**Basic Needs RFP – Capital Improvement Projects**

The Greater Milwaukee Foundation is seeking proposals from food pantries and shelters for viable capital improvement projects for food services. For the purposes of this RFP, food services are defined as providing direct access to food or the preparation or serving of meals. The goal of the capital improvements RFP is to improve food service operations and promote access to fresh and healthy foods. Funding awards will be announced in mid-December.

**Dates**

September 9 Application available

October 3 Applications due

**Eligibility**

Must be a 501(c)(3) food pantry or shelter serving Milwaukee, Waukesha, Ozaukee and/or Washington counties. Eligible nonprofits must have board membership that is at least 10 percent people of color.

\*Food pantries or shelters operating in a leased or donated space must contact Associate Program Officer Pa Sponcia at 414-336-7072 to discuss the project before applying.

**Use of funds**

Funds may be used to renovate facilities and/or repair or purchase equipment that is used to operate a pantry and/or prepare or serve meals for shelter or food pantry guests. Organizations must have a demonstrated need for improved or expanded food services. Grant amounts may range from $1,000 to $50,000.

**Application process**

First time applicants must first create an organizational profile before receiving access to the grant application. Not to be confused with the application itself, the profile provides necessary general information about your agency that is not contained in the grant application.

Please review the steps in the How to Apply for a Grant section under the Grant Seekers menu and then click on the “Apply for a Grant” button at the bottom of the page. You will be taken to the “Welcome to Philanthropy Online!” page where you can log into Philanthropy Online to complete your application. If you are a first-time applicant, you must first fill out the new user registration form.

Kindly note that this is a single step application so steps 2 and 3 of the “How to Apply for a Grant section are not applicable for this RFP. Once you have submitted the application our Community Investment will review and make a determination on whether to fund your project.

**Grant Application Questions**

Listed below are the application questions. Use this list to prepare your answers prior to working through the application.

1. Project title:
2. Provide a brief description of the project. (200 words allowed)
3. Requested amount:
4. Project budget:
5. Organization's email address:
6. Project start date (MM/YYYY):
7. Project end date (MM/YYYY):
8. When are funds needed? (MM/YYYY):
9. CEO's Name:
10. CEO’s Title:
11. Project contact person's name:
12. Project contact person's title:
13. Project contact person's phone number:
14. Project contact person's email address:
15. Organization's total operating budget for past fiscal year:
16. Organization's total operating budget for current fiscal year:
17. List names of current board members:
18. Board Diversity:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | American Indian / Native American | Asian American / Pacific Islander | Black / African American | White | Latino |
| Number of |  |  |  |  |  |
| Percentage of |  |  |  |  |  |

1. Is this a minority or woman-led organization?
2. What is the percentage of full-time equivalent people of color on your staff?
3. Explain the issue or need to be addressed, the significance of the need and its impact on current food services (explain the evidence demonstrating the importance of this issue or need). (300 words allowed)
4. How will the capital project expand or complement existing food services capacity?  (200 words allowed)
5. Outline the project timeline. (300 words allowed)
6. Describe the organization’s capacity to deliver the project. (300 words allowed)
7. Describe what the funds will specifically be used for. Indicate whether the project is for the renovation of a building and/or the purchase or repair of major equipment. (300 words allowed)
8. Confirm that all regulatory approvals for the project are in place or provide timetable for approval (zoning, environmental impact, certificate of need, etc.), if applicable. (300 words allowed)
9. For renovation projects, have you secured at least two bids or was the cost negotiated? (200 words allowed)
10. For equipment projects, describe the equipment to be repaired or purchased. (200 words allowed)
11. For equipment projects, what is the basis for the cost of the equipment? (200 words allowed)
12. For equipment projects, if estimated, what is the basis for the estimate? Is installation included? If not, what is the cost of installation? (150 words allowed)
13. For equipment projects, how will you maintain the equipment? (150 words allowed)
14. For equipment projects, does the equipment require your staff to be trained, and if so, how will you secure this training? (100 words allowed)
15. What impact will the proposed improvement have on your operating budget? (150 words allowed)
16. Describe the status of the pending request(s) to other revenue sources. (300 words allowed)
17. Describe the expected outcomes and procedures to measure progress toward goals. (300 words allowed)
18. Please complete the budget form and narrative. Explain any expenses in the Other category. (150 words allowed)
19. The next few sections are project/program related questions.

Please complete the next few sections with estimated numbers about the population you anticipate serving. If the funding requested is for capital/equipment, please enter "0" in each section and complete the Outcomes Questions.

Population directly served by projectPopulation indirectly served by project

1. Age group of population being served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Birth – Age 5 |  |
| Children & Young Adults (6-17) |  |
| Adults (18-65) |  |
| Seniors (65+) |  |
| Total |  |

1. Gender of population being served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Male |  |
| Female |  |
| Total |  |

1. Race/Ethnicity of population being served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| American Indian / Native American |  |
| Asian American / Pacific Islander |  |
| Black / African American |  |
| White |  |
| Latino |  |
| Total |  |

1. Income Level of Population to be served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Income level <200% of poverty level |  |
| Income level >200% of poverty level |  |
| Total |  |

1. Special populations to be served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| With Disabilities |  |
| At-Risk Youth |  |
| Homeless |  |
| LGBT |  |
| Abused |  |
| Total |  |

1. Counties to be served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Milwaukee County |  |
| Ozaukee County |  |
| Washington County |  |
| Waukesha County |  |
| Total |  |

1. Outcomes Question

|  |  |  |
| --- | --- | --- |
|  | Enter each outcome | Enter # of clients you anticipate serving (“0” if no population is directly served) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

1. Proposals are considered incomplete if the following documents have not been submitted, preferably via email to [CIAdmin@greatermilwaukeefoundation.org](mailto:CIAdmin@greatermilwaukeefoundation.org) on or before the due date: - Year to date income and expense statement and balance sheet; - Most recent Form 990; - Most recent audited financial statements and notes