



**FOOD BANK
FOR NEW YORK CITY**
39 Broadway, 10th Floor
New York, NY 10006
foodbanknyc.org



**UNITED WAY
OF NEW YORK CITY**
2 Park Avenue
New York, NY 10016
unitedwaynyc.org

April 11, 2011

Dear Applying Agency:

The New York State Department of Health (NYSDOH) has informed *Food Bank For New York City* (FBNYC) and *United Way of New York City* (UWNYC) of its intent to continue support of the Hunger Prevention and Nutrition Assistance Program (HPNAP). Food Bank and United Way of NYC are pleased to announce our continued collaboration to release a joint application for funding under the HPNAP program, for fiscal year July 1, 2011 - June 30, 2012.

We are excited to announce that HPNAP applications will now be submitted online at www.feednyc.org/hpnap-register.htm! Applying online will ensure we receive your application on time and will reduce your paperwork in the future. In addition, once you apply online it will make it easier to participate in other funding opportunities such as the Emergency Food and Shelter program (EFSP).

The deadline for submitting a completed application is Monday, May 16, 2011. Enclosed you will find the **Online Application Instructions** and a **Schedule of Informational Sessions**. We encourage you to attend an informational session to assist you in making the transition to the online application. We have added two informational workshops to accommodate the anticipated demand. Please register for the workshop you plan to attend in advance. In addition, FBNYC and UWNYC staff will be available to provide additional technical support as needed.

HPNAP, in partnership with organizations like yours, is dedicated to improving the health and nutritional status of people in need of food assistance in New York State. The program accomplishes this for hungry people by: a) enhancing the accessibility and availability of nutritious food and food related resources; b) developing and providing comprehensive nutrition education programs; c) monitoring needs and issues related to food security to strengthen program effectiveness; and d) empowering people to decrease their dependence on emergency food programs. ***HPNAP assistance is intended to supplement other resources, it is not intended to provide total food and nutrition needs for the agencies it serves.***

A HPNAP Food Support grant that is awarded to any agency **must** come from only one of the following funding sources: 1) direct State Department of Health funding, or 2) Food Bank-HPNAP,

or 3) UWNYP-HPNAP. Consequently, agencies receiving HPNAP funds from Catholic Charities Neighborhood Services (Brooklyn and Queens); Catholic Charities Community Service Archdiocese; Salvation Army of Greater New York; Society of St. Vincent de Paul in the City of New York; and Metropolitan New York Coordination Council on Jewish Poverty are not eligible to apply for these funds.

To be eligible for HPNAP funds in New York City, a program must provide emergency food services to homeless and destitute people and be open to the public. Therefore only food pantries and soup kitchens are able to apply.

FOOD SUPPORT options using HPNAP funds are as follows:

From Food Bank For New York City:


- **Purchased Foods Program:** Food Bank For New York City allocates a line of credit to the qualified agency to order nutritious products from its HPNAP Purchased Food Inventory. This food support credit is allocated to eligible programs to be utilized throughout the contract year.
- **Shared Maintenance Fee (SMF) Line of Credit:** Food Bank For New York City allocates a line of credit to the qualified agency to cover SMF for donated food products available from the Food Bank.

From United Way of NYC:


- **Group Food Purchasing Program:** UWNYP allocates Food Support to the eligible agency in the form of line of credit to purchase nutritious foods through an approved vendor.

The HPNAP Advisory Committees of the Food Bank and United Way will determine all awards based on the submitted applications and eligibility criteria. Although your organization may meet the eligibility criteria of the HPNAP program and may be in accordance with the intent of the program and its guidelines, **approval for funding is not guaranteed.** Food Bank and United Way will notify all applicants of the decisions of their respective HPNAP Advisory Committees by July 15, 2011.

Sincerely,



Carlos M. Rodriguez
Vice President, Agency Relations &
Benefits Access
Food Bank For New York City

and 

Juanita Ayala Vargas
Vice President, Community Investment
United Way of New York City



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HUNGER PREVENTION & NUTRITION ASSISTANCE PROGRAM (HPNAP) Borough-Wide Online Application Information Sessions

Bronx

WORD OF LIFE CHRISTIAN FELLOWSHIP
Address: 914 Prospect Ave, Bronx, NY 10459
Date: Wednesday, April 20, 2011
Time: 11 am – 1 pm
Directions: By Train: 2 or 5 to Prospect Ave Station (Storefront 2 blocks from train station along Prospect Avenue)

RSVP to Brandy Gray at 212.566.7855 ext. 2257 or bgray@foodbanknyc.org

Brooklyn

CHILD DEVELOPMENT SUPPORT CORPORATION
Address: 352-358 Classon Avenue, Brooklyn, NY 11238 (near Utica Avenue)
Date: Wednesday, April 27, 2011
Room: Conference Room (Ground Floor)
Time: 10 am – 12 pm
Directions: By Train: G to Classon Avenue
By Bus: B48 to Lafayette Avenue; B38 to Classon Avenue

RSVP to Andrew Smallman at 212.251.4107 or asmallman@uwnyc.org

Staten Island

PROJECT HOSPITALITY
Address: 514 Bay Street (between Sands and Wave streets), Staten Island, NY 10304
Date: Friday, April 29, 2011
Time: 10 am – 12 pm
Directions: By Train: Staten Island Railway to Stapleton Station
By Bus: 76 or 51
By Car: Parking available on Sands Street, use side entrance

RSVP to Brandy Gray at 212.566.7855 ext. 2257 or bgray@foodbanknyc.org

Queens

QUEST (QUEENS ENGAGEMENT STRATEGIES FOR TEENS)
Address: 159-29 90th Avenue, Jamaica, NY 11432
Date: Tuesday, May 3, 2011
Time: 10 am – 12 pm
Directions: By Train: E, J, Z, or F to Parsons Blvd/Jamaica Center/Archer (two blocks from station off Parsons Blvd)

RSVP to Brandy Gray at 212.566.7855 ext. 2257 or bgray@foodbanknyc.org

Manhattan

UNITED WAY OF NEW YORK CITY– **RSVP and I.D. required to enter the building due to security.**

Address: 2 Park Avenue, 2nd Floor, New York, NY 10016 (Between 33rd & 32nd Streets)
Date: Wednesday, May 4, 2011
Room: Boardroom
Time: 10 am – 12 pm (morning session) **OR** 2 pm – 4 pm (afternoon session)
Directions: By Train: 6 train to 33rd Street; By Bus: M1 Bus to 33rd Street

RSVP to Andrew Smallman at 212.251.4107 or asmallman@uwnyc.org

UNITED WAY OF NEW YORK CITY– **RSVP and I.D. required to enter the building due to security.**

Address: 2 Park Avenue, 2nd Floor, New York, NY 10016 (Between 33rd & 32nd Streets)
Date: Tuesday, May 10, 2011
Room: Boardroom
Time: 10 am – 12 pm (Morning) **OR** 2pm – 4pm (afternoon session)
Directions: By Train: 6 train to 33rd Street; By Bus: M1 Bus to 33rd Street

RSVP to Andrew Smallman at 212.251.4107 or asmallman@uwnyc.org

**PLEASE RESERVE YOUR SEAT BY CALLING THE
CONTACT PERSON LISTED FOR THE WORKSHOP YOU PLAN TO ATTEND.**



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Online Application Instruction Booklet

Hunger Prevention and Nutrition Assistance Program (HPNAP)

Food and Operations Support Funds

Funding Period: July 1, 2011 – June 30, 2012

Online applications must be submitted by
Monday, May 16, 2011, 4:30 p.m.

Paper applications will NOT be accepted



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Explanation of Funding:

The Hunger Prevention and Nutrition Assistance Program (HPNAP) was founded in 1984 to improve the health and nutrition of the low-income people of New York State. HPNAP is administered by New York State Department of Health. In New York City, HPNAP partners with Food Bank for New York City and United Way of New York City to provide funding and other support to enhance the accessibility and availability of nutritious food to low-income New Yorkers through Emergency Food Relief Organizations (EFRO).

Type of Funding:

Food Support: HPNAP provides food support grants to EFROs through a line of credit. A line of credit, awarded annually, is the value of the grant that an EFRO will use to purchase food. Food Support grants are available either through Food Bank or United Way. ***HPNAP assistance is intended to supplement other resources, it is not intended to provide total food and nutrition needs for the people or agencies it serves.*** Please do not apply if you receive HPNAP funds directly from NYS Department of Health, Catholic Charities Community Services, Archdiocese of New York, Catholic Charities Neighborhood Services (BFFY), Met Council on Jewish Poverty, Partnership for the Homeless, Project Hospitality, Safe Horizon, Inc., Society of St. Vincent de Paul, The Momentum Project or The Salvation Army of Greater New York.

Operations Support: Operations Support (OS) grants are a part of HPNAP funding which provide non-food support to eligible organizations. OS grant in New York City is available only through United Way. Items covered are staff, utilities, space, disposables and transportation costs. The amount of an OS grant award is limited and may vary yearly based on approved New York State Department of Health funding.

Eligibility:

Food and Operations Support grants are based on need and eligibility. Please review the checklist below to ensure that your agency meets the following criteria:

- ✓ Is an established Soup Kitchen or Food Pantry with existing funding resources, which has been in operation for at least 6 consecutive months (with availability of signature records, etc) and serves no fewer than 100 people a month. Soup Kitchens that provide catered meals are not eligible. Senior centers, day care centers, or other programs that do not provide emergency food services to the general public are not eligible for HPNAP funding.
- ✓ Shelters, whether residential or emergency, are not eligible for funding.
- ✓ Has a copy of 501(c)(3) tax-exempt status certificate as described in the 501(c)(3) of the Internal Revenue Service of the US Treasury Department. Please note, incorporation is not required.
- ✓ Has a list of current Board of Directors (BOD) with **individual addresses** and **contact phone numbers**. Please note: As the main governing body of the organization, the list of Directors is public information. If your agency is unable to provide a current BOD list with contact information, you are not eligible for HPNAP funding.
- ✓ Soup Kitchens ONLY: has a current copy of the New York City Department of Health and Mental Hygiene Food Service Establishment Permit or a copy of the submitted application.
- ✓ Operations Support Grant ONLY: has a Proof of Checking Account (voided check). If your agency is unable to provide proof of a checking account for your food program operation, you are not eligible to apply for HPNAP Operations Support.

Please note: while your organization may meet the eligibility criteria of the HPNAP program and may be in accordance with the intent of the program and its guidelines, **approval for funding is not guaranteed**. The HPNAP Advisory Committees of the Food Bank and United Way will determine all awards based on the submitted application and notify all applicants by mail of their decisions by July 15, 2011. In the event your agency is not funded you may appeal the decision within 30 working days from the time of the rejection notice.



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Instructions for Completing the Online Application

Before you Begin:

Please prepare and have access to the following documents and information:

1. Email address that can be accessed by the applicant.
2. Email address of the Executive Director, President or Religious leader.
3. Employer Identification Number (EIN).
4. Electronic copy of 501 (c)(3), Board of Directors list, DOH Soup Kitchen permit (if applicable), voided check (if applying for OS support) and lease agreement (if applicable).

Registration:

Agency Portal

Agency Registration Form

Please enter the following information and hit submit.

Agency Name:

Employer Identification Number (EIN):

Your First Name:

Your Last Name:

Your Email Address:

Your Executive Director's Email Address: ⓘ

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To access the Agency Registration Form and begin the application process, enter <http://www.feednyc.org/hpnap-register.htm> into your browser's address bar. Enter all the required information, including your e-mail address and your Executive Director's e-mail address.

NOTE: You must be able to access your e-mail account in order to proceed with the application.

Do not submit an e-mail address that you are not able to access regularly.

If you do not have an e-mail address, you can obtain one for free at www.yahoo.com, www.gmail.com or www.hotmail.com.

After entering each field of the Agency Registration Form, click 'Submit.' You will receive an e-mail asking you to authenticate your registration. Select 'Click Here.' You will then receive a second e-mail giving you a user id and password. Select 'Click Here' and log in to the Agency Portal using the user id and password provided. **You are now ready to begin the application.**

If you are having trouble registering for the Agency Portal you may contact one of the below individuals for assistance:

Food Bank Applicants: Contact Agency Relations at hpnap@foodbanknyc.org

United Way Applicants: Contact Natalia Haimson at nhaimson@wnyc.org



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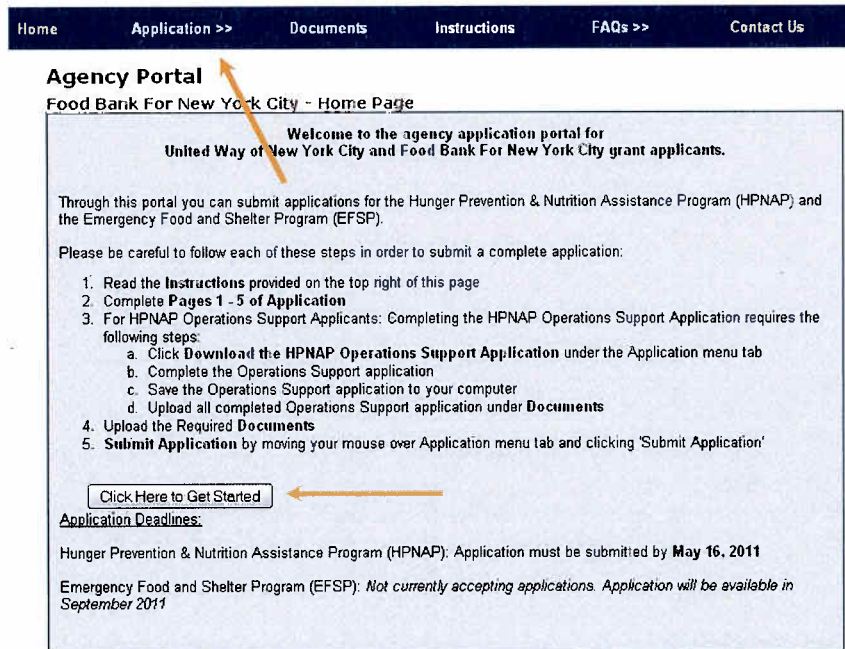
Step 1 – Read the instructions!

Please carefully read the below instructions for completing your HPNAP online application. This is the first year that a fully paperless, online application has been offered by HPNAP, and we want to ensure that our online applicants submit an accurate, complete application. If you still have questions after reading these instructions, please click the 'Contact Us' tab on your Agency Portal to submit your questions.



Step 2 – Complete the Application

ALL agencies applying for HPNAP funding MUST complete the online application.



To begin, select the 'Click Here to Get Started' button at the bottom of the Home Page or click 'Application' at the top left of the Home Page. This will direct you to Page 1 of the HPNAP application. The application is five pages in total, and does not include Operations Support, which is completed separately (see page 6 of this document). Please be sure to fill out all necessary fields and complete all five pages. As you fill out the application, click 'Save My Changes' to save your information. By selecting 'Save My Changes' you are not required to complete the application in one session.



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Application Highlights

On each page of the application there is a progress bar, 'Save My Changes' button and links to other sections of the application.

Agency Name:

EIN: 24-568972 (Employer Identification Number)

Web Address: Community Board #: (can be found here)

Please check all the boroughs your agency serves:
 Brooklyn Bronx Manhattan Queens Staten Island

EXECUTIVE DIRECTOR:
 Name: Email:
 Phone: Fax:

CONTACT PERSON (from your agency):
 Name: Email:
 Phone: Fax:

ORGANIZATION ADDRESS:
 Address:
 City: State: Zipcode:

MAILING ADDRESS (# different from above):
 Address:
 City: State: Zipcode:

Go To Page 2 Go to Page 3 Go to Page 4 Go to Page 5 Documents

Progress bar – gives you a visual indication of how much of the HPNAP application has been completed.

Save my changes – each page will have this option. When you enter information it is a good idea to select 'Save My Changes.' The online application allows you to save your progress and return to the application at a later time.

Page links – Here you can select any page of the application to work on or view. All pages must be complete before submitting.

Complete each page by answering all questions. When you have finished a page, click 'Save My Changes' then select another page to complete. On page four you will be asked whether you wish to receive your HPNAP Food Support funds from United Way of New York City or Food Bank For New York City. See page 9 of this document for information on how to make this choice. Next, choose whether or not you will be applying for Operations Support funds. If so, you will need to download the HPNAP OS Application as explained on page 6 of this document.

Once all five pages of the Application are complete and you have clicked 'Save My Changes,' you are ready to fill out the HPNAP Operations Support application.

PLEASE NOTE: After clicking the 'Save My Changes' button your work will be saved and you may leave the Agency Portal and return later without submitting your application.



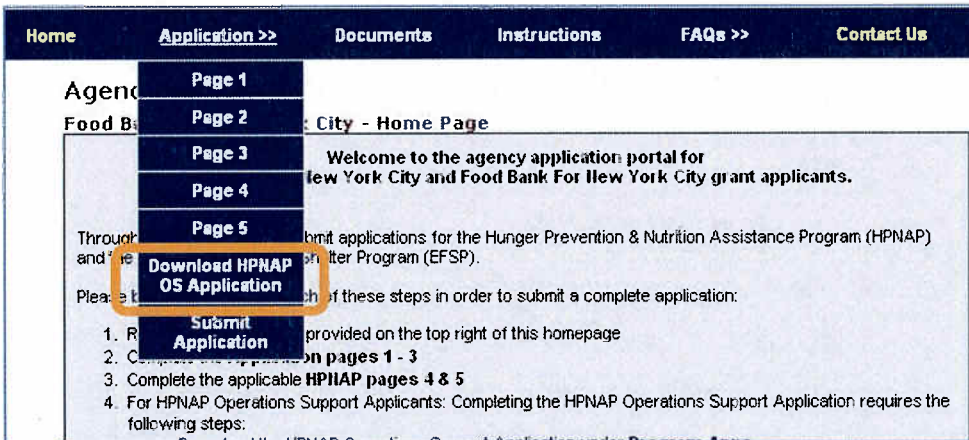
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Step 3 – Download, Complete and Upload the HPNAP OS Application

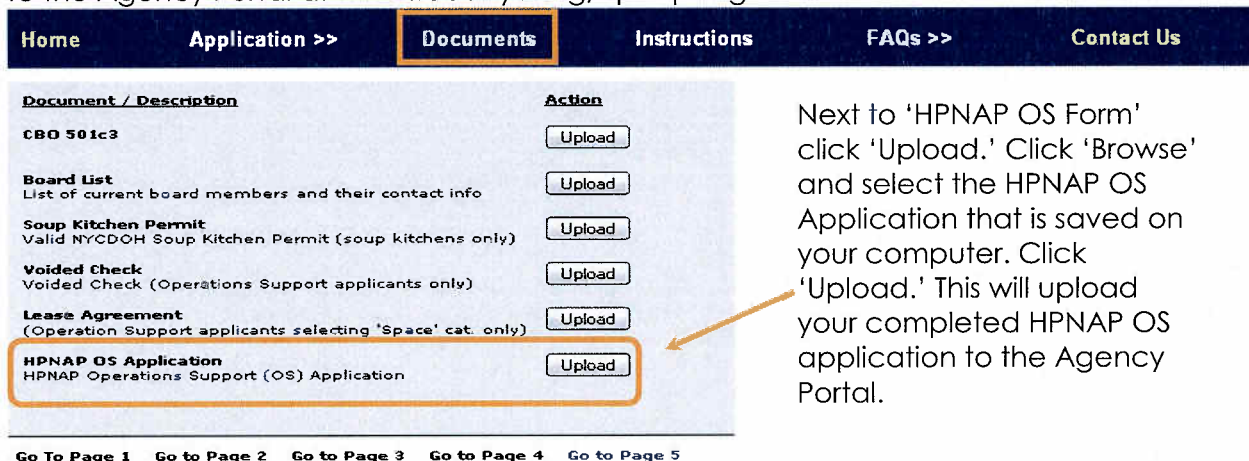
If you are applying for Operations Support (OS) funding, move your mouse over to 'Application' and click 'Download HPNAP OS Application.'



A 7-page document will open on your computer. **You do not need to print this document. You will be able to complete this application on your computer and submit it online by following the below steps:**

- A) After downloading the HPNAP OS Application, save it to your computer. Note where you have saved it.
- B) Complete the application. For pages one through five, complete the pages that correspond to the one or two categories on which you wish to spend your Operations Support funding (see page ten of this document for an explanation of the five OS categories). Pages corresponding to categories for which you are NOT requesting funding should be left blank. ALL OS applicants then complete page six (Electronic Funds Transfer Form) and page seven (Operations Support Funding Request Chart).
- C) Save the completed document. Again, note where the document is saved. After saving, close the document.

Return to the Agency Portal at www.feednyc.org/hpnap-register.htm and click the 'Documents' link.



Next to 'HPNAP OS Form' click 'Upload.' Click 'Browse' and select the HPNAP OS Application that is saved on your computer. Click 'Upload.' This will upload your completed HPNAP OS application to the Agency Portal.



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Step 4 – Upload the Required Documents

In addition to completing the Application and the HPNAP OS application, you are also asked to submit certain required documents. These documents will be uploaded under the 'Documents' tab. The following documents are required for HPNAP applications:

ALL APPLICANTS must submit:

- a) A current, valid **501c3 form**.
- b) A current list of your **Board of Directors**, including their contact information.

CERTAIN APPLICANTS must submit:

- a) SOUP KITCHENS must submit a current, valid **NYCDOH Soup Kitchen Permit**.
- b) ALL OPERATIONS SUPPORT APPLICANTS must submit a **voided check** from your organization's checking account. (NOTE: Operations Support payments will be made by direct deposit, so a check must be submitted. Bank statements will NOT be accepted).
- c) OPERATIONS SUPPORT APPLICANTS REQUESTING FUNDS FOR SPACE must submit a **lease agreement** for their food storage and/or distribution space.
- d) ALL OPERATIONS SUPPORT APPLICANTS must submit a completed **HPNAP OS Application** (see page 10 of this document for further explanation).

In order to upload these documents onto the Agency Portal, they must be saved to your computer or portable disk drive. If you are not able to obtain electronic files for these documents, they must be scanned onto your computer or portable disk drive. Once these items have been scanned, they can be saved as a pdf file and uploaded to the Agency Portal.

Document / Description	Action
CBO 501c3	<input type="button" value="Upload"/>
Board List List of current board members and their contact info	<input type="button" value="Upload"/>
Soup Kitchen Permit Valid NYCDOH Soup Kitchen Permit (soup kitchens only)	<input type="button" value="Upload"/>
Voided Check Voided Check (Operations Support applicants only)	<input type="button" value="Upload"/>
Lease Agreement (Operation Support applicants selecting 'Space' cat. only)	<input type="button" value="Upload"/>
HPNAP OS Application HPNAP Operations Support (OS) Application	<input type="button" value="Upload"/>

Required by all applicants (points to CBO 501c3, Board List, Soup Kitchen Permit)

Required by some applicants (points to Voided Check, Lease Agreement, HPNAP OS Application)

Go To Page 1 Go to Page 2 Page 4 Go to Page 5

To upload your **501c3 form**, **Board of Directors** list, **Soup Kitchen Permit**, **Voided Check**, **Lease Agreement** and **HPNAP OS Application** click the 'Documents' tab on the Home Page. For each required document, click 'Upload,' then click 'Browse.' Select the appropriate document and click 'Upload' to upload the selected document.



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Scanning:

If you do not have access to a scanner, there are places to go where scanning can be performed for a small cost. Each document must be scanned into an individual PDF file. A few locations where scanning is typically offered are:

Fedex Kinko's: <http://fedex.com/us/office/>

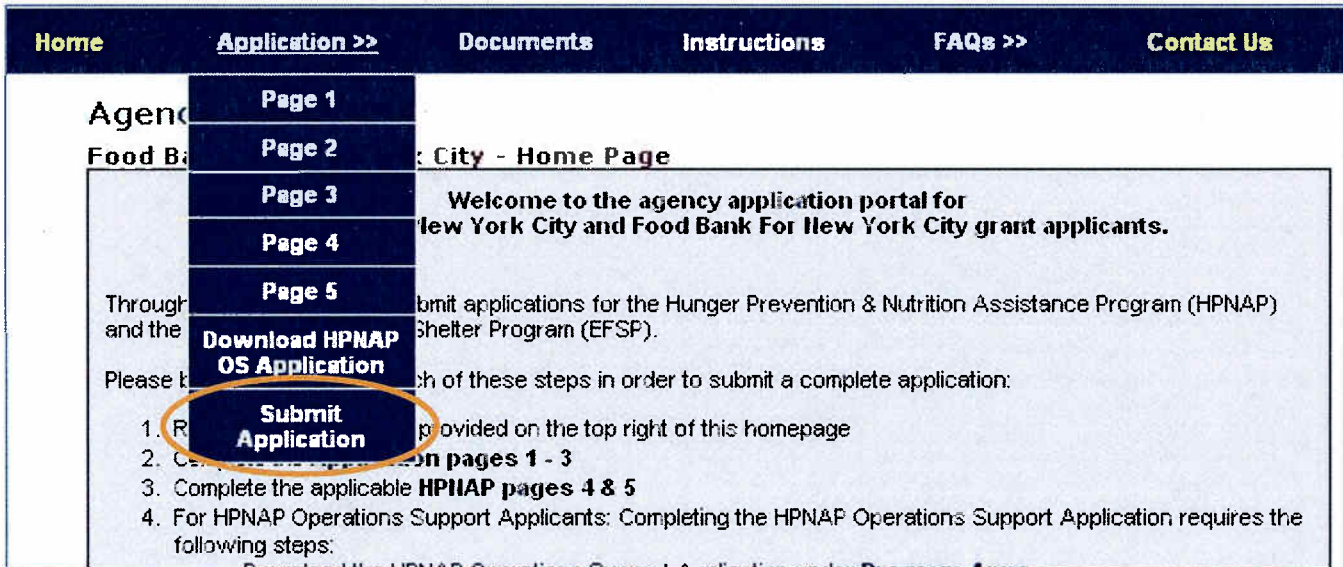
Staples: <http://www.staples.com>

Public Libraries: call your local branch as this service is not available at all locations

NOTE: Each document must be scanned as an individual file. Scanning all your documents into one file WILL NOT enable you to upload these documents correctly.

Step 5 – Submit Your Completed Application

Once you have completed the 5-page Application, uploaded the HPNAP OS Application (if you are requesting Operations Support funds) and uploaded the required Documents, you should be ready to submit your application. Move your mouse over the 'Application' tab and click 'Submit Application' to submit your application and end the application process.



You can also submit the application by clicking the 'Submit Application' button at the bottom of the 'Documents' menu. This button located under documents will only appear after your application is 100% complete.

If your application is not 100% complete once you select submit click 'Scan Application for Errors' to find out what is missing. Once these missing components have been completed you will be able to submit the application.



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Your online HPNAP application is now complete!

After successfully submitting an online application, you will receive an e-mail confirming that the application has been received and will be reviewed by the appropriate funding agency (United Way or Food Bank, depending on whom you requested Food Support funds from). If you have completed all components of the application and have uploaded each of the required documents for your application, you will NOT need to mail us any paper documents. You can use your login and password any time to view the submitted application. Once submitted, no changes can be made to the application. You will be contacted by mail to inform you of the outcome of your application.

All registered email addresses will receive a message that confirms successful submission. Please ensure that all answers are complete and that the Executive Director approves the application before submitting.

See below for a further explanation of the HPNAP application process.

HPNAP Food Support

You must choose to receive your HPNAP Food Support funding from either Food Bank For New York City or United Way of New York City. Below is a description of how these organizations administer Food Support:

- **Food Bank For New York City:** All food orders are placed and processed directly through Food Bank. Agencies receiving HPNAP Food Support from Food Bank are able to access the HPNAP inventory listings and place orders at any time through an online ordering system. Deliveries to the agencies are free of charge. Food Bank members receive a line of credit to purchase nutritious food from the HPNAP Wholesale inventory. Agencies are required to spend three percent (3%) of their Wholesale grant to buy fluid milk that has no more than 1% fat. Agencies also receive a line of credit for the Food Bank's donated inventory. The line of credit covers the shared maintenance fee—to cover storage and distribution of donated items—the food is free. Food Bank distributes produce free of charge to participating programs. Food Bank provides monthly nutrition education workshops and other valuable training to help enhance the operations of emergency feeding programs.
- **United Way of New York City:** United Way of NYC (UWNYC) uses a contracted vendor with a full line of food service products. All food orders are placed through this vendor. UWNYC agencies can order as often as needed for amounts over \$300 and orders can be placed until all HPNAP funds have been spent. Food orders may be placed by phone, by fax or online. All food deliveries from the vendor to the agencies are free of charge. UWNYC requests that agencies use at least 15% of their Food Support award on the purchase of fresh produce, unless otherwise indicated, to ensure the provision of fresh, nutritious food. Monthly produce specials are offered for all UWNYC agencies. UWNYC hosts monthly nutrition workshops on health and food safety issues and onsite nutrition and food safety training is provided to food pantry and soup kitchen staff and volunteers by request.



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Compliance Requirement for HPNAP Funding

Each agency receiving HPNAP Food and Operations Support Funds is required to submit a monthly People Served Report. All monthly reporting is to be completed online at www.FeedNYC.org or by sending the People Served Report to Food Bank For New York City (Mail to: Food Bank For New York City, Attention: Mabis Chase, 39 Broadway, 10th Floor, New York, NY 10006 or Fax to: 212-566-1463, Attention: Mabis Chase). Additional copies of your monthly report to EFAP or other funding sources are not required.

Online access for monthly reporting can be obtained through United Way of NYC by calling 212-251-4032 or by visiting www.FeedNYC.org. Paper copies of the people served report can be obtained through the Food Bank by calling 212-566-7855. Monthly reports are due by the 10th day of each month.

HPNAP Operations Support

Each HPNAP Operations Support (OS) applicant must to choose to spend their award on 1 or 2 of the five approved OS categories. Below is a description of each category:

- **STAFF COSTS**: Only direct Food Service staff or volunteer workers may be funded.

Allowed – stipends for cooks, kitchen help, pantry help, storage cleanup persons, Metrocards for staff transportation to and from emergency food program

Not Allowed - administrative workers like bookkeepers, directors, other non-food workers, or maintenance personnel

- **UTILITIES**: Only for food service work or storage area utility costs.

Allowed – Prorated heat, water, and electricity for Soup Kitchen or Food Pantry program

Not Allowed – heat, water, and electricity for entire organization or church, trash and recycling removal, pest control services, sewer charges and telephone

- **SPACE COSTS**: Only for currently occupied space for direct food service or storage areas, for those currently paying rent or a user's fee to a landlord or house of worship.

Allowed – Prorated rent for Soup Kitchen or Food Pantry

Not Allowed – administrative office rent or users fees, mortgage payments, or any payment in excess of actual charges to the direct food service or storage area



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- **FOOD SERVICE PAPER PRODUCTS AND OTHER DISPOSABLES:** Only supplies necessary for providing emergency food services.

Allowed – paper bags, plastic bags, disposable plates, napkins, cups, dinnerware, plastic wrap, aluminum foil, cardboard boxes, food containers, plastic tablecloths and garbage bags

Not Allowed – gloves, aprons, hairnets, office supplies, toilet paper, cleaning materials or any item not for food service

- **TRANSPORTATION:** Cost of transportation (mileage or rental) of food from vendor (or donated source) to emergency food program.

Allowed – mileage reimbursement, van rent or lease and tolls

Not Allowed – Metrocards for staff or volunteers (covered under Staff Costs Category), payments to staff or volunteers for the use of personal vehicles, delivering of food directly to Soup Kitchen or Food Pantry clients and transporting volunteers to or from their homes

Documentation and Compliance Requirements for HPNAP Operations Support

United Way of NYC – HPNAP will send an “Operations Support Award Notification” to emergency food programs awarded OS funds. This letter will contain the terms and conditions of the grant and a budget page showing the amount of funds awarded. Emergency food programs receiving awards will be asked to sign a Budget Page and a Funding Agreement and return it to United Way of NYC - HPNAP.

No later than the first quarter of the grant period, 50% of the award will be deposited into your organization's checking account through an electronic transfer (direct deposit). Six months into the grant period, each organization must submit receipts and documentation showing funds spent up to at least 50% of the award. If there are no problems, United Way of NYC will deposit the remaining 50% of the award.



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Additional Funding Requirements:

- Operations Support grant will be provided as two deposits through electronic transfer (direct deposit) into organization's checking account. You must complete the Electronic Funds Transfer Form on **page 6 of the OS application** in order to receive Operations Support funding.
- Each organization must keep all receipts, invoices, canceled checks and other required documents to show how Operations Support funds were spent from July 1, 2011 until June 30, 2012.
- Funds must be used only on the approved items.
- The emergency food program must keep the documentation for seven (7) years after the grant period.
- Documentation must be shown to United Way of NYC staff upon request. Failure to provide documentation could result in funds being returned to United Way of NYC – HPNAP.
- An interim report and final report will be due to United Way of NYC in **December 2011 and July 2012**.
- The following documentation should be kept on file for each category:
 1. Staff Cost: Job description for each position and one of the following: time card or time sheets, copy of payroll register; copy of a photo identification card for all staff/volunteers that were paid in cash only or copy of canceled payroll checks.
 2. Utilities: Copy of utility bill; copy of canceled check.
 3. Space Costs: Copy of rental agreement; copy of canceled rent check.
 4. Food Service Paper Products: Vendor invoices or register receipts; copy of canceled check; no cash payments accepted.
 5. Transportation: mileage logs; rental contract.

NO additional documents are needed at this time, except a copy of your rental/lease agreement if applying for the Space Cost category.

Questions on the online application should be directed to the organization that you are requesting food support from.

Food Bank For New York City
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