

**Surplus Food Donation Equipment Grants APPLICATION PACKET**

**DEADLINE:**

**Friday February 25, 2022**

**Applications must be received by 5:00 PM**

StopWaste
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# Surplus Food Donation Equipment Grant Focus Area Information

This is the application for the Surplus Food Donation Equipment Grant focus area, which provides funding to support the purchase of equipment to facilitate the recovery or donation of surplus edible food that would otherwise go to waste, thereby increasing capacity for businesses to donate food and/or organizations to safely transport and distribute food for donation.

The purpose of this grant focus area is to help build the capacity of food recovery organizations and services to increase the safe recovery of edible surplus food generated by grocers, and other food businesses in Alameda County, and redistribute edible surplus food to feed people through food donation.Funding is available for non-profit organizations such as food pantries, food banks, community or faith-based organizations and food recovery services. Businesses or for-profit entities are not eligible to apply for this focus area. **Maximum grant request is $10k.**

The goals are to:

1. Safely recover, transport and distribute surplus edible food.
2. Put food to its highest and best use by feeding people.
3. Send less edible surplus food to compost or disposal.
4. Build capacity for food recovery organizations to accept and distribute more donated food from large food businesses in Alameda County.

Eligible equipment includes: refrigerators, freezers, combination refrigerator & freezer units, storage shelving, reusable totes or bins, hot/cold boxes or packs, reusable cooler/pan carriers, reusable pallets/strapping, thermal blankets, dollies, utility carts, pallet jacks, scales (weighing equipment), cooking or food serving supplies.

Costs related to labor and installation of equipment is not an allowable expense in the surplus edible food equipment grants. (*Example: hiring an electrician to upgrade outlets to accommodate a commercial refrigerator requiring a higher voltage.*) Funding can be requests for shipping & handling costs. If your project requires additional labor costs to accommodate new equipment to be purchased with grant funds, consider applying for a Food Waste Prevention & Recovery Grant (see all grant focus areas [here](https://www.stopwaste.org/at-work/stopwaste-grants)).

**Application Prerequisites**

**PROPOSED PROJECTS MUST:**

* Be based in and/or serve the residents and/or businesses in Alameda County and/or reduce food waste generated or disposed of in Alameda County.
* Surplus Food Donation Storage Equipment proposals must support the purchase of equipment that increases the organization’s capacity to safely recover, document, store and/or distribute surplus edible food that would otherwise go to waste or be disposed of in Alameda County.

* Projects requiring the purchase or upgrading of equipment must have funding and infrastructure needed to complete the purchase and installation before the end of the grant agreement (within 12 months). StopWaste grant funds are not able to cover the cost of installation or building upgrades for grant funded equipment.
* Cold storage equipment purchased with grant funds to increase acceptance of perishable foods and minimize food loss must be energy star rated or energy efficient as defined by the California Department of Energy. Please see the PG&E qualifying models meeting ENERGY STAR® Version 4.0 specification [here](https://www.caenergywise.com/instant-rebates/2021_Qualifying_CFS_Products_List_Updated_Dec_15-POS.xls) to ensure that your desired appliance is energy efficient and qualifies for a rebate. For more details, click [here](https://www.stopwaste.org/resource/food-donation-cold-storage-refrigeration-specification-guide) to download our Food Donation Cold Storage Refrigeration Specification Guide.
* Weigh and report on donated food recovered as a result of granted equipment.  If your organization does not already record weights of recovered or donated food, please include in your budget a line item for the purchase of an appropriately sized weighing scale for your operation.

**APPLICANTS MUST:**

Be a non-profit that has valid 501c3. This grant focus area **is not available to businesses**.

* Applicants will be expected to quantify or estimate the reduction of surplus edible food through prevention, reuse, recovery/donation, or re-distribution in actual pounds (lbs). If your organization does not record weights of recovered or donated food, please include a scale(s) and request funding in your budget to purchase an appropriately sized weighing scale(s) for your operations.
* Secure other funding for building upgrades, construction or general infrastructure needs directly related to food donation equipment requested for funding (if applicable). This funding request **does not** allow for labor to prepare a space for equipment installation as an allowable expense. (*Example: hiring an electrician to upgrade outlets to accommodate a commercial refrigerator requiring a higher voltage.*) Funding can be applied to labor costs for shipping & handling, white glove delivery and equipment installation.
* Agree to the standard [funding agreement](https://www.stopwaste.org/resource/stopwaste-equipment-grant-agreement) and to the Agency’s [terms and conditions](https://www.stopwaste.org/resource/stopwaste-equipment-grant-terms-and-conditions)

***PLEASE NOTE: Applicant can only submit ONE grant application for ONE focus area. See all available grant focus areas***[***here***](https://www.stopwaste.org/at-work/stopwaste-grants)***.***

Applicants **are strongly encouraged to consult** StopWaste staff for assistance regarding proposal concepts. Please contact Cassie Bartholomew at cbartholomew@stopwaste.org with questions regarding this grant application.

StopWaste staff will hold office hours every Friday from 11 am-1 pm starting January 14th through February 18th 2022. To book an appointment, click [here](https://calendly.com/reusegrants).

Please review the [Waste Prevention Grant Program Information Packet](https://www.stopwaste.org/resource/grant-program-information-packet)  before starting the application as it contains important details such as Grant Program Overview, Eligible/Ineligible Grant Activities, Proposal Evaluation Criteria as well as General conditions.

**GRANT TIMELINE OVERVIEW:**

* **Grants Open**: January 5, 2022
* [**Informational Webinar:**](https://stopwaste.zoom.us/webinar/register/WN_YmrSrdxtTzKfeFhddBl9zw) January 20th, 2022 at 4:00PM [(Register Here)](https://stopwaste.zoom.us/webinar/register/WN_YmrSrdxtTzKfeFhddBl9zw)
* **Grant Applications Due**: February 25, 2022
* **Grantees Announced**: April 11, 2022
* **Grant Funding Agreements Executed**: June 1, 2022

# Surplus Food Donation Equipment Grant Application

## General Information

Organization Name:

Website:

Contact Name (first and last):

Email Address:

Project Name:

Grant Amount Requested (max. $10,000): $

Total Project Budget: $

## Grant Proposal Details

**1. Project Status**

[ ]  New

[ ]  Expansion to existing project

[ ]  Ongoing

**2. What type of surplus edible food will you prevent from going to waste?** (check all that apply)

[ ]  Fresh produce

[ ]  Shelf-stable/Non-perishable foods

[ ]  Fresh/Frozen grocery requiring refrigeration or freezing

[ ]  Baked goods

[ ]  Meat

[ ]  Milk & Dairy

[ ]  Cold prepared food

[ ]  Hot prepared food

[ ]  Bulk foods

[ ]  Other (please describe):

**3. Is this surplus edible food currently composted or landfilled?**

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**4. Please list any specific food items that your organization is not interested in accepting.**(E.g. bread, baked goods)

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**5. What type of equipment do you want to purchase?**(check all that apply)

[ ]  Cold storage equipment

[ ]  Storage and/or transport equipment

[ ]  Scales or weighing equipment

**6. What type of storage and/or transport equipment do you intend to purchase?**(check all that apply)

[ ]  Refrigerator

[ ]  Freezer

[ ]  Combo Refrigerator & Freezer

[ ]  Storage Shelving

[ ]  Reusable totes or bins

[ ]  Hot/cold boxes

[ ]  Hot/cold Packs

[ ]  Reusable cooler/pan carriers

[ ]  Reusable pallets/strapping

[ ]  Thermal blanket

[ ]  Dolly

[ ]  Utility Cart

[ ]  Pallet Jack

[ ]  Scale (weighing equipment)

[ ]  Cooking or food serving supplies

[ ]  Other (please describe):

**7. Which of the following will your organization be recovering food from?**(check all that apply)

[ ]  Supermarket

[ ]  Grocery store

[ ]  Food service provider

[ ]  Food distributor

[ ]  Wholesale food vendor

[ ]  Farmer's market

[ ]  Restaurant

[ ]  Hotel

[ ]  Health facility or hospital

[ ]  Large venues/events

[ ]  Schools

[ ]  Other (please describe):

**8. Please provide the following metrics as a baseline:**

* Pounds of surplus food currently recovered annually
* Number of meals served annually
* Number of people served annually
* Pounds of recovered surplus food distributed annually
* Pounds of purchased food distributed annually
* Types of food currently recovered and types of businesses donating annually
* **Types of food:** Fresh produce; Shelf-stable/Non-perishable foods; Fresh/Frozen grocery requiring refrigeration or freezing; Baked Goods; Meat; Milk & Dairy; Cold prepared foods; Hot prepared foods; Bulk foods.
* **Types of businesses:** Supermarket; Grocery store; Food service provider; Food distributor; Wholesale food vendor; Farmer’s market; Restaurant; Hotel; Health facility or hospital; Large venues/events; Schools.

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**9. How much edible food will your organization recover as a result of this grant funded equipment?**

* Quantify/estimate the amount and types of surplus food that will be recovered as a result of this funded equipment. Explain the methodology by which you will measure recovery. Weight based measurement is required.
* Anticipated additional pounds of food recovered throughout grant term (6-12 months), as a result of the funded equipment.

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**10. Project Description**

Describe your proposed project and explain how the proposed equipment and project activities/deliverables will support and/or increase surplus edible food recovery/donation.

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**11. Proposed Budget**

Give a break-down of the costs associated with the equipment, including number/cost of requested equipment as well as other supplies, or materials that may be needed for implementation. Up to $10,000 may be requested.

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| **Waste Prevention Equipment** (one line per item, add lines as needed)  | **Anticipated Item Cost**  | **Quantity**  | **Tax**  | **Shipping**  | **Total Cost**  |
| *Example: BrandZ Freezer*  | *$1,000.00*  | *1*  | *$50.00*  | *$100.00*  | *$1,450.00*  |
| Reusable totes or bins  |        |        |        |         |        |
| Freezer  |        |        |        |         |        |
| Refrigerator  |        |        |        |        |        |
| Hot/cold boxes  |        |        |        |        |        |
| Reusable coolers  |        |        |        |        |        |
| Thermal blankets  |        |        |        |        |        |
| Ice sheets  |        |        |        |        |        |
| Other equipment (describe) enter text.  |        |        |        |        |        |
|  enter text.  |        |        |        |        |        |
|  enter text.  |        |        |        |        |        |
| **Total Equipment**  |  |     0   | $0.00  | $0.00  | $0.00  |

Please list any funding matches or in-kind contributions.

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**12. Measurement**

Indicate project goals/deliverables, and any indicators that will serve as a measure of success.

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**13. Project Timeline**

Present and implementation schedule for the project. The equipment must be purchased and the project implemented within 6 months of the start of the grant contract.

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**14. Personnel**
List team members and expertise, as relevant for the proposed project.

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**15. Other Participating Agencies/Organizations/Partners**

List any cooperative or collaborative efforts with other organizations that are part of your proposed project. If you plan to utilize a **Fiscal Sponsor**, please describe your organization’s relationship with them, the length of time for which they have served as your sponsor and list the contact person (name, email, phone) through which they can be reached. Please note that applicants MUST contact Msoll@stopwaste.org for pre-authorization to utilize a Fiscal Sponsor prior to submittal of this grant application.

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**16. Equity and Community Involvement**

Referring to your proposed project and/or your organization’s work in general, please describe efforts to advance equity and inclusion in your organization, in your community, and/or through your programs and services in one or more of the following areas:

* Increasing access for those in need of food, products and /or services.
* Improving the community by offering education, training, recreation, or other lacking services.
* Job training and creation of jobs for marginalized and/or under-employed community members.
* Working with and supporting community organizations in your community.
* Other

How is your organization rooted in your community? Describe how you are best positioned to provide support to your community with the proposed project. Include available data relative to these unmet/underserved needs in the targeted sectors.

*NOTE: If you have addressed equity and community involvement in response to previous questions, no need to repeat. Just reference the question response(s) that contain(s) the information.*

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# Directions for Submitting Application and Supporting Documents

1. **Save completed application (this Word document) as a PDF.**
2. **Combine the following required documents into a singular PDF:**
	* StopWaste Grant Application PDF
	* Valid business license or 501C documentation
	* ServSafe Certification for staff and/or volunteers preparing, handling or transporting food for donation
	* *If applicable* : Letter(s) of Support (applicable only for projects with identified partners)

*Links to external download sources for application materials will not be accepted (this includes Google Docs, Google Photos, Dropbox etc.).* *Singular PDF must not exceed 20MB. Help combining multiple PDFs into one is* [*available here*](http://www.stopwaste.org/help/combining-pdfs)***.***

**3. Complete the submission form and attach SINGLE PDF** file (containing combined documents listed above) at: [www.stopwaste.org/grants/online-grant-submissions](http://www.stopwaste.org/grants/online-grant-submissions)

Accessing and uploading documents and data **takes additional time to complete**, applicants should plan on spending at least thirty minutes to complete the application upload process.

**Deadline: 5:00 p.m. on February 25, 2022**

**IMPORTANT DETAILS REGARDING THE 5:00 PM DEADLINE**

* Completed application packets are due by 5:00 p.m. on February 25, 2022**.**
* Incomplete, mailed, emailed, or faxed submissions will be automatically disqualified.
* The application submittal process includes uploading an application AND additional data via the StopWaste Grant Submissions Portal.
* Please take the time to familiarize yourself with the [application and submittal portal](http://www.stopwaste.org/grants) and required documentation submissions and formats well before the deadline.
* **The Submissions Portal shuts down promptly at 5:00 p.m**. on February 25, 2022, *submissions that are in process will be aborted*. The system will send an automated message notifying you if your application was received on time. If your application is not fully uploaded prior to the 5:00 p.m. deadline, it will not be considered for funding.

# Appendix A – Budget Example

