

FY 2026 State Food Purchase Program Gleaning and Seafood Recovery Support Grant Information Sheet

Grant Award Period: July 1, 2025 – June 30, 2026

The Department of Agriculture Division of Food and Nutrition is soliciting applications for both Gleaning and Seafood Recovery Support from interested eligible entities. Completed applications must be submitted via email to both Rose.chamberlain@ag.nj.gov and david.defrange@ag.nj.gov no later than 12:00 pm on August 29, 2025. Incomplete and/or late submissions will be determined ineligible.

Categories of Eligible Applicants:

1. Gleaning Organizations:

- Must be a 501(c)(3) non-profit actively involved in the hands-on work of harvesting surplus produce from farms, orchards, and gardens.
- Must demonstrate capacity to:
 - Mobilize volunteers.
 - Coordinate with local farmers.
 - Ensure safe and efficient gleaning of produce.
 - Handle logistics of transporting goods to distribution centers or food banks.
 - Ensure donated produce reaches those in need.
 - Adhere to food safety standards.

2. Seafood Recovery Organizations:

- Must be a 501(c)(3) non-profit actively involved in the hands-on work of recovering surplus seafood from fisheries, docks, or seafood markets.
- Must demonstrate capacity to:
 - Mobilize volunteers.
 - Coordinate with local fisheries or seafood suppliers.
 - Ensure safe and efficient recovery of seafood.
 - Handle logistics of transporting goods to packaging facilities, distribution centers or food banks.
 - Ensure donated seafood reaches those in need.
 - Adhere to food safety standards specific to seafood handling.

General Eligibility Requirements:

- The applicant must be a non-profit, 501(c)(3) entity owned and operated in New Jersey.
- A Letter of Determination from the IRS documenting non-profit status is required.
- Organizations currently receiving State Food Purchase Program funding are **not** eligible to apply for this grant.

Application Requirements:

- Provide an implementation plan stating how this grant will support the organization's activities.

- Include detailed costs associated with the program.
- Funding may be requested for expenses in categories such as vehicle expenses, scales for tracking, salaries of staff involved in activities, and miscellaneous expenses related to immediate transportation and distribution.
 - Vehicle Expenses: **Only** mileage will be reimbursed at the prevailing federal rate which is intended to cover all vehicle expenses.
 - The cost of a scale for the tracking and verification of gleaned items received and distributed.
 - Salaries: Staff directly involved in gleaning activities, including supervision, transportation, and distribution of gleaned food.
 - Miscellaneous expenses: 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.

Note:

- NJDA reserves the right to modify the amount of funds requested or eliminate line items if they do not meet the requirements set forth in the Public Notice and this Information Sheet.
- NJDA reserves the right to request a visit with an organization prior to a grant award.

Record Keeping:

- Audits of recipients are required; therefore, record keeping must distinguish activities related to the grant from other activities performed by the applicant organization or group. Records must be maintained for seven years.



Organizations Owned and Operated in New Jersey

All Applicants Must Meet all requirements of the Program Information sheet provided with the application

Select 1- _____ - Gleaning Organization
 _____ - Seafood Recovery Organization

1. Name of Organization: _____
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 / seafood recovery program in New Jersey. _____

13a. Applicant must provide source documentation of gleaned/recovered New Jersey foods by type and amount of food items gleaned/recovered: Complete and attach **Attachment A- “Source of Gleaned / Recovered Foods”** to this page of the RFF.

*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/donated as specified on **Attachment B – “Organizations Receiving Gleaned/Recovered Foods”**. An example would be a signed receipt for foods received by the recipient organizations (i.e., food banks, soup Kitchens, etc.) identifying the quantities, pounds and types of donated items.

*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.

15. Total pounds of food items **gleaned/recovered** from New Jersey during state Fiscal years:

2025 _____
2024 _____

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

2025 _____
2024 _____

Note: This grant cannot be applied to rescued food. 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.

[illegible]

Note: This grant cannot be applied to rescued food. 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 or seafood 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.

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SECTION D – STATEMENT OF NEED

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

SECTION E – PROJECT IMPLEMENTATION PLAN

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

SECTION F – OUTCOMES AND EVALUATION

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SECTION G – BUDGET

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

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**. Grant Applicant may also include the cost of a scale for tracking of gleaned/recovered 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/recovery or non-gleaning activity.

- Salaries of staff that are directly involved in gleaning/recovery activities, including supervision, transportation, and distribution of gleaned/recovered 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/recovery 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/recovery activity.
- Miscellaneous expenses directly associated with the immediate transportation and distribution of produce grown by New Jersey farmers and seafood recovered 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/recovered 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 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.

Please describe how the applicant will track expenses specific to the gleaning/recovery 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 both Rose.chamberlain@ag.nj.gov and david.defrange@ag.nj.gov **no later** than 12:00 pm on August 29th, 2025. Incomplete and/or late submission will be determined ineligible.

FOR NJDA USE

Date Received: _____

Time Received: _____

Signature: _____

See attachments:

ATTACHMENT A
SOURCE OF GLEANED – RECOVERED FOODS in NEW JERSEY

FY 2026 State Food Purchase Program

Gleaning and Seafood Recovery Support Grant RFF

Grant Award period July 1, 2025 – June 30, 2026

Please identify the county and name of each New Jersey farm providing the gleaned/recovered foods, as well as the type and amounts of foods obtained during a full year using the state fiscal year **2024 and 2025**:

[illegible]

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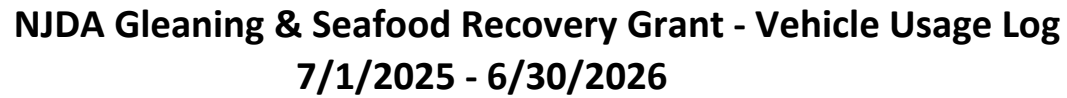


NJDA Gleaning - Seafood Recovery - Employee Timesheet

Awardee Name:					7/1/2025 - 6/30/2026		
Employee Name:							
Pay Period:	Start Date:			End Date:			
Date:							
Day of Week:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Gleaning Hours - Farms							
Seafood Rescue Hours - Location							
*Non-Gleaning/ Rescued Food Hours - farm							
Daily Hours							
						Total Hours	

Employee Signature:

* - not reimbursed



Name of Vehicle/Driver:

[illegible]