

CITY OF HALLANDALE BEACH
FY 2014
COMMUNITY PARTNERSHIP GRANTS
GRANT FUNDING

GRANT APPLICATION
COVER PAGE

Organization Name: Hallandale Food Pantry Inc.
Mailing Address: 320 S.W. 6th Ave.
City/State/Zip Code: Hallandale Beach Fl. 33009
Phone#: 954-455-0615 Fax #: _____
E-mail Address: Hallandale Food Pantry Yahoo. Com
Website Address: 815 NASH ST Hall Beach Fl. 33009
Name of Contact Person: Paul B. Snow Title: Director

ORGANIZATION INFORMATION

Is the organization incorporated? Yes No FEIN#: 596197614
Does the organization have 501c(3) Tax Exemption Status? Yes No
If no, have you applied? Yes No If yes, provide a copy with your application.
Does the organization have a Board of Directors? Yes No If yes, provide a list of your
current board members with your application.
Total # of Board Members: 5 # of Staff: _____ # of Volunteers: 17
Does your organization carry Liability Insurance? Yes No Amount: _____

PROPOSAL INFORMATION

Program/Project Name: Hallandale Food Pantry Inc.
Priority Area Addressed: Broward Age Group: 18-100 # To Be Served: 10,000
Annual Budget: \$75000 Amount of Request \$: 35,000 Total Project Cost: \$75000
Source(s) of Current Funding: City of Hallandale, Smith Foundation, St. Maurice, etc.
Has your organization received funding from the City before? Yes No If yes, please List Amount
Funded \$: 35,000 Year: 2012-13 # of Residents Served: 6500
Please provide a brief summary of the Previous Project Funded: - A Food Pantry for Low
income SS. recipients who are elderly, single parents, homeless,
Authorized Signature of Organization Representative: Paul B Snow
May 30, 13 5.30.13

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ATTACHMENTS

Please provide one (1) copy of the following documents with the original Grant Application:

1. APPLICATION CHECKLIST

2. ATTACHMENTS

- a. Copy of Organization Non-Profit Status Letter from IRS 501(c)(3)
- b. List of Board Members, Director/Agency Head, Titles, Addresses, & Phone Number
- c. Evidence of Incorporation for State of Florida (www.sunbiz.org)
- d. Evidence of Financial Soundness (990 form) and documentation from a Financial Institution showing last three (3) months of operating expenses
- e. Letters of Support for the project (limit to three (3)) and Proof of Leveraging of Funds (if applicable)
- DMA Memorandum of Understanding/s if partnering with any organization/s
- g. Key Staff Resumes
- f. Certificate of Insurance or Letter of Indemnity

3. GRANT APPLICATION:

Submit one (1) original with the attachments listed above and nine (9) copies of the application. Please, do not use binders. Staple all documents securely).

SUBMIT GRANT REQUESTS IN PERSON OR BY MAIL ONLY TO:

City of Hallandale Beach
Austin Hepburn Center
750 NW 8TH Avenue
Hallandale Beach, Florida 33009

Attn: **COMMUNITY PARTNERSHIP GRANT PROGRAM**

DEADLINES AND NOTIFICATION

1. Application deadline is at 4:00PM on MONDAY, MAY 13, 2013. NO EXCEPTIONS!
2. A Grant Workshop will be held on Thursday, April 11, 2013, from 2:00 pm – 4:00 pm at the Community Cultural Center, 410 SE 3rd Street, Hallandale Beach, Florida. Please call 954-457-1460 to register.
3. Notification of Awards for funding will be made in July 2013. No phone calls accepted. Notification of Awards will be made via mail.
4. Commission Awards will be made in September 2013 and funding will be given after October 1, 2013.
5. All grant recipients will enter into a contract, also known as a Grant Agreement with the City. Upon receipt of the Grant Agreement from the City of Hallandale Beach, the grantee will have thirty (30) days to return the documents to the City.

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1. ORGANIZATION BACKGROUND INFORMATION (no more than 1 page)

- Give an overview of the Agency Mission, history and current programs/services.

2. DESCRIPTION OF PROGRAM/PROJECT (no more than 2 pages)

- Give a general overview of the Program/Project.
- Provide a description of the Issue or Need for your Program/Project?
- How will your services address the City's Priority Area you selected?
- Who will be served and number to be served?
- Number of Hallandale Beach residents that you will serve.
- How will your services benefit participants?
- Will there be a Fee for services?
- Will you provide scholarships or waivers?
- How will the community benefit?
- Other agencies or organizations involved in the project?

3. METHOD OR STRATEGY FOR IMPLEMENTATION (no more than 1 page)

- Describe the specific activities to achieve Goals and Objectives.
- Who will be responsible for the overall project?
- What staff will be involved?
- Include potential partners or collaborations
- Provide the locations of where you will provide services.
- Days and hours of operations.
- Utilizing the Project Schedule below, what is the time frame for implementing the project?

GRANT APPLICATION

1. ORGANIZATION BACKGROUND INFORMATION (no more than 1 page)

- Give an overview of the Agency Mission, history and current programs/services.

The mission of the Hallandale Food Pantry, Inc. is to eradicate hunger as we know it; to give those in need a hand up by providing food referrals and support.

Since 1991 the Hallandale Food Pantry has been much more than an emergency food distribution program. Although provisions of food to those in need are our primary objective, our clients have been able to rely upon us to also provide them with referrals to various Government Programs. We provide direct support in the procurement of food stamp by guiding clients through the application process and assisting them in securing letters of support. We are proud of the fact that we can assist our clients in four different languages: English, Spanish, Creole and French.

Our program is primarily used by five social groups;

Elderly

Single Parents

Resident Alien

Low Income

Homeless

Our current primary program is food distribution. The Hallandale Food Pantry distributes food every Thursday from 9:00 a. m. to 12:00 noon. Client needs, under extreme circumstances, are met Friday through Sunday with special delivery of food as needed.

Our food distribution program is reviewed by the U.S.D.A. and is made possible through funding from the City of Hallandale Beach, Smith Foundation, numerous churches and synagogues and through strategic partnerships with Entenmann's, Gordon Food Service and Publix.

2. DESCRIPTION OF PROGRAM/PROJECT (no more than 2 pages)

The Hallandale Beach Food Pantry is an emergency food distribution program that supports area residents who are in need. We provide our clients, on a weekly basis, a package made up of over \$70.00 worth of food staples to make meals. In addition, our clients receive a produce package and baked goods. Our services and the products we provide are done so at no charge to our clients/community.

We address the City's Priority Area of Health & Wellness by ensuring the afore mentioned five societal groups receive the nutrition that they need to live a healthy life. Although we are located within a Church, we make it abundantly clear that we are ecumenical in nature. Our services are provided to all individuals without respect to race, religion, creed, color, ethnicity or other personal orientation.

We evaluate each individual/family on a case-by-case basis in private, with compassion and dignity. Assuring their information is kept strictly confidential. Our screening/application process is brief and includes important statistical data for our records. Once the screening/application process is completed and approved, and any referrals from other agencies are reviewed, the client signs the daily registration sheet to obtain their food package(s). They are given a monthly registration card allowing them access to services on a monthly basis.

Since 2009, the need for our services has increased dramatically. We are currently serving over 300 families on a weekly basis, compared to 11 families a week when we opened our doors 21 years ago. On average, 65-70% of those being served are residents of Hallandale Beach. We have barely been able to meet the growing need for our services and still maintain quality and quantity in our giving efforts.

There are numerous Churches and Synagogues that support us on a permanent and temporary basis, primarily through in-kind donations. We have a valued partnership with two large food providers; Entenmann's and Gordon Food Service. Our largest financial supporter has always been the City of Hallandale Beach. Through the support provided by the City of Hallandale Beach Nonprofit Sustainability Initiative we are working on a strategic plan that will, in the long term, help us in diversifying our funding streams and funding opportunities.

Why the need for Food Pantry's in our community?

A recent food insecurity statistics from Feeding America:

- 4.8 percent of all U.S. households (5.6 million households) accessed emergency food from a food pantry one or more times.
- 7.8 percent of seniors living alone (884,000 households) were food insecure.

2. DESCRIPTION OF PROGRAM/PROJECT (no more than 2 pages)

While anecdotal evidence of hunger and improper child nutrition is prevalent throughout Broward County, recent and accurate data regarding hunger and food insecurity is minimal. The anecdotal evidence points to a growing problem which is having a significant impact upon children. We do know that almost one-third (31%) of all households that are eligible for food stamps actually receive them, 44% of all students enrolled in Broward County elementary schools qualify for free and reduced lunches and that 15% of 56,873 of Broward's children live in poverty. Food pantries have confirmed that they now serve 100 percent more clientele than they did two years ago. Lack of income, low paying jobs, high utility bills, transportation problems, and disabilities were named as the top reasons. – Hunger Survey Report, Renee Podolsky, Director of Planning, Broward Regional Health Planning Council

These statistics underscore the growing need for the services provided by the Hallandale Food Pantry. Until such time that our economic conditions improve, we know we will continue to see more and more elderly, single parent families and homeless at our door.

Everything that is done today, and since 1991, is through the kindness and commitment of a core group of volunteers. The entire Hallandale Food Pantry "staff" is volunteer driven. There are three distinct volunteer crews that support the operations of the Pantry. One crew is available on Monday's for food deliveries. Another arrives on Wednesday to assist with packaging. Lastly, the distribution crew arrives every Thursday for the distribution of products and services to our clients. Because many of our clients are elderly or single parents with an infant, we have volunteers available to carry the package(s) to their vehicles.

3. METHOD OR STRATEGY FOR IMPLEMENTATION (no more than 1 page)

Since its inception, The Hallandale Food Pantry has been located at the Haitian Methodist Church, 220 SW 6th Ave., Hallandale Beach, FL.

The specific activity that relates to achieving our goals is, at its core, the distribution of food. In addition, we are grateful that through our crew of some 17 volunteers we can assist clients in multiple languages as they sometimes struggle to correctly complete paperwork or require additional explanation regarding rules, regulations, process for other programs that could assist them in their time of need.

The Hallandale Food Pantry has a five member Board of Directors consisting of four Hallandale Beach residents.

Our longtime partners have been the City of Hallandale Beach, the Haitian Methodist Church, Entenmann's, Publix and Gordon Food Service.

Food distribution services to our clients occur every Thursday from 9:00 a.m. to 12:00 n. Other days are spent prepping for distribution day, receiving and proper storing of food, shopping for food, and packaging of food. Food distribution can occur at anytime in the event of an urgent need.

Our volunteer driven methodology has worked very well over the years and functions seamlessly.

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Work Plan /Project Schedule

Work Task	Start-Up Date	Date of Completion
<i>weekly distribution of food nutrition to low income families in Hallandale</i>	<i>Oct 1, 2013</i>	<i>Sept 30, 2014</i>
<i>(Ca. 135,879 pounds of food annually)</i>		
Project Completion		

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✓
4. EVALUATION (no more than 1 page)

- How will you address the issues/s, make improvements or achieve success?
- What methods will you utilize to measure success or benefits (i.e. attendance, surveys, pre and posttests, etc.)?
- How often will you evaluate your services?

✓
5. SUSTAINABILITY (no more than 1 page)

- If you receive 50% of the amount requested how will you operate services?
- If you do not receive funding, will you still operate services?
- What other Funding Sources have you submitted requests for this program/project?
- Have you been funded or received a commitment letter for funding? Please specify who and how much funding.
- What is your organization's Sustainability Plan for the next three (3) years?

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4. EVALUATION (no more than 1 page)

We currently do not have a formal evaluation process in place. We do however develop the type of relationship with our clients that encourage them to speak freely and candidly. Because of the level of pride that we each take in providing this service to our community, and ensuring the quality of the product(s) we provide, we have received nothing but grateful and rewarding feedback from our clients.

The Hallandale Food Pantry is monitored annually by the U.S.D.A.

We keep detailed records of our clients and capture information that includes average household income, gender, age and ethnicity. This data is captured manually and consolidated and entered into a database bi-annually.

We are working towards building our capacity by expanding the physical location of the Food Pantry to include a walk-in refrigerator. This single function alone, having the walk-in, would allow us to increase our service delivery by at least 25%. We are currently having to turn away larger donation opportunities because of the lack of refrigerated space.

#5

HALLANDALE FOOD PANTRY

(SUSTAINABILITY)

If we receive 50% of our request we will have to depend on the will of the people, who have carried us through difficult times when Hallandale went from \$300- \$500 donated, and I used over \$60,000 dollars of my retirement 401K's. I hope with all of my heart as I grow older that this doesn't happen again.

If we don't receive funding , I have dedicated 20 years to this project and God will see me through as long as I live.

As I have stated the religious community have been a blessing. I also have the Smith Foundation who have given me \$10,000 per year for the last five years. I also have been fortunate enough to have my medical doctors that over saw my amputation of my leg to donate \$2000- 2500 per year since 2006.

We work on a different scale than most . I never ask outright for help ,I send a news letter every month to show our donors what we are doing and let their heart be their guide. I always send a certificate of appreciation at the end of the year.

The sustainability will have to depend on the will of the people which seems to have worked for 20 years. I am a person who always thinks that tomorrow could be a problem ,but with faith in my people and in God He always opens a window when a door shuts. I hope that the alternate never happens , but I am prepared if it does

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6. BUDGET INFORMATION Please fill in information as requested.

PROPOSED PROJECT NAME:

ITEM	GRANT REQUEST	OTHER GRANT FUNDS	IN-KIND	JUSTIFICATION
Personnel Cost	0	0		
Consultants	\$ 780.00			Part Control - U.S.D.A. required -
Supplies	\$ 6250.00			Paper, Ink, Sachet, light fixtures maintenance
Equipment*				
Travel - ^{Food} Travel	\$ 3000.00			Transport of food
Facility Rental/Fees	\$ 1500.00			Rent is free - we are responsible for upkeep, painting etc.
Marketing	~~~~~			
Printing	\$ 1750.00			Printing + Postage + correspondence!
Other (specify)	\$ 21720.00	\$ 20,000	\$ 15,000	Food Purchases + Food Drives
TOTALS	\$ 35,000	\$ 20,000	\$ 15,000	TOTAL BUDGET: \$ 70,000

Grant ceiling award is \$50,000.

* Equipment purchased over \$500 may become the property of the City of Hallandale Beach.

ADMINISTRATIVE COST

The intent of funding is to provide direct services to residents; therefore Administrative Cost should be kept to a minimum. Please provide the amount or the percentage of Administrative Cost for this budget 0.

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7. LEVERAGING OF FUNDS (no more than 1 page)

- Describe other resources that are in place to match the City's requested funding in order to implement the proposed program. Such resources may include organization funds, other grant funds, in-kind donations or any combinations thereof.

*Smith Foundation - \$10,000 per yr;
New Horizon Church - \$1,200 per yr.
Miami Marlins - \$2,000 per yr.
Bethlehem Lutheran - \$600 per yr.
Post Office Food Drive - \$5000; approx value
School Food Drive - \$5000; approx value*

*} ca:
\$22000.00*

PNA

8. PARTNERSHIPS/COLLABORATIONS (no more than 1 page)

- Describe any existing Partnerships/Collaborations currently in place with other non-profits organizations that provide a common goal.

*we don't have any Partnerships
except City of Hallandale*