

 Inland Empire Community Foundation where giving grows	2024 S.L. Gimbel Foundation Food Grant Application By Invitation Only	Internal Use Only: Grant : _____

Organization / Agency Information

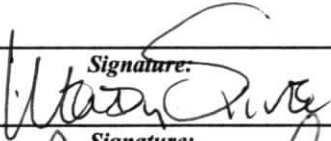
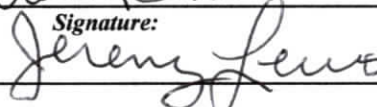
1) Organization/Agency Name: Urban Recipe		
2) Physical Address: 970 Jefferson St. NW, Suite 7		City/State/Zip Atlanta, GA 30318
3) Mailing Address: 970 Jefferson St. NW, Suite 7		City/State/Zip Atlanta, GA 30318
4) CEO or Director: Jeremy Lewis		Title: Executive Director
5) Phone: 404-688-0871	6) Fax: N/A	7) Email: jeremylewis@urbanrecipe.org
8) Contact Person: Manda Shankel		Title: Director of Development
9) Phone: 912-604-4287	10) Fax: N/A	11) Email: mandashankel@urbanrecipe.org
12) Web Site Address: www.urbanrecipe.org		13) Tax ID: 27-0000606

Program / Grant Information

Interest Area:

14) Program/Project Name: Urban Recipe Food Co-ops			15) Amount of Grant Requested: \$ 67,111
16) Total Organization Budget: \$2,560,701	17) Per 990, Percentage of Program Service Expenses (Column B / Column A x 100): 88%	18) Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 6.5%	19) Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 12%
20) Purpose of Grant Request (one sentence): Urban Recipe respectfully requests grant funds from the S.L. Gimbel Foundation in support of our Food Co-op program, which addresses food insecurity to under-resourced individuals and families through food cooperatives within metro Atlanta, providing members with consistent access to high-quality non-perishable and frozen foods, fresh produce and dairy, and household items every other week.			
21) Program Start Date (Month and Year): July, 2024		22) Program End Date (Month and Year): June, 2025	
23) Gimbel Grants Received: List Year(s) and Award Amount(s) We have not previously received funding from the Gimbel Foundation.			

Signatures

24) Board President / Chair: (Print name and Title) Wendy Silver, Board Chair	Signature: 	Date: 3/22/24
25) Executive Director/President: (Print name and Title) Jeremy Lewis, Executive Director	Signature: 	Date: 3/22/24

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) What are the history, mission and/or purpose of your organization?

Originally founded in 1991 as Georgia Avenue Community Ministry, an outgrowth of an inner-city church in the Grant Park neighborhood, and in partnership with the Atlanta Community Food Bank, the organization was incorporated in 2001 as a 501(c)(3) non-profit organization, dedicated to ensuring all people in need regardless of religion, race, nationality, and sexual orientation, had food security while simultaneously building community. We changed our name to Urban Recipe, Inc in 2016, keeping our 501(c)(3) status, and continuing in our efforts to end food insecurity in metro Atlanta.

Our organization is based on Asset Based Community Development (ABCD) principles - a strategy for sustainable community-driven development. The premise of the approach is that communities can drive the development process by identifying and mobilizing often under-acknowledged abilities. This approach enables communities to respond to and create economic opportunities.

Amidst the pandemic, in August 2020, Urban Recipe moved out of its original location at the Georgia Avenue Church into a large facility located at 970 Jefferson Street, the former home of the Atlanta Community Food Bank; allowing us more room with dedicated warehouse space and proper refrigeration and freezer space to be able to better deliver and expand upon our mission to partner with our members and supporters in creating food security, building community, and providing a platform for personal development while affirming dignity.

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

For 33 years, Urban Recipe has successfully operated food cooperative programming that increases food security for under-resourced individuals and families. There has been subsequent demand for food security over the decades, which necessitates the addition of food co-ops as an alternative pathway to food security. In response to that need, Urban Recipe has added co-ops and other programs as funding support allowed.

In April 2020, Urban Recipe strategically expanded its programming and launched a COVID-19 Response Mobile Pantry program to address racial disparities and the rise in food insecurity in our community. Together with partner organizations and the support of over 2,000 yearly volunteers, we have sustained our food packaging and distribution process. Through our Mobile Pantry program, we work with our community partners to provide them with perishable and non-perishable food boxes which they then distribute within their respective communities on the same day they receive them. Utilizing this model, we are able to respond quickly to increased pockets of need as they arise and at the same time provide an opportunity for people experiencing hunger to also learn about a food co-op and possibly join one if their need for food

becomes more sustained. And we partner with DoorDash's Project DASH to provide free emergency food boxes directly to those who have transportation or mobility barriers.

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

Urban Recipe has spent the last three years in a growth and learning phase. Successes include increasing monthly Food Co-op food distribution poundage by 10% across family size; the commitment to give co-op members fresh produce at least once monthly; distributing more frozen meats; the purchase of a new refrigerated truck; growing our board in size, skills, and diversity; revamping our evaluation process for co-op members; and the creation of a food preference survey for our members to ensure we are distributing culturally relevant food.

However, the largest accomplishment was the launch of our Cooperative Pathway Program (CPP) in January 2023. The CPP is two-phase Food Co-op model replication program. Phase One provides cooperative principles and facilitation training to partner community organizations. Phase Two involves the launch of the Food Co-op with partners facilitating, handling member recruitment, roster management, and distributions; with Urban Recipe providing ongoing mentorship, and supporting operations such as food ordering and delivery, and mandatory reporting to the Atlanta Community Food Bank, where the majority of distributed food is sourced. We have provided training to four organizations to date, with two subsequent Food Co-op launches - one at Haven Apartments, a mixed-income housing complex open to its residents and the second at Cathedral Towers, an affordable senior retirement housing complex, open to its residents and partnership with Intown Cares. Another Food Co-op will be open in April 2024 in advance of the start of the Gimbel grant period. This will be in partnership with Decatur United Methodist Church in DeKalb County, an area in high need, and open to the community at large.

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

According to our partner organization the Atlanta Community Food Bank's 2021 annual report, "an estimated 33% of all food-insecure children in [their] 29 county service areas [in Georgia] live in a household with an income that makes them ineligible for child nutrition programs." Most recently, Feeding America found that "[t]he South contains 45% of all U.S. counties but was home to an estimated 82% of counties with the highest rates of food insecurity" (Map the Meal Gap report, 2022).

Increases in the cost of food, gas, and household items have strained the budgets of many families in Atlanta. Over the past 12 months, the consumer price index increased 3.3% (after a 12% increase in the 12 months prior to that) in metro Atlanta. The surge in prices of everyday items continue to cause significant hardship for our most vulnerable communities. And because many households do not qualify for government sponsored food programs, they must turn to alternative sources to find food security.

However, while emergency food access, pantries and soup kitchens work to address short-term needs, they are often not adequate for addressing long-term needs of a community, specifically those who have been historically marginalized. According to a study of 222 adults who accessed

a food pantry and/or soup kitchen, "73% remained food insecure with the inability to purchase uncontaminated, nutritionally healthy food in sufficient amounts" (Tamara Y Mousa and Jeanne H Freeland-Graves, Food Security of Food Recipients of a Food Pantry and Soup Kitchen, published 2019).

Urban Recipe addresses this issue through its Food Co-ops, an alternative pathway to food security that uses food as a catalyst for mobilizing the inherent drive for community driven change. While Urban Recipe is able to provide the basic need for food through its partnerships and resources, sustainability is achieved by focusing on our members strengths and skills. By providing food through our cooperative model and asking people be a part of the process, barriers and burdens are removed, allowing members to recognize their own abilities and be more free and engage differently if they chose to with their families and community.

The Food Co-ops serve people across 64 diverse zip codes in metro Atlanta, serving vulnerable communities made up of majority Black/African-American or Hispanic/LatinX population. With a large immigrant and refugee community in metro Atlanta, the Food Co-ops are made up of approximately 30% of that population.

Through our own evaluations and observations, we know the power of our Food Co-ops. According to a recent evaluation that was deployed to our members between November 2022 and February 2023, 66% of members were referred to Urban Recipe by word of mouth, further enforcing the power of helping thy neighbor and community. In addition, 71% of our members reported adults in their household had enough food "most days" or "every day," the past 4 weeks, 82% felt they were part of something, 78% felt they could relate to others, and 79% felt that they had a sense of community.

B) Project Description

Describe your food distribution program.

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

Each of the 10 Food Co-ops come together 26 times a year, every other week at each partner location/our warehouse. Culturally relevant food is trucked in from the Urban Recipe warehouse, and members take an active part in sorting and distributing of non-perishable and frozen foods, fresh produce, and household items based on family size, with members receiving approximately 50% of their monthly household needs. Over the course of the year, approximately 65,000-68,000 pounds of food and household items will be distributed to families in each of the Food Co-ops. Each co-op operates with a democratically elected steering committee, collaborating closely with staff to address collective needs. Members are not charged fees, and general assembly meetings ensure inclusive representation. The impact lies in the consistency of programming and unwavering emphasis on community and dignity. Through fellowship, engagement, and leadership opportunities, co-op members forge meaningful relationships, provide mutual support, and play pivotal roles in achieving their own food security. In the first year, a Co-op may grow to 25 member families, with 50 member families in subsequent years.

In addition, when one of the Co-ops approaches the max capacity of families in regular attendance, the Co-op will provide an average of \$225,000-\$275,000 in meal value each year, saving a family of four approximately \$12,000-\$15,000 yearly. The food provided allows families to direct saved funds toward additional food, housing, medicine, healthcare, education, transportation, clothing, and extracurricular activities for children.

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

Urban Recipe only requires a statement of need for members to qualify and does not verify income. However, as a member, they must have reliable transportation/access to transportation, refrigeration as well as freezer space, some sort of stovetop/oven or ability to properly cook the food received, and go through an orientation and be an active participant in the Food Co-op. If they do not participate, they are asked to leave the Co-op to allow the slot to be opened up to another person in need.

In addition, we work with community partners and active members to recruit Co-op members - they may be neighbors, or participants in another program of our partner organizations. Partner organizations often host open houses and share the information about the program.

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

Each of the 10 Food Co-ops meet every other week, 26 times a year. This was the same as prior to COVID. The schedule for each Co-op is based on our partnerships and the needs of the community. For example, our school-based Food Co-ops typically take place after school so the cafeteria can be utilized and staff who are members can participate. Community-based Co-ops may meet in the morning or mid-afternoon.

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?

Through 10 Food Co-ops, we can serve up to 425 families during the grant period. Our average family size served is 3.6 compared to the state of Georgia average size of 2.7. Therefore, once our Food Co-ops are at their full capacity, we will serve approximately 1530 family members. Currently, our Food Co-ops consists of families with female heads of households with 59% of Co-op households having one or more children in the home. 16% of members are seniors (245 individuals), and 41% are children under the age of 18. This results in approximately 900 children being served.

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

Each of the 10 Food Co-ops have a facilitator that is employed by either Urban Recipe or our partner (partner facilitators have gone through our CPP training). The facilitator does an orientation for each new family and they fill out member forms. In order to provide the appropriate amount of food for their family, we ask for family size and the number of family members. In addition, we keep track of each family's attendance at each of our Food Co-op distributions utilizing data entry forms. One Urban Recipe staff member ensures that all facilitators are reporting in a timely manner and holds the master data forms. The data is aggregated and shared on a monthly basis with fellow staff members.

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 15,000 residents in need.**

ACTIVITIES:

- Purchase fresh produce and other food items not provided by existing local farm and USDA sources to support 15,000 food distribution participants monthly.
- Continue to promote monthly food distribution program through community partners across the county.
- 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: To provide our Food Co-op members with consistent, sustainable access to nutrient-rich and culturally diverse produce, bettering their diet.

OBJECTIVE: Distribute a total of 8-10 pounds of fresh produce (48,000 pounds annually) to 425 separate families (1500 family members) at least 12 times per year.

ACTIVITIES:

- Purchase fresh, high-quality produce not accessible through the Atlanta Community Food Bank from other vendors such as The Common Market, which works with 30 sustainable regional farms. This includes apples, kale, lettuce, sweet potatoes, tomatoes and bell peppers.
- Distribute produce at at least one distribution per month.
- Gather data and input into data management spreadsheets and forms.

OUTCOME: We expect to distribute a total of 8-10 pounds of fresh produce (48,000 pounds annually) to 425 separate families (~1500 family members) on a monthly basis, for a minimum of 12 times per year, giving them consistent access to a healthy, nutrient-dense food source. .

EVALUATION: Using an internally created tracking system, we will generate dashboards that shows the number of families and family members served. The reporting will contain the amount of pounds distributed so we can track if we have met our objective of providing the appropriate amount of produce to 425 families on a monthly basis.

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: July 1, 2024

The project end date is: June 30, 2025

Include timeframes for specific activities, as appropriate.

- Each Food Co-op will meet 26 times throughout the grant period on their designated date and time at their designated location.
- Program Manager Claire Gossett ensures food is ordered weekly in preparation for each Co-ops distributions.
- Data is collected at the end of each month, entered and distributed to fellow staff members for reporting purposes.
- In Fall 2024, a formal evaluation will be given to Food Co-op members.
- Receive feedback regarding food preferences in on ongoing manner.
- Host cooking demonstrations from partner agencies utilizing fresh produce that is distributed.

E) Target Population

1. Who will this grant serve?

This grant will serve the members of our Food Co-ops who are often from historically marginalized communities, unemployed or underemployed, those who don't qualify for food stamps and other government programs but are struggling, immigrants and refugees, and low-income individuals and families.

Specifically, Urban Recipes operates and supports three different types of Food Co-ops:

- School-based Food Co-ops: These Co-ops are open to student families as well as school staff and faculty.
- Community-based Food Co-ops: Co-ops are open to the community at large, often times seniors on fixed incomes, those who are unemployed or underemployed, or those in a time of transition and needing support.
- Targeted/Place-based Food Co-ops: Co-ops are operated in historically marginalized communities and/or directed toward specific demographics such as seniors living in a low-income retirement community.

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

This will serve approximately 1,530 people consistently throughout the year.

- 383 adults between 18 and 59
- 245 seniors
- 902 children 17 and under

F) Community Partners

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

Due to the cooperative nature of our work, Urban Recipe has a variety of partners that work together to find a solution to ending hunger and fighting food insecurity, while also building community. Every new co-op is built on collaboration and collaborative ventures between co-op members, host sites, donors, staff, and other community partners.

Through our Food Co-op program, we partner with others in the food security landscape and/or other community-based issues; and connect our food co-op members with their fellow community members, creating, in sociological terms, bonding and bridging capital. Our Food Co-op model provides its members time together on a regular basis, centered around food. This allows them to form lasting relationships and friendships, permitting them to build social capital and make real changes in their lives, and ultimately upward mobility. In addition, through our partnership with the Atlanta Community Food Bank (ACFB), we have access to a network of over 700 organizations that currently operate emergency/mobile pantries. With the help of ACFB we will identify potential network partners that are looking to transition to, or add food cooperative programming to go through our Cooperative Pathway Program, a food co-op replication program that we recently developed. Our programming is a magnifier of the investment that's already been made into the Feeding America Network and the ACFB - we are the final step in eradicating hunger by involving communities in their own solution of finding food security.

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

Much of our sourced food is through in-kind food donations from the Atlanta Community Food Bank (ACFB), whose mission is to fight hunger by engaging, educating and empowering our community. The ACFB has been a partner of ours from the outset and our partnership continues to this day, allowing us to receive all of the food that we source from them as an in-kind donation. In return, we pay a shared maintenance fee to the ACFB, yielding us hundreds of thousands of pounds of food for distribution for pennies on the dollar. This food consists primarily of non-perishable and frozen foods, as well as household items. However, we are committed to providing our co-op members and program participants nutrient-rich produce when budget allows, and therefore purchase fresh food from The Common Market, an organization which sources its food from 30 sustainable farms and producers located throughout the Southeast. This in turn helps to promote farm viability, and community and ecological health. Through a non-profit partnership, we are able to purchase the food at wholesale prices, oftentimes at an additional discounted rate. From time to time, we partner with other organizations such as Second Helpings and Food Well Alliance (also building partners!) to receive additional in-kind food donations where the food would otherwise be discarded.

In addition, to two community-based Food Co-ops that we manage and operate who meet in our warehouse space, we partner with six organizations to operate an additional eight Food Co-ops, three of which are facilitated by our partners through our Cooperative Pathway Program (our food co-op replication and implementation program). The organizations are:

- Focused Community Strategies (FCS): FCS has multiple programs which focus on community development. With their partnership, we operate a historically marginalized, zip-code specific Food Co-op at their facilities, as well as one at Haven Apartments, a mixed-income housing facility.
- Saint Anne's Episcopal Church: In partnership, we facilitate a community-based Food Co-op that meets in their fellowship hall.
- Intown Cares: An organization directed at providing services to the unhoused, and those who are food insecure, in partnership, they facilitate a Food Co-op at Cathedral Towers every other Thursday afternoon for low-income seniors who live at the facility.
- Purpose Built Schools Atlanta: In partnership, we facilitate and operate a school-based Co-op that meets every other Thursday at T.H. Slater Elementary School.
- International Community School: We facilitate and operate a school-based Food Co-op that meets every other Wednesday afternoon in the cafeteria.
- Lake Forest Elementary: We facilitate and operate a school-based Food Co-op that meets every other Friday morning in the cafeteria.
- Decatur United Methodist Church: In partnership, DUMC facilitates a community-based Food Co-op that meets in their fellowship hall every other Thursday afternoon.

3. How are you utilizing volunteers?

Urban Recipe does not utilize volunteers for our Food Co-op program as all of the food sorting, distribution and other activities are accomplished by Co-op members themselves, which is one of the unique characteristics of our programming. We do, however, utilize over 2,000 yearly volunteers to pack boxes of food for our Mobile Pantry program.

G) Use of Grant Funds

How will you use the grant funds? This answer should align with the specific activities previously outlined in C) Project Goal, Objectives, Activities and Expected Outcomes

The grant funds will be used to purchase fresh, high-quality produce not accessible through the Atlanta Community Food Bank from other vendors such as The Common Market, which works with 30 sustainable regional farms. This includes apples, kale, lettuce, sweet potatoes, tomatoes and bell peppers.

In addition, the produce will be transported to our various partner location sites for Food Co-op members to sort and distribute, making sure that each family receives an equal amount.

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.

Urban Recipe's general and programmatic support comes from a diverse group of individuals, corporations, faith-based organizations, and foundations. In addition to a core group of 50 recurring monthly donors (\$70,000 annually), we have secured funding from the Zeist Foundation, CorGiving, the Ray M. and Mary Elizabeth Lee Foundation and are a 2024 Chick-fil-A True Inspiration Award Grant Recipient. We have several pending requests which include Peachtree Church and the Merancas Foundation, both of which have funded us for several years. In addition, we will seek out several renewed gifts from foundations and corporate donors such as the Harland Charitable Fund, the Waterfall Foundation, the Imlay Foundation, and the Camp-Younts Foundation, and seek secondary gifts from CoreGiving and Chick-fil-A. To fully fund our general operating expenses, we plan to seek out both new grant and sponsorship opportunities, host a fundraising event in late Spring, conduct a summer and end of year campaign soliciting individual donors, and work with our corporate and faith-based organizational donors to ensure continued support. Lastly, through our partnership with the Atlanta Community Food Bank, we will continue to receive food donated to us in-kind, totaling approximately \$1 million dollars.

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.

Urban Recipe has an engaged Board of Trustees that contribute their time, talents and finances in support of the organization. The Board of Trustees are the fiduciaries who oversee and ensure the financial health of the organization, and annually 100% of the Trustees make a financial contribution to Urban Recipe. In addition, all Trustees were active contributors to the development of Urban Recipe's 2022-2024 Strategic Plan. Currently, our board is made up of 10 individuals, led by Wendy Silver, a retired development professional. Demographically, the board consists of 4 females and 6 males. 40% of the board identify as Black/African-American and 60% identify as Caucasian with a wide range of ages represented.

All of our Board members are current or retired working professionals representing many different fields such as finance, marketing, executive management, healthcare, law or nonprofit management. Our Board meets quarterly, often in person, as well as participates in an annual retreat. Board and staff leadership work together to identify needs and skills gaps, and recruit as needed.

2. What committees exist within your board of directors?

Urban Recipe's board has four committees: Executive, Finance, Human Resources and Marketing/Communications. The communications committee supports the organization's overall branding campaign, donor engagement efforts, events, and annual giving campaign.

3. How does the board of directors make decisions?

Urban Recipe's board of trustees meets quarterly throughout the year and each committee meets on a regular cadence. Typically, matters are discussed first in committee meetings and then if a vote is needed, a recommendation is made to the board. After robust discussion, clarification and/or questions, the board will come to a vote.

B) Management

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

Jeremy Lewis, Executive Director, joined Urban Recipe in 2016, after serving as a volunteer and consultant for over a decade. Lewis is responsible for all administrative and programmatic activities. With an extensive background in community development, he has worked with marginalized communities for over 20 years, specifically those living in extreme poverty and/or refugee and immigrant populations. A long-time resident of metro Atlanta, he has witnessed the city's immense growth and the resulting disparities among communities. He believes in building relationships around the unique gifts and talents within communities, using food as a means of connection and bridge-building. With a BA in Finance from the University of Georgia, and having worked in the sector, Lewis leads in a fiscally responsible way. Lewis also has a MDiv from Emory University's Candler School of Theology and attended the University of Missouri's Community Development Academy.

Jamillah Gilmore recently joined the Urban Recipe team as Program Director having already spent several years of her career in the food security sector managing a seasonal county-operated farmer's market. Prior to that she was a program director for 4-H. She has Created and executed impactful interdisciplinary programs addressing crucial issues such as STEM, environmental responsibility, sustainability, career preparation, life skills, leadership, healthy living, and civic engagement, delivered through a strategic blend of community-based and school-based initiatives, making her equipped to lead our Cooperative Pathway Program. Ms. Gilmore holds a Master of Education from Mercer University and a Bachelor of Science from Georgia Southern University.

Claire Gossett, Program Manager, is responsible for food ordering and procurement. She works with fellow Co-op facilitators to understand what and how much food is needed for each Co-op keeping in mind cultural relevance and preferences. Along with her co-op portfolio and operations management, Ms. Gossett serves as the organization's data visualization specialist who ensures our impact and growth can be accessible and clearly understood. Claire has a B.S. in Environmental Engineering from Clemson University.

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

Urban Recipe's Executive Director's salary is \$162,334 which includes benefits.

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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 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
Program Staff Wages and Benefits	Direct programmatic staff and benefits (health care, life insurance, disability)	\$0	\$184,237	\$0	\$184,237
ACFB Shared Maintenance Fees	Fee paid to ACFB based on food ordered to help cover maintenance costs	\$0	\$46,200	\$0	\$46,200
Green Bell Peppers	20 lbs/case, \$53/case, 202 cases	\$0	\$0	\$10,706	\$10,706
Tomatoes, Cherry	12 pints/case, \$27/case, 425 cases	\$0	\$0	\$11,475	\$11,475
Lettuce, Bibb	12 heads/case, \$23.90/case, 425 cases	\$0	\$0	\$10,157	\$10,157
Apples, Crimson	~110/case, \$41/case, 278 cases	\$0	\$0	\$11,398	\$11,398
Kale, curly	~24 bunches/case, \$31/case, 211 cases	\$0	\$0	\$6541	\$6,541
Sweet Potatoes	40 lbs/case, \$26.50/case, 382 cases	\$0	\$0	\$10,123	\$10,123
Travel	Reimbursement for travel of employees for off-site meetings	\$0	\$80	\$0	\$80
In-kind food	Assortment of food based on availability including frozen meats and entrees, non-perishable canned and boxed	\$0	\$997,510	\$0	\$997,510

	items, produce, dairy, and household items from the Atlanta Community Food Bank: Over 150 different types of items weighing 519,536 total pounds valued at \$1.92/pound.				
Office Supplies and Expenses	Paper, ink, other office supplies	\$0	\$2,996	\$0	\$2,996
Events and marketing	Complimentary tickets to Co-op members to Urban Recipe events, free shirts and other branded items; printed materials for distribution	\$0	\$5,000	\$0	\$5,000
Insurance	Rental and truck insurance	\$0	\$4330	\$0	\$4330
Employee Expenses	Professional development, new hire screenings	\$0	\$7920	\$0	\$7920
Contract Labor	Contracted transportation	\$0	\$11,055	\$0	\$11,055
Supplies	Bins for food sorting, box cutters, pallet wrap, thermo blankets, etc.	\$0	\$4,000	\$0	\$4,000
Transportation	Trucking food to partner locations/Food Co-op sites	\$0	\$25,289	\$6,711	\$32,000
Equipment Maintenance	Truck maintenance, regular maintenance on pallet jacks, etc	\$0	\$9,900	\$0	\$9,900
Technology	Webpage maintenance, phone, internet, etc	\$0	\$10,032	\$0	\$10,032
Rent	Warehouse and office space rental and utilities	\$0	\$42,899	\$0	\$42,899
TOTALS:		\$0	\$1,351,448	\$67,111	\$1,418,559

Provide a narrative for the line item Transportation OR Coordination.

Eight of our ten Food Co-ops meet off site at partner locations. Urban Recipe trucks the food from our warehouse space to each partner location 26 times a year to drop off the food for Co-op members to sort and distribute. In addition, we sometimes pick up food from the Atlanta Community Food Bank and other vendors to bring back to our warehouse space.

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
Zeist Foundation (Foundation)	\$100,000
Chick-fil-A True Inspiration Award Recipient	\$125,000
The Ray M. and Mary Elizabeth Lee Foundation	\$15,000
Board Giving	\$3,500
Individual Giving	\$30,500
Event Ticket sales and sponsorships	\$21,035
In-kind food from the Atlanta Community Food Bank	\$1,511,379
DoorDash	\$1,500
CoreGiving	\$34,412

Pending

Name of Funder: Foundation, Corporation, Government, Individual donors, Other (specify)	Amount	Decision Date
Peachtree Church	\$25,000	3/31/2024
Merancas Foundation	\$35,000	4/15/2024
United Way/EFSP	\$26,000	4/30/2024
TEGNA	\$5,000	4/30/2024
Price Gilbert Jr. Charitable Fund	\$7,500	5/31/2024
Recurring Individual/Board Donors	\$50,400	Ongoing

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	\$220,857	10%	Board Contributions	\$25,961	1%

Fundraising/Special Events	\$12,609	1%	Fees for Service	\$247,593	11%
Corp/Foundation Grants	\$324,845	15%	In-kind Food	\$1,314,033	60%
Faith-Based Gifts	\$32,762	2%	Interest & Other	\$3,342	less than 1%

Notes:

S.L. Gimbel Foundation APPLICATION

VII. Financial Analysis

Agency Name: Urban Recipe

Most Current Fiscal Year (Dates): From: 01/01/2024 To: 12/31/2024

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
\$1,594,931	\$1,402,891	\$103,614	\$88,426

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%	88%	6%	6%

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
9%	6%	3%

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
\$824,586	\$11,250	\$277,662	3

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end (12/31/2023)	Excess or (Deficit) Prior fiscal year end (12/31/2022)
(\$101,761)	\$36,148

Notes: In 2023, Urban Recipe's fundraising revenues fell short of budgeted goals, specifically from foundations and faith-based organizations. A couple of foundations that were anticipated to renew their giving declined and/or gave lower than the requested amount. In addition, a major donor gave significantly less than the previous year due to outside circumstances. In addition, Urban Recipe embarked on an organizational rebranding and new website build with the project starting in late 2023, incurring a greater than usual marketing expense.

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		

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	-	-	-
Revenue Less Expense	-	-	-

**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>Eggs</i>	15 dz/case, \$12/case , 400 cases	\$ 4,800
<i>Fresh Milk</i>	½ gallon 1%, \$2/unit , 19,600 units delivered	\$39,200
<i>Oil</i>	12 32 oz case, \$23/case , 400 cases	\$ 9,200
<i>Frozen Chicken Breast</i>	75 ind. wrapped breasts/case, \$115/case , 320 cases	\$36,800
<i>Coordination</i>	10% of \$100,000 total request	\$10,000
TOTAL:		\$100,000

Urban Recipe, Inc.
FY24 Budget

	Unaudited Year Ended 12/31/2023	FY 2024 Budget	Variance
Revenues			
Fundraising			
Donations			
Board Members	\$25,961	\$25,000	-3.70%
Individuals	\$220,857	\$215,000	-2.65%
Faith Based	\$32,762	\$46,000	40.41%
Corporate	\$102,842	\$89,000	-13.46%
Foundations	\$192,002	\$217,000	13.02%
Total Donations	\$574,425	\$592,000	3.06%
Events/Legacy Fund	\$12,609	\$22,000	74.48%
Total Fundraising	\$587,034	\$614,000	4.59%
Fees for Services	\$247,594	\$220,051	-11.12%
Training Fees	\$500	\$1,500	200.00%
InKind Food Donations	\$1,314,033	\$1,511,379	15.02%
Interest Income	\$2,777	\$2,500	-9.97%
Miscellaneous	\$65	\$0	N/A
Total Revenues before Restricted Release	\$2,152,002	\$2,349,430	9.17%
Release from Restriction	\$30,000	\$230,000	666.67%
Total Revenues after Restricted Release	\$2,182,002	\$2,579,430	18.21%
Operating Expenses			
Direct Program Expenses			
Program Staff Wages and Benefits	\$271,149	\$279,147	2.95%
Contract Labor	\$8,200	\$16,750	104.27%
ACFB Shared Maintenance Fees	\$46,542	\$70,000	50.40%
In-Kind Food Received	\$1,311,949	\$1,511,379	15.20%
Fresh Food Fund	\$85,358	\$60,400	-29.24%
Supplies	\$18,111	\$21,000	15.95%
Transportation	\$33,043	\$42,000	27.11%
Training	\$754	\$2,000	165.14%
Equipment	\$12,484	\$15,000	20.15%
Other Expenses	\$0	\$0	N/A
Depreciation	\$14,169	\$14,169	0.00%
Administrative Overhead Allocation	\$120,836	\$143,378	18.66%
Total Direct Program Expenses	\$1,922,597	\$2,175,223	13.14%
	84.19%	84.95%	
Indirect Operating Expenses/Overhead			
Executive Director Salary and Benefits	\$150,385	\$162,334	7.95%
Administrative/Fundraising Staff Wages and Benefits	\$139,898	\$131,124	-6.27%
Legal Expenses	\$125	\$250	100.00%
Accounting/Bookkeeping Fees	\$27,894	\$30,000	7.55%
Audit & Tax Fees	\$7,100	\$7,500	5.63%
Technology	\$15,728	\$19,000	20.80%
Bank/Credit Card Fees	\$3,660	\$4,000	9.29%
Events	\$18,583	\$20,500	10.31%
Marketing	\$19,312	\$29,500	52.75%
Fundraising	\$1,541	\$11,425	641.59%
Rent	\$67,276	\$81,248	20.77%
Equipment	\$0	\$2,500	N/A
Office Supplies & Expenses	\$7,720	\$5,675	-26.49%
Insurance	\$5,458	\$8,200	50.24%
Travel	\$13	\$100	649.06%
Employee Expenses	\$16,955	\$15,000	-11.53%
Board Expenses	\$326	\$500	53.20%
Other Expenses	\$27	\$0	N/A
Administrative Overhead Allocation	(\$120,836)	(\$143,378)	18.66%
Total Indirect Operating Expenses/Overhead	\$361,165	\$385,478	6.73%
	15.81%	15.05%	
Indirect Operating Expenses/Overhead % of Total Operating Expenses			
Total Operating Expenses	\$2,283,762	\$2,560,701	12.13%
Net Operating Income (Loss)	(\$101,759)	\$18,729	N/A
Other Income/(Expense)	(\$1)	\$0	N/A
Net Income (Loss)	(\$101,761)	\$18,729	N/A

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 ☐

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.				
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	857,017	857,017		
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	114,183	86,208	11,418	16,557
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	263,985	199,309	26,398	38,278
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) . .				
9 Other employee benefits	22,617	17,075	2,263	3,279
10 Payroll taxes	29,232	22,070	2,923	4,239
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	36,941		36,941	
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.) . .	9,269	2,750		6,519
12 Advertising and promotion	12,772	10,218		2,554
13 Office expenses	38,975	15,590	15,590	7,795
14 Information technology				
15 Royalties				
16 Occupancy	73,322	58,658	7,332	7,332
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	1,729	605		1,124
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	14,116	14,116		
23 Insurance	7,487	5,989	749	749
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 CO OP PROGRAM SVCS	75,600	75,600		
b VEHICLE AND EQUIP MAINT	37,686	37,686		
c _____				
d _____				
e All other expenses _____				
25 Total functional expenses. Add lines 1 through 24e. .	1,594,931	1,402,891	103,614	88,426
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
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

MAY 10 2006

GEORGIA AVENUE COMMUNITY MINISTRY
645 GRANT ST SE
ATLANTA, GA 30312-3146

Employer Identification Number:

27-0000606

DLN:

17053091760056

Contact Person:

DEL TRIMBLE

ID# 31309

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated July 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

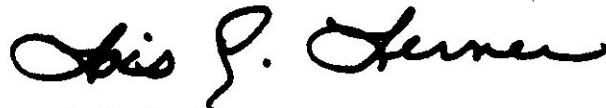
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

CERTIFICATE OF AMENDMENT

NAME CHANGE

I, Brian P. Kemp, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

GEORGIA AVENUE COMMUNITY MINISTRY, INC.

a Domestic Nonprofit Corporation

has filed articles/certificate of amendment in the Office of the Secretary of State on 05/10/2016 changing its name to

URBAN RECIPE, INC.

and has paid the required fees as provided by Title 14 of the Official Code of Georgia Annotated. Attached hereto is a true and correct copy of said articles/ certificate of amendment.

WITNESS my hand and official seal in the City of Atlanta
and the State of Georgia on 06/08/2016



Brian P. Kemp
Secretary of State



Brian P. Kemp
Secretary of State

OFFICE OF SECRETARY OF STATE
CORPORATIONS DIVISION
2 Martin Luther King Jr. Dr.
Suite 313 West Tower
Atlanta, Georgia 30334
(404) 656-2817
sos.georgia.gov/corporations

DISPATCHED 01:01

Articles of Amendment of Articles of Incorporation

Article One

The name of the nonprofit corporation ("corporation") is:

Georgia Avenue Community Ministry, Inc.

Article Two

The corporation hereby adopts the following amendment to change the name of the corporation. The new name of the corporation is:

Urban Recipe, Inc.

Article Three

The amendment was duly adopted by the following method (choose one statement only):

- ☐ The amendment was adopted by the incorporators pursuant to O.C.G.A. § 14-3-1002.
☐ The amendment was adopted by a sufficient vote of the members of the Corporation.
☒ The amendment was adopted by the board of directors (choose one additional box below)
☐ with member approval.
☒ without member approval as member approval was not required.

Article Four

The date of the adoption of the amendment was: May 6, 2016

Article Five

The undersigned does hereby certify that a request for publication of a notice of the filing of articles of amendment to change the corporation's name along with the publication fee of \$40.00 has been forwarded to the legal organ of the county of the registered office as required by O.C.G.A. §14-3-1005.1.

Article Six

(Check, and if applicable complete, one of the following)

- ☒ The articles of amendment shall be effective upon the filing with the Secretary of State.
☐ The articles of amendment shall be effective on: _____ at _____
(Date) (Time)

IN WITNESS WHEREOF, the undersigned has executed these Articles of Amendment on

May 6, 2016

(Date)

Signature

Chad Hale

Print Name

Capacity (choose one option only): ☐ Chairperson ☒ Officer ☐ Court-Appointed Fiduciary ☐ Attorney In Fact

Email Address: BEVERLY.LOWERY@DLAPIPER.COM

Form CD 110
(Rev. 4/2015)