



Frequently Asked Questions

When do I apply?

Applications for 2019 Feed Appeal grants open on Saturday 1 June at 9am and close on Wednesday 31st July at 5pm.

How do I apply?

You will be able to apply for a grant via our online platform- Smartygrants. Click 'apply for a grant' on our website and you will be taken to the Smartygrants website.

What can I apply for?

There are three grant categories:

- **Major Projects Grants** up to \$50 000 for major infrastructure
- **Grass Roots Grants** of up to \$25 000 for minor infrastructure and food staple (maximum \$10,000) access
- **Rural Grants** of up to \$50 000 for major or minor infrastructure and food staple (maximum \$20,000) access for regional and remote communities

Definitions:

Major Infrastructure

Funding in this category relates to:

- Major Infrastructure and Logistics
- Walk in cool rooms and freezers
- Food transport vehicles
- Forklifts

Minor Infrastructure

Funding in this category relates to:

- Kitchen and storage equipment (e.g. shelving, cupboards and storage containers, refrigerators, freezers, trolley, food processors etc.)
- Minor capital works for food storage
- Capacity building such as training

Food Staples

In response to the growing demand for staple food, food relief charities can now apply for a grant which will provide them with credit to purchase food through PFD Foods from a pre-determined pantry list.



Frequently Asked Questions

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Please read through the points below, which explain how successful grant applicants will be able to access staple food through either PFD Foods.

PFD Foods

Charities can apply to receive a grant in the form of credit at PFD Foods, Australia's largest food service provider.

Charities will be provided with very competitive prices and access to special promotions thanks to PFD Food's support of the Feed Appeal. PFD Foods will provide a complete delivery service and there is no minimum delivery order. Food will generally be delivered the next day.

A wide range of food will be available (meat, cheese and dairy, rice, pasta, couscous, canned goods, dried grains and legumes, frozen vegetables, breakfast cereals etc.) as well as a wide variety of Halal and Kosher foods.

Charities will be able to place orders for food staples via an easy to use online ordering system and will be able to track expenditure and the balance of their account. Charities will be free to spread their orders between October 2019 and 30 August 2020 or spend their allocated amount sooner.

What can't I apply for?

Exclusions include:

- Funding to purchase petrol and/or food vouchers
- Fuel costs
- Funding deficits
- Staffing costs
- Funding for food sourced from suppliers other than PFD Foods

How much can I apply for?

- **Major Projects** up to \$50,000
- **Grassroots Grants** up to \$25,000 (max \$10,000 Food Staples)
- **Rural Grants** up to \$50,000 (max \$20,000 Food Staples)

When will I know if my application has been successful?

Applicants will be notified of the outcome of their application by 30th September 2019



Frequently Asked Questions

Unsuccessful applicants will be notified via email to the nominated contact on their application. Successful applicants will receive an email, and EFT form, which will need to be completed and returned.

Your organisation will also be required to submit an Acquittal Report online through the Smartygrants portal – the due date will be specified in your notification email. A reminder will be emailed to your organisation one month prior to the Acquittal Report due date.



Frequently Asked Questions

Tips for responding the grant application questions

Eligibility

Deductible Gift Recipient and Tax Concession Charity

To be eligible to apply for a Feed Appeal Grant, an organisation must be endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997, and as a Tax Concession Charity (TCC).

You can check on your status through ABN look up here:

<http://www.abr.business.gov.au/SearchIndex.aspx>

You must upload documents confirming your DGR status and your Tax Concession Charity status.

If you CANNOT answer yes to these two questions, your organisation is not able to apply for a grant.

Organisation Details

Please fill out each field in the Organisation Details section. Ensure you include the Organisation Trading Name if it's different to the Organisation Name. The Trading name should be the name that is registered against your ABN.

Ensure your ABN number is correct.

Organisation Contact Person

This refers to the person completing the grant application form.

About Your Organisation

What does your organisation do?

Please provide a clear outline of what your organisation does, including information on the people you support and what the organisation seeks to achieve.

Please describe the food services and support your organisation provides to your community:

Please include a description about the food services and support your organisation provides. Please indicate how many people you provide food relief to, and how you do this. Provide



Frequently Asked Questions

information on how your organisation collects food, stores it, cooks it and / or distributes food and how your staff and volunteers achieve this.

What is the frequency of food service and support?

Please indicate the frequency of your service and support – you can use the **Other** button and provide more details if needed.

How many people does your organisation provide food support to each week?

For this question, please indicate the number of people you are assisting each week currently on average.

How is your food service and support funded, and is this funding secure?

Please provide information on how you are funded and how you seek funding to support what the organisation does and indicate if the funding is secure.

Please list the percentage of food sourced from these options:

Using the list provided, please indicate the percentage of food you source from each agency. If you do not source from a listed agency, please put 0 in the percentage field. You can enter the agencies that are not featured via the **Other** field and list who they are. If you need to add agencies, click the **Add another response** link and another field will appear for you to use.

If you are NOT accessing food from Foodbank or a food rescue organisation, please indicate why?

Please provide as much information as you can in this section. If you are sourcing food from Foodbank or a food rescues organisation, please just put N/A in this field.

Grant Request

What is the grant amount you are requesting?

Please list the full amount you are seeking. Please don't include the \$ symbol in the field. You can include cents.

Please explain how your organisation would use a Feed Appeal grant?

In this section, please provide a detailed outline of what the funds will be used for. This should include descriptions of the equipment or food that you would purchase with a grant. Please also explain why these items are needed.

Please provide a specific breakdown of the items for which you are requesting funding. You must provide the requested number of quotes for the items, in order to submit your application.

Please list the equipment and / or food and the cost breakdown as accurately as possible. Complete the budget outline, in the application so it demonstrates sustainability.



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Who, in your organisation would be responsible for overseeing your grant if you received funding?

Please include the full name of the person who would manage the grant funding if you were successful in your application.

The Difference a Grant Will Make

Would a Feed Appeal grant enable you to provide **more food** to the people you currently support?

Please indicate if grant funding would help you to provide more food to the same number of people your organisation currently assists.

Would a Feed Appeal grant enable you to provide food to **more people** than you currently support?

Please indicate whether grant funding would enable your organisation to provide food to more people than you are currently assisting.

How will this funding improve the food service and support your organisation provides to your community?

Please try to demonstrate the real impact grant funding would have for the people your organisation assists. Please include details on how your food relief support and services will improve as a result of funding, and the overall benefit. Please provide as much detail as possible for this question.