



REQUEST FOR PROPOSALS (RFP)

***Funding Available from the
Nutrition Equity Fund of the Nourishing Power Network***

Policy Action for Food Justice Grant Program

Applications due: July 30, 2023. Click [HERE](#) to apply online.



Background and Aspirations of the Nutrition Equity Fund: Cleveland's food system can produce justice and sovereignty within historically redlined neighborhoods. The Nourishing Power Network seeks to make this happen. We hope for a local food system that is known for creating freedom, hope, and dignity in food traditions resulting in holistic health. The Nutrition Equity Fund, managed by the Nourishing Power Advisory Council, is one component of Nourishing Power Network's community action research. Through the Fund, we are testing ways to unify resources to root and grow a local food system that works for Black, Latino/a/x, Asian, and Indigenous communities in Cuyahoga County (hereafter referred to as BIPOC communities). The purpose of the Fund is to support community-driven initiatives that uplift equity, embrace learning as we go, and amplify BIPOC experiences and expertise. We seek to use the Fund to share power, promote connectivity, and spur collective action as community leaders and organizational partners work together to disrupt the status quo and drive transformation within our local food system. We want to ignite community action that leads to a vibrant and nutritious food system that is equitable and fair and deeply anchored to local community institutions and assets.

Our Process: The Nutrition Equity Fund is collaboratively designed by a group of diverse stakeholders representing Cuyahoga County. The working group includes the Nourishing Power Advisory Council, food system workers, researchers, funders, and other community leaders. We are committed to learning from the Fund through reflection and feedback, adapting as we go in alignment with our Nourishing Power values.

- ***All People and Experiences Have Equal Value.*** We believe that everyone has gifts to give and receive in co-creating the Nourishing Power Network. A diverse community with a variety of experiences, skills, and backgrounds are necessary to have a broader impact.
- ***Create Inclusive and Holistic Spaces.*** We believe in creating welcoming spaces where all people feel heard and seen. We are committed to creating a nourishing environment to root and grow a local food system that leads to holistic health for all - in body, mind, and spirit.
- ***Build Bridges for Community Ownership.*** We believe that linking community power with organizational power will strengthen and expand community-led actions in the local food system. These actions must promote freedom, hope, and dignity in food traditions among Black, Latino/a/x, Asian, and Indigenous communities.
- ***Community-led = Sustained Impact.*** We believe in investing in food system ideas and actions that lead to community ownership and build on and strengthen the collective vision of the community.
- ***Promote Racial Equity in the Food System.*** We believe systems were not created with the goal of racial equity and some were designed to maintain and expand structural racism within our systems and policies. We are committed to nourishing bold and fresh ideas that will address inequities and transform long-standing injustices of the food system.

During its testing phase, the Fund is managed by Neighborhood Connections with fundraising support from CWRU's Mary Ann Swetland Center for Environmental Health and members of the Nourishing Power Advisory Council. Learnings from its initial launch will inform its future organizational home.

Prioritizing Policy Action for Food Justice: We know there are many ways to support food justice work locally. To make the most of the money in the Fund, members of the Nourishing Power Advisory Council prioritized funding for coalition building to bring together local policy engagement for nutrition equity. Our focus is on leadership of BIPOC communities with priority areas for nutrition equity policy that may include, but are not limited to:

- Land access for food sovereignty
- Community wealth building through the food sector

- Integration of culturally relevant foods in institutional settings (e.g., schools, childcare, healthcare)
- Nutrition equity for optimal wellbeing (healthy body, mind, and spirit)

For this RFP, policies should have an impact on local institutions, organizations, and agencies in cities within Cuyahoga County or those serving Cuyahoga County as a whole. The RFP does **not** support projects focused on federal or state policies. Initiatives should have a tangible “win” over the 15-month grant timeframe.

Examples of these may include, but are not limited to:

- Technical assistance or “how to” supports to navigate existing policies within organizations or local government to help BIPOC community leaders access resources for urban agriculture, such as land, space, water, tools, remediation, etc.
- Implement organizational policy to increase BIPOC ownership of land or space needed for urban agriculture and/or healthy food access initiatives.
- Institutional policies to diversify procurement (e.g., vendor agreements, supply chains) to increase opportunities for BIPOC food growers and makers to sell their products at fair market prices.
- Campaigns to raise awareness about nutrition equity policy change-making efforts in Cuyahoga County through storytelling with residents, op-ed stories in local media, social media, etc.
- Coordinate coalition building to mobilize a specific nutrition equity policy within city or county government in Cuyahoga County.

Important Dates

| | |
|--|---|
| Grant Application Opens | June 15, 2023 |
| Information Session | June 20, 2023 at 9am via Zoom . This session will be recorded and shared via our website . |
| Office Hours (OPTIONAL) <i>Ask questions about your proposed ideas. There is no agenda. Registration is required.</i> | Register HERE for Zoom Office Hours on June 26th from 3:30-4:30pm Register HERE for In Person Office Hours on July 11th from 12-1pm Neighborhood Connections Huddle Room 1971 E. 66 th Street, Cleveland, OH 44103 Register HERE for Zoom Office Hours on July 26th from 1-2pm |
| Application Closes | July 30, 2023 at 11:59pm. Late applications will not be accepted. |
| Interviews with Selected Teams | 45 minutes, at least two team members must attend. Scheduled the week of August 14-18, 2023. |
| Announcement of Award(s) | August 31, 2023 |
| Grant Start Date | October 1, 2023 |
| Grant End Date | December 31, 2024 |

Key Information about the Policy Action for Food Justice Grant Program

- Award Type: Grant
- Total Funds Available: \$60,000
- Number of Awards Granted in 2023: Up to 3
- Minimum - Maximum Award: \$10,000 - \$50,000
(We encourage proposals requesting all levels in this range.)
- Award Timeframe: October 1, 2023 – December 31, 2024 (15 months)
- Applicant Eligibility:
 - Organization located in Cuyahoga County.
 - Must be a nonprofit or, if not a nonprofit, the applicant must engage a fiscal sponsor to receive the award. A letter of support from the fiscal sponsor is required. This should be on the fiscal sponsor’s letterhead declaring they agree to serve as the fiscal sponsor for the proposal being submitted.
 - Willingness to participate in required evaluation of the grant-making process (finalized in partnership with grantees after the award is provided).
 - Willingness to share lessons as you go through three check-ins during grant cycle with other grantees.

- We will not fund organizations that have a policy of discriminating based on race, color, religion (creed), sex, gender expression or transition, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, whether the discrimination policies are written or are in practice. Our policy is to not provide grants to any organization that maintains such a policy.

Members of the Nourishing Power Advisory Council, Nourishing Power Leadership Team, and Nourishing Power staff are not eligible to apply for this RFP.

Grant Application Process: The application process has three steps to honor the time and effort of those working for food justice. Our goal is to establish the least extractive approach to grantmaking while gathering the information needed for informed decision making. The steps include: 1) screener questions, 2) written application, and 3) interview. Attachment 1 lists the questions for each. To apply, you must first [create an account](#) in the Neighborhood Connections grant portal.

1. **Screener Questions:** Brief survey to determine if your initiative is a good fit for this funding opportunity.
2. **Written Application:** Background information about your team and seven short answer questions completed online to better understand your initiative.
3. **Team Interview:** Conducted based on review of written applications. Interviews will occur over Zoom or in person. They will be about 45 minutes with at least two members of your team. The interview will begin with a five-minute presentation about the goals of your proposal, the timeline, and the key milestones. Teams must submit a written project timeline with milestones, detailed budget, and budget justification for review at the interview.

**Click [HERE](#) to apply online using the
Neighborhood Connections Grant Portal**

Guidance for Decision Making: We seek to fund policy engagement for nutrition equity initiatives that result in a tangible win for food justice in Cuyahoga County over the 15-month grant timeframe and build power of the group funded to sustain this work long-term. Decision making about initiatives supported by the Fund will be based on the extent to which they address the following aspects of nutrition equity.

- **Connectedness.** Embrace connections across sectors and include processes to build and nurture trusting relationships.
- **Inclusivity.** Openness among the team with evidence of welcoming and promoting belongingness among BIPOC communities.
- **Adaptability.** Evolving and responsive approach that is situated and tailored to local communities. A commitment to share lessons learned as you iterate.
- **Power Relations.** Shared power and shared decision making with BIPOC community leaders and meaningful engagement of community stakeholders.
- **Racial Equity.** Seeks to dismantle structures of racism with an emphasis on systems change. Work that leads to wealth building for BIPOC communities.
- **Food Choice.** Creates vibrant and abundant opportunities to choose culturally relevant foods that are nutritious and enriching.

As funders, we are committed to grantmaking that upholds these aspects of nutrition equity.

- **Connectedness.** We are incentivizing collaboration by encouraging use of funds to nurture trusting relationships across community and organizational partners.
- **Inclusivity.** Our review team includes meaningful representation from BIPOC communities and our process for review seeks to be transparent with technical assistance available.
- **Adaptability.** We assume initiatives will adapt and encourage super iterative designs that are responsive to feedback. We build in time and processes to understand pivots and allow for funds to be re-budgeted easily.
- **Power Relations.** We assume the best of grantees. We include processes to enrich grantor-grantee relationships by having fund decision makers spend time with grantees. We encourage creativity and

sharing of lessons learned from so called “failure.” Our goal is to fund fairly and in a manner that is circular and generative and supports wealth building within BIPOC communities.

- **Racial Equity.** We are working to explicitly name how structures of racism influence every part of the funding process while actively dismantling racist practices in our grantmaking. We are holding ourselves accountable to monitor progress through reflexivity on the intersections of race and power.
- **Food Choice.** We encourage projects that align food choices with the hopes and desires of the community with a focus on vibrant, nutritious, and enriching foods grown and/or made by BIPOC people and communities.

Grant Review Procedures: Our grant review team includes members of the Nourishing Power Advisory Council as well as staff affiliated with the Nutrition Equity Fund from Neighborhood Connections and the CWRU Swetland Center for Environmental Health. Each grant will have three reviewers, including two members of the Advisory Council and one staff liaison. Attachment 2 provides a summary of the grant review rubric.

Budget Information: To maximize resources in the Fund, we encourage proposal that request funding across the award range. A detailed budget is required for applicants selected for an interview. A sample budget template is provided in Attachment C. The budget may include up to 5% of the total direct costs to cover administration of the award (e.g., operational costs like rent, electricity, internet, etc.). Total direct costs include all project specific costs related to Personnel and Other Project Costs.

- Personnel (salary, fringe)
- Other Project Costs, such as:
 - General project related supplies: Up to \$750
 - Marketing and promotional materials for project goals
 - Community engagement costs (e.g., food at meetings, stipends for participation)
 - Consultation (not to exceed 10% of the grant)
 - Conference travel (i.e., to present work at local or national meetings based on the following cost estimates per person for a 2-night stay trip):
 - Airfare: up to \$600
 - Hotel: up to \$600
 - Conference registration: up to \$350
 - Per diem for meals and incidentals (i.e., taxi, Uber, parking): up to \$100/day
 - Mileage for in town and statewide travel for meetings: \$0.655 per mile
- Administrative Costs (up to 5% of direct costs)

Unallowable expenses:

- Equipment over \$500 (unless approval is provided in writing prior to award)
- Alcoholic beverages
- Goods and services for personal use
- Lobbying that is substantial in relation to the organization’s overall activities or is in support of or against a political candidate or specific legislation.
- Construction
- Capital or building campaigns
- Religious efforts for religious purposes
- Fundraising dinners, galas, or events

Award of Funds: All grants will be administered through Neighborhood Connections. Fifty percent of the total funding awarded will be provided to the applicant at the start of the grant. The remaining 50% will be awarded after the mid-point milestone(s) is accomplished. This milestone(s) will be based on the grantees proposed project timeline and may be renegotiated with the project officers if the project adapts over time. Grantees or their fiscal sponsor are required to keep detailed financial records, including receipts for expenses, which may be requested by Neighborhood Connections or Case Western Reserve University for grant auditing purposes. Grantees will meet project officers at the beginning of the project to review their proposed budget. Our goal is to support necessary changes of grantees, which may require re-budgeting. Re-budgeting more

than 25% in any one category (i.e., personnel, other project costs) must be approved in writing by the project officers.

Grantee-Grantor Relationship: We assume the best of grantees and seek to deepen relationships through the grantmaking process. Our goal is to establish a partnership that supports shared power relations between grantees and grantors. The following structures are built into our grantmaking process to support these goals.

- **Technical Advisor.** All grantees will be assigned 1-2 members of the Nourishing Power Advisory Council to serve as a Technical Advisor. This relationship will be negotiated between the grantee and the Advisory Council member(s). The goal of this relationship is to create space for shared learning, technical assistance, connection making, and general support. We anticipate 3-5 meetings between the grantees and the Technical Advisor(s) over the 15-month grant cycle. These advisors may refer the grantee to other technical supports, as needed.
- **Evaluation Advisor.** All grantees will be assigned an Evaluation Advisor from the Swetland Center. Leadership of each funded project will meet with the Evaluation Advisor at the beginning of the award to define evaluation metrics for their project. These metrics will be based on the grantee's aspirations for change. Grantees will meet with their Evaluation Advisor at the middle and end of the project to document learnings and impact. At the end of the project, the Evaluation Advisor in partnership with the grantee may create and share a data brief summarizing the findings of the project and evaluation.
- **Learning Together.** We embrace learning as you go, and lessons gained from so called “failures.” We also want to grow a coalition of food justice leaders committed to long-term policy engagement for nutrition equity. All grantees will be invited to join three learning collaboratives throughout the grant cycle to share lessons, seek connections, and offer support. These will be scheduled based on grantee preferences.
- **Shifting the Narrative by Sharing Lessons.** We strongly encourage grantees to include funds in their proposed budgets to share lessons at local, statewide, and national meetings to elevate their policy engagement for nutrition equity work. We are committed to helping grantees identify venues to disseminating their insights. We will help grantees develop materials for these presentations, if desired by the grantee.
- **Amplifying Awardees.**
 - The CWRU Swetland Center for Environmental Health and Neighborhood Connections will amplify the policy action for food justice work of awardees via their websites, newsletters, and social media, including those specifically related to the Nourishing Power Network.
 - The Nourishing Power Network will amplify awardees by featuring them at its fall Networking event on October 25, 2023 from 6-8pm (Neighborhood Connections, 1971 E. 66th Street, Cleveland OH, 44103) where grantees will be able to grow engagement in their nutrition equity policy initiative among members of the Nourishing Power Network.
- **Community Building.** We encourage grantees to participate in networking events organized by the Nourishing Power Network. These include three in-person events per year and three Zoom-based technical assistance events. Grantees are encouraged to help organize at least one networking event during their grant award period. Additionally, we encourage grantees to support community leaders enrolled in or graduated from the Nourishing Power Fellowship by serving as mentors or collaborators. All grantees will be added to the Nourishing Power Network Basecamp (i.e., an online communication and organization tool) to promote internal communications, networking, and community building.

Community Action Research Evaluation: All members of the leadership team (determined by the team) of each project funded by the Nutrition Equity Fund will be invited to take part in three evaluation interviews about their experiences leading this work. This evaluation is a part of the overall evaluation of Nourishing Power Network, which is a community action research project. The goal is to have at least one person from each grantee team participate in this evaluation process. These interviews will occur at the beginning (October 2023), mid-point (April-June 2024), and end of the grant cycle (January 2025). Additional compensation (\$35 for interviews 1 and 2; \$40 for interview 3) will be provided for your time and effort completing these interviews.

FREQUENTLY ASKED QUESTIONS (FAQs)

Are certain policy areas of higher priority for this RFP?

We are not prioritizing any specific nutrition equity policies in this proposal, though we give examples in the RFP of broad areas of interest related to food justice. We are prioritizing applications that include leadership from BIPOC communities. Proposals should focus on policies that will have an impact on local institutions, organizations, and agencies in cities within Cuyahoga County or those serving Cuyahoga County as a whole. The RFP does **not** support projects focused on federal or state policies. Priority will be given to proposals resulting in a tangible policy “win” over the 15-month grant timeframe.

Does this RFP support research projects related to food justice?

No

Can funding be used to support program implementation of projects that do not have a policy focus?

No

Do we need to use a food-related 501c3 as the fiscal sponsor?

We encourage using a fiscal sponsor that is a good match for the work you are proposing. They do not need to be a food-related organization. Neighborhood Connections can help you identify a fiscal sponsor if needed.

Can members of the Nourishing Power team review our proposal for input before final submission?

Members of the Nourishing Power team cannot review proposals for in-depth feedback. We can, however, review for eligibility requirements to make sure it has all components and meets eligibility. We also have office hours where applicants may come to ask questions about their proposal. Lastly, we recommend reviewing the rubric in the RFP so you are aware of the criteria your application will be scored on.

How much money should we request?

Applicants should request funding needed to achieve a tangible policy win over the 15-month grant timeline. We encourage applicants to apply for funds across the range of awards (i.e., \$10,000 to \$50,000). If your proposal could be accomplished on a smaller scale with less funding, then you have the option of including this information in the description of your proposal. This is not required.

Do we need to submit hard copies of our proposal?

Grants will be submitted via an online platform. We will not accept hard copies.

Who makes the final decisions regarding funding for Policy Action for Food Justice grants?

Final funding decisions will be made by members of the Nourishing Power Advisory Council.

What does it mean by a “tangible win”?

A tangible win means that the proposed policy initiative will result in some kind of change to either accelerate or remove barriers to realizing food justice over the 15-month grant timeline. The proposed change should be realistic given the timeline and resources available. We understand that this will look different for each applicant. Examples may be increased awareness, buy-in, or evidence of impact to grow support for the proposal policy action for food justice. In some instances, it may be passage or institutionalization of the proposed policy. However, that may be not possible for all applicants in the 15-month grant timeline.

Can funding be used to support construction related materials?

Materials or supplies for which funding is requested must be for goods that have the sole intent of implementing the policy action for food justice initiative. If there are concerns about allowability of your budget items, the Review Committee will reach out to you during the interview phase. We estimate no more than \$750 of an award will be used on materials or supplies. However, this is negotiable based on the scope of the proposal.

Can members of the Nourishing Power Network Advisory Council be members of my organization or sit on my board?

Yes. The purpose of this funding source is to support your policy action for food justice and does not expect your team to distance itself from collaborators. The Nourishing Power Network Advisory Council member must disclose the conflict of interest prior to the review process to maintain alignment with the Network’s Conflict of Interest Policy. Conflicted members are not eligible to review, score, discuss, or vote on your application.

In the budget, are there required amounts that we need to request for each line?

No, there are not required amounts that you must request for each line of the budget. The RFP includes suggested levels for different budget categories as a guide. Applicants will submit a detail budget if they are invited for an interview.

Can funding from the Nutrition Equity Fund help support a project that has funding from additional resources?

Funds from the Nutrition Equity Fund cannot duplicate existing funds. For instance, if one grant covers the costs of food at five community meetings related to your policy action for food justice initiative, then the Nutrition Equity Funding could be used to pay for food at additional meetings beyond these five. There is not a requirement to secure additional matching funds to implement your policy action for food justice initiative. If you have additional funding, please describe this in your proposal and, if invited to an interview, within your detailed budget justification.

Are there templates for the budget?

Attachment 3 of the RFP includes a sample budget template.

Should I submit the application on a laptop/desktop computer versus a phone or iPad?

We suggest using a laptop or desktop computer for ease of use of the online application portal.

ATTACHMENT 1: APPLICATION QUESTIONS

Screener Questions

| | | |
|---|-----|----|
| 1. Is the applicant a nonprofit or is there a fiscal sponsor to receive this award? | Yes | No |
| 2. Is your project focused on policy engagement for nutrition equity? | Yes | No |
| 3. Is your policy initiative focused on local institutions, organizations, and agencies in Cuyahoga County? | Yes | No |
| 4. Is your project team located in Cuyahoga County? | Yes | No |
| 5. Does your project include collaborations with BIPOC communities? | Yes | No |
| 6. Is your project team willing to participate in required evaluation of the grant-making process (finalized in partnership with grantees after the award is provided)? | Yes | No |
| 7. Is your project team willing to learn from other grantees through three check-ins during the 15-month grant cycle? | Yes | No |

If “YES” to all, then this grant mechanism may be the right fit for your team. Please review the written application and interview questions before proceeding to confirm that this is the right fit for your team. If at least one “NO” response, then this grant mechanism does NOT seem like it is the right fit for your team. We do NOT recommend applying for this grant.

Written Application Questions

1. What is the policy change for nutrition equity that your team wants to achieve through this 15-month grant achieve? (up to 500 words)
2. Why did your team select this policy initiative? (up to 200 words)
3. What institution, organization, and/or agency in Cuyahoga County is the focus of this project? (up to 200 words)
4. What community or communities will be affected by the proposed policy change? (up to 200 words)
5. What is your team’s prior experience working with BIPOC groups around policy engagement for nutrition equity? (up to 200 words)
6. Why is your team the right fit for working on this policy initiative right now? (up to 300 words)
7. Who is the entity that will implement this policy change? How is your group connected to this entity? (up to 200 words)
8. OPTIONAL Letters of Support: You can upload up to three letters from supporters of your project.

Interview Questions and Supplementary Material

1. How does the proposed policy challenge the status quo (i.e., how will it change who is benefiting from the policy as it is now)?
2. Has the proposed policy change been implemented before? If so, where and what was the impact?
3. How are members of affected communities engaged with your team? How does your team know this policy is wanted by the community?
4. How will your group engage a coalition of collaborators to bring a policy win?
5. How will your team leverage the relationships created by this policy initiative to grow and sustain your impact for nutrition equity in Cuyahoga County?
6. At the end of the 15-month grant period, what will change in the lives of the community because your group is leading this policy change initiative?
7. Imagine you are at the end of the 15-month grant period, what is the one thing you can point to that improved because of your group’s policy change initiative?
8. Please describe the external time constraints for the proposed policy change...
 - A. Does this policy require a financial commitment, if so, when does the entity who will implement the policy make budget decisions?
 - B. If the policy requires legislative actions, who is the legislative body and what is their meeting schedule?

Supplementary Material Required for Interview

- Detailed budget and budget justification (See Attachment 3)
- Project timeline and milestones (See Attachment 4)

ATTACHMENT 2: GRANT REVIEW RUBRIC

Each grantee will be scored according to the following rubric. Our goal is to advance as many strong candidates as possible to the interview phase because it provides another approach for sharing the story of the proposed policy engagement work. Therefore, only five criteria will be applied to review written applications. All criteria will be applied to review interviews. In alignment with our commitment to promote learning as you go, we will provide all applicants who submit a written application with feedback on their proposal in the form of written comments. Applicants will have the option to schedule a one-on-one conversation with members of the review committee about their proposal, if desired.

| Phase of Review ^ | Review Criteria | Score* | Comments |
|---|---|--------|----------|
| A/I | Policy initiative is winnable over 15-month grant timeline. | | |
| A/I | Grant funding will build the team's power to sustain nutrition equity work long-term. | | |
| A/I | Policy engagement will result in a tangible win for food justice in Cuyahoga County. | | |
| A/I | Policy initiative would lead to vibrant and abundant opportunities to choose culturally relevant foods that are nutritious and enriching. | | |
| A/I | Inclusive team that welcomes and promotes belongingness among BIPOC communities. | | |
| I | Policy initiative embraces connections across sectors. | | |
| I | Policy initiative includes processes to build and nurture trusting relationships between community partners and organizational partners. | | |
| I | Evolving and responsive approach that is situated and tailored to local communities. | | |
| I | Team is committed to sharing lessons learned as they iterate including sharing insights from so called "failures" experienced during the grant process. | | |
| I | Approach includes processes to share power and decision making with BIPOC community leaders. | | |
| I | Approach includes meaningful engagement of community stakeholders. | | |
| I | Policy initiative has the potential to promote wealth building for BIPOC communities. | | |
| ^Phase of Review: A=Application, I=Interview | | | |
| *Scoring (1-5): 1 = No Evidence, 2=Limited Evidence, 3=Moderate Evidence, 4=Strong Evidence, 5=Outstanding Evidence | | | |

ATTACHMENT 3: SAMPLE BUDGET

| Expense Item(s): | Policy Action for Food Justice Grant (amount requesting): | Budget Justification: |
|--|--|------------------------------|
| 1. Supplies (items that will be consumed) | | |
| 2. Food | | |
| 3. Printing | | |
| 4. Equipment (lasts longer than project) | | |
| 5. Fees/Permits | | |
| 6. Space | | |
| 7. Personnel (paid or volunteers) | | |
| 8. Transportation | | |
| 9. Other | | |
| 10. Other | | |
| 11. Other | | |
| 12. TOTAL DIRECT COSTS (sum of 1-11) | | |
| 13. Administrative Costs (5% of total direct costs) | | |
| 14. TOTAL (DIRECT + ADMINISTRATIVE COSTS) | | |

ATTACHMENT 4: SAMPLE TIMELINE AND MILESTONES

Project Name:

Team Members:

| Due Date | Milestone | Deliverable |
|----------|-----------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Sample: Timeline from October 1, 2023 – December 31, 2025

Project Name: Expanding Policies to Increase Use of BIPOC Owned Food Vendors at XYZ Company

Team Members: Tiffany T., Mason X., and Rosa R.

| Due Date | Milestone | Deliverable |
|---|---|---|
| 10/15/2023 | Hold first team meeting to review goals and assign roles. | Meeting notes |
| 10/25/2023 | Identify additional partners to join our coalition efforts by attending the Nourishing Power Network networking event. | List of partners |
| 12/15/2023 | Review existing policies for food vendors at XYZ Company with a focus on how they support or limit engagement of BIPOC vendors. | Recommendations 1.0 for enhancing vendor policies to engage BIPOC vendors |
| 2/15/2023 | Meet with leadership and other stakeholders of XYZ Company to review recommendations and get approval to pilot new policy. | Recommendations 2.0 based on feedback |
| 5/1/2023 – <i>Midpoint Milestone</i> | Recruit at least one new BIPOC food vendor to offer services to XYZ Company based on policy recommendations and learn from experience to refine recommendations. | BIPOC Food Vendor Contract Recommendations 3.0 |
| 6/15/2023 | Present to all departments a list of potential BIPOC food vendors including centralized resources for catering menus. Offer taste testing if possible. | List of BIPOC Vendors Dates of each presentation |
| 8/15/2023 | Showcase 5 BIPOC food vendors in XYZ Company newsletter. | Newsletter |
| 10/15/2023 | Call each BIPOC food vendor engaged by XYZ Company in the past year to ask about their experience. | At least 5 interviews |
| 12/15/2023 | Present to leadership of XYZ Company lessons learned from implementing the food vendor policy and seek approval to move from pilot into finalization of the policy. | Presentation Final Policy |