

### **FY2022 STATE FOOD PURCHASE PROGRAM**

## REQUEST FOR FUNDING (RFF) – GLEANING SUPPORT GRANT PROGRAM APPLICATION

### \*Grant Award Period – 7/1/2021 – 6/30/2022\* Organizations Owned and Operated in New Jersey

Completed applications must be submitted via email to <u>Rose.tricario@ag.nj.gov</u> no later than noon on August 31<sup>st</sup>, 2021. Incomplete and/or late submission will be determined ineligible.

### **SECTION A – APPLICANT INFORMATION**

1.Name of Applicant:
2. Address:
3. Contact Person/Title:
4. Phone:
5. Fax:
6. Email:
7. Organization website:
8. Federal Employer ID Number (FEIN):
9. Federal IRS Letter of Determination granting non-profit status: A copy of the letter must be attached to this page of the RFF and the name on the letter must match the "Name of Applicant" above.
10.Name and Title of Individual Authorized to Sign Contractual Agreements for
the Applicant:
SECTION B - APPLICANT PROFILE
12. Number of years that applicant has operated as a gleaning program in New Jersey
13. Source of gleaned New Jersey foods and type and amount of food items gleaned: Complete and attach Attachment A- "Source of Gleaned Foods" to this page of the RFF.
14. Organizations receiving gleaned foods in New Jersey and type and amount of food items distributed in New Jersey: Complete and attach Attachment B – "Organizations Receiving Gleaned Foods in New Jersey" to this page.

15.	Does the applicant charge any fees for its services? Yes No
If th	e answer is yes, provide an explanation of the fees.
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16.	Total pounds of food items gleaned from New Jersey farms in:  2021 to date  2020
	2019
	Total pounds of food items rescued from non-farm sources from New Jersey in:  2021 to date
	2020
	2019
	The gleaning grant cannot be applied to rescued foods. This information is requested to get a understanding of the applicant's organization.
	Sources of fruits and vegetables, and other nutrient dense food items, rescued from non-farm sources in New Jersey outside the New Jersey growing season.
	The gleaning grant cannot be applied to rescued foods. This information is requested to get a runderstanding of the applicant's organization.
	Applicant must provide source documentation with the submission of the application. The documentation must show the total pounds of food items distributed as specified on ATTACHMENT B – ORGANIZATIONS RECEIVING GLEANED FOODS. Examples of acceptable documentation include written verification from donor farmers, and other sources or written verification of recipient organizations (i.e. food banks, soup Kitchens, etc.) identifying the quantity of commodity donated as well as the source. A verifiable self-

# certification is considered acceptable only when accompanied by documentation as to how the number was derived.

Example: 10 bins of pumpkins from Farmer Farms LLC @ 700 lbs/bin = 7,000lb. 500 bus. eggplant from Eat Healthy Farm Inc @ 35lb/bus. = 17,500lb. Total Pounds gleaned: 24,500 lb.

20. Does the applicant have an educational component that educates recipients in New Jersey on including fresh fruits and vegetables in their diets? Yes No
If the answer is yes, provide a brief explanation of how this component is incorporated into the applicant's gleaning program on a regular basis.
SECTION C – EXECUTIVE SUMMARY
Provide a summary of the applicant's funding request.

<del>-</del>	STATEMENT OF NEED  ve summarizing the assessment of need for this funding to supp
	am with New Jersey farms.
· -	PROJECT IMPLEMENTATION PLAN
rovide a descrij	PROJECT IMPLEMENTATION PLAN otion of how this grant would support the applicant's gleaning es in New Jersey.
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# SECTION F – <u>OUTCOMES AND EVALUATION</u> Please specify the desired outcomes that the applicant plans to achieve and how it will evaluate to determine if the specified outcomes were met.

### **SECTION G – BUDGET**

Expense Item	Total Cost to Applicant	Gleaning Grant Funds Requested	Applicant Portion of Total Cost	
TOTAL:				

### Grant funding may be requested for expenses in the following categories:

• Transportation/freight costs include tolls, and per mile vehicle usage reimbursement for activity in New Jersey. The mileage will be reimbursed at the prevailing Federal rate. Applicant may also include the cost of a scale for tracking of gleaned items received and distributed in New Jersey. If approved for the grant, the applicant must maintain separate vehicle logs for each vehicle that will be covered by the grant. The vehicle log must include the beginning and end destination for each trip along with the odometer

reading and must specify whether the trip was for gleaning or non-gleaning activity.

- Salaries of staff directly involved in gleaning activities, including supervision, transportation, and distribution of gleaned food in New Jersey as well as SFPP foods. If approved for the grant, the applicant must have separate timesheets for each staff member whose salary is covered by the grant. The days listed on the timesheet must match the period and time spent on gleaning activities and must be tracked separately from time spent on non-gleaning activities. Grant funds shall only be used for the portion of salaries associated with gleaning activity.
- Miscellaneous expenses directly associated with the immediate transportation and distribution of produce grown by New Jersey farmers will be considered on a case-by-case basis. (i.e.: utilities, containers, communication equipment, ice, small refrigerator, coolers, scales, forklift, to assist with the immediate distribution of gleaned foods).
- Examples of un-allowable costs may include but are not limited to freezers, infrastructure improvements, storage facilities, etc.

### SECTION H – BUDGET DETAIL

The funding requests in Section G must be accompanied by a detailed cost estimate for the expenses identified in each category. The NJDA reserves the right to modify the amount of funds requested or eliminate line items in their entirety if they do not meet the requirements set forth in the Public Notice and Gleaning Grant Information Sheet. For each line item of the proposed budget, provide a brief description of how the costs were determined. ex: 1 truck driver@ \$15 per hour for 30 hours a week for 10 weeks = \$4,500.

sej	ease describe how the applicant we parately from expenses that are no counting system that will be used	ot related to th	e grant. Also,	

### **SECTION I – <u>CERTIFICATION</u>**

**9** | P a g e

The signature below must be that of an individual with the authority to enter into legally binding agreements on behalf of the applicant.

The undersigned certifies that all information contained in this application is true and accurate; understands that falsification of information may be cause for non-review of the application or award revocation; and agrees to comply with the terms and provisions provided in this application if a grant award is received.

### <u>ATTACHMENT A – SOURCE OF GLEANED FOODS in NEW JERSEY</u>

FY 2022 State Food Purchase Program Gleaning Support Grant RFF July 1, 2021 – June 30, 2022

Please identify the county and name of each New Jersey farm providing the gleaned foods, as well as the type and amounts of gleaned foods obtained during a full gleaning year using the years 2019 and 2020:

County	Farm Providing Gleaned Food	Type of Food Item	Type of Food Lbs. of Food Gleane	
	Gleaneu Foou	Item	2019 (July 1, 2018- June 30, 2019)	2020 (July 1, 2019- June 30, 2020)

# <u>ATTACHMENT B – ORGANIZATIONS RECEIVING GLEANED FOODS</u> <u>in New Jersey</u>

FY2021 State Food Purchase Program Gleaning Support Grant RFF July 1, 2021 – June 30, 2022

Please identify the county and name of the organizations where gleaned foods were distributed in New Jersey, as well as the type and amounts of gleaned foods distributed during a full gleaning year using the years 2019 and 2020:

County	Organization Receiving Gleaned	Type of Food Item	Lbs. of F Distri	
	Food	ICIII	2019 (July 1, 2018- June 30, 2019)	2020 (July 1, 2019- June 30, 2020)