



# National Council Society of St. Vincent de Paul



## Request for Proposal

### Urban Farming, Food Pantry and Nutrition Program Grant

Available Funding: \$150,000

Grant Awards: \$5,000 per Conference

February 21, 2018



## General Purpose and Program Description

The National Council of the United States Society of St. Vincent de Paul has been awarded a grant from an anonymous foundation to fund projects to strengthen predominantly underserved Black communities and neighborhoods through urban gardening nutrition programs that are producing fresh produce for food pantries or other types of SVdP serving operations. The National Council of SVdP, through its African-American Task Force will review and award SVdP Conference grants to “Conferences with majority Black members” and other Conferences who are serving the underserved majority-Black communities through a SVdP community gardening nutrition programs. These programs might include:

1. Establishment and/or growth of urban community gardens that will provide neighborhoods with healthy produce through SVdP home visits and food pantries;
2. Establishment and/or growth of SVdP food pantries in urban “food desert” areas where traditional grocery stores are in short supply or too expensive for many local residents;
3. Cooking classes at or near SVdP locations in food desert areas where neighbors can learn how to cook healthy, inexpensive meals with food pantry items and other available groceries and produce;
4. Other innovative programs that help solve the food desert problems; and
5. Related equipment purchases for the above programs (for example, a food pantry refrigerator for fresh produce).



## Submission Guidelines & Requirements

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **4 p.m. Central Time Zone, March 22, 2018**. Any proposals received after this date and time will be returned to the sender.

**Eligibility Requirements:** To be eligible for these grants, a United States SVdP Conference must:

1. Submit the attached application;
2. Have filed a current annual report with their Council;
3. Be current in its annual solidarity (dues) with its Council;

4. Be in good standing with the IRS 501 (c) 3 status;
5. Be aggregated;
6. Have a majority “Black” membership or work in “Black” underserved neighborhoods;
7. Commit to expanding its Conference membership during the period of the grant;
8. Submit an application to the National Council with program and financial descriptions;
9. Participate in several conference calls to share best practices; and
10. Submit a 6-month and 12-month report to the National Council on their grant outcomes and impact.

**Project Approval:** Conference President will communicate grant application to next highest level of authority: CEO/ Executive Director/Council President/ (only one approval is required AND it can be provided by email or phone.

**Supplementary Narrative:** The Urban Farming, Food Pantry and Nutrition Program Grant Application requirement includes a supplementary narrative. The narrative is to be typed using a 12 point font in a standard style, and spacing should be single spacing. The supplementary narrative is limited to **TWO** typed pages.

Please submit the **Urban Farming and Nutrition Program Grant Application** and no more than **two pages** of text outlining the following:

**Project Description:** State a brief history of your Conference and if the project is an Existing or New project. Provide a description of your Conference project: describe your targeted underserved service area, what are the components of the project, how does the Conference use its food pantry to address the “food desert” community issues, how often will/does your Conference meet to evaluate the project, how many total individuals are being served annually by your Conference, how many black members in your Conference, how many total members (Active and Associate) are in your Conference, how many members are involved with the project, how many community partnerships are involved with the project, and any other information you feel will be helpful in describing your Conference and project to the review team.

**Why:** Explain why there is a NEED for the project, what is the project problem statement (why was this project implemented or why do you want to implement this project), why is your Conference the BEST choice to implement this project?

**Sustain the Project:** How does the Conference plan on sustaining the project once the grant funding has ended?

**Impact:** How many individuals (not families, but individuals) will benefit from the grant, a proposed schedule/timeline for the project, and submit a detailed line item budget for the proposed project. Please do not include the budget for your existing project, we are only interested in how the grant funding will be used.

**Budget Requirements:** How much funding you are requesting (maximum award is \$5,000) and a brief line item description of how you will use the grant money. Please do not include the budget of your existing project, we are only interested in how the grant funding will be used.

## **For more information:**

Steve Martinez, MA, Chief Development Officer, National Council of the United States, Society of St. Vincent de Paul, 58 Progress Parkway, Maryland Heights, MO 63043-3706; 314-576-3993-ext. 213 or [smartinez@svdpusa.org](mailto:smartinez@svdpusa.org)

## **Submit the Grant Application and Supplementary Narrative to:**

Gerri Sample, Senior Development Associate ([gsample@svdpusa.org](mailto:gsample@svdpusa.org))



## **RFP Project Timeline**

February 22	RFP Announcement
March 22	Proposal Submission Deadline
May 1	Award Announcement
October 1	6-Month Report
April 1	Final Reports Due



## **Evaluation Factors**

A Vincentian review committee consisting of members of the African American Task Force, and national staff will review and evaluate the proposals. Each proposal will be evaluated based on its individual merits in accordance to the outline proposal requirements. All decisions are considered FINAL.



NATIONAL COUNCIL OF THE UNITED STATES  
**SOCIETY OF ST. VINCENT DE PAUL, INC.**

**2018 Urban Farming and Nutrition Program Grant Application**

**\*ALL BLANKS MUST BE COMPLETED**

**Region** \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Address of Conference: \_\_\_\_\_

Contact Name for This Application: \_\_\_\_\_

Contact Name Phone Number: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Approval of District or Diocesan Council President: \_\_\_\_\_ Date: \_\_\_\_\_

**Required for Submission**

- \_\_\_\_\_ 1. This SVdP Conference is officially aggregated. Aggregation Date \_\_\_\_\_
- \_\_\_\_\_ 2. This SVdP Conference meets the standard of a IRS 501 (c) (3) letter. EIN# \_\_\_\_\_
- \_\_\_\_\_ 3. This application has been approved by a District Council or Diocesan Council President (not both)
- \_\_\_\_\_ 4. If funded, you must agree to submit a Grant Report Form disclosing a detailed financial accounting of all grant funds within one year. The National Council Grant Reporting form must be used. Impact numbers and a success story are required!
- \_\_\_\_\_ 5. This grant request does not exceed the current grant limit of \$5,000

**These items MUST be included with your application (Attach separate page)**

**Project Description:** State a brief history of your Conference and if the project is an Existing or New project. Provide a description of your Conference project: describe your targeted underserved service area, what are the components of the project, how does the Conference use its food pantry to address the "food desert" community issues, how often will/does your Conference meet to evaluate the project, how many total individuals are being served annually by your Conference, how many black members, how many total members, how many members are involved with the project, how many community partnerships are involved with the project, and any other information you feel will be helpful in describing your Conference and project to the review team.

**Why:** Explain why there is a NEED for the project, what is the project problem statement (why was this project implemented or why do you want to implement this project), why is your Conference the BEST choice to implement this project?

**Sustain the Project:** How does the Conference plan on sustaining the project, once the grant funding has ended?

**IMPACT-**How many individuals (not families, but individuals) will benefit from the grant, a proposed schedule/timeline for the project, and submit a detailed line item budget for the proposed project. Please do not include the budget for your existing project, we are only interested in how the grant funding will be used.

Mail completed applications to: Development Department at 58 Progress Parkway, Maryland Heights, MO 63043-3706,  
or fax to 314-576-6755, or email to [gsample@svdpusa.org](mailto:gsample@svdpusa.org).