

Food4Kids Backpack Program

*City of Gainesville ARPA Aid to Nonprofits
Program*

Food4Kids Backpack Program of North Florida Inc.

Mrs. Jennifer Moore
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O: 352-514-0281

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Application Form

Eligibility

Economic Impact*

Has your nonprofit organization or the clients you serve suffered demonstrable negative economic impact as a result of COVID-19?

Yes

Location*

Is your organization a nonprofit and located within Alachua County? (physically or principally)

Yes

Operating Status*

Is your nonprofit organization active, open and operating? (in-person or virtually)

Yes

IRS Status*

Is your organization legally registered, fully licensed as a 501(c)3 or 501(c)19 nonprofit (as required by applicable law), and up to date on tax payments/filings to include a valid IRS Form 990 for 2020 (or 2019) or an independently audited financial statement?

Yes

IRS Status Year*

Was your organization incorporated as a nonprofit prior to January 1, 2020?

Yes

The Philanthropy Hub Verification*

Is your nonprofit organization verified on The Philanthropy Hub?

Yes

Services*

Does your nonprofit organization provide essential human services to City of Gainesville residents who have been impacted by COVID-19? Please check all that apply:

Food Security

Other Services

If you selected 'Other' services, please provide details of how your organization serves those adversely affected by COVID-19.

Acknowledgment

Project Name*

Name of Project.

Food4Kids Backpack Program

Acknowledgment*

I understand that in order to apply for the City of Gainesville ARPA Aid to Nonprofits Program, my organization must:

- be principally based or physically located within Alachua County;
- be providing COVID-19-impacted City of Gainesville residents essential services covering medical services, congregate living safety services, food services, housing stability services, training and adult education services, child care and education services, elder care services, and mental health services;
- be active, open and operating (in-person or virtually);
- be registered as a 501(c)(3) prior to January 1, 2020;
- be fully licensed as a nonprofit (as required by applicable law), and up to date on tax payments/filings to include a valid IRS Form 990, 990-EZ, or 990-N filing no later than 2019, or an independently audited financial statement from the most recently completed fiscal year;
- be able to demonstrate the adverse impact of the COVID-19 pandemic to your organization or the clients you serve in one of the following manners:
 - incurred unplanned costs for new programming designed to assist those disparately impacted by the pandemic and its economic effects;
 - incurred unplanned costs to comply with safety and health standards and/or reopening requirements, e.g., modifying facilities for social distancing;
 - incurred unplanned costs for technology to enable virtual work; or
 - lost revenue due to pandemic-based causes, e.g., due to shutdowns, lost sponsorships, inability to hold fundraising events;
- provide a narrative explaining the impact of COVID-19 on the nonprofit's operations; and
- not have received or been approved to receive City ARPA funding via a separate initiative, project, or program.

Yes

Applicant/Agency Information

Target Population*

Select all that apply to indicate which population groups are directly impacted by your work.

Children (ages 0-12)

Youth/Teens (ages 13-18)

Local Impact*

What is your organization's impact on its constituents and the City of Gainesville community in recent years? Please quantify your responses where possible (i.e. number of people served).

Since the organization's inception in 2010, we have grown from serving 8 children at Terwilliger Elementary to providing backpacks for over 700 students in 23 schools in Alachua County before the pandemic. 1 in 4 children in our community live in food insecure homes without reliable access to food, especially on weekends. Without the Food4Kids Backpack program, an even greater percentage of children in Gainesville would go hungry every weekend and on school breaks. Through our well-established program and partnerships with other agencies like the Alachua County School Board and the Junior League of Gainesville, we have been able to sustain our programming throughout the COVID-19 pandemic. However, as more students return to in-person learning, the demand for our backpacks is expected to surge. With grant funding from ARPA, we expect to be able to return to pre-pandemic service levels and grow our program offerings to City of Gainesville residents by 10% over the next two years.

Board Chair or Authorized Person First Name*

Jennifer

Board Chair or Authorized Person Last Name*

Moore

Board Chair or Authorized Person Title*

CEO

Hub Profile*

Please provide link to verified profile from The Philanthropy Hub.

<https://www.thephilanthropyhub.org/organizations/food4kids-backpack-program-of-north-florida>

Organization Type*

Nonprofit with 501C3 IRS Status (Other than an institution of Higher Education)

Tax Form Information*

Please select the tax form your organization most recently filed.

990EZ

Gross Revenue*

Enter your organization's total revenue as reported on your most recently filed IRS Form 990 from no older than 2019 or independently audited financial statement from your most recently completed fiscal year.

- For IRS Form 990 enter the amount indicated on line 12
- For IRS Form 990-EZ enter the amount indicated on line 9.
- For IRS Form 990-N, enter your revenue for the corresponding fiscal year.
- For independently audited financial statement, enter the total revenue indicated.

\$188,548.00

Operating Revenue*

Organization's operating revenue for the last completed fiscal year

\$131,044.38

Operating Expenses*

Organization's operating expenses for the last completed fiscal year

\$100,414.87

Pandemic changes to your organization

Pandemic-related changes to priorities and goals*

Briefly explain how the COVID pandemic has changed your organization's priorities and goals.

The COVID pandemic forced our organization to reconsider how Food4Kids Backpacks would be distributed to the hungriest children in our community. As such, we shifted our priorities to include packing enough food in bags and boxes to ensure all of the children and the caregivers in the home would have food each week. Furthermore, the pandemic has also caused our Board of Directors to consider our organizations long-term viability, sustainability and a plan for further growth and professionalization of our efforts in Gainesville, Alachua County and beyond. In order to create a more sustainable organization that will be able to serve Gainesville's food insecure children and families, our goals shifted to include a focus on increasing

our organizational capacity over the next two years by investing in professional staff, purchasing a delivery truck to expand and streamline our distribution efforts, and increasing the amount of food bags and boxes we have available to distribute to better meet the community's needs.

Pandemic-related changes to your organization's operations*

Please describe how your operations have changed during the pandemic from a staffing and service delivery standpoint.

Food4Kids Backpack program's operations were forced to change overnight due to the pandemic. Previously, our volunteers packed backpacks in the schools with assistance from teachers, administrators and parent volunteers. Our distribution and packing system had to immediately shift from in-school to warehouse packing in order to continue to provide weekly bags for hungry children. Furthermore, our organization was faced with the challenge of how to get food to children who were now learning from home and not in a school environment. Our volunteer shifts had to be carefully conducted to observe social distancing and masking protocols to help ensure the safety and well-being of our volunteers and prevent service disruptions. Because we could not accommodate as many volunteers at one time, multiple weekly volunteer shifts had to be added in order to keep up with the demand for our backpacks. Furthermore, we now had to rethink distribution by moving to a process where families could pick up backpacks from their child's school or have volunteers deliver backpacks directly to their homes. As the ramifications of the pandemic played out and continue to affect the students and families we serve, we made the critical decision to move from providing food for individual children to creating family-style bags that ensure the entire family unit is receiving food each week. Unfortunately, while the need for our program has increased as a result of COVID-19, food drives and donations of non-perishable foods to Food4Kids Backpack Program ground to a halt in 2020 and 2021. As a result, our organization has purchased more food than ever before in order to have enough supply to keep up with demand. While donations are beginning to pick up, we do anticipate purchasing a greater amount of food in 2022, 2023 and 2024 to meet the demand for our services as our service delivery methods have not returned to pre-pandemic practices just yet.

Impact

Description of Need as Specifically Related to Coronavirus*

Please provide a description of how your organization continues to be impacted by the coronavirus pandemic, operationally and/or programmatically.

As a result of the coronavirus pandemic, Food4Kids Backpack program continues to pack all bags and boxes in our warehouse. We have been unable to return to in-school packing as the school system has not permitted volunteers to return and Alachua County School Board staff are unable to pack the bags without this critical volunteer support. Even now our program operations continue to be impacted as we deliver pre-packaged bags to schools each week. The pandemic has also impacted donations to our organization. Food donations are slowly increasing but not back to pre-pandemic levels. In the three years prior to 2020, Food4Kids took in an average of 68,000lbs of donations each year. In 2021, we received only 30,227lbs of non-perishable food items representing a decrease of more than 50%. While mask and social distancing guidelines have eased in recent months, we are still operating with fewer than normal volunteers in our warehouse at this time. Finally, and most unfortunately, our program has been negatively impacted by the pandemic because of how much more difficult it is to identify hungry children in our community today. A combination of factors including decreased staffing in schools, irregular attendance disproportionately affecting at-risk families, and relocations from the schools where children were originally enrolled in our program have each impacted our ability to keep bellies full for Gainesville's hungriest children.

Population Impact*

Indicate if your services are directed at populations that have been disproportionately impacted by the COVID pandemic. (Identify at least one category: race, gender, ethnicity, geography, income)

Our program serves the following disproportionately impacted populations: low- and no-income households, Gainesville residents identified geographically as living in a food desert or harder to reach rural areas, and African-American families.

Disparity*

What disparity does this population experience that this program addresses? Examples: home ownership, income, health, educational attainment, etc.

This program addresses income disparities, residents of food deserts, and all those children and families who are considered food insecure.

Supplemental Disparity Information

For organizations with gross revenue of more than \$1 million, show data to demonstrate existing disparities and impact of COVID on the population identified, including local data if possible. Examples of data can be related to health, socioeconomic status, housing, or factors specific to the program.

Number of individuals served*

Indicate the total amount of individuals who will be directly impacted by this program.

700 children will be impacted by this program.

Lost Revenue Calculation (Optional Question)

If you are requesting support for lost revenue, please complete the <https://cfncf.org/wp-content/uploads/2022/03/Lost-Revenue-Calculations.xlsx> Lost Revenue Calculation worksheet. Click here for instructions: [Lost Revenue Calculation Instructions](#).

After downloading and completing the worksheet, please submit it in Excel format.

Budget Spreadsheet*

Upload the program budget using the spreadsheet provided: City of Gainesville ARPA Aid to Nonprofits Program Budget Worksheet

Add line items to the budget worksheet as needed. Please be descriptive in your line items, including providing the number of items and cost per item, i.e., 2.5 FTEs @ \$75,000 each.

The worksheet should reflect/include information about other ARPA funding or other COVID- related federal funding received and/or pending. After downloading and completing the budget, please submit it in Excel format.

Grant-Budget.xlsx

Sustainability*

What are the long-term strategies for funding this project/program at the end of the grant period?

Food4Kids Backpack Program is committed to building a sustainable organization that will continue to help eliminate hunger and food insecurity in Gainesville and Alachua County for years to come. As such, our Board of Directors is actively recruiting new members in order to expand the Board's influence, fundraising and community advocacy efforts in our region. Furthermore, our organization is working with a professional grant writer and non-profit consultant to seek out grant funding opportunities that will help us grow our programs and sustain this project beyond the end of the grant period. Finally, we have a longer than ten year track record of successful fundraising in the Gainesville community with a number of recurring donors, faith-based and corporate supporters, individual donors and foundations. Finally, through ARPA funding we hope to hire our organization's first executive director to increase fundraising activities and lead Food4Kids into a new era of growth.

Request Information

Purpose of Request*

One sentence describing the purpose of your request

To increase services to Gainesville's food insecure children and families

Amount Requested*

Funding can be requested to cover expenses from March 3, 2021 - December 31, 2024. Please enter the total amount of your request for all years of your request.

\$483,403.00

Total Program Cost*

\$702,203.42

Allocation of requested funds for previous expenses*

Please indicate the amount of your organization's request that you plan to use for reimbursement of qualified expenses incurred from 3/3/2021-current.

\$0.00

Allocation of requested funds for year one*

Please indicate the amount of your organization's request that you plan to use from 6/1/2022 through 6/1/2023.

\$251,701.50

Allocation of requested funds for year two*

Please indicate the amount of your organization's request that you plan to use from 6/2/2023 through 12/31/2024.

\$231,701.50

Financial Review

Budgets to Actuals*

Please upload three years of organizational budget to actuals (current year-to-date, plus the previous two years). You will have to combine the documents into one file to attach here.

Budget vs Actuals Oct 2020 Sept 2021 FY21 PL Report-combined.pdf

Balance sheet*

Please upload your most recent balance sheet.

Balance Sheet Report.pdf

Financial oversight*

How is your organization's board and/or finance committee evaluating the financial health of your organization? What types of financial documents do they review and how often?

The Food4Kids Backpack Program is entirely run by volunteers. As such, our Board Treasurer handles all bookkeeping and payables for the organization. The Treasurer and CEO meet monthly to review financials and evaluate the financial health of the organization. Furthermore, the Board of Directors meets to review the Balance Sheet, Budget vs. Actual and the current fiscal year's P&L once each quarter. Over the past three years, Food4Kids has been able to successfully navigate the pandemic's influences over revenue decreases and the rising costs of goods and operate in the black each year.

Confirmation and Attestation

Confirmation and Attestation 1*

My nonprofit organization or the clients we serve were adversely affected by the COVID-19 Pandemic.

Yes

Confirmation and Attestation 2*

My nonprofit organization, if approved, will use awarded City of Gainesville ARPA Aid to Nonprofits Program funding solely for the purpose of covering expenses directly related to the COVID-19 pandemic.

Yes

Confirmation and Attestation 3*

I/We have not already received (and will not receive) reimbursement of any of these costs through another funding source (such as insurance or grants).

Yes

Confirmation and Attestation 4*

I/We fully understand that any funding awarded under this program must be used to purchase services or products that will be used within the City of Gainesville by December 31, 2026.

Yes

Confirmation and Attestation 5*

I/We fully understand that it is a Federal crime to knowingly make false statements (especially regarding the misuse of funds).

Yes

Confirmation and Attestation 6*

I/We fully understand that my case file may be subject to a random audit, five (5) years after the date of closing. This audit may be conducted by the City of Gainesville, and/or another local or state nonprofit organization. I agree to fully cooperate with any of these agencies as requested.

Yes

Confirmation and Attestation 7*

I/We fully acknowledge that if any omissions or misrepresentations are revealed, I will be subject to immediate repayment of all assistance received.

Yes

Confirmation and Attestation 8*

I certify that the information contained in this application is true, complete and correct to the best of my knowledge.

Yes

Signature*

By entering my name below and submitting this application for financial assistance, I affirm that I read, understand, and agree to the previous statements. I am bound by all of the above statements in this application, and agree to be bound by the following terms and conditions if awarded under this program. I confirm that this application is submitted under the authority and approval of the CEO or Executive Director of my organization.

Type your name below

Jennifer Moore

Date Signed*

03/17/2022

For Evaluators

CFNCF Comment on Diversity*

Are diversity policies included in board recruitment?

Not at this time

Board Demographics - Ethnicity

African American/Black

0

Asian American/Pacific Islander

0

Caucasian

3

Hispanic/Latino

0

Native American/American Indian

0

Not Specified

0

Female

2

Male

1

Not Specified

0

Board Diversity Comments

Looking to recruit new board members in the future.

File Attachment Summary

Applicant File Uploads

- Grant-Budget.xlsx
- Budget vs Actuals Oct 2020 Sept 2021 FY21 PL Report-combined.pdf
- Balance Sheet Report.pdf

ARPA Coronavirus Nonprofit Recovery Fund

Organization Name: Food4Kids Backpack Program of North Florida, Inc.

PROJECT BUDGET	Expenditures	Other Funding Income			Total Request
	Expected Expenditures 03/03/2021 through 12/31/2024	Other ARPA Funding*	Non-ARPA Funding Received**	Total Other Funding	
Input Line Item Descriptions in this Column				\$ -	-
Delivery Vehicle	\$ 50,000.00		\$ 40,000.00	\$ 40,000.00	10,000
Executive Director	\$ 160,000.00		\$ 30,000.00	\$ 30,000.00	130,000
PT - Warehouse Coordinator	\$ 43,200.00		\$ 14,400.00	\$ 14,400.00	28,800
Vehicle Maintenance, Insurance and Fuel	\$ 35,000.00		\$ 20,000.00	\$ 20,000.00	15,000
Purchase of food	\$ 244,112.44		\$ 100,000.00	\$ 100,000.00	144,112
Purchase of bags and boxes	\$ 81,370.82			\$ -	81,371
Warehouse Operations and Technology	\$ 40,320.16			\$ -	40,320
Volunteer Management Software	\$ 5,000.00			\$ -	5,000
PT - Delivery Driver	\$ 43,200.00		\$ 14,400.00	\$ 14,400.00	28,800
				\$ -	-
				\$ -	-
				\$ -	-
				\$ -	-
TOTAL	\$ 702,203.42	\$ -	\$ 218,800.00	\$ 218,800.00	483,403

Sources of Other Funds	Status of Funding	Amount
Junior League of Gainesville	Available	\$ 40,000
Reserves	Available	\$ 58,800
Donations	Available	\$ 120,000
Total		\$ 218,800

* Please list any APRA funding received or pending from other sources

**Please include an other federal pandemic response funding received during any time period during the pandemic

Food4KidsBackpackProgram of North Florida, Inc.

Budget vs. Actuals: Oct 2020 - Sept 2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Donation	130,528.68	155,000.00	-24,471.32	84.21 %
Refunds-Allowances	515.70		515.70	
Total Income	\$131,044.38	\$155,000.00	\$ -23,955.62	84.54 %
Cost of Goods Sold				
Food Retail	50,080.26	100,000.00	-49,919.74	50.08 %
Freight & delivery - COS	937.93	10,000.00	-9,062.07	9.38 %
Other Costs - COS	6,049.00		6,049.00	
Supplies & Materials - COGS	166.32	4,000.00	-3,833.68	4.16 %
Training & Development		300.00	-300.00	
Warehouse	33,163.45		33,163.45	
Total Cost of Goods Sold	\$90,396.96	\$114,300.00	\$ -23,903.04	79.09 %
GROSS PROFIT	\$40,647.42	\$40,700.00	\$ -52.58	99.87 %
Expenses				
Advertising	398.50		398.50	
Bank Charges		24.00	-24.00	
Commissions & fees	1,441.51	1,200.00	241.51	120.13 %
Dues & Subscriptions	1,129.88	940.00	189.88	120.20 %
Freight & Delivery		50.00	-50.00	
Insurance	2,713.00		2,713.00	
Insurance - Liability		2,713.00	-2,713.00	
Legal & Professional Fees		1,000.00	-1,000.00	
Office Expenses	637.49	300.00	337.49	212.50 %
Other General and Admin Expenses	142.82		142.82	
Promotional	234.42	750.00	-515.58	31.26 %
Rent or Lease		27,500.00	-27,500.00	
Repair & Maintenance		450.00	-450.00	
Shipping and delivery expense	988.42		988.42	
Stationery & Printing	6.48	250.00	-243.52	2.59 %
Supplies		3,000.00	-3,000.00	
Taxes & Licenses	942.45	250.00	692.45	376.98 %
Tools		500.00	-500.00	
Travel		50.00	-50.00	
Utilities	1,382.94	1,300.00	82.94	106.38 %
Total Expenses	\$10,017.91	\$40,277.00	\$ -30,259.09	24.87 %
NET OPERATING INCOME	\$30,629.51	\$423.00	\$30,206.51	7,241.02 %
NET INCOME	\$30,629.51	\$423.00	\$30,206.51	7,241.02 %

Food4KidsBackpackProgram of North Florida, Inc.

Budget vs. Actuals: Oct 2021 - Sept 2022 - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Donation	81,300.40	135,000.00	-53,699.60	60.22 %
Total Income	\$81,300.40	\$135,000.00	\$ -53,699.60	60.22 %
Cost of Goods Sold				
Food Retail	51,682.68	80,000.00	-28,317.32	64.60 %
Freight & delivery - COS	225.20	8,000.00	-7,774.80	2.82 %
Supplies & Materials - COGS	773.96	4,000.00	-3,226.04	19.35 %
Training & Development		300.00	-300.00	
Warehouse	7,658.94		7,658.94	
Total Cost of Goods Sold	\$60,340.78	\$92,300.00	\$ -31,959.22	65.37 %
GROSS PROFIT	\$20,959.62	\$42,700.00	\$ -21,740.38	49.09 %
Expenses				
Commissions & fees	543.33	1,500.00	-956.67	36.22 %
Dues & Subscriptions	414.94	1,129.00	-714.06	36.75 %
Insurance - Liability	2,718.00	2,713.00	5.00	100.18 %
Legal & Professional Fees		250.00	-250.00	
Office Expenses	219.00	500.00	-281.00	43.80 %
Promotional		500.00	-500.00	
Rent or Lease	2,500.00	30,600.00	-28,100.00	8.17 %
Repair & Maintenance		450.00	-450.00	
Shipping and delivery expense	88.43		88.43	
Stationery & Printing		250.00	-250.00	
Supplies		2,000.00	-2,000.00	
Taxes & Licenses	575.00	700.00	-125.00	82.14 %
Tools		150.00	-150.00	
Travel		50.00	-50.00	
Utilities	526.27	1,400.00	-873.73	37.59 %
Total Expenses	\$7,584.97	\$42,192.00	\$ -34,607.03	17.98 %
NET OPERATING INCOME	\$13,374.65	\$508.00	\$12,866.65	2,632.81 %
NET INCOME	\$13,374.65	\$508.00	\$12,866.65	2,632.81 %

Food4KidsBackpackProgram of North Florida, Inc.

Profit and Loss

October 2019 - September 2020

	TOTAL
Income	
Donation	178,548.41
Non-Profit Income	10,000.00
Total Income	\$188,548.41
Cost of Goods Sold	
Equipment Rental - COS	324.50
Food Retail	121,470.99
Freight & delivery - COS	1,325.49
Supplies & Materials - COGS	1,763.37
Warehouse	1,780.88
Total Cost of Goods Sold	\$126,665.23
GROSS PROFIT	\$61,883.18
Expenses	
Bank Charges	3.00
Commissions & fees	1,416.86
Dues & Subscriptions	1,134.99
Insurance - Liability	2,713.00
Legal & Professional Fees	14.90
Office Expenses	389.65
Promotional	107.89
Rent or Lease	27,500.00
Repair & Maintenance	449.60
Shipping and delivery expense	85.99
Stationery & Printing	85.67
Taxes & Licenses	275.95
Utilities	1,607.07
Total Expenses	\$35,784.57
NET OPERATING INCOME	\$26,098.61
NET INCOME	\$26,098.61

Food4KidsBackpackProgram of North Florida, Inc.

Balance Sheet As of March 16, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BUSINESS CONVENIENCE CHECKING (X 6474)	237,553.41
Total Bank Accounts	\$237,553.41
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Total Current Assets	\$237,553.41
TOTAL ASSETS	\$237,553.41
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	221,863.97
Net Income	15,689.44
Total Equity	\$237,553.41
TOTAL LIABILITIES AND EQUITY	\$237,553.41

Food4Kids Backpack Program

City of Gainesville ARPA Aid to Nonprofits Program : Evaluation Summary

Food4Kids Backpack Program of North Florida Inc.

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Evaluation Summary

1/1 Evaluations Complete

Chris Polischuck:

Evaluation Complete

Question Group

GSG Comments*

Please list any comments you would like for the evaluators to see when reviewing the application

Chris Polischuck: The Final Rule provides for the administration of programs to address food insecurity. This program addresses food insecurity among low and no income households. As such, this request would be eligible for an ARPA award under expenditure code -

2.1 Household Assistance: Food Programs

The eligibility of the expenditure of \$130,000 for an Executive Director in the grant request would need to be clarified by our legal team member before declaring the entire request eligible.

Is Your Review Complete?*

Chris Polischuck: Yes