

RCPNC Request for Applications

Application Instructions

The Rural Child Poverty Nutrition Center (RCPNC) is accepting applications for projects that use creative strategies to increase coordination among United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) Child Nutrition programs and other nutrition assistance programs. Projects should aim to increase participation rates among families with children in 324 persistently poor rural counties in the 15 states with the highest number of persistently poor counties. Grant funding will enable impoverished, rural counties to increase coordination among FNS Child Nutrition assistance programs as well as other nutrition assistance programs resulting in improved program participation rates. Strategies should improve coordination among assistance nutrition programs to overcome the common barriers that prevent people from participating in the programs. Those barriers include: (1) lack of information and awareness, (2) lack of physical access, (3) lack of community resources, and (4) social stigma.

Some examples of USDA Nutrition Assistance Programs targeted for improved coordination include:

- Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
- Supplemental Nutrition Assistance Program (SNAP)
- School Breakfast Program (SBP)*
- National School Lunch Program (NSLP)*
- Summer Food Service Program (SFSP)*
- Child and Adult Care Food Program (CACFP)*
- Food Distribution Program on Indian Reservations (FDPIR)

*Note: USDA-FNS Child Nutrition Program

Please answer each question in the application thoroughly. For questions that require a short answer as a response, we recommend you provide answers expressed in full sentences. This will give reviewers enough information to properly score the application.

Saving Application Information

Save your information frequently as you complete your application. Information can be saved by clicking the "Next Page" button on the application. This saves the information you have entered and moves you to the next screen. To navigate through the application, use the "Previous Page" button. To save the last page of application, click the "Save & Return Later" button, which is located at the bottom of each screen.

If you complete part of the application and want to finish it later, save your information by clicking the "Save & Return Later" button. A code will appear. Please make a record of it. Click "Close" and follow the instructions on the page to enter your email address into the system. A link to your unfinished application will be sent to the email address specified. When you return to the application by clicking the link in the email, you will be prompted to enter the code. If you lose your code, please contact RCPNC Director Joann Lianekhammy at info@rcpnc.org for assistance. If you don't save your information by using these procedures, we cannot guarantee your application will be accessible and you may have to start over. When your application is completed and ready to send, click the "Submit" button, located at the bottom of the screen on the last page of the application.

The RCPNC Application Help Guide, provides additional guidance. For further questions, please contact Joann Lianekhammy at info@rcpnc.org.

Information concerning eligibility requirements, grantee expectations, technical support, project areas of interest, and the application scoring criteria is in the Request for Applications. Please review it thoroughly before beginning the application process.

To begin the application process, click on button labeled "Next Page" at the bottom of the screen.

General Information

1. First Name of Principal Investigator or Lead Coordinator _____

2. Last Name of Principal Investigator or Lead Coordinator _____

3. Name of Organization _____

4. Type of Organization (check all that apply):

- State government agency
 Local government agency
 Public non-profit organization
 Private non-profit organization
 Non-profit organization serving areas with large Native American populations or Tribal Districts
 Other

4(a). What percent of the population served by your organization identify as Native American? Provide an estimate and indicate it is an estimate if data is not readily available _____

4(b). If you selected "Other" for question 4, what type of classification best describes your organization? _____

5. Address of Organization _____

6. County _____

7. City _____

8. State

- AL
 AR
 GA
 KY
 LA
 MS
 MO
 NM
 NC
 OK
 SC
 SD
 TN
 TX
 WV

9. Zip Code _____

10. Contact Phone Number _____

11. Secondary Contact Phone Number _____

12. Primary E-mail Address _____

13. Secondary Email Address _____

14. A large part of the grant will involve communication, training, and education using tools that may require the use of the Internet. Will you have regular access to the Internet?
 (Limited access to the internet will not be counted against applicants. This information will help us determine the need for alternative methods of contact.)

- Yes No

14(a). Is your Internet access reliable?

Yes No

14(b). Describe your current situation in terms of Internet availability or reliability.

Existing Nutrition Assistance Programs in your Service Area

15. Describe the service area your project will most impact. City or Community
 County
 Tribal area
 Other
- 15(a). Please specify what "other" area type your project will impact. _____
16. Which nutrition assistance programs have offices in your county? (Check all that apply.)
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
 Supplemental Nutrition Assistance Program (SNAP)
 School Breakfast Program (SBP)
 National School Lunch Program (NSLP)
 Summer Food Service Program (SFSP)
 Child and Adult Care Food Program (CACFP)
 Food Distribution Program on Indian Reservations (FDPIR)
 Other
- 16(a). If "other" is checked for question 16, please describe what "other" nutrition assistance programs are available in your service area. _____
17. Four common barriers* to program participation are: (1) lack of information and awareness, (2) lack of physical access, (3) lack of community resources, and (4) social stigma. With these barriers in mind, what types of challenges prevent families with children from enrolling in programs that provide nutrition assistance in your service area? (*Descriptions of these barriers can be found in the Application Help Guide.)
18. Which nutrition assistance programs will be impacted by your proposed coordination strategies? (Check all that apply.)
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
 Supplemental Nutrition Assistance Program (SNAP)
 School Breakfast Program (SBP)
 National School Lunch Program (NSLP)
 Summer Food Service Program (SFSP)
 Child and Adult Care Food Program (CACFP)
 Food Distribution Program on Indian Reservations (FDPIR)
 Other
- 18(a). If "other" is checked for question 18, please describe what "other" nutrition assistance programs will be impacted in your service area. _____

Organizational Capacity

19. How old is your organization?
- Less than one year
 - 1 - 2 years
 - 3 - 5 years
 - 6 - 7 years
 - 8 - 10 years
 - 11+ years
 - Not sure
20. Estimate the number of employees in your organization. _____
(Provide the best estimate you can.)
21. Describe your community's current need for this grant funding. If possible, provide current program participation rates for your organization and for other food and nutrition assistance programs in your community as support. (Please keep answers to 500 words or less.)
22. Please share an example of previous success in project implementation, management, and/or reporting. (Please keep answers to 500 words or less.)
23. How open is your organization to learning about data collection and helping RCPNC researchers collect information needed to evaluate the impact of coordination strategies? Provide examples of ways your organization will address the data needs of the grant. (Please keep answers to 250 words or less.)

Collaborations and Partnerships

24. Do you have existing partners that will be collaborating with your organization on this proposed project? If so, list each partner and the number of years you have collaborated with them.
25. What kind of success have you had with existing partners you are proposing to work with on this project? (Please keep answers to 500 words or less.)
26. If you have not worked with other organizations previously, what barriers prevented you from developing partnerships? (Please keep answers to 500 words or less.)
27. List and describe the roles and responsibilities of project staff members, including collaborating partners. Include each member's organizational affiliation, qualifications, and relevant experience to support their role in the project. (Please keep answers to 500 words or less.)

Project Proposal: Strategies to Improve Coordination and Increase Program Participation

28. For your project narrative, provide a description of possible strategies to improve program coordination toward anti-hunger efforts in your service area. Include efforts related to FNS Child Nutrition programs. Narratives should include: 1. A description of how strategies will address barriers to program enrollment identified in question 17. 2. Ways the project will utilize community involvement. 3. An explanation of how projects will be sustained after grant funding ends. (Please keep narratives 1,000 words or less.)
29. Indicate the estimated number of entities that will be reached by the proposed project (Example: 3 local WIC offices, 2 SNAP offices, and 4 CACFP sites or 4 NSLP elementary schools and 2 NSLP middle schools).
30. Describe the anticipated target audience that will be reached as a result of your project. (Please keep answers to 250 words or less.)
31. What concrete outcomes do you anticipate as a result of your proposed project? (Please keep answers to 500 words or less.)
32. How will these outcomes be sustained beyond the project? (Please keep answers to 500 words or less.)
33. Letters of support from your organization's leadership as well as from members of partnering organizations should be provided to show their commitment to collaborate on the proposed project. Partnering organizations willing to provide data, such as program participation rates for the project evaluation, should include a statement in their letter of support acknowledging this agreement. Letters from federal, state, and local legislators/officials may also be submitted on behalf of the applicant to demonstrate the state's commitment toward reducing child hunger. All letters should be combined into one PDF file and submitted by clicking the green upload document link. Follow the instructions on the screen.

Project Timeline

Instructions on how to develop a timeline are outlined in the RCPNC Application Help Guide.

For this section, we ask that you consider all activities necessary to complete your project and the time-frame in which these activities will occur. The timeline of grant activities should begin with an anticipated start date of November/December 2015 and all grant activities should conclude by March 31, 2019. Click on the provided link to download the timeline template. When you have completed your timeline, make sure to upload it with your application.

34. **Timeline Upload** To upload your completed timeline, click on the green upload document link and follow the instructions on the screen.

Project Budget

Consider the ideas you just shared about how you would creatively increase collaboration with partners in order to raise nutrition assistance program participation. What costs are associated with conducting a needs assessment in your community? What costs are associated with implementing and operating your project? Since attending two workshops in Alexandria, VA is mandatory, travel expenses should also be included in your budget planning.

Provide an estimate of the total amount needed to cover travel and project costs. Budget expense totals will be further itemized and explained in the budget narrative. For further guidance in developing a budget and writing up a budget justification, please refer to the RCPNC Application Help Guide.

Reminder: Budget expenses for travel and project costs requested shall not exceed \$100,000.

35. Out-of-State Travel

How many people will attend the first workshop?

- 2
 3
 4
 5
 6
 7
 8
 9
 10

(*A minimum of two attendees representing each grant are required.)

First Workshop: Travel Expense Total for All Attending

 ((Format Example: 4500.00))

How many people will attend the second workshop?

- 2
 3
 4
 5
 6
 7
 8
 9
 10

(*A minimum of two attendees representing each grant are required.)

Second Workshop: Travel Expense Total for All Attending

 (Format Example: 4500.00)

Out of State Travel Expense Total

 (Automatically calculated based on entries)

36. Project Expenses

In-State travel: Mileage (if applicable) (Federal rate: \$0.575 per mile)

 (Format Example: 4500.00)

Facility rental (if applicable)

 (Format Example: 4500.00)

Postage and Delivery (if applicable)

 (Format Example: 4500.00)

Marketing and Advertising (if applicable)

 (Format Example: 4500.00)

Contract Services (if applicable)

 (Format Example: 4500.00)

Materials (if applicable)	_____
	(Format Example: 4500.00)
Salaries and Wages (if applicable)	_____
	(Format Example: 4500.00)
Fringe (if applicable)	_____
	(Format Example: 4500.00)
Other (if applicable)	_____
	(Format Example: 4500.00)
Project Expenses Total	_____
	(Automatically calculated based on entries.)
Budget Expense Grand Total	_____
	(The grand total should not exceed \$100,000)

Budget Justification Narrative

Using the information provided in the Application Help Guide, submit a budget narrative justifying and describing in detail how costs for each category listed are necessary to successfully complete your project.

For further assistance developing a budget justification narrative, refer to the budget section of the RCPNC Application Help Guide.

- 37. Submit your budget narrative by clicking the green upload document link. Follow the instructions on the screen.

~END OF APPLICATION~

You have reached the end of the application. Please take a moment to review your entries to ensure that all questions have been answered and all files have been uploaded (i.e., Letter of Supports, Project Timeline, and Budget Justification). When you are certain everything has been completed, click the "Submit" button to send us your application.