

**CITY OF TAKOMA PARK, MARYLAND  
EXTERNAL FUNDING REQUESTS FY 2013/4  
APPLICATION FOR GRANTS EXCEEDING \$2,500**

**GENERAL INFORMATION**

Organization Name Takoma Park Presbyterian Church

Organization Address: 310 Tulip Ave.

City/State/Zip: Takoma Park, MD 20192

Program Name (if different): Takoma Park Community Kitchen

Contact Person/Title: Lorig Charkoudian

Telephone Number: Day:                      Evening:                     

FAX Number: 301-270-9701

E-mail Address: lorig.charkoudian@gmail.com

Use of Grant Funds:

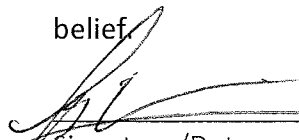
☐ Maintain Existing Program    ☒ Expand Existing Program    ☐ Start New Program

☐ Fund One-Time or Limited Project

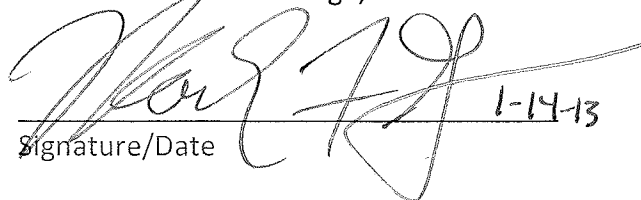
Amount Requested: \$10,000

Application Deadline: January 20, 2012

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for City of Takoma Park funding and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

 1/14/13  
Signature/Date

Lorig Charkoudian, TP Community Kitchen  
Printed Name/Title Coalition Member

 1-14-13  
Signature/Date

Mark F. Greiner, Pastor  
Printed Name/Title Takoma Park  
Presbyterian Church

*Rec'd  
1-18-13*

## A. ORGANIZATIONAL STRUCTURE

1. Number of current officers or board members 12

Name	Title	Term	Address
Carrie Noel-Nosbaum	Elder	1 year	Please use church address
Wendy Turman	Trustee	1 year	
Scott Ward	Elder	1 year	
Vicki Warren	Trustee	1 year	
Helen Harrison	Elder	2 years	
Bridgette Kaiser	Elder	2 years	
Peter Lukehart	Trustee	2 years	
Terrill North	Trustee	2 years	
Jill Feasley	Elder	3 years	
Lisa Kiely	Elder	3 years	
Madline Morsha-Taylor	Elder	3 years	
David Olson	Elder	3 years	

2. In what year did the organization begin operating? 1893

3. In what year did this program begin operating? 2012

4. Is the organization incorporated? Yes If so, in what state? Maryland

5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? If so, under what section of 501(c)? Yes, 501(c)(3)

Federal Identification Number (if any): 520-650-791

6. Is this organization in compliance with all applicable federal, state and county laws and regulations? Yes

7. Staffing Profile: Identify the number and position/title of staff used to administer this program or project:

The Takoma Park Community Kitchen Coalition is currently primarily staffed by volunteers working to develop the kitchen and associated micro-enterprise development, cooking and nutrition education, and food distribution programs. Pastor Mark Greiner puts a small percentage of his staff time into the project and two staff members of Crossroads Community Food Network put some of their time into the project. The other four members of the coalition are volunteers.

List Positions/Titles:

**Takoma Park Community Kitchen Coalition Members:**

Lorig Charkoudian, Board Member, Crossroads Community Food Network  
Jill Feasley, Executive Director, Meals on Wheels, Takoma Park  
Mark Greiner, Pastor, Takoma Park Presbyterian Church  
Michele Levy, Executive Director, Crossroads Community Food Network  
Corey Thompson, Community Kitchen Coalition Member  
Vicki Warren, Elder, Takoma Park Presbyterian Church  
Allison Milchling, Market Manager, Crossroads Community Food Network

How many volunteers are used to administer this program?

Four volunteers have been very active in the legislative work necessary to change county zoning, fundraising efforts, kitchen design efforts and community outreach activities. Another volunteer has taught the Food Safety Handling Course, which was offered to low income individuals, the certification for which was paid for by the Takoma Park CDBG grant.

During various community outreach events, several people have indicated an interest in volunteering for programming once the kitchen is up and running.

**B. FUNDING SUMMARY:**

**1. Grant request:**

The Takoma Park Community Kitchen Coalition is seeking \$10,000 to pay a part-time kitchen manager to oversee the construction and opening of a Takoma Park community kitchen, which will serve economically disadvantaged segments of the community, bringing fresh, locally grown food to market and to needful individuals, creating economic opportunity for small-scale food entrepreneurs, and providing a food-preparation training space.

**2. Funds secured from other sources (include status of funding/amount/source):**

- State Bond Bill: \$250,000 Requested and sponsored by Delegate Sheila Hixson and Senator Jamie Raskin
- County Executive Grant: \$75,000 – submitted
- County Council Grant: \$75,000 – submitted
- Montgomery County Health and Human Services Grant: \$10,000 – submitted

The funds listed above have been applied for the capital costs of upgrading the kitchen. The funds requested from the Takoma Park Large Grant program would allow the Coalition to hire a part-time staff person to manage the kitchen's planning, construction, and usage.

**3. Additional funds yet to be secured: \$10,000**

4. Estimated number of volunteer hours (provide number of hours x \$20.25):

Estimated volunteer hours for FY2014 = 3 people x average of 3 hours/week x 50 weeks = 450  
450 x \$20.25 = \$9112.50

5. Value of other in-kind donations (provide details):

Pastor Greiner Donated Time: \$5,000/year

Crossroads Staff Salary: \$1200

In-Kind Contribution: Real Estate Value of Property:  
\$96,786

Note: This real estate value was derived by calculating the total square footage of the kitchen (610 sq feet) as a percent of the total square footage of the church (26,097 sq ft). The kitchen is 2.3% of the total area of the church. The Church's total value was assessed as \$4,208,100 in December 2005. Therefore, the kitchen's portion of the value is \$96,786.

TPPC considers the real estate value of the kitchen to be part of the match because any funds charged for use of the space will be used for maintenance of the kitchen and not as rent or profit to the church.

6. Total program revenues:

During FY2014, it is expected that there will be no program revenue as the permitting and construction is expected to take the entire year. It is expected that in the long term revenue will suffice to meet the needs for on-going kitchen maintenance and management. Through a sliding scale, funds generated by those who have the ability to pay will subsidize individuals who cannot afford to pay for kitchen use. Grant funds will cover the cost of programming – such as micro-enterprise development, nutrition and cooking classes for low income individuals, and processing of food to be donated to low income needy individuals. The business plan currently being written by Coalition volunteers will outline the specifics of these income sources and expenditures.

### C. OVERVIEW OF PROGRAM OR PROJECT FOR WHICH YOU ARE REQUESTING FUNDS:

#### 1. Need Statement:

Identify the issue or need that this program or project will address in Takoma Park.

Identify the target recipients.

Identify the number of Takoma Park residents to be directly affected or served (if applicable).

A fully licensed and operable shared use community kitchen located in Takoma Park is an integral part of developing a sustainable local food system. Organizations such as the United States Department of Agriculture (USDA) in addition to several other agricultural research agencies recognize the need to consider the processing component in the development of local food systems. The development of a processing and distribution site in Takoma Park will fill this significant void in our local food system, benefiting residents in several key ways. These include:

Economic Opportunity: By meeting all local health and safety requirements for food produced for sale, the kitchen facility provides small-scale food entrepreneurs or potential entrepreneurs the space to prepare value-added food for public sale. Food entrepreneurs who lack the capital to invest in their own production facility or even to pay high rates for commercial kitchen rental at the few available facilities in the area will find a willing partner in the Takoma Park Community Kitchen and its sliding scale pegged to income. In addition to creating space for entrepreneurs and their families to earn a decent living, the kitchen can provide a location to process locally grown food, thus increasing economic opportunity for local farmers.

Environmental Sustainability: The commercial kitchen strengthens the local food system by increasing the volume of locally grown food that can be processed in the community. Shortening any aspect of the food production supply chain ultimately decreases the food miles travelled, thereby decreasing the carbon footprint of our meals.

Health Benefits: Locally produced products are likely to be fresher and less heavily processed than mass produced and heavily-traveled food. Increasing our community's access to these foods is better for physical health.

Hunger Alleviation: A shared-use community commercial kitchen facility will support volunteer preparation of healthful food for distribution to needy community members. By forming partnerships with organizations involved in feeding the poor, the kitchen can allow such programs to feed even more people.

Food Security: A kitchen that can process food locally increases food security year round and is especially important in times of crisis.

The impetus for the micro-enterprise development component came directly from the community itself. Over the course of Crossroads Community Food Network's pilot year of Healthy Eating programming with the a parents' group at Rolling Terrace Elementary School, the participants frequently expressed an interest in generating much-needed income for their

families through the sale of value-added food products, such as salsas, jams, breads, baked goods, canned goods, and prepared ethnic foods. To glean input from the target audience, 23 potential participants were surveyed on how they might use a shared use kitchen. The vast majority of those surveyed were Latino, low-income, and female. 100% indicated strong interest in using a shared-use commercial kitchen; 70% indicated interest in support with small business development; 57% indicated interest in accessing loans and/or credit; and only 30% had experience running a small business. These numbers highlight the significant interest in food-related microenterprise amongst the target population. Furthermore, these individuals indicated that the availability of a kitchen and support could improve the financial situation for their family. 100% agreed or strongly agreed with the statement, "A shared-use commercial kitchen could make a real difference in my ability to provide for my family."

At present, there are only 6 shared use licensed kitchens in Montgomery County, all located up-county and thus inaccessible to people living in the Takoma Park area, particularly to the target low-income audience relying on public transportation. None of these kitchens provide space on a sliding scale and none focus on micro-enterprise development for low and moderate income individuals. The Takoma Park Community Kitchen Coalition is a group of individuals representing the Takoma Park Presbyterian Church, Crossroads Community Food Network, and several local businesses. The Coalition seeks to build a shared used licensed kitchen to be used for micro-enterprise development and cooking and nutrition classes.

After the kitchen is built, the programs will include food based micro-enterprise development, with a focus on recruiting and serving low income residents; nutrition and cooking classes offered in conjunction with the Takoma Park Recreation Department; and hunger alleviation programs which serve low income people with limited access to healthy foods. At this stage in the development, it is hard to predict the number of Takoma Park residents who will be directly affected, but we expect an annual number of approximately 10 low income micro-entrepreneurs, 50 nutrition and cooking class participants; and 50 low income recipients of prepared food to be Takoma Park residents.

2. Program/Project Summary: Briefly describe the purpose of the program or project and the services or activities to be provided.

The Takoma Park Community Kitchen Coalition seeks to upgrade the kitchen at the Takoma Park Presbyterian Church to be used for micro-enterprise development and feeding programs affecting low-income individuals. In addition, it will serve as a hub for nutrition and education classes for low-income individuals.

Through this grant, the Coalition seeks funds for a kitchen manager to oversee the upgrade and construction of the kitchen and planning for kitchen use. The Coalition has identified sources to pay for the capital expenses and funding sources which can provide programmatic support after the kitchen is built.

3. Address how the program or project fits within the Strategic Plan and Council Priorities.

The Community Kitchen fits with the goal of building a Sustainable Community in several ways. First, by supporting the development of the local food system, it creates opportunities for residents to decrease their food miles and the impact their eating has on climate change. Second, by creating new opportunities for small businesses, it support economic sustainability for the community as a whole; and it supports greater income equality by creating good business opportunities for low income individuals.

The Community Kitchen supports the goal of building a Livable Community in a number of ways. First, one of the kitchen's goals is to support the processing of local healthy food, which can increase the health of the community which consumes it. Second, the nutrition and cooking classes will empower residents to learn about their food and how to prepare food that supports a healthy lifestyle. Finally, the cooking classes will build community, especially those that focus on sharing cuisine of different cultures.

By collaborating with the Takoma Park Recreation Department, the kitchen creates a partnership that allows the City to support an Engaged, Responsive, and Service-Oriented Government.

Finally, the kitchen will be one more opportunity for Takoma Park to serve as a national model in creative sustainable solutions to complex societal challenges.

4. Program/Project Impact: List the anticipated outcomes. What will change as a result of this program or activity? How will the community benefit?

This project will create a shared-use certified commercial kitchen which will focus on social benefit for the community. This kitchen will support micro-enterprise development, with a focus on low income individuals; cooking and nutrition classes, with a focus on youth and low income individuals; and food security for those who are at risk of hunger. In addition, the entire community will benefit from increased access to locally processed food.

5. Action Plan: Briefly describe each activity to be conducted to meet the desired outcomes. If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Be specific.

The primary tasks to be funded under this grant is the work of a part-time kitchen manager who will oversee the permitting and construction phases of the kitchen construction; coordinate community relations; and working with potential kitchen users.

The Coalition expects that the Bond Bill, County Executive Grant, County Council Grant, and the HHS Grant will fund the capital cost of the kitchen construction. The kitchen manager is needed to coordinate the efforts for permitting and to work with the contractors. The kitchen manager will have expertise in commercial kitchen usage and design so as to guide the construction and

project to a successful outcome. The kitchen manager will also coordinate outreach to the community to keep them apprized of the efforts and to solicit their feedback on the project.

Finally, the Kitchen Manager will begin conducting outreach to potential users of the kitchen for micro-enterprise efforts and work with the Takoma Park Recreation Department to begin their advanced scheduling of cooking and nutrition classes.

6. Program Evaluation: Identify and describe the methods to be use to evaluate this program or project (questionnaire, interview, survey, observation)? How will you know if it is successful?

These grant funds will be used to hire a part-time kitchen manager to oversee the permitting and construction of the kitchen. The effectiveness of this person's work can be measured by whether or not there is a kitchen up and running and constructed within budget by June 2014.

7. Organization Evaluation: Briefly describe one or two similar programs or projects your organization has undertaken and provide an assessment of their effectiveness. If the organization has not undertaken programs or projects, you may respond to this question by addressing the experience of the officers or project leaders.

Takoma Park Presbyterian Church's Shared-Use Commercial Kitchen Project grew out of a listening campaign conducted by the Church with the congregation in 2011. Members cited the need to address income inequality in the community as a critical need and a focus for mission. The Church has a commercial kitchen on site that was once used to feed the children and staff of a day care center and for micro-enterprise. To be of service to the community again, the kitchen needs to be renovated and brought up to code.

The mission of the Church is to minister to the community. Towards that goal we house the Takoma Park Child Development Center, sponsor several Girl Scout and Boy Scout Troops, provide meeting rooms for 12-step groups and gym space for school and sports leagues, serve residents of Takoma Park for funerals and weddings and donate time and money in service to our neighbors.

In preparation for the Kitchen project, TPPC received a CDBG grant to provide Food Safety Manager training to low income individuals interested in starting food-based enterprises. In November 2012, 7 of low income Takoma Park residents completed the training.

The Coalition also includes staff and Board members from Crossroads Community Food Network. Crossroads has extensive experience reaching out to low income individuals to provide nutrition education, as well as educating SNAP and WIC recipients about healthy eating and bringing them to the Farmer's Market to use their federal benefits for locally grown healthy produce.

8. Collaboration: Is this a collaborative program involving other organizations? If so, please provide further information.



The micro-enterprise development component will be managed by Crossroads Community Food Network (“Crossroads”) with strong support from partner organization Enterprise Development Group. Crossroads has deep roots in the community and an ability to identify low income individuals interested in becoming micro-entrepreneurs through value-added and/or prepared food production. Crossroads also has the ability to connect these individuals to local farmers for inputs and to potential markets for the locally sourced and locally produced food products. The TPSS Food Co-op and the Crossroads Farmers Market have already expressed an interest in stocking such locally produced and processed foods. The Enterprise Development Group will provide financing to low and moderate income entrepreneurs as well as technical assistance in business development.

The nutrition education and cooking classes for youth, seniors, families, and others will focus on supporting individuals to make healthy eating choices, emphasizing the importance of fresh, local produce. These classes will be provided in partnership with the Takoma Park Recreation Department and with a commitment to serving low-income individuals and could provide valuable job training for those in need.

The feeding program component of the kitchen will be achieved through partnerships with already existing organizations, such as Farm to Freezer, that have built a base of operation within the community, but need an additional food preparation site to continue their program or to enlarge the number of clients they serve. In its first year, Farm to Freezer gleaned more than 5,000 lbs. of food and produced 1,400 lbs. of frozen tomato sauce and vegetables for the freezer that fed 2,500 people in the community. The organization has proven that there is great enthusiasm for turning surplus produce into food. A shared use community kitchen located near the program’s participants will allow the organization to grow and expand.

#### **D. BUDGET**

Provide a detailed budget for the program or project. Include revenues and expenditures. If applicable, provide a business plan.

<b><u>Budget Item Description</u></b>	<b><u>Amount (\$)</u></b>
<b>Reach-In Refrigerator</b>	<b>\$4,481</b>
<b>Reach-In Freezer</b>	<b>\$2,758</b>
<b>Milk Cooler, Bulk Storage</b>	<b>\$2,648</b>
<b>16 burner range with griddle</b>	<b>\$10,169</b>
<b>Vulcan gas fryer</b>	<b>\$15,073</b>
<b>Commercial wall ovens</b>	<b>\$6,899</b>

<b>Custom work island with cook-top</b>	<b>\$15,500</b>
<b>(2) Work table with prep sink</b>	<b>\$3,636</b>
<b>Stainless steel counters</b>	<b>\$3,500</b>
<b>Hand sink</b>	<b>\$ 243</b>
<b>3 sink stainless steel dishwashing system</b>	<b>\$2,210</b>
<b>Wire shelving</b>	<b>\$ 959</b>
<b>Built in storage cabinets and lockers</b>	<b>\$49,195</b>
<b>Exhaust hood (2)</b>	<b>\$2,524</b>
<b>Fan control panel</b>	<b>\$ 705</b>
<b>Kitchen design and construction</b>	<b>\$225,000</b>
<b>Survey, Engineering and additional parking construction</b>	<b>\$58,294.40</b>
<b>Part-time Kitchen Manager</b>	<b>\$10,000</b>
<b>Total Amount Requested for this Project:</b>	<b>\$413,089.40</b>

#### **E. TIME LINE**

Provide a detailed time line for completion of the program, project, or activity. Funds must be used within the fiscal year.

November 2012-April 2013—Planning and Design phase. Those involved with the kitchen are visiting model kitchens and meeting with planners and designers to develop a blueprint for the renovation. Once a design has been agreed upon, plans will be finalized and submitted for permits.

April 2013-June 2013—Permitting phase. Necessary building permits will be secured.

July 1, 2013-April 2014—Construction of the kitchen.

July 1, 2013 – April 2014 – On-going communication with the community, including forums

February 2014 – Begin coordinating efforts with Takoma Park Rec Dept.

February –May 2014 Recruiting potential kitchen users, coordinating efforts with organizations that prepare food for distribution for those at risk of hunger

Kitchen is slated to begin operation by June 2014.