



FY22 Agency Capacity Building Grant Application

Purpose of Funding

This grant provides a unique opportunity for OFH members to sustain and/or expand hunger-relief efforts. Funds are dedicated to removing physical barriers in order to maintain or increase capacity at the county-level, while providing opportunities to reach underserved populations.

Please check boxes below indicating that you understand, and agree, to all statements.

Eligibility Criteria

- ☐ Agency must be an OFH Partner Agency distributing food through OFH for at least 1 year.
- ☐ Agency must be in compliance with all OFH requirements (no outstanding payments, up-to-date on statistics/reporting, current on all mandatory training, such as civil rights and food safety).

Grant Requirements

If funding is granted, the following requirements and agreements must be met:

- ☐ Agency must acquire and submit 2 bids/quotes for all singular, major equipment purchases over \$2,000.00.
- ☐ All expenses must be made within 150 days of executing the contract.
- ☐ Agency must have the capacity to sustain operations for a minimum five years.
- ☐ Equipment will remain the property of Ozarks Food Harvest, for use by the agency for as long as they are a participating member.
 - If agency ceases operation, or has membership revoked, equipment will be returned to Ozarks Food Harvest.
- ☐ Agency is responsible for the maintenance and operation of any equipment.
- ☐ Agency must submit a **progress report by October 31, 2022** and **final grant report by April 30, 2023**.
- ☐ Agency will be expected to participate in publicity and promotional requests from OFH.



Agency Information:

Agency Name: *

OFH Agency Account Number (i.e. P100, C100): *

Physical Address: *

City, State, Zip: *

Executive Director: *

Executive Director Email: *

Primary Grant Contact: *

Grant Contact Email: *

Website URL (if none, write N/A): *

Facebook Page: (If none, indicate N/A) *

Twitter Handle: (If none, indicate N/A) *

If you do not utilize a website and/or social media, why not? *

Do you recognize Ozarks Food Harvest as a food source or partner in any of your communication pieces?
If yes, please list. If no, please explain why. *

Annual Operating Budget: *



Food Program Overview

Food Program Type:*

- Client Choice Food Pantry [Clients select food]
- Traditional Food Pantry [Food is selected for clients]
- Soup Kitchen
- Homeless Shelter
- Domestic Violence Shelter
- Drug and Alcohol Center
- After School Program
- Summer Food Program

Describe your food program(s):*

Days/hours of operation:*

Average number of families served each month:*

Average number of individuals served each month:*

Average number of meals served each month (meal sites only; for pantries, put zero):*

How often can clients access your services?*

- ☐ As needed
- ☐ Daily
- ☐ Once a month
- ☐ Once a week
- ☐ Other:

Willing to work with OFH to target new food insecure areas?* Y or N

Willing to have OFH provide SNAP enrollment at your facility?* Y or N



Does your agency participate in OFH's Retail Pickup Program?* Y or N

Retailers you pick up from:

Additional Programs Offered [i.e. Homebound meals, utility assistance, rent assistance, etc.]*

Operations

On average, how much does your agency spend on food purchases each month? *

Approximately how much of this food is from Ozarks Food Harvest? *

Please describe barriers preventing your agency from meeting its current food program goals. If there are no barriers, please put, N/A.*

Community Need

County/Counties Served: *

Describe your target service area (cities, zip codes, etc.): *

In your service area, are there underserved geographic areas or demographics (ethnicity, age, disability status, etc.)? If yes, please describe.

Besides COVID-19, have there been any recent developments in your community that has led to an increase/decrease in need for assistance? (ex. warehouse closure, natural disaster, end of monthly child tax credit payments)*



Grant Request

Total Amount Requested: *

(Must equal amount listed in uploaded project budget)

Summary of Items requested (check all that apply)*

- ☐ Equipment/Capacity Needs
 - ☐ New cold storage units (Freezers, Coolers; one/two/three door or walk-in units)
 - ☐ Repairs to existing units
 - ☐ Replacement of existing units
 - ☐ Shelving
 - ☐ Forklift, pallet jack
- ☐ Supplies
 - ☐ Meal Supplies, including trays, plates, utensils, to-go containers
 - ☐ Pop-up Tents
 - ☐ Wagons/Carts
 - ☐ Traffic Cones
- ☐ Technology
 - ☐ Computers/Printers/Tablets, etc.
 - ☐ Internet Service (Maximum 3 years)
 - ☐ Charity Tracker Subscription (Maximum 3 years)
- ☐ Food purchases via OFH
- ☐ Other:

Describe the requested items and reasons for request:*

What is your projected timeline for equipment implementation?*



Please select the following objectives and goals you anticipate achieving with your request:*

[select all that apply]

- Increase amount of product/meals given to clients
- Increase storage
- Increase reach into the community
- Provide homebound meals
- Provide healthier food selection
- Expand hours of operation
- Expand our services
- Other-

Please describe how you will measure the outcome of your goals:*

Will this assistance enable you to ensure nutritious food distribution and increase food access? If yes, please explain.*



Communications & Publicity Requirements

Ozarks Food Harvest requires all grants awarded to be publicized by agency within 30 days of project completion. All media relations and communications concerning the Agency's grant award, including any use of the Ozarks Food Harvest name or logo, must be coordinated with, and approved in writing by OFH's Communications Department. OFH logos will be provided to all grant recipients post award.

Your Agency's Media Contact:*

E-mail:*

Please Check All That Apply To This Grant:*

(Checking the box indicates you understand, and are in agreement with required/optional communication)

- ☐ Grant Awards of \$500.00 or more must be promoted via one social media post and/or on Agency's website. If your agency does not utilize social media or website, you must identify another creative way to publicize the grant to the community (i.e. Church Bulletin, Community Center bulletin board, etc.).
- ☐ Agencies receiving awards of \$2,500.00 or more must submit a Press Release to their local media outlets. A sample press release will be provided. Copies of any media pickup must be provided with your final report.
- ☐ Recognition of Ozarks Food Harvest as a contributor of capacity building efforts must be included in Agency's standard communication materials, or where other donors are recognized.

Attachments

Please upload the following attachments:

- List of current Board Members and roles
- Proposed itemized budget
- If applicable, 2 bids/quotes for any singular, major equipment purchase over \$2,000.00.