



## 2023 Capacity Building Grant Request for Proposal and Frequently Asked Questions

### Overview

The Second Harvest Heartland 2023 Capacity Building Grant will support program and operational capacity building projects that increase or improve food access in local communities. For the purposes of this grant, capacity building is defined as growth or expansion to serve more people in the community, make services more accessible, and improve and streamline operations.

### Eligibility

Applicants must be a Second Harvest Heartland Agency Partner operating in compliance with the terms in the active [2022-2024 Second Harvest Heartland Agency Partnership Agreement](#).

If you have questions regarding your eligibility, please contact your Partner Relations Specialist or the Community Partner Grants Specialist prior to starting the application. General inquiries can be directed to [grants@2harvest.org](mailto:grants@2harvest.org).

### Funding Use

The goal of this grant is to increase programmatic and organizational capacity in the hunger-relief system. This could look like: expanding physical capacity (e.g., new food distribution site, increasing food storage capacity, building improvements for food delivery or client access); adding or increasing food distribution programs that allow more people to be served; or, startup funding\* for personnel or staff that increases organizational and operational capacity.

Second Harvest Heartland capacity building grant funds can be used for the following, but not limited to:

- Equipment purchases and installation
- Building improvements (for Agency Partner-owned buildings or Agency Partners with [leasehold improvement or building improvement](#) terms included in their lease)
- Operational expenses associated with starting a new program or service
- Operational expenses associated with expanding a current program or service
- Personnel-associated expenses\* for new or expanding programs (e.g., salaries, internship, or volunteer stipends, recruiting costs)
- Client access improvements (e.g., translation services, physical disability accommodations, electronic check-in/out software, and devices)
- Expanding or starting client transportation to/from food shelf locations
- New or significant expansion of food rescue or meal delivery transportation-related costs (e.g., refrigerated trucks, vehicle modifications, or new operational costs)

- Food purchases for new or significant expansion of food distribution

\*Grant funding limited to this grant period (12 months). Second Harvest Heartland is unable to provide funding beyond the grant period for personnel or staff positions.

The capacity building grant is not intended to support programs or expenses that are already budgeted and/or funded. Capacity building grant funding **may not** be used for:

- Reimbursement for expenses incurred prior to the grant period
- Expenses that are reimbursable through other funding sources
- Loan payments or overdue bills
- Food purchases for budgeted or current programs

Please reach out to your Partner Relations Specialist or the Community Partner Grants Specialist if you have questions related to eligible funding use. General inquiries can be directed to [grants@2harvest.org](mailto:grants@2harvest.org).

### Funding Range

Second Harvest Heartland expects most grant awards to fall between \$10,000 and \$50,000. However, **grant requests are not required to be within this range**. Please request the amount that is needed for your project or purpose.

You may discuss your proposal with your Partner Relations Specialist if you are concerned that your request falls outside this range. Second Harvest Heartland will consider partial funding if unable to provide full funding for the project through this grant.

This is a competitive grant. Total distribution funding for the Second Harvest 2023 Capacity Building Grant is \$475,000.

### Key Dates

Application Opens: Monday, June 12, 2023

**Application Closes: Friday, July 21, 2023 11:59 p.m. CT**

Application Review Period: July 24 – August 31, 2023

Notification of Award Status: Friday, September 1, 2023

Grant Period: September 1, 2023 – August 31, 2024 (12 months)

### Application Review Process

All applications will be reviewed by relevant Second Harvest Heartland team members. Reviewers may reach out to grant application contacts for clarification on plans, budget, or impact. Reviews will consider multiple aspects, including, but not limited to:

- Eligibility of funding use
- The projected impact or outcomes of the proposed project or purpose

- Priority will be considered for underserved or under-resourced organizations, such as Black, Indigenous, and People of Color-led organizations, immigrant-serving organizations, and rural areas.
- Priority will be considered for Agency Partners who have not received a Second Harvest Heartland grant in 2023 (not including the 2023 Unrestricted Grant)

## How to Apply

Applications must be submitted through the Second Harvest Heartland Grant Portal.

When you are ready to start an application, please use the New Application link: [Start a new 2023 Capacity Building Grant Application](#)

If this is your first time using the Second Harvest Heartland Grant Portal, you will be required to create an account with a username and password. New accounts can be started by clicking on the “New Applicant?” link on the login page.

If you want to continue a saved application, please use the Second Harvest Heartland Grant Portal link to return to your saved application: [https://www.GrantRequest.com/SID\\_6305?SA=AM](https://www.GrantRequest.com/SID_6305?SA=AM)

## Grant Application Support

To ensure applicants receive support throughout this process, the Partner Relations Specialists and Community Partner Grants Specialist will be providing informational webinars and virtual open office hours. Applicants are also encouraged to contact their Specialist directly to discuss their application.

- Grant Informational Webinar & Second Harvest Heartland Grants Portal Overview
  - Thursday, June 15 at 10 a.m. CT via [Zoom](#)
  - Tuesday, June 20 at 3 p.m. CT via [Zoom](#)
- 2023 Capacity Building Grant Informational Video will be uploaded to Agency Zone.
- Virtual Open Office Hours (Join and leave at any time during open office hours)
  - Friday, June 16 from 10 a.m. – 1 p.m. CT via [Zoom](#)
  - Monday, June 26 from 1 p.m. – 4 p.m. CT via [Zoom](#)
  - Thursday, July 13 from 10 a.m. – 1 p.m. CT via [Zoom](#)
  - Wednesday, July 19 from 2 p.m. – 5 p.m. CT via [Zoom](#)

Applicants can also schedule a 1:1 meeting at any time during the application period with the Community Partner Grants Specialist. Please email [grants@2harvest.org](mailto:grants@2harvest.org) to schedule.

General questions and grant portal technical issues can be emailed to [grants@2harvest.org](mailto:grants@2harvest.org).

## Application Questions

A Microsoft Word version of the application is available with the application questions and requirements. The Application Preview document can be found on [Agency Zone](#) or downloaded ([Application Preview Download Word Doc](#)).

## Reporting Requirements

Grantees will be required to submit one (1) final report for this grant.

Reporting Due: October 1, 2024, (30 days after the grant period end date).

The final report can be submitted at any time prior to the report's due date if the funding has been fully spent.

Reporting requirements for this grant is available with the reporting questions and requirements. The reporting requirements document can be found on [Agency Zone](#) or downloaded ([Reporting Requirement Download Word Doc](#)).

## Frequently Asked Questions

### Eligibility Questions

1. *Can partners like schools, universities, and nonprofits who are not Agency Partners apply for this grant?*

No, entities and organizations who do not have an active Agency Partnership Agreement with Second Harvest Heartland are not eligible for the capacity building grant. Please contact [grants@2harvest.org](mailto:grants@2harvest.org) if you are unsure of your partnership status.

Second Harvest Heartland will be offering one more grant opportunity for school and school district partners this fiscal year (before September 30, 2023). Please email [grants@2harvest.org](mailto:grants@2harvest.org) if you need to be added to the grant announcement email list.

Because Agency Partners are fiscally, legally, and programmatically responsible for all programs under their partnership with Second Harvest Heartland, grant applications should be from the Agency Partner. Please contact [grants@2harvest.org](mailto:grants@2harvest.org) or your Partner Relations Specialist if you have questions.

2. *Can Redistribution Organizations (RDO) apply for this grant?*

No, RDOs in partnership with Second Harvest Heartland are not eligible for the capacity building grant.

3. *If I apply for this grant, can I apply for other Second Harvest Heartland grants?*

Yes, applying for a capacity building grant does not make you ineligible to apply for other Second Harvest Heartland Grants.

4. *If I received a grant from Second Harvest Heartland this year, can I apply for and receive other grants from Second Harvest Heartland?*

Yes, receiving prior grants from Second Harvest Heartland does not make you ineligible to apply for the capacity building grant. If you have received a significant or similar grant within the past six months, other applications may be prioritized when being reviewed.

## Funding Use Questions

1. *If my grant request is approved and it includes funding for food purchases, do I have to purchase from Second Harvest Heartland?*

No, food purchases do not have to be from Second Harvest Heartland. Grantees with budgets approved for food purchases can purchase from any vendor that meets their food purchasing needs best.

2. *Can all my requested grant funding go toward food purchases? In other words, 100% of the requested budget is all food purchases.*

Yes, it is possible Second Harvest Heartland will fund a budget only for food purchases IF there is a demonstrated need and use of food purchases that aligns with the goals of the grant AND there is a plan for operational expansion.

Example 1: Start a culturally connected food selection that meets new or developing needs of the community and there is pre-existing room for this inventory at the distribution or storage site.

Example 2: A new program or service is being funded by another funding source, but the funder does not allow food purchases.

3. *Can I plan on saving some of my grant funding to be used past the grant period?*

No, you cannot plan to save grant funding for expenses past the grant period, which is September 1, 2023 – August 31, 2024. Your project timeline may be different than the grant period, but the grant funding should be planned on being used during the grant period.

## Application-related Questions

1. *I noticed this application does not require additional documents, like my organization's tax form, organizational or annual budget, or annual audit. Why is that?*

The Second Harvest Heartland Grant Team is making this a requirement for grantees, not applicants. Organizations whose applications are funded will be required to have the following documents on file with Second Harvest Heartland prior to receiving grant funding:

- Most recent tax form\*: Form 990, 990-EZ or 990-N
- Most recent annual audit (if required for your organization)

\*If you are a church or religious organization that meets the requirements of section 501(c)(3) of the Internal Revenue Code but does not seek or has not received IRS recognition, you will submit a document with the following message: IRS Church definition is on file with Second Harvest Heartland.

2. *I started and saved an application, but when I use the application link, it takes me to a new application and none of my work is saved. Do I have to start over?*

No, you do not have to start over as long as you saved your application. The “New Application” link starts a new application. To return to a saved application and continue working on it, please use the grant portal login link: [https://www.GrantRequest.com/SID\\_6305?SA=AM](https://www.GrantRequest.com/SID_6305?SA=AM).

It is recommended that you bookmark or favorite this link. This account login will take you to saved applications, submitted applications, and reports.

3. *In the application, when I try to add an attachment, it does not show up in my saved application. What should I do?*

Attaching a document in the online application requires two steps:

1. Click “choose file” and select the file from your computer that you want to attach.
2. Click the “Upload” button to save your attachment in your application.

If these steps are not working, please contact the Community Partner Grants Specialist at [grants@2harvest.org](mailto:grants@2harvest.org) or by phone at 651-238-8422 to get assistance.

## Grant Portal/Login Questions

1. *Why doesn't my Second Harvest Heartland grant portal login work when I try to log into the grant portal?*

If this is your first time using the Second Harvest Heartland Grant Portal, you will be required to create an account with a username and password. This is not the same as your Heartland Hub login. The grant portal is a different site than the Heartland Hub, so you will need to create a separate login.

If you have already created an account for the SHH Grant Portal and now your login is not working, please try using the “Forgot Password” link under the “Password” box. A temporary password will be emailed to the email used to login to your Second Harvest Heartland grant portal account.

Please note temporary passwords are active for a 24 hour period. If you have not used it and updated your password within 24 hours of requesting it, you will have to re-request it by using the “Forgot Password” link.

If you are still experiencing login issues, please contact [grants@2harvest.org](mailto:grants@2harvest.org) and we can check your account and send you a temporary password.