



Arlington County FY24 Notice of Funding Availability (NOFA)

Food Security Mini-Grants Supporting the Food Security Strategic Plan

September 2023

General Information

The Arlington County Department of Human Services announces a grant funding opportunity to support the implementation of its [Food Security Strategic Plan](#) ("Strategic Plan"). The Strategic Plan was published in October 2022 and identified 28 strategies in five categories that would support the improvement of food security in Arlington. Funding will be available to local organizations implementing selected aspects of the Strategic Plan. As a part of the FY2024 budget, a total of \$150,000 in one-time funding is available through this Notice of Funding Availability (NOFA).

Awards will be granted based in part on an organization's ability to address selected goals and strategies outlined in the Strategic Plan. Grants can range from \$2,500 to \$25,000. Funding awards will be announced in December 2023. Funds must be spent by organizations before June 30, 2024.

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. If multiple projects from an organization are selected, the grant agreement, reporting, and invoicing process will be consolidated.

Eligible Activities

To be eligible, projects must support at least one of the following strategies of the Strategic Plan.

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 Arlington Public Schools (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.

Examples of Funding Uses

- A food pantry purchasing software to better track clients and usage data. (Strategy 5.3)
- A food pantry, meal program, or housing program purchasing reusable bags or boxes to use in delivery efforts or single-use containers to distribute rescued food. (Strategies 2.3 & 2.5)
- A nutrition education provider who will teach a nutrition curriculum with a certain population of residents. (Strategy 3.5)
- A subscription to a program that will provide self-paced trainings for community partners about food assistance programs, like WIC, or training to staff and volunteers relevant to food security. (Strategy 4.1)
- An organization hiring a part-time coordinator to handle food rescue donations and recipient coordination. (Strategy 2.5)
- A small food pantry purchasing a refrigerator or freezer to be able to offer produce, dairy and/or meat to clients. (Strategy 2.2)
- An organization establishing a client council to provide feedback on food security efforts, including compensation to participants. (Strategy 5.2)

Eligibility Requirements

Eligible organizations must serve or wish to serve Arlington residents through one of the above-listed strategies outlined in the Food Security Strategic Plan and be either:

- an IRS designated 501c3 nonprofit organization OR
- a faith-based organization

Organizations may be based in other jurisdictions, provided that the proposed project benefits eligible Arlington County residents.

If projects are sponsored by faith-based organizations, outreach efforts and services must be provided to any eligible beneficiary, regardless of affiliation. Programs cannot be marketed exclusively to

members of the sponsoring organization’s religious affiliation or denomination, and proselytizing while providing services related to this grant funding is prohibited.

Application Documents

- Application
- Budget Worksheet

Submission Requirements

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

Evaluation Process

Grants will be awarded through a competitive evaluation process. Applications will be reviewed by a review panel, which will use the criteria below to consider all aspects of the application. Funding amounts may be adjusted to meet the priorities of the overall grant program.

Evaluation Criteria

Application Section	Questions	Weight
Program Design	1 – 5	Up to 25 points
Strategic Plan Connection	6 – 7	Up to 20 points
Goals & Objectives	8 – 10	Up to 25 points
Project Impact & Evaluation	11 – 13	Up to 20 points
Funding Request & Budget	14 – 16	Up to 10 points
Total		100 Points

Reporting Requirements

Grantees will be required to submit mid-grant and final reports indicating progress towards indicated goals and outcomes and estimated numbers and demographics of households served by their project(s) as applicable. Exact reporting requirements will be determined by the scope of each project.

Grant Awards

Following the award announcement, each organization awarded a grant will be required to execute a grant agreement with the County’s terms and conditions. A copy of the grant agreement template is available on the Food Security Mini-Grants webpage. Organizations will need to submit a W-9 form to receive funding.

Funding will be issued in quarterly reimbursements based on the Grantee’s eligible expenses. Grantees will need to submit for approval by the County an invoice of project expenses that correlate to the line items in the budget submitted with their proposal.

Timeline

- Monday, September 25, 2023 – Notice Of Funding Availability (NOFA) released
- Monday, October 30, 2023, 5:00 PM – Applications Due
- December 2023 – Grantees and awards announced; agreements executed
- December 2023 through June 30, 2024 – Funds available to be spent by organizations

Contact

Any questions about this NOFA should be directed to Stephanie Hopkins, Food Security Coordinator, at shopkins@arlingtonva.us or (703) 228-1065 before the application deadline. A summary of questions asked, and the County's responses will be posted by October 16, 2023.