



# **FY2024 STATE FOOD PURCHASE PROGRAM**

## **REQUEST FOR FUNDING (RFF) – GLEANING SUPPORT GRANT**

### **PROGRAM APPLICATION**

**\*Grant Award Period – 7/1/2023 – 6/30/2024\***  
**Organizations Owned and Operated in New Jersey**

Completed applications must be submitted via email to [Rose.chamberlain@ag.nj.gov](mailto:Rose.chamberlain@ag.nj.gov) no later than noon on August 31<sup>st</sup>, 2023. 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: \_\_\_\_\_
11. Attach a current membership list for your organization.

### **SECTION B - APPLICANT PROFILE**

12. Number of years that applicant has operated as a gleaning program in New Jersey. \_\_\_\_\_
- 13a. Applicant must provide source documentation of gleaned New Jersey foods by type and amount of food items gleaned: Complete and attach **Attachment A- “Source of Gleaned Foods”** to this page of the RFF. An example would be a signed receipt from the donor farm.

Example: 10 bins of pumpkins from Farmer Farms LLC @ 700 lbs. bin = 7,000lb.  
 13a 500 bus. eggplant from Eat Healthy Farm Inc @ 35lb/bus. = 17,500lb.  
 Total Pounds gleaned: 24,500 lb.

- 13b. Applicant must provide source documentation of the total pounds of foods distributed as specified on **Attachment B – “Organizations Receiving Gleaned Foods”**. An example would be a signed receipt of foods received by the recipient organizations (i.e., food banks, soup Kitchens, etc.) identifying the quantities, pounds and types of commodities donated.

Example: 10 bins of pumpkins from NJ Gleaning Inc. @ 700 lbs. bin = 7,000lb.  
 13b 500 bus. eggplant from NJ Gleaning Inc @ 35lb/bus. = 17,500lb.  
 Total Pounds gleaned: 24,500 lb.

14. Does the applicant charge any fees for its services? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is yes, provide an explanation of the fees.

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15. Total pounds of food items gleaned from New Jersey farms during state fiscal years:

2023 \_\_\_\_\_  
 2022 \_\_\_\_\_

16. Total pounds of food items rescued from non-farm sources from New Jersey during state fiscal years:

2023 \_\_\_\_\_  
 2022 \_\_\_\_\_

*Note: The gleaning grant cannot be applied to rescued foods. This information is requested to get a better understanding of the applicant's organization.*

17. 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.

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*Note: The gleaning grant cannot be applied to rescued foods. This information is requested to get a better understanding of the applicant's organization.*

18. 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.

## **SECTION D – STATEMENT OF NEED**

Provide a narrative summarizing the assessment of the need for this funding to support a gleaning program with New Jersey farms.

## SECTION E – PROJECT IMPLEMENTATION PLAN

Provide a description of how this grant would support the applicant's gleaning program activities in New Jersey.

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## **SECTION F – OUTCOMES AND EVALUATION**

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## SECTION G – BUDGET

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**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.

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Please describe how the applicant will track expenses specific to the gleaning grant separately from expenses that are not related to the grant. Also, describe the accounting system that will be used to track expenses.

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## **SECTION I – CERTIFICATION**

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.*

**Typed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **complete attachments A & B**

Completed applications must be submitted via email to [Rose.chamberlain@ag.nj.gov](mailto:Rose.chamberlain@ag.nj.gov) **no later** than noon on August 31<sup>st</sup>, 2023. Incomplete and/or late submission will be determined ineligible.

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### **FOR NJDA USE**

**Date Received:** \_\_\_\_\_

**Time Received:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## **ATTACHMENT A – SOURCE OF GLEANED FOODS in NEW JERSEY**

# FY 2024 State Food Purchase Program Gleaning Support Grant RFF

July 1, 2023 – June 30, 2024

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 state fiscal year **2022 and 2023**:

[illegible]

FY2024 State Food Purchase Program Gleaning Support Grant RFF  
July 1, 2023 – June 30, 2024

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