



HIGHLANDS COUNTY END HUNGER INITIATIVE

\$66,000 is available to fund three (3) mobile food pantries in Highlands County (one in each Avon Park, Sebring, and Lake Placid) at \$22,000 per site. Contingent on funding requirements and partnership agreement with Feeding Tampa Bay, \$18,000 will be designated to Feeding Tampa Bay to cover the cost of food and transportation. Mobile Food Pantry Drops will include frozen meats, fresh produce and dairy sufficient for 200+ families. The remaining \$4,000 is available for the program's administrative/marketing/training expenses.

REQUEST FOR PROPOSALS

Applications are due by **Monday, September 21st, 2020** via e-mail to: rod.crowley@uwcf.org and cc: sarahbeth.rogers@uwcf.org. The UWCF Highlands County Advisory Board will review announce the funded programs the week of September 21st.

Summarized Information

Grant Funds Available:	\$22,000 per host site for one full program year October 2020 - September 2021
Questions may be sent to:	rod.crowley@uwcf.org or sarahbeth.rogers@uwcf.org
Application Due:	Monday, September 21st, 2020 by e-mail to rod.crowley@uwcf.org with cc: sarahbeth.rogers@uwcf.org You will receive a confirmation e-mail.
Grant Award Notices:	Week of September 21st

Description

United Way of Central Florida seeks to end hunger and food insecurity by providing frozen meat, fresh produce and dairy at three (3) food-insecure locations in Highlands County. In keeping with its practice of providing holistic services that address the root cause of critical needs, UWCF also seeks to use this opportunity to provide access to financial education, health services and educational opportunities in areas where these services are limited.

Up to three (3) \$22,000 grants will be available to multiple applicants with the proven capacity to:

- (1) Host food distributions twice a month for a full year (24 distributions). Distributions must take place at the same place and time in order to establish reliable and consistent access to food and additional services (option to renew for second year). Host sites arrange food deliveries with Feeding Tampa Bay.
- (2) Market to local customer base to assure the participation of at least 200 families per site. Trucks will deliver sufficient frozen meat, fresh produce and dairy to feed 200+ families for one week.
- (3) Recruit and train a minimum of 20 volunteers to assist with food distribution twice a month.

- (4) Provide Memorandum of Understandings with collaborative partners verifying access to additional service(s) that help families find and maintain financial stability. Additional resources could include, but are not limited to: financial education classes, free tax prep, access to health services (immunizations, school physicals, references to health services), legal aide, educational services (job training, GED, ESL classes, tutoring/homework assistance, sliding fee childcare).
- (5) Partner with Feeding Tampa Bay, which requires the following:
 - a. A signed agency agreement with required documentation
 - b. Two volunteers/staff members must complete Feeding Tampa Bay training (on-boarding, food handling, program requirements and on-line testing)
 - c. Data must be electronically tracked and reported as requested by Feeding Tampa Bay (number served and zip code – all requirements are included in training)
 - d. Acknowledgement that applicant will provide their own distribution materials such as tables, bags, boxes and gloves
 - e. Must have paved surface for truck to deliver and unload food (driveway, strip mall, parking lot, etc.)
 - f. All food must be distributed on the day of delivery. Any leftover food must be passed on to alternative source(s) such as shelter or food pantry; no food can be thrown away.
- (6) Applicants who do not already partner with United Way of Central Florida must provide:
 - a. Verification of 501(c) (3) tax exempt status
 - b. An independent audit
 - c. Latest filed 990
 - d. List of Board of Directors with employer and home city
 - e. Brief history of the program including services provided and numbers of families served.
 - f. See “Requirements” below for more detail.
- (7) UWCF will prioritize applicants who are already partners with both United Way of Central Florida and Feeding Tampa Bay in order to enhance rapid start-up

Eligibility

The grant will be available to non-profit organizations qualified as 501(c) (3) by the IRS as tax exempt. Community Impact Grants may not be used to displace government or any other existing funding.

Selection Process

Applicants will be evaluated by the United Way of Central Florida’s Highlands county Advisory Board and will be notified during the week of September 21st, 2020

Evaluation

The proposal must be a maximum of three (3) typed pages, with a 10-point or greater font and no cover page. Responses must be numbered and must correspond to the **Requirements** listed below.

Requirements

General Information Section

1. Name and address of organization
2. Contact person, title, e-mail address and telephone number
3. Organization's Mission Statement
4. (New applicants only) Years of operation with brief background of organization's operations
5. (New applicants only) Describe organization's current work in 25 words or less
6. Describe the population served
7. (New applicants only) Attach a scanned copy of the IRS determination letter certifying status as 501(c) (3) tax exempt
8. (New applicants only) Attach a copy of your Board of Directors including their local employer and home city; Board must include representation from Highlands County.

Proposed Program Section

9. Describe methods your organization will utilize to market to local clients; verify the capacity to bring 200 families to your site.
10. Describe methods used to recruit and train volunteers; verify the capacity to secure at least 20 volunteers twice a month for a full year.
 - a. Identify one or more potential collaborative partners who can provide additional financial stability, health, education or basic needs services. Be prepared to provide Memo-Of-Understanding if requested.
 - b. Please identify full or part-time staff needed to carry out the proposed program.
11. Provide written confirmation accepting the conditions required in numbers 1-5 on Page 1 and 2 under "Description".
12. What other funding sources will be used to support this program?
 - a. Include any low-cost, no-cost resources (i.e. gifts- in-kind, volunteers).
13. Provide a budget identifying all revenues and expenses related to the requirements of this grant October 2020-September 2021. Include the \$22,000 (per site) award.

Grant Agreement and Reporting Requirements

Organizations chosen to receive grant funds must sign a grant agreement setting forth the terms and conditions of the grant award. During the grant period, reports must be submitted online to UWCF. Reporting requirements include:

- A mid-project interim report and a final report which identifies:
 1. Count of clients who received food
 2. Number of health and human service referrals
 3. Number of volunteers required to implement the program.
 4. Monthly, a simple electronic report with client count is also due to Feeding Tampa Bay.

Programs funded by the United Way of Central Florida are required by Partnership Agreement to include the United Way of Central Florida and Highlands County Board of County Commissioners logos on materials supporting the funded program. Funded partners are encouraged to collaborate with each other throughout the year to expand services and improve program quality.