



# NH Food Bank's NH Feeding NH

Agency Purchasing Program

## How It Works:

### 1. Apply to Participate

Applications will be released in March. Submit a completed application by April 15, 2024 in order to be considered for participation.

### 2. Get Approved and Receive Your Fund Allocation

If your application is approved, you will be contacted by the NH Feeding NH Program Coordinator about your fund allocation. This will be the total amount of funds you are eligible to be reimbursed for during the 2024 season.

### 3. Attend Training

There will be a brief training to cover the guidelines of the program and allow for an opportunity to ask questions. You must attend one of the sessions in order to receive your final paperwork.

### 4. Finalize Paperwork

You will be sent the Letter of Understanding for the program. Please read through the requirements, initial all sections, sign, and return the paperwork to the NH Food Bank. After the paperwork has been received, the initial funds will be sent via check so that you can start to make purchases.

### 5. Make Eligible Purchases

You can start buying eligible products from NH farms after the start date listed on your Letter of Understanding. You can continue making purchases through the final program deadline of December 31st, 2024 up to the amount of your allocated funds. Any funds spent over the allocation will have to be paid for from your agency's budget.

### 6. Submit Monthly Reports

Submit your reports through the online form on a monthly basis whether or not you make any purchases. Make sure you are reporting your purchases by the 15th of the month following the purchase.

### 7. Receive Reimbursement Checks

Accounts will be assessed on a bi-monthly basis. Reported purchases that exceed the initial sum disbursed will be reimbursed bi-monthly.

### 8. Spend Down Your Allocated Funds

Spend your allocated funds by the final program deadline of December 31st, 2024.

