



IHI Pantry Partner Grant Program

Purpose:

The purpose of the Grant Program is to facilitate the creation of new Pantry Partners and strengthen existing ones.

Guidelines:

- Applications may be made by existing Gleaners Pantry Partners or pantries in good standing with Gleaners having a goal of becoming a new Pantry Partner.
- Pantries must be located in Marion, Boone, Hamilton, Hancock, Hendricks, or Johnson Counties
- Grant requests may be up to \$8,000. No more than \$4000 of the total may be for salaries.
- Preference will be given to proposals from areas not currently served by a Pantry Partner pantry
- Applicants are encouraged to consider using IHI funds to solicit matching gifts.
- A grant will be awarded to an organization only once in a 12 month period.
- Grants will only be awarded to congregations or pantries with an IRS 501(c)(3) certificate.

Uses of Funds:

Funds may be provided for:

Acquisition or modification of pantry equipment

Facility modifications

Salary/benefits for a part-time pantry coordinator who will oversee the development of a new Pantry Partner

Funds will not be provided for:

Food purchases

Ordinary operating expenses

Applications:

Applications must be submitted printed in a Microsoft Word file in Times Roman 12 point type, single spaced, with a hard copy.

Applications should typically not exceed 5 pages (not including attachments).

Information to be provided:

- Request amount
- Name of applying organization
- Address
- Contact person
- Phone
- Email
- Website (if any)
- Specify whether grant will support a new or existing Pantry.
- Describe the pantry. Include area served, anticipated amount of food distributed, number of recipients of food, and number of individuals represented.
- Describe the proposed use of funds, including timeline.
- For pantries not currently a Pantry Partner, provide an overall project plan, including timeline, for how you will develop a pantry which meets all the criteria of a Pantry Partner.
- A list of board of directors, advisory board, and/or steering committee.
- List other organizations that will be collaborating in this effort. Include letters of support as appropriate.
- Provide a total budget for the Pantry. Indicate use of grant funds. Include all other income and all expenses.
- Describe how additional funding will be obtained to continue full operation of the pantry beyond the grant period.
- Signature of submitting party.
- Copy of IRS 501(c)(3) certificate

Process:

- Grants will be reviewed by the IHI grant committee.
- Grant applications not received by the due date may not be reviewed until the next grant period.
- Site visits may be made during the review and/or at the end of the grant period.
- Incomplete applications will not be reviewed.

Reports:

An interim report will be submitted to IHI within 90 days from receipt of funds. A final report will be submitted in 180 days.

Report will include:

- Use of grant funds
- Challenges and successes
- Number of people served in the period
- Any other project results

Status of plans for sustainability

Note: Pantries not providing the requested reports in a timely fashion will not be eligible for additional grants and may not be able to continue to receive the Pantry Partner program's reduction of handling fees.

Application Deadline:

The grants committee will meet quarterly. Grant applications will be due by January 1, April 1, July 1, and October 1.

Send completed grant applications and reports to:

Dave Miner
Executive Director, Interfaith Hunger Initiative
9080 Dewberry Court
Indpls, IN 46260

-or-

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rev 4-16-10

