



Wakefield Interfaith Food Pantry
P. O. Box 1624, 467 Main Street
Wakefield, MA 01880

Phone 781.245.2510
info@wifoodpantry.org
www.wifoodpantry.org

**Proposal to
TSB Charitable Foundation, Inc.**

**From
Wakefield Interfaith Food Pantry, Inc.
Due Date: January 31, 2013**

Submitted by Wendy Dennis, Board President

Attachments:

- #1 IRS Determination Letter
- #2 Articles of Incorporation
- #3 List of Board Officers and Board Members
- #4 Independent Accountants' Review Report, 2012 and 2011
- #5 Year to Date Budget and Actuals
- #6 FY 2013 Budget approved in June 2012 with history
- #7 FY 2012 Final Actuals and Budget
- #8 Initial Program Report presented in June 2011 to Board
- #9 Editorial about Program from Wakefield Daily Item dated May 30, 2012



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January 31, 2013

TSB Charitable Foundation, Inc.
357 Main Street
Wakefield MA 01880

Dear TSB Charitable Foundation Board Members,

On behalf of the Board, staff, volunteers of and those served by the Wakefield Interfaith Food Pantry, Inc. (WIFP), I would like to start by thanking you for your previous support via a grant of \$3000 in 2008, \$4000 in 2009, and the ongoing support via The Savings Bank totaling \$5415 over the past five years, as well as the ongoing collections of food donations. Your support has helped ensure that WIFP has never had to turn away anyone who is hungry from our door.

The general mission of WIFP is to provide supplemental food supplies to Wakefield residents who need a helping hand, with the bulk of our work taking place at our main location, previously at the First Baptist Church, and now at the Americal Civic Center since the summer of 2010.

Our new location has provided many benefits, such as increased storage capacity for groceries, room for a refrigerator and freezer, and the ability to extend our hours so as to further serve our neighbors in need. However, not everyone is able to get to the food pantry easily or at all, in particular, those living in the senior housing facilities in our community. Once we were settled into our new situation, we decided that it was time to address this issue.

The details are described in the proposal, but the bottom line is that our **Supplies for Seniors** program has been providing fresh foods and household necessities to approximately 45 elders each month at Harts Hill since April 2011. Due to the great response, we expanded the program in May 2012 to include 25 residents at Crystal View Apartments, which added \$6000 to the original \$12,000 budgeted for the 1st year serving just the Harts Hill location.

We are especially proud of this program because, to quote Sandra Gass of the Wakefield Housing Authority: "The Interfaith Food Pantry volunteers deliver more than groceries, they also bring food for the spirit; conversation, shopping assistance, along with a joke or a smile, where shopping becomes a social event and a good time for all." Along with our providing food to those who can't access the pantry easily, it is this wonderful social ministry, if you will, that makes our **Supplies for Seniors** program so important. While we have faith in the ongoing generosity of our community, we do want to take extra measures to make sure that this program never gets interrupted due to financial constraints. To that end, the enclosed proposal is requesting \$5000 toward our current annual budget of \$18,000 for our **Supplies for Seniors** program.

Once again, thank you for your past and ongoing support. We greatly appreciate all you do in our community and look forward to continuing our partnership with TSB Charitable Foundation and The Savings Bank as we work together to strengthen our community and help it be the best it can be. If you have any questions or would like to arrange a meeting, you may reach me at 781-246-9751 or via my personal email wendy.dennis@verizon.net.

Sincerely,

Wendy Dennis, WIFP Board President

Encs.

Our Mission

The mission of the Wakefield Interfaith Food Pantry (WIFP) is to provide supplemental food and household necessities to Wakefield residents who need a helping hand.

Our History

WIFP was founded in 1982 as an expression of faith through service by members of the First Baptist Church in Wakefield. Within a few years it became apparent that the need was larger than could be handled by one congregation, thus all the congregations in town were invited to be part of this effort, hence the Interfaith in the name. As the pantry grew and the original coordinator needed to step down, the pantry became a nonprofit corporation under the leadership of its own Board of Directors. Because of increasing need during the 2000s, WIFP initiated a search and found a larger space, moving to its current location at the Americal Civic Center in July of 2010.

Who We Serve

Clients of Wakefield Interfaith Food Pantry are residents of Wakefield who have fallen on difficult times due to job loss, illness, age, or economic conditions. Anyone who lives in Wakefield and needs food can make use of the food pantry.

In 2011 WIFP provided food for 440 households. These households visited WIFP a total of 4182 times for an average of 348 visits per month. 64% of the households were families and 36% were individuals.

In 2012, WIFP provided food for 464 households. These households visited WIFP a total of 4510 times for an average of 376 visits per month. 59% of the households were families and 41% were individuals.

An average of 26% of all clients served are senior citizens.

What We Offer

We currently stock donated and purchased non-perishable food items as well as perishable foods which are purchased with donated funds from the Greater Boston Food Bank and local grocery stores. At this time, clients may visit the pantry twice a month. Our staff also refers clients to complementary agencies for supplemental food and services.

Our hours for clients are Tuesdays and Thursdays 9:00 a.m. to 1:00 p.m. and Thursdays 6:00 p.m. to 8:00 p.m. On each visit a client is eligible to receive 4-5 days worth of groceries, which averages out to three large bags of groceries worth approximately \$70 per visit. Clients can visit the pantry twice per month. To give an idea of the scope, we distributed approximately 171,000 pounds (85.5 tons) of food in 12,300 bags to clients in 2011. The 2012 figures are 180,000 lbs (90 tons) in 13,815 bags.

During the summer, we offer our **Kid's First** program, through which we offer additional "kid friendly" foods to families with children who receive free or reduced priced meals during the school year. In addition, we serve approximately 70 seniors via our **Supplies for Seniors** program, through which we deliver fresh food and household necessities directly to residents at Hart's Hill and Crystal View Apartments elder housing locations.

WIFP also provides **holiday baskets** for clients for Thanksgiving, Christmas and Easter, with approximately 140 families receiving holiday baskets for each of the November and December 2012 holidays.

Organizational Structure

The work of WIFP is done by a Board of Directors that voluntarily provides business skills to the operation, including accounting, fundraising, and public relations, a Director of Operations who manages over 40 volunteers, and those volunteers who serve clients, collect and deliver food, stock shelves, distribute holiday baskets, and perform administrative duties.

Source of Funds, Food, and In-Kind Support

The Wakefield Interfaith Food Pantry is funded entirely by individuals, local civic organizations, schools, congregations, businesses, and charitable organizations.

A large portion of our food is purchased from the Greater Boston Food Bank, which provides free or low cost food to member agencies. Non-perishable foods are also donated by local individuals, civic organizations, congregations and businesses. Food drives such as the Annual Letter Carrier Drive and other area drives supplement this food, as well as purchases from local stores.

Examples of in-kind support include assistance from Keurig, Inc., which sends volunteers with a van twice a month to pick up, deliver, and stock the shelves with food from the Greater Boston Food Bank. As will be noted in the Program description, Shaw's is currently providing the food for the **Supplies to Seniors** program at below market cost as well as delivering our orders directly to the elderly housing locations.

We also get strong support from the Rotary Club which, in addition to coordinating substantial food drives, donated a double refrigerator unit to WIFP when we moved to the Americal Civic Center. And, recently, we were pleased to accept the donation of a single refrigerator unit and a single freezer unit from St. Joseph's Parish that will be of great help as we work to provide even more fresh and frozen foods to all of our clients.

Due to responsible management, strong community support, and dedicated volunteers, the WIFP has always been able to respond to the growing need in our community. However, while we do not anticipate any shortfalls in the near future, the current economic conditions and pending cuts in government support to elders and others who need assistance are such that we cannot and should not assume we will have indefinite financial stability.

The Program

This proposal is requesting \$5000 in support for our **Supplies to Seniors** program, which currently serves approximately 70 elders between two senior house locations under the jurisdiction of the Wakefield House Authority. The program has been serving approximately 45 residents each month at Harts Hill since April 2011 and approximately 25 residents at Crystal View Apartments since May 2012.

Once a month, WIFP supplies highly nutritious and desirable foods targeted for the senior clientele. Fresh fruit, vegetables, a well-thought-out selection of food items, and essential household supplies are offered monthly to the residents of Hart's Hill community centers and Crystal View Apartments by a team of volunteers who organize and distribute to their client base.

The program was created because we wanted to reach more people who were in need of food assistance but who could not come to the food pantry easily or at all. Board members Susan Bernhard and Joanne Turco volunteered to form a Programs subcommittee to explore the needs and options for reaching more people. After meeting with representatives of the Wakefield Housing Authority and Mystic Valley Elder Services (MVES), the committee presented the following proposal at the WIFP March 2011 Board meeting, which was accepted at that meeting:

- Notify Wakefield Housing Authority of our intentions & obtain their approval
- Questionnaire first at all three complexes to determine number who might be interested
- A three month trial (April-May-June) at one site.
- Plan for specific dates, budget, shopping for foods, preparing grocery bags, distribution of bags, follow up evaluation

It was noted that MVES has a regular presence at the senior housing sites and, through a grant, delivers a grocery bag of canned and other nonperishable goods each month to approximately 20-30 residents at Harts Hill. After discussion with MVES, it was decided that WIFP would supplement this modest offering with fresh foods and household necessities.

After much research and planning, the three month pilot program began in April 2011, with the committee reporting at the June 2011 board meeting (See attachment #8) and indicating that all was going very well.

At a special meeting in July 2011, it was determined that the pilot program would be extended, and the minutes of the September 2011 Board meeting noted the following:

The Supplies for Seniors Program has been well-received, with 44 seniors taking advantage of the program. The bags handed out to Seniors contain approximately \$20-25.00 worth of groceries and include an excellent assortment of quality food items. Sue Bernhard indicated that this pilot program will run through January 2012, to be continued pending its ongoing

success. In addition, the possibility of expanding to other senior centers will be considered. Of the 44 seniors who used this program, 17 were previously clients of the food pantry. At this point, there are no plans to limit folks use of either program.

The program indeed continued with ongoing success, and was expanded in May 2012 to include residents at the Crystal View Apartments. In an editorial to the Wakefield Daily Item published on May 30, 2012 titled "Housing Authority gives thanks to Interfaith Food Pantry volunteers." Sandra Gass confirmed that we were doing things right. See attachment #9.

Budget Narrative

The annual budget for the **Supplies to Seniors** program is \$18,000. This is based on a clientele of 70 with an expenditure of approximately \$21.00 per client per month. To see how the per client budget was originally determined, see Attachment #8.

Originally, the shopping was done by a volunteer, with the delivery of the food from the store to the senior housing locations also done by volunteers. As of November 2012, we now simply place an order with Shaw's supermarket. They not only provide the food at a below market cost, but also deliver each of the two monthly orders directly to the senior housing locations, which means the volunteers can focus on setting up the food and working with the clients.

The breakdown of the expenses, based on the purchases for January 2013, is as follows: 23% deli/freezer, 22% dairy, 21% nonperishables, 18% fresh produce, 11% paper products, and 5% bread. These percentages can vary throughout the year since purchases reflect seasonal availability and popularity.

As you can see by our year-to-date budget (Attachment #5) and the Budget that was approved at our June 2012 board meeting for FY 2013 that also reports back to July 2009 (Attachment #6), our actual costs have come in pretty close to budget throughout the existence of the program.

We do not have the budget itemized in any further detail, but some specifics for the **Supplies for Seniors** program are as follows:

Program Income

As you can see by our budget attachments, we do not generally have income designated to a specific program, thus we cannot give a specific income for this program other than the fact that we have it budgeted into our overall budget.

Program Expense

FY 2011 (Harts Hill April-June) \$2453

FY 2012 (Harts Hill July – June, Crystal Apartments May-June) \$11094
(see Attachment #7 for final FY 2012 numbers)

FY 2013 Budgeted for both locations for 12 months \$18,000

As noted earlier, the program now, as of November 2012, has in-kind support from Shaw's: They sell the food for the program to us at a consistent low cost so that we no longer have to depend on frugal shopping and sales, and they deliver the food directly to the sites, thus freeing up volunteer time and energy for other endeavors. However, since we can't see the future, we do not want to sit back and assume that Shaw's will always be willing to donate a portion of the food cost and provide the delivery service.

We do have another possible funding source in Mystic Valley Elder Services, which has indicated that, because they like our program so much, they will do their best to help with funding if we need assistance. But again, situations change, so we don't want to count too much on that support, either.

Program Evaluation

Programs such as this are not easy to evaluate with charts and numbers. When we say that **Supplies for Seniors** is successful, it is because, for a minimal financial cost, we are able to bring healthy foods, fun treats, and useful items in a manner both joyful and dignified to at least 70 elders each month. And, as long as we can continue and grow this program without taking away from any of our other programs, we deem it successful. I think the following note from a Hart's Hill resident sums things up nicely:

As one who receives your monthly "Supplies for Seniors" at Hart's Hill Apartments, thank you for the highest quality food and household items we receive every month. I have volunteered in many capacities all my life and know how it can sometimes be a challenging and thankless job as well as rewarding and encouraging most of the time. Your joyful attitude and attention to detail gives us a feeling of friendship and caring like no other service we receive. There is never the onus that we are lesser humanity because we do not have enough to make it through each month in our later years. I see all the smiles on recipients' faces and know you have made a positive difference in their lives as you have mine. *D.C., December 2012*

Future Funding

As stated earlier in this proposal, we have always been able to keep up with the need in our community. However, given that we now have actual overhead expenses as of July 2010, (albeit at only 10% of our budget, as shown via our 2011 CPA-reviewed Form 990) we need to move a bit more carefully when expanding programming, especially programming for which we provide perishable foods that we cannot get via donations or access via the Greater Boston Food Bank.

We are currently in the process of strategic planning that includes board development to address the needs of our growing organization. We will be creating a position on the board dedicated to fundraising. You can be certain that, along with general fundraising, we will create a process through which we can raise and designate funds for each of our specific programs. This could be in partnership with another organization serving the same clientele or a local business that would take pride in being a major supporter of a specific program, to give two examples. In the

meantime, we are currently exploring ways to ensure current funding as we go through this process of organizational growth.

The Request

Given the success of **Supplies for Seniors** on both cost-effectiveness and social ministry levels, we want to be certain that we have sufficient funds to support its continuation as we work toward creating a long-term funding plan for this program separate from our general funding. Because our program specifically matches your missions of “Serving the Poor,” and “Serving the Elderly,” supporting this program will help leverage your dollars in our community even more than our past grant partnerships.

I’d like to again thank the TSB Charitable Foundation and The Savings Bank for all that you do in our community and specifically, for supporting the Wakefield Interfaith Food Pantry in so many ways over so many years. We look forward to continuing our relationship and appreciate your consideration of this proposal requesting a grant of \$5,000 to help support our **Supplies for Seniors** program as it move into its 3rd successful year.