

Dakota County Food Shelf Mini-Grant Instructions and Application 2020-2021



GOAL: The goal of this effort is to support Dakota County food shelves in sustainable approaches to increasing the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables.

Funding for this opportunity is through the Minnesota Department of Health’s *Statewide Health Improvement Partnership (SHIP)* and Dakota County Public Health.

IMPORTANT DATES

Applications Due:	by October 23, 2020
Review/Selection/Notification:	by November 4, 2020
Project Contracts Begin:	by mid-December 2020 approximately
Project Implementation:	December 2020 – September 2021
Reporting Document Due:	by September 17, 2021

AWARDS and SELECTION

The selection of recipients will be competitive and based on criteria listed below. We anticipate awarding **up to 3 mini-grants**. Food shelves may submit proposals either as a single organization proposal (and may cover multiple locations of food shelves), or as a partner proposal (2 or more food shelves in collaboration). Award amount will range from **\$1,000-\$5,000 for a single applicant proposal** or **\$5,000-\$10,000 for a partner proposal or an organization with multiple food shelves**.

Criteria:

- Demonstrated need (as determined by community need)
- Capacity to carry out the project (either as a single applicant or a partner applicant) in the project period specified
- Interest/intent to create lasting change(s)
- Project aims to reach a population currently underserved by your organization
- Clarity and completeness of proposal

ELIGIBILITY

Must be a food shelf serving primarily Dakota County residents aiming to better respond to community needs and is pursuing sustainable changes related to increasing the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables.

Potential projects may include, but are not limited to:

- Shelving, storage (containers, bins), refrigeration/freezers, mobile cart supplies, display baskets, tables for displaying perishable items in prime locations, signage, educational materials, promotions, and translation of materials for priority populations.
- Staff and/or consultant time for project related duties. A ‘consultant’ is paid to share their professional or expert advice to help businesses attain goals and solve problems) for project-related duties. Consultants are often hired for a specific or limited time-period to complete a project or goal. **Examples of allowable activities for a staff or consultant include:**
 - Needs assessment or evaluation activities
 - Problem solving around sourcing issues (e.g. difficulty with sourcing specific high-demand product such as lean protein, vegetables or fruit), transportation barriers, exploring methods for increasing reach or engagement of diverse populations, etc.
 - Scaling up an existing, successful effort, adding a new model, partnership development, training/workshop fees, interpreters for focus groups, etc.
 - Action planning related to creating or expanding upon a more welcoming, positive, and client-centered food shelf environment.
 - Working with a SuperShelf consultant to undergo steps related to a SuperShelf transformation such as procurement and supply chain issues, increasing the variety of healthy and culturally appropriate foods, shifting layout or design, shelving and food groupings using behavioral economics to influence healthy choices, and making aesthetic changes to the space to enhance client shopping experience, etc.

NEW this year:

- COVID-19 safety items such as hand-washing station for volunteers, industrial-size sanitary station to hold disinfecting wipes/gloves/solution, tent canopy or covering for outdoors curb-side or mobile, insulated coolers for mobile, etc.
- Employee and/or volunteer self-care and well-being resources (e.g. virtual trainings on mindfulness, stress reduction, etc.)
- Learning opportunities or skill-building around Adverse Childhood Experiences (ACEs), community or historical trauma, health equity, intercultural competency, or similar.
- Supporting a part-time community liaison (from an identified underserved population) to assist with relationship building, recruitment/promotion, focus groups, need identification, collaborative planning, etc.
- Funding to create more physically-accessible spaces or entryways for mobility challenged clients
- Funds to help launch a “mini” farmers’ market in a community, if evidence of demonstrated need.

Ineligible Expenses:

- Operating costs, truck or car, food purchases, Indirect costs (expenses of doing business that are not readily identified within the project, but are necessary for the general operation of the organization and the implementation of proposal related activities), lobbying – including costs of membership in organizations substantially engaged in lobbying, and expenses that are unallowable in the SHIP Financial Guide: <https://www.health.state.mn.us/communities/ship/support/docs/implementation/financial.pdf>

AWARD EXPECTATIONS

- Required to contribute a match of at 10% (can be cash, or cash equivalent (e.g. donated materials), staff or volunteer time
- Communicate with Public Health staff on project updates and status on a regular basis (quarterly, or more often, as agreed upon).

- Complete a reporting document (a one-page template will be provided) that highlights successes, challenges and learnings. We welcome photos or other documentation of project outcomes.

INSTRUCTIONS

Please complete the remainder of this form, including application information, project questions and proposed project budget, and submit by email to Marguerite Zauner by 5 p.m. **October 23rd, 2020**. Contact Marguerite with any questions on the form or you project ideas at Marguerite.Zauner@co.dakota.mn.us

APPLICANT INFORMATION

Organization Name(s):	
Name of primary contact who will lead this effort?	
Address:	
Phone:	
Email:	
Numbers served and program types at your food shelf (please include basic data points on reach and programming)	
Supershelf certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Explain
Interested in Supershelf certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Explain

PROJECT QUESTIONS – Please keep answers *brief*.

1. What is your project idea and goal?
2. How will this effort a.) help meet a need of your community, or clients? (please include quantitative or qualitative data, if relevant) *and* b.) support your food shelf with increasing the availability of and access to affordable, nutritious, and/or culturally appropriate food?
3. Please briefly describe the role of the internal staff and/or consultant who will be responsible for implementing this effort?
4. Please share your ideas for how this effort will be sustained after this award/project period.

5. What would **success*** look like for this proposed project?

Examples of what **success might look like:*

- *greater amounts of fresh produce are sourced and distributed*
- *needs and barriers of underserved population are identified; a plan is developed to better meet those needs*
- *a consultant develops a plan for a re-design that will enable us to stock/store more healthy options*
- *new signage is produced specifically tailored to underserved population*
- *3 additional steps are taken related to a SuperShelf transformation*

PROPOSED PROJECT BUDGET

Proposal Expenses	Description	Amount Requested
Personnel/Staff and/or Consultant Time		\$
Equipment		\$
Supplies and Materials		\$
TOTAL MINI-GRANT REQUEST		\$ (Total of above)
<i>Estimated in-kind (10% minimum of Total mini-grant request)</i>		\$
TOTAL PROJECT BUDGET (Total mini-grant request + <i>Estimated in-kind</i>)		\$ (Total of mini-grant request + <i>Est. in-kind</i>)