Introduction to Seed Grants

Seed Grants are start-up grants intended to be used as a “seed” to begin a new or enhanced service to an agency or Emergency Food Relief Organization (EFRO). Seed Grants encourage the development of projects that support innovative ways of confronting emergency food and/or nutrition needs of low-income people.

###### Seed Grant Eligibility

1. Applicants are not required to have a current food bank or Contractor membership.
   * if an Applicant does not have Contractor membership, by accepting Seed Grant funds the applicant agrees to Contractor monitoring and reporting.
2. Applicants must operate under their own or an organization’s 501c3 and/or incorporation as a nonprofit organization
3. If Applicant is not an EFRO, some aspect of their agency or program’s *current* community based work must be to assist low-income, homeless and/or food insecureindividuals.
4. Organizations holding direct contracts with HPNAP (Food Pantries, Soup Kitchens, Food Recovery Operations, and Special Nutrition Initiatives) are eligible to apply for Seed Grant funding if the funding requested is to support a NEW project, that is not already receiving HPNAP funds.

###### Seed Grant Funds

* 1. Seed Grants award a MAXIMUM of $30,000.00 to each agency. FB/UW Contractors may establish minimum grant funding levels.
  2. Seed Grants are ONE-TIME, NON-RENEWABLE awards. EFROs or agencies can apply for Seed Grant funding annually if the project description is unique (i.e. different site, different service or target population, or different service plan from a past Seed Grant project).

###### Fundable Projects

Seed grant fundable proposals include the following categories. Within these categories, FB/UW Contractors may specify specific preferred projects that applicants can decide to apply for.

1. Resource Enhancement and Community Partnerships: Projects that increase or enhance emergency food resources or create a diversified resource base through community partnerships.
   * Examples of community partnerships include projects to develop and/or utilize food growers, farmers’ markets, community and urban garden programs, or other community resources.
2. Organizational Capacity and Effectiveness: Projects that increase organizational capacity and effectiveness to provide emergency food services and access to healthy foods.
   * Examples are projects that provide resources, technical assistance and/or training to emergency food relief organizations for fundraising, bookkeeping, volunteer services, or other areas specific to emergency food services.
3. Linkage to Services: Projects that can link emergency food providers and their guests to services that could reduce dependence on emergency food.
   * Examples include projects to expand outreach referral services to connect at risk individuals to medical care and social services and technology to develop training programs for at risk individuals to create linkages and increase skills for future job placement.

**SUPPLEMENT TO APPLICATION**

**Goals:** The goals of your project should reflect what you intend to accomplish by having this Seed Grant. Each goal should be listed on the table in a separate space. These goals should be simple, measurable, and meaningful to your project.

Examples are as follows:

1. Project Description is *to provide Smart Shopping classes to Ex-Offender fathers*.

**GOAL** is to teach fathers how to support the nutrition needs of themselves and their children on a limited budget

1. Project Description is *to start a community garden to produce fresh vegetables for distribution in the agency’s Food Pantry*.

**GOALS** are 1) to improve the nutritional intake of the hungry in the community by providing farm, fresh produce to community members; and 2) to train community volunteers in farming/gardening.

**Outcomes (Deliverables):** The project Deliverables are the steps or activities your project will take to accomplish your goal or goals. Each goal can have more than one deliverable.

Deliverables must be specific and measurable! On the chart, please keep all deliverables for the same goal in the same box. You may use additional sheets if necessary.

Using the examples above, the deliverables are as follows:

1. GOAL is to teach fathers how to support the nutrition needs of themselves and their children on a limited budget.

**DELIVERABLES** 1) to develop a workshop manual; 2) conduct 10 Smart Shopping classes with 10 fathers each; 3) take 10 trips to the supermarket and provide $25 stipend to fathers to purchase food based on a 2-day menu they develop; and 4) collect receipts from $25 stipend and review menu.

1. GOALS are 1) to improve the nutritional intake of the hungry in the community by providing farm, fresh produce to community members; and 2) to train community volunteers in farming/gardening.

**DELIVERABLES** Goal 1- 1) prepare soil of two lots; 2) plant, cultivate, and harvest produce. For Goal 2- 1) Consultant will conduct 24 training sessions (2 per week) with 16 students each; 2) Consultant will develop a “How To” manual for other emergency food providers.

**Responsibility for Outcomes (Deliverables):** The individual who is responsible for each deliverable should be placed in this column next to the deliverable of their responsibility. Please note that only those individuals who will be completing the deliverables of the project should be put in the budget. Seed Grants will not fund staff who are not directly responsible for completing deliverables, and will not fund “support” staff like maintenance workers, accountants, office staff, or Executive Directors. If consultants will be the only staff completing deliverables, then there should be no staffing requests in the Personnel budget.

**Timeline for Outcomes (Deliverables):** Each Deliverable should have a timeline. This timeline should reflect how long it will take to complete each deliverable. Please indicate the timeline for each deliverable in MONTHS. These timelines should be realistic and appropriate for the completion of the deliverable.