



## Community Food Strategies' Food Council Capacity Building Micro-Grants Request for Proposals (RFP)

### Background

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**In partnership with the W.K. Kellogg Foundation, Community Food Strategies is offering micro-grants of up to \$3000 - \$4000 with matching funds\* to food councils/networks in the NC local food council network.**

**Grant Applications Open: October 10 - December 17, 2018 by 5pm EST**

**Awards Announced: late-January 2019**

**Grant Period: March 2019 - February 2020**

*\*See note on matching funds under 'Other Important Proposal Considerations' below  
Note that grants are for one year.*

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Since 2012, Community Food Strategies has supported communities to develop and build the capacity of food councils - community groups focused on understanding their community's food system and working with decision makers to make that system work better for their neighbors and communities.

Over the past five years, the network of local food councils in North Carolina has grown from four to over 30 active councils. As the number of councils has grown, our communities are increasing their understanding of food system realities and their ability to affect change that helps their communities. At the same time, the resource needs of councils increases with increased development. While Community Food Strategies is committed to coaching and providing tools, trainings and statewide structure to this network of food councils, we are aware that local councils have disparate and place-based needs.

In order to build the effectiveness of the existing local food councils, the W.K. Kellogg Foundation is supporting Community Food Strategies to offer micro-grants that allow local councils to acquire materials, trainings, and supplemental resources that are specific to each council's current stage of development and activities. These grant resources will be allocated based on a simple application process (outlined below). The funding allows for councils to apply for up to \$3000.00 (an additional \$1000.00 available if a local



community funder is/has committed to matching funds up to \$1000.00). Total grants awarded will equal up to \$35,000.00 in this grant cycle (one year).

Community Food Strategies, in partnership with W.K. Kellogg Foundation, is committed to increasing the capacity of communities to reflect the voices of those most directly impacted by the challenges in the existing food system. Grant awards are intended to reflect the [values of Community Food Strategies project](#) and the [overall goals of this grant funding](#).

### **Eligibility for the Micro-Grant Program**

Food councils/networks in North Carolina are eligible to apply.

Click [HERE](#) for a map and list of existing or emerging food councils as of January 2018.

Food councils are not one-size-fits-all, and not all are called ‘councils.’ If you are a new council, are new to this network, or have questions about whether your cross-sector group qualifies to apply, please consider the definition of a food council [here](#) and then contact us at [communityfoodstrategies@gmail.com](mailto:communityfoodstrategies@gmail.com) to discuss your eligibility.

*Micro-grant recipients will be required to provide a signed W-9 with a federal tax ID number upon award announcement.* For many councils, this will require working with a local-based fiduciary partner. See title page information below for fiduciary agent information requirements. The micro-grant funds will not cover any fees to a fiduciary partner.

### **Uses for Micro-Grant Funds**

The intent of these grants is to build the capacity of local food councils/networks individually or at a regional level. As all food councils are place-based and in different stages of development and activity, uses of micro-grant funding may vary widely based on individual food council needs. You can find a list of the 13 projects funded in the 2018 grant cycle [HERE](#). And, examples of some possible uses are also listed below:

- Supplementing or hiring staff, consultants, volunteer service members, or interns to support local food council development and/or council operations.
- Conducting strategic planning or priority setting
- Providing training for council members and/or general public on food councils, food systems, racial equity in the food system or related topics
- Funding local food council members’ attendance at various educational events, such as:
  - [NC Statewide Food Council Gathering](#) expenses (expected late 2019)
  - Trainings, regional gatherings of food councils
  - Site visits with local food councils in peer communities
  - Educational conferences (i.e.:



- CFSA Sustainable Agriculture Conference, November 2019
- Community Food Systems Conference, Savannah, GA Dec 9-11, 2019
- Closing the Hunger Gap Conference, September 2019
- Funding for council-led project(s):
  - Conducting community food systems baseline assessments
  - Hosting public forums, focus groups, candidate forums, community dinners
  - Designing/developing a logo or other promotional materials - brochures, postcards, signage, fliers, especially those that are re-useable
  - Participating in the Local Food Online Certificate Program Tuition - [www.localfoodcourses.org/](http://www.localfoodcourses.org/)

### **Expectations for Successful Grantees / Reporting Requirements**

Although micro-grants can be used to achieve a wide variety of activities, the following requirements are expected of all grantees who are awarded funds:

- Grantees must submit two brief reports:
  - **Mid-term report due August 30, 2019**, which includes one - two pages on project updates
  - **Final report due April 30, 2020**, which includes an outcomes/impacts report within two months of the end of the grant
  - You may be asked to share your outcomes, successes and challenges to the wider network of food councils via blog posts, video creation, conference session or similar event.
  - If grant dollars cover attendance to conferences/events by a small number of food council members, report should include how the attendees shared their learnings with the larger council.
- Grantees must be willing to be interviewed and/or complete one or two surveys about lessons learned, which may include video interviews about the micro-grant project(s) impacts.
- One council representative (preferably more) will attend regional food council phone calls offered quarterly during the course of the grant.
- At least one council member attends the Statewide (odd years) or Regional (even years) Food Council Gatherings hosted by Community Food Strategies each year.
- At least two members of the council will agree to attend an entry level or higher racial equity training offered by Community Food Strategies or an aligned organization during the grant award timeline.



## Proposal Guidelines

Your micro-grant proposal should contain the following information:

### **TITLE PAGE REQUIREMENTS:**

1. **Project Title –**
2. **Food Council/Network Name**
3. **Contact Information**
  - a. **Primary Food Council Lead(s):** Include: Name, email, and phone number
  - b. **Primary Grant Contact(s):** If different than the Food Council lead, include name, email, and phone number.
4. **Fiscal Agent Organization Contact (if applicable):**
  - a. Has your food council/network worked with this fiscal agent before?
    - i. Yes or No
  - b. **Fiscal Agent Organizational Contact:** Contact Name (Director or similar); e-mail address, organization address, website, phone number.
  - c. If food council can accept funds without a fiscal agent, note that here. Enter the organization's tax ID number. *The payment will be made to this organization/business. A W-9 and tax ID will be required upon award announcement.*
5. **Overall micro-grant goal (50 words or less)**

Write an overall goal for this micro-grant in a single, concise sentence. If there is more than one goal, please list each goal in a separate sentence. A goal is the desired change you want to see as a result of your strategies (activities) – such as increased community representation on the council or increased understanding of community assets and barriers to food entrepreneurship in your community.

**GRANT PROPOSAL REQUIREMENTS:** In five pages or less, 11 point font, 1 inch margins

6. **Overall Project Description (about 300 words)**

A brief overview of the local food council need or challenge, overall goal, and specific strategies of this micro-grant. **Include a list of the strategies you will use to achieve the project goal or goals.** Strategies are activities, like completing a food assessment, hiring a coordinator, or convening a workshop.
7. **Capacity Development**

How will these activities, resources, or materials support your food council to build capacity? What will be different in one year or less that will increase the capacity of your council? (about 100 words)
8. **Racial Equity Approach**

Councils funded by micro grants are encouraged to use an equity and racial equity



lens in their work. Council membership should reflect the ethnic and racial diversity of the community it serves or show a commitment to strategies that move the council towards this representative mix of community membership. How will your approach use an equity or racial equity lens or framework? (about 300 words)

**9. Decision Making Process**

Briefly describe your council/network's decision making process that defined what you are requesting with these funds? (~100 words, bullet points are OK)

**10. Timeframe for Strategies**

Provide a simple timeline (by month or quarter) that explains when you will execute your strategies. Micro-grants are for a maximum of one year from the date of the award. Dollars are expected to be spent within one year. Bullet points are OK.

**11. BUDGET AND BUDGET JUSTIFICATION Please use this template.**

Provide a concise itemized budget with the following categories.

- a. Personnel
  - i. Staff
  - ii. Consultants
- b. Travel (Please include travel expenses to attend events.)
- c. Training/educational costs
- d. Meeting expenses (for meetings convened by your council - room rental, food, etc.)
- e. Supplies and materials
- f. Other
- g. Indirect costs cannot be included in your micro-grant proposal. Re-granting of these dollars is not allowed.

**Letters of Support (not included in five-page proposal limit)**

One to two letters of support from key partner organizations or supporters are recommended, but not required.



### **Important Micro-Grant Proposal Considerations**

- Micro-grants are for one year (March 2019 - February 2020)
- Only one grant award per council per year is allowed;
- You may request up to \$3,000 without any matching funds;
- With documentation of a commitment of \$1,000 from a community foundation, local unit of government or other funding source toward the work of your council in your proposal, we will match up to an additional \$1000, if funded. You can apply for up to \$4,000 from this micro- grant fund RFP with a \$1,000 matching fund commitment. \*These matching funds must be awarded before Dec 15, 2018.

### **Proposal Priorities:**

- Projects that use a racial equity approach or that aim to increase capacity for using a racial equity approach within your food council work
- Projects that increase the leadership capacity across food council membership
- Projects that build relationships between community members and community decision makers
- Projects that allow the food council to be more impactful, stable
- Projects will be intentionally granted across both urban and rural communities
- Projects from Tier 1 counties

### **Proposal Submission Information**

- Proposals are due by **December 17, 2018 at 5pm EST.**
- **Include a title page with required items 1-5 listed above.**
- **Include grant proposals that respond to items 6-11 and do not exceed 5 pages (not including title page or letters of support).**
- Applications, including title page, proposal, and letters of support, must be in the form of single pdf document; and
- Proposals must be emailed as an attachment to [communityfoodstrategies@gmail.com](mailto:communityfoodstrategies@gmail.com) by 5pm EST on Monday, December 17, 2018.

### **Proposal Review**

Proposals will be reviewed by the Community Food Strategies project team. Expect notice of a decision on your proposal within 45 days of the submission deadline.

**For more question or information about the proposal process, contact Abbey Piner at [apiner@ncsu.edu](mailto:apiner@ncsu.edu).**

