



CHILDREN'S NUTRITION INITIATIVE

2019 - 2020 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 covers all Summer 2019 and School Year 2019-2020 programs including Summer Food, Healthy Kids Club, Send Hunger Packing, School Pantries, and the Summer Mobile Food Pantry. All program participants 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 (CNI) programming requires submission of an annual application. **Selection for participation in our programs is competitive; please be as thorough as possible when completing your application. This year's application is due to Care and Share by 5:00 PM on Thursday, February 28, 2019.**

APPLICATION TIMELINE

Thursday, January 31, 2019: Application Release

Thursday, February 28, 2019: Application Deadline

Thursday, March 28, 2019: Award Notification

QUESTIONS AND OPEN SESSIONS

All applicants are welcome to submit questions in person or via conference call on the dates listed below. If you are unable to participate, please submit questions via email or by phone before 5:00 PM on Thursday, February 14, 2019.

Wednesday, February 13, 2019, 5:30-6:30 PM: Care and Share Food Bank, 2605 Preamble

Point, Colorado Springs Thursday, February 14, 2019, 4:00-5:00 PM: Conference Call, 1-888-296-6828. Participant pin is 909259.

Questions about Care and Share CNI programs or this application may be directed to: Melody Dowell, Programs Director, Melody@careandshare.org, 719-434-4676 or Collette Fisk, Children's Programs Manger, collette@careandshare.org, 719-434-5724.

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 refer to page six for a list of documents required of sites that are granted participation.

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 children are out of school. Because hungry children 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 children when they are most vulnerable: after school, on the weekends, and during the summer. We look for enthusiastic partners who can support strong programs to join us in our mission to feed hungry children. Currently, there are more than 45,170 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 may not 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 program partners to meet budgeted food distribution allocations. To make the most of our grant money and keep our administrative costs low, we require strong program partners who serve children and families effectively and help us meet our goals for food distribution.

ELIGIBLE APPLICANTS

To qualify for certain programs, schools/organizations must have a minimum percentage of their children who qualify for Free/Reduced (FRL) price school meals, as well as a minimum number of children they can serve per week. 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 completing your application.

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 must serve at least 30 households per month and provide families at least 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 children and families to ensure they get broad participation in the program and can meet distribution goals for their site.

SEND HUNGER PACKING

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

- School staff or volunteers confidentially distribute the bags on Fridays.
- A site may 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 children and families to ensure they get broad participation in the program and can meet distribution goals for their site.

HEALTHY KIDS CLUB

This program provides healthy after school meals and snacks (snacks, lunch, or supper) to at-risk children 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 five).
- A limited number of snack only sites will be accepted. Care and Share views meals as a stronger tool in the fight against hunger.
- Sites must provide educational or enrichment activities after regular school hours.
- Sites 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 children 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 Service Program offers snacks and meals to children during the summer when school is out. Sites for meal service may be schools, parks, community centers, churches, camps, or wherever children 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 five).
- A limited number of snack only sites will be accepted. Care and Share views meals as a stronger tool in the fight against hunger.
- Priority will be given to sites that can partner with community groups or resources to offer programming to children. Programming increases 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 children enrolled in closed programming).

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, pasta, soups, canned fruits and vegetables, etc.), fresh produce, and bread.

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

CNI PROGRAMS REQUIREMENTS CHART

	School Pantry	Summer Mobile Pantry	Send Hunger Packing	Healthy Kids Club	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/week	Min 200 meals/snacks per week No Max	Min 100 meals per week 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, and non-perishable staples	Non-perishable food staples	Individual healthy meals and snacks	Individual healthy meals and snacks
Number of hours per distribution	Decided by school	1-2 hours	1-2 hours	1 hour	1 hour
Required Start Date	9/16/19	6/7/19	9/16/19	9/16/19	May – Aug 2019

CNI REQUIRED PAPERWORK

All paperwork must be submitted prior to required Annual 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
Send Hunger Packing	X		X		X	X
Healthy Kids Club	X	X (If Applicable)	X	X	X	X
Summer Food Service Program	X		X		X (Days of operation/closures)	X



2019-2020 Application

Section A: Organization Information

School/Organization Information

Name:	
Address:	City:
County:	Zip Code:
Phone Number:	Alt. Phone Number:
Website Address:	
Delivery Address:	
Distribution Address:	
Has your school/organization operated a CNI Program in the past? <input type="checkbox"/> Yes <input type="checkbox"/> 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 2019-2020 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:
Preferred contact method:	Preferred contact method:

Section B: Program Questions

We would like to apply for the following CNI programs (choose all that apply):

- School Pantry Summer Mobile Pantry Send Hunger Packing
- Summer Food Program Healthy Kids Club

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

2. Please describe the socioeconomic 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/organization 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 currently offers to at-risk children 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.)?

7. If you are a current or former program partner, please describe challenges faced, successes realized, and best practices your program implemented. If you are a new applicant, please describe best practices your site plans to implement.

School Pantry Applicants Only:

Please provide details about where you plan to locate your pantry and how frequently you plan to distribute food (daily, weekly, monthly, how many hours, etc.).

Healthy Kids Club Applicants Only:

Please list all organized after school activities offered and the approximate number of children that participate in these programs.

Send Hunger Packing Applicants Only:

Please provide a number range of children your site anticipates serving weekly and the maximum number of children your site could ideally serve.

All Applicants:

Please describe your food storage area and indicate if your food storage area is separate from where food is distributed.

Is your food storage area secure/lockable? Yes No

Is your dry storage area temperature controlled? Yes No

Do you have refrigeration? Yes No
If yes, what size refrigerators and how many?

Do you have freezer storage? Yes No
If yes, what size freezers and how many?

Section C: Program Requirements & Signature

If awarded participation in Care and Share's CNI programs, school/organization partners must adhere to all requirements listed in the CNI Program Application and must also:

Paperwork and Training

- Complete an annual Care and Share Program Agreement.
- Attend mandatory Annual 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 school/organization is selected for.
- Submit all required application paperwork (CNI Program Application, page six) prior to Annual Training.
- Submit monthly reports in provided format and on time. Monthly reports are due to Care and Share by the 3rd of each month. Care and Share cannot guarantee delivery of the following month's food should reports be submitted after the 3rd of each month.
- Notify Care and Share in writing within 30 days should your school/organization decide to terminate your CNI programming. Sites must notify all program participants as well.

Staffing

- Select and maintain appropriate site coordinators to administer the CNI program.
- Designate a new contact and notify Care and Share within 48 hours should the primary site coordinator or school principal/organization director change during the program year.

Storage and Distribution

- Designate a safe and secure storage area for all food (six inches off the ground, four inches away from the wall, and locked).
- Maintain compliance with ServSafe food handling guidelines and keep accurate temperature logs for refrigeration and freezer units.
- Distribute all food in the manner and frequency in which the program designates.
- Keep accurate logs of children/households that receive food.

Outreach

- Identify hungry children and families at your school/organization to enroll in your program.
- Annually distribute and collect anonymous surveys of program participants.
- 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