

Operations Support/Capital Equipment Grants Applicant Checklist, 2021-2022

- ___ Completed and enclosed **1 copy** of the 2-page coversheet with full and accurate grants requests listed in order of priority and with signatures from 2 different people.

- ___ Enclosed **10 copies** of your application. Please make sure they are easy to read. **Do not identify agency name in application.** Our hope is that this will help us review applications even more objectively. Thank you!

- ___ Completed all necessary pages.

- ___ Removed all unnecessary pages before making copies

- ___ 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.

- ___ 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. Aim for quotes that are valid for 6 months.

- ___ 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?

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