

Application Form

Introduction

A Word version you may use to draft your application is available here. You must submit your final application through this portal.

The rubric that will be used to score your proposal is available for download.

A brief webinar giving an overview of this application can be viewed here.

Project Name*

Please give your proposal a short, descriptive title. This is how your request will appear throughout the PCF grant portal.

Sustaining Clearwater Need at FEAST Food Pantry

Mission Statement*

Please write your organization's mission statement below. This should be no longer than one or two sentences.

The mission of the FEAST Food Pantry is to compassionately provide food and personal care items to families in need in North Pinellas County. We have experienced tremendous growth and are now serving nearly 5,000 residents a month, with an estimated 60,000 people expected to utilize our services this year.

Is your organization headquartered in Clearwater?

Why PCF asks this: Given that the City of Clearwater is the funding source for this grant program, PCF may prioritize organizations headquartered in Clearwater or those that have a strong presence in the City.

No

Grant Start Date*

PCF expects to issue a contract to approved organizations in September 2023. If awarded with a contract issuance date of September 1, 2023, when would your organization begin to spend funds?

10/01/2023

Grant End Date*

PCF expects the grant period to be between 12 and 24 months for this process. Given this range, when would your organization expect to finish expending funds if awarded?

09/30/2025

Annual Operating Budget*

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

\$837,365.00

Amount Requested*

The minimum grant request for this process is \$50,000.

The maximum grant request for this process is \$325,000.

If you request the full \$325,000, your organization should be able to demonstrate a *significant* impact to be made from these funds.

Please be sure that your grant request is proportional to your annual operating budget. If you have any questions about how much funding to request, please contact Jocelyn Howard at jhoward@pinellascf.org.

\$73,402.00

Programming

Programming Background*

Please describe the program that this grant would support and how it relates to your mission.

Example

Peer Counseling Services Inc. offers after-school support groups for middle schoolers and high schoolers. Below, Peer Counseling Services Inc. would describe what its programming is, how its programming works, and who is served.

Why PCF asks this: PCF wants to learn about what your organization does and how this work is related to carrying out your mission.

The FEAST Food Pantry provides food and personal care items to families in need in North Pinellas County. The families that we serve come from a variety of populations, including children, senior citizens, low-income families, and homeless people. Currently, residents in need can visit our pantry twice a month to receive food for their families. We distribute bags of shelf stable food, including canned and boxed items, based upon family size, which typically equates to a 3–4-day supply of food each visit. In addition, we provide families with perishable food staples such as meat, milk, eggs, and fresh produce, which helps them to create a balanced diet for their families. We pride ourselves on providing these healthy food options at every visit and encourage and accept all special requests from our clients. We also distribute personal care items such as toilet paper, paper towels, hygiene products and pet food which are not permitted for purchase under SNAP. In addition, we recognize that many individuals have unique health needs, so we tailor our food to the expressed health needs of our clients. For instance, we serve many older adults and are aware of their unique nutritional requirements as many suffer from chronic diseases. Therefore, we customize the food we distribute to offer "heart healthy" lower sodium and higher fiber options. In addition, for our homeless population, we designed "no cook" bags to support their nutritional needs and living situation. Our facility is centrally located in Pinellas County, one block from US Highway 19 with a nearby bus stop. This central location allows us to support 5,000 food insecure Clearwater residents this year with almost 2,000 of them coming from zip code 33755, within the Clearwater target area that is the priority of this grant. In addition, we allow individuals to pick up food distributions for other people with a valid ID card as we

realize that transportation challenges are a concern for many individuals. Our organization strives to provide a dignified experience for our families and treat each person with compassion and respect. The "Sustaining Clearwater Need at FEAST" project will allow our organization the opportunity to meet the increasing demands from Clearwater residents and help them to provide food and personal care items to their families. Through the assistance from FEAST, there will be a reduction in stress and an improvement in general well-being for these Clearwater families.

Urgency*

Please describe how the proposed programming is addressing a time-sensitive community need. You may cite data sources.

Why PCF asks this: The City of Clearwater has indicated that this funding should be directed to programming addressing urgent needs.

The "Sustaining Clearwater Need at FEAST" project will help reduce the number of food insecure people in Clearwater, specifically in zip code 33755. The need for the services of the FEAST Food Pantry is rapidly growing as food insecurity continues to rise in Pinellas County. At FEAST, we served approximately 1,000 people per month prior to the pandemic with very few individuals coming from the Clearwater area. We are currently providing food to over 5,000 people per month which is a 400% increase since the start of the pandemic. Many of the families we assist are working full time jobs but are not making enough money to pay their bills yet do not qualify for financial assistance. These families are known as "ALICE" families which is an acronym for Asset Limited, Income Constrained, Employed. Unfortunately, these "ALICE" families are unable to cover basic household expenses in Pinellas County and depend on our pantry for assistance to feed their families. In addition, according to the US Census Bureau (2021), approximately 20% of the residents in zip code 33755 are living below the poverty line and 29% of the children are living in poverty. Furthermore, the median income for residents in zip code 33755 is \$35,971. This data proves there is a tremendous need for our services for residents living in 33755. Food pantries like FEAST have been proven to be essential in reducing food insecurity and improving the lives of those who utilize them. Recently, in research conducted by Seligman et al. (2018) it was found that food pantries "positively impacted food security, food stability and fruit/vegetable intake among participants". This research confirms that Clearwater families suffering from food insecurity will see many positive benefits through visits to our pantry.

History in Clearwater*

Please describe how long you've been providing services in the City of Clearwater, and the nature of such services.

Why PCF asks this: Given that the City of Clearwater is the funding source for this grant program, PCF may prioritize organizations headquartered in Clearwater or those that have a strong presence in the City.

The FEAST Food Pantry was started by Palm Harbor United Methodist Church over 30 years ago and served an average of 1,000 clients a month for many years. Later formed as a secular charity and under new leadership in 2020, FEAST has grown tremendously. Prior to the Covid-19 pandemic, in 2019, we served approximately 12,000 residents with very few coming from Clearwater. The demand for our services has grown 400% since the start of the pandemic, with 50,000 residents served in 2022, including a significant growth in Clearwater residents. We use a simple trend line based upon the past 3 years of volume to determine the numbers of families to be served in 2023 through 2025. The Board of Directors approves these volume projections each year. We are projected to serve 60,000 people in 2023, 72,000 people in 2024 and 86,400 people in 2025. As of 2020, 8% of FEAST's population is consistently from the Clearwater area & 3.5% from the priority target area of this grant. We estimate that almost 5,000 Clearwater residents will seek help from FEAST this year & those numbers will grow to 5,841 people in 2024 and 7,009 people in 2025. Specifically, we project that we will continue to serve residents from 33755 at the same growth rates we have

seen since the pandemic. Our projections show we will serve almost 2,000 residents from this zip code this year & our organization estimates helping 2,383 people in 2024 and 2,860 people in 2025. To accomplish such significant growth, our organization has developed partnerships to maximize our ability to help the community. These collaborations have helped to minimize food spoilage by sharing perishable food items with Oldsmar Cares, Dunedin Cares, as well as other organizations. To further support our Clearwater clients, we partner with the Neighborly Care Network to provide food to seniors in need in our community. We also collaborate with the Junior League of Clearwater- Dunedin and the EmpowHERment Community Center to increase our reach in the community. Since 2020, we have served the significant increase in demand from Clearwater residents and our Board of Directors expects this growth to continue based upon market pressures, housing costs and continued inflation.

Language Capacity*

To what extent will your organization provide the proposed programming in languages other than English? Be specific as to written/digital materials and staff capabilities.

Why PCF asks this: Approximately 20% of Clearwater residents speak a language other than English in their homes (ACS Community Survey, 2021 1-yr Estimates). [msocom 1](#) PCF is interested in your ability to reach these residents.

Our organization employs many methods to ensure that our programming is available in languages other than English. For example, we found that many families struggled to complete paperwork that was previously required by our pantry. After hearing our families' concerns, we removed this barrier to access, which has helped our clients who struggle with language barriers as well as learning disabilities. In order to easily communicate with our clients, we have multiple volunteers at our pantry who speak Spanish and communicate with our Spanish-speaking clients. We also have all our volunteers who work directly with our clients download and utilize the Google Translate application on their phones. This application allows our volunteers to communicate more clearly and effectively with clients who speak languages other than English. We also have a Navigator team member from the BayCare Health Care System on site once a week to help our clients connect to needed resources in the community. They are able to assist in finding services in all languages for our clients. In addition, we make certain that all of our written communications are done in both English and Spanish as we have a large Spanish speaking population at our pantry. We have a focused effort on making certain that clients of all languages feel like they are being heard and understood by our volunteers at every visit to our pantry.

Outcomes*

Define one to two outcomes already being measured by your organization in relation to the programming this grant would support. This should be the outcome of the overall programming itself. **Outcomes are not the number of people you will serve, but how they or their situation will change.**

"Outcomes - are specific, measurable statements that let you know when you have reached your goals.

Outcome statements describe specific changes in your knowledge, attitudes, skills, and behaviors you expect to occur as a result of your actions. Good outcome statements are specific, measurable, and realistic."

(W.K. Kellogg Foundation Logic Model Development Guide)

Example

80% of youth involved in peer counseling will show increased emotional intelligence after six months of participation.

Why PCF asks this: PCF considers measurable outcomes to be a cornerstone of effective social service

programming. Tracking outcomes allows both an organization and its supporters to know how effective its programming is and helps an organization improve its programming over time.

We currently survey our clients to assess if families see a reduction in stress levels as well as an improvement in overall well-being from utilizing our services. We are proud to report that at least 80% of the families served consistently report an improvement in stress levels and 80% consistently show improvement in overall well-being. Our pantry will measure grant success by ensuring that we serve many more Clearwater residents from the grant target area. Furthermore, we expect that because of our services, at least 80% of Clearwater residents served will show decreased stress levels. We will also show that 80% of these Clearwater residents will show an increase in overall well-being as well. These outcomes will be measured by a short two question survey administered by our trained volunteers. The reduction in food insecurity through visits to our pantry will result in a reduction in stress and improvement in overall well-being for Clearwater residents.

Measurements*

Explain what measurement tools you will use to evaluate the stated outcome(s) above. That is, how will your organization know it is achieving or not achieving the outcome(s) stated above? Stronger requests will use a validated tool or method of data collection.

Example

Peer Counseling Services administers the Schutte Self Report Emotional Intelligence Test before counseling begins, and in six-month intervals thereafter.

Why PCF asks this: PCF would like to know how the outcome(s) you've specified are measured, and if you used a validated tool that has been proven in usage outside your organization. If you've developed your own tool, please describe how it was made.

We currently utilize a cloud-based method of collecting and storing data within our organization. We employ a database called FoodBank Manager to collect names, addresses, and telephone numbers and email addresses from our clients at the initial visit. At subsequent visits, we access their profile and capture the date of their visit and any new or changed information. At this visit, a two-question survey obtains clients self-reported determination of improvement in stress levels as well as improvement in overall well-being. We also utilize this database to generate reports to examine the number of people that we serve as well as information regarding client demographics and outcomes. Our pantry collects information from clients to demonstrate that we are reducing food insecurity for local families. Research consistently shows that a reduction in food insecurity will lead to an improvement in physical and mental well-being for clients. Therefore, we assess our clients' stress levels as well as their overall sense of well-being by administering a brief two question survey to our pantry clients. Our trained volunteers ask about these improvements and record the client's response. The data collected from surveying the clients consistently shows an improvement in stress levels and improvement in overall well-being for families in our community because of our services.

Grant Specifics

Grant Impact*

How would this grant help your organization and its clients achieve the outcomes stated above? That is, what would you be able to do with this funding that you otherwise could not?

This has been copied from your LOI. Please expand in this question to describe how this grant expands services.

Why PCF asks this: The intention of this grant is to fund organizations providing support for individuals and families in Clearwater with emergency housing and social services needs. How that support happens, and how this grant could help, differs from organization to organization. PCF would like to know specifically how this grant would help your organization and the clients you serve.

The funding from this Clearwater ARPA grant will provide the necessary funds to allow the FEAST Food Pantry to serve the overwhelming numbers of Clearwater residents from zip code 33755 who are seeking help with food insecurity for their families. The demand for our services is growing exponentially as food insecurity continues to rise in Pinellas County. According to recent data from Healthy St. Pete, it is estimated that more than 14% of households in our county experience food insecurity. The effects of the pandemic, coupled with overwhelming inflation and run-away housing costs, will continue to create a higher need to help people provide food for their families. While national inflation has dropped to a current level of 5.2% this year, it is not quite down as much in the Tampa Bay area compared to the rest of the country. Despite the slight decrease in inflation rates, our local area is still seeing food costs as one of the largest price increases for families to face with an average price increase of 8.5% from prior year. Energy costs for electricity in the area are also up an average of 14.8% over the past year. According to the Insurance Information Institute, property insurance rates are projected to increase by 40% in 2023. All of these cost pressures are forcing many families to seek help to feed their food-insecure families. Unfortunately, research shows that children and adults suffering from food insecurity often have long term health consequences and negative effects on their physical and mental health. A study published last year in the American Heart Association included more than 27,000 adults and examined the effects of food insecurity on health. Researchers found more cardiovascular disease and higher overall death rates among those reporting food insecurity. Food insecurity can also cause significant physiological stress, depressive disorders, and an increase in the risk of other mental illnesses. In addition, the Network to End Hunger finds that as many as 36,000 children in Pinellas County are food insecure. According to multiple studies, childhood food insecurity can result in serious consequences on physical health, academic performance, general development, and mental health. Our "Sustaining Clearwater Need at FEAST" program will help to prevent these negative consequences for Clearwater residents who live in in the high need target area of this grant.

Reduction in Funding*

Due to limited funding, your request amount may not be fully awarded if it is moved forward in the grant process. How would reduced/partial funding impact your proposed program?

Why PCF asks this: The review committee that ultimately recommends proposals for funding may consider partial funding. PCF would like to know upfront what impact this would have on your proposal.

The funding from this grant will be applied towards the direct cost and distribution of food for Clearwater residents living in zip code 33755. If partial funding is achieved, we will have to reduce the number of residents we are able to support from this area. We have seen a tremendous increase in Clearwater residents utilizing our pantry for their families and we hope to be able to continue to support all those who need assistance. We appreciate the opportunity to receive funding to support more Clearwater residents from zip code 33755 who are struggling to feed their families and who choose to seek help from our organization. Our data indicates that over 80% of families who visit our pantry have a reduction in stress and an improvement in overall well-being through utilization of our services. We hope to be able to provide these outcomes to as many residents as possible from the Clearwater area.

Sustainability*

Given that this funding is time-limited, how does your organization plan to sustain the programming expansion? If there is no sustainability plan, how would your organization effectively wind down the expansion when this funding ends?

Why PCF asks this: Due to the size and potential impact of this grant, PCF would like to know how clients would be supported after the grant period ends.

The "Sustaining Clearwater Need at FEAST" project will continue beyond the expiration of this funding for our organization. As we have done in the past, we will continue to fundraise and attract new donors in order to continue this project to reduce food insecurity in Clearwater. It is our hope that this funding will allow us to continue to serve Clearwater residents who are in urgent need of finding assistance to feed their families. As a result of utilizing our services, these Clearwater families will experience a reduction in food insecurity as well as a reduction in stress levels and an improvement in overall well-being. In the meantime, we will continue to work to research other resources for long term financial sustainability as well.

Governance/Financials

Board List*

Please upload a current list of your organization's Board of Directors.

PDF and Word formats are accepted.

FEAST Board of Directors 2023.pdf

Organization Budget*

Please upload your most recent, board-approved organizational budget. You may add any notes regarding your budget below.

PDF and Excel files are acceptable.

Final Budget 2023 (1).pdf

N/A

Project Budget*

Please use [this template](#) to describe expenses for this program. You should use this template to provide a budget narrative as well, explaining the purpose of each expense and how it relates to the program.

The more specific your line items, the better. Any staff member(s) that would not be 100% funded by this grant should be shown with the time and effort that would be allocated to this grant.

Project Budget Clearwater.xlsx

The "Sustaining Clearwater Need at FEAST" project will allow us to continue to provide food to residents of the Clearwater area. We are asking for \$73,402.00 to provide food to residents of 33755 at a rate of \$14 per person. Our projections indicate the following growth in zip code 33755:

2024: 2,383 people x \$14 = \$33,362

2025: 2,860 people x \$14= \$40,040

TOTAL from zip code 33755 for 2024 & 2025: 5,243 people x \$14= \$73,402

These funds will allow us to purchase essential and nutritious shelf stable food items for Clearwater families suffering from food insecurity. These necessary items include things such as peanut butter, cereal, pasta, soup, canned fruit and canned vegetables as well as many other food staples. These items, along with the fresh fruit and vegetables, milk and eggs we supply will create a balanced diet for food-insecure families in the Clearwater area.

Capital Purchases*

Capital expenses in your proposal should be shown to remove barriers to expanding services. Please describe below:

1. What percentage of your request is capital?
2. Describe why capital purchases are needed, and how they *directly* support the programming described in this proposal.

If your request does not include capital purchases, write "N/A" below.

Why PCF asks this: Unlike other local opportunities using ARPA funding, this grant opportunity is not meant to primarily fund capital needs. While capital purchases are permitted, the acquisition must be connected to your programming and should be helping unlock operational resources.

N/A

Additional Upload

Additional Upload*

If you have additional documents to support your application, you may upload them here. Please limit your upload to five pages. PDF files are accepted.

New FEAST hours x1 large.pdf

File Attachment Summary

Applicant File Uploads

- FEAST Board of Directors 2023.pdf
- Final Budget 2023 (1).pdf
- Project Budget Clearwater.xlsx
- New FEAST hours x1 large.pdf

FEAST Board Members				
Name	Title	Address	Phone Number	Committee
Jay Powers	President			Chair -B
Robin McFerren	Treasurer			B
Delaine Roberts	Secretary			P
Ron Brightwell	Board Member			B
Jan Dees	Board Member			Chair- P
Jenny Goad	Board Member			P
Cindy Henningsen	Board Member			Chair- C
Karon Laird	Board Member			C
Susan Latvala	Board Member			P
Erica Lynford	Board Member			C
Dana McWhirter	Board Member			P
Glen Smith	Board Member			C
Todd Unbehagen	Board Member			P



Budget 10/1/22-9/30/23

Income:	
Contributions	\$423,598.00
Grants	\$20,000.00
In-Kind Food	\$400,000.00
Total Income:	\$843,598.00
Expenses:	
Automobile:	
Gas	\$4,618.00
Van Repair	\$5,545.00
Groceries	\$288,087.00
In-Kind Food	\$400,000.00
Occupancy/Building Expenses:	
Janitorial/Cleaning	\$1,974.00
Rent/Parking/Other	\$4,800.00
Repairs and Maintenance	\$5,910.00
Telephone/Internet	\$1,985.00
Utilities:	
Electric	\$6,796.00
Garbage	\$6,848.00
Operating Costs - Admin:	
Accounting:	
ERTC Prep	\$4,670.00
Tax Prep	\$874.00
Advertising	\$3,657.00
Bank Charges	\$28.00
Computer and Software Expenses	\$2,185.00
Equipment Rental and Maintenance	\$1,321.00
Insurance (Liab/Auto/Building)	\$7,843.00
Licenses	\$1,567.00
Office Supplies	\$1,359.00
Postage	\$445.00
Public Relations	\$1,097.00
Subscriptions	\$117.00
Tolls/Parking	\$2.00
Volunteer Appreciation	\$663.00
Pantry Supplies	\$5,429.00
Payroll:	

Payroll-Staff	\$60,261.00
Payroll Processing Fees	\$2,106.00
Payroll Taxes	\$3,736.00
Payroll Liabilities-Federal Taxes	\$13,392.00
Warehouse Supplies	\$50.00
Total Expenses:	\$837,365.00
Net Income	\$6,233.00

Budget Detail

ORGANIZATION NAME:

EXPENSES	Total Project Cost	ARPA Grant Request
1 <u>Salaries</u>		
Show your calculations. Include any project staff that will be paid a percentage of time from ARPA funds. Explain what will they do, how many hours will they work on the project.		
Salaries Sub-Total	\$ -	\$ -
2 <u>Fringe Benefits</u>		
Show your calculations. Includes such items as FICA, medical, dental, life insurance, etc.		
Fringe Benefits Sub-Total	\$ -	\$ -
3 <u>Contractual</u>		
Show calculations for reimbursement. Include: funds to hire someone for the project who is not a member of the agency's staff; Name of person/company, if known; What will they do?		
Contractual Sub-Total	\$ -	\$ -
4 <u>Equipment</u>		
This is the category requesting to purchase a major piece of equipment such as a computer or copy machine and during the grant period, must be used primarily for the project. Explain: What is the specific item and how did you determine its cost? Why is this needed for the project? Please show any calculations.		
Equipment Sub-Total	\$ -	\$ -
5 <u>Travel</u>		
Provide any travel costs and calculations. Include, for example, if you plan to reimburse project staff for local travel and/or to send for out of town training/conference. Show calculations.		
Travel Sub-Total	\$ -	\$ -
6 <u>Supplies</u>		
What specific items, how many, unit and extended cost? Include expendable items, including office supplies necessary for day to day project activities.		
Food - Items such as peanut butter, cereal, soup,	\$ 73,402.00	\$ 73,402.00
canned meat (tuna, chicken) canned fruit, canned vegetables		
Supplies Sub-Total	\$ 73,402.00	\$ 73,402.00
7 <u>Other</u>		
Includes miscellaneous items that do not fit into any other category such as, but not limited to, costs for printing, duplication of project-related materials. Provide details. Emergency Relief fits here.		

Other Expenses Subtotal	\$ -	\$ 73,402.00
TOTAL EXPENSES	\$ 73,402.00	\$ 146,804.00
Difference between requested ARPA grant and project cost	\$	(73,402.00)



FEAST
FOOD PANTRY

We provide food and personal care items to individuals and families in need in our community.

- No appointment or income verification needed.
- Please bring your photo ID.

Food Distribution Hours:

Monday - 4:30-6:30pm

Tuesday-Friday - 9:00am-12:00pm

2255 Nebraska Avenue, Palm Harbor, FL 34683

727-789-5275

www.FeastFoodPantry.com