

## **2011 Healthy Food Resources RFP Frequently Asked Questions**

### **1. What are the funding options for the 2011 Healthy Food Resources Request for Proposal?**

There are two funding options:

**Policy/Environmental Change Activities** include strategies that 1) plan for and/or pilot innovative models that promote healthy food resources and have not been tested or implemented in Santa Clara County and N. San Benito County; and 2) expand, enhance, or replicate efforts to promote healthy food resources in Santa Clara County and N. San Benito County.

**Capacity Building** includes an organizational assessment, consultant support and peer learning opportunities in order to increase organizational capacity to more effectively meet your organizational and Health Trust-funded Healthy Food Resources goals.

### **2. Are current Health Trust grantees eligible to apply for the 2011 Healthy Food Resources RFP?**

Current Healthy Food Resources grantees are only eligible to apply for Capacity Building.

New applicants, including previous grantees, can apply for Capacity Building only or Capacity Building and Policy/Environmental Change Activities.

Current grantees, not funded through our Healthy Food Resources strategy, may apply for both Capacity Building and Policy/Environmental Change Activities if the proposed project and its activities are distinct from their current funding. Please note, it is an exception and not the norm for The Health Trust to provide concurrent funding to the same organization.

### **3. What is the grant period and the maximum length and amount of the grant request?**

The grant decision date is November 10, 2011 and the grant period would likely start on December 1, 2011. The grant period should be appropriate to the timeframe of the project. Applicants may apply for up to two years (24 months) of support. The maximum amount for a one-year grant is \$100,000 and the maximum amount for a two-year grant is \$200,000.

### **4. Is a Letter of Intent (LOI) required for this RFP?**

An LOI is not required. The RFP is an invitation to submit a full proposal.

### **5. How does THT define Healthy Food Resources?**

For the purposes of this RFP, THT defines Healthy Food Resources as Farmers' Markets, Community Supported Agriculture (CSAs), and Community, Home and School Gardens. There is a separate RFP for Mobile Produce Stands planned for spring 2012 pending the results of a feasibility study. The beneficiaries of the Healthy Food Resources must

reside in Santa Clara and Northern San Benito Counties. It is preferred but not required that the Health Food Resources are located in Santa Clara and Northern San Benito Counties.

**6. How have the Healthy Living priorities changed from last year?**

Although the Theory of Change is unchanged from last year, we are placing more emphasis and prioritization on funding projects that include significant policy and system change that will have a sustained impact on the four goal areas outlined in the Healthy Food Resource Theory of Change. We are also looking for ideas that are new and innovative and responsive to the needs of each respective community.

**7. Can you further discuss how THT defines environmental/policy change? At what level do you see policy change occurring?**

The policy change can be at the organizational, system (i.e. school district), or jurisdiction level; it depends on the proposed project scope.

Examples of policy change include: a policy change to enable current and require new farmers' markets to accept EBT (food stamp program), a public-private partnership to allow private land to be used for community food production, the establishment of a joint-use agreement allowing school-gardens to be used by the community, etc.. An example of environmental change could be transforming a blighted vacant lot into a community garden and establishing systems to engage the community in the maintenance and operation of that garden.

**8. What percentage of the grant can go to the actual development of a garden site?**

It depends on the overall project budget. Although there is no maximum amount allowed for capital construction and development expenses, it is unlikely that The Health Trust will fund a project if 100% of the grant amount requested will be used for capital construction and development costs. We will, however, consider construction and development expenses as part of the overall grant request.

**9. Is the capacity building component an in-kind award?**

THT will not be providing cash awards for the capacity building; the award will be organizational capacity building resources. THT will identify a cohort of consultants that meet the needs of the grantees (identified through the organizational assessment). THT will work with both the organizations and consultants to determine a set of goals and award a number of consultant hours to accomplish the goals.

**10. How would a public or lead agency address the capacity building component if they are not in need of this resource, but their partnering organizations are in need of capacity building resources?**

It is appropriate to include in the proposal the organizational capacity needs of its partners.

**11. Is THT available to consult with applicants prior to submitting the proposal to ensure that we are on track?**

Because this RFP is a competitive process, we will provide clarifying information through the FAQs that will be posted to our website. We will not be able to provide the deep

technical assistance related to the evaluation matrix that we would provide during a non-competitive process.

**12. Is there a priority placed on partnerships or collaboratives?**

A partnership is not required. If a partnership is formed for the proposed project, the partners must be listed and bring appropriate expertise to the project. Applicants are not required to submit a memorandum of understanding (MOU) with the application. However, applications should include an explanation of the level of commitment of each partner and written documents confirming this commitment. Additionally, as part of the application process, applicants are asked to provide THT with two references that we may contact during the due diligence process. If applicants are working with partners, applicants would include them as a reference.

**13. What types of questions are typically asked in the interim and final report?**

THT will be using the evaluation plan matrix as the tool to report back on progress made against the grantees project objectives.

**14. Is there an end-date for which the money should be spent by?**

Grant funds must be spent during the grant period. If there is a need, The Health Trust may offer extensions of the grant period.

**15. Who should I contact if I have additional questions regarding the RFP?**

All questions should be e-mailed to [Grants@healthtrust.org](mailto:Grants@healthtrust.org).