



Food Security Mini-Grants Application

Instructions

All proposals, including all required attachments, a Word or PDF copy of this application, and a budget worksheet, must be submitted electronically through the Food Security Mini-Grants website no later than 5:00 pm on Monday, October 30, 2023. The proposal also must include a 501c3 authorization letter or business license.

Organizations may apply for up to three projects, with a total grant request totaling no more than \$60,000. A separate application must be submitted for each project proposal.

Organization Information

i. Name of Organization

ii. Organization Address

iii. Organization Website

iv. EIN

v. Name, Title, and Email of Contact Person

vi. Provide a brief description of your organization.

- a. Include the organization's history, mission, goals, programs, and capacity to carry out the project.

vii. Is the organization applying for multiple projects or just this one?

- Single project proposed Multiple projects proposed

Project Design

1. Project Name

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2. Provide a brief project description. (500 word limit)

3. Is this funding request to support a new initiative or to continue an existing effort?
(200 word limit)

4. What is the timeframe for the project? *(200 word limit)*

5. Will your organization collaborate with other organizations on this project? If so, describe and explain why this partnership is beneficial to the project. Include whether this is an existing partnership or would be a new one. *(300 word limit)*

Strategic Plan Connection

6. Food Security Strategic Plan Item

Indicate which eligible Food Security Strategic Plan strategy or strategies listed below your project will support.

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.

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.

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.

7. **How does this project address the strategy or strategies selected above?** *(400 word limit)*

Goals & Objectives

8. **Describe what led your organization to identify this project as a need.** *(300 word limit)*

9. Describe your project's objectives. What do you anticipate that the project will accomplish? (300 word limit)

10. Create a SMART goal for your project describing what you hope to accomplish. A SMART goal is Specific, Measurable, Attainable, Relevant, and Time-Bound.

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.

Project Impact & Evaluation

11. 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? (400 word limit)

12. Define the demographic population(s) or geographic area to be served. At minimum, provide the estimated breakdown of race and ethnicity of the population served. (300 word limit)

13. How do you plan to monitor, measure, and evaluate achievement of these objectives? (300 word limit)

Project Budget

14. Total Funding Requested:

Complete the budget worksheet and attach it to your application. Provide descriptions of each line item under the narrative header, including rationale and description of the items/services/staff members.

- a. Use the definitions below to inform your calculations and narratives.
 - i. **Salaries:** Wages paid to staff for development and implementation of this project
 - ii. **Benefits:** Sum of benefits paid to staff in addition to their wages.
 - iii. **Total Personnel Costs:** The sum of (i) and (ii).
 - iv. **Professional or Contracted Services:** Payments to outside consultants or providers to do work on this project.

- v. **Travel & Transportation:** Mileage reimbursement, parking, gas, and vehicle maintenance.
- vi. **Supplies & Equipment:** Supplies and tools used to implement this project.
- vii. **Direct Client Expenses:** Payments to clients as part of the project – for example, gift cards or transportation vouchers to compensate or incentivize participation.
- viii. **Communication & Marketing:** Publicity materials, printing costs, and advertising expenses.
- ix. **Other:** Anything that doesn't fall into one of the above categories, with explanation.
- x. **Overhead:** Operational expenses, such as rent and other non-project costs – no more than 10% of project budget.
- xi. **Total Non-Personnel Costs:** The sum of (iv) through (x).
- xii. **Total Funding Request:** The sum of (iii) and (xi).

15. Describe any funding or in-kind support from other sources that will support this project. (300 word limit)

16. How does your organization plan to continue to fund this project after this grant has ended? (250 word limit)