**Request for Applications**

**College Food Security Initiatives at New Mexico’s Higher Education Institutions**

**Fiscal Year 2023 Application**

**Guidance & Template**

**Purpose of Grant and Problem It Solves**

The New Mexico Higher Education Department (NMHED) is accepting applications for fiscal year 2023 (FY23) grants titled “College Food Security Initiatives at New Mexico’s Higher Education Institutions.” The purpose of this program is to address food security and will prioritize initiatives that address students having reliable access to a sufficient quantity of affordable, nutritious food at New Mexico’s public colleges and universities. The grant is designed to assist colleges and universities in building essential capacity and infrastructure to create or support efforts that address issues of food security for students, promote wellness, and help outreach to vulnerable people who may experience hunger on a daily basis on their campuses and in their communities. Innovation in addressing food security needs, moving from emergency meals to reliable food options on campus, will be prioritized.

**Available Funding**

A total of $900,000 will be awarded. There are two types of grants:

1. **General Proposals**: Twelve (12) $50,000 grants for innovate proposals to assure food security at New Mexico’s public higher education institutions and Tribal colleges; or
2. **Special Priority**: Either two (2) or three (3) $100,000 to $150,000 grants for a weekly box meal service for vulnerable students. This project is envisioned for high-need campuses with little to no food services. Ideally, the funding will be used in coordination with existing commercial kitchen equipment to provide students who do not have access to food services a weekly box service with prepared meals. Students would pick up the box with a minimum of two meals per day, akin to commercial meals services like Freshly or Home Chef.

**Eligible Applicants**

1. Public, post-secondary, higher education institutions or Tribal colleges in New Mexico
2. Non-profit organizations or Tribal education departments that work with college students to address food scarcity issues. Collaborations between these entities and higher education institutions are encouraged.

**Key Dates**

|  |  |
| --- | --- |
| Application Open | July 20, 2022 |
| Application Deadline | August 22, 2022 |
| Review of Award | September 2, 2022 |
| Announcement of Award | September 5, 2022 |

**Evaluation Criteria**

The New Mexico Higher Education Department (NMHED) will select awardees based on the following:

1. Alignment of proposed activities with the purpose of the grant;
2. Cost of service relative to need and cost efficiency;
3. Positive relationships and outreach with student populations and communities; and
4. Demonstrated commitment to addressing one or more areas of the six criteria in the framework for a “Hunger-Free Campus Designation.” The six criteria are:

* Campus has an established on-campus food pantry or partnership with a local food bank to provide regular, on-campus food distributions;
* Campus provides information to students on federal SNAP and other programs that reduce food insecurity;
* Campus partners with local farms, non-profit organizations, or supports a campus farm to provide fresh food;
* Campus holds or participates in at least one hunger awareness event per academic year;
* Campus has an established emergency assistance grant that is available to students; and
* Campus has an established hunger task force that meets a minimum of two times per academic year.

**Grant Period:** September 15, 2022 to June 15, 2023

**Submissions**

When submitting your application, please combine all relevant items into one PDF and save the file as “*ACRONYMofyourschool/org.FoodSecurity.08.22”.*

* Example: NMHED.FoodSecurity.08.22

Please submit completed applications via email to Joel Zimmerer, Executive Administrative Coordinator, at [joel.zimmerer@state.nm.us](mailto:joel.zimmerer@state.nm.us).

**Questions**

For any questions, please contact Dr. Patricia Trujillo, Deputy Secretary, at [Patricia.Trujillo@state.nm.us](mailto:Patricia.Trujillo@state.nm.us) or (505) 476-8400.

**College Food Security Initiatives at New Mexico’s Higher Education Institutions**

**Fiscal Year 2023 Application**

**Cover Sheet**

Name of Higher Education Institution or Organization:

Click or tap here to enter text.

Tax Identification Number: Click or tap here to enter text.

SHARE Agency Code/Vendor ID: Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text. Choose an item. Insert Zip.

Address City State Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click or tap here to enter text.

Chief Executive Officer of Organization – Signature Date

Click or tap here to enter text.

Chief Executive Officer of Organization – Printed Name

**Contact Information for Individual Requesting the Grant:**

Click or tap here to enter text. Click or tap here to enter text.

Primary Contact Primary Contact Title

Click or tap here to enter text. Click or tap here to enter text.

Email Address of Primary Contact Phone Number of Primary Contact

Who is the person authorized to sign grant agreements at your institution?

Click or tap here to enter text. Click or tap here to enter text.

Approved Campus Signatory Campus Signatory Title

Click or tap here to enter text. Click or tap here to enter text.

Email Address of Approved Campus Signatory Phone Number of Campus Signatory

**College Food Security Initiatives at New Mexico’s Higher Education Institutions**

**Fiscal Year 2023 Application**

**Funding Application Narrative Checklist**

***Deadline: August 22, 2022***

In a separate document, please provide a response to each of the prompts below. Please make sure to attach the cover sheet to your document.

1. **Type of grant:**

* **General Grant:** $50,000 grant for an innovate proposal for assuring food security
* **Special Priority**: $100,000 to $150,000 grant for weekly box meal service for vulnerable students

1. **Title of Project:** Click or tap here to enter text.
2. **Describe the nature of your project. Below are some examples of previous proposal categories. Please note that the lists are illustrative not exhaustive. (150 words max)**

* **Food to Campus/Direct Services:** Low cost or free access to campus dining plans, farm-to-campus initiatives, campus food pantries, micro-pantries, innovations to food distribution systems to support food insecure students
* **Campus Policymaking/Data Collection**: Campaigns to de-stigmatize hunger initiatives, resources informing students where they can get help, supporting student organizations working on food security initiatives, wraparound services, surveys
* **Convenings:** Statewide gathering for professionals and students addressing college hunger, curriculum development, starting statewide college hunger organization

1. **Project:** Outline the nature and scope of your proposed project. Describe the “College Food Security Initiative” that you are going to undertake. What’s the specific problem you are addressing? Understanding that food scarcity issues impact different higher education institutions regionally, describe the way your campus is proposing to make your college or university more food secure? (1,000 words max)
2. **Organization:** The New Mexico Higher Education Department’s goal is to create campus climates of food security for all students as part of a larger framework called the “Hunger-Free Campus Designation” that requires the following six criteria for higher education institutions. Please review the criteria and report the current status of each at your school. Whether yes or no, provide a brief description (one to three sentences each).

* Does your campus have an established on-campus food pantry or partnership with a local food bank to provide regular, on-campus food distributions?
* Does your campus provide information to students on SNAP and other programs that reduce food insecurity?
* Does your campus partner with any local farms, non-profit organizations, or do you have a campus farm to provide fresh food?
* Does your campus hold or participate in at least one hunger awareness event per academic year?
* Does your campus have an established emergency assistance grant that is available to students?
* Has your campus established a hunger task force that meets a minimum of two times per academic year?

1. **Confirming Participation:** Describe the activities and strategies you will employ to ensure the most impacted groups are participating in your proposed project. (500 words max)
2. **Networking:** Describe how your organization will coordinate with other partners to address food security on your campus. (500 words max)
3. **Data:** Describe how you will gather and document the data necessary to demonstrate the impact of your work. (500 words max)

* In addition to common metrics, how do you recommend we measure success?
* Other Considerations: How will you count the number meals generated from new initiatives? How are food security efforts creating consistent access to food for food insecure students? Other measures will include projected number of individuals served, number of meals served, and/or number of pounds of food provided.
* Which data collection methods are most helpful to your project? (E.g., testimonials, feedback from impacted groups, etc.)

1. **Sustainability:** How will your campus work to sustain food security programs? (500 words max)
2. **Budget:** Provide a detailed budget in Excel, similar to the table below as an example.

|  |  |
| --- | --- |
| 1. **Requested amount of funds from the College Food Security Initiative for the FY23 appropriation cycle:** |  |
| 1. **Budget detail (as applicable) by category ---** |  |
| Expenses From (Date): |  |
| To (Date): |  |
| 1.) Salary and Benefits: |  |
| 2.) Contractual Services: |  |
| 3.) Equipment: |  |
| 4.) Supplies: |  |
| 5.) Travel: |  |
| 6.) Administrative and Other Costs: |  |
| 8.) **TOTAL:** |  |