



OVERVIEW

Edible Food Recovery Microgrant Description

The cities of Citrus Heights, Elk Grove, Galt, Folsom, Rancho Cordova, Sacramento, and the County of Sacramento have developed a regional collaboration, Capital Food Access Alliance. The Capital Food Access Alliance is releasing Edible Food Recovery Microgrants to help local organizations expand their capacity to accept food donations for distribution throughout the community.

Award Amount: Applicants may request a minimum of \$5,000 and a maximum of \$25,000.

Grant Application Period: Applications accepted June 2024 through November 2024. Applications will be reviewed once per month. Notifications of award will be provided on a rolling basis.

Grant Term: 6 Months.

Funds may be used by award recipients for qualified expenditures listed in the awardees approved budget and in accordance with microgrant requirements. Funds must solely benefit food recovery efforts in the Sacramento County region. This grant does not require matching funds or cost-sharing. Funds will be provided upfront. Applicants do not need to request reimbursement.

Capital Food Access Alliance may extend or reopen the application cycle and launch a larger grants program with higher funding limits. Notwithstanding failure to meet the contractual requirements of a microgrant agreement, award of an Edible Food Recovery Microgrant does not preclude an organization or business from applying for future grant opportunities with Capital Food Access Alliance.

Please register at capfoodaccess.org/registration/ to access microgrant information and apply.

Background

Capital Food Access Alliance has hired Abound Food Care to implement edible food recovery programs in the region, including administration of the Edible Food Recovery Microgrants. Abound Food Care is a non-profit organization that works collaboratively with the public, private, and nonprofit sectors to facilitate the recovery of excess edible food effectively and efficiently.

The goals of this grant program include:

- Increase the capacity of local organizations and businesses operating within the County of Sacramento to recover and distribute edible food.
- Collect data about the impact funds awarded have on increasing the amount of food safely recovered and/ or distributed by food recovery organizations and services.
- Collect data about the trends in food waste related to food recovery efforts.
- Ensure food safety in food recovery and distribution programs.
- Improve the region's ability to respond to and comply with SB 1383 mandates by increasing capacity, thereby allowing businesses to donate the maximum amount of edible food that would otherwise be disposed of.

ELIGIBILITY REQUIREMENTS

Any non-profit organization, business, or public entity operating within the cities of Citrus Heights, Elk Grove, Galt, Folsom, Rancho Cordova, Sacramento and/or the Unincorporated areas of Sacramento County that collects and/or distributes recovered edible food.

Businesses or services that demonstrate direct support for food recovery organizations and services in expanding their capacity to safely collect and/ or distribute recovered edible food are eligible to apply for a microgrant. Please use the Food Recovery Capacity Builder Microgrant application if you are an entity that will not be directly recovering or distributing excess edible food.

- Applicants must fill out and submit a W9 to receive any awarded funds.
- Applicants must submit at least two (2) quotes for requested capital expenditures with their application.
- Funds must solely benefit food recovery efforts in the Sacramento County region.
- Awardees must complete all Grant Awardee Required Activities
- Awardees must track data and outcomes during the entire grant period for report submission.

APPLICATION REQUIREMENTS

Objectives

The application requires organizations to provide up to five (5) 'SMART' (Specific, Measurable, Achievable, Relevant, and Time-Bound) objectives for the proposed request.

S	SPECIFIC:	✓ Objectives should provide the “who” and “what” of program activities. ✓ Avoid verbs that may have vague meanings to describe intended outcomes (e.g., “understand” or “know”) since it may prove difficult to measure them.
M	MEASURABLE:	✓ Objectives should quantify the amount of change expected. ✓ The objective provides a baseline point from which a change can clearly be measured.
A	ACHIEVABLE:	✓ Objectives should be attainable within a given time frame and with available program resources.
R	RELEVANT:	✓ Objectives are most useful when they accurately address the scope of the problem and steps that can be implemented within a specific time frame.
T	TIME-BASED:	✓ Objectives should provide a time frame indicating when the objective will be measured or a time by which the objective will be met.

Examples of 'SMART' objectives can be found listed in the application for additional assistance.

Budget Request

The application requires total grant funds requested to be broken down into four categories:

- 1) Equipment and Supplies
- 2) Training and Professional Services
- 3) Personnel Costs
- 4) Other (please specify)

Applicants will be asked to further specify these expenses, including clarification of items/tasks and the budgeted cost associated.

Quotes

At least two (2) quotes for requested expenditures are required when submitting this application.

Eligible Expenses:

- Shelving Units
- Refrigeration Units
- Freezer Units
- Kitchen Supplies & Materials
- Food Preservation Supplies
- Scales
- Thermometers
- Food Safety Services & Materials
- Permit, registration and/ or certification costs associated with the Edible Food Recovery Microgrant requirements
- Professional/consulting services associated with increasing edible food recovery capacity

Food Recovery Services/Organizations Staff Expenses: You may request funding for staff time to cover the following costs, not to exceed 10% of your total budget request (maximum of \$2,500). For personnel costs clarifications regarding activities, rate, and total hours are required for submission. Please see the Grant Awardee Requirements section for more information about these activities.

- Measure food waste (by weighing discards or estimation by waste collection services)
- Completion of Food Safety Requirements
- Attend a one-hour feedback meeting
- Completion of the final report

Requests to fund staff wages, other than those described above, will be assessed on a case-by-case basis. Applicants will be asked to describe the measurable impact of temporary funding for staffing. For example, applicants may request funds to pay an expert to optimize collection routes.

Ineligible Expenses:

- Purchase or leasing of buildings or properties
- Construction
- Purchase of food
- Expenses incurred before or after the grant term
- Purchase or lease of vehicles and/or related expenses
- Any items that do not directly increase food recovery capacity

TIMELINE

The initial application cycle for this Edible Food Recovery Microgrant program will be May through November 2024. Capital Food Access Alliance may extend or reopen the application cycle and launch a larger grants program with higher funding limits. Abound Food Care is available to assist your organization

or business with completing grant applications during this cycle. The Capital Food Access Alliance will review applications once per month, which means your application will be reviewed within 60 days.

If your application requires revisions or further clarification, we will contact you as soon as possible to provide feedback and assistance. If your application is approved for award, you will receive an email with the subject, "Notification of Award of Sacramento County Edible Food Recovery Microgrant," detailing the next steps. Abound Food Care will continue to work with microgrant recipients to complete the Awardee Required Activities and Reports in your grant term.

Application Review Schedule

Application Submissions	Review Period	Estimated Notification of Award
June 5 – June 21	June 6 – July 9	July 10 – July 12
June 22 – July 16	July 17 – August 6	August 7 – August 9
July 17 – August 13	August 14 – September 3	September 4 – September 6
August 14 – September 10	September 11 – October 1	October 2 – October 4
September 11 – October 8	October 9 – November 5	November 6 – November 8
October 9 – November 8	November 11 – December 3	December 4 – December 6

Application Assistance

Abound Food Care is available to assist you with your application or answer questions. Please use this [Zoom Scheduler link](#) to select a meeting time that works best for you. You can also reach us by email at: info@capfoodaccess.org

GRANT AWARDEE REQUIREMENTS

Required Activities

Awardees must complete the following activities during the grant term. A brief description of these activities is provided in the sections below.

(*specific to food recovery services/organizations)

- Complete the Food Safety Requirements. *
- Complete the Edible Food Recovery Capacity survey with Abound Food Care. *
- Complete a feedback meeting with Abound Food Care.
- Report a quantification of inedible food waste.
- Track and record specified data in the application and agreement.

If your organization or business does not currently have the resources to complete grant requirements, you may request funds for materials and/or support to fulfill these requirements. For example, if your organization does not currently use scales to weigh food, you may request grant funds to purchase scales to track and report this data.

Food Safety Requirements

Please visit Sacramento County Environmental Health, Environmental Management Division (EMD)'s website for more information about [Food Safety Training](#). For the Edible Food Recovery Microgrant, awardees must complete the following food safety-related requirements.

- Awardees must maintain current food handlers' certifications.
- Awardees must maintain a current health permit or registration.
- Awardees must attend an EMD Food Safety Education Class. This food safety class is taught by staff of the Environmental Health Division. This class covers the basic principles of food safety, including time/temperature control, personal hygiene, food contamination and facility sanitation. Abound Food Care will assist you with coordinating your availability for specific dates and times of upcoming classes. Capital Food Access Alliance may waive this requirement in lieu of an approved accredited Food Safety Certification.
- Awardees must be in good standing with their most recent EMD inspection.

Capacity Study Survey

Abound Food Care is administering a food recovery survey as part of the regulatory requirements of California Senate Bill SB 1383. The goal of the survey is to better understand your operations and needs. Abound Food Care will analyze the results and provide recommendations about expanding food recovery capacity in the Sacramento County region.

Feedback Meeting

Abound Food Care will coordinate a one-hour feedback meeting, which may be completed virtually. The goal of this meeting is to obtain your feedback about the Microgrant program, challenges your organization is facing and highlight your success.

Food Waste Tracking

Awardees must report a quantification of inedible food waste received and disposed of. The goal of this is for Capital Food Access Alliance to learn more about the trends in donations of inedible food so that we may identify opportunities for enhancing generator education and/ or providing additional support to recovery organizations and services. We highly encourage weighing food waste. The second most preferred method of assessment is to report your organic waste service levels and provide photos of how full the organics container is before collection day. Awardees may also propose their own alternative methods of quantification.

Report

Awardees are required to provide a final report as detailed in your agreement. The report is due at the completion of your 180-day (about 6 months) grant term. A final grant agreement may include revised or additional reporting requirements based on your proposed project and application.