

## Agency Assistance Program (AAP) Grant Guidelines

### Information

The Agency Assistance Program (AAP) assists FeedMore WNY's member agencies with funding for emergency needs. Agencies may apply for assistance to purchase new equipment, to buy food at wholesale cost, to pay utility bills, or offset costs associated with emergency repairs/services. The AAP Grant is made available with the support of FeedMore WNY's Board of Directors. This grant is funded with monies collected through the organization's fundraising efforts.

### Requirements

- Be a member agency of FeedMore WNY for at minimum, six (6) months.
- In compliance with FeedMore WNY's Agency Agreement.
- Have already applied for HPNAP Operations Support grant (if eligible).
- Able to assist with matching funds if requested by the AAP Grant committee.

### Guidelines

- Agencies may be eligible to apply for AAP once every 24 months.
- Need for request(s) is **clearly explained**.
- Supporting documentation requested by FeedMore WNY is to be provided within **ten (10) business days**.
- Agency may apply for one of the following categories:
  - **Food Service Equipment** – may be provided if it is required to maintain food safety and sanitation standards (as specified by FeedMore WNY, and/or local/NYS Department of Health) or if there is inadequate space for food storage due to the lack of equipment.
    - Agency will provide **two quotes of similar product for the requested equipment** to be included with the grant application. Note that a **basic three-year maintenance agreement must be included with the quotes**, and the cost of this agreement is *not* reimbursable through the AAP grant. The agency is responsible for any delivery, set up and/or maintenance costs of the requested equipment and should present proof (such as a typed and signed letter from the parent organization or current director) that states its ability to do so.  
***FeedMore WNY reserves the right to remove equipment as is deemed necessary.***
  - **Food/Non-Food** – accrued balance may be paid or a line of credit may be established.
  - **Rent/Utility Bill Assistance** – limited to water, gas, electric and propane. Each request for *utility assistance* must be accompanied by a **copy of three bills** for the months prior to the request. Each request for *rent assistance* must be accompanied by a **copy of three months' rent receipts and rental agreement**.
  - **Emergency Repairs/Services** – may be provided if deemed necessary for the safe storage and distribution of products to clients.
- FeedMore WNY retains ownership of any items and/or equipment purchased through AAP. If the benefiting agency should close for any extended period of time, or if the agency terminates its relationship with FeedMore WNY for any reason, the equipment may be removed by FeedMore WNY.

### Process

- The AAP Grant Application is available on our website –
  - <https://www.foodbankwny.org/agency-resources/>
- Applications may be submitted by September 1, December 1, March 1 or June 1.
  - Urgent requests may be submitted at any time and will be considered on a case-by-case basis.
- The AAP Grant Committee will meet to review applications and notifications will be provided in October, January, April and July.
- Applications may be completed and signed electronically. *Signed applications and supporting documentation may be emailed to Bonnie Beck at [bbeck@feedmorewny.org](mailto:bbeck@feedmorewny.org) or mailed directly to Bonnie Beck, Agency Services Grants Administrator, at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206*
- A letter of approval/denial will be sent within five (5) business days of the AAP Committee meeting to the address provided on the application
- Once approved, Agency will purchase equipment and provide a *paid in full receipt, proof of maintenance agreement*, and the *make, model and serial number of approved equipment* within 15 business days to Bonnie Beck at [bbeck@feedmorewny.org](mailto:bbeck@feedmorewny.org) or mailed directly to Bonnie Beck at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206
- Agency will be reimbursed upon providing a paid in full receipt as proof of purchase, proof of maintenance agreement, and the make, model and serial number of approved equipment.

**The grant cycle is July 1<sup>st</sup> through June 30<sup>th</sup>.**

*Please contact Bonnie Beck, Agency Services Grants Administrator, preferably by email at [bbeck@feedmorewny.org](mailto:bbeck@feedmorewny.org) should you have any questions.*



FeedMore WNY  
100 James E Casey Dr  
Buffalo, NY 14206  
feedmorewny.org

more food. more good.

## Agency Assistance Program Application

Agency Name \_\_\_\_\_ Agency # \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Please give a **detailed description** of your needs under each category for which you are seeking assistance.

<b>Food Service Equipment</b>
Total Amount Requested in this Category \$ <input type="text"/>

<b>Food/Non-Food</b>
Total Amount Requested in this Category \$ <input type="text"/>

<b>Rent/Utilities/Other</b>
Total Amount Requested in this Category \$ <input type="text"/>

I agree to all terms and conditions of this grant as described on the AAP Grant Guidelines page.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## Agency Assistance Program (AAP) Application Guide

**Please read all instructions. Applications will be automatically denied if they do not meet the following requirements:**

- Application as it appears on the website is completed in its entirety. Do not cut and paste
- Application is received or postmarked on time by the due date listed on the application (please note: applications are accepted by the quarterly due date listed on the application)
- Application is signed and supporting documentation is sent to the person and address listed on the application
- Monthly reports are up to date
- Agency account balance is current
- Agency is not currently on probation
- Agency is currently not suspended
- Agency has not received AAP grant funding in past 24 months
- Need is clearly explained and justified
- Application with request for *equipment assistance* includes two (2) vendor quotes of similar product from different vendors where applicable. A basic three-year maintenance agreement must be included with the quotes
- Application with request for *utility assistance* must be accompanied by a copy of three bills for the months prior to the request
- Application with request for *rent assistance* must be accompanied by a copy of three months' rent receipts and rental agreement

***Please be sure to attach all required documentation, as specified on the Grant Guidelines page, in order for your application to be considered. Signed applications with supporting documentation may be emailed to Bonnie Beck at [bbeck@feedmorewny.org](mailto:bbeck@feedmorewny.org) or mailed directly to Bonnie Beck, Agency Services Grant Administrator, at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206***

*Please contact Bonnie Beck, Agency Services Grants Administrator, preferably by email at [bbeck@feedmorewny.org](mailto:bbeck@feedmorewny.org) should you have any questions.*

**All Requests Cannot Exceed the Following Funding Amounts:**

**Commercial Refrigeration Units**

Single Door - \$1976.00

Two Door - \$ 2808.00

Three Door - \$3952.00

**Commercial Freezer Units**

Single Door- \$2496.00

Two Door - \$3536.00

Three Door - \$4992.00

**Beverage Style Appliances with Glass Doors Will Not Be Considered.**

**Other Equipment**

Dishwasher- \$4000.00

Utility Cart- \$85.00

Shopping Cart- \$218.00

**Agency Will Be Responsible For All Repairs.  
A Basic Three-Year Equipment Maintenance Agreement Is Required.  
Cost Per Unit Is Approximately \$275 Annually.**