

**Applications must be received by 5 pm
on Thursday February 15, 2018**

Seed Grants are one time start-up grants intended to be used as a “seed” to begin a new or enhanced service to an agency or Emergency Food Relief Organization (EFRO). Applications will be scored by a committee of Foodlink’s Member Services department and community partners. Awards will be announced by March 15, 2018.

General Instructions.

Applications will be made available on January 18, 2018 and must be submitted by February 15, 2018. All applications must be submitted via email to mmckenzie@foodlinkny.org using the editable pdf application template available on Foodlink’s website.

- Each online application should include the completed:
 - **I. Organization Information**
 - **II. Current Program Information**
 - **III. Project Description** (submitted as separate attachment)
 - **IV. Goals Sheet**
 - **V. Budget**
 - **VI. Application Checklist and Verification**
- Each Application requires the following documentation
 - **A copy of your organization’s 510C3 IRS Determination Letter**
 - Organizations without 501c3 Certification may partner with a fiduciary to carry out a Seed Grant Project. These applications must include a copy of the fiduciary’s most recent audited financials and a letter of support from their Executive Director
 - **A copy of your organization’s most recent audited finances**
 - **Proof of insurance**
- An incomplete application may disqualify the agency’s request.

Questions:
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Seed Grant Timeline

January 18, 2018	Foodlink distributes 2018 Seed Grant Request for Proposals
January 24, & January 26, 2018	Foodlink hosts two online webinars (Wednesday January 24 th 2:00 – 3:00 PM and Friday January 26 th 10:00 – 11:00 AM) to explain the application and answer any questions.
February 15, 2018	Applications must be submitted via email by 5:00 PM
March 15, 2018	Notification of Seed Grant recipient awards. Awardees must meet with Foodlink to sign grant contracts between March 15 th – March 30 th .
March 30, 2018	Distribution of no more than 75% of funds to awardees
June 15, 2018	Awardee Mid-Year progress report and Interim Expenditure Report due. Awardees must meet with Foodlink grant managers between June 15 th and June 30 th to review progress. Budget modifications must be submitted by this date for consideration. Remaining funding will be distributed during this period
September 1, 2018	Final report budget and budget documentation are due to Foodlink. Unused Seed Grant funds/funds lacking proper supporting documentation must be returned to Foodlink on this day. Foodlink may re-allocate returned funding to other Seed Grant projects at their discretion
September 15, 2018	Submission of final report narrative and outcomes submitted to Foodlink.
September 30, 2018	Formal end of Seed Grant project period.

1. Seed Grant Application Guidelines

Seed Grants are start-up grants intended to be used as a “seed” to begin a new or enhanced service to a non-profit agency that is working on emergency hunger relief or other food-based programming. Seed Grants encourage the development of projects that support innovative ways of confronting emergency food and/or nutrition needs of low-income communities. Applicants are encouraged to apply for funding regardless of their current emergency food services; priority for funding will be given to **creative and innovative** strategies for hunger relief and/or food-based programming.

2. Application Categories

- 1) **Resource Enhancement and Community Partnerships:** Projects that increase or enhance emergency food resources or create a diversified resource base through community partnerships.
 - a. Examples of community partnerships include projects to develop and/or utilize emergency food relief programs, food growers, gleaning, community garden programs, or other community food resources.
- 2) **Organizational Capacity and Effectiveness:** Projects that increase organizational capacity and effectiveness to provide emergency food services and access to healthy foods.
 - a. Examples are projects that provide resources, technical assistance, and/or training to emergency food relief organizations for fundraising, bookkeeping, volunteer services, and/or other areas specific to emergency food services.
- 3) **Linkage to Services:** Projects that can link emergency food providers and their clients to services that could reduce dependence on emergency food.
 - a. Examples include projects to expand outreach referral services to connect at risk individuals to medical care, social services, and/or technology to develop training programs for at risk individuals to create linkages and increase skills for future job placement.

3. Eligibility

Foodlink will consider Seed Grant applications from existing non-profits organizations and public entities (e.g.: municipal government, school districts, coalitions of organizations) in Foodlink’s service area, consisting of: Alleghany, Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates counties. Applicants must demonstrate how they assist low-income, homeless, and/food insecure individuals. Applicants do not need to be members of Foodlink’s agency network, although Foodlink agencies are encouraged to apply.

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Organizations without 501C3 status must partner with a fiduciary to hold funds.

4. Funding

4.1 Award Amount

Applicants may apply for up to \$30,000 for their Seed Grant project. Applications seeking less than \$10,000 will not be considered for this project. Seed Grants funds are *one-time, non-renewable* awards. Applicants will be asked to provide detailed plans for project sustainability after the funding period of March 15 – September 1 2018 has elapsed.

4.2 Eligible Expenses

Seed Grants may be used to cover the following expenses:

1. Personnel Services (Staffing)
2. Materials and Supplies
3. Travel and Transportation
4. Postage
5. Stipends
6. Consultants
7. Other (must justify relevance to project)

4.3 Award Distribution

Between 50 – 75 % of awarded funding will be distributed in March 2018 to accommodate situations where up-front allocations of equipment, materials, and supplies are needed. Disbursement of remaining funds will occur after a successful midpoint project review is completed in June 2018.

5. Project Duration

All applicants will receive a response to their application by March 15, 2018. Awardees will be funded from March 15 – September 1, 2018. **All funds that are not properly documented and submitted by September 1, 2018 must be returned to Foodlink.** Funds that are documented and accounted for maybe be spent through September 30th, 2018 (such as stipends for volunteers). See the attached timeline for a more detailed description of the grant cycle.

6. Evaluation

Proposals will be scored by a team of reviewers from Foodlink's Member Services department and community partners. Proposals will be evaluated based on the following criteria:

1. *Quality of Proposal*: goals, objectives, and work plan are clear and appropriate; resources in terms of personnel are appropriate for the project scope; and all budget items are allowable, reasonable, and clearly defined. Proposals clearly fit into one of the three defined application categories and applications are completed in full.
2. *Sustainability*: the project clearly describes how the project can be scaled up or expanded. If the project requires continued funding, applicants must describe how it will be secured to continue to project beyond the initial seed grant
3. *Innovation and Impact*: proposal clearly describes how the project fills gaps in resources, distribution, and/or types of food resources available to the community. The proposal includes **at least three metrics** to assess impact, describes appropriate deliverables, and the potential to provide new knowledge and lessons learned.

7. Reporting and Documentation

Organizations will be required to complete mid-point and final reporting for this grant. Mid-point reviews will occur from June 15 – 30 2018. Agencies will review project goals and budget to determine if modifications need to be made to either during mid-point reviews. Organizations will be expected to submit copies of receipts *and* expenditure sheets. Foodlink will work with awardees during their March 2018 meeting to determine specific documentation required for each budget line item.

Mid-point reviews (June 2018) will include:

1. Meeting with Foodlink grant managers
2. Mid-Year Progress Report Narrative
3. Mid-Year Expenditure Report

Final reporting (due on September 1) includes:

1. Final Report Narrative
2. Final Report Outcomes: Provides a description of deliverables, and requires agency to provide the outcomes products as described
3. Final Report Budget/Documentation: Report and justification of all funds used for each budget category and item.

Seed Grants General Application

I. Organization Information

A. Organization Name:

B. Address:

C. Type of Organization (Select all that apply):

Emergency Food Relief Organization

Social Service Provider

School

Food Rescue/Gleaning

Municipal Government Agency

Other: _____

D. Fiscal Agent (if different from organization): _____

****Organizations without a 501C3 Certification may apply for seed grant funding in conjunction with an umbrella organization that agrees in writing to act as the fiduciary for the project***

E. Annual Operating Budget: _____

****Operating Budget will be used to measure to relative size of the organization and amount of resources available beyond the seed grant funding.***

F. Contact Information

Role	Name	Phone	Email
Executive Director			
Contact for this Grant			

II. Current Program Information

A. Describe your organization and relevant programs. (Who are you? What is your mission and vision? Where do you operate? Who do you serve? What services to you directly and/or indirectly provide? Include any relevant statistics)

B. Number of Staff and Volunteers

Staff:

Volunteers:

C. How do individuals find out about your programs/services?

III. Project Description

(Note: Please Submit Project Description as a separate PDF).

A. Please indicate the type of project for which you are requesting grant funding (refer to application guidelines)

- Organizational Capacity and Effectiveness
- Resource Enhancement and Community Partnerships
- Linkages to Services

B. Project Narrative

Each of the following subheadings must be addressed in the project narrative.

1. Executive Summary (**Limit 150 Words**)
 - a. Provide a summary statement of the project for which you are requesting funds, including: what you aim to accomplish, the scope of the issue to be addressed, and how the project helps fulfill your agency's mission.
2. Description of Project
 - a. Provide a detailed description of the project to address the problem described in the summary statement, including: goals, community partners, and timeline.
3. Statement of Need (**Limit 150 Words**)
 - a. Who will benefit from the Seed Grant project? Describe your target population and geographic area, as well as your reason for choosing these communities.
 - b. What processes have you used to learn about the issue to be addressed by the Seed Grant project (focus groups, surveys, research, etc.)? How does your project align with community concerns?
4. Impact and Innovation
 - a. Describe how the project takes a new approach to the issue in your community.
 - b. Estimate the number of people (unduplicated) to be reached by the proposed project.
 - c. How will you measure your outcomes and determine success?
5. Management of the Project
 - a. Describe the roles and responsibilities of staff, volunteers, consultants, and partner organizations and how they contribute to achieving the project's outcomes.
 - b. Specify responsibilities for monitoring and tracking progresses on project goals.
6. Sustainability (answer one of the following prompts)
 - a. Describe a clear plan for obtaining other sources of funding necessary to sustain the project, identifying sources of funds or revenue specifically, **or**
 - b. Describe how the project will become self-sustaining

IV. Project Goals Worksheet

Describe the specific goals for your project. Projects must list at least 3 goals and outcomes.

Goals	Outcomes Quantitative and Measureable There may be more than one deliverable per goal	Timeline for each outcome
1)		
2)		
3)		
4)		
5)		
6)		
7)		

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V. Project Budget

A. Provide an itemized budget and indicate the total amount requested for the entire funding period using the chart below..

Category of Expense <i>Note: please complete only those categories necessary for your project</i>				Funding Requested
Personnel Services: Include the title for each position, specify hourly rate, hours worked, and the percentage (%) of total salary to be covered by the Seed Grant funds.				
Position Title	Hourly Rate	Hours Worked	% Salary	Total \$/Person
PERSONNEL SERVICES SUBTOTAL				\$ _____
Other Than Personnel Service (OTPS): Use only the categories listed below - DO NOT add any categories. Include only the TOTAL amounts requested in each category (if any). List the specific items within each category on the next page.				
MATERIAL and SUPPLIES				\$ _____
TRAVEL/TRANSPORTATION				\$ _____
PRINTING/COPYING				\$ _____
POSTAGE				\$ _____
STIPENDS				\$ _____
CONSULTANTS				\$ _____
OTHER				\$ _____
OTHER THAN PERSONNEL SERVICE (OTPS) SUBTOTAL				\$ _____
GRAND TOTAL FUNDING REQUESTED				\$ _____

B. Budget Detail and Justification

1. PERSONNEL SERVICES:

For each position described in the budget table, please describe the project duties of the staff person

Position title, description of services	Estimated Cost

2. MATERIALS AND SUPPLIES:

List each item, cost per item, number to be purchased, and total cost. Briefly describe the reason each item is needed for the project.

Description of Item & Relationship to Project	Estimated Cost per Item	Number to be Purchased	Estimated Cost

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7. CONSULTANT(S):

If this category is used, provide a description of consultant duties and qualifications, rate of pay, and total hours necessary to complete duties. Please also describe why a consultant is necessary to perform these duties.

Description of consultant duties and relationship to project goals	Estimated Total Cost

8. OTHER:

Describe the expense and explain why it is needed for the project.

Description of other items	Estimated Total Cost

VI. Application Checklist and Verification

The following checklist will help you in ensuring your application is complete:

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 - **A copy of your organization's most recent audited finances**
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- Optional Supplemental Documentation
 - Letters of support from community partners
 - Copies of existing outreach materials, organization chart, etc
 - Photos, maps, or other visual aids

VERIFICATION OF APPLICATION

I agree that the information provided in this Seed Grant application is accurate to the best of my knowledge. I have read the Seed Grant conditions and guidelines, and agree that if funded, I will adhere to these conditions and guidelines. Typing your name below verifies that you are the authorized representative (Executive Director or Board Chair) for your organization and approve the contents of this application.

Executive Director or Board Chair Name

Date