



CHILDREN'S NUTRITION INITIATIVE

2018 - 2019 Program Application

APPLICATION OVERVIEW

Care and Share Food Bank for Southern Colorado is currently seeking partners to help us successfully decrease the number of food insecure families with children in Southern Colorado. We are excited that you are considering applying for participation! This application will cover all Summer 2018 and School Year 2018-2019 programs including Summer Food, After School Snacks and Meals (Healthy Kids Club), Backpack Programs (Send Hunger Packing), School Pantries, and the Summer Mobile Food Pantry. All participants for these programs will be chosen from applicants who submit this application; **all current and past participants are required to re-apply**. Participation in Care and Share's Children's Nutrition Initiative Programming requires submission of an annual application. **This year's application is due to Care and Share by 5pm on Wednesday, February 28th, 2018.**

APPLICATION TIMELINE

Wednesday, January 31st, 2018: Application Release
Wednesday, February 28th, 2018: Application Deadline
Wednesday, March 28th, 2018: Award Notification

CHILDREN'S NUTRITION INITIATIVE (CNI)

At Care and Share Food Bank, we believe that no one should go hungry. Every day, we provide food to our partner agencies across Southern Colorado to serve our neighbors in need because well-fed communities are better for us all. Care and Share's Children's Nutrition Initiative is aimed at alleviating childhood hunger when kids are out of school. Since hungry kids are part of hungry families, many of our children's programs target the family as a whole. We partner with schools, community centers, school districts, and cities to reach kids when they are most vulnerable: after school, on the weekend and in the summer. We look for enthusiastic partners who can support strong programs to join us in our mission to feed hungry kids. Currently, there are more than 61,000 food insecure children within our 31-county, 52,000 square mile service area. We are committed to identifying the communities these children live in and establishing strong viable programs there to deliver healthy food to their families.

COST OF PARTICIPATION

All of Care and Share's Children's Nutrition Initiative Programs are offered at **NO COST**, and program sites cannot charge families for their participation. The cost for Care and Share to run our CNI programs is significant (approximately \$6,000 per site) and therefore limits the number of programs we can offer in our service area. This makes it crucial for all our program partners to meet budgeted food distribution allocations. In order for us to make the most of our grant money and keep our administrative costs low, we need strong program partners who can serve kids and families effectively and help us meet our goals for food distribution.

ELIGIBLE APPLICANTS

Schools must have a minimum percentage of their students who qualify for Free/Reduced (FRL) price school meals, as well as a minimum number of students they can serve per week to qualify for certain programs. Please see the chart on page five for eligibility requirements including FRL rates, storage, required volunteers, etc. Non-school sites, please use the FRL rate of the nearest public school.

EVALUATION CRITERIA

Applications will be evaluated based on the following:

- Strength of program plan as detailed in the application, including partnerships and capacity to run the program.
- Alignment of Care and Share program with organization's child hunger strategy and goals.
- Number of children and households served.
- Organization's commitment to long-term success.
- Prior success and compliance with program implementation and administration, if current or former CNI partner.

Selection for participation in our programs is competitive, please be as thorough as possible when filling out your application.

IMPORTANT NOTE

Per Feeding America requirements, **no CNI site will be permitted to distribute any food to children until all required paperwork for the site is on file with Care and Share, and a minimum of one staff member or volunteer must attend annual training.** Please reference the chart on page 6 for a list of documents that will be required of sites that are granted participation.

QUESTIONS

Any questions about the following Care and Share CNI programs or this application can be directed to:

Jennifer Stevens, Children's Program Coordinator

JenniferS@careandshare.org 719-418-4300

CNI PROGRAM DESCRIPTIONS

SCHOOL PANTRY

The school pantry model is a weekly or bi-weekly food distribution depending on school choice, need and capacity. This option allows the school to collect food, in addition to the food supplied by Care and Share, providing an opportunity to feed many families.

- School pantries should serve at least 30 households a month and provide families approximately 30 pounds of food each month.
- Storage is required for this program.
- Client choice must be offered at the school pantry. Families are given the opportunity to come in and choose their items. Volunteers staff the pantry during operating hours and assist those coming through in making healthy choices.
- Produce and perishables may be made available if refrigeration is an option.
- Sites conduct outreach to kids and families to ensure they get broad participation in the program and can meet distribution goals for their site.

SUMMER MOBILE PANTRY

The mobile pantry option is a once a month delivery (school year) and weekly or bi-weekly delivery (summer) of food distributed in a farmer's market style. The delivery includes non-perishable staples (such as canned protein, canned fruits and vegetables, pasta, soups, etc.), fresh produce and bread.

- Mobile pantries will serve 50 to 100 families and will provide approximately 30 pounds of food per family.
- The site is responsible for having tables available and volunteers to run the distribution.
- The distributions can be indoors or outside.
- Distribution is client choice. The food is placed on tables and clients choose the products that are appropriate for their households.
- Distribution takes about 2 hours and no storage is required.
- Each distribution is made up of approximately 10% bread/pastry, 80% produce and 10% staples and dry goods.

BACKPACK PROGRAM (“SEND HUNGER PACKING”)

Participating schools receive pre-packed bags of emergency food (dry staples such as canned protein, canned fruits and vegetables, pasta, soups, etc.) that go home in children's backpacks on Fridays to alleviate weekend hunger.

- School staff or volunteers confidentially distribute the bags/backpacks on Fridays.
- A site can choose to purchase and send home special backpacks for this program, but that is a site cost; backpacks are not provided by Care and Share.
- Storage is required for this program.
- This program is supplemental food assistance for those families in highest need.
- School staff identifies students who are combatting chronic hunger and enroll them in the program.
- Sites conduct outreach to kids and families to ensure they get broad participation in the program and can meet distribution goals for their site.

AFTER SCHOOL SNACKS AND MEALS (“HEALTHY KIDS CLUB”)

This program provides healthy after school snacks and meals (snacks, lunch or supper) to at-risk kids at qualifying sites during the week.

- Sites must be able to serve the minimum number of snacks or meals per week to participate (see CNI Programs Chart on page 5).
- A limited number of snack only sites will be accepted. Care and Share sees meals as a stronger tool in the fight against hunger.
- Site must provide educational or enrichment activities after regular school hours.
- Site must track participant attendance in afterschool activities or enrichment programs.
- Refrigeration is required to allow the site to provide healthier snacks and meals.
- An oven or warming unit for sites serving meals can enable the service of fresh, hot food, which is more popular with kids and provides a heartier meal.
- Sites are required to track participation in the program and submit timely, monthly reports.

SUMMER FOOD SERVICE PROGRAM

The Summer Food program offers snacks and meals to kids during the summer when school is out. Sites for meal service can be schools, parks, community centers, churches, camps, or wherever kids are gathering.

- Sites must be able to serve the minimum number of snacks or meals per week to participate (see CNI Programs Chart on page 5).
- A limited number of snack only sites will be accepted. Care and Share sees meals as a stronger tool in the fight against hunger.
- Sites that can partner with community groups or resources to offer programming to kids will be given priority. Programming has been shown to increase participation in summer food and is considered a best practice.
- Priority for summer food sites will be given to sites that are open to all children, and who are willing to conduct outreach to attract program participants (vs. sites that are exclusively serving kids enrolled in closed programming).

CNI PROGRAMS CHART

| | School Pantry | Summer Mobile Pantry | Backpack Program | After School Snacks and Meals | Summer Food Service Program |
|---|---|---|--|--|---------------------------------------|
| Minimum FRL to Participate | 50% FRL (May be waived for rural counties) | 80% FRL (May be waived for rural counties) | 80% FRL (May be waived for rural counties) | 50% FRL | 50% FRL |
| Number of Households/Children Served | Min 30/month No Max | Min 50 No Max | Min 20/wk. Max 40/wk. | Min 200 snacks/meals per wk. No Max | Min 100 meals per wk. No Max |
| Pounds Distributed Per Household | 30 lbs./Month | 40 lbs./Month | 10 lbs./Week | N/A | N/A |
| Frequency of Distribution | Daily to bi-monthly (depends on school) | 1-2 times/Month (depending on distribution schedule) | Weekly- usually on Thursdays or Fridays | Daily | Daily |
| Storage | Lockable room or large storage closet, optional refrigerator allows produce | None | Lockable, dry storage | Refrigerator and lockable dry storage | Refrigerator and lockable dry storage |
| Number of Volunteers Needed | 3-8 | 8-10 | 2-3 | 2-3 | 4-6 |
| Types of Food Distributed | Non-perishable staples, produce if refrigeration available | Fresh produce, bread, non-perishable staples | Non-perishable food staples | Individual healthy snacks and meals | Individual healthy snacks and meals |
| Number of hours per distribution | Decided by school | 1-2 hours | 1-2 hours | 1 hour | 1 hour |
| Required Start Date | 9/17/18 | 6/8/18 | 9/17/18 | 9/17/18 | May – Aug 2018 |

CNI REQUIRED PAPERWORK

ALL paperwork must be submitted before required training

| | Agency Agreement | Copy of Child Care License | ServSafe Certification (for at least 1 Program Coordinator) | Copy of most recent Health Inspection or Letter of Exemption | Current Academic Calendar | Background Check Policy Form |
|--------------------------------------|------------------|----------------------------|---|--|-----------------------------------|------------------------------|
| School Pantry | X | | X | | X | X |
| Summer Mobile Pantry | X | | X | | | X |
| Backpack Program | X | | X | | X | X |
| After School Snacks and Meals | X | X (If Applicable) | X | X | X | X |
| Summer Food Service Program | X | | X | | X (Days of operation/closures) | X |



2018-2019 Application

Section A: Organization Information

School/Organization Information

| | |
|------------------|--------------------|
| Name: | |
| Address: | City: |
| County: | Zip Code: |
| Phone Number: | Alt. Phone Number: |
| Website Address: | |

Has your school/organization operated a CNI Program in the past? Yes No

If so, what program(s) have you run, and in what school year?

School/Organization Demographics

| |
|---|
| Ages of Children Served: |
| Estimated # of children enrolled in your program for the 2018-2019 year: |
| Percent of children who qualify for Free/Reduced price (FRL) meals (for sites that are not schools please use the FRL rate for the nearest school): |

Staff information

| Primary Program Contact | Secondary Program Contact |
|--------------------------------|----------------------------------|
| Name: | Name: |
| Title: | Title: |
| Phone Number: | Phone Number: |
| Fax Number: | Fax Number: |
| Email: | Email: |
| Best way to be contacted: | Best way to be contacted: |

Section B: Program Questions

We would like to apply for the following CNI programs:

- School Pantry Summer Mobile Pantry Backpack Program
- Summer Food Program After School Snacks and Meals

1. Please list which program(s) you are applying for and why you have selected this/these program(s).

2. Please describe the socio-economic makeup of your student body and the community or neighborhood in which your school/organization is located. Please note any special circumstances or conditions that demonstrate the need for CNI programming.

3. Please describe how you address hunger at your school and how participation in this/these program(s) would impact your current efforts.

4. We know that food insecure households often have needs beyond food. Please describe other programs your school/organization may currently be offering to at-risk kids and families (clothing closet, parenting classes, nutrition education, etc.).

5. Please describe your current volunteer/staff base, and how you will recruit the volunteers required to assist with your program. Program success is dependent upon adequate staff/volunteers to assist with food distribution.

6. What community resources will you engage to help ensure the sustainability of your program (social groups, outside funders, food drives, church group volunteers, service organizations, etc.)?

School Pantry Applicants Only:

If you are applying for the school pantry program, please provide details about where you plan to locate your pantry and how frequently you plan on distributing food. (Daily, weekly, monthly, how many hours, etc.).

After School Snacks and Meals Applicants Only:

If you are applying for after-school snacks and meals, please list all organized after-school activities that you offer and the approximate number of children that participate in these programs.

Please describe your food storage area.

Is your food storage area secure/lockable?

your dry storage area temperature controlled?

Do you have refrigeration?

If yes, what size refrigerators and how many?

Do you have freezer storage?

If yes, what size freezers and how many?

Section C: Expectations & Signature

Expectations

If awarded participation in Care and Share's CNI programs, school/organization partners must adhere to the following criteria:

- Selection and maintenance of appropriate Site Coordinators to administer the CNI program.
- The Site Coordinators must attend mandatory training provided by Care and Share. Training may take place at the Care and Share distribution center, on site, or via webinar depending on which program(s) the organization is selected for.
- Submit all required paperwork before the date of training.
- Designate a safe and secure storage area for the food (off the ground, away from the wall, and locked).
- Maintain compliance with ServSafe food handling guidelines and keep accurate temperature logs for refrigeration and freezer units.
- Identify hungry children and families at your school/organization to enroll in your program.
- Distribute the food in the manner (and frequency) in which the program designates.
- Keep accurate logs of children/households that receive food.
- Submit monthly reports in provided format and on time.
- If Primary site coordinator or School Principal/Organization Director should change during the program year, designate a new contact and notify Care and Share within 48 hours.
- Distribute and collect anonymous surveys of clients participating in the program once a year.
- Maintain dignity, discretion and confidentiality in administration of all CNI programs.

If selected, I commit my school/organization to implementing Care and Share CNI programs as described above.

Primary Site Coordinator Name

Primary Site Coordinator Signature

School Principal/Organization Director Name

School Principal/Organization Director Signature

Date