**APPLICANT INFORMATION**

|  |  |
| --- | --- |
| **Applicant Full Name** |  |
| **Applicant Email** |  |
| **Applicant Title** |  |
| **Applicant Phone Number** |  |
| **Applying Organization** |  |
| **Organization Website or FB Page** |  |
| **Organization Mailing Address** |  |

**Only groups located in and serving Baltimore City are eligible to apply for funding. What Baltimore City neighborhood is your group located in and what neighborhoods do you serve?**

**What type of entity is your group or organization? (Select all that apply).**

[ ]  Nonprofit (501c3)

[ ]  Public and/or nonprofit school

[ ]  Faith-based institution

[ ]  Group with a fiscal sponsor

[ ]  Small business

**If you are applying in partnership with another organization(s), please list them below:**

|  |  |
| --- | --- |
| **Name of partner organization** |  |
| **Name of partner organization** |  |
| **Name of partner organization** |  |

**NARRATIVE QUESTIONS**

**Please answer the following narrative questions. The maximum word allowance for each question is 500 words.**

1. Please describe the work of your organization or proposed project and how it contributes to the city’s goal to reduce commercial food waste in Baltimore by 50 percent by 2030 (an action in the 2019 Sustainability Plan), and/or to reduce residential food waste by 80 percent by 2040 (as laid out in Baltimore City’s Food Waste and Recovery Strategy). Activities could include, but are not limited to:
* Starting or expanding food waste prevention efforts, including food waste awareness and education.
* Maintaining, expanding, or improving food rescue operations or capacity. This includes, but is not limited to:
	+ Expanding donation of nutritious foods;
	+ Making rescued foods more accessible in the most underserved neighborhoods and/or to people with disabilities.
* Expanding or improving existing composting operations to increase or improve their capacity to process food scraps.
* Establishing a community composting location to increase access to composting services.
* Developing or creating a composting training program for city residents.
* Using food waste prevention, food rescue, or food scrap recycling to invest in your community, create jobs, or otherwise address root causes around food insecurity issues.
1. Please describe your organization’s expertise in its work.
2. Please describe how your organization defines impact and how your work is tied to achieving that impact.
3. Please describe how your funding request will close operational funding gaps or address project-funding needs.
4. Please describe how your work actively addresses racial and economic inequity in Baltimore City.

1. Please describe how client and community voices and perspectives are involved in operating and refining the work of your organization.
2. If applicable, please describe how your organization measures your performance metrics related to food waste prevention/food rescue/food scrap recycling. Please note that your current ability or efforts to track and collect data will not impact your chance of receiving funds.

*SMALL BUSINESS APPLICANTS ONLY*

1. Please describe how will you define success for this scope of work and what key performance indicators (KPIs) will you use to track your progress.

**REQUIRED DOCUMENTATION**

**Please include the following documentation along with your application**

Nonprofits, fiscally sponsored groups, and schools

* Proof of federal 501(c)3 tax exempt status (such as a determination letter) or fiscal sponsorship letter.

Small businesses

1. Documents that show you meet the following small business standards:
	* Business Size: Annual revenues must not exceed the SBA Size Standard with an overall cap of $23.98 million, averaged over three years (for Professional Services, it is half of the SBA Size Standard, averaged over three years).
	* Time in Business: You must actively be in business for six months.
	* Personal Net Worth: 51% of your company ownership must be under the Personal Net Worth standard of less than $1.32 million (this amount excludes a primary residence and ownership interest in the company).
2. Scope of work budget
3. [Optional] If you meet the minority- and/or women-owned business standards, documents that show:
	* At least 51% of the company ownership are members of economically and socially disadvantaged groups (Women, Hispanic, Asian, Black, Native American).

**HOW TO SUBMIT YOUR APPLICATION**

**The application deadline is Tuesday, May 7th, 2019 at 11:59pm ET.**

You are able to submit your application three ways:

* Fill out the online form at www.baltimorefoodmattersfunds.org and submit through our website (preferred);​
* Email the word version along with all required documents to foodmatters@nrdc.org; or
* Print your completed application and mail to the address below. This must be postmarked by 5/1/2019:

 Anne Draddy

 Baltimore Office of Sustainability

 417 E. Fayette St., 8th Floor

 Baltimore, MD 21202