Arlington County Food Security Mini-Grants FY2026

Information Session

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June 9, 2025

ARLINGTON
VIRGINIA

Agenda

- Overview

- Eligibility Requirements & Eligible Activities

- Application & Submission Process

- Evaluation Process

- Reporting Requirements for Grantees

Grant Program Overview

Overview

- Max awards of $25,000. Total of $150,000 available.

- One application per organization.

- Applications due Wednesday, July 9 at 5pm.

- Award notifications in late September.
  Funds available to be spent October 2025 – June 2026.

- Funded through quarterly reimbursements.

- https://www.arlingtonva.us/Government/Departments/DHS/Food-Security-Coalition/Food-Security-Mini-Grants

Eligibility Requirements

- Eligible organizations must serve or wish to serve Arlington residents and be either:
    - an IRS designated 501c3 nonprofit organization (includes faith-based organizations and school PTAs) OR
    - a public university.

- 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

ARLINGTON COUNTY FOOD SECURITY STRATEGIC PLAN

October 2022

ARLINGTON VIRGINIA
Human Services
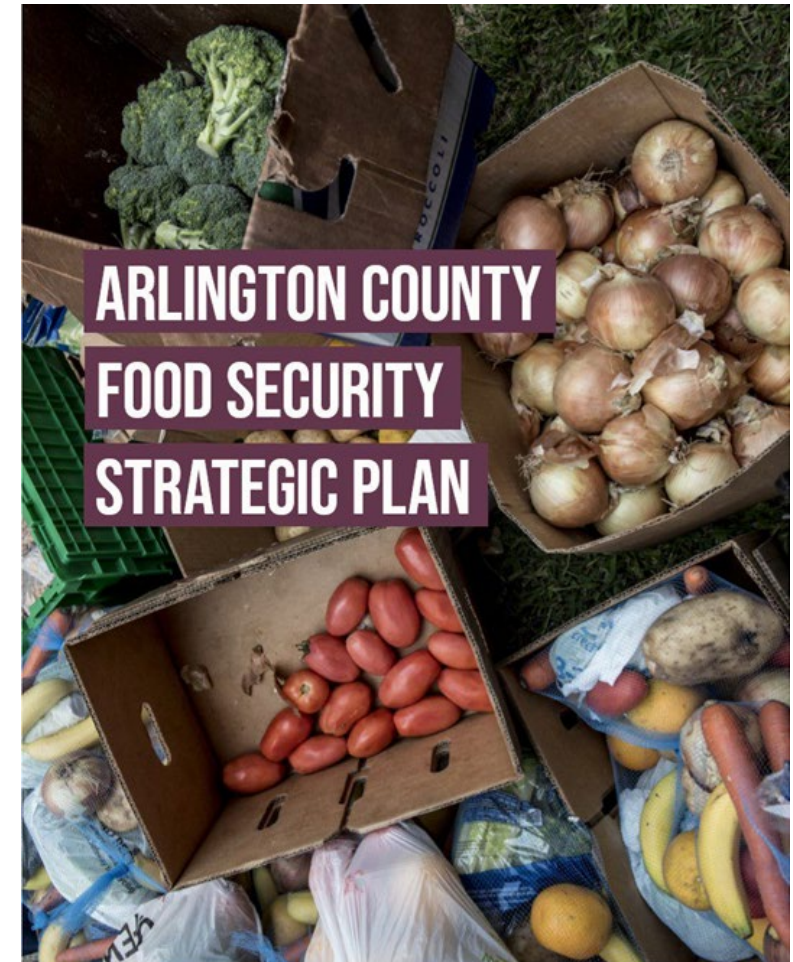
Eligible Strategies

- **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**
  - 4.2 - Provide trauma-informed care training for staff & volunteers working with food insecure residents.
  - 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 & Submission Process

Submittable

Application Process

Applications will be submitted via Submittable at https://arlingtoncounty.submittable.com/submit no later than **5:00 p.m. on Wednesday, July 9, 2025**. Applications require completing the application form, including a budget worksheet, and 501c3 verification letter.

Submit Application >

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Welcome! Below you will find a list of current opportunities.

- You will need to create a free Submittable account or sign in with Google or Facebook credentials to submit a proposal.
- You can save a draft of your work if you would like to finish filling out the proposal at a later date.
- If anything changes with the information you submitted, please rquest to edit the submission. You can also make withdraw and/or resubmit your proposal.
- Submittable works best on Google Chrome, Firefox, and Safari.
- We will follow up with you about your submission by email.

FY 2026 Food Security Mini-Grants

Ends on Wed, Jul 9, 2025 5:00 PM

Submit

Organization Info

- **Organization Name**

- **Contact Info of Main Contact & Signatory**
  - Name
  - Email
  - Phone

- **Organization Address & Website**

- **Provide a brief description of your organization.** *(300 word limit)*

- **Attach 501c3 designation letter**

Project Overview

- **Project Name**

- **Funding Request**

- **In 1-3 sentences, provide an overview of your project.** *(100 word limit)*

- **Indicate up to 3 elements of the Food Security Strategic Plan that your project addresses.**

- **Indicate up to 2 target population(s) that your project seeks to serve.**

- **How does this project relate to your existing programming?** (select only one)
    - New programming or service (or pilot)
    - Enhancement or expansion of an existing program
    - Restart of a past program
    - Sustain existing program

Project Description

- Describe your project in the questions below. **All bullets are part of the questions and will be scored.**
  Feel free to answer each question as a whole or divide your answer to address each component separately, but **make sure your response addresses all bullet points.**

- 500 word limit for each question.

- **Describe your project.**

  Include **ALL** of the following elements in your response:

  - Describe your project and what it hopes to achieve.

  - How will this project relate to the organization's mission or existing programming? Please expand on your response above.

  - Describe any community resources or partnerships this project will leverage or utilize.

Project Description

- **Who will you serve?**

  - Who is the target population for this project?

  - How will the target population be identified and served?

  - How many people or households do you expect to serve?

- **What area of need is this project addressing?**

  - What need or gap in service will this project address? Please include relevant data to demonstrate the need.

  - How does this project connect to the food security strategic plan?

  - Why is this project an effective response to the need? Please include relevant research or data.

Project Description & Budget

- **How will you capture the impact of your project?**

  - What data will you collect to measure the project?

  - What are the lasting effects of this project and how will you evaluate them?

  - How will you collect this information?

- **Describe the project budget.**

Application Documents

- Notice of Funding Availability
- Budget Worksheet
- Grant Agreement Template for Nonprofits
- Information Session Presentation (coming soon)

Budget Worksheet

	Definition	Narrative	Budget
Salaries & Benefits	Wages & benefits paid to staff for development and implementation of this project. Include each position in a separate line and indicate the number of hours allocated.		$xxx
Total Personnel			SUBTOTAL
Contracted Services	Payments to outside consultants or providers to work on this project.		$xxx
Food	Food purchased to be distributed or used for this project.		$xxx
Supplies & Equipment	Supplies and tools used to develop or implement this project.		$xxx
Direct Client Expenses	Payments to clients as part of the project – for example, gift cards or transportation vouchers to compensate or incentivize participation.		$xxx
Communications & Marketing	Publicity materials, printing costs, mailing and advertising expenses.		$xxx
Transportation	Mileage reimbursement, parking, gas, and vehicle maintenance.		$xxx
Other	Anything that doesn't fall into one of the above categories, with explanation.		$xxx
Total Non-Personnel			SUBTOTAL
Overhead	Operational expenses, such as rent and other non-project costs – no more than 10% of project budget.		$xxx
Total Funding Request			TOTAL

Website Tour

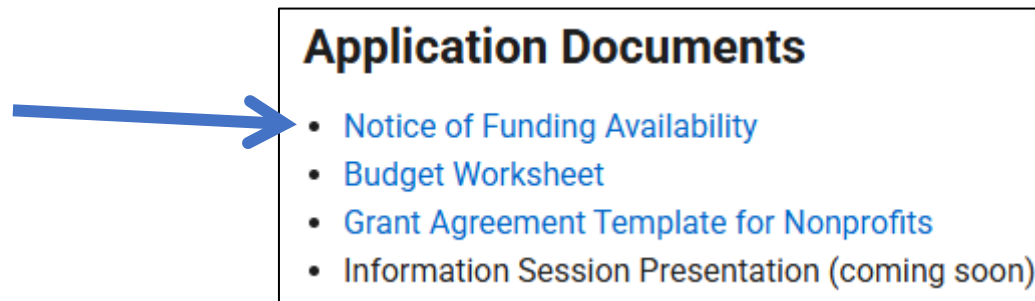- https://www.arlingtonva.us/Government/Departments/DHS/Food-Security-Coalition/Food-Security-Mini-Grants

Evaluation Process

Evaluation Process

- Applications will be reviewed by a review panel made up of county staff and community members.

- Responses to each question will be scored using a rubric.

- Each bullet from the project description section will get scored on a rating of 1 – 5.

- Funding amounts may be adjusted to maximize impact among selected projects.

- Full rubric is available in the Notice of Funding Availability.

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Rubric

Criteria	Description	Scoring					Score
Project Description		**1**	**2**	**3**	**4**	**5**	
Project Description & Objectives	Project description is thorough and provides a complete picture of the proposed idea. Project goals are clearly defined. The proposed services are aligned to support the project's intended impact, goals, and objectives.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	
Relation to Existing Programming	Project will provide a significant enhancement to organization's programming or will ensure maintenance of existing programming.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	
Leveraging	Project leverages other community resources or programs to better serve clients and doesn't try to recreate entire food security system to serve clients. Collaboration mutually benefits both organizations and serves the target population.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	

Reporting Requirements for Grantees

Financial Reporting

- Financial reports consist of:

  - Budget report with current expenses

  - Documentation showing those expenses (receipts, payroll report, general ledger report)

  - Invoice

- Due Dates:

  - January 15

  - April 15

  - July 8

Programmatic Reporting

- What accomplishments has your project achieved this quarter? Provide an update on progress towards achieving your objectives.

- 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

  - Estimated households served

  - Number of client visits

  - Estimated # of households served by race, ethnicity, age (under 18 & over 60)

Other Requirements

- Sign the Grant Agreement.

- Provide a W-9 and bank information for direct deposit of reimbursements.

- Participate in the Arlington Food Security Coalition – Monthly virtual meetings Mondays from 2-3:30pm.

- Host the Food Security Coordinator for a site visit showing the funded project.

Questions?

Thank You!

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