



## District/Governor's/Rotaract Grant Final Report 2020-2021

This report must be completed and uploaded on [matchinggrants.org](http://matchinggrants.org) within 30 days after completion of the project but no later than 2 years after the date of approval of the project. For scholarships, the report is due 30 days after payment of funds.

**District Grant # (from [matchinggrants.org](http://matchinggrants.org)) P-3394\_\_**

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Rotary Club: \_\_Fort Collins, After Work\_\_\_\_\_

Project Title: \_\_Food Bank Pop-Up Pantry\_\_\_\_\_

### **Project Description:**

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1. Is this a scholarship governor's grant report? Yes \_\_ No \_\_X (If yes, go directly to line 16)
2. Briefly describe the project. What was done and where did the project activities take place? Explain how the beneficiaries and other community members were involved?

The COVID-19 pandemic has increased demand to the Food Bank of Larimer County. The Pop-Up Pantries are a new concept for distributing food at extended locations and hours so that access to food can be improved to meet demand.

This project funds two additional Pop-Up Pantries to expand food availability in Fort Collins. Each Pop-Up Pantry costs \$1,500 each day and serves 200 families. These Pop-Up Pantries will be made available in Fort Collins in June and July 2020.

In addition to providing funds for the pantry, there may also a role for Rotarians as volunteers to ensure the pantry is operated safely and efficiently.

The two Pop-Up Pantries funded by this grant will be developed with Heather, the Development Director at the Food Bank of Larimer County. Heather is also a Rotarian with the Fort Collins, Foothills Rotary club. She will keep our members advised of progress and any volunteer opportunities for operating these Pop-Up Pantries.

3. How many Rotarians participated in this project?   2
4. What did they do? Please give at least two examples.

Heather Buoniconti is a Rotarian and is also the Chief Development Officer for the Food Bank for Larimer County. Heather organized and worked to fund the Pop-Up Pantry program.

Bill Emslie, a Rotarian supported the project. He visited both Pop-up Pantries and interviewed the volunteers and staff.

5. How many non-Rotarians benefited from this project?

In total, 176 households were served from the two Pop Up Pantries (PUPs) that were sponsored by the club, so approximately 528 individuals if you look at average household/family size. Through the first pantry in June, we provided 5,794 pounds of food which equates to approximately 10 days' worth of food for each family member.

6. Who are the beneficiaries and what is the expected long-term community impact of this project?

The beneficiaries of these PUPs are individuals who are at-risk of hunger. This may be due to loss of job or reduction in hours due to Covid, or other hardships such as medical issues, increased housing costs, etc. The long-term impact of these pantries is that the Food Bank for Larimer County is increasing access for many community members to receive free nutritious food which in turn saves them money to be used for other basic needs. People received milk, dry goods, produce, frozen items and more and were incredibly thankful for all that was provided!

7. If a cooperating organization was involved, what was their role?

The Food Bank for Larimer County's mission is to provide food to all in need through community partnerships and hunger-relief programs. Founded in 1984, the Food Bank for Larimer County is the central hub for charitable food distribution in our area, serving one in ten people in Larimer County. Each year, we collect and distribute enough food for more than 7.5 million meals. We created these PUPs to have new access points for people to receive food, allowing for an efficient, safe drive-through model.

8. Income:

<b>Income Source</b>	<b>Amount</b>
Rotary Club of Fort Collins, After Work	\$1,000
Rotary District 5440	\$2,000
<b>Total Project Income</b>	<b>\$3,000</b>

9. Expenditures: (number receipts starting with 1 and indicate a receipt # (s) for each expenditure) (Do not include travel expenses)

If international project, convert amounts to US dollars	Receipt # (s)	Budgeted Amount	Actual Amount
Staff time, prep & delivery \$ 400.00 \$		\$ 800	\$ 800
Fuel costs/running the truck refrigeration		\$ 200	\$ 200
Cost for food to serve 200 families per pantry – food procurement and purchase, packaging fees, etc. Estimated at \$5 per person served which provided each participant with 10 days’ worth of food.		\$2,000	\$2,000
Total project expenditures		\$3,000	\$3,000

The actual amounts are estimated from the budgeted amount. No receipts are available for the staff time, fuel costs, and cost of food. All expenses are based on estimates for the service provided and invoiced based on these estimates. Appendix C is the project budget. Appendix D is a copy of the payment made to the Food Bank.

10. Please explain any variance of more than 5% between the budgeted amount and the actual amount including the reason for the variance and why the alternative was chosen.

11. Project score (5=strongly, 4=agree, 3= neutral, 2=disagree, 1=strongly disagree)

	Project Score	Comments
The overall project was successful	5	
The grant process worked well	5	
My interaction with partner clubs was good	5	
We achieved the results we expected	5	

12. Did you upload photos in your project on [matchinggrants.org](http://matchinggrants.org) under the Photos tab? Yes. (If not, please do so)

13. What worked well on this project and why?

These PUPs were something we could quickly establish and set-up in locations that were central to those in need, and targeted underserved areas of the population. This was an efficient way to quickly distribute food in a safe, contact-free environment. They are easily replicable (as long as we have a willing partner) and do not require an excessive number of volunteers or staff to manage.

14. What did not work well and how would you suggest improving it?

Improvements came with each PUP and there were several learning lessons. One of the first pantries we did was not in an area that served a great need and was not the ultimate “fit” for this project. Another location was tricky to access given all the one-way easements and cluttered parking area. We also learned with each one how to refine the amount of food we were bringing and have honed that logistics. The PUPs that were sponsored by this Rotary Club were two of our first ones. We now have an established twice-monthly location at a

local high school and are serving an estimated 140-150 households at each 90 minute distribution.

15. How was this project publicized?

Prior to each pantry, we send 3,300 direct client emails alerting them of the upcoming date. We work with partner organizations like Poudre School District, faith organizations, etc to promote, and it is on our social media feed and website.

16. Scholarship Governor's grant only

- a. Name of scholarship awardee \_\_\_\_\_
- b. Current school \_\_\_\_\_
- c. University of college they will be attending \_\_\_\_\_
- d. Course of study \_\_\_\_\_
- e. Starting date \_\_\_\_\_

Project Inventory

Please list all items provided in this grant that are over \$500 in value and are not expendable.

Item Purchased	Date of Purchase	Cost	Initial Destination/ Location	Comments

By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all the information contained herein is true and accurate. Receipts for all grant-funded expenditures are attached. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights to the photographs, including copyright, and hereby grant the District, RI and TRF a royalty free irrevocable license to use the photographs now or in the future, through the District and the world in any manner it so chooses and in any medium now known or developed. This includes the right to modify the photographs as necessary in the District's and RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of the District, RI, and TRF.

**Please attach all receipts or an invoice and a copy of the check used to pay the invoice. Funds over \$100 not used must be returned to the district grants treasurer.**

Certifying signature of primary contact

Date: 2/6/2023 \_\_\_\_\_

Print name: William A. Emslie \_\_\_\_\_

**Upload this report on matchinggrants.org in .pdf format only.**

## Appendix A: Final Invoice



### DONATION INVOICE

**Customer:** Rotary Club of Fort Collins, After Work  
C/O Bill Emslie  
925 Pitkin Street  
Fort Collins, CO 80524

**Amount:** \$3,000.00  
- \$2,000 per Rotary District Grant P-3394  
- \$1,000 per Rotary Club of Fort Collins, After Work  
Invoice Number – 100120

**For:** Food Bank for Larimer County  
**Pop Up Pantries, Summer 2020**

**Payment to:** Food Bank for Larimer County  
5706 Wright Drive  
Loveland, CO 80538  
(970) 493-4477

The Food Bank for Larimer County distributes roughly 10 million pounds of food each year through several different programs including: Fresh Food Share – our direct service fresh-food pantry with two locations, Nourishing Network – food that we provide to other non-profit agencies in the area, and Nutritious Kitchen – our child and senior centered meal service program. In addition, we have created alternate distribution methods (including mobile and pop-up pantries, extended summer meals, etc) to respond to the Covid-19 pandemic.

*Donations raised from the community response to Covid-19, will be directed to our hunger relief programs mentioned above for residents in need in Larimer County.*

*Our Federal Tax Identification number is 74-2336171.*

**Appendix B: Project Photos**



**Pop Up Pantry pick up line.**



**Typical food distribution portion.**





Pop Up Pantry pick up line.



Typical milk distribution portion.



Line for food delivery from Pop Up Pantry at Front Range Community College.



Food distribution from Pop Up Pantry to beneficiary.



# Appendix C: Project Budget

## Food Bank Pop-Up Pantry budget

### Income

Description	Amount
Club contribution	\$ 1,000.00
District Matching Grant - DDF funds	\$ 2,000.00
<b>Total income</b>	<b>\$ 3,000.00</b>

Expenses Description	One Pop-Up Pantry	Two Pop-Up Pantries
	Amount	Amount
Staff time, prep & delivery	\$ 400.00	\$ 800.00
Fuel costs/running the truck refrigeration	\$ 100.00	\$ 200.00
Cost for food to serve 200 families per pantry	\$ 1,000.00	\$ 2,000.00
<b>Total expenses</b>	<b>\$ 1,500.00</b>	<b>\$ 3,000.00</b>

Appendix D - Payment Check

4305 82-504/1373

1345

ROTARY CLUB OF FORT COLLINS AFTER WORK

DATE 11/22/20

PAY TO THE ORDER OF First Bank for Larimer County \$ 3000  
Three thousand only DOLLARS

**1STBANK** www.1stbank.com (800) 884-3444

MEMO Project P3295

*Neil Haworth*

⑆ 107005047⑆ 7055519160⑆ 1345

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FOR DEPOSIT ONLY  
FOOD BANK FOR ILLINOIS  
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DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
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