Ending Hunger Together

Request for Letters of Intent / Proposals

Application Guidelines and Instructions

I. Background

The Community Foundation of Central Illinois (CFCI) is leading the effort to address food insecurity in central Illinois by working to create a framework that mixes healthy food access, community education and economic / community development.

As defined by the U.S. Department of Agriculture, food insecurity is "a measure of a lack of regular access to enough food for an active healthy life for all household members and limited or uncertain availability of nutritionally adequate foods." In the central Illinois tri-county area (Peoria, Tazewell, and Woodford) 11% of the population (44,840 people) and 16.5% of children (14,710) are considered "food insecure", according to 2016 data provided by Feeding America's annual Map the Meal Gap study.

II. Purpose

The Community Foundation is working to gain a broader understanding of challenges and opportunities within the food system as it exists within our community, with a goal of driving systematic, long-term change.

As such, CFCI is interested in investing in collaborative food system projects that are at the community (e.g. multi-neighborhood, city, or county) level. We are not looking to fund individual organizations working in isolation; rather, we are seeking innovative collaboration among 2 or more organizations.

III. Proposal Requirements

A. Address CFCI's Areas of Interest

Projects should address **at least two** of CFCI's three top areas of interest related to food insecurity throughout our communities:

1. Increasing healthy food access
2. Advancing community education
3. Creating economic/community development opportunities

B. Address CFCI Project Goals and Objectives

Goals:
1. Improve the emergency food system
2. Address the root causes of hunger

Objectives:

1. Make a significant impact and noticeably improve the quality of the food offered
2. Encourage true collaboration with measurable outcomes and metrics
3. Work to create a better model to address food insecurity needs in our community

C. Project Criteria

1. Focus on collaborative projects that help drive change for the entire community
2. Detailed sustainability plan required
3. Evidence-based practices required

D. Eligibility

Agencies must meet CFCI's basic eligibility requirements:

1. Open to all organizations with tax-exempt status under Section 501(c) of the Internal Revenue Code, those that operate under a fiscal agent that is a 501(c)3 organization, and to local units of local, county, state or federal government.
2. Grant funding may support new or existing programs that positively benefit central Illinois.
3. Program must be operated and organized in such a manner that no applicable laws are violated.
4. Organization must be current on all CFCI grant evaluations.

CFCI does not fund:

1. Annual / Capital campaigns
2. Individuals
3. Endowments
4. Sectarian religious purposes: Faith based organizations and churches are eligible if program serves the community.
5. Grants will be made to organizations with programs serving individuals within a 50-mile radius of the city of Peoria, IL (excluding Knox and McLean Counties).

E. Letter of Inquiry Submission

Step 1: Submit a maximum 2-page letter of inquiry (LOI) on letterhead stationery. The body of the letter should contain the following information:

a) Introduction – introduce your organization and collaborative partners (including your mission), population served, and why you are applying
b) Project Description – define your project; establish a connection between CFCI priorities and the goals of your project
c) Needs – establish the need for the project (use statistics/demographics)
d) Solution – Discuss how your proposed collaborative project would address the identified need and solve the problem
e) Project plan – Describe the project activities, methodology, and timetable for project completion
f) Organizational capacity – Your capacity to complete the project
g) Budget
h) Sustainability – explain how the project will be continued post-funding

Step 2: CFCI committee reviews LOI. If warranted, an invitation to submit a full proposal will be offered.

Step 3: Submit Proposal utilizing CFCI's online application process

Full Proposal

Proposals will be by invitation only, and should cover the following:

1. List of collaborating project partners, what roles and commitments they bring to the project, and the structure of the collaboration;
2. Capacity/Key staff qualifications;
3. Project contact person;
4. Summary of the lead organization, its purpose, history, and major programs and activities;
5. Description of community need and benefit;
6. Explain how project relates to CFCI's project goals and objectives;
7. Beginning date of project;
8. Length of project;
9. Project description (including goals, objectives, outcomes and area your project will serve/take place);
10. Detailed evaluation process;
11. A timeline indicating milestones for project implementation, and include documentation that demonstrates the planning process up to this point;
12. Detailed project budget, including amount received or committed thus far;
13. Verification of the Lead Organization's 501(c)(3) status including the organization's IRS Federal Letter of Determination, Form 990 or most recent independently audited financial statement and current Board of Directors & Officers List.

If you need assistance with the online grant application process, please contact Sarah Fletcher, Director of Grants and Community Initiatives, at sarah@communityfoundationci.org or call 309-674-8730.

IV. Grants

Grants will be for one-year with a maximum award of $40,000.

Projects must reflect collaborative/multi-organization efforts with one lead organization designated to apply for CFCI funds.

V. Timelines

2018 RFP issued: November 1, 2018

Letter of Intent Due: November 29, 2018

Invitation to Submit Full Proposal Sent: December 17, 2018

Full Proposal Due: February 11, 2019

Grant decisions: March 7, 2019

CFCI reserves the right to deviate from this schedule at any time without prior notice.

CFCI may request an in-person presentation.

Frequently Asked Questions

What type of projects will be considered?

The Ending Hunger Together RFP is targeting projects that are working at the local food system level. We are looking for projects with specific measurable outcomes that touch more than one organization or community group.

The following are a few examples of possible food system projects:

1. *Community Needs Assessment on the issue of food insecurity*
2. *Advancing community awareness about reducing risks of food insecurity through education.*
3. *Creating a partnership between emergency food providers that share distribution resources.*
4. *Expanding access and increasing market for healthy and local foods.*
5. *Advancing community education in preparation of healthy and local foods.*
6. *Improving access to healthy foods through grocery store development/partnerships or creating food co-ops in "food deserts".*
7. *Operating a network of community kitchens for micro-enterprise development and/or for small businesses to share space, equipment and costs as a way to increase access to local/regional food while addressing training and education issues.*
8. *Providing low-income residents with job training opportunities in agriculture/food industry occupations.*

If multiple community partners are involved, who should apply?

Select one lead nonprofit 501(c)(3) organization, tax-exempt private agency or local government entity to handle program and fiscal management. However, funding may be used to support the project activities of other community organizations (not individuals). All partner organizations and contact information must be included in the application.

Our organization is not a 501(c)(3). Can we use another organization's 501(c)(3) or a fiscal agent to submit a Future of Food Security grant?

No, we do not permit the use of fiscal agents for this grant opportunity. A 501(c)(3) organization, tax-exempt private agency or local government entity must adopt the project as its own, with its board assuming legal and fiscal responsibility, and submit its own application as lead for the project.

Can an organization that currently has an active grant from CFCI apply?

Yes. The Ending Hunger Together RFP is a separate funding opportunity.

Does receiving an Ending Hunger Together grant from CFCI preclude an organization from applying for another grant opportunity?

Yes. All CFCI grantmaking related to food insecurity and related issues will be limited to the Ending Hunger Together initiative. Receipt of an Ending Hunger Together grant does not guarantee future CFCI funding.

Does an organization need to be a previous CFCI grant recipient to apply for this RFP?

No, lead/partner organizations do not need to be previous CFCI grant recipients.

Who may we contact with questions?

Please contact Sarah Fletcher, Director of Grants and Community Initiatives, at sarah@communityfoundationci.org or call 309-674-8730.