



recyclemore
WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY

Surplus Edible Food Recovery Grant Application

Up to \$20,000 may be awarded per applicant, with a total funding cap of \$100,000 for this grant.

Grant applications for less than \$1,000 will not be accepted.

Entire application must be completed to be considered for funding.

If not using the online application, submit completed application with documents via email to rekaa@recyclemore.com or mail to:

Reka Abraham
RecycleMore
3220 Blume Drive, Suite 139
Richmond, CA 94806

Applications open January 15, 2025.

Application is due 11:59pm February 26, 2025. Late applications will not be considered for funding.

Section 1: Organizational Information

1. Name of Organization:
2. Address of Organization:
3. Contact Name and Title:
4. Contact Phone Number:
5. Contact Email:
6. Provide the organization's 501(c) or 501(c)(3) number:
7. Describe your organization, including mission statement, and what surplus edible food recovery programs are included in your operations:



8. Identify the issue, need, or gap your funding request seeks to address and how the funding will increase surplus edible food recovery/donation/distribution:

9. Provide details on how future expenses will be met after the conclusion of this grant to allow for the surplus edible food recovery program to continue:
 - a. E.g. donations, funding from other organizations, memberships, events, etc.

10. List any cooperative or collaborative efforts with other organizations that would support the edible food recovery program:
 - a. *Please provide organization name, location, and provide details on collaborative efforts.*

11. RecycleMore strives to support projects and organizations that serve communities and hold social and racial equity as an element of their work, as well as those that are women and/or Black, Indigenous, and other People of Color (BIPOC) owned or operated. We would like to learn more about how your program helps advance equity and inclusion or how your organization supports equity, inclusion or community engagement through your operations, programs and/or services.
 - a. Note: We recognize that not all projects, programs or services directly address equity and inclusion, however, if your entity is involved with activities that are tied to meeting important community needs, not directly related to this funding request, please include.



16. Personnel: List essential team members and how they will be relevant for implementing the requested funding.
 - a. Please provide their name, title, and how they are relevant/necessary to using the requested equipment:

Section 3: Vehicle Gas Stipend

The following questions are required to be completed if the funding request includes vehicle gas stipend. Organizations may only request up to \$1,000 in this section. Refer to the FY24/25 Edible Food Recovery Grant Information Packet for additional information on how to calculate your vehicle gas stipend request.

17. List the destinations that representatives from your food recovery program travel to pick up or drop off surplus edible food. Include name, address and round-trip distance from your location (in miles). Include how many times per year your organization travels to each location to pick up or drop off surplus edible food. See example below:

Example:

Destination: Foods and Stuff

Address: 555 First Street, Anywhere, CA

Distance: 5 miles round trip

Frequency per year: 24

18. List the total estimate mileage traveled over the calendar year of 2024 from your organization to pick up or drop off surplus edible food.



Section 4: PG&E Utilities Stipend

The following questions are required to be completed if the funding request includes utilities stipend. A copy of your organization's 2024 PG&E bills is required for this section. The funding request must not exceed the amount spent on PG&E utilities in 2024.

19. Are utilities shared with other programs within the organization?

20. If utilities are shared with other programs, please include an explanation of how the cost associated with the food recovery program was calculated.

Section 5: Vehicle Rental/Lease/Loan Stipend

The following questions are required to be completed if the funding request includes vehicle rental/lease/loan stipend. The funding request may not exceed \$5,000.

21. Is the funding request to cover expenses associated with:

a. *Please choose one of the following*

- i. Vehicle rental
- ii. Vehicle lease
- iii. Vehicle loan

22. Provide the make, model and year of the vehicle (for rentals, provide the general make and size of the vehicle rented).

23. If the vehicle is being shared by multiple programs within the organization, please include an explanation of how the cost associated with the food recovery program was calculated.



24. Please provide a statement of what the vehicle is used for.

Section 6: Surplus Edible Food Recovery

25. Do you collect surplus edible food from outside of the Food Bank?

Provide a yes or no.

- Yes No

26. Do you have grocery store or distributor partners who donate surplus edible food to your organization that you do not report to the Food Bank using Meal Connect?

27. Is your organization willing to use Careit (a free food connection network and tracking app provided by RecycleMore) to report to RecycleMore your food recovery data?

28. What type of surplus edible food will you prevent from going to waste?

(check all that apply)

- a. Fresh produce
- b. Shelf-stable/Non-perishable foods
- c. Fresh/Frozen grocery requiring refrigeration or freezing
- d. Baked goods
- e. Meat
- f. Milk & Dairy
- g. Cold prepared food
- h. Hot prepared food
- i. Bulk foods
- j. Other: describe



29. Please list any specific food items that your organization is **not** interested in accepting, and why:

30. Which of the following food generator categories is your organization willing to recover food from?

(check all that apply)

- a. Supermarket
- b. Grocery store
- c. Food service provider
- d. Food distributor
- e. Wholesale food vendor
- f. Restaurant
- g. Hotel
- h. Health facility or hospital
- i. Large venues/events
- j. Schools
- k. Other: describe

31. Do you currently weigh food donations?

- Yes No

This grant requires all incoming food donations to be weighed and recorded. Weights must be in pounds. If your organization is in need of a scale to fulfill this requirement, please include it in the budget as part of your equipment funding request.

32. Please provide the pounds of surplus food currently recovered in 2024. If your organization has not been weighing donations, please provide an estimate:

33. If your organization prepares meals, please provide the number of meals served in 2024:

34. If applicable, please provide the pounds of food donated to other organizations in 2024:



35. Estimate the additional surplus edible food (in pounds) your organization will be able to recover as a result of this grant:

Section 8: Attachments

The following items are required as attachments.

1. Budget – fill out and attach the provided budget template.
2. Insurance – Include proof of the insurance requirements listed on page 10 of the grant information packet
3. For equipment funding, provide:
 - a. Three cost quotes for each piece of equipment requested in the budget.
Attached quotes are required to be named using the following convention:
 - i. Attachment number, equipment type, price, vendor
 - ii. Example: Attachment 1 – New Commercial Fridge_ \$10000_ Restaurant Supply
 - b. If you are not able to obtain three quotes, provide an explanation.
4. For utilities stipend, provide:
 - a. PG&E utility bills for 2024
5. For vehicle rental stipend, provide:
 - a. Copy of rental quote used to make the calculation of rental fees
6. For vehicle lease/loan stipend, provide:
 - a. Copy of lease/loan agreement
 - b. Copy of lease/loan payment schedule