**Golden LEAF Foundation Food Distribution Assistance Program**Outcomes and Activities Worksheet

**Organization Name:**  **File Number:** The purpose of this worksheet is to document the process for setting the baseline of the households currently served or backpacks currently provided by grantees in the Golden LEAF Food Distribution Assistance Program.

This document contains multiple sections. Please review the document carefully to ensure that you complete the sections required for your project. All organizations must complete Section 1 and Section 4.  
  
**1. Outcome Type**  
Select all that apply for your project. Outcomes should only reflect activity in North Carolina.  
  
 **Expansion:** Increase in number of households served (e.g., more storage space allows for more food to be available for distribution)

If your organization is a food bank partner agency, we will determine the baseline for Expansion outcomes using:

1. Existing food bank reporting; and
2. If your food bank reporting does not cover all of your organization’s food distribution activities, your organization’s records regarding those additional activities.

If your organization is a school-based weekend organization, we will determine the baseline for Expansion outcomes using;

1. Endorsement letters provided by the partner schools; and
2. Records maintained by the organization.

**Enhancement:** Increase in variety of food provided (e.g., coolers allow for produce and meat in addition to dry goods)  
  
**2. Food Bank Partner Agency - Baseline Data Calculation and Target**  
Provide six months of data to support the baseline calculation. Data entered must match the supporting documentation provided. If summing multiple reports, please break out each month and then calculate the average. See example below.

|  |  |  |
| --- | --- | --- |
| **Month/Year** | **Households Served** | **Pounds of Food** |
| *May 2023* | 50 | 15,000 |
| *OR May 2023* | 25 (TEFAP) + 25 (Partner) = 50 | 15,000 |
| Insert Month 1 - |  |  |
| Insert Month 2 - |  |  |
| Insert Month 3 - |  |  |
| Insert Month 4 - |  |  |
| Insert Month 5 - |  |  |
| Insert Month 6 - |  |  |
| **Average** |  |  |

**You must have documentation to verify baseline data.**Documentation may include reports submitted by your organization to the food bank, reports from your organization’s database system, other reports or documentation used to track the required information.

|  |  |  |
| --- | --- | --- |
|  | **Baseline**  *(use average from table above)* | **Target\*\*** |
| **Households** |  |  |
| **Pounds of Food** |  |  |
| **Baseline Date** (date of last month of reporting use to set average, for example 11-30-23) |  |  |

**Explanation of Variance**Provide additional context or explanation for changes in baseline or target that are different from the amounts provided during the application process. \*\*Significant variance from the data reviewed during the application and due diligence process may require approval by the Golden LEAF Board of Directors.

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**Source Documents**  
Describe the reporting documents used to set the baseline for both enhancement and expansion goals. Those documents must be uploaded in the Supporting Documentation of Baseline Data requirement in Fluxx and must match the information entered on the table on the previous page of this document. Example: See attached food bank reports and retail partner invoices.

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**3. Food Bank Partner Agency - Enhancement**  
For Enhancement outcomes, please provide narrative information describing your current food distribution and the changes in your distribution that will result from this project. [See the Program Glossary](https://goldenleaf.org/food-distribution/faq/) for more information about how enhancement is defined for the purpose of this program.  
  
**Food Bank Partner Agency - Enhancement Outcomes- Narrative Baseline**  
Describe the current type and frequency of cold item distribution.Example: Organization Name cannot provide dairy products due to lack of storage. Organization Name currently provides meat and produce.

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**Enhancement Outcomes - Narrative Target**  
Describe the target type and frequency of cold item distribution. Example: Organization Name will provide dairy products with new available cold storage.

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**4. Project Activities**Golden LEAF has revised and consolidated the available Activity options to only those below. Please provide the target date **only** in the sections that correspond to the use of grant funds for your project. Awards may include activities in multiple sections. Target completion dates may be approximate but should demonstrate the anticipated time required for each activity. Numbers listed correspond to the activity number in Fluxx and are for Golden LEAF staff use only.

Line-item expense (vehicle, equipment, renovation) estimated at more than $25,000

|  |  |
| --- | --- |
| If multiple items, identify a target date for the final item. | **Target Date** |
| Begin Bidding and Procurement Process (1) |  |
| Complete Bidding and Procurement Process (2) |  |
| Delivery/Installation (11) |  |

Line-item expense (equipment) at $25,000 or less

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| If multiple items, identify a target date for the final item. | **Target Date** |
| Purchase Small Equipment (No Formal Procurement Process Required) (10) |  |

Renovation or Construction

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| Only complete the row if Golden LEAF funds will be used to support. | **Target Date** |
| Begin Renovation or Construction (14) |  |
| Complete Renovation or Construction (15) |  |

New Food Bank Partner Agencies Only

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| This date may be prior to your Golden LEAF award date. | **Target Date** |
| Apply to become a Food Bank Partner Agency (16) |  |

**All Projects**

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| --- | --- |
|  | **Target Date** |
| Begin Expanded/Enhanced Food Distribution (17)\* |  |

**5. School-Based Weekend Organization - Baseline Data Calculation**  
Provide six months of data to support the baseline calculation. Data entered must match the supporting documentation provided. If summing multiple reports, please break out each month and then calculate the average. See example below.

|  |  |
| --- | --- |
| **Month/Year** | **Backpacks Distributed Weekly** |
| *May 2023* | 100 |
| Insert Month 1 - |  |
| Insert Month 2 - |  |
| Insert Month 3 - |  |
| Insert Month 4 - |  |
| Insert Month 5 - |  |
| Insert Month 6 - |  |
| **Average** |  |

***You must have documentation to verify baseline data.***Documentation may include reports submitted by your organization to the food bank, reports from your organization’s database system, other reports or documentation used to track the required information.

|  |  |  |
| --- | --- | --- |
|  | **Baseline**  *(use average from table above)* | **Target\*\*** |
| **Backpacks Distributed Weekly** |  |  |
| **Baseline Date** *(date of last month of reporting use to set average*) |  |  |

**Explanation of Variance**Provide additional context or explanation for changes in baseline or target that are different from the amounts provided during the application process. \*\**Significant variance from the data reviewed during the application and due diligence process may require approval by the Golden LEAF Board of Directors.*

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