

## **NJCNF Statewide CACFP & SFSP Support Grants Frequently Asked Questions**

Are you looking to expand or improve a Child and Adult Care Food Program (CACFP) or Summer Food Service Program (SFSP) in New Jersey as a program sponsor, site, or meal vendor? Apply for Support Grants of up to \$20,000 TOTAL for equipment and general meal program needs. Please note that the funding limit for general program needs is \$10,000.

### **I. Eligibility and General Questions**

#### **Who is eligible to apply?**

- Organizations who currently participate, or seek to participate, in the Child and Adult Care Food Program (Childcare or At-Risk), or Summer Food Service Program.
- Sponsors, sites, and meal vendors
- For-profit and non-profit organizations

#### **What types of organizations are eligible to apply?**

Both for-profit and non-profit organizations are eligible to apply. Any organization that participates or seeks to participate in the SFSP, CACFP-Childcare, or CACFP-At-Risk, is eligible to participate. This includes, but not limited to, child care centers, family child care homes, community recreation centers, food banks, summer camps, other community-based organizations, schools (public, charter, and private), and food vendors.

#### **What is the deadline?**

The deadline to apply is August 31, 2022 at 5pm EST.

\*A priority consideration deadline for SFSP is June 10<sup>th</sup> at 5pm EST.

\*A priority deadline for CACFP is July 29<sup>th</sup> at 5pm EST.

All awards will be reviewed, and final notifications will be shared with all organizations no later than September 30, 2022. Organizations are encouraged to apply early. A total of 10 grants maximum may be awarded at each priority deadline, and awardees will be notified within three weeks of the deadline. All other awardees will be considered with the general pool.

#### **What is the maximum award amount an organization can receive?**

Organizations may apply for up to \$20,000 total. Awards can be used towards equipment and general meal program needs. Please note that the funding limit for general meal program needs is \$10,000.

#### **What are eligible uses of funds?**

Applicants may apply for support for one-time equipment and furniture purchases that will directly benefit their CACFP/SFSP program, as well as general meal program needs.

#### **I. Equipment needs (\$20,00 maximum for category)**

Examples of eligible equipment include\*:

- Refrigerator
- Freezer
- Mobile heated cabinet
- Microwave
- Cook and hold oven
- Oven
- Stove
- Counters, cabinets, and shelves
- Utility cart
- Small appliances (rice cooker, dicer, scale, vacuum sealer, etc.)
- Pots, pans, mixing bowls
- Vehicle (for delivery, ingredient shopping, etc.)

*\*Note, these are examples and not an exhaustive list. For individual questions about eligible items, please reach out to Karen Bustard: [NJCNF@reinvestment.com](mailto:NJCNF@reinvestment.com).*

## II. General meal program needs (\$10,000 maximum for category)

Examples of general meal program needs include:

- Staffing
- Meal program materials and supplies
- Food
- Other general

*Please note that School Districts and government agencies are eligible to apply for equipment support, but not eligible for general meal program support.*

### **How will award decisions be prioritized?**

Applicants will be reviewed for meeting eligibility requirements, for meeting priority consideration criteria, and for the strength of the request.

Priority considerations:

- New sponsors in 2022
- New or expanded program in 2022
- Organizations providing meals in a priority community:
  - Atlantic County: Atlantic City, Hamilton
  - Bergen County: Entire County
  - Ocean County: Toms River
  - Salem County: Entire County
  - Warren County: Phillipsburg
- First-time recipients of an NJCNF grant

Application strength:

- Requests that demonstrate meeting NJCNF goals of expanding access to meals and/or improving meal quality
- Requests that support programs with a broad reach in low-access areas
- Requests that support small business and nonprofits where the award will have a large impact for the organization and program

**What are the priority communities? And do the organization and site(s) have to be located in one to apply?**

Organizations serving CACFP and/or SFSP meals anywhere in the state of New Jersey may apply for the 2022 grant cycle.

With its 2021-2022 program, NJCNF is taking a place-based approach that will take a deeper dive into specific communities in New Jersey to strengthen partnerships, identify opportunities to fill gaps in child food access, and seed innovative collaborations, with a goal of supporting access to healthy meals for children. This place-based approach pairs partnership and capacity-building work along with support grants. We looked at multiple factors in selecting communities, and chose places with large gaps in participation and an opportunity to support existing coalitions and partners on the ground. The selected communities include four cities/towns and two counties, based on the opportunity to support existing collaborations at different scales. To support this work of partners on the ground, grant requests to support programs within a priority community will be one of several priority criteria.

**Can an organization apply for multiple awards at multiple sites?**

Each legal entity is eligible to receive one NJCNF equipment grant award. If an organization operates a CACFP/SFSP program at more than one site, they can apply for equipment items to be used at more than one location through a single award.

**What is the timeframe to spend grant funds?**

Applicants may apply to be reimbursed for equipment expenses that they have incurred on or after January 1, 2022.

Organizations may also apply for equipment they have identified but not yet purchased, or meal program needs they will incur. If awarded, all grant funds must be spent before December 31, 2022.

**If starting a new CACFP or SFSP program, where do I have to be in the application or planning process?**

We encourage organizations to apply for a NJCNF Grant while they are in the process of becoming a new sponsor. If you are applying to be the sponsor of a CACFP program, you must have received an agreement number from the New Jersey Department of Agriculture. If you are establishing a new site, under a separate sponsor, you must have confirmed the sponsor with whom you will work, and the site for your program.

**II. Application Process and Technical Support**

**How can I apply?**

All applications are online through the portal found on Reinvestment Fund's grants platform: [reinvestmentfund.smartsimple.com](https://reinvestmentfund.smartsimple.com). You can complete the full application through the application portal on any internet accessible device. For more detailed instructions, please review the [Smart Simple grants platform registration and application instructions](#).

If you do not have access to an online system, email [NJCNF@reinvestment.com](mailto:NJCNF@reinvestment.com) or call 215-574-5859 to get a paper application accommodation. In order to efficiently administer the program and get funding out quickly, we ask that people please utilize the online system if they are able.

**When can I expect to be notified of my application status?**

All awards will be reviewed, and final notifications will be shared with all organizations no later than September 30, 2022. Organizations are encouraged to apply early.

A total of 10 grants maximum may be awarded at each priority deadline. Priority deadline decisions will be announced within three weeks past the deadline. If your organization is not notified about funding for a priority deadline, you will be considered in the full award pool, and notified by September 30, 2022.

**How can I get questions answered or receive support in completing my application?**

- **Email:** Please direct individual questions by email to [NJCNF@reinvestment.com](mailto:NJCNF@reinvestment.com). We will do our best to respond to all questions within 24 hours (Monday – Friday 9-5pm).
- **Other tools and resources:** This FAQ document will be updated from time to time with additional content and dates. Please also check for updates to our website: <https://www.reinvestment.com/childnutritionresourcecenter/>.

**III. Awardee Questions****I received an award notification email, how do I complete documents and what is the process to receive funding?**

For questions related to the award and funding process please see our detailed NJCNF Award Process Guide. If you have questions on the process, please email [NJCNF@reinvestment.com](mailto:NJCNF@reinvestment.com). We will do our best to respond to all questions within 24 hours (Monday – Friday 9-5pm).

**Do I need to spend funds as I requested in my application and defined in the grant agreement?**

Yes. All funds must be spent in accordance with the budget request and backup documentation submitted during the application stage. If you want to switch an item for which you submitted backup documentation before signing your grant agreement, please first reach out to [NJCNF@reinvestment.com](mailto:NJCNF@reinvestment.com) to receive written approval.

**Will there be grantee reporting that I need to complete including disclosing how the money has been allocated and what it has been used for?**

The grant agreement does require the grantee to complete reporting requirements. There will be a short report due on at the end of the year asking for a confirmation of purchases and brief updates. Please retain invoices demonstrating fund expenditures for auditing purposes. We also retain the right to ask for program data for up to 2 years after the award.