

# Golden LEAF Foundation Food Distribution Assistance Program

## Guidelines for Grantees -- Award Increase Modifications

Only existing Golden LEAF Food Distribution Assistance Program grantees may request funds through this process.

**Award increase modification requests must be submitted by NOON on Friday, April 5 via the form posted on the Golden LEAF website at <https://goldenleaf.org/food-distribution/increase>**

### Overview

Golden LEAF has funds available to increase award amounts for existing Golden LEAF Food Distribution Assistance Program Grantees. Funds must be requested through the process outlined in this document by **noon on Friday, April 5**. Grantees must be making satisfactory progress toward completion of Initial Requirements (in Fluxx) prior to submission.

Increases will be awarded by the Golden LEAF Board of Directors at their meeting on June 6, 2024. At this time, Golden LEAF expects only one process to allow for increases to awards.

The maximum combined award in the Golden LEAF Food Distribution Assistance Program is \$250,000.

Funds may only be requested for eligible items ([see list posted on the Resources page](#)). **Information in this document is current as of March 6, 2024.**

### Priorities

Golden LEAF has established a prioritization for consideration of additional funds for awarded projects.

1. Increase needed due to higher than expected costs for or to implement awarded items.
  - Higher than expected bids for awarded items
  - Unbudgeted expenses required to implement awarded items (e.g., shipping, installation, electrical upfit)
2. Increase to support additional items connected to increased outcomes, including items that were requested but not awarded in the original application and items not previously requested. (This does not include items in Priority 3.)
3. Increase to support signage, vehicle wrapping, or volunteer and staff assistance items

### Process

Requests for increases must be submitted through the form posted on the Golden LEAF website at <https://goldenleaf.org/food-distribution/increase> and include the Required Documents.

## Required Documents

1. Increase Modification Request Excel Workbook ([template on the Resources page](#)).
2. Signed Overview Tab

Supporting Documents/Quotes for new items requested are encouraged but not required. Golden LEAF may request supporting documentation.

**Requests must be submitted through the form posted on our website and NOT through Fluxx.**

## Q&A

### **Can funds be requested to offset funds previously committed by my organization?**

Yes, as long as the requested use is eligible and funds previously committed by your organization will be used for other related activities, i.e., your organization's financial commitment to the project may not be reduced but may be allocated to other costs. Funds may only be used for previously incurred expenses if Golden LEAF was already a partial funder of the item.

### **Can I request items that weren't part of my original application?**

Yes. Depending on the request, it would fall under Priority 2 or 3.

### **Can I request items that were part of my original application but not funded?**

Yes, so long as the item is eligible ([see list posted on the Resources page](#)).

### **We're not sure if we'll need additional funds at this time. Will there be another opportunity to request funds?**

At this time, we expect to award all remaining funds through this process and that there will not be another opportunity to request an increase.

### **I'd like to request a change in the use of funds as well as an increase. How do I do that?**

Fill in the Excel Workbook section under Priority 2. Identify the item or items that will be modified in the notes section, including the amount of funds previously awarded. The amount of the increase should be net of the use of modified funds. For example, if you received \$1,000 for a pallet jack and would like to request additional funds and a modification to purchase a \$5,000 pallet lift, then the amount of the increase would be \$4,000 (\$5,000 total cost minus \$1,000 available from the pallet jack).

### **What are "volunteer and staff assistance items"?**

Volunteer and staff assistance items include things like anti-fatigue mats, shade tents, and similar items. They should be directly related to implementation of the project funded by Golden LEAF.

### **Would replacement computers be considered under staff assistance items?**

No. General operating needs for organizations are not eligible under this program. Funds may be requested for technology under Priority 2 provided there is a direct link to outcomes (computers used for new check out stations, new mobile distributions, etc.)

**When will additional funds be available to spend/request as a disbursement?**

Costs may be incurred as of June 6, however may take an additional couple of weeks for items to be updated. Funds will be available following the same process for procurement certifications and payment requests and after revised Grantee Agreements are signed.

**Will we be expected to follow the same procurement processes as the existing funds?**

Yes, the same procurement processes will be required for this round of funding. Please visit our Resources page and check out the Procurement section for additional guidance.

**If we apply for the additional amount, will it slow disbursement for what we've already been awarded?**

No, applying for an award increase will not impact the timeline of disbursement of currently awarded funds.

**What if we initially requested funds for a pallet jack, but now we want to increase that to purchase a better, more safer pallet jacket?**

This falls in Priority 2 as a request to increase that would be offset by modifying a use of awarded funds.

**Can we modify the use of funds to add items from priority 3?**

No. Use of funds may only be modified for eligible items not included in Priority 3.

**Can we apply for two different pieces of equipment?**

Yes. You can apply for more than one piece of equipment as long as the total amount of the request does not exceed \$250,000 when added to your previous award amount.

**Would adding logos to items already approved be in this 'first bucket' or would this fall in another category?**

Logos, signs, vehicle wrapping would fall under Priority #3 - Increase to support signage, vehicle wrapping, or volunteer and staff assistance items

**We'd like to add a couple of new pallet racks in addition to the ones we already have in the budget.**

An additional quantity of a previously awarded item that requires additional funds should be requested under Priority 2.

**Form**

Download the Increase Modification Request Excel Workbook [Template from the Resources page](#). Review the templates at the end of this document for common types of increases.

**Please carefully review the templates and guidelines to ensure the form is completed correctly.**

**1. Increase needed due to higher than expected costs for or to implement awarded items.**

Items that Golden LEAF funded previously through the purpose of the grant and approved project budget and related unbudgeted expenses.

<b>Column</b>	<b>Column Title</b>	<b>Guidance</b>
A	Reference Number	Item number from the approved Project Budget workbook
B	Line Item / Short Title	Item title from the approved Project Budget workbook
C	Current Golden LEAF Budget Amount	Amount from the current approved Project Budget workbook
D	Additional Amount Requested	Additional dollars requested for the specific item
E	Total Golden LEAF Budget Amount	Locked formula column that will automatically sum the Golden LEAF budget amount
F	Notes	Describe the need for the increase (higher than expected bids, additional cost needed for implementation)
G	Quantity (if applicable)	

**2. Increase to support additional items connected to increased outcomes.**

Items directly connected to increased outcomes. This includes both items that may have been requested and not awarded or new items that were not previously requested (other than items in Priority 3).

<b>Column</b>	<b>Column Title</b>	<b>Guidance</b>
A/B	Line Item / Short Title	Describe the item briefly
C	Amount Requested	Amount of Golden LEAF funds requested to be used for the items
D	Total Cost	Total cost of the item, including any additional funds to be contributed by the organization, taxes, or other expenses that cannot be reimbursed by Golden LEAF
E	Existing Item Reference Number	For requests to increase quantity of existing funded items only please provide the reference number
F	Use of Funds and Connection to Outcomes	Additional information regarding the items, including specifications that would describe the item (size, use, etc.). Provide an estimate of the number of additional households that could be served by the item requested. For example, a vehicle that would serve an additional mobile distribution route.
G	Quantity (if applicable)	

H	Notes	<p>Any other information that would be helpful to understand the request for modification.</p> <p>If you intend to modify use of previously awarded funds to offset cost of this request, include the net amount of funds in the amount requested (amount needed for item minus awarded funds to be used).</p>
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<b>3. Increase to support signage, vehicle wrapping, or volunteer and staff assistance items.</b>		
<b>Column</b>	<b>Column Title</b>	<b>Guidance</b>
A/B	Line Item / Short Title	Describe the item briefly
C	Amount Requested	Amount of Golden LEAF funds requested to be used for the items
D	Total Cost	Total cost of the item, including any additional funds to be contributed by the organization, taxes, or other expenses that cannot be reimbursed by Golden LEAF
E	Quantity (if applicable)	
F/G	Use of Funds and Notes	Additional information regarding the items, including specifications that would describe the item (size, use, etc.)

**See example templates on following pages**

## Example Templates

1. Increase needed due to higher than expected costs for or to implement awarded items.						
<b>Add shipping for one item</b> (match reference number to items on your approved Project Budget)						
Reference Number	Line Item / Short Title	Current Golden LEAF Budget Amount	Additional Amount Requested	Total Golden LEAF Budget Amount	Notes	Quantity (if applicable)
3	Pallet jack	\$1,000	\$250	\$1,250	Shipping added	
<b>Add shipping for multiple items</b> (match reference numbers to items on your approved Project Budget)						
Reference Number	Line Item / Short Title	Current Golden LEAF Budget Amount	Additional Amount Requested	Total Golden LEAF Budget Amount	Notes	Quantity (if applicable)
3, 5, 6	Shipping	\$0	\$300	\$300	Total shipping for various items for one order from (insert vendor name)	
<b>Higher than expected costs</b> (match reference number to items on your approved Project Budget)						
Reference Number	Line Item / Short Title	Current Golden LEAF Budget Amount	Additional Amount Requested	Total Golden LEAF Budget Amount	Notes	Quantity (if applicable)
2	Cargo van	\$45,000	\$5,000	\$50,000	Actual vehicle costs higher than expected	
<b>Installation services not accounted for previously</b>						
Reference Number	Line Item / Short Title	Current Golden LEAF Budget Amount	Additional Amount Requested	Total Golden LEAF Budget Amount	Notes	Quantity (if applicable)
New	Electrical upfit	\$0	\$5,000	\$5,000	Upfit required for item 4	

**2. Increase to support additional items connected to increased outcomes.**

Line Item / Short Title	Amount Requested	Total Cost	Existing Reference Number	Use of Funds and Connection to Outcomes	Quantity (if applicable)
Box truck	\$55,000	\$60,000		A new box truck will enable the addition of a new mobile route that will serve approximately 40 new households	
Pallet racks	\$5,000	\$5,000	4	New pallet racks will allow storage of additional food to serve more households each week	
Pallet stacker	\$4,000	\$5,000	2	A pallet stacker will allow food to be lifted higher than our requested pallet jack. See notes regarding modification of existing item 2 and reallocating \$1,000.	

**3. Increase to support signage, vehicle wrapping, or volunteer and assistance items.**

**Vehicle wrapping** (match reference number to items on your approved Project Budget)

Line Item / Short Title	Amount Requested	Total Cost	Quantity (if applicable)	Use of Funds and Notes
Vehicle wrapping	\$5,000	\$5,000		Funds to add branding to vehicle purchased with Golden LEAF funds (item number 2).

**Signage**

Line Item / Short Title	Amount Requested	Total Cost	Quantity (if applicable)	Use of Funds and Notes
Signage for building	\$10,000	\$10,000		Installation of a 4' by 10' sign on the exterior of the building. Signage includes installation by provider.

<b>Volunteer comforts</b>				
Line Item / Short Title	Amount Requested	Total Cost	Quantity (if applicable)	Use of Funds and Notes
Anti-fatigue mats	\$1,000	\$1,000	10	Foam anti-fatigue mats to be used at packing stations by volunteers. Volunteer shifts include standing in single locations for long periods of time.
Tents	\$500	\$500	1	Tent to use at distribution sites to provide shade.