



**PHFoundation**

**2020 Community Health Grants Program**

**2020 Community Garden Grant**

# REQUEST FOR PROPOSAL

## 1. OVERVIEW

The Portage Health Foundation’s (PHF) mission is to positively influence a healthier community through enhanced philanthropy and collaboration.

The intention of these grants is to support projects that will have an impact on community health and wellness while addressing the systemic health needs and risk factors of the broader community. This call for proposals is specifically addressing Portage Health Foundation’s long-term sustainability goals of healthy living and reducing hunger.

Furthermore, it is hoped and desired that proposals seeking funding will:

- Increase local food production and access to fresh, healthy produce for community members
- Provide opportunities for education (i.e. healthy eating, growing your own food, etc.) across the lifespan
- Create shared green spaces, which foster social connection among community members

Community gardens offer individuals and the community at-large many benefits. They provide opportunities for both recreational gardening and food production often resulting in improved access to nutritious food and reduction in family food budgets. Community gardens contribute to a healthy lifestyle by:

- Providing fresh, safe, affordable herbs, fruits, and vegetables
- Helping to relieve stress and increase sense of wellness
- Promoting an active lifestyle, which improves overall physical health
- Providing social opportunities that build a sense of community and belonging
- Giving people an opportunity to learn and share knowledge on gardening, nature, and cooking

For the purposes of this funding, a “community garden” is defined as an area of land managed and maintained by a group of individuals to grow and harvest food crops for non-retail, personal or group use, consumption, or donation. Community gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by group members. The garden cannot be used for retail purposes.

## 2. REQUEST FOR PROPOSAL SOLICITATION TIMELINE

January 20, 2020	RFP Publicly Announced
January 23, 2020	RFP Informational Webinar released on website and social media outlets
February 10, 2020 3:30pm ET	Letter of Inquiry (LOI) Due*
March 20, 2020 3:30pm ET	Grant Applications Due
April 10, 2020	Grant Awards to be announced

\*Although not required, a Letter of Inquiry (LOI) is strongly encouraged!

All application information and LOI forms can be found at [www.phfgive.org](http://www.phfgive.org)

### **3. ELIGIBILITY**

To be eligible to apply for a grant under this program, the applicant must:

- Be recognized by the Internal Revenue Service as a 501(c)(3) non-profit organization; or a local unit of government or a public institution of education;
- Be domiciled (Incorporated) in Baraga, Houghton, Keweenaw and/or Ontonagon counties of Michigan;
- Have a current certified financial audit or 990, 990-EZ or 990-N filing and;
- Have the necessary personnel to complete project and reporting requirements and;
- Have a current License to Solicit Charitable Contributions, unless exempt under MCL 400.283.

#### **TO BE CONSIDERED FOR A GRANT, A PROPOSAL MUST:**

- Mobilize strategies that will enhance/expand or create new community garden resources that encourage healthy eating and local food production. New and existing community gardens are eligible to apply.
- Identify a clear path to long-term sustainability. Applicants must demonstrate how the grant activities will be sustained outside the grant period.
- Include the site plan and needed materials list. Allowable expenses include: equipment, irrigation supplies, seeds, plant starts, soil, landscaping, scales, signage, or other necessary items to create, update or enhance a garden space, and to execute outreach/educational activities.
- If awarded, the awardee will be required to report food production, community engagement, and outreach activities on an end-of-season basis by pounds or count respectively.

\*\*Preference will be given to projects which are part of the overall “recreation plan” or “community development plan” where the project will be located.

#### **APPLICATION EVALUATION CRITERIA:**

The Portage Health Foundation will evaluate each application on the following criteria:

- Does the proposal have goals/objectives that advance PHF’s mission?
- Does the proposal identify an unmet community need/health risk?
- Does the proposal have measurable goals and objectives?
- Does the proposal have a budget that identifies and covers all necessary expenditures?
- Does the proposal identify a plan for sustainability?
- Is there potential to achieve significant long-term impact by implementing effective models or supporting needed innovation;
- Does the proposal demonstrate collaboration, including leveraging of other resources; and
- Does the proposal have the potential to be replicated in other settings, including opportunities for learning, knowledge dissemination, and to inform public-policy?

The Portage Health Foundation Grants Committee and the Board of Directors have sole responsibility for all grant decisions.

#### **APPLICATIONS EXCLUDED FROM FUNDING CONSIDERATION:**

- Loans;
- Litigation;
- Lobbying activities;
- Organizations that discriminate based on age, race, ethnic origin, religion, sexual orientation, disability, or gender;
- Proposals where granted funds will be used to maintain existing program(s) or solely fill a budget-gap for current services; and;
- Individuals or families. *If a group of individuals wish to apply, they must partner with their local municipality or a community non-profit to be eligible for funding consideration. The partner (municipality or a community non-profit) will be the primary applicant and will serve as the Fiduciary responsible for all reporting requirements.*
- For-profit entities

#### **4. GRANT AMOUNT**

The Portage Health Foundation expects to award up to \$50,000.00 towards successful proposals under this round of funding. There is no minimum grant amount and the maximum amount awarded under this RFP will be \$5,000.00.

#### **5. APPLICATION PROCESS**

Although not required, Portage Health Foundation strongly encourages all interested applicants to submit a [Letter of Inquiry](#) (LOI) prior to submitting a grant application. An LOI helps promote a clear understanding, collaboration, and project outcomes between PHF and grant applicants. Please approach the LOI as an abbreviated grant proposal that PHF can review to determine if a project matches our funding interests and is suitable for formal grant consideration. If an applicant has questions, they are encouraged to contact the PHF office prior to formal submission of the application or refer the PHF's FAQ section on PHF's web page.

All interested parties intending to apply for funding support are encouraged to visit PHF's website ([www.phfgive.org](http://www.phfgive.org)) to download an LOI and/or application.

#### **Applications can be mailed to:**

Portage Health Foundation  
400 Quincy St. - PO Box 299  
Hancock, MI 49930

Or submitted via email to:

[info@phfgive.org](mailto:info@phfgive.org)

## 6. GRANTEE OBLIGATIONS

If awarded, applicants must agree to:

- Identify the Portage Health Foundation (and partners if required) as the source of funding in any program communications;
- Set specific outcomes for the proposed program, monitor progress toward achieving expected outcomes, and report progress on a regular basis to the Portage Health Foundation;
- Participate in any data collection and evaluation activities conducted by the Portage Health Foundation and/or its partners; and
- Participate in grantee gatherings and other activities that support dissemination of knowledge.

## 7. ACKNOWLEDGEMENTS

We would like to thank all the community organizations and municipal leaders who have provided counsel, input, and patience as we have worked to develop this funding opportunity.

**You make the difference. Together we make it possible.**

The Portage Health Foundation is a 501(c)(3) charitable organization that receives and contributes charitable donations which support the health needs of the community through enhanced philanthropy and community collaboration throughout Baraga, Houghton, Keweenaw and Ontonagon counties.