



860-571-7500 | [ctunitedway.org](http://ctunitedway.org)

## DSS Emergency Assistance Program for Non-Foodshare Pantries in Connecticut

# Frequently Asked Questions

### Where do I apply?

<https://ctunitedway.submittable.com/submit>

### ELIGIBILITY

#### **My food pantry is not part of the Connecticut Foodshare Agency Network. Am I eligible to apply?**

Yes. This exciting opportunity is for food pantries that are not associated with Connecticut Foodshare.

#### **My organization's food pantry has only been in operation for a year. Am I eligible to apply?**

Yes. To be eligible, organizations must be able to substantiate food expenditures (food for human consumption) for the most recent fiscal year along with an annual food budget (excluding donations) for the current fiscal year.

#### **My organization is part of the Connecticut Foodshare Agency Network. Am I eligible to apply?**

No. Connecticut Foodshare agency partners are not eligible for this program. State funding has been provided to Connecticut Foodshare for food purchases that will be made available at no cost to organizations partnered with the food bank.

#### **Does my organization need to be a nonprofit 501c3 to apply?**

Nonprofit 501c3 organizations and municipalities are eligible to apply. Organizations must be incorporated as nonprofit, 501c3 organization in good standing, or be an entity that is legally represented by a 501c3 organization (such as a fiscal sponsor).

A 501c3 organization must be the applicant for the funding opportunity and meet all eligibility requirements. If successfully awarded funding, the applying 501c3 organization will be the grantee and will be expected to meet all of the eligibility requirements and commitments of the grant.

#### **What if my organization is operated under a municipality. Can I apply?**

Organizations, e.g. schools, that are operating under a municipality are eligible to apply and must provide municipal authorization documentation such as a letter from mayor, first selectman, town manager, municipal department head, or finance director confirming the pantry is municipally operated or authorized to apply.



**My organization provides services to people in Connecticut, but my organization is located outside CT. Am I eligible to apply?**

No. Your organization must serve people in Connecticut from a business location in Connecticut.

**My organization has been operating as a food pantry for the last 6 months. Am I eligible to apply?**

No. Applying food pantry(ies) must provide food to the general public at no charge for at least twelve (12) months prior to submission of application.

**My organization doesn't have a 211 listing can we still apply?**

Yes, as long as you agree to create a listing within 30 days if awarded funding.

FUNDING QUESTIONS

**Do I need to request an amount when applying?**

Yes. Applying organizations can request up to twenty-five percent (25%) of such food pantry's substantiated annual food purchase cost (excluding donations) or fifty thousand dollars (\$50,000), whichever is less. The application has an Annual Food Purchase Calculator to help you determine how much you are eligible to apply for.

**Can my organization use the funding for staff salaries, shelving, transportation, or other administration costs?**

No. Funding is for the purchase of food for human consumption only.

**If awarded, when will my organization receive the funds?**

Funding will be distributed over four payments. Upon completion of the execution of the Letter of Award, 25% of the grant award will be advanced, with the release of the remaining grant funds contingent upon grantees documenting that all advanced funds have been expended.

**Is funding on a reimbursement basis?**

No. The first 25% will be advanced, and the remaining 75% of grant funds to be distributed in installments, pending submission of documentation that the previously released funds were spent in accordance with the grant conditions.

**When will I hear if my application is successful?**

Grants will be issued as soon as individual applications are complete, fully reviewed, and processed.

**If my organization received funding, when do I need to expend the funds?**

All funds must be expended by May 31, 2027.

**What happens if I don't expend all the funds by May 31, 2027?**

Any funds not expended or not expended in compliance with the terms and conditions of the grant award must be returned to United Way of Connecticut by July 1, 2027.

**APPLICATION****I don't have a Submittable account. How do I go about getting one?**

Find out how to create a Submittable account via <https://submittable.help/en/articles/7940128-getting-started-as-a-new-submitter>

**Can more than one person in my organization collaborate on the application?**

Yes. Once you login to Submittable and start the application, you can invite collaborators onboard. Find out how to invite a collaborator onto this submission via <https://submittable.help/en/articles/3654810-inviting-collaborators-on-submissions-and-additional-forms>

**Who is meant to fill out the application and who should e-sign the application before submitting it?**

Anyone in your organization can fill out the application. However, you must include information about your organization's authorized signatory, and this person must e-sign the application before submission. You can invite people to collaborate with you on the application. Find out how via <https://submittable.help/en/articles/3654810-inviting-collaborators-on-submissions-and-additional-forms>

**I'm having technical issues with Submittable, can someone help me?**

Check out the **Submitter Resource Center** (<https://submittable.help/en/collections/185534-submitters>) or contact **Submittable Customer Support** ([https://www.submittable.com/help/submitter/.](https://www.submittable.com/help/submitter/))

**The Annual Food Purchase Calculator isn't working for me. Can you help?**

The calculator only uses numbers. Try removing all (\$ and ,). You must tab or click on next cell to see calculations and/or changes made.

**Why do I have to fill out the conditional award section?**

These are conditions and attestations required by DSS to receive funding. UWCT is putting these in the application to create a more streamlined process and therefore, if awarded, the applying organization will receive funding faster.

## REQUIRED DOCUMENTS

### **What documents will I need to complete the application?**

Applying organizations must provide the following documents at the application stage and we suggest that you gather these documents and have them ready before you begin the application:

1. **NONPROFITS:** must provide a certificate of legal existence from the Connecticut Secretary of State and copy of IRS exemption letter.
2. **MUNICIPALITIES:** must provide municipal authorization documentation such as a letter from mayor, first selectman, town manager, municipal department head, or finance director confirming the pantry is municipally operated or authorized to apply.
3. All organizations must upload a completed and signed W9. Find a blank form via <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
4. All organizations must upload expenditures from most recent fiscal year's annual food budget.
  - Examples include: General ledger report showing food purchases; Accounting system expense report; Vendor statements; Invoices; Receipts; Check register or payment report; Credit card statements tied to food purchases
5. All applicants must provide their budgeted amount for food expenditures for the current fiscal year.

Additionally, all organizations must be prepared to show proof of operation as a food pantry in Connecticut.

### **I don't have receipts that show I purchased food for human consumption from the previous twelve (12) months. What should I do?**

Unfortunately, the condition of this funding opportunity is to be able to show proof of food purchases (excluding donations). We will accept the following as proof:

- General ledger report showing food purchases
- Accounting system expense report
- Vendor statements
- Invoices
- Receipts
- Check register or payment report
- Credit card statements tied to food purchases

### **Are in-kind food donations accepted as "purchased food"?**

No. Only purchases of food for human consumption from the organization's most recent fiscal year are considered.



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## OTHER

### **What is The United Way of Connecticut (UWCT)'s role in this opportunity?**

UWCT is contracting with DSS to provide grant administration of this emergency food funding opportunity.

### **Why isn't funding being provided to Connecticut Foodshare agency partners?**

State funding has been provided to Connecticut Foodshare for food purchases that will be made available at no cost to organizations partnered with the food bank.