

COVER SHEET 2018 GRANTS - ORRVILLE AREA UNITED WAY

AGENCY NAME: Friendship Meals, Inc.

Mission Statement: A compassionate response to community hunger.

AGENCY DIRECTOR/PRESIDENT: Name NA

Telephone NA Fax NA E-Mail NA

Board President: Name Sharon Nelson

Address 234 N. Crown Hill Rd. City Orrville E-Mail slnelson@zoominternet.net

Compute your Agency's overhead using your most recent 990 using this formula

Add Management & General (Part IX, Line 25, Column C)		\$ <u>no paid staff</u>
Fundraising (Column D)	+	\$ _____
	=	\$ _____
TOTAL		

Divide total by Part VIII, Line 12, Column A (Total Revenue) _____ %

Program Funding Requests:

1) \$7,000.00 New Request? yes

Funded 2017 \$ 00.00 2018 Requested \$ 7,000.00

2) _____ New Request? _____

Funded 2017 \$ _____ 2018 Requested \$ _____

3) _____ New Request? _____

Funded 2017 \$ _____ 2018 Requested \$ _____

4) _____ New Request? _____

Funded 2017 \$ _____ 2017 Requested \$ _____

\$ 7,000.00 Sum Total of all Dollars Requested for 2018

I affirm that I have reviewed this application for funding, and, to the best of my knowledge, confirm that the information presented here is a financially, statistically, and programmatically accurate representation of our agency.

Chief Professional Officer Signature

Sharon Nelson, board president
Board President or Treasurer' Name (Please indicate which)

Date

Sharon Nelson
Board President or Treasurer's Signature

9/6/17
Date

2018 Program Information

Please use a separate form for each program.

1. Agency: Friendship Meals, Inc.

2. Program Name: Weekly hot meal program

A. Based on the targeted outcomes of this program, from which of the following community impact areas are you requesting funding?

Nurturing Children & Youth

(Provides positive outcomes that help children and youth succeed in school and develop into successful adults)

Helping In Hard Times

(Provides emergency assistance: food, shelter, clothing, and legal help)

Developing Life Skills

(Provides positive outcomes with programs that enable individuals and families to become more emotionally, physically, and/or financially stable)

Promoting Health & Wellness

(Provides positive outcomes with programs that enable individuals and families to have access to prevention and/or treatment in the health arena, enabling them to become and/or stay healthier emotionally, physically, and/or financially)

B. Is this Program

New program

Expanded program

Continuation of a previously funded program

3. Please complete the following for each program:

\$7,000.00 + _____ = \$7,000.00
Funds Requested From OAUW Funds Requested/Received From Other Sources Total Program Funds

4. If previously funded program, are you asking for increased dollars of support?

Yes No

5. If yes, why are you requesting more money?

6. If your program was not funded for the full amount you requested for 2017, what impact did this have on your program? What adaptations did you have to make? We served more burger-based meals and more casseroles. We did not offer juice or chocolate milk (a favorite) at each meal. We did not provide bread or rolls unless they were donated.

7. How will the agency adapt this program next year if your requested funding level cannot be met or if a decision is made that the program will not be funded at all next year? If Friendship Meals is funded at a lower level than requested we will need to decrease our food budget. Our meals would not be as well balanced as our typical meal of meat, salad or fruit, side, dessert and milk and juice. We will again need to prepare less expensive casseroles, canned and frozen foods and limit the amount of beverage choices. If we are not funded at all next year we may need to offer our meal bi-monthly or not at all.

8. Please describe the fees and reimbursements associated with this program.

Fees:

Sliding Fee Schedule: none

Insurance Reimbursement: none

Government Subsidies: none

Community Impact

8. Describe the target population and eligibility requirements for the Program:

Our target population is anyone in the Wayne County and surrounding areas that is in need of a hot meal and fellowship. There are no eligibility requirements for the meal.

9. What agencies or programs in the community provide similar services? Please be specific about how we can differentiate this program from others.

Friendship Meals is the only hot meal program serving Orrville. A local church provides a weekly sack lunch program.

Impact Analysis

10. Describe the targeted outcomes of this program. In other words, you ran this program, you gave clients certain skill sets, you increased their knowledge, and you treated their illness, which is all good. But how have you changed the lives of those people, and as a result, our community?

In keeping with our mission statement "A compassionate response to community hunger", Friendship Meals Inc. serves a free hot meal every Thursday at Christ United Church of Christ in Orrville. The meal is open to all in the Orrville area and surrounding communities who are hungry physically, mentally, socially and emotionally.

Volunteers from area churches, service organizations and the community plan, prepare, serve and clean up. There is no paid staff. We serve cafeteria style and offer well-balanced choices. A typical meal consists of salad and/or fruit, a main entrée, a side dish, vegetable, dessert and assorted beverages. We partner with the Akron Food Bank to purchase items at discounted prices. We sometimes receive vegetables and fruit during the summer/fall growing season. Two Orrville area service organizations donate desserts.

We do not track demographic data concerning our clients, but estimate the majority are from Orrville and the surrounding communities. Many are under or unemployed or retired. New clients and familiar people are served every week. We keep a weekly log recording the menu, weather conditions and the number of meals served to track trends in attendance.

We believe the success of Friendship Meals can be measured by the many familiar faces returning in addition to the new people we see each week.

Our clients have formed lasting friendships among themselves. They know our faithful volunteers and give feedback concerning a meal and how service might be changed or improved.

In 2016 we served 4072 meals to 3431 individuals. We continue to see young families with children as well as multi-generational families needing food and fellowship.

Friendship Meals continues to meet the needs of those in our community who need a hot meal as well as companionship. Many do not have close relationships with their families. They are given a chance to interact with other diners and our volunteers. Many diners stay following the meal to assist with cleanup and have a chance to gain self-worth and give back to the community. Friendship Meals currently has two clients heading a kitchen crew and one who helps in the dining hall each week and serves on our board.

Program Outputs

11. Define a unit of service. If it is not possible to define one unit, please state why.

Remember that whatever the method of measurement, you are consistent from year-to-year.

1 unit = 1 person who received a meal

12. Complete the following if the agency is seeking United Way funding for this program.

Year	Number of Clients in zip codes 44667, 44618, 44645	Number of Clients in all of Wayne County	Clients on a Waiting List
2016 Actual	NA we do not track this data	3431	0
2017 Projected	NA	3100	0
2018 Projected	NA	3100	0

13. Unit Cost: Please explain changes either up or down in your cost.

Year	Individuals or Units of Service	Total Cost of Program	Unit Cost (Cost/Units)
2016 Actual	3431	13,105	3.82
2017 Projected	3100	11,850	3.82
2018 Projected	3100	11,850	3.82

14. Individuals served

Last year (actual): 3431

This year (projected): 3100

Client Demographics

14.

	NUMBER
Types of Clients: Individuals	3431
Information & Referral, Brochures	
Organizations	

PLEASE COMPLETE THE INFORMATION FOR INDIVIDUAL CLIENTS ONLY		
Age Group:	Under 5	NA We do not track this information
	6 thru 12	
	13 thru 17	
	18 thru 34	
	35 thru 54	
	55 thru 64	
	65 thru 74	
	75 thru 84	
	85 and over	
	Unknown	
TOTAL INDIVIDUALS:		100%*
Gender:	Male	
	Female	
	Unknown	
TOTAL INDIVIDUALS:		3431

	NUMBER		NUMBER
Household Income:		Ethnic/Racial Background:	NA We do not track this information
\$0 thru \$11,999		White	
\$12,000 thru \$14,999		Black or African American	
\$15,000 thru \$24,999		Hispanic or Latino	
\$25,000 thru \$49,999		American Indian or Alaska Native	
\$50,000 thru \$74,999		Asian	
More than \$75,000		Native Hawaiian or Pacific Islander	
Unknown		Unknown	
TOTAL INDIVIDUALS:		TOTAL INDIVIDUALS:	3431

*NOTE: All TOTALS should be the same number

**Orrville Area United Way
Supplemental Agency Questions**

Friendship Meals
Agency Name

9/6/17
Date

Please check the appropriate box in answer to each question.

	Yes	No	Don't Know
Does the agency have checks/balances and distribution of responsibilities such that tasks such as opening mail, paying bills, signing checks, bookkeeping, producing internal financial reports do not rest in the hands of too few persons?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the board and top administrative officers discussed/reviewed/agreed upon what is appropriate in terms of division of these responsibilities?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the agency have a board approved Fiscal Policy?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the auditor meet with the board and top administrator to discuss audit results?	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Does the board conduct an annual evaluation of the top administrative officer?	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Are the evaluation results in written form?	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Does the agency have written by-laws to which they adhere?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the board and/or a Financial Committee or Executive Committee review complete financial statements monthly including cash flow statements? Quarterly	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Are the agency goals/objectives/plans in written form?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the agency by-laws/guidelines specify a length of term for board members?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are board members required to rotate off the board for some minimum amount of time upon completion of some maximum time of service?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the agency currently compliant with guidelines for submitting an Audit including the management letter, 990, Agency Agreement, and Verification of Registration with the State of Ohio Attorney General's Office to United Way?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What percentage of your Board financially supports your agency?	100 %		

Sharon Nelson, board president
Governing board representative (name, title)

Administrative official (name, title)

Friendship Meals Fiscal Year (January – December)

<u>2016 Actual Revenue</u>		<u>Expenses</u>	
United Way Grant	\$7,000	Rent	\$2600
Contributions	<u>9,600</u> (one large contribution)	Insurance	585
		Groceries	8,677
		Office supplies	948 (new computer)
		Misc.	<u>295</u>
<u>Total actual revenue</u>	\$16,680	<u>Total actual expenses</u>	\$13,105

<u>2017 Projected Revenue</u>		<u>Expenses</u>	
United Way designations	\$3050	Rent	\$2600.00
Contributions	<u>2100</u>	Insurance	560.00
		Groceries	8,200.00
		Steam table repair	330.00
		Computer software upgrade	42.59
		Office supplies	<u>119.67</u>
<u>Total projected revenue</u>	\$5150	<u>Total projected expenses</u>	\$11,852.26

*Funded with reserve money, some cooks not turning in all grocery bills

<u>2018 Total projected revenue</u>	<u>Total projected expenses</u>
United Way Grant \$7000	\$11,852

*Funded with reserves, donations from churches and individuals

Friendship Meals Board Attendance

Current Board

	2016 Jan	April	July	Oct	2017 Jan
Lynn Chupp					elected
Renee Collins	elected		x	x	
Anna Davis					elected
Jeanne Gonter	x	x	x		
Molly Maag	x	x	x	x	x
Tina Maag	x	x	x	x	x
Sandra Miller		elected			
Sharon Nelson	x	x	x	x	x
Shirley Sheller	x		x		x
Jon Tucker	elected	x		x	

Past Board Members

Wilma Raynor	x	x	x	x	x resigned in July 2017
Mary Ellen Roessel	x	x	x	resigned Oct 2016 (health reasons)	
Teresa Theibert	x	resigned April 2016			
Adil Wadia	x	resigned April 2016			

*Currently one board member receives Friendship Meals services.

Grants & Collaborations

Orrville Area United Way – **Complete this form for each applicant program**

Date: September 7, 2017

Agency: Friendship Meals

Program: Helping In Hard Times

Please respond in writing to the following questions:

1. What would happen if your program were to disappear? There would be no hot meal served in Orrville to needing people.
2. What would happen if you were not to receive the requested amount? We would have to rely strictly on generous donations and the small reserve funds that remain.
3. Specifically, how would decreases in your grant impact your programming:
 - a. 25% decrease? No milk or juice served, no bread, less salads
 - b. 50% decrease? No desserts, using more ground beef in noodle or rice casseroles, slaw rather than salads, canned rather than fresh vegetables, possibly reducing to serving twice a month
 - c. 75% decrease? Strictly casseroles, soups and sandwiches, reducing the times we serve to once a month
4. What other organization/s provide/s the same or similar services/programs? No one
5. Specifically, how are you collaborating with other agencies/organizations? We partner with the Akron Food Bank for free or reduced products.

6. What services/programs for which you are requesting support are complementary services in collaboration with other entities? The local Lutheran Church serves a weekly sack lunch, but only during the school year. We promote our program through them and they promote their program through Friendship Meals. We promote Salvation Army and People to People programs as well as the summer lunch program at the local school.