RFP #0379

for the

New York State Regional School Food Infrastructure Grant Program 2025 Round 3 Statewide Financial System Event ID #AGM-RSFI25

APPENDIX 1: MATCH CALCULATION AND BUDGET FORMULATION

For purposes of this program, a project may be a portion of a larger overall capital project. For example, if your organization is building a new facility, you may request funding for only a heating and ventilation system, with the understanding that this is a portion of a larger capital project that you are funding with other resources. The total project cost for this program would be the cost of the heating and ventilation system.

Match Calculation

Matching funds must equal or exceed five percent (5%) of the total grant request.

The following match calculation examples are intended to assist you in formulating a proper budget within SFS.

Example 1

An applicant has decided to build a new central processing facility and will be applying for a grant to subsidize the building of a warehouse with cold storage and loading docks within the new facility. For the purposes of the grant application, building the new facility is considered the overall capital project, and the warehouse is considered the Project.

> **Overall Capital Project**: Build a new central processing facility
> **Overall Project Cost:** Approximately $15,000,000
> **Project:** Building of a warehouse with cold storage and loading docks
> **Total Project Cost:** $7,000,000
> **Minimum Match Required:** 5% of $5,000,000 = $250,000

In the budget section of the SFS, this applicant will formulate a budget around $7,000,000, the total project cost. $5,000,000 of which will be accounted for by grant funding, $2,000,000 of which will be accounted for by match and other funding since the maximum award amount is less than 100% of the total project cost. All funding must be used for eligible costs, which are expenses related to the construction, renovation, rehabilitation, installation, acquisition, or expansion of buildings, equipment, or facilities.

Throughout the Program Specific Questions section of the SFS application, as well as in the Work Plan, the applicant will discuss the Project. However, in the Program Specific Questions, Section 2: Reasonableness of Cost, the applicant will provide

documentation that supports the funding of the Overall Capital Project.

Example 2

An applicant hopes to build a new scratch kitchen facility. After receiving an estimate from a contractor, they expect the total project to cost $6,000,000. In this case, since there is no overarching larger project, the scratch kitchen is both the Overall Capital Project and the Project.

> **Overall Capital Project:** Build a new scratch kitchen facility.
> **Overall Project Cost:** $6,000,000
> **Project:** Build a new scratch kitchen facility.
> **Total Project Cost:** $6,000,000
> **Minimum Match Required:** 5% of $5,000,000 = $250,000

In the budget section of the SFS, this facility will formulate a budget around $6,000,000, its total project cost, $5,000,000 of which will be accounted for by grant funding, $1,500,000 of which will be accounted for by match and other funding. All funding must be used for eligible costs, which are expenses related to the construction, renovation, rehabilitation, installation, acquisition, or expansion of buildings, equipment, or facilities.

Throughout the Program Specific Questions section of the SFS application, as well as in the Work Plan, the applicant will discuss the Project. In the Program Specific Questions, Section 2: Reasonableness of Cost, the applicant will provide documentation thatsupports the funding of the Project, since in this case their Project and Overall Capital Project is the same.

Budget Formulation

The only eligible costs under this grant program are for construction, renovation, alteration, rehabilitation, improvements, installation, acquisition, repair or replacement of buildings, equipment, or permanent facilities. The only categories under the Capital Budget section that should be filled out are “Acquisition,” “Construction,” and “Administration.” We will be looking for detailed, itemized (where applicable) lists in the Capital Budget portion of the application. Larger concepts and goals, such as something you are planning to construct, should be explained throughout your application and on the Work Plan, whereas smaller concepts, such as supplies and labor, should be outlined in the budget.

It is recommended to list labor/installation under the “Construction” section of the Capital Budget. Please remember that labor or installation completed by facility management, employees, or volunteers will not be covered by this grant program. Project oversight by facility management or administration may be placed in the “Administration” section of the Capital Budget.

Please see the RFP sections 4.6 and 4.7 for examples of eligible and ineligible costs. Any questions should be submitted in writing via a detailed email to farmtoschool@agriculture.ny.gov