

# HUNGER RELIEF CAPACITY & INFRASTRUCTURE

## REQUESTS FOR APPLICATIONS (RFA)

**\*SAMPLE ONLY\* APPLICATION MUST BE SUBMITTED THROUGH JOTFORM**

### INTRODUCTION

In accordance with the Palm Beach County Hunger Relief Plan, and made possible in part by funds from MacKenzie Scott and a local foundation, the Hunger Relief Initiative is facilitating the creation of a stronger, more comprehensive and coordinated system of support for food insecure residents in Palm Beach County. The goal is to alleviate hunger in the short-term while also promoting resident self-sufficiency in the long-term by expanding the capacity and infrastructure of the hunger relief system. To do this, the Hunger Relief Capacity and Infrastructure Request for Applications (RFA) will support the following funding categories: equipment and technology.

Only eligible organizations may apply. Applications will be reviewed, and grant(s) will be awarded, in December 2024.

**The application deadline is Wednesday, October 2, 2024, by 12:00 p.m. (Noon).** Applications must be submitted electronically through JotForm. Applications submitted by any other means including email, fax, mail, or hand-delivery **will not be accepted.**

### NONPROFIT INFORMATION

- Agency Name
- Website URL or Facebook Page
- Physical Address
- Primary Contact Name
- Primary Contact Title
- Primary Contact Mobile Number
- Primary Contact Email Address
- Executive Director/CEO/President Name
- Executive Director/CEO/President Mobile Number
- Executive Director/CEO/President Email Address

### ORGANIZATIONAL INFORMATION

- Demonstrate how the composition of your staff, executive leadership team, and Board of Directors (if applicable), reflects the community's diversity and promotes diversity in viewpoints, lived experience, gender, cultural and ethnic backgrounds, and race and ethnic identity. *(Limit 300 words - approx. ½ page)*
- If your organization has a Board, explain what type of administrative and financial support your Board contributes to your organization to better fulfill your mission. If this does not apply to your agency, make a statement to that effect. *(Limit 300 words - approx. ½ page)*
- Organization Mission Statement:

### CURRENT REQUEST

Which category of funding are you requesting? Organizations may apply for multiple categories.

- Equipment
- Technology

Total amount of equipment support being requested: \_\_\_\_\_

Total amount of technology support being requested: \_\_\_\_\_

Total amount being requested: \_\_\_\_\_

*Quotes will need to be uploaded as part of the application.*

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### HUNGER RELIEF INITIATIVE PARTICIPATION

- Agency attends the following Hunger Relief work group meetings: (Check all that apply)
  - Hunger Relief Advisory Council (HRAC)
  - Childhood Work Group
    - 0-4 Subcommittee
    - Weekend Backpack Subcommittee
  - Glades Work Group
  - Infrastructure Work Group
    - Pantry Project
  - Outreach & Advocacy Work Group
  - Senior Work Group
  - Commercial Kitchen Committee

Please note eligibility for this grant requires regular organizational attendance at the meetings your organization is a member of over the last year (October 1, 2023 – September 30, 2024).

### ELIGIBILITY REQUIREMENTS – REQUIRED ATTACHMENTS

The following documents must be uploaded and submitted as part of the organization's application. Save the documents as PDF, JPEG, PNG, or Word document files. Please refer to the guidelines to ensure that you are providing the correct years being asked for.

- IRS 501(c)(3) Determination Letter [upload document]
- Florida Division of Corporations status (SunBiz.org) [upload document]
- Organization profile from Check-A-Charity or evidence of State exemption [upload document]
- Audited or Reviewed Financial Statements (for agencies with budgets over \$500,000) [upload document]
- 211 Palm Beach/Treasure Coast Signed Partnership Agreement [upload document]
- Valid food safety training certificate recognized by the State of Florida [upload document]

Our organization has been an active, consistent participant in the Hunger Relief Initiative and work group(s) for the past two years. I understand the Hunger Relief Initiative team will confirm our organization's active, consistent participation for accuracy.

- Yes/No

### QUESTIONS: ALL APPLICANTS

- List the geographic areas of Palm Beach County served. List the zip codes served.
- List the specific demographics served (e.g., seniors, children, refugees, farmworkers, veterans, race, gender, income-levels, etc.) *(Limit 300 words - approx. ½ page)*

### QUESTIONS: EQUIPMENT

1. How does your operation align with the Palm Beach County Hunger Relief Plan goal(s)? Please explain in detail. *(Limit 300 words - approx. ½ page)*
2. What people or groups will be utilizing the equipment? What is their role at your organization? *(Limit 300 words - approx. ½ page)*
3. Describe why the requested equipment is needed and how it will be utilized within one-year. List outside variables that may prevent utilization in one-year. *(Limit 600 words - approx. 1 page)*
4. Describe how the equipment will have a meaningful impact on efficiency of food operations and serve more clients. *(Limit 300 words - approx. ½ page)*
5. Explain how you will maintain the equipment over the next three years. *(Limit 300 words - approx. ½ page)*

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6. If applicable, describe how the agency will fund the difference for any request greater than the maximum funding allowed (\$20,000).
7. Please attach two price quotes for each item requested.
  - Does this equipment come with a warranty? *Yes or No*
  - If yes, what is the cost? \$\_\_\_\_
  - Total cost of the equipment requested (including warranty and shipping): \$\_\_\_\_
  
  - Explain rationale for vendor/manufacturer preference. If the requested vendor price is higher than others, specify why the less expensive product will not meet the needs of the operation. (*Limit 300 words - approx. ½ page*)

### QUESTIONS: TECHNOLOGY

1. How does your operation align with the Palm Beach County Hunger Relief Plan goal(s)? Please explain in detail. (*Limit 300 words - approx. ½ page*)
2. What people or groups will be utilizing the technology? What is their role at your organization? (*Limit 300 words - approx. ½ page*)
3. Describe why the requested technology is needed and how it will be utilized within one-year. List outside variables that may prevent utilization in one-year. (*Limit 600 words - approx. 1 page*)
4. Describe how the technology will have a meaningful impact on efficiency of food operations and serve more clients. (*Limit 300 words - approx. ½ page*)
5. How will this technology align with other technologies already being implemented?
6. If applicable, describe how the agency will fund the difference for any request greater than the maximum funding allowed (\$10,000).
7. Please attach two price quotes for each item requested.
  - Does this technology come with a warranty? *Yes or No*
  - If yes, what is the cost? \$\_\_\_\_
  - Total cost of the technology requested (including warranty and shipping): \$\_\_\_\_
  
  - Explain rationale for vendor/manufacturer preference. If the requested vendor price is higher than others, specify why the less expensive product will not meet the needs of the operation. (*Limit 300 words - approx. ½ page*)

### ATTACHMENTS

Upload Required attachments and budget spreadsheet here.

### ADDITIONAL INFORMATION

Provide any additional information that you would like to be included with your application.

- Upload additional information (optional)

### CONFIRMATION OF SUBMISSION WEBPAGE

Thank you for applying for the Hunger Relief Capacity & Infrastructure RFA. You will receive an email from United Way of Palm Beach County Hunger Relief (noreply@jotform.com) confirming United Way of Palm Beach County has received the application and a summary of the organization's application responses. Confirmation will be sent to the primary contact email included in the organization's application. If you do not see the email in your inbox, please check your junk folder. If you do not receive an email, your application has not been properly submitted.

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Please note, **receipt of confirmation of submission does NOT guarantee funding.**

## CONFIRMATION OF SUBMISSION AUTO-RESPONSE EMAIL

Thank you for applying for the Hunger Relief System Capacity & Infrastructure RFA.

United Way of Palm Beach County Hunger Relief has received your application. Please note, **receipt of confirmation of submission does NOT guarantee funding.** Below is a summary of your application responses.

Applicants will be notified of their award status by **Monday, December 2, 2024.** Please do not contact United Way of Palm Beach County prior to December 2, as we will not be able to provide an update on the status of your application until December 2, 2024.