

# Covid-19 Recovery through Small Business Assistance and Youth Gardens Enrichment Programs

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*City of Gainesville ARPA Aid to Nonprofits  
Program*

## ***Working Food***

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Ms Melissa DeSa  
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## ***Ms Wendy Free***

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# Application Form

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## *Eligibility*

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### **Economic Impact\***

Has your nonprofit organization or the clients you serve suffered demonstrable negative economic impact as a result of COVID-19?

Yes

### **Location\***

Is your organization a nonprofit and located within Alachua County? (physically or principally)

Yes

### **Operating Status\***

Is your nonprofit organization active, open and operating? (in-person or virtually)

Yes

### **IRS Status\***

Is your organization legally registered, fully licensed as a 501(c)3 or 501(c)19 nonprofit (as required by applicable law), and up to date on tax payments/filings to include a valid IRS Form 990 for 2020 (or 2019) or an independently audited financial statement?

Yes

### **IRS Status Year\***

Was your organization incorporated as a nonprofit prior to January 1, 2020?

Yes

### **The Philanthropy Hub Verification\***

Is your nonprofit organization verified on The Philanthropy Hub?

Yes

## Services\*

Does your nonprofit organization provide essential human services to City of Gainesville residents who have been impacted by COVID-19? Please check all that apply:

- Community Development
- Education
- Other

## Other Services

If you selected 'Other' services, please provide details of how your organization serves those adversely affected by COVID-19.

Re: "Other" services, Working Food provides much needed services to local small businesses. Per the criteria in the Treasury Final Rule, our Community Kitchen fits under "Responding to Negative Economic Impacts: Assistance to Small Businesses" and the enumerated use of providing "technical assistance, business incubators, & grants for start-up or expansion costs for small businesses" expanded under the Final Rule. Our certified commercial kitchen and specialized storage options (freezer/cold/dry) provide affordable, reliable, and accessible facilities and services to local food based businesses looking to start or scale their business. It is the only facility of its kind in Gainesville.

In terms of defining the affected class, currently 72% of our kitchen clients are owned and operated by individuals or families who have been disproportionately impacted by the pandemic, including minorities, women, and veterans. Over 25 clients are in process to join the kitchen, nearly 70% of whom are from underserved populations. These businesses regularly serve their food products in locations that are located in or within 1 mile of Qualified Census Tracts including especially QCT 2.0 and QCT 19.02.

Re: "Education" services, our Youth Gardens programs fit the "Assistance to Households" criteria by providing high quality enrichment programs to K-12 students who live in/near QCTs and that address "broader, pre-existing disparities in educational outcomes exacerbated by the pandemic."

## Acknowledgment

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### Project Name\*

Name of Project.

Covid-19 Recovery through Small Business Assistance and Youth Gardens Enrichment Programs

### Acknowledgment\*

I understand that in order to apply for the City of Gainesville ARPA Aid to Nonprofits Program, my organization must:

- be principally based or physically located within Alachua County;
- be providing COVID-19-impacted City of Gainesville residents essential services covering medical services, congregate living safety services, food services, housing stability services, training and adult education services, child care and education services, elder care services, and mental health services;

- be active, open and operating (in-person or virtually);
- be registered as a 501(c)(3) prior to January 1, 2020;
- be fully licensed as a nonprofit (as required by applicable law), and up to date on tax payments/filings to include a valid IRS Form 990, 990-EZ, or 990-N filing no later than 2019, or an independently audited financial statement from the most recently completed fiscal year;
- be able to demonstrate the adverse impact of the COVID-19 pandemic to your organization or the clients you serve in one of the following manners:
  - incurred unplanned costs for new programming designed to assist those disparately impacted by the pandemic and its economic effects;
  - incurred unplanned costs to comply with safety and health standards and/or reopening requirements, e.g., modifying facilities for social distancing;
  - incurred unplanned costs for technology to enable virtual work; or
  - lost revenue due to pandemic-based causes, e.g., due to shutdowns, lost sponsorships, inability to hold fundraising events;
- provide a narrative explaining the impact of COVID-19 on the nonprofit's operations; and
- not have received or been approved to receive City ARPA funding via a separate initiative, project, or program.

Yes

## *Applicant/Agency Information*

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### Target Population\*

Select all that apply to indicate which population groups are directly impacted by your work.

- Children (ages 0-12)
- Youth/Teens (ages 13-18)
- Adults (ages 19-64)
- People with disabilities
- Low-income individuals/families
- Marginalized/Under-served groups

### Local Impact\*

What is your organization's impact on its constituents and the City of Gainesville community in recent years? Please quantify your responses where possible (i.e. number of people served).

Working Food impacts its constituents and the Gainesville community through kitchen/culinary, youth gardens, and seeds programs.

In our Community Kitchen, 19+ local food-based businesses currently operate with our facilities and support services. 6 regular producers (meat/seafood and vegetable) utilize our facilities for a farmers market pick up, meat processing and/or cold storage. 4 are women-owned and 1 farm is a 5th generation Black farm (Fisher Farm). We also make our cold storage available to local organizations such as Free Grocery Store, Grace Marketplace, and to our youth programs.

Our youth programs, in their 9th year of operation, work with over 90 students every week, ages 3-16:

- 37 children with the CHILD Center for Early Learning Gardens (ages 3-5)
- 14 students with the Cultural Arts Coalition’s George Washington Carver Science Club Gardens (ages 8-11)
- 12 students with the Clarence R Kelly Youth Gardens (ages 5-13) \*paused for renovations, details in funding request
- 10 students in the Duval Community Garden's Youth Garden, run in collaboration with Greater Duval Neighborhood Association's Out East Youth Tutoring & Support Services (OEYTSS) (ages 6-14)
- 14 students in the Duval Garden over the summer with OEYTSS's Summer Sling Program & with Chef Empowerment's Food Science Lab (ages 12-18)
- 7 students with our fall & spring Young Chefs Program, a collaboration with OEYTSS and Chef Empowerment (ages 12-18)

Our staffing ratio is two to ten. This high-quality, in-depth, hands-on garden education provided by experienced professionals:

- is tied to Florida state science standards, making clear, experiential connections based on curiosity that can be brought back to the classroom.
- provides nutrition-centered cooking classes with food from the garden, culturally-relevant and familiar recipes. (If kids grow it, they eat it!)
- creates a safe, shared community space where students develop empowering skills alongside neighbors and friends.

Through our seed collective program:

- Hundreds of individuals locally and around the country access seeds and plants.
- 150+ people have joined our workshops, events and classes.
- 7 local growers and farmers collaborate for seed production, research and education.
- 10-15 adults with disabilities participate in our seed and garden program in partnership with Grow Hub.

During the pandemic, we adjusted to also help address acute food insecurity in our community:

- In collaboration with the Community Foundation and 11 nonprofit partners, our meal program served over 23,000 meals and employed local businesses to prepare healthy meals for families in need.
- Our drive thru farmers market served 10 local producers and 400 residents over a 12-week period.
- Responding to the surge in interest of “COVID Victory Gardens,” we distributed over 4,500 seed packets, distributed more than 3,000 edible plants in collaboration with Grow Hub, and donated to community gardens and GRACE Grows.

**Board Chair or Authorized Person First Name\***

Meg

**Board Chair or Authorized Person Last Name\***

The Losen

**Board Chair or Authorized Person Title\***

Board President

### Hub Profile\*

Please provide link to verified profile from The Philanthropy Hub.  
<https://www.thephilanthropyhub.org/organizations/working-food>

### Organization Type\*

Nonprofit with 501C3 IRS Status (Other than an institution of Higher Education)

### Tax Form Information\*

Please select the tax form your organization most recently filed.  
Long form 990

### Gross Revenue\*

Enter your organization's total revenue as reported on your most recently filed IRS Form 990 from no older than 2019 or independently audited financial statement from your most recently completed fiscal year.

- For IRS Form 990 enter the amount indicated on line 12
- For IRS Form 990-EZ enter the amount indicated on line 9.
- For IRS Form 990-N, enter your revenue for the corresponding fiscal year.
- For independently audited financial statement, enter the total revenue indicated.  
\$437,386.00

### Operating Revenue\*

Organization's operating revenue for the last completed fiscal year  
\$322,448.00

### Operating Expenses\*

Organization's operating expenses for the last completed fiscal year  
\$265,395.00

## *Pandemic changes to your organization*

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### Pandemic-related changes to priorities and goals\*

Briefly explain how the COVID pandemic has changed your organization's priorities and goals.

Impacts on the restaurant industry drove many in the workforce to look for alternative job and career opportunities, including starting their own food based businesses to build their personal wealth. Many clients express how the COVID-19 pandemic influenced their choice to go into business for themselves, citing a desire to have greater economic opportunity and stake in the community where they live. On average, 15 new or established businesses reach out to Working Food every month with an interest in utilizing the kitchen to start their business.

The pandemic showed the need for improved local food systems that complement the vital work of providing emergency meals and assistance, which is done so well by the non-profits and faith based organizations in our community every day. In the context of these impacts on the food system felt globally and in our community, and as our organization has been recovering and re-stabilizing from the height of the Covid pandemic, we have confirmed the following priorities and goals:

- We will continue to keep our commercial kitchen facility open in order to accept new clients and provide reliable support to our community members who seek access to affordable, shared kitchen and storage facilities and services for their business to start and succeed.
- We will continue our existing and new COVID-adapted collaborative youth programs that per the Treasury Final Rule provide services to address educational disparities...to address student academic, social, emotional, and mental health needs."
- We will continue our seeds programs that provide adapted varieties for local conditions and work with farmers, local growers, and regional and national partners to support this important foundation for local food.
- We will maintain our commitment to a partner and systems based approach to our work. Collaborations with key partners including the Cultural Arts Coalition, Greater Duval Neighborhood Association, Chef Empowerment, and Grow Hub are vital to building trust with and providing high quality programs to communities most adversely impacted by the Covid pandemic.

Our Community Kitchen programs fit the criteria in "Responding to Negative Economic Impacts: Assistance to Small Businesses" in the Treasury Final Rule because they serve small businesses. Specifically, our Community Kitchen fits the enumerated use expanded under the Final Rule of providing "technical assistance, business incubators, & grants for start-up or expansion costs for small businesses." In terms of defining a class, currently 72% of the businesses we serve are owned and operated by individuals or families who have been traditionally underserved and disproportionately impacted by the pandemic, including minorities, women, and veterans. In addition, these businesses regularly serve their food products in locations that are located in or within 1 mile of Qualified Census Tracts including especially QCT 2.0 and QCT 19.02.

## **Pandemic-related changes to your organization's operations\***

Please describe how your operations have changed during the pandemic from a staffing and service delivery standpoint.

Our program areas changed during the pandemic in three key ways -- (1) we closed our kitchen/culinary operations to new clients (2) we shifted our youth programs to Zoom or take home kits for gardens, science, and culinary education (3) we shifted our seed distribution and seed educational workshops online.

Given the significant reduction in kitchen/culinary operations during the shutdown, we made the difficult decision to furlough our full time Community Kitchen Coordinator in December 2020. In mid 2021, we monitored the increasing need for these facilities and services in our community and began to consider safely re-opening the kitchen. In September 2021, we were able to hire for this position at a part time level to begin re-opening.

Given budget constraints and the disruption in normal operations, we have re-opened slowly so as not to overstress the system (facilities and people) and to ensure that we can provide existing, new, and prospective clients the appropriate time and attention to help them succeed. Not every interested person(s) will be ready

or a fit for our facilities and services; however, it is important that we work with these community members to help them navigate the first steps in starting a food-based business. It requires significant time and resources to meet this increasing demand by responding to, interviewing and eventually onboarding and providing technical support services.

Our youth programs shifted to Zoom and take home learning kits during the pandemic. Our Program Leads pivoted quickly with our partners to design and develop new options for our students such that there was minimal disruption in service delivery. Eventually our staff was able to shift to a hybrid approach. Fortunately the majority of our programs are designed and delivered in outdoor settings (gardens) so we have been able to return to in-person programming with the students.

Our seed collective shifted to distributing seeds online, reaching a wider audience and meeting the surge in demand for home gardening. Our in person workshops shifted online to meet the demand for gardening knowledge and resources.

In terms of other operations, like all local organizations, we stopped in person events and workshops which we had held regularly at our event space at 219 NW 10th Ave. This 20+ month pause greatly impacted awareness and fundraising options and outcomes. Mindful of the significant new stress on our community and supporters, we shifted to outreach and fundraising via social media, email, and mail. (Thank goodness for the Amazing Give Workday Edition which was critical during this time!)

In addition, our staff now work in a combined event/office space at 219 NW 10th Ave as we had to surrender 2 suites in order to cut costs. As we reopen, we would like to adapt this shared office and event space to make it more flexible and secure, and thus enable us to host indoor events and workshops again.

## *Impact*

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### Description of Need as Specifically Related to Coronavirus\*

Please provide a description of how your organization continues to be impacted by the coronavirus pandemic, operationally and/or programmatically.

Community Kitchen: Supporting local food-based small businesses by providing facilities that are centrally located, affordable, accessible and reliably maintained is critical to growing a resilient, post-Covid, local food economy. The need for these types of facilities and services is steadily growing. At the same time, rising costs for everything from supplies to utilities continue to impact our operations. Kitchen and freezer/cold storage facilities and infrastructure are increasingly expensive to maintain. It is challenging to manage these fixed and operating costs as we recover from lost income due to the coronavirus pandemic.

As we carefully re-open, it is imperative that we keep our kitchen rates affordable for clients who come from historically underserved and disproportionately impacted populations in our community. We know from direct experience that if we do not keep kitchen fees at or near current levels, then most prospective clients would not have an opportunity to start or sustain their food-based business. Every client is taking a risk to start their business. We seek to ensure that we can provide a reliable and stable option for them.

Youth Gardens: For two years (2018-2020) Working Food ran a youth gardens program in collaboration with the Greater Duval Neighborhood Association at the former Clarence R Kelly (CRK) Community Center for students in their after school program. In the planning process for the new CRK center, Working Food and the Duval community requested that a plot of land at the new center be designated for youth gardens. The City approved the garden area.

With this new space, our vision is to continue growing and deepening our youth garden program, providing children with fun and educational activities that unite a love and excitement for exploring nature, science, and food through the living classroom of a garden. We seek gardens at numerous community centers with CRK as a template for success! During the many delays during the Covid-19 pandemic and construction, Working Food and Greater Duval installed a new youth garden to take the place of CRK at the Duval Community Garden. Now that this program is well established, serves a broad swath of the community, and fosters intergenerational collaboration in this shared space, we don't want to give up this flourishing garden. We seek additional funding to continue to run our youth gardens programs and restart the CRK garden program. Per the Treasury Final Rule, our gardens programs provide assistance to address the impact of learning loss for K-12 students by providing differentiated instruction.

Lastly, as mentioned in the previous answer, our ability to hold in person events continues to be constrained by our shared office/event space. With creative solutions such as moveable partitions, we can host in person, indoor workshops and events that tie directly to our mission and programs, benefit our local nonprofit partners, and support our fundraising goals.

### Population Impact\*

Indicate if your services are directed at populations that have been disproportionately impacted by the COVID pandemic. (Identify at least one category: race, gender, ethnicity, geography, income)

Our services are directed at populations in our community who have been disproportionately impacted by the Covid pandemic based on race, gender, geography, and income status.

### Disparity\*

What disparity does this population experience that this program addresses? Examples: home ownership, income, health, educational attainment, etc.

Income disparity due to lack of access to affordable options in which to start a food-based business; health and education disparities due to lack of access to high quality afterschool enrichment programs

### Supplemental Disparity Information

For organizations with gross revenue of more than \$1 million, show data to demonstrate existing disparities and impact of COVID on the population identified, including local data if possible. Examples of data can be related to health, socioeconomic status, housing, or factors specific to the program.

### Number of individuals served\*

Indicate the total amount of individuals who will be directly impacted by this program.

150+ (including all students in youth programs and all businesses and their employees operating out of the shared kitchen/storage facilities and services)

## Lost Revenue Calculation (Optional Question)

If you are requesting support for lost revenue, please complete the <https://cfncf.org/wp-content/uploads/2022/03/Lost-Revenue-Calculations.xlsx> Lost Revenue Calculation worksheet. Click here for instructions: [Lost Revenue Calculation Instructions](#).

After downloading and completing the worksheet, please submit it in Excel format.

## Budget Spreadsheet\*

Upload the program budget using the spreadsheet provided: City of Gainesville ARPA Aid to Nonprofits Program Budget Worksheet

Add line items to the budget worksheet as needed. Please be descriptive in your line items, including providing the number of items and cost per item, i.e., 2.5 FTEs @ \$75,000 each.

The worksheet should reflect/include information about other ARPA funding or other COVID- related federal funding received and/or pending. After downloading and completing the budget, please submit it in Excel format.

Grant-Budget\_Forage dba Working Food.xlsx

## Sustainability\*

What are the long-term strategies for funding this project/program at the end of the grant period?

This ARPA funding will be transformational in that it will allow our organization, including Board and Staff, to have a critical baseline and bridge of known, multi year funding as we continue to recover from the impacts of the pandemic and plan for the future.

During this grant period, our organization will refine and manage our vision, goals, activities, and budgets such that at the end of the grant period, we will have had the opportunity to find and foster new, recurring sources of revenue including from private foundations, individual donors (events, campaigns, and planned giving), and other government grants where available and appropriate.

## Request Information

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### Purpose of Request\*

One sentence describing the purpose of your request

Working Food seeks funding to support and sustain its Community Kitchen and Youth Gardens programs as we recover from and continue to serve those populations most adversely impacted by the Covid pandemic.

### Amount Requested\*

Funding can be requested to cover expenses from March 3, 2021 - December 31, 2024. Please enter the total amount of your request for all years of your request.

\$230,150.00

**Total Program Cost\***

\$412,500.00

**Allocation of requested funds for previous expenses\***

Please indicate the amount of your organization's request that you plan to use for reimbursement of qualified expenses incurred from 3/3/2021-current.

\$0.00

**Allocation of requested funds for year one\***

Please indicate the amount of your organization's request that you plan to use from 6/1/2022 through 6/1/2023.

\$125,400.00

**Allocation of requested funds for year two\***

Please indicate the amount of your organization's request that you plan to use from 6/2/2023 through 12/31/2024.

\$104,750.00

***Financial Review***

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**Budgets to Actuals\***

Please upload three years of organizational budget to actuals (current year-to-date, plus the previous two years). You will have to combine the documents into one file to attach here.

Forage dba Working Food\_Budgets to Actuals.pdf

**Balance sheet\***

Please upload your most recent balance sheet.

Forage dba Working Food\_Balance Sheet.pdf

**Financial oversight\***

How is your organization's board and/or finance committee evaluating the financial health of your organization? What types of financial documents do they review and how often?

Our Board reviews and discusses the organization's financial statements (budget to actual reports and income statements) as part of a standard agenda item at quarterly meetings. The Treasurer's report is provided at least one week in advance of each Board meeting. It includes standard financial reports and analysis and highlights any key items regarding the current year to date or the status of projections for the next fiscal year. Our Treasurer works with our Administrative Coordinator to complete our bank reconciliation at least monthly and provides ad hoc updates and analysis as needed.

Our Finance Committee is comprised of four Board members who actively participate. This committee meets on average at least monthly, and more frequently and with program leads during budget planning season in the spring. In addition to evaluating and advising on the financial health of our organization, the Finance Committee is responsible for creating and maintaining policies such as credit card and vehicle use policies.

Since 2017, we have engaged Kattell & Co. to prepare our monthly sales and use tax reports and payments and IRS filings, and assist with other accounting and tax questions and issues as needed.

## ***Confirmation and Attestation***

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### **Confirmation and Attestation 1\***

My nonprofit organization or the clients we serve were adversely affected by the COVID-19 Pandemic.

Yes

### **Confirmation and Attestation 2\***

My nonprofit organization, if approved, will use awarded City of Gainesville ARPA Aid to Nonprofits Program funding solely for the purpose of covering expenses directly related to the COVID-19 pandemic.

Yes

### **Confirmation and Attestation 3\***

I/We have not already received (and will not receive) reimbursement of any of these costs through another funding source (such as insurance or grants).

Yes

### **Confirmation and Attestation 4\***

I/We fully understand that any funding awarded under this program must be used to purchase services or products that will be used within the City of Gainesville by December 31, 2026.

Yes

**Confirmation and Attestation 5\***

I/We fully understand that it is a Federal crime to knowingly make false statements (especially regarding the misuse of funds).

Yes

**Confirmation and Attestation 6\***

I/We fully understand that my case file may be subject to a random audit, five (5) years after the date of closing. This audit may be conducted by the City of Gainesville, and/or another local or state nonprofit organization. I agree to fully cooperate with any of these agencies as requested.

Yes

**Confirmation and Attestation 7\***

I/We fully acknowledge that if any omissions or misrepresentations are revealed, I will be subject to immediate repayment of all assistance received.

Yes

**Confirmation and Attestation 8\***

I certify that the information contained in this application is true, complete and correct to the best of my knowledge.

Yes

**Signature\***

By entering my name below and submitting this application for financial assistance, I affirm that I read, understand, and agree to the previous statements. I am bound by all of the above statements in this application, and agree to be bound by the following terms and conditions if awarded under this program. I confirm that this application is submitted under the authority and approval of the CEO or Executive Director of my organization.

Type your name below

Margaret E. The Losen

**Date Signed\***

03/16/2022

## *For Evaluators*

### CFNCF Comment on Diversity\*

Are diversity policies included in board recruitment? Yes

#### Board Demographics

African American/Black

1

Asian American/Pacific Islander

0

Caucasian

4

Hispanic/Latino

0

Native American/American Indian

0

Not Specified

2

#### Female

7

Male

0

Not Specified

0

#### Board Diversity Comments

Our Board is committed to Diversity, Equity, & Inclusion and recognizes the need for continuous engagement, reflection, and improvement. We are forming a Diversity Committee that should be established and chaired by the end of Q1 2022. That committee will be tasked with understanding the needs and building a plan and set of actions to continuously improve including but not limited to reviewing and adjusting Board recruitment, committing to high quality DEI training for our Board and staff, and establishing an active feedback loop that ensures that the Board is frequently reflecting and evaluating our progress in these areas.

## File Attachment Summary

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### *Applicant File Uploads*

- Grant-Budget\_Forage dba Working Food.xlsx
- Forage dba Working Food\_Budgets to Actuals.pdf
- Forage dba Working Food\_Balance Sheet.pdf

## ARPA Coronavirus Nonprofit Recovery Fund

Organization Name: \_\_\_\_\_

Forage Inc. dba Working Food

PROJECT BUDGET	Expenditures	Other Funding Income			Total Request
	Expected Expenditures 03/03/2021 through 12/31/2024	Other ARPA Funding*	Non-ARPA Funding Received**	Total Other Funding	
Kitchen staff salary support: \$45,000/yr for 2.5 years	\$112,500	\$ -	\$ -	\$ -	112,500
Commercial grade storage racks: 20 units at \$200/each	\$4,000	\$ -	\$ -	\$ -	4,000
Kitchen storage solutions	\$2,500	\$ -	\$ -	\$ -	2,500
Kitchen smallwares (baking sheets, pots, pans): \$2,000/yr for 2.5 years	\$5,000	\$ -	\$ -	\$ -	5,000
Chest freezers: 2 at \$600/each	\$1,200	\$ -	\$ -	\$ -	1,200
Deli slicer	\$500	\$ -	\$ -	\$ -	500
Proofing box for baking	\$1,500	\$ -	\$ -	\$ -	1,500
Flooring improvements for walk in cooler	\$2,500	\$ -	\$ -	\$ -	2,500
Kitchen security improvements: cameras	\$1,200	\$ -	\$ -	\$ -	1,200
Outdoor security improvements: lighting	\$2,000	\$ -	\$ -	\$ -	2,000
Youth gardens staff salary support: \$22,500/yr for 2.5 years	\$56,250	\$ -	\$ -	\$ -	56,250
Weather station	\$175	\$ -	\$ -	\$ -	175
Tool shed and tools	\$575	\$ -	\$ -	\$ -	575
Vermicomposter	\$150	\$ -	\$ -	\$ -	150
Plants, seeds, soil: \$1,120/yr for 2.5 years	\$3,750	\$ -	\$ -	\$ -	3,750
Compost and soil amendments: \$500/yr for 2.5 years	\$1,250	\$ -	\$ -	\$ -	1,250
Science, art, and garden cooking supplies: \$4,500/yr for 2.5 yrs	\$11,250	\$ -	\$ -	\$ -	11,250
Admin staff support: \$8,100/yr for 2.5 years	\$20,250	\$ -	\$ -	\$ -	20,250
Moveable partitions for Center/Office space: 10 at \$375/each	\$3,600	\$ -	\$ -	\$ -	3,600
<b>TOTAL</b>	<b>\$ 230,150.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>230,150</b>

Sources of Other Funds	Status of Funding	Amount
Lydia B. Stokes Foundation	Pending	tbd
Satchel's Round Up for Charity	Pending	tbd
Capital City Bank Grant	Pending	tbd
Whole Kids Foundation Grant	Pending	tbd
Events and sponsorships	Pending	tbd
Individual donations	Pending	tbd
Kitchen and storage rental fees	Pending based on current trends	\$ 48,000
<b>Total</b>		<b>\$ 48,000</b>

\* Please list any APRA funding received or pending from other sources

\*\*Please include an other federal pandemic response funding received during any time period during the pandemic

	YTD Fiscal Year 2021-2022 7/1/21-2/28/22	
INCOME	BUDGET	ACTUAL
<b>DONATIONS</b>		
Corporate Donations and Sponsorships	19500	2601
Individual Contributions and Memberships	12000	33794
Foundation Grants	55000	53000
Government Grants and Contracts	31000	31731
<b>PROGRAM REVENUES</b>		
Kitchen Rental and Storage	30000	34245
Workshops and Events	5000	6325
Seed and Merchandise Sales	15000	16710
<b>TOTAL OPERATING INCOME</b>	<b>167500</b>	<b>178405</b>
<b>Less Cost of Goods Sold</b>	<b>(5000)</b>	<b>(2814)</b>
<b>Gross Profit</b>	<b>162,500</b>	<b>175,591</b>
<b>EXPENSES</b>		
<b>PROGRAM SERVICES</b>		
Seed Collective Supplies	6046	4429
Youth and Garden Supplies	4200	6262
Kitchen and Storage	4362	1247
Workshop and Event supplies	400	140
Contract Services: Staffing	6044	4991
Grant Staffing	960	5002
Payroll Wages and taxes	67487	70646
<b>OPERATIONS</b>		
General: operations, technology, fees	12169	9049
Payroll: Admin & Fundraising	28923	30277
Marketing/Communications	825	1224
Staff Training and Development	1000	561
Debt Service	1301	1305
Vehicle	2062	1340
Premises (Program and Admin)	34464	32842
Utilities (Program and Admin)	14835	14020
Insurance	0	1583
<b>Total Operating Expense</b>	<b>185,078</b>	<b>184,920</b>

<b>Net Operating Income</b>	<b>(22,578)</b>	<b>(9,328)</b>
<b>Other Income (Expense)</b>		
Interest		9
<b>TOTAL Net Operating and Other Income</b>	<b>(22,578)</b>	<b>(9,319)</b>
Depreciation		
<b>NET INCOME</b>		<b>(9,319)</b>

	<b>Fiscal Year 2020-2021</b>	
	<b>7/1/20-6/30/21</b>	
	<b>BUDGET</b>	<b>ACTUAL</b>
<b>DONATIONS</b>		
Corporate Donations and Sponsorships	30000	14563
Individual Contributions and Memberships	31100	116550
Foundation Grants	75500	65500
Government Grants and Contracts	70000	67782
<b>PROGRAM REVENUES</b>		
Kitchen Rental and Storage	30800	24011
Workshops and Events	14000	5808
Seed and Merchandise Sales	18400	28234
<b>TOTAL OPERATING INCOME</b>	<b>269800</b>	<b>322448</b>
<b>Less Cost of Goods Sold</b>	<b>(1700)</b>	<b>(6953)</b>
<b>Gross Profit</b>	<b>268,100</b>	<b>315,495</b>
<b>EXPENSES</b>		
<b>PROGRAM SERVICES</b>		
Seed Collective Supplies	7000	11918
Youth and Garden Supplies	7000	7243
Kitchen and Storage		2814
Workshop and Event supplies	1550	1350
Contract Services: Staffing	12000	18957
Grant Staffing		17818
Payroll Wages and taxes	129625	93349
<b>OPERATIONS</b>		
General: operations, technology, fees	9650	12373
Payroll: Admin & Fundraising	22875	16473
Marketing/Communications	600	1400
Staff Training and Development	1800	454
Debt Service		
Vehicle	3800	3410
Premises (Program and Admin)	60020	53681
Utilities (Program and Admin)	30000	21126
Insurance	1500	2030
<b>Total Operating Expense</b>	<b>287,420</b>	<b>264,395</b>

FORAGE INC. DBA WORKING FOOD

<b>Net Operating Income</b>	<b>(19,320)</b>	<b>51,100</b>
<b>Other Income (Expense)</b>		
Interest		24
Equipment sales	<b>0</b>	2164
WF COVID Meal Relief Grants/Donations	43800	119763
WF COVID Meal Relief Expenses	<b>(25600)</b>	<b>(101858)</b>
<b>Net Other Income</b>	<b>18200</b>	<b>20069</b>
<b>TOTAL Net Operating and Other Income</b>	<b>(1,120)</b>	<b>71,193</b>
Depreciation		<b>(29921)</b>
<b>NET INCOME</b>		<b>41,272</b>

	<b>Fiscal Year 2019-2020</b>	
	<b>7/1/19-6/30/20</b>	
	<b>BUDGET</b>	<b>ACTUAL</b>
<b>DONATIONS</b>		
Corporate Donations and Sponsorships	17500	21524
Individual Contributions and Memberships	46000	44303
Foundation Grants	113000	104200
Government Grants and Contracts	86000	41991
<b>PROGRAM REVENUES</b>		
Kitchen Rental and Storage	71800	54388
Workshops and Events	18000	6607
Seed and Merchandise Sales	8000	15067
<b>TOTAL OPERATING INCOME</b>	<b>360300</b>	<b>288080</b>
	<b>(3000)</b>	<b>(7799)</b>
<b>Gross Profit</b>	<b>357,300</b>	<b>280,281</b>
<b>EXPENSES</b>		
<b>PROGRAM SERVICES</b>		
Seed Collective Supplies	2000	5040
Youth and Garden Supplies	2000	2402
Kitchen and Storage	8000	1091
Workshop and Event supplies	13500	803
Contract Services: Staffing	10700	16480
Grant Staffing		
Payroll Wages and taxes	179289	102824
<b>OPERATIONS</b>		
General: operations, technology, fees	15500	9434
Payroll Admin&Fundraising		2745
Marketing/Communications	5000	549
Staff Training and Development	2500	2094
Debt Service	4900	3795
Vehicle	4100	2454
Premises (Program and Admin)	80620	82704
Utilities (Program and Admin)	25000	32478
Insurance	3000	3226
<b>Total Operating Expense</b>	<b>356,109</b>	<b>268,120</b>

<b>Net Operating Income</b>	<b>1,191</b>	<b>12,161</b>
<b>Other Income (Expense)</b>		
Interest		29
Equipment sales		
WF COVID Meal Relief Grants/Donations		<b>99280</b>
WF COVID Meal Relief Expenses		<b>(97786)</b>
<b>Net Other Income</b>		<b>1494</b>
<b>TOTAL Net Operating and Other Income</b>	<b>1,191</b>	<b>13,684</b>
Depreciation		<b>(29563)</b>
<b>NET INCOME</b>		<b>(15,879)</b>

**Notes:**

1. Income and expenses associated with the WF COVID Meal Relief Grants/Donations are categorized as "Other" because they were associated with a non-recurring program.

This program was made possible through partnership with the CFNCF, Gainesville Rotary, the City of Gainesville, Blue Cross Blue Shield, and numerous private donors.

The meals were prepared at Mildred's Big City Foods and distributed in cooperation with many local partners including the Greater Duval Neighborhood Association, the Partnership for Strong Families, and Family Promise.

Over 23,000 healthy meals were funded, organized, prepared, and distributed to families in need in our community, and 100% of the budget stayed in our local community.

2. Actual Individual Contributions & Memberships in FY 2020-2021 significantly exceeded Budget thanks to a one-time, individual donation received in December 2020.

3. Forage Inc. dba Working Food applied for and received two PPP loans through Self-Help Credit Union.

The first loan was received on April 21, 2020 in the amount of \$17,537.00. The second loan was received on March 23, 2021 in the amount of \$22,404.00. Per the terms of the, these funds were spent on ongoing operating costs including salaries, rent, and utilities.

<b>Balance Sheet</b>		
Forage, Inc.		
As of June 30, 2021		
Accrual Basis		
	<b>Account</b>	<b>Jun 30, 2021</b>
<b>Assets</b>		
<b>Current Assets</b>		
<b>Cash and Cash Equivalents</b>		
	Checking - CCB	141,978.64
	Paypal	1,041.90
	Savings - CCB	47,978.64
	<b>Total Cash and Cash Equivalents</b>	<b>190,999.18</b>
	Accounts Receivable	17,901.84
	Deposit - CFC Facility	2,923.33
	<b>Total Current Assets</b>	<b>211,824.35</b>
<b>Fixed Assets</b>		
	Accumulated depreciation	(76,421.32)
	Furniture and Equipment	93,994.47
	Leasehold Improvements	235,557.63
	<b>Total Fixed Assets</b>	<b>253,130.78</b>
	<b>Total Assets</b>	<b>464,955.13</b>
<b>Liabilities and Equity</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
	Accounts Payable	(3,089.33)
	Meat Coop Grant	3,044.44
	Loan payable	11,048.54
	Petty Cash	168.34
	Rounding2	1.72
	Security Deposits	4,066.73
	State Sales Tax Payable	162.53
	<b>Total Current Liabilities</b>	<b>15,402.97</b>
<b>Long Term Liabilities</b>		
	Loan-Payable	99,555.16
	Loan Payable Unamortized Discount	(5,177.21)
	<b>Total Long Term Liabilities</b>	<b>94,377.95</b>
	<b>Total Liabilities</b>	<b>109,780.92</b>
<b>Equity</b>		
	Current Year Earnings	41,272.21
	Retained Earnings	313,902.00
	<b>Total Equity</b>	<b>355,174.21</b>
	<b>Total Liabilities and Equity</b>	<b>464,955.13</b>

# Covid-19 Recovery through Small Business Assistance and Youth Gardens Enrichment Programs

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*City of Gainesville ARPA Aid to Nonprofits Program : Evaluation Summary*

## ***Working Food***

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Ms Melissa DeSa  
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M: 352-260-4458

## ***Ms Wendy Free***

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# Evaluation Summary

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## *1/1 Evaluations Complete*

**Chris Polischuck:**

**Evaluation Complete**

## *Question Group*

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### **GSG Comments\***

Please list any comments you would like for the evaluators to see when reviewing the application

**Chris Polischuck:** As noted in the application, technical assistance, business incubating and grants for start up or expansion costs for small businesses are eligible ARPA expenditures under code 2.9, Small Business Economic Assistance. While this assistance is usually provided by a recipient government directly to beneficiaries and not through a subrecipient, since the subrecipient is providing these services under grant agreement with the recipient, they are considered eligible services. The agency has documented the location of their kitchens as being with Qualified Census Tracts. As such, it is presumed to be serving businesses and individuals residing within those areas, negating the need to provide proof of beneficiary income levels per Treasury guidance.

As such, these services are eligible under ARPA expenditure codes

2.1 Household Assistance: Food Programs

2.9 Small Business Economic Assistance

### **Is Your Review Complete?\***

**Chris Polischuck:** Yes