**Golden LEAF Foundation Food Distribution Assistance Program**

School-based Weekend Food Assistance Endorsement Letter Guide and Template

*For Newly Established Programs*

**Background**

The N.C. General Assembly appropriated $10 million to Golden LEAF for the Food Distribution Assistance Program. This program is funded by federal State Fiscal Recovery Funds through the North Carolina Department of Agriculture and Consumer Services. Funds may be used for grants to nonprofit organizations to assist those organizations in establishing a school-based weekend food assistance program.

For purposes of this grant program, a School-based Weekend Food Assistance Program is a program that has an agreement with a public K-12 institution to provide weekend food assistance. The program must provide food for students to bring home at least once a month (except for summer months). (This definition is [*aligned with Feeding America’s definition*](https://www.feedingamerica.org/our-work/hunger-relief-programs/backpack-program) *of backpack programs.*)

During review of applications for funding, a member of the Golden LEAF team may need to reach out to the school at which the program will be based with questions. If the proposed project will involve activity at the school (for example, purchasing equipment to be stored at the school) additional information and an in person site visit to the school will be required.

Organizations that receive funding through this program will be required to report outcomes for at least the first six months following completion of their project.

**Directions**

Applicants are required to provide an endorsement letter from their proposed partner school(s) confirming the information provided in their application. Please have the school complete the template on the following page on the school letterhead, filling in each of the gray boxes. If there are multiple schools involved in the project, please submit one letter for each school. The applicant organization is required to upload a PDF of the letter as part of the application.

**Questions**

Please direct any questions or concerns to the Golden LEAF Food Distribution Assistance Program team via email to FDAP@goldenleaf.org.

February 2023

Date

Dear Golden LEAF Foundation,

We are writing in support of the application from Applicant Organization Name in the Golden LEAF Foundation Food Distribution Assistance Program.

Applicant Organization Name will provide food to students at School Name. As of the date of this letter, there are total enrollment students attending School Name, of which, we have identified at least number of students needing food assistance OR number of students qualifying for free or reduced cost lunch that would be eligible to receive food assistance provided by Applicant Organization Name.

[Describe any resources the school has committed to support this program, including making space available for food storage, etc.]

[Include any other information regarding the school’s support of this project]

Sincerely,

Name and title of person signing on behalf of the school

**Please direct questions for School Name to:**

Contact Name:

Contact Role:

Contact Email:

Contact Phone: