



**Partner Agency Capacity Building Initiative  
2025 Grant Opportunity  
Funded by Thomas Bottom**

**Grant Application Checklist**

Before submitting your application, please review the checklist below to ensure your proposal is complete and eligible for review. Incomplete applications (missing quotes, missing budget, or handwritten forms) will not be reviewed.

**General Requirements**

- Agency is in good standing with FBNN:
  - All required reports (RX, Golden Groceries, TEFAP, Monthly Reports, MealConnect) are current
  - No invoices more than 90 days past due
  - No substantiated client complaints on record
- Application is typed (no handwritten responses will be accepted)
- Entire application is completed and submitted by October 31, 2025

**Application Packet**

- Agency Information section filled out completely
- Executive Director contact info and signature included
- Grant Contact info and signature (if different from ED) included
- Service hours and accessibility section filled out
- Capacity and facilities section completed (cold storage, dry storage, etc.)
- Client choice model section completed
- Program participation section completed

**Narrative Questions**

- Project Request – clear description of what is being requested and how it will be used
- Budget / Estimated Cost – detailed expected costs and supporting documentation (quotes, if equipment is requested)
- Alignment with Funding Priorities – explanation of how the request supports FBNN priorities (access, dignity, equity, neighbor experience, sustainability)
- Community Need – description of community demand and/or collaboration with partners (include data if available)
- Operational Costs & Budget – explanation of how ongoing costs will be covered + organizational or program-specific budget attached
- Measuring Impact – description of how success will be tracked (quantitative or qualitative measures)
- Additional Information (optional) – included if relevant

**Attachments**

- Equipment quotes included (if applicable)
- Budget (organizational or program-specific) included



**Submission**

- Application packet (narrative + attachments) compiled into one submission

Submitted by email to [mpackee@fbtnn.org](mailto:mpackee@fbtnn.org) with subject line: Partner Agency Capacity Building Initiative 2025 Grant Opportunity

OR

Mailed (postmarked by October 31, 2025) to:  
Food Bank of Northern Nevada  
550 Italy Drive  
Sparks, NV 89437  
Attn: Marina Packee, Agency Relations Supervisor