

LOI Form

LOI

If you would like to complete this Letter of Intent in Word first and copy your answers over later, use the following link: [Download LOI](#)

The rubric that will be used to score your Letter of Intent can be found here: [Download LOI Rubric](#)

Please pay attention to character limits while working on your draft. These limits include spaces.

Organization Name*

The Kind Mouse Productions, Inc.

Project Name*

Create a brief name for this large capital project. This is how it will appear throughout the PCF grant portal.

Kids Feeding Kids Expansion

EIN*

452455492

Incorporation Year*

What year did your organization incorporate? This will be the year listed on your determination letter from the Internal Revenue Service.

2012

Organizational Mission Statement*

What is your organization's mission statement? This should be no longer than one or two sentences.

The Kind Mouse Mission is to assist families in transition and their chronically hungry children while developing the next generation of volunteers to carry on the mission of The Kind Mouse. No hardworking individual and their family should ever go hungry.

Unique Entity ID (SAM)

Please provide your organization's Unique Entity ID number. This is a specific number used by the federal government to identify your organization. **This is different from a DUNS number, which the federal government no**

longer uses.

If you do not have a Unique Entity ID number, you can create an account on SAM.gov and apply for one here (it is free and may take 3-4 days for approval): <https://sam.gov/content/home>

This field is optional as to not stop a qualifying organization from applying. HOWEVER, a Unique Entity ID number will be required if your organization is approved for a grant. Your organization should apply for a number now if it does not yet have one.

Character Limit: 12

N8KTUNNPF3M8

Annual Operating Budget Size*

Please provide the amount of your annual operating budget (expenditures only) for your entire organization.

\$767,648.78

Amount Requested*

The maximum grant amount is \$5 million. You may request up to 5% for grant administration, project management, and other indirect costs. Please be sure your indirect cost rate is represented in the figure you put below.

Note: You will be required to upload a more detailed budget if you are approved for the full application stage. You will need to also attach any bids, estimates, and agreements with contractors or other vendors in relation to the proposed project.

\$34,000.00

Does the total project cost exceed the amount your organization is requesting?*

Please note: Answering "Yes" will cause additional questions to load later in this application.

Examples

ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$150,000 for certain equipment, and will seek other funding and donations for the remaining \$20,000 of the playground. ABC Childcare would select "Yes" for this question.

Better Tomorrow, a mental health provider, is looking to expand their counseling center by two rooms to meet increased service demand arising from the pandemic. Better Tomorrow has secured \$25,000 in private contributions, and wants to request the remaining \$125,000 in this grant. Better Tomorrow would select "Yes" for this question.

DBE Food Pantry is seeking funding for a new HVAC unit for their pantry, and is requesting \$40,000 from PCF to cover the entire cost. DBE Food Pantry would select "No" for this question.

No

Parent Non-Profit/Subsidiaries*

If your organization has a parent non-profit that has multiple subsidiaries, will multiple subsidiaries be applying in this process?

Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Both would select "Yes" on this question.

No

Request Specifics

Organization Programming Background*

Please describe the programming your organization offers to the community and the length of time it has been doing so. That is, what does your organization **do** and **how long** has it been doing it?

The Kind Mouse has been feeding children and families for 10 years.

The Mouse Nibbles program provides food packages to low-income, food insecure children. The food sacks contain individual servings of child-friendly, nutrient-rich nonperishable foods to ensure that the children have food when their school meals are not accessible.

The Kind Mouse receives donated food from individuals, groups, and food drives. Food is also purchased through grant awards and cash donation to ensure that specific, individually packaged, nutrient-rich food items are readily available for our feeding program. These foods are sorted, screened for expiration, with expiration dates noted on each individual item and bagged by volunteers.

Mouse Nibbles Sacks are typically distributed on Fridays through Pinellas County school staff at pre-qualified Title One schools. Mouse Nibbles are given to children whose households struggle with food insecurity and chronic hunger. The school board staff assigns the school and number of students to us annually.

For those not receiving our Mouse Nibbles at school, additional food items are distributed to food insecure families through our network of partner agencies. The Kind Mouse is currently providing nonperishable foods to over 17 local agencies and the Pinellas County School Board. To maximize efficiency and to accommodate for our lack of food preparedness space, some purchased food is shipped directly to a few of our agency partners for distribution to their low income, food insecure children.

Throughout the operation, Mice-In-Training and Mice Interns - our student volunteers ranging from 5 years to 18 years, receive robust mentoring, assuming leadership positions and provide a meaningful role in advocacy and the community's hunger relief efforts year-round.

Community Need*

Please describe the community need that exists for your programming. If you are able to cite quantitative, local data, that will strengthen your proposal.

The Kind Mouse and the Kids Feeding Kids Program main mission is alleviating childhood hunger in Pinellas County. According to Juvenile Welfare Board research, 31,900 children are food insecure in Pinellas County.

That's 1 in 5 food insecure children. In a county where 20% of children live in Low Food Security, household's economic and/or social condition provides limited or uncertain access to adequate food. Per the United Way, since 2018, 36% of Pinellas families with children are at or below the ALICE threshold.

Currently, we assist with this tragedy by providing nonperishable foods to 17 local agencies and the Pinellas County School Board. The agencies and educators identify and assign the children in need to us. We then deliver snack packs consisting of three small meals weekly directly to the schools and provide after school, weeknight, and weekend food to local agencies for their hungry population 52 weeks a year. As we have seen the growing increase in infant food insecurity; the Kind Mouse added infants & toddlers to their roster in 2021 providing baby food and formula.

With Tampa Bay housing cost increases exorbitant enough to make national news, Pinellas families are scrambling to re-allocate household budgets, and grocery allowances have shrunk considerably.

Negative Economic Impact*

The following question is the keystone of a strong application in this process. If your organization cannot demonstrate a negative economic impact from the pandemic, your application will not qualify for committee review. If you are uncertain about what constitutes negative economic impact or how to demonstrate it, please contact PCF staff for technical assistance.

Describe your organization's negative economic impact arising from the COVID-19 pandemic. Examples could include:

- A reduction in revenue from 2019 to 2020
- Inflationary pressures
- Increases in demand for services that have not been compensated for through new revenue
- The use of reserves for unbudgeted expenses since the onset of the pandemic, and such use of reserves has prevented the purchase of capital assets
- A need for capital assets to offset community need for which your organization does not have the resources to purchase due to the negative economic harm from the pandemic
- A need for additional capital assets to adapt operations to accommodate health and safety guidelines by the CDC
- Growth in restricted pandemic-related revenue that does not permit capital asset acquisition

Note: If you are applying for both a Small Purchase and Large Project, you may reuse the answer for this question PROVIDED THAT the negative economic impact is relevant to both requests.

The Kind Mouse has an army of volunteers who are ready to help in any situation. You will see them in the pantry dating, sorting and packing food to get ready for delivery to our communities in need. When COVID struck, we still had a mission to carry out, delivering food to the hungry, however, we do not have the outside space to carry on the normal pantry activities. We have a small space in St. Petersburg that could not be used during the shutdown, nor did we have the room to social distance properly. In addition, we could not carry on in person our Mission of developing the next generation of volunteers of The Kind Mouse. Our Kids Feeding Kids in person program came to a standstill, resulting in weekly Zoom meetings and work from home activities. We lost approximately 5429.25 volunteer hours during the Covid shutdown.

In addition, Our Gala the MOUSEquerade could not be held. We projected event net revenue of \$100,000 in 2020. We were not able to consciously hold an event where attendees would feel comfortable. In fact, during these last three years (2022, 2021 and 2020), we lost a total of \$300,000 in event revenue.

National News is bringing to attention the exorbitant housing cost increase in Tampa Bay. Pinellas families are scrambling to re-allocate household budgets, resulting in their grocery allowances shrinking considerably. Food inflation compounds the pain at the cash register. We've seen firsthand the demand and increase of from our partner agencies, requesting food for the clients they serve. The demand, shortages and price increases have affected The Kind Mouse. We have seen a 42% increase in food costs since January 1, 2022. And we've seen this increase year over year since the pandemic struck. The price of the Mouse Nibbles Bags cost has increased from \$3.88 per bag in 2020 to \$5.51 in 2022. Sadly, this is a 70% increase since 2020.

Proposal Description*

The American Rescue Plan Act requires a request that is reasonable and proportional to the level of economic impact your organization experienced. This means the request you describe below should not be greater than the economic harm your organization has suffered.

Please describe your project proposal and address the following:

- What project will be undertaken with these funds?
- What is the estimated lifespan of the project/property improvement?
- How does it address the negative economic harm you described in the previous question?

The Kind Mouse is respectively submitting for a carport/backyard metal canopy so we are able to expand our workspace which will make an impact by increasing our capacity. This will allow us to bring the pantry operation outside. Our need is to have outside space that is protected from the elements. The scalability of this project gives The Kind Mouse the ability to increase the number of volunteers, pack more food and invite more students to participate in the Kids Feeding Kids Program.

We currently have 40 "Mice" student interns who participate in the Kids Feeding Kids program. We have utilized the outside space, but it is brutally hot in the summertime. These Next Generation of Leaders who attend weekly and bi-weekly meetings year-round learn about hunger issues while packing and sorting food for the less fortunate. Not only are these amazing students packing and sorting the food, but they also budget, they purchase the food and raise awareness of our cause. These kids have helped The Kind Mouse in filling over three quarter of a million tummies in the past 10 years. Having this outside space will allow us to expand our Kids Feeding Kids Outreach program by allowing them the space to hold outreach events and pack more food. This is a permanent fixture that is engineered to the latest Florida Building code and will withstand all but the strongest hurricanes. The frame warranty is 20 year limited, and the sheet metal warranty covers a 20 year paint finish.

Number Served*

How many people will directly benefit from this capital project annually?

6800

Unduplicated vs. Duplicated*

Is the number indicated above duplicated or unduplicated?

Duplicated: A client is counted each time they access services

Unduplicated: A client is counted once, regardless of the number of times they access services

Example: ABC Food Bank operates two mobile food pantries, one in Clearwater and one in St. Petersburg. Taylor, a Pinellas County resident, goes to both food pantries. If ABC Food Bank counts Taylor's visit TWICE, it is **duplicated**. If ABC Food Bank counts Taylor's visit ONCE, it is **unduplicated**.

Unduplicated

Other (Explanation Required)

If you selected "Other" in the previous question, please explain how your organization determined the number of clients that will benefit from the proposed capital project.

Rent vs. Own*

Does your organization rent or own the property for which you are proposing modifications?

Note: Selecting "Rent" will cause more questions to load below.

Rent

Guiding Principles - Client Impact*

The American Rescue Plan Act, which provides the funding for this grant program, aims to ensure an equitable recovery from the COVID-19 pandemic. The term "equity" is defined as:

The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

One of the guiding principles of this fund is that it will apply a lens of equity to ensure the needs of specified priority populations are met.

Will this project benefit the community members defined above that have experienced disproportionate negative impacts from the COVID-19 pandemic? If so, how?

Yes, The Kind Mouse demographics show we serve 76% of the population described as BIPOC. This purchase of expanded covered space, will benefit the community members we serve as this will allow us to increase capacity to pack and deliver more food efficiently. It has always been our goal to (1) meet 100% of the annual need to feed the children of the Pinellas County Schools we serve, and (2) to meet 100% of the annual need to provide food to the partner agencies we serve, and (3) to teach the next generation of leaders the importance of community service and caring for others.

Based on current news reports, families are still struggling with the effects of Covid-19. From higher utility and grocery bills to job loss, families are still having a hard time putting food on the table. We work closely with the School Board and our partner agencies who help identify those who are the hungriest of the hungry and who are disproportionately impacted to make sure food needs are met. The Kind Mouse Nibbles feeding

program and other bulk food distribution through a network of hunger relief and child welfare agency partners are a lifeline for hundreds of Pinellas families.

Community Connection

The American Rescue Plan Act (ARPA) prioritizes organizations that either have headquarters or carry out the majority of their operations inside Qualified Census Tracts (QCTs). QCTs are a standard method of identifying communities with a large proportion of low-income residents. The U.S. Department of Housing and Urban Development determines what areas qualify as QCT.

To assess if your organization serves or is headquartered in a QCT, use the following link:

https://www.huduser.gov/portal/sadda/sadda_qct.html

In the top right-hand corner, choose the state of Florida and Pinellas County. Then on the left-hand side of the screen, click the box next to “Color QCT Qualified Tracts.” The QCT zones are denoted in purple. You can also map your address by adding it into the address box at the top to see if your location is inside the zones.

Below, please provide the location of your operations and the location of your headquarters, if different.

Headquarters Location*

Please provide your organization's headquarters address as it appears on your Sunbiz account. To check your Sunbiz registration, you may search here: <https://dos.myflorida.com/sunbiz/search/>

1801 16th Street N., Suite B St. Petersburg, FL 33704

QCT Determination - Headquarters*

Is this organization headquartered in a QCT?

No

Project Location*

Please provide the address or intersection where the property being modified is.

1801 16th Street N., Suite B St. Petersburg, FL 33704

QCT Determination - Project*

Is this organization's project in a QCT?

No

QCT Impact*

PCF understands that just because a project may not be located in a Qualified Census Tract, those who reside in one may access your services and may come to the location where your organization's project will take place.

- If applicable, please describe if you have clients that reside in a QCT as indicated on the map linked above, and the proportion of your clients that come from these areas.
- If your organization does not serve clients from a QCT, you can write "Not Applicable" below.

The Kind Mouse is not located in a QCT, however, we serve children and families who live in QCT and historically marginalized communities. Based on our demographics, we serve the majority of those in need in South St. Petersburg. Our demographics show 1694 individuals who live in OCT Tracks 201.01, 206, 208, 212, 216 and 287.

QCT Determination - Clients*

Does this organization's project benefit residents of QCTs?

Yes

This section aims to capture general demographic data about your organization and to see how you engage with and represent the community you serve. PCF has generalized the demographic data questions more than it has in other processes because of the public nature of this process. PCF understands that identity disclosure can be a sensitive matter and wants to respect your organization's board and staff. If your organization feels comfortable sharing more detailed demographic information, it may do so in the "Community Representation and Connection" section.

Community Representation and Connection*

Describe how your organization is representative of, or has authentic connections to, the community your proposal seeks to serve. You can list other community-based organizations that work on programming with you and/or list examples of your work within this community.

Kind Mouse staff and volunteers are actively present in and around Pinellas County. We collaborate with Pinellas County schools and a wide network of Pinellas County childcare providers located in low-income areas. Our pantry supplies food items to chronically hungry children through community centers, faith-based organizations, and after school programs for low-income children. Law enforcement agencies are also partners in the food distribution, interfacing with some residents who do not have access to other programs.

The Kind Mouse has established collaborative relationships with and/or distributes food through a network of hunger relief and child welfare agency partners: The Juvenile Welfare Board, Pinellas County Schools, Healthy Start Coalition, Angels Against Abuse, Santa's Angels, Pinellas County Sheriff's Department, the City of St. Petersburg Police Department along with several local childcare and church groups to serve those food insecure in Pinellas County. These partnerships are key to The Kind Mouse reaching the hungriest of the hungry children. We are in constant communication with partner agencies who provide feedback looping us in on the changing needs of those who live in historically marginalized communities.

Leadership Demographics - CEO/Executive Director*

Does your CEO/Executive Director consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

None of the above

Leadership Demographics - Executive Level Leadership Team*

Does your executive leadership team consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

None of the above

Leadership Demographics - Board Membership*

Do your board members consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)

- Neurodiverse/physically disabled

BIPOC

LGBTQ+

Rented Property

Tenant Responsibility*

Please explain how your organization is responsible for modifying the building despite being rented. Be sure to describe the length of your organization's lease and to indicate whether or not you have obtained permission from the landlord for the proposed project.

The Kind Mouse and our landlord, Llewellyn Properties, LLC have a very fair, open relationship. The owner, Todd Llewellyn and Gina our founder and CEO have been doing charity work together since 2004. Todd generously donates 1600 Sq Ft just 18 blocks from Central Avenue, St Petersburg to The Kind Mouse. In today's economy he could easily get \$2000 - \$2500 monthly for the area Kind Mouse is renting. Our lease is a 5-year term ending on April 1, 2025. Mr. Llewellyn has stated he hopes Kind Mouse will never leave his property. With that said, The Kind Mouse will be renewing the lease with Llewellyn Properties, LLC. As our rent is so low, upgrades to the building such as this covering is solely Kind Mouse's responsibility with Todd Llewellyn's blessing. Mr. Llewellyn owns many pieces of property and is happy to see his tenant, The Kind Mouse work efficiently, happily, and comfortably in his rental.

Financial Overview

Budget Summary*

Please provide a brief sketch of the categories of expenses and the costs needed for your project. If your organization is requesting compensation for indirect costs, be sure to note the percentage (up to 5%) and dollar amount below.

If you are invited to complete the full application, you will be asked to upload current verifiable bids, proposals, price lists [from your potential vendor(s)] from the past 60 days. If a contractor has already been selected for a construction project for which you are requesting funding, you will need to upload their bid. You are strongly encouraged to collect any remaining bids, proposals, and price lists shortly after submitting this LOI.

Quote, Backyard Metal Canopy, Installation, Parts/Labor: \$25,000

Architectural Drawings, Survey, Permitting, Electrical: \$9000

Project Preparedness*

If your letter of intent is approved, you will have 30 days to submit a full proposal. This will require multiple estimates/bids for your project that detail the costs you've sketched out above from potential contractors that would do the actual work.

Where are you in the planning process for the implementation of this project? Please describe your organization's

readiness for this project including your ability to collect bids and select contractors and/or vendors. **If you have already selected a contractor for the project, you will need to describe how that contractor was chosen.**

Example

Better Tomorrow has spoken with contractors about their counseling center expansion project, but has only sought one proposal from a contractor. Better Tomorrow would describe so below, having sketched out the costs in the previous question. Better Tomorrow would indicate its plan to obtain more quotes/bids upon submitting this LOI.

Community Arts 'R Us has begun construction on its new arts center, as it had secured 75% of the funding for it before the pandemic. Therefore, a contractor has already been selected, and is looking to obtain the funding necessary to complete the project. Below, Community Arts 'R Us would explain it has a cost proposal ready to upload from their selected contractor, and is ready to carry out the rest of the project if funding is awarded.

Should the Kind Mouse be granted this funding, we will be ready to execute the project in April of 2023. In addition, if funding is approved, The Kind Mouse can make upfront deposits or payments if PCF decides on a reimbursement type program.

This backyard metal canopy has been a vision of The Kind Mouse for the past two years – something we realized we needed after the pandemic struck. The Kind Mouse is currently accepting bids to determine the most cost-effective way to install this canopy cover to allow us to bring the pantry operation outside and to expand our workspace. We currently have a concrete driveway in place that we can use to connect the canopy.

Other Funding Sources*

Please describe any other funding not already mentioned that your organization has applied for or obtained for this project. This includes but is not limited to Community Development Block Grants (CDBG), local government grants (including Tourist Development Council funding), foundation grants, and donors (you do not need to disclose donor identities, simply amount raised that is allocated to this project). This includes any matching grants or in-kind contributions you may have obtained.

If none, please write N/A.

N/A

Changes in Operating Costs*

Please answer this question based on the descriptions below:

- If this project **increases** ongoing operational costs (programmatic, operating maintenance or other costs), how will you compensate for the difference?
- If this project **decreases** ongoing operating costs, how will it do so?
- If this project **does not affect** operating costs, please note so below.

This project/purchase will not affect operating costs and will not generate additional operating costs.

Fund Management Capacity*

Please describe your organization's capacity to manage these potential ARPA funds in terms of fiscal management and financial infrastructure.

This includes, but is not limited to, the use of accounting software that can track a general ledger and multiple accounts and the ability to work on a reimbursement-basis.

The inability to handle a reimbursement-basis grant does not disqualify your organization from applying.

The Kind Mouse uses generally accepted accounting practices. Using QuickBooks, this system can manage multiple accounts. For checks and balances, The Kind Mouse uses a bookkeeping company, My Paper Pushers, who do the monthly accounting. Once annually the monthly reports provided by My Paper Pusher are sent to our CPA to produce our annual 990.

Additional Information

Additional Upload

If you have something else to share, you can upload it here in PDF format.

Please note: Due to limitation of this grants system, the upload field will not carry over to the full application if you are moved forward to the full application phase. You will need to upload this file again if you are moved forward in the process.

Anything else to share?

If you have any details to share regarding this grant request, you may do so below.

File Attachment Summary

Applicant File Uploads

No files were uploaded