**Capacity Building grant Application**

***AFFB mission:*** *Together with our partners, we provide healthy solutions to end hunger in our community.*

**PROGRAM OVERVIEW**

The Capacity Building Grant program is a competitive process that awards funds and/or equipment to member agencies of the Food Bank that seek to make improvements to their program, allowing them to serve individuals more effectively in their communities. Applicants must clearly demonstrate how the grant funding will either expand existing services or replace/continue existing capacity. Grant awards up to $5,000 may be requested.

**Eligible Applicants:**

* Agencies that have active accounts in good standing with All Faiths Food Bank for the operation of food pantries, soup kitchens or emergency shelters and may not be on the IRS Automatic Revocation of Exemption List.
* Agencies must use the Link2Feed neighbor registration system to track neighbor visits.
* Agency must have met all Food Bank requirements for file paperwork and statistical reporting and may not have any outstanding balance with the Food Bank over 60 days old at the time of the grant deadline.
* Agencies that received a Capacity Expansion Grant from AFFB in the previous year are only eligible to apply for this Capacity Expansion Grant if they can clearly demonstrate impact resulting from previously allocated funds.

**GRANT GUIDELINES**

Grant requests should fall within one of the following award segments:

* **Service Insights Capacity Needs:** laptops, desktops, tablets, hotspot of Wifi extenders, Wifi-service subscription (up to 1 year), accessories like tablet pens, a mouse, etc. Other Link2Feed or registration-related equipment or supplies may be requested.
* **Food Storage/Food Safety Capacity Needs:** refrigerators, freezers, walk-in cooler units, thermal thermometers, freezer blankets, shelving, etc.
* **Facilities and Other Equipment Needs:** food pantry building repairs or renovations, refrigerated vehicles, parking area pavement, etc.
* **Other Capacity Needs:** agencies may submit proposals that fall outside one of the three award segments but will need to provide additional details in the request for proposal.

**Evaluation Criteria:**

Grant applications will be evaluated based on:

* Strength of capacity building strategy/goals as detailed in the application.
* Likelihood of capacity building strategy/goals creating sustainable changes after the period ends.

**Grant Application Review Process:**

Applications should be mailed and include all required information and documentation. Applicants will be notified by email once an application is received. If an application is incomplete, the Agency Relations Team will make every effort to contact applicants for missing information, however, if requested information is not received within the grant review period, the application will be disqualified.

The Agency Relations Team will score each application using a score sheet. Applications will be grouped and compared with other applications within their respective award segments. All applicants will be notified by mailed letter and via email by the Director of Community Partnerships regarding the status of their application.

**Timeline:**

**May 16, 2022** – Application posted online and emailed to Partner Agencies

**June 17, 2022** – Grant application deadline

**June 18-July 8, 2022** – Grant review period. Your program may be contacted during this time if All Faiths Food Bank has follow-up questions regarding your application.

**July 11, 2022** – Notifications of decisions emailed and mailed

**July 31, 2022** – Deadline for the Grant Approval and Acceptance Letter to be signed and returned to All Faiths

**December 31, 2022** – Deadline to submit receipts, invoices, and/or other proof of purchase documents for reimbursement

**Grant Recipient Requirements:**

After receiving notice of approval, grant recipients will be required to:

* Sign a copy of the Grant Approval and Acceptance Letter (via DocuSign) – funds will not be distributed until the electronic agreement is signed.
* Submit receipts, pictures, and/or other proof of purchase documents within six months to receive reimbursement. Agencies concerned with ability to pay for purchase expenses may reach out to AFFB to coordinate pre-payment of grant funding for pre-approved purchases.
* Within 90 days of receiving funding, provide 2-3 client stories with photo release forms OR provide copies of public acknowledgement of received grants from AFFB; communication and storytelling guidelines can be found on the Agency Portal under “Communications.” Agencies are encouraged to share news of the grant and agree to notify the food bank in advance of any public relations announcements, providing staff with the opportunity to of reviewing such material before it is released. Please use ‘All Faiths Food Bank’ in any publicity or recognition materials.

**How to Apply:**

Completed applications should be mailed or delivered to: **All Faiths Food Bank, Attention: Agency Relations, Capacity Building Grant, 8171 Blaikie Court, Sarasota, FL 34240**.

**Questions:**

Please reach out to Sebastian Plank at [splank@allfaithsfoodbank.org](mailto:splank@allfaithsfoodbank.org) or Amber Lee at [alee@allfaithsfoodbank.org](mailto:alee@allfaithsfoodbank.org) with any questions related to your application or this grant opportunity.

Logo, company name

Description automatically generated

**Capacity Building grant Application**

Agency Name: Agency ID:

Contact Person:

Contact Phone: Email:

Mailing Address:

Physical Address:

1. **What award segment are you seeking funding?**

🞎 Service Insights Capacity Needs

🞎 Food Storage/Food Safety Capacity Needs

🞎 Facilities and Other Equipment Needs

🞎 Other Capacity Needs (briefly describe):

1. **Please describe your food distribution program (be sure to include type of service, frequency and hours of distribution, and any restrictions).**

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1. **Please describe any additional services that your organization provides (i.e. rental/utility assistance, clothing, rehabilitation, etc.)**

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1. **How much funding is your program requesting? (Note: Capacity Building Grant awards up to $5,000 may be awarded. If your project costs will be more than $5,000, please indicate how you would fund the remainder. Include your fundraising strategy, especially if you plan to use the Capacity Building Grant as a matching fund opportunity.)**

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1. **Please provide a brief explanation of why your agency is applying for this Capacity Building Grant. What are you seeking to accomplish and how will the grant funds help to meet these goals?**

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1. **Please explain how this funding will either expand existing capacity or replace/continue existing capacity?**

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1. **Please list itemized item(s) you intend to purchase with these funds (Be specific, include make/models and cost for each listed item. May include attachments.)**

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1. **Would you be willing to make any of the following changes to your food program to better serve neighbors in need?**

Increase number of distribution day: 🞎 Yes 🞎 No

Add/Increase fresh produce distributed: 🞎 Add (not currently distributing) 🞎 Increase 🞎 No

Partner with a local store to pick-up food directly: 🞎 Yes 🞎 No 🞎 Already partnered with a store(s)

Other changes (describe below):

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1. **If awarded a Capacity Building Grant, how will you measure the effectiveness of your capacity building strategy? Describe what improvements you hope to achieve and how you will measure your success.**

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1. **How will funding from All Faiths Food Bank be recognized? (Please note: *All media must be approved by All Faiths prior to being released*)**

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All grant applications must be signed by an Authorized Person or Executive Director of the sponsoring agency.

Authorized Signature: Date:

Name (Printed) & Title:

Please submit required grant documents all at once. You will receive a confirmation email once we receive your application. *Be sure to make a copy of your agency’s application for your records*.

**APPLICATION CHECKST**

🞎 Capacity Building Grant application

🞎 501c(3) IRS Letter of Determination and current Tax Exempt Certificate

🞎 Food program budget

🞎 Vendor quotes or other documentation to support funding request amount