

2017-2018 Produce Mini-Grant Guidelines

Application due date: **Applications must be received before 4:00 p.m. on April 7, 2017**

Return application to: **Produce Mini-Grant
Attn: Beth Seeley
Food Bank of Central New York
7066 Interstate Island Road
Syracuse, NY 13209**

NOTE: If you are not applying for any funds, it is not necessary to complete this application.

1. Introduction

Produce mini-grants are being offered through Food Bank of Central New York's HPNAP funding for Emergency Food Programs (EFP). Mini-grants will be awarded on a competitive basis. The amount of a mini-grant award is limited and is variable, based on the number of applications received and mini-grants awarded. **Submission of an application does not guarantee receipt of an award.** Specific instructions are listed below.

2. Eligibility

To be eligible to apply for a Produce mini-grant, an EFP must be an active Food Bank partner agency in good standing.

3. Scope of This Application

Produce mini-grant awards provide funding to agencies currently providing emergency food to low-income and/or food insecure New Yorkers. 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.** Submission of a produce mini-grant application does not guarantee that your total funding request will be granted. **Funds provided through this grant must only be used on LOCALLY GROWN FRESH FRUITS AND VEGETABLES.**

Priorities will be given to the following relationships:

- Direct purchases from local farmers through farms, farmers markets and cooperatives

4. Award Limitations

Produce mini-grant awards may **NOT** be used for any of the following:

- Non-produce items (i.e. maple syrup, honey, jams)
- Meats, eggs or dairy items
- Canned or frozen fruits and vegetables

If grant funds are used for purchases of any ineligible items, the grantee will be responsible for repayment to the Food Bank. Purchases of these items with grant funds may disqualify your agency for future mini-grant requests.

- Produce mini-grant awards are limited, not exceeding \$1,000 for 2017-18.** There is no minimum award limit.
- Produce purchased with mini-grant funds are to be distributed by the EFP in accordance with Food Bank guidelines.
- The maximum score an application can receive is 35. A score of 10 is the minimum necessary for consideration.

5. **Administration and Documentation**

Timeline	Action
April 7, 2017	Application due to the Food Bank by 4:00 pm
Early June 2017	Award letter, terms and conditions of grant mailed to agency
No later than July 1, 2017	Agency must sign and return Letter of Agreement to receive funds.
As soon as funds become available	Check for 100% of the award mailed to agency
By December 30, 2017	At least 50% of mini-grant funds spent
January 12, 2018	Documentation due for 50% or more of produce mini-grant award spent
May 31, 2018	Deadline for agency to submit final purchase documentation form and copies of canceled checks to show proof of purchases

The grantee is responsible for paying any amount greater than the mini-grant award. Any unspent funds must be returned to the Food Bank. **Each grantee organization must maintain full documentation of how mini-grant funds were spent. Documentation of expenditures must be shown on Reporting Form (provided if awarded grant).** The grantee must maintain these records for seven (7) years after the end of the grant period and these records are to be accessible to the authorized Food Bank personnel upon request. As a best practice, the Food Bank advises that you submit your documentation as soon as all the fresh produce has been distributed (i.e. if you utilized your entire grant before the end of 2017, please don't wait until May 2018 to submit your documentation).

6. **Application Scoring**

Produce mini-grant applications are scored on the basis of:

- Average number of clients served
- Current produce acquisition and distribution
- Agency plan for produce purchases and distribution
- Impact on EFP recipients and community

7. **Deadline for Submission of the Application**

The application must be received at the Food Bank before 4:00 p.m. on April 7, 2017.

DO NOT send copies of the instruction section. Send only the completed application pages.

Original signatures are required on all applications.

- NOTE: An incomplete application form will result in a lower score and may disqualify the agency's request. For additional information and technical assistance in completing the application, please call Beth Seeley, Community Nutrition Educator, at (315) 437-1899 or (800) 444-1562 ext. 222.

Food Bank of Central New York reserves the right to reject applications or lower funding allocations based on requests submitted in response to this application.

**Grant sponsored by New York State Department of Health
Hunger Prevention and Nutrition Assistance Program (HPNAP)**

