

## **Community Food Fund 2025-2026 Grant Application Funding Guidelines**

The Department of Social Development and Seniors (SDS) is launching the Community Food Fund, a new initiative designed to strengthen community-based food supports across Prince Edward Island (PEI). Through this fund, SDS is committed to partnering with community-based organizations who are making a meaningful difference in addressing food insecurity and promoting access to nutritious food for PEI residents.

### **Eligibility**

SDS is now accepting applications for grants through the 2025-2026 Community Food Fund. This grant program is open to eligible individuals, community organizations, community-based coalitions or networks, and municipalities that offer services which help stabilize the food supply for vulnerable PEI residents. The following are examples of services which are eligible for funding support:

- Food Banks;
- Community Fridges;
- Food Cupboards;
- Food Pantries;
- Food Hampers.

To be considered for funding, organizations and/or individuals partnering with organizations will be required to:

- Complete an application form which includes organizational information, a description of the service delivery model (with supporting photos of the facility), and financial information (including a proposed spending plan).
- Enter into a formal funding agreement upon approval. This agreement outlines obligations related to financial reporting, record keeping and program accountability.
- Those who are applying as an individual (and not an organization) will be required to identify a partner organization. If appropriate, SDS will work with individuals to identify a partner organization. A partner organization must be able to enter into a formal funding agreement prior to funding being issued.
- Accommodate a site visit and inspection as part of the assessment and monitoring process.
- Provide a Criminal Record Check for individuals directly involved in program delivery.

There is a limit of one application per organization, and all applicants must ensure their service adheres to all relevant food safety regulations and guidelines.

### **Funding Guidelines**

Successful applicants may be eligible to receive funding up to a maximum of \$10,000. At the discretion of SDS, approved funding may be disbursed in scheduled installments during the term of the funding agreement.

Funding awarded through this program may only be used for the purchase of food that will be distributed to clients. Grant funding may not be used for infrastructure,

equipment, facility repairs, facility rental costs, or staff salaries. The [Island Community Food Security Program](#) offered by the Department of Agriculture may support some of the non-food expenses associated with community fridges. Applicants who have previously received funding through the Island Community Food Security Program must have fulfilled all associated financial and reporting requirements to be eligible for funding through the Community Food Fund.

All funds provided under this program must be spent by March 31, 2026.

Funding through this program will be awarded on an annual basis. Recipients of funding in the 2025-2026 fiscal year will be required to submit a new application to be considered for funding in future years. Requests for multi-year funding are not being considered at this time.

### **Submission and Review of Applications**

Applications for the 2025-2026 funding cycle must be received by 5:00 pm on Monday, December 1, 2025.

Completed applications, including the required site photos, must be emailed to Katie Duffy, Program Coordinator ([kmduffy@ihis.org](mailto:kmduffy@ihis.org)). All applications must be clear and legible; typed applications are strongly encouraged to ensure readability and completeness.

Please note that submitting an application does not guarantee funding. All applications will be assessed based on a range of criteria, including:

- Type of service(s) offered;
- Geographic area served;
- Estimated number of clients supported;
- Service delivery model (including monitoring mechanisms);
- Proposed spending plan and budget; and
- Other sources of funding received.

All applicants will be notified of the funding decision by letter and/or email, regardless of the outcome. Please note that approved funding amounts may differ from the amounts requested in the application, and may be dependent on the number of applications received.

### **Contact Information**

Applicants are encouraged to reach out with any questions regarding the development or submission of their application. For assistance, please contact:

Katie Duffy, Program Coordinator  
Department of Social Development and Seniors  
Email: [kmduffy@ihis.org](mailto:kmduffy@ihis.org)  
Telephone: 902-218-7468