

**SAFE FUTURE FOUNDATION INC – Nourishing Communities Program**

**FY 2024-2025 City Grant Proposal Term Sheet**

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**Grant Recipient:** Safe Future Foundation Inc (“Recipient”)

**Program Name:** Nourishing Communities - Food Pantry, Diaper, and Feminine Product Support Initiative (the “Program”)

**City Funding Request:** \$76,180

**Contract/Grant Term:** October 1, 2024 – September 30, 2025

**Any substantial change to this FY 2024-2025 City Grant Proposal Term Sheet (the “Term Sheet”) or a budget change not within 10% of the attached Program budget line-items will require City Council approval.**

**PROGRAM OVERVIEW:**

**Introduction**

The Safe Future Foundation Inc (a non-profit organization), is committed to combating food insecurity, advocating for healthy eating habits, and offering vital support to the most vulnerable populations in Duval County. We focus on addressing critical issues related to food security, hygiene, and basic health needs. Our mission is to expand the weekly distribution of nutritious food items to women, children, seniors, and low-income individuals, with a special emphasis on expectant mothers.

Duval County is grappling with pressing challenges related to food insecurity, leaving many families struggling to access affordable, nutritious meals. Moreover, the rising costs of diapers and feminine (menstrual) products impose an additional financial strain on low-income households, often compelling them to make heart-wrenching decisions between essential needs. This Program is designed to address these critical gaps, delivering direct support aimed at enhancing the well-being and quality of life for residents in our community.

This funding request for FY 2024-2025 aims to address both programmatic and capital needs essential for our mission. Programmatic expenses encompass the procurement and distribution of vital resources such as food, diapers, and feminine products, along with the costs associated with delivering educational workshops that empower our community. Capital expenses include crucial infrastructure enhancements, such as upgrading our storage facility and acquiring equipment to streamline and optimize our distribution processes. By successfully securing this funding, the Safe Future Foundation's "Nourishing Communities" initiative will significantly broaden its reach, amplify its impact, and play a vital role in enhancing the health and well-being of residents across Duval County.

**Program Achievements During the Preceding Year**

- Successfully distributed food to 450 participants monthly, ensuring consistent access to nutritious meals for women, children, seniors, and low-income individuals.
- Conducted 10 nutrition workshops with a registered dietician, reaching over 150 participants and providing valuable dietary education.
- Distributed over 100,000 diapers and 65,000 feminine products, significantly alleviating hygiene-related financial burdens for families.
- Engaged 25 community volunteers who contributed over 1,200 hours to support Program operations.

- Established partnerships with three local healthcare providers and social services, resulting in over 100 referrals to the Program.
- Received Proclamations from the City of Jacksonville for two of our programs: Diaper Bank (Diaper Need Awareness Week) & Feminine Product Support (Menstrual Cycle Poverty Awareness Week).
- Custom Software designed for reporting purposes created by UNF School of Computing.

## PROGRAM SCOPE OF WORK AND DELIVERABLES:

### 1. Enhance Food Security

- **Objective:** Reduce food insecurity rates among vulnerable groups by ensuring consistent access to nutritious meals.
- **Measurement:** Track the number of participants served weekly, monitor the quantity and variety of food items distributed, and collect feedback on dietary satisfaction.
- **Tools:** Participant registration forms, distribution logs, satisfaction surveys.
- **Activities: Weekly Food Distribution** - Distribute healthy food items weekly to 500 participants, prioritizing women, children, seniors, and low-income individuals.
- **Deliverables:**
  - Increase the weekly food distribution to 500 participants.
  - Distribute three to five food bags per participant, tailored to their dietary needs and preferences.

### 2. Improve Dietary Intake

- **Objective:** Promote better health outcomes and reduce the risk of diet-related diseases in these populations.
- **Measurement:** Evaluate dietary changes through pre- and post-surveys, monitor attendance at workshops, and track the number of consultations conducted.
- **Tools:** Surveys, attendance logs, consultation records.
- **Activities: Nutritional Improvement Program** - Focus on improving dietary intake of fruits, vegetables, whole grains, and low-fat dairy among expectant mothers, seniors, and children.
- **Deliverables:** Partner with one registered dietician to provide workshops and one-on-one consultations on healthy meal prepping and nutrition.

### 3. Nutrition Education

- **Objective:** Empower participants with the knowledge and skills to make healthier food choices and prepare nutritious meals for their families.
- **Measurement:** Assess participant knowledge gained through pre- and post-workshop quizzes, track distribution and usage of educational materials, and collect participant feedback.
- **Tools:** Quizzes, feedback forms, educational material distribution logs.
- **Activities: Educational Workshops and Materials** - Conduct workshops and develop resources on healthy meal prepping and nutrition for program participants.
- **Deliverables:**
  - Provide education and resources on healthy meal prepping and nutrition to women and expectant mothers. (Final number calculated in End of Year summary)
  - Develop culturally sensitive and accessible educational materials for participants.

### 4. Support Hygiene Needs

- **Objective:** Alleviate the financial burden on families, improve hygiene, and promote dignity and health among women and children.
- **Measurement:** Track the number of families and individuals receiving hygiene/feminine products, monitor the quantity of products distributed, and collect feedback on the adequacy of supplies.

- **Tools:** Distribution logs, feedback forms.
- **Activities:**
  - **Diaper Distribution** - Distribute diapers monthly to families in need, ensuring infants and toddlers have access to essential hygiene products.
    - Distribute diapers to 500 families monthly.
  - **Feminine Product Support** - Provide feminine products monthly to low-income women and girls to promote menstrual health and hygiene.
- **Deliverables:**
  - Distribute diapers to 500 families monthly.
  - Supply feminine products to 500 individuals monthly.

5. **Community Engagement and Support**

- **Objective:** Foster a sense of community involvement and support, enhancing the Program’s reach and effectiveness.
- **Activities:**
  - **Volunteer Engagement** - Recruit and manage community volunteers to support Program operations and outreach efforts.
  - **Referral System** - Enhance our referral system with local healthcare providers and social services to identify eligible families for the Program.
- **Deliverables:**
  - Engage community volunteers annually.
  - Strengthen partnerships with local healthcare providers and social services agencies to refer families in need to the Program.

**PROGRAM COSTS/PAYMENT TERMS:**

City funds shall be expensed in accordance with the approved budget. Funds will be disbursed on a reimbursement basis upon the City’s receipt and approval of required documentation including but not limited to paid invoices, cleared checks and bank statements. The City of Jacksonville funding will be distributed as follows:

Food Pantry, Diaper and Feminine Product Support: \$52,290

- This amount will contribute to food purchases, distribution, and mobile pantry maintenance. This amount will be used for purchasing diapers and feminine products, as well as referral system development.

Administrative and Overhead: \$23,890

- This amount will cover staffing, marketing, and operational expenses to ensure the Program runs efficiently. This amount will support dietician fees, educational materials, and workshop expenses.

**PROGRAM IMPACT & REPORTING:**

**Anticipated Number of Residents to be Served and Projected Impact:**

- **Food Pantry:** 500 participants monthly
- **Diaper Bank:** 500 families monthly
- **Feminine Products:** 500 individuals monthly
- **Nutrition Education:** 200 women and expectant mothers

**Projected Program Impact:**

- **Enhanced Food Security:** The Program will reduce food insecurity among vulnerable groups by ensuring consistent access to nutritious meals, resulting in improved health outcomes and overall well-being.
- **Improved Dietary Intake:** By promoting the consumption of fruits, vegetables, whole grains, and low-fat dairy, the Program will help participants achieve better health outcomes and reduce the risk of diet-related diseases.
- **Empowered Participants:** Through nutrition education, participants will gain the knowledge and skills necessary to make healthier food choices, leading to long-term dietary improvements for themselves and their families.
- **Alleviated Financial Burdens:** Providing diapers and feminine products will reduce the financial strain on families, allowing them to allocate resources to other essential needs and improving hygiene and dignity for women and children.
- **Strengthened Community Engagement:** By involving volunteers and establishing referral systems, the Program will foster a sense of community support and enhance its reach and effectiveness, ultimately contributing to a more resilient and connected community.

**Final Report:**

Upon conclusion of the grant period, Safe Future Foundation Inc shall provide the City with a report detailing the number of residents who received services under the identified goals and the results of participant based services regarding the effectiveness of the program in achieving the identified goals.

**ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

**FY2025 City Grant Application**  
**Proposed Funding Period: FY 2024-2025**

**FY 2025 City Grant - Complete Program Budget Detail**

**Lead Agency:**  
**Safe Future Foundation, Inc.**  
**Program Name:**  
**Nourishing Communities Program**

**Agency Fiscal Year:**  
 2024 - 2025

**BUDGET**

Categories and Line Items	Prior Year Prg Funding FY 2022-2023	Current Year Prg Budget FY 2023-2024	Total Est. Cost of Program FY 2024-2025	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
<b>Personnel - 01201 (list Job Title or Positions no names)</b>								
1. Program Manager	\$11,250.00	\$11,250.00	\$11,250.00	\$0.00	\$0.00	\$11,250.00	\$0.00	\$0.00
2. Director	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00
3. Volunteer Coordinator	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Employee Compensation</b>	<b>\$23,250.00</b>	<b>\$23,250.00</b>	<b>\$23,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Taxes and Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$23,250.00</b>	<b>\$23,250.00</b>	<b>\$23,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy -04408	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00
Other - (Please describe) Food Pantry, Diaper Bank, Period	\$40,290.00	\$40,290.00	\$40,290.00	\$0.00	\$0.00	\$40,290.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$390.00	\$390.00	\$390.00	\$0.00	\$0.00	\$390.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance -04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$52,930.00</b>	<b>\$52,930.00</b>	<b>\$52,930.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$52,930.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$76,180.00</b>	<b>\$76,180.00</b>	<b>\$76,180.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$76,180.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Percent of Budget</b>	<b>-</b>	<b>-</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>

Last Modified: 07/08/2024

All City Grant items listed must be included in the narrative section of the budget.

**Budget Narrative for Selected Items of Cost  
FY 2025 City Grant Application  
Program Budget Narrative (Max. 2 Pages)  
Proposed Funding Period: FY 2024-2025  
COJ Funding Only**

**Agency: Safe Future Foundation, Inc.**

**Program Name: Nourishing Communities Program**

**EXPENSES:** Please provide narrative description for all categories listed below for which you are seeking **City Funding Only**.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

**I. Employee Compensation** - (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

**Salary & Wages**

Program Manager	\$937/month x 12 = \$11,250
Director	\$625/month x 12 = \$7,500
Volunteer Coordinator	\$375/month x 12 = \$4,500

**Payroll Taxes & Benefits**

**II. Operating Expenses**

**Occupancy Expenses**

Rent - Occupancy -04408	\$1000/month x 12 = \$12,000
Insurance Property & General Liability - 04502	\$250/yearly
Other - (Please describe) <b>Food Pantry</b>	\$9,360
<b>Diaper Bank</b>	\$17,500
<b>Period Bank</b>	\$13,430
<b>Office Expenses</b>	
Printing and Advertising - 04801	\$390

**Travel Expenses - not related to entertainment expenses**

**Equipment Expenses**

**Direct Client Expenses**

**III. Operating Capital Outlay:**