

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 by clicking the link.](#)

Purpose of Food Storage Capacity Grant

In accordance with the Hunger Relief Plan, the Food Storage Capacity Grant aims to: 1) minimize food waste by increasing storage capacity of food pantries and other non-profit organizations that address food insecurity, and 2) increase access to nutritious food options. 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.

Applications that are aligned with the goals of the Hunger Relief Plan will be prioritized for funding. The Hunger Relief Plan goals and strategies especially aligned with this grant include:

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

Fund infrastructure needs to safely store produce and other perishable food.

Goal #9: All Palm Beach County families will have knowledge to make the best possible healthy food choices.

Fund infrastructure needs to support partners providing nutrition education.

Goal #10: Low-income families in Palm Beach County will achieve higher incomes to purchase food and household crisis hunger will decrease.

Fund infrastructure needs to support partners providing food-related job training and apprentice programs.

Eligibility

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

Traditional Hunger Relief Provider (Food Pantry/Soup Kitchen)

- Applicants must be a 501(c)(3) non-profit organization that provides hunger relief services in Palm Beach County.
 - Must be able to upload tax exemption information.
- 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 or provide an explanation of exemption.

- 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 Inc., or The Glades Initiative).
 - See the *Required Documents* section for additional information.

Other Specialized Food Provider

- Applicants must be a 501(c)(3) non-profit organization that provides hunger relief services in Palm Beach County.
 - Must be able to upload tax exemption information.
- 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 or provide an explanation of exemption.
 - See the *Partnership with 211 Palm Beach/Treasure Coast* section for additional information.
- Applicant must have an active partnership with a food provider or be a food provider.
 - See the *Required Documents* section for additional information.

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

- Childcare provider or after school care provider
- Nutrition education provider
- Farmers market/pop-up market
- Community farm/garden
- Congregate meal site
- Job training or apprenticeship provider (must be food-related)

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.

Partnership with 211 Palm Beach/Treasure Coast

Applicants must be partnered with 211 Palm Beach/Treasure Coast OR provide a reasonable explanation for exemption, i.e., serve a protected or specific population OR agrees to establish partnership with 211 Palm Beach/Treasure Coast post-award.

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.

Letter of Exemption:

- In a typed letter, provide a detailed explanation on why the applicant should be excused of partnership with 211 Palm Beach/Treasure Coast. This option may be available for applicants serving a protected population in which publicly advertised information would be a violation of privacy, or for applicants only serving a specific group of people. Letter of Exemption does not guarantee eligibility acceptance.

Post-award Partnership:

- If an applicant is unable to attain partnership with 211 Palm Beach/Treasure Coast prior to the submission deadline, applicant must provide written notice of intent and agrees to establish an active partnership with 211 Palm Beach/Treasure Coast within thirty (30) days of submission. Failure to meet this requirement in the time stated will lead to a rejection of application.

How to Access Required Documents

Traditional Hunger Relief Provider

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 Inc., 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 [Primarius](#) 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.

Other Providers

Applicant must have an active partnership with a food provider or be a food provider.

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

Proof of partnership

- Scanned copy of the applicant's signed current partner agreement contract OR Letter of Support from food provider OR proof of production.

Proof of food received

- Applicant must provide three (3) months of order receipts including total weight of order.
- OR applicant must provide three (3) months proof of food production including total weight.

Monthly Activity Sheet

Provide activity sheets from the past three months. These documents will be used to confirm food distribution and community participation and will be a determining factor for award decisions. An acceptable form of proof 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 food storage units. Historically the Food Storage Capacity Grant has funded the following:

1. Freezer (21 cubic feet)
2. Commercial refrigerator (47 cubic feet)
3. Dry Storage. Examples of eligible items include:
 - a. Shelving
 - b. Air conditioning unit(s)

The Food Storage Capacity Grant will fund other food storage related items upon request. Examples of eligible other items include:

4. A larger or smaller refrigerator
5. A walk-in freezer
6. A walk-in cooler
7. Retro-fitted containers
8. Other requests will be considered.
 - a. For questions pertaining to other types of food storage funding, view the Information Session recording or email hungerrelief@unitedwaypbc.org

The Food Storage Capacity Grant does not fund the following:

- Repairs to existing cold or dry storage equipment
- Refrigerated transportation
- Central air conditioning
- Pallet jacks
- Electrical upgrades or repairs

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. See Appendix C for examples.

Submission Instructions

Applications must be submitted no later than June 29, 2022.

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

- Completed and signed Food Storage Capacity Grant Application
- IRS 501(c)(3) Determination Letter
- Food Safety Training Course Certificate
- Proof of 211 Palm Beach/Treasure Coast Partnership OR Letter of Exemption

- Proof of Food Received for the past three months from all consistent food sources
- Monthly Activity Sheet for the past three months

Traditional Hunger Relief Provider

- Proof of Local Food Bank Partnership (must be partnered for a minimum of three months)

Other Provider

- Proof of active partnership with a food distributor OR food production (must be partnered or producing for a minimum of 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 Advisory Council for final approval. Award decisions will be announced on July 25, 2022.

Award Requirements

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

- a. Confirm that building electrical outlets meet local code requirements and can handle the added electrical voltage.
- b. Maintain the unit(s) in good working condition.
- c. 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.
- d. Cold and dry storage unit(s) may not be used for personal purposes.
- e. The agency will not sell and/or donate the unit to any individual, group, or organization.
- f. 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).
- g. 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).
- h. Maintain food safety training course certification.
- i. The recipient is responsible for any repair and maintenance costs after the unit(s) is delivered.
- j. 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. Not applicable for exempted applicants.
- k. Agency requesting Post-award Partnership agrees establish an active partnership with 211 Palm Beach/Treasure Coast within thirty (30) days of application submission.
- l. 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
May 31, 2022	Information Session
June 1, 2022	Grant Application Opens
June 29, 2022	Deadline for RFA Submission
July 1 – July 22, 2022	Grant Review/Holidays
July 18 – July 22, 2022	Applicant Follow ups (if needed)
July 25, 2022	Awardees Notified
March 15, 2023	First Report Due
September 15, 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:

Kathleen Mason, Manager for Hunger Relief
United Way of Palm Beach County
Email: HungerRelief@unitedwaypbcc.org
Phone: (561) 375-6633

The following appendices 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 closed).

Example: If your agency distributes food every Monday through Wednesday from 11:00 a.m. to 2:00 p.m. and every third Saturday of the month from 10:00 a.m. – 11:00 a.m. the hours of operation would look like the chart below:

What are your hours of distribution? Please fill in all the days that apply and specify A.M. or P.M. for all times. *

	Frequency	Start Time	End Time
Sunday	closed	n/a	n/a
Monday	every	11am	2pm
Tuesday	every	11am	2pm
Wednesday	every	11am	2pm
Thursday	closed	n/a	n/a
Friday	closed	n/a	n/a
Saturday	3rd week	10am	11am

Appendix B

What is your current storage capacity in cubic feet for the following types of storage? Type "0" if none.

Example: If your agency has one refrigerator with 24"x29"x65" specification, no freezer, and two shelving units with 16"x 36"x72" specifications, current storage capacity would look like the chart below.

What is your current storage capacity in cubic feet for the following types of storage? Type "0" if none. *

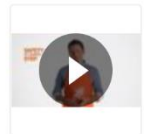
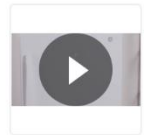
	Refrigeration	Freezer	Dry Goods
Cubic Feet	<input type="text" value="26"/>	<input type="text" value="0"/>	<input type="text" value="48"/>

Appendix C

Example of the default freezer and commercial refrigerator funded by the Food Storage Capacity Grant:

1. Freezer (21 cubic feet)

GE
Garage Ready 21.3 cu. ft. Frost Free Upright Freezer in White
★★★★★ (2859) [Questions & Answers \(313\)](#)



Hover Image to Zoom

9. Commercial refrigerator (47 cubic feet)

SABA

54 in. W 47 cu. ft. Two Door Commercial Reach In Upright Refrigerator in Stainless Steel

★★★★★ (63) Questions & Answers (30)

