



CFAA Edible Food Recovery Supplemental Award Grant Program Description and Application

Learn more about Capital Food Access Alliance (CFAA) by visiting our website www.capfoodaccess.org.

Background & Eligibility

Any non-profit organization, business, or entity who ***has previously applied for a past CFAA grant opportunity and is in good standing*** (Microgrant, Equipment Grant, or Expansion Project Grant), 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 are eligible for this round of grant funding. If your organization was awarded funds from any of these previous grant opportunities, you must be in good standing with CFAA (no late reports, no missing application information, etc.) to be eligible.

Eligible agencies may submit one application, which has a designated **funding allocation of up to \$25,000**. Collaborative applications involving multiple nonprofit organizations (NPOs) and Tier 2 edible food recovery programs are encouraged and will be prioritized. The cap for collaborative applications will be **\$50,000 in total**.

Submittal Checklist (Please acknowledge that you reviewed the following):

- Grant Program Timeline
- Q&A Session
- Application Requirements
- Application
- Grant Application Submittal Information

Timeline

Applications and supporting materials are due by midnight (12:00 am) on **September 18, 2026**. CFAA must receive a digital copy of the application and all supplemental materials by email to info@capfoodaccess.org.

The following is the timeline for the CFAA Supplemental Award Grant.

Date	Activity	Description
August 31, 2026	Q&A session	Abound will host an open question and answer session on this date. For those who will not be able to make it, you are welcome to email questions about this grant in advance. We will do our best to continue to answer program questions submitted via email between September 1, 2026 – September 14, 2026 .
September 18, 2026	Application due date	Grant application and supporting materials due by email to info@capfoodaccess.org
October 9, 2026	Award notification & formal agreement	Upon award, the lead applicant will be notified by the Abound Food Care team of the total funding approved and all capital requests. Abound staff will work with applicants to finalize grant funding details and prepare the formal agreement for signature.
October 30, 2026	Disburse funds	CFAA will disburse funds no later than this date. Once an application is approved, Abound will call the grant recipient to receive your ACH banking information, if we do not already have it.
January 29, 2027	Grantee to spend allocated funds	Grant funds received must be spent no later than this date in order to be able to complete reporting by the final report due date, or risk returning the unspent funds.
April 30, 2027	Final Report Due	Grant term is scheduled to conclude by the end of April. Final report must be submitted by email to info@capfoodaccess.org by this date.

- Please confirm that you understand the grant purchasing and reporting timelines.
- Programs will have to adhere to the above timeline in order for your organization to finish and submit the final report by the designated due date.
- Awardees must track data and outcomes during the entire grant period for report submission by the due date or risk the return of funds.

By checking the box, you confirm that your organization will commit to these timelines. (Required)

Q&A Session: Prior to award, the CFAA will host a virtual Q&A Session on the date specified in the table above. If your organization is unable to attend the virtual session, we welcome questions submitted via email. Abound will do our best to be available to address any questions regarding the grant program

between the dates specified. Please note that after this period, the Abound team will no longer answer questions. A list of frequently asked questions will also be available on the [CFAA website](#).

Application Assistance:

Abound Food Care is available to assist you with your application or answer questions by request through info@capfoodaccess.org. Applicants will be scored based on their ability to fully and completely address all elements of this grant application, in addition to the commitment to meet grant timelines, particularly reporting requirements. Higher scores will be provided to applicants that can demonstrate collaboration and the ability to meet all reporting requirements.

Notice: CFAA reserves the right to modify the grant timeline should it deem, in its sole discretion, to be in the best interest of. If any changes are made, CFAA will send a notification by email to all potential applicants and awarded grantees as necessary.

CFAA reserves all its rights and options including, without limitation:

- To accept or reject any portion of the grant application;
- To reject any and all applications that fail to meet the requirements of this grant;
- To accept applications that are, in the judgment of the CFAA, in the best interest of the CFAA;
- To request clarification from any respondent;
- To reject any and all non-responsive applications; and,
- To reject applications without cause.

Application Requirements

- Submit one complete application including:
 - Complete “Applicant Information” section and questions with detailed recovery and distribution schedule and record of the past six (6) months of food recovery data.
 - Budget table with at least one (1) quote for each requested capital expenditure and relevancy to application
 - W-9, if requested by the Abound Food Care team.

Eligible applicants may submit only **one** of the following two types of grant applications:

1. **An Individual Application**
2. **A Joint Application** – Edible food recovery organizations may partner with other non-profit organizations, agencies, entities, or social enterprises. A lead applicant must be designated to act on behalf of all participating applicants. The lead applicant will be responsible for adhering to the grant agreement and providing all required documentation. CFAA will direct all official correspondence and grant payments to the lead applicant.
 - a. Sub-applicant partners are not required to be previous applicants; only the lead organization needs to have previously submitted a complete CFAA grant application.
 - b. The funding request cap for joint applications will be \$50,000 in total.

Application

Please fill out all information accurately and completely. You are welcome to add more information to your application such as cover letter or letter of recommendation, but it is not a requirement.

Section 1: Applicant Information

(Required)

Organization Name:	
Applicant Name (First and Last):	
Are you a certified 501(c)3 non-profit organization? If not, please explain.	
Please state if you are applying for an individual application or a joint application. <i>If you are filing a joint application, please list all participating partners.</i>	
Do you accept prepared food and/or food from a Tier 2 Generator? (Yes or no)	
Do staff members and volunteers maintain appropriate food handler or food safety manager certifications as necessary or required by state or local mandates? <i>If applicable, Abound may request a Food Safety Certificate and more information to demonstrate compliance.</i>	
Please describe: A. The project you are applying for; B. An outline of your organization's plans for growth over the next year; and, C. Explain how you intend to develop recovery capacity with the requested items.	
Describe if this project is collaborative, can assist with recovering prepared food and/or food from Tier 2 generators and how this equipment can assist your organization with food recovery.	
Total funding amount requested: <i>Note that the funding limit is capped at \$25,000, unless partnering with other organizations. If you are partnering with other organizations, then the cap is \$50,000.</i>	

Section 2: Capacity Information

Please provide the last six months of food recovery data available (January 2026 – June 2026). As a grant requirement, organizations must be able to provide the total amount of pounds recovered monthly.

If you are using a tracking platform, you can provide data from that system in lieu of completing the table below. If you do supply data from your tracking platform, please provide specific details about what is included (e.g. Does this include recovery data from all sources or Tier 1 and Tier 2 regulated entities only?).

If you need more information on the distinction between Tier 1 and Tier 2 generators, please visit CalRecycle's page on Food Donors - <https://calrecycle.ca.gov/organics/slcp/foodrecovery/donors/> or the list of generator definitions linked [here](#). (Required)

Month Period	Month, Year:	Pounds of Food Recovered:	Note:
Month 1			
Month 2			
Month 3			
Month 4			
Month 5			
Month 6			

Schedule: If your recovery and distribution schedule has changed or been updated since your last CFAA grant application, please list your current schedules, including the number of days, the time, and locations. If there are no changes since your last application, please state this and leave the table blank. This information will not be shared with anyone outside of the CFAA and will be utilized for the sole purpose of application evaluation. (Required)

Recovery/Pick-up Schedule:

Location/ Store Name	Day of the Week	Time of Pickup	Frequency (of Days/Week)

Distribution Schedule:

Location/ Store Name	Day of the Week	Time of Pickup	Frequency (of Days/Week)

Section 3. Budget Request

Please fill out the attached [SMART Project Budget Table](#). This spreadsheet must be completed in order for the application to be considered eligible. **(Required)**

- Requested funds must solely benefit food recovery efforts in the Sacramento County region.
- Rank requested items in terms of priority and detail relevance to project.
- Provide at least one quote per item requested.

Note: The quotes or estimates you provide in this application may change over time due to market fluctuations and supply chain conditions. Be sure to account for shipping costs and tax. CFAA is not responsible for any cost increases, so please plan accordingly.

Eligible Expenses	Eligible expenses may include, but are not limited to the following: • Commercial refrigerators & freezers; pallet jacks, hand-trucks & carts; cooling blankets; thermal blankets and thermal bags; label makers and labels; storage bins & containers; scales; thermometers; food safety training; charitable feeding registration permits; laptops and technology for tracking and reporting purposes; security equipment; maintenance and equipment repairs Eligible personnel funding cap: Staff time for grant administration (limited at 15% of total budget request). For personnel costs, details regarding activities, staff rates, and total hours will be required with full applications. Please note that consultant, subcontractor, and vendor costs are not eligible personnel costs. • Exception: For Tier 2-specific projects, the personnel cap may be expanded to include staff time and volunteer time. CFAA will decide on a percentage cap for these types of projects on a case-by-case basis.
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	Eligible staff time activities include: • Measure food waste (by weighing discards, estimation by waste collection services, or approved alternate method) • Completion of Food Safety Requirements • Completion of check-in meetings and reports Requests to fund staff wages directly tied to the project, 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, a shared driver.
Ineligible Expenses	Ineligible expenses include the following: • 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; Staff costs in excess of 15% of total budget.

Grant Application Submittal

Please check boxes to confirm your commitment to completing the following activities during your grant period: (Required)

Funds will solely benefit Sacramento County and/or affiliated cities.

We will use current scales, or purchase scales with funds requested, to weigh food donations.

We will track distribution data to Abound Food Care.

We will provide reports upon request (to be detailed in your agreement).

We will meet all food safety requirements as required by local and state law.

We will attend at least one progress update meeting with Abound Food Care.

The CFAA subcommittee will review all grant applications, select finalists, and may request follow-up information prior to making the final selection.

Prior to the commencement of work, the grant awardee and Abound Food Care will review and sign the entered upon Agreement. By submitting your application, you acknowledge your understanding of this.

Submit your completed grant application through email to info@capfoodaccess.org with the subject line: **[Your organization's name] Supplemental Award Grant Application.**

If you have not received confirmation within a week of submittal, please reach out to Abound Food Care (CFAA) for assistance.