

THE ALASKA FOOD COALITION



FISCAL YEAR 2008 MINI-GRANT APPLICATION GUIDELINES

Overview

The Alaska Food Coalition is funding mini-grants of up to \$4,000 to agencies involved in fighting hunger in Alaska. The funds are for capacity-building purposes only. The Alaska Food Coalition will only fund capital projects with a long-term impact on an agency. This could include purchasing a new piece of equipment or repairing damaged equipment. The Alaska Food Coalition is primarily interested in funding projects which will lead to more hungry people getting fed and/or improves the quality of food being distributed to hungry people. In the case of emergency repair work, the Alaska Food Coalition will also fund projects which are designed to prevent people from going hungry. Applications seeking to cover operating costs such as the payment of utilities will not be considered.

The Alaska Food Coalition is requiring that applying grantees supply 20% of the total project costs through local fundraising or in-kind donations. For example, agencies could request \$4,000 of a \$5,000 project from the AFC. In their application, they should make clear their plan to supply the remaining \$1,000. This \$1,000 could be in terms of cash raised from other sources or through an in-kind donation such as labor.

The Alaska Food Coalition is also requiring that agencies submit supplemental material with their application. This material should include budget support and documentation and at least one letter of support. See below for more information on the supplemental materials.

This fiscal year The Alaska Food Coalition is funding seven mini-grants.

Application Procedures

To apply for a fiscal year 2008 mini-grant, agencies should first confirm their proposal fulfills the four essential criteria discussed below. If they are confident that the proposal satisfies these criteria, an agency should proceed with its application. Agencies should fill out and return the fiscal year 2008 application to the Alaska Food Coalition by September 30, 2007. This application is available in hard copy by mail, on the Alaska Food Coalition website, www.alaskafood.org, and via email from the Alaska Food Coalition Manager. Applications may be handwritten, but we would prefer applicants to request an electronic application so they can type in their responses. In addition to the completed application, agencies should submit supplemental material including letters of support and documentation supporting their proposed budget.

Completed applications can be returned to the Alaska Food Coalition Manager by mail, fax, email or hand.

Mailing address:

Alaska Food Coalition Manager
c/o Food Bank of Alaska
2121 Spar Avenue
Anchorage, AK 99501

Fax number:

(907) 277-7368

Email address:

afc@foodbankofalaska.org.

Please address all correspondence to the Alaska Food Coalition Manager.

Essential Criteria

There are four criteria that must be satisfied for an application to be considered for funding by the Alaska Food Coalition. Applications which do not meet these four criteria will not be reviewed further and the Alaska Food Coalition will decline to fund them. If you have any questions about whether a specific agency or project satisfies these three essential criteria, please contact the AFC Manager.

Essential criteria:

- i. Is the agency involved in anti-hunger work?
- ii. Is the funding requested for a capital project that will have long-term impact on the agency's ability to feed hungry people?
- iii. Will the agency provide 20 percent of the total project costs, either in the form of funding or an in-kind donation?
- iv. Was the agency awarded an Alaska Food Coalition mini-grant in fiscal year 2007 (July 2006 - June 2007)?

Supplemental Materials

In order to more thoroughly and fairly review grants, the Alaska Food Coalition is requesting that all applicants submit at least two supplemental materials. One of these required materials is budget documentation. This could include copy of an advertisement or a manufacturer or contractor's price quote. The budget documentation should highlight a specific product and make clear how the agency intends to access that product (i.e. where the agency will purchase the product or who has been contracted to do the repair work). In addition, estimated times of delivery or completion should be included.

The other required material is a letter of support. You are only required to submit one letter of support but you are welcome to submit as many letters as you feel appropriate. Letters of support should indicate support both for your program in general and for your proposed project in particular. The mini-grants will be reviewed by a team of reviewers across Alaska. Reviewers may not be familiar with your agency or its work. The letters of support are an opportunity to educate the reviewers about your program, its work and its reputation in the community. Letters of support may be written by local officials knowledgeable about your program, representatives from agencies with whom you collaborate or clients and volunteers of your program.

Helpful Hints

The Alaska Food Coalition is most interested in straightforward capital projects which will increase an agency's capacity to feed hungry Alaskans. Projects such as purchasing a new refrigerator which will allow a food pantry to distribute fresh dairy items are the sorts of projects that will be most favorably reviewed.

In general, applicants are advised to focus their proposal on one significant item rather than several smaller items, unless these items are very closely related by a common theme. Applicants should make a case as to why their proposed project will help fight hunger in Alaska. Specifically, they should discuss how their proposal will help them offer more and/or better foods to people in hunger. If they are applying for funds for repair work, they should explain how their proposal will help them prevent additional people from going hungry.

Once again, applicants should keep in mind that the reviewers may not be familiar with their program. Therefore, both in the application and in the letters of support they should feel free to discuss their agency, its work, and its role in their community. Keep in mind that The Alaska Food Coalition will look most favorably on agencies which are financially stable, receive strong community support and meet a demonstrated need (related to anti-hunger work) in their community.

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 30, 2007