



## **REQUEST FOR PROPOSALS**

### **Cities Combating Hunger through Afterschool and Summer Meal Programs (CHAMPS)**

**An initiative to help city agencies reduce child hunger in their communities by expanding participation in the federal Afterschool and Summer Meal Programs**

---

**Grant Period: June 2016 - December 2017**

**Proposals Due: Friday, July 15**

- Applications will be considered on a rolling basis from May 15 until July 15. We encourage cities with existing meal programs to submit proposals as early as possible.
- An informational webinar will be held May 23, 3:00-4:00pm ET. Register here:

<https://attendee.gotowebinar.com/register/3863180658157753348>

---

With Support from the Walmart Foundation

**Request for Proposals**  
**Cities Combating Hunger through the Afterschool and Summer Meal Programs**

**Deadline: July 15, 2016**

*Applications will be considered on a rolling basis from  
May 15 through July 15*

**Background**

In January 2012, with support from the Walmart Foundation, the National League of Cities (NLC) Institute for Youth, Education, and Families and the Food Research and Action Center (FRAC) launched a project to help local leaders reduce child hunger in their communities by expanding participation in the federal Afterschool and Summer Meal Programs. The Cities Combating Hunger through the Afterschool and Summer Meal Programs (CHAMPS) initiative has drawn upon the NLC's deep experience supporting city efforts that improve local afterschool programs and connect their residents with federal benefits, as well as FRAC's expertise in advancing best practices and policies for reducing hunger in communities across the country. The project has had great success in engaging municipal government in promoting and supporting federally-reimbursed meal programs and reducing hunger among children in local communities. A total of 44 cities have participated in the CHAMPS project thus far.

Now in its fifth year, NLC's CHAMPS project seeks to work with cities on a state-based approach in partnership with local anti-hunger organizations and state municipal leagues. These organizations in three states – Alabama, California, and Kansas – will work with city leaders and city agencies to increase participation in both the Afterschool and Summer Meal Programs. Our collective goal is for cities in these states to provide meals to at least 30,000 new children. To reach this goal, city agencies will be encouraged to directly sponsor new meal programs and/or to promote and expand summer and afterschool programs that already serve meals to children in the city in order to increase participation.

All cities that sign up to be a part of the CHAMPS project will receive the following opportunities, resources, and support from NLC and FRAC:

- An opportunity to apply for grant funding (with this RFP)
- Targeted technical assistance and project support from a leading anti-hunger organization in your state.
- Resources on meal program implementation, including best practices gained from our experience working with city agencies since 2012 to increase participation and add sites.
- Peer-learning and sharing opportunity through monthly technical assistance calls with other cities throughout your state similarly working on implementing meal programs.
- Assistance and guidance developing and implementing plans to increase program participation through one-on-one interaction, as needed, with NLC and FRAC staff throughout the duration of the grant period.
- Participation in 2-3 statewide convenings to share successes with, as well as learn from, other cities across the state.

## **Request for Proposals**

### **Cities Combating Hunger through the Afterschool and Summer Meal Programs**

- Recognition through NLC, FRAC, and state municipal league newsletters, websites, and social media of your contributions to the statewide success in increased participation in both Afterschool and Summer Meal Programs.

#### **Funding Opportunity**

As part of this initiative, cities in the three states have the opportunity to apply for grants to create year-round, coordinated feeding efforts that expand participation in both the federal Afterschool and Summer Meal Programs. Grants from \$5,000 to \$40,000 are available for cities that demonstrate a strong commitment to launch or expand local efforts to provide afterschool and summer meals utilizing the federal nutrition programs. The project's grant period will run from June 2016-December 2017.

NLC and FRAC will select up to 10 cities in Alabama, California, and Kansas to receive grant funding using the selection criteria described below. Whether or not a city receives funding, all cities that sign up to participate in CHAMPS will receive technical assistance, access to best practices and national experts, and opportunities for peer learning and exchange as they develop strategic approaches for their city to increase utilization of the Afterschool and Summer Meal Programs.

Proposed strategies for grant funding can support a city-wide campaign or effort to increase meal program participation, or they can support specific city sponsored meal program sites in ways that will increase participation. Strategies may include, but are not limited to:

- City agencies becoming sponsors of new summer and afterschool meal sites;
- Increasing the capacity of key Afterschool and Summer Meal Program providers that partner with the city;
- Developing or strengthening existing infrastructure that supports the Afterschool and Summer Meal Programs and provides healthy meals to low-income children year-round;
- Conducting intensive outreach and promotion of the availability of afterschool and summer meals, such as city-sponsored events for families, flyers and other promotional materials, and online or social media campaigns; and
- Testing new and creative strategies to increase participation.

NLC and FRAC will give preference to city-led projects with demonstrated commitment and capacity to expand access to meals through existing citywide afterschool and summer programming initiatives that could incorporate schools, parks and recreation centers, human services departments, churches, and nonprofit-run afterschool and summer programs in the community.

# **Request for Proposals**

## **Cities Combating Hunger through the Afterschool and Summer Meal Programs**

### **Proposal Instructions**

Only city agencies located in Alabama, California or Kansas will be considered for a CHAMPS grant. We will review applications for this grant on a rolling basis beginning May 15 through July 15. We encourage cities with existing meal programs to submit proposals as early as possible.

To apply for a grant, please submit the following:

- 1) **Cover page** (see page 8)
  
- 2) A **narrative** (3-4 pages) which includes the following information:
  - a) ***Description of the Prevalence of Child Hunger and Food Insecurity in your City:***  
Please describe the prevalence of child hunger and food insecurity in your city, including participation rates in the federal National School Lunch Program (NSLP), and any other information that demonstrates your city's need for support in launching or expanding the Afterschool and Summer Meal Program participation.
  
  - b) ***Afterschool and Summer Meal Programs in your City:*** Please provide an overview of the current state of Afterschool and Summer Meal Programs in your city. Please share as much information as you have about the sponsors of these programs, the number of existing sites, and the number of children served by those sites. What are some barriers that have prevented children from participating in these programs?
  
  - c) ***Project Goals:*** Please describe your city's goals to reduce hunger with funding from the CHAMPS project. If possible, please include your specific goals for adding meal sites and the number of children you hope to reach with meals for *both* the Afterschool and Summer Meal Programs.
  
  - d) ***Scope of Work:*** Please detail how you will create or expand the Afterschool and Summer Meal Programs in your community. Please include:
    - i. **Participating City Representative:** What city agency and/or city representative is taking the lead for this project? Please describe why this agency/representative is interested in this effort and the role that the person leading this effort will play in helping to achieve the project goals.
    - ii. **Proposed Strategies:** Describe the steps the city will take to achieve the project's goals:
      - Describe any plans for the city to directly sponsor meal programs;
      - Explain how you propose to increase family participation in meal programs;
      - Share how you will track program participation and project efforts; and
      - Describe any specific technical assistance you need from NLC and your anti-hunger organization that could help you reach your goals.

# Request for Proposals

## Cities Combating Hunger through the Afterschool and Summer Meal Programs

- iii. **Key Partners and Their Roles:** Please describe the partners you would like to work with to achieve your project goals – both confirmed and anticipated.
- iv. **Timeline:** Please outline key milestones with dates for your scope of work.
  
- e) ***Demonstrated Commitment and Role of Local Elected Officials:*** Please describe how any local elected officials in your city have supported the goal to reduce child hunger. How will the elected official(s) and other city representatives engage in this effort to increase participation in both Afterschool and Summer Meal Programs in your city – e.g. speaking engagements, convening high level stakeholders, producing written communications, issuing city proclamations supporting the program, etc.?
  
- f) ***Relationship with State Agency and Anti-hunger Organization:*** Please describe any relationship you or others in the city have with the agency within your state department of education that is responsible for overseeing the federal Afterschool and Summer Meal Programs. Also, if you have a relationship with any anti-hunger groups in your state, please describe that here.
  
- g) ***Sustainability:*** Please include a short description of how the programs will be sustained and any plans to continue work to expand participation after the grant period ends.
  
- h) ***Budget:*** Please include a detailed budget and description of proposed use(s) of grant funds including any key dates for planned expenditures.

### Allowable Use of Funds

While not intended to reflect all possible options, the following list contains examples of allowable expenditures\*:

- Use of project consultant(s) or staff to develop and implement local strategies that increase utilization of the Afterschool and Summer Meal Programs (if funds will be used for new staff, please indicate how, if at all, staffing will be sustained after the grant ends);
- Reimbursement of start-up costs or provision of financial incentives to help existing afterschool and summer programs participate in the Afterschool and Summer Meal Programs or to increase the number of children served;
- Outreach and communications efforts (e.g., public service advertising, promotional materials, community events) designed to support increased use of the Afterschool and Summer Meal Programs;
- Travel costs to attend CHAMPS statewide convenings;
- Data collection and/or analysis to determine the number of children currently served by the Afterschool and Summer Meal Programs and inform decisions to target specific neighborhoods or groups; and
- Minor equipment purchases necessary to facilitate the provision of meals, including coolers or cambros.

*\*Funds cannot be used to purchase food, including supplementary items to meals served as part of the federal nutrition programs or for infrastructure improvements.*

# **Request for Proposals**

## **Cities Combating Hunger through the Afterschool and Summer Meal Programs**

### **Eligibility and Selection Criteria**

Applicant organizations must be a city agency and will be selected to receive grants based on the following criteria:

- A strong commitment by city leaders to launch or expand local efforts to provide afterschool and summer meals to low-income children year-round through federal nutrition programs;
- Clearly defined goals that reflect the impact the grant will have on children in the community;
- Involvement and leadership of city staff to spearhead or collaborate with a lead partner in implementing the project;
- Demonstration of knowledge about local Afterschool and Summer Meal Programs;
- A clear plan of action to reach more children through the Afterschool and Summer Meal Programs and to sustain the program when the grant period ends;
- Significant need (measured by food insecurity and food hardship data, poverty estimates, and federal nutrition program participation rates);
- A budget that clearly shows how the funds would be spent in alignment with key partners and the program goals.

### **Timeline and City Expectations**

The project will run through December 2017 and cities may expend funds through that time period. Throughout the grant period, selected cities will keep NLC staff apprised of progress, including setbacks or unexpected challenges, and program participation data.

- *Technical Assistance:* Cities will participate fully in the technical assistance opportunities provided to them, including conference calls, webinars, and state convenings.
- *Progress Reports:* Project cities will be asked to provide two short progress updates to NLC in December 2016 and June 2017.
- *Final Report:* A final report on progress and outcomes of the project should be submitted to NLC in mid-December 2017, describing progress to date and how funds were spent. All reports must include quantitative data on program participation, including the number of new sites as well as the number of children and meals served. NLC will provide a short template for the final report.
- *State Convenings:* All cities will also be expected to participate in 2-3 CHAMPS meetings in your state. The location for this meeting will be determined at a later date.

## Request for Proposals Cities Combating Hunger through the Afterschool and Summer Meal Programs

### Project Timeline

CHAMPS Grants RFP released	May 15
City Applications Due	July 15 Applications will be accepted on a rolling basis from May 15 until July 15
Cities selected for grants	On a rolling basis. All cities will be notified about the grant award by the end of July.
CHAMPS technical assistance project	June – December 2017
1 <sup>st</sup> interim report due to NLC	December 2016
2nd interim report due to NLC	June 2017
CHAMPS statewide convenings	(dates and location TBD)
Final report due to NLC	December 15, 2017
Project ends	December 2017

### Application Submission

- If you have questions or would like more information, contact Jamie Nash at [nash@nlc.org](mailto:nash@nlc.org) or 202-626-3160. **Please submit all application materials between May 15 through July 15 via email to Jamie Nash at [nash@nlc.org](mailto:nash@nlc.org).**
- An informational webinar will be held May 23 from 3:00-4:00 pm ET. Register here: <https://attendee.gotowebinar.com/register/3863180658157753348>

**Request for Proposals  
Cities Combating Hunger through the Afterschool and Summer Meal  
Programs**

**Application Cover Page**

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Population:** \_\_\_\_\_

**Mayor:** \_\_\_\_\_

**Total Amount Requested (\$5,000-\$40,000):** \_\_\_\_\_

**Project Contact:** *(The lead for this project should be a staff member within city government)*

\_\_\_\_\_

**Title:** \_\_\_\_\_

**City Department or Agency:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Grant Contact:** *(If different than project contact)*

\_\_\_\_\_

**Title:** \_\_\_\_\_

**City Agency:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

If you have questions or would like more information, contact Jamie Nash at [nash@nlc.org](mailto:nash@nlc.org) or  
202-626-3160