

# Golden LEAF Foundation Food Distribution Assistance Program

## *Pre-Application Guidelines*

### **Overview**

This document contains detailed guidelines for organizations submitting a Pre-Application. If you have questions about the program, including eligible entities and eligible uses of funds, please [see the Golden LEAF website](#).

### **Process and Timeline**

The Pre-Application is the first stage in the application process for applicants interested in either funding opportunity (Food Bank Partner Agency (Potential New or Existing) or School-Based Weekend Assistance) within the Food Distribution Assistance Program. The Pre-Application is NOT an application for grant funding. The Pre-Application is intended to provide sufficient information to determine an applicant's eligibility to move forward to the next stage in the application process. Pre-Applications are reviewed by Golden LEAF staff on a rolling basis. The next stage of the application process depends on the funding opportunity pursued by the organization. Organizations interested in both funding opportunities will complete one Pre-Application.

For more information, please [see the Golden LEAF website](#).

### **Instructions**

1. Review these Pre-Application Guidelines.
2. Complete [the Pre-Application request link](#) acknowledging review of the Pre-Application Guidelines. Organizations must complete the form to request the Pre-Application link.
3. Requests submitted prior to January 24 will be held in queue and a link sent via email on January 24. Requests submitted after January 24 will be processed automatically and a link sent immediately.
4. Download required documents [from Golden LEAF website](#) under Pre-Application heading.
5. Gather required information and documents. Note: Some documents require multiple signatures and one document is required to be notarized. Electronic or typed signatures and electronic/remote notaries are not permissible.
6. Begin to complete the form. Remaining fields will appear as information is filled in. The fields will appear in the order listed in this document.
7. Please note: When attaching documents to the Pre-Application form, you may need to scroll up to complete the action. After you click "attach file," the screen will darken. If you do not see the "Select Files to Upload" prompt, scroll up until you do.

**Interested organizations must submit a Pre-Application by**

**NOON on Tuesday, February 7, 2023**

*This is a firm deadline and the final Pre-Application phase for this program.*

## ***Review and Notification***

Applicants will be notified via email when their Pre-Application has been reviewed. Golden LEAF staff anticipates this communication will occur within five business days, though review timelines may be longer depending on volume. Pre-Applications are reviewed on a rolling basis.

Golden LEAF staff will endeavor to notify Pre-Applicants if information is missing, incomplete, or incorrect. Organizations are encouraged to submit soon after the Pre-Application reopens on January 24, to allow for the possibility to revise incorrect or incomplete documents before the noon, February 7 submission deadline. Pre-Applications that include incorrect or incomplete documents as of the noon, February 7 submission deadline will most likely not be eligible to continue through the process.

***If organizations receive notice from Golden LEAF staff of the need to submit follow up information, organizations must submit that information by noon on Tuesday, February 7 to be eligible for consideration.***

**This is the final Pre-Application opportunity for this program.**

Only organizations with an approved Pre-Application will be invited to the next stage of the application process. ***Organizations will be notified of their status via email to the address provided for the project director.*** Please be sure this email is monitored regularly, including checking spam folders.

## **Does Not Meet Requirements**

During the Pre-Application phase, organizations will be determined to have not met requirements for any of the following reasons:

1. Organization is not a 501(c)(3) charitable nonprofit.
2. Organization is not based in North Carolina.
3. Organization did not comply with the Certification of No Overdue Tax Debts.
4. Organization is on the [North Carolina Suspension of Funding List](#).
5. Organization does not have at least two years of operating history or a formal affiliation with one that does.
6. Organization received an adverse audit opinion.

Please [see the Golden LEAF website](#) for information regarding eligibility.

## ***Documents***

Required document templates are available for download from Golden LEAF's website at <https://www.goldenleaf.org/food-distribution/resources/>.

## ***Contact***

If you need assistance or have questions regarding the Pre-Application process, please reach out to Golden LEAF using the contact form on our website at <https://www.goldenleaf.org/food-distribution/contact/>.

**The Pre-Application must be completed using the online form found at <https://www.goldenleaf.org/food-distribution/pre-application/>.**

**You must complete the form in one sitting;  
there is no ability to save progress and return later.**

**Gather the necessary documents prior to beginning the Pre-Application form.**

**Incomplete Pre-Application forms may not be submitted.**

***Please review the required information carefully.***

### ***Pre-Application Checklist***

The following items are required for Pre-Application submission. Golden LEAF has outlined the expected components for each item below. Items designated with an asterisk (\*) must be uploaded as a PDF.

- Organization Name
- Organization EIN
- Organization Location (Street Address, City, Zip Code)
- Project Director Name, Phone Number, and Email Address
- IRS Letter of Determination\*
- Organization Operating History
- Submission Certification Form\*
- List of Board of Directors\*
- Organization UEI (Unique Entity Identifier) Status, i.e. Does the organization have a UEI?
- Certification of No Overdue Tax Debts\*
- Organization Fiscal Year End Date
- Most Recent Fiscal Year End Financial Statements\*
- Next Most Recent Fiscal Year End Financial Statements\*
- Significant Audit Finding or other than “Unmodified” Audit Opinion\*
- Geographical Area Serving/Proposing To Serve (County Level)
- Intended Funding Opportunity

Golden LEAF may request additional information or documentation necessary to review the eligibility of an organization to apply for the program. When the Pre-Application form is complete, organizations will have the option to request an email copy of their submission. Golden LEAF strongly encourages organizations to select this option to receive a copy of the information submitted. This emailed copy will not include a copy of the submitted attachments.

## ***Pre-Application Requirements***

The following information is required for the Pre-Application. All fields must be complete for the Pre-Application to be submitted. Pre-Applications will not be accepted outside of the online form. The purpose of this guide is to provide an overview of the questions, the details expected for each response, and additional clarity regarding the information requested.

### **Organization Name**

The full legal name of the organization. This name must be substantially similar to the name on the IRS Letter of Determination and match what is filled in on the Submission Certification Form and Certification of No Overdue Tax Debts.

### **Organization EIN**

The EIN for the organization. An EIN is a 9-digit number (for example, 12-3456789) assigned by the IRS for tax filing and reporting purposes. This number can be found on the organization's IRS Letter of Determination and on its Form 990 (tax forms). Only 501(c)(3) charitable nonprofit organizations are eligible to submit a Pre-Application. Please [see the Golden LEAF website](#) for more information.

### **Organization Location**

The physical address for the organization (which may be different from the mailing address). If the organization has multiple locations, please use the primary location. ***Only organizations based in North Carolina are eligible to apply.*** Information regarding additional locations will be requested later in the application process. Required fields are:

1. Street Address
2. City
3. Zip Code

### **Project Director Name, Role, Email Address and Phone Number**

This person will be the primary point of contact for questions regarding the submission. Please ensure the phone number and email address are monitored regularly. Required fields are:

1. First and Last Name
2. Role (for example, Executive Director, Grant Writer, Volunteer)
3. Email Address
4. Phone Number

### **IRS Letter of Determination\***

Upload a PDF of the organization's IRS Letter of Determination. This document confirms the organization's designation as a 501(c)(3) charitable organization and will include the organization's EIN. ***Only 501(c)(3) charitable nonprofit organizations are eligible to submit a Pre-Application.*** The name of the organization must match the organization name provided. [See the Golden LEAF website](#) for more information.

*Please note: When attaching documents to the Pre-Application form, you may need to scroll up to complete the action. After you click "attach file," the screen will darken. If you do not see the "Select Files to Upload" prompt, scroll up until you do.*

## **Organization Operating History**

Organizations must have at least two years of operating history, or a formal affiliation with one that does, to be eligible. If your organization has fewer than two years of operational history and has a formal affiliation with one that has more than two years, please provide the name of the organization and describe the affiliation.

## **Submission Certification Form\***

Upload a PDF of the organization's signed submission certification form. Download the template from the Golden LEAF website at <https://www.goldenleaf.org/food-distribution/resources/>. **The document must be signed and dated by two authorized officials of the applicant organization.** Electronic or typed signatures are not permissible. In most cases, this should be a senior staff member and a member of the Board of Directors. An example is included at the end of this guidelines document ([click here](#)).

Please note: When attaching documents to the Pre-Application form, you may need to scroll up to complete the action. After you click "attach file," the screen will darken. If you do not see the "Select Files to Upload" prompt, scroll up until you do.

## **List of Board of Directors\***

Upload a PDF list of the organization's Board of Directors. The following information must be provided for each board member:

1. First and Last Name
2. City of Residence
3. Profession (if retired, please include information about profession prior to retirement)

Please note: When attaching documents to the Pre-Application form, you may need to scroll up to complete the action. After you click "attach file," the screen will darken. If you do not see the "Select Files to Upload" prompt, scroll up until you do.

## **Organization UEI**

The Unique Entity ID (UEI) is a 12-character alphanumeric ID assigned to an entity by SAM.gov. All organizations that receive federal funds are required to obtain a Unique Entity ID (UEI). For more information, please see <https://www.goldenleaf.org/food-distribution/resources/>.

Golden LEAF is gathering this information at the Pre-Application phase but an organization's status will not be used as a factor in the assessment of an organization's eligibility to apply for funding.

Select the organization's status from the following:

1. My organization has a Unique Entity ID (UEI).
  - a. If so, a field will appear to enter the information.
2. My organization does not have a Unique Entity ID (UEI).
3. I don't know if my organization has a Unique Entity ID (UEI).
4. My organization has applied for a Unique Entity ID (UEI).

### **Certification of No Overdue Tax Debts\***

Upload a PDF of the organization's signed certification of no overdue tax debts. This document is required by the State of North Carolina for grants of state funds to non-state entities. Download the template from the Golden LEAF website at <https://www.goldenleaf.org/food-distribution/resources/>. An example is included in this guidelines document ([click here](#)).

**The document must be signed by the Board Chair and a second authorized individual. Electronic or typed signatures are not permissible. This document must be notarized. Remote or electronic notaries are not permissible. This document must be signed and dated no earlier than January 17, 2023.** See the template for details.

Organizations that have submitted this form previously for a state or federal program may not reuse a previously submitted certification.

***Compliance with the Certification of No Overdue Tax Debts is required for participation in this funding opportunity.***

Please note: When attaching documents to the pre-application form, you may need to scroll up to complete the action. After you click "attach file," the screen will darken. If you do not see the "Select Files to Upload" prompt, scroll up until you do.

### **Organization Fiscal Year End Date\***

The month and date of the organization's fiscal year end. For example, June 30.

### **Most Recent Fiscal Year End Financial Statements\***

Please review the options below and upload the document that applies to your organization. For additional information and guidance about submitting the correct financial documents for your organization, refer to the Financial Documents Addendum on the Food Distribution Assistance Program Resources page -- <https://www.goldenleaf.org/food-distribution/resources/>

If your organization is audited, upload a PDF of the organization's full audit report, including any report on internal controls. If an audit for the most recent fiscal year is underway but not complete, provide draft financial statements for the year. Golden LEAF is requesting financial statements covering two separate fiscal years.

If your organization is NOT audited, upload a PDF of the organization's most recent fiscal year end financial statements. Golden LEAF is requesting financial statements covering two separate fiscal years.

Financial statements should be generated from your organization's accounting system/records. Financial statements must include, at minimum, a statement of net position and a statement of activities.

- Statement of net position -- total assets, total liabilities, and total net position. May also be titled Balance Sheet.
- Statement of activities -- total revenues, total expenses, and change in net position. May also be titled Income Statement or Profit and Loss Statement.

For organizations that are not audited and if financial statements are not available, a copy of a submitted IRS Form 990 or 990 EZ may be provided. Organizations providing an IRS Form 990 or 990 EZ must provide the full document. An IRS Form 990 N is not acceptable. Organizations may submit a combination of financial statements and an IRS Form 990 or 990 EZ to complete the required two separate fiscal years.

Please note: When attaching documents to the Pre-Application form, you may need to scroll up to complete the action. After you click “attach file,” the screen will darken. If you do not see the “Select Files to Upload” prompt, scroll up until you do.

### **Next Most Recent Fiscal Year End Financial Statements\***

If your organization is audited, upload a PDF of the organization’s next most recent fiscal year full audit report including any report on internal controls. See notes above for additional detail.

If your organization is NOT audited, upload a PDF of the organization’s next most recent fiscal year end financial statements. Golden LEAF is requesting financial statements covering two separate fiscal years.

### **Significant Audit Finding or other than “Unmodified” Audit Opinion\***

Please disclose if one or both of the organization’s recent audits included a significant audit finding or other than unmodified audit opinion. If so, please describe the steps taken to address the finding. Disclosure of an audit finding is required. ***Organizations that have received an adverse audit opinion are not eligible. An adverse opinion is an opinion that the financial statements do not present fairly the financial position, results of operations, and cash flows in conformity with GAAP, and may indicate fraud or illegal activity. An adverse opinion is different from a qualified or modified opinion or a disclaimer of opinion.***

### **Geographical Area Serving/Proposing To Serve (County Level)**

Select the county or counties that the organization is proposing to serve through the project from the dropdown menu. Multiple counties may be selected. This information will not be used as a factor in the assessment of an organization’s eligibility to apply for funding.

### **Intended Funding Opportunity**

Select the funding opportunity the organization is seeking funding for. This information will not be used as a factor in the assessment of an organization’s eligibility to apply for funding.

1. Food Bank Partner Agency (Potential New and Existing)
2. School-Based Weekend Assistance

# Submission Certification Form

Download template from <https://www.goldenleaf.org/food-distribution/resources/>.



301 North Winstead Avenue, Rocky Mount, NC 27804  
Phone: 252-442-7474 Toll Free: 888-684-8404  
[www.goldenleaf.org](http://www.goldenleaf.org)

## Food Distribution Assistance Program *Pre-Application*

### Certification and Signature Form

*The N.C. General Assembly appropriated \$10 million to the Golden LEAF Foundation for food distribution assistance programs. These programs are funded by federal State Fiscal Recovery Funds through the Department of Agriculture and Consumer Services. The pre-application is the required first stage of the application process for interested organizations.*

**This fully signed form is to be uploaded as a required attachment to the online pre-application. The pre-application is incomplete without all required documents outlined in the guidelines, and without this form with signatures from two authorized officials of the organization.**

#### AGREEMENT and CERTIFICATION

By signing below, we affirm that we are authorized representatives and have the authority to act on behalf of the organization completing the pre-application for this Golden LEAF program. We further agree and acknowledge the following: The information provided in this material is correct and complete; the funds granted by Golden LEAF will be used exclusively for charitable, scientific, educational or other tax-exempt public purposes; and, requests for funding and all supporting information submitted to Golden LEAF are subject to the Public Records Act, and therefore available for public inspection.

For \_\_\_\_\_  
Organization

Signature \_\_\_\_\_ Date / /

Name \_\_\_\_\_  
First Middle/Initial Last

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date / /

Name \_\_\_\_\_  
First Middle/Initial Last

Title \_\_\_\_\_



# Certification of No-Overdue Tax Debts Example

Download template from <https://www.goldenleaf.org/food-distribution/resources/>.



DON FLOW  
CHAIRMAN OF THE BOARD

SCOTT T. HAMILTON  
PRESIDENT, CHIEF EXECUTIVE OFFICER

July 26, 2022

To: State Agency Head and Chief Fiscal Officer

**Certification:**

We certify that The Golden L.E.A.F. (Long-term Economic Advancement Foundation), Inc. does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143C-10-1(b).

**Sworn Statement:**

Don Flow and Scott T. Hamilton being duly sworn, say that we are the Board Chair and President, respectively, of The Golden L.E.A.F. (Long-term Economic Advancement Foundation), Inc. of Rocky Mount in the State of North Carolina; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

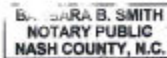
  
Board Chair Signature

  
Signature of Second Authorizing Official

Sworn to and subscribed before me on the day of the date of said certification.

  
Notary Signature and Seal

My Commission Expires: 6/23/2024



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