

Hunger Relief Initiative Background

Recognizing the unacceptable consequences of hunger, United Way of Palm Beach County and the Palm Beach County Board of County Commissioners, backed by a group of 183 organizations, convened the Hunger Relief Initiative and identified the need to create a comprehensive plan to reduce local hunger. The Food Research and Action Center (FRAC) and the University of South Carolina (USC) Center for Research in Nutrition and Health Disparities were commissioned to create the Palm Beach County Hunger Relief Plan. Since its inception in 2015, United Way of Palm Beach County has worked alongside community partners to address food insecurity in the county.

View the [Palm Beach County Hunger Relief Plan by clicking the link.](#)

Purpose of Capacity Building Grant

In accordance with the Palm Beach County Hunger Relief Plan, and made possible in part by funds from MacKenzie Scott and a local foundation, the Hunger Relief Initiative is facilitating the creation of a stronger, more comprehensive and coordinated system of support for food insecure residents in Palm Beach County. The goal is to alleviate hunger in the short-term while also promoting resident self-sufficiency in the long-term by expanding the capacity and infrastructure of the hunger relief system.

To do this, the Hunger Relief Capacity & Infrastructure Request for Applications (RFA) will support the following funding categories:

- Equipment
- Technology

The Funding categories were chosen based on their ability to promote long-term, sustainable improvements to the hunger relief system in Palm Beach County and needs identified by hunger relief partners and frontline hunger organizations. **All funding requests must be related to improving food access and existing food operations, not for general or overall projects.** This grant will NOT fund programs or programmatic support (e.g., weekend backpack programs, food purchase, staffing). The intention of this grant is to fund immediate needs.

Applications that are aligned with the goals of the Hunger Relief Plan will be prioritized for funding. The Hunger Relief Plan goals and strategies especially aligned with this grant include:

- Goal 6: Participation in SNAP will increase substantially to benefit more residents of Palm Beach County and SNAP benefits will be enhanced.

Fund infrastructure needs to support benefits enrollment or reauthorization

- Goal 7: All Palm Beach County residents will be able to access healthy, affordable food in their community.

Fund infrastructure needs to safely store, distribute, and prepare perishable and nonperishable food and meals

- Goal 9: All Palm Beach County families will have the knowledge to make the best possible healthy food choices.

Fund infrastructure needs to support partners providing nutrition education

- Goal 10: Low-income families in Palm Beach County will achieve higher incomes to purchase food and household crisis hunger will decrease.

Fund infrastructure needs to support partners providing food-related job training and apprentice programs

Eligibility

Applicants must meet the following criteria to be considered for a grant:

Applicants must be a tax-exempt organization pursuant to Section 501(c)(3) (or tax-exempt equivalent) of the Internal Revenue Code and provide hunger relief services in Palm Beach County. Hunger relief services do not need to be the nonprofit organization's primary purpose or mission, but they must be a regular part of the nonprofit's work (for example, a nonprofit whose only hunger relief service is an annual holiday meal would not be eligible).

- **Applicants must be active participants in the Palm Beach County Hunger Relief Initiative through regular attendance at one or more Hunger Relief Initiative meetings** (work groups and subcommittees are listed on page 6). Please note eligibility for this grant requires regular organizational attendance at the meetings your organization is a member of over the last year (October 1, 2023 – September 30, 2024). Participation in a minimum of 50% of meetings is necessary for funding. Hunger Relief staff will verify attendance and excused absences for eligibility. Contact us with questions or concerns.
- Applicants must be in good standing with the Internal Revenue Service (IRS) regulations as a nonprofit for at least two (2) consecutive years prior to the date of the application.
- Applicants must be a tax-exempt organization registered in the state of Florida in good standing and established for at least two (2) consecutive years as shown on Florida Division of Corporation's website (SunBiz.org).
- Agencies are required to register and file financial information with the Florida Department of Agriculture and Consumer Services (FDACS). Agencies that had less than \$50,000 in contributions during its immediately preceding year who submitted a Solicitation of Contributions [Small Charitable Organizations/Sponsors Application](#) to FDACS must provide evidence of exemption.
- Applicants must have audited financial statements for the past two years, if legally required.
- Applicants must serve Palm Beach County residents. Organizations not located in Palm Beach County or whose service area extends beyond Palm Beach County may apply but grant requests must be specific to meeting the needs of and serving Palm Beach County residents only.
- Applicants must be an active partner in good standing with 211 Palm Beach/Treasure Coast by the time of funding or provide an explanation of exemption.
- Applicants must have a valid food safety training certificate recognized by the State of Florida. The food safety training certificate can be obtained from any of the state approved providers such as the [National Registry of Food Safety Professionals](#) and [360 Training](#). It should cost no more than \$15 to obtain the food safety certification. The training takes no longer than 2-hours.
- Applicants must have the ability to meet any local or federal funding requirements.

- Applicants **MUST** have the ability to meet all reporting requirements and **MUST NOT** have any outstanding reports at the time of submission.

Request Categories

Applicants can request funding in one or both categories below.

1. Equipment

Proper equipment and storage capacity is necessary for efficient and effective food storage and distribution, to minimize waste, and to increase access to nutritious and perishable food options. Proper equipment and storage enable supply consistency, especially for perishable items such as produce, dairy, and proteins.

UWPBC will support funding of food storage capacity needs such as shelving, refrigeration, and freezers. Kitchen equipment related to nutrition education, food handling, or meal production will be considered.

Funding can be used to support warehouse equipment such as pallet jacks, forklifts, and scales that will help with easier distribution of food and more accurately capture food volume reporting.

UWPBC will **not** support office equipment, vehicles, and items not related to food operations.

Agencies may request a maximum of \$20,000 in equipment support for existing operations, and may include multiple items.

Approved equipment includes (but is not limited to): Commercial refrigerator, commercial freezer, retrofitted storage containers, shelving, thermal blankets, pallet racks, forklifts, pallet jack, scales, tents, tables, coolers, and industrial fans.

2. Technology

Technology allows for tracking inventory, productivity, and financial and programmatic management and reporting.

UWPBC will support funding to improve technology infrastructure including hardware, software, and support (for example, tablets and/or other handheld devices, wireless hotspots, laptops, printers), software (for example, client eligibility, inventory and tracking, referral, volunteer management), and implementation and training support related to hardware and/or software requests. Requests for hardware and software must be compatible with existing hardware and software requirements for existing systems within Palm Beach County (e.g., software used by Palm Beach County, food banks, and others).

UWPBC will not support funding for hardware and software requests that are not related to food operations, requests for outdated hardware and software, or requests for hardware and software that are obsolete. UWPBC will **not** support ongoing annual software subscription fees.

Agencies may request a maximum of \$10,000 in equipment support, and may include multiple items.

Submission Instructions

Applications must be submitted electronically through JotForm.

Applications must be received no later than **October 2, 2024, at Noon**. Late or incomplete submissions will not be reviewed.

Applications must be complete and include all requested information to be considered:

- Completed and signed Hunger Relief Capacity & Infrastructure RFA (JotForm)
- IRS 501(c)(3) Determination Letter
- Florida Division of Corporations status (SunBiz.org)
- Audited or Reviewed Financial Statements (for agencies with budgets over \$500,000)
- Proof of 211 Palm Beach/Treasure Coast Partnership OR Letter of Exemption
- Food Safety Training Course Certificate

Application Review Process

Applications will be reviewed by community volunteers. Applicants may be contacted regarding their application during the review process should volunteers have questions. Based on the review of the applications, the volunteers will recommend grant awards. The recommendations will be presented to the United Way of Palm Beach County Hunger Relief Advisory Council for approval. Award decisions will be announced on or about December 2, 2024.

Award Requirements

As a condition of receiving funding, the applicant agrees to the following conditions:

- a. Confirm that building electrical outlets meet local code requirements and can handle any added electrical voltage.
- b. Maintain the awarded unit(s)* in good working condition.
- c. Unit(s) must be located at the agency in Palm Beach County and must be used only for the purpose of improving food operations for commodities that will be distributed to the Palm Beach County community.
- d. Unit(s) may not be used for personal purposes.
- e. The agency will not sell and/or donate the awarded unit(s) to any individual, group, or organization.
- f. Keep food stored in the awarded cold storage unit(s) in the appropriate temperature range. The FDA recommends keeping refrigerator temperature at or below 40° F (4° C) while the freezer temperature should be 0° F (-18° C).

Hunger Relief Capacity & Infrastructure Request for Applications
 Grant Guidelines
 Fiscal Year: 2024 – 2025



- g. Dry goods being stored using awarded dry storage eligible items must be stored 6 inches above the ground, ventilated, and temperature controlled at 78° F (25° C).
- h. Maintain food safety training course certification.
- i. Maintain appropriate staff or volunteer training for using each piece of equipment.
- j. The recipient is responsible for any repair and maintenance costs after the unit(s) is delivered.
- k. Agency agrees to submit at least twice annually to 211 Palm Beach/Treasure Coast, Inc., information regarding available services and related information about the agency and the funded program(s), as requested by 211 Palm Beach/Treasure Coast, Inc. Not applicable for exempted applicants.
- l. Agency requesting Post-award Partnership agrees to establish an active partnership with 211 Palm Beach/Treasure Coast within thirty (30) days of approval of funding.
- m. Submit a Financial Reconciliation Statement and Impact Report to United Way of Palm Beach County no later than one year from the date of the award and make itself available for a site visit upon request.

NOTE: Failure to adhere to the listed award requirements could lead up to the loss of the awarded equipment or technology.

*Unit(s) refers to hunger relief infrastructure equipment and technology purchased through grant award.

Timeline

Application Opens	Thursday, September 12, 2024
Applications Due	Wednesday, October 2, 2024 @ Noon
Award Notice (approximate)	Monday, December 2, 2024
Grant Monitoring (financial and impact reports, site visits)	Fall 2025

Inquiries

For questions about the Grant Guidelines, contact:

Kathleen Mason, Director for Hunger Relief
 United Way of Palm Beach County
 Email: HungerRelief@unitedwaypbc.org
 Phone: (561) 375-6633

Email subject line: Hunger Relief Capacity & Infrastructure RFA – (Name of your Organization).

Hunger Relief Committees

Hunger Relief Advisory Council

Childhood Work Group

- 0-4 Subcommittee
- Weekend Backpack Subcommittee

Senior Work Group

Infrastructure Work Group

- Pantry Project

Glades Work Group

Outreach & Advocacy Work Group

Commercial Kitchen Committee