

## Food Recovery Grant Guidelines 2022

### Summary:

In 2022, Ramsey/Washington Recycling & Energy (R&E) will offer grants to organizations interested in starting or expanding food recovery efforts in Ramsey and Washington counties, defined as collection of surplus food from grocery stores, distributors, and other sources of safe and edible food that can be redistributed to people who need it. The following parameters apply to these grants:

### Eligible Applicants

- Grants are open to businesses (food donors, including food producers, distributors, grocers, and cafeterias), non-profit organizations, and college food shelves. Individuals, government organizations, and restaurants are not eligible for participation. All applicants must be able to provide a W-9 for reimbursement of expenses.

### Eligible Expenses

- Materials needed for food recovery activities, including collection materials (buckets, boxes, reusable bags, etc.), materials to assist with food mobility (carts, pallets, etc.)
- Storage costs, including rental and/or equipment purchase for storage
- Transportation costs\*, including vehicle rental if necessary
- Infrastructure and equipment for use in food recovery and donation efforts, including refrigeration and shelving
- Limited staffing costs related to food recovery/gleaning work
- Funding for staff (hourly wage for each employee for one hour of training)
- **Ineligible expenses include:**
  - Staffing costs unrelated to food recovery activities and/or amounts exceeding 50% of 1 FTE
  - Fuel costs
  - General operating expenses
  - Materials that are not recyclable, compostable or reusable
  - Any expenses deemed unnecessary for food recovery activities by R&E
  - Funding for any activities taking place outside of Ramsey and/or Washington counties

\*Transportation costs include mileage reimbursement and vehicle rental. Fuel costs cannot be reimbursed.

### Grant Guidelines

- Awards will vary in amount, depending on the organization's capacity and needs, up to a maximum amount of \$20,000
- Staffing costs are allowed up to a maximum of \$15,000 or equivalent of .5 FTE (still a maximum of \$15,000). Staff costs must be directly associated with food recovery and/or gleaning activities
- Allocation of award payments will occur as follows:
  - 50% of funds provided upon approval of grant application
  - Remaining 50% of funds, less \$250, provided upon approval of mid-point report
  - Final \$250 provided upon approval of final report and submission of all receipts
- Grant recipients must provide a baseline of food donated (if a food generator/donor), received (if an organization that receives donated food), and distributed to people. Technical assistants are available to help assess baseline amounts for participating organizations.

- All grant recipients are required to enter into a grant agreement with R&E for 18 months. Projects may be completed earlier, though quarterly reports will need to be submitted for the duration of the 18-month period.
- Grant recipients must provide a completed W-9 form prior to funds being distributed
- All food recovery associated with this grant must take place in Ramsey and or Washington counties.
- Collected food must be distributed to people in need, ideally in Ramsey and/or Washington County. Food shelves, meal providers, and other approved outlets are acceptable recipients of donated food. Any food collected that is deemed inedible must be composted whenever possible.
- Collected food must be distributed for free – sale of the items once collected is not acceptable, except in cases that are pre-approved by R&E.
- Receipts and reports on the following must be provided in order to be reimbursed for programming:
  - All materials purchased
  - Transportation costs\*
  - Staff roles, wages, and hours worked related to food recovery (if applying for reimbursement)
  - Names and locations of donor organizations
  - Recipient organizations names and locations
  - Pounds of food collected
  - Pounds distributed to each recipient site
  - Description of how weights/amounts are estimated or determined

### **Applying for Grant Funding**

To apply, the applicant must receive a site visit from one of the R&E's Recycling Experts, Minnesota Waste Wise or EcoConsilium. At the site visit, the Recycling Expert will help with answering questions about the grant and assessing baseline measurements of food being donated/recovered. They will help the applicant determine how to best use grant funding to meet the applicant's food recovery goals. The Recycling Expert will help develop and submit the grant application.

To request a site visit e-mail [programs@recyclingandenergy.org](mailto:programs@recyclingandenergy.org).

### **Grant Process**

- 1) Applicant expresses interest and/or applies by emailing [programs@recyclingandenergy.org](mailto:programs@recyclingandenergy.org)
- 2) A Recycling Expert will contact the applicant to set up a site visit and assist with completing the application
- 3) A team will review the application
- 4) A notice of approval or denial for the grant will be emailed to the applicant within 2-3 weeks of the deadline
- 5) Grant recipient will review and sign grant contract and provide a completed W-9 form
- 6) 50% of project grant funding disbursed
- 7) Grant work begins
- 8) Grant recipient will complete quarterly reports

- 9) Grant recipient will complete mid-point report
- 10) Second 50% of grant funding disbursed, less \$250
- 11) Grant recipient will provide final report at end of 18-month contract
- 12) Final \$250 disbursed upon approval of final report

### **Evaluation Criteria**

All submitted applications will be evaluated according to the following criteria:

- Outcomes – Objectives clearly stated, specific, realistic, and measurable.
- Impact – Prevention of food waste through donation and/or collection and distribution of surplus, edible food to people in need
- Engagement – How well grantees are engaged in activities to support food recovery, especially as they pertain to addressing environmental justice (examples: addressing food access/access to healthy foods, meaningful engagement with groups most vulnerable to environmental harms, access to culturally-specific foods)