

OSL Little Free Pantry

August 2026 Community Impact Grant Cycle

Our Savior's Lutheran Church

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Application Form

Instructions

INSTRUCTIONS

Complete the grant application by responding to the fields below. Note that any fields with an asterisk are required fields and must be completed prior to submitting an application.

As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field. You may collapse question groups as you go, as an indicator to yourself that you've completed that section and to reduce scrolling.

The system also allows you to Save an application and come back to it before submitting. There is also a Collaborator feature that allows applicants to work together on a single request. https://docs.google.com/document/d/15NsdFgi3lBmBu0_pp1zj2HZ51l4mx8Wryjrx4FYOmdg/edit?usp=sharing Click here to learn about the collaborator feature. Contact the Community Foundation at (715) 232-8019 if you have any questions or problems with the form.

Request Overview

Project Title*

Please provide a descriptive Name/Title for this grant request.

OSL Little Free Pantry

Amount Requested*

Typical grant amounts range from \$500 to \$5,000 or more.

\$2,000.00

Program Area*

Please check the program area that best categorizes this grant request.

Human Services

Geographic Area Served*

Please select which geographic area is primarily being served by this request.

Menomonie Area

Does your organization function within Dunn County?*

Yes

Population Served*

Please select the specific population being served by this request. You can select age and income level in the next section. If the population this grant targets is not listed, please choose "General".

General

Age Group Served*

Please select the specific age group served by this grant request.

All ages

Income Level Served*

Please select the income level of the target population being served by this request.

Low Income

Non Discrimination Policy*

In accordance with federal regulations, the Community Foundation of Dunn County does not discriminate based on race, color, creed, sex, religion, age, disability, sexual orientation, marital status or national origin. Do the applicant organization's employment and service practices comply with this policy?

Yes

About Your Organization

1. Organization Overview*

Please provide a brief background about your organization, including a short summary of the organization's history, mission, goals, accomplishments, and challenges.

In 2021, Our Savior's Lutheran Church established a 24/7 Little Free Pantry on our property to provide essential items to anyone in our community who needs them—no questions asked.

Our pantry is designed to fill gaps when other resources may not be available or accessible. We focus on providing toiletries, personal care items, diapers, feminine hygiene products, easy-to-eat protein sources, cereal, and simple shelf-stable meals such as noodles, rice, and potato dishes.

The pantry is open 24 hours a day, 7 days a week, and no proof of need is ever required. We believe that everyone deserves access to basic necessities with dignity and without having to explain or justify their circumstances. If someone has a need, they are welcome to take what will help them.

Because the pantry is used so frequently, it is typically emptied within a day of being restocked. Volunteers replenish the pantry from our storage area inside Our Savior's Church five to six days each week using a SignUpGenius schedule. The consistent demand confirms that this ministry is meeting a real and ongoing need in our community.

Our Little Free Pantry is supported entirely through the generosity of donations. Every item on the shelves and every financial contribution comes from individuals, families, businesses, and organizations who want to help their neighbors. Whether you donate products, make a financial gift, or volunteer to stock the pantry, your support makes it possible for this ministry to continue serving our community every day of the year.

2. Current Initiatives*

Please describe your current programs, activities, community impact and the community's involvement or support of your organization.

Our Little Free Pantry is sustained by the generosity and dedication of our congregation and community. Most of the pantry's restocking is done by volunteers from Our Savior's Lutheran Church, who faithfully monitor inventory and replenish the shelves five to six days each week.

Financial support comes from several sources, including special collections held throughout the year through our "Offering Little Church," direct donations by members, and Thrivent Action Teams grants made available through eligible Thrivent members. These resources help us purchase essential items when donations alone are not enough to meet the need.

Twice each year, we organize congregation-wide donation drives to replenish our most-needed supplies. The items requested most often include toilet paper, diapers, and ramen noodles, all of which are consistently in high demand. Throughout the year, members of our congregation also watch for sales and special discounts on these and other pantry staples. By carefully stretching donated dollars, we are able to purchase additional supplies and keep the pantry stocked as consistently as possible.

This ministry is truly a team effort. Through financial gifts, donated items, volunteer service, and thoughtful stewardship of every dollar, our congregation works together to ensure that anyone who comes to the pantry can find basic necessities with dignity, compassion, and without barriers.

3. Organizational Structure*

Describe the current structure of your organization, including how the organization functions on a daily basis. (CEO, staff, volunteers, etc.)

The Little Free Pantry Committee meets three times each year to review pantry operations, evaluate community needs, and identify ways to increase donations and sustain the pantry as demand continues to grow. The committee works collaboratively to ensure the ministry remains responsive, well-stocked, and financially sustainable.

The committee chair oversees the day-to-day coordination of the pantry. This includes managing the volunteer SignUpGenius schedule, sending reminders to volunteers, recruiting new volunteers, and addressing challenges as they arise. By maintaining regular communication and coordinating volunteers, the chair helps ensure the pantry is consistently stocked and available to those who rely on it.

A dedicated team of volunteer shoppers purchases needed items from local retailers using donated funds. They carefully monitor sales and discounts to maximize every dollar contributed. Depending on available funding and pantry demand, these volunteers shop, unload, organize, and restock the pantry one to two times each month, supplementing the many donated items received throughout the year.

The success of the Little Free Pantry depends on the commitment of these volunteers, whose time, organization, and stewardship allow the ministry to operate efficiently while providing essential items to neighbors in need 24 hours a day, seven days a week.

About the Grant

What is the community need that this request addresses?*

The Little Free Pantry was created to address needs that are often not met through traditional food assistance programs. While our community is fortunate to have resources such as Stepping Stones, many essential personal care and hygiene items are not typically available through those services. As a result, individuals and families with limited incomes must purchase these necessities from already stretched household budgets.

Items such as toiletries, diapers, feminine hygiene products, toilet paper, toothbrushes, toothpaste, hand soap, and shampoo are basic necessities that cannot be purchased with SNAP benefits and are often among the first expenses families are forced to reduce when money is tight. Yet these products are essential for health, personal dignity, employment, school attendance, and everyday life. For many individuals, the need for these items can become even more urgent than the need for food.

In addition to personal care products, our pantry provides easy-to-prepare, shelf-stable foods that offer both convenience and nutrition. We strive to include protein-rich items such as protein bars and macaroni and cheese, along with simple meals like ramen noodles, rice, and pasta. These foods are especially helpful for individuals with limited cooking facilities, those experiencing housing insecurity, or families needing a quick, filling meal.

By offering these essential items free of charge and without requiring proof of need, the Little Free Pantry helps remove barriers to accessing basic necessities. It allows individuals and families to preserve limited financial resources for housing, utilities, transportation, and other critical expenses while ensuring they have access to the products needed for daily living.

Project Goals and Activities*

Describe the specific goals and activities of your project and how they will be carried out or accomplished.

Our goal is to secure funding to purchase essential food and personal care items needed to keep our Little Free Pantry consistently stocked for individuals and families facing insecurity. Grant funding would allow us to partner with local grocery stores to purchase products in bulk through their supply chains, reducing costs and maximizing the impact of every dollar. By purchasing at wholesale or bulk pricing, we can provide a greater variety and quantity of nutritious food and hygiene essentials, ensuring that more people in our community have reliable access to the items they need during difficult times.

Project Outcomes*

Describe the anticipated outcomes resulting from this grant project, its impact and how the community will be better served.

The impact of this funding would be significant. By purchasing food and personal care items in bulk, we would maximize the value of every dollar spent, allowing us to provide substantially more resources to individuals and families in need. A consistently stocked Little Free Pantry would give community members reliable access to essential items whenever they need them, helping reduce food insecurity and ensuring that basic necessities are available without barriers.

Anticipated Challenges*

Describe any anticipated challenges and how you will meet them.

One challenge we anticipate is recruiting enough volunteers to maintain the pantry five days a week. Currently, our pantry is stocked an average of four days per week, with some weeks reaching five days. As demand continues to grow, we will need additional volunteers who can help restock the pantry during evenings and other hours outside of the typical daytime schedule. We are committed to expanding our volunteer network through community outreach and partnerships to ensure the pantry remains consistently stocked and accessible.

Sustainability*

Please describe how you will fund and continue to sustain these activities beyond the grant period.

Our Savior's Lutheran Church has demonstrated a long-term commitment to serving our community by successfully operating and growing our Little Free Pantry for the past five years. Through the generous financial support of our congregation and the dedication of our volunteers, we have consistently kept the pantry stocked an average of four days each week, ensuring that neighbors in need have access to food and personal care items.

As the need in our community continues to grow, we are seeking to expand beyond congregational funding by pursuing public grants and community partnerships. Diversifying our funding sources will strengthen the long-term sustainability of the pantry, allowing us to purchase essential items more efficiently, serve more individuals and families, and explore additional opportunities to address unmet needs within our community. Our goal is not only to sustain this vital ministry but also to build upon its success by creating new ways to serve and support our neighbors.

Staff - Project Summary*

Our Savior's Lutheran Church has a little pantry in its parking lot that is accessible 24/7. They stock it with food, hygiene items, and other supplies people need. Volunteers check on it and stock it, and the congregation supplies it.

Grant Project Budget

Anticipated Project Income*

Please list out all anticipated sources of income for this specific grant project with amounts and whether the funding is approved or pending.

Ex: Dunn Energy Cooperative: \$1,000 - Approved

We will be collecting a separate offering in our Little Church during worship services for 2 months this year in support of the Little Free Pantry anticipating around \$250 in donations.

We will be asking Thrivent Action Grant holders to consider giving their \$250 grants to help provide items for our LFP. This is not a sustainable practice but has been instrumental in keeping our shelves stocked yearly.

Total Project Expenses*

What are the total expenses for this particular grant project? This may be more than your grant request amount and helps us to understand if the Foundation is funding a portion of the project or the full cost of the project.

\$10,000.00

Project Expenses Description*

Please itemize the expenses for this grant project, including a short description of each item and the anticipated cost. (Personnel, Materials and Supplies, etc.) If this grant is to cover a portion of the project, please list all expenses of the project and then specify which expenses you anticipate being supported by this CFDC grant.

No funding goes to personnel or overhead. ALL Funds go to purchase items to stock the pantry. All physical ministry is volunteer driven.

The pantry itself is already built and completely functional. Any other supply items are donated. This grant would solely provide funding to keep our pantry stocked.

Project Budget Upload

(Optional) You may upload a separate file of your own, representing this grant request's Project Budget. For help creating the document, you can click [here](#) to download our Grant Project Budget template.

LFP Grant Budget Doc.pdf

Letter of Support

(Optional) Letters of Support are optional, unless another organization or individual is integral to the purchase or use of the program and/or is a fiscal sponsor. Then it is required.

Additional Supporting Documents

(Optional) You may upload additional supporting documents to your request. If this grant request is to purchase a specific item or equipment, please upload a financial quote or spec sheet about the item here.

LFP pic.jpg

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Staff - Project Budget Summary*

Brief sentence about how the grant budget is broken down by item.

Funds would go towards items in the pantry.

Required Organization Financials

Current Board of Directors*

Please upload a list of your organization's current Board of Directors.

LFP 2026 Members and volunteers.pdf

Organizational Budget*

Please upload your organization's most recent Operating Budget with projected revenues and expenses.

Little Free Pantry - Annual Report 2025.docx

Audited Financials

Please upload a copy of your organization's current Audited Financial Statement, if you are required to file.

Audit Opt-Out

Under Wis. Stat. § 202.12 | a charitable organization with annual contributions over \$500,000 must file an audited financial statement and include the opinion of an independent CPA. A charitable organization with annual contributions less than \$500,000 and over \$300,000 must file a financial statement reviewed by an independent CPA. If you do not upload an audit or financial statement, please verify that your organization is not required to based on this state statute.

Our organization is not required to file an audited financial statement

Proof of 990 Filing*

Please upload proof of current IRS 990 Filing. You may upload the first page only; the full 990 document is not required.

Proof of IRS 990 Filing.pdf

Authorization

Applicant Agreement*

As the applicant submitting this request on behalf of the organization, you certify that:

- The information provided in this application is complete and accurate to the best of your knowledge.
- Falsification of information will result in termination of any award granted.
- You have discussed this project and grant request with the necessary authorized representatives at your organization. They support this request and the proposed allocation of funding.

If awarded a grant, the organization will:

- Carry out the activities and expend grant funds as described in the proposal, to the best of their ability.
- Submit significant changes in the scope or budget of the project to the Foundation for approval.
- Complete and submit written reports as required no later than 12 months from the date the grant is awarded.
- Acknowledge the role of the Community Foundation of Dunn County in supporting the organization in communications with their board and the public.
- Provide copies of all publicity, press releases or promotional materials. If available, provide photos in digital format.

I agree

File Attachment Summary

Applicant File Uploads

- LFP Grant Budget Doc.pdf
- LFP pic.jpg
- LFP 2026 Members and volunteers.pdf
- Little Free Pantry - Annual Report 2025.docx
- Proof of IRS 990 Filing.pdf

Our Savior's Lutheran Church Little Free Pantry Budget Documentation

The Little Free Pantry at Our Savior's Lutheran Church is supported entirely through charitable contributions. Funding comes from donations into a separate dedicated account at Our Savior's Lutheran Church and through Thrivent Action Team grant Debit Cards. We do not have a regular or guaranteed source of income, nor do we operate with a fixed annual budget.

Our ability to stock the pantry depends entirely on the funds and donated items available. When financial resources or inventory are depleted, we must wait for additional donations before we can restock essential food and personal care items. Despite these limitations, we have remained committed to serving our community and have consistently maintained the pantry as resources allow.

In 2025, community and congregational support provided a total of **\$7,348**, all of which was used to purchase food and personal care items for the pantry. These funds enabled us to provide consistent assistance to individuals and families experiencing food insecurity.

For the 2026–2027 funding period, our goal is to increase available funding to **\$10,000**. Rising food and personal care costs have significantly reduced our purchasing power, making additional financial support essential to maintaining—and, if possible, expanding—our current level of service. Increased funding would allow us to purchase items in bulk at reduced costs, stretch every dollar further, and ensure the pantry remains a reliable resource for those in need throughout our community.



Our Savior's Lutheran Church Ministry Outside our Walls

Committee Members 2026

Roxie Close

Kristie Olsen

Kris Lemke

Trudy Smeltzer

Gayle Holte

Beth Mason

Pr. Sarah Miller

Regular Pantry Restocking and Shopping Volunteers:

Roxie Close

Linda Lindquist

Jean Conklin

Kris Lemke

Mary Bensen

Marge Kunkel

Gayle Holt

Becky Kneer

Dave Bergstrand

Paul Conklin

Sheri Nero

Beth Mason

Sally Schendel

Jane Kingzett

Vicki Jaeger

Rich Jaeger

Nancy Steinmeyer

Denise Vick

Little Free Pantry - Annual Report for 2025

The **Little Free Pantry** (LFP) at Our Savior's had its beginnings in May 2021. Since then, it has provided food, paper products, toiletries, and winter wear to the neighborhood and the Menomonie community. This past year due to a reduction in Stepping Stones hours/allowed visits plus higher food prices, LFP usage has increased!

What does the Pantry share? *(no items in cans or glass)*

- Macaroni and cheese, ramen, packaged meals, cereal, peanut butter, crackers, pasta, snack items *(thanks to Bryan Kann for sharing snack products these past few years)!*
- Toilet paper, tissues, feminine hygiene products
- Toothpaste, toothbrushes, deodorant, bar soap, laundry soap, shampoo
- Winter items such as hats, mittens, gloves and scarves...*some of which are made by members*
- Special drives: blankets, frozen meals
- Community Resource Guides

Volunteers in 2025

- Restocked the pantry 4-5 days per week (12 stewards) with items mostly depleted each time!
- Shopped for pantry items (7 shoppers) *finding great bargains!*
- Donated Thrivent cards (12 individuals)
- Helped prep items (Sunday School students, others)

Funding in 2025

- Two Mission Endowment Fund grants totaling \$2,500
- \$680 from poinsettia sales
- \$268 from Little Church Sunday morning donations
- \$400 in additional donations
- Approximately \$3,500 in purchases made using Thrivent cards

How Can You Become Involved?

- For anyone: purchase items on the list and bring to the shelf in the Friendship Room.
- Volunteer to re-stock (takes 15-20 minutes; sign up with online website)
- Volunteer to shop. Contact becky.kneer@gmail.com for more info.
- Donate your Thrivent \$250 benefit. It's easy...all done online. We'll help you get started.
- Join the LFP committee that meets twice a year. Contact Beth Mason.

Please consider being part of this vital and rewarding outreach ministry at OSL!

Proof of IRS 990 Filing

Per Kim Studinger, the dedicated Bookkeeper of Our Savior's Lutheran Church, we do NOT file a IRS 990 because we are a CHURCH and not just a non-profit organization.

Thus, I do NOT have that document.