

Partner Agency Application for Funding

FY2016

FACE SHEET

Agency Name:	Feed Fred				
<i>Has the City/ County Funded This Agency in Previous Years?</i>					<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Physical Address:	133 Chatham Heights Road, Fredericksburg, VA 22405				
Mailing Address/PO Box:	PO Box 7384				
City:	Fredericksburg	State:	VA	Zip:	22401
Telephone Number:	540 429 1187	Fax Number:	NA		
Federal Tax ID #:	46-2688391				
Web Address:	www.feedfred.com				
General Email Address:	paula@feedfred.com				
Agency Main Contact:	Paula Bartello	Title:	Executive Director		
Telephone Number:	540 429 1187				
E-Mail Address:	paula@feedfred.com				

Agency General Information

Agency Mission:	<p>Feed Fred is dedicated to providing food and/or prepared meals to those in need in the Greater Fredericksburg area. The people we serve are children and families living in motels, people who are suffering with an extended illness such as HIV/AIDS, veterans, elderly on fixed incomes, working poor and the homeless.</p> <p>Feed Fred is different from other agencies because we offer home cooked prepared meals and delivery. These people have slipped through the cracks in our system for one reason or another. They are the elderly, children living in low income housing/motels, patients with serious illnesses, like HIV/Aids and even the homeless. Many do not have the ability to travel to the store/food pantry, community meals, or they are just not able to prepare the meals themselves. The people we serve do not have the resources to get the nutrition their bodies need.</p>
Number of years agency has been in operation:	2 ½ years
Localities Served:	City of Fredericksburg, Spotsylvania, Stafford, King George Counties

Agency Financial Information

	List Programs	Personnel Expenses	Benefits	Operating Expenses	Total Program Budget
1.	Feed Fred	0	0	64,720.00	
2.					
3.					
4.					
5.					
	Agency Administration:	\$50,000			\$50,000.00
	Capital Outlay:				
	Total Agency Budget:				114,720.00

If your application includes funding increases for personnel (to include new positions or merit / COLA increases), please check here and explain in detail the need for this type of increase under each program budget.

Submission Checklist: <i>(include 1 copies of each)</i>	<input type="checkbox"/> IRS 501(c)(3) Letter	<input type="checkbox"/> Audit Report <i>(with Audit Management Letter)</i>	<input type="checkbox"/> Current Financial statement	<input type="checkbox"/> IRS 990
<input type="checkbox"/> Accountant Contact Information	<input type="checkbox"/> Organizational Chart	<input type="checkbox"/> Current Board Roster <i>(with contact information)</i>	<input type="checkbox"/> Agency's Current Strategic Plan	

Partner Agency Funding Application FY 2016
BUDGET EXPLANATIONS

Agency Name:

Page 2

Feed Fred

Agency Administrative Expenses:

In the box below, provide an overview of the administrative costs detailed on the face sheet for the agency as a whole. **Please provide justification for and specific amounts of administrative costs that are defrayed by locality funds.** If your agency is requesting an increase or decrease in administrative funding, please describe, in detail, the reasons for these changes. (The description should not exceed 15 lines of text.)

Executive Director Yearly Salary- \$50,000/yr. (anticipated)

Capital Outlay:

In the box below, provide an overview of the capital expenses detailed on the face sheet for the agency as a whole. **Please provide justification for and specific amounts of capital costs that are defrayed by locality funds.** (The description should not exceed 10 lines of text.)

NA

Personnel Expenses (General):

In the box below, provide an overview of any increases or decreases in general personnel expenses for the agency. This would include any planned or projected merit or COLA increases, or new positions being requested. Also include a description of any changes to agency benefits structure or cost. **(The description should not exceed 10 lines of text.)**

NA

Partner Agency Funding Application FY 2016
BUDGET EXPLANATIONS

Feed Fred

Budget Information

Please complete the following chart with the financial information for the agency as a whole. In each area include the budget specifically allocated to your agency from each locality/entity listed below.

	FY2014 Actual	FY2015 Budgeted	FY2016 Projected
Caroline			
Fredericksburg			
King George			
Spotsylvania			
Stafford			
United Way			
Grants			
Client Fees			
Fundraising			
Other <i>(explain below)</i>			
Total Agency Budget for PD16	0	0	0

Detail below what is included in the category 'Other':

Partner Agency Funding Application FY 2016
BUDGET EXPLANATIONS

Agency Name:

Page 4

Feed Fred

Please detail below any legislative initiatives or issues that may impact the agency for the upcoming year and how you are planning for them. This could include new legislation that may increase or decrease projected funding at any level (Federal/State/Local), or could affect grants or designated funds as they are currently received. If you are aware of "outside" funding sources that will expire or be reduced on a set cycle or date, please note those below and how you are planning for them.

NA

Please detail below any identified agency needs or areas of concern that are currently not being addressed in your funding request. This could include training or technical assistance for specific areas, administrative support for a program or service, evaluation of current programs, or consultation for strategic planning, board support, or fundraising.

Feed Fred would like to become a USDA Summer Food Service Program (SFSP) sponsor to ensure that low-income children in Spotsylvania, Stafford, and King George counties continue to receive nutritious meals when school is not in session. We had a 26 passenger bus donated to us, however we need at least \$45,000 to have it converted in to a food truck for the program.

Please use the area below to provide any locality specific notes or statements that may be relevant to your application.

City of Fredericksburg:

Feed Fred has been providing a free breakfast at the VFW post 3103 every Sunday morning since September 2012. We hosted a free Thanksgiving Feast at the VFW, with transportation provided, to anyone who registered from Fredericksburg, Spotsylvania, Stafford and King George Counties. We also collect and distribute free clothing, camping equipment, bicycles and toiletries to the area's most needy as well as helping to pay for motel rooms when we can.

Caroline County:

NA

King George County:

Feed Fred hosted a free Thanksgiving Feast at the VFW, with transportation provided, to anyone who registered from Fredericksburg, Spotsylvania, Stafford and King George Counties. We also collect and distribute free clothing, camping equipment, bicycles and toiletries to the area's most needy. We have delivered prepared dinners and nonperishable food items to residents who call and ask for help at least once a month.

Spotsylvania County:

Feed Fred hosted a free Thanksgiving Feast at the VFW, with transportation provided, to anyone who registered from Fredericksburg, Spotsylvania, Stafford and King George Counties. We also collect and distribute free clothing, camping equipment, bicycles and toiletries to the area's most needy as well as helping to pay for motel rooms when we can. We have been providing a free dinner to area long term motel residents at least once a month and delivering prepared dinners and nonperishable food items to residents who call and ask for help several times a week.

Stafford County:

Feed Fred hosted a free Thanksgiving Feast at the VFW, with transportation provided, to anyone who registered from Fredericksburg, Spotsylvania, Stafford and King George Counties. We also collect and distribute free clothing, camping equipment, bicycles and toiletries to the area's most needy as well as helping to pay for motel rooms when we can. We have been delivering prepared dinners and nonperishable food items to residents who call and ask for help several times a week.

Partner Agency Funding Application FY2016
PROGRAM INFORMATION

Program Name:	Page
Feed Fred	

Each agency submitting a funding request must fill out the following pages for each program serving citizens within the region and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Each locality reserves the right to request additional information once the application has been submitted.

Program Name:	Feed Fred	Is this a new program?	X Yes <input type="checkbox"/> No
Program Contact:	Paula Bartello	Title:	Executive Director
Telephone Number:	540 429 1187		
E-Mail Address:	paula@feedfred.com		

1. Program Purpose/Description: *(the following description should not exceed 10 lines of text)*

Feed Fred has been dedicated to delivering homemade, nourishing meals to those in need within the greater Fredericksburg area since April 2012. The people we serve are those who have slipped through the cracks in our system for one reason or another. They are the elderly, children living in low income housing/motels, patients with serious illnesses, like HIV/Aids and even the homeless. Many do not have the ability to travel to the store/food pantry, community meals, or they are just not able to prepare the meals themselves. The people we serve do not have the resources to get the nutrition their bodies need.

2. Justification of Need: *(Please state clearly why this service should be provided to the citizens of the region and why the localities should consider this funding request. If this is a new program, be sure to include the benefit to the region for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

Feed Fred is the ONLY organization in this area that provides the service we provide. We are contacted daily by people who need this kind of help.

3. Program Collaboration: *(The following should describe, in detail, examples of collaborative efforts and key partnerships between your program and other programs or agencies in the area, and should not exceed 10 lines of text.)*

Feed Fred has partnered with the VFW Post 3103 to provide our Free Sunday morning breakfast and special meal events for our areas most needy. We have also partnered with FAHASS to provide food/meals to clients on referral and we are certified by the Rappahannock Area Goodwill to request vouchers for the people we serve.

Partner Agency Funding Application FY 2016
PROGRAM INFORMATION

Program Name:	Page
Feed Fred	

4. Program Audience and Service Delivery: *(The following should describe the program's intended audience or client base and how those clients are served. This should include the location of the service and what geographic areas are served or targeted for service. If your program has specific entry or application criteria, please describe it below. Please do not exceed 10 lines of text.)*

The people Feed Fred serves are children and families living in motels, people who are suffering with an extended illness such as HIV/AIDS, veterans, elderly on fixed incomes, working poor and the homeless. These people have slipped through the cracks in our system for one reason or another. Many do not have the ability to travel to the store/food pantry, community meals, or they are just not able to prepare the meals themselves. The people we serve do not have the resources to get the nutrition their bodies need.

5. Client Fees: *(Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)*

NA

6. Budget Information: *(Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)*

	FY2014 Actual	FY2015 Budgeted	FY2016 Projected
Caroline	0	0	0
Fredericksburg	0	0	56,246.40
King George	0	0	907.20
Spotsylvania	0	0	29,030.40
Stafford	0	0	4,536.00
United Way	0	0	0
Grants	0	0	0
Client Fees	0	0	0
Fundraising	24,000.00	24,000.00	24,000.00
Other	0	0	0
Total Program Budget for PD16	24,000.00	63,460.00	114,720.00

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY2016. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please describe in detail if any increase is sought for new positions or personnel.

Since the beginning, everything Feed Fred does has been done out of my home. We have been relying on private donations since we started. The only regular monthly donation comes from CBAI & Associates. They donate \$1000 a month. The demand for the service we provide has grown, forcing us to find a location outside of our home. Our budget increase for 2015 and 2016 is the result.

Our estimated operating cost for 2016 is \$114,720.00. From past experience I know that we can raise \$24,000. I feel that our services are spread equally between the City of Fredericksburg, Spotsylvania, and Stafford Counties, However, since most of our numbers have come from our weekly breakfast in the City, our percentages show as follows: City of Fredericksburg 62%, King George 1%, Spotsylvania 32%, and Stafford 5% Below is a detailed list of our anticipated yearly expenses:

Food and supplies- \$26,460
 Gas- \$7,200

Vehicle Maintenance-\$ 2,800

Building Lease- \$14,340.00

Utilities- \$9,600

Insurance- \$2,400

Phone- \$720.00

Office Supplies- \$1,200

Executive Director Salary- \$50,000 (To date, I have not received any compensation for my work.)

Partner Agency Funding Application FY 2016
PROGRAM INFORMATION

Program Name:	Page
Feed Fred	

7. Goals, Objectives, & Evaluation: *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your Logic Model for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

Program Goal 1:

To provide availability and access to prepared meals and other grocery products in order to close the gap between the need for food and the ability to get it.

Objectives:

1a.	Increase the amount of food we acquire and distribute by 5% each year.
1b.	Upgrade our Food Safety program to meet and/or exceed the Fredericksburg Area Food Bank's requirements so we can become a member and increase the amount of food we can purchase/supply.

Program Goal 2:

To improve our record keeping system

Objectives:

2a.	Require clients to provide address, age, sex and income level of all family members being served.
2b.	Begin using a county approved accounting system such as Quick Books.

Evaluation Method: *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

Our goals/objectives are measured by the progress made in accomplishing the established goals. The progress is discussed at each of the monthly Board of Directors meetings.

8. Outcome Data: *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

Data Collection Period: August 2012-November 2014

Objective 1a.

Feed Fred has gone from serving Sunday morning breakfast starting in August 2012 to 80-180 people a month in the City of Fredericksburg alone, to serving this meal and delivering food/meals to nearly 500 people a month in the City of Fredericksburg, Spotsylvania, Stafford, and King George counties in November 2014.

Objective 1b.

Feed Fred's application to become a Food Bank member was declined because we were doing everything out of our home. We recently acquired a commercial property and will start moving in on December 6, 2014.

Objective 2a.

Starting January 11, 2015 Feed Fred will require each client served to provide the data listed in Objective 2a.

Objective 2b.

Feed Fred will start using an approved accounting system within the first 3 months of 2015.

9. Program Goal Updates: *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

Program Goal 1:

The need for the services that Feed Fred provides is greater than we ever imagined. Currently, we are receiving at least 3 calls a week from new clients needing our help. We expect that this number will rise as word gets out about who we are and what we are doing. If this happens, our food/supplies budget will increase drastically. We have acquired a commercial property and hope to become members of the Fredericksburg Area Food Bank in the near future. This will help to decrease some of our food/supplies costs we currently have.

Program Goal 2:

Completing this application has shown us that the system we are using is insufficient and changes will take place in the very near future.

10. Community Impact: *(Please provide at least two examples of how your services have impacted members of our community. This description should not exceed 20 lines of text.)*

Feed Fred received an email asking for help from a young mother with 2 small children, ages 2 and 6, in King George. When we arrived with a week's worth of prepared meals and food, the mother informed me that her family had been living on Ramon noodles for breakfast, lunch, and dinner for the last 2 weeks, but she had run out of those 2 days before I arrived! The family had been depending on neighbors to bring their leftovers from dinner. This mother had no transportation, SNAP, or money and could not go to the food bank, even if she did have a ride, because she had already been there that month! The service Feed Fred provided, meant the world to this family in need. It gave them healthy meals to hold them over until she received her SNAP benefits.

Feed Fred received a call from a mother with 5 children, between the ages of 8 months and 15 years old, asking for help. It was a Saturday and they had been put out of her motel because she could not afford to pay the bill. When I arrived, the entire family was under a tree in a field next to the motel with all of their belongings around them. Feed Fred was able to pick them up and pay for 2 nights at another motel. We were then able to raise enough money via our Facebook followers to pay for enough nights to get her through until she received her first paycheck. We provided meals to feed the family for several weeks and were able to put her into contact with other local agencies more equipped to handle her needs.

11. Collaborative Impact: *(Please describe how the community would be impacted if your agency were dissolved or merged with another partner agency. This description should not exceed 20 lines of text.)*

The number of people/families who depend on our services is growing every month. There are so many that fall into that grey area between making too much money to qualify for social services but not enough money to be able to pay their bills AND feed their families. If Feed Fred was dissolved many of our clients would run the risk of being removed from their homes. Many people/children would simply go hungry. If Feed Fred were merged with another partner agency we would not have the freedom to serve all of the people who need us.

Partner Agency Funding Application FY 2016
SERVICE DATA

Program Name:	Page
Feed Fred	

Program Service Data: **Service Period:** 01/2014 to 11/2014

Locality Served	Total Served		Gender		Race					
	FY2014	FY2016*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other
Fredericksburg	3406	1827								3406
Caroline	0									0
King George	55	288								55
Spotsylvania	1758	1827								1758
Stafford	275	1827								275
Other	0									0
Total	5494	5769								5494

**Please include the projected number to be served in each locality for the upcoming fiscal year.*

Locality Served	NA Age Groups								NA Income Levels				
	0-4	5-10	11-13	14-18	19-25	26-40	41-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg	NA								NA				
Caroline													
King George													
Spotsylvania													
Stafford													
Other													
Total													

Please describe below your data collection methodology and tracking measures. Indicate systems or processes that are used and responsible parties. Please also describe how your projections are determined for the upcoming year. If any of the above information is not available, please indicate why:

Feed Fred has been requiring guests/clients to sign in for breakfast since December 22, 2013. We have never asked for any information other than their name. In August 2014 we began delivering meals to those in need in the Greater Fredericksburg Area but did not require any information until September 2014. Even then, we only required Family Name, members in the family, address, whether or not they are receiving SNAP or related benefits, and dates we served. We have always tried to respect our client's privacy. It was not until I started filling out this application that I realized the importance of having the above information. A new sign in sheet will be made immediately and required by all who are served. Our projections were determined by averaging the months and the clients. The person responsible for doing this is the Executive Director, Paula Bartello. I AM Feed Fred as all of this has been done by myself with the help of my husband.