



FY20 INFRASTRUCTURE & CAPACITY BUILDING GRANT

GRANT OVERVIEW

The East Texas Food Bank (ETFB) is pleased to announce the FY20 Infrastructure and Capacity Building Grant. The objective of the grant opportunity is to provide strategic funding to agency partners in order to support one or more of the following objectives: **increase in food distribution**, **increase number of clients served**, **improve agency effectiveness**, and/or **expand services**. Grant funds can be utilized to purchase assets or fund projects that will enable them to accomplish one or more of these four objectives. ETFB will award up to \$10,000 per grant, which must be matched by the awardee dollar-for-dollar within 12 months of award notification.

All agencies are eligible to apply for this grant. Applicants must identify what asset(s) or project(s) will best enable them to increase their organizational capacity and effectiveness. Some examples of are:

- FACILITIES (construction, renovations, etc.)
- STORAGE (cooler, freezer, shelving units, etc.)
- EQUIPMENT (pallet jack, forklift, etc.)
- TRANSPORTATION (refrigerated truck, trailer, van, etc.)
- TECHNOLOGY (computers, software, etc.)

If you have any questions about this grant opportunity, please contact Tim Butler, Program Services Director, via email at tbutler@easttexasfoodbank.org, or by phone at 903-597-3663.

HOW TO APPLY

If you are interested in applying, please submit a completed application, including a signed Agency Agreement (*page 2 of this document*), in one of the following ways:

Email to: tbutler@easttexasfoodbank.org

Or mail to: **Tim Butler**
East Texas Food Bank
3201 Robertson Road
Tyler, TX 75701

The deadline to apply is **Monday, June 3, 2019**.

TIMELINE

April 26, 2019	<i>Application Released to Agencies</i>
June 3, 2019	<i>Application Submission Deadline</i>
August 1, 2019	<i>Notification of Award</i>
February 2019	<i>Progress Report Due to ETFB</i>
August 2019	<i>Final Report Due to ETFB</i>



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AGENCY AGREEMENT

The following are the terms and conditions of receiving this grant from the East Texas Food Bank:

1. The agency will agree to match grant funds dollar-for-dollar within 12 months of award notification. Matching funds must be raised after the grant award notification. The agency will receive grant funds until the match has been secured.
2. The agency will agree to spend grant funds as described in your grant application. Any changes to your project must first be approved by the East Texas Food Bank.
3. If excess funds remain after completion of the project, the agency will return those funds to the East Texas Food Bank within 90 days after submitting their final report. Some exceptions may be allowed, but must first be approved by the East Texas Food Bank.
4. If an agency receives funding and is unable to complete the agreed upon project, the full amount will be returned to the East Texas Food Bank. This timeline may be extended at the Food Bank's discretion, especially when concerning a capital project.
5. The agency will be available to participate with ETFB in any scheduled media events announcing the grant.
6. The agency will be available to share about the impact of the grant at the Annual Agency Conference.
7. The agency will submit a progress report approximately six months after grant award, and a final report approximately twelve months after grant award, detailing progress toward raising the matching funds, explaining how grant funds were spent, and describing progress toward accomplishing the objectives outlined in your application.

When signing below, I fully understand and agree to comply with the above conditions and requirements of receiving the grant.

Agency Representative Signature

Date



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Agency Representative Printed Name and Title

APPLICATION

PART ONE: CONTACT INFORMATION

Agency Name:

Agency Address:

Agency County:

Executive Director/President Name:

Primary Contact Name:

Primary Contact Title:

Primary Contact Phone:

Primary Contact Email:

PART TWO: AGENCY DESCRIPTION

1. Describe your agency's current programs and services.

2. What are the biggest challenges and/or barriers to growth that your agency is currently experiencing?



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PART THREE: PROJECT DESCRIPTION

3. What is the total amount of grant funding you are requesting. This can be up to \$10,000, and no more than half of the total project costs.

4. Describe which asset(s) you intend to purchase, or which project(s) you intend to fund through this grant, and provide the cost for each item or component of the project.

5. Which specific objective(s) will your proposed infrastructure or capacity building project accomplish? Select all that apply:

Increase food distribution

Increase number of clients

Improve agency effectiveness

Expand services

6. Describe the impact of your proposed infrastructure or capacity building project. How will acquiring the asset(s) or implementing the project(s) listed above build your agency's capacity? How will this enable your agency to serve more people, distribute more food, expand services, and/or facilitate partnerships?

7. How will you measure and evaluate the impact of the project described above?

8. If awarded this grant, your agency will be required to match the grant dollar-for-dollar within 12 months of award notification. How do you intend to secure the match?



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- 9. How do you intend to sustain your proposed infrastructure or capacity building project? Will the asset(s) purchased with this grant result in any increased operational expenses for your agency? If so, how will these expenses be covered in future years?**