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Partner Agency Blast: August 2023

Cold Storage Capacity Grant Opportunity **Grant Period: October 2023 – September 2024**

Central Texas Food Bank is excited to offer an opportunity to increase the cold storage capacity of our Partner Agencies, in support of our goal to elevate neighbor experience, increase client choice, and expand access to fresh, nutritious perishable product. This is a non-cash grant that will cover the distribution and partial installation of a cooler or freezer.

CTFB will reimburse partners up to \$1500 per unit for any electrical adjustments required for installation. Reimbursements for basic electrical adjustments for installation will only be made after the submission of original invoice to CTFB. This grant does not include any major capital/ electrical service upgrades. This will not cover ongoing maintenance or utility fees.

Due Date: Applications must be submitted via electronic form by 5pm on August 10, 2023. Incomplete or late applications will not be accepted.

Notification Date: Partner Agencies selected to receive this grant will be notified via email by August 31st, 2023.

Delivery Date: Based on vendor schedule. CTFB will place orders of the equipment in September 2023

Grant Overview

Eligible Applicants: Partner Agencies in good standing with Active status and a demonstrated need for cold storage units are eligible to apply. Cold storage support will only be awarded to PAs who are 1) currently, or will transition to a client choice model and 2) currently, or will participate in capacity-building distribution programs; 3) demonstrate desire to expand distribution days and times, no later than December 30, 2023.

Evaluation Criteria: Applications will be evaluated based on the following criteria.

- Clearly demonstrated need for cold storage units. Preference will be given for PAs who do not already have cold storage.
 1. Increase the agency's capacity to serve more neighbors with more fresh, perishable product.
 2. Enhance the agency's ability to implement client choice distribution models.
- Explanation of how cold storage award will
- Agency's ability to support the ongoing cost of the unit including maintenance and utility fees.
- Willingness to accept increased bulk loads of fresh, perishable product.

Requirements: Agencies that are awarded cold storage support through this grant agree to the following:

- Sign and return a Cold Storage Capacity Grant Agreement.
- Adhere to all restrictions or requirements laid out in the award letter.
- Complete all reporting requirements by the expressed deadlines.
- Support publicity and promotional requests by CTFB; all public communication around this grant must first be approved by CTFB.
- The PA is responsible for the unit, including damages, once it takes custody of the unit. Agencies are required to pay for a professional maintenance plan on the unit.

Reporting: Agencies will be required to submit two reports for this grant – A mid grant period report and a final report. Reporting details to follow. Grant period timeframe. Report 1: Due April 30, 2024 and Report 2: October 31, 2024

Usage: The award of a cold storage unit must be used to cover key program functions, including the PA's food distribution program, and must align with the mission and values of CTFB. The cold storage unit cannot be re-granted to any other organization, nor can it be used for personal purposes or illegal activities.

Unit Descriptions: In your application, you may apply to receive one or more of the following units-

[Spec Examples\Fridge 2 door glass 54 inch Compare](#)

[Spec Examples\Freezer 2 door glass 54 inch](#)

How to Apply: Please submit your completed application via the [online form](#) by no later

than 5:00pm on August 10, 2023. Your submission will be reviewed and grant awards will be announced via email by August 31, 2023.

Please review all grant application instructions before submitting your proposal.

If you have additional questions, please email agencies@centraltexasfoodbank.org with the subject line 'Cold Storage Capacity Grants'.

Timeline Summary:

Application Opens: August 1, 2023

Application Deadline: August 10, 2023 at 5:00 PM

Awards Announced: August 31, 2023

Delivery of Equipment to partner sites: Based on vendor schedule. CTFB will place orders of the equipment in September 2023.

PART 1: AGENCY INFORMATION

Please provide information about your Partner Agency, including contact information for the point of contact for all grant-related communications.

PART 2: APPLICATION QUESTIONS

1. Please provide a summary of why your agency needs additional cold storage unit(s). Will you be replacing old units or will this award increase your agency's total amount of cold storage units?
2. Please indicate the type, size, and quantity of cold storage unit(s) that you are requesting.
 - DROP DOWN of options/quantity
 1. 2 Door glass 54 inch Freezer
 2. 2 Door glass 54 inch Refrigerator
 - Do you have space to accommodate the size and quantity of unit(s) requested?
 1. If no, please explain.
3. How will this award allow your agency to serve more neighbors with more fresh, perishable product?
 - How many individuals are you currently serving?
 - How many Households are you currently serving?

- Please estimate how many more households this award would allow your agency to serve per month.
 - Please estimate how many more pounds this award would allow your agency to distribute per month.
4. How will this award allow your agency to implement client choice distribution models?
 5. How will this award allow your agency to accept increased bulk loads of fresh, perishable product?
 6. Please describe any barriers or challenges that could impact your ability to use this award to serve more neighbors with more fresh, perishable product.
 7. Please describe your agency's ability to support the ongoing cost of the unit, including maintenance and utility fees. What are your sources of financial support, including donor name and amount received annually?
 8. Please provide the dimensions of the room chosen for the cold storage unit(s), including length, width, height, and square footage. Are there any physical alterations that you need to make to your space in order to accommodate your chosen cold storage unit(s)? Will the cold storage unit(s) alter the flow of your space or other equipment?
 9. Are you able to accommodate basic electrical requirements? Example: new receptacle or upgrading the size of the amp circuit breaker.

PART 3: ADDITIONAL INFORMATION

Attach the following items to your grant application:

- Two pictures of the space in which you plan to put the cold storage unit
- One picture of the front of the facility from the outside
- One picture of the back of the facility from the outside