NEW CREATIONS COMMUNITY KITCHEN

Everybody Is Somebody

$7,000,000

A dedicated kitchen.
Three food trucks.
300 free hot meals, every service day.

Grant proposal and donor investment plan for a mobile free-meal service for the Twin Cities, Minnesota. Version 3 - October 24, 2026.

One integrated funding request	Cash allocation
First 12 months of recurring operations	$4,806,651
One-time kitchen, fleet and office investments	$1,550,000
Operating reserve and unforeseen needs	$643,349
Total funding request	**$7,000,000**

New Creations Community Kitchen is a Minnesota nonprofit corporation and a newly approved 501(c)(3) public charity. This proposal is a prospective, phased startup plan. It does not claim funding, property, vehicles, hires, or meal volumes already secured.

Gerrard A. Burton - Executive Director / President / Founder
g.burton@ncckmn.org | 612-366-3405 | ncckmn.org

An honest starting point, and a complete plan

New Creations Community Kitchen invites a **$7,000,000 philanthropic investment** to establish a dedicated production kitchen, a professionally staffed mobile meal service, and the reserves a new organization needs to operate responsibly - serving **300 free hot meals per service day** across the Twin Cities.

We will be direct about where we stand, because funders deserve it and because our credibility depends on it. New Creations is **new**. The Internal Revenue Service determination letter dated **October 5, 2026** recognizes our exemption under Section 501(c)(3), effective **September 17, 2026**, with public charity classification 170(b)(1)(A)(vi). We have adopted bylaws, a conflict-of-interest policy, and a six-member board. We have **not yet** served meals under this organization, signed a kitchen lease, purchased vehicles, or hired staff - and this proposal does not claim otherwise.

What we offer a funder instead of a track record is transparency and structure: a complete, reconciled budget; a phased launch in which hiring and contracts happen only as funding for each phase is secured; named governance and financial controls; and a measurement plan that reports what actually happened - meals, costs, waste, and budget-to-actual results - against every award agreement.

> **The heart of the work is simple:** every person deserves excellent food, a warm welcome, and real dignity. Our Christian faith motivates this service to neighbors of every background. Receiving a meal never requires prayer, worship, or religious participation of any kind.

What the $7 million does

- **Builds the base:** a dedicated production kitchen for safe preparation, storage, packing, loading, and sanitation ($1,500,000 area, including $1,000,000 of one-time site and equipment investment).
- **Puts meals on the street:** three outfitted food trucks ($450,000 one-time) and the staff, food, and operating support to run weekday routes.
- **Funds the first 12 months properly:** 17 positions, $1,000,000 of purchased food, and the supplies, insurance, and systems dependable service requires.
- **Protects continuity:** a $643,349 reserve and contingency so a delayed payment or an equipment failure does not end service to guests.

Funders may support the full integrated plan or an eligible portion or phase of it. Section 11 sets out how. No donor commitment is assumed anywhere in this document.

Prepared food, brought to people

Groceries alone do not solve hunger for a neighbor without a kitchen, safe storage, transportation, or a stable place to live. A bag of ingredients still asks for a stove, a refrigerator, time, and energy that a person in crisis may not have. New Creations is built for that gap: **ready-to-eat hot meals, served where people already are**, at no charge and with no test to pass.

The model complements - it does not duplicate - the food shelves, meal programs, and community organizations already serving the Twin Cities. Those partners largely serve from fixed sites. Our contribution is mobility: a production kitchen behind three food trucks, with routes set by guest access, staff coverage, and food-safety needs.

Service commitment	Planning basis
Daily target	300 meals total across the program - not per truck
Regular schedule	Monday through Friday; Thanksgiving remains open
Planned service hours	1:00 - 4:00 p.m.; routes and stops to be announced
Holiday closures	Christmas Day, Easter Sunday, and July 4, on the actual dates
Illustrative full operating year (2027)	261 weekdays; all three closures fall on weekends that year
Illustrative full-schedule capacity	78,300 meals at 300 per service day

The calendar above is a capacity illustration, not a promised launch date. First-year delivery depends on when kitchen access, funding, staffing, permits, and vehicles become operational. No substitute weekday closure is assumed for a weekend holiday.

A full kitchen supporting mobile service

The goal is **three trucks total, modeled as three food trucks**; final vehicle specifications remain to be confirmed by vendor quotes, and box trucks are excluded from this plan. The dedicated production kitchen supports safe preparation, cold and dry storage, packing, loading, and sanitation, so quality is controlled before a truck ever leaves.

Nutrition, access, and dignity

Menus will include culturally appropriate choices, clear allergen information, and practical dietary accommodations. Translation, accessible service arrangements, and weather protection carry dedicated budget support (Section 7). Food purchasing will be guided by tested menus, portion standards, vendor pricing, and food-waste records - so the menu improves with evidence, not habit.

3 PHASED IMPLEMENTATION

Funded first, then built - in that order

A new organization earns trust by sequencing risk correctly. New Creations will not sign leases, buy trucks, or make hiring commitments ahead of the funding that pays for them. Each phase below has entry conditions, and the next phase begins only when they are met.

Phase	What happens
Phase 1 **Validate & Prepare**	Obtain written quotes for the kitchen site, vehicles, major equipment, insurance, and employee benefits. Confirm licensing and permit requirements, food-safety certification pathways, and driver requirements. Complete governance: board signatures and adoption dates on the bylaws and organizational resolution, and annual conflict-of-interest disclosures from every director. Finalize job descriptions, a staffing and driver-coverage plan, and tested menus with portion standards.
Phase 2 **Launch**	With Phase 2 funding secured: establish kitchen access, complete buildout and equipment installation, purchase and outfit trucks, pass required inspections, hire and train the initial team, and run production tests. Begin funded routes **below full capacity**, on a published schedule, while food safety, timing, and guest flow are proven in practice.
Phase 3 **Full Service**	Ramp routes and staffing toward the full model: 300 meals per service day, Monday through Friday, 1:00 - 4:00 p.m., across all three trucks. Expand stops only where counts, guest feedback, and vehicle availability support it.
Phase 4 **Sustain & Report**	Operate on the annual cycle this budget describes: monthly reconciliations and board reporting, funder reports per award agreement, menu and route review from waste and feedback data, reserve monitoring, and an independent financial review. Renewal and growth decisions are made from reported results.

> **A commitment on timing:** opening dates and a funded ramp-up schedule will be set with each funder before grant submission or award milestones are finalized. The 78,300-meal figure in this proposal is what a full schedule would produce - it is a planning illustration, not a delivery promise for a partial first year.

This phasing also protects donors. A funder who supports Phase 1 and Phase 2 can see validated quotes, completed governance, and inspected facilities before full-service operating dollars are drawn - and a funder who prefers to fund operations can enter once the platform exists.

The people behind the meals

Dependable service is a staffing decision before it is anything else. The plan funds **15 full-time and 2 part-time salaried positions** - enough to run production, service, driving, cleaning, and supervision without building the service on exhaustion.

Position	Count	Annual pay each	Annual total
Executive Director / President / Founder	1	$179,971	$179,971
Chef	6	$89,988	$539,928
Prep cook / server	3	$71,990	$215,970
Utility worker	1	$47,993	$47,993
Utility worker (part-time)	2	$35,995	$71,990
Marketing Manager	1	$95,987	$95,987
Secretary	1	$89,988	$89,988
Human Resources Director	1	$101,986	$101,986
Accountant	1	$97,187	$97,187
Total base salaries - 17 positions			**$1,441,000**

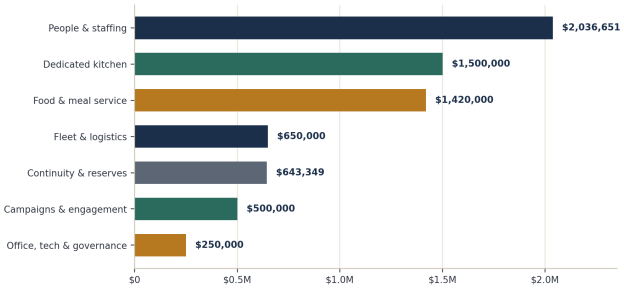
Rounding note: the proportional (+19.98%) spread of the $240,000 from the four cut prep/server positions sums to $1,441,004 before rounding; the Executive Director line is shown $4 lower ($179,971 instead of $179,975) so this table foots exactly to $1,441,000. Benefits allowance ($425,651), relief ($80,000), driver/logistics ($90,000), and the People total ($2,036,651) are unchanged from v2.

Additional people costs	Annual allowance
Employer payroll taxes, unemployment, and benefits	$425,651
Relief coverage for absences and leave	$80,000
Driver and logistics support coverage	$90,000
Total people and staffing allocation	**$2,036,651**

The $425,651 allowance comprises $119,134 in employer payroll and unemployment costs; $210,000 for healthcare, dental, and vision contributions; $46,618 for retirement contributions; $25,899 for workers' compensation; and $24,000 for other benefits. These are planning amounts requiring actual quotes - not guaranteed coverage or calculated tax liabilities. All 17 positions are salaried (annual salaries, not hourly wages). Part-time utility salaries are $35,995 per person annually; hours and schedules remain to be defined. Salaried pay does not by itself make a role exempt: overtime rules still apply where the duties test requires it. Regular paid leave sits within salary; the relief allowance funds the additional coverage that keeps service running.

> **Executive Director compensation, stated plainly:** the $179,971 annual base salary ($14,998 monthly gross equivalent) is board approved. The founder does not set or vote on his own compensation; the conflict-of-interest procedure in Section 9 governs it.

Seven areas. One $7 million request.



Funding area	Amount	Share
1. People and dependable staffing	$2,036,651	29.1%
2. Food and meal service	$1,420,000	20.3%
3. Dedicated kitchen and equipment	$1,500,000	21.4%
4. Mobile fleet and logistics	$650,000	9.3%
5. Monthly campaigns and community engagement	$500,000	7.1%
6. Office, technology and governance	$250,000	3.6%
7. Continuity and reserves	$643,349	9.2%
Total requested funding	**$7,000,000**	**100.0%**



How the request is structured	Amount
First 12 months of recurring operations	$4,806,651
One-time investments	$1,550,000
Reserve and unforeseen needs	$643,349
Total	**$7,000,000**

One-time investments are the kitchen site readiness and buildout ($650,000), major kitchen equipment ($350,000), three food trucks ($450,000), office furniture ($50,000), and computers and IT setup ($50,000).

How to read this budget: it is a **cash funding plan** combining recurring uses, one-time investments, and reserve funding - not an accounting income statement. Depreciation is not added on top of vehicle or equipment cash purchases, and reserves are not operating expenses until spent. Salaries and the $1,000,000 food purchasing amount are founder-directed planning figures; all other allocations are estimates pending vendor quotes, governance review, and launch scheduling. Sections 6 and 7 give the line-by-line detail behind every area total.

A kitchen and fleet built for dependable service

Dedicated kitchen and equipment - $1,500,000

Kitchen allocation	Amount
Site readiness, deposits, and buildout (one-time)	$650,000
Major cooking, cold-storage, and sanitation equipment (one-time)	$350,000
Annual occupancy	$200,000
Utilities	$90,000
Sanitation and facility services	$80,000
Repairs and preventive maintenance	$60,000
Smallwares and planned replacements	$70,000
Total kitchen allocation	**$1,500,000**

The site allowance supports a full dedicated-kitchen fit-out; it does not assert an agreed purchase price, and no site has been selected or secured. Site selection must confirm dedicated access, permitted use, power, ventilation, fire protection, warewashing, refrigeration, loading, and accessibility. A purchase rather than a lease may require reallocating within this budget, subject to board and donor approval.

Mobile fleet and logistics - $650,000

Fleet allocation	Amount
3 food trucks at $150,000 each, outfitted (one-time allowance)	$450,000
Box trucks - excluded from the current three-truck goal	$0
Fuel	$70,000
Commercial insurance and registration	$50,000
Maintenance, tires, and roadside support	$50,000
Secure parking and storage	$30,000
Total fleet allocation	**$650,000**

Vehicle prices include outfitting and require vendor quotes; annual operating allowances are provisional pending route and insurance quotes. The $200,000 released by excluding two box trucks moves to contingency (Section 10), preserving the $7,000,000 total. Driver support sits in the people allocation (Section 4); driver qualifications and shift coverage must be confirmed before all three trucks deploy simultaneously.

What guests experience, and what supports it

Food and meal service - $1,420,000

Food and service allocation	Amount
Purchased food	$1,000,000
Packaging and disposable supplies	$180,000
Uniforms and protective equipment	$40,000
Donated-food collection and handling	$70,000
Guest access and dignity (translation, accessibility, weather protection)	$60,000
Volunteer readiness	$40,000
Safety training and certifications	$30,000
Total food and meal service	**$1,420,000**

$1,000,000 a year is reserved for purchased food. Donated ingredients are additional support, tracked separately, and do not reduce the purchasing allocation. At the illustrative full-schedule capacity of 78,300 meals, the purchased-food allowance is approximately **$12.77 per meal** - a planning ratio, not a vendor quote and not a promise of meals per donated dollar. Packaging, staffing, and other service costs are budgeted separately. Donation handling covers incremental sorting and cold-chain support; vehicle fuel and regular staff salaries stay in their own areas, so no dollar is counted twice.

How the food budget is controlled

Purchased-food spending is steered by tested menus and portion standards set in Phase 1, vendor pricing reviewed before major purchasing commitments, and the waste records reported in Section 8. If actual cost per meal runs above the $12.77 planning ratio, production quantities and menus adjust first - the purchasing allocation is a ceiling to manage against, not a figure to spend up to. Donated food supplements the menu where it fits food-safety and quality standards; it is logged on receipt, tracked through handling, and never used to justify reducing the purchased-food commitment a funder has funded.

Engagement that builds the service

Monthly campaigns and community engagement - $500,000

This area funds the public work that makes a new service known, trusted, and sustainable: twelve monthly community engagement campaigns tied to service launch and neighborhood outreach, plus year-round fundraising and stewardship capacity. It is not an events or entertainment budget. Each $30,000 campaign allowance breaks down as: venue, permits, and accessibility $6,000; campaign-specific promotion and printing $8,000; temporary event staffing $4,000; rental equipment and logistics $5,000; supplies and production $7,000. Themes and dates remain provisional. Campaign costs are expenses only - **no fundraising proceeds are assumed or netted against them**. The Marketing Manager's pay is in salaries (Section 4), not here.

Campaign and engagement allocation	Annual amount
12 campaigns at $30,000 each	$360,000
Year-round marketing and outreach production	$60,000
Fundraising systems and processing costs	$40,000
Donor stewardship and partnership development	$40,000
Total campaigns and engagement	**$500,000**

Office, technology, and governance - $250,000

Office and governance allocation	Amount
Office furniture and storage (one-time) / Computers, printers, IT setup (one-time)	$50,000 / $50,000
Office supplies $30,000 | Telecom and internet $25,000 | Software, cyber protection, backups $35,000	$90,000
Legal, licensing, and independent financial review $40,000 | Organization and board insurance $20,000	$60,000
Total office, technology, and governance	**$250,000**

Office systems support payroll, human resources, inventory, scheduling, secure records, and reporting. Free or discounted nonprofit services will be reflected in actual spending only after activation is confirmed. Fleet insurance and workers' compensation are budgeted in their own areas.

Stewardship donors can check

A new organization cannot show a funder last year's results. It can show exactly what it will count, how it will count it, and when the funder will see it - from the first funded route, not only at full capacity.

What we will report	How it will be counted
Meals and service days	Meals prepared and meals served, recorded per route and service day; service days delivered against service days scheduled.
Reach, stated honestly	Meal counts distinguished from unique people. We will not present meals served as people served.
Locations	Stops served, by route, with schedule changes and missed stops recorded with reasons.
Food sourcing	Purchased food and donated food tracked separately - quantities, cost of purchased food, and handling cost of donated food.
Food waste	Prepared-but-unserved food and spoilage recorded, and used to adjust menus, portions, and production quantities.
Food safety	Temperature logs, inspection results, staff certifications current, and any incidents with corrective action.
People	Staffing against plan, relief coverage used, volunteer counts and hours, training completed.
Fleet reliability	Vehicle availability - trucks in service against trucks scheduled - plus maintenance and downtime.
Campaigns	Cost per campaign against the Section 7 breakdown, and proceeds reported separately, never netted.
Money	Budget-to-actual reporting by funding area, monthly, with variances explained to the board.

Reporting rhythm

Program and financial data are reviewed monthly by leadership and the board. Externally, reporting follows each award agreement - its format, schedule, and definitions control where they differ from this plan. A funder of a portion or phase receives a complete account of its own dollars.

> **Our standard:** if a number appears in a report to a funder, it comes from a service record - a count, a log, a receipt, or a reconciliation - not from an estimate made at reporting time. Planning figures in this proposal are labeled as planning figures wherever they appear.

Governed by a board. Controlled on paper.

New Creations is a Minnesota nonprofit corporation governed by a six-member board under adopted bylaws. The board - not the founder alone - holds authority over budgets, major contracts, insider compensation, and use of reserves.

Director	Role
Gerrard A. Burton	Founding President
Delvaughn M. Clark	Vice President
Karen C. Wright	Treasurer
Crystal A. Woods-Owens	Secretary
Khristine D. Wright	Director
Corey T. Sanders	Director

Conflict of interest

The organization has adopted a conflict-of-interest policy. Directors and officers disclose actual or potential conflicts, complete annual disclosures, and do not vote on transactions from which they may receive a private benefit. That procedure applies in particular to Executive Director compensation (Section 4), where independent review, comparability support, and documented approval come before payment. Remaining board signature and adoption pages are a named Phase 1 task (Section 3).

Financial controls

- **Separation of duties:** financial authorization is separated from recording and reconciliation; no single officer has unchecked control over funds.
- **Documented purchasing:** purchasing authority, quotes, receipts, and approvals retained for major purchases.
- **Monthly discipline:** reconciliations monthly, payroll independently reviewed, budget-to-actual reports to the board.
- **Restricted funds:** restricted grants tracked by award, so restricted dollars are spent only as the funder directed and can be reported on separately.
- **Independent review:** an independent financial review is budgeted (Section 7).
- **Clean accounting distinctions:** accounting distinguishes program, fundraising, and administration. The seven funding areas are a cash plan, not a functional-expense allocation, and depreciation is not double-counted.

Fiscal year: **January 1 through December 31**, per adopted bylaws; grant budgets and reports follow that basis.

10 CONTINUITY AND RESERVES - $643,349

A reserve sized honestly, and used under rules

Reserve purpose	Allocation
Operating reserve for delayed receipts and cash timing	$350,000
Contingency for documented unforeseen needs	$293,349
Total continuity funding	**$643,349**

The operating reserve is approximately **0.9 months** of recurring operating allocations. We state that plainly: this reserve bridges timing gaps and absorbs a defined setback; it is not a multi-month endowment, and building toward a larger reserve is a goal of the sustain phase. Reserve funding requires donor permission or eligible unrestricted support. Contingency uses require documented approval, and every dollar will be counted only once - including the $200,000 reassigned here from the excluded box trucks.

Risks we name now

- **Startup risk:** no operating history. Mitigated by phasing - quotes before commitments, launch below capacity, reporting from day one.
- **Cost risk:** site, vehicle, and benefit figures are estimates until quoted. Mitigated in Phase 1, with reallocation subject to board policy and donor restrictions.
- **Single-funder risk:** dependence on one award would be fragile. This proposal is therefore structured for partial and phased funding (Section 11).
- **Service risk:** weather, vehicle downtime, and staff absence are normal in Minnesota. Relief coverage, maintenance allowances, and the reserve exist for exactly these.

11 THE ASK

Fund the whole vision, or the part that fits

We invite investment in the full $7,000,000 plan: a professionally supported team, a dedicated kitchen, a dependable three-truck mobile service, and free, excellent meals for neighbors across the Twin Cities. We equally welcome support for **an eligible portion or a single phase** - the kitchen buildout, one truck, the purchased-food budget, a staffing area, or the reserve. Each portion is separately costed in this proposal so a funder can see exactly what its dollars do.

Grant eligibility, restrictions, and the funded delivery period will be confirmed with each funder before submission. No donor commitment or award is assumed in this document, and nothing here should be read as one.

What a funder can verify today

Fact	As documented
Legal name	New Creations Community Kitchen
Form	Minnesota nonprofit corporation
Address on IRS determination letter	5401 94th Ave N, Brooklyn Park, MN 55443
Employer Identification Number	42-5147707
Federal exemption	Section 501(c)(3); determination letter dated October 5, 2026; exemption effective September 17, 2026
Public charity status	170(b)(1)(A)(vi); contributions deductible under Section 170
Fiscal year	January 1 - December 31, per adopted bylaws
Governance	Six-member board (Section 9); adopted bylaws and conflict-of-interest policy
Service area	Twin Cities, Minnesota - mobile service; routes to be announced
Motto	Everybody Is Somebody

Documents available for donor review

IRS determination letter (October 5, 2026); bylaws; conflict-of-interest policy; board roster and organizational resolution; and this proposal's supporting line-item budget detail (Sections 4-7 and 10).

Official documentation is available on request. Where a governance document is still completing signatures or adoption dating, we will say so and provide the current version.

> **A final word.** This organization was created because its founder believes a free meal, served well and with dignity, tells a person something true: that they matter. The budget, phases, and controls in this proposal exist to make that belief dependable - weekday after weekday, route after route. We ask you to help build it, and we are prepared to account for every dollar of it.

Gerrard A. Burton
Executive Director / President / Founder
g.burton@ncckmn.org | 612-366-3405 | ncckmn.org

This is a prospective funding plan. Salaries and the food purchasing amount are founder-directed planning figures; other allocations are estimates pending quotes, governance review, and launch scheduling. It does not claim funding, property, vehicles, hires, or meal volumes already secured. Version 3 - October 24, 2026; supersedes Version 2 (October 23, 2026). Changes in v3: 17 salaried positions (not 21); salary table revised to the approved proportional spread of the $240,000 from the four cut prep/server positions (base total unchanged at $1,441,000; Executive Director line adjusted $4 for rounding so the table foots exactly); Secretary corrected to Crystal A. Woods-Owens.