



## City of Lawrence

### 2021 Application for Funding

#### APPLICATION INFORMATION

**General Information:** As part of the budget process, the City has set aside funding for outside agencies to provide various services. The City has recently adopted a new strategic plan and is asking agencies to review that plan and determine how the programs they are requesting funds for may help the City move towards success in one of the following outcome areas:

- a) **Unmistakable Identity:** Lawrence is a welcoming community, synonymous with arts, diverse culture, fun, and a quintessential downtown. City parks and community events contribute to the vibrancy experienced by all people in Lawrence.
- b) **Strong, Welcoming Neighborhoods:** All people in Lawrence live in safe, functional, and aesthetically unique neighborhoods that provide opportunities to lead healthy lifestyles with access to safe and affordable housing and essential services that help them thrive.
- c) **Safe and Secure:** Lawrence is a community where all people feel safe and secure and have access to trusted public and community-based safety resources.
- d) **Prosperity and Economic Security:** The City of Lawrence fosters an environment that provides all people and businesses the opportunity for economic security and intentionally acknowledges, removes, and prevents barriers created by systemic and institutional injustice. Our community succeeds because of collective prosperity and a vibrant, sustainable local economy.
- e) **Infrastructure, Asset Management, and Connectivity:** The City of Lawrence has well-maintained, functional, and efficient infrastructure, facilities, and other assets. Connectivity supports accessible, sustainable methods for safely moving people and information throughout the community and the region. Investment in these assets reflects the City's commitment to contribute to the well-being of all people.

**Applications will be reviewed by Staff.** A team has been identified for each of the outcome areas noted above. Upon submission, applications will be reviewed by the appropriate team to determine alignment of the program to the identified outcome area. Following their review, recommendations for funding will be forwarded to the City Commission. Recommendations will be based on available resources, coordination of services, the need demonstrated through the agency's application, the stated objectives of the agency's program (and the ability to measure progress toward the programs objectives), alignment to the strategic plan, equity, cost reasonableness, and past performance by the agency in adhering to funding guidelines (as appropriate). Please see the scoring matrix for additional information.

**Other Information.** Collaboration and/or coordination between agencies is highly recommended and multi-agency proposals to address an identified community need is encouraged. All programs must have goals with measurable outcomes.

**Reporting Requirements.** All grantees will be required to submit an annual report to the City of Lawrence outlining how the funds were used and whether the stated objectives were met by February 15, 2022.

**Distribution of Funds.** Funds will be distributed in two equal disbursements and in accordance with the Kansas Cash-Basis Law of 1933, codified as amended at K.S.A. 10-1101 *et seq.*, the City retains the right to unilaterally adjust the amount of the disbursement if the Governing Body determines that insufficient public funds exist to fully fund the Grantee. The first distribution is to occur no earlier than April 1 of the grant year and the second distribution is to occur no earlier than October 1 of the grant year.

**SECTION 1. APPLICANT INFORMATION**

Legal Name of Agency: Just Food of Douglas County, KS

Name of Program for Which Funding is Requested: Access to Healthy Food

Primary Contact Information

Contact Name and Title: Elizabeth Keever, Executive Director

Address: 1000 E. 11th St, Lawrence, KS 66046

Telephone: 785-856-7030 (7011) Email: ekeever@justfoodks.org

Name(s) and Title(s) of person(s) responsible for program supervision and/or financial administration of program.

	Name	Title	Responsibilities (Supervision, Financial, etc.)
a.	<u>Elizabeth Keever</u>	<u>Executive Director</u>	<u>Supervision</u>
b.	<u>Brett Salisbury</u>	<u>Director of Finance and Dev.</u>	<u>Purchasing</u>
c.	<u>Karey Chester</u>	<u>Board Treasurer</u>	<u>Financial Oversight</u>

Identify the outcome area that your proposed program most closely aligns with and denote the amount being requested from the City. Please note that funding requests should be tied to one outcome area. If funding is requested for multiple areas or for multiple programs, please submit a separate request for each.

Category (please select one)	2021 Requested Amount
Unmistakable Identity	\$ _____
Strong, Welcoming Neighborhoods	\$ _____
Safe and Secure	\$ _____
Prosperity and Economic Security	\$ <u>50,0000.00</u>
Infrastructure, Asset Management, and Connectivity	\$ _____

If your agency received funding from the City in 2020, please fill out the chart below.

Amount of Funding	Funding Source (i.e. General Fund, Special Alcohol, CDBG, Housing Trust Funds)	Program/Purpose
<u>\$5,000</u>	<u>General Fund</u>	<u>Access to Healthy Food</u>
<u>\$100,000</u>	<u>CARES/ Dep. of Justice</u>	<u>Covid-19 Hunger Relief</u>
<u>\$ _____</u>	<u>_____</u>	<u>_____</u>
<u>\$ _____</u>	<u>_____</u>	<u>_____</u>

Total projected operating budget for your agency in 2021: \$2,677,961.00

## SECTION 2. STATEMENT OF NEED AND DESCRIPTION OF PROGRAM

- A. Provide a brief statement of the problem or need your agency proposes to address with the requested funding. How will your program make an impact to meet the need? The statement should include characteristics of the client population that will be served by this program. If possible, include statistical data to document this need.

Just Food's mission is to end hunger in Douglas County by increasing access to healthy foods, reducing barriers to health and well-being, and cultivating self-sufficiency. The agency is the food bank in Douglas County, supplying more than 30 partner agencies with pantry staples and fresh produce at no cost to the agencies in addition to running Douglas County's largest pantry, a mobile food pantry and 17 school food pantries. Before March of 2020, there were 19,000 Douglas County residents who were classified as food insecure according to Feeding America. Since the pandemic, there has been a 44% increase in food insecurity resulting in 27,400 food insecure Douglas County residents. The impact of hunger can have lasting effects on communities causing a detriment to both the physical and economic health of residents. Funds received from the City of Lawrence will aid in supporting the distribution of nutritious food through Just Food and its network of agencies.

- B. Please describe what demographic disparities exist, and how the program is designed to increase equity. Who would benefit from or be burdened by this program? Are there unintended consequences and if so, what are your strategies to mitigate those consequences?

According to the Food Action and Research Center, nearly 1 in 10 White/Caucasian households experienced food insecurity as a result of the COVID-19 pandemic compared with about 1 in 7 Hispanic households and greater than 1 in 5 Black households. At Just Food, these disproportionate consequences are apparent every day, especially in light of the pandemic. Within the first six months of the pandemic, Just Food experienced a nearly 58% increase in new visitors to its main pantry, with nearly half (48%) of these new visitors being Black, Indigenous, & People of Color (BIPOC). The larger Douglas County population is only about 14% BIPOC. In terms of general age demographics, nearly 10% of Just Food's clients are seniors 65+, over 30% are children, and the remaining 60% are adults between the ages of 18-64. Last year, of the individuals who utilized Just Food, 52% were White, 13% were Black/African American, 11% were Hispanic and 10% were Native American. This is why Just Food works closely with partner agencies to ensure marginalized populations have equitable access to healthy food. These partners include pantries at Haskell Indian Nations University, the University of Kansas, Heartland Community Health Center, 18 area schools and the Bert Nash Homeless Outreach Team in addition to working within economically disadvantaged schools in USD 497 and operating the Cruising Cupboard in underserved areas of the county. Additionally, to avoid unintended consequences in Just Food's service model, Just Food ensures decision-making is driven by input from clients of Just Food including the client-driven development of the organization's Strategic Plan. In the future, Just Food hopes to mitigate further consequences of food insecurity by establishing more partnerships with senior and assisted living facilities, since that population of individuals is more and more at risk, and more likely to have comorbidities, dietary restrictions, and difficulties driving to access social services.

- C. Provide a brief description of the program services and activities using an evidence-based model. The description should describe as specifically as possible the interaction that will take place between the provider and the user of the service.

Increasing access to healthy food in communities is a tried and true evidence-based practice that has proven successful in communities for decades especially when paired with nutrition education such as what Just Food provides. Research shows that increased healthy food access increases fruit and vegetable consumption, improves diet quality, and increases food security. Just Food distributes a weekly, total-choice food allocation directly to thousands of individuals who are in need of food assistance all across Douglas County. This distribution takes place from Just Food's main food pantry in Lawrence, as well as through its network of 30+ satellite pantries, the Cruising Cupboard, Just Food's mobile pantry, and Classroom Cupboards, Just Food's pantries in schools. The Cruising Cupboard regularly visits Baldwin City, Eudora, Lecompton, and various locations in Lawrence in order to reach more individuals who may not be able to easily travel. At the onset of the COVID-19 pandemic, Just Food also began weekly home delivery services, a program that has continued for individuals who are disabled, homebound, or are quarantining for COVID-19 exposure or diagnosis. At the core of this distribution model is increasing access to healthy foods to anyone in the county expressing a need for food assistance, and providing an ample supply of food to ensure they will not go hungry and can provide meals for all of their household family members. Just Food also offers educational cooking classes (Just Cook), plots to grow one's own food (Just Grow), a culinary training program (KitchenWorks), as well as allotments of kitchen supplies (Pots & Pan-try) and diapers and menstrual products (Just Basics). These programs are all designed to increase the self-sufficiency of Just Food's clients.

- D. Please describe the priority population you are working with.

Just Food serves the 34,000 Douglas County that live within 185% of the federal poverty level. Just Food and its partners feed around 13,000 to 16,000 people per month. Just Food seeks to serve all food insecure residents including underserved and vulnerable populations. A 2016 assessment by the Health Department found that 24,385 people in Lawrence live in food deserts and nearly 50% live below the federal poverty level. Additionally, nearly 40% of local children qualify for free and reduced lunch. To address this, Just Food hosts the Cruising Cupboard and 18 area school pantries.

- E. What other agencies in the community are providing similar types of services, and how do you coordinate services?

Just Food is the primary food pantry and sole food bank serving Douglas County, and partners with over 30 partner agencies to provide food to individuals in need at no cost to the partner agency and clients. Just Food serves as a Feeding America Redistribution Organization of Harvesters, The Community Food Network (the overarching regional food bank). Just Food satellite pantries and partner agencies allow Just Food to reach all across Douglas County to provide access to services. This includes partner agencies who also host food pantries like the Ballard Center, Salvation Army, and Catholic Charities. Just Food also works with agencies who provide ready to eat food and hot meal service like the Willow Domestic Violence Center, Lawrence Community Shelter and Bert Nash. Finally, Just Food makes sure that individuals facing food insecurity are connected to the resources they need including the emergency food referral program Just Food operates in partnership with the Lawrence Public Library, Lawrence Memorial Hospital and Senior Resource Center.

### SECTION 3. STRATEGIC PLAN ALIGNMENT

- A. How does the proposed program align with the outcome area identified? Please explain how this program will help the City achieve success in that particular outcome area and provide specific strategies in your response.

Just Food's mission and services directly align with the City of Lawrence's strategic plan to increase prosperity and economic security. The City seeks to foster opportunities for economic security and acknowledges, removes, and prevents barriers created by injustice like systemic racism and generational poverty. A key aspect in achieving these goals is ensuring that all residents have equitable access to one of the most basic needs: food. And not just food, but healthy food that nurtures individuals to have healthy and prosperous futures at all ages and in marginalized populations. Just Food is the first line of defense for families facing a financial crisis. In fact, 61% of clients visited the pantry three or fewer times in 2019—whatever was needed to get through a difficult period. Without Just Food's services, the consequences would be detrimental. The impacts of hunger have prolonged consequences; access to nutritious food is vital to a healthy community, where children are high-performers in school, families prosper, and seniors are not forced to choose between buying food and medications. Providing access to healthy food improves the community's health and its economic vitality where families do not have to choose between feeding their families and keeping the lights on or paying the rent or their mortgage. Additionally, food insecurity contributes to poor health, lower productivity and higher medical costs. In adults, poor nutrition can lead to obesity, diabetes, heart disease, depression and fatigue.

As with the City, Just Food also understands that the community succeeds because of collective prosperity and a sustainable local economy. One way Just Food contributes to this effort is by providing educational opportunities with cooking classes, gardening workshops, and professional culinary training and job placement at local restaurant partners. Through these efforts, Just Food seeks to enact positive long-term change within its clients. More than one-third of clients report medical conditions that need to be managed by diet, such as heart disease and hypertension. These rates are disproportionately high among BIPOC clients. Clients also report not knowing the basics of healthy cooking and consumption. Just Food will work to improve the health and well-being of the community at large.

#### Outputs

How many unduplicated clients will be served? 15,000 to 20,000

Please list any other output goals (i.e. # presentations delivered, # medications provided, etc.)

Distribute over 1.5 million pounds of food in Douglas County.

Refer more than 200 individuals to pantry services through the emergency meal program.

Complete over 100 stops in one year using the Cruising Cupboard.

#### Outcomes

Please provide three specific program SMART (specific, measurable, attainable, relevant, and time-bound) objectives for 2021. Examples include, "75% of clients receiving job training will retain their job one year after being hired," "increased fundraising efforts will result in a 15% increase in donations in 2021," **Applicants will be expected to report their progress toward meeting these objectives in an annual report to the City.**

- i. 4,000 individuals will be served through the Classroom Cupboard program
- ii. Increase food distribution service by 15% at local grade schools through the Classroom Cupboard
- iii. Increase home delivery service by 25%

**SECTION 4. PROGRAM BUDGET INFORMATION**

- A. Provide a detailed budget for the proposed program using the form below (you may attach a supporting document).

<b>Category</b>	<b>Requested Amount</b>	<b>Applicant Amount</b>	<b>Total Amount</b>	<b>Explanation</b>
Personnel	10000	205678.85	215678.85	Salary and benefits for pantry and operational staff
Fees & Services	0.00	0.00	0	
Estimates/Bids	0.00	0.00	0	
Travel	5000	32641.05	37641.05	Food acquisition vehicle lease, insurance and maintenance
Marketing	0.00	2000	2000	Services and Advertisements
Cost of Materials	0.00	3000	3000	Pantry Supplies
Operating Expenses	10000	76879.17	86879.17	Rent and Utilities
Other	25000	247000.00	272000	Food Purchases
<b>Grand Total</b>	<b>50000</b>	<b>567199.07</b>	<b>617199.07</b>	

- B. Provide a list of all anticipated sources of funding for the proposed program in 2021. The total proposed program budget and total proposed program revenue should match.

<b>Revenue Source</b>	<b>Anticipated Amount</b>	<b>Explanation/Status of Funding Request</b>
City of Lawrence (General Funding)	50000	
City of Lawrence (Other Sources)*	0.00	
Douglas County	25000	
United Way	20000	50% reduction from 2020
Other (please describe)	110000	Events - 43% anticipated revenue decrease
Other (please describe)	412199.07	General Fundraising
<b>Grand Total</b>	<b>617199.07</b>	

\*Other sources could include Special Alcohol Funding, Housing Trust Funds, Transient Guest Tax Funds, CDBG

- C. What percent of the requested program costs are being requested from the City (include both Special Alcohol and Other)? 8 %
- D. Will these funds be used to leverage other funds? If so, how?  
 Just Food works hard to leverage staff time and other resources to acquire food donations and volunteer hours. Both of these are essential to Just Food's programs and daily operations. So far this year, Just Food has acquired nearly one million pounds of donated food and had 17,000 hours of volunteer time.
- E. Is your agency receiving any in-kind support (i.e. facility space) from the City? If yes, please describe and include the approximate value of that in-kind support.  
 Just Food is receiving no in kind support from the City of Lawrence.

## SECTION 5. SUPPLEMENTAL INFORMATION

Please attach your agency's most recent IRS Form 990, most recent financial audit, and most recent annual report if completed for your agency's board.

- A. If your agency has never filed an IRS Form 990, please select the check box.
- B. If your agency has never completed a financial audit, please select the check box.
- C. If your agency has never completed an annual report, please select the check box.

Based on the attached IRS Form 990, please answer the following questions:

- A. What is the total number of volunteers (estimate if necessary)? This is part I line 6 of the IRS Form 990.  
700
- B. What are your agency's total liabilities? This is part I line 21 of the IRS from 990. \$57,842.00
- C. What are your agency's total assets? This is part I line 20 of the IRS Form 990. \$444,463.00
- D. What are your agency's total net assets or fund balances? This is part X line 33 of the IRS Form 990.  
\$444,463.00
- E. What are your agency's permanently restricted net assets? This is part X line 29 of the IRS Form 990.  
\$0.00
- F. What is your agency's land, building, or equipment fund? This is part X line 10c of the IRS Form 990.  
\$54,934.00
- G. What are your agency's total expenses? This is part I line 18 of the IRS Form 990. \$2,512,177.00

The signatures below attest that the information in this application is accurate and that, unless otherwise explicitly described in this application, no other source of City or community funding will be used to support the programming for which Special Alcohol Funds are being requested.

Elizabeth Keever 12/8/2020  
\_\_\_\_\_  
Agency Representative (PRINT)

Elizabeth Keever 12/8/2020  
\_\_\_\_\_  
Signature Date