



REQUEST FOR PROPOSALS

Faculty Cities

Cities Combating Hunger through Afterschool and Summer Meal Programs (CHAMPS):

An Initiative To Help Local Leaders Reduce Child Hunger In Their Communities and in other Cities in their Regions By Expanding Participation In The Federal Afterschool And Summer Meal Programs

Grant Period: September 2014 - December 2015

Proposals Due: September 10, 2014

With Support From The Walmart Foundation

Cities Combating Hunger through Afterschool and Summer Meal Programs (CHAMPS): An Initiative To Help Local Leaders Reduce Child Hunger In Their Communities and in other Cities in their Regions By Expanding Participation In the Federal Afterschool And Summer Meal Programs

Summary

The National League of Cities (NLC) seeks to build the capacity of municipalities to raise awareness of, and increase participation in, the federal Afterschool and Summer Meal Programs. Through this new “faculty city” project model, NLC seeks to boost participation in Afterschool and Summer Meal programs by utilizing the expertise and experience of cities that participated in a past CHAMPS project to mentor new cities (Regional Cities). The goal of this strategy is for the faculty city (Denver, if approved) to help Regional Cities to implement and expand federal meal programs. Federal meal programs provide reimbursements for meals served to children 18 and under in communities that have free and reduced lunch rates of at least 50 percent.

- Grant Submission Deadline: September 10, 2014
- Grant Period: September 2014-December 2015
- Funding Amount: up to \$30,000 per city (\$90,000 total for the mentee cities and faculty city). Funding is from the Walmart Foundation.

Project Overview

NLC is inviting former CHAMPS grantees to apply for funding to become faculty cities. Three Faculty cities will be selected and will work with NLC and the Food Research Action Council (FRAC) after they submit their application to select two cities in their state or region to mentor. Mentorship will include providing best practices, expertise and technical assistance to aid the cities in their efforts to implement and expand the Afterschool and Summer Meal Programs. Faculty cities will receive technical assistance from NLC and FRAC to help them with their efforts to mentor cities in their regions.

~~X~~ Regional Cities Expectations ~~X~~

- Have an elected city leader committed to reducing child hunger by expanding participation in and raising awareness about the meal programs.
- Designate a lead contact for the project that is within city government who can serve as a liaison to the faculty city and participate in regular project activities.
- Be able to implement program beyond the term of the grant which may include ongoing expenditures such as staff time.
- Be willing and committed to implementing or expanding both the Afterschool and Summer Meal Programs.
- Identify local eligible communities, by census or school data, for potential summer and afterschool meal sites to be located.
- Have a reasonable goal for the intended number of meals and children that will be served through their Afterschool and Summer Meal Programs.
- Identify potential program sponsor(s) and communicate with their state agency to notify them of their participation in the programs.

City of Denver, Office of Children's Affairs Contacts

- Stephanie Adams, Deputy Director, stephanie.adams@denvergov.org, (720) 913-0885
- Susan Gallo, Ph.D., Director of Health Initiatives, susan.gallo@denvergov.org, (720) 913-0907

Goal

The National League of Cities (NLC) seeks to build the capacity of municipalities to raise awareness of, and increase participation in, the federal Afterschool and Summer Meal Programs through the *Cities Combating Hunger through Afterschool and Summer Meals* (CHAMPS) initiative. Through this new “faculty city” project model, NLC seeks to boost participation in Afterschool and Summer Meal programs in states or regions by utilizing the expertise and experience of cities that participated in a past CHAMPS project to mentor new cities in their region. The goal of this strategy is for the faculty cities to help the new cities to implement and expand federal meal programs, while also working to expand their own local meal programs.

Project Overview

In January 2012, with support from the Walmart Foundation, NLC's Institute for Youth, Education and Families (YEF Institute) and the Food Research and Action Center (FRAC) launched the CHAMPS initiative to help local leaders reduce child hunger in their communities by increasing participation in the federal Afterschool Meals Programs. In 2013, NLC and FRAC expanded the previous years’ project to also include summer meals, working to create year-round feeding opportunities for children. Since the project’s launch, NLC and FRAC have supported 26 cities across the country to expand participation in these meal programs and have fostered increased city leadership support of these programs.

In 2014, NLC is offering an opportunity for funding to a cohort of cities and will also be embarking on a new strategy for the CHAMPS project which will utilize the experience and expertise of past grantees to mentor new cities. To do this, NLC is inviting the 26 CHAMPS grantees from the past two years to apply for funding to become faculty cities. Faculty cities will work with NLC and FRAC after they submit their application to select two cities in their state or region to mentor. Mentorship will include providing best practices, expertise and technical assistance to aid the cities in their efforts to implement and expand the Afterschool and Summer Meal Programs. At the same time, the faculty cities will continue their endeavors to expand the child nutrition programs in their city. Faculty cities will receive technical assistance from NLC and FRAC to help them with their efforts to mentor cities in their regions.

Expectations of Faculty Cities:

NLC and FRAC will provide up to \$30,000 in funding and technical assistance to each faculty city to:

- Work with NLC and FRAC to select two cities in the faculty city’s region that will also receive grants of up to \$30,000 to help implement or expand the Afterschool and Summer Meal Programs. NLC, FRAC and the faculty cities must jointly agree on the final selection of the two mentee cities. Faculty cities will facilitate communication between participating regional cities, the state agency administering the programs, and the state anti-hunger group to assist in the initial sponsor application process and launch of new meal sites;
- Co-host with the state anti-hunger group (if applicable) a regional or state convening with representatives from other cities implementing meal programs in the state, state agency representatives, and other key stakeholders to disseminate best practices promote child

nutrition programs and build stronger relationships among all participants in an effort to expand state-wide participation in the Afterschool and Summer Meal Programs;

- Act as a mentor and maintain regular contact with the two selected regional cities to share resources, ideas, and offer support in implementing, promoting, and expanding the nutrition programs;
- Provide feedback to NLC and FRAC about the progress of the faculty city and the regional cities in implementing meal programs, including setbacks or unexpected challenges and program participation data;
- Assist in the development of relationships between the regional cities and other regional or local key partners such as state anti-hunger groups, school food authorities, other potential sponsors in the region, and other local supporters of child nutrition programs;
- Continue to expand participation in local Summer and Afterschool Meal Programs and further develop the role and leadership of the city in an overall child nutrition agenda; and
- Participate in regular technical assistance conference calls with NLC and FRAC and attend a cross-site meeting of all CHAMPS cities during the grant period.

Responsibilities of NLC and FRAC:

NLC and FRAC will provide technical assistance to faculty cities as they mentor their regional cities and work to expand participation in their local Summer and Afterschool Meal Programs. This will include:

- Facilitating regular technical assistance calls with each faculty city team and their regional cities;
- Providing opportunities for peer learning and exchange with other faculty and non-faculty CHAMPS cities through monthly conference calls and peer-to-peer matching;
- Assisting faculty cities to plan and promote the local state-level child nutrition convenings;
- Facilitating access to national experts in child nutrition programs;
- Conducting a cross-site meeting of all cities involved with the CHAMPS project; and
- Assisting faculty cities to provide technical assistance to the regional cities as needed.

Funding Opportunity

NLC and FRAC invite the 26 former CHAMPS grantees to apply for grant awards of up to \$30,000 in support of proposed strategies to continue expanding participation in year-round feeding opportunities for children in their city as well as provide support and mentoring in two regional cities, which will also receive up to \$30,000 in grant funds from NLC to develop or expand participation in the meal programs. CHAMPS cities applying to become faculty cities must have a proven record of success in increasing participation in Afterschool and Summer Meal Programs as well as a strong commitment to continuing their local expansion efforts. In addition, the faculty cities must be committed to seeking out and selecting two additional regional cities within their state or region to mentor and assist in their efforts to implement and expand the Afterschool and Summer Meal Programs.

NLC will select up to **three** faculty cities to receive grant funding. Cities applying to become a faculty city should submit a list of potential regional cities to mentor *as part of* the application process. NLC and

FRAC will assist the applicant city to make final selections and will provide an application template for the faculty cities to use in making selections. Selections should be based on:

- evidence of need in those cities;
- a clear role for the elected official or other city government representative in launching and expanding meal sites; and
- the city's capacity to develop or expand afterschool and summer meal programs.

Grants to State and Local Anti-Hunger Organizations

In conjunction with the selection of faculty cities for the CHAMPS project, NLC and FRAC will provide grants to selected state and local anti-hunger organizations working to eliminate childhood hunger in the states or regions in which the faculty cities are located. In order to be eligible to receive these grants, the organization must be working in partnership with the city receiving a CHAMPS grant to support the project's goals and must also agree to work with the mentee cities selected by the faculty city.

Proposal Instructions

To be considered for a grant award, cities are required to submit the following:

- 1) A narrative (4-6 pages) which includes the following information:**
 - a) Description of proposed faculty city team:* This should include the city official who is designated as the team lead, other city officials and staff who will be part of the team, and a description of community partners including school representatives, non-profit organizations, anti-hunger organizations, etc. Please be specific in your description of the role that the city government team members will have in the project.
 - b) Proposed strategies for expansion of meal programs in your community:* Please describe how you plan to expand participation in afterschool and summer meal programs and include new numeric goals for numbers of children and meals that will be served during the grant period. Include any relevant information about how you were successful in implementing and/or expanding your Afterschool or Summer Meal Programs when participating in the CHAMPS project and any lessons learned from the experience.
 - c) Proposed strategies for mentoring regional cities:* Please describe how you plan to mentor two regional cities and share any resources and best practices you can provide in your mentoring efforts. Include a discussion of how these activities and responsibilities will be divided or shared among team members.
 - d) Description of possibilities for regional cities:* Please share a short list of 4-6 potential regional cities being considered for mentorship as part of the project. NLC will provide a checklist of key criteria to help you select potential cities that have the capacity to implement the meal programs. Please share the rationale for consideration of these cities and evidence of their potential interest.

- 2) **Proposed timeline for project implementation.** Include key milestones and potential dates you anticipate reaching these milestones, including a potential date for the regional convening and reasoning for that timing.
- 3) A **budget** and description of proposed use(s) of grant funds including any key dates for planned expenditures.

Selection Process and Criteria

Staff from NLC and FRAC will review proposals and select up to three faculty cities to receive grants by early fall 2014. Cities will be selected based on the following criteria:

- A strong commitment to continued expansion of local efforts to provide afterschool and summer meals utilizing the federal programs resulting in year-round feeding opportunities for children;
- Demonstrated performance as a past CHAMPS grantee in developing or expanding afterschool and summer meals programs. Priority will be given to cities that met or exceeded their CHAMPS goals during their participation in the project;
- The described interest and ability to mentor two cities in their efforts to implement and expand the Afterschool and Summer Meal Programs and a plan of action to assist these cities;
- Demonstrated commitment to host a regional convening or summit to promote state or regional expansion of Afterschool and Summer Meal Programs, including existing partnerships with key stakeholders;
- Involvement and leadership of city agency team lead in expanding the project within your city and the two regional cities;
- A clear plan of action to reach more children through the Afterschool and Summer Meal Programs and to sustain the program when the grant period ends;
- The involvement of dynamic and engaged partners, including, when possible, a state or local anti-hunger group; and
- The clarity of a budget that reflects how the funds would be spent in a way that aligns with key partners and the program goals.

Allowable Use of Funds

NLC and FRAC will carefully examine the proposed uses of grant funds as part of the application review process. While not intended to reflect all possible options, the following list contains examples of allowable expenditures*:

- Use of staff or project consultants to develop and implement local strategies that increase utilization of the Afterschool and Summer Meal Programs (if funds will be used for new staff, please indicate how, if at all, staffing will be sustained after the grant ends);
- Communication efforts needed to assess progress in the two regional cities and to support regular contact with the regional city teams;
- Costs associated with the regional convening or summit focused on the goals of the CHAMPS project;

- Outreach designed to support and promote the Afterschool and Summer Meal Programs (e.g., public service advertising, promotional materials, community events);
- Data collection and/or analysis to determine the number of children currently served by the Afterschool and Summer Meal Programs and inform decisions to target specific neighborhoods or groups;
- Equipment, such as coolers, refrigerators or campros, for continued expansion within the city

**Funds cannot be used to purchase food, including supplementary items to meals served as part of the federal nutrition programs.*

CHAMPS Project Timeline

The project will take place between award notification and December 2015. Project cities will be asked to provide a short progress update at the midpoint of implementation (in mid-April 2015). A final report should be submitted to NLC by December 15th, 2015, describing progress to date, outcomes and how funds were spent. Both of these reports must include quantitative data on program participation, including the number of new sites as well as number of children and meals served. NLC will provide a template for the final report. All cities will also be expected to participate in a cross-site meeting in spring 2015. The date and location for this meeting will be determined at a later date.

CHAMPS Grants RFP released	July 30, 2014
Prospective Faculty City Webinar	August 7
City Applications Due	September 10, 2014
Calls with NLC/FRAC to discuss selection of regional cities	September 10-26
Cities selected for grants	September 26, 2014
CHAMPS technical assistance project	September 2014 – December 2015
Mid-year reports due to NLC	April 15, 2015
CHAMP5 cross-site meeting (date and location TBD)	Spring 2015
Final reports due to NLC	December 2015
Project ends	December 2015

Application Submission

If you have questions or would like more information, contact: Jamie Nash at nash@nlc.org or 202-626-3160. Please submit all application materials by September 10th via email to Jamie Nash at nash@nlc.org.

PROSPECTIVE CHAMPS FACULTY CITY INFORMATIONAL WEBINAR



2012-2014 CHAMPS Grantees



2012

- Boise, ID
- Bridgeport, CT
- Charlottesville, VA
- Chicago, IL
- Denver, CO
- Las Vegas, NV
- Nashville, TN
- Northfield, MN
- Omaha, NE
- Orlando, FL
- Tampa, FL

2013

- Baltimore, MD
- Columbus, OH
- Gary, IN
- Hagerstown, MD
- Houston, TX
- Kansas City, KS
- Louisville, KY
- Missoula, MT
- Providence, RI
- Rochester, NY
- Seattle, WA
- Tacoma, WA
- Tallahassee, FL
- Trotwood, OH
- Waco, TX

Project Goal

- Increase participation in Afterschool and Summer Meal programs in states or regions by utilizing the expertise and experience of cities that participated in a past CHAMPS project to mentor new cities in their region.
- Faculty cities will help the regional cities to implement and expand federal meal programs, while also working to expand their own local meal programs.

Project Overview

- **Grant Award:** Faculty cities and regional cities will each receive up to \$30,000 each in funding and technical assistance
 - NLC will select up to **three** faculty cities to receive grant funding
- **Grant period:** Sept. 2014 - Dec. 2015
- **Eligibility:** Cities must have a proven record of success in increasing participation in Afterschool and Summer Meal Programs as well as a strong commitment to continuing their local expansion efforts.

Expectations of Faculty Cities



- **Select 2 cities in your region** to implement/expand the Afterschool and Summer Meal Programs
- **Host a regional or state convening**
- **Act as a mentor** with the two selected regional cities
- **Provide feedback** about your progress and the regional city
- **Develop partnerships** between regional cities and key local partners
- **Continue to expand participation in local Summer and Afterschool Meal Programs;** and
- **Participate in regular technical assistance**

Expectations of Faculty Cities



Mentoring Role:

- Share best practices and brainstorm how to work around challenges
- Share resources with regional cities (program budgets, vendor RFP, marketing materials, sample press releases)
- Help regional cities build stronger partnerships with key stakeholders in the city and state

Regional City Qualifications

- ❑ Be willing and committed to implementing or expanding both the Afterschool and Summer Meal Programs.
- ❑ Identify local eligible communities, by census or school data, for potential summer and afterschool meal sites to be located.
- ❑ Have a reasonable goal for the intended number of meals and children that will be served through their Afterschool and Summer Meal Programs.
- ❑ Have an elected city leader committed to reducing child hunger by expanding participation in and raising awareness about the meal programs.
- ❑ Designate a lead contact for the project that is within city government who can serve as a liaison to the faculty city and participate in regular project activities.
- ❑ Identify potential program sponsor(s) and communicate with their state agency to notify them of their participation in the programs.

Grant Timeline

CHAMPS Grants RFP released	July 30, 2014
Prospective Faculty City Webinar	August 7, 2014
City Applications Due	September 10, 2014
Calls with NLC/FRAC to discuss selection of regional cities	September 10-26, 2014
Cities selected for grants	September 26, 2014
CHAMPS technical assistance project	September 2014 – December 2015
Mid-year reports due	April 15, 2015
CHAMPS cross-site meeting (date and location TBD)	Spring 2015
Final reports due	December 2015
Project ends	December 2015