



# OPEN GRANT APPLICATION CYCLE

## EMERGENCY FOOD PROGRAM

The **Cobb County Emergency Food Program** will provide assistance to the residents of Cobb County who have been financially impacted by the Coronavirus Disease 2019 (COVID-19) pandemic. Cobb County is requesting proposals from a wide range of **non-profit organizations** to supplement and expand ongoing efforts to provide food procurement, storage, and distribution in response to the COVID-19 until **4:00 p.m. on Wednesday, May 20, 2020.**

*Applications will be accepted through the Cobb County CDBG Program Office.*



**The Emergency Food Program is a reimbursable grant.**

Funding will be provided to grant recipients after expenses have been incurred by the agency and receipts submitted for eligible projects.

Applicants will be allowed to provide food receipts starting April 1, 2020. All funds must be expended before September 30, 2020.

## SAMPLE EMERGENCY FOOD ELIGIBLE AND INELIGIBLE EXPENDITURES

### SAMPLE EMERGENCY FOOD ELIGIBLE AND INELIGIBLE EXPENDITURES (NOT LIMITED TO THESE ITEMS)

CATEGORY	SAMPLE ELIGIBLE ITEMS	SAMPLE INELIGIBLE ITEMS
<b>FOOD DISTRIBUTION</b>	Any food used in served meals (cold or hot); costs of transporting food to site or client; paper products, daily per person/per meal (\$7.50).	Any items not related to actual feeding of a client. Excessive meal costs. Excessive snack food items. Staff events/functions. Distribution costs exclude any costs for purchasing, leasing, or renting of vehicles or other similar conveyances.
<b>FOOD PROCUREMENT</b>	Food vouchers, food boxes, grocery orders, restaurant vouchers, etc. Food purchased for food banks and/or food pantries, vouchers, transportation costs.	Tobacco, alcohol, Any non-food items. Excessive meal costs. Excessive snack food items. Staff events/functions.
<b>FOOD STORAGE</b>	\$300 per item maximum Mass feeding: pots, pans, toasters, blenders, microwave, utensils, paper products, any item essential to the preparation of food, shelving.	Decorative curtains, carpet, clothing, TV's computer systems, office equipment, bedroom furniture other than beds (nightstand, lamps, etc.)

### MINIMUM APPLICANT REQUIREMENTS

1. 501(c)(3) organizations classified as a public charity with a minimum two (2) year operating history as a nonprofit
2. Verification of registration with the Georgia's Secretary of State Office at the time of application.
3. An active Board of Directors within the last 12 months.
4. A statement of financial position (balance sheet) and a statement of financial activity for the prior year end, to be submitted with the application.
5. Proof that required 990 or 990-N filings are current.
6. Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation (if applicable).
7. Submission of a list of any other grant money received related to COVID-19 and how much remains.

## APPLICATION INFORMATION

**Grant applications will be accepted electronically at the link below:**

**EMERGENCY  
FOOD APPLICATION**

**APPLICATION SUBMISSION DEADLINE  
4:00 P.M. WEDNESDAY, MAY 20, 2020**



Cobb County CDBG Program Office  
192 Anderson Street, Suite 150  
Marietta, Georgia 30060  
(770) 528-1455  
info@cobbcountycdbg.org