



# Food Rescue Capacity Expansion Grant

## Invitation to Apply

As community need continues to rise, food rescue from grocery stores, convenience stores, restaurants, and other retailers is a more important source of food than ever before. We appreciate all that your agency, your volunteers, and your staff do to rescue this food and distribute it to people in your community. We are excited to continue supporting your efforts to rescue food, and help you grow your programs that capture this essential supply of donations.

That is why we are inviting you to apply for this Food Rescue Capacity Expansion Grant. Food Bank of Wyoming has received funding from the Feeding America National Network to invest in Hunger Relief Partners participating in the Food Rescue Program. The intent of this funding is to:

- Expand capacity of retail-enabled agencies to capture more donated food from retail locations.
- Provide operational assistance to Hunger Relief Partners associated with the program.
- Provide investment that results in positive outcomes associated with the Food Rescue Program.

Recently, we asked you to complete a survey with regards to the Food Rescue Program. This survey resulted in outlining key areas of need that are supported by funding guidelines available. It was shown that those participating in this program need support in the key areas of fuel, equipment, storage, and training. Today, we are offering the Food Rescue Capacity Expansion Grant in response to this survey.

All partners participating in the Food Rescue Program will receive fuel cards, as this was a demonstrated need across our entire service region. No application is required to receive fuel cards. However, a completed signed copy of the Yearly Food Rescue Partner Agreement is required. Only those who pickup directly from stores are eligible. Please look for communication about fuel card allocations and timing in the coming weeks. If you feel you need additional funds for fuel, that need can be listed as an item you would like to receive funding for in your grant application.

Grant funds are limited and the intent of funding is to support partners who are underserved/under-resourced.



## Assessment

Food Bank of Wyoming reserves the right to assess applications based on weighted variables reviewed by an internal team. Key considerations include, but are not limited to:

- If your agency is in good overall standing with Food Bank of Wyoming
- If your agency is consistently active and current with MealConnect reporting
- If your agency has received recent financial support from Food Bank of Wyoming



## Deadlines, Submission, and Timeline

The application deadline is **Friday, 5/22/2024**. Applications can be submitted with the below submission options.

### Email:

Please use in the subject line: **Food Rescue Capacity Expansion Grant Application** and send your application to: [oldham@wyomingfoodbank.org](mailto:oldham@wyomingfoodbank.org)

Feel free to print, complete, and scan document for submission, or fill out the form electronically.

### Mail to:

Food Bank of Wyoming  
Attn: Richard Plumlee  
P.O. Box 1540  
Evansville, WY 82636

Please note that we cannot guarantee receipt. Consider sending your letter via certified mail so that you can track the application if mailing is your preferred method.

### Drop off:

Food Bank of Wyoming Distribution Center  
Attn: Richard Plumlee  
5150 Reserve Dr., Ste. 2  
Evansville, WY 82636

**Awards are expected to be announced mid-July 2024. All applicants will be notified via email.**



## Grant Funds – Award Amounts, Allowable Expenses, and Reporting Requirements

The maximum possible award is \$15,000. Funds are limited and will be divided among 120 agency partners, so **the average award will be significantly less than \$15,000**. Please assure your request aligns with the needs, size and scope of your Food Rescue efforts. Your requested funding should expand the capacity of your Food Rescue program, and all purchases must be associated with the Food Rescue program.

*Allowable* spending may include:

- Equipment such as: refrigerators and/or freezers (interior/exterior; commercial/residential), cooler installation (for trailers or storage), trailers, pallet jacks (powered or manual), hand trucks, utility carts, scales, thermometers, thermal blankets, PPE and sanitation supplies.
- Storage such as: storage units within a building or exterior unit (with/without temperature control), shelving, bins/totes (sorting bins).
- Technology: limited to equipment that can be used for MealConnect reporting (cell phone, tablet, and PC, internet service).
- Transportation expenses such as: funds for fuel in addition to the fuel cards mentioned on page one, vehicle outfitting (for example, trailer hitches).

*Prohibited* expenses include: vehicles, staff, and utilities.

If awarded, grant funds will be provided via check once the Grant Agreement Form and Yearly Food Rescue Partner Agreement have been signed and submitted. **Awarded grant funds must be spent as described in your Grant Application.** Grant funds must be spent within 30 days of receipt. Within 60 days of receipt of funds, awarded agencies must submit a detailed Spend & Testimonial Report. Within this report, awarded agencies will outline where and how funds were spent, as well as provide testimonials regarding the effect of the grant on food rescue efforts.

**IMPORTANT: Please do not attempt to spend prior to a written notice of award.**

Food Bank of the Rockies is not liable for any unauthorized expenses.



## When a Hunger Relief Partner Receives a Capacity Expansion Grant Award, They Agree To:

- Sign and submit a Grant Agreement Form and Yearly Food Rescue Partner Agreement prior to receiving funding.
- Indemnify Food Bank of Wyoming and agree to hold harmless for any damages or injuries that may occur as a result of or relating to the equipment and its use.
- Assume responsibility for all costs associated with operation of the equipment including but not limited to:
  - 1) Maintenance
  - 2) Utilities
  - 3) General liability insurance
  - 4) Repairs (please consider manufacturer's warranties offered upon purchase)
- Use equipment to support a free food distribution program.
- Purchase proposed equipment/services **within 30 days** of receiving funds.
- Provide a Spend & Testimonial Report within **60 days** from receipt of funds. This report will include a summary of expenditures, along with pictures/stories highlighting the impact grant funds have had on food rescue efforts and community support.



## Supporting Documents

Supporting documents offered with this application include an equipment catalog offering example equipment and storage items and approximate pricing. **Please note it is not mandatory to make purchases using this catalog.** It is provided only as a reference, to save applicants time given the vast array of options available. If you would prefer to research options more tailored to your particular needs, please do so.

At the end of the application, you will find a section called "Topics to Consider Prior to Your Request." These questions are intended for your own reflection, and are not required to be answered for the application.

## Questions

If you have questions regarding this grant or application please reach out to:

Odessa Oldham: [oldham@wyomingfoodbank.org](mailto:oldham@wyomingfoodbank.org) or (307) 287-1672

Mark Weslar: [mweslar@foodbankrockies.org](mailto:mweslar@foodbankrockies.org) or (720) 885-8424



# Food Rescue Capacity Expansion Grant Application

## Organizational Information

Your Agency's Name: \_\_\_\_\_

Address(es) where the requested resource(s) will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List payee name and mailing address for the award check (checks will only be made payable to agencies):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact person for grant: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If your organization offers multiple food access points, what are the zip codes of those distribution sites:

\_\_\_\_\_

How many households do you serve: \_\_\_\_\_

How many individuals do you serve (if applicable): \_\_\_\_\_

How many retail locations do you pick up donations from: \_\_\_\_\_

Total number of donation pickups per week (e.g., 1 store 3x per week + 1 store 4x per week = 7): \_\_\_\_\_



## Demographic Information

Ethnicity of People Served by Your Agency (Must total 100%)			
Ethnicity	Percent	Ethnicity	Percent
Black/African American		Hispanic/Latino	
Black/African American + Another Ethnicity		Hispanic/Latino + Another Ethnicity	
Middle Eastern/North African		Asian	
Pacific Islander		White/Anglo	
Multiple Ethnicity		Other	
Undisclosed		None	

## Capacity Grant Funding Request

You are highly encouraged to apply for support that offsets key financial impacts. For example, if your electricity bill is very high, consider the impact of applying for energy efficient equipment that may allow for additional tax benefits. If a large portion of your organization’s resources are devoted to ensuring ample food supply for your clients, consider if increased storage could increase your efficiency.

- 1) Total Funding Request (complete worksheet on page 10 and use that total): \_\_\_\_\_
- 2) Do you have the ability to take on additional stores/pick-up days either currently or as a result of receiving grant funding?    Yes    No
- 3) If we are unable to fulfill your entire proposed request due to limited funding, is your organization able to finance a portion of the proposed request?    Yes    No
- 4) On the next page, please provide your **Statement of Need** and your **Measurement of Impact**. These will be key metrics for determining grant fund allocations.

**Statement of Need:** Describe your request and its impact on the community you serve. How will this funding help increase your agency’s capacity to recover more food, distribute more food, or increase the number of clients served?

**Measurement of Impact:** Describe how you will quantify or communicate the effect this grant has had on your agency’s operations. How will you measure the increase in food rescued, retail donor locations added/expanded, or enhancements to the distribution of food acquired through retail-enabled food rescue?



**Statement of Need**

A large, empty rectangular box with a black border, intended for the user to write a statement of need.

**Measurement of Impact**

A large, empty rectangular box with a black border, intended for the user to write a measurement of impact.



### Capacity Grant Funding Worksheet

Overall Priority*	Item Description	Budget Justification (why do you need this item?)	Vendor	Item/Model Number (if applicable)	Quantity	Total Cost (Unit Cost x Quantity, Plus Any Tax & Shipping)

\*Rank from 1-5 with 1 being the most urgent

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**Total:**

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## Official Signature

Thank you for taking the time to fill out this application. When you are satisfied that the application is complete, fill out the below fields and sign. If signing digitally, you will not be able to make changes once you have signed.

Agency's highest authority (e.g., Executive Director): \_\_\_\_\_

Highest authority's email address: \_\_\_\_\_

Highest authority's signature: \_\_\_\_\_

## Topics to Consider Prior to Your Request

**None of the below needs to be filled out or submitted.**

**This is for your consideration prior to submitting the above.**

If requesting equipment, we highly recommend considering the following questions. In the past, partners have been awarded equipment that they could not use or properly house.

- Do you have space in your facility for these new resources? (Please consider the size and dimensions of any new equipment before ordering)
- Do you have the electrical power required for these new resources? (i.e., equipment may require a 240v outlet)
- If requesting a resource that needs an electrical outlet, what does that outlet look like?



- How will you plan for a potential increased cost in utilities, repairs, or maintenance?
- Do you own the property where the installation will take place? If not, do you have explicit/written approval from the property owner?
- Have you obtained multiple quotes or bids?
- If needed, have you considered the necessary permits required for this project / equipment installations?