



Food Security Mini-Grants FY2025 Info Session

June 10, 2024

Agenda

- Highlights
- Eligibility Requirements & Eligible Activities
- Application Overview
- Submission Requirements
- Evaluation Process
- Reporting Requirements for Grantees



Highlights

- Total of \$150,000 available.
- One application per organization.
- Max awards of \$25,000.
- Applications due Tuesday, July 9 at 5pm.
- Award notifications in late September.
- Funded through quarterly reimbursements.
- Funds available to be spent October 2024 – June 2025.



Eligibility Requirements

Eligible organizations must serve or wish to serve Arlington residents and be either:

- an IRS designated 501c3 nonprofit organization OR
- a faith-based organization OR
- a public school or university.

Other Notes:

- Organizations may be based in other areas, but the funded project must serve Arlington residents.
- For faith-based organizations: efforts must be provided to any eligible beneficiary and no proselytizing while providing grant funded services



Eligible Activities

Projects must support at least one of the strategies of the food security strategic plan.

Strategies fall under these categories:

- Systemic Change
- Food Access
- Outreach & Education
- Capacity Building
- Informed Decision Making



Eligible Strategies

Systemic Change

- 1.2 - Improve nutrition equity by working to eliminate, reduce, and prevent disparities in food security policies, procedures, and practices to ensure that all those in need of food assistance receive the support they need.

Food Access

- 2.1 - Enhance school-based supplemental food offerings, including food pantries, in-school snacks, and weekend food support.
- 2.2 - Establish new charitable food distributions in neighborhoods with unmet need.
- 2.3 - Increase capacity to deliver charitable food to those unable to access available resources.
- 2.5 - Increase food rescue & redistribution operations.
- 2.6 - Enhance and improve existing food assistance programs serving Arlington residents.

Outreach & Education

- 3.1 - Promote food assistance resources and assist residents with enrolling in programs for which they may be eligible.
- 3.4 - Implement a coordinated SNAP outreach campaign.
- 3.5 - Increase nutrition education opportunities for residents of all ages.
- 3.6 - Partner with resident community leaders to share information about resources in key languages and provide compensation for their work.

Eligible Strategies

Capacity Building

- 4.1 - Develop training materials to inform social services staff and volunteers about food assistance programs, specifically SNAP and WIC, and help residents apply.
- 4.2 - Provide trauma-informed care training for staff & volunteers working with food insecure residents.
- 4.3 - Create a cultural foods guide for charitable food providers with partners from the region.
- 4.4 - Increase the capacity to share locally-grown produce from gardeners and farms with food pantries through expanded donation processing infrastructure.
- 4.6 - Collaborate with APS through its forums to review existing programs and practices and address food equity.

Informed Decision Making

- 5.2 - Use varied levels of engagement to encourage food assistance recipients to provide valuable feedback on programs and services.
- 5.3 - Collect data from food assistance organizations that provides information about usage trends and services provided.

Application Overview

Application Section	# of Questions
Organization Information	7
Program Design	7
Strategic Plan Connection	2
Objectives & Impact	3
Data & Evaluation	2
Project Budget	3

Application Overview: Organization Information



1. Name of Organization
2. Organization Address
3. Organization Website
4. EIN
5. Contact Information of Grant Contact Person/People
6. Contact Information of Executive Director/Grant Agreement Signee
7. Provide a brief description of your organization. Include the organization's history, mission, goals, programs, and capacity to carry out the project.

Application Overview: Project Description


8. Project name
9. Project description
10. Define the demographic population(s) or geographic area to be served.
11. Describe what led your organization to identify this project as a need.
12. How will this funding change or affect your existing programming?
Will this funding support a new initiative or enhance an existing effort?
13. What is the timeframe for the project?
14. How will this project leverage other programs, services, and resources to serve the population?



Application Overview: Strategic Plan Connection

15. Indicate which Food Security Strategic Plan strategy or strategies your project will support.
16. Explain how this project is connected to and addresses the strategy or strategies selected.

Application Overview: Objectives & Impact

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17. Describe your project's objectives.
What do you anticipate that the project will accomplish?
How will this project improve the food security of the people impacted?
 18. Create a SMART goal for your project describing what you hope to accomplish.
A SMART goal is Specific, Measurable, Attainable, Relevant, and Time-Bound.
This goal will be used as an evaluation metric in grant reports.
Example: We will provide rolling carts to 100 low-income households in the Arlington Mill neighborhood by June 30 to help them more easily access grocery resources in the community.
 19. How many people or households do you expect to be served by this project and to what extent will they benefit?
Is this a one-time activity or will clients receive an ongoing benefit from this project?

Application Overview: Data & Evaluation

20. What data and information will you collect to monitor and measure this project's progress and impact?
21. How do you plan to evaluate this project's impact on the community it serves?

Application Overview: Project Budget

22. Complete the budget worksheet. Provide a description of each line item under the narrative header, including rationale and description of the items/services/staff members.
23. Provide a budget narrative that explains the funding requested.
24. How does your organization plan to continue to fund this project after this grant has ended?
What aspects of the project would you prioritize if the full funding amount is not provided?

	Narrative	BUDGET
PERSONNEL		
Salaries		
Benefits		
TOTAL PERSONNEL		\$0.00
NON-PERSONNEL		
Professional or Contracted Services		
Travel & Transportation		
Supplies & Equipment		
Direct Client Expenses		
Communication & Marketing		
Other		
TOTAL NONPERSONNEL		\$0.00
Overhead		
TOTAL FUNDING REQUEST		\$0.00

Submission Requirements

- Submit application through the form on the website.
- Deadline: Tuesday, July 9, 5pm
- Include:
 - Application as Word or PDF
 - Budget worksheet
 - 501c3 letter, business license, or proof of being a public school or university.



Evaluation Process

- Applications will be reviewed by a review panel.
- Responses to each question will be scored using a rubric.
- Questions are valued between 5 and 10 points each.
- Funding amounts may be adjusted to maximize impact among selected projects.

Application Section	Questions	Maximum Points
Organization Information	1 – 7	Not scored
Program Design	8 – 14	40 points
Strategic Plan Connection	15 – 16	15 points
Objectives & Impact	17 – 19	25 points
Data & Evaluation	20 – 21	10 points

Financial Reporting for Grantees

- Reports consist of:
 - Budget worksheet with current expenses
 - Documentation showing those expenses (receipts, payroll report, general ledger report)
 - Invoice
- Due Dates:
 - January 15
 - April 15
 - July 8



Programmatic Reporting for Grantees

- What accomplishments has your project achieved this quarter?
- Update on progress towards achieving your SMART Goal.
- How has this project affected the people served? How are they better off?
- What lasting impact has resulted from this project? (final report only)
- Demographics
 - Households & Individuals served
 - % by race, ethnicity, age (under 18 & over 60) served
 - Households served by zip code

- Due Dates:
 - January 15
 - April 15
 - July 15

The background is a vibrant teal color, densely populated with numerous speech bubbles of various colors including red, yellow, pink, and white. Each bubble contains a large, dark blue question mark. The bubbles are scattered across the frame, creating a sense of constant inquiry and curiosity.

Questions?

Thank you

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<https://www.arlingtonva.us/Government/Departments/DHS/Food-Security-Coalition/Notice-of-Funding-Availability-FY-2025-Food-Security-Mini-Grants>