



Host Reimbursement Guide

This resource includes general information and step-by-step instructions on how to receive a reimbursement of up to \$150 per group of 10 people (including yourself) after your Breaking Bread, Building Bonds gathering. This reimbursement is generously provided by the [UJA-Federation of New York](#).

Host Reimbursement FAQs

Who is Eligible for a BBBB Reimbursement?

- ❖ Individual hosts that have completed our [BBBB survey](#) and are gathering with a table of community members in New York City.
- ❖ Hosts representing a New York City Community-Based Organization (CBO) that have completed our [BBBB survey](#) and cannot independently fund their own BBBB gathering.
- ❖ If you are an NYC CBO hosting a large gathering, please contact us at breakingbread@cityhall.nyc.gov to learn more about funding options and potential funding and venue partners to support your BBBB gathering.

What This Reimbursement Can Cover:

- ❖ Food and drink costs up, including:
 - Groceries you purchase to prepare specific dishes or the entire meal.
 - Food delivery from a local restaurant that you order from.
 - A receipt from a local restaurant that you gather at with community members.



What This Reimbursement Does NOT Cover:

- ❖ Location-related costs such as a venue, rentals for tables and chairs, etc.
- ❖ Travel-related costs for yourself and attendees, such as subway, taxi fares, etc.
- ❖ Dishware (plates, silverware, napkins, cups, etc) and cleaning supplies.
- ❖ Alcoholic beverages of any kind.

How Much Does the Reimbursement Cover:

- ❖ **Up to \$150 per every 10 people at your gathering**
 - This means if you gather with one table of 4-10 people (including yourself), you are eligible for a reimbursement of up to \$150. For example, if you gather as a group of 8 (including yourself) and you spend \$160 on food and drink costs, you are eligible for up to \$150 in reimbursements.
 - This means if your CBO gathers with 2 tables of 20 people total (including hosts), you are eligible for a reimbursement of up to \$300 (\$150 per every 10 people).

What You'll Need to Complete the Form:

- Receipt(s) for the food-related costs you would like to have reimbursed.
- A photo of the meal (*see below for more information*).
- A photo of those who gathered (*see below for more information*).
- A completed and submitted [BBBB Gathering Reflection Survey](#).
- A completed and submitted [Host Reimbursement Survey](#).



Host Reimbursement Steps

Step 1—Purchase!

❖ ***Make your purchases for the meal and save your food-related receipts!***

- *Pro-Tip:* Take a photo of these receipts on your phone right after making your purchase, as you will need to upload these receipts in a future step.

Step 2—Host!

❖ ***Host your BBBB gathering and make sure you take photos!***

- ❖ *Pro-Tip #1:* Take a photo of your meal before everyone digs in! Whether it's a beautifully-curated spread of dishes or simply some takeout bags on the table, the photos not only serve as evidence for the reimbursement, they offer you a chance to archive all the simple and meaningful details of your BBBB gathering!
- ❖ *Pro-Tip #2:* Check-in with people at your gathering about their level of comfortability around photos and videos. If some individuals aren't comfortable with photos being taken of them or photos being shared beyond the group, that's okay! Focus on the meal, the simple details that make the gathering uniquely yours, and some specific individuals who consented to pictures of them being shared with others.
- ❖ *Pro-Tip #3:* Ask people to send you photos they took of the gathering. We'd love for you to share about your BBBB gathering on social media as well, using the hashtags #nycbreaksbread, #nycbreakingbread, and #nycbuildsbonds.



Step 3—Submit Your Surveys!

- ❖ After your BBBB gathering, submit your [BBBB Gathering Reflection Survey](#) AND submit this short [Host Reimbursement Survey](#).
 - *Pro-Tip:* The surveys should only take about 5-10 minutes to complete, so try to complete them within 24 hours after your gathering so you don't forget!

Step 4—Get Reimbursed!

- ❖ After you have completed all the steps above, you will receive a confirmation email from breakingbread@cityhall.nyc.gov that your reimbursement is being processed. If we have any questions or need to clarify any details with you, we will reach out via email. Once approved, we will confirm the amount with you via email.
- ❖ We will issue reimbursements for all BBBB gatherings once a month, during the last week of the month. These reimbursements will be issued through check or electronic payment and addressed to individual hosts directly or to the New York City CBO that financially supported the BBBB gathering.

Questions? Email: BreakingBread@cityhall.nyc.gov