Infrastructure for Alaska's Food Bank Network Grant Application Instructions

Deadline for requesting application review: September 19th, 2022, 5pm

Deadline for submitting final application for consideration: September 26th, 2022, 5pm

Grant applications are submitted electronically, and the application can be found at
https://foodbankofalaska.formstack.com/forms/grantapp.

Before you begin

1. Review the grant guidelines to ensure that your organization is eligible for funding.
2. Contact staff at Food Bank of Alaska (contact information below) if you are interested in applying and would like to discuss your project. This is strongly encouraged.
3. If you would like to proceed with an application, we recommend reviewing the application and required documents before starting to fill anything out. You can preview the application by clicking the application link or by viewing a PDF version of the application.

Filling out the application

- Have all your supplemental documents prepared to submit before beginning.
- For the budget spreadsheet, you will need to click on the link provided in the application. This will take you to an editable budget template. You will need to download and save this document on your computer **before** filling it out. Once you are done, you will upload your budget by selecting the "Choose File" button under the "Budget Spreadsheet" section of the application.

Budget Spreadsheet

- Upload the project budget below by first downloading the spreadsheet provided: https://docs.google.com/spreadsheets/d/1r-Lf4XpVB5OkWVAfNMk0ozg_-XrVmrY5/edit#gid=2029105412
- Add line item to the budget worksheet as needed. Please be descriptive in your line items, provide the number of items and cost per item, i.e., 2 freezers for $15,000 each.
- Your Total Request in your budget should match your response to the Amount Requested question asked at the beginning of this application. The worksheet should include information about other funding received and/or pending for your project.
- For more information on eligible expenses, please consult the Infrastructure for Alaska's Food Bank Network Grant Guidelines found at https://foodbankofalaska.org/infrastructuregrant/.

Choose File   Remove File   No File Chosen

How to Save & Resume Your Application

- To save a draft of your application and resume work at another time, click the "Save and Resume Later" link at the bottom of the application. DO NOT SUBMIT FORM.

- By clicking Save and Resume Later, you will be given a unique link that will be needed to resume your application. You can copy and save this link, or choose to have the link emailed to you. We recommend doing both options. FBA staff will not be able to access or retrieve your application draft without the link, so **it is important to not lose this link**.

- Note that if you choose the Save and Resume Later option, you will need to re-upload any documents in your application.

Requesting a Review

- FBA offers draft reviews of applications prior to submission, as requested by applicants. The deadline to submit a draft for review is **September 19, 2022, 5pm.**
- To prepare your application for review, please fill out the online application. You will not be able to upload any documents to the draft, but we do request you send a copy of your budget with the email requesting a review. Once you have a draft prepared, click "Save & Resume Later" at the bottom of the application (see **How to Save & Resume Your Application** section above for more details on how to do this).
- Send an email to one of the contacts below with the subject line "Grant Review Request." In the body of the email please include the link provided to you when clicked Save and Resume Later on your application. Without this link we will not be able to review your application. Also attach your budget to this email if you have one.
- Someone from the review committee will take a look at your application and provide any feedback to you before the final submission deadline of September 26th at 5pm. **You are responsible for submitting your final application**, so plan your schedule accordingly.

Questions?

Questions, feedback on project ideas, and discussion around applications can be addressed to:

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