

Request for FY 2023 Grant Proposals
Food Insecurity Grant Program for Independent Restaurants

Address: Massachusetts Growth Capital Corporation
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Charlestown, MA 02129

RFP File Name: Food Insecurity Grant Program for Independent Restaurants

Contact Person: Ari Veloz, aveloz@massgcc.com

Please submit all questions and inquiries via email to the contact person listed above.

Schedule:

RFP Release Date:	Monday, June 16th, 2023
Deadline for Proposals:	Monday, July 3rd, 2023
Application via: Submittable Platform accessible on www.empoweringsmallbusiness.org	
Grants will be awarded:	TBA

Information about this RFP will be posted on www.empoweringsmallbusiness.org.

Notices will be sent via email to State Representatives, past and present program awardees.

Request for FY 2023 Grant Proposals

Massachusetts Growth Capital Corporation

Food Insecurity Grant Program for Independent Restaurants

ANNOUNCEMENT

The Massachusetts Growth Capital Corporation (MGCC) is pleased to announce a procurement for grant applications in the Fiscal Year 2023. MGCC is seeking proposals for the administering of the Food Insecurity Grant Program for Independent Restaurants. The program seeks to provide grants to independent restaurants located in the commonwealth to supply prepared meals and other food products to food banks and other programs addressing food insecurity needs of individuals in the Commonwealth. Funds available for this grant program in FY2023 will be \$1,000,0000.

PURPOSE OF GRANT

MGCC will accept proposals from **not-for-profit organizations** currently administering grants and loans to independent restaurants. Program Awardees will administer and manage grants to independent restaurants with the goal of helping to mitigate food insecurity throughout the Commonwealth. Program Awardees will make grants up to \$50,000 to eligible independent restaurants. Grants to independent restaurants are intended to support the generation of revenue while supporting programs addressing food insecurity needs. Independent restaurants receiving a grant from the Food Insecurity Grant Program for Independent Restaurants will be required to enter into food provision contracts to supply prepared meals and other food products with institutions addressing food insecurity.

Programs addressing food insecurity need include:

- Food Banks
- Food Pantries
- Senior Centers
- Schools
- Emergency Food Distribution Centers

Program applications shall identify work plans demonstrating the ability to:

1. Successfully and independently manage a grant awarding program to independent restaurants.
2. Successfully connect independent restaurants to institutions with programs addressing food insecurity in their community. Successful connections will generate fully executed food provision contracts between independent restaurants and these institutions.

Considerations will be given to:

1. Non-profit organizations with a track record of administering grants and loans to restaurants.
2. Non-profit organizations with established partnerships with non-profits running programs that address food insecurity.

Independent Restaurants requesting a grant from your proposed program will be required to provide:

- Request Form (program application).
- Certificate of good standing.
- Most recent tax returns (at least 2022).
- Fully executed contract(s).
- ID(s).

Independent Restaurants requesting a grant from your proposed program will need to be:

- a. Independently owned and operated.
- b. Have principal place of business in the Commonwealth.
- c. Defined as a “small business” under applicable federal law.

PROGRAM GRANT AMOUNTS AND DISTRIBUTION

Funds available for this grant program in FY2023 will be \$1,000,000. MGCC will endeavor to assure broad geographic diversity among grantees but will not limit the number of grants awarded per region. Single organization proposals will not exceed \$1,000,000.

ELIGIBILITY

For purposes of the Small Business Technical Assistance Grant Program and this Request for Proposal (RFP), only Massachusetts-based, not-for-profit corporations are eligible for program participation. For the purposes of this program, the entity shall:

1. Be duly organized under Massachusetts General Laws, Chapter 180 and incorporated as such by the Secretary of State for the Commonwealth of Massachusetts, whose mission includes facilitating a community driven economic development process for small businesses.
2. Hold a tax-exempt status under the United States Internal Revenue Code.
3. If the applicant cannot meet the first two criteria, then it must have an established fiduciary relationship with an organization that is both incorporated in the Commonwealth of Massachusetts and maintains a tax-exempt status under the United States Internal Revenue Code. Under those circumstances where a fiduciary relationship

is in force, a memorandum of agreement signed and dated by the authorized representatives of the two cooperating agencies attesting to the fiduciary relationship, along with copies of the sponsoring organization's tax-exempt certificate and Certificate of Good Standing from the Massachusetts Secretary of State must be submitted with the applicant's proposal.

4. Demonstrate an ability to develop and manage programs as reflected in the effective functioning of the Board of Directors, operations managed by a fulltime and experienced management team, involvement of and responsiveness to community residents and constituents.
5. Provide evidence of fiscal stability, as documented in prepared financial statements.

INELIGIBLE ACTIVITIES

Ineligible for funding under the Independent Restaurants Fight Food Insecurity are projects or activities which:

1. Are for the private profit or benefit of an individual or a select group of individuals.
2. Involve the duplication of benefits.
3. Are grants provided to businesses other than independent restaurants.

MGCC reserves the right to reject any and all submitted proposals and any or all parts of a proposed activity.

GRANT AGREEMENT

Grants will be awarded on or before August 2023. **Dates are subject to change.** Upon receipt by MGCC, all proposals become public documents, to the extent required under the public records law. If a proposal is approved for funding, the proposal and the attached work plan and budget shall become the basis for MGCC's grant award negotiations with the applicant organization to determine the precise project scope, budget and use of funds. All documents ultimately negotiated and incorporated into the Grant Agreement will be added as attachments, and references to all attachments will be written into the agreement form prior to the execution by the partner.

Grant Agreements will contain a requirement that grantee agencies release names and contact information of clients served under the grant to MGCC for the purposes of outcomes verification and other legitimate uses as defined by MGCC. Grantees also agree to cooperate with any third-party evaluation that MGCC may decide to undertake of this program.

Reporting requirements, including deadlines for submission, will also be contained in the Grant Agreement.

USE OF FUNDS – LIMITATION OF ADMINISTRATION COSTS

Administrative costs associated with the Food Insecurity Grant Program for Independent Restaurants Program may not exceed 10% of the total request.

PROPOSAL REVIEWS

MGCC Staff will review and recommend proposals for approval. The Executive Office of Housing and Economic Development will make final decisions on all applications. Food Insecurity Grant Program for Independent Restaurants Awards will be awarded by the Massachusetts Growth Capital Corporation.

SCORING MATRIX

1. 50 Points: The Program Design demonstrates: Capacity to address food insecurity by connecting independent restaurants to programs addressing food insecurity needs of individuals in the commonwealth.
2. 50 Points: Organization Track Record: Proven organizational of successfully administrating grants and loans to independent restaurants participating in programs addressing access to healthy foods or addressing food insecurity.

Total points 100

SUBMISSION GUIDELINES

Any materials submitted will become the property of MGCC and must be made available for reproduction and may not be copyrighted. Application submissions will be accepted via Submittable Platform accessible on www.empoweringsmallbusiness.org

An application will not be considered if it fails to meet the minimum requirements. The requirements are as follows:

1. Must be submitted via Submittable by July 3rd, 2023
2. Completed all application components.
 - a. Narrative questions
 - b. Upload all documents identified

Staff Qualifications

4. Use the table below to describe the professional qualifications of the staff who will be managing the proposed grant program, providing direct services to independent restaurants, and working with the partnering institutions.

Staff Name	Title	Experience	Spoken language(s)

Budget

5. Describe how Independent Restaurants Fight Food Insecurity Grant Program funding will be used to support your proposed program. These funds are intended to supplement current and anticipated funding and not to be the primary funding support for your independent restaurants programming. See Appendix A for *Organizational Budget Form*.

Cost Elements	Applicant Annual Organization Budget
Staff	
Total Staff	\$ -
Consultants	

Total Consultants	\$	-

Total Non-Personnel Costs	\$	-
Total Direct Costs (1+2+3)	\$	-

Utilities, rent, audit, admin staff		
TOTAL PROJECT COST (1+2+3+4)	\$	-

FUNDING SOURCES/REVENUE ELEMENTS	Amount (\$)
<u>Identified Funding Sources</u>	
Projected Fees	
Matching Funds	
Contributions	
Contracts/ Grants (list separately)	
Total Organizational Funding	\$ -
MGCC Request (10% for Admin only)	\$ -
TOTAL PROJECTED FUNDING/REVENUE	\$ -
Funding Gap or Revenue	\$ -

Data Collection and Outcome Measures Plan

6. Proposed Program Outcomes

Activity	Outcome	Assumptions & Comments
Total Number of Grants		
Average amount (\$) of Grants		
Anticipated # of meals the program will be able to provide		

Anticipated # of centers that will participate		
Anticipated # of family supported		

*See Appendix B for Mid-year and final report transactional report template. **

APPLICATION REQUIRED DOCUMENTS (UPLOADS)

1. Organizational Budget Form
2. Resumes of key personnel delivering direct service
3. 2023 Certificate of Good Standing from the Secretary of the Commonwealth (one for each agency participating in the grant)
4. Current Board of Directors list
5. U.S. IRS Tax Exempt Certification/ Determination Letter
6. Most recent Audited Financial Statement or Review
7. Current year-to-date organizational Financial Statement: Income & Expense/Balance Sheet
8. Memorandum of Understanding from fiscal sponsorship agency (if applicable)

PROGRAM REPORTING

MGCC will require a final transactional report which will detail each grant closed, as well as performance, demographic, and outcome data. Transactional Report template will be provided must be submitted through Submittable by the due date.

APPENDICES

Appendix A: Organizational Budget Form

Appendix B: Mid-year and final Transactional Report