

Hunger Relief Initiative Background

Recognizing the unacceptable consequences of 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 Palm Beach County 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 Food Storage Capacity Grant

In accordance with the Hunger Relief Plan, the Food 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.
- Applicants must have an active partnership with a local food bank for a minimum of three months (Palm Beach County Food Bank, Feeding South Florida Farm Share, or The Glades Initiative)
 - See the *Required Documents* section for additional information.

NOTE: Please reach out to United Way of Palm Beach County – Hunger Relief HungerRelief@unitedwaypbc.com if you are a food-providing non-profit and due to the specialty of the service your organization provides, a food bank partnership might not be required. All other criteria apply.

Examples of a specialized food distributor include but are not limited to:

- Senior care provider
- Child day care provider
- Special diet food provider

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, please send a copy of the certificate along with the Food Storage Capacity Grant application to Liz Cabral, United Way of Palm Beach County, Hunger Relief Manager, HungerRelief@unitedwaypbcc.org, no later than **December 6, 2021, 11:59 p.m.**

Partnership with 211 Palm Beach/Treasure Coast

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

Proof of partnership:

- Scanned copy of the applicant's current signed Affiliate Agreement Form with 211 Palm Beach/Treasure Coast as proof of partnership.

Seeking partnership with 211 Palm Beach/Treasure Coast

- Already a partner with 211 Palm Beach/Treasure Coast and need to obtain an agreement copy.
 - Call Judith Hechtman, Data Base Specialist, 954-609-5050.
- Need to partner with 211 Palm Beach/Treasure Coast. Not listed in their database.
 - Call Judith Hechtman, Data Base Specialist, 954-609-5050.

NOTE: Process takes one week.

How to Access Required Documents

Applicants must have an active partnership with a local food bank for a *minimum of three months* (Palm Beach County Food Bank, Feeding South Florida Farm Share, or The Glades Initiative).

Applicants must provide three (3) months proof from all their food sources. For example, multiple food banks, food rescue, donations, and other consistent food sources.

Palm Beach County Food Bank

Proof of partnership

- Scanned copy of the applicant's signed current Partner Agency Handbook Form.

Proof of food received

- Applicant must provide three (3) months of order receipts including total weight of order.
- Acceptable forms of evidence:
 - Scanned hard copy of detailed order receipts.
 - To access online: Go to your order account select *Order History – Completed Orders – View Order*.

Feeding South Florida

Proof of partnership

- Scanned copy of the applicant's signed current fiscal year partnership contract with Feeding South Florida

Proof of food received

- Applicant must provide three (3) months of order receipts including total weight of order.
- Acceptable forms of proof:
 - Scanned hard copy of detailed order receipts.
 - Contact your Feeding South Florida representative if hard copy is not available.

Farm Share, Inc.

Proof of partnership

- Scanned copy of the applicant's signed current partner agreement contract with Farm Share, Inc.

Proof of food received

- Applicant must provide three (3) months of order receipts including total weight of order.
- Acceptable forms of proof:
 - Scanned hard copy of detailed order receipts.
 - Contact your Farm Share, Inc. representative if hard copy is not available.

The Glades Initiative

Proof of partnership

- Scanned copy of the applicant's signed current partner agreement contract with The Glades Initiative.

Proof of food received

- Applicant must provide three (3) months of order receipts including total weight of order.
- Contact The Glades Initiative at food@gladesinitiative.org to request a copy of order receipt.

NOTE: If your order history contains TEFAP allocations, contact your current or previous TEFAP food provider for a detailed report that includes poundage. Total number of cases is not acceptable as a form of proof.

NOTE: If you are an 501(c)(3) non-profit providing food (example, senior/child day care provider) and not affiliated with a food bank, you must provide proof of affiliation with the agency which you are receiving food from.

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 monthly food distribution includes sign-in sheets including total number of people served 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. Dry Storage. Examples of eligible items include:
 - a. Shelving
 - b. Indoor air conditioning unit(s)
4. Other food storage related items. Examples of eligible other items include:
 - a. A larger or smaller refrigerator
 - b. A walk-in freezer
 - c. A walk-in cooler

The Food Storage Capacity Grant does not fund the following.

- Repairs to existing cold or dry storage equipment
- Refrigerated truck
- Central air conditioning
- Pallet jack

All cold and dry storage equipment must be located at the agency and be used only for the purpose of serving the community. Awarded units must exclusively be used for food storage. The recipient is responsible for any repair and maintenance costs after the unit(s) is delivered. The Food Storage Capacity Grant review panel reserves the right to make final approval about the type of units to be awarded.

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 Liz Cabral, Hunger Relief Manager HungerRelief@unitedwaypb.org. Subject line: Food Storage Capacity Grant Application – (Name of your Organization).

Applications must be received no later than **December 6, 2021, 11:59 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 Food Storage Capacity Grant Application (cover page and questions)
- IRS 501(c)(3) Determination Letter
- Food Safety Training Course Certificate
- Proof of 211 Palm Beach/Treasure Coast Partnership
- Proof of Local Food Bank Partnership (must be partnered for a minimum of three months)
- Proof of Food Received for the past three months from all consistent food sources
- Monthly Food Distribution Sheet for the past three months

Application Review Process

Applications will be reviewed by community volunteers. Applicants may be contacted regarding their application during the review process should volunteers have 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 February 1, 2022.

Award Requirements

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

- a. Maintain the unit(s) in good working condition.
- b. Cold and dry 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.
- c. Cold and dry storage unit(s) may not be used for personal purposes.
- d. The agency will not sell and/or donate the unit to any individual, group, or organization.
- e. 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).
- f. Dry goods being stored using awarded dry storage eligible items must be stored 6 inches above the ground, ventilated, and temperature controlled at 78° F (25° C).
- g. Maintain food safety training course certification.
- h. The recipient is responsible for any repair and maintenance costs after the unit(s) is delivered.
- i. Agency agrees to submit at least twice annually to 211 Palm Beach/Treasure Coast, Inc., information regarding available services and related information about the agency and the funded program(s), as requested by 211 Palm Beach/Treasure Coast, Inc.
- j. Submit two semiannual Impact Reports to United Way of Palm Beach County and make itself available for a site visit upon request. See the *Food Storage Impact Report* for deadlines for more information.

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

Timeline

Date	Action
November 4, 2021	Grant Application Opens
December 6, 2021	Deadline for RFA Submission
December 7, 2021 – January 20, 2022	Grant Review/Holidays
January 21 – 29, 2022	Applicant Follow ups (if needed)
February 1, 2022	Awardees Notified
September 1, 2022	First Report Due
March 1, 2023	Second Report Due

NOTE: Delivery of unit is dependent upon third-party availability and shipping.

Inquiries

For questions about the Food Storage Capacity Grant Guidelines, contact:

Liz Cabral
United Way of Palm Beach County, Hunger Relief Manager
Email: HungerRelief@unitedwaypbc.org
Phone: (561) 375-6631

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," enter 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 third Wednesday of the month from 11:00 a.m. to 2:00 p.m. and every Saturday from 10:00 a.m. – 11:00 a.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	Third day of the month	11:00	a.m.	2:00	p.m.
Thursday	Not open				
Friday	Not open				
Saturday	Every	10:00	a.m.	11:00	a.m.

Appendix B

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	