



*The mission of Good Shepherd Food Bank is to eliminate hunger in Maine by sourcing and distributing nutritious food to people in need, building strong community partnerships, and mobilizing the public in the fight to end hunger.*

## Capacity Building Grant 2015

### Frequently Asked Questions

**What is Capacity Building?** Capacity building is a broad term that encompasses "actions that improve a program's effectiveness," in terms of organizational and financial stability, program quality, and growth.

**Why is Good Shepherd Food Bank moving from the Matching Challenge Grant to a Capacity Building Grant?** The Matching Challenge Grant restricted our agencies to commit their earned money to obtain food only from the Food Bank. The Capacity Building Grant acknowledges that a food program's capacity for greater service to its patrons and its wider community is not limited to access to food. The Capacity Building Grant allows programs to "dream a little," to think about improvements to their program that will allow them to feed more people more effectively. Money will not be limited to obtaining food at Good Shepherd Food Bank.

**How much money can a program apply for?** Grants between \$500 and \$5000 will be awarded. The number and amounts of the awards will be based on how many qualifying applications are received and the amount of funds that are requested.

**What kinds of projects can this money be used for?** Infrastructure (technology, transportation), cold storage (reach-in coolers, walk-in refrigerators, shelving), increasing access times (adding a pantry or meal time, launching a satellite distribution at a housing center), food safety (passive cooling items like thermal blankets and coolers or refrigerated vehicles), or any other project you can think of that will deliver more nutritious food safely to your community.

**Can our program still apply for money for food?** You may apply; awards will be based on the ability of food to *increase* service. If you want to have greater capacity to supply gluten-free or diabetes boxes for example, receiving an award to kick start that project may be eligible. As part of the application, we would need to know how the program plans to sustain the new project.

**What is the deadline for this grant?** Grant applications will be due back to the Food Bank by noon on Friday, May 29<sup>th</sup>. Late applications will not be considered.

**Which partner agencies are eligible for grant money?** Tier 2 agency partners of the Food Bank may apply (food pantries, soup kitchens, emergency shelters, youth programs). A program must be active and be a partner of the Food Bank for more than 4 months, have up-to-date paperwork and Food Safety Training, be submitting required reports on retail pick-ups, have been found in compliance with safe handling and storage of product at their last visit by any Food Bank staff, and may not have an outstanding balance with the Food Bank over 30 days old as of the application deadline.

**What other materials do we have to supply with the application?** Part of the application process will be completion of an agency self-assessment (attached to the email sent on March 20). We hope by supplying this tool to our programs there will be conversations and a flow of ideas between volunteers, staff, and agency boards of directors to envision how the program might work even more effectively in the community. Make as many copies of the Program Self-Assessment as you want to use; one completed copy must be submitted with the application.

**Who will be reviewing the applications?** Members of the Food Bank staff will review the applications. These staff members will include Agency Services and may include members from our Child Hunger Programs, Finance, Development, Food Sourcing, and Operations teams.

**When will awards be announced? If our application is accepted, when will we get the money?** Because this is our first year, we do not know how many of our partner agencies will apply and how much time it will take to review applications and ask for any follow-up information that may be necessary. *A tentative timeline* is that all applications will be reviewed by July 31<sup>st</sup> and announcements made by August 14<sup>th</sup>. Money will be awarded in waves, depending on whether there is any preliminary work to be done at the agency site (laying of a concrete slab, for instance, if an agency was going to put in a walk-in cooler).

**Why are awardees required to submit follow-up reports?** Capacity Building Grants are made possible through the support of our generous donors who are very interested to hear how the money they donated was used. Knowing that the funds were well-utilized may encourage future giving and increase the availability of grants available to our partner agencies in upcoming years. We appreciate your thorough follow-up reports and encourage sending photos and/or success stories along with the basic required follow-up information.

**Who do I contact with questions?** We will be hosting 3 conference calls in early April to go over the application materials and to answer questions you may have. We'll be sending the dates and times of the calls by email before Friday, March 27<sup>th</sup>. Before, during, and after, you can reach out to any member of the Agency Services team at Good Shepherd Food Bank:

Jen MacDonald ([jmacdonald@gsfb.org](mailto:jmacdonald@gsfb.org)) or (207) 807-6181

Tia McCulley ([tmcculley@gsfb.org](mailto:tmcculley@gsfb.org)) or (207) 520-9485

Lori Fecteau ([lfecteau@gsfb.org](mailto:lfecteau@gsfb.org)) or (207) 577-4393

Heidi Lupardo ([hlupardo@gsfb.org](mailto:hlupardo@gsfb.org)) or (207) 782-3554

Connie Woodward ([cwoodward@gsfb.org](mailto:cwoodward@gsfb.org)) or (207) 782-3554

Kathy Helming ([khelming@gsfb.org](mailto:khelming@gsfb.org)) or (207) 782-3554