

BSCFB-FY21 Fall

FY21 Fall Application for Funding (Returning Applicants)

Big Sky Community Food Bank

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Application Form

Guidelines & Applications Tips

UPDATING INFORMATION FROM SPRING:

You will NOT need to retype your responses from the Spring application. Use the "Copy Answers" button at the top of the page to transfer your responses from the FY21 Spring application (submitted in April 2020) to this Application. You can make changes to any of your responses that need updating. If a response has not changed there is no need to update the response

NEW QUESTIONS:

★ Questions that were not asked on the Spring Application and are new to the Fall Cycle are indicated with a gold star

REQUIRED VS OPTIONAL QUESTIONS:

- All required questions are marked with an *asterisk* and must be answered in order to submit the application
- All optional questions have no notation and are not required in order to submit the application. But if an optional question applies to you, please provide an answer.

GUIDELINES:

- Please direct questions or concerns to Jenny Muscat, Operations Manager, at Jenny@ResortTax.Org or 406-995-3234
- Please only provide the information requested within this application
 - Supplemental materials will not be accepted
- Blackmail or bribery of staff or board members is strictly prohibited and will result in disqualification
- Please proofread your application for grammar and validate your data prior to submission
- Avoid organizational jargon and use layman's terms to minimize follow up questions
- You may SAVE the application at any time and return to it
- Final submission happens upon clicking 'SUBMIT'
- **The deadline for applications is Wednesday, September 30 @ 11:59 pm (Mountain Time)**

Organization/Background Information

INSTRUCTIONS:

Please verify and update any information that has changed since you applied for the FY21 Spring Cycle.

Request Title*

Please **update** with your "'Organization Acronym"-FY21 Fall'. For example: *BSRAD-FY21 Fall*

BSCFB-FY21 Fall

Number of Projects/Programs*

How many projects/programs are you requesting Resort Tax funds for in the Fall cycle?

- If you are requesting funds for **FEWER** projects than in the spring keep the number of projects the same as it was in the spring and in the corresponding project question section(s) enter \$0 for the amount requested **and** provide an explanation about why this project is no longer taking place
- If you are requesting funds for the **SAME** number of projects as the spring keep the number of projects the same and update/verify each project question section accordingly
- If you are requesting funds for **MORE** projects than in the spring enter the new (higher) number here and fill in the additional project question section accordingly
 - The maximum number of projects you may request funds for is 6

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For applicants with multiple projects please note that the application will expand and create additional project/program information sections for each project you are requesting funding for based upon the number entered above. Please enter your projects in order of highest to lowest priority as you complete the application.

Funds Not Awarded*

★ How would your projects/programs be affected if Resort Tax funding were not awarded?

Should we not receive Resort Tax funding, we would rely on HRDC of Bozeman to cover our operating expenses. This would pull funding away from programming in other communities and would stress programs such as the Warming Center and Fork and Spoon, which do not receive any funds from the Big Sky community but which are heavily utilized by employees of Big Sky businesses.

Total Funds Requested FY21 Fall*

★ What is the total amount of funds your organization is requesting for all projects/programs for this cycle (1/1/216/30-21):

Please ensure that all requests for all projects add up to this total, the form does not calculate a total for you.

\$15,450.00

Additional COVID-19 Funds*

★ Has your organization received any funding from any of the following programs? (Check all that apply)

Paycheck Protection Program (PPP)

COVID-19 Funds Explanation

★ Please explain how the funding received affects your FY21 Fall Resort Tax request:

Provide detail on:

- *What funding was received (sources and amounts)*
- Amount your request to Resort Tax can be reduced (total ask and broken down by project) if applicable
- When funds were received/expected to be received
- Any other important information regarding this additional funding

The MT Social Services non-profit grant portion allocated to Big Sky Community Food Bank is \$15K. We have decreased our original Resort Tax #2 Request by \$10,000. Instead we've requested the \$10K from Big Sky Relief Fund to cover those expenses which are solely and directly related to Covid.

COVID-19 Impact*

★ What has the impact of COVID-19 been on your operation and how has this impact affected your Fall Resort Tax request?

As a result of Covid 19, we have doubled our hours of service to those in need in Big Sky. We have begun deliveries for those quarantined, and are now utilizing a drive-through model to help maintain social distancing. All of these actions require greater involvement from staff and more staff time expenditures. Our customers are experiencing greater uncertainty, as jobs are tentative and federal support is paused, causing them to need food bank services more often. We are uncertain of service needs going into the winter season. Should employees in Big Sky maintain full employment, then we can expect a fairly normal service load. However, should employers be required to close again at some point this winter, we can expect a huge bump in services. This spring, our numbers tripled due to business closures and subsequent layoffs, and our customers have faced greater uncertainty resulting in housing and mental health struggles.

PAYMENT REQUEST SCHEDULE INSTRUCTIONS:

- **Update** your estimated payment request schedule for your entire request for the FY21 Fall Cycle (1/1/21-6/30/21)
- For any month you are NOT requesting funds please enter 0

Please note:

- The first-day funds can be requested for the fall cycle is 1/15/21
 - Funding will not be available until a contract has been signed and the Post Award Follow Up has been completed
- Enter your estimated schedule based on when you plan to request funds from Resort Tax

January 2021 Estimate*

Only for expenses incurred from 1/1-1/15/21 that you plan to request by 1/15/21. DO NOT INCLUDE ANY FUNDS YOU WERE AWARDED IN THE SPRING CYCLE IN THIS AMOUNT.

\$0.00

February 2021 Estimate*

\$2,575.00

March 2021 Estimate*

\$2,575.00

April 2021 Estimate*

\$2,575.00

May 2021 Estimate*

\$2,575.00

June 2021 Estimate*

\$2,575.00

July 2021 Request Total Request*

★ *You may request funds until 7/15/21, for the FY21 Fall cycle for any expenses incurred before 6/30/21.*

\$2,575.00

When projecting future requests, please ensure these numbers are as accurate as possible. While calculating these numbers keep the following in mind:

- Economic Growth
- Staffing Changes
- Changes in Community Needs

Future Funding Request FY22 Spring*

★ What is your forecasted Resort Tax request for the FY22 Spring cycle (7/1/21-12/31/21)?

\$25,452.00

Future Funding FY22 Fall*

★ What is your forecasted Resort Tax request for the FY22 Fall cycle (1/1/22-6/30/22)?

\$15,452.00

Future Funding Request FY23*

What is your forecasted Resort Tax request for FY23 (7/1/22-6/30/23)?

\$40,000.00

Future Funding Request FY24*

★ What is your forecasted Resort Tax request for FY24 (7/1/23-6/30/24)?

\$50,000.00

Project/Program 1 Information

INSTRUCTIONS:

Please verify and update any information that has changed since you applied for the FY21 Spring Cycle.

If this project/program will not be taking place in the Fall cycle enter \$0 in the amount requested text box and provide information about why this project is no longer taking place in the "Additional Information" question later in this section.

Project/Program 1*

Case Management & Outreach

Amount Requested | Project/Program 1*

Update the amount you are requesting for project/program 1 for the Fall cycle (1/1/21-6/30/21):

\$9,280.00

PAYMENT REQUEST SCHEDULE INSTRUCTIONS:

- Enter your estimated payment request schedule for project/program 1 ONLY for the FY21 Fall Cycle (1/1/21-6/30/21)
- For any month you are NOT requesting funds from Resort Tax please enter 0
- Please ensure your monthly request add up to the Amount Requested for this project/program
 - The application does not add up the requests for you

January 2021 Est Project/Program 1*

★ *Only for expenses incurred from 1/1-1/15/21 that you plan to request by 1/15/21. DO NOT INCLUDE ANY FUNDS YOU WERE AWARDED IN THE SPRING CYCLE IN THIS AMOUNT.*

\$0.00

February 2021 Est Project/Program 1*



\$1,546.00

March 2021 Est Project/Program 1*



\$1,546.00

April 2021 Est Project/Program 1*



\$1,546.00

May 2021 Est Project/Program 1*



\$1,546.00

June 2021 Est Project/Program 1*



\$1,546.00

July 2021 Est Project/Program 1*

★ *You may request funds until 7/15/21, for the FY21 Fall cycle for any expenses incurred before 6/30/21.*

\$1,546.00

Goals | Project/Program 1

What are the goals of this project/program and how will they be measured?

Our goal to provide case management and outreach ensures that everyone in Big Sky who feels that they are in a food emergency will be aware of our services and access our services. We will measure our success in

numbers of new households added to our case load per month. We track new households, as well as individual member demographics in each household by age, employment status, location. We also track the number of times households utilize our services per month, and the amount (in lbs.) of food that clients receive. We will also track the number of referrals given, applications completed, community presentations and educational opportunities provided by BSCFB staff and volunteers.

Project/Program 1 Spring Funding*

★ Was this project/program awarded funds in the FY21 Spring cycle?

If yes, please elaborate in the next question:

Yes

Project/Program 1 Spring Funding Explanation

★ If applicable, please describe how you met the measurable goals outlined in your Spring application:

Jul-Sept 2020 we added 18 new households consisting of 35 new individuals to our caseload. We distributed 6320 lbs of food in 119 food box services. We also delivered food boxes to 12 separate households under quarantine. We've made over 25 referrals for mental or behavioral health services and have assisted 6 households with IRS stimulus check claims, 4 households with loan applications, and distributed over 30 gas cards and bus passes. We also delivered emergency commodities and household goods to a family of 5 who lost their home in a fire. We utilized 15 community volunteers for a total of 48 hours of service. We are supporting West Yellowstone Social Services by transporting their Kidspack from Bozeman (15-20 per week) and are supporting our school children with 6-8 Kidspacks of our own each week.

Project/Program 1 Additional Information*

★

What additional information would you like to share with the Board regarding this project/program?

none

Community Messaging 1*

★ Please provide a brief (1-2 sentence) description of this project/program for community messaging purposes:

Our goal to provide case management and outreach ensures that everyone in Big Sky who feels that they are in a food emergency will be aware of our services and access our services.

Project/Program 2 Information

INSTRUCTIONS:

Please verify and update any information that has changed since you applied for the FY21 Spring Cycle.

If this project/program will not be taking place in the fall cycle enter \$0 in the amount requested text box and provide information about why this project is no longer taking place in the "Additional Information" question later in this section.

Project/Program 2*

Operations/Admin & Food Purchase

Amount Requested | Project/Program 2*

Update the amount you are requesting for project/program 2 for the Fall cycle (1/1/21-6/30/21).

\$6,174.00

January 2021 Est Project/Program 2*

★ *Only for expenses incurred from 1/1-1/15/21 that you plan to request by 1/15/21. DO NOT INCLUDE ANY FUNDS YOU WERE AWARDED IN THE SPRING CYCLE IN THIS AMOUNT.*

\$0.00

February 2021 Est Project/Program 2*



\$1,029.00

March 2021 Est Project/Program 2*



\$1,029.00

April 2021 Est Project/Program 2*



\$1,029.00

May 2021 Est Project/Program 2*



\$1,029.00

June 2021 Est Project/Program 2*



\$1,029.00

July 2021 Est Project/Program 2*



You may request funds until 7/15/21, for the FY21 Fall cycle for any expenses incurred before 6/30/21.

\$1,029.00

Goals | Project/Program 2

What are the goals of this project/program and how will they be measured?

Our goals for operations and admin budgeting will include the ability to maintain day-to-day operations of the Big Sky Food Bank. In response to changing community needs, we've opened our doors an additional 2 days per week, effectively doubling our hours of operation. Operations programming allows us to keep up the space, storage and refrigeration necessary to provide a variety of healthy foods to our customers. Included in operations budgeting are our increased food costs from probable increase in community need and a new model of pre-packaged distribution. Project success will be measured in hours of operation, food costs, and our ability to meet every request for assistance we receive.

Project/Program 2 Spring Funding*



Was this project/program awarded funds in the FY21 Spring cycle?

If yes, please elaborate in the next question:

Yes

Project/Program 2 Spring Funding Explanation



If applicable, please describe how you met the measurable goals outlined in your Spring application:

From Jul-Sept 2020 we've purchased 2866 lbs of food from the Montana Food Bank Network, and have collaborated with all of Big Sky's grocery stores to purchase or rescue another 3200 lbs of food. We've been able to maintain our new hours (double last year's hours) and have seen utilization of the new days/hours increase as the word has gotten out. We did have some extra expenses associated with refrigeration, as one of our fridges went out in July and some extra expenses in transportation as we had to fix the heating/cooling system and brakes on our 2000 Chevy Astro van (the only vehicle we have for Food Bank use).

Project/Program 2 Additional Information*



What additional information would you like to share with the Board regarding this project/program?

We're looking into how we can safely provide our coatroom services going into the fall - we'd like to provide the cookwear, coats, toiletries, and sheets/towels in a locked shelving unit outside the food bank to avoid over-crowding within the food bank. We may have the extra expense of shelving and maybe a small space heater forthcoming, but will look first to donors interested in funding these particulars.

Community Messaging 2*

★ Please provide a brief (1-2 sentence) description of this project/program for community messaging purposes:

Our goals for operations and admin budgeting will include the ability to maintain day-to-day operations of the Big Sky Food Bank. In response to changing community needs, we've opened our doors an additional 2 days per week, effectively doubling our hours of operation.

Application Verification & Summary

APPLICATION VERIFICATION:

Please ensure that your application is complete, all calculations are accurate, and it has been proofread before submitting for Board review. Once you select Submit you will no longer be able to edit your application.

Verification*

Incomplete applications may not be considered for funding. It is the applicant's responsibility to provide all the information requested in the proper format by the application deadline.

I verify that the application is complete and contains accurate information

Date of Submission*

09/30/2020

Name of Submitter*

Sarah J Gaither Bivins

Once you click 'SUBMIT', do not refresh the page. It may take a few moments to process the information and submit the application.

File Attachment Summary

Applicant File Uploads

No files were uploaded