

**CITY OF OBERLIN COMMUNITY ORGANIZATION
FUNDING APPLICATION
Calendar Year 2021**

Name of Organization: Oberlin Weekday Community Meals (Christ Episcopal Church)

Contact Name: Mary McGill Phone: 440 775 2501

Email Address: christchurch@oberlin.net

Service Address:

162 S. Main St.

Oberlin, OH 44074

Phone 440 775 2501

Business Address if different from
Service Address:

Phone _____

***Is your organization part of a larger Federal,
State, or Other Agency, Organization, or Group?



YES



(Circle one)

If YES, what is the name and total annual budget
of the larger Agency, Organization, or Group?

Name: _____

Annual Budget: _____

What is your local organization's annual budget? \$ 56000

What amount/percentage goes towards Administration \$ 5041 % 9

Prior year (2020) City of Oberlin funding: \$ 6500

Current year (2021) request: \$ 8500

Estimated number of individuals you expect to serve: 7000

How many are Oberlin City residents 6020 What is the % of total 86 %

Cost related to serving Oberlin residents: \$ 48160

If circled "yes" to the above question identified with ***, what amount of funding is received to serve Oberlin residents from Federal, State or Other agency?

\$ _____

Do other Cities, Townships, Villages, or other governmental unit (not already identified above) provide funding to your organization?

YES

(Circle one)

If YES, on a separate attachment list all governmental units, including the amount of funding and funding purpose.

What specific program(s) or service(s) do you intend to provide with the City's funds, if granted, and/or what would be cut or reduced if the City funding was not granted?

**PLEASE ATTACH YOUR RESPONSE, INCLUDING A SUMMARY AND
DETAIL DESCRIPTION – please limit to 1 page.**

Did your organization receive City of Oberlin funding in the prior calendar year (2020)?

YES

NO

(circle one)

IF YES, on a separate attachment, indicate how the funding was used, provide indicators of your success as a result of receiving City of Oberlin funding, AND provide an accounting of any funds remaining from your prior award. Also, please include any collaborative measures you have taken over the past year.

Are these programs or services currently also provided by some other agency, group or organization in Oberlin?

YES

NO

(circle one)

If YES, what program or service, and by what agency, group or organization and how does your organization complement or extend the program or service?

Other information you would like to provide regarding your request:

Please see our attached narrative

List of members of the OWCM Board:

Joe Cross, Secretary
Liv Hanson, Liaison to Oberlin Community Services
Susan Howell, Liaison to Christ Church Vestry
Krista Long, member
Prue Richards, Financial Secretary
The Rev. Gregory Stark, chair
Dawn Yorke, Christ Church Treasurer

Members ex officio

Luis Allende, OWCM Chef
Mary McGill, OWCM Administrator
Wes Patterson, Volunteer Coordinator

Insurance certificate is already on record with the City (new one will be forwarded upon 2021 renewal)

Attachments:

OWCM budget and annotated expenses
Christ Church annual report (includes year end financial statements); Christ Church audit

Include the following documents:

- | | |
|---|---|
| -Most recent audit and/or annual report | -Current Insurance certificate * |
| -Most recent financial statements | -Detail of any funding remaining from |
| -Your Organizations proposed budget | last year's city's award |
| -List of your organization's Board Members | -Other items as noted in the application |

*Insurance certificate must, 1) be in the name of the applicant organization; 2) list the City of Oberlin as the certificate holder AND as **additional insured**; 3) cover the period of the funding request; and 4) have a minimum \$1,000,000 liability coverage, preferred would be \$2,000,000 or more.

And return no later than January 22, 2021 to:

**Finance Director
City of Oberlin
69 S. Main St.
Oberlin, OH 44074**

**Or by Email:
stalarico@cityofoberlin.com**

comm org application.doc

—What specific programs or services do you intend to provide with the City's funds, if granted, and/or what would be cut or reduced if the city funding was not granted?

Given the discouragingly slow progress battling the pandemic, and the dire state of the economy for so many people, we intend to continue to serve healthy, filling meals to our now more than doubled number of clients, by the safest means possible, as long as they need us.

If we are unable to meet our budget requirements, we would more than likely have to cut the number of days a week we are able to provide meals.

—Indicate how the funding from 2020 was used; provide indicators of your success as a result of receiving City of O funding, AND provide an accounting any funds remaining from your prior award. Also, please include any collaborative measures you have taken over the past year.

2020 brought Oberlin Community Weekday Meals many challenges we could not have anticipated as we did our budget planning in Dec. 2019, but we carried on and met food insecurity needs as they grew over the course of the year. Our program has doubled people served from 480 in January to 1087 in December. When the COVID-19 pandemic began, we transitioned from dine-in service to a carry out service. When social distancing and health risks prevented a number of our usual volunteers from helping out because they are senior citizens or otherwise potentially immunocompromised, and at the same time our Oberlin College student volunteers had to leave town, OWCM Board members and several stalwart remaining community volunteers stepped up to make things work. We hired a new Chef and created an Assistant Chef position to streamline meal preparation and meet our growing need. We created a COVID Response Coordinator position to assist with the re-training of volunteers and regularly updating procedures to keep us compliant with state health recommendations. And we added a Temporary COVID Aide to assist with traffic control and outdoor (drive through) meal distribution (paid for by the City of Oberlin COVID-19-Related funding).

In addition to having to purchase more food because of the increase in demand, we rely heavily on Second Harvest whose prices have been higher than normal for months. And, due to the Lorain County Commissioners' recent decision to rescind CARES Act funding, Second Harvest lost a great deal of money they had allocated toward grants, so it seems likely that prices will go up further in the next few months and we need to budget to anticipate this. Prices at grocers have gone up during COVID as well.

We partnered with the Oberlin City Schools at the start of the academic year to provide meals for two weeks, which has increased our outreach in the community.

—Other information you would like to provide regarding your request:

We continue to balance our struggle to keep costs down with maintaining high standards of food quality, safety protocols for our guests and volunteers and staff (e.g. increased sanitizing of the kitchen and lobby, and requiring everyone to wear masks and providing them to guests without them), and our sensitivity to the environment (such as switching last fall to take-out containers which are more environmentally friendly but also more costly). Despite all the challenges to what used to be our program's "norms," our guests, volunteers, and staff have all been able to adapt. We have been serving meals to this community for almost 40 years and hope to keep our doors open for another 40!

Oberlin Weekday Community Meals Budget 2021

Annotated expenses: \$56,000.00

Program expenses:

Payroll, chefs	\$32,976
Food	8,000
Supplies (cleaning, equipment, etc)	4,000
Fire protection/maintenance	300
Pest control	300
COVID payroll (pd assistant thru pandemic)	<u>5,383</u>
	\$50,959

Administrative expenses

Payroll, volunteer coordinator	\$ 1,938
Payroll, administrator	2,703
Insurance	<u>400</u>
	\$ 5,041

Total all expenses **\$56,000**

Oberlin Weekday Community Meals Budget 2021 Draft (1/12/21)

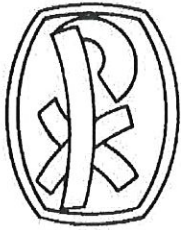
Revenue	2020	Budget 2021
Bill Long Foundation	\$ 4,550.00	\$ 6,500.00
City of Oberlin	\$ 6,500.00	\$ 8,500.00
City of Oberlin—COVID Aid		\$ 7,166.00
Episcopal Diocese	\$ 4,500.00	\$ 2,500.00
Nord Family Foundation	\$ 6,000.00	\$ 10,000.00
Individual Donations	\$ 18,131.00	\$ 12,000.00
Other Organizations/Churches	\$ 13,778.00	\$. 4,000.00
OWCM Fundraisers	\$ 0000.00	\$ 2,000.00
Total	\$ 53,459.00	\$ 52,666.00

Expenses

Payroll & Temp. COVID Assist.	\$24,790.00	\$43,000.00
Food	\$7,249.00	\$8,000.00
Supplies	\$2,646.00	\$4,000.00
Insurance	\$299.00	\$ 400.00
Fire Protection/Maintenance	\$206.00	\$ 300.00
Pest Control	\$268.00	\$ 300.00
Total Expenses	\$35,458.00	\$56,000.00
Net Profit/Loss	\$18,000.00	\$3,334.00

In Kind Contributions by Christ Church

Occupancy	\$4,200.00
Office Support	\$500.00
Janitorial	\$4,000.00
Insurance	\$1,200.00
Snow Removal	\$6,000.00
Utilities	\$4,000.00
Total	\$19,900.00



Q: Who are the ministers of the Church?

A: The ministers of the Church are lay persons, bishops, priests, and deacons.

(From the Catechism in the Book of Common Prayer, page 855)

THE STAFF OF CHRIST CHURCH 2020

The Most Rev. Michael B. Curry, Presiding Bishop; The Rt. Rev. Mark Hollingsworth, Jr., Bishop of Ohio; The Rev. Sarah Shofstall, Interim Rector, The Rev. Gregory Stark, Curate/Associate Rector; The Rev. Jane Trager, Deacon; J Bennett, Organist-Choirmaster; Mary McGill, Parish Administrator; Jamie Reis, Financial Secretary (through February); Carol Richard, Financial Secretary (March-December); Dawn Yorke, Treasurer, Diane Follet, Assistant Treasurer; Alison Ricker, Sacristan; Chip Johnson, Sexton; Katherine Plank, Parish Librarian; Maria Ferguson, Housekeeper; Richard Bell, Community Meals Chef (January-August); Luis Allende, Community Meals Chef (September-December); Tabatha Watson-Brown, Assistant Community Meals Chef (June-December).

THE VESTRY

Terms ending January 2021; Susan Howell, Jim Howsmon, Kathy Plank
Terms ending January 2022: Ann Beach, Allen Huszti, Barbara Pierce
Terms ending January 2023: Bob Follet, Lindsay Graves, Ross Peacock
Ann Beach, Clerk

2020 DIOCESAN CONVENTION DELEGATES

Kathy Plank and Alison Ricker

FINANCE COMMISSION

Jonathon Field, Diane Follet, Bob Graves, Jim Howsmon, Ross Peacock, Dawn Yorke

OBERLIN WEEKDAY COMMUNITY MEALS (formerly known as HOT MEALS) ADVISORY BOARD OF DIRECTORS

Krista Long and the Rev. Gregory Stark, Co-Chairs; Joe Cross, Olivia Hanson, Susan Howell, Robert Longworth (until March), Mary McGill (Scheduler/Administrator), Wesley Patterson (Volunteer Coordinator and COVID Response Coordinator), Prue Richards (Financial Secretary), Dawn Yorke (Treasurer).

MISSION ENDOWMENT BOARD

Terms ending January, 2021: Jo Anne Schmidt and Grover Zinn. Terms ending January, 2022: Jim Howsmon and Krista Long. Terms ending January, 2023: Elizabeth Hamilton and Nicki Memmott

Parish Records from January 1, 2020 – December 31, 2020

Transfers

Deborah Sheldon and Jennifer Began to St. Andrew's, Elyria

Baptisms

None

Weddings

None

Deaths and Interments

James McCandless, died 3/18/2020; funeral postponed due to COVID