

CAPACITY BUILDING GRANT 2015 APPLICATION

The mission of Good Shepherd Food Bank is to eliminate hunger in Maine by sourcing and distributing nutritious food to people in need, building strong community partnerships, and engaging the public in the fight to end hunger.

PROGRAM OVERVIEW

Good Shepherd Food Bank is pleased to announce this new grant opportunity made possible through the support of our generous donors. The Capacity Building Grant program is a competitive grant process that awards funds to partner agencies of the Food Bank that seek to make improvements to their program, allowing them to more effectively serve the individuals in their communities. The program recognizes that capacity for greater service to patrons is not limited to access to food; infrastructure, technology, storage capacity, or staffing may be barriers to improving service. We encourage you to be creative in thinking about your program's needs and to include as many people as possible: staff/volunteers, community members, patrons.

Grant awards between \$500 and \$5000 may be requested. Details need to be provided showing how the amount of money requested will be used if awarded.

Eligible Applicants:

- Partner Agency must be a Tier 2 partner of the Food Bank (food pantry, soup kitchen, emergency shelter, youth program), must be active and a partner for at least 4 months at the time of the grant deadline.
- Partner Agency must have met all Food Bank requirements for file paperwork, Food Safety Training, and reporting of retail pick-ups, and may not have an outstanding balance with the Food Bank over 30 days old at the time of the grant deadline.
- Partner Agency must have been found in compliance with safe food handling and storage of product at its last visit by any Food Bank staff person.

DEADLINE: May 29, 2015. Please send materials all at once. Completed application materials must reach Good Shepherd Food Bank by noon on Friday, May 29th. Late applications will not be considered.

GRANT GUIDELINES

Evaluation Criteria:

Grant applications will be evaluated based on:

- Strength of capacity building strategy/goals as detailed in the application.
- Linkage between *Self-Assessment for Partner Agencies* results and capacity building strategy/goals.
- Likelihood of capacity building strategy/goals creating sustainable changes after the funding period ends.

Expectations:

If awarded the grant, partner agencies must adhere to the following:

- Partner Agency will agree to and comply with the Grant Agreement (attached for your information; will be re-sent if your program receives a grant award).
- Partner Agency must submit a follow-up report by the designated due date. The report and due date will be provided at the time of grant award.

Timeline:

Friday, March 20, 2015 – Application posted online and emailed to Partner Agencies

Friday, May 29, 2015 – Grant application deadline

***June-July 2015** – Grant review period. Your program may be contacted during this time if the review committee has follow-up questions regarding your application or needs to schedule a site visit.

***Friday, August 14, 2015** – Notification of Decisions mailed. Awardees must return the signed Grant Agreement to Good Shepherd Food Bank within 2 weeks of receiving Notification of Decision in order to accept the award.

***September-November 2015** – Grant money mailed to awardees.

***TBD** – Follow-up reporting due. All awardees will be required to submit a follow-up report. Details will be mailed with Notification of Decision.

**Because this is the first year Good Shepherd Food Bank is offering the Capacity Building Grant, we do not know how many partner agencies will apply and how much time it will take to review applications. As a result, notification of decisions and awards dates listed above reflect our best estimate but are subject to change.*

How to Apply:

Typed applications are preferred. Handwritten applications will be accepted if they are neat and easy to read.

Completed applications may be emailed to khelming@gsfb.org with the file name and email subject line <**Your Agency Name**> - **Capacity Building Grant Application**.

Grant applications may also be mailed or delivered to: **Good Shepherd Food Bank, Attention: Kathy Helming - Capacity Building Grant, 3121 Hotel Rd., P.O. Box 1807, Auburn, ME 04211.**

Any proposal submitted after the deadline will not be considered.

Questions:

Questions regarding this application may be directed to any member of the Agency Services team at Good Shepherd Food Bank. Contact information for our team is included on the Frequently Asked Questions document sent with the application packet.



CAPACITY BUILDING GRANT 2015
GRANT APPLICATION

Agency Information

Partner Agency Name: _____

Agency's Street Address: _____

City/Town: _____ Zip Code: _____

Agency Contact Information

(Please list the person who can respond to questions about this grant application.)

Name & Title: _____

Primary Phone Number: _____ Email Address: _____

Mailing Address: _____

(The best place to mail award letter and other information about this grant.)

City/Town: _____ State: _____ Zip Code: _____

- 1. How much funding is your program requesting? (Note: Capacity Building Grant awards will range from \$500 to \$5000.)

- 2. Please provide a brief explanation of why your agency is applying for this Capacity Building Grant. What are you seeking to accomplish and how will the grant funds help to meet these goals? *(Text box is for guidance only; attach more pages if needed.)*

3. If awarded the full amount requested, please provide specific details about how the money will be spent. You may need to do research to find the average prices of the items you plan to purchase. (Example: *Our program is requesting \$1500 to purchase equipment to implement a grocery shopping model of distribution. \$1000 will be used to purchase a produce display refrigerator. \$300 will be spent on metal shelving to create shopping aisles. \$200 will be used to purchase two used rolling carts to help patrons with their boxes while they are choosing their food. (Text box is for guidance only; attach more pages if needed.)*)

4. If awarded a Capacity Building Grant to make improvements to your program, how will you measure the effectiveness of your capacity building strategy? How will you know if the improvements were successful at increasing your program's effectiveness? (Text box is for guidance only; attach more pages if needed.)

5. A copy of the completed Self-Assessment for Partner Agencies is required to be submitted to Good Shepherd Food Bank along with the Capacity Building Grant Application. Assessing what you are currently doing is the first step to determining what next steps you want to take to grow and/or improve your program. Where along the assessment your program ranks itself now does not impact your eligibility to receive a Capacity Building Grant. The Self-Assessment provides guidance for you about what are considered the best practices for emergency food programs. The descriptions in the Self-Assessment columns represent incrementally more effective practices as you move to the right with the column all the way to the right representing the best recommended practice. Please provide feedback on how your agency completed the Self-Assessment for Partner Agencies (who was involved, was it done individually or as a group, etc.) and any program changes or goals that resulted from completing the assessment. *(Text box is for guidance only; attach more pages if needed.)*

All grant applications must be signed by the Executive Director (or main volunteer) of the sponsoring agency. Incomplete applications will be disqualified.

Signature: _____

Name (Printed) & Title: _____ Date: _____

Grant materials must be received by **12PM on Friday, May 29, 2015**. Submit grant materials all at once. Incomplete or late applications will not be considered. *Make a copy* of your agency's application for your records.

APPLICATION CHECKLIST

- Capacity Building Grant 2015 Application
- Copy of completed Self-Assessment for Partner Agencies

For Good Shepherd Food Bank use only

- Signed Application
- Signed Agreement
- Completed Self-Assessment

Date/Time received: _____

Staff Initials: _____