



**FAMILY INVESTMENT ADMINISTRATION
OFFICE OF NUTRITION ASSISTANCE PROGRAMS
STATEWIDE NUTRITION ASSISTANCE EQUIPMENT PROGRAM (SNAEP)**

PROGRAM INFORMATION AND FUNDING GUIDELINES – FY 2025

The Maryland Department of Human Services (DHS) has established the following guidelines for the Fiscal Year 2025 (FY25) Statewide Nutrition Assistance Equipment Program (SNAEP). All SNAEP grantees must follow the provisions and requirements listed in this document. Please read the guidelines carefully before completing the [FY25 SNAEP Application](#).

SNAEP Purpose

Through SNAEP, DHS provides support in the form of equipment and non-commodity purchases to organizations that provide free groceries and/or meals to eligible individuals and families. Such organizations include soup kitchens, food pantries, shelters, food banks, residential treatment programs, and after-school programs. Any organization applying for SNAEP funding must demonstrate how the intended purchases will expand or facilitate its ability to provide food to the target population.

Reference: Md. Human Services Code Ann. § 6-401- § 6-406

Eligibility

To be eligible for a SNAEP grant, an organization must be incorporated as a tax-exempt organization as described in the Federal Internal Revenue Service (IRS) code or a government agency and must provide food or meals, at no cost, directly to more than one eligible individual or household. Applicants must provide documentation establishing that the grantee has obtained matching resources or a commitment for matching resources that equals at least 50% of the grant amount. The matching resources may be in the form of cash or an in-kind equivalent acceptable to the Department. An in-kind match includes the value of non-cash contributions—such as volunteer time and donations. This match amount equals half (½) of the total requested amount.

Proof of the match resources (cash or in-kind) should be demonstrated by a letter from the donor confirming the availability of the match source. The letter must be submitted along with the SNAEP application.

SNAEP Fund Allocation

DHS has a total of \$282,530 to award FY'25 grants to programs throughout Maryland based on indicators of need. The maximum amount of funding that will be awarded for FY'25 is \$30,000 and the minimum award amount is \$2,000. Organizations who are new SNAEP applicants may request up to \$5,000 for the first fiscal year. DHS will review, and take into consideration, prior performance of applicants who have previously received or applied for SNAEP funding when considering FY'25 applications.

SNAEP Grant Use and Prohibitions

The SNAEP grant is for equipment and non-commodity purchases critical to the operation of eligible organizations. This may include the purchase, delivery and installation of freezers, refrigerators, stoves, shelving units, storage bins, grocery bags and boxes, cookware and paper products. Computers or computer accessories are not eligible items.

Grant Matching Requirements

State law prohibits DHS from releasing SNAEP funds until the grantee provides documentation establishing that the grantee has obtained matching resources or a commitment for matching resources that equals at least 50% of the grant amount. The matching resources may be in the form of cash or an in-kind equivalent acceptable to the Department.

FY 25 SNAEP Award Period and Reporting

Applicants granted SNAEP funds will receive an award letter stating the terms of the agreement including the award amount, grant year, reporting requirements and DHS contact information. Grantees will also be required to sign a [DHS 655](#) Grant Agreement.

The SNAEP grant cycle is for one fiscal year. For FY25, the award period is August 1 2024 - June 30, 2025. SNAEP funds must be expended during the grant cycle. For FY25, grantees will be required to submit a proof of purchase by June 1, 2025. This documentation must include an invoice and receipts or a canceled check matching the amount on the invoice. An invoice alone does not constitute proof of purchase.

Please note this submission deadline of June 1, 2025. A grantee will be required to return any unspent funds to DHS by July 31, 2025. Programs not submitting required proof of purchase documentation and/or not returning any unspent funds will be notified of non-compliance and will be given up to 30 days to submit required documentation or return any unused funds. If still out of compliance, the program will be sent to the Maryland Central Collections Unit.

SNAEP Application Guidelines

Please answer all the questions on the application accurately and thoroughly. Applications that are incomplete, submitted without original signatures, or without the required documentation may not be considered.

It is the responsibility of each applicant to read and become familiar with SNAEP guidelines. Failure to comply with program guidelines (i.e., timely reporting and submission of receipts) will be a factor in determining whether an applicant receives funding in subsequent funding periods. Signing and submitting the application constitutes the organization's agreement to abide by SNAEP guidelines.

Issues of non-compliance by previous/current recipients of the Maryland Emergency Food Program (MEFP) will also be considered when reviewing and scoring applications for SNAEP grant awards.

Application Deadline and Submission Information

The FY 2025 SNAEP applications must be received by DHS (or postmarked) no later than **5:00 PM on Tuesday, April 30, 2024**. Late applications will not be accepted. Applications must be submitted electronically using this [FY 2025 SNAEP Application Submission Form](#).

Tax Exemption and Good Standing Documentation

If applicable, documentation of your tax-exempt status must be included with your application. The name of the organization on the IRS 501(c) (3) tax exemption letter must match your organization's name. If you are included in an IRS 501(c) (3) group ruling as a member of a larger or parent organization, you must provide a statement from your parent organization, on official letterhead, verifying your inclusion in the group ruling.

If you do not have a recent version of your tax exemption documentation, please use this link to the IRS website [Tax Exemption Documentation](#), or contact the Maryland Office of Taxation and Assessments to locate your current tax-exempt status information and submit it with your application.

The applicant must provide their current Employer Identification Number. Organizations that are not in good standing and/or have a tax offset or lien will not be considered for funding. Please upload a screenshot of the Maryland State Department of Assessments and Taxation (SDAT) with your application submission. To obtain the SDAT, please follow the instructions below:

Visit the [Maryland State Department of Assessments and Taxation website](#) and search for your business:

1. Enter the organization's name in the search box;
2. Look for your organization in the **Search Results** and click on your organization's name;
 - a. Your organization's **General Information** page will open in a new tab.
3. Take a screenshot of the **General Information** page and upload it to the field below.

Provider Information and Program Closure Procedures

SNAEP applications must include the full legal name of the program, Program Director, and the primary point of contact.. SNAEP award checks will be made payable to the legal name of the organization that applied for the grant.

Any changes to the organization’s point of contacts, business closure, and the use of SNAEP funding must be communicated to the SNAEP Coordinator via email to leslie.rice@maryland.gov within 30 days of the event. Any unspent funds must be returned to the Maryland Department of Human Services.

Site Visits and Record Keeping

DHS staff may conduct a site visit at any time throughout the award year. This site visit, which may be pre-scheduled or unannounced, will include an inspection of the facility, all items purchased using SNAEP funds and program records (financial data, receipts, participant logs). Please ensure that this information is readily available for inspection during site visits. DHS will visit all first-time SNAEP recipients before grant funds are awarded.

Estimate Requirements

The applicant must include estimates for each item for which SNAEP funding is requested. Please review the chart below to determine the minimum number of estimates required for your funding request.

Required # of Official Estimates (Per Item Type)	
Total Cost	# of Estimates
\$1.00 – \$5,000	One estimate
\$5,001- \$15,000	Two estimates
\$15,001 and over	Three estimates

The estimates should be submitted on the official letterhead of the retail merchant, contractor, store, or distributor from which you intend to purchase the item(s). In addition to the cost of each item, the estimate should list all related expenses associated with the item(s) including delivery and/or installation fees, and any other charges. This information will be used to determine the required match.

Estimates written by the applicant or not submitted on the applicant’s letterhead will not be accepted. When attaching the estimates to your application, please ensure that estimates are easily identifiable and matched to each item on the application. Throughout the fiscal year, a change in equipment cost or match fund availability and resources may result in the need for an organization to reconsider items requested in their original application. In such a situation, the program is required to submit the revised request in writing to the SNAEP Coordinator for approval.