



Application Checklist for Food Recovery Organizations and Services

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
- ☐ Food handlers or food safety manager certification information
- ☐ A description of your organization and mission
- ☐ Number of pounds of edible food collected (Monthly or Annually)
- ☐ Number of pounds of edible food distributed (Monthly or Annually)
- ☐ Number of meals served (Monthly or Annually)
- ☐ Number of individuals served (Monthly or Annually)
- ☐ Weekly waste collection service information including number of containers, size of containers and collection frequency
- ☐ A description of the method your organization will use to quantify inedible food waste
- ☐ A description of how you work with Tier 1 and/ or Tier 2 edible food generators, if applicable
- ☐ Your distribution days and hours
- ☐ A description of the project you plan to implement using this funding
- ☐ A description about how this funding will 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

