

Food Recovery Partners Annual Workplan

Instructions

This form is due annually on November 1st to start or renew your Food Recovery Partnership for the following year. Please email your completed form to Programs@RecyclingAndEnergy.org.

Today's Date: _____

Contact Information

Organization Legal Name: _____

Contact Name: _____

Contact Title: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Name of person who will sign the contract if approved for partnership:

Email of person who will sign the contract if approved for partnership:

If approved for partnership, how do you prefer to receive funds? (*select one*)

Electronic deposit

Check mailed via post

Address to send check to if approved for partnership:

Demographic Information

Organization Type *(select all that apply)*

- Food shelf
- Produce gleaning organization
- Food bank
- Other: _____

Organization Activities *(select all that apply)*

- Recover and distribute food
- Glean/collect and donate food
- Other: _____

Food Recovery and Distribution Organizations

Please fill out the following questions if your organization recovers and distributes food to people in need.

Eligibility Questions

How long has your organization been collecting/recovering food?

It is a requirement that all Food Recovery Partners collect food waste via organics recycling, food-to-animals and/or onsite composting. Does your organization have one or more of these options in place?

- Yes, we collect food waste via _____.
- No, we do not collect food waste.
- Our organization does not have a fixed location to be able to collect food waste.

Please attach your completed and signed W-9 for the current year.

Please attach up-to-date Environmental Health food licenses for your food donation and/or recovery operations (if applicable).

General Questions

How many pounds of food did you collect/recover in 2025 in Ramsey and Washington counties?

Ramsey _____ Washington _____

How many pounds of food do you estimate collecting/recovering in 2026 in Ramsey and Washington counties?

Ramsey _____ Washington _____

At how many sites do you distribute food on a regular basis (at least once monthly)?

Is your distribution model client choice?

Client Choice: a food distribution model where people seeking food assistance decide which food they would like to receive. Food shelves that use client choice models are often set up like grocery stores, but this is not the only way for an organization to offer client choice.

- Yes, all our sites operate with a client choice model.
- Yes, _____ of our sites operate with a client choice model (if more than one site).
- No, none of our sites operate with a client choice model.

If you answered yes to the above question about client choice, please describe your organization's model. *Max. 100 words*

Does your organization track food waste?

- Yes, our organization tracks food waste.
- No, our organization does not track food waste.

If your organization tracks food waste, what percentage of the total collected food was wasted in 2025?

_____ %

Does your organization receive donations and/or pick up food consistently (every 1-2 weeks) from a cultural grocer and/or a farm/farmers' market?

**Note: farm/farmers' market pick-ups/drop-offs can follow the growing season schedule*

- Yes
- No

If yes, how many cultural grocers and/or farms/farmers' markets does your organization receive donations or pick up from consistently (every 1-2 weeks)?

- One
- Two
- Three
- Four
- Five
- More than five

Please provide information about the cultural grocers and/or farm/farmers' markets that your organization receives donations or picks up from consistently (every 1-2 weeks).

Location Name	Address	Contact Name & Phone Number	Pick-up Frequency

Food Gleaning and Donation Organizations

Please fill out the following questions if your organization gleans and donates food to organizations serving people in need.

Eligibility Questions

How long has your organization been gleaning/donating food?

It is a requirement that all Food Recovery Partners collect food waste via organics recycling, food-to-animals, and/or onsite composting. Does your organization have one or more of these options in place?

- Yes, we collect food waste via _____.
- No, we do not collect food waste.
- Our organization does not have a fixed location to be able to collect food waste.

Do you offer compensation to farmers for the surplus produce that is gleaned?

- Yes
- No

Please attach your completed and signed W-9 for the current year.

Please attach up-to-date Environmental Health food license(s) for your food donation and/or recovery operations (if applicable).

General Questions

How many pounds of food did you glean/donate in 2025 in Ramsey and Washington counties?

Ramsey _____ Washington _____

How many pounds of food do you estimate gleaning/donating in 2026 in Ramsey and Washington counties?

Ramsey _____ Washington _____

Partnership Workplan (all organizations)

Partnership Type	Maximum Funding
Food Rescue	\$50,000*
Gleaning	\$50,000
Food Bank	\$15,000

*Food Rescue Partners may apply for up to \$40,000 in their workplan. Food Rescue Partners are eligible for up to \$10,000 in additional incentives for operating distribution sites with a client choice model, tracking their food waste and having partnerships with cultural grocers and/or farms/farmers' markets.

Which Food Recovery partnership type are you applying for? (*select one*)

- Food Rescue
- Gleaning
- Food Bank

Partnership amount requested for 2026 (**not** including \$10,000 possible incentives for Food Rescue Partnership):

\$ _____

- 1) Please provide a **detailed** description of the food recovery and/or gleaning activities in Ramsey/Washington counties that you plan to complete as a Food Recovery Partner in 2026. Include the following in your description:
 - a. A timeline of when activities will take place
 - b. Where activities will occur
 - c. Who you are receiving your food from and the frequency
 - d. Demographics of clients being served, if your organization collects this information
 - e. Do you work with any other food shelves or food recovery organizations?

**Max. 500 words*

- 2) Do you anticipate these activities expanding your ability to collect and/or distribute food in Ramsey and Washington counties? If so, please describe the potential impact. *Max. 250 words*

3) Please describe how you plan to measure the impact of this work. How will you determine if your work is successful? *Max. 250 words*

4) Are you willing to have at least one representative from your organization attend biannual Partners convenings to share knowledge and best practices and identify additional ways to collaborate with R&E and other Partners?

Yes

No

5) Are you willing to participate in food recovery trainings as these resources are developed by R&E? Annual training will not exceed five hours and must be attended by at least two staff per organization.

Yes

No