



Food Bank offers grants through private foundations as well as federal, state and local governments.

Each grant has specific characteristics, restrictions and offerings.

The tips in this brochure will help your program manage and track all grants made by the Food Bank regardless of their origin.

www.foodbanknyc.org



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Keys to Managing your Grants



*Tips for managing
your Food Bank
grants*

If you place an order that exceeds your grant amount, your program will be responsible for the balance. Remember, only TEFAP orders are free.

Grant amounts will be reflected online. The "grant available" amount will appear in your shopping cart.



Your program should always keep independent records of spending. Keeping your own records will help ensure that you do not overspend your grants.



When you receive a grant, Food Bank will send an award letter to your administrative contact. The grant amount, order type (shopping list) and expiration date will be specified. **All award letters should be kept on file.**

Once you submit your order you **CANNOT** use the online ordering system to edit or cancel your order. To change or cancel an order only a Logistic Associate (212.991.4708) can assist you. It is imperative that you check your order to ensure accuracy before you submit it for processing.

does not mean you have twice as much to spend!
Please understand this

If your program is authorized to receive refrigerated and frozen products, your grant can be used on both dry and refrigerated/frozen inventories. As a result, total grant amounts will be displayed on the dry and refrigerated/frozen inventories. **Please understand this does not mean you have twice as much to spend!**

Grant amounts listed on the Online Ordering System **DO NOT** reflect any pending orders. Amounts are adjusted when you take receipt of the product.



For a step-by-step guide or training on the online ordering system, please visit the Agency Intranet or call 212.566.7855 ext. 2257.



If you feel your program has been incorrectly invoiced please contact Agency Resources at 212.566.7855 ext. 2257. All invoice disputes must be addressed in the same fiscal year (July 1 – June 30).



Upon delivery, you have the right to refuse an entire order or part of it if you don't agree with the invoiced amount. Make sure you denote any refusals on the driver's invoice.

