



FY22 Agency Capacity Building Application Guidelines

Purpose of Funding

This grant provides a unique opportunity for OFH members to sustain and/or expand hunger-relief efforts. Funds are dedicated to removing physical barriers in order to maintain or increase capacity at the county-level, while providing opportunities to reach underserved populations.

Eligibility Criteria

- Agency must be an OFH Partner Agency distributing food through OFH for at least 1 year.
- Agency must be in compliance with all OFH requirements (no outstanding payments, up-to-date on statistics/reporting, current on all mandatory training, such as civil rights and food safety).

Grant Requirements & Agreements

If funding is granted, the following requirements and agreements must be made:

- Agency must acquire and submit 2 bids/quotes for all singular, major equipment purchases over \$2,000.00.
 - All expenses must be made within 150 days of executing the contract.
 - Agency must have the capacity to sustain operations for a minimum five years.
 - Equipment will remain the property of Ozarks Food Harvest, for use by the agency for as long as they are a participating member.
 - If agency ceases operation, or has membership revoked, equipment will be returned to Ozarks Food Harvest.
 - Agency is responsible for the maintenance and operation of any equipment.
 - Agency must submit a **progress report by October 31, 2022** and a **final grant report by April 30, 2023**.
 - Agency will be expected to participate in publicity and promotional requests from OFH.
-

Grant Period and Funding Options

The grant period will run from May 1, 2022 – April 30, 2023 (12 months).

Applicants can apply for any amount from \$1,000 to \$50,000*.

**On the recommendation of the review committee, grant requests made at a higher level may be offered at a lower level. At the discretion of the grant committee, any funding not spent will be used for future grant opportunities.*

Grant Funds will be disbursed after award decisions are made and must be spent within 150 days (by September 30, 2022).



Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Details provided within application
- Project readiness (proposed projects must already exist or be ready to begin by **the start of the grant period, May 1, 2022**)
- **Outcomes & Goals:** The measurable outcomes and goals of each project
- **Benefit & Impact:** The proposed use of grant funds directly addresses nutritious food distribution and increases food access
- **Budget:** The proposed budget is reasonable and aligns with the proposed level of activities and anticipated impact
- **Sustainability:** Applicant plans for sustainability and considers impact beyond the grant-funded period

Preference may be given to those willing to increase hours/days of operation. Preference may also be given to those who incorporate additional methods of nutritious food distribution, specifically produce, protein and dairy.

Eligible Expenses

Funds may be used to cover key program costs directly associated with sustaining and expanding hunger-relief efforts as identified in the application, including, but not limited to:

- Equipment/Capacity Needs
 - New cold storage units (Freezers, Coolers; one/two/three door or walk-in units)
 - Repairs to existing units
 - Replacement of existing units
 - Shelving
 - Forklift, pallet jack
- Supplies
 - Meal Supplies, including trays, plates, utensils, to-go containers
 - Pop-up Tents
 - Wagons/Carts
 - Traffic Cones
- Technology
 - Computers/Printers/Tablets, etc.
 - Internet Service (Maximum 3 years)
 - Charity Tracker Subscription (Maximum 3 years)
- Food purchases via OFH

Ineligible Expenses

Funds cannot be used to support Salary, Capital Improvements, Vehicles and Utilities.



Timeline

- **RFP & Application Release Date:** March 7, 2022
- **Application Submission Deadline:** April 15, 2022
- **Award Notification:** Week of April 25th
- **Grant Period:** May 1, 2022 – April 30, 2023
- **Progress Report:** Due October 31, 2022, covering 5/1/22 – 9/30/22 (5 months)
- **Final Report:** Due April 30, 2023, covering the entire grant period of 5/1/22 – 4/30/23 (12 months)

Reporting requirements will include but are not limited to:

- Project update, including:
 - Invoices
 - Photos of project implementation
- Metrics:
 - number of children/households served
 - number of pounds/meals provided
- Key successes/best practices and challenges
- At least 5 testimonials and/or stories
- A copy of any communication and publicity efforts

Communications & Publicity Requirements

Ozarks Food Harvest requires all grants awarded to be publicized by agency within 30 days of project completion. All media relations and communications concerning the Agency's grant award, including any use of the Ozarks Food Harvest name or logo, must be coordinated with, and approved in writing by OFH's Communications Department. OFH logos will be provided to all grant recipients post award.

If funding is granted, the following requirements must be met:

- Grant Awards of \$500.00 or more must be promoted via one social media post and/or on Agency's website.
- Agencies receiving awards of \$2,500.00 or more must submit a Press Release to their local media outlets. A sample press release will be provided. Copies of any media pickup must be provided with your final report.
- Recognition of Ozarks Food Harvest as a contributor of capacity building efforts must be included in Agency's standard communication materials, or where other donors are recognized.

Please contact Jordan Browning, Public Information Officer, jbrowning@ozarksfoodharvest.org or Denise Gibson, Director of Development & Communication, dgibson@ozarksfoodharvest.org for more information.



Any questions regarding these guidelines and grant application should be directed to:

Mary Zumwalt, Director of Programs & Member Services

mzumwalt@ozarksfoodharvest.org

(417) 865-3411 x111

Terra Baum, Agency Compliance & Capacity Manager

tbaum@ozarksfoodharvest.org

(417) 865-3411 x125