

REQUEST FOR PROPOSALS

AARP FOUNDATION SUSTAINABLE SOLUTIONS TO HUNGER INNOVATION GRANTS

Application Due Date: October 15, 2011



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SUSTAINABLE SOLUTIONS TO HUNGER INNOVATION GRANT PROGRAM

AARP Foundation will award hunger grants to eligible local, state and/or national organizations in the United States (including the District of Columbia, Puerto Rico, and U.S. Virgin Islands), in amounts ranging from **\$50,000 to \$300,000 (depending on the scope and scale of the project)** through a competitive RFP process. The first round of awardees will be announced in December 2011. Grantees will be allowed to use grant funds for the duration of the project period, which is not to exceed two years*.

*When supported by a compelling case, *exceptions may be granted at AARP Foundation's discretion.*

Deadlines:

- **Eligibility Questionnaire:** Upon review/Prior to submitting Letter of Inquiry
- **Letter of Inquiry (LOI):** 11:59 PM, EST, September 15, 2011
- **Foundation invitation to submit full proposal:** within 10 business days of LOI submission
- **Proposal:** 11:59 PM, EST, October 15, 2011
- **First round of awardees announced:** no later than December 31, 2011

Where to Submit:

- All LOIs and proposals must be submitted online at www.aarp.org/foundation.

Questions:

- Please refer to the Frequently Asked Questions (FAQ) page of our website at www.aarp.org/foundationgrants
- If your question is not addressed in the FAQs, please email your question to hungergrants@aarp.org. Please allow two business days for a response.
- Applicants are encouraged to join one or both of two technical assistance calls (date, time, and call-in number to be determined and posted on www.aarp.org/foundationgrants). During these calls, the Foundation will respond to questions about the RFP and potential projects to be funded, including questions submitted by email.
- Depending on the volume and types of emailed questions we receive, we may schedule a third call before the proposal submission deadline.

SECTION I: PURPOSE AND BACKGROUND:

PURPOSE

The purpose of this grant program is to develop and scale innovative and sustainable solutions to senior hunger at the local, state, regional and national level. There are two models of grants: **scaling grants** and **innovation grants**. Scaling grants will fund existing projects/programs that have demonstrated success and require additional funds to bring the project/program to scale. Innovation grants will be made to fund innovative projects/programs that have been conceptualized or designed, but not yet implemented, and that have a high potential for success and replication.

BACKGROUND

About AARP Foundation:

The mission of AARP Foundation is to serve vulnerable people 50 and older by creating solutions that help them secure the essentials — food, housing, income and personal connection — and achieve their best lives. AARP Foundation is one of the leading national charitable organizations focused on helping seniors meet their basic needs. Our vision is a country free of poverty, where no older person feels vulnerable.

AARP Foundation serves individuals, communities and organizations in all states, the District of Columbia and Puerto Rico, nurturing the seeds of hope for millions of older Americans each year through:

- **Direct Assistance:**
Working with community groups, the federal government, national organizations, and corporate entities, AARP Foundation works hand-in-hand in communities across the country in the areas of hunger, housing, income and isolation.
- **Legal Advocacy:**
Standing up for mature individuals in the courts. AARP Foundation Litigation advocates on behalf of older Americans, protecting their legal rights in critical retirement, health, long-term care and consumer issues.
- **Raising Awareness:**
Working to increase awareness and influence the national dialogue among individuals and thought leaders about the critical issues low-income older Americans face today, AARP Foundation is including research into causes and longtime solutions for these problems.

In 2010, AARP Foundation helped more than 5.5 million vulnerable low-income older Americans who struggled to meet their basic needs for nutritious food, safe and affordable housing, adequate income and much-needed personal connections.

Senior Hunger and AARP Foundation's Response:

Today, more than 20 million older Americans — one in four — are struggling to meet one or more of their most basic needs. Through no fault of their own, many find themselves faced with the impossible choice of buying much-needed medications or putting food on the table.

Of the 51 million people in the United States who are at risk of hunger, more than six million are older adults. The problem is large, but AARP Foundation believes it is solvable. Through Drive to End Hunger, the Foundation seeks to put an end to senior hunger by engaging in anti-hunger work at the local and national levels.

At the community level, AARP Foundation is working with local anti-hunger programs and services to:

- Educate and enroll older people in SNAP (the federal government's Supplemental Nutrition Assistance Program); and
- Provide food and volunteers to supplement the efforts of local hunger relief organizations to meet the growing demand to feed more seniors.

At the national level, we are:

- Increasing national awareness about senior hunger by teaming up with NASCAR Sprint Cup Series Champion Jeff Gordon and team sponsor Hendrick Motorsports in 22 races a year for three years;
- Partnering with Fortune 500 companies and national organizations to raise money to fight hunger among older people; and
- Developing long-term, sustainable solutions to senior hunger through collaboration with hunger researchers, educators and other nonprofit organizations, and through this grant making process.

Because our long-term goal is to shift the paradigm, our focus is less about **short-term solutions** that seek to put food on the table, and more about providing **long-term, sustainable solutions that increase food security and solve the issue of senior hunger**.

AARP Foundation seeks to fund the **development or scaling of innovative, sustainable solutions to hunger** that incorporate collaboration and community development and have the potential for making a significant impact on community food security and sustainable food systems **for those 50 and older**. Best practices and lessons learned will be collected from AARP Foundation Hunger grantees and shared with the public.

SECTION II: REQUIREMENTS:

WHO MAY APPLY

Nonprofit, 501 (c) (3), senior-serving and/or hunger focused organizations that seek to develop or scale sustainable solutions to hunger for the food insecure 50+ population are eligible to apply. This includes, but is not limited to the following:

- National nonprofits
- State or local level nonprofits
- Community-based organizations
- Faith-based organizations

The following are **NOT** eligible to receive funding through this grant award, but may be identified as partners and can contribute funds toward the cost sharing requirements for this grant (see pages 7-8):

- For-profit organizations
- Retailers

With their proposal, nonprofit organizations are also required to submit:

- A copy of the IRS Determination Letter, form 990 or proof of application for exempt status under section 501(c)(3) of the Internal Revenue Code;
- A list of their Board of Directors if applicable; and
- Their most recent audited financial statements signed by the CFO or the Treasurer of the Board.

In order to be invited to submit a full proposal for consideration and review, applicants must first submit an LOI that indicates that the proposed project meets the following **basic criteria**:

- **Legal nonprofit:** Support will be considered only for select 501 (c)(3) nonprofit organizations
- **Focus area:** The nonprofit's mission must clearly address food insecurity and/or seniors, and the proposed grant project must clearly address both.
- **Sustainable solutions:** The primary focus of the proposed project must be to develop or bring to scale innovative, sustainable solutions to senior hunger

In addition to meeting the above criteria, in order to be considered for funding, proposals must focus on **Access** (an individual's ability to obtain and make use of food), **Affordability** (the cost of food and an individual's ability to pay for it), **Adequacy** (access to nutritious and safe food at all times), **and/or Appropriateness** (meeting fundamental nutritional requirements for a given person depending on their needs) specifically for food insecure older adults 50+. This could include one or more of the following*:

- Education about how to prepare healthy and affordable meals utilizing available resources
- Bridging gaps between them or uniting local food systems
- Building capacity and making connections between farms and communities, or otherwise bridging supply and demand
- Innovative agricultural and farming techniques and practices that benefit the 50+ population
- Coordinating food services with community-based outlets to reduce barriers to access
- Creating nutrition education programs for 50+ population to enhance food-purchasing and food preparation skills and to heighten awareness of the connection between diet and health
- Resource mapping to identify available resources and gaps in resources necessary to end hunger in the community
- Developing tools to assess hunger on a one- time or continual basis
- Planning and training activities to enhance innovative, sustainable solutions to senior hunger
- Effectively integrating public and private resources, including local businesses, to alleviate food insecurity
- Developing innovative, sustainable food resources for the 50+ population

This list is **not intended to be comprehensive – only to inform ideas. Other innovative concepts focused on sustainable solutions for hunger among people age 50+ are encouraged and will be equally considered.*

Among the highest ranking proposals, the following criteria may be applied in order to make final funding determinations:

- **Geography:** Priority will be given to projects that will benefit seniors in those states or regions with the highest percentages of seniors at risk of hunger (as cited in *Ziliak, J., & Gundersen, C. (2009, Sept.) Senior hunger in the United States: Differences across states and rural and urban areas. University of Kentucky Center for Poverty Research Special Reports, at <http://www.mowaa.org/Document.Doc?id=193>* or based on latest statistics available)
- **Diversity:** Priority will be given to nonprofit organizations or projects serving African American, and Hispanic populations, as they are more likely to be food insecure than other diverse groups (*Ziliak, J., & Gundersen, C. (2011, June) Food Insecurity Among Older Adults: A policy brief prepared for the AARP Foundation.*).

Out-of-Scope:

AARP Foundation will not award scaling or innovation grants to projects focused *solely* on feeding people (i.e., supplying short-term hunger relief), such as

- Delivering food and/or meals
- Funding food drives

PARTNERSHIPS AND LETTERS OF COMMITMENT

AARP Foundation is interested in funding projects that involve **robust partnerships and collaboration** among multiple private and public organizations, where those partnerships clearly add value and contribute to the sustainability of the proposed project.

Letters of commitment are required from all major partners*. Applicants must include letters of commitment from major partners with their application package. Such letters may be addressed to AARP Foundation Hunger Grant Team, or the applicant's project director.

The applicant's letters of commitment must:

- Be on the submitting organization's letterhead
- Be signed by an authorized official of submitting organization
- Describe the organization's role in the project
- Identify applicant agency and project name
- Identify the amount of staff time and other resources it intends to commit to the project
- Attest to its involvement in planning of the project

*Major partners would be considered those which, were not for their support, the project would be unlikely to succeed. These partners could include nonprofit organizations, faith-based groups, environmentalists, agriculture/community development professionals, farmers/ranchers, business representatives, retailers, bankers, local or state government/agency representatives, community leaders, civic-minded organizations, educational institutions, local residents who represent the demographic and socioeconomic diversity of the community, and other groups as deemed appropriate. **Partners do not have to provide cash support in order to be considered a partner.**

FUNDING AND COST SHARING

AARP Foundation will award grants to eligible local, state and/or national organizations in the United States (including the District of Columbia, Puerto Rico, and U.S. Virgin Islands), in amounts ranging from **\$50,000 to \$300,000 (depending on the scope and scale of the project)** through a competitive RFP process. The first round of awardees will be announced in December 2011. Grantees will be allowed to use grant funds for the duration of the project period, which is not to exceed two years*.

**When supported by a compelling case, exceptions may be granted at AARP Foundation's discretion.*

The Applicant will be responsible for 20% cost sharing of the total project budget.

Cost sharing (or matching funds) may be in the form of direct or indirect costs and in-kind contributions. The basis for determining the value of cash and in-kind contributions must be in accordance with the grantee's internal financial policies.

The cost share:

- May reflect the use of internal or external funding but may not also be counted as cost share towards any other AARP Foundation or third party award
- Must be necessary and reasonable for the accomplishment of the project and program objectives
- May include cash or in-kind costs
- May include grant related fund raising
- May include indirect expenses, but Indirect costs cannot exceed 10% of total direct expenses

The proposal must describe how the cost share will be fulfilled and the cost share must be included in the required financial reporting.

The grantee must maintain written records that support all allowable costs claimed as its cost-sharing contribution, as well as costs to be paid by AARP Foundation. Reporting requirements will be included in final grant agreement.

The submission of a proposal does not guarantee funding. Funding for approved grants will be provided through AARP Foundation's Grant Agreement process. All grant funds must be spent and all activities under the grant must be completed by the expiration date which will be outlined in the Grant Agreement.

ALLOWABLE ACTIVITIES

Grant funds may be used to implement or scale innovative initiatives that address the food needs of older adults (50+) experiencing hunger, and improve food access, affordability, appropriateness and/or adequate part of a comprehensive service.

AARP Foundation funds under the hunger grants program cannot be used to cover the following types of expenses:

- Constructing, expanding, or repairing a facility or equipment;
- Purchasing buildings, warehouses, or storage space;
- Lobbying or political activities;
- Costs for fund raising; and
- Alcohol, first class travel, or entertainment expenses

GRANT MODELS

Each applicant may apply for only one model of grant in a given community however, the same applicant can apply for a different model grant in a different community (for example, a large national organization has affiliates in different communities; two affiliates of the same parent organization based in two different communities may apply). The applicant must identify the model they are applying for.

No matter which model the applicant applies for, **the critical aspect of the AARP Foundation hunger grants program is the desire by AARP Foundation to invest in programs and projects that focus on the development of sustainable solutions and address the root causes of hunger for the 50+ population.** Clear demonstration of a focus on sustainable solutions that seek to increase food security and decrease the numbers of hungry seniors will be viewed as essential in the selection of grantees by the panels that evaluate and select the successful proposals.

Model 1: Scaling Grants

Scaling grants will be awarded to existing innovative projects focused on sustainable solutions to hunger for seniors. These projects or programs must have demonstrated success, and require additional funding to be brought to scale. Proposals for scaling grants must include:

- Geographic area to be served
- Demographics of proposed target population(s)
- Estimated numbers to be served
- Projected outcomes
- Projected impact to the service area
- Evidence of the project's initial success, which demonstrate how the project contributes to decreasing food insecurity for seniors in the current service area. Supportive documentation can include:
 - Program evaluations
 - Quarterly reports
 - Letters from clients and/or community members served
- A clear definition of scale as it relates to the project (i.e., expansion from local to statewide, statewide to regional, expansion to new target audience(s), etc., and exactly what that means in terms of additional staffing and resources, and impact to the service area).

- A clear description of partnerships, collaborations, and how they add value to the project and contribute to its sustainability.

The application should clearly describe the need in the target area and target population(s), the intent and scope of activities and how they contribute to sustainable solutions to senior hunger. Each project design should include quantifiable objectives, measures to assess progress toward meeting those objectives, project activities linked to meeting specific objectives, and a list of deliverables and/or milestones for the duration of the project. As part of the final negotiations of the award, a payment schedule will be developed based on meeting these identified milestones.

Applicants are encouraged to submit a timeline detailing milestones and deliverables.

Every grantee must assess and report on its progress each quarter by using performance measures and milestones tied to specific project objectives. These measures should include process measures, output measures, outcomes and impact measures. The proposal should describe the process for collecting and reporting these data including the data source.

Model 2: Innovation Grants

Innovation grants will be awarded to new and/or untested products, processes, technology and/or ideas that have the potential to substantially contribute to greater long-term, sustainable food security for adults 50 and older.

These projects must be described in detail, including:

- Geographic area to be served
- Demographics of proposed target population(s)
- Estimated numbers to be served
- Projected outcomes
- Projected impact to the service area
- What makes the proposed project “innovative”
- A clear description of current *or proposed* partnerships, collaborations, and how they add value to the project and contribute to its sustainability

The application should clearly describe the need in the target area and target population(s), the intent and scope of activities and how each will contribute to sustainable solutions to senior hunger. Each grant project design should include quantifiable objectives, measures to assess progress toward meeting those objectives, project activities linked to meeting specific objectives, and a list of deliverables and/or milestones for the duration of the project. As part of the final negotiations of the award, a payment schedule will be developed based on meeting these identified milestones.

Applicants are encouraged to submit a timeline detailing milestones and deliverables.

Every grantee must assess and report on its progress each quarter by using performance measures and milestones tied to specific project objectives. These measures should include process measures, output measures, outcomes and impact measures. The proposal should describe the process for collecting and reporting these data including the data source.

LEARNING ENVIRONMENT

To foster the most **innovative approaches and best practices** and to add value to the network of grantees, AARP Foundation will create a **learning environment** for all hunger grantees. This will include:

- A secure grantee section of the Foundation’s website, where grantees can go to receive and share information related to best practices, successes and challenges. (We will make sure no confidential or proprietary information about grantees, recipients of grantees’ services, or projects is shared).
- Quarterly topical training/technical assistance conference calls or online chats for grantees
- A hunger grantee listserv for information sharing
- An all-grantee meeting in late 2012 or early 2013 (time and place to be determined)

EVALUATION, REPORTS AND PUBLICATION

In order to **demonstrate the impact of the hunger grants**, AARP Foundation has **engaged an independent evaluator**. Once grantees have been selected, the evaluator will begin reaching out to grantees via telephone and email, and will also make site visits as needed to capture outcomes, stories, videos and lessons learned from the grantees, and to document the overall grant- making process. When the grant cycle is completed, the evaluator will compile a final report documenting the impact of the grant- making program. These results will be shared first among the grantee network and then with the public via AARP Foundation’s website, our annual report and various AARP internal and external publications.

SECTION III: APPLICATION FORMAT AND PROCESS

ORGANIZATIONAL INFORMATION [*This section will be entered directly into fields in our online system.*]

- **Organization name, address, telephone, website, and fax**
- **Primary Grant Contact**
This includes the name of the primary grant contact and their name, address (if different from above), telephone, website, email and fax.
- **Organizational Administrative Contact**
- **The name, address (if different from above), telephone, email and fax of the person who handles contracts and has authority to sign the contracts.**
- **Institutional Financial Contact Information**
Name, institution name, full address, telephone, email and fax of the person who handles the finances, budgets, sends out invoices, prepares financial reports, etc.).

PROPOSAL NARRATIVE [*The narrative portion of your proposal can be entered directly into the system or cut and pasted from a Word document.*]

- **Project Title**
- **Project Duration & Timetable**
Duration is limited to a maximum of two years; list projected start and end dates.
- **Executive Summary/Abstract** [*Limit – 2,000 characters, including spaces*]
Offer an executive summary or abstract of your project.

- **Purpose, Rationale and Justification** [*Limit – 2,000 characters, including spaces*]
This section will begin with: “*The purpose of this project is to. . .*” Make the purpose clear and offer a solid rationale and justification for your project. Include information about how your project will address the need in your target area.

- **Project Innovation and Relevance to Sustainable Solutions to Senior Hunger** [*Limit – 2,000 characters, including spaces*]
State how the project is innovative – how it will create or improve products, processes, technology and/or ideas - and the expected results have the potential to substantially contribute to greater long-term, sustainable food security for adults 50 and older. Make sure to **include information about how the project relates to one or more of the following: Access** (an individual’s ability to obtain and make use of food), **Affordability** (the cost of food and an individual’s ability to pay for it), **Adequacy** (access to nutritious and safe food at all times), **and/or Appropriateness** (meeting fundamental nutritional requirements for a given person depending on their needs) **specifically for food insecure older adults 50+)**. This is a crucial part of your proposal, so please give it careful attention.

Note: Please avoid simply stating that your project addresses an element of senior hunger. It is critical that you provide clear statements about HOW your project will address the root causes of senior hunger in your target area.

- **Objectives** [*Limit – 2,000 characters, including spaces*]
Provide a numbered, concise list of major project objectives associated with your project. List approximately five or six objectives; fewer are better.
- **Approach and Methods** [*Limit – 10,000 characters, including spaces*]

For scaling grants, provide a description of the procedures/methods to be used to accomplish each objective, numbered according to their corresponding objective. Describe what is to be done, how it is to be done, who will be involved (including partners), and what roles project members will play in carrying out that specific objective(s). Be sure to include:

- Geographic area to be served
- Demographics of proposed target population(s)
- Estimated numbers to be served
- Projected outcomes
- Projected impact to the service area
- Information about the project’s initial success/impact, which demonstrate how the project contributes to decreasing food insecurity for seniors in the current service area. Supportive documentation can include:
 - Program evaluations
 - Quarterly reports
 - Letters from clients and/or community members served
- A clear definition of scale as it relates to the project (i.e., expansion from local to statewide, statewide to regional, expansion to new target audience(s), etc., and exactly what that means in terms of additional staffing and resources, and impact to the service area).
- A clear description of partnerships, collaborations, and how they add value to the project and contribute to its sustainability.

For innovation grants, provide a description of the procedures/methods to be used to accomplish each objective, numbered according to their corresponding objective. Describe what is to be done, how it is to be done, who will be involved (including partners), and what roles project members will play in carrying out that specific objective(s). Be sure to include:

- Geographic area to be served
 - Demographics of proposed target population(s)
 - Estimated numbers to be served
 - Projected outcomes
 - Projected impact to the service area
 - A clear description of current *or proposed* partnerships, collaborations, and how they add value to the project and contribute to its sustainability
-
- **Outreach Plan / Strategic Partnerships** [*Limit – 2,000 characters, including spaces*]
Please show your outreach plan for providing local government and/or community-based organizational leaders, producers, researchers and other relevant audiences with an opportunity to learn from project results. Outreach may be accomplished through workshops, community meetings, field days, fact sheets, brochures or other activities. We encourage the formation of strategic partnership with a range of local organizations, be they government, nonprofit, educational, or the private sector. Applicants are urged to address the development of new, or the capability of existing, local leaders and partners in the planning and implementation of the proposed activity.
-
- **Literature Cited** (if any)
List cited literature
-
- **Proposed project budget**
 - **Budget and Budget Justification**
Using the templates provided, include a project budget, with estimated labor/personnel, operating, supply, and equipment costs. See “Allowable Costs” section for a list of what cannot be funded. In addition, provide a budget justification for each item listed on the budget.
 - **Describe the internal controls** your organization has in place to ensure that funds are used in accordance with the grant agreement. [*Limit – 2,000 characters, including spaces*]
-
- **Organizational background information**
 - **Type of Organization**
Give the primary purpose of the 501(C)(3) organization and whether it is a local, state, regional or national organization.
 - **Mission statement and goals**
 - **Capability statement for organization**
 - **Organizational chart and governance structure**
 - **List of Board of Directors (if applicable) – names and affiliations**
 - **Name, title and brief description of experience of key project management team**

REFERENCES FROM THREE DONOR ORGANIZATIONS [*Submitted as attachments*]

- Should attest to the applicant’s overall organizational strength

FINANCIAL INFORMATION [*Submitted as attachments*]

- **IRS Tax Determination Letter**

- **Audited financial statements for the last two fiscal years.**
- **Most recent IRS Form 990**
- **OMB Circular A-133 report (if applicable)**
- **Current annual budget (revenue, expense and contribution to net assets)**

LETTERS OF SUPPORT FROM KEY PROJECT PARTNERS [*Submitted as attachments*]

SECTION IV: SCREENING, REVIEW, AND SELECTION PROCESS

PROCESS

For both grant models, the elements of **innovation, scalability, replicability, and sustainability** will be heavily weighted in the application review and selection process.

The application screening, review, and selection process is as follows:

- The Foundation will initially screen all applications received by the deadline to ensure completeness and conformity with the RFP requirements.
- Applications that are missing major components or are otherwise clearly ineligible will not be forwarded to the review committee for consideration.
- Applications that meet the initial screening requirements will be referred to the review committee, which will perform a technical review on all eligible proposals.
- AARP Foundation will have the final decision-making authority over which proposals are funded and which are not, and reserves the right to make fewer or smaller awards than planned, or no awards at all.
- If necessary, site visits may be conducted before making final decisions.
- Award amounts will be based on the budgets submitted by the applicants, but AARP Foundation may request modifications, including modifications to the total funding request, through a negotiation process.
- Applicants will be notified of the funding decisions in writing, no later than December 31, 2011.
- Applicants selected to receive an award must sign a grant agreement, which will contain the terms and conditions of the grant.

CRITERIA FOR PROPOSAL REVIEW

AARP Foundation is committed to an ethic of **openness, inclusiveness and diversity** in all of its programs, policies and procedures. The 100-point criteria by which each proposal will be judged follows:

- The strength of the project’s purpose, rationale and justification (10 points)
- The clarity, relevance and feasibility of the project objectives and the quality of the methodologies proposed to carry out project activities (20 points).

- The degree to which the proposal clearly demonstrates how the project is innovative, the impact the project will have on the target population and service area, and the contribution it will make to long-term, sustainable food security for the 50+ population (20 points).
- The degree to which the proposal addresses plans for sustainability of the project (including but not limited to diversity of the partnerships created and the degree to which partners have clearly defined project roles and responsibilities (20 points).
- Appropriateness of the budget* given the project objectives and activities (15 points).
- Qualifications of the applicant(s) to carry out the proposed project (15 points)

**In addition to being reviewed by the technical review panel, budgets will also be reviewed separately by AARP Foundation for consideration of costs and appropriateness to the proposed project. Foundation may request clarifications and/or revisions from the grantee through a negotiated process.*

SECTION V: APPLICATION SUBMISSION AND CRITICAL DATES

Eligibility Questionnaire - Upon review.

- Every potential applicant should complete the Grant Eligibility Questionnaire in order to determine basic eligibility for applying for funding from AARP Foundation.

Letter of Inquiry (LOI) – Deadline Sept. 15, 2011

- Each applicant must next submit an LOI online, which includes basic information about your organization and proposed project.
- LOIs will be reviewed and applicants informed via email, within 10 business days, about whether or not they will be invited to submit a full proposal.
- The last date for submission of an LOI for consideration for this round of funding is September 15, 2011.

Technical Assistance Calls - TBD

- Technical assistance calls will be held during the application period, for the purpose of responding to questions about the RFP and potential projects to be funded
- During these calls, we will address prospective grantees' questions – including those submitted via email and those asked directly on the call. Applicants are encouraged to join one of the two calls.
- Depending on the volume and types of questions we receive via email, we may schedule a third call prior to the deadline for submissions.
- Dates and details for the technical assistance calls will be posted online at www.aarp.org/foundationgrants.

Full Proposal Submission—Deadline Oct. 15, 2011

- Proposals for the AARP Foundation Sustainable Hunger Innovation Grants Program **MAY ONLY BE SUBMITTED** using the AARP Foundation's Online Proposal Submission Web Site, which will be available to eligible organizations **by invitation only** on/after August 5, 2011.
- Prior to submission of your final proposal, please ensure that the proposal is reviewed by key staff within your institution or organization and the appropriate signatures are included on the signature page, which should be scanned and uploaded to your electronic proposal.
- For consideration for funding by the end of 2011, full proposals must be completed and submitted no later than **October 15, 2011**.

SECTION VI: DEFINITIONS (as they apply to this RFP) AND LINKS

Access: refers to an individual's ability to obtain and make use of food

Affordability: refers to the cost of food and an individual's ability to pay for it

Adequacy: refers to people having access to nutritious and safe food at all times (food security)

Appropriateness: refers to meeting fundamental nutritional requirements for a given person depending on his/her needs

Food Security - At a minimum, includes:

- The ready availability of nutritionally adequate and safe foods.
- Assured ability to acquire acceptable foods in socially acceptable ways (that is, without resorting to emergency food supplies, scavenging, stealing, or other coping strategies).
- For more on food security, go to <http://www.ers.usda.gov/Briefing/FoodSecurity/measurement.htm>.

Food Insecurity: limited or uncertain availability of nutritionally adequate and safe foods or limited or uncertain ability to acquire acceptable foods in socially acceptable ways.

Innovation: as it relates to the program or project being funded, refers to new and/or untested products, processes, technology and/or ideas that have the potential to substantially contribute to greater long-term, sustainable food security for adults 50 and older.

Organizational Capability: the previous experience, productive capacity, personnel, evidenced success and other resources, which indicate that the applying organization can carry out a proposal

Replicable: as it relates to the program or project being funded, refers to the ability to duplicate, copy, reproduce, repeat or expand services to other areas

Scalable: as it relates to the program or project being funded, refers to the ability to be easily or seamlessly expanded or upgraded to serve more areas

Sustainable/Sustainability:

- As it relates to the program or project being funded, sustainability refers to the ability to maintain the program and services after the grant funding period is over
- As it relates to hunger, a sustainable solution is one that goes beyond feeding an individual, and instead leads to lasting food security for that individual

RELATED LINKS

The following list includes examples of grant programs focused on innovative and/or sustainable solutions to hunger, and other information and references that are relevant and may be helpful for you to reference as you are responding to this RFP for AARP Foundation's hunger innovation grants:

- **Agroecology:** www.agroecology.org

- **USDA Community FoodProjects Competitive Grants Program:**
<http://www.justmeans.com/USDA-Funds-Community-Food-Security-Sustainable-Food-Systems/36409.html>
- **Community Food Projects Case Studies:** http://www.foodsecurity.org/cfsc_case_studies.pdf
- **Food Deserts:** <http://www.cdc.gov/Features/FoodDeserts/>
- **Food Policy Councils:** <http://www.foodsecurity.org/FPC/index.html>
- **Hunger and Food Security:** <http://www.csrees.usda.gov/hungerfoodsecurity.cfm>
- **Know Your Farmer Know Your Food:**
<http://www.usda.gov/wps/portal/usda/knownyourfarmer?navid=KNOWYOURFARMER>
- **Senior Hunger in the United States:** <http://www.mowaa.org/document.doc?id=193>
- **USDA Hunger-Free Communities Grantees:**
http://www.fns.usda.gov/fns/outreach/grants/hfc_awards.htm

SECTION VII: APPLICATION CHECKLIST

Before you submit, ensure that your application includes the following critical components and/or attachments:

- ___ **Proposal narrative**
- ___ **Proposed project budget and justification**
- ___ **Mission statement and goals**
- ___ **Capability Statement for organization**
- ___ **Organizational chart and governance structure**
- ___ **List of Board of Directors (if applicable)**
- ___ **Name, title and brief description of experience of key project management team**
- ___ **References from three donor organizations**
- ___ **IRS Tax Determination Letter**
- ___ **Audited financial statements for the last two fiscal years.**
- ___ **Most recent IRS Form 990**
- ___ **OMB Circular A-133 report (if applicable)**
- ___ **Current annual budget (revenue, expense and contribution to net assets)**
- ___ **Letters of support from key project partners**