

LOI Form

Organization Information

A Word version you can use to draft your request is available for download.

The rubric that will be used to score your LOI is available for download.

Project Name*

Please give your proposal a short, descriptive title. This is how your request will appear throughout the PCF grant portal.

Ending Hunger in Clearwater

Amount Requested*

The minimum grant request for this process is \$50,000.

The maximum grant request for this process is \$325,000.

If you request the full \$325,000, your organization should be able to demonstrate a *significant* impact to be made from these funds.

Please be sure that your grant request is proportional to your annual operating budget. If you have any questions about how much funding to request, please contact Jocelyn Howard at jhoward@pinellascf.org.

\$97,138.00

Annual Operating Budget*

Please provide the amount of your annual operating budget, (expenditures only) for your entire organization.

\$21,671,184.00

Grant Start Date*

PCF expects to issue a contract to approved organizations in September 2023. If awarded with a contract issuance date of September 1, 2023, when would your organization begin to spend funds?

09/01/2023

Grant End Date*

PCF expects the grant period to be between 12 and 24 months for this process. Given this range, when would your organization expect to finish expending funds if awarded?

08/31/2025

Mission Statement*

Please write your organization's mission statement below. This should be no longer than one or two sentences.

We change lives one meal at a time by leading our community in the fight against hunger.

Is your organization headquartered in Clearwater?

Why PCF asks this: Given that the City of Clearwater is the funding source for this grant program, PCF may prioritize organizations headquartered in Clearwater or those that have a strong presence in the City.

No

Programming Background*

Please describe the program that this grant would support.

Example

Peer Counseling Services Inc. offers after-school support groups for middle schoolers and high schoolers. Below, Peer Counseling Services Inc. would describe what its programming is, how its programming works, and who is served.

Why PCF asks this: PCF wants to learn about what your organization does and how it carries out its mission.

Clearwater ARPA funds would support the acquisition and distribution of healthy foods to residents of Clearwater through our community based partners and Feeding Tampa Bay's (FTB) direct distributions, including Mobile Pantries and the Feeding Minds School Pantry at Oak Grove Middle School. In addition to the cost of healthy food purchases, some funds will be used to purchase coolers, freezers, and display shelving in order to increase capacity to receive and distribute healthy foods to our Clearwater neighbors.

Agency Partners in Clearwater: FTB works with over 400 partners in our service area including food pantry partners in the city of Clearwater. These pantries receive food from FTB through deliveries, pick-ups at our warehouse and/or donation pick-ups at retail grocery stores facilitated by FTB staff. ARPA funding would supplement this food with additional healthy food these partners can distribute to the Clearwater residents they serve. Through bulk purchasing and industry relationships we have developed, FTB has the ability to procure food at a lower cost than many of these organizations can do individually.

Mobile Pantries: FTB operates Mobile Pantries in Clearwater, where FTB refrigerated trucks bring food to a set location and distribute food to neighbors with the help of volunteer teams. ARPA funding would supplement this food with additional purchased healthy food.

Feeding Minds School Pantry at Oak Grove Middle School: The Feeding Minds Program partners with schools with a high rate of students who receive free or reduced lunch, placing a food pantry in the school for parents/caregivers to access when they pick up or drop off students. FTB delivers food to the pantry and the school manages the distribution with staff or volunteers. ARPA funding would supplement this food with additional purchased healthy food.

History in Clearwater*

Please describe how long you've been providing services in the City of Clearwater, and the nature of such services.

Why PCF asks this: Given that the City of Clearwater is the funding source for this grant program, PCF may prioritize organizations headquartered in Clearwater or those that have a strong presence in the City.

FTB has provided food relief in Clearwater for decades, first through our partner network, later through Mobile Pantries and since 2019, the Oak Grove Middle School Feeding Minds Food Pantry. These programs are part of our mission to end hunger in Clearwater and throughout our 10 county service area by increasing access to healthy foods for low income and food insecure individuals and families.

Outcomes*

Define one to two outcomes already being measured by your organization in relation to the programming this grant would support. This is not the outcome of this specific funding, but of the programming itself. **Outcomes are not the number of people you will serve, but how they or their situation will change.**

"Outcomes - are specific, measurable statements that let you know when you have reached your goals. Outcome statements describe specific changes in your knowledge, attitudes, skills, and behaviors you expect to occur as a result of your actions. Good outcome statements are specific, measurable, and realistic."

(W.K. Kellogg Foundation Logic Model Development Guide)

Example

80% of youth involved in peer counseling will show increased emotional intelligence after six months of participation.

Why PCF asks this: PCF considers measurable outcomes to be a cornerstone of effective social service programming. Tracking outcomes allows both an organization and its supporters to know how effective its programming is and helps an organization improve its programming over time.

100% of Clearwater residents served through partner food pantries, Mobile Pantries and Feeding Minds will have increased access to healthy food.

Measurements*

Explain what measurement tools you will use to evaluate the stated outcome(s) above. That is, how will your organization know it is achieving or not achieving the outcome(s) stated above? Stronger requests will use a validated tool or method of data collection.

Example

Peer Counseling Services administers the Schutte Self Report Emotional Intelligence Test before counseling begins, and in six-month intervals thereafter.

Why PCF asks this: PCF would like to know how the outcome(s) you've specified are measured, and if you used a validated tool that has been proven in usage outside your organization. If you've developed your own tool, please describe how it was made.

FTB tracks the number of meals and people served by our programs and our partners. Agency partners and Oak Grove Middle School report service numbers quarterly (or more often). FTB staff record service numbers at each distribution. This data is recorded in FTB's inventory program, CERES Navision, as well as spreadsheets in Google suite.

Grant Impact*

How would this grant help your organization and its clients achieve the outcomes stated above? That is, what would you be able to do with this funding that you otherwise could not?

Why PCF asks this: The intention of this grant is to fund organizations providing support for individuals and families in Clearwater with emergency housing and social services needs. How that support happens, and how this grant could help, differs from organization to organization. PCF would like to know specifically how this grant would help your organization and the clients you serve.

The people we serve identify as food insecure and include individuals of all ages and racial/ethnic backgrounds. Food insecurity refers to USDA's measure of lack of access, at times, to enough food for an active, healthy life for all household members and limited or uncertain availability of nutritionally adequate foods. Food insecure households are not necessarily food insecure all the time and food insecurity may reflect a household's need to make trade-offs between important basic needs, such as housing or medical bills, and purchasing nutritionally adequate foods. The burden falls disproportionately on children, seniors and communities with a concentration of Black and Hispanic families. When we end hunger by providing access to nutritious and healthy food, we create the psychological space for these families to focus on improving their economic condition. As such, this is a problem that has a very straightforward, cost-effective solution.

Much of the food provided through these distributions now is donated. ARPA funding will allow us to purchase healthy food, and these purchases provide a more consistent supply of healthy and culturally sensitive food than is available through only donations. In addition, the equipment purchased for some agencies will increase their capacity to store healthy perishable food (produce, meat, dairy) on its way to our neighbors' homes. Some agencies use a "choice" model, in which clients are able to shop for food like at a conventional grocery store. This model provides dignity to clients as they shop, encourages healthy choices and reduces waste compared to distributions that pre-package food. Given clientele and other resources available, some partner agencies offer food pre-packaged or in a hybrid model. Those agencies would also be eligible to receive food purchased with ARPA funds.

Preliminary Budget Narrative*

Please write a brief breakdown of line items showing how your requested funds would be used. You may add context to the expenses if needed (for example, if salaries are requested, state how that position supports the programming described in your proposal). A more detailed, formal budget will be required if your request is moved forward in the funding process.

Small equipment purchases are permitted under this grant provided they are directly tied to service delivery. You may include those purchases in this narrative.

If your organization will be requesting indirect costs, please include this in your narrative. Note that the indirect cost rate for this grant is capped at 5% of the grant.

Why PCF asks this: PCF would like to gain a general understanding of the proposed programming costs for this grant.

Food purchases, including shipping costs: \$75,600. The average cost of purchased food for FTB is \$1.89/lbs, which includes the cost of freight. At this price, ARPA funds would purchase approximately 40,000 lbs of food, which is the equivalent of 33,333 meals (using USDA calculation, 1 meal = 1.2 lbs of food.)

In addition to food purchases, the following is an equipment package that we would purchase for up to 3 partner agencies in Clearwater. Each "package" costs \$5,646 so we would spend up to \$16,938 on equipment. Equipment is commercial grade and if equipment can be purchased for a lower amount, we would shift the difference to food purchasing described above.

-Fridge: \$2,849.00

-Single freezer: \$1,599.00

-Epoxy Wire Shelving (36 x 18 x 63): \$203.00

-Storage cabinet/table combo:\$995.00

Indirect 5% = \$4,600

Reduction in Funding*

Due to limited funding, your request amount may not be fully awarded if it is moved forward in the grant process. How would reduced/partial funding impact your proposed program?

Why PCF asks this: The review committee that ultimately recommends proposals for funding may consider partial funding. PCF would like to know upfront what impact this would have on your proposal.

Partial funding would limit the amount of food that we could purchase to serve to Clearwater residents but would still achieve the desired outcome. Given a smaller award than requested, we also may forgo purchasing equipment for our partners and focus only on purchases of foods to distribute to clients.

File Attachment Summary

Applicant File Uploads

No files were uploaded