**Agency Assistance Program (AAP)**

**Grant Guidelines**

**Information**

The Agency Assistance Program (AAP) assists the Food Bank of Western New York’s member agencies with emergency needs. Agencies may apply for assistance to purchase new equipment, to buy food at wholesale cost, or to pay utility bills. The AAP Grant is made available with the support of the Food Bank’s Board of Directors. This grant is funded with monies collected through the organization’s fundraising efforts.

**Requirements**

* Be a member agency of the Food Bank of Western New York for at minimum, six months.
* Be in compliance with Food Bank of Western New York’s Agency Agreement.
* Have already applied for HPNAP Operations Support grant (if eligible).
* Be able to assist with matching funds if requested by the AAP Grant committee.

**Guidelines**

* Agencies may be eligible to apply for AAP once every two years.
* Need for request(s) is **clearly explained**.
* The Food Bank of Western New York retains ownership of any items and/or equipment. purchased though AAP. If the benefiting agency should close for any extended period of time, or if the agency terminates its relationship with the Food Bank for any reason, the equipment will be removed by the Food Bank of Western New York.
* Supporting documentation requested by the Food Bank of Western New York is provided within **ten (10) business days**.
* Agency may apply for one of the following categories:
* **Food Service Equipment** – food service equipment may be provided if it is required to maintain food safety and sanitation standards (as specified by the Food Bank and/or NYS Department of Health) or if there is inadequate space for food storage due to the lack of equipment. Agency will provide **two quotes**, for the requested equipment to be included with the grant application. The agency is responsible for any delivery, set up and/or maintenance costs of the requested equipment and should present proof (such as a typed and signed letter from the parent organization or current director) that states their ability to do so.
* **Food/Non-Food** – accrued balance may be paid or a line of credit may be established.
* **Rent/Utility Bill Assistance** – limited to water, gas, electric, and propane. Each request for utility assistance must be accompanied by a copy of three bills for the months prior to the request. Each request for rent assistance must be accompanied by a copy of three months’ rent receipts and rental agreement.

**Process**

* The AAP Grant Application is available on Food Bank of WNY’s website -<http://www.foodbankwny.org/AgencyResource/GrantApplications.aspx>
* Applications may be completed electronically, but should be signed in ink (electronic signatures are not accepted). Signed applications may be mailed directly to the Food Bank or scanned and emailed to [cpalumbo@foodbankwny.org](mailto:cpalumbo@foodbankwny.org).
* Applications may be submitted by September 1st, December 1st, March 1st, or June 1st. Urgent requests may be submitted at any time and will be considered on a case-by-case basis.
* The AAP Grant Committee will meet to review applications and notifications will be provided in October, January, April and July.

**The grant cycle is July 1st through June 30th.**

*Please contact with questions by email (preferred) Carol Palumbo at* [*cpalumbo@foodbankwny.org*](mailto:cpalumbo@foodbankwny.org) *Signed applications and required documentation should be submitted to Carol Palumbo at the Food Bank of Western New York, 91 Holt Street, Buffalo 14206.*

**Agency Assistance Program (AAP) Application**

****

Agency Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give a **detailed description** of your needs under each category for which you are seeking assistance.

**Food Service Equipment**

**Total Amount Requested in this Category $**

**Food/Non-Food**

**Total Amount Requested in this Category $**

**Rent/Utilities/Other**

**Total Amount Requested in this Category $**

I agree to all terms and conditions of this grant as described on the AAP Grant Guidelines page.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature (****electronic signatures not excepted****) Date*

***Please be sure to attach all required documentation, as specified on the Grant Guidelines page, in order for your application to be considered. Original signed applications should be submitted to Carol Palumbo at the Food Bank of Western New York, 91 Holt Street, Buffalo 14206.***

**Please read all instructions. Applications will be automatically denied if they do not meet the following requirements:**

* **Application completed in its entirety**
* **Application is received or postmarked on time by the due date listed on the application ( please note: applications are accepted by the quarterly due date listed on the application)**
* **Application is signed and hard copy with attachments is sent to the person and address listed on the application**
* **Monthly reports are up to date**
* **Agency account balance is current**
* **Agency has not received funding in two years**
* **Need is clearly explained and justified**
* **Agency will be responsible for delivery and freight charges**
* **Agency will provide proof of equipment maintenance agreement**

**Please email questions to Carol Palumbo, Agency Services Grants Administrator at** [**cpalumbo@foodbankwny.org**](mailto:cpalumbo@foodbankwny.org)

**All requests cannot exceed the following funding amounts**

**Refrigeration Units Freezer Units**

**Single Door - $1900.00 Single Door- $2400.00**

**Two Door - $ 2700.00 Two Doors - $3400.00**

**Three Door - $3800.00 Three Door - $4800.00**

**Agency will be responsible any repairs**

**Equipment Maintenance Agreements are required**