

The Reinvestment Fund, Inc.

Request for Proposals – Food System Development Grants

Introduction

The Reinvestment Fund (TRF) invites proposals from food related non-profit and for-profit businesses for grants and recoverable grants to support the development of our region's food system. Grants of up to \$50,000 and recoverable grants up to \$75,000 will be awarded to organizations and businesses for predevelopment and growth activities for projects that will strengthen and diversify our regional food system by increasing processing and distribution channels for local supply. TRF extends this invitation with support from the William Penn Foundation. Eligible applicants must comply with all standards set forth in this document as well as further requirements determined by TRF as necessary. TRF retains sole discretion with respect to the approval or disapproval of any proposal.

Background

Established in 1985 and headquartered in Philadelphia, TRF is among the most effective and largest community development financial institutions (CDFI) in the nation and a permanent source of reliable capital serving low-income communities across the mid-Atlantic. TRF takes a comprehensive approach to community development by investing in affordable homes, charter schools, community cultural facilities, supermarkets, and sustainable energy projects -- the assets, amenities and resources that Pennsylvania's communities and families need to thrive.

Goals

The goals of this program are to assist food-related businesses and organizations which undertake programs and projects that will build up the regional food system around the greater Philadelphia region. This includes opportunities that increase area residents' access to healthy food choices; create and preserve quality local food system related jobs; and to foster an environment that supports the development of local food businesses and the regional farms from which they source their goods.

Eligible Applicants

These grants are intended to support the regionally-based efforts of many different types of non-profit and for-profit businesses. Non-profits include community-based organizations, existing and start-up food cooperative companies, food banks, and food access based organizations. For-profits include food related businesses that source and highlight locally and sustainably produced food like processors, food manufacturers, distributors and retailers. Applicants may submit only one proposal.

Geographic Eligibility

Eligible applicants will have projects located in the following PA counties: Philadelphia, Delaware, Chester, Montgomery, Bucks, Northampton, Lehigh, Berks, Schuylkill, Dauphin, Lebanon, Lancaster and York. The following NJ counties are also eligible: Cumberland, Salem, Gloucester, Camden, Atlantic,

Burlington, Mercer, and Hunterdon. Applicants located outside these areas but primarily serving the greater Philadelphia foodshed will also be considered. Priority will be given to projects that source sustainably grown food, increase the likelihood of local procurement from institutional buyers, connect local food to communities with low access to fresh food options, have future capital project potential and produce quality jobs.

Grant Disbursement and Uses

Grants and recoverable grant awards will be made, with a limit of one grant per recipient and project. The grant amount will be determined by TRF, taking into account the applicant's project need, the availability of funds to achieve goals, and other criteria. **The most competitive grant proposals will fall below the maximum and leverage other sources of funding.**

The following activities are eligible uses of the grant dollars:

- **To fund activities related to predevelopment expenses in the expansion of or creation of a food related project.** Funded activities may include:
 - Phase I and Phase II Environmental Investigations;
 - Architect and Engineering fees;
 - Market studies;
 - Feasibility studies;
 - Appraisals;
 - Surveys;
 - Financial and development consultants;
 - Legal fees;
 - Other fees associated with obtaining zoning approvals;
 - Deposits to establish site control; and
 - Other expenses reviewed and approved by TRF.

Examples of anticipated projects applying for funding of these activities include: Start-up food hubs needing funding for a market study, location analysis, or feasibility consulting; and a food-based business in the beginning stages of undertaking a real estate project that will allow them to expand operations.

- **To fund activities related to an existing or new business or program which plays a significant role in bettering our regional food system.** Funded activities may include:
 - Purchase of equipment (e.g. produce processing equipment, mobile livestock processing unit, etc.);
 - Start-up operation funds for a business or program that increases capacity in our food system (e.g. consultant costs; marketing materials, etc.); and
 - Other expenses reviewed and approved by TRF.

Examples of anticipated projects applying for funding of these activities include: Increasing cold storage capacity to aggregate and distribute more local food; purchase of equipment to process local food and serve institutional buyers.

- **Applicants may request funding for other food system uses with explanation.**

However, food system development grants may not be used for general operating costs, litigation, lobbying or scholarships.

The expenditure of grant funds may be audited or otherwise reviewed by TRF or its representative. The Grant Agreement will require the applicant to maintain complete financial records for all of its costs paid for by the grant for five years after the final grant report ("Closeout Report") and to cooperate in any audit or other review.

The Grant Agreement will provide that any material nonperformance by the applicant will cause the applicant to be excluded from consideration by TRF for future loans or grant awards.

The Grant Agreement will require the applicant to submit a Closeout Report by the later of April 30, 2015 or 24 months after the date of the Grant Agreement. The Closeout Report will include, but not be limited to:

- Description of how the grant funds were used and
- Description of benefit to the regional food system

Proposal Schedule

All proposals must be submitted to

The Reinvestment Fund
1700 Market St., 19th Floor
Philadelphia, PA 19103
Attn.: Food System Development Grant
215.574.5800

Or

E-mail a copy to foodgrant@trfund.com

Proposals will be accepted in one round with a submission deadline of **5:00pm on Tuesday, April 9, 2013**. Grant award notices will be made within 60 days of the RFP submission deadline. Applicants selected to receive a grant will enter into a contract with TRF. The contract (grant agreement) must be signed and returned within 10 days or the grant offer may be withdrawn. Grant funds will be disbursed upon satisfactory evidence of eligible costs incurred and must be drawn within 12 months of signing the grant agreement. Any grant funds not drawn or utilized by the grantee for eligible purposes within the disbursement period will be forfeited.

Selection Process

TRF will review each proposal received by the due date for completeness and to determine to what degree a proposal meets the selection criteria and whether a proposal should be given additional consideration.

Selection Criteria

TRF will award grants based on the quality of the proposal, the fit of the proposed project with program goals, and the likelihood that the proposed project can be carried out effectively. TRF reserves the right to reject all proposals. Specific criteria to be used in judging proposals include:

- Degree to which proposed project develops market opportunities for local food producers.
- Degree to which high-quality food system jobs created or preserved.
- Degree to which institutional local food procurement is increased.
- Degree to which revenue and/or volume of activity is grown.
- Ability to leverage other funding.
- Demonstrated relationship of proposed project to applicant's mission.
- Experience and organizational capacity of applicant.
- Degree of creativity and innovation in proposal.
- Demonstrated sustainability of the project beyond its first year of operations.

THE PROPOSAL

Instructions for Completing the Proposal

Responses to this RFP should include a narrative proposal limited to four (4) pages that includes the following information:

1. A brief history of the organization that includes its mission, current programs, impact or effectiveness, and information on key personnel.
2. The purpose and description of the proposed request:
 - The proposed project service area and/or the extent of the geographic area served.
 - How the proposed activity meets one or more of the program goals (listed on page 1).
 - How the proposed activity fits within the programs eligible activities (found on page 2).
 - How you will define success and how you will measure the impact of this effort.
 - Partners or colleagues that will be key to your success and note if they are new partnerships.
 - Organizational capacity.
 - List the key individuals who will be performing the work of the proposed project and provide a brief description of their role in the project and their qualifications. Demonstrate that the personnel listed on the application are capable of completing the proposed work.
3. Description of how work will be sustained beyond grant term.

In addition, your response should include the following information/documents (not included in page limit):

1. Provide the name, email address, telephone number, fax number and mailing address of the person who is completing the application form and is best able to speak about its contents.
2. Provide organizational documents such as articles of incorporation, partnership agreements, 501 (c) (3) documentation (or status letter), and bylaws, etc.
3. Provide copies of letters of commitment for project sources.
4. A current organizational budget and a projected grant budget and timeline, including all revenue sources (committed, pending or proposed).

Note: Respondents must answer all questions completely and accurately. Any projects that rely on partners for success must demonstrate that those partners have been contacted; however, no other letters of support will be accepted.

Return this page with completed Proposal

Acknowledgement of Compliance Requirements

The Applicant acknowledges that the Grant Agreement will require the applicant to comply with any applicable Commonwealth laws and regulations, and in particular number of Commonwealth of Pennsylvania requirements, which will be set forth in the Grant Agreement, including but not necessarily limited to, Nondiscrimination/Sexual Harassment Provisions, the federal American with Disabilities Act, the State Contractor Responsibility Program, and the Pennsylvania Right to Know Law. Some of these will impose record-keeping and reporting requirements.

Representation and Acknowledgements

By signing the Application, the Applicant and signatory represent that the information is true and correct to the best of its and his/her knowledge and acknowledge that (1) TRF retains sole discretion with respect to the approval or disapproval of this proposal and (2) if the proposal is approved, grant disbursement will be subject to the terms of a signed Grant Agreement.

Applicant Signature

Fill in the Applicant name, and name and title of signatory, sign and date. For electronic Applications, please provide a PDF of this signature page along with the Application, and simultaneously submit an original of this page by mail to TRF.

Applicant Name: _____

Applicant Signature and Title: _____

Date: ____/____/____