

Emergency Food Program

Produce Mini-Grant Application

**Application must be received by 4:30pm on** **April 7, 2017**

The intent of this grant is to provide emergency food programs additional resources for the sole purpose of purchasing **locally grown, fresh produce direct from farmers in their communities**.

This grant only can be used for **fresh fruits and vegetables**. No other local products (i.e. Meat, eggs, honey, syrup, jam, dairy or canned items) can be purchased with this grant.

Name of Emergency Food Program:

Name of Program Coordinator:

Site Address:

Five-digit Food Bank account number: County:

Person to be contacted regarding the administration and documentation of this grant:

\*\***All communication regarding this grant will be sent to the below mailing address:**

Contact Name & Title:

Phone Number: Email:

Mailing Address:

**Grant amount requested (maximum $1,000):**

Does your agency currently distribute or utilize fresh produce?

If yes, where does your agency obtain the produce from?

Food Bank

Grocery Store

Farmer(s)

Other

Do not distribute produce

How often does your agency currently receive fresh produce?

Weekly

1-3 times per month

6 times per year

1-5 times per year

Do not distribute produce

Do you currently purchase directly from local farmers?  Yes  No

Comments:

3. If you do not currently distribute or utilize produce, what are the challenges? (Check all that apply)

Cost

Storage capacity

Availability

Food Bank delivery doesn’t match my open hours

Transportation

Unsure of guests’ interest in produce

Other – please explain

Comments:

4. How will your agency utilize the fresh produce to benefit your recipients? (Check all that apply)

Normal pantry distribution or meal service

Produce table/shelves

Specific produce distribution hours

Communicate to guests (phone calls, social media, etc.)

Nutrition education workshops

Other – please explain

Comments:

5. There’s always the possibility that there will be leftovers. What will you do with any leftover produce not distributed? (Select up to 3)

Bring to nearby agencies/subsidized housing

Deliver to homebound households

Store until next distribution

Freeze (if able)

Offer to families utilizing other agency services (i.e. child care, thrift store, etc.)

Other – please explain

Comments:

6. If you are awarded this mini-grant, describe how you will spend the funds to obtain fresh produce for your agency. Please list at least one farmer you intend to partner with and if direct contact has already been made with this farmer. (\*Note: you may contact Beth Seeley at the Food Bank: 315-437-1899 x222 for suggestions for farmers in your area)

Please describe the impact this mini-grant will have on the people your agency serves.

\*\*If your agency is awarded a mini-grant, you will be required to **submit documentation for at minimum, ½ the funds used by Jan 15, 2018 and remaining funds by May 31, 2018** to Food Bank of Central New York. Required documentation will include amount (i.e. cases, pounds) of NYS produce received from specific farmers/vendors with itemized food costs, and **proof of payment**.

Partner Agency Coordinator Signature Print Name Date