

DOUBLE UP OKLAHOMA CAPACITY BUILDING FUNDS: NOTICE OF AWARD AND AGREEMENT

NAME OF RECIPIENT ORGANIZATION Norman Farm Market		
AMOUNT AWARDED \$2,000.00 See #1 AWARD details below. <i>Funds are available for use through 10/31/26, and the last request for reimbursement is due in November 2026. Any unused funds after 10/31/26, will be considered void.</i>	DATE OF AWARD NOTIFICATION April 3, 2026	PROJECT/BUDGET PERIOD date of award notification through 10/31/26
CHECK-IN DATES Pre project meeting Mid-June and as needed for additional support	MONTHLY REIMBURSEMENT Expenses will be reimbursed monthly and must follow guidelines below. See #3 Report and Invoices , below.	Final Recap Report Due: 11/30/26

The document outlines the terms and conditions of accepting Double Up Oklahoma Capacity Building Funds from Hunger Free Oklahoma.

1. **Final Award:** \$2,000.00 total.

Use of funds is limited to the following approved items from the application below:

Enhancing customer experience

- Produce focused, hands-on cooking classes for Market customers 2/week throughout season
 - Purchase limitations apply. Consult with HFO first.

Important Information:

All Marketing and Capacity Funds awarded must be used to promote Double Up Oklahoma.

Hunger Free OK must approve all print items, social media posts, radio scripts, etc. using Double Up Oklahoma/Double Up Oklahoma logo or any copy about Double Up Oklahoma prior to printing or publishing. Special disclosures may be required.

Markets may only reference that they “Accept SNAP Benefits” only.

Ineligible Expenses:

No part of the capacity building funds may be used for the following:

- To persuade or recruit individuals to apply for SNAP benefits
- Lobbying or other attempts to influence legislation
- To influence the outcome of any specific public election
- To carry out, directly or indirectly, any voter registration drive
- Purchase of equipment.
- Cost of nutrition incentives, including issuing incentives via refund
- Inventory or stocking of fruits and vegetables by retailers
- General operating expenses including existing personnel/staff time
- Any alteration of the EBT Card
- Pay for personnel to help at the market
- System/software upgrades

2. By signing this document, you agree to comply with the terms of this agreement and any restrictions and requirements laid out in the application.

Please submit your agreement, signed with an electronic signature, or scanned after signing, to Kathryn.Galier@HungerFreeOK.org. Be sure to keep a copy for your records.

3. **Reports and Invoices** with sufficient detail will be submitted to Hunger Free Oklahoma as outlined in this agreement.

Monthly Reimbursement: Expenses will be reimbursed monthly, after Hunger Free Oklahoma is invoiced by the Market for approved expenses related to their Capacity Building project from the previous month. **The Capacity Building invoice should be separate from the monthly DUO invoice.** Each expense must be listed as a separate line item on the invoice. Backup records such as receipts or invoices must accompany the request for each monthly reimbursement.

FINAL REPORT: Provide documentation of the expenses incurred and a one-page report detailing the funded project, how funding was used, and impacts of the funding.

4. Proper records, invoices, and books will be maintained by the Recipient Organization that enables Hunger Free Oklahoma to easily determine how funds have been used. Any invoices, receipts, or other documents related to these funds will be made available to Hunger Free Oklahoma upon request.

5. The amount of the grant and specifications of use detailed in section 1 of this agreement will supersede any details provided in the application. Funds cannot be used for other financial obligations, cash flow or general operating expenses unrelated to the approved proposal.

Significant change in the program/project supported by the funding, or any request to change

the allocation or use of funds from the originally submitted budget, must be submitted to Hunger Free Oklahoma in writing and agreed upon by both parties as an addendum to this agreement.

6. Awardee agrees to promptly repay any awarded funds not used for the approved purpose.

7. Legal Provisions:

Neither this Agreement nor any of the rights, interests, or obligations hereunder shall be assigned by any Party without the prior written consent of the other Party.

This Agreement represents the complete agreement of the parties and supersedes all prior agreements.

Awardee agrees to defend, indemnify, and hold Hunger Free Oklahoma harmless from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of the indemnifying party, its employees or agents, in performance of this Agreement.

By signing below, I acknowledge that I fully understand and agree to comply with the above conditions and requirements of accepting this funding from Hunger Free Oklahoma.

Name of Awarded Organization

By:

Title:

Date:

Hunger Free Oklahoma

By:

A handwritten signature in black ink, appearing to be 'M. D.', written over a horizontal line.

Title: President/CEO

Date: April 3, 2026