



National Council Society of St. Vincent de Paul

Request for Proposal

Date: May 15, 2019

Program Description: Urban Farming, Food Pantry and Nutrition Program Grant

Available Funding: \$150,000

Open to all SVdP Conferences and Councils

Grant Awards: \$5,000 per Conference and District Council

District Councils of submitting Conferences are not eligible

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 service operations. A portion of each grant (25%) can also be used to develop/provide leadership skill-building activities for this targeted population. The National Council of SVdP, through its African American Task Force, will review and award SVdP Conference/District Council grants to “Conferences with majority black members” or those who are serving the underserved majority-black communities and District Councils serving those Conferences and providing leadership training to African American members participating in SVdP community gardening, food pantry or nutrition programs. The granting program’s priorities are:

1. Establishment and/or expansion of urban community gardens that will provide neighborhoods with healthy fruits and vegetables to be used in the SVdP home visits, used in the SVdP food pantries or other delivery methods;
2. Establishment of NEW and/or expansion of SVdP food pantries in urban “food desert” areas;
3. Cooking classes MUST have nutritional educational components and classes must take place 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;
5. Related equipment purchases for an SVdP food pantry or community garden program that will provide new or expanded space to grow, store and/or distribute fresh fruits and vegetables;
6. The grant is also intended to help revitalize and strengthen established African American Conference members. Up to \$1,200 can be used for prescribed SVdP programs, such as Invitation to Serve, any form of governance or leadership trainings and assistance with the registration cost for the Invitation for Renewal July 2019 and/or National Assembly 2019 in Denver.



Grant 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, June 10, 2019**. Any proposals received after this date and time will be returned to the sender.

Eligibility Requirements: To be eligible for a grant, a United States SVdP Conference or District Council must:

1. Complete and submit the formal application referenced in this RFP;
2. Have filed a current annual report with their next highest Council and it is in the National database;
3. Be current in its annual solidarity (dues);
4. Be in good standing with the IRS 501 (c) 3 status;
5. Be aggregated or instituted;
6. The Conference or District Council has an approved set of bylaws that is in accordance with the National Council recommendation;
7. Have a majority “black” membership or work in “black” underserved neighborhoods;
8. Commit to attending training to increase knowledge of the SVdP servant leadership responsibilities;
9. Submit an application to the National Council with the program and financial descriptions;
10. Must be able to document project outcomes of the grant (numbers of fresh fruit and vegetables are grown and/or distributed, the number of individuals served directly and indirectly);
11. Must agree to provide photographs and/or short (30-120 seconds) cell phone video of different components of the grant project, showing the use of grant funds. These are not to be professional quality, but the funder would like to see how the grant funds are being used. Also include any program materials developed with grant funds;
12. Provide a detailed listing and copies of all the grant expense receipts;
13. ALL the grant funds must be used within the established grant period (prior to the final report being submitted);
14. The project **MUST** be approved by all collaborating parties (parish, community nonprofits, SVdP Conference/District Council...) prior to submitting the grant application;
15. If awarded the project, a handwritten thank you note to the funder is required;
16. Participation in several conference calls pertaining to the grant project; and
17. Submit a mid-term 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. District Council applications to be approved by the next highest Council president and/or vice president of the region.

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. NO handwritten applications will be accepted. The following information **MUST** be included in the narrative:

- A. 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 current 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.
 - 1.** For District Council applications only: Please indicate how your project will benefit not only the neighbors being served in the community but how the Council’s project will collaborate with Vincentians in its associated Conferences.
- B. 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?
- C. Sustain the Project:** How does the Conference plan on sustaining the project once the grant funding has ended?
- D. 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.
- E. Budget Requirements:** Please list in line item format the anticipated expenses associated with the submitted project. Be sure the line item listing total is the same amount as the asking amount on the application (maximum award is \$5,000) for Conference or District Council. Please do not include the budget of an 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; 314-415-1441 or email him at: smartinez@svdpusa.org

Or Pam Hudson, National Director of Governance & Membership Services (314-576-3993, ext. 214) or email her at: phudson@svdpusa.org



Submit the Grant Application and Supplementary Narrative to:

Gerri Sample, Senior Development Associate (gsample@svdpusa.org).

NO Fax applications will be accepted.



RFP Project Timeline

May 16	RFP Announcement
May 30	Conference call to review application requirements
June 10	Proposal Submission Deadline (No extensions)
July 10	National Task Force Committee Review
July 11	Award Announcement
July 26	MANDATORY Awardee Conference Call to Review Reporting Requirements
Jan 1, 2020	Mid Term Report
June 1, 2020	Final Reports Due



Evaluation Factors

It is anticipated Vincentian members of the African American Task Force, and National Council staff will review and evaluate the proposals. Each proposal will be evaluated based on its individual merits in accordance with the outline proposal requirements. All decisions are considered FINAL.