



WESTCHESTER COUNTY FOOD PANTRY/SOUP KITCHEN GRANT APPLICATION 2023

Westchester County is offering this opportunity to apply for a grant to County nonprofit 501(c)(3) organizations that operate food pantries and/or soup kitchens in the County (“Applicants”) to support those who are food insecure. The County recognizes the increased burden on food pantries and soup kitchens as a result of the impact of Covid-19 and the increased cost of food and other supplies. Applicants may apply for up to \$10,000 or up to \$20,000, depending on their eligibility, as explained below, until the total funding is exhausted. Grants will be awarded on a first come, first served basis. The deadline to apply for this grant is September 1, 2023.

To apply, email the completed application with proof of nonprofit 501(c)(3) status to FPgrant@westchestercountyny.gov

Eligibility Criteria

- Applicants must be a nonprofit 501(c)3 organization serving Westchester County residents for a minimum of one year.
- Applicants’ primary location must be in Westchester County.
- Soup kitchens must follow current Center for Disease Control guidelines regarding safe food distribution and operate out of a facility that has been approved by the Westchester County Department of health.
- Applicants must have a minimum of one food distribution per month.
- Applicants must serve a minimum of 300 people per month.
- Applicants must abide by all governing laws, regulations, and codes.

Eligible uses of this Grant Funding

Funds from this grant may be used for:

- Purchase of food
- Costs associated with deliveries to homebound people, including covering costs of transportation
- Purchase of supplies for the packaging of food, food containers and safety of employees and volunteers, including personal protective equipment (e.g., gloves, hand sanitizer, masks, etc.), ventilation equipment, protective Plexiglas barriers, etc.
- Purchase and/or repair of refrigerators and/or freezers
- Construction or purchase of equipment to accommodate expanded capacity of food storage
- Certain other costs associated with providing food to an increased number of food insecure people, as approved by Westchester County



Ineligible uses of this grant funding

Funds from this grant may not be used for:

- Paying off existing debt
- Purchase of beverages containing alcohol
- Staff salaries (other than costs associated with the delivery of food)
- Purchase or reimbursement of gift cards

Grant Amounts

- Applicants may apply for up to two levels of grant amounts based on the average number of people per month the Applicant served in January through March 2023:
 - Up to \$10,000 if the Applicant served a minimum of 300 people on average per month for January through March 2023; or
 - Up to \$20,000 if the Applicant served a minimum of 1,000 people on average per month for January through March 2023.
- Applicants may receive 25% of grant awarded upon execution of contract. The remaining allocation will be issued upon the County receiving vouchers for paid invoices.
- All expenses covered by this grant must have been/be spent from January 1, 2023 through December 31, 2023.

Legal Understandings

- Westchester County reserves the right, and may at its sole discretion:
 - Approve or deny applications
 - Modify grant terms
 - Waive any irregularities and/or make corrections on any application
 - Visit the food distribution site(s)
- Applying for this grant does not mean Applicants will receive one
- Awards are subject to the approval of the County



APPLICATION

Legal Name of Organization _____

Primary Contact Title _____

Primary Contact First Name _____

Primary Contact Last Name _____

Primary Contact Telephone No. _____

Primary Contact Email Address _____

Physical Street Address _____

Physical City _____

Physical State _____

Physical Zip Code _____

Mailing Street Address (if different) _____

Mailing City _____

Mailing State _____

Mailing Zip Code _____

Food Distribution Location(s) if different than physical address above

What municipalities do you serve?

Are you a Feeding Westchester agency partner? [Y/N] (circle one)

How many people did your organization serve on average per month January through March 2023?

How many food distributions do you have per month? _____

How many hours are you open each day for each distribution? _____

Which days of the week are you open to the public for food distribution? (circle all that apply)

[Monday] [Tuesday] [Wednesday] [Thurs] [Friday] [Saturday] [Sunday]

How much grant funding are you seeking through this application? \$ _____

Describe the increased need you are seeing and how the grant funding will help you feed more people.



Please complete the chart below to indicate how you will use the grant funds

Eligible Program Activities	Amount Requested
Total:	

Please include proof of the organization’s nonprofit 501(c)(3) status with your application.

I certify that the answers to the questions above are true and accurate to the best of my knowledge.

Signature _____ Date _____

Printed Name _____

Title _____