



Second Harvest Foodbank/DATCP Equipment Capacity Building Grant: APPLICATION INSTRUCTIONS

Note: This PDF is for reference purposes only. To complete the Application, navigate to the [online Application here](#). Paper or email submissions of the below questions will not be accepted in place of the online application form.

- Second Harvest Foodbank/DATCP Equipment Grant includes three components:
 - **Cover Page, Grant Application & Attachments**
- Applications must be submitted by 11:59 pm on June 20, 2022. (Any grant applications submitted after the deadline will not be considered)
- Organizations or groups must be designated as a registered 501(c)3 **-or-** fiscally sponsored by a 501(c)3 non-profit (contact grantapps@secondharvestmadison.org for fiscal agreement document if this applies to you). Second Harvest will verify the active status of 501(c)3.
- Applications should support communities within the 16 county Second Harvest Service Area. Projects not in one of the following Wisconsin counties will not be considered: Adams, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, Lafayette, Monroe, Richland, Rock, Sauk, and Vernon.
- To be eligible must be an active partner agency of Second Harvest Foodbank, in good standing (*To be eligible for this grant, all monthly reporting needs to be submitted and up-to-date for the current fiscal year. See question #8 on the application for further details.*)
- *An application for funding doesn't guarantee an award.*

The total grant award amount available is \$150,000. The minimum award for this grant is \$2,500 and the maximum award is \$15,000 with funds available in mid-July 2022. Funds must be used, and paid invoices submitted, by November 7, 2022. This is a one-time funding distribution and money must be used between July 2022 and November 7, 2022. Award amounts vary according to the strength of the applications.

Application Information

Please answer each question. Please type responses with no smaller than 11-point font.

Type of Assistance requested:

- Equipment that can be ordered & paid invoices provided by November 7, 2022
- Equipment reimbursement for items already purchased within the grant time frame of November 23, 2021 - November 15, 2022.



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Agency Information

Partner Agency Name:

Partner Agency Program Number:

Neighborhood(s), cities and/or county served:

Agency Contact Information

(Please list the person who can respond to questions about this grant application.)

Name & Title:

Primary Phone Number:

Email Address:

(The best place to mail grant award notice and other grant information, if applicable)

Mailing Address:

City/Town:

State: ZIP Code:

EQUIPMENT ASSISTANCE

1. Amount Requested (Min: \$2,500 to Max: \$15,000): \$

2. Type of Capital Need:

- New equipment purchase
- Equipment Replacement
- Building/Equipment Repair

3. Request Description:

4. Please provide itemized information on what you would be purchasing with grant funds, including prices and vendors. For each item requested with a value up to \$10,000, at least one (1) price quote is required. For items requested with a value of \$10,001 - \$15,000, at least two (2) price quotes are required (See Procurement Policy for further details). Keep in mind that purchases must be



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completed and copies of the final receipts/invoices & checks must be submitted by November 7, 2022.*

Item #1:

Price Quote #1:	Cost:	Vendor Name:
Price Quote #2:	Cost:	Vendor Name:

Item #2 (if applicable)

Price Quote #1:	Cost:	Vendor Name:
Price Quote #2:	Cost:	Vendor Name:

Item #3 (if applicable)

Price Quote #1:	Cost:	Vendor Name:
Price Quote #2:	Cost:	Vendor Name:

(Additional tables are for additional pieces of equipment that are being included in the grant application.)

** Any costs above the estimate submitted must be funded by the organization*

** Any cost below the estimate submitted must be returned to SHFB to assist in funding additional alternate grant applicants.*

5. Describe your organization’s plan and timeline for implementing the proposed purchase/repair

- a. Response should include:
 - i. Clear description and plan that shows verification for implementing the purchase/repair & delivery within the required time frame *(Keep in mind that purchases must be completed and final receipts/invoices submitted by November 7, 2022.)*
 - ii. Description of time commitment by staff/volunteers required to receive and implement use of product



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6. **We (Partner Agency) agree to monitor the use of this proposed equipment purchase for a minimum of 3 years to ensure it is in the approved location and fulfilling its intended use (*sign below*).**
7. **Please provide a brief explanation of why your agency is applying for this Equipment Capacity Building Grant. What are you seeking to accomplish and how will the grant funds help to meet these goals? (Include how this grant award will improve your organization's ability to better support your community.)?**
8. **Household/Meal/Backpack Reporting:**
 - a. **Average Monthly Households in last year (Pantry Programs):_____**
 - b. **Average monthly meals served in last year (meal site and shelter programs):_____**
 - c. **Average monthly backpacks distributed in last year (backpack programs)_____**

To be eligible for this grant, all monthly reporting needs to be submitted and up-to-date for the current fiscal year (July 1, 2021 - May 2022) (or as long as you have been a partner if less than this time frame). This includes household/meal/backpack monthly reporting and the MealConnect Program (if applicable).

[Click here](#) to complete your household reporting.

If you are unsure if your reporting is up to date, please contact your Agency Representative.

9. **What other funding or in-kind support has your organization secured that you will be utilizing to achieve your purchase? Explain:**
10. **Describe your organization's plans to define and measure success of the intended impact on your program's effectiveness in the work to end hunger in Wisconsin? (including outputs and perceived impact)**
11. **Please detail how this purchase or repair will impact your organization's plans for increasing the number of families/meals that you plan to be able to provide as support to your community this year. Please share any other ways this will help with improvement to increase nutrition security in your programming in the next year:**



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All grant materials must be received by 11:59 pm on June 20, 2022 [through the online application](#). One submission should include all grant materials needed for review. Any grant applications submitted after the deadline will not be considered.

Attachments (please include the following attachment with your grant application materials)

- W-9 tax form
- Non-discrimination policy for 501(c)(3) or 501(c)(3) fiscal agent
- Copies of Quotes