

Golden LEAF Foundation Food Distribution Assistance Program

Uses of Funds

Overview

Use of funds must be aligned with one of the following purposes:

- Awards to nonprofit organizations to help them become eligible to be partner agencies of North Carolina food banks
- Awards to current nonprofit partner agencies of North Carolina food banks to enhance or expand food distribution capacity
- Awards to nonprofit organizations to establish, enhance, or expand school-based weekend food assistance programs

[See definitions in the FAQ and Glossary posted on the Golden LEAF website.](#) The purpose of this document is to provide more detail regarding the eligible and ineligible uses of funds in this program.

Not All Eligible Uses of Funds Will be Approved

Use of funds must be directly related to proposed project outcomes and to the program purposes defined above.

Repair, Renovation, or Replacement of Existing Equipment

The intent of this program is to add new and enhance or expand existing food distribution capacity. Funds may be used to repair or replace existing equipment or improve an existing building provided that the repair or replacement results in an expansion of capacity. For example, replacing an old truck with a new truck that is also refrigerated.

Small Equipment vs. Supplies

Golden LEAF staff will review proposed project budget expenses included in the application phase and make a determination on the eligibility of items as small equipment or supplies. This determination will include review of the cost of the item and the recurring or nonrecurring use of the item. For example, a single use item will likely be considered a supply, while an item intended to be used multiple times is more likely to be considered small equipment. Additional information and guidance regarding items is available in this document.

Project-related Staffing

Funds may be awarded for expenses for contracted personnel for grant administration, engineering or construction related activities for a Golden LEAF funded project. Specific activities are limited to procurement of equipment or contractors to implement funded projects, financial management, grant management, and grant reporting. Funds may not be used for staff for general operational support or to implement food distribution activities. Funds will be limited on a per-project basis based on the anticipated needs.

Eligible Uses of Funds

Proposed use of funds must be necessary in order to meet the proposed outcomes. Applications will be reviewed and eligibility of requested use of funds will be evaluated based on the overall context of the project and proposed outcomes.

Building Renovation or Expansion

- Construction/contractor expenses
- Engineering/design expenses
- Site work related to expansion (grading, utilities)
- Parking lot paving/repaving
- HVAC/Climate control
- Utility upfit, including electrical (required for freezers or large equipment) or Internet
- Flooring, including reinforcement or upfit necessary for large equipment
- Construction of walls, doors, other improvements
- Loading dock, roll up doors

Large Equipment

- Forklifts
- Pallet jacks
- Hand truck, dollies
- Dry good storage shelving
- Stainless steel/heavy duty tables for preparation and packing
- Food locker system
- Storage containers, trailers, sheds
- Scales
- Wash and pack station for produce
- Commercial grade cart for receiving donations
- Portable heating unit (if related to expanding space not currently usable)
- Pipe and drape kits to separate food storage and client facing areas (as part of expansion only)
- Freezers/coolers
- Ice machine (if linked to providing perishable food)

Small Equipment

- Computers or tablets
- Wi-Fi boosters related to use of computers or tablets (for data collection/client intake)
- Freezer blankets, insulated cooler bags, or coolers
- Tents, tables, chairs, lights and other equipment for drive-thru or outdoor distribution
- Reusable shopping totes, bags, or backpacks
- Rolling food carts, crates or baskets for food storage
- Portable scales
- Thermometers and other food safety equipment
- Anti-fatigue mats

Vehicles/Trailers

- Vehicles necessary to transport food
- Upgrading existing vehicles (trailer hitch, refrigeration)
- Trailers

Other

- ServSafe (or other similar food safety) Certification classes
- Signage
- Partner Agency application fee (*if applicable*)

Staffing

Timesheets will be required to document allocation of time for existing non-contract employees.

- Grant administration
- Construction project manager
- Procurement/contract manager

Ineligible Uses of Funds

- Purchase of food
- Food collection bags
- Items related to food recovery (single use foil pans, lids)
- Purchase of items to be distributed to clients
- Acquisition of interests in real property (purchase of building or land)
- General operating support (gas, utility, overhead, rent, etc.)
- Supplies, including cleaning supplies
- Costs incurred prior to grant awards are not eligible for reimbursement
- Pest control
- Memberships, leases, or other services billed on a monthly or annual basis (internet services)
- Software or web-based subscription services
- Maintenance or insurance expenses for vehicles
- Most personnel/staffing (other than grant administration, construction or procurement management)
- Gas cards
- Transportation support for volunteers, staff, or clients
- Farm equipment or items related to growing food
- Building maintenance needs not related to expanded capacity (roof, lawn care, general upgrades)
- Building renovation or improvements not *directly* related to outcomes (upgrading lighting to reduce costs, installing solar panels to reduce costs, addition of meeting space, fencing, exterior painting)
- General office supplies or office equipment
- Advertising or marketing-related expenses
- Brochures or other informational materials for clients
- Funds related to organization programs in addition to food distribution (classroom, kitchen training, serving hot meals)
 - Steam table, oven, stove, blast chiller, warming box, other equipment for meal preparation for either on site consumption or for delivery
- Generator
- Commercial grade trash carts
- Rolling garbage bin