

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.

Hope Villages of America - Food Services and Basic Need Division Support

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.

\$150,000.00

Annual Operating Budget*

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

\$12,102,365.00

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?

10/01/2023

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?

09/30/2024

Mission Statement*

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

Hope Villages of America provides hope restoration to those in need through innovative programs and services.

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.

Yes

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.

What Hope Villages of America does and how it carries out its mission -

Hope Villages of America (HVA) provides 3 tiers of services through distinct but interconnected divisions - the (1) Food and Basic Need Services Division, (2) Abuse Services Division and (3) Housing and Homeless Services Division. The Food and Basic Needs Services Division consists of a Food Bank located on Druid Street in Clearwater, distribution of food to over 70 pantries throughout Pinellas County, an Express Center supplying food and basic needs to families, and a Mobile Food Pantry that distributes food to 15 sites throughout the county. The Abuse Services Division operates a 36 bed certified domestic violence shelter, outreach services in the community (providing assessments, safety planning, case management, counseling, support groups, and therapeutic support to children), and school based interventions such as education on teen dating violence, conflict resolution and interpersonal skills. Finally, the Housing and Homeless Division operates two affordable housing campuses located in Clearwater and aids families who are facing homelessness through financial assistance and case management.

The program the funds will support and who it serves-

HVA is requesting operational support for the Food Services and Basic Need Division - the funds would be directed primarily to the Food Bank. The location directly provides food to individuals and families on site and distributes food to over 70 smaller pantries throughout the county. The site also serves as the hub for the Mobile Food Pantry which delivers food to 15 locations in Pinellas County. In total, 7 million pounds of food are provided to 100,000 individuals annually by the Food Services and Basic Needs Division, the Food Bank (Druid) directly distributes 1.1M pounds of food to the community equating 950,000 meals, and the Mobile Pantry distributes 170,000 pounds of food annually to 36,700 individuals.

The division provides support to food insecure individuals and families - seniors 60+ years and children/youth under the age of 18, represent 50% of the consumption of food distributed. Of the data captured, 65% of the individuals served are from Clearwater. Once a month, individuals served, can receive a

3-4 day of food supply, free of charge for all household members. If more food is needed, HVA will assist by providing additional food or directing the family to a nearby pantry or mobile site.

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.

Hope Villages of America, founded in 1967, is a 501(c)3 headquartered in Clearwater -15 congregations of varying faiths and ethnicities came together and pooled their resources to meet the needs of the vulnerable in Pinellas County. Since 1967, the organization has grown in both size and diversity of services with the headquarters and service delivery primarily located in Clearwater- specifically, the Food Bank, which serves as the primary hub for all food distribution, is located at 700 Druid Street, the domestic violence shelter and outreach services offices are located on Fort Harrison Avenue within the city limits (specific site location is confidential), the Administrative Resource Center (ARC) is located at 503 South MLK Avenue and the two campuses dedicated to affordable housing located at 1552 South Myrtle Avenue (The Oaks) and 1520 Saturn Avenue (Goldsmith Gardens).

The request for funding is to support the Food Services and Basic Need Division with funds primarily directed to the Food Bank - the data collected supports that 65% of those served by the division reside in Clearwater. The Food Bank located on Druid directly serves clients onsite pushing out over 1.1 million pounds of food and 950,000 meals into the Clearwater community. Moreover, 25% of the 70 food pantry sites that the division distributes food to are located in Clearwater. HVA has developed robust partnerships with donors of food directly located in Clearwater including Publix, Walmart, Costco and Sam's Club.

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.

75% of the food distributed by the Food Bank annually (January 1, 2023-December 31, 2023) will be nutritious foods such as protein, fruits, vegetables and whole grains.

80% of the individuals/households served by the Food Bank annually (January 1, 2023 - December 31, 2023) will be satisfied by the food received from the Food Bank (Druid location).

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.

75% of the food boxes distributed by the Food Bank (Druid location) will be nutritious foods such as protein, fruits, vegetables and whole grains. The denominator is the total number of food boxes prepared for distribution at the Food Bank. The numerator is the total number of food boxes that contain nutritious foods defined as proteins, fruits, vegetables and whole grains.

A checklist will be utilized to evaluate each food box for its nutritious quality. Volunteers and program staff will be trained on utilization of the checklist and will fill it out within three hours of assimilating the food box. The data collected will be aggregated by the Program Manager weekly for review (Friday each week). If compliance falls below 75% then corrective action will be taken to meet the standard.

80% of the individuals/households served will be satisfied by the food received from the Food Bank (Druid location). The denominator is the total number of individuals/households receiving food. The numerator is the total number of who are satisfied with the food as indicated by a survey delivered to recipients.

A survey will be delivered to a viable sample (a minimum of 10%) of recipients by volunteers or program staff. The staff and volunteers will be trained on the use and delivery of the tool prior to conducting the survey. The survey results will be aggregated weekly to ensure early review of data to in order that corrective action can be implemented if warranted. The sample served will be randomized and the data will be captured when the recipients pick up the food.

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.

Rising inflation and supply chain issues have led to a reduction in overall donations of food to the division, requiring HVA to purchase food to ensure that there is both adequate quantity to meet the need of Pinellas County and that the quality of food is nutritious.

Impact 1 - The requested funding \$97,500 for food provides Hope Villages of America with an average of \$8,125 per month to supplement food donations with food of nutritious quality. Due to the unpredictability of the type of food that is donated, HVA can direct these dollars for specific foods - for instance, if donations do not contain enough proteins, HVA can use the dollars to purchase this void.

Impact 2 - The requested funding \$97,500 for food, allows HVA to increase overall quantity of food to meet the demand of the community. Each Food Box, that is designed to feed a family of four for an average of 3 days costs \$22.14 - if the dollars are used solely to increase quantity, the 4,431 more Food Boxes can be put out in the community with the additional dollars.

Impact 3 - The \$45,000 dollars used to cover the salary costs, allows for other funding sources (private donations, grants, foundation dollars) to be directed toward purchasing of food and basic needs.

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.

Hope Villages of America is requesting money for salaries, food and indirect costs. The detail is below-

\$45,000 - Salaries

Director of Programs - Request for \$15,000 (23%) for salary cost not covered through current grant funding. The position provides oversight to the overall operation of the division ensuring that food is distributed timely to the community and the food is adequate in both quantity and quality. The position develops partnerships with both local donors of food and with community organizations in need of food.

Volunteer Coordinator - Request for \$15,000 (25%) for salary cost not covered through current grant funding. The positions recruits and retains volunteers who are critical to the operation of the food bank.

Driver 1 - Request for \$7,500 (19%) for salary cost not covered through current grant funding. The position delivers food to both the 70 pantries throughout the county and to the 15 Mobile Food Pantry sites

Driver 2 - Request for \$7,500 (19%) for salary cost not covered through current grant funding. The position delivers food to both the 70 pantries throughout the county and to the 15 Mobile Food Pantry sites

\$97,500 - Food

\$8,125 per month to supplement existing food supply by increasing both quality and quantity.

\$7,500 - Indirect

Indirect utilized for finance, human resources, marketing and operational support of food bank.

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.

If not fully funded, the following represents the priority of dollars received -

Priority 1 - The most critical priority for the funding is that adequate quantity and nutritious quality of food is available to Clearwater residents and Pinellas County. Reduction would result in funding food and seeking alternate grant, foundation or private donation dollars for the salaries. If the overall amount of dollars designated to food is reduced, the organization would utilize the dollars funded for purchase of food at a reduced amount (seeking alternate donor sources for food to meet the demand).

Priority 2 - The second funding priority is the percentage of the driver's salary. A reduction would prioritize the drivers' salaries over the Program Director and Volunteer Coordinator.

File Attachment Summary

Applicant File Uploads

No files were uploaded