



HEALTHY FOOD ACCESS GRANT PROGRAM GRANT INFORMATION SHEET

OVERVIEW

As a result of the increased need for food assistance services across Oakland County, the Pontiac Community Foundation (PCF), in partnership with Oakland County, has established the Healthy Food Access Grant Program. This program provides one-time operational and programmatic grants to organizations providing critical food assistance services to residents and communities across Oakland County.

In order to meet the growing demand for healthy food, and increase overall accessibility to Oakland County food resources, Oakland County will provide \$300,000 to organizations serving residents of Oakland County through a competitive grant award process administered by the Pontiac Community Foundation.

Please read the following information carefully for details pertaining to grant timeline, compliance requirements and funding priorities, eligibility and award types, application information, scoring rubric, and FAQs.

GRANT TIMELINE

October 3, 2022	Open Grant Portal
October 6, 2022	Grantee Webinar
October 19, 2022	Question Submission Deadline
October 21, 2022	Close Grant Portal
October 21 - November 10, 2022	Grant Committee Reviews Grant Applications
November 14, 2022	Announce Grant Recipients
November 2022	Distribute Grant Funding
November 2022 - May 2023	Grantees Use Grant Funding
June 2023	Final Grant Funding Report Due



COMPLIANCE REQUIREMENTS AND FUNDING PRIORITIES

Funds through the Healthy Food Access Grant Program are being made available to help qualified organizations scale capacity to increase access to food services for individuals throughout Oakland County as a result of the increased need for food access countywide and to ensure operational continuity and expansion to meet the growing demand for support services throughout the county. Oakland County recognizes the incredible strain the COVID-19 pandemic has put on both individual county residents as well as community service providers. The funds allocated for this grant program are to be used expressly to increase access to food services for residents of Oakland County, particularly for communities and populations that have been historically underserved.

Compliance Requirements

Organizations must meet the following requirements to be eligible for grant funding:

- All funds received under this grant must be spent within the spending period of November 2022 - May 2023. No extensions to the spending period will be granted.
- Organizations must provide food distribution-related services or have viable plans to create or expand programming to increase access to food in Oakland County in order to be eligible for funding.
- Grant award recipients are required to submit quarterly reports in accordance with the grant timeline provided above.

Funding Priorities

Organizations that meet the following criteria are strongly encouraged to apply:

- Organizations that serve communities in food insecure areas and/or target populations that are food insecure.
- Organizations that have long-standing programming within Oakland County.
- Organizations that have seen an increased need for food-related programming as a result of the COVID-19 pandemic.
- Organizations that provide food-based programming that is equity-focused.
- Organizations that provide comprehensive food accessibility services and can demonstrate their long-term sustainability plan and ability to consistently serve the Oakland County community within their grant application.



Eligibility Requirements

To qualify for funding, organizations are required to fit the following eligibility requirements:

- Organizations must provide food assistance and/or accessibility services to Oakland County residents with a preference for organizations and/agencies within Oakland County.
 - Food assistance services may include but are not limited to providing grocery store gift cards or direct funding to residents to purchase food, servicing youth and families at food distribution centers, mobile food box distribution, hot meal preparation and distribution, emergency food services, and mobile meal delivery services.
- Organizations must either be a 501(c)3 nonprofit organization with IRS documentation or an educational institution (i.e. college, university, etc.), in good standing with both the State of Michigan and the Internal Revenue Service.
 - Nonprofit organizations must have an annual budget under \$20 million to be considered.
- Applicants must have a sustainability plan in place to continue services after the grant period ends.

The following parameters will be considered when reviewing applications:

- General operating budget.
- Frequency of distribution (types of events and number of events).
- Number of households served and individuals served.
- Description of population/reach/communities that the organization serves
- Plan for programmatic and/or operational sustainability
- How awardees plan to incorporate outreach strategies to ensure completion of metrics

Prior to applying, applicants are strongly encouraged to review the award types, scoring rubric, Grant FAQ document, and application questions in full in order to choose the award type and funding amount that best fits the organization's needs and capacity within the spending time frame. *There is no mechanism for negotiating alternate award amounts after an application is submitted and there will not be an opportunity to extend or amend grant contracts beyond the stated grant period.*



Reporting Requirements

Awardees will be required to submit quarterly reports to Pontiac Community Foundation throughout the grant period. The following information should be collected, to the best of your ability, regarding food recipients:

- Recipient demographics – including zip code, race, gender, age, ability status, household income, and familial status.
- Per food distribution:
 - Location
 - Mobile vs. stationary pantry distribution
 - Amount of food distributed
 - Types of food distributed
- Total food distributed per quarter
 - Total pounds of food distributed
 - Number of households and individuals distributed to
- Outreach planning, strategy, and implementation if applicable.

GRANT TYPES

Organizations that meet the basic eligibility requirements may apply for one of two different types of grant funding: a Programmatic Grant of up to \$25,000 or an Operational Grant of up to \$50,000. Organizations will be expected to provide specific examples of how they intend to use their funding to either strategically expand, or continue the operation of, their current food assistance services in order to meet the increased demand throughout Oakland County.

Award Type #1: Programmatic Grants

Funding Range: Up to \$25,000

Award Description: Programmatic grants of up to \$25,000 may be awarded to organizations that meet basic eligibility criteria and need funds to maintain currently offered food assistance services or expand upon existing food-based programming.

Examples of what programmatic grants may be used for include: expanding an existing program that serves a targeted population in Oakland County, personnel needs to serve the community as a result of an increased need for food-related services, or purchasing food to meet the increased demand for services throughout the county, including but not limited to, providing emergency food-based services.

Award Type #2: Operational Grants

Funding Range: Up to \$50,000

Award Description: Operational grants of up to \$50,000 may be awarded to organizations addressing food accessibility that meet basic eligibility criteria and need funds to increase the long-term sustainability and growth of their current operations due to increased need for food assistance services.

Examples of what operational grants may be used for include: staffing costs related to increasing long-term operational sustainability, system and/or technology-based upgrades to maintain and/or increase food services operations, technology purchases that align with long-term program expansion and/or sustainability, or purchasing food to meet the increased demand for services throughout the county.



HOW TO APPLY

Applications for the Healthy Food Access Grant Program will be accepted via Google Forms. The link to the application form will be included on the website page for the grant at www.pontiaccommunityfoundation.org starting on October 3, 2022. We have included a PDF outline of the questions, located below, to assist applicants with reviewing the questions prior to the official application opening.

If you require additional assistance navigating the grant application system or are unable to submit your grant application materials via Google Forms, please contact Program Operations Manager, Sarah Niskanen, at sarah@pontiaccommunityfoundation.org for assistance or alternative submission options. *Email is the preferred method of contact.*

Additional Information & Documents

The additional documents below are linked on the website at www.pontiaccommunityfoundation.org for review by applicants prior to the grant submission deadline.

- Scoring Rubric
- FAQ
- Outline of Application Questions