



Request for Proposals (RFP)

FY23 Network Investment

Phase 1_Operational Needs Grant

Overview

The worldwide pandemic hit New Jersey hard in 2020. Our partners saw immediate and dramatic increases in hunger and felt the pain of loss and fatigue over time. Two years later, our partners continue to see rising serving numbers and long lines at food distributions due to COVID's lingering and unpredictable nature and increasing food and gas costs. With each new challenge, our partners respond by adjusting distribution practices, working hard to recruit and retain volunteers and expanding the scale and scope of their services. Despite these heroic efforts we recognize that our Network is made up of a wide range of partnerships, from varying sizes and geographies to the different populations, communities, and cultures each partner serves. We acknowledge these differences and the need to support our partners in their unique ways so that they may continue to feed and nourish our neighbors.

Rationale

The Community FoodBank of New Jersey (CFBNJ), Mercer Street Friends (MSF), and NORWESCAP, recognize that our network partners play a vital role in our ability to execute our mission. To support our Networks in their efforts, we have made a state-wide, multi-million-dollar, multi-year commitment to invest in our partners.

Throughout the year, we ask our partners to help us understand their needs and through your insights, you help us prioritize and focus our resources. This Network Investment plan makes a commitment to you, our partners, to meet urgent needs when you need them while providing opportunities to grow and expand in ways that support your missions and communities.

Our FY23 Network Investment Initiative will include the following:

- Phase 1: Operational Needs Grant (Application Dates: 8.15.22 - 9.30.22)
 - We have earmarked \$750,000 in immediate grant funding to address operational needs today, such as refrigeration, freezer blankets, tables, tents, support for retail gleaning such as gas cards, etc.
- Phase 2: Capacity Building and Innovation (Later in FY23)
 - Phase 2 of our Network Investment will provide additional funding to our partners of more than \$2.5M for programs that address hunger, health and nutrition and support innovative concepts.

Partners are eligible to participate in both grant periods.

Phase 1_Operational Needs Grant

Funding Opportunity Overview

CFBNJ invites proposals from network partners to sustain operational capabilities for immediate purposes.

- Applications are welcome from any network partner in good standing.
- Partners must be compliant with all CFBNJ, New Jersey Department of Agriculture (NJDA) and Feeding America (FA) regulations, safety and health standards. All partners must have their own or be affiliated with a current 501(c)3.
- The application form requires responses to the following:
 - Basic information about your food program(s) and organization
 - The need or challenge you are addressing
 - How this grant will fulfill this need
 - Project goals
 - Project budget
- Network partners may apply for grants up to **\$15,000**.
- We will accept one application per organization. If your organization operates more than one food program (for example, both a food pantry and a soup kitchen; or food pantries at two separate locations), please consolidate your grant requests into a single application.
- CFBNJ will administer grants to network partners in our service area, including Atlantic, Bergen, Cape May, Cumberland, Essex, Hudson, Hunterdon, Mercer, Middlesex, Morris, Passaic, Somerset, Sussex, Union and Warren Counties.

Funding Period

- Applications open August 15, 2022
- Applications close September 30, 2022
- Grant time period **July 1, 2022-June 30, 2023** (Operational purchases made dating back to July 1, 2022 will apply to this grant).

Grant Categories

- **Operational Needs:** Upgrades, enhancements, repairs and/or equipment purchases to sustain and/or expand immediate operations. Items or services to increase and/or improve the ability to serve more neighbors in need. **Examples of eligible expenses include:**
 - Summer needs: Tents, freezer blankets
 - Minor renovations/facility repairs: Carpentry, electrical, plumbing
 - Addressing rising gas prices: Gas cards for programs taking part in the retail access program or making home deliveries.
 - Storage: Freezer and refrigeration
 - Equipment: Pallet jacks, hand trucks, shelving, electrical and/or carpentry upgrades, etc.
 - Other: Reusable bags
- **Technology:** Resources and support to assist our partners with upgrades and optimization of technology solutions. **Examples of eligible expenses include:**
 - Hardware: Tablets, Computers, Printers
 - Internet installations and/or upgrades

- Training and Support
- NOTE: CFBNJ plans to roll-out a client intake platform (OASIS) later in FY23. We are exploring ways to support this with hardware and software for all partners. The Operational Needs Grant may be used to support other existing and additional technology needs.

Reporting

- A mid-year and final report detailing the use of grant funds will be required (see “Important Dates” below for timeline).
- Hold onto your receipts! You will need to indicate the items or services you purchased with grant funds, the cost, and the dates of purchase.
- Please take pictures and report testimonials of the grant’s impact.

Important Dates

1. August 15, 2022: Grant applications open
2. September 30, 2022: Grant applications close
3. November 8, 2022: Grant award announcement
4. November 15-16, 2022: Grantee Orientation
5. November 23 - December 7, 2022: Awards issued
6. March 13, 2023: Phase 1_Midyear report due
7. July 31, 2023 – Final report due

Contact Information

- General information about grants www.cfbnj.org/networkinvestment
- Questions should be directed to networkgrants@cfbnj.org.