



## Second Harvest Foodbank/DATCP Equipment Capacity Building Grant: FAQs

**What is meant by capacity building?** Capacity building is a broad term that encompasses "actions that improve a program's effectiveness." The overall goal of the 2022 Second Harvest Foodbank/DATCP Equipment Capacity Building Grant is to provide an investment in storage, distribution, and transportation that [increases the capacity](#) within our service area to improve our network's ability to end hunger in Wisconsin.

### **Why is Second Harvest Foodbank providing a capacity building grant?**

Second Harvest is allocating funds from the DATCP 2022 Food Security Initiative received through Feeding Wisconsin to provide capacity building opportunities to Partner Agencies. This funding opportunity is one of the ways that Second Harvest is committed to our mission of ending hunger and advancing towards our strategic goals of food equity and nutrition security. This particular grant opportunity is available to current Partner Agencies of Second Harvest Foodbank.

**How much money can a program apply for?** The total grant award amount available is \$150,000. To ensure we are able to provide funds to as many partners as possible, the maximum award value is set at \$15,000.

**What if our project costs more than \$15,000 (the maximum award value)?** If your equipment/project costs more than \$15,000, you can apply for up to \$15,000 towards the cost of the item, as long as you are able to show your organization has the additional costs covered by other financial resources and are aware that those additional funds needed to complete the proposed purchase are available within the given timeline. (Keep in mind that purchases must be completed and final receipts/invoices submitted to SHFB no later than November 7, 2022.)

### **How many grants will be awarded?**

The number of grants awarded depends on the strength of the applicant pool. The maximum individual award value is set at \$15,000. The minimum award for this grant is \$2,500.

**What other materials do we need to supply along with the application?** To be considered for the grant award, your organization must be an active partner agency of Second Harvest Foodbank, in good standing (all monthly reporting needs to be submitted and up-to-date for the current fiscal year (July 1, 2021 - May, 2022), or for as long as you have been a partner of SHFB if less than this timeframe. **Applications must include the following attachments:**

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



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**When will awards be announced? If our application is selected for funding, when will we get the money?** The deadline to apply for the grant is June 20, 2022. At that time, the process for reviewing applications by the Grant Selection Committee will begin. Announcements for Grant Applications receiving Funding will occur on Monday, July 13, 2022. If your grant application is selected for funding, you will receive the funds from Second Harvest via a check sent through the USPS, with which to make your purchase/repair.

**When do I need to submit receipts of purchase for reimbursement?** In accordance with the DATCP required timelines for funds usage and reimbursement, you must submit the following to Second Harvest Foodbank - ***no later than the deadline of November 7, 2022.***

- Copies of the receipt/invoice for the purchase or repair
- Copies of the check your agency used for payment to the vendor for that invoice of the purchase or repair

A template will be provided to funded grant applicants.

**Upon completion of the grant cycle, what reporting are partner agencies who receive funding required to provide?**

- Brief report of grant activities that should include a short description of project results, challenges, outputs, perceived impact, lessons learned. (Grant reporting form will be provided at the time of funding distribution)
- Recommendations for continued equipment capacity building efforts. (Provided through a post grant cycle survey)
- **Copy of vendor invoices and Copy of the agency check to the vendor to pay the invoice.** As part of our verification process to DATCP of how award funds were spent. (Receipts & invoices must be submitted no later than November 7, 2022 in accordance with the DATCP required timelines for funds usage and reimbursement.)

**Why are awardees required to submit follow-up reports?** Reports are required by DATCP to ensure that the grant funds are being utilized for the stated purpose of improving the network's ability to end hunger in Wisconsin and to avoid duplicative assistance from other awardees.

**Eligible expenses may include but are not limited to:**

- Adapting facilities to meet safety guidelines, such as new signage and sanitation for customers and worker protection
- Food storage, processing, and delivery equipment to adapt to supply chain disruptions, including for cold and ambient storage, storage containers and bins
- Food safety equipment, such as coolers and thermometers, for safe food transportation
- Food processing, washing and packing equipment, produce and fruit sorting equipment, and cleaning and sanitation equipment
- Costs associated with repackaging food products needed to meet the demand and quantity sizing required by food banks and food pantries
- Vehicles for distribution of food products
- Information technology needs, including development of online delivery systems to increase capacity



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### **Ineligible expenses include:**

- Food Purchases
- Payroll reimbursement
- Real estate purchases
- Repayment of loans or mortgages
- Rent or contract payments for time periods extending beyond the term of the award contract.
- Administrative or overhead costs that are not direct costs of the award project.
- Advertising expenses
- Legal fees
- Lobbying, fundraising, or other political activity, including the activities listed in Article 22.
- Costs incurred by any firm for work performed in the preparation of and production of a proposal
- Alcohol
- Equipment purchases that are designed for residential use (only commercial grade equipment will be eligible)

**Are installation/delivery costs eligible to be included in the total amount of the grant /invoice for agencies?** Yes

**Is electrical wiring eligible? (For example, if a partner needs to expand their electrical capacity for a particular cooler/freezer, etc.)** Yes

**Residential vs Commercial grade equipment: Who or What decides this?** Commercial grade equipment is equipment that is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program. Equipment such as refrigerators should bear the National Sanitation Foundation (NSF) certification to meet this requirement

**Who is on the application selection committee?** We are committed to transparency in our grant selection process. Grant applications are reviewed by a Grant Selection Review Committee composed of staff from Second Harvest Foodbank as well as other Wisconsin Food Banks in our network. The Grantmaking Committee makes the final grant decisions. The review rubric is also public and can be found along with the Grant Announcement on the Partner Portal and as an attached PDF.

### **What if I'm concerned about spending my grant money by the project deadline?**

If you are concerned about the spending of your grant funds within the required timeline please contact us as soon as possible so we can discuss options. If the reason you cannot spend the money is because your proposed purchase/repair has changed significantly from the original proposal, we would need to discuss an adjusted proposal to see if it fits within the parameters of the intended funding and the required timeline, or potentially redistribute funds to unfunded partners.

*For questions regarding eligibility requirements or anything listed in the FAQ section, please contact:* [grantapps@secondharvestmadison.org](mailto:grantapps@secondharvestmadison.org)