



# Summer Meals Support Fund

## 2016 Grant Guidelines

For the past seven years, Partners For a Hunger-Free Oregon (PHFO) has provided small grants to new or expanding summer meals programs in Oregon through the Summer Meals Support Fund. Along with the financial support, we also strive to work one-on-one with grant recipients to promote best practices and awareness throughout the state. We have worked with 115 unique organizations, and awarded nearly \$570,000.

### Grant Objectives

1. Increase the number of summer meal sites in Oregon.
2. Increase the number of summer meals served in Oregon.

*We also particularly encourage applications from the following:* programs located at or in partnership with affordable housing communities; programs catered towards middle and high school students; programs offered by culturally specific organizations or those that provide targeted inclusion and outreach to communities of color and non-English speaking communities; and programs located in highly rural or high poverty areas.

### Grant Details

**Who is eligible to apply?** Sites or sponsors of the USDA Summer Food Service Program (SFSP) or Seamless Summer Option (SSO), or applicants in the process of applying to be a SFSP or SSO site or sponsor. Previously funded applicants are eligible if they can demonstrate plans to meet the goals of the grant described above.

**Can activity partners apply?** Youth activity and enrichment partners should work with sites and sponsors to submit collaborative grant applications. It is recommended that activity partners and sites/sponsors develop memorandums of understanding (MOU) for costs of service, if applicable, and sites/sponsors include those costs within the PHFO grant application request.

**What expenses are allowable?** Funds can be expended on any direct or indirect program costs, including: food service equipment; site environment equipment such as seating or shelter supplies; transportation; staffing; outreach activities\*; activity supplies; and health inspection costs. Food costs for meals are ***not*** allowed costs.

\*Outreach costs and materials are allowable under this grant, however, we encourage all applicants to contact ODE CNP and PHFO for free printed outreach materials.

**How will grantees be selected?** Successful applications will show a clear plan to expand access to summer meal programs for children in Oregon. Examples of activities to “expand access” include: opening new meal sites, adding service days, offering additional meal types, adding enrichment activities, and reaching specific populations more effectively. See application for more detail.

Other criteria that will be used to evaluate applications include: participant engagement activities, outreach strategies, community partnerships, and the inclusion of enrichment activities at sites.

**What grant levels are available?** Applicants may apply for either \$2,500 or \$5,000 funding tiers. Based on the criteria described in the application, the selection committee may approve applicants for a lower funding level than was applied for.

### Grantee Responsibilities

**The grantee organization agrees to the following:**

- Participate in at least one informational phone interview about your program and one site visit with a PHFO staff member during the summer you receive an award.

- Provide at least one photo from your summer program, and secure a signed photo-release form if children are included in the photo.
- Complete a report form at the end of the grant period describing how funds were used, participation data, and plans for “Summer 2017”.
- Return any unused funds at the completion of the project. The grant period is May 15th, 2015 through September 12th, 2016.
- Whenever possible, acknowledge *Partners for a Hunger-Free Oregon Summer Meals Support Fund* in media or communications about your summer program.

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**To apply, visit [www.Oregonhunger.org/grants](http://www.Oregonhunger.org/grants) to download an application.**

**Applications are due by 5:00 pm, Friday, April 15th, 2016.** Funding decisions will be made and recipients notified by Friday, April 29th. All funds will be dispersed by May 16<sup>th</sup>.

**If you have questions about this application, please contact:**

Marcella Miller  
Child Hunger Prevention Manager  
Phone: (503) 595-5501 ext.307  
Email: [marcella@oregonhunger.org](mailto:marcella@oregonhunger.org)