

Fulfill 2026 Capacity Building Grant

Fulfill's Capacity Building Grant Program Purpose

The Capacity Building Grant Program supports emergency food programs in Monmouth and Ocean Counties. The program's mission is to help organizations make improvements that strengthen their operational and technical infrastructure, allowing them to feed more people more nutritious food, more effectively, and more safely.

Funding is made possible through the State of New Jersey's Food & Hunger Program.

What kinds of projects can this money be used for?

- **Infrastructure upgrades** such as technology and cold storage (reach-in coolers, walk-in refrigerators, meal planning software, volunteer management software).
- **Food safety tools** (thermal blankets, thermometers, coolers, temperature alarm system).
- **Equipment** (utility carts, tables, shelving, cooking equipment, safety gear, composting systems, serving line upgrades, etc.).
- **Other projects** that improve capacity to serve more people, increase nutrition quality, or ensure food safety.

***Disclaimer:** Equipment purchased through this grant must be used to support approved emergency food programming. If an organization stops operating food assistance programs or uses equipment for non-approved purposes, NJDA may require the equipment to be returned or reassigned.*

How much money can a program apply for?

Most grants will be awarded in \$100 - \$10,000. Grant requests greater than \$10,000 will be considered depending on the request and availability of funds.

Eligibility

This funding opportunity is open to any organization providing emergency food assistance within Monmouth and Ocean Counties.

All applicants must meet the eligibility requirements outlined in the Capacity Grant Eligibility Criteria for Emergency Feeding Programs outlined below and must not be suspended, debarred, or otherwise prohibited from doing business with the State of New Jersey.

Capacity Grant Eligibility Criteria for Emergency Feeding Programs

This section outlines the minimum eligibility and compliance requirements for organizations applying for Capacity Building Grant funding. These criteria are designed to ensure responsible stewardship of funds and readiness to meet food safety, equity, and accountability standards.

Organizational Eligibility

Applicants must:

- Be a 501(c)(3) public charity, an organization wholly owned by a public charity, or a faith-based organization that serves individuals experiencing food insecurity or related hardship.
- Operate programs that support hunger relief and food access.
- Be in good standing with applicable state and federal regulatory bodies.
- Not be suspended, debarred, or otherwise ineligible to do business with the State of New Jersey.

Program & Community Alignment

Applicants must demonstrate that proposed Capacity Building Grant activities:

- Directly enhance food access, nutrition security, or operational capacity supporting emergency food programs and/or serving food-insecure populations.
- Serve residents within Monmouth and Ocean Counties.
- Respond to documented community need and avoid unnecessary duplication of existing services.

Non-Discrimination & Equity Commitment

Applicants must:

- Maintain and enforce a non-discrimination policy that aligns with applicable State guidelines.
- Provide services equitably, without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, citizenship status, veteran status, or other protected characteristics.

Food Safety & Operational Readiness (if applicable)

Organizations handling or distributing food must:

- Demonstrate the ability to safely store, handle, and transport food, including maintaining appropriate temperature control for perishable items.
- Use facilities and vehicles that help prevent food contamination or adulteration.
- Confirm that food is not stored in private residences.
- Ensure staff and/or volunteers handling food maintain current food safety training and certifications, as applicable.

Accountability, Reporting & Monitoring

Applicants must agree to:

- Use Capacity Grant funds solely for approved purposes.
- Maintain accurate financial and programmatic records related to grant-funded activities.
- Submit required progress and outcome reports in a timely manner.
- Permit site visits or monitoring activities related to grant compliance, if requested.

Ethical Use of Resources

Applicants must certify that they will not:

- Sell, trade, or barter food or grant-funded resources.
- Charge clients for food or services supported through the Capacity Grant.
- Use food or grant-funded resources for staff compensation, wages, salaries, incentives, fundraising activities and/or events, or personal use.

Data Privacy & Confidentiality

Applicants must:

- Maintain appropriate safeguards to protect participant privacy and data confidentiality.
- Use household or client-level data solely for program administration, program improvement, and required reporting.

Failure to meet or maintain these criteria may result in denial of funding or termination of grant support.

Timeline information

Application Period

Application open date: **Monday, July 20, 2026, 12:00 AM**

Application closing date: **Friday, August 14, 2026, 11:59 PM**

Question Period

Questions regarding this funding opportunity may be submitted between **Monday, July 20, 2026**, and **Friday, July 31, 2026**, to Fulfill's Network Engagement Team at net@fulfillnj.org.

Responses to submitted questions will be posted publicly by **Friday, August 7, 2026**, on Fulfill's website at: <https://fulfillnj.org/capacitybuildinggrant-qa>

The application and related materials, such as a Capacity Building Grant FAQ may be accessed at: <https://fulfillnj.org/capacitybuildinggrant>

Applications may be completed electronically using the fillable PDF form or by hand and submitted via email, mail, or hand-delivery.

Submit completed applications by email, mail, or hand delivery.

Email completed fillable PDF applications to:

net@fulfillnj.org

Mail or hand-deliver printed applications to:

Fulfill
Attn: Capacity Building Grant Review Team
3300 Route 66
Neptune, NJ 07753

Mailed and hand-delivered applications must be received by Fulfill before the application closing deadline. Please include "Attn: Capacity Building Grant Review Team" on the envelope or package.

Notification of Award Date

Fulfill anticipates notifying all applicants of their application status, including whether or not they have been selected for funding, by **Tuesday, August 25, 2026**.

Please note: Fulfill may issue full or partial awards, if permitted under grant requirements. If an application includes multiple requested items or services and one or more are determined to be ineligible, Fulfill may still award funding for the eligible portion of the request.

Evaluation of Applications

Applications will be evaluated across the following eight (8) categories using a five-point scoring scale.

1-Very Weak: Unclear impact

2-Weak: Some relevance but little data or clarity

3-Moderate: Clear link; moderate expected improvement

4-Strong: Well-supported, measurable, sustained impact

5-Excellent: Transformative, evidence-based, sustainable impact

Category 1: Operational Efficiency

Goal: Organizations use resources more effectively, reduce barriers, and streamline services.

Examples:

- Staff/volunteer hours saved per week/month due to new equipment or technology.
- Reduction in food spoilage/waste (Pounds or percentage of waste decrease).
- Increase in throughput: number of people served per food distribution hour/day.

Category 2: Staff & Volunteer Skills Development

Goal: Organizations improve staff and volunteer competencies in food safety, technology, and operations.

Examples:

- Number and percentage of staff/volunteers trained using grant-funded resources.
- Knowledge gain measured by pre/post training quizzes or surveys.
- Staff confidence/self-reported competency in areas like technology, food safety, and client engagement (via survey).

Category 3: Technology Adoption

Goal: Agencies adopt technology that improves service delivery, data management, and communication.

Examples:

- Successful implementation of new systems/tools (Yes/No and description).
- Percent of organization processes digitized (e.g., record-keeping, reporting, scheduling).
- Reduction in administrative errors or reporting delays (number or percentage).
- Frequency of system use (e.g., logins per week, reports generated, appointments scheduled).

Category 4: Increased Service Reach (People Served)

Goal: Agencies expand access to food for more neighbors.

Examples:

- Percentage increase in unique households served compared to baseline.
- Percentage increase in individuals served compared to baseline.
- New geographic areas reached (zip codes, towns).
- Increased frequency of client visits (e.g., clients can shop weekly instead of monthly).

Category 5: Increased Food Volume (Pounds Distributed)

Goal: Agencies increase the total quantity of food distributed.

Examples:

- Percentage increase in total lbs. of food distributed compared to baseline.
- Percentage increase in per-client food allotment (average pounds per household).
- Reduction in "out of stock" events (days when staples or produce are unavailable).

Category 6: Increased Healthy Food Options

Goal: Neighbors have greater access to fresh, nutritious food.

Examples:

- Percentage of food inventory that is fresh produce and/or protein compared to baseline.
- Percentage increase in healthy items distributed (fruits, vegetables, lean proteins, whole grains).
- Number of new cold storage units in use and their average capacity utilization.
- Client survey results on satisfaction with variety and quality of foods offered.

Category 7: Client Choice & Dignity

Goal: Neighbors can select foods that match their preferences, cultures, and dietary needs.

Examples:

- Percentage of distributions utilizing a choice-model food distribution approach (vs. pre-packed bags).
- Percentage of clients reporting ability to choose their food (via survey).
- Number of culturally relevant or diet-specific foods available (e.g., diabetic-friendly, halal, gluten-free).
- Client satisfaction scores on dignity, respect, and choice (Likert-scale survey results).

Category 8: Overall Program Impact & Sustainability

Goal: Grants strengthen long-term agency capacity and resilience.

Examples:

- Percentage of equipment/tools is still in active use after 12 months.
- Percentage of agencies reporting lasting improvements in efficiency, service reach, or nutrition quality.
- Number of agencies leveraging grant-funded improvements to secure additional funding/resources.

Procedure and Requirements

1. Agencies must submit a completed Capacity Building Grant Application requesting funding for eligible capacity-building items or services. Applications may be submitted electronically by email or in paper form by mail or hand delivery.
2. **Incomplete applications will not be reviewed.** An application may be considered incomplete if it is missing required responses and the 3 required quotes for the requested item. Applicants are responsible for submitting a complete application by the deadline.
3. Awarded organizations will receive an electronic award letter and Memorandum of Understanding from Fulfill's Network Engagement Team (NET) clarifying Fulfill and grantee responsibilities, which must be signed and emailed to the NET (net@fulfillnj.org) before awards are disbursed. Organizations not selected for funding will also be notified electronically regarding the status of their application and the reason for ineligibility or why their proposal was not awarded.
4. Fulfill will award the agencies to make their requested purchase with the awarded quote.
5. Awarded agencies will email the NET a signed delivery slip to confirm receipt of their item(s).
6. Awarded agencies receiving a reimbursement will email the NET (net@fulfillnj.org) with receipts, a W-9, and other corresponding documents related to the purchase to receive their payment.
7. Awarded agencies will submit an electronic report between 3 and 6 months describing how the granted item(s)/funds have impacted the agency's operations and/or support of their neighbors.

Application

Organization Name

Registered 501(c)(3) Organization Name (if different from organization name)

Organization EIN Use numbers ONLY

Executive Director/Leader Name

Agency Physical Address

Physical Street Address:

City:

State:

Postal code:

Are your organization's physical and mailing addresses the same? **Yes** **No**

If not, what is your organization's mailing address?

Mailing Street Address:

City:

State:

Postal code:

Organization Telephone Number

Name of Person Completing Application

Phone Number of Person Completing Application

Email Address of Person Completing Application

Organization Operations

What is your organization's current annual emergency food program operating budget, including food and non-food expenses?

Less than \$10,000

\$10,000-\$24,999

\$25,000-\$49,999

\$50,000-\$99,999

\$100,000-\$249,999

\$250,000-\$499,999

\$500,000-\$999,999

\$1 million or more

How many days per month does your organization provide food for neighbors?

1 day/month

2-5 days/month

6-10 days/month

10 or more days/month

Over the last 3 months, what is the average number of households served by your agency?

Fewer than 50 households/month

51-150 households/month

151-300 households/month

301-500 households/month

501-1,000 households/month

More than 1,000 households/month

How many paid staff members support your organization's emergency food program operations?

0

1-2

3-4

5-6

7 or more

How many volunteers support your organization's emergency food program operations?

1-5

6-10

11-15

16 or more

Grant Amount Request

Total grant amount requested: \$

Requested Items & Cost Estimates

- Applicants may request funding for multiple items as part of one overall project. Please list all requested items or services in the chart below.
- **Applicants must provide three price quotes**, or cost estimates, for each requested item to support funding review and cost evaluation. Quotes should come from three different vendors or sources.
- Cost estimates may include vendor quotes, invoices, website pricing, screenshots, written estimates, or other documentation supporting the anticipated cost.
- Fulfill cannot require applicants to use a specific vendor. Applicants may submit cost estimates from vendors or sources of their choosing, provided the documentation clearly supports the anticipated cost of each requested item or service.
- **Estimated costs should include any applicable shipping, delivery, installation, equipment removal or related fees needed to purchase and receive the item.**
- For electronically submitted applications, cost estimates should be included as separate email PDF attachments.
- For mailed or hand-delivered applications, printed cost estimates should be clearly labeled with the corresponding item number and quote.

Item Request Chart

Item #	Item Requested	New, Replacement, or Additional Capacity	Brief Description & Purpose	Estimated Cost, Including Related Fees	3 Quotes from Different Vendors/Sources Attached?
1				\$	Yes No
2				\$	Yes No
3				\$	Yes No

Project Narrative

Please answer the following questions once for the full request. You do not need to answer these questions separately for each item listed above.

1. What challenge or capacity need is your organization trying to address?

Please describe the current issue and how it affects your emergency food program.

2. How will the requested item(s) or service(s) improve your emergency food program?

Please describe how the full request will improve your organization's ability to serve neighbors more safely, effectively, consistently, or with greater dignity.

3. Which areas will the requested item(s) or service(s) improve? Choose all that apply.

Operational Efficiency: reducing wait times, food spoilage, or staff and/or volunteer burden

Staff & Volunteer Skills Development: supporting food safety training, equipment safety training, technology training, or neighbor engagement

Technology Adoption: improving service delivery, data management, reporting, scheduling, communication, or inventory systems

Increased Service Reach: increasing the number of households/individuals served, geographic areas reached, or visits allowed

Increased Food Volume: increasing the total quantity of food distributed

Increased Healthy Food Options: increasing the ability to store, handle, or distribute more fresh, frozen, refrigerated, or nutritious food

Client Choice & Dignity: expanding neighbors' ability to choose foods that meet their preferences, cultures, or dietary needs

Overall Program Impact & Sustainability: strengthening long-term agency capacity and resilience

Other:

**4. What measurable results do you expect to report 3-6 months after receiving the grant?
Please continue to the next page for additional answer options.**

Select any measures your organization expects to track.

Number of households served

Number of individuals served

Pounds of food distributed

Pounds of fresh, refrigerated, frozen, or nutritious food distributed

Reduction in food spoilage or waste

Increased storage capacity

Reduced wait time or improved distribution flow

Increased number of distribution days or service locations

Improved client choice or client experience

Improved food safety practices

Staff or volunteer time saved

Technology, data, or reporting improvements

Photos, stories, or quotes from staff, volunteers, or neighbors

Other:

Briefly describe the results you expect:

5. How will your agency sustain the use and maintenance of the requested item(s) or service(s) beyond the grant period?

Please describe any maintenance, storage, staffing, utility, training, or other ongoing considerations.

6. If awarded, what is your agency's timeline for utilizing grant funds?

Immediately

In the next 1-2 months

3 or more months

Applicant Acknowledgment

On behalf of the organization named in this application, I certify that the information provided is true and accurate to the best of my knowledge.

I understand that submitting this application does not guarantee funding or reimbursement. I understand that awarded organizations will be required to sign an award letter and/or Memorandum of Understanding before funds are disbursed or purchases are approved.

I understand that Fulfill must notify each awarded organization and that application materials, supporting documentation, and required reports may be shared with the State of New Jersey for review, compliance, and reporting purposes.

I understand that grant funds and grant-funded items must be used only for approved purposes. I agree that the organization will maintain accurate records, submit required reports, and participate in monitoring or site visits if requested.

Authorized Representative Name:

Title:

Organization:

Signature:

Date: