2023 Capacity Building Grant

Informational Webinar

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Agenda

- Welcome & Introductions
- Eligibility
- Funding Use
- Application Overview
- Review Process
- Key Dates
- Reporting
- How to Apply

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2023 Capacity Building Grant

Eligibility & Funding Use

2023 Capacity Building Grant

The Second Harvest Heartland 2023 Capacity Building Grant will support program and operational capacity building projects that increase or improve food access in local communities.

For the purposes of this grant, capacity building is defined as growth or expansion to serve more people in the community, make services more accessible, and improve and streamline operations.

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Who can apply for this grant?

- Applicants must be a Second Harvest Heartland Agency Partner operating in compliance with the terms in the active 2022-2024 Second Harvest Heartland Agency Partnership Agreement.

- Programs and services must be located in Minnesota counties in Second Harvest Heartland's service area

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Goal of the grant

The goal of this grant is to increase programmatic and organizational capacity in the hunger-relief system.

Projects or programs should reflect new growth and or specific changes as a result of this grant.

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Examples of programmatic or operational growth

- Expand physical capacity
  - New food distribution site
  - Increase food storage capacity
- Improve physical site for increased food delivery or client access
- Add programs or increase food distribution capacity
- Increase organizational and operational capacity
  - Personnel
  - Interns
  - Volunteers

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What can the grant be used for?

Capacity building funds can be used for, but not limited to:

- Equipment purchases and installation
- Building improvements
- Operational expenses for new or expanding programs or services
- Personnel-associated expenses for new or expanding programs
- Client access improvements
- Expanding or starting client transportation
- New or significant expansion of food rescue or meal delivery
- Food purchases for new or significant expansion of food distribution

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What are ineligible grant expenses?

- Reimbursement for expenses incurred prior to the grant period
- Expenses that are reimbursable though other funding sources
- Loan payments or overdue bills
- Food purchases for budgeted or current programs

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Funding range

This is a competitive grant. Total distribution funding for the Second Harvest Heartland 2023 Capacity Building Grant is $475,000.

Second Harvest Heartland expects most grant awards to fall between $10,000 and $50,000.

Grant requests are not required to be within this range. Please request the amount that is needed for your project or purpose.

Second Harvest Heartland will consider partial funding if unable to provide full funding for this grant.

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Application Overview

Application preview

A Microsoft Word version of the application is available with the application questions and requirements. The Application Preview document can be found on Agency Zone or downloaded (Application Preview).

Applicants can use the document to draft their application and copy/paste into the online form.

Please review all questions ahead of time.

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What is required in the application?

- Organization Information
  - Contact Information
- Organizational Overview (text boxes contain word limits)
  - Mission and History
  - Community and Neighbors
  - Program and Services

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What is required in the application?

- Capacity Building Project Information
  - Project Title
  - Request Summary (2-3 sentences)
  - Driving Need (why?)
  - Project Development (who determined the need?)
  - Project Activities (what and how will capacity be built?)
  - Impact and Outcome (what growth is expected?)

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What is required in the application?

- Capacity Building Project Information (continued)
  - Access for Underserved Communities? (specify)
  - Responsible Parties (who will carry out the work/oversee?)
  - Partners (optional, may not apply to all applications)
  - Sustainability (optional, may not apply to all applications)

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Budget information

Applicants can use their own project budget, or the template found on Agency Zone.

- Budget Attachment
- Total Project Budget
- Grant Request Amount
- Other Funding Sources (optional, may not apply to all applications)
- Budget Narrative (optional, may not apply to all applications)

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Review Process

What is taken into consideration?

Reviews will consider multiple aspects, including, but not limited to:

- Eligibility of funding use
- The projected impact or outcomes of the proposed project or purpose
- Priority will be considered for underserved or under-resourced organizations,
- Priority will be considered for Agency Partners who have not received a Second Harvest Heartland grant in 2023 (not including the 2023 Unrestricted Grant)

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Key Dates

Mark your calendars

Application Opens: Monday, June 12, 2023

Application Closes: Friday, July 21, 2023, 11:59 p.m. CT

Application Review Period: July 24 – August 31, 2023

Notification of Award Status: Friday, September 1, 2023

Grant Period: September 1, 2023 – August 31, 2024 (12 months)

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Application Support

Virtual Open Office Hours (Join and leave at any time during open office hours)

- Friday, June 16 from 10 a.m. – 1 p.m. CT via Zoom
- Monday, June 26 from 1 p.m. – 4 p.m. CT via Zoom
- Thursday, July 13 from 10 a.m. – 1 p.m. CT via Zoom
- Wednesday, July 19 from 2 p.m. – 5 p.m. CT via Zoom

Applicants can also schedule a 1:1 meeting at any time during the application period with the Community Partner Grants Specialist. Please email grants@2harvest.org to schedule.

Reach out to your Partner Relations Specialist or email grants@2harvest.org

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2023 Capacity Building Grant

Reporting

2023 Capacity Building Reporting

The 2023 Capacity Building report will be due Thursday, October 31, 2024

Questions can be answered through narrative, bullets or stories.

1. In what ways was capacity built through this project?
2. What, if any, challenges did you face in executing this project? How did you overcome them?
3. Do you have any photos, quotes, or additional information to share?
4. Do you have any support needs regarding the outcome or continuation of this project or maintaining capacity?

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2023 Capacity Building Grant

How to apply using the

Second Harvest Heartland Grant Portal

The Second Harvest Heartland Grant Portal

When you are ready to start an application, please use the Second Harvest Heartland Grant Portal: Start a new 2023 Capacity Building Grant Application. This link will take you to the login page and open a new application.

- Create an account
  - Accounts are connected to applications and reports
  - It is possible to transfer applications and reports to another account holder

- Bookmark the Second Harvest Heartland Grant Portal

https://www.GrantRequest.com/SID_6305?SA=AM

- Add mail@grantapplication.com to your safe sender list

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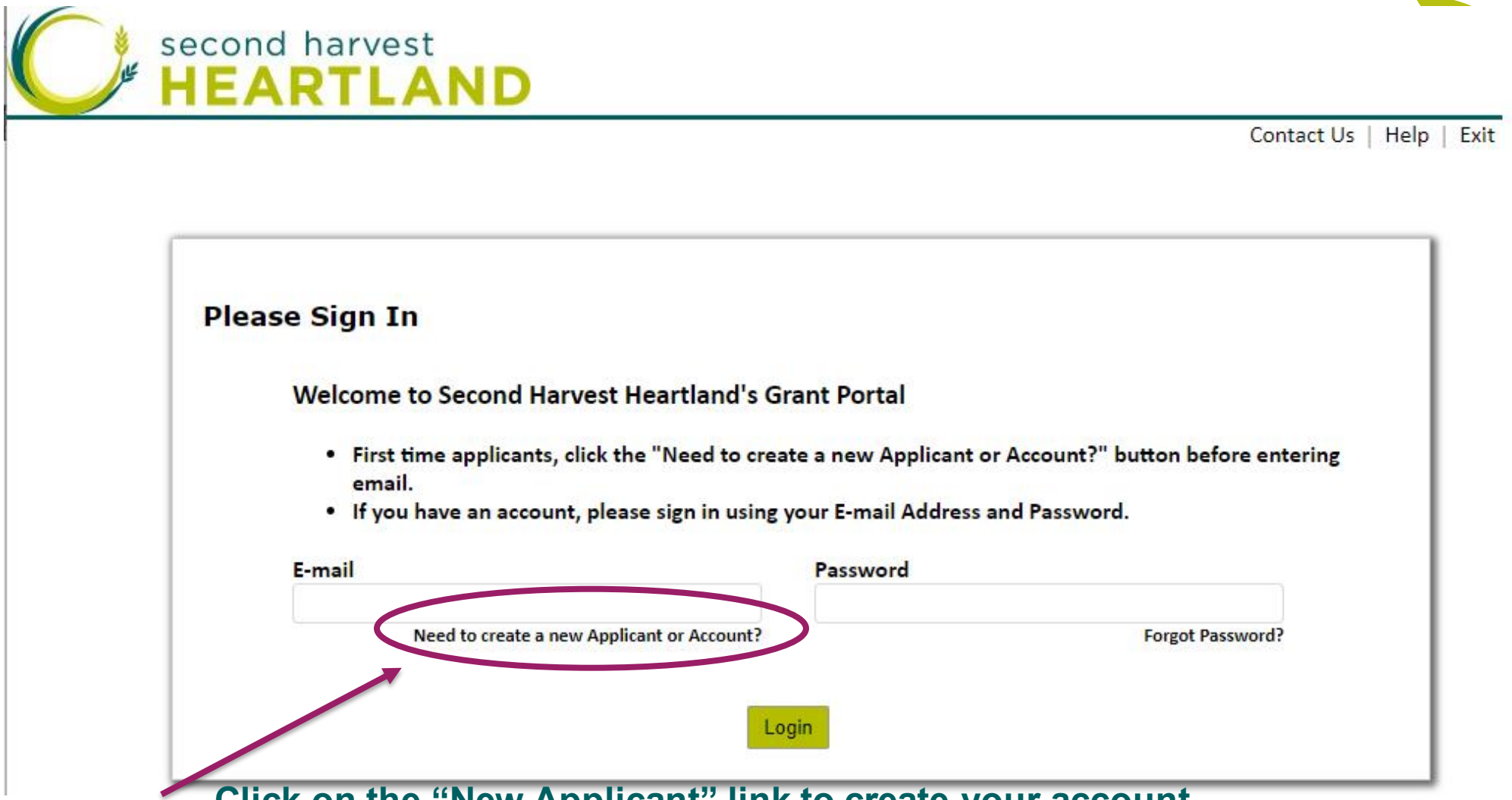
Creating a new account



Click on the “New Applicant” link to create your account

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New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

bobrien@2harvest.org

Confirm E-mail

Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

Continue

Return to login

Contact grants@2harvest.org if you have trouble with creating or logging onto your account

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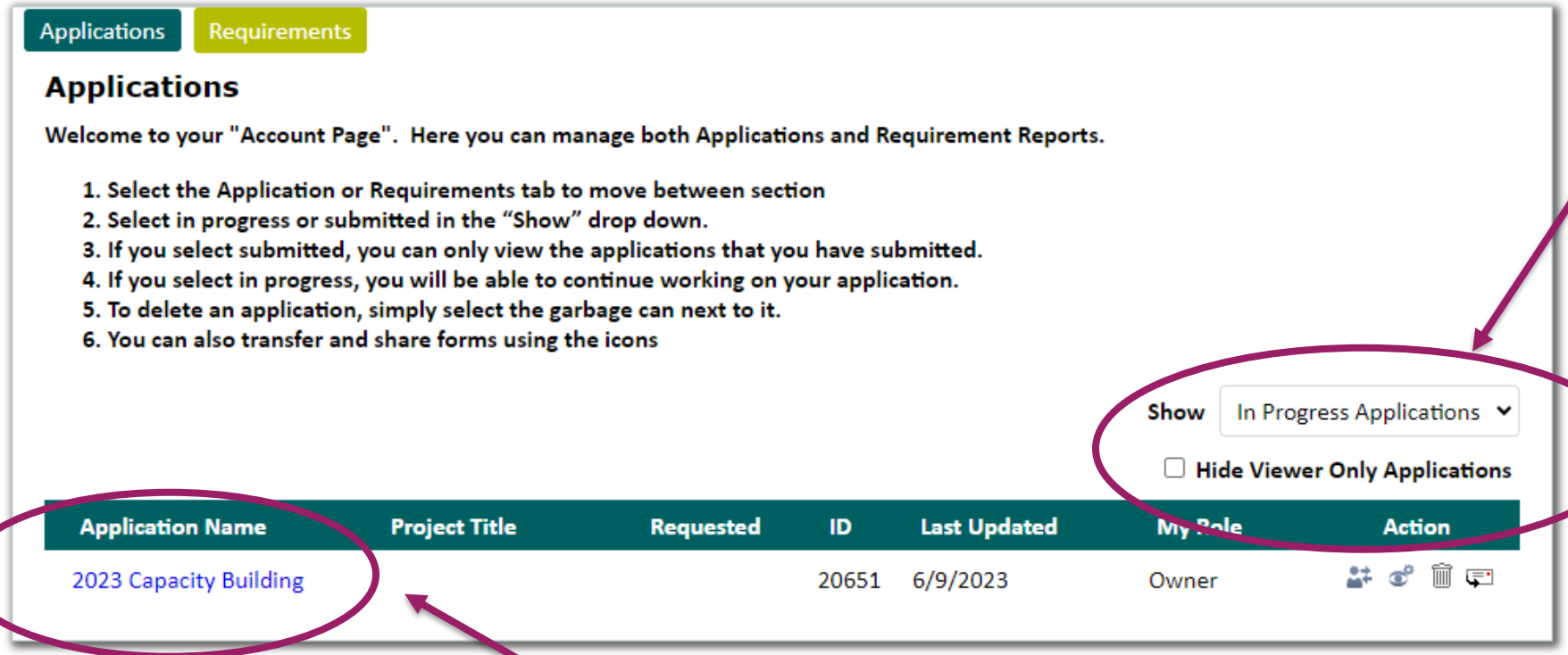
In Progress Applications

second harvest HEARTLAND https://www.GrantRequest.com/SID_6305?SA=AM

Account: bobrien@2harvest.org | Change E-mail/Password Contact Us | Help | Exit
Last Log in: 6/9/2023 11:30 PM GMT-04:00



Click to select In Progress or Submitted applications to view.

Click on the application to edit

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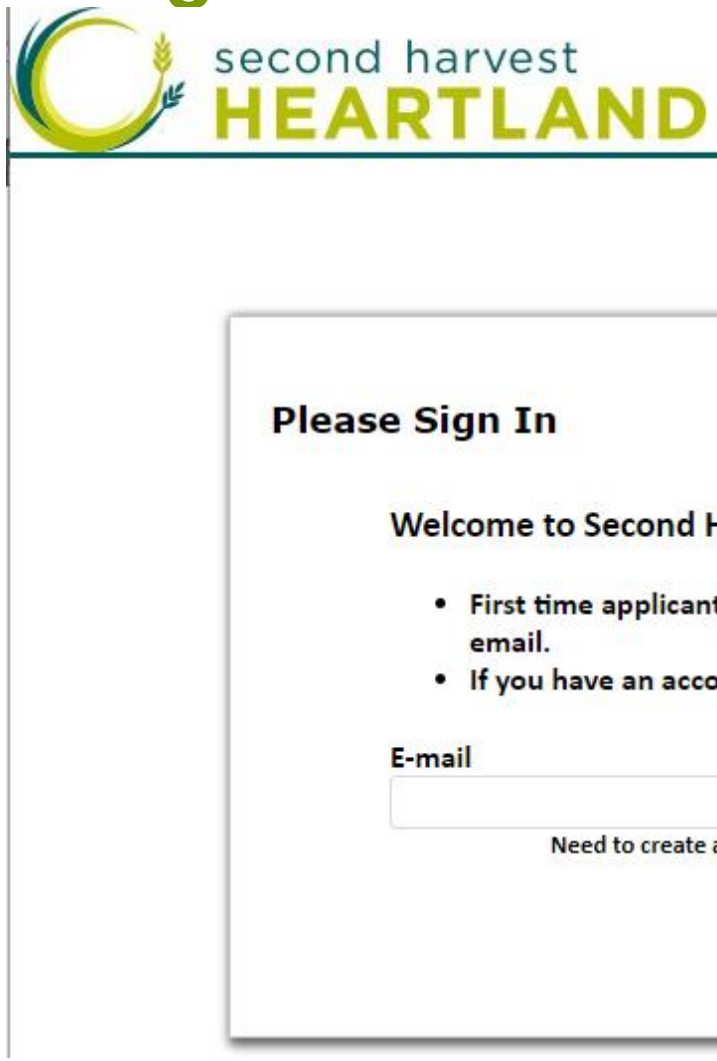
Forgot Password



Click here if you need to reset your password

Or contact grants@2harvest.org if the link does not work

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Thank You

Bri O’Brien

Community Partners Grants Specialist

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Find this RFP and more on the Agency Zone

- Application Preview
- Budget Template
- SHH Grant Portal - Creat an Account & Troubleshooting