

## Hunger Relief Initiative Background

Recognizing the unacceptable consequences of local hunger, United Way of Palm Beach County and the Palm Beach County Board of County Commissioners, backed by a group of 183 organizations, convened the Hunger Relief Initiative and identified the need to create a comprehensive plan to reduce local hunger. The Food Research and Action Center (FRAC) and the University of South Carolina (USC) Center for Research in Nutrition and Health Disparities were commissioned to create the Hunger Relief Plan. Since its inception in 2015, United Way of Palm Beach County has worked alongside community partners to address food insecurity in the county.

View the [Palm Beach County Hunger Relief Plan](#)

## Purpose of Cold Storage Capacity Grant

In accordance with the Hunger Relief Plan, the Cold Storage Capacity Grant aims to minimize food waste by increasing storage capacity of food pantries and other non-profit organizations that address food insecurity. The extra storage space will enable the recipient agencies to provide a consistent supply of perishable items, including produce, to a greater number of Palm Beach County residents.

See the Hunger Relief Plan, Goal #7: All Palm Beach County residents will be able to access healthy, affordable food in their community.

## Eligibility

Applicants must meet the following criteria to be considered for a grant:

- Applicants must be a 501(c)(3) non-profit organization that provides hunger relief services in Palm Beach County.
- Applicants must have completed a food safety training course.
  - See the *Food Safety Training Course* section for additional information.
- Applicants must be an active partner in good standing with 211 Palm Beach/Treasure Coast.
  - See the *Partnership with 211 Palm Beach/Treasure Coast* section for additional information.

## Food Safety Training Course

Applicants must have a valid food safety training certificate recognized by the state of Florida. The food safety training certificate can be obtained from any of the state approved providers such as, the [National Registry of Food Safety Professionals](#) and [360 Training](#). It should cost no more than \$15 to obtain the food safety certification. The training takes no longer than 2-hours.

To submit proof of food safety certification, send a copy of the certificate along with the Cold Storage Capacity Grant application to Julia Xiao, United Way of Palm Beach County – Infrastructure AmeriCorps VISTA, [julixiao@unitedwaypb.org](mailto:julixiao@unitedwaypb.org), no later than **October 4, 2019, 5:00 p.m.**

## Partnership with 211 Palm Beach/Treasure Coast

Applicants must be partnered with 211 Palm Beach/Treasure Coast.

- Include a scanned copy of the applicant's current signed partner agreement with 211 Palm Beach/Treasure Coast as part of your application submission to show proof of partnership.

NOTE: For information on eligibility and how to apply for partnership with 211 Palm Beach/Treasure Coast, see **Cold Storage Capacity Grant Waiver**.

## Monthly Food Distribution Sheet

Provide food distribution sheets from the past three months. These documents will be used to confirm food distribution and will be a determining factor for award decisions. An acceptable form of a monthly food distribution includes sign-in sheets with the respectable dates.

## Request Categories

Applicants can request multiple units and/or a combination of the following:

1. Freezer (21 cubic feet)
2. Commercial refrigerator (47 cubic feet)
3. Other cold storage related items. Examples of eligible other items include:
  - a. A larger or smaller refrigerator
  - b. A small window a/c unit to maintain appropriate temperature for dry goods

All cold storage units must be located at the agency and be used only for the purpose of serving the community.

NOTE: The dimensions are provided for reference purposes only. Actual dimensions may vary.

## Submission Instructions

Application and all attachments must be submitted as a single email.

Email to Julia Xiao, Infrastructure AmeriCorps VISTA [HungerRelief@unitedwaypbc.org](mailto:HungerRelief@unitedwaypbc.org). Subject line: Cold Storage Capacity Grant Application – (Name of your Organization).

Applications must be received no later than **October 4, 2019, 5:00 p.m.** Late or incomplete submissions will not be reviewed.

Applications must be complete and include all requested information to be considered:

- Completed and signed Cold Storage Capacity Grant Application (cover page and questions)
- IRS 501(c)(3) Determination Letter
- Monthly Food Distribution Sheet for the past three months
- Food Safety Training Course Certificate

- Proof of 211 Palm Beach/Treasure Coast partnership or Cold Storage Capacity Grant Waiver

## Application Review Process

Applications will be reviewed by volunteers from the community. Applicants may be contacted regarding their application during the review process should volunteers have any questions. Based on the review of the applications, the volunteers will recommend grant awards. The recommendations will be presented to the United Way of Palm Beach County Hunger Relief for final approval. Award decisions will be announced on November 15, 2019.

## Award Requirements

As a condition of receiving a cold storage unit(s) the applicant agrees to the following conditions.

- Maintain the unit(s) in good working condition.
- Cold storage unit(s) must be located at the agency and must be used only for the purpose of storing food that will be distributed to the community.
- Cold storage unit(s) may not be used for personal purposes.
- The agency will not sell and/or donate the unit to any individual, group or organization.
- Keep food stored in the awarded cold storage unit(s) in the appropriate temperature range. The FDA recommends keeping refrigerator temperature at or below 40° F (4° C) while the freezer temperature should be 0° F (-18° C).
- Maintain food safety training course certification.
- Maintain partnership in good standing with 211 Palm Beach/Treasure Coast and provide them with your agency's hours of operation and other information requested at least once a year.
- Produce semiannual Impact Reports to United Way of Palm Beach County for two years and to make itself available for a site visit upon request. See the *Cold Storage Impact Report* for deadlines and additional information.

NOTE: Failure to adhere to the listed award requirements could lead up to the loss of the awarded unit(s).

## Inquiries

For questions regarding the Cold Storage Capacity Grant Guidelines, contact:

Julia Xiao  
United Way of Palm Beach County, Infrastructure AmeriCorps VISTA  
Email: [HungerRelief@unitedwaypbc.org](mailto:HungerRelief@unitedwaypbc.org)  
Phone: (561) 375-6632

The following appendixes will help you complete the application.

## Appendix A

What are your hours of operation for food distribution? (Please fill in all the days that apply and specify a.m. or p.m. for all times).  
 Under "Frequency," write how often your organization distributes food on that day throughout the month (i.e., Every Thursday, every third Thursday of the month or not open).

Example: If your agency distributes food every 3<sup>rd</sup> Wednesday of the month from 11:00 a.m. to 2:00 p.m.

Days of Operation	Frequency	Start Time	a.m. / p.m.	End Time	a.m. / p.m.
Sunday	Not open				
Monday	Not open				
Tuesday	Not open				
Wednesday	3 <sup>rd</sup> of the month	11:00	a.m.	2:00	p.m.
Thursday	Not open				
Friday	Not open				
Saturday	Not open				

**Appendix B**

What are your hours of operation for food distribution? (Please fill in all the days that apply and specify a.m. or p.m. for all times).  
 Under "Frequency," write how often your organization distributes food on that day throughout the month (i.e., Every Thursday, every third Thursday of the month or not open).

Example: If your agency distributes food every Saturday of the month from 3:00 p.m. to 5:00 p.m.

<b>Days of Operation</b>	<b>Frequency</b>	<b>Start Time</b>	<b>a.m. / p.m.</b>	<b>End Time</b>	<b>a.m. / p.m.</b>
Sunday	Not open				
Monday	Not open				
Tuesday	Not open				
Wednesday	Not open				
Thursday	Not open				
Friday	Not open				
Saturday	Every	3:00	p.m.	5:00	p.m.

**Appendix C**

How many people do you provide food assistance to each month? Provide the actual number of people served next to the range.

Example: If your agency provides monthly assistance to 495 people.

	Range	Number of People Served Each Month
	25 or less	
	26 – 50	
	51 – 75	
	76 – 100	
	101 – 150	
	151 – 200	
	201 – 250	
	251 – 300	
	301 – 350	
	351 – 400	
	401 – 450	
	451 – 500	495
	501 – 600	
	601 – 700	
	701 – 800	
	801 – 900	
	More than 900	