

REQUEST FOR PROPOSALS – 2015 HOLIDAY FOOD PANTRY PARTNERSHIPS

Lorain County Community Action Agency invites food pantry partners throughout the county to apply for funds for 2015 holiday food baskets. Funding is being provided on a reimbursement basis and is for the sole purpose of purchasing food and grocery items (edible and inedible) for distribution between November 1, 2015 and December 31, 2015.

ELIGIBILITY

To be eligible, organizations must meet the following requirements:

- Be located in Lorain County
- Provide food directly to any person in their service area in need, at no charge
For this funding, "In need" is defined as living at or below 125% of the federal poverty level and meeting the requirements for Food Pantries per the Ohio Department of Jobs and Family Services Food Pantry Manual.
- Conduct monthly reporting of clients served

We anticipate selecting numerous partners from the applications submitted. The average grant amount anticipated is \$800.00. Reimbursement is dependent on itemized substantiation of spending (e.g. invoices) dated within 45 days of the reimbursement request and monthly client reporting detailing the number served and relevant client character data obtained. LCCAA's payment terms are net 30 upon receipt of reimbursement request.

TIMELINE

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| September 18, 2015 | Request for Partners released |
| October 19, 2015 | Proposal deadline |
| October 21, 2015 | Award announcement |
| November 1 – December 31, 2015 | Funding period |
| December 31, 2015 | Final reports/final reimbursement requests due to LCCAA |

SUBMITTING PROPOSALS

To apply, submit a cover letter on organizational letterhead.

The cover letter should include the number of years the pantry has been in service, the geographic area served by the food pantry, number of persons assisted in the last 12 months, number of staff, number of volunteers, and contact information.

Submit to:

Lorain County Community Action Agency
Attention: 2015 Food Pantry Partnerships
P.O. Box 245
Lorain, Ohio 44052-0245

Signing of a Memorandum of Understanding will be required with Lorain County Community Action Agency.

Inquiries regarding the request for partnerships may be directed to Frank Prihoda, Director of CSBG Services at 440-204-3153.