



ECMC Pantry Assistance Grant





Agenda

- Purpose
- Required Reporting
- Best Practices
- Next Steps



Purpose

- Establish or supplement an existing food and basic needs pantry
- Meet immediate insecurities for current students
- Gift cards should not be purchased with these funds



Application Process

- Brief survey that should take no longer than 10-minutes to complete and submit
- There is no deadline to spend funds. Unspent funds should be used the next semester



Required Reporting

- Quarterly report due by the 15th day following the end of each quarter
- Required even if no funds spent for that quarter
- Location of report found at <https://www.ecmc.org/projectsuccess>
- Report available in Google forms
- Photos/videos and receipts for all expenditure required with submission

Requested Information

- Reports must include:
 - Photos of pantries & events
 - Students are not requested to be in photos
 - Receipts for all funds spent since last report
- Report submission required even if no funds spent since the previous quarter
- Current balance on hand required
- Issues submitting report contact Outreach Director to request word document

How to Submit Quarterly Report

- Visit: <https://www.ecmc.org/projectsuccess>
- Select Pantry Assistance Grant
- Link will open to the quarterly report
- Complete report and attach receipts and current photo of pantry



Report Deadline

15th of the month following end of each quarter!

This is a very important deadline for every school who wishes to receive funds in the future from ECMC!



Questions

Contact your
Outreach Director or
email
projectsuccess@ecmc.org



Bridget Ellis, AFC®

Outreach Director

Outreach & Financial Literacy

bellis@ecmc.org



Thomas Bailey, AFC®

Outreach Director

Outreach & Financial Literacy

tbailey@ecmc.org



Brenda McCafferty, AFC®

Outreach Director

Outreach & Financial Literacy

bmccafferty@ecmc.org