

## **Partner Agency Capacity Building Initiative Glossary of Terms**

### **Agency in Good Standing**

A requirement to be eligible for funding. Agencies must have current reports submitted (RX, Golden Groceries, TEFAP, Monthly, and MealConnect), no invoices past 90 days overdue, and no substantiated complaints on record.

### **Alignment with Priorities**

Showing how your project connects with the goals of the grant (expanding access, promoting dignity and choice, strengthening equity, improving neighbor experience, or building sustainable capacity).

### **Application**

The form and written responses you submit to request funding. For this grant, all applications must be typed, complete, and submitted by the deadline.

### **Budget**

A document that shows how money will be used. This can be your agency's overall budget or a program-specific budget. It should show income (money coming in) and expenses (money going out).

### **Capacity**

Your agency's ability to serve neighbors effectively. This can mean more cold storage space, longer distribution hours, more volunteers, or better systems.

### **Client Choice Model**

A food distribution method that allows neighbors to select their own items, similar to shopping at a grocery store. Levels of choice may be full, partial, or limited.

### **Community Need**

The specific challenges or gaps in your local area that your project will address (e.g., lack of evening hours, not enough cold storage, underserved communities).

### **Equipment Quote**

A written estimate from a vendor that shows the cost of equipment you want to purchase (e.g., freezer, shelving, computer). Required if your request includes equipment.

### **Evaluation**

How the grant review team will score your application. They will look at completeness, alignment with priorities, and your agency's history with FBNN.

### **Funding Pool**

The total amount of money available to all agencies through this grant (\$95,000).

### **Grant**

Money awarded to an agency to support a project or need. A grant does not need to be repaid, but you must follow the requirements and show how you used the funds.

**Impact**

The difference your project will make for your agency and neighbors. Can be measured with numbers (quantitative data, like pounds of food distributed) and stories or feedback (qualitative data).

**Operational Costs**

The ongoing expenses to keep your program or agency running (staff salaries, rent, utilities, fuel, etc.). If your project adds new costs, you'll need to show how you'll pay for them long-term.

**Partner Agency**

You, the organization that works with FBNN to distribute food or run food programs in the community.

**Proposal**

The full package you submit for funding, including the application form, responses to questions, budget, and any supporting documents.

**Quote**

A written price estimate for items you want to purchase with grant funds. (Required for equipment requests.)

**Qualitative Data**

Descriptive information that helps explain impact (e.g., client stories, staff observations, neighbor feedback).

**Quantitative Data**

Numerical information that measures impact (e.g., number of clients served, pounds of food distributed, hours of operation).

**RFP (Request for Proposal)**

The official announcement and instructions for applying for a grant. In this case, the RFP was released September 3, 2025.

**Sustainability**

How your agency will continue to fund and maintain the project after the grant ends.

**Timeline**

The key dates for this grant:

- RFP Released: Sept 3, 2025
- Proposals Due: Oct 31, 2025
- Funding Notifications: Dec 1, 2025