

Dear Valued Partner,

Thank you for your interest in our Agency Development Grant program. I have had the pleasure of supporting agency growth through our granting program over the last four years. You've heard the saying, "It takes a village", in our case it takes a village, a city, a county, and a community of passionate and determined partners like yourself to get the job done. To say that we VALUE your support and partnership is an understatement! The numbers, the pounds, and most importantly the families impacted by your efforts speak for themselves.

SMFB is committed to our agencies, their growth and sustainability, and their missions. The mission of the Agency Development Grant is to provide sustainability, structure, and guidance through equipment and capital support.

Below you will find the documents, access links, and necessary information you will need for to complete your Agency Development Grant application. If you have any additional questions, concerns, or need guidance, please do not hesitate to contact me nwheeler@stmarysfoodbank.org or via phone at (602) 344-6237.

Thank you again for your continued partnership. We look forward to the opportunity to support your agency's growth and success.

Nat Wheeler, Programs Grant Administrator

AGENCY GRANT ELIGIBILITY

All SMFB Agencies who meet the following stipulations are eligible for an Agency Development Grant:

- ✓ Agency has operated consistently, and in good standing for at least 90 days.
- ✓ No reporting or compliance issues within the last 90 days.
- ✓ No unresolved inspection findings.
- ✓ SMFB agency file is up to date with the following:
 - Letter of Agreement or USDA Agreement (if applicable)
 - Current, nonexpired food safety training
 - Volunteer confidentiality form
 - Civil Rights training

GRANTING TIMEFRAMES

The Agency Development Grant cycles run on SMFB's Fiscal Year (FY), July 1st – June 30th. During this time period, Agencies may submit up to, but no more than 3 applications.

Active grants may be placed on hold due to agency-required tasks (quotes, additional information, paperwork, etc.), if a hold period exceeds 90 days with no action, resubmission may be required.

GRANT LIMITATIONS

SMFB does not guarantee fulfillment of all grant requests received, each grant is reviewed individually and equitably by a neutral party. All grant requests must apply directly towards the operation of SMFB programming. The following limitations on grant requests apply to all grant reviews:

- **SMFB grant requests will not be fulfilled for:**
 - Labor or overhead
 - Utilities
 - Building repairs or demos or upgrades

- Maintenance (building or vehicle)
- Payroll or staffing needs.
- Technology software (malware, Microsoft programming, etc.)
- Agencies may request a replacement of previously awarded grant items once within two fiscal years, however, case-by-case scenarios may be considered. Grant equipment awards will be considered a “replacement” if the same item is requested within one year of receipt.
- **Agencies may only submit one grant for consideration at a time.**
- **Large Equipment (value exceeding \$4,999) limitations:**
 - Generally limited to one large equipment request every 3 fiscal years.
 - Case-by-case scenarios may be considered.

GRANT SUBMISSION

Before submitting your grant application, review the SMFB Agency Development Equipment Guide to ensure your agency's equipment requests are appropriate based on your SMFB programming.

- Things to consider:
 - If you are not the Executive Director or authorized person, do you have permission to submit grants on behalf of your agency?
 - Have you considered the costs, replacement, and maintenance of the items you are requesting? Will your agency be able to support those costs?
 - If you are submitting for a walk-in cooler and/or freezer, building demo, upgrades, or permits may be necessary. SMFB will not absorb these costs, can your agency afford these additional expenses?
 - Do you have the space to securely store and operate the requested equipment item(s)?
 - If you are requesting technology, do you have internet/Wi-Fi to support the operation of the equipment?

GRANT PROCESS

- **Once submitted, your application will be sent directly to the Programs Grant Administrator (PGA)**
 - Please allow up to 7 days after submission for email confirmation of receipt of the application.
 - Once we have confirmed receipt of your application, we will begin the review process.
 - This process can last 30-60 days.
 - Within that timeframe, you will be notified of any changes to your application or additional information required.
- **Once the review process is complete, you will receive email confirmation and instructions from the PGA, including the estimated delivery time.**
 - Please note that SMFB purchases the equipment directly from the vendor and will arrange to have it delivered directly to your facility (if possible)
 - This may occur any day between Monday and Friday, 8 am - 4 pm.
 - Product arrival timeframe(s) will be determined on a case-by-case basis and may differ depending on the item(s) requested.
- **Equipment Agreement**
 - All purchased/donated equipment will require a signed agreement between the applying partner agency and SMFB.
 - This agreement details that the item(s) are property of the partner agency upon receipt.
 - Should the partner agency or SMFB terminate the program(s) within the term stated within the agreement, the ownership of the equipment will transfer back to SMFB.
 - SMFB is not responsible for the maintenance of the item(s) or the purchase of additional items required for the operation of the equipment not specified in the Agency Development Grant Application.

AGENCY APPEAL PROCESS

If an applying agency believes its grant request was denied without grounds, the agency may appeal the decision within 30 days of receipt of the denial.

Please contact SMFB's Programs Grant Administrator for details.