

# COVID-19 Food Security Network Support Grant Application Worksheet

## ***Purpose***

The purpose of this Application Worksheet is to provide the applicant a detailed summary and explanation regarding the information and documentation that you will need to prepare prior to the online application process. It is vital to the success of the grantees that you take time to review this document prior to starting the online application.

When submitting the online application you will not be allowed to make edits once the application is submitted. You will only be allowed to fill out the application in one sitting (you cannot save partially completed applications). Preparing in advance is crucial to a successful application.

## ***Required Documentation***

The following documentation is essential in receiving grant funding. It is important that you take time to collect and fill out this documentation prior to starting the online application process. Documents will need to be attached electronically to the online application. Please have a copy ready to upload to the application at that time.

- W-9 Tax Form
- Proof of Non-Profit Status
- Completed Budget Workbook (provided on the DATCP Grant Website)



**Note: Applications missing these documents will not be considered.**

## ***Organization Information***

The information below pertains to the organization. Please be prepared to submit this information on the online application form.

- Full Legal Name of Organization
- Type of Organization
  - Food Bank, Food Pantry, or Other
- Number of Pantries/Partners Served
- Estimated Number of Pounds of Food Distributed by Organization Annually
- Estimated Number of People Served by Organization Annually
- Affiliation with a Tribal Nation(s)
- Wisconsin Counties Served by Organization
- Primary Contact- person managing the project
- Organization's Address
- Primary Contact's Telephone Number and Email
- Organization's Website (optional)

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## ***Project Impact and Financial Information***

This information is specific to the project proposal. You will need to have this information prepared prior to starting the online application process.

- Proposed Project Title
- Number of Food Pantries/Partners that will receive funds for this project
- Counties of Food Pantries/Partners served by this grant funding
- Total Amount of Money Requested for Project
- Duplicative Costs – The COVID-19 Food Security Network Support grant will not fund costs that are covered by other state or federal grants. If your project is or will potentially receive funds from other sources, identify the funding and describe how your project/costs differs from the other funded project/costs and how you will ensure that costs will not be submitted as part of this grant for duplicative costs.
- Documents for Upload – As stated in the Required Documentation section, you will need to prepare the following documents prior to online application.
  - W-9 Tax Form
  - Proof of Non-Profit Status
  - Completed Budget Workbook (provided on the DATCP Grant Website)

## ***Grant Proposal Information***

It is recommended that the following information should be prepared in a word processing document prior to starting the online application process. Having this information prepared ahead of time will allow you to copy & paste narratives quickly into the application form.

- **Project Summary** (maximum 500 characters): We are looking for a short synopsis of how you intend to use the awarded money.
- **Detailed Project Purpose:** Please provide a detailed proposal with how you intend to use the awarded money. Specifically explain how you are meeting the unique challenges presented by the COVID-19 public health crisis for your organization and your network pantries/partners. The Detailed Project Purpose should include the following information:
  - Description of food bank needs, related costs of food bank, how these will benefit network of pantries if funded.
  - Description of network pantry needs and related costs (how were these needs/costs identified, number of people served by the pantry, location, etc.).
  - How does the proposal meet the unique challenges presented by COVID-19? Why are these specific costs targeted for the grant?
  - Proposal must include description of how grantee will ensure only Wisconsin-based costs are included in the proposal and reimbursed through the grant.
  - The applicant needs to be able to show how they will complete the proposed work in the time constraints. Keep in mind that November 15, 2020, is the final reporting date.
  - Explanation of how project will increase people and households served, if applicable.

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- **Expected Measurable Outcomes:** We are requesting a detailed explanation of what measurable outcomes you will be using to demonstrate the success of this project. The following items are examples of measurable outcomes but measurable outcomes are not limited to the following examples:
  - Increase in number of people provided food
  - Increase in pounds of food served
  - Increase in cold storage capacity of perishable foods
  - Expansion of service area
- **Monthly Proposed Work Plan:** Monthly Work Plan will be required to list actions taken and expenditures that meet the Expected Measurable Outcomes. You will need to prepare individual narratives for what will be accomplished in each month of the grant for August, September, October, and November. This is a written timeline of actions, purchases, and accomplishments you plan to complete in each month of the grant.

Monthly reporting and reimbursement will be required starting August 15 and ending November 15, 2020. More information will be given to grantees upon the award of the grant.

### ***Detailed Budget Workbook***

The Detailed Budget Workbook located on the DATCP Website and must be completed as part of the online application.

- We are looking for a specific list of each proposed expenditure.
- Items not included in the budget will not be allowed for grant requests/reimbursement.
- Expenses listed should directly result in anticipated measurable outcomes.
- For personnel, identify who and what work will be done and appropriate hourly rate.
- Refer to RFP for eligible and ineligible expenses.
- Additional instructions are provided on the budget workbook.
- The budget workbook must be uploaded as part of the application form.

### ***Applications Questions***

If you have questions while preparing documents and/or your written narratives, please contact us at [datcpfoodsecurityinitiative@wisconsin.gov](mailto:datcpfoodsecurityinitiative@wisconsin.gov)

### ***Ready to Apply?***

Have you read this document thoroughly? Have you compiled all documentation required? If yes, you are ready to apply! To apply for the COVID-19 Food Security Network Support Grant – [CLICK HERE](#)



**Please note that once the application is submitted, it is final and no edits will be allowed. You will receive a confirmation email that the application is received.**