



Oakwood Community Food Pantry

P.O. Box 252

Oakwood, Texas 75855-0252

November 1, 2014

Texas Rural Communities, Inc.

Attn: Sandra Tenorio

168 Cimarron Park Loop

Buda, Texas 88610

Board of Directors

David Ferguson

Lavem Manning

Michael Page

Charlie and Nyanza Price

Wesley and Marie Ratcliff

Al Spurling

Michael and Judy Thomason

Novalene Thurston

Dear Madam,

The Oakwood Community Food Pantry became an independent pantry in August of 2014. Since then we have sent letters asking for donations from our community. Donations have not been many since our small community only has five businesses. We also have asked for donations from our local churches. To keep our shelves stocked with food we will need more revenue.

We feed approximately 100 families once a month. Our staple items help them to have additional food for the month. With your grant, not only, will we be able to feed families, but we will be able to provide maintenance and upkeep to our facility.

Please consider us for your grant.

Sincerely yours,

A handwritten signature in cursive script that reads "Charlie Price".

Charlie Price

Oakwood Community Food Pantry Director

**Texas Rural Communities Inc.
Grant Application**

Program Summary

The Oakwood Community Food Pantry is requesting an impact grant of \$15,150. As of August 2014 the Oakwood Community Food Pantry transitioned from a Mobile Pantry sponsored by the East Texas Food Bank to an independent Food Pantry that provides a once a month distribution of food to approximately 100 households. This grant will help in funding food purchase, operating expenses and facility maintenance. Presently we depend on donations from our small community. We appointed a Board of Directors in spring of 2014 to organize and prepare for our future independence. East Texas Food Bank has given us guidance and a source of training and a resource to purchase food at a reasonable price. In order to continue this endeavor and serve our community, we are working very hard to obtain the revenue necessary to feed our current families. This grant will go a long way in helping us accomplish our goals.

Section I Contact Information

A. Contact Person

Lavern Manning
883 FCR 301
Oakwood, Texas 75855
903-545-2716
lavernmanning@yahoo.com

B. Oakwood Community Food Pantry
807 Academy Hill
Oakwood, Texas 75855

Section II Organizational Description

The Oakwood Community Food Pantry is a nonprofit organization that provides a variety of staple items distributed once a month to approximately 100 households. Our mission is to feed the hungry in the Oakwood city proper and surrounding community. The Oakwood Community Food Pantry began in May of 2012 as a Mobile Pantry in conjunction with the East Texas Food Bank. All foods were donated and delivered by them to our present site in Oakwood and volunteers distributed the food to those who qualified. In August 2014, the pantry became a self-sustaining permanent food distribution center. At this time, it became the responsibility of the Oakwood Community Food Pantry to purchase food and solicit donations to stock our shelves with the food necessary to meet the needs of the families we were serving in the community. We feel that transitioning from a Mobile Unit to a self-sustaining food pantry has been a big accomplishment for us; however, we are just beginning and we hope in the future to procure and maintain enough funds to increase the number of families we serve.

Section III Program Description

- a. Our community is a rural community and consists of elderly citizens, as well as low income families who need assistance to provide enough sustenance to see them through each month. We have identified these families through an application model given to us by the East Texas Food Bank. We plan on updating our information annually in order to maintain an accurate and current list.
- b. On the second Thursday of each month, the Oakwood Community Food Pantry provides staple goods, produce, and bread and pastry items to people in the community who qualify for our service. Our shelves are stocked from previous and on-going donations and our constituents are allowed to choose a selected number of items from food categories. Our goals are to expand the variety of foods we offer, to search out and increase the number of qualified recipients, train and increase our volunteer base and above all to solicit donations and funds from businesses, churches in the community and writing grants. To accomplish these goals, we will plan and participate in activities that will attract families who need assistance. We will continue to recruit volunteers and above all we will continue to contact donors and to search out and write grants to increase our funds in order to build our inventory.
- c. The people who benefit from our monthly distribution are the elderly, single family, and multi-family households from every ethnic background and low income level. At this time we serve approximately 100 families.
- d. The uniqueness of our organization is that we are the only entity in the Oakwood Community that serves as a source to feed those in need. In order to communicate our progress and successes, we have an open house annually and participate in community activities to showcase and advertise our organization. We also have a Facebook account that we post pictures and information about our organization. In the future, as we grow, we hope to be a model for others who wish to start a Community Food Pantry.
- e. The Oakwood Community Food Pantry would most certainly accept any amount that the Texas Rural Communities Inc. would be willing to award our organization. Our requested amount is **\$15,150**.

Food Purchase: \$10,950: This is the most important portion of our budget. While local food drives are valuable in providing a variety of product choices to our clients, we cannot expect them to provide the volume of food needed for our services. The only way to achieve this is through purchase. The East Texas Food Bank is and will be the source for most purchased items, as they provide the best value on a large inventory and they also deliver to our site. For the first four months of operation, monthly food purchases have averaged about \$500. Starting at that amount and adding \$75 per month, the total for the next twelve months of operation is **\$10,950**. The \$75 per month increase is to accommodate three needs: increased clientele from one to five families per month, increased food costs, and increased nutrition provided to each household served.

Operating Expenses \$1200: The most expensive portion of this part of the budget is printing supplies. The primary need is the Xeroxing expenses for the documentation of client records and monthly distribution. Signage for the location is a requirement, and a

brochure for use in fund raising is needed. These printing expenses are budgeted at \$100 per month, for a total of \$1200.

Facility Maintenance \$3000: This is the final portion of the budget. We are fortunate that our location within the Dunbar Alumni Association Community Building is spacious, secure, and accessible to the clients. This facility is an older building and has maintenance issues at times. We have already facilitated ceiling repairs, but we still need to upgrade some flooring and lighting issues to avoid safety concerns. Pest control and security monitoring expenses are ongoing. We also plan to contribute to the utility bills for the facility. The budget includes \$250 monthly for these expenses totaling \$3000. Since we just became independent in August of 2014, we have no data to show any information regarding loss. Attached is our bank statement to date. We would be thankful for the full amount requested; however we will make the best possible use of whatever funds can be provided.

- f. The expected accomplishments and outcomes of the Oakwood Community Food Pantry is to continue searching out sources of financial aid and to reach and provide food to as many qualified recipients as possible and this objective will be measured with a growing bank account and the paperwork that qualifies each applicant.
- g. The following is a **timeline** for our program and how we will use the TRC funds:
First Month: We will deposit two thirds of the grant into the auto-grant account at the East Texas Food Bank in Tyler Texas. The remaining amount will be deposited into the Oakwood Community Food Pantry account at the Oakwood State Bank. **Month 1-12:** We will continue to use our standard ordering and payment procedures for delivery and distribution of food. During that same period of time we will be working with local printing companies to develop and provide monthly documentation, signage and brochures under the guidance of the Board of Directors at the regular monthly meetings, the last Monday of each month. **Months 1-6:** We will plan and execute flooring and lighting repairs to the building and do any needed maintenance before the summer months including any air-conditioning modifications. Facilities maintenance will be coordinated in conjunction with the Board of Directors and the Dunbar Alumni Association in regard to ongoing utility costs, pest control, and security monitoring expenses.
- h. The Oakwood Community Food Pantry has never received funds from the Texas Rural Communities Inc., but we would be most appreciative of any amount that might be awarded.

Thank you for your consideration in funding a grant to the Oakwood Community Food Pantry.