

# Georgetown Backpack Buddies

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## *2021 GHF Annual Grant Program*

### ***Georgetown Backpack Buddies***

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Mr. Bob Kostka  
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O: 512-818-5123

### ***Mr. Bob Kostka***

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# Application Form

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## *General Instructions*

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**If approved, should they receive the short or long application?**

Short

**Congratulations on your advancement to the full application stage!**

Please complete the remaining sections of the application. The first four sections labelled "LOI" are included for your reference and are "read only."

## *Program Name & Amount Requested*

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**Program Name\***

Georgetown Backpack Buddies

**Amount requested**

\$30,000.00

## *LOI - About Your Organization*

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**Organization Mission**

Provide Georgetown Independent School District food insecure students with weekend food packs

**Organization Vision**

We imagine a community where all children are properly nourished during their formative years so that they may grow to realize their full potential as adults and break the cycle of poverty

**Date of Incorporation**

12/14/2014

## Describe your organization's scope of work

Our mission is to provide GISD food insecure students with food packs to supplement the family food supply so that they have a better chance of being properly nourished over the weekend and come to school on Monday better prepared to learn. We do this by providing children in grades K through 12 who are eligible for the free/reduced federal school meal program and who register for our program with packs of 7-8 nutritious, nonperishable food items (an increase of 2 food items over past years) to take home for the 40 weekends of the school year when they do not have access to school meals. Of the over 5,000 GISD students who live in families whose incomes qualify them for the free/reduced school meal program, we served, for our peak week, 1,006. Because of the coronavirus pandemic, we were not able to partner with the Boys and Girls Club this past summer. We are a 100% volunteer organization. The weekly food packs of 7-8 food items are prepared by our over 100 volunteers and delivered to the 17 GISD campuses for the children to take home on Friday. We have added food packs for the Wilco Juvenile Justice Alternative Education Program this year. We also provide double food packs for holiday weeks. We expect to distribute 40,000 food packs for the 2021-2022 school year. We work closely with the individual school staff to ensure that the programs meet the needs of both the individual students and the school staff.

## How many unique individuals did your organization serve during the prior fiscal year?

1006

## What geographic area does your organization serve?

Georgetown (City and ETJ) - the Georgetown ISD attendance zones

## Please select the Georgetown zip codes your organization currently serves:

78626 78628 78633

## *LOI - Financial Overview*

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### UPLOAD: Most Recent Audit.

Please upload your organization's most recent audit and include all formal communication received from the audit firm in relation to the financial statement audit.

NOTE: If your organization has not commissioned an audit AND if you are applying for less than \$25,000, GHF will accept a CPA-prepared financial statement review. As with the audit, upload all formal communication received from the firm in relation to the review.

**\*\*GHF will not accept Forms 990, 990-EZ, or 990-PF in place of an audit or CPA-prepared financial statement review.\*\***

All documents must be uploaded as one PDF.

## ***LOI - Funding Request***

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### **PRIORITY 1: Basic Needs (Physiological)**

Please identify the focus area(s) your proposal seeks to address (select all that apply):

Food

### **PRIORITY 2: Basic Needs (Safety) & Social Determinants of Health**

Please identify the focus area(s) your proposal seeks to address (select all that apply):

### **Priority 3: Supporting Social Determinants of Health for Priorities 1 & 2**

Please identify the focus area(s) your proposal seeks to address. Select all that apply:

### **Proposal Narrative**

Describe how GHF grant funds will be used, if awarded. Please be sure to explain how your organization and this funding request aligns with GHF's Mission, Vision/Vision Philosophy, and Target Population. Specifically identify the target population with which you will be working.

100% of the funds, if awarded, will be used to purchase food for the students in grades K through 12 we serve. Our program aligns with the GtHF's mission and vision statements of improving the health of Georgetown residents to help build and sustain healthy, productive lives and help create a state of physical, mental, and social wellbeing. By feeding children over the weekends, we are helping them to develop physically, mentally, and socially.

### **UPLOAD: Proposal Budget & Expense Narrative**

Please upload your proposed budget and include the following details:

**Staff.** Position title(s), salary(ies), and fringe working directly with this program. Include rationale for each position and percentage of time these positions will spend on the program.

**Supplies.** List descriptions and costs for each supply, including rationale as to why these supplies are essential to the success of the program.

**Overhead.** Provide your organization's overhead rate and the rationale for that rate. If you include a line item for an administrative position(s), please provide salary percentage and rationale.

## ***LOI - Relationship with Georgetown and GHF***

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### **Collaboration**

In what ways do you collaborate or coordinate your services with other local organizations to serve Georgetown-area residents?

Once the coronavirus pandemic is over, we plan to reactivate our collaboration with the Boys and Girls Club to provide food packs over the summer.

### Describe your organization's work in Georgetown

We deliver weekend food packs to all 17 GISD schools for the 40-week school year.

### How many unique Georgetown residents did your organization serve during the prior fiscal year?

Out of the total number of unique individuals your organization served during the prior fiscal year, how many were Georgetown residents?

100%

### Is your organization's main office located in Georgetown?

Yes

#### If no,

where is your organization's main office located? Do you maintain a satellite space in Georgetown? If so, what is the address of the Georgetown-based satellite space?

### Has your organization ever received a GHF grant?

Yes

### Do you currently receive any form of rent assistance from GHF?

No

#### If yes, please provide:

- Property address;
- Annual rent payments to GHF;
- Annual grant dollars committed by GHF to your organization specifically associated with your lease agreement.

### *Instructions for Shorter Applications*

Congratulations! You have been approved by the GHF Grants Committee to complete an abridged version of our application in 2021. To finalize your application this year, you will only need to complete the following sections:

- Goals

- Organizational Financials
- Citations, Acknowledgement & Assurance

## Goals

**Grant Period:** The grant period for all GHF Annual Grants is **July 1 - June 30**.

### Number of Georgetown residents to be served by this grant\*

1000

**INSTRUCTIONS:** Input at least 1 and up to 3 goals that will be achieved through the funding of this proposal. The goal(s) should be attainable within the 12-month grant period.

#### GOAL 1\*

What end result would this grant support?

This grant will be used to purchase food for the 1,000 plus students we expect to serve during the 2021-2022 school year. The \$30,000 grant will provide food for about 8,900 food packs.

### Support for the Goal 1: Outcomes, Outputs, Tracking, Activities, Inputs\*

Provide a logic model(s) through which you will achieve your goal(s). Organize the logic model for each goal as outlined below. Additional prompts are provided to guide your responses within each category.

**Outcomes:** *What result will show the accomplishment of the strategy? What impact do you anticipate will result from completion of the activities?*

**Outputs:** *What are the quantitative measures (# of participants, # of sessions held, # of encounters, etc.) that demonstrate progress?*

**Tracking:** *How will you measure your progress? What systems will you employ to assess the activities?*

**Activities:** *What activities will support the goal?*

**Inputs:** *What resources (human, financial, organization, etc.) will be committed to this goal?*

**Outcomes:** We track the number of students served and the cost of food purchased. Although we do not have hard data showing that children who are fed over the weekend do better in school, feedback from the teachers and counselors support this belief. **Outputs:** We track the number of students served per week. Typically the numbers served at the start of the school year are somewhat lower than the average and the maximum number of students served for the year. **Tracking:** We get weekly updates via Google Docs on the number of students receiving food bags. We keep a running spreadsheet of the students served including those we serve who are learning remotely. **Activities:** Purchase food, pack food bags (double pack bags for holiday weeks), and deliver food bags to the 17 schools for the children to take home on the weekends. We also consult with the school counselors to ensure that the needs of the individual schools are being met. **Input:** We have only one goal and that is to provide the children in our program with weekend food packs. All of our resources including the 100 volunteers are committed to achieving this goal.

## GOAL 2 (if applicable)

### Support for the Goal 2: Outcomes, Outputs, Tracking, Activities, Inputs

Provide a logic model(s) through which you will achieve your goal(s). Organize the logic model for each goal as outlined below.

**Outcomes:**

**Outputs:**

**Tracking:**

**Activities:**

**Inputs:**

## GOAL 3 (if applicable)

### Support for the Goal 3: Outcomes, Outputs, Tracking, Activities, Inputs

Provide a logic model(s) through which you will achieve your goal(s). Organize the logic model for each goal as outlined below.

**Outcomes:**

**Outputs:**

**Tracking:**

**Activities:**

**Inputs:**

## Your Goals and Organization's Strategic Plan\*

Does your organization adhere to a strategic plan? If so, how do specific components of your strategic plan tie to the goals outlined in this section?

howIn a formal sense, we do not have a written strategic plan; however, we constantly address the "how will our desired result of ensuring we can meet the weekend food pack needs of all the GISD students who apply be achieved." That is the major component of a strategic plan.

## *Organizational Financials*

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### Fiscal Year Start Date\*

Please enter the start date of your current fiscal year

07/01/2020

### Fiscal Year End Date\*

Please enter the end date of your current fiscal year.

06/30/2021

**What are your organization's cash reserves, i.e., days cash on hand?\***

\$188,255.00

**How many months could the organization operate at your continued budget level?\***

15

**UPLOAD: Balance Sheet for Prior Fiscal Year\***

(PDF format)

GHF - Backpack Balance Prior 022621.pdf

**UPLOAD: Income Statement for Prior Fiscal Year\***

(PDF format)

GHF - Backpack Prior Income Stmt 022621.pdf

**UPLOAD: Actual vs. Budget Income Statement for the Prior Fiscal Year\***

(PDF format)

GHF - Backpack Prior Actual vs Budget 022621.pdf

**UPLOAD: Current Year-to-Date Financials to include Balance Sheet and Income Statement.\***

(PDF format)

GHF - Backpack Current Balance and Income Stmt 022621.pdf

**UPLOAD: Year-to-Date Cash Flow Statement**

If your organization generates a Cash Flow statement, upload it here in PDF format. If not, leave blank.

**UPLOAD: Organization Budget for Proposed Fiscal Year, Related to the Grant Period\***

(PDF format)

GHF - Backpack Budget 21-22 022621.pdf



## Most Recent Organization Audit

If your organization completed an audit since your LOI submission, please upload the most recent audit here.

Backpack Buddies 2020 Audit Note for GHF Grant 030321.pdf

## Sources of Organizational Support: Individual Donor Contributions\*

Provide the total revenue from individual contributions and the total number of individual donors from the prior fiscal year (please do not disclose donor names).

\$8,561 from 28 individual donors plus \$10,420 from local churches (number of individual church donors not known).

## Sources of Organizational Support: Top 5 Sources\*

Provide your organization's top 5 sources of revenue from the prior fiscal year (PFY) and the amount (e.g., Texas Health & Human Services contract, \$250,000).

Georgetown Health Foundation (2 grants) - \$44,000 City of Georgetown grant- \$16,450 United Way ATX COVID grant - \$15,000 Churches - \$10,420 Individuals - \$8,561

## *Citations, Acknowledgement & Assurance*

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### Additional Information and Research Citations (optional)

Upload any critical details about your organization or program(s) not already included within this application that will strengthen your case for funding (no marketing material, please). This attachment may also be used to cite any statistics/research, and to define key terms and/or acronyms.

### Acknowledging GHF\*

Type your name and date in the space below to assure that if funded, the organization will acknowledge GHF on all related marketing materials, your website, social media, and in any other communications in which this program is promoted.

Robert Kostka March 7,2021

### Assurance\*

Type your name and date in the space provided to assure that by submitting this application, you 1) confirm that the information herein is true and correct, 2) confirm that if funded, funds will be spent according to the budget listed in this application, and 3) confirm that the organization will submit interim and final reports as required.

Robert Kostka March 7,2021

## File Attachment Summary

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### *Applicant File Uploads*

- GHF - Backpack Balance Prior 022621.pdf
- GHF - Backpack Prior Income Stmt 022621.pdf
- GHF - Backpack Prior Actual vs Budget 022621.pdf
- GHF - Backpack Current Balance and Income Stmt 022621.pdf
- GHF - Backpack Budget 21-22 022621.pdf
- Backpack Buddies 2020 Audit Note for GHF Grant 030321.pdf

# BALANCE SHEET - PRIOR FISCAL YEAR

GEORGETOWN BACKPACK BUDDIES - FUND BALANCE REPORT												
END OF MONTH	7/31/19	8/31/19	9/30/19	10/31/19	11/30/19	12/31/19	1/31/20	2/29/20	3/31/20	4/30/20	5/31/20	6/30/20
General Fund	\$55,626.86	\$54,116.38	\$46,538.69	\$56,815.16	\$41,844.65	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Truck Fund	\$6,076.71	\$4,919.91	\$4,906.91	\$4,849.38	\$4,849.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Investment Fund	\$97,387.22	\$97,387.22	\$98,767.79	\$98,767.79	\$98,767.79	\$105,520.55	\$107,315.55	\$107,440.55	\$84,806.47	\$85,781.46	\$85,881.46	\$98,065.98
First Texas Checking						\$41,503.03	\$27,397.16	\$20,397.07	\$17,473.26	\$59,238.28	\$53,953.31	\$60,974.72
<b>TOTAL</b>	<b>\$159,090.79</b>	<b>\$156,423.51</b>	<b>\$150,213.39</b>	<b>\$160,432.33</b>	<b>\$145,461.82</b>	<b>\$147,068.58</b>	<b>\$134,712.71</b>	<b>\$127,837.62</b>	<b>\$102,279.73</b>	<b>\$145,019.74</b>	<b>\$139,834.77</b>	<b>\$159,040.70</b>

# INCOME STATEMENT - PRIOR FISCAL YEAR

GEORGETOWN BACKPACK BUDDIES - PROFIT AND LOSS REPORT																								
MONTH	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20		TOTAL		BUDGET								
Income																								
Individuals	\$1,500.00		\$600.00	\$100.00		\$3,127.55	\$0.00		\$220.46	\$1,723.45	\$570.25	\$719.15		\$8,560.86		\$11,550.00								
Churches	\$650.00	\$525.00	\$1,814.99	\$2,920.00	\$1,080.00	\$2,105.00	\$750.00	\$125.00			\$300.00	\$150.00		\$10,419.99		\$16,500.00								
Grants				\$16,450.00						\$44,000.00		\$15,000.00		\$75,450.00		\$71,500.00								
Other							\$1,000.00			\$97.50	\$170.54			\$1,268.04		\$1,690.00								
Investment Account			\$1,623.57			\$5,500.76			-\$12,522.32			\$12,399.52		\$7,001.53		\$4,000.00								
Total Income	\$2,150.00	\$525.00	\$4,038.56	\$19,470.00	\$1,080.00	\$10,733.31	\$1,750.00	\$125.00	-\$12,301.86	\$45,820.95	\$1,040.79	\$28,268.67		\$102,700.42		\$105,240.00								
Expenses																								
Food	\$1,017.49	\$1,959.72	\$9,846.13	\$9,181.82	\$15,891.37	\$8,782.80	\$13,504.60	\$7,000.09	\$10,872.76	\$6,739.83	\$1,874.28	\$8,104.85		\$94,775.74		\$97,400.00								
Supplies & Equipment		\$75.76	\$13.35	\$11.91	\$29.01		\$156.07			\$35.32	\$22.89	\$154.78		\$499.09		\$400.00								
Truck - Fuel & Maint.		\$83.80		\$57.53						\$35.37				\$176.70		\$900.00								
Truck - Insurance & Registration	\$135.50	\$1,073.00												\$1,208.50		\$1,390.00								
Accounting Fees			\$386.00			\$338.00	\$405.20		\$260.00			\$215.00		\$1,604.20		\$1,000.00								
Credit Card/Paypal Fees			\$3.20			\$5.75								\$8.95		\$600.00								
Liability Insurance											\$1,509.00			\$1,509.00		\$1,550.00								
Other Expense	\$90.91				\$130.13		\$40.00		\$708.71		\$5.00	\$60.00		\$1,034.75		\$2,000.00								
Total Expenses	\$1,243.90	\$3,192.28	\$10,248.68	\$9,251.26	\$16,050.51	\$9,126.55	\$14,105.87	\$7,000.09	\$11,841.47	\$6,810.52	\$3,411.17	\$8,534.63		\$100,816.93		\$105,240.00								
Net Profit	\$906.10	-\$2,667.28	-\$6,210.12	\$10,218.74	-\$14,970.51	\$1,606.76	-\$12,355.87	-\$6,875.09	-\$24,143.33	\$39,010.43	-\$2,370.38	\$19,734.04		\$1,883.49		\$0.00								

# ACTUAL VS. BUDGET - PRIOR FISCAL YEAR

GEORGETOWN BACKPACK BUDDIES - PROFIT AND LOSS REPORT																							
MONTH	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20		TOTAL		BUDGET							
Income																							
Individuals	\$1,500.00		\$600.00	\$100.00		\$3,127.55	\$0.00		\$220.46	\$1,723.45	\$570.25	\$719.15		\$8,560.86		\$11,550.00							
Churches	\$650.00	\$525.00	\$1,814.99	\$2,920.00	\$1,080.00	\$2,105.00	\$750.00	\$125.00			\$300.00	\$150.00		\$10,419.99		\$16,500.00							
Grants				\$16,450.00						\$44,000.00		\$15,000.00		\$75,450.00		\$71,500.00							
Other							\$1,000.00			\$97.50	\$170.54			\$1,690.00		\$1,690.00							
Investment Account			\$1,623.57			\$5,500.76			-\$12,522.32			\$12,399.52		\$7,001.53		\$4,000.00							
Total Income	\$2,150.00	\$525.00	\$4,038.56	\$19,470.00	\$1,080.00	\$10,733.31	\$1,750.00	\$125.00	-\$12,301.86	\$45,820.95	\$1,040.79	\$28,268.67		\$102,700.42		\$105,240.00							
Expenses																							
Food	\$1,017.49	\$1,959.72	\$9,846.13	\$9,181.82	\$15,891.37	\$8,782.80	\$13,504.60	\$7,000.09	\$10,872.76	\$6,739.83	\$1,874.28	\$8,104.85		\$94,775.74		\$97,400.00							
Supplies & Equipment		\$75.76	\$13.35	\$11.91	\$29.01		\$156.07			\$35.32	\$22.89	\$154.78		\$499.09		\$400.00							
Truck - Fuel & Maint.		\$83.80		\$57.53						\$35.37				\$176.70		\$900.00							
Truck - Insurance & Registration	\$135.50	\$1,073.00												\$1,208.50		\$1,390.00							
Accounting Fees			\$386.00			\$338.00	\$405.20		\$260.00			\$215.00		\$1,604.20		\$1,000.00							
Credit Card/Paypal Fees			\$3.20			\$5.75								\$8.95		\$600.00							
Liability Insurance											\$1,509.00			\$1,509.00		\$1,550.00							
Other Expense	\$90.91				\$130.13		\$40.00		\$708.71		\$5.00	\$60.00		\$1,034.75		\$2,000.00							
Total Expenses	\$1,243.90	\$3,192.28	\$10,248.68	\$9,251.26	\$16,050.51	\$9,126.55	\$14,105.87	\$7,000.09	\$11,841.47	\$6,810.52	\$3,411.17	\$8,534.63		\$100,816.93		\$105,240.00							
Net Profit	\$906.10	-\$2,667.28	-\$6,210.12	\$10,218.74	-\$14,970.51	\$1,606.76	-\$12,355.87	-\$6,875.09	-\$24,143.33	\$39,010.43	-\$2,370.38	\$19,734.04		\$1,883.49		\$0.00							

# CURRENT FISCAL YEAR (TO 1/31/21) - BALANCE SHEET

GEORGETOWN BACKPACK BUDDIES - FUND BALANCE REPORT												
END OF MONTH	7/31/20	8/31/20	9/30/20	10/31/20	11/30/20	12/31/20	1/31/21	2/28/21	3/31/21	4/30/21	5/31/21	6/30/21
First Texas Checking	\$60,939.17	\$60,567.93	\$51,765.54	\$59,104.64	\$83,795.03	\$82,876.67	\$70,288.32					
CTCF Investment Fund	\$98,940.98	\$98,940.98	\$104,592.36	\$106,467.36	\$106,467.36	\$117,967.16	\$117,967.16					
TOTAL	\$159,880.15	\$159,508.91	\$156,357.90	\$165,572.00	\$190,262.39	\$200,843.83	\$188,255.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# CURRENT FISCAL YEAR (TO 1/31/21) - INCOME STATEMENT

GEORGETOWN BACKPACK BUDDIES - PROFIT AND LOSS REPORT																
MONTH	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21		TOTAL		BUDGET
<b>Income</b>																
Individuals	\$321.65	\$1,472.65	\$121.65	\$319.15	\$10,069.35	\$3,329.75	\$969.15							\$16,603.35		\$13,560.00
Churches	\$1,075.00	\$40.00	\$220.00	\$2,410.00		\$190.00	\$500.00							\$4,435.00		\$22,300.00
Grants	\$0.00			\$15,500.00	\$20,000.00	\$10,000.00	\$1,000.00							\$46,500.00		\$102,900.00
Other	\$750.00	\$13.77			\$19.83	\$300.00								\$1,083.60		\$4,000.00
Investment Account Income	\$0.00		\$5,898.38											\$5,898.38		\$6,000.00
<b>Total Income</b>	<b>\$2,146.65</b>	<b>\$1,526.42</b>	<b>\$6,240.03</b>	<b>\$18,229.15</b>	<b>\$30,089.18</b>	<b>\$13,819.75</b>	<b>\$2,469.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$74,520.33</b>		<b>\$148,760.00</b>
<b>Expenses</b>																
Food	\$1,703.25	\$1,952.07	\$10,497.36	\$4,261.09	\$4,006.55	\$14,646.11	\$11,473.16							\$48,539.59		\$135,000.00
Supplies & Equipment		\$5.50	\$44.37	\$27.98			\$38.50							\$116.35		\$600.00
Truck - Fuel & Maint.			\$6.48	\$37.02			\$721.44							\$764.94		\$900.00
Truck - Insurance & Registration		\$1,128.00	\$152.25	\$49.55										\$1,329.80		\$1,390.00
Accounting Fees			\$247.00											\$247.00		\$0.00
Credit Card/Paypal Fees														\$0.00		\$720.00
Liability Insurance														\$0.00		\$1,550.00
Other Expense			\$60.00		\$76.62	\$92.00	\$60.00							\$288.62		\$600.00
Audit							\$3,000.00									\$6,000.00
Professional Development			\$7.00													\$2,000.00
<b>Total Expenses</b>	<b>\$1,703.25</b>	<b>\$3,085.57</b>	<b>\$11,014.46</b>	<b>\$4,375.64</b>	<b>\$4,083.17</b>	<b>\$14,738.11</b>	<b>\$15,293.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$54,293.30</b>		<b>\$148,760.00</b>
<b>Net Profit</b>	<b>\$443.40</b>	<b>-\$1,559.15</b>	<b>-\$4,774.43</b>	<b>\$13,853.51</b>	<b>\$26,006.01</b>	<b>-\$918.36</b>	<b>-\$12,823.95</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$20,227.03</b>		<b>\$0.00</b>

ORGANIZATION BUDGET (7/1/21 - 6/30/22)

[illegible]



**GEORGETOWN BACKPACK BUDDIES**

**2020 AUDIT**

**NO CHANGE FROM LOI – PLEASE USE AUDIT UPLOADED IN LOI**

**FILE SIZE DOES NOT ALLOW US TO UPLOAD AUDIT IN APPLICATION DUE TO 1 MB FILE  
LIMITATION – OUR 2020 AUDIT FILE SIZE IS 1.3 MB.**