



FOOD PANTRY / EMERGENCY FOOD ASSISTANCE SMALL GRANT PROGRAM

REQUEST FOR PROPOSAL

1. OVERVIEW

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

PHF recognizes that many of our community pantries and emergency food assistance programs have been challenged by increased utilization.

The intention of these grants is to support the immediate funding needs of area food pantries or emergency food assistance programs that have seen AN increased surge in demand for food and other resources during the coronavirus pandemic. This grant can be used to purchase food, personal hygiene products, cleaning supplies and other necessary daily living supplies. This grant is not intended to be used for organization or client rent and utility payments.

It is recognized that grants large and small can play a significant role in our community's ability to meet the needs of the community. Often times the need for funding support is minimal and may not necessitate the complexity of application of larger grant requests. This call for proposal is designed to offer smaller levels of funding support to meet the needs of our community that focus on health-related events, activities, or needs.

All food pantry / emergency food assistance grant requests must align with the Portage Health Foundation's mission.

2. REQUEST FOR PROPOSAL SOLICITATION TIMELINE

Monday, November 8, 2021	RFP Publicly Announced
Monday, November 22, 2021	Applications Due (Late applications will not be accepted)
December 3, 2021	Grants to be awarded

All application information can be found at www.phfgive.org/grants

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; (note: Applicants must be current with their IRS tax exempt organization determination and have a current License to Solicit Charitable Contributions as required, unless exempt under MCL 400.283.)

- Be domiciled in Baraga, Houghton, Keweenaw and/or Ontonagon counties of Michigan, and serve the citizens of the same;
- Have filed their most recent 990, 990-EX or 990-N filing and;
- Have adequate and demonstrated organizational capacity to successfully execute the proposed grant, including all reporting requirements.

TO BE CONSIDERED FOR THIS GRANT, A PROPOSAL MUST:

- Identify why the request for funding is needed and how it will enhance access to services, programs, or activities that otherwise would not be possible.
- Must be an active food pantry or existing emergency food assistance program that serves all members of the community.

APPLICATIONS EXCLUDED FROM FUNDING CONSIDERATION:

- Repayment or securing loans;
- Activities supporting religious organizations for religious purposes;
- Activities supporting political organizations for political purposes;
- Organizations that practice exclusivity based on race, color, religion, sexual orientation, gender, national origin, age, marital or veteran status;
- For-profit businesses.

4. GRANT AMOUNT

The Portage Health Foundation expects to award up to \$20,000 towards successful proposals under this round of funding. There is no minimum grant amount and the maximum amount awarded per grant under this RFP will be \$2,000.00.

5. APPLICATION PROCESS

If an applicant has questions, they are encouraged to contact the PHF offices prior to formal submission of the application or refer the PHF's FAQ section on PHF's web page.

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

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

Funding for this RFP has been made possible by the Portage Health Foundation. To learn more about PHF, please visit www.phfgive.org

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.