



**Carson City
Grants Program Application
Fiscal Year 2013-2014**

An electronic version of this document is available at carson.org/cdbg

APPLICATIONS ARE DUE*: **JANUARY 18, 2013, 4:00 P.M.**

PLEASE SUBMIT 2 COPIES TO: **CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701**

*The deadline established is **firm**. Any proposal received **after** the deadline **will not** be considered for funding. **Applications must be unstapled. See attached instructions pg 15.**

GRANT APPLYING FOR: (check all that apply)

- Community Development Block Grant (CDBG)**
- Community Support Services Grant (CSSG)**

Total funding requested:

\$15,000.00

1. Agency Name: Food for Thought
2. Agency Mailing Address: 3246 N. Carson St. Ste 118 Carson City, NV 89706
3. Project/Program Name: Summer Food Bridge for Hungry Children
4. Project/Program Address/location: Park Terrace Park, 1327 La Loma Carson City, NV
5. Agency Director: Stephanie Gardner
6. Board Chairperson: Nancy Yamamoto
7. Contact person: Stephanie Gardner
 Phone number: (775)885-7770 E-Mail: execdirector.foodforthought@yahoo.com
 Fax: _____ Website (if applicable) nvfoodforthought.org
8. How long has your organization been in existence? 6 years In Carson City? 6 years
9. What is the overall mission of your organization?
To provide nutritious meals to chronically hungry children in our community.

10. Type of funding requested (CDBG ONLY) (Check One):

- Public Service** _____ **Public Facility/Improvement**
- _____ **Economic Development** _____ **Housing**

BRIEF PROJECT DESCRIPTION:

Please provide a short description of your project/program (not your organization).

Summer Food Project will provide lunch meals to children in Carson City during summer break for 60-120 L/M income children in a school area identified as having 100% free and reduced priced food eligible. In addition we will provide each child a nutritious weeked food supplement as well as two books a week.

I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project/program meets one of Carson City's goals:

- A Safe and Secure Community
- A Healthy Community
- An Active and Engaged Community
- A Clean and Healthy Environment
- A Vibrant, Diverse and Sustainable Economy
- A Community Rich in History, Culture and the Arts
- A Community Dedicated to Excellence in Education
- A Physically and Socially Connected Community
- A Community Where Information is Available to All

B. For CDBG ONLY. This project/program meets at least ONE of the HUD national objectives listed below (please check all that apply)

- 1. Benefits low/moderate income individuals/households
- 2. Addresses the prevention or elimination of slums or blight
- 3. Meets a particularly urgent community development need

C. For CDBG ONLY. Check all statements that describe HOW this project/program meets one of the National Objectives above:

L/M Area Benefit: the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. ***Examples:*** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

L/M Limited Clientele: the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. ***Examples:*** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

L/M Housing: the project adds or improves permanent residential structures that will be occupied by L.M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

L/M Jobs: the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. ***Examples:*** loans to pay for the expansion of a factory, assistance to a

business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

_____ **Microenterprise Assistance:** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

_____ **Slum or Blighted Area:** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.

_____ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Examples:** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

C. Project/Program Category (check one):

Public Service (i.e., a new service or an increase in the level of service

_____ **Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).**

_____ **Acquisition of Real Property**

_____ **Disposition of Real Property (sale, lease or donation)**

_____ **Privately-Owned Utilities**

_____ **Relocation Payments and Assistance to Displaced Persons**

_____ **Removal of Architectural Barriers, Handicapped Accessibility**

_____ **Housing Rehabilitation**

_____ **Historic Preservation**

_____ **Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations**

_____ **Special Economic Development or assistance to microenterprises**

5. For CDBG ONLY. If your project/program will not be serving one of the above limited clientele categories, explain how you will document client income and how you will document that at least 51% of your clientele will be low-to-moderate income:

6. How will the funds be used on this project/program?
Salaries, equipment, weekend food, operating supplies, office supplies, books, advertising and promotion, gas and insurance.

7. Describe how your organization plans to reduce the need for grant funding in the future:
Food for Thought exist on private and business donations previously funded 100% Grant

8. Could your organization use less than the amount of funds requested for the proposed project/program? Please explain.
No, all are justified cost.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?
No, there are no other organizations providing weekend or summer food assistance for the public in Carson City. The Boys and Girls Club provides food assistance to members.

10. What is the geographic target area that will be served by this project/program?

- Target Area (specify geographic area) Empire Elem School, 100% qualify Free Lunch
- OR
- Community-wide

For Public Improvement (construction) Projects only

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)

N/A

2. Can this project be done in different phases? Yes No
If YES, explain.

3. Have CDBG or CSSG funds been used for an earlier phase? Yes No

4. Who currently holds title to the property involved?
N/A

5. With whom will title be vested upon completion?
N/A

6. Do any rights-of-way, easements or other access rights need to be acquired?
 Yes No N/A

7. If the project requires water rights or well permits, have they been acquired?
 Yes No N/A

For CDBG Economic Development projects only:

1. Identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

N/A

For CDBG Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this program/project?
60-150 nutritious lunch meals provided by to L/M income children Monday-Friday. Weekend food assistance and books provided to children ages 2-18.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?
All, the intention is to serve 60-150 L/M children in Carson City per day.

3. What is the projected **outcome** of this program/project? (How will the outputs benefit the total number of people in Question 1?)
The projected outcome in that 60-150 L/M children, aged 2-18, will eat a healthy well-balanced lunch 5 days a week during the summer, those children will also receive 2 books a week and a weekend food supplement.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?
The project will create a spreadsheet to track number L/M of children receiving lunch, weekend food, and books. Spreadsheets will be created to track salaries, equipment, operating supplies and office supplies.

IV. PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project/Program Title:	Funds Requested	Leveraged Funds	Total Funds
Project/Program Expenses FY 2013-14			
Salaries and Benefits	5,000.00		
Rent and Utilities			
Mortgage			
Equipment	600.00		
Equipment Maintenance & Repair			
Office Supplies	500.00		
Operating Supplies	6,900.00		
Postage and Shipping			
Printing and Publications			
Advertising and Promotion	1,500.00		
Subscriptions and Dues			
Liability/Other Insurance	200.00		
Professional Fees			
Other project costs: (Specify Below)			
Gas	300.00		
TOTALS	\$15,000.00		

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:
Stephanie Gardner, Executive Director (775) 885-7770, execdirector.foodforthought@yahoo.com

2. The person directly responsible for on-site supervision of the project/program, such as a project manager:
Stephanie Gardner, Executive Director

3. The person responsible for the financial management of the project/program, including preparation, review and approval of reimbursement requests:
Stephanie Gardner, Executive Director
George Allbritten, Bookkeeper

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.
Stephanie Gardner, Executive Director execdirector.foodforthought@yahoo.com 885-7770
George Allbritten, Bookkeeper george.foodforthought@yahoo.com

VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	January 8, 2008
Date of IRS certification	May 15, 2009
Tax exempt number	51-0664783

2. DUNS Number: 899244442


For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

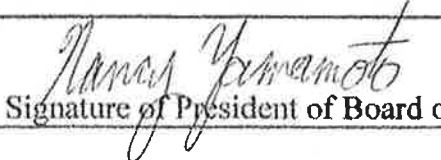
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	Date 1-16-13
Stephanie Gardner Typed Name and Title of Authorized Official	885-7770 Phone Number

 Signature of President of Board of Directors	Date 1-16-13
Typed Name of President of Board of Directors	885-7770 Phone Number



WE'RE HERE FOR YOU

January 18, 2013

To Whom it May Concern;

The Carson Nugget is currently in discussion with Food for Thought to help provide nutritious lunches to the children in our community. The Carson Nugget is donating the banquet kitchen facilities and purchasing power for Food for Thought to use during their Summer Food Program.

We are very glad to be of service to our community; especially our children.

Sincerely,

A handwritten signature in cursive script, appearing to read "Star Anderson".

Star Anderson

General Manager

CC: Ron Hogarth, Director of Food and Beverage
Denise Darling, Director of Finance

17 North Carson Street

P.O. Box 2027

Carson City, NV 89702

775.882.1626

800.426.5239

Fax 775.883.1106

ccnugget.com

CDBG

SALARIES	\$ 5,000.00	\$3,322.04 / 2 months X 3 months (round to \$5,000)
EQUIPMENT	\$ 600.00	Cooler (2 x 89.99 = \$179.98) use \$200 Ice packs use \$75 Thermometers (5 new @ \$5) use \$25 Table \$100 Dolly \$200
OPERATING SUP	\$ 6,900.00	Hand Wipes \$250 Plastic Cups \$100 napkins \$40 spoons \$40 forks \$50 lunch containers \$170 weekend food \$6,000 books for distribution to children \$250
OFFICE SUPPLIES	\$ 500.00	paper, ink, etc
ADV/PROMOTION	\$ 1,500.00	Posters
GAS	\$ 300.00	reimburse mileage for delivery of food
INSURANCE	\$ 200.00	allocation of insurance
	<u>\$ 15,000.00</u>	

PREPARED: 1/15/13

Annual Report
For Community Support Services Funding
Fiscal Year 2012-2013

Name of Organization: FOOD FOR THOUGHT, INC.

Program/Project: Carson City Community Support Services-Promoting Healthy Families

Amount of Funds Received: \$5,000.00

Contact Person: George Allbritten, Bookkeeper

Mailing Address: 3246 N. Carson Street, Suite 118

City: Carson City State: Nevada Zip Code: 89706

Phone Number: 775-885-7770 E-mail: george.foodforthought@yahoo.com

Date Submitted: 2-21-13

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.

No expenses have been incurred to date.

2. Evaluate your achievement of the measurable outcomes listed in your application:

Food For Thought originally requested \$10,000 in funding for this program and was ultimately awarded \$5,000. Our original budget (based on the receipt of \$10,000) reflected start-up costs of \$8,420 for administrative and promotional costs. Since we were unable to completely fund these initial start-up costs, the decision was made to place the \$5,000 in reserve until we could secure additional funding from other sources. We are currently pursuing this additional funding and will implement the program when additional revenues have been received.

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

We have not implemented the program, consequently no one has yet benefitted from the project.

4. What specific community benefit did your project provide Carson City?

We have not implemented the program, consequently no community benefit has been provided.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

Yes, when implemented, we intend for the program to be a permanent part of our ongoing services. Once implemented, we anticipate providing these services on a year-round basis. Currently, we are trying to identify physical facilities where the program can be conducted. We are also investigating other grant sources to obtain the additional \$5,000 funding needed to conduct the program.

6. Describe any challenges that impacted your program.

Other than the necessary funding, we have not experience any program challenges.