

ACCESS TO FOOD FUND APPLICATION

PURPOSE

The Access to Food Fund is designed to provide funding to support increasing physical and/or programmatic access at California food banks, food pantries and their local community partners. The goal of the program is to increase access to emergency food services for low-income people with disabilities. Funds are made available to organizations that would not otherwise have the financial resources to increase access.

ACCESS TO FOOD FUND GUIDELINES

Organizations may receive Access to Food funding for one accessibility improvement project in an amount not to exceed \$10,000. All Access to Food proposals must be fully implemented within six months of funding. A site visit and/or project examination will be required prior to funding and upon completion of accessibility improvement project. Funding will be provided in two installments; the first half paid upon project approval and the remaining balance paid after site visit confirming project completion. Copies of invoices and receipts will be required prior to second half of payment.

FUNDING TIMELINE

Applications are accepted on a continuous basis. Access to Food will accept applications until May 31, 2010 or until the Access to Food Fund is depleted. Funding decisions are made on a quarterly basis.

I. CONTACT INFORMATION

Organization Name	
Street Address	
City, Zip Code	
Phone/Fax/Email	
Contact Person/Title	
Tax Status	
Tax ID Number	

II. ORGANIZATION INFORMATION

Brief summary of organization's mission and goal:

How long has the organization been serving the community?

Description of current programs, activities and accomplishments:

How much food do you distribute each year? What do you do to make sure the food you distribute is healthy and nutritious?

What percentage of people living in your service area, live at or below the poverty level?

Is the proposed project site the same site listed under "contact information"? If not, please provide the site address and phone number:

Does the organization own or lease the site identified above? If lease, when does current lease expire?

Do you provide emergency food directly to the public? If yes, how many clients are directly served by the proposed program or project site?

Identify the geographic areas served by the proposed project site or specific program:

III. ACCESS PROJECT INFORMATION

Description of proposed accessibility improvement project. Include barrier removal goal, process used to remove barrier, and how project completion will enhance access for people receiving emergency food distribution. (Maximum 3 pages—see attachments section):

Amount Requested (up to \$10,000):

Total Project Budget (may differ from the amount requested):

Detailed budget for accessibility improvement project, including any funds to be used in addition to Access to Food funds. (Maximum one page—see attachments section):

Proposed timeline for completion of barrier removal project:

Community Partners that will also benefit from the proposed project (if applicable):

Explain what procedure will be used to ensure proposed accessibility improvement project complies with existing building codes:

If you receive the requested funds and make the proposed accessibility improvements, how are you going to increase outreach to local disability and senior organizations?

Project manager name and contact information (if different from primary contact):

IV. EVALUATION GUIDELINES

For funded projects related to physical access, a site visit by a CFILC representative is required to confirm project outcomes. For projects related to programmatic access, submission of materials produced and/or evidence of programmatic change will be required.

V. ATTACHMENTS (ATTACHMENTS 1-4 MUST BE INCLUDED WITH APPLICATION)

1. Completed Access to Food Self-Assessment Access Survey identifying access barrier(s) you propose to resolve.
2. Description of proposed accessibility improvement project. (Maximum three pages.)
3. Detailed project budget. (Maximum one page.)
4. Copy of IRS determination letter indicating 501(c)(3) tax-exempt status.
5. Board of Directors' Resolution must be submitted prior to funding. This document is encouraged, but not required at time of application.

SUBMISSION INSTRUCTIONS

Supplemental materials such as photographs, videos, etc. may be submitted but will not be returned.

Please submit completed application materials to:

**Access to Food
c/o CFILC
1234 H Street, Suite 100
Sacramento, CA 95814**

Voice: (877) 427-0387 or (916) 325-1690

TTY: (888) 729-0477

Fax: (916) 325-1699