



Full Plate Program

In partnership with Greater Chicago Food Depository and Nourishing Hope

****This program is limited to Chicago area 501(c)(3) nonprofit organizations.****

General Information

For questions related to account and application assistance, please review our general FAQ [here](#).

Who is administering this program?

This program is being operated by Grubhub with funding from the Grubhub Community Fund. The Grubhub Community Fund is a donor advised fund administered by Fidelity Charitable, a national sponsoring organization. The Grubhub Community Fund is made possible through donations from our customers through the Donate the Change feature on the Grubhub marketplace. Grubhub matches contributions on eligible orders from our Grubhub+ members. Grubhub will partner with the Greater Chicago Food Depository and Nourishing Hope to evaluate and select nonprofits for grant recommendations. All notifications will be made by Grubhub. Final approval for grant funding will be made by Fidelity Charitable. Applicants should not contact the Food Depository or Nourishing Hope regarding the status of any incomplete or submitted applications.

Can I download a copy of the application questions?

Yes, after creating your account and application, you will be able to download a copy of each form within the application including forms that have not yet been completed. **Please note:** We advise you to complete tasks 1 - 3 first to ensure that your organization is eligible for this funding opportunity.

What is the maximum grant amount an organization can receive?

If your application meets all requirements and is accepted to be considered for grant funding, Grubhub intends to make a recommendation for grant funding up to \$10,000. There are no predetermined allocations or quotas associated with this program. Grant amounts will not exceed \$10,000. All recommendations are subject to approval by Fidelity Charitable.



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Can my organization submit more than one application if operating multiple programs that fit the listed criteria?

No. Only one application per organization is allowed. Applicants will be required to register as an organization to apply to this funding opportunity. Individual accounts cannot be used to submit an application. Applications should be submitted by the primary account holder for the organization. All organizations must verify their EIN to be eligible for this funding opportunity.

When will I be notified if my organization is awarded a grant?

Grubhub intends to notify all applicants by or before December 31, 2023. Any modifications to this timeline will be communicated to all applicants with pending applications. Notifications timelines are subject to change if additional time is required to review applications.

If awarded, when will grant dollars be distributed?

All grant terms must be accepted prior to the release of grant funding. Once accepted, Grubhub intends to request the release of funds no later than January 8, 2024 and expects that funds will be fully processed and paid to approved grantees by Wednesday, January 31, 2024. All funds will be processed and paid via Fidelity Charitable, the national sponsoring organization of the Grubhub Community Fund. **Please note:** This timeline is subject to change based on any increase or decrease in the time required to review applications or if required by Fidelity Charitable.

How will the grant be issued?

The grant recommendation will be made in one (1) installment, unless otherwise noted, based on a schedule set and determined by Grubhub. All recommendations are subject to approval by Fidelity Charitable.



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Program Eligibility

Please refer to the eligibility requirements listed on the application portal [here](#).

Are nutrition/food education programs eligible to apply?

No. Eligible programs must provide food and/or meals as a core (primary) service.

Are culinary programs eligible to apply?

No. Eligible programs must provide food and/or meals as a core (primary) service.

Are social enterprises eligible to apply?

No. For-profit organizations, including social enterprises, are not eligible for this funding opportunity. Eligible organizations must be a 501(c)(3) organization in good standing under both state and federal laws.

My organization is not a 501(c)(3) nonprofit, can we use a fiscal agent?

No. Fiscal agents are not permitted. Eligible organizations must be a 501(c)(3) organization in good standing under both state and federal laws.

Does it matter if the program you are requesting funding for is new or old?

No. Eligible organizations can apply for funding to support a new or existing program. Organizations should have experience in providing food and/or meal programs within their community either directly or through partnership.

I submitted an application and received an update via email stating that my organization is not eligible. What should I do?

Please review the eligibility criteria prior to starting your application. Eligible organizations must meet all of the posted eligibility criteria. Applications that do not meet this criteria will be disqualified and notified via email of their ineligible status. Prior to submitting your application, please review all of the information included. Please review your responses to



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the Eligibility Questionnaire carefully prior to submitting your application. If you believe that your organization has been marked ineligible in error, please contact us at grants@grubhub.com. **Please note:** Applications marked as ineligible will not be reviewed after November 9, 2023.

Completing Your Application

Can other members of my organization assist me with completing the application?

Yes. Please reference the instructions [here](#) or review our [application portal FAQ page](#) for more information.

Can you provide more details on the required application attachments?

The application will require you to upload two attachments:

1. Program budget: You should be prepared to provide budget details, which can include both direct and indirect costs. Program budgets should include line items for the overall program including direct and indirect costs as well as a demonstration of how the requested grant funding will be distributed. We encourage organizations to apply for the budget amount that best suits their needs (up to \$10,000). Columns and rows should be clearly identified. Preferred format: PDF (other permitted formats are listed within the application).
2. Form 990: IRS Form 990 is the return required for organizations that have been determined to be exempt from income tax. The specific 990 form to be filed is based on gross receipts and federal requirements for your organization. Example: Typically, if an organization has an average of less than \$50,000 gross receipts each year a 990-N is required. Please use this section upload your organization's 990 form (i.e. Form 990, 990-EZ, or 990-N/E-postcard). Submitted 990 forms should be from the 2022 calendar year, if available.
3. Operating Budget: Please use this section to upload your organization's **actual** organizational expenses, also known as your operating budget, for the most recent fiscal year. This information is being requested in lieu of any financial statements



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(audited or unaudited), and it will be used to assist in the evaluation of your organization's fiscal responsibility. This information will not be shared outside of program administrator(s).

How will the demographic information requested in the application be used?

This information will not be shared outside of those administering this grant program. This information is being collected with the intent of reporting on demographic information at an aggregate level across all grantees. The information will also be reviewed during the evaluation process as a means of (1) Ensuring equity at a programmatic level (2) Evaluating the stated criteria: "Eligible organizations must demonstrate proximity to community served." of which racial/ethnic representation of organizational leadership and/or staff is one factor. Other factors are identified in stated eligibility criteria. There are no predetermined allocations or quotas associated with this program.

How do I make sure I submit a strong application?

First, make sure you carefully review the eligibility criteria. Our goal is to recommend as many grants as possible and up to \$1 million total. Here are some takeaways you can apply when completing your application:

1. Please take your time when responding to the questions asked.
2. Make sure your responses are clear and provide enough details regarding the program you are administering, the program's beneficiaries (who you are serving), and the community/communities you operate in.
3. Tailor your responses to the specific questions. For example, when providing your program goals, please only list the goals for your program, not a program description or any additional details.
4. Please use a list or bulleted format when requested.
5. Please ensure that you are using full sentences when responding to the questions on the Request Details form.



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6. Some questions allow for longer responses. Please don't feel pressured to use the allotted word limit. If your answer is clear and directly addresses the question, it's a good answer.

Evaluation of Your Application

Who will be reviewing my application?

Grubhub will partner with the Greater Chicago Food Depository and Nourishing Hope to evaluate and select nonprofits for grant recommendations. Your application will be assigned at random to members of the listed organizations. Applicants should not contact the Food Depository or Nourishing Hope regarding the status of any incomplete or submitted applications.

What is the review process?

All applications must complete the initial Eligibility Questionnaire and accept the terms on the acknowledgement form to be considered for funding. This is the first step in the review process. Following the submission of your application, your responses will be screened for eligibility and completeness. Incomplete applications will not be considered. Your application will be assigned at random to members of the listed organizations. At that time, your application will be reviewed against the eligibility criteria, alignment with the program's purpose, impact, need, representation and proximity to community/communities served and demonstration fiscal responsibility.

Who will make the final decision regarding my application?

All grant recommendations are subject to approval by Fidelity Charitable. All notifications will come from Grubhub.

More Questions? Please contact grants@grubhub.com

Response time: 1 - 3 business days