



Urgent Need Grant Application Guidelines

Purpose of Funding

The Urgent Need Grant offers funding up to \$50,000 to assist Ozarks Food Harvest members experiencing an unbudgeted, unforeseen and time-sensitive crisis that significantly interferes with their ability to meet their mission.

Eligibility Criteria

To be eligible for an Urgent Need Grant:

- 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).
- Agency must be in compliance with safe food handling and storage of food product at last visit by food bank staff member.

Grant Requirements & Agreements

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

- Agency must acquire and submit bids/quotes for each singular, major equipment request.
- All expenses must be made within 2 months.
- Agency must have the capacity to sustain operations for a minimum of 5 years.
- Agency is responsible for the maintenance and operation of any equipment.
- Agency must submit a **Progress Report within 6 months** and a **Final Report 1 year after receipt of funds**.
- Agency will be expected to participate in publicity and promotional requests from OFH.
- Agency agrees to contact Ozarks Food Harvest if awarded funds exceed the project cost for approval before additional expenditures can be made.
- Agency may be required to return funds to Ozarks Food Harvest if expenditures do not align with the proposed project.

Grant Period and Funding Options

This grant opportunity is competitive and applications are accepted on a rolling basis. Members of Ozarks Food Harvest may submit 1 application within a 12-month period. Grant Funds will be disbursed after award decisions are made and must be spent within 1 year of receipt of funds. Funding is limited and award amounts may be less than the requested amount.

Proposals will be either approved or denied within ten business days of application submission.

Funds will be available within 5-7 business days of application approval and must be spent within 1 year of receipt of funds.



Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Details provided within application
- Project readiness (proposed project must be ready to begin within two months of grant award)
- **Budget:** The proposed budget is reasonable and aligns with the proposed level of activities and anticipated impact

Eligible Expenses

Funds may be used to cover key program costs directly associated with sustaining and/or expanding hunger-relief efforts as identified in the application, including, but not limited to:

- 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
 - Electrical wiring to upgrade new equipment
 - Storage Shed-for storing equipment specifically for food program/distribution
 - Generator
 - Conveyor belt-to help with distribution
 - Vehicle/truck for mobile outreach distribution
 - Signage
- 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 1 year)
 - Charity Tracker Subscription (Maximum 1 year)
- Food purchases via OFH
- Food Safety Equipment
 - Thermometers, Freezer blankets
 - Commercial grade food scale



Agency must own the building in which they operate, to be eligible for the following expenses

- Renovation costs associated with improving the flow of distribution or increase food storage space (i.e. knocking down a wall)
- Resurface existing parking lot-from gravel to pavement
- Increase parking lot square footage
- New dock or dock improvements
- Portico/Awning-to help with outdoor distributions, especially during inclement weather when clients are waiting in line.

Ineligible Expenses

Examples of ineligible expenses include but are not limited to:

- Payroll expenses
- Real estate purchases
- Rental payments
- Overhead costs
- Advertising expenses
- Structural upgrades such as roofing, insulation, windows, plumbing, etc.
- Office furniture

Reporting Requirements

Report templates will be provided prior to each of the following reporting deadlines.

- Six months from the date of award letter
- One year from the date of award letter

Report of grant activities will include, but is not limited to:

- A description of project results including the number of meals served, number of families/individuals served, challenges
- Perceived impact
- Photos of project implementation
- Key successes/best practices and challenges
- At least 5 testimonials and/or stories from staff, volunteers, and/or clients
- A copy of any media coverage and/or communication efforts
- Invoices/proof of expenditures

Communications & Publicity Requirements

Ozarks Food Harvest requires all grants awarded to be publicized by agency within the 1-year grant period. 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. A communication template and OFH logos will be provided to all grant recipients post award.



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

- Grant Awards must be promoted via one or more of the following sources within year of receiving grant award: Social Media, Website, Newspaper, Church Bulletins, Local Media
- Agencies receiving awards must submit a Press Release to their local media outlets. A sample press release will be provided for your use to promote your grant award. **Completion of the media template does not qualify as one of your communication and publication efforts. Proof of dissemination is required.*
- 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 within the 1-year grant period.
- Copies of any media pickup must be provided with your final report.

Any questions regarding these guidelines and grant application should be directed to:

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