PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Glean Kentucky

Mailing Address: 628 N. Broadway, Lexington, KY 40508

Street Address: 628 N. Broadway, Lexington, KY 40508

Phone: (859) 444 - 4769

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 Silver Seal of Transparency or higher profile on GuideStar.org? ☑ Yes ☐ No

Note: Agencies must have a Silver Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.

Website Address: www.gleanky.org

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

Stephanie Wooten, Executive Director, 859-444-4769, Stephanie@gleanky.org

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

Bekah Worster, Development Director, 859-444-4769, Bekah@gleanky.org

Program Information

Name of program for which funds are being requested: **Nourishing the Commonwealth-Lexington**

Total Funding Amount Requested: $ **24000**

RFP #5-2020 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 data in 2017, 15.3% of Fayette County residents face food insecurity. A majority, or 58%, are below the poverty threshold. A staggering 35% of residents face food insecurity and have an income greater than 185% of the poverty threshold, an increase of 2% since 2016. Whether the residents qualify for SNAP benefits or not, food insecurity and the need for accessible and healthy food is above the national average in Lexington. While many do not know where their next meal is coming from, 40% of food grown in the United States is sent to landfills which contribute 20% of the United States' carbon emissions.

The founders of Glean Kentucky recognized the nutritional opportunity that was locked inside imperfect, yet edible produce that was being thrown away or left in fields. Glean Kentucky works to bridge the gap between food waste and food-insecurity and was created specifically to transport healthy, nutritious fruits and vegetables to local feeding programs that support underserved and at-risk populations. Having access to fresh produce allows individuals to stay healthier and improve their quality of life in a situation that may have them relying solely on heavily processed and canned goods. Based on the Center for Disease Control, Kentucky ranks in the top for cancer, heart disease, stroke, and diabetes. Diet is a key factor in living a long and healthy life.

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.

Glean Kentucky works with the community in a unique way. Unlike most feeding programs that work with individuals, Glean Kentucky's clients are the feeding programs and agencies in Fayette County that serve individuals. Our Nourishing the Commonwealth-Fayette County program supplies fresh fruits and vegetables to a range of feeding agencies in Fayette County, including food pantries, shelters, after school programs, and senior citizen centers. Our clients receive produce year-round. Potential clients may approach Glean Kentucky year-round to apply for our Nourishing the Commonwealth program. To become a client of Glean Kentucky, several steps must be completed. The first is the initial application and site visit. In this step, our Fayette County Coordinator works to identify the needs of the agency and the frequency of the need, while verifying the agency has an existing feeding program. An agency is then matched with a source or placed on a waitlist. Volunteers work year-round to pick up fresh fruits and vegetables from a variety of sources: grocery stores, farmer's markets, farms, orchards, and private gardens. The volunteers then immediately take the produce to the agency. Glean Kentucky does not store produce to ensure agencies receive the produce at its peak freshness. Agencies distribute or prepare the produce at their discretion. This, in turn, allows organizations to effectively address the need for more nutritious and healthy food for food insecure individuals. Annually, Glean Kentucky serves approximately 40 agencies within Fayette County, which impact a collective 60,000 food insecure individuals.

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.)

In order for agencies to become Glean Kentucky clients, the organization must have a feeding program in place that could incorporate fresh fruits and vegetables. Although the organization does not need to possess a 501(c)3 status, all meals must be provided for free to food-insecure individuals. Organizations must also have a plan of action for any excess produce they receive, such as passing it on to a neighboring organization who would use it or composting it.

To ensure Glean Kentucky's requirements and values are upheld, all programs sign a memorandum of understanding (MOU). The MOU outlines Glean Kentucky's values and commitment to building relationships and meeting the needs of recipients in a way best suited to the individual program. The MOU also requires periodic reporting to Glean Kentucky that describes the impact the fresh fruits and vegetables have on the agency and the individuals served. With these requirements in place, recipient programs work consistently and effectively with Glean Kentucky's values.

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.

In Kentucky, Glean Kentucky is the only organization whose sole purpose is gleaning. As food waste and environmental issues have entered the spotlight, Glean Kentucky has found itself a key player in creating a national network and establishing best practices. Glean Kentucky attends an annual International Gleaning Symposium and was a founding member of Kentucky's Hunger Task Force that addresses hunger through an agricultural lens. Several like-minded organizations meet during these events and share successes and challenges, while setting a shared best practice. In 2020, leaders from several gleaning organizations around the country, including Glean Kentucky, created the Association of Gleaning Organizations and established a board to set national standards. Glean Kentucky Executive Director Stephanie Wooten was named a Founding Board Member. All gleaning organizations believe in providing free nutritious food that would otherwise be wasted with dignity and without bias.

Internally, Glean Kentucky works with their partnered programs to understand what is working with their partnership and what needs improvement. In 2019, 100% of recipients responded that they were able to serve a greater variety of food to individuals due to Glean Kentucky. Glean Kentucky asked recipients if they receive produce anywhere else, in which 39% reported they rely solely on Glean Kentucky for fresh fruits and vegetables. The annual survey responses allow Glean Kentucky to measure the impact of their Nourishing the Commonwealth program and receive feedback on any improvements to their service delivery model.

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?

Glean Kentucky believes that everyone deserves access to fresh, healthy food. Glean Kentucky gives their partner programs the means to provide perishable produce to the individuals and families who do not have access to it. At the agency level, success looks like increases in nutrition and capacity for feeding, as we reduce costs for food purchases at each program. Glean Kentucky believes in offering the nutritional resources to agencies and allowing them to use their donation in a way that best fits their needs. An annual recipient survey allows us to see how valuable the Nourishing the Commonwealth program is to agencies in the area. These metrics, which are measured through a yearly program evaluation, are vital to Glean Kentucky ability to understand the efficacy and impact of its work. In 2019, 71% of agencies were able to serve more individuals, while 74% received enough produce to meet their programming needs.

Glean Kentucky monitors the efficacy of its programs as a whole, which it does by keeping data on each gleaning trip, monitoring number of pounds gleaned, volunteer time, number of volunteers and more. Overall, Glean Kentucky's goal is for all feeding programs in the area to have adequate access to fresh produce to meet their programming needs, which in turn allows food insecure individuals to have a healthy diet.

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.)

Individuals who receive the fruits and vegetables through a partner feeding program receive numerous benefits. Chronic diseases that are related to diet are found frequently in food insecure communities. Those who rely on food banks have a diet heavy in processed and canned foods due to the shelf life of non-perishable foods. A family who receives fresh produce from an organization, such as our partner The Nest, would be able to add strawberries and apples to afternoon snacks or add local squash or greens to dinner. Senior citizens at our partner agency, the Ballard-Griffith Towers, are able to add nutrient rich food that helps benefit glucose and blood pressure levels.

In 2019, 52% stated that Glean Kentucky helped save time and resources (such as money) when it came to allocating food for their programs. This allows staff at our partner organizations, such as Lexington Rescue Mission, to spend more time and resources on actual programming. Other benefits include being able to serve more in the community and securing fresh fruits and vegetables for their clients for the first time.

Kentucky's farmers have a more direct way to support the communities they reside in with their donations while receiving special tax incentives. Not only do they provide fresh fruits and vegetables, many farmers are relieved their excess produce is no longer left in the field. Glean Kentucky has seen a rise in food waste awareness in local farmers and as supply increases, Glean Kentucky is able to serve more agencies.

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.**

Glean Kentucky has several processes in place to record and analyze the Nourishing the Commonwealth program in Fayette County. Every volunteer and staff member who gleans fresh produce, whether from a farm or grocery store, is given a scale to weigh the food every time it is collected. In 2018, GleanKY rescued 252,000 pounds of fresh fruits and vegetables from being wasted in all counties. In 2019, that number increased to over 254,000 pounds. These weights allow Glean Kentucky to learn what stores and farms are proactively lowering their initial supply of food, which leads to less food waste. It also allows Glean Kentucky to measure their success in making farmers and store owners aware of their program for an increase in donations.

Additionally, Glean Kentucky measures their impact with all clients through an annual survey. Glean Kentucky's program committee contacts recipients and asks them questions regarding the feeding program and Glean Kentucky's donations. The survey goes to approximately 100 agencies statewide. Each year, the responses help Glean Kentucky adjust their programming based on feedback given. Outside of the survey, Glean Kentucky checks in with agencies receiving produce to make sure needs are still being met or if any adjustments are needed. Last year 74% of agencies said their needs are met, telling Glean Kentucky that 26% of our partner agencies still need more produce.

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.

Jimmy Earley Fayette County Coordinator
Jimmy has been involved in food-systems work for many years and joined the GleanKY team last year. Jimmy has established relationships with all Glean Kentucky partner agencies in Fayette County and works to recruit, train, and retain hundreds of volunteers to carry out Glean Kentucky's mission. Jimmy is an integral part of the innovation within and efficacy of the Fayette County gleaning program.

Ben Southworth Program Director
Ben joined Glean Kentucky's staff in the spring of 2016, working first as the organization's Development Director before moving into his current role as Program Director in 2018. Ben is a graduate of the University of Kentucky's Arts Administration program. Ben oversees the sustainable growth of Glean Kentucky's programs, while empowering community leaders to implement the Glean Kentucky model across the state. Ben helps scale many Glean Kentucky practices that are piloted and perfected within Fayette County.

Stephanie Wooten Executive Director
Stephanie was hired as Glean Kentucky's first full-time staff person in October 2014. Stephanie is a graduate of the University of Kentucky and Indiana University and has master's degrees in Environmental Science and Public Administration. Stephanie ensures the health and sustainability of the Glean Kentucky organization by administering programs, managing staff, In the beginning of 2020, Stephanie was elected to the inaugural Association of Gleaning Organizations' Board of Directors where she will play an integral part in setting industry standards.

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.

Glean Kentucky's program makes significant contributions to the community's nutritional wellness. The Lexington Commissioner of Health released a LEX-CHIP wellness plan for the years 2016 through 2021, highlighting how each aspect of life, including access to healthy food, plays a key role in a healthier and more sustainable Fayette County. The community survey cited in the plan identifies 10 problems to tackle to make Lexington healthier, including mental health issues, high blood pressure, and obesity. Of the 10 identified, 8 can benefit with access to nutritious fruits and vegetables. The benefits from Glean Kentucky's Nourishing the Commonwealth program have been seen within the food community. Agencies, such as God's Pantry and FoodChain, have partnered with Glean Kentucky for various programs. Glean Kentucky is also one of the founding members of Kentucky's Hunger Task Force led by the Commissioner of Agriculture.

Glean Kentucky understands their role in the community and requires the Board of Directors to volunteer in some capacity. Glean Kentucky has diverse funding, with 42% of income coming from grants, 13% from local businesses, 25% from individuals, and 20% from community events. GleanKY is a member of the United Way and has received funding from several notable foundations such as Passport Health, Toyota, and the James R. Kenan Charitable Trust. Corporate sponsors include the Fayette County Farmers Bureau, McBrayer, Starbucks, Dean Dorton Allen Ford, and Big Ass Fans. All stakeholders are invited to contribute time and volunteer individually or as a group.

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?

Glean Kentucky understands that food insecurity has no bias. Hunger is found in every community, ethnic group, and gender. Glean Kentucky's clients, or partner agencies, are diverse in the ways they serve the community. Agencies served by Glean Kentucky vary as food pantries, homeless shelters, hot meal programs, after school programs, backpack programs, and senior citizen centers. Many of Glean Kentucky's partner programs in Fayette County serve individuals who may be especially overlooked in the larger system of human services - residents with limited mobility due to illness or disability, people for whom English is not their primary language, as well as refugees and migrant farm workers. These partners are important to Glean Kentucky's ability to reach members of the community who are often precluded from access to fresh produce. For members of the community who are homebound, Glean Kentucky has recruited a network of neighborhood ambassadors who deliver the fresh produce directly to the individual.

Glean Kentucky has a policy that every agency partnered with the Nourishing the Commonwealth program is forbidden from turning away any member of the community due to race, gender, ethnicity, or physical/mental disabilities. Internally, Glean Kentucky has an explicit Equal Opportunity Policy that applies to all stakeholders and activities. Glean Kentucky's values, which can be found on Glean Kentucky's website, include treating everyone with respect, inclusiveness, and empathy. These values are found in the core of Glean Kentucky's decisions regarding the Board of Directors, stakeholders, and community partnerships.

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.)* **The Program Budget will be the same for both FY21 and FY22; there will be no increases in award for Year 2 of the grant.**

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 2021. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2021 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 **Glean Kentucky**

Program Name **Nourishing the Commonwealth-Fayette**

FY 2021 (July 1, 2020--June 30, 2021) 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)	4	158,500	8,500	150,000
Part-Time	1	5,500	5,500	0
Total Salaries		164,000	14,000	150,000
3. Consultant Services	$	0	0	0
list details	Staffing that is directly related to Fayette County			
4. Space/Facilities	$	9,800	2,000	7,800
list details	Rent for office space.			
5. Operating Expenses	$	23,000	8,000	15,000
list details	Fuel for the vans, van maintenance, program evaluation fees, field guide expenses, other program expenses			
6. Scholarships / Stipends	$	0	0	0
list details - numbers & amounts	N/A			
7. Other	$	0		
list details	N/A			
8. TOTAL FY21 PROGRAM BUDGET *(Program budget will be the same for FY22; no increase in award for Year 2 of the grant)*	$	196,800	24,000	172,800

Cost per Program Participant: $ 2,500

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)*: Stephanie Wooten

Title: Executive Director **Date**: 4/2/2020