

**Operations Support/Capital Equipment Grants  
Applicant Checklist, 2018-2019**

- \_\_\_ Enclosed **10 copies** of your application. Please make sure they are easy to read.
- \_\_\_ Completed all necessary pages.
- \_\_\_ Removed all unnecessary pages before making copies
- \_\_\_ Listed grant requests in order of priority on page 1 of application.
- \_\_\_ Total grant request does not exceed \$14,000. Capital equipment request does not exceed \$8,000. Operations support request (staff, utilities, space, disposables, and transportation) does not exceed \$6,000.
- \_\_\_ Provided signatures from two different people on page 1 of application.
- \_\_\_ Included a current job description with specific duties and the percentage of time spent on each duty for each staff request.
- \_\_\_ Space request: Enclosed a copy of the current rental agreement.
- \_\_\_ Attached 2 signed written or internet vendor quotes per item for capital equipment requests.
- \_\_\_ At least 2 equipment quotes for comparable makes and models.
- \_\_\_ Requested lowest price available in quotes for capital equipment
- \_\_\_ Agencies that provide prepared meals: Copy of Department of Health Permit
- \_\_\_ Non-Food Bank members: copy of IRS letter with Tax ID # and 501(c)3 status
- \_\_\_ Shelters and Kitchens: Copy of Department of Health Permit

Questions?  
Contact David Russell  
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