

PROGRAM GUIDELINES

The Rural Transportation Subsidy Program provides reimbursement for costs incurred by food banks to acquire donated food through the provincial network. This fund supports current Food Banks Alberta members.

For this program, a rural food bank is defined as being located in a community with a population of 25,000 people or less. Larger food banks may apply, but priority will be given to rural food banks.

PROGRAM GUIDELINES

- Food banks located **within** 100 km of Edmonton or Calgary are eligible to apply for one subsidy of \$750.
 - Total number of subsidies available: **10**
- Food banks located **outside** 100 km of Edmonton or Calgary are eligible to apply for one subsidy of \$1,000.
 - Total number of subsidies available: **10**

ELIGIBLE COSTS

- Renting trucks for transport of food;
- Hiring third-party transportation for transport of food; or
- Gas mileage reimbursement costs for staff or volunteers picking up food at a rate of \$0.40 per kilometer.

Timelines: Subsidies will cover costs from January 1 to December 31, 2018
Application Deadline: Applications for the 2018 program are due on January 31, 2019
Disbursement: Before February 28, 2019

*Please return the completed application form and all required documents **by January 31, 2019** to:*

Alison Richards
Communications and Office Associate
By Email: contact@foodbanksalberta.ca
By Fax: (780) 459-6347
By Mail: 30-50 Bellerose Drive, St. Albert, AB T8N 3L5

Should you have any questions or concerns please do not hesitate to contact the office at (780) 459-4598 ext. 1.

APPLICATION FORM

\$ _____
AMOUNT REQUESTED*

FOOD BANK NAME*

1. In order to qualify you must select **two** of the criteria indicated below.
 - We are a food bank located in a community
 - We are a food bank located less than 100 km from the province's two major urban centres
 - We are a food bank located more than 100 km from the province's two major urban centres

2. Please select the expense type for which you are requesting reimbursement
 - Renting trucks for food transport
 - Hiring third party transportation for food transport
 - Gas mileage reimbursement costs for food transport

3. How many lbs or kilograms will this funding have enabled you to transport?

4. What are your average annual transportation costs? \$ _____

5. What other sources of funding do you receive to cover transportation?

SOURCE OF FUNDING	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____

6. Please **attach all receipts** to verify these expense amounts are eligible and accurate.

I hereby certify that all expenses being claimed were incurred for food transportation expenses in support of the applicant food bank and were not reimbursed in whole from other sources.

NAME*

PHONE*

SIGNATURE*

EMAIL*

DATE SIGNED*