

FY2019 State Food Purchase Program-Gleaning Support Grant **Information Sheet**

The Department of Agriculture Division of Food and Nutrition is soliciting applications for Gleaning Support from interested eligible entities.

Eligibility Requirements:

Eligibility requirements are as follows:

- The applicant must be a non-profit entity operating in New Jersey. A Letter of Determination from the Internal Revenue Service (IRS) documenting non-profit status is required. Organizations currently receiving State Food Purchase Program funding are not eligible to apply for Gleaning Support Grant funds.
- The applicant must provide an implementation plan stating how this grant will support its gleaning program activities. Please note that the application must identify existing gleaning activities that obtain locally grown products from New Jersey farmers free of charge and distribute them to New Jersey organizations that help feed New Jersey's hungry.
- The applicant must have operated a gleaning program for a minimum of 2 years within the past three calendar years. The gleaning program must have consisted of gleaning produce from New Jersey farms by collecting surplus locally grown products and distributing them to pantries, shelters, soup kitchens, and/or EFOs. The two years are not required to include calendar year 2018. The gleaning program may operate for less than twelve calendar months of each of the years because gleaning in New Jersey is not known to be a twelve-month operation. If there is information to support a twelve-month gleaning operation, please provide that.

Application-Requests for Funding:

- Proposals must include detailed costs associated with the program that collects gleaned food from New Jersey farms.
- Funding requests must include detailed cost estimates for expenses identified in any category. Grant funding may be requested for expenses in the following categories:
 - **Transportation/freight** (i.e. fuel, tolls, repairs/maintenance, vehicle insurance, and per mile vehicle usage reimbursement). Applicant may also include the cost of a scale for the tracking of gleaned items received and distributed.
 - **Salaries of staff** directly involved in gleaning activities, including supervision, transportation and distribution of gleaned food as well as SFPP foods.
 - **Miscellaneous expenses** directly associated with the transportation and distribution of locally grown food from New Jersey farms will be considered on a case by case basis (i.e. utilities, containers, and communication equipment).
- 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 this Gleaning Grant Information Sheet.

Please note the importance of Record Keeping. Audits of recipients are required. Therefore, record keeping must distinguish gleaning activities (costs of gleaning related transportation, gleaned produce pounds, etc.) from other food related activities that may also be performed by the applicant organization or group.