



**United Way
of New York City**

Eligible Expenses by Category

Food Service Paper Products (FSP)

- Food Pantries (FP): Paper Bags, Boxes, Reusable Bags or Plastic T-Shirt Bags
- Soup Kitchens (SK): disposable plates, cups and cutlery, table clothes, aluminum pans, foil and plastic wraps.
- Both: Garbage and Recycling Bags

Transportation

- Vehicle rental or mileage to pick up food donations from source.

Staff and Volunteers

- Must be direct service staff or volunteers for a funded FP or SK
- Administrative staff are not eligible (ex: Finance Officer, Building Maintenance, etc.)

Utilities

- Gas, Electric, Oil, Steam Water used for storage, preparation and distribution of food.
- Prorated based on days of delivery and distribution

Space

- Lease agreement between CBO and landlord
- Rent for space used for storage and distribution of food
- Prorated based on days of delivery and distribution