

## REQUEST FOR PROPOSALS – 2018 HOLIDAY FOOD PANTRY PARTNERSHIPS

Lorain County Community Action Agency invites additional food pantry partners in Lorain County, who have not previously participated, to apply for funds for 2018 holiday food pantry program. Previous partners have been contacted. 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, 2018 and December 31, 2018.

### 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/or 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 new partners from the applications submitted. The average grant amount anticipated is \$700.00. 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

September 28, 2018	Request for Partners released
October 12, 2018	Proposal deadline
October 22, 2018	Award announcement
November 1 – December 31, 2018	Funding period
December 31, 2018	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: 2018 Food Pantry Partnerships  
936 Broadway  
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 Planning and Community Services at 440-204-3153.