Application Checklist for Capacity Building Partners

The Edible Food Recovery Microgrant application requires the following information:

- ☐ Contact information
- ☐ Tax ID
- ☐ Complete and sign W-9 Form
- ☐ Location addresses
- ☐ Knowledge if your licenses and/ or permits are up to date
- ☐ A description of how you work with Food Recovery Organizations, Food Recovery Services, Tier 1 edible food generators and/ or Tier 2 edible food generators, as applicable
- ☐ A description of the project you plan to implement using this funding
- ☐ A description about how this funding will support organizations in the food recovery network increase capacity to accept more donations and/ or distribute more food
- ☐ Itemized expense requests
    - ☐ Include quotes* for expenses in the following categories
        - ▪ Equipment and supplies
        - ▪ Training and professional services
        - ▪ Other capital expenditures
    - ☐ Include the following information for personnel costs
        - ▪ Staff position
        - ▪ Activity
        - ▪ Hourly Rate
        - ▪ Total Hours
- ☐ Between 1 and 5 concise 'SMART' (Specific, Measurable, Achievable, Relevant, and Time-Bound) objectives for the proposed request

*Quote Requirements:

- 1 Quote: Line items less than $1,000
- 2 Quotes: Line items between $1,000 and $4,999
- 3 Quotes: Line items $5,000 or greater