

Wood Buffalo Food Bank Association

Basic Shelf & Financial Literacy Programs

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 5 - Other Program Supports

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
192,635	122,687	111,604	97,621	-	(97,621)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- outlining

Financial Reporting Required:

- financial claims
- Annual Financial Statements

outlining

Notes:

Not recommended		
Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	51,671	-
Operational Costs	37,075	-
Subtotal	<u>88,746</u>	<u>-</u>
Administrative Costs	8,875	-
Total Costs	<u><u>97,621</u></u>	<u><u>-</u></u>

2019-2020 Community Plan on Homelessness Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca before application deadline

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: Wood Buffalo Food Bank

Declaration: In making this application, we, the undersigned, confirm:

*Board Member(s) and/or
Executive Director Initials:*

- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

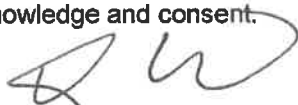
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Signature of Board Member
(must have signing authority)

Kama Bosma

Print Name

2018/12-06

Date: (YYYY-MM-DD)



Signature of Board Member or Executive Director
(must have signing authority)

Dan Edwards

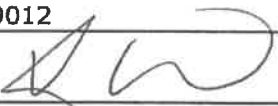

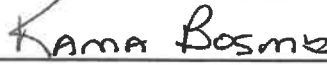

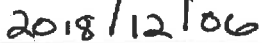

Print Name

2018/12/06

Date: (YYYY-MM-DD)

2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details	
Organization Name: Wood Buffalo Food Bank Association	
Street Address: 10117 King Street, Fort McMurray	
Province: Alberta	
Postal Code: T9H 3J1	
Phone Number: 780-743-1125	
Email Address:	
Website Address: www.woodbuffalofoodbank.com	
Main Contact	
Name: Dan Edwards	
Title: Executive Director	
Daytime Phone: 7807431125	
Email Address: ed@woodbuffalofoodbank.com	
Board Chair/President	
Name: A. Kim Jenkins	
Daytime Phone:	
Email Address:	
Executive Director	
Name: Dan Edwards	
Daytime Phone: 7807431125	
Email Address: ed@woodbuffalofoodbank.com	
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Registration Number: 50299012	Act Registered Under: <input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act
 _____ Signature of Board Member (must have signing authority)	 _____ Signature of Board Member or Executive Director (must have signing authority)
 _____ Print Name	 _____ Print Name
 _____ Date: (Year-Month-Day)	 _____ Date: (Year-Month-Day)

Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws: 5
2. Number of board members: Currently: 12 2018: 12 2017: 12
3. How often does the Board of Directors meet? Monthly
4. Please list your current Board of Directors:

Name	Board Position	Years on Board
Kim Jenkins	Board Chair	4
Dennine Giles	Vice Chair	4
Kama Bosma	Treasurer	2
Merya Gould	Secretary	2
Suzanne Manning	Director	1
Dennis Banks	Director	1
Brad Lucier	Director	3
Kelsey St	Director	1
Gordon Valverday	Director	1
Ken Bowie	Director	1
Ryan Pearson	Director	1
Kelly Tole	Director	1

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?
 Yes No

- 6.

Board member name	Paid role in the board / organization	Amount received

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

7. Which of the following classifications will your program address?

(Please check the one that applies)

- Prevention
- Outreach
- Coordinated Access
- Diversion

8.

Describe, in detail, how the program will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? Please attach a current logic model.

This program responds to the fact that intermittent food insecurity, resulting from poverty, mental/physical health issues, addictions, and lack of knowledge or skills can present real challenges for our clients, and citizens of the RMWB. Some individuals and families simply cannot apportion enough of their incomes to provide adequate, nutritional food for themselves and their family. Many families and individuals use most of their income for housing costs; some feel overwhelmed by their many problems and lack the energy or creativity to solve the problem of food security; many lack the basic nutrition, cooking and financial skills. Basic Shelf & Financial literacy looks at these issues and teaches the skills needed to resolve them.

As a result of the wildfire in May, many individuals and families are now homeless or at risk of homelessness due to losing their home and/or the negative financial impact of the fire. This program can assist these citizens by teaching them how to maintain their food security on a limited &/or changing budget, therefore alleviating or avoiding homelessness.

The program is based on an asset-building approach to poverty reduction. Everyone has assets upon which to build and strengthening a number of asset areas can enable people to not just get by, but to actually get ahead. As individuals living on low-incomes increase their assets, they increase their ability to actively engage in the economy. The accumulation of assets becomes a powerful tool to avoid and/or escape poverty, build personal resilience and increase economic self-sufficiency.

Community Plan on Homelessness Proposed Program Details

9. Program Name: Basic Shelf and Financial Literacy

Note: The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.

10. Briefly describe the program proposed.

The Basic Shelf Program is a 6-week series of workshops combining nutrition, cooking, shopping and Financial Literacy. These classes are taught weekly, to small groups, by a licensed facilitator, both at the Food Bank and in other community locations.

The Basic Shelf Program is premised on the idea of a "Basic Shelf" of grocery items, which are nutritious and affordable. The program cookbook is comprised of recipes using these ingredients, and at each class participants are taught--via a "hands on" approach--how to prepare several of the recipes. Lesson topics include food safety, basic nutrition, meal planning, shopping skills, food preparation, and eating well on a budget.

The Financial Literacy part of the program is designed to increase participants' basic financial management skills, with a focus on increasing confidence and self-esteem. Workshop topics include: Assets, Budgeting, Banking, Credit & Consumerism. Clients are encouraged to identify their assets (personal, social, human, physical and financial); learn how to manage their finances are taught how to recognize the effects of advertising, and to become wise, informed consumers.

Upon graduation from the program participants receive the Basic Shelf Kit, which is valued at approximately \$650-\$750 (depending on family size):

- a) Basic Shelf Food Hamper: containing basic cooking ingredients, most of which have a long shelf-life, and
- b) Basic Shelf Cookbook: designed to utilize the basic shelf hamper of ingredients, with tips on how to shop for and store food, and cooking on a limited budget.
- c) Kitchen Supply Kit: containing all of the basic cookware items, such as pots & pans, bake-ware, mixing bowls, cooking utensils, measuring tools, knives, cutting boards, etc.,
- d) Graduation Certificate.

Therefore, participants are fully equipped to utilize the skills they have learned in the program.

Graduates of the program are encouraged to volunteer as an assistant facilitator, and also in the warehouse of the Food Bank, thus strengthening their confidence and job-readiness skills.

11. What is your organization's vision and mandate? (If your organization received funding for this program in 2018/19, skip to Question 13)

12. How does the program align with your organization's vision and mandate?

13. What will be the positive impacts to the community?

The more clients served with this program, there will be less usage of the Food Bank and other Food Supply Services such as soup kitchens, churches, etc., as they will be better able to utilize the food they have access to.

Citizens will have increased independence and life-skills and will have an increased understanding of personal asset base, and use this as a foundation to move forward with confidence in personal, financial, emotional, educational, health and employment areas, increasing the likelihood of avoiding homelessness.

Citizens who take this program will have the skills necessary to increase and maintain their personal health through proper nutrition and lifestyle choices.

14. List community partners and include letters of support.

A) Referral Sources:

Justin Slade Youth Foundation, Alberta Health Services, Centre of Hope, Salvation Army, YMCA YMCA I.S.S., Newcomer Society, Choices, Red Cross, Wood Buffalo Wellness Society, STHT START Program, Rehoboth Alliance, Waypoints, ACT, NEAFAN, CPFN, RMWB Recovery Committee, WBFB Traditional Hamper Program, WBFB Mobile Pantry Program
WBFB Slow Cooker Program

B) Businesses:

Save-On-Foods: Provides an additional 15% off of all grocery items needed for weekly classes and graduation grocery shop.

Outcomes:

15. What is the change you anticipate will happen as a result of the program?

Anticipated Outcomes include:

See Appendix 1

Outcome Measures:

16. How will you know the program is working?

Outcomes for this project will be measured via data collection, such as: attendance records, client surveys, facilitator observation/reporting, client support workers from our community support agencies, and WBFB data.

Food Bank staff will complete surveys/questionnaires with participants at the beginning and end of the program, as well as at 6 months, 1 year, and 2 years after program completion. Further, staff will monitor participants' Food Bank usage and work with clients who are still struggling with food security, and staff will identify other resources that may assist them.

Outputs:

17. What are the direct results of the program activities?

Provide nutritional and financial life skills training to small groups of participants.
 -Increase asset awareness and confidence of participants.
 -Decrease participants' reliance on the Food Bank and other non-profit food supply services.
 -Work with a diverse portfolio of clients with the common goal of increased nutrition and financial literacy skills
 -Participants and stakeholders are satisfied with program
 -Increase nutrition of participants.
 -Decrease participants' occurrences of and risk of homelessness
 -Reduction in social isolation
 -Provides meaningful activities for the participants

18. How will you identify this program or project to the public as funded by the Municipality?

Logos on all media related to program, logos on all application forms, Logos on all program brochures. Noted in Annual report.
 Recognition shared with any inquiries to funding of project

19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.
 If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	51,670.94	2 staff wage + 11%
Client Needs (# of clients)		
Operating Costs	37,075.00	50 students
Rent Supplement		
Administrative Costs (10% of Total)	8,874.59	
Total Program Costs	\$ 97,620.53	

20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

Further our goal to assist Housing First clients and prevent food security from being a risk to homelessness, we have greatly expanded this program.

Specifically:

- We have a full-time facilitator, and have trained a 2nd facilitator to cover holidays/illness;
- We continue to hold weekly classes at the Food Bank;
- We have added additional weekly classes at secondary locations, such as The Compass.
- We have added private/individual classes for clients who are unable to participate in group sessions due to physical/mental health concerns.
- We have completed extensive renovations of the kitchen at the Food Bank, with the addition of 4 new cooking stations--including 4 new stoves, counter areas and cupboards. There are also 6 new mobile food preparation carts. In this way we can accommodate our increased class sizes; This ensures that there is sufficient room for participants to safely prepare meals without being crowded.
- We have added a mentoring program to the Basic Shelf Program, in which former graduates attend classes and act as co-facilitators.

With the assignment of a full-time staff member to the program in April 2015, we have seen tremendous growth--in client enrollment, attendance and graduation. With the Addition of a part time facilitator we are able to continue to graduate more students as we are able to spend more efforts in reminding some clients with barriers to attend class and which classes they need to complete their program.

Completed and Signed Applications are to be submitted:

In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

OR

By Email: CIP@rmwb.ca

**LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)**

Appendix 1

Anticipated Outcomes include:

A) Clients will have increased independence and life-skills;

i) Assets: Will have increased understanding of personal asset base, and use this as a foundation to move forward with confidence in personal, financial, emotional, educational, health and employment areas.

ii) Budgeting: Participants will be motivated to change how they manage their money. Will have skills necessary to purchase food items as needed, instead of waiting until they are out of everything. Will be able to create and maintain a monthly financial budget; thus increasing the likelihood of avoiding homelessness.

iii) Banking: Will have skills necessary to open an account and manage their money at a financial institution.

iv) Credit: Will have skills necessary to create, maintain and/or repair financial credit.

v) Cooking: Will have skills necessary to prepare healthy meals.

vi) Meal Planning: Will have skills necessary to make a plan for all their meals a month at a time based on the items they have on hand and their budget.

vii) Shopping: Will have the skills necessary to shop comparatively, utilize sales and coupons, and be cognizant of the influence of advertising and consumerism. Will make healthful food choices most of the time.

viii) Healthier Living: Will have the skills necessary to increase and maintain their personal health through proper nutrition and lifestyle choices.

B) Clients will have decreased usage of the Food Bank and other Food Supply Services such as soup kitchens.

C) Clients will be better able to utilize the food they have access to in order to prevent them from becoming homeless, or have to utilize other homelessness services such as soup kitchens, drop in centres, and churches to obtain adequate nutrition.

Basic Shelf Program (January 2019)

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES		Long Term Outcome: Increased Food Security and Risk of Homelessness is Reduced/Eliminated
			Short Term	Medium Term	
<ul style="list-style-type: none"> -Full Time Facilitator -Part Time Facilitator - Warehouse Manager -Warehouse assistant -Executive Director -Client Services Manager -Communications & Development Coordinator -Social Profit Partners -Industry Funders -Rural/Alternate Location coordinators -Food Donors -grocery stores -Class participants 	<ul style="list-style-type: none"> -Delivery of Program at Food Bank & alternate locations -Take participants on an instructional graduation shopping trip. -Follow up and mentorship program -Inform participants of additional supports/services -Network with other Agencies serving participants -Data collection and reporting -Promotion/Advertising of Program in community -Maintain connection & monitor participant progress -Provide client advocacy 	<ul style="list-style-type: none"> -Provide nutritional and financial life skills training to small groups of participants. -Increase asset awareness and confidence of participants. -Decrease participants' reliance on the Food Bank and other non-profit food supply services. -Work with a diverse portfolio of clients with the common goal of increased nutrition and financial literacy skills -Participants and stakeholders are satisfied with program -Increase nutrition of participants. -Decrease participants' occurrences of and risk of homelessness 	<ul style="list-style-type: none"> -Increased Food Security -Clients will have increased independence -Clients will have increased life-skills (nutrition, cooking, shopping, meal planning, budgeting, banking, credit & consumerism) -Clients report increased nutrition - Clients receive referrals to additional services -Clients feel valued and supported on path to success -Decrease in clients' barriers to overcoming poverty - Clients will be better able to utilize the food they have access to in order to prevent them from becoming homeless, or have to utilize other homeless services such as soup kitchens, drop in centres, and churches to obtain adequate nutrition. 	<ul style="list-style-type: none"> -Risk of homelessness is reduced/eliminated -clients maintain healthier living -Clients will have skills necessary to create a monthly meal plan based on the items they have on hand their budget -community sees WBFB as an holistic service provider - Clients have decreased usage of the Food Bank and other Food Supply Services such as soup kitchens. -Clients have skills necessary to create, maintain and/or repair financial credit. - Clients will have the confidence necessary to apply for, obtain and sustain employment. -Increased health and success of relationships and family units -Create a strong community through self-sufficient citizens 	

Outcome Indicators of Success

1. 75% of participants report increased nutrition
2. 25% of participants receive referrals to additional programs and services
3. 75% of participants report increased Financial Literacy Knowledge
4. 75% of participants report increased levels of confidence
- 5.. 75% satisfaction rate of participants and stakeholders

Measurement Tools

1. Income Manager Statistics
2. Client Satisfaction Survey
3. Stakeholder Satisfaction Survey
4. Feedback from Social Profit sector workers
5. Feedback from Community Partners
6. Oral reporting/feedback from participants and stakeholders



December 6, 2018

To Whom it May Concern,

Re: Basic Shelf Program at Wood Buffalo Food Bank

I am pleased to provide a letter of recommendation regarding the Basic Shelf Program at the Wood Buffalo Food Bank.

The Wood Buffalo Wellness Society has utilized this valuable program for several years. We refer almost all of our clients to the Basic Shelf Program. I believe the Basic Shelf Program plays an integral and unique role in our 10 Year Plan to End Homelessness.

The Food Bank staff share our values and treat our clientele with respect and dignity, and the Basic Shelf Program is making a very real difference in the lives of the people we serve. After completing the Basic Shelf Program, our clients report increased capability, confidence, health and hopefulness.

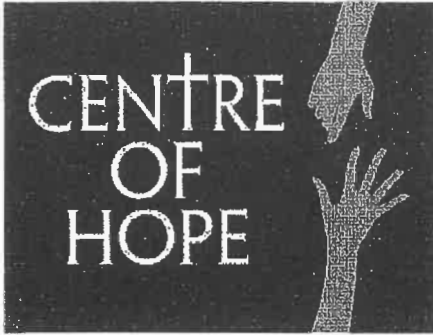
We truly value our partnership with the Wood Buffalo Food Bank and look forward to continuing to work together with them.

Should you have any further questions, please do not hesitate to contact me.

Sincerely,

Y Ormson

Yvonne Ormson
Executive Director
Wood Buffalo Wellness Society
214-9914 Morrison Street
Fort McMurray, AB, T9H 4A4
ed@woodbuffalowellnessociety.com
P: (587) 537-8477 Ext: 15
F: (587) 537-8476
[REDACTED] 17(1)
www.woodbuffalowellnessociety.com



*Supporting individuals living in homelessness
through collaboration with the community and its
support systems*

To Whom it May Concern,

This letter is to highlight the Basic Shelf Program offered by the Wood Buffalo Food Bank. The Centre of Hope Housing Programs as well as the Outreach and Intake programs often refer individuals to the Basic Shelf program to teach and enhance how to prepare meals from a food hamper, it also provides individuals with healthy and hygienic practices in handling and preparing food and safely cleaning their cooking materials afterwards. In addition to these skills the Basic Shelf has a vital component of budgeting for basic needs. Each one of these skills are essential to individuals who are need of support to mananage tenancy.

Centre of Hope has a proud and positive relationship with the Wood Buffalo Food Bank with respect to each of their operating programs. The staff and management have been ever supportive with every individual who has accessed services, and often expresses their gratitude for the Food Bank. Upon completion of the Basic Shelf program the clients are overwhelmed when they receive the hamper that provides their "Basic Kitchen". It often inspires them to encourage others to attend the course.

I would like to highlight that the Housing program operated by the Centre of Hope and The Food Bank remain consistent partners in our efforts to support individuals living in poverty in this region. As a community program the Basic Shelf Program empowers individuals to provide for themselves and is a necessary component for our vunerable sector in our region.


Rosie Keating
Executive Director