

# 2022 Durham County Emergency Food Assistance Grants

## Grant Guidelines

On behalf of Durham County Government, DCIA is operating an emergency food assistance grant program. A total of \$400,000 will be awarded in grant funding to nonprofit food assistance organizations serving Durham County food insecure residents. Funds will be targeted to support communities disproportionately impacted by the negative economic impacts of COVID-19, including Black, Indigenous, and People of Color (BIPOC) communities, parents of young children, and low-income workers.

### Grants Distributed from Approximately Two Fund Pools

1. \$225,000- \$300,000 DISTRIBUTED IN 5-6 GRANTS OF UP TO \$60,000
2. \$100,000 - \$175,000 DISTRIBUTED IN 10-20 GRANTS OF UP TO \$10,000

### Eligible Expenses and Documentation

Eligible Expense	Required Documentation
1. Food purchases (including grocery gift cards)	<ul style="list-style-type: none"> <li>• Expenditure Spreadsheet</li> <li>• Receipts from stores/vendors, producers, Food Bank invoices, etc</li> <li>• Services Report</li> </ul>
2. Food transportation costs	<ul style="list-style-type: none"> <li>• Mileage log spreadsheet documenting staff/volunteers miles traveled transporting food to pantries or delivering food to recipients</li> <li>• Expenditure Spreadsheet, if applicable</li> <li>• Fuel and maintenance cost receipts for organization-owned vehicles transporting or delivering food.</li> </ul>
3. Service supplies, such as paper products (plates, cups, napkins, tableware) for free served meals, disposable containers, bags for delivered meals, serving gloves, boxes and bags for grocery & produce distribution	<ul style="list-style-type: none"> <li>• Expenditure Spreadsheet</li> <li>• Receipts for all items</li> </ul>
4. Food storage and distribution equipment (shelving, handcarts, refrigerator, freezer, etc.)	<ul style="list-style-type: none"> <li>• Expenditure Spreadsheet</li> <li>• Vendor or contractor receipts</li> </ul>
5. Community gardening supplies and equipment	<ul style="list-style-type: none"> <li>• Expenditure Spreadsheet</li> <li>• Receipts for all purchases</li> </ul>
6. Compensation or stipends for personnel directly involved in food transport, preparation, or distribution (for example, workers in pantry, drivers, cooks, etc.)	<ul style="list-style-type: none"> <li>• Job titles and brief job descriptions</li> <li>• Payment records</li> <li>• Expenditure Spreadsheet</li> </ul>

### **Grant Process Requirements for Applicants**

1. Fully completed application form and accompanying documents submitted electronically by 4:00 pm, February 4, to [dcia@dcia.org](mailto:dcia@dcia.org).
2. Applicant organization must be a 501(c)3 nonprofit, an organized religious congregation, a grassroots or volunteer organization with a 501(c)3 fiscal sponsor, or a subsidiary of a government department office.
3. Applicant organization must provide:
  - a. the name of the financial institution that holds the bank account in the organization's name where the payment will be deposited;
  - b. a list of names of current volunteer Board of Directors/Trustees;
  - c. the name of the officer/agent of the organization responsible for the grant; and
  - d. the email and phone number at which DCIA can reach the grant officer/agent and communicate with them.
4. Applicants awarded a grant must attend an online webinar on Friday, Feb. 25, 5:30-7:00 PM to review requirements of the grant terms.
5. Awardees MUST EXPEND FULL GRANT BY JUNE 30, 2022.
6. Awardees MUST RETURN COMPLETED FINAL REPORTS BY JULY 15, 2022.
7. During the grant period, awardees must distribute to their program participants/recipients/clients information from the County of Durham about SNAP and WIC benefits.
8. During the grant period, awardees may need to distribute to participants/clients survey information from the County of Durham.
9. Each awardee must be available for check-in contact (in-person or remote) from DCIA about grant-funded activities and operations at least once each month in March, April, May, and June.

## Reporting Requirements

### Interim Report Due May 6, 2022

Grantees submit 1-page interim report to [dcia@dcia.org](mailto:dcia@dcia.org) documenting progress, challenges, and upcoming activities.

### Final Reporting: Due July 15, 2022

*Final reporting must include all work from the date of award to June 30, 2022.*

#### 1. FINANCIAL REPORT & DOCUMENTATION:

##### Report must include:

Receipts or invoices for all expenditures, showing date, amount and type of purchase. All expenses must be summarized on the Expenditures Spreadsheet (see Excel file).

Payment/Check Number (If no number, enter N/A)	Payment/Check Date (MM/DD/YY)	Invoice/Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Vendor Name	Description (describe items purchased)	Invoice/Receipt Amount	Total Check Amount	Grant Portion of Invoice Amount

#### 2. SERVICES REPORT (if providing food)

##### Report must include:

- Dates and hours of services provided
- Amount of food distributed (numeric count of meals or pounds of food)
- Number of households served each date
- Number of individuals total in those aggregated households, totaled separately into age groups of minors (age 17 and under), adults (age 18-64), and older adults (age 65 and over).

##### *Sample reporting table:*

Date	Number of Individual Meals Served	Number of Households Receiving Groceries	Lbs of food per grocery package	Meals per grocery package	Children (17 & under)	Adults (18-64)	Older Adults (65+)	# Black/ African-American	# Latinx/ Hispanic	# White	# Asian	# Native American	# Other
2/6		40	30 lbs	28	89	62		110	39	2			
2/7	80				10	70		60	15	5			
2/14	86				6	80		72	4	10			

### 3. MILEAGE LOG (if applicable)

All mileage must be summarized on the Mileage Log spreadsheet (see Excel file).

### 4. INDIVIDUAL RECIPIENTS DEMOGRAPHIC REPORT (if applicable, *only for applicants that indicate they will collect individual-level data in their applications*). **Organizations who contract to provide this report will receive a bonus \$1000 in their grant award for requested expenses.**

#### Report must include:

A list by anonymized unique identifier (“Client112a,” Client113a, etc.) of unduplicated participants/recipients who received food paid for by the grant, with their age category and racial/ethnic identification. This list will not indicate how many individuals were served on particular dates (the Services Report) but how many unduplicated individuals were served during the grant period entirely. A program may serve 80 meals on four different dates, but some were to the same people each date and some were not – the 320 meals may have been served to 118 different people (some eating on one date, some on more than one date).

#### Sample reporting table:

Client Code	Sex (male/female)	Child (17 & under)	Adult (18-64)	Older Adult (65+)	Black/African-American	Latinx/Hispanic	White	Asian	Native American	Other
Client112a	F		1			1				
Client112b	M	1				1				
Client113	M			1	1					
Client114	F			1			1			