

# GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

## 2018 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: Emergency Assistance/Food Bank of Alaska PHONE: 907-835-5530  
 ADDRESS: PO Box 848 Valdez, AK ZIP: 99686  
 CONTACT PERSON: Debbie Needles PHONE: 907-255-5756  
 CONTACT PERSON E-MAIL: needles@valdezak.net  
 PROGRAM TITLE: Food Bank and Emergency Assistane  
 FUNDING REQUEST FOR 2018: \$ 40,000 **Correct amount is \$35,000**

1. Non-Profit Corporation? Yes ☒ No ☐  
 Date of incorporation: 1989 & 2003 Federal Tax ID #: 34-1986012

2. Organization's estimated TOTAL 2018 operating budget: \$ 112,616

### 3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2015	122,532	49,000	100%	0
2016	117,361	49,500	100%	0
2017	122,442	45,292	100%	0
2018	112,616	35,000	100%	0

4. What was previous grant funding used for? Be specific.

As has been in the past, the community's needs remain basically the same but the cost of providing food to those in need has increased. The purchase of food to be distributed, the freight costs for shipping the food to Valdez, and the utilities that are needed to properly store the distributed foods are the main uses of the grant funding. Costs for volunteer training and board training are another use of the grant funds. Operating costs which includes insurance is also paid with funds from this grant. With these funds we have continued our Backpack Buddies program with the cooperation and assistance from the Valdez School District. The school continued this program into the summer. We were able to enclose the openings in the exterior of the outdoor waiting area with plexi-glass providing a windbreak from the weather. Wiring to provide an exterior heat source is scheduled to be completed before winter and also is covered by this grant.. Our Valdez Food Bank provides weekly bags of food to Seniors in the community and the senior center if requested. Despite the increase in operating cost we are reducing the amount of our request this year to show recognition of the need for cost cutting. Our goal will r continue to be providing the basic food items to those in our community who suffer from food insecurity. We could not do this without the assistance of the City of Valdez and our volunteers.

ATTACHMENTS: (label as indicated)

- Copy of your organization's most recent fiscal year end financial statements including balance sheet and profit and loss, and sources and uses of revenues. These statements must also show all accumulated fund balances for all of the organization's assets. (label page 2)
- Copy of balance sheets from three prior fiscal years. (label page 3)
- Copy of your organization's estimated current operating budget, including revenues and expenditures. (label page 4)
- Copy of proposed 2018 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2017

CERTIFICATION: (must be signed by both individuals)

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

  
EXECUTIVE DIRECTOR (or equivalent)

8.31.17  
DATE

  
PRESIDENT, BOARD OF DIRECTORS (or equivalent)

8/30/2017  
DATE

(Organization's Most Recent Fiscal Year-End Financial Statement  
to include all fund balances on all organization's funds)

(All Funds)

# Emergency Assistance and Food Bank of Valdez

## STATEMENT OF ACTIVITY

Since January 1, 2016

Year end  
2016

	TOTAL
REVENUE	
43400 Direct Public Support	117,607.74
44500 Government Grants	72,146.00
44800 Indirect Public Support	15,700.00
44900 Backpack Buddies	1,500.00
46400 Other Income	6,003.92
<b>Total Revenue</b>	<b>\$212,957.66</b>
GROSS PROFIT	<b>\$212,957.66</b>
EXPENDITURES	
60900 General and Administrative	5,870.37
62100 Contract Services	5,655.09
62800 Facilities and Equipment	9,070.56
62900 Utilities	10,622.28
63001 Emergency Assistance	17,789.01
64000 Food Assistance	41,808.21
64200 Backpack Buddies Expense	5,000.00
64201 Advertising Expenses	100.00
68300 Travel and Meetings	6,772.34
68349 Volunteer Recognition	60.00
69000 Voided Check	0.00
<b>Total Expenditures</b>	<b>\$102,747.86</b>
NET OPERATING REVENUE	<b>\$110,209.80</b>
OTHER EXPENDITURES	
Other Miscellaneous Expenditure	2,514.84
<b>Total Other Expenditures</b>	<b>\$2,514.84</b>
NET OTHER REVENUE	<b>\$ -2,514.84</b>
NET REVENUE	<b>\$107,694.96</b>

# Emergency Assistance and Food Bank of Valdez

## STATEMENT OF FINANCIAL POSITION

As of December 31, 2016

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1st National Bank of Alaska -Checking	100,243.66
1st National Bank of Alaska-Savings	144,305.19
<b>Total Bank Accounts</b>	<b>\$244,548.85</b>
Other Current Assets	
Prepaid Expenses	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$244,548.85</b>
Other Assets	
Buildings	92,684.00
<b>Total Other Assets</b>	<b>\$92,684.00</b>
<b>TOTAL ASSETS</b>	<b>\$337,232.85</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	186,994.26
Retained Earnings	98,896.37
Net Revenue	51,342.22
<b>Total Equity</b>	<b>\$337,232.85</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$337,232.85</b>



# Emergency Assistance and Food Bank of Valdez

## STATEMENT OF FINANCIAL POSITION

As of June 30, 2017

ASSETS	TOTAL
Current Assets	
Bank Accounts	
1st National Bank of Alaska -Checking	
1st National Bank of Alaska-Savings	129,798.89
Total Bank Accounts	174,326.14
Other Current Assets	\$304,125.03
Prepaid Expenses	
Total Other Current Assets	0.00
Total Current Assets	\$0.00
Other Assets	\$304,125.03
Buildings	
Total Other Assets	92,684.00
TOTAL ASSETS	\$92,684.00
LIABILITIES AND EQUITY	\$396,809.03
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	
Total Accounts Payable	0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	\$0.00
Opening Balance Equity	
Retained Earnings	186,994.26
Net Revenue	150,238.59
Total Equity	59,576.18
TOTAL LIABILITIES AND EQUITY	\$396,809.03
	\$396,809.03

# Emergency Assistance and Food Bank of Valdez

## STATEMENT OF ACTIVITY

January 1 - August 29, 2017

	TOTAL
REVENUE	
43400 Direct Public Support	57,417.18
44500 Government Grants	22,646.00
46400 Other Income	4,410.95
<b>Total Revenue</b>	<b>\$84,474.13</b>
GROSS PROFIT	<b>\$84,474.13</b>
EXPENDITURES	
60900 General and Administrative	2,030.53
62800 Facilities and Equipment	1,275.32
62900 Utilites	4,437.90
63001 Emergency Assistance	7,497.23
64000 Food Assistance	15,663.88
64201 Advertising Expenses	100.00
68300 Travel and Meetings	507.36
<b>Total Expenditures</b>	<b>\$31,512.22</b>
NET OPERATING REVENUE	<b>\$52,961.91</b>
OTHER EXPENDITURES	
Other Miscellaneous Expenditure	-4,125.16
<b>Total Other Expenditures</b>	<b>\$ -4,125.16</b>
NET OTHER REVENUE	<b>\$4,125.16</b>
NET REVENUE	<b>\$57,087.07</b>

(Copy of Three Prior Fiscal Years' Balance Sheets)

Veritax 14415  
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**Emergency Assistance and Food Bank of Valdez**  
**Balance Sheet Prev Year Comparison**  
As of December 31, 2014

	<u>Dec 31, 14</u>	<u>Dec 31, 13</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10000 · First Nat'l Bank of Alaska	120,088.31	79,465.60	40,622.71
Total Checking/Savings	120,088.31	79,465.60	40,622.71
Other Current Assets			
12000 · Undeposited Funds	0.00	129.00	-129.00
13000 · Inventory - Food Items	16,325.12	14,015.00	2,310.12
14000 · Prepaid Expenses	89.00	0.00	89.00
Total Other Current Assets	16,414.12	14,144.00	2,270.12
Total Current Assets	136,502.43	93,609.60	42,892.83
Fixed Assets			
18200 · Accumulated Depreciation	-29,950.72	-24,742.36	-5,208.36
15000 · Furniture and Equipment	127,903.68	127,903.68	0.00
Total Fixed Assets	97,952.96	103,161.32	-5,208.36
<b>TOTAL ASSETS</b>	<u>234,455.39</u>	<u>196,770.92</u>	<u>37,684.47</u>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	9,766.96	19,357.22	-9,590.26
Total Accounts Payable	9,766.96	19,357.22	-9,590.26
Total Current Liabilities	9,766.96	19,357.22	-9,590.26
Total Liabilities	9,766.96	19,357.22	-9,590.26
Equity			
32000 · Unrestricted Net Assets	177,413.70	168,281.84	9,121.86
Net Income	47,274.73	9,121.86	38,152.87
Total Equity	224,688.43	177,413.70	47,274.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>234,455.39</u>	<u>196,770.92</u>	<u>37,684.47</u>

Emergency Assistance and Food Bank of Valdez  
**Balance Sheet**

As of December 31, 2015

Dec 31, 15

**ASSETS**

**Current Assets**

**Checking/Savings**

Savings Account 72,000.00

First Nat'l Bank of Alaska 114,987.26

**Total Checking/Savings** 186,987.26

**Other Current Assets**

Inventory - Food Items 16,325.12

Prepaid Expenses 89.00

**Total Other Current Assets** 16,414.12

**Total Current Assets** 203,401.38

**Fixed Assets**

Accumulated Depreciation -29,950.72

Furniture and Equipment 127,903.68

**Total Fixed Assets** 97,952.96

**TOTAL ASSETS** 301,354.34

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Accounts Payable 9,764.55

**Total Accounts Payable** 9,764.55

**Total Current Liabilities** 9,764.55

**Total Liabilities** 9,764.55

**Equity**

Unrestricted Net Assets 224,717.48

Net Income 66,872.31

**Total Equity** 291,589.79

**TOTAL LIABILITIES & EQUITY** 301,354.34

# Emergency Assistance and Food Bank of Valdez

## STATEMENT OF FINANCIAL POSITION

As of December 31, 2016

	TOTAL
<b>ASSETS</b>	
Current Assets	
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1st National Bank of Alaska-Savings	144,305.19
<b>Total Bank Accounts</b>	<b>\$244,548.85</b>
Other Current Assets	
Prepaid Expenses	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$244,548.85</b>
Other Assets	
Buildings	92,684.00
<b>Total Other Assets</b>	<b>\$92,684.00</b>
<b>TOTAL ASSETS</b>	<b>\$337,232.85</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	186,994.26
Retained Earnings	98,896.37
Net Revenue	51,342.22
<b>Total Equity</b>	<b>\$337,232.85</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$337,232.85</b>

(Organization's Current Operating Budget)

(All Funds)

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017
Expense							
60001 - Payroll Expenses	6,261.97	22,421.83	0.00	0.00	0.00	0.00	0.00
60900 - Business Expenses							
60910 - Banking Fees							
60911 - Check Printing Fees	0.00	122.51	8.00	0.00	0.00	50.00	65.00
60910 - Banking Fees - Other	62.00	62.00	92.50	15.00	130.00	75.00	100.00
Total 60910 - Banking Fees	62.00	184.51	100.50	15.00	130.00	125.00	165.00
60920 - Business Registration Fees	700.00	155.00	25.00	0.00	0.00	350.00	275.00
60940 - Taxes / Fees / Penalties	1,237.85	944.84	70.38	134.40	0.00	0.00	0.00
60950 - Memberships & Dues	225.00	0.00	25.00	75.00	350.00	350.00	350.00
60960 - Computer / Software	0.00	1,039.38	593.99	349.00	1,000.00	500.00	500.00
60970 - Office Supplies	278.28	392.11	456.50	843.18	1,000.00	500.00	400.00
Total 60900 - Business Expenses	2,503.13	2,715.84	1,271.37	1,416.58	2,480.00	1,825.00	1,690.00
62100 - Contract Services							
62110 - Accounting Fees	4,713.42	2,812.92	2,419.00	4,620.00	1,250.00	2,500.00	7,500.00
62150 - Outside Contract Services	682.06	878.00	6,955.00	800.00	10,000.00	5,000.00	4,500.00
Total 62100 - Contract Services	5,395.48	3,690.92	9,374.00	5,420.00	11,250.00	7,500.00	12,000.00
62800 - Facilities and Equipment							
62820 - Equipment	119.00	3,756.49	1,091.62	437.50	1,000.00	2,500.00	2,500.00
62830 - Maintenance Materials	440.00	0.00	25.00	0.00	1,600.00	750.00	500.00
62850 - Custodial Supplies	33.75	0.00	0.00	0.00	0.00	500.00	400.00
62860 - Building Materials	415.23	489.73	0.00	0.00	0.00	0.00	0.00
62890 - Other Utilities	0.00	140.33	0.00	0.00	0.00	0.00	0.00
Total 62800 - Facilities and Equipment	1,007.98	4,386.55	1,116.62	437.50	2,600.00	3,750.00	3,400.00
63000 - Emergency Assistance							
63010 - Electricity Assistance	761.38	1,926.64	1,150.79	377.02	5,000.00	5,000.00	5,000.00
63020 - Heating Assistance	2,141.27	5,054.78	4,625.82	2,408.48	5,000.00	5,000.00	5,000.00
63030 - Emergency Travel	347.00	0.00	100.00	0.00	250.00	250.00	1,000.00
63040 - Medical & Pharmacy Assistance	176.50	67.90	250.00	404.00	500.00	500.00	250.00
63050 - Dental & Vision Assistance	0.00	0.00	0.00	0.00	250.00	250.00	250.00
63060 - Rent Assistance	1,038.00	800.00	1,795.00	1,487.50	5,000.00	4,000.00	3,500.00
63070 - Other Emergency Aid	866.90	562.29	1,553.62	941.44	500.00	500.00	500.00
Total 63000 - Emergency Assistance	5,331.05	8,411.61	9,475.23	5,618.44	16,500.00	15,500.00	15,500.00
64000 - Food Assistance							
64040 - Food Pick Up Expense	3,492.00	3,576.00	0.00	398.20	500.00	250.00	150.00
64010 - Food Purchases	9,559.17	13,120.16	33,208.33	804.69	40,000.00	20,000.00	25,000.00
64020 - Freight for Food	6,691.68	6,875.62	10,987.76	4,677.38	12,900.00	7,500.00	7,500.00
64030 - Food Prep Supplies	1,208.06	0.00	0.00	132.00	250.00	250.00	250.00
Total 64000 - Food Assistance	20,950.91	23,571.78	44,196.09	6,012.27	53,650.00	28,000.00	32,900.00
64200 Backpack Buddies Expense	0.00	0.00	0.00	1,224.25	5,000.00	5,000.00	0.00
64500 - Fundraising Expenses							
64510 - Advertising	219.15	100.00	0.00	300.00	2,250.00	2,250.00	1,000.00
64500 - Fundraising Expenses - Other	227.90	192.70	0.00	90.36	2,000.00	1,000.00	750.00
Total 64500 - Fundraising Expenses	447.05	292.70	0.00	390.36	4,250.00	3,250.00	1,750.00
65000 - Operations							
65020 - Postage, Mailing Service		5.95	0.00	37.65	250.00	250.00	250.00
65030 - Printing and Copying	179.59	287.12	100.15	0.00	500.00	500.00	350.00
65040 - Supplies	407.97	85.92	429.00	0.00	3,100.00	1,000.00	750.00
65050 - Telephone, Telecommunications	539.41	929.50	60.10	28.11	700.00	900.00	900.00
Total 65000 - Operations	1,126.97	1,308.49	589.25	65.76	4,550.00	2,650.00	2,250.00
65100 - Other Types of Expenses							
65120 - Insurance - Liability, D and O	1,536.00	2,093.00	2,129.00	0.00	3,150.00	3,500.00	3,500.00
65130 - Annual Lease	1.00	1.00	0.00	2.00	1.00	1.00	1.00
65140 - Workers Compensation Insurance	881.00	943.50	0.00	0.00	0.00	0.00	0.00
65160 Other Costs		767.72	361.82	0.00	500.00	500.00	250.00
Total 65100 - Other Types of Expenses	2,418.00	3,805.22	2,490.82	2.00	3,651.00	4,001.00	3,751.00
66000 - Utilities							
66020 - Electricity	5,155.98	5,935.82	8,827.94	2,162.06	6,000.00	6,100.00	6,750.00
66030 - Water & Sewer	69.36	279.30	280.27	208.68	200.00	200.00	200.00
66040 - Propane	1,286.52	700.76	1,125.79	947.61	6,150.00	6,250.00	6,750.00
Total 66000 - Utilities	6,511.86	6,915.88	10,234.00	3,318.35	12,350.00	12,550.00	13,700.00
68300 - Travel and Meetings							
68320 Travel		4,499.63	0.00	108.73	2,250.00	2,750.00	2,900.00
68330 Travel Other		554.29	0.00	3,890.01	1,250.00	1,250.00	1,250.00
Total 68300 Travel and Meetings	0.00	5,053.92	0.00	3,998.74	3,500.00	4,000.00	4,150.00
8110 - In Kind Donations	85,442.30	28,920.34	12,222.51	0.00	8,000.00	10,000.00	10,000.00
8130 - Donated Utilities	-299.02		-149.45	0.00	200.00	500.00	0.00
Total Expense	137,097.68	111,495.08	90,820.44	27,904.25	122,981.00	93,526.00	101,091.00

Emergency Assistance and Food Bank of Valdez  
Profit Loss Budget Overview  
January through December 2014

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017
Ordinary Income/Expense							
Income							
44600 Grants from Private Foundations		715.10	250.00	250.00	0	0	0
43400 Direct Public Support							
43410 Corporate Contributions	4,542.36	7,909.60	6,035.00	0.00	5,000.00	5,000.00	5,000.00
43420 Contribution from Organizations	7,590.89	212.60	1,500.00	250.00	2,500.00	2,500.00	5,000.00
43430 Gifts in Kind - Food	85,442.30	28,920.34	12,222.51	0.00	8,000.00	10,000.00	10,000.00
43440 Gifts in Kind - Goods	352.00	0.00	0.00	0.00	200.00	500.00	200.00
43450 Individ, Business Contributions	13,180.82	6,503.48	7,419.68	7,947.00	5,000.00	4,000.00	10,000.00
43460 Gifts in Kind - Services	150.00	0.00	0.00	0.00	0.00	0.00	0.00
43400 Direct Public Support - Other	1,667.86	6,145.09	0.00	100.00	3,500.00	2,000.00	7,000.00
Total 43400 Direct Public Support	112,926.23	50,406.21	27,427.19	8,547.00	24,200.00	24,000.00	37,200.00
44500 Government Grants							
44530 Local Government Grants	26,000.00	57,500.00	57,500.00	55,000.00	55,000.00	45,000.00	45,000.00
Total 44500 Government Grants	26,000.00	57,500.00	57,500.00	55,000.00	55,000.00	45,000.00	45,000.00
44900 Backpack Buddies							
44902 Donations	0.00	0.00	0.00	300.00	0.00	0.00	0.00
44901 Grants	0.00	0.00	0.00	5,880.00	5,000.00	5,000.00	0.00
Total 44900 Backpack Buddies	0.00	0.00	0.00	6,180.00	5,000.00	5,000.00	0.00
44800 Indirect Public Support							
44820 United Way, CFC Contributions	22,000.00	17,000.00	20,000.00	17,000.00	22,000.00	17,000.00	17,000.00
Total 44800 Indirect Public Support	22,000.00	17,000.00	20,000.00	17,000.00	22,000.00	17,000.00	17,000.00
46400 Other Types of Income							
46420 Fundraisers	1,565.60	0.00	129.00	2,878.00	5,000.00	1,500.00	1,500.00
46430 Miscellaneous Revenue	151.72	0.00	133.97	0.00	150.00	150.00	150.00
46499 Carryforward	0.00	0.00	0.00	11,400.00	11,650.00	876.00	241.00
Total 46400 Other Types of Income	1,717.32	0.00	262.97	14,278.00	16,800.00	2,526.00	1,891.00
Total Income	162,643.55	124,906.21	105,190.16	101,005.00	123,000.00	93,526.00	101,091.00



Emergency Assistance and Food Bank of Valdez  
Profit Loss Budget Overview  
January through December 2014

Net Ordinary Income  
Net Income

ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017
25,545.87	13,411.13	14,369.72	73,100.75	19.00	0.00	0.00
25,545.87	13,411.13	14,369.72	73,100.75	19.00	0.00	0.00

(Copy of Proposed 2018 Budget)

(All Funds)

	PROPOSED 2018
Expense	
66001 · Payroll Expenses	0.00
60900 · Business Expenses	
60910 · Banking Fees	
60911 · Check Printing Fees	65.00
60910 · Banking Fees - Other	100.00
Total 60910 · Banking Fees	165.00
60920 · Business Registration Fees	0.00
60940 · Taxes / Fees / Penalties	0.00
60950 · Memberships & Dues	350.00
60960 · Computer / Software	500.00
60970 · Office Supplies	400.00
Total 60900 · Business Expenses	1,415.00
62100 · Contract Services	
62110 · Accounting Fees	8,500.00
62150 · Outside Contract Services	10,000.00
Total 62100 · Contract Services	18,500.00
62800 · Facilities and Equipment	
62820 · Equipment	2,500.00
62830 · Maintenance Materials	500.00
62850 · Custodial Supplies	400.00
62860 · Building Materials	0.00
62890 · Other Utilities	0.00
Total 62800 · Facilities and Equipment	3,400.00
63000 · Emergency Assistance	
63010 · Electricity Assistance	5,000.00
63020 · Heating Assistance	5,000.00
63030 · Emergency Travel	1,000.00
63040 · Medical & Pharmacy Assistance	250.00
63050 · Dental & Vision Assistance	250.00
63060 · Rent Assistance	3,500.00
63070 · Other Emergency Aid	500.00
Total 63000 · Emergency Assistance	15,500.00
64000 · Food Assistance	
64040 · Food Pick Up Expense	150.00
64010 · Food Purchases	30,000.00
64020 · Freight for Food	7,500.00
64030 · Food Prep Supplies	250.00
Total 64000 · Food Assistance	37,900.00
64200 Backpack Buddies Expense	0.00
64500 · Fundraising Expenses	
64510 · Advertising	1,000.00
64500 · Fundraising Expenses - Other	750.00
Total 64500 · Fundraising Expenses	1,750.00
65000 · Operations	
65020 · Postage, Mailing Service	250.00
65030 · Printing and Copying	350.00
65040 · Supplies	750.00
65050 · Telephone, Telecommunications	900.00
Total 65000 · Operations	2,250.00
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	3,600.00
65130 · Annual Lease	1.00
65140 · Workers Compensation Insurance	0.00
65160 Other Costs	250.00
Total 65100 · Other Types of Expenses	3,851.00
66000 · Utilities	
66020 · Electricity	6,750.00
66030 · Water & Sewer	200.00
66040 · Propane	6,800.00
Total 66000 · Utilities	13,750.00
68300 · Travel and Meetings	
68320 Travel	2,900.00
68330 Travel Other	1,400.00
Total 68300 Travel and Meetings	4,300.00
8110 · In Kind Donations	10,000.00
8130 · Donated Utilities	0.00
Total Expense	112,616.00
Net Ordinary Income	0.00
Net Income	0.00

Emergency Assistance and Food Bank of Valdez  
Profit Loss Budget Overview  
January through December ~~2017~~ 2018

	PROPOSED 2018
Ordinary Income/Expense	
Income	
44800 Grants from Private Foundations	0
43400 · Direct Public Support	
43410 · Corporate Contributions	5,000.00
43420 · Contribution from Organizations	5,000.00
43430 · Gifts in Kind - Food	10,000.00
43440 · Gifts in Kind - Goods	200.00
43450 · Individ, Business Contributions	10,000.00
43460 · Gifts in Kind - Services	0.00
43400 · Direct Public Support - Other	7,000.00
Total 43400 · Direct Public Support	37,200.00
44500 · Government Grants	
44530 · Local Government Grants	35,000.00
Total 44500 · Government Grants	35,000.00
44900 Backpack Buddies	
44902 Donations	0.00
44901 Grants	0.00
Total 44900 Backpack Buddies	0.00
44800 · Indirect Public Support	
44820 · United Way, CFC Contributions	17,000.00
Total 44800 · Indirect Public Support	17,000.00
46400 · Other Types of Income	
46420 · Fundraisers	1,500.00
46430 · Miscellaneous Revenue	150.00
46499 · Carryforward	21,766.00
Total 46400 · Other Types of Income	23,416.00
Total Income	112,616.00

## PROGRAM INFORMATION

ORGANIZATION NAME: Emergency Assistance and Food Bank of Valdez

Program Title: Food Bank and Emergency Assistance

Complete section below. Limit comments to this page.

1. Summarize the program you are proposing. (You will provide the details in the scope of services form.)

The Emergency Assistance portion of our program is used by individuals and families who are in dire need of financial assistance in an emergency situation. Generally this is heat, power or to prevent eviction. The funds are also used to help those who have lost everything to a catastrophic event such as a fire. The Food Bank mission statement is to provide sustainable food to families suffering from food insecurity.

2. Briefly, but specifically, describe why the program to be funded under this proposal is needed and how it will benefit the Valdez community. Is this a new or existing program? How have you determined the need for your program?

The Food Bank of Valdez feeds those who are in need for any number of hardships. This program has been in existence since 1989. The program is needed because there continues to be a need in the community for food assistance for those who are under employed or unemployed. This is an ongoing program for which any community member can use if they fall into hardship.

3. Is this program year-round, seasonal, or a one-time event? year round  
Schedule: Beginning date: n/a Ending date: n/a

4. Estimated number of people to be served by this program? 850  
Provide formula for estimate:

We served 506 seniors in the first 8 months of 2017 averaging 63 per month. Those numbers remain statistically steady. During the same time we served approximately 3,466 adults and children, averaging 433.25 per month. Historically, these monthly averages will increase during the remainder of the year,

5. Target population served: (ie: youth, adult, Senior Citizens, disadvantaged, etc.)

Low income individuals and families to include adults, children and seniors.

6. Is membership in your organization required for participation: Yes        No x
7. Fee to participant: Member \$ 0 Non-Member \$ 0
8. Number of paid program staff: Full-time 0 Part-time 1 Temporary 0



ORGANIZATION NAME: Emergency Assistance and Food Bank of Alaska

Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2015	1884 hours
	Actual 2016	1738 hours
	Anticipated 2017	1870
	Estimated 2018	1870

Source of volunteers (parents, members, professionals, others):

Companies such as Alyeska Pipeline Service Company and local churches are a significant source of volunteer contributions. Other volunteers consist of concerned citizens from every sector of our community including those who need our services.

Types of services provided by volunteers:

Volunteers check in clients, receive and weigh in donations, stock shelves, check out and bag the client's food and clean the food bank. Board Members help do all that the volunteers do as well as administering a Federal food program called TEFAP and ensuring the regulations are met. Board Members administer the Back Pack Buddies program and the Board Members file and keep reports, order food, schedule deliveries and administer the Emergency Assistance program. The Board makes and executes procedures and policies.

10. Where will you operate this program? What facilities?

The Emergency Assistance and Food Bank is located on the Richardson HWY, next to the animal shelter.

11. What is the specific impact on your program if City funding is available at the following percentages of your request?

- 75% All volunteer staff would need to seek increased donations from other local sources.
- 50% Board Members would need to seek increased donations and consider service cutbacks.
- 25% Board Members would need to seek increased donations and would need to cut one to two programs.
- 0% With no funding, our ability to serve Valdez would be severely impacted. We would need to cut all programs and reduce services offered.  
The community would experience an increase in food insecurity.

12. The City is prohibited from contracting with businesses or persons that violate the Americans with Disabilities Act (ADA). What methods does your organization employ to comply with the requirements of ADA?

The facility used by EAFBV is accessible and our program does not discriminate on the basis of disability, age, ethnicity, religious affiliation, or gender. In order to further support those with disabilities or limited mobility we deliver food directly to the Valdez Senior Citizens Center. Food insecurity knows no limitations and we strive to serve all in need.



ORGANIZATION NAME: Emergency Assistance and Food Bank of Valdez  
Program Information (continued)

13. Any other comments you would like to make about your program?

A myriad of reasons bring people to the Valdez Food Bank looking for assistance. In the last year we were able to aid a young mother of two who had suffered grave harm due to domestic violence. There was another devastating home fire this year and we were again immediately available for assistance. A widow received assistance with no fanfare. These are just a few of the stories where we are made aware of the reason for their needs. Mostly we are unaware of their back stories, but we do know that Food Bank favorably impacts the lives of many in Valdez. Nearly every participant in using the Food Bank leaves a very favorable comment when they complete the weekly sign in sheet.

Every Thursday this facility is bustling with volunteers who show up prior to opening hours to repackage foods, stock shelves, clean, and do a brief inventory so we can place an order for the next week when it starts all over again. The lack of space within the facility makes for tight quarters for the volunteers. More space would allow us to take advantage of cheaper shipping costs and less expensive foods. Thankfully, we have received unexpected donations which make the possibility of a storage solution much closer.

When the doors open to allow the clients to come inside, five people at a time, the volunteers appear to move as a cohesive unit. The volunteers are gathering and tracking the food orders for TEFAP (a federally funded program that provides a bit more food assistance) and processing the clients through the line as quickly as possible. The clients are able to make a few food choices by using a point value system assessed to the food groups. This choice making allows the clients to feel they have a choice in meeting their food needs.

0% of City money has gone toward or is budgeted to go towards the improvement of our storage needs. We will be able to continue maintaining our food distribution levels thanks to the generosity of the City of Valdez.

ORGANIZATION NAME: Emergency Assistance and Food Bank of Valdez

**OPERATING EXPENSES OF PROPOSED PROGRAM**

(Budget Form #1)

<u>Program Expenses:</u>	<u>Budget</u>	<u>Breakdown</u>
<b>PERSONAL SERVICES:</b>	<b>\$ 415</b>	
Salaries/wages		\$
Employee benefits		\$
Other: <u>banking fees/other</u>		\$ 415
<b>CONTRACTUAL SERVICES:</b>	<b>\$ 28850</b>	
Reproduction/copying		\$ 0
Equipment rental		\$ 0
Data processing		\$ 0
Dues/subscriptions		\$ 350
Contractual services		\$ 18500
Professional fees & services		\$ 0
Other: <u>inkind donations</u>		\$ 10000
<b>OTHER SERVICES:</b>	<b>\$ 21300</b>	
Volunteer services		\$ 0
Communications/postage		\$ 1150
Printing		\$ 350
Advertising/promotion		\$ 1750
Electricity		\$ 6750
Heating		\$ 6800
Travel/transportation		\$ 4300
Other: <u>water/sewer</u>		\$ 200
<b>COMMODITIES:</b>	<b>\$ 4150</b>	
Clothing		\$ 0
Office supplies		\$ 750
Building maintenance		\$ 500
Operating supplies		\$ 400
Parts & supplies - equipment		\$ 2500
<b>OTHER CHARGES/EXPENSES:</b>	<b>\$ 57901</b>	
Insurance		\$ 3600
Contingencies		\$ 0
Training		\$ 0
Rent		\$ 1
Capital equipment		\$ 0
Office equipment		\$ 900
Other expenses: <u>Emerg Asst/Food Asst</u>		\$ 53400
<b>TOTAL COST FOR OPERATION OF THIS PROGRAM:</b>	<b>\$ 112616</b>	

ORGANIZATION NAME: Emergency Assistance and Food Bank of Valdez

**FUNDING SOURCES FOR PROPOSED PROGRAM**  
(Budget Form #2)

This program budget covers the period of January 1, 2018 to December 31, 2018

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	\$ <u>0</u>	<u>        </u>	<u>        </u>
Gifts and Contributions	\$ <u>0</u>	<u>        </u>	<u>        </u>
Membership Dues	\$ <u>0</u>	<u>        </u>	<u>        </u>
Fees & charges to participants	\$ <u>0</u>	<u>        </u>	<u>        </u>
Private sector grants (specify source and date of award)			
<u>organizations</u>	\$ <u>27000</u>	<u>24</u>	<u>N</u>
<u>in-kind service</u>	\$ <u>10200</u>	<u>9</u>	<u>N</u>
<u>United Way</u>	\$ <u>17000</u>	<u>15</u>	<u>N</u>
Fundraisers (specify major fundraising events/programs)			
<u>Fundraiser</u>	\$ <u>1500</u>	<u>1</u>	<u>N</u>
<u>carry forward</u>	\$ <u>21766</u>	<u>19</u>	<u>Y</u>
<u>Misc Revenue</u>	\$ <u>150</u>	<u>&lt;1</u>	<u>Y</u>
<b>Subtotal of Financial Support for this program:</b>	\$ <u>77616</u>	<u>69</u>	
<b>Supplemental Funding Requested from City of Valdez:</b>	\$ <u>35000</u>	<u>31</u>	
<b><u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u></b>	\$ <u>112616</u>	<b>100%</b>	

NOTE: Projected program financial support should meet or exceed projected program expenditures. If not, you must provide an explanation. If the financial support is projected to exceed the expenditures by a substantial amount, please provide an explanation as to why grant funds are being requested for this program.

ORGANIZATION NAME: Emergency Assistance and Food Bank of Valdez

### SCOPE OF SERVICES

Timeline      OUTCOMES for 2018 (What do you plan to accomplish in 2018 - be specific)

Our mission is to help our clients during their food insecurity situations and to meet the needs of community members who have suffered catastrophic losses for a variety of reasons to include loss from a home fire, flood, incapacitating loss of a family bread winner, to name just a few. We were able, through the donations from the City of Valdez and other local organizations and private donors, to meet and exceed previous goals. With the assistance of our many volunteers, we have:

- \* Continued to provide weekly food aid to an average of 501 individuals per month.
- \* Continued to provide a weekly food box to the seniors in cooperation with the Valdez Senior Center.
- \* Continued to be able to distribute emergency assistance to those in crisis.
- \* We are able to provide more fresh fruits and vegetables this year.

In 2018 we have continued goals to:

- \* To continue providing as we have in the past.
- \* Expand our storage capacity to allow for a more effective distribution of the TEFAP program and to create more storage for donated foods to the Food Bank of Valdez.

Our program fits squarely within the community's areas of need: providing food to seniors, providing nutritional snacks to students in need, assisting families and individuals suffering from food insecurities and providing emergency assistance when the need arises. Over 45 volunteers (which includes 10 working Board Members) thus far this year, and one part time bookkeeper assisted in the operation of the Food Bank of Valdez. They have averaged over 700 hours of their personal time during the past eight months to keep this facility functioning at high capacity in lean times. Thank you for your continued assistance in keeping our community services possible.

Attach additional pages if necessary

*Definition: Outcome - End product or result accomplished.*



CITY OF VALDEZ

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

**APPLICATION CHECKLIST**

This checklist is simply for your use in preparation of your application packet. It is not a part of the packet to be copied and submitted.

You are encouraged to check and double check your facts and figures prior to making your copies. Packets that omit any of the requested information or that contain errors in calculations **WILL BE RETURNED TO THE APPLICANT** for correction and resubmission. The ensuing delay may jeopardize your application for funding.

A COMPLETE APPLICATION PACKET INCLUDES:

- \_\_\_\_\_ Funding Request/Certification form (labeled page 1)
- \_\_\_\_\_ Recent Total Organization Financial Statement (labeled page 2)
- \_\_\_\_\_ Copy of Prior Three Prior Years' Balance Sheets (labeled page 3)
- \_\_\_\_\_ Current Operating Budget for Total Organization (labeled page 4)
- \_\_\_\_\_ Copy of Proposed 2018 Budget (labeled page 5)
- \_\_\_\_\_ Program Information forms (labeled pages 6, 7, and 8)
- \_\_\_\_\_ Operating Expenses of Proposed Program/Budget form #1 (labeled page 9)
- \_\_\_\_\_ Funding Sources for Proposed Program/Budget form #2 (labeled page 10)
- \_\_\_\_\_ Scope of Services form (labeled page 11)
- \_\_\_\_\_ Additional pages submitted by agency (label page numbers accordingly)
- \_\_\_\_\_ Copy of Balance Sheet and Profit and Loss as of 6/30/2017

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REMINDER: You must submit **one (1) DOUBLE SIDED COPY OF COMPLETE PACKET** and a **COMPLETE PDF FILE** before the deadline. Late submissions will not be considered for funding.

DEADLINE: **5:00 p.m., Thursday, August 31st, 2017**  
Early submissions are accepted and encouraged!

Thank you for your submission.