

 **Agency Assistance Program**

 **Grant Guidelines**

**Information**

The Agency Assistance Program (AAP) assists FeedMore WNY’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 FeedMore WNY’s Board of Directors. This grant is funded with monies collected through the organization’s fundraising efforts.

**Requirements**

* Be a member agency of FeedMore WNY for at minimum, six months.
* In compliance with FeedMore WNY’s Agency Agreement.
* Have already applied for HPNAP Operations Support grant (if eligible).
* 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**.
* FeedMore WNY 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 WNY for any reason, the equipment may be removed by FeedMore WNY.
* Supporting documentation requested by FeedMore WNY 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 FeedMore WNY 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. Note that a basic three-year maintenance agreement must be included with the quotes, and the cost of this agreement is not reimbursable through the AAP grant. 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 its ability to do so. Agency will be reimbursed upon providing a paid in full receipt as proof of purchase and the make, model and serial number of approved equipment.

\*\***FeedMore WNY reserves the right to remove equipment as is deemed necessary**.

* **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 our 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 FeedMore WNYor scanned and emailed to cpalumbo@feedmorewny.org.
* Applications may be submitted by September 1, December 1, March 1 or June 1. 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.
* Applications will not be accepted if they are altered in any way. Copy/Paste is not acceptable.

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

*Please contact with questions by email (preferred) Carol Palumbo at* *cpalumbo@feedmorewny.org* *Signed applications and required documentation should be submitted to Carol Palumbo at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206.*



 **Agency Assistance Program 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.

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 *Signature (****electronic signatures not accepted****) 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 FeedMore WNY, 91 Holt Street, Buffalo 14206.***

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

* **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 currently not 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**
* **Agency will be responsible for delivery and freight charges**
* **A letter of approval/denial will be sent within 5 business days to the address provided on the application**
* **Once approved, Agency will purchase equipment and mail receipt and proof of maintenance agreement, (appliances)within 15 business days to Carol Palumbo, FeedMore WNY, 91 Holt Street, Buffalo, NY 14206**

**Please email questions to Carol Palumbo, Agency Services Grants Administrator at** **cpalumbo@feedmorewny.org**

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

**Commercial Refrigeration Units Commercial Freezer Units**

**Single Door - $1976.00 Single Door- $2496.00**

**Two Door - $ 2808.00 Two Door - $3536.00**

**Three Door - $3952.00 Three Door - $4992.00**

**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 for all repairs**

 **A Basic Three-Year Equipment Maintenance Agreement Is Required**

 **Cost per unit is approximately $275 annually**