

# Request for Proposals

## Indy Food Fund

Proposals Due by 5:00 pm on Wednesday, March 11th, 2015

**The Indy Food Fund will strengthen Indianapolis' food system by supporting food-related initiatives that improve the quality of life in our neighborhoods and communities.** This fund is critical in Indianapolis, where 30% of adults are obese, 36 % of residents have low food access, unemployment continues to rise, and environmental sustainability ranks low compared to peer cities, and where we acknowledge that our current food system plays a critical role in creating and maintaining these conditions.

The Indy Food Fund seeks to catalyze this change by offering grants ranging from \$500 to \$5,000 and loans ranging from \$25,000 to \$2 million to nonprofits and for-profits for projects that further the following initiatives.

This year the Indy Food Fund will prioritize applicants who can effectively show they are moving forward catalytic and transformative change by incorporation one or more of the following:

- Improve access to healthy and local food across all ages and demographics.
- Increase the demand for local food in Indy by promoting local options, expanding existing local food production efforts and developing new ones, and fostering institutional procurement.
- Increase the availability and effectiveness of educational and community-based programs designed to improve healthy eating habits in the community.

In order for applicants to fully understand this year's food fund process, we are hosting two information sessions.

- Wednesday, the 25<sup>th</sup>, 12pm
- Wednesday, the 25<sup>th</sup>, 5:30pm

All sessions will be held at The Platform which is located at 202 E. Market St. Applicants are strongly encouraged to attend.

The Indy Food Fund is a program of the Indianapolis Food Council that includes collaboration with the City of Indianapolis—Office of Sustainability, Local Initiatives Support Corporation (LISC), and Purdue Extension- Marion County. Grants and loans will be administered by LISC and will be advised by the Indy Food Council. Applications will be sourced from within Marion County, with priority given to projects that meet the following criteria:

- Demonstrates evidence of partnerships with a minimum of three community partners.
- Demonstrates leverage of additional resources such as additional funds dedicated to project (can be in-kind donations).
- Demonstrates an innovative, creative, and holistic approach to food system change by incorporating the outlined initiatives above.

Please submit proposals electronically by **5 pm on Wednesday, March 11th, 2015** to [info@indyfoodcouncil.org](mailto:info@indyfoodcouncil.org). If you have any questions regarding the Indy Food Fund, please contact Whitney Fields, [wfields@lisc.org](mailto:wfields@lisc.org) or Emily Toner, [eeeglest@purdue.edu](mailto:eeeglest@purdue.edu). For applications, use the following criteria.

## **Application Procedure for Indy Food Fund Grant Cycle**

Please enclose the following five components in your application:

- 1) Cover page (details below)
- 2) Project Proposal (details below)
- 3) Budget (details below)
- 4) 3 Letters of Support from Partners (details below)
- 5) Attachments and documents that may assist us in understanding your project plans.

### **Cover Page**

Please include the following information on one page attached to the beginning of your application.

- Organization Name
- Contact Person/ Title/ Address/ Phone Number/ E-mail
- Is the application: Individual? Non-Profit? Business?
- Does the applicant have 501c3 status and able to receive funding?
  - If not identify a fiscal agent who can receive the funds.
- Locations of Project (Address or major intersections)
- Brief description of your project (250 word maximum)

### **Project Proposal (3 page maximum)**

Please submit a short proposal that describes the following elements:

- Project Summary—Clearly articulate how this project fits with the outlined initiatives above.
- Benefits to the Community—Who will this project benefit? (Project the number of people directly impacted, public access or visibility, other benefits to the community, neighborhood or organization need).
- Expected Results—How will you measure or evaluate the success of your project?
- Implementation and Maintenance Plan—Explain in detail how you will implement and care for your project once it is completed.
- Partners Involved and a Description of their Roles

### **Budget (2 page maximum)**

Please submit a short budget that describes the following elements of your project:

- Personnel, capital, office, travel, promotional, and evaluation expenses
- Specify where funds have been committed and where funds are pending and include intended matching funds and whether these funds are in-kind of cash.

### **Partner Letter of Support**

Please submit 3 letters of support from community partners. Have your partners specifically address:

- The duration and extent of the relationship between you and the partnering organization.
- The long-term viability of the initiative and its ability to achieve the results specified in the Project Proposal.

## **Review and Action**

Applicants are notified by email acknowledging the submission of their grant application by the March 11<sup>th</sup> deadline. An advisory committee with diverse representatives from the Indianapolis food system reviews every application. Applicants will be sent an official notice of the decision within 30 days of the proposal deadline.