

Golden LEAF Foundation Food Distribution Assistance Program

Project Assessment Guidelines

Overview

This document contains detailed guidelines for organizations submitting a Project Assessment. 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 Project Assessment is the second stage in the application process for applicants interested in the Food Bank Partner Agency (Potential New or Existing) funding opportunity within the Food Distribution Assistance Program. The Project Assessment is NOT an application for grant funding.

Project Assessment Questionnaires will be provided to the food bank serving the county or counties identified by the applicant organization for review and feedback. Only projects that have been endorsed by a food bank will be invited to complete an application.

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

Instructions

1. Review these Project Assessment Guidelines
2. Download required documents from Golden LEAF website
3. Gather required information and documents.
4. Visit Golden LEAF website for Project Assessment online submission form.
5. Complete the form and upload required documents.
6. Please note: When attaching documents to the upload 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.

Eligible organizations must submit a Project Assessment by NOON on Friday, March 3, 2023.

Organizations are encouraged to submit early to ensure an opportunity to revise incorrect or incomplete documents before the submission deadline. Project Assessments that include incorrect or incomplete documents as of the submission deadline will be held until the next Project Assessment window.

Organizations must submit a separate Project Assessment for each project for which they intend to submit an application. Projects must be distinguishable by location to be considered separate projects.

Organizations must have met requirements of the Pre-Application process to be eligible to submit a Project Assessment.

Review and Notification

Applications will receive an email confirming submission of their Project Assessment. Applicants will be notified via email when their Project Assessment has been reviewed. Golden LEAF staff anticipates this communication will occur within 20 days of submission, though review timelines may be longer depending on volume. Organizations will have an opportunity to revise incomplete or incorrect documents and information submitted within the Project Assessment window.

Organizations must submit any requested follow up information by noon on Friday, March 3, 2023 (or the deadline requested by Golden LEAF staff, if different) to be eligible for consideration. Organizations who submit an incomplete Project Assessment will not be eligible for consideration in this program.

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.

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

Documents

The Project Assessment online submission form requires two attachments.

1. Project Assessment Questionnaire
2. Project Assessment Submission Certification

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 Project Assessment process, please reach out to Golden LEAF using the contact form on our website at <https://www.goldenleaf.org/food-distribution/contact/>.