



Atlantic City Food Security Grants Pilot Program Application Checklist

The Atlantic City Food Security Grants program is a pilot program awarding grants between \$50,000 and \$500,000 for projects to strengthen food access and food security in Atlantic City. Grants can be used for direct and indirect project costs.

This document is meant to guide you through the application process. Below you will find a list of all the documents you will need to complete or have available for the application. For an overview of the full application process please refer to the [sample application](#).

Required Application Documents

1. Applicant Organization:

- Certificate of Alternative Name:** If applicable.
- Formation Document(s)** to verify applicant entity type.
 - Sole Proprietor: Provide a [Certificate of Trade Name](#) (filed with the County Clerk)
 - LLC: [Certification of Formation](#)
 - Corporation: [Certificate of Incorporation and Bylaws](#)
 - Not-for-profit: [Certificate of Incorporation and Bylaws](#)
 - Out of State: If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate.
- Current Tax Clearance Certificate:** Must be issued by the NJ Division of Taxation within 180 days of application submission. Directions for securing your tax clearance certificate are [here](#).
- [Religious Affiliation Form](#): If applicable.

2. Documentation Detailing Diversity Initiatives: If applicable.

3. Collaborator Documentation: Only if applicant has one or more project collaborators.

- Letter of Support:** From each collaborator.

4. Project Scope of Work

- Work Plan:** Use [template](#) provided.
- Budget:** Use [template](#) provided.
- Budget Narrative:** Use [template](#) provided.

5. Professional Services/Contractor/Subcontractor Documentation: If applicable.

For each Professional Services Company:

- NJ Business Registration Form**
- [Professional Service Verification Form](#)
- NJ Small/Women/Minority/Veteran Business Enterprise (SWMBE) certification:** If applicable.

For each Contractor/Subcontractor:

- Quote**
- Public Works Contractor Registration Certificate**
- NJ Business Registration Form**
- [Contractor Verification Form](#)
- NJ Small/Women/Minority/Veteran Business Enterprise (SWMBE) certification:** If applicable.

6. **NJEDA Required Documentation:** The NJEDA requires that the following information be completed by designated personnel: For any applicant, by the General Counsel or Chief Legal Officer (recommended). Or, for a corporation, by a principal executive officer at least the level of vice president. For a partnership, by a general partner. For a sole proprietorship, by the proprietor. For a governmental entity, by the contact person (business administrator, manager, mayor, etc.). For other than above, by the person with legal responsibility for the application.

If the application is being completed by someone with the appropriate authority, the application itself will contain these questions and certifications. If not, PDF forms must be downloaded, completed by someone with the appropriate authority, and uploaded.

- [Legal Questionnaire](#)
- [Certification of Non-Involvement in Prohibited Activities in Russia or Belarus](#)
- [Application Certifications](#)