PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: The Nathaniel Mission

Mailing Address: 1109 Versailles Road, Suite 400, Lexington, KY 40508

Street Address: same

Phone: (859) 255 - 0062

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No

*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a current profile with Blue Grass Community Foundation's GoodGiving.net? ☑ Yes ☐ No

*Note: Agencies **must** have profiles with GoodGiving.net to be eligible for ESR funding.*

Website Address: www.nathanielmission.com

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:

Dan Baer, Executive Director - 859-255-0062, dbaer@nathanielmission.com

Person Completing Application *(Name, Title, Phone, Email):*

same

Program Information

Name of program for which funds are being requested: **Nutritional Assistance Programs**

Total Funding Amount Requested: $ **91,518.00**

RFP #13-2019 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement **15 Points**

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

According to Feeding America's recent data, 15.6% of Fayette County residents experience food insecurity. Of those residents of the communities along the Versailles Road Corridor who participate in The Nathaniel Mission's programs, 2 in 3 attend to address food insecurity issues. The Nathaniel Mission's Nutritional Assistance programs are aimed at addressing these issues in food insecurity, nutritional access and learning, and healthy choices. The programs are open to all residents of Fayette County, with particular emphasis on the residents of the Versailles Road Corridor (Cardinal Valley, Gardenside, Bennett Ave., Speigle Heights, Irishtown, etc.). Many of these clients are participating in God's Pantry's food assistance programs, in addition to federal supplemental aid such as SNAP benefits, and yet still lack enough resources to adequately provide enough food for their households. As under-served residents, these neighbors face obstacles in transportation, language, and community-connectedness that would otherwise allow them to find alternative resources in other parts of Lexington. These communities need significant resources and support, and The Nathaniel Mission Nutritional Assistance programs target this particular issue our clients face. In partnership with God's Pantry, Senior Commodities, Glean KY, and other organizations, The Nathaniel Mission is proud to be a central hub for the Versailles Road Corridor's food insecurity solutions.

5.1.2 Service Delivery Model **15 Points**

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

The Nathaniel Mission Nutritional Assistance programs include a myriad of opportunities for clients to receive holistic care in addressing their needs. Our Mission Market, open three days per week, offers fresh, canned, pre-prepared, and frozen foods to clients on a once-per-month basis. Our Lunch & Learn services, presented twice per month, offer a hot, nutritious meal and nutritional or health-related training, information, workshops, or educational opportunities. Our Senior Commodities partnership with God's Pantry supplements basic food resources for clients on a monthly basis. Throughout the week, healthy food options for breakfast and lunch are available, free of charge, for clients who participate in our Day Shelter or who arrive at the Mission for other classes, clinics, or programs. In addition to these consistent, year-round programs, additional programs are offered throughout the year to target additional food insecurity and wellness issues. Nutritional Cooking Classes are held quarterly, Emergency Food Assistance packages are prepared year-round for clients in critical need, and Community Meals serve hundreds of neighbors at holidays and other special occasions. These various programs aim to both address critical gaps in food security for our clients as well as provide supportive assistance and resourcing to lessen the chronic experience of food insecurity.

5.1.3 Client Eligibility and Requirements **5 Points**

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

Clients who have a valid ID and reside within Fayette County are eligible to participate in all of our Nutritional Assistance Programs. No further requirements are placed upon clients, other than their maintenance of Mission policies, rules, and behavioral expectations while in our facilities.

5.1.4 Evidence-Based/Best Practice **10 Points**

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

The Nathaniel Mission Nutritional Assistance programs are intentionally varied and address a multitude of the facets surrounding food insecurity issues. In addition to the related opportunities within the Nutritional Assistance programs, clients of The Nathaniel Mission can also participate in complementary services aimed at resourcing our neighbors in the midst of the complex factors contributing to poverty, such as social worker consultation and case management, referrals to other organizations with supplemental resources, and classes targeting job readiness, financial wellness, and other topics. The consensus in research indicates that this “center model” is the most effective approach to addressing the underlying causes of poverty and creating sustained food security (RTI composite research, 2014). By providing holistic services that address food insecurity and general poverty issues, The Nathaniel Mission is confident that our Nutritional Assistance programs make a marked difference in the lives of our clients.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes **10 Points**

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

The Nathaniel Mission Nutritional Assistance programs seek to make a marked difference in the experience of food insecurity and wellness issues amongst our clients. Predominantly, the programs are designed to fill critical gaps in resources for our neighbors in need, offering an opportunity to receive the necessary supplies to avoid hunger and nutritional deficiencies. In addition to resourcing, we aim to help clients work diligently to achieve greater independence in general. For regular clients of our Mission Market, for example, we provide opportunities for one-on-one consultations with our staff Social Worker who sets unique goals with clients to begin to see change in their experiences of poverty. Those goals can include participation in a financial wellness class, the securing of a resume through one of our trainings, or the completion of a healthy eating class and the start of new personal habits. We judge success in these programs on an individual basis, but generally rely on statistical data regarding regularity of participation, engagement in other supplementary programs, and client reports to track the success of these programs. We have found that 53% of our clients who participate in our Mission Market go on to receive complementary assistance through other classes, trainings, and opportunities. Of those clients who participate in more than food assistance programs, 2 of 3 report significant change in their experience of poverty and their own confidence in their personal independence.

5.2.2 Client Empowerment & Community Impact **10 Points**

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

The Nutritional Assistance Programs at The Nathaniel Mission make a marked difference in our clients, from addressing gaps in food security to a passion for healthy eating choices. Many of our clients reflect to staff and volunteers that their participation in our Mission Market is critical for their own food needs and consistently express peace of mind as a result of this resource. Our Healthy Cooking classes and Wellness programs provide safe space for clients to express their struggles with healthy eating while experiencing techniques and receiving tools to address those issues. Our Lunch & Learn programs marry together these core objectives: providing healthy meals to those struggling with food insecurity and teaching healthy choices in a safe environment. Our central belief is that addressing food insecurity or healthy choices alone is insufficient. As a result, many of our Nutritional Assistance programs tie directly into other classes and clinics for further support and resourcing, such as Diabetes Support Groups or Financial Wellness Classes. By addressing some of the systemic factors leading to food insecurity or poor nutritional choices, The Nathaniel Mission aims to break cycles of dysfunction and instability. Many of our clients receive such support and attest to the transformation that occurs as a result of their participation in these programs.

5.2.3 Data Assessment & Quality Improvement **10 Points**

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

All clients who participate in a Nutritional Assistance program fill out an intake form and are given the opportunity to fill out a satisfaction survey as well. These two forms provide the basis for our quality assessment data. By tracking our clients' self-identification and reporting on attitudes, experiences, and concerns, we can measure the effectiveness of our programs at making the marked difference in our clients' lives that we target. Changes in attitude and experience of food insecurity are the two primary areas of focus in measuring the quality of our programs, and we analyze this data on a monthly basis from all received intakes and surveys. In addition, we track participation in programs and classes that complement our Nutritional Assistance programs and attempt to predict future participation and target these alternative opportunities in an effective manner as a result of this tracking data.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

Meghan Talley, Program Director – over a decade of experience directing similar efforts at The Nathaniel Mission and in other non-profit settings. Meghan brings dedication, visionary leadership, and compassion to The Nathaniel Mission's Nutritional Assistance Programs. She oversees staff and volunteer performance, coordinates strategic partnerships, and provides hands-on leadership where applicable.
Sheila Faust, Social Worker – 15 years experience administering resources and directing programs at The Nathaniel Mission. Sheila's long standing service in The Nathaniel Mission's Nutritional Assistance programs provides longevity of vision, rapport with clients, a wealth of knowledge in resourcing and support, and the dedicated focus on achieving stated goals for the programs.
Nutritional Assistance Programs Food Manager - this to-be-hired position would allow for all kitchen-related prep and resourcing to be funneled into a singular staff position as opposed to spread out over severl existing staff as it is now. Responsibilities would include meal prep, nutritonal cooking classes, inventory, food processing, and more as determined by the Program Director.
Stephanie Martinez, Office Administrator – bilingual in English and Spanish, Stephanie's skills ensure that our services are available and accessible Spanish Speakers. Managing details, Stephanie ensures that volunteers pick up food at local stores (Target, Kroger, Starbucks), maintaining the organization and cleaning of the pantry and kitchen, and places orders through four different vendors.

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

The Nathaniel Mission's Nutritional Assistance programs work in collaboration with many other organizations around Lexington to meet the needs of our clients. Partnerships include God's Pantry, Glean KY, Food Chain, Senior Commodities, Target, Kroger, Big Lots, Dollar Tree, Save-A-Lot, and others. These formalized partnerships provide a wealth of goods for our clients to receive and allow The Nathaniel Mission to offer the majority of its programs without any charge to our neighbors.
The Nathaniel Mission also relies heavily on partnerships with local congregations, families, and groups to provide essential volunteer support to our Nutritional Assistance programs. All United Methodist congregations in Lexington provide active support to The Nathaniel Mission, in addition to Kentucky Work recipients, Senior Community Service Employment Program and at least 8 other churches in Lexington. Funding for our programs also is supported by our connections to these congregations and groups.

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

In looking at the demographics of Fayette County and specifically the Versailles Road Corridor, it is easy to see that the neighbourhoods we serve are very diverse. Knowing that 59% of the 610 Cardinal Valley Elementary School students are considered English Language Learners, gives us a better picture of our need to be able to communicate with our neighbors. We have been intentional about hiring an Office Administrator who is fluent in Spanish to help bridge this gap when neighbors come to us, as well as translating documents into Spanish to ensure neighbors know about our services. If a client speaks a language other than Spanish, we have established a partnership with Access Language Solutions to provide translation over the phone or by scheduling an appointment.
When it comes to physical disabilities, our parking lot, entryway, spaces, and food pantry can easily be accessed without physical barriers. Staff and volunteers make any adjustments needs to accommodate clients.

We regular interact with clients that have mental and emotional disabilities. Staff and volunteers are training in trauma informed care to be able to effectively meet all client's needs.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request.)*

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2020. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2020 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **The Nathaniel Mission**

Program Name **Nutritional Assistance Programs**

FY 2020 (July 1, 2019-June 30, 2020) Total Program Budget

	# of Employees:	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program				
Full-Time (FTE)	1	45,000.00	**15,000.00**	30,000.00
Part-Time	2	45,000.00	**30,000.00**	15,000.00
Total Salaries		90,000.00	**45,000.00**	45,000.00
3. Consultant Services	$	0		
list details	None			
4. Space/Facilities	$	25,296.00	**12,648.00**	12,648.00
list details	Costs associated with facility mortgage, utilities, supplies, etc. have been totaled for the year and then divided by the percentage of the overall space used by Nutritional Assistance Programs (commercial kitchen, Mission Market, food storage, offices, and classrooms), or 34% of the total square feet of The Nathaniel Mission.			
5. Operating Expenses	$	56,450.00	**33,870.00**	22,580.00
list details	Operating costs include non-perishable foods for Mission Market, foods for meals, cooking supplies, kitchen equipment,			
6. Scholarships / Stipends	$	0		
list details - numbers & amounts	None			
7. Other	$	0		
list details	None			
8. TOTAL PROGRAM BUDGET	$	171,746.00	**91,518.00**	80,228.00

Cost per Program Participant: $ **6.53**

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative *(typed name)*: Dan Baer

Title: Executive Director **Date**: 4.17.19