

2018-2019 HPNAP Seed Grant Eligible Expenses & Required Documentation

Grant award(s) are based on the application submitted for your agency. **Awards can only be used for the expenses specified in the award notification and agreement for your agency.** Please retain this for your reference. Grant awards do not cover the cost of tax.

Category	Eligible Expenses	Ineligible Expenses
SEED GRANT	<ul style="list-style-type: none"> Purchases of fresh fruits and vegetables grown by NYS farmers. "Locally grown" is defined as grown in NY State. Approved supplies/materials as outlined in the award notification letter. 	<ul style="list-style-type: none"> Any foods that are NOT fresh fruits and vegetables, including but not limited to, maple syrup, honey, jam, eggs, milk products, canned or frozen foods and meats. Fresh produce purchased through a wholesale vendor or grocery store, unless approval has been granted by the Food Bank prior to purchase. Capital Equipment Sales Tax

Documentation to Submit:

Category	Documentation Required
FRESH PRODUCE	Copies of itemized invoices and/or receipts of fresh fruits and vegetables purchased AND copies of canceled checks, bank statements or credit card statements for proof of purchases. Any fresh produce purchases paid for with cash must be indicated on itemized receipt.
SUPPLIES AND/OR MATERIALS	Copies of itemized invoices and/or receipts of items purchased AND copies of canceled checks, bank statements or credit card statements for proof of purchases.

Documentation Due Dates:

July 31, 2019	1 st half of Seed Grant documentation due to Food Bank
September 30, 2019	All remaining Seed Grant documentation and/or any unused funds returned to Food Bank

To submit the Documentation Submission Forms and legible copies of all related documents, please mail to:

Food Bank of Central New York
Attn: HPNAP OS Grant Claim
7066 Interstate Island Road
Syracuse, NY 13209

OR fax to: (315) 883-5582

OR e-mail to: agencyinfo@foodbankcny.org

For questions, please contact the Finance Department at (315) 437-1899 ext. 256