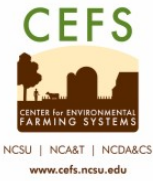


Rapid Response 2021: NC Farm to Summer Funding



You will receive a ShareBase email from Dallas Goodnight, dlgoodni@ncsu.edu. His email will include instructions on how to download these forms, complete them, and reupload to the ShareBase folder. **Please upload these forms to the ShareBase folder by 3pm on April 23rd. Please do not email these forms.** Please note again, the university has strict deadlines and timely submission of documentation is essential to a speedy receipt of funding; any delay in submitting ALL four of the REQUIRED financial documents bulleted below could mean funds are not dispersed until late July. Funds will be distributed via Electronic Funds Transfer.

REQUIRED FUNDING DOCUMENTS to upload through ShareBase folder

- [W9 https://www.irs.gov/pub/irs-pdf/fw9.pdf](https://www.irs.gov/pub/irs-pdf/fw9.pdf)
- [EFT/ACH form https://ncffa.org/as/ncffa/i/chan/images/Vendor%20ACH%20Enrollment%20Form.pdf](https://ncffa.org/as/ncffa/i/chan/images/Vendor%20ACH%20Enrollment%20Form.pdf)
- Scan/Picture of a voided check OR a direct deposit authorization form from your bank
- Invoice: checklist provided below with required wording

CEFS INVOICE CHECKLIST for Vendors

In order to help the invoice process go smoothly and for vendors to be paid in a timely manner, the CEFS Business Office has created this invoice prep checklist. It is a comprehensive list of information that the University needs on the invoice to process and approve quickly.

Reminders:

The name of you/your organization that you put on the invoice, as well as the remittance address, must match exactly what is on your w9 and EFT/ACH form.

CHECKLIST for VENDOR

Vendor Info must include

(exactly like on w9 and ACH form)

- Full name of the vendor
- Address of the vendor
- This MUST be the full, unabbreviated address of the vendor
- Phone Number of the vendor
- Email of the vendor

“Bill To” Info must include

- tes thraves, Farm to School
- Center for Environmental Farming Systems or NC State University
- Campus Box 7609, NCSU, Raleigh, NC 27695

Invoice Description

- Quantity/Description – please use the below language, depending on what you checked on your application
 - local food purchasing* for school meals or student connection to local food/farmers,
 - local food infrastructure* for increased long-term capacity to incorporate local foods,
 - local food promotion* of local summer produce, local farmers from whom you are procuring, and/or benefits to the community and environment of local purchasing,
 - local foods educational programming* (gardens, cooking, other education efforts)
- Total \$1,000/\$2,000; YOUR exact amount will be detailed in your award notification
- A “Date of Service” line – April 19th, 2021
- A Due by Date - please write exactly “due upon receipt April 22nd, 2021” for fastest processing