



## **Budget Guidance for the Hunger-Free Campus Grant Program**

The Hunger-Free Campus Act (P.L.2019, C.89) provides grants to public institutions of higher education that have one or more campuses designated as hunger-free campuses. For the full eligibility criteria and application details, please see the original [Notice of Fund Availability](#).

Below is additional budget guidance for institutions as they complete their applications. Please note this is not a comprehensive list of budget items and OSHE recognizes institutions may adjust their proposed budget based on their institutional context and student demographics.

### **Examples of Acceptable Use of Funds:**

- Food purchase, Regular delivery of food
- Equipment (Refrigerators, microwaves, shelving)
- Materials and supplies
- Travel expenses (such as to conferences addressing basic needs)
- Programming and events
- Communications/Marketing
- Software/Application programs
- Evaluation
- Subscriptions
- Gift Cards (No more than 10% of budget may be designated towards gift cards - such as grocery, gas; Budget justification should include how institution will determine who needs the gift cards)
- Stipends/Staffing; Extending hours/days of pantry (Please note this is a one-time grant when considering staffing)

### **Examples of How Funds Can Not Be Used:**

- Capital projects
- Vehicle purchase
- Direct scholarship for tuition
- Cannot be put in a 'general fund'- all budget items must have designated purpose

### **General Guidelines:**

- For the grant cycle, all funds must be expended by the end of September 2020.
- Campuses must meet the Hunger-Free Campus designation in order to receive grant funds. The application for both review of the Hunger-Free Campus Designation and for the grant funds will be done at the same time.
- Use of funds must address the purpose of the grant and a budget justification is required along with the proposed budget.
- Funds for this grant should not supplant already existing funds, but should look at ways to improve or scale up reach and activities based on grant's purpose.
- This is a one-time grant and institutions should consider ways to make sure the impact is sustainable after the grant period ends.

If institutions still have questions about the budget, please contact Director of Policy and Outreach, Stefani Thachik, at [Stefani.Thachik@oshe.nj.gov](mailto:Stefani.Thachik@oshe.nj.gov).