FeedMore WNY
Agency Assistance Program Application Guide

• Application as it appears on the website is completed in its entirety. Do not cut and paste

• 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 is not currently on probation

• Agency is not currently suspended

• Agency has not received funding in two years

• Need is clearly explained and justified

• Application includes two vendor quotes from different vendors where applicable. Please get quotes for the same brand of equipment. Example: If you get a quote for a “Turbo Air” appliance from one vendor be sure to ask for a “Turbo Air quote from another. This way it will be a true comparison in price from one vendor to the next.

• Be sure to look closely at the warranty. Many brands have a 3 year parts and labor, 5 year compressor warranty and fall below the allowable amounts listed below.

• Agency will be responsible for delivery and freight charges. Compare these costs when choosing vendors to be sure you are getting the best possible price.

• FeedMore 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 FeedMore for any reason, the equipment will be removed by the FeedMore WNY.
All requests cannot exceed the following funding amounts

<table>
<thead>
<tr>
<th>Commercial Refrigeration Units</th>
<th>Commercial Freezer Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Door - $1976.00</td>
<td>Single Door- $2496.00</td>
</tr>
<tr>
<td>Two Door - $ 2808.00</td>
<td>Two Door -  $3536.00</td>
</tr>
<tr>
<td>Three Door - $3952.00</td>
<td>Three Door - $4992.00</td>
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</tbody>
</table>

Beverage style appliances with glass doors will not be considered

Other Equipment

Dishwasher- $4000.00

Utility Cart- $85.00

Shopping Cart- $218.00

Agency will be responsible all repairs

A Basic Three Year Equipment Maintenance Agreement Is Required
Cost per unit is approximately $275 annually

Please contact Carol Palumbo, Agency Services Grants Administrator at
FeedMore WNY, 91 Holt Street, Buffalo, NY 14206, (716) 852-1305 extension 3096
or cpalumbo@foodbankwny.org should you have questions.