



**2023 S.L. Gimbel Foundation
Food Grant Application
Maximum Request: \$1million**

Internal Use Only:
Grant :

Organization / Agency Information

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

Program / Grant Information

Interest Area:

14) Program/Project Name: Nourishing Our Neighbors in Need			15) Amount of Grant Requested: \$250,000
16) Total Organization Budget: \$3,689,370	17) Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 85.84%	18) Per 990, Percentage of Management & General Expenses Only (Column C/ Column A x 100): 9.02%	19) Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 14.15%
20) Purpose of Grant Request (one sentence): This grant would help WSCP increase its capacity to serve healthier foods to even more people, and ultimately realize our vision of a community without hunger.			
21) Program Start Date (Month and Year): 7/1/2023		22) Program End Date (Month and Year): 6/30/2024	
23) Gimbel Grants Received: List Year(s) and Award Amount(s) 9/30/2022 - \$100,000 1/13/2020 - \$15,000 1/18/2019 - \$15,000			

Signatures

24) Board President / Chair: (Print name and Title) Mary Hutchinson, Board Chair	Signature: 	Date: 10/9/23
25) Executive Director/President: (Print name and Title) Sue Armato, CEO	Signature: 	Date: 10/11/2023

2023 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.

WSCP has been rooted in our community since 1992 and is proud to serve our neighbors in DuPage and Will Counties in Illinois by providing healthy food and supplemental services to those in need. Our mission is to offer food for the hungry and resources to empower people to improve their quality of life. Our vision is a community without hunger.

Now an integral part of assistance programs in Chicago's western suburbs, we were once just a small group of people worried about our neighbors. In the 1970s, before officially becoming a food pantry, members of St. Scholastica Church in Woodridge realized some people in their congregation could not afford food. The group began to store food in a closet at the church so these families could pick up what they needed. But soon it became clear that food insecurity went far beyond their church. And as they served more people, word spread that it was a place to go for help. As demand grew, the food pantry did too. In 1992, the West Suburban Community Pantry (WSCP) was formally incorporated into a 503(c)(3).

At the Pantry, we served more than 9,200 people each month in FY2023 through our core food distribution services. The Pantry is open for people to come to shop the pantry aisles at a variety of hours to ensure people with different schedules are able to receive food (Tuesdays from 8:00 AM – 1:00 PM by appointment and 1:00 – 2:30 PM, Thursdays from 9:30 AM -1:30 PM and 5:00 PM – 7:30 PM and Saturdays from 8:00-1:00 PM). Eligible families and individuals can shop in-person twice per month AND order from the Virtual Food Pantry twice per month OR they can order from the Virtual Food Pantry four times per month. Each time they receive a full food order, which is typically 100 pounds of food.

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

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

Formally incorporated in 1992, WSCP has ensured families and individuals receive the nutrition they need to lead full lives for 31 years.

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

Meeting a Tremendous Demand

Over the last year, WSCP saw a tremendous increase in the number of people seeking our services. This has been a trend since 2020, but FY23 saw the largest jump by far, from 68,000 individuals in FY22 to 110,500 in FY23. That is a nearly 60% increase. One of our major accomplishments this last year has been ensuring that everyone who came to us for assistance received groceries and additional services. This meant adjusting budgets so we could use reserve funds to purchase more food to distribute, finding additional food rescue partners to increase available food, expanding Virtual Food Pantry deliveries and pickup locations, and working closely with other service organizations in our area. We are proud of the work we have done this year to leverage every available resource to help our community.

Increasing Supplemental Services: Thrive Beyond Food

To continue to support people as they try to build a path to stability, WSCP is expanding our support services initiatives. When customers visit our food pantry due to a lack of food, it is because of challenges caused by limited economic and social resources. WSCP conducted a survey to learn about the most prevalent issues facing our customers. In part, using information from this survey, we are updating and enhancing our case management services through a new initiative called Thrive Beyond Food. Through this effort, WSCP evaluates the needs of our customers through a new needs assessment survey conducted when they come to the food pantry for food. Based on their level of need, customers are placed into one of three categories which range from someone who may just need information about a resource to someone who may need ongoing personal assistance. If someone is identified as needing one-on-one assistance, WSCP's Director of Support Services works with them to identify the areas of support needed and their goals and then creates a plan to help them achieve those goals. Significantly, if someone is identified as needing mental health services, WSCP now provides those services on-site by WSCP's licensed counselor.

Meeting People Where They Are: Providing Equal Access to Nutritious Food

WSCP is collaborating with other human services organizations to provide underserved populations with everything they need at the moment they seek assistance by removing challenges, such as traveling from one service to another. For example, we are collaborating with organizations like Catholic Charities so that when someone comes to them seeking help that includes nutrition, staff can assist them in completing an order through the WSCP Virtual Food Pantry on an iPad provided by WSCP. People can then pick up that food at Catholic Charities. As part of this initiative, we are partnering with DoorDash to provide small orders of groceries to refrigerated lockers at locations throughout DuPage County. Normally we distribute multiple orders to the same location with our truck; DoorDash provides greater flexibility for WSCP in the amount of food we can deliver at one time and locations where we can deliver food.

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.

As noted above, WSCP saw a large increase in the number of people seeking our services this year, from 68,000 individuals in FY22 to 110,500 in FY23 – more than 40,000 more people expected.

A report released in September 2023 by the U.S. Census Bureau data found that the Supplemental Poverty Measure (SPM) rate in 2022 was 12.4%, an increase of 4.6 percentage points from 2021. This is the first increase in the overall SPM poverty rate since 2010. Reasons for this increase include high inflation, changing tax policies, and expiring pandemic-era federal aid programs. All things that we are experiencing in our own community. Additionally, the child poverty rate has more than doubled from a historic low of 5.2% in 2021 to 12.4% in 2022. In DuPage County, the poverty rate is 6.9% and in Will County, the poverty rate is 7.9%. What's more, other services like LIHEAP are seeing cuts to their budgets, meaning fewer households will get money this year for basic needs light heating, and electricity, even while those utilities are experiencing significant rate increases.

We also know that rates of food insecurity are significantly higher for certain populations; historically, Black and Hispanic households are more likely to be impacted by food insecurity than white households. Barriers to food access are particularly high for the Hispanic community, as there are often language barriers, and may fear that sharing information with the Pantry could mean consequences for them or someone they know. WSCP customers are racially diverse: In FY23, 37.7% Hispanic/Latino; 28.8% white; 13.2% African American; 6.6% Asian; 7.9% Mixed Race/Other; 0.3% American Indian/Alaskan Native; and 5.5% not identified.

WSCP supports vulnerable populations. In FY23, 62% of WSCP customers were extremely low-income (0-30% MFI), 17% were very low-income (31-50% MFI) and 3% were low income (51-80% MFI). WSCP serves residents of DuPage and Will Counties. In FY23, 69.79% of people served were from DuPage County, 21.96% of people served were from Will County and 8.25% of people served were from other counties.

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

B) Project Description

Describe your food distribution program.

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

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

Feeding People at the Pantry

- **Core Food Distribution:** We serve more than 9,200 people each month through our core food distribution services. The Pantry is open for people to come shop our pantry aisles at a variety of hours to ensure people with different schedules are able to receive food. Eligible families and individuals can visit twice a month and order through the Virtual Food Pantry twice a month for a total of four orders a month.

Feeding People in the Community

- **Virtual Food Pantry:** Through the Virtual Food Pantry, customers can order food items online in the privacy of their home or workplace and then pick up their order at the food pantry or a designated location in the community.

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

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

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

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

At the Pantry, we served more than 9,200 people each month in FY2023 through our core food distribution services. The Pantry is open for people to come to shop the pantry aisles at a variety of hours to ensure people with different schedules are able to receive food (Tuesdays from 8:00 AM – 1:00 PM by appointment and 1:00-2:30 PM, Thursdays from 9:30 AM -1:30 PM and 5:00 – 7:30 PM and Saturdays from 8:00-1:00 PM). Eligible families and individuals can shop in-person twice per month AND order from the Virtual Food Pantry twice per month OR they can order from the Virtual Food Pantry four times per month. Each time customers receive a full food order, which is typically 100 pounds of food.

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

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

4. How many people will be served by the food distribution program (children, youth, adults, seniors) that is being considered for the Gimbel Foundation request and the total program?

In FY23, WSCP distributed more than 2.4 million meals (or 2.9 million pounds of food) to 110,500 individuals, including 59,000 Adults (53%), 38,000 children (35%), and 11,000 seniors (10%). That is more than 9,200 people each month.

This coming year, WSCP plans to distribute at least 2.4 million meals (or 2.9 million pounds of food) to 110,00 food insecure individuals. We will provide an average of 9,000 people per month with the opportunity to choose from a variety of fresh and/or healthy food categories including milk, eggs and cheese, fresh produce, and a category we call Foods 2 Encourage (whole grains, low sodium soups, canned meats, etc.).

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

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

C) Project Goal, Objective, Activities and Expected Outcome

1. **Note: Objective, Outcome and Evaluation must all be based on the SAME QUANTIFIABLE CRITERIA (for example, “number served, or acres improved”). This quantifiable criteria should refer to the grant amount you are requesting from the Gimbel Foundation only and not the total program.**

State ONE GOAL, ONE OBJECTIVE, ONE OUTCOME. USE NUMBERS AND DO NOT USE PERCENTAGES.

2. **State ONE project goal. The Goal should be an aspirational statement, a broad statement of purpose for the project.**
3. **State One Objective.** The Objective should be specific, measurable, verifiable, action-oriented, realistic, and time-specific statement intended to guide your organization’s activities toward achieving the goal. **Specify the activities** you will undertake to meet the objective and number of participants for each activity.
4. **State One Outcome.** An outcome is the individual, organizational or community-level change that can reasonably occur during the grant period as a result of the proposed activities or services. What is the key anticipated outcome of the project and impact on participants? State in a quantifiable and verifiable term.
5. **Evaluation:** How will progress towards the objective (per above) be tracked and outcome measured?
Provide specific information on how many individuals will be evaluated (should be the same number as in the objective and outcome), how you will collect relevant data and statistics that meet your objective and validate your expected outcome, in a quantifiable manner, as you describe your evaluation process.

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

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

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

ACTIVITIES:

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

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

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

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

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

OBJECTIVE: Provide 2.4 million nutritious meals (or 2.9 million pounds of food) to 110,000 food-insecure individuals over the course of a year.

ACTIVITIES:

- Offer in-person shopping at the food pantry 3 days a week at 5 different times in addition to feeding programs in the community, reaching 110,000 individuals over the course of the year.
- Offer Virtual Food Pantry pick-ups at the Pantry and at locations within the community 6 times a week
- Provide Child Nutrition Programs including giving more than 100 families backpacks full of food every Friday during the school year and providing healthy snacks to children facing chronic hunger at 30 local schools.
- Provide food delivery to at least 25 homebound seniors

OUTCOME: We expect to serve more than 2.9 million pounds of food to 110,000 food-insecure people, increasing their healthy food intake and habits.

EVALUATION: Using our client database and food tracking system, we will report on the number of clients served (110,000) and the amount of food distributed (2.9 million pounds) and account for additional success or lower numbers of individuals served.

D) Timeline

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

The project start date is: January 1, 2024

The project end date is: December 31, 2024

Include timeframes for specific activities, as appropriate.

Child Nutrition Programs are offered when school is in session.

E) Target Population

1. Who will this grant serve?

WSCP supports vulnerable populations. In FY23, 62% of WSCP customers were extremely low-income (0-30% MFI), 17% were very low-income (31-50% MFI) and 3% were low income (51-80% MFI). WSCP customers are racially diverse: 37.7% Hispanic/Latino; 28.8% white; 13.2% African American; 6.6% Asian; 7.9% Mixed Race/Other; 0.3% American Indian/Alaskan Native; and 5.5% not identified. Our customers spoke 17 different languages. WSCP serves residents of DuPage and Will Counties. In FY23, 69.79% of people served were from DuPage County, 21.96% of people served were from Will County and 8.25% of people served were from other counties.

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

In FY23, WSCP distributed healthy food to 110,500 individuals, including 59,000 Adults (53%), 38,000 children (35%) and 11,000 seniors (10%). That is more than 9,200 people every month. For FY24, WSCP expects to serve at least 110,000 people.

F) Community Partners

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

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

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

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

WSCP partners with organizations and services in our community like:

- Goodwill, which provides job readiness training and job search assistance
- Hope's Front Door, who offers financial literacy training and helps clients start Individual Development Accounts (IDAs)
- Stepping Stones, which provides mental health and substance abuse service

- University of Illinois Extension and Good Samaritan Hospital, which offer quarterly healthy lifestyle workshops that cover eating on a budget, reading food labels, and being active
- Access DuPage, which comes to WSCP during the enrollment period to register clients so they can access medical services at Access DuPage approved facilities

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

3. How are you utilizing volunteers?

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

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

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

G) Use of Grant Funds

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

In order to serve 110,00 people, WSCP must first secure nutritious food to distribute. While we have strong relationships with donation partners like retail food stores, to meet the need we must offset donations by purchasing food. If awarded, WSCP will use S.L. Gimbel Foundation grant funds to purchase healthy foods for our clients. Specifically, we are in need of funds to purchase milk and eggs as our regular sources, including the Northern Illinois Food Bank, either do not have these available or have them available at increased costs. Because of this limitation, Virtual Food Pantry customers currently can order milk one week and eggs the following week, but not both at the same time. Your support would make it possible for customers to have access to both milk and eggs every week. Additionally, it has been a challenge to source proteins like chicken and lean ground beef as well as frozen fruits and vegetables. Along with other foods in our Food for Healthy program, S.L. Gimbel Foundation's grant funds would be used to ensure these healthy items are available on a consistent basis to our shoppers.

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

III. Project Future

A) Sustainability

Explain how you will support this project after the grant performance period. Include plans for fundraising or increasing financial support designated for the project.

WSCP continues to increase our fundraising efforts to ensure the financial stability of the organization. We continue to steward and cultivate relationships with current donors and other engaged constituents (churches, volunteer groups, food donors), as well as focus on new donor acquisition through current donor networks, events, and online efforts.

The support we receive comes primarily from individual donors but also contains a mix of corporate and foundation partnerships, including recent support from DuPage County, Tyson Foods, Duly Health, and Amazon Fresh. Annually, WSCP holds a number of fundraising events including a Chef's Culinary Challenge and the Drive to End Hunger Golf Outing. WSCP also continues to add sources to our food rescue partner list. We actively approach businesses in our area to form partnerships that will help support the community and create goodwill.

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

A) Governance

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

The role of the WSCP Board of Directors is to provide financial oversight and guidance on strategic planning for the Pantry. Additionally, the board serves as a fundraising component of the Pantry, helping to put on and promote fundraising events. There are 18 people on the board from diverse companies and organizations in the Chicago-land area.

2. What committees exist within your board of directors?

Executive Committee
Finance Committee
Governance Committee
Development Committee
Strategic Planning Committee
Facilities Committee
Audit Committee

3. How does the board of directors make decisions?

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

B) Management

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

Suzanne Armato, Chief Executive Officer, previously served as Executive Director of the Cancer Support Center, serving Chicago's south suburbs for nine years. Armato holds a BA in Economics with a concentration in Public Policy and Sociology from the University of Chicago and an MA in

Public Policy from the School of Social Service Administration of the University of Chicago. She and her family were volunteers at West Suburban Community Pantry for 20 years before she joined in this role.

Kristin Jachymiak, Director of Social Services, oversees the Pantry's support services. Before coming to WSCP, she served as a case manager for the Illinois Foster Care Agency. She holds an MS in counseling from East Carolina University and a BA in psychology from Western Illinois University. She is a licensed professional counselor in Illinois and has a certificate in rehabilitation counseling.

Paul Matsushima, Director of Pantry Operations, previously served as the Outreach Program Manager for Marillac St. Vincent Family Services in Chicago, where he oversaw their food pantries and social services. Prior to Marillac, Paul spent 5 years with Target stores managing the produce department. He holds a BS in commerce from DePaul University.

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

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

\$142,230

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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 \$1,000,000 or 25% of your operating budget, whichever is less, OR the amount on your invitation to apply per the email.** Delineate your line items requests per example below:

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

Food items must be 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
Fresh Produce	1 pound of fresh produce, \$1.85/pound, 378,749 pounds	\$15,000.00	673,685.65	\$12,000.00	\$700,685.65
Milk	1 Gallon milk, \$2.70 per gallon, 10,719 gallons	\$2,000.00	\$6,941.30	\$20,000.00	\$28,941.30
Eggs	1 dozen eggs, \$0.91/unit, 33,186 dozen eggs	\$1,500.00	\$3,699.26	\$25,000.00	\$30,199.26
Cheese and Dairy	1 pound of cheese and dairy products, \$1.05/unit, 124,633 pounds	\$8,000.00	\$74,864.65	\$48,000.00	\$130,864.65
Frozen Protein	1 pound of frozen protein, \$0.56/pound, 238,781 pounds	\$20,000.00	\$38,717.36	\$75,000.00	133,717.36
Frozen Fruit and Vegetables	1 pound of frozen fruit and vegetables, \$1.39/pound, 17,724 pounds	\$0.00	\$6,636.36	\$18,000.00	\$24,636.36
Low-sodium and Sugar-Free items	1 case of low-sodium and sugar-free items, \$14.78/case, 3,405 cases	\$7,500.00	\$15,825.90	\$27,000.00	\$50,325.90
Coordination				\$25,000	\$25,000
TOTALS:		\$54,000.00	\$820,370.48	\$250,000	\$1,124,370.48

Provide a narrative for the line item Transportation OR Coordination.

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

Secured/Awarded

Name of Funder: Foundation, Corporation, Government, Individual donors, In-Kind, Other (specify)	Amount
Grace Bersted Foundation	\$10,000
Starbucks Foundation	\$2,000
Tyson Foods	\$10,000
Wheaton Franciscan Sisters Ministry Fund	\$50,000
Nordstrom	\$7,000
Rotary Club Naperville	\$6,000

Pending

Name of Funder: Foundation, Corporation, Government, Individual donors, Other (specify)	Amount	Decision Date
Dan Gibbons Foundation	\$20,000	November 2023
Edward-Elmhurst Health: Community Investment Fund	\$151,600	January 2024
Nicor Gas	\$5,000	December 2023
PNC Foundation	\$10,000	December 2023
Dr. Scholl Foundation	\$10,000	December 2023

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	\$700,061.45	37%	Pantry Food & Support	\$98,650.00	5.2%
Fundraising/Special Events	\$225,107.21	12%	Corporate Contributions	\$114,720.38	6%
Corp/Foundation Grants	\$619,809.34	33%	Other	\$5,006.73	.3%
Community Organizations	\$123,787.59	6.5%			

Notes: The numbers in the charts above are from WSCP's completed analysis of FY23. The numbers in the Financial Analysis below are from our formal FY22 audit; we haven't received our completed audit and 990 for FY23.

S.L. Gimbel Foundation APPLICATION

VII. Financial Analysis

Agency Name: West Suburban Community Pantry

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

(As noted above, these are the dates of the most current fiscal year audit; our most current fiscal year ended June 30, 2023, but we do not yet have a completed audit for that year.)

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
\$4,071,092	\$3,494,784	\$367,250	\$209,058

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%	86%	9%	5%

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 Current Total Budget used for Administration	Column C, Management & general expenses per 990 above	Differential
8.6%	9%	.4%

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
\$606,134	\$0.00	\$500,000	1.21

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$(284,070)	\$502,541

Notes: In FY22 WSCP experienced tremendous demand for our services. This increase in the number of people seeking food assistance, coupled with high inflation and challenges sourcing food through our regular channels meant that WSCP had to use reserve funds to cover the cost of food for a short period, leading to a deficit. WSCP budgets are once again balanced.

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 <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		

Budget Comparison

	Actuals Most Recently Completed Year FY 2023	Budget Projections Current Year FY 2024	Variance
Income			
Individual Contributions	\$863,164.61	\$971,080.00	13%
Corporate Contributions	\$263,766.30	\$307,280.00	16%
Foundation Grants	\$439,059.34	\$327,910.00	-25%
Government Contributions	\$115,000.00	\$65,000.00	-43%
Other Earned Income	\$232,250.60	\$218,100.00	-6%
Other Unearned Income			
Interest & Dividend Income			
Total Income	\$1,913,240.85	\$1,889,370.00	-1%
Expenditures			
Personnel			
Salary CEO - Required	\$142,230.00	\$149,350.00	5%
Staff Salary (total)	\$696,962.28	\$695,250.00	0%
Payroll Taxes	\$60,943.43	\$51,644.00	-15%
Insurance - Workers' Comp	\$19,564.10	\$30,360.14	55%
Insurance - Health	\$97,130.75	\$129,788.00	34%
Payroll Services	\$1,800.00	\$3,288.74	83%
Retirement			
Total Personnel	\$1,018,630.56	\$1,059,680.88	4%
General Program / Administrative			
Bank/Investment Fee	\$15,918.12	\$0.00	-100%
Publications	\$1,775.74	\$1,500.00	-16%
Conferences & Meetings	\$1,513.51	\$500.00	-67%
Mileage	\$56.67	\$650.00	1047%
Audit & Accounting	\$15,850.00	\$10,750.00	-32%
Program Consultants	\$27,589.00	\$18,000.00	-35%
Insurance Expense			
Telephone Expense - Land Lines	\$1,105.47	\$1,107.44	0%
DSL & Internet	\$4,639.85	\$4,400.00	-5%
Website			
Office Supplies	\$14,988.47	\$11,124.00	-26%
Postage & Delivery	\$8,314.71	\$9,200.00	11%
Printing & Copying	\$5,687.79	\$5,000.00	-12%
Miscellaneous			
Total General Program/Administrative	\$97,439.33	\$62,231.44	-36%
Total Expenditures	\$1,116,069.89	\$1,121,912.32	1%
Revenue Less Expense	\$797,170.96	\$767,457.68	-4%

**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



West Suburban Community Pantry	
FY2024 (July 1, 2023 - June 30, 2024)	
Annual Operating Budget	
Income	
Individuals	\$848,080.00
Corporate Donations	\$261,780.00
Organizations	\$125,100.00
Fundraisers	\$178,000.00
Grants	\$432,410.00
Pantry Food and Support	\$44,000.00
Donated Goods	\$1,800,000.00
Total Income	\$3,689,370.00
Expenses	
GENERAL & ADMIN	
Fundraising	\$80,650.00
Industrial Park Dues	\$7,680.00
Insurance	\$30,360.14
Miscellaneous Expenses	\$6,200.00
Office Supplies	\$11,124.00
Postage and Delivery	\$1,200.00
Professional Fees	\$72,531.96
Utilities	\$29,875.19
Facilities	\$39,400.00
Payroll and Outsourcing	\$59,932.74
Benefits	\$142,288.00
Mileage	\$650.00
Salaries	\$844,600.00
Rent-Building	\$61,336.00
Total General & Admin Expenses	\$1,387,828.03
PROGRAM EXPENSES	
Food and Sundry	\$403,787.50
Supplies	\$69,987.00
Vehicle Expenses	\$15,800.00
Supportive Services	\$12,500.00
Development Expenses	\$23,000.00
Marketing	\$6,500.00
Volunteer Appreciation	\$8,000.00
Donated Goods	\$1,800,000.00
Total Program Expenses	\$2,339,574.50
Depreciation	\$58,000.00
Total Expenses	\$3,785,402.53
Net Ordinary Income	(\$96,032.53)

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☒ X

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	2,617,009.	2,617,009.		
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	133,871.	40,162.	53,548.	40,161.
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	483,394.	315,857.	89,492.	78,045.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	49,518.	28,560.	11,475.	9,483.
10 Payroll taxes	50,557.	29,159.	11,716.	9,682.
11 Fees for services (nonemployees):				
a Management				
b Legal	1,170.		1,170.	
c Accounting	14,941.		14,941.	
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 Sch O.)	220,374.	93,150.	96,296.	30,928.
12 Advertising and promotion	3,019.	2,113.	302.	604.
13 Office expenses	117,294.	80,920.	12,478.	23,896.
14 Information technology	58,693.		58,693.	
15 Royalties				
16 Occupancy	144,658.	144,658.		
17 Travel	24,822.	19,858.		4,964.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	1,647.		1,647.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	71,344.	71,344.		
23 Insurance	18,581.	15,472.	3,109.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a MISCELLANEOUS EXPENSES	32,762.	27,192.	5,570.	
b FUNDRAISING	11,295.			11,295.
c DUES AND SUBSCRIPTIONS	9,330.	9,330.		
d LICENSES AND FEES	6,813.		6,813.	
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	4,071,092.	3,494,784.	367,250.	209,058.
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)

INLAND EMPIRE COMMUNITY FOUNDATION

S. L. GIMBEL FOUNDATION FUND

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

ORGANIZATION INFORMATION

1. Name of your Organization
West Suburban Community Pantry
2. Grant #
24795
3. Grant Amount:
\$100,000
4. Date Awarded (date on award letter)
September 28, 2022
5. Grant Period (Indicate start date and end date per Grant Agreement)
September 25, 2022 – September 25, 2023
6. Location of your Organization (City, State)
Woodridge, IL
7. Name and Title of person completing evaluation
Lisa Spaeth, Director of Development
8. Phone Number
630-948-8132
9. Email Address
Lspaeth@wscpantry.org

KEY OUTCOMES AND RESULTS

10. Total number of clients served through this grant funding:
 - A) Per original grant application, what is the estimate number served: 66,000+ individuals
 - B) Actual number served: 110,500 Individuals

11. Describe the project's key outcomes and results based on the goals and objectives. (Include the program accomplishments as a result of the Gimbel grant AND for the entire program. Please make the distinction between the Gimbel funded program accomplishments and the total organizational program, as a whole).

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

Activities:

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

Objective: In terms of specific quantifiable criteria:

A) Per original grant application: Provide 1.6 million nutritious meals (or 2 million pounds of food) to 66,000+ food insecure individuals in FY23.

B) Actual grant outcome, results, accomplishments:

Thank you, S.L. Gimbel Foundation, for your generous support. Your support has been critical over the last year in helping us meet the needs of everyone who came to us looking for food assistance. In FY23, WSCP provided an amazing 2.4 million meals (or 2.9 million pounds of food) to 110,500 food-insecure individuals. Specifically, the S.L. Gimbel Foundation helped us provide 200,000 healthy meals.

Over the last year, WSCP saw a tremendous increase in the number of people seeking our services. This has been a trend since 2020, but FY23 saw the largest jump by far, from 68,000 individuals in FY22 to 110,500 in FY23. That is a nearly 60% increase. Your support made it possible for us to supplement food budgets at moments when demand exceeded what we had originally planned for.

Additionally, WSCP has provided customers with consistent access to a specific list of items by seeking and dedicating funds to the purchase of those items when they are not available through the Northern Illinois Food Bank. At every visit to the Pantry, each household has had access to: a gallon of milk, a dozen eggs, a pound of brown rice, a box of whole grain pasta, canned chicken, low-sodium, and fat-free soups, fresh produce, and fresh protein. These items are combined with other products families may choose, including healthy items such as low-sodium black beans, low-sugar fruit, and low-sodium spaghetti whenever possible, to make up each household's full 100-pound food order. In FY23 through the Food for Health program, WSCP distributed approximately 776,059 pounds.

While part of the increase in demand is due to external factors, like the end of COVID-era governmental programs that were assisting families at risk of hunger, we believe this is also due to our work to break down barriers and provide food for people where they are. We are reaching people who were food insecure but had not reached out for assistance due to obstacles. The adoption of new tools like the Virtual Food Pantry, which allows customers to order groceries online and then pick them up at the pantry or another convenient community location, has increased significantly this year. With your support, we were able to service our delivery truck and purchase gas which made it possible to have additional grocery pick-up locations throughout the community.

The pantry was open for shopping five times a week on three different at a variety of times and the Virtual Food Pantry was open for orders seven days a week with pickup available six days a week at the Pantry or at a community location. We delivered nutritious food to 28 homebound seniors and provided more than 100 families backpacks full of food every Friday during the school year and providing healthy snacks to children facing chronic hunger at 32 local schools.

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

High food prices continue to be a challenge – particularly for healthy food like fresh produce and lean protein. This year, WSCP experienced challenges acquiring the food we needed to meet demand. Sources of low-cost food, like the Northern Illinois Food Bank, were struggling with sourcing food which meant they did not always have items like milk, eggs and lean protein available. That meant we had to find and purchase those items elsewhere. We are deeply grateful for your support which ensured we were able to feed every person who came to us in need and guarantee access to healthy food choices.

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

We knew the need would be significant, but the demand coupled with the challenge of sourcing low-cost food was more than we anticipated. It meant we were depleting our food budget faster than anticipated. At one point, we were forced to use reserve funds to continue to move our strategic plan forward. We have been able to resume our normal budgeted plans. To off-set costs, we searched for new food-rescue partners and added Star Foods, Strube Celery and Vegetables, and Sunterra Produce.

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

The increased demand for services has led our community to rally around us and ensure people in DuPage and Will Counties have the nutrition they need to lead full lives. It has been heartening, to admit the great need, and to see how it has deepened the bonds between staff, volunteers, supporters, and other community organizations on the front lines of need.

Of course, the overall impact of these efforts amounts to better health outcomes for our clients. According to Feeding America's *2014 Hunger in America Study*, many households served by their network (including WSCP) include people coping with a disease that is impacted by dietary intake: 58% of households have a member with high blood pressure and 33% have a member

with diabetes. By providing healthy foods, we are able to provide our clients with foods that help them manage their health conditions as well as lead stronger, more vital lives.

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

The support of the S.L. Gimbel Foundation helped us overcome challenges this year as we found ourselves serving 42,000 more people than anticipated for a total of 110,500 individuals. We greatly needed funds to purchase healthy foods for our customers. Because of you, we were able to ensure that everyone felt the comfort of a good healthy meal and didn't have the stress of not knowing how they would feed their family through the week. Thank you.

BUDGET

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

Line Item Request	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From Gimbel	Line Item Total of Project	Actual Line Item Expense
Milk	1 Gallon (8.64 lb.), Milk, \$3.00 per unit. 10,669.8 Gallons or 92,187 pounds delivered	\$0.00	\$13,203.95	\$18,805.45	\$74,100	\$32,009.40
Eggs	1 dozen eggs, .617/unit, 1,727 units (22,160 pounds)	\$0.00	\$1,270.96	\$12,401.76	\$60,650	\$13,672.72
Cheese	1 pound of cheese, \$1.07/pound, 6,840 pounds	\$0.00	\$6,120.64	\$1,198.16	\$51,747.00	\$7,318.80
Fresh Produce	1 pound of fresh produce, \$0.06 per pound, 378,749 pounds	\$0.00	\$13,110.14	\$9,614.80	\$93,750	\$22,724.94

Low-Sodium Canned Goods	1 can of low-sodium canned goods, \$.83/pound, 61,963 pounds	\$0.00	\$3,449.46	\$47,979.83	\$139,720.00	\$51,429.29
Coordination	10% of \$100,000 total request			\$10,000	\$10,000	\$10,000
TOTALS:		\$0.00	\$37,155.15	\$100,000	\$429,967.00	\$137,155.15

SUCCESS STORIES

17. Please tell us ONE success story.

“I can place my grocery order while I’m on break and pick it up on my way home,” said Maria, a WSCP customer and a single mom who works full-time. Having three grade school kids with activities and other bills and medical needs, it’s made making ends meet difficult. With the help of West Suburban Community Pantry, she is able to provide dairy, fresh fruits and vegetables, and healthy carbs for her family – conveniently. She rushes home from work to help her kids get their homework started after their school activities – some days she has just 30 minutes to make a meal. Placing an online order has been a big timesaver for her. She places her grocery order on her work break and picks up her pre-packed customized order on her way home – it’s just a 15-minute stop. “Working full time as a single mom - my time is really limited, and this helps me help my family eat healthy foods,” she said.

WSCP is proud of the work we have done to help families like Maria’s get the healthy food they need and overcome barriers to nutrition access. We have worked with our customers to identify ways to make receiving groceries from the Pantry easier and less cumbersome. The Virtual Food Pantry is just one of the ways we do that. We know that kids like Maria’s three children need nutritious food to grow and thrive and we are thrilled to help Maria help her family eat healthy foods.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

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

00028844
BODC: TE

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



018272

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

Dear Taxpayer:

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

We issued you a determination letter in APRIL 1993, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c) (03).

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

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

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

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

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