



FY2023 State Food Purchase Program Gleaning Support Grant Information Sheet

Award period July 1, 2022 – June 30, 2023

The Department of Agriculture Division of Food and Nutrition is soliciting applications for Gleaning Support from interested eligible entities. Completed applications must be submitted via email to Rose.chamberlain@ag.nj.gov no later than noon on August 31st, 2022. Incomplete and/or late submission will be determined ineligible.

Eligibility Requirements:

Eligibility requirements are as follows:

- The applicant must be a non-profit entity owned and operating in New Jersey.
- A Letter of Determination from the Internal Revenue Service (IRS) documenting non-profit status is required. Organizations currently receiving State Food Purchase Program funding are **not** eligible to apply for Gleaning Support Grant funds.
- The applicant must provide an implementation plan stating how this grant will support its gleaning program activities. Please note that the application must identify existing gleaning activities that obtain produce grown by New Jersey farmers free of charge and distributed to New Jersey organizations that help feed New Jersey's food-insecure residents.
- The applicant must have operated a gleaning program for a minimum of 2 years within the past three calendar years. The gleaning program must have consisted of gleaning produce from New Jersey farms by collecting surplus products and distributing them to pantries, shelters, soup kitchens, and/or EFOs within New Jersey. The two years are not required to include calendar year 2022. The gleaning program may operate for less than twelve calendar months of each of the years because gleaning in New Jersey is not known to be a twelve-month operation. If there is information to support a twelve-month gleaning operation, please provide that.

Application- Requests for Funding:

- Proposals must include detailed costs associated with the program that collects gleaned food from New Jersey based farms.
- Funding requests must include detailed cost estimates for expenses identified in all categories. Grant funding may be requested for expenses in the following categories:
 - Transportation/freight: Per mile vehicle usage reimbursement. Mileage will be reimbursed at the prevailing federal rate.
 - Applicant may also include the cost of a scale for the tracking and verification of gleaned items received and distributed.
 - Salaries: Staff directly involved in gleaning activities, including supervision, transportation, and distribution of gleaned food.
 - Miscellaneous expenses: Miscellaneous expenses directly associated with the immediate transportation and distribution of produce grown by New Jersey farmers will be considered on a case-by-case basis. (i.e.: utilities, containers, communication equipment, ice, small refrigerator, coolers, scales, forklift, to assist with the immediate distribution of gleaned foods).
 - Examples of un-allowable costs may include but are not limited to freezers, infrastructure improvements, storage facilities, etc.
- The NJDA reserves the right to modify the amount of funds requested or eliminate line items in their entirety if they do not meet the requirements set forth in the Public Notice and this Gleaning Grant Information Sheet.
- NJDA reserves the right to request a visit with a gleaning organization prior to grant award.

Please note the importance of Record Keeping. Audits of recipients are required. Therefore, record keeping must distinguish gleaning activities (costs of gleaning related transportation, gleaned produce pounds, etc.) from other food related activities that may also be performed by the applicant organization or group. Records must be maintained for seven years .