459	0
12 Advertising and promotion	109,703	0	1,034	108,669
13 Office expenses	62,804	14,247	8,137	40,420
14 Information technology				
15 Royalties				
16 Occupancy	115,142	111,958	3,184	0
17 Travel	65,088	61,280	835	2,973
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	120,664	97,185	23,479	0
23 Insurance	26,970	22,010	4,960	0
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a FOOD HANDLING & TRANSPORTATION	78,672	78,672	0	0
b UTILITIES	100,402	83,537	5,300	11,565
c PROGRAM EXPENSES	50,387	50,313	74	0
d REPAIRS & MAINTENANCE	64,335	52,634	2,806	8,895
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	6,723,328	6,144,559	161,694	417,075
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720).				

Internal Revenue Service

Department of the Treasury

District
Director

10 MetroTech Center
625 Fulton St., Brooklyn, NY 11201

SEP 23 1998

Date:

Food for People, Inc.
307 West 14th Street
Eureka, CA 95501-2267

Person to Contact:
Patricia Holub
Contact Telephone Number:
(718) 488-2333
EIN: 94-2772549

Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of Food for People, Inc.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code remains in effect until the tax exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,

(Patricia Holub)

Patricia Holub
Manager, Customer
Service Unit

Name of Organization: Food for People, Inc.

Date of Exemption Letter: January 1982

Exemption granted pursuant to section 501(c)(3) of the Internal Revenue Code.

Foundation Classification (if applicable): Not a private foundation as you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.