

DUBUQUE COUNTY FOOD POLICY COUNCIL (DCFPC) COMMUNITY GRANT APPLICATION



Information

The mission of the Council is to integrate health and well-being of our community and establish a resilient environmental food system that is just and equitable for Dubuque County. Through policy recommendations, outreaching education and partnerships, the Council aims to network healthy, locally produced foods as available.

The purpose of the Council is to assist Dubuque County in partnering with other government and non-government stakeholders to provide leadership to and coordinate the development of food policies and priorities on a regional, state and national level.

Michaela Freiburger-
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Collingwood
Patrice Lambert

Purpose of Grants

Guidelines

The grant must address at least one of the core principles identified in the Dubuque County Food Policy Council mission statement: health, well-being, environmental resilience, justice and equity as related to food systems in Dubuque County.

Grant proposals must include an education and/or engagement component.

Amount of Award

Grants will be awarded up to a maximum of \$5000 per project. There is no minimum.

Grant Timeline

Grant submission deadline is June 10, 2020.

Grant applicants are encouraged to address the DCFPC virtually (via Zoom) or in person, pending our current pandemic situation, to discuss their applications during their public council meeting on June 17, 2020 at 6 PM. The applicants will be notified of the meeting site and presentation times.

Details determined at a later date.

The DCFPC will start to award grants by July 31, 2020.

Eligibility

Any group or individual located in Dubuque County is eligible to apply. "Group" can refer to a non-profit, business, club, organization, neighborhood association, etc. A primary contact who would be responsible for fiscal interactions and reports is required for each grant application. A 501(c)3 tax determination status is not required, but all applicants must provide a tax identification number.

Target Audience

Grant must target residents, farms or businesses located within Dubuque County. It is acceptable for the target audience to extend beyond the County. Preference will be given to proposals that impact traditionally underserved populations.



Reimbursement Method

Grant funds will be distributed in two phases. The DCFPC will distribute one half of the total grant reward to grantees in the first quarter of the grant year. The DCFPC will distribute the other half of the total grant reward after the grantee submits the final impact report.

The contact person designated in the grant application will submit receipts for reimbursement to the DCFPC. The receipts have to be dated after grant approval on July 31, 2020.

Impact Reports

The grant requires the contact person identified in the application to measure the impact/ success of the project and submit a report to the DCFPC.

Grant awardees must file quarterly progress reports throughout the grant year (due dates are Sep 30, Dec 15 and Mar 15).

A complete final impact report is required by June 1, 2021 for final grant reimbursement. The impact report should include details about how the outcomes were met. Media stories and social media impact should be part of the report.

Grant applications are strongly encouraged to define measurable outcomes and identify metrics for success. The DCFPC can work with the grant awardee to refine metrics and help with measuring the impact.

Contact Information

Completed applications should be sent to Michaela.Freiburger@gmail.com.

Please type "Grant Application" in the subject line.



Project Name: What is the name of your project? (*character limit: 100*)

Amount Requested: \$

Timeframe: Indicate your project start and completion dates. (*character limit: 50*)

Group Name: What is the full legal/business name of your group?

Tax Identification #?

Are you a 501 (c) 3 tax determined organization? Yes. No.

Address: Provide your organization's address, contact information and website if you have one.

Contact Person: Name, mailing address, phone and email of contact person

Additional Contact: (optional) Name, mailing address, phone and email of contact person



Project Description: Briefly describe the project for which you are seeking funds. Be specific and answer these key questions: What is your project and associated goals? Who will benefit from the project? How will you implement your project (timeline, process, people)? (*character limit: 500*)

Alignment with DCFPC: How does your project align with the mission and stated priorities of the DCFPC? (*character limit: 200*)

Project Location: Explicitly identify the geographic location in Dubuque County impacted by your project. (*character limit: 100*)

Project Target: Explicitly identify the population(s) targeted by your project. (*character limit: 100*)

Project Partners: (optional) Identify the other agencies, organizations, groups of people the project will coordinate with and/or partner with to achieve the goals. Preference will be given to those projects that can expand their reach with strategic partnerships. (*character limit: 200*)



Project Evaluation: Identify at least 3 measurable outcomes that you will use to measure the success of your project. The outcomes should be directly linked to the goals of the project as outlined in the project description. Community education and/or engagement should be incorporated into the outcomes. (*character limit: 500*)

Budget: Provide your detailed budget with a list of expenses directly tied to the proposed project. Include any matching expenses (in cash or in kind) your group is providing and funds contributed by other groups or organizations. Grant money cannot be used towards the operating expenses of your group. Indicate both the amount requested and the Total project Amount.