

AGRICULTURE CANADA FOOD GRANT

FIELD DETAILS

Fund Use

\$Food Purchased = include all food purchased during the reporting period, such as cases of canned goods, produce, baby food, etc.

\$Equipment Purchased = only locations with approval from DHQ to utilize the funds for equipment may do so. If you have not received permission contact DHQ.

\$Gift Cards Purchased = gift cards for grocery stores purchased for distribution, and also count gift cards bought on your behalf by DHQ in bulk.

Distribution

Weight of Food Distributed = create a standard weight measure for the various sizes of hampers, bags, snack packs that are distributed. You are not required to include meals or gift cards in this number. Make sure you indicated pounds or kilograms.

\$Value of Gift Cards Distributed = calculate the value of gift cards multiplied by the number distributed.

#Meals Provided = especially related to shelters but also useful for locations who are preparing and distributing prepared meals

#Households served = total number of households served through all types of distribution should be entered in this calculation, hampers, snack packs, meals, gift cards. **Shelters:** if the shelter provides meals only it is not necessary to enter anything for households; if however they also provide hampers or other support, enter a statistic here.

#New Households = indicate the number of new households which are part of the total households counted

Other Needs = Indicate whether there are other potential ways of serving your community with these funds.

Funding Required = indicate how much funding would be required to accomplish other needs.

Impact = Tell us how this funding has impacted your community and clients during this time, individual stories are also of interest.

Other Comments = Anything else you think we need to know.

Frequently Asked Questions

Why can't we just use the information that we are already collecting in Link2Feed (SAMIS, CMS)?

Some of the information required by Agriculture Canada is not collected in our other statistics information systems. Example: purchase of food, equipment, gift cards. Also, Agriculture Canada are asking for twice-monthly reporting – our statistics information systems are monthly.

Once I have spent the funds can I stop reporting? Because Agriculture Canada want to see how the purchased goods are being distributed, it is necessary to continue reporting until THQ indicates it is no longer necessary. This will be determined unit by unit.

I don't know how much weight we are distributing. If your unit does not currently collect distribution by weight, create a standard weight for each size of hamper/bag you are distributing, and use this weight for your calculations.

If I need more funding will there be more funds available in the future? Whether future funds will be available is not yet known, however, include any future funding needs in the boxes for *Other Needs* and *Funding Required* to indicate areas that could use more funding.

I have funding but I cannot find places to purchase the items we need. If you experience ongoing difficulties in procurement, please reach out to your DHQ to explore sources. THQ are working on easing some of these concerns around procurement moving forward.

Gift cards usually require sign-off by the recipient, but this is not possible with the current distancing set up. Current operating policy is required to be followed for all gift card purchases and distribution of, with the adjustment that *If recipients cannot sign the receipt, then two unrelated staff members should sign the log to certify that the cards were given/sent to the client.*

Do I have to wait until Friday at 4 pm to complete the report if my location is not open Friday? You can complete the report on your last day of operation during the reporting week.