

## Using Grant Funds to Purchase Food and Beverages

### **Instructions:**

Food and beverage purchases must be reasonable, necessary for participants, and clearly linked to grant-funded activities. At a minimum, the grantee must retain all receipts and supporting documentation related to a purchase. Supporting documentation could also include program schedules, lists of attendees, class rosters, etc.

The purchase of food and beverages is generally not permitted for grant staff or partner agency staff, even if it is a grant-related event. Any exception to this rule must be requested and approved in advance by BSCC. Grant funds may not be used to purchase alcohol or tobacco.

In addition to the guidance provided here, grantees should follow any internal policies and procedures governing food and beverage purchases.

Grantees that propose the purchase of food and beverages with grant funds must provide the following information, using the format on the next page:

- A description of the activity or program for which the food and beverages will be purchased.
- A detailed justification, describing the need for the purchase of the food and beverages.
- A description of the items that will be purchased, with the corresponding costs.
- The approximate number of grant-funded participants that will benefit from the food and beverages.
- The name of the vendor (if applicable) that will be providing the food and beverages.

The total budget for each food and beverage purchase.

(Submit Justification on Grantee Letterhead)

Date:

Grantee Name:

Name of Grant Program:

Program Grant Period:

Total Amount of Grant-Funded Food and Beverage:

**Justification for the Purchase of Food and Beverages**

**Describe the activity or program component for which the food and beverages will be purchased:**

**Describe the need for the food and beverages, explaining the benefit to the program:**

Description of items to be purchased	Approximate # of participants	Name of vendor (if applicable)	Budget
4 pizzas per week x 25 weeks @ \$15 per pizza	40 people	Pizza Barn	\$1,500
<b>TOTAL BUDGET:</b>			

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Submitted by: Grantee Supervisor Signature and Title