



Received
AUG 31 2018
City of Valdez

COMMUNITY SERVICE ORGANIZATIONS 2019 GRANT REQUEST

APPLICATION INSTRUCTIONS

Due Date: Friday, August 31st, 2018, 5pm. Late applications will not be considered.

CSO requests follow a competitive application process, as requests will likely exceed available funds.

Please review the entire packet of forms prior to starting your application. Do not omit any of the requested information or required attachments. If an item does not apply to your program, note "N/A" for that item. A checklist is attached in this packet for your use.

SUBMISSION FORMAT:

The City Administration plans to incorporate all grant submissions into a digital document for the City Council to review. For this reason, we require that the submissions to follow a uniform format. Please do not provide supplementary materials, which are not in the direct format of this packet.

Please submit **one (1) DOUBLE-SIDED COPY** and **ONE COMPLETE PDF FILE**

Address: City of Valdez, Attn: Finance Department, PO Box 307, 212 Chenega, Valdez AK 99686

QUESTIONS:

Please contact Magdalena McCay, Comptroller, at 834-3454.

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

CRITERIA, RESTRICTIONS, and INSURANCE REQUIREMENTS

The City of Valdez strives to ensure that a wide variety of programs and services are made available to the community. The objective of this grant program is to provide funding assistance to agencies and organizations to expand these opportunities in Valdez.

CRITERIA: The City Council will evaluate your application based on:

- I. **Purpose of the Program:** What demonstrated community need is being met? What is the impact on the community if your program is not provided? What other programs/agencies exist to meet this need? How do they compare to your program?
- II. **Management of the Program:** Effective management of financial and human resources? Appropriate technical skills and knowledge of this program service? Fiscally responsible? Proven ability/track record?
- III. **Fiscal Health of the Program:** What internal controls are employed to ensure adherence to approved financial policies and oversight? What financial reserves are available to deal with unanticipated fiscal impacts?
- IV. **Community Support of Program:** Strong participation? Volunteer services? Financial support shown through private and corporate contributions, user fees, in-kind donations?
- V. **Specifics of Program:** Target population - who benefits from your program? Cost effective? Well thought-out concept and organized plan of action? Measurable results?

RESTRICTIONS: Restrictions on this funding include:

- I. The organization must have obtained a non-profit status recognized by the State of Alaska before a contract can be executed. Informal associations are not eligible for grants.
 - II. There are no guarantees of annual funding; the intent is for your group or program to become self-sufficient.
 - III. This grant funding is subject to the availability of funds lawfully appropriated for disbursement.
 - IV. Grant funding is intended to supplement your budget, not to fund your program in total.
 - V. Programs and services are the goal; grant funds are not to be used for construction activities. No equipment purchases of over \$500 will be permitted.
 - VI. Grant funding is not intended to provide an increase to the fund balance of your organization. Funds are to be **fully** expended in the 2019 fiscal year on the specified program(s).
- NOTE: This list is not intended to be all inclusive.

Criteria, Restrictions, and Insurance Requirements (continued)

INSURANCE REQUIREMENTS: Insurance requirements for Grant Recipients include:

A certificate of insurance naming the City as additional insured must be in effect during the entire contract period, including the following:

- * Worker's Compensation as required by Alaska Statutes and Employer's Liability in the amount of \$100,000.
- * Comprehensive General Liability to include premises operation, contractual liability, and personal liability in a minimum amount of \$1,000,000 combined single limit.
- * Comprehensive Auto Liability - \$500,000 per accident (for programs requiring the use of vehicles owned and/or hired)

AUDIT REQUIREMENTS FOR FUNDING REQUESTS OF \$100,000 OR MORE:

The Grantor requires a recipient receiving \$100,000 or more in the organization's fiscal year to conduct an independent audit by certified public accountant that is in conformity with generally accepted accounting principles in the United States of America. A copy of the financial statements and all audit findings must be submitted to the City of Valdez within 30 days after recipient receives the audit report.

Future funding requests will only be considered if prior year audits are on file with the City of Valdez as described above. If most recent audit is still pending at the date of application the City of Valdez must receive written notice of the audit status with the submittal.

2019 FUNDING REQUEST/CERTIFICATION FORM

PHONE: 907-835-3663

ZIP: 99686

PHONE: 907-255-5755

PROGRAM TITLE: Food Bank and Emergency Assistance

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

3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2016	117,361	49,500	42.17%	0
2017	122,442	45,292	36.99%	0
2018	112,616	35,000	31.07%	0
2019	94261	35,000	34%	0

Emergency monetary assistance, purchasing food to be distributed to the community, the freight costs for shipping this food to Valdez, maintenance of the facility and the utilities that are needed to properly store the distributed foods are the main uses of the grant funding. There are some costs for volunteer training and board training as well as operating costs. The operating costs includes insurance, upgrading our computers and replacing worn out office equipment. Backpack Buddies is a program that ensures that no student goes without nutritional snacks over the weekend or during the summer. We are able to continue this program with the cooperation and assistance from the Valdez School District. The senior citizens of Valdez are offered weekly bags of staple foods and nutritional snacks. These bags are delivered to the senior center. This is another program that we could not continue to do without the assistance of the city grant and the volunteers who fill the bags and make the deliveries. We have seen a need in the community for emergency monetary assistance which goes to prevent power, heat, phone shut offs and evictions from occurring. There is no way that we could meet these needs without the assistance of the City of Valdez and our volunteers. Our goal will continue to be providing the basic food staples to those in our community who suffer from food insecurity and to ensure that they are able to remain in their homes and are safe and warm.

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 2019 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2018

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.



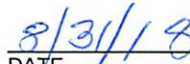
EXECUTIVE DIRECTOR (or equivalent)



DATE



PRESIDENT, BOARD OF DIRECTORS (or equivalent)



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

January - December 2017

	TOTAL
Revenue	
43400 Direct Public Support	
43410 Corporate Contributions	31,011.38
43420 Organizations Contributions	4,390.00
43450 Individual, Business Contributions	10,163.31
43460 Gifts in Kind (Service)	799.68
Total 43400 Direct Public Support	46,364.37
44500 Government Grants	
44530 Local Government Grants	45,292.00
Total 44500 Government Grants	45,292.00
44800 Indirect Public Support	
44820 United Way, CFC Contributions	18,500.00
Total 44800 Indirect Public Support	18,500.00
44900 Backpack Buddies	
44901 Backpack Buddies Grants	3,500.00
Total 44900 Backpack Buddies	3,500.00
46400 Other Income	
46430 Miscellaneous Revenue	209.18
Total 46400 Other Income	209.18
Total Revenue	\$113,865.55
GROSS PROFIT	\$113,865.55
Expenditures	
60900 General and Administrative	50.00
60901 Books, Subscriptions, Reference	263.90
60905 Telephone, Telecommunications	1,152.65
60906 Office and Operations Supplies	164.00
60908 Printing, Copying, Faxing	189.96
60915 Safety Deposit Box	60.00
60960 Computer, Software	26.98
60970 Office Supplies	502.40
60980 Insurance-Liability, D and O	2,072.00
Total 60900 General and Administrative	4,481.89
62100 Contract Services	
62110 Accounting Fees	1,124.16
Total 62100 Contract Services	1,124.16
62800 Facilities and Equipment	
62820 Equipment	1,011.07
62830 Repairs and Maintenance	1,076.01
62890 Rent	1.00
Total 62800 Facilities and Equipment	2,088.08
62900 Utilities	
62901 Electricity	5,756.99

	TOTAL
62902 Water and Sewer	208.69
62903 Propane	451.86
Total 62900 Utilities	6,417.54
63001 Emergency Assistance	
63010 Electricity Assistance	1,257.80
63020 Heating Assistance	4,486.53
63030 Emergency Travel	500.00
63060 Rent Assistance	1,614.00
63070 Other Emergency Ai	1,100.00
Total 63001 Emergency Assistance	8,958.33
64000 Food Assistance	
64010 Food Purchases	25,583.46
64020 Freight for Food Shipments	-929.68
64030 Food Prep Supplies	355.46
64040 Food Pick up Expense	12.21
Total 64000 Food Assistance	25,021.45
64200 Backpack Buddies Expense	3,500.00
64201 Advertising Expenses	100.00
68300 Travel and Meetings	
68320 Travel	507.36
Total 68300 Travel and Meetings	507.36
Total Expenditures	\$52,198.81
NET OPERATING REVENUE	\$61,666.74
Other Revenue	
Interest Income	91.70
Total Other Revenue	\$91.70
Other Expenditures	
Other Miscellaneous Expenditure	-316.00
Total Other Expenditures	\$ -316.00
NET OTHER REVENUE	\$407.70
NET REVENUE	\$62,074.44

(Copy of Three Prior Fiscal Years' Balance Sheets)

Emergency Assistance and Food Bank of Valdez

STATEMENT OF FINANCIAL POSITION

As of August 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1st National Bank of Alaska -Checking	194,683.15
1st National Bank of Alaska-Savings	174,477.95
Total Bank Accounts	\$369,161.10
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$369,161.10
Other Assets	
Buildings	92,684.00
Total Other Assets	\$92,684.00
TOTAL ASSETS	\$461,845.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Balance Equity	186,994.26
Retained Earnings	212,313.03
Net Revenue	62,537.81
Total Equity	\$461,845.10
TOTAL LIABILITIES AND EQUITY	\$461,845.10

Emergency Assistance and Food Bank of Valdez

STATEMENT OF FINANCIAL POSITION

As of December 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1st National Bank of Alaska -Checking	132,226.40
1st National Bank of Alaska-Savings	174,396.89
Total Bank Accounts	\$306,623.29
Other Current Assets	
Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$306,623.29
Other Assets	
Buildings	92,684.00
Total Other Assets	\$92,684.00
TOTAL ASSETS	\$399,307.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Balance Equity	186,994.26
Retained Earnings	150,238.59
Net Revenue	62,074.44
Total Equity	\$399,307.29
TOTAL LIABILITIES AND EQUITY	\$399,307.29

Emergency Assistance and Food Bank of Valdez

STATEMENT OF FINANCIAL POSITION

As of December 31, 2016

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

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

(Organization's Current Operating Budget)
(All Funds)

EMERGENCY ASSISTANCE & FOOD BANK OF VALDEZ**BUDGET****2018****Ordinary Income/Expense****Income****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 • Interest** 0.00**46999 Carryforward** 121,766.00**Total 46400 • Other Types of Income** 123,416.00**Total Income** 212,616.00**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
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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
8140 Transfer to Building Fund	100,000.00
Total Expense	212,616.00
Net Ordinary Income	0.00
Net Income	0.00

(Copy of Proposed 2019 Budget)
(All Funds)

Emergency Assistance and Food Bank of Valdez
Profit Loss Budget Overview
January through December 2019

	<u>ADOPTED</u>
	<u>2019</u>
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43410 · Corporate Contributions	7,500.00
43420 · Contribution from Organizations	2,500.00
43430 · Gifts in Kind - Food	10,000.00
43440 · Gifts in Kind - Goods	0.00
43450 · Individ, Business Contributions	10,000.00
43460 · Gifts in Kind - Services	0.00
43400 · Direct Public Support - Other	2,500.00
Total 43400 · Direct Public Support	<u>32,500.00</u>
44500 · Government Grants	
44530 · Local Government Grants	35,000.00
Total 44500 · Government Grants	<u>35,000.00</u>
44900 Backpack Buddies	
44902 Donations	0.00
44901 Grants	0.00
Total 44900 Backpack Buddies	<u>0.00</u>
44800 · Indirect Public Support	
44820 · United Way, CFC Contributions	17,000.00
Total 44800 · Indirect Public Support	<u>17,000.00</u>
46400 · Other Types of Income	
46420 · Fundraisers	500.00
46430 · Miscellaneous Revenue	200.00
46499 · Interest	50.00
46999 Carryforward	9,011.00
Total 46400 · Other Types of Income	<u>9,761.00</u>
Total Income	<u>94,261.00</u>

	<u>ADOPTED</u> <u>2019</u>
Expense	
66001 • Payroll Expenses	0.00
60900 • Business Expenses	
60910 • Banking Fees	
60911 • Check Printing Fees	0.00
60910 • Banking Fees - Other	60.00
Total 60910 • Banking Fees	<u>60.00</u>
60920 • Business Registration Fees	250.00
60940 • Taxes / Fees / Penalties	0.00
60950 • Memberships & Dues	350.00
60960 • Computer / Software	0.00
60970 • Office Supplies	500.00
Total 60900 • Business Expenses	<u>1,160.00</u>
62100 • Contract Services	
62110 • Accounting Fees	2,500.00
62150 • Outside Contract Services	3,500.00
Total 62100 • Contract Services	<u>6,000.00</u>
62800 • Facilities and Equipment	
62820 • Equipment	1,000.00
62830 • Maintenance Materials	250.00
62850 • Custodial Supplies	500.00
62860 • Building Materials	0.00
62890 • Other Utilities	0.00
Total 62800 • Facilities and Equipment	<u>1,750.00</u>
63000 • Emergency Assistance	
63010 • Electricity Assistance	7,250.00
63020 • Heating Assistance	7,500.00
63030 • Emergency Travel	750.00
63040 • Medical & Pharmacy Assistance	500.00
63050 • Dental & Vision Assistance	0.00
63060 • Rent Assistance	3,500.00
63070 • Other Emergency Aid	500.00
Total 63000 • Emergency Assistance	<u>20,000.00</u>
64000 • Food Assistance	
64040 • Food Pick Up Expense	0.00
64010 • Food Purchases	30,000.00
64020 • Freight for Food	7,500.00
64030 • Food Prep Supplies	250.00
Total 64000 • Food Assistance	<u>37,750.00</u>
64200 Backpack Buddies Expense	0.00
64500 • Fundraising Expenses	
64510 • Advertising	150.00
64500 • Fundraising Expenses - Other	750.00
Total 64500 • Fundraising Expenses	<u>900.00</u>
65000 • Operations	
65020 • Postage, Mailing Service	100.00
65030 • Printing and Copying	175.00
65040 • Supplies	250.00
65050 • Telephone, Telecommunications	1,500.00
Total 65000 • Operations	<u>2,025.00</u>
65100 • Other Types of Expenses	
65120 • Insurance - Liability, D and O	2,500.00
65130 • Annual Lease	1.00
65140 • Workers Compensation Insurance	0.00
65160 Other Costs	250.00
Total 65100 • Other Types of Expenses	<u>2,751.00</u>
66000 • Utilities	
66020 • Electricity	6,750.00

Emergency Assistance and Food Bank of Valdez
Profit Loss Budget Overview
January through December 2019

	<u>ADOPTED</u>
	<u>2019</u>
66030 · Water & Sewer	275.00
66040 · Propane	1,000.00
Total 66000 · Utilities	<u>8,025.00</u>
68300 · Travel and Meetings	
68320 Travel	2,500.00
68330 Travel Other	1,400.00
Total 68300 Travel and Meetings	<u>3,900.00</u>
8110 · In Kind Donations	10,000.00
8130 · Donated Utilities	0.00
8140 Transfer to Building Fund	0.00
Total Expense	<u>94,261.00</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>

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.)

Historically the Valdez Food Bank serves the people of Valdez with food distribution and emergency assistance. We are a totally volunteer run food bank (with a very part-time paid bookkeeper). Our emergency services are offered to anyone who needs them without regard to income. Our programs include food distribution, emergency monetary assistance, BackPack Buddies, senior staples bags and holiday distributions.

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?

This program is needed because there will always be those who suffer from food insecurity in our community. There will always be those who are unemployed or underemployed who will need temporary or even permanent assistance. With the continued decline in job opportunities, the increased cost of heating and transportation and the rising costs of locally purchased food, the need for assistance will continue to rise. This continues to be an ongoing program for which any community member may use if they suffer a 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? 900
Provide formula for estimate:

Our records show that we averaged serving 27 seniors per month, during the first 8 months of 2018. Those numbers remain historically steady. During that same time, we served approximately 326 adults and children, per month. Statistically, 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 Valdez

Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2016	1738 hours
	Actual 2017	1870
	Anticipated 2018	1870
	Estimated 2019	1900

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

Our volunteers consist of a broad mix of residents to include teachers, hospital employees, retirees, employees from companies such as Alyeska Pipeline Service Company, church members, clients, and the US Coast Guard. This year we had a volunteer who is a summer visitor. She created and donated many lap quilts to distribute to our clients.

Types of services provided by volunteers:

During the week we have volunteers who order food, accept deliveries, weigh in the donated food, inspect them for expiration dates, stock shelves, update our computers, clean, repackage bulk purchases, senior food is bagged in preparation for transportation, keep records, and a variety of

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

The program continues to operate in our Food Bank building which is located on the Richardson Hwy next to the Valdez Animal Shelter.

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

75% We would need to seek increased donations from other sources.

50% Board Members would need to seek increased donations as well as to consider service cut backs.

25% One to two programs would need to be cut as well as seeking other donation sources.

0% With no city funding our ability to serve Valdez would be severely impacted. We would need to cut all programs and reduce offered services. 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 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?

We have seen a rise in the need for emergency monetary assistance to assist with housing needs. One long time resident needing a place to stay temporarily after surgery was assisted. Job losses, illness, catastrophic expenses for furnace repairs, many things lead to the need for a little extra help to stay in one's home or to keep the home warm. As stated in the past, we are unaware of most of the client's back stories, but we do know that the Food Bank does favorably impact the lives of many in Valdez.

We put out a public cry for more volunteers this spring as we were losing the mainstay of the board to retirement. With a shortage of volunteers looming, a voluntary decision was made to temporarily discontinue the TEFAP program. This decision was not made lightly as it severely impacted our clients. One goal for the present board is to try to keep a war chest of volunteers to work with the board of directors so that no one person or core group has to be at the food bank every distribution day, every order day and every delivery day.

Once this is accomplished, we may be able to reinstate the TEFAP. TEFAP stands for The Emergency Food Assistance Program. It's a federal program using commodities provided by the USDA. The food is sent to the Food Bank of Anchorage and it goes out from there to food pantries all over Alaska. The plan is to restart the program this fall as we now have a full board and the necessary volunteers who can make a commitment to operate the program. A decision to change the distribution day to Saturday mornings has opened up the door to many new volunteers who were unable to do so when the distribution was made during the standard work week hours. Without dependable volunteers, this program is not able to be used.

The lack of space for food storage continues to be a problem that is in need of a solution soon. When the volunteers arrive to stock, inventory, re package foods, take in new food stock, clean etc, there is always a sense of urgency perhaps due to the lack of elbow room. During the holiday distribution day the facility is quite crowded. As things are now, we can only allow 5 clients inside at a time due to the cramped quarters. This situation continues to cause many clients to stand outside in inclement weather, year round. We have been able to partially enclose their waiting area and provide a small amount of heat with an electric heater, but it's not much.

We would like to take this time to sincerely thank the City of Valdez for their continued support of the Valdez Food Bank. Without it the community would suffer. We would also like to encourage members of the city council to make some time to visit the Food Bank during distribution day. We're proud of our facility and volunteers and we would like to share it with you.

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>
PERSONAL SERVICES:	<u>\$0</u>	
Salaries/wages		<u>\$ 0</u>
Employee benefits		<u>\$ 0</u>
Other: _____		<u>\$0</u>
CONTRACTUAL SERVICES:	<u>\$ 6,910</u>	
Reproduction/copying		<u>\$ 0</u>
Equipment rental		<u>\$ 0</u>
Data processing		<u>\$ 0</u>
Dues/subscriptions		<u>\$ 850</u>
Contractual services		<u>\$ 6,000</u>
Professional fees & services		<u>\$ 0</u>
Other: <u>bank fees</u>		<u>\$60</u>
OTHER SERVICES:	<u>\$ 13,850</u>	
Volunteer services		<u>\$ 0</u>
Communications/postage		<u>\$ 1,600</u>
Printing		<u>\$ 175</u>
Advertising/promotion		<u>\$ 150</u>
Electricity		<u>\$ 6,750</u>
Heating		<u>\$ 1,000</u>
Travel/transportation		<u>\$3,400</u>
Other: <u>water/sewer</u>		<u>\$ 275</u>
COMMODITIES:	<u>\$50,000</u>	
Clothing		<u>\$ 0</u>
Office supplies		<u>\$ 500</u>
Building maintenance		<u>\$,750</u>
Operating supplies		<u>\$48,750</u>
Parts & supplies - equipment		<u>\$0</u>
OTHER CHARGES/EXPENSES:	<u>\$23,501</u>	
Insurance		<u>\$ 2,500</u>
Contingencies		<u>\$ 0</u>
Training		<u>\$ 0</u>
Rent		<u>\$ 1</u>
Capital equipment		<u>\$ 0</u>
Office equipment		<u>\$ 1,000</u>
Other expenses: <u>Emergency Assistance</u>		<u>\$20,000</u>
TOTAL COST FOR OPERATION OF THIS PROGRAM:	<u>\$94,261</u>	

ORGANIZATION NAME: Emergency Assistance and Food Bank of Valdez

FUNDING SOURCES FOR PROPOSED PROGRAM
(Budget Form #2)

This program budget covers the period of 1/1/2019 to 12/31/2019

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	<u>\$ 0</u>	<u>0</u>	<u>n/a</u>
Gifts and Contributions	<u>\$ 32,500</u>	<u>34</u>	<u>n</u>
Membership Dues	<u>\$ 0</u>	<u>0</u>	<u>n/a</u>
Fees & charges to participants	<u>\$ 0</u>	<u>0</u>	<u>n/a</u>
Private sector grants (specify source and date of award)			
<u>United Way</u>	<u>\$ 17,000</u>	<u>18</u>	<u>n</u>
<u></u>	<u>\$ 0</u>	<u>n/a</u>	<u>n</u>
<u></u>	<u>\$ n/a</u>	<u>n/a</u>	<u>n/a</u>
Fundraisers (specify major fundraising events/programs)			
<u>Local</u>	<u>\$ 500</u>	<u>1</u>	<u>n</u>
<u>Misc</u>	<u>\$ 250</u>	<u>1</u>	<u>n</u>
<u>Carry forward</u>	<u>\$ 9,011</u>	<u>10</u>	<u>y</u>
Subtotal of Financial Support for this program:	<u>\$ 59,261</u>	<u>64</u>	
Supplemental Funding Requested from City of Valdez:	<u>\$ 35,000</u>	<u>36</u>	
<u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u>	<u>\$ 94,261</u>	100%	

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 2019 (What do you plan to accomplish in 2019 - be specific)

Our mission is to alleviate hunger and create access to nutritional food. The Emergency Assistance and Food Bank of Valdez is a non-profit organization that collects and distributes food to local community members. The food bank acts as a food storage and distribution point. Our mission remains to help clients during a food insecurity situation. Emergency assistance is rendered to community members who have suffered catastrophic losses for a variety of reasons which may include loss from fire, flood or an incapacitating loss of a family bread winner to name just a few. We have been able through the donations from the City of Valdez and other local organizations and private donors to meet and exceed previous goals.

In 2018 we were able to

- * Ensure a nutritious and varied food supply was available.
- * Provide programs that met the needs of the community
- * Improve our volunteer program

In 2019 we have continued goals to

- * Continue providing for the community's needs.
- * Maximize our facility capacity and plan for expansion
- * Be prepared to operate in an emergency or disaster
- * Support financial health through innovative and new sources of revenue
- * Continue to improve our volunteer program
- * Reinstate the TEFAP program and continue to investigate the possibility of other community minded opportunities

We continue to provide food to seniors, provide nutritional snacks to students in need, assist families and individuals who suffer from food insecurity and provide emergency assistance when the need arises. Our volunteers have averaged over 700 hours of their unpaid personal time during the first 8 months to keep this food bank functioning. Thank you for your continued assistance that allows the food bank to meet the needs of the community.

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 2019 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 6/30/2018
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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., Friday, August 31st, 2018**
Early submissions are accepted and encouraged!

Thank you for your submission.