



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

Purpose

At the Food Bank of Northern Nevada (FBNN), we know that lasting change happens when we work side by side with our Partner Agencies to meet the growing needs of our neighbors. Thanks to the generous support of local donor, Thomas Bottom, we are excited to launch the Partner Agency Capacity Building Initiative. This initiative is designed to help your agency build capacity, strengthen services, and continue providing hope and nourishment in the communities we serve together via future supports from our Agency Relations Team and direct and competitive grant opportunities.

The focus of this program is on supporting efforts that make the greatest difference for neighbors, whether that's expanding access by offering food during evenings and weekends when working families can attend, creating more dignified experiences through client-choice models, reaching communities that have historically had fewer resources, or investing in improvements that make food assistance more welcoming, efficient, and sustainable. By centering these priorities, we aim to ensure that more people can access the food they need, in ways that honor their dignity and reflect the unique needs of their community.

Grant Timeline

- **Request for Proposal Released:** September 3, 2025
- **Completed Proposals Due:** October 31, 2025
- **Funding Notifications Sent:** December 1, 2025

Total Funding Pool:

While there is no minimum or maximum amount that agencies may request, please keep in mind that the total funding pool for this initiative is **\$95,000** for the entire partner network. We encourage agencies to be thoughtful in their requests so that funding can support as many partners as possible.

Eligibility

We want every Partner Agency to have the best chance to succeed with this opportunity. To be eligible, agencies simply need to be in good standing with the Food Bank. This means staying current on required reports (RX, Golden Groceries, TEFAP, Monthly Reports, and MealConnect) and maintaining accounts without invoices more than 90 days past due. We also ask that agencies uphold the highest standards of client service, with no substantiated complaints on record.



Funding Priorities

This opportunity is a competitive grant process. Grants will be awarded to Partner Agencies that can best demonstrate eligibility (above) and alignment with one or more of the following priorities:

- Expanding Access for Neighbors
 - Extending distribution hours into evenings or weekends to better meet the needs of working families and individuals.
 - Increasing frequency of distributions to ensure consistent access to food.
- Promoting Dignity and Choice
 - Offering client-choice models that allow neighbors to select the foods that best meet their cultural, dietary, and household needs.
 - Creating welcoming, inclusive distribution spaces that reduce stigma and barriers.
- Strengthening Equity in Service
 - Reaching underserved areas, rural communities, or food deserts where few resources are available.
 - Expanding programming in counties or neighborhoods with limited access to food assistance.
- Improving Neighbor Experience
 - Reducing wait times and streamlining distribution to make food access more efficient.
 - Enhancing safety, comfort, or accessibility of distribution sites.
- Building Sustainable Capacity
 - Securing equipment, technology, or infrastructure that helps your agency serve more neighbors more effectively.
 - Demonstrating long-term benefits of grant-funded resources for food distribution.

Examples of Eligible Grant Awards

The Partner Agency Capacity Building Initiative is designed to support investments that expand your agency's ability to serve neighbors with dignity, efficiency, and care. Below are some examples of projects and equipment that may be funded through this grant program:

- Commercial refrigeration or freezer units (minimum two-door)
- Pantry equipment (shelving, carts, pallet jacks, etc.)
- Computers, printers, copiers, networking equipment, internet service
- Software (e.g., volunteer management or client-tracking databases)
- Program expansion expenses (TEFAP, summer meals, nutrition education, etc.)
- Translation services
- Staff support (e.g., pantry manager positions to expand hours or client choice)
- Training (e.g., Bridges Out of Poverty)
- Vehicles (e.g., box trucks)

Additional Information

- Site Visits: FBNN Agency Relations staff may visit your site or follow up with you before grants are awarded to ensure that your facility can safely accommodate requested equipment and that you have the support needed to successfully carry out your project.
- Equipment Quotes: FBNN will not purchase equipment on behalf of agencies. If your proposal includes equipment, you must provide a quote with your application. Applications without quotes for requested equipment will be considered incomplete.
- Agency Responsibility: All equipment purchases are the full responsibility of the Partner Agency.



Submitting Your Application

Proposals may be submitted any one of the following ways:

- By email to mpackee@fbnn.org, with the following subject line: Partner Agency Capacity Building Initiative 2025 Grant Opportunity
- By mail (must be postmarked on or before the due date) to the following address:

Food Bank of Northern Nevada
550 Italy Drive
Sparks, NV 89437
Attn: Marina Packee, Agency Relations Supervisor

Application Evaluation

The Partner Agency Capacity Building Initiative grants will be evaluated by a panel of FBNN representatives. Applications will be scored using a uniform grading scale and an evaluation of the Partner Agency’s history with FBNN.

Submitting a Complete Application

We want every Partner Agency to have the best chance at receiving funding. To help ensure your application is ready for review, please make sure the following are included:

- Applications should be typed (handwritten submissions can’t be reviewed).
- All sections of the application are completed and submitted by the deadline.
- If you are requesting equipment, please include a quote with your application.
- Please attach a program budget or organizational budget, depending on your request.

Pre-Application Webinars

- To support Partner Agencies in preparing strong applications, the Food Bank of Northern Nevada will host two pre-application webinars. These sessions will walk through the application process, review funding priorities, and provide tips for submitting a complete and competitive proposal. Agency Relations staff will also be available to answer questions. We strongly encourage all interested agencies to attend one of these sessions, especially if the application process is new to you.
 - Monday, September 8, 2025 at 3:00 p.m.
 - RSVP Required. Register [here](#).
 - Friday, September 12, 2025 at 8:30 a.m.
 - RSVP Required. Register [here](#).

Questions? Let Us Help

If you have any questions about the grant process, whether this is your first time applying or you’re a grant expert, please don’t hesitate to reach out. The Agency Relations team is here to help everyone, with guidance and support to ensure that all agencies can submit the strongest possible application.

Marina Packee	Agency Relations Supervisor	mpackee@fbnn.org	775-331-3663 x 115
Dulce Matson	TEFAP Program Specialist	dmatson@fbnn.org	775-331-3663 x 121
Monica Donate	Agency Relations Program Specialist	m donate@fbnn.org	775-331-3663 x 134
Amber Torres	Tribal Liaison	atorres@fbnn.org	775-530-6276
Julie Colon	Programs Coordinator (School Pantries)	jcolon@fbnn.org	775-331-3663 x 145