



# Double Up Food Bucks

## 2021 Grant Signing Instructions

Dear Market Manager,

Attached to this email you'll find a link to review and sign the grant agreement for the 2021 Double Up Food Bucks program at you market(s).

Please review the agreement. If you need to request any changes, please email those requests to [marketreporting@fairfoodnetwork.org](mailto:marketreporting@fairfoodnetwork.org).

If the agreement is accurate, please sign and return the entire agreement in one of the following ways:

- 1) Most Efficient: Sign the document electronically. Once you open the document, click into each field on pages 1, 9, and 10 to enter the requested information. (FNS#, EIN, year approved to accept SNAP, market information, and number of DUFB vendors) In the signature field, you can sign with your finger if you are using a device with a touchscreen (smartphone or tablet) or you can type your name to sign the document (computer). Once you have completed all of the required fields, a button will appear labeled "Click to Sign." Click this button to send a copy of the signed pdf to your email and mine.
- 2) Print the agreement, sign it and scan and email the signed agreement to Fair Food Network at [marketreporting@fairfoodnetwork.org](mailto:marketreporting@fairfoodnetwork.org).
- 3) Print the agreement, sign it and mail it to Fair Food Network at: Fair Food Network, Attn: Cassidy Strome, 1250 North Main St, North Suite, Ann Arbor MI 48104

Along with your signed agreement, Fair Food Network must also have a copy of your W-9 dated in 2021 (can be downloaded from <https://www.irs.gov/pub/irs-pdf/fw9.pdf>). Please email this supporting documentation to Fair Food Network at [marketreporting@fairfoodnetwork.org](mailto:marketreporting@fairfoodnetwork.org).

After we receive your signed agreement and supporting documentation, if applicable a check will be processed for the 2021 Grant Amount and mailed to you at the address listed on the agreement. If you have any questions, please contact Fair Food Network at (734)213-3999 ext. 109.

Thank you!