

Request for Proposals (RFP)

2023 Jefferson County Food Pantry Assistance Grant Opportunity



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**Making
Good
Happen**

Overview

Community First Foundation (the Foundation) is pleased to announce a grant opportunity to support food pantries, emergency and direct food providers in Jefferson County to increase access to nutritious food with an emphasis on purchasing from local producers.

With the return to pre-pandemic federal SNAP benefits in March 2023 and inflation and economic hardship, many of our neighbors & families continue to struggle to afford food. In 2023, significant funding in service to food security has been authorized by the state legislator, which is celebratory news. However, funding for local food pantries – specifically, Jefferson County focused food pantries requires more financial support for our neighbors furthest from thriving to ensure access to nutritious, locally-produced food!

We are committed to increasing access to diverse, locally produced, nutritious, fresh and culturally relevant food for our communities. This funding aims to support local food pantries, leverage Colorado's growing season supporting local food producers, and meet community needs.

To be considered for this grant opportunity, applicants must be headquartered in, have a physical location in, or have demonstrated commitment to providing meaningful services in Jefferson County.



Background

In December 2018, Colorado state legislators approved funding for the [Colorado Food Pantry Assistance Grant \(FPAG\)](#), a statewide program designed to purchase locally produced, high quality, nutritious, fresh food to help Coloradans needing food assistance. FPAG connects and supports Colorado's food pantries to purchase and provide their communities with Colorado-grown fruits, vegetables, dairy and meat products from local ranches & farmers. The program has helped emergency food providers serve hundreds of thousands of Coloradans and purchase millions of pounds of food from local producers. Unfortunately, food pantries continue to report 2 to 6 times the number of people needing assistance.

And though not directly related to FPAG, [Colorado's Supplemental Nutrition Assistance Program \(SNAP\) emergency allotments that were approved during COVID](#), which increased SNAP benefits ended in March 2023. As a result, SNAP benefits will be automatically adjusted to reflect regular, pre-pandemic benefit levels. It's estimated that Colorado will lose \$53 million in benefits each month. On average, Coloradans will see a reduction of \$90 per person per month, or about \$360 for a family of four, though some individuals will see an even greater impact, & older adults in particular. In addition to record inflation impacting housing and groceries, **this reduction will push many Coloradans toward a hunger cliff.**



Important Information

Eligibility

Organizations wishing to apply for this grant opportunity must meet the following criteria:

Service to Jeffco residents. Organizations must already be providing services or support to Jeffco residents. Organizations do not need to be headquartered in Jeffco in order to apply.

Registered 501(c)(3) nonprofit or government equivalent. Eligible applicants must be recognized by the IRS as tax exempt under Section 501(c)(3), government equivalent or fiscally sponsored by a 501(c)(3) nonprofit entity.

Organizations: Applicants must be:

- Food bank (a charitable organization, exempt from federal income taxation under the provisions of the internal revenue code, that acquires and distributes food and nonfood essentials to other hunger relief programs); OR
- Food pantry (a site that buys or receives donations of food, that then directly distributes to individuals; can include faith-based organizations); AND/OR
- Direct access to food provider (e.g., food business, school, food delivery service, summer food program, mobile food distribution, etc.)

This includes for-profit organizations.

The following are not eligible for grant funding from Community First Foundation:

- Individuals
- Fundraising events
- Private foundations
- Other foundations or nonprofits that distribute money to recipients of their own selection
- Endowments
- Organizations that practice discrimination of any kind
- Organizations that do not have fiscal responsibility for the proposed project



What we'll fund: Funding recommendations will prioritize the following criteria:

- Operation of a Food Pantry, Food Bank, or increasing direct access to food
- Operation of a mobile food pantry or food assistance within a community (e.g. pop up & food share events, community access outside of your on-site location, mobile, home delivery)
- Ability to accept WIC or SNAP benefits
- Commitment to purchase locally produced food
- Commitment to advancing equity and transforming processes to be more community-led
 - Examples may include: details about how you engage and build trust with community; how communities directly impacted are being elevated into positions of leadership; and how communities that directly benefit from these funds are involved in the co-creation of solutions.
- Ability to provide current and projected numbers served

Willing to share data. The Foundation intends to use the information about organizations that apply to inform our Jeffco network. By submitting a grant request, applicants agree to allow the Foundation to use or share information contained in the grant application to inform community or drive deeper connections within Jeffco.

Key Dates

March 27

Applications Open

April 4, 9 – 10 a.m.

Questions about the grant? Register for Office Hours and get your questions answered. [Register](#)

REGISTER

April 21, 5 p.m. MST

Deadline for application

May 31

Award notifications

June 1-December 31, 2023

Grant Period

January 31, 2024 Final Reports Due

Award Amounts

Grant awards will range between \$25,000 - \$50,000. We anticipate making up to 30 awards and with a six-month grant term.

Application and submission instructions

Qualified applicants are encouraged to submit an online application for the 2023 Jefferson County Food Pantry Assistance Grant through Community First Foundation's application portal, SmarterSelect, beginning March 27, 2023.

APPLY

Contacts



Marybeth Goodwin
Director of Community Impact
mgoodwin@communityfirstfoundation.org
720.898.5912.



If you have any technical questions about the online application, such as creating an account or uploading an attachment, please contact:

Kelly Degering
Grants Manager
kdegering@CommunityFirstFoundation.org
720.898.5918.

Appendix

Grant Worksheet for Food Panty Assistance Applicants

Use this worksheet to prepare your application. The questions below mirror the official application. We recommend writing and editing in Word, then copying and pasting into the SmarterSelect application.

ORGANIZATION INFORMATION

Grant Contact Full Name *

Grant Contact Title *

Grant Contact Phone Number *

Grant Contact Email Address *

CEO/Executive Director Prefix: Dr. Mr. Mrs. Ms. Other

CEO/Executive Director Full Name *

CEO/Executive Director Job Title *

CEO/Executive Director Phone Number *

CEO/Executive Director Email Address *

Organization Legal Name

Organization DBA (if applicable)

Organization EIN

Organization Website

Organization Classification

- ☐ 501(c)(3) nonprofit
- ☐ Organization operating under fiscal sponsorship of a 501(c)(3) nonprofit
- ☐ Government entity or government equivalent
- ☐ 501(c)(4) social welfare organization
- ☐ For-profit organization

Name of Fiscal Sponsor

Fiscal Sponsorship Agreement (you'll need to upload attachment – Mx file size is 10MB)

Is your organization primarily BIPOC-led or primarily BIPOC-serving? (as you define it)?

- ☐ Primarily BIPOC-Led
- ☐ Primarily BIPOC-Serving
- ☐ Neither

Does your organization currently have a profile on [Catchafire.org](https://www.catchafire.org)? (If you're unsure, no worries, we will check!)

- ☐ Yes
- ☐ No
- ☐ Unsure

Your organization's total operating expenses for the current fiscal year

Your organization's total operating expenses for the last fiscal year

Your organization's operating budget for the current fiscal year (attachment, usually Excel, maybe Word – file size limited to 10MB)

Your organization's financial statements from the most recently completed fiscal year (must include a Statement of Activities/Profit and Loss statement and Balance Sheet) (attachment, usually Excel, maybe Word – file size limited to 10MB)

Is there anything you'd like to share with us regarding your overall financial health that may or may not be reflected in the above responses?

ORGANIZATION IMPACT

We are interested in knowing how many individuals your organization serves annually. Please fill in at least one field below that best aligns with how your organization tracks the number of people you serve. *Note: Prior to submitting your application, please reach out to us if you did not or do not track data related to people served.*

Total # of unduplicated, unique individuals served in the previous recorded year.

Total # of individuals served regardless of duplication.

Type of Output Tracked if Individuals Served is not a function of your business model

Please tell us the percentage of your organization's work that directly impacts individuals served in Jefferson County.

We understand that some services require multiple interventions or continuous service over time. Please select the best "characterization" of your work in service to Jeffco residents among the following:

- ☐ Low Dosage – typically serves a larger population of clients and clients interface with organization for limited or singular purpose in relatively few or irregular interventions (select)
- ☐ High Dosage – typically serves fewer numbers of clients with multiple services or a single type of service over a longer period of time (select)
- ☐ Mix of Both
 - ☐ % of work in Jeffco that is Low Dosage (% field)
 - ☐ % of work in Jeffco that is High Dosage (% field)

We are interested in understanding how the impact of your work in Jeffco benefits residents living in corridors with higher concentrations of poverty. Please select from the list below where your organization is providing direct services or working on behalf of residents living in those corridors.

- ☐ Arvada Corridor: Between Sheridan on the East and Ward Road on the West and from 41st Avenue South to 60th Street North.
- ☐ Wheat Ridge, Edgewater and Lakewood Corridor: Between Sheridan on the East and Simms/South Union St. with westward expansion along 6th Avenue near Denver West on the West and 6th Avenue South to 25th Street North.
- ☐ South Lakewood/Golden Corridor: Between Sheridan on the East and Johnson Road in Golden on the West and Jewell Avenue (South) to 6th Avenue (North).
- ☐ Unincorporated-Rural Jefferson County: considered the mountain rural area of Jefferson County.
- ☐ Do not provide services to these areas.

Help us better understand how your work in Jeffco aligns with our objective of supporting a thriving Jeffco community. Community First Foundation defines a thriving Jeffco community as one where residents live fulfilled lives, are meaningfully involved in matters that affect their community, and where residents connect with, appreciate and support one another. This definition complements our strategic impact work in the areas of [Essential Needs, Economic Prosperity, Resilient and Connected Neighborhoods and Civic Engagement](#).

Please select every category that applies to a program or service you provide for the benefit of Jeffco residents – if your organization is advocacy or policy-focused, please select categories based on the focus of your work in Jeffco.

- ☐ Jeffco Residents Live Fulfilled Lives.
- ☐ Jeffco residents are meaningfully involved in matters that affect their lives and communities
- ☐ Jeffco residents connect with, appreciate and support one another

- ☐ Jeffco Residents Live Fulfilled Lives, sub-categories:
 - Employment or Workforce Development
 - Housing (any type of service helps a residents find or maintain housing, whether temporary or permanent)
 - Early Care and Education (Screening, Home Visitation, Child Care, Early Childhood Mental Health, Early Care Workforce, Resource and Referral, and Parent Education)
 - Education – outside of early childhood and specific to K-12, post-secondary and adult life skills (E.g. money/wealth building).
 - Physical Health
 - Mental Health
 - Food Security – direct food assistance
 - Food Security – helping people attain food subsidy.
 - Food Security – Local production and delivery of healthy, nutritious food
 - Victim Services

- ☐ Jeffco residents are meaningfully involved in matters that affect their lives and communities, sub-categories:
 - Political efficacy
 - Volunteering
 - Civic Engagement
 - Changes to neighborhood design (physical)
 - Involvement in community groups

- ☐ Jeffco residents connect with, appreciate and support one another, sub-categories:
 - Supporting community involvement in decision making
 - Participation in events and groups
 - Equitable access to arts and culture
 - Improving the built environment
 - Social mixing
 - Building Social capital
 - Creating a sense of belonging
 - “Neighbor-liness”

COMMUNITY WORK

Grant request amount

Please estimate how many unduplicated Jeffco residents you serve on an annual basis with access to food?

Are you a food pantry, food bank or direct access to food provider? Please select all that apply.

- ☐ Food bank (a charitable organization that acquires and distributes food and nonfood essentials to other hunger relief programs)
- ☐ Food pantry (a site that buys or receives donations of food, that then directly distributes to individuals; can include faith-based organizations)
- ☐ Direct access to food provider (e.g., food business, school, food delivery service, summer food program, mobile food distribution, etc.)
- ☐ **Other**

Do you operate a mobile food pantry or food assistance within a community (e.g. pop up & food share events, community access outside of your on-site location, mobile, home delivery)? Please select all that apply.

- ☐ Community food cooperative (Co-op) (A grocery store owned by folks in their community. Unlike corporate chains, food co-ops are totally independent and owned by the community members who shop there.)
- ☐ Food business
- ☐ Pop-up food market
- ☐ Mobile food pantry
- ☐ Food delivery service
- ☐ School district
- ☐ School
- ☐ Government agency
- ☐ Food hub (A business or organization that actively manages the aggregation, distribution, and marketing of source-identified food products primarily from local and regional producers in order to satisfy wholesale, retail, and institutional demand)

Do you accept WIC or SNAP benefits?

- ☐ Yes
- ☐ No
- ☐ If not, why not (narrative field)?

We have a commitment to tracking data to demonstrate success in serving Jeffco residents that are food insecure. If awarded, to the best of your ability, please include your current numbers served and if funded, projected numbers served for data that applies to your application.

Notes: If you do not track certain metrics, please just put a zero in that box. Additionally, current and projected may be the same number and the comparison is not a consideration for a funding decision. Actual people served will be collected in the final report.

Number of food-insecure Jeffco residents served in previous year *

Projected number of food insecure Jeffco residents to be served this year *

Number of WIC-enrolled Jeffco residents served in previous year *

Projected number of WIC-enrolled Jeffco residents to be served this year *

Number of SNAP-enrolled Jeffco residents served in previous year *

Projected number of SNAP-enrolled Jeffco residents to be served this year *

This grant funding prioritizes funding for direct food purchasing with priority for locally produced food. If you are awarded this funding, where will you be getting your food? Select all that apply.

- ☐ Purchasing from local farmers, producers, ranchers, and/or food hubs
- ☐ Purchasing Colorado Proud food products from a local grocery store
- ☐ Purchasing from a food bank
- ☐ Don't know yet/unsure and would like additional assistance to be able to purchase locally
- ☐ Other

What is your funding proposal? As succinctly as possible, please describe how your proposal will address the goals of this funding opportunity.

Funding recommendations will prioritize the following criteria:

- ☐ Operation of a Food Pantry or increasing direct access to food
- ☐ Operation of a **mobile** food pantry or food assistance within a community (e.g. pop up & food share events, community access outside of your on-site location, mobile, home delivery)?
- ☐ Ability to accept WIC or SNAP benefits
- ☐ Commitment to purchase locally-produced food
- ☐ Commitment to advancing equity and transforming processes to be more community-led?
Examples may include: details about how you engage and build trust with community; how communities directly impacted by the issues are being elevated into positions of leadership; and how communities involved in co-creation of solutions will directly benefit from these funds.
- ☐ Ability to provide current and projected numbers served

Community First Foundation adopted the Results-Based Accountability framework for measuring the performance of our grants (useful guidance located at: <https://clearimpact.com/results-based-accountability>.)

Performance Measure 1: What will we do? List expected outputs you will accomplish by the end of your grant timeframe such as # clients served, # activities performed, etc. *

Performance Measure 2: How well will we do it? List process measures and/or quality measures such as % timely actions, % complete actions, client-to-staff ratio, staff turnover rate, unit cost, etc. *

Performance Measure 3: How will we know anyone is better off? List outcome measures such as # and % of clients who will show improvement in skills/knowledge, attitude, behavior or circumstance. *

About Community First Foundation

Community First Foundation has been connecting donors and innovative Colorado nonprofits since 1975. As the community foundation serving Jefferson County, we are committed to connecting ideas, people and nonprofits so that all Jeffco communities have the opportunity to thrive. We help donors with philanthropic planning, support nonprofits with grants and resources, and together, build resilient and connected communities.

We believe it is hard to thrive when you cannot meet your most essential needs and that when our neighbors are economically secure, everyone benefits. We believe that resilient and connected neighborhoods are the backbone of a strong community, and that civil discourse and social justice is key to strengthening this place we call home.

We are passionate, we are hungry, and we love tough problems and new challenges. We set big goals that require the long view, but we know that our work today is the first step toward a better tomorrow. Let's dream big and together, make good happen!