NRDC Food Matters Funding: Baltimore, Maryland 2019

APPLICATION INFORMATION PACKET

With support from the Rockefeller Foundation, the NRDC Food Matters project is working with the Baltimore Office of Sustainability to develop and implement strategies that will drive dramatic, innovative, and systems-wide food waste reduction and diversion.

A critical element of the Food Matters project is a commitment to equitable, transparent, and mutually beneficial partnerships with local partners in Baltimore City. To that end, NRDC has funding available through this project for local partner support intended to provide resources to local groups and increase their capacity to drive sustained action.

Funding will be directed toward schools, nonprofit organizations, and/or small businesses that do work in support of Baltimore's goal to reduce commercial food waste in Baltimore City by 50 percent by 2030 (an action in the 2019 Sustainability Plan) and residential food waste by 80 percent by 2040 (as laid out in Baltimore's Food Waste and Recovery Strategy). Copies of these reports are available at *www.baltimorefoodmattersfunds.org*.

For more information, please contact:
foodmatters@nrdc.org
baltimorefoodmattersfunds.org/FAQs

www.foodmattersfunds.org
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NRDC Food Matters Funding

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WHAT WE'RE FUNDING

We will be awarding up to $10,000 each to schools, nonprofit organizations, and/or small businesses that do work in support of Baltimore's goal to reduce commercial food waste in Baltimore City by 50 percent by 2030 and residential food waste by 80 percent by 2040.

Priority will be given to groups who are advancing food waste prevention, food rescue, and/or food scrap recycling, including:

- Starting or expanding food waste prevention efforts, including food waste awareness and education
- Maintaining, expanding, or improving food rescue operations or capacity. This includes but is not limited to:
  - Expanding donation of nutritious foods,
  - Making rescued foods more accessible in the most underserved neighborhoods and/or to people with disabilities
- Expanding or improving existing composting operations to increase or improve their capacity to process food scraps
- Establishing a community composting location to increase access to composting services
- Developing or creating a composting training program for city residents
- Using food waste prevention, food rescue, or food scrap recycling to invest in your community, create jobs, or otherwise address root causes around food insecurity issues

Grants for 501c3 nonprofits, groups with fiscal sponsors, and schools will be unrestricted, meaning that groups that receive a grant will be able to spend funds on whatever they believe will drive their work forward, provided their work is aligned with Baltimore's Food Waste and Recovery Strategy. As part of NRDC's ongoing work in Baltimore City, we are also interested in collaborating with fund recipients on defining success metrics and collecting data related to food waste prevention, food rescue, and food scrap recycling. It should be noted that your current ability or efforts to track and collect data will not impact your chance of receiving funds.

Funds for small businesses will be tied to specific deliverables and key performance indicators (KPIs) agreed upon by NRDC and fund recipients. Small businesses will have a chance to propose KPIs in their application and must include a budget for the proposed scope of work. Priority funding will be given to those who are able to demonstrate they are a disadvantaged- or minority- and/or woman-owned business.

Organizations may apply on their own or submit joint applications for collaborative partnerships. Applicants are encouraged to make a case for the use of funds across—but not limited to—the following areas:
- Operational expenses such as rent, utilities, salaries, etc.
- Capacity-building initiatives such as professional development for staff, strategy consultants, development consultants, etc.
- Project-specific funding either to support an existing project or to help kick off a new project idea.
- New or existing collaborative organizing efforts that work toward de-siloing shareable resources and strategic knowledge including coalitions and partnerships.

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NRDC Food Matters Funding

DEADLINES, SCORING CRITERIA & ELIGIBILITY

The application deadline is Tuesday, May 7th, 2019 at 11:59pm ET. All applicants will be notified whether they have been selected for funding during the week of Monday, May 27th, 2019.

CRITERIA

Criteria used to score each application can be found in the appendix of this document. All applicants will be scored across three main areas:
- Alignment with Baltimore's Food Waste and Recovery Strategy (40 percent)
- Demonstrated need of funds (30 percent)
- Diversity-, Equity-, and Inclusion-Centered (30 percent)

We have included diversity, equity, and inclusion (DEI) as a key part of our scoring criteria because we are firmly and unequivocally committed to the advancement of DEI in our own work and within the environmental movement as a whole. As part of our commitment to operationalizing equity, we seek to build and support partnerships with folks dedicated to working toward DEI in their work and community relationships.

For small business applicants, priority funding will be given to those who are able to demonstrate they are a disadvantaged- or minority- and/or woman-owned business.

ELIGIBILITY

Nonprofits, fiscally-sponsored groups, and schools
- Must have 501(c)3, tax-exempt status or a 501(c)3 fiscal sponsor
- Must do work in food waste prevention, food rescue, and/or food scrap recycling

Small Businesses
- Small businesses must meet small business requirements, but are not required to be certified as a small business. (Businesses where 51 percent of company ownership is under the Personal Net Worth standard of less than $1.32 million [this amount excludes a primary residence and ownership interest in the company applying for certification] qualify as small businesses.)
- Must be mission-driven
- Must do work in food waste prevention, food rescue, and/or food scrap recycling in Baltimore City

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WHAT TO EXPECT

RECEIPT OF FUNDS

Applicants who are selected to receive funds will be notified the week of May 27, 2019 and will be asked to sign a grant agreement (nonprofits and schools) or a contract agreement (small businesses) and submit a W-9 for payment.

Nonprofits, fiscally sponsored groups, and schools will receive the full amount of funds within 45 days of finalizing the grant agreement.

Small businesses: Due to NRDC's 501c3 status, there are more restrictions on disbursing funds to for-profits, and the disbursement timeline might differ. There are also strict obligations on intellectual property rights; if you think your project might be affected by this, please reach out to foodmatters@nrdc.org for clarification.

FUNDING PERIOD

The funding period will end on January 31, 2020. NRDC will check in with fund recipients at least twice throughout the funding period to stay updated on grantees' progress toward stated goals.

REPORTING REQUIREMENTS

Funding recipients will be required to track and retain receipts and expenditures for the funding award. Narrative reporting requirements will be minimal. At the beginning of the funding period, a representative from the Baltimore Office of Sustainability will meet with each funding recipient to collaboratively determine reporting criteria and metrics. At the end of the funding period, funding recipients will provide a summary report on these individual criteria.

As part of NRDC's ongoing work in Baltimore City, we are also interested in working with fund recipients on defining success metrics and collecting data related to food waste prevention, food rescue, and food scrap recycling. It should be noted that your current ability or efforts to track and collect data will not impact your chance of receiving funds.

Small businesses will be expected to meet the following additional reporting requirements:
- Specific deliverables and KPIs agreed upon at the beginning of the fund period must be met.

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NRDC Food Matters Funding

APPLICATION CHECKLIST

Be sure to follow the below guidelines when putting together your application.

REVIEW ALL MATERIALS & REACH OUT WITH ANY QUESTIONS

Review our FAQ page for any outstanding questions you may have. If you still can't find what you need, submit a question via our online form or email foodmatters@nrdc.org.

GATHER ALL REQUIRED DOCUMENTS

Nonprofits, fiscally sponsored groups, and schools
- Proof of federal 501(c)3 tax exempt status (such as a determination letter) or fiscal sponsorship letter

Small businesses
- Documents that show you meet the small business standards as put forth by the State of Maryland.
- If you meet the minority- and/or women-owened business standards, documents that show:
  - At least 51 percent of the company ownership are members of economically and socially disadvantaged groups (women, Hispanic, Asian, Black, Native American).
- Scope of work budget

REVIEW SCORING CRITERIA & QUESTIONS

The application includes 7-8 narrative questions each capped at 500 words. You can find the word version of the application in the appendix of this document or download it from www.baltimorefoodmattersfunds.org/apply. Be sure to review the list of priority areas and scoring rubric for clarity on what we are looking for. Small businesses are required to answer an additional question about KPIs.

SUBMIT APPLICATION

You are able to submit your application three ways:
- Fill out the online form at www.baltimorefoodmattersfunds.org and submit through our website (preferred);
- Email the word version along with all required documents to foodmatters@nrdc.org.
- Print your completed application and mail to the address below. These must be postmarked by 5/1/2019:
  > Anne Draddy
  > Baltimore Office of Sustainability
  > 417 E. Fayette St., 8th Floor
  > Baltimore, MD 21202

For more information, please contact:
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APPENDIX

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SCORING RUBRIC

INSTRUCTIONS	CRITERIA	LOWEST — Scores of 1-3	MIDDLE — Scores of 4-8	HIGHEST — Scores of 9-10
Priority area score will account for 40% of the applicant's total score. *Applicants whose mission and work aligns with at least one of the specific priorities outlined will receive higher scores.* *Applications aligned with more than one priority will not receive an increased in overall score.* *The applicant should be given a score between 1 and 10. The matrix provides context for scoring.*	**Priority Areas & Impact (40%)** Applicant indicates how their work aligns with the grant opportunity's list of priorities.	Food waste aspect of the organizaton's work is tangential to its mission. In other words, the primary mission of the Organization/Company/Group is not related to food waste reduction.	Mission or work of Organization/Company/Group is related to reducing or eliminating food waste.	Mission or work of Organization/Company/Group is related to reducing or eliminating food waste. Work aligns with the priorities outlined in the grant opportunity.
The applicant should be given a score between 1 and 10. The matrix provides context for scoring.	Applicant demonstrates expertise or impactful work in the space.	Applicant is unable to demonstrate expertise or impactful work in this space.	Demonstrates expertise or impactful work in the space.	Demonstrates expertise, impactful work in the space and expresses interest in continuing to learn and improve the quality of their work.
Demonstrated Need will account for 30% of the applicant's total score. *The applicant should be given a score between 1 and 10 for this section. The matrix provides context for scoring.*	**Demonstrated Need (30%)** Applicant indicates how grant funding will close operational funding gaps or alleviate project-funding needs.	Funding would provide surplus for current funding needs. In other words, there is not an urgent need for funding.	Funding will go towards necessary auxiliary costs, an under-funded program/project, or towards planning a new project. In other words, there is a need for funding, but services would not suffer without it.	Funding will go directly to support an immediate and urgent funding gap for operational costs or under-funded program/project. In other words, there is an urgent need for funding and services or the organization would suffer without it.
DEI will be averaged between the three areas and the score will account for 30% of the applicant's total score. *Adapted from the Office of Sustainability's Guidance for Equitable Implementation* *The applicant should be given a score between 1 and 10 for this section. The matrix provides context for scoring.*	**Diversity, equity, and inclusion centered (30%)** **Actively addresses racial and economic inequity in Baltimore City in any or all of the following ways:** Proposed project does not generate burdens, either directly or indirectly, to groups whose life outcomes are disproportionately affected by structures in society. Services are accessible to households, organizations, and businesses throughout the community—particularly those organizations run by and for historically under-represented communities. Organization/Company/Group supports historically under-represented communities through workforce development, living wage jobs, small business, and/or contracting opportunities.	The organization does not generate burdens, either directly or indirectly, to groups whose life outcomes are disproportionately affected by structures in society.	Organization addresses all or most of the following: Services are accessible to households, organizations, and businesses throughout the community—particularly those organizations run by and for historically under-represented communities. Organization/Company/Group supports historically under-represented communities through workforce development, living wage jobs, small business, and/or contracting opportunities. Proposed project builds community capacity through an expanded knowledge base, funding, or other resources.	The organization **explicitly names** addressing racial and economic inequity in their mission and purpose while addressing all of the following: Services are accessible to households, organizations, and businesses throughout the community—particularly those organizations run by and for historically under-represented communities. Organization/Company/Group supports historically under-represented communities through workforce development, living wage jobs, small business, and/or contracting opportunities. Proposed project builds community capacity through an expanded knowledge base, funding, or other resources.
Adapted from NRDC's community engagement continuum. *The applicant should be given a score between 1 and 10 for this section. The matrix provides context for scoring.*	Community-informed, community-led, or community-owned. Community ownership and representation	**[Outreach & Engage]** Organization/Company/Group collects and integrates client feedback into services, through surveys or other means.	**[Deeper Engagement]** Organization/Company/Group: Collects and integrates client feedback into services. Regularly engages with community served through activities outside of direct services (e.g community events and forums).	**[Invest & Own - Community Ownership]** Organization/Company/Group: Designs strategies with the communities that are most affected, drawing from their expertise and lived experience. Staff is representative of the communities most impacted and served by their work. This could look like some of the following things: Has a client or community-advisory board or mechanism for receiving and integrating client and community perspectives in services. Participation from clients/end-users in applicant's goal setting and meetings, compensating them for their time

Small businesses only: Will receive a 20% score increase against other small businesses if they meet minority and/or woman-owned business standards.

NATURAL RESOURCES DEFENSE COUNCIL
FOOD MATTERS FUNDING APPLICATION I BALTIMORE CITY

APPLICANT INFORMATION

Applicant Full Name	
Applicant Email	
Applicant Title	
Applicant Phone Number	
Applying Organization	
Organization Website or FB Page	
Organization Mailing Address	

Only groups located in and serving Baltimore City are eligible to apply for funding. What Baltimore City neighborhood is your group located in and what neighborhoods do you serve?

What type of entity is your group or organization? (Select all that apply).

☐ Nonprofit (501c3)
☐ Public and/or nonprofit school
☐ Faith-based institution
☐ Group with a fiscal sponsor
☐ Small business

If you are applying in partnership with another organization(s), please list them below:

Name of partner organization	
Name of partner organization	
Name of partner organization	

NARRATIVE QUESTIONS

Please answer the following narrative questions. The maximum word allowance for each question is 500 words.

1. Please describe the work of your organization or proposed project and how it contributes to the city's goal to reduce commercial food waste in Baltimore by 50 percent by 2030 (an action in the 2019 Sustainability Plan), and/or to reduce residential food waste by 80 percent by 2040 (as laid out in Baltimore City's Food Waste and Recovery Strategy). Activities could include, but are not limited to:
   - Starting or expanding food waste prevention efforts, including food waste awareness and education.
   - Maintaining, expanding, or improving food rescue operations or capacity. This includes, but is not limited to:
     - Expanding donation of nutritious foods;
     - Making rescued foods more accessible in the most underserved neighborhoods and/or to people with disabilities.
   - Expanding or improving existing composting operations to increase or improve their capacity to process food scraps.
   - Establishing a community composting location to increase access to composting services.
   - Developing or creating a composting training program for city residents.
   - Using food waste prevention, food rescue, or food scrap recycling to invest in your community, create jobs, or otherwise address root causes around food insecurity issues.

2. Please describe your organization's expertise in its work.

3. Please describe how your organization defines impact and how your work is tied to achieving that impact.

4. Please describe how your funding request will close operational funding gaps or address project-funding needs.

5. Please describe how your work actively addresses racial and economic inequity in Baltimore City.

6. Please describe how client and community voices and perspectives are involved in operating and refining the work of your organization.

7. If applicable, please describe how your organization measures your performance metrics related to food waste prevention/food rescue/food scrap recycling. Please note that your current ability or efforts to track and collect data will not impact your chance of receiving funds.

SMALL BUSINESS APPLICANTS ONLY
8. Please describe how will you define success for this scope of work and what key performance indicators (KPIs) will you use to track your progress.

REQUIRED DOCUMENTATION

Please include the following documentation along with your application

Nonprofits, fiscally sponsored groups, and schools
- Proof of federal 501(c)3 tax exempt status (such as a determination letter) or fiscal sponsorship letter.

Small businesses
1. Documents that show you meet the following small business standards:
   - Business Size: Annual revenues must not exceed the SBA Size Standard with an overall cap of $23.98 million, averaged over three years (for Professional Services, it is half of the SBA Size Standard, averaged over three years).
   - Time in Business: You must actively be in business for six months.
   - Personal Net Worth: 51% of your company ownership must be under the Personal Net Worth standard of less than $1.32 million (this amount excludes a primary residence and ownership interest in the company).

2. Scope of work budget

3. [Optional] If you meet the minority- and/or women-owned business standards, documents that show:
   - At least 51% of the company ownership are members of economically and socially disadvantaged groups (Women, Hispanic, Asian, Black, Native American).

HOW TO SUBMIT YOUR APPLICATION

The application deadline is Tuesday, May 7th, 2019 at 11:59pm ET.

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