



**Valley of the Sun  
United Way**

Instructions for Submitting a  
**Letter of Intent**  
to the  
Valley of the Sun United Way's  
**Summer Meals Grant  
2014**

## Mission, Vision and Guiding Principles

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**Mission:** To improve lives by mobilizing the caring power of our community.



**Vision:** To build a caring community where all children and youth succeed, families are self-sufficient, and all people enjoy maximum health and independence.

**Guiding Principles:**

- Uphold the highest ethical standards
- Act with compassion and caring
- Exceed our customers' expectations
- Be accountable in all we do
- Commit to quality work and continuous improvement
- Reflect the diversity of our community
- Promote teamwork and cooperation

## SUMMER MEALS GRANT OVERVIEW

The Summer Meals Grant provides a way for Summer Food Service Program (SFSP) sponsors/sites to increase program participation, retention, and the number of educational activities at the SFSP sites to ensure children and youth over the summer receive nutritious meals in Maricopa County. Grants are made on an annual basis with no guarantee of future funding.

The goal of this grant is to increase program participation, retention and the number of educational activities to ensure children return each day for nutritious meals.

The following objectives **must** be addressed:

- Follow the USDA Summer Food Service Program regulations provided by the Department of Education
- Provide activities to keep the interest of the children to increase their involvement of returning each day for nutritious meals; i.e. Improve retention rate
- Increase outreach efforts to children and families in the neighborhoods to inform of SFSP days/hours

The Summer Meals Grant is allocated on an annual basis. This grant begins May 12, 2014 and ends August 28, 2014.

### General Grant Eligibility Criteria

To apply for funding for the SFSP, an agency/school district/organization must meet the following requirements:

- Qualified by the Department of Education as a SFSP sponsor/site
- Priority funding will be given to programs located in a Limited Supermarket Access (LSA) area
- Must be recognized with the Internal Revenue Service as a 501(c)(3) tax-exempt, nonprofit organization.

Summer Meals Grants may not be used for any capital expenditures, including buildings, equipment, furnishings, vehicles, or computer hardware.

### Funding Period & Amounts

Summer Meals Grants are for 1 summer only. This year's grant cycle will begin May 12, 2014 and will end August 28, 2014. Programs funded for this grant period are not guaranteed continued funding in future years.

Summer Meals Grants awards will be based on service levels.

### Grant Process

A sub-committee of the Ending Hunger Advisory Council will allocate the funding. Volunteers will first review the Letters of Intent to determine which agencies/school districts/organizations will be asked to submit a proposal application. Next the volunteers will review and evaluate proposals to determine program funding recommendations. The committee's funding recommendations will then be submitted to Valley of the Sun United Way's Hunger Advisory Council for final approval.



**Application**

All agencies/school districts/organizations submitting a Summer Meals Grant application will need to submit a SFSP budget with income and expenses and program projected output measurements.

Summer Meals Grant funded agencies/school districts/organizations are required to report on **all** of the following output measures:

Outputs:

- Total # of Children Served (Ages 18 and under)
  
- Total # of Summer Meal Sites
  
- Total # of Activities Provided
  
- Total # of Days of Operation
  
- Total # of Days Children Attended (average participation)
  
- Total # of Meals Served
  - Breakfast
  - Lunch
  - Snack
  - Dinner

## LETTER OF INTENT INSTRUCTIONS

The following instructions are provided to assist you in completing the Letter of Intent portion of the 2014 VSUW Summer Meals Grant application process.

If you require additional assistance or have a specific question, please contact Elizabeth Jaenicke, Community Impact Coordinator, at 602.631.4914 or [ējaenicke@vsuw.org](mailto:ējaenicke@vsuw.org).

### Application Instructions:

- The application process begins with a Letter of Intent attached to the required Cover Sheet (provided with this packet.) Required content for the Letter of Intent is detailed below.
- All forms and required documents must be submitted through e-CImpact at: <https://agency.e-cimpact.com/login.aspx?returnurl=/default.aspx>

### Letter of Intent Content and Format

Below is a sample of the Letter of Intent. It must be no longer than two (2) pages, should employ a readable font size of no less than 10 pt. and allow for one-inch margins. This letter must be attached to the Cover Sheet provided with this packet and should include:

#### Agency's/School District's/Organization's Letterhead

Date

Ms. Elizabeth Jaenicke, Community Impact Coordinator  
Valley of the Sun United Way  
1515 E. Osborn Road  
Phoenix, AZ 85014

Dear Ms. Jaenicke:

*(Your Agency/School District/Organization Name) is pleased to be partnering with Valley of the Sun United Way (VSUW) on this application for funding to ensure children and youth receive nutritious meals during the summer. (Your Agency/School District/Organization Name) has been a SFSP sponsor for (enter number of years).*

*(Use the space provided to write about your agency's/school district's/organization's mission, and services including how these align with the goals of the Summer Meals Grant. Specifically, Summer Meals Grant is funding from Valley of the Sun United Way (VSUW) to Summer Food Service Program (SFSP) sponsors to increase our outreach, retention, and educational activities for children who attend our SFSP sites.)*

*(Your Agency/School District/Organization Name) commits to providing the following "Solutions" during the 2014 Summer Food Service Program.*

**Summer Meals Grant 2014**



- *Increase the number of activities provided during the SFSP, so children will be excited to return each day to receive nutritious meals.*
- *Increase participation in the SFSP for children ages 18 and under so children will receive nutritious meals throughout the months of May – August, 2014.*
- *Increase the days of operation from the day school is out to the first day of school.*
- *Increase the retention rate of children returning each day to receive nutritious meals.*

We are requesting (*Enter Dollar Amount*) from the Summer Meals Grant. Detail of expenses is provided in the application budget.

We commit to providing the following additional outputs to VSUW on the Summer Meals Grant.

- # of SFSP Sites
- # of Meals Served
- # of Children Served (Ages 18 and under)
- # of Days of Operation
- # of Activities Provided
- # of Days Children Attended (average participation)
- How the Summer Meal Grant funds were used

*(Your Agency/School District/Organization name)* is committed to working with VSUW to create a SFSP for children residing in the *(Your Agency/School District/Organization Name)* geographic area to provide nutritious meals for children during the summer months of May – August, 2014.

Sincerely,

Name

Agency Executive/School District Food Service Director/Organization Executive

## Summer Meals Grant 2014



### Submission Instructions:

Please submit, via e-Cimpact, your completed Letter of Intent and Cover Sheet addressed to Ms. Elizabeth Jaenicke, at <https://agency.e-cimpact.com/login.aspx?returnurl=/default.aspx>. Letters of Intent are due for submission on e-Cimpact by **4:00 p.m. on Monday, March 10, 2014.**

### Summer Meals Grant Timeline:

Friday, February 14, 2014	SFSP 2014 Summit - School Districts
Wednesday, February 19, 2014	SFSP 2014 Summit - Nonprofits Organizations
Monday, February 24, 2014	Summer Meals Letter of Intent Released
Monday, March 10, 2014	Summer Meals Letter of Intent due by 4:00 p.m.
Monday, March 14, 2014	Organization Notification Mailed Out - advance/decline letters
Tuesday, April 1, 2014	Summer Meals Proposal Application Released
Wednesday, April 2, 2014	Summer Meals Application Orientation
Tuesday, April 22, 2014	Summer Meals Proposal Application due by 4:00 p.m.
Monday, May 5, 2014	Volunteers Review Applications/Make Investment Decisions
Monday, May 12, 2014	Summer Meals Award Notification Letters Mailed
Monday, May 26, 2014	Signed Contacts Due
Monday, June 2, 2014	Award Payments Sent
Tuesday, July 15, 2014	Summer Meal Grant Report Released
Thursday, August 28, 2014	Summer Meal Investment Report due by 4:00 p.m.

**Summer Meals Grant 2014**



**COVER SHEET**

**Due Monday, March 10, 2014 by 4:00 p.m.**

\_\_\_\_\_

Agency/School District/Organization Name

\_\_\_\_\_

Chief Professional Officer/School Food Service Director, Name/Title

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

Phone

\_\_\_\_\_

Email

\_\_\_\_\_

Proposal Contact Person, Name / Title

\_\_\_\_\_

Phone

\_\_\_\_\_

Email

\_\_\_\_\_

Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

\$

Total Funding Requested from VSUW Summer Meals Grant

Using the “key” in the instructions, indicate Primary service delivery area(s).

<b>Primary</b>	<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>		<b>6</b>		<b>7</b>		<b>9</b>	
<b>Service Area</b>	<b>10</b>		<b>11</b>		<b>12</b>		<b>13</b>		<b>14</b>		<b>15</b>		<b>N/A</b>			

Checklist:

Is the agency/school district/organization listed with the Arizona Department of Education as a Qualifying Summer Food Service Program Sponsor?

**Yes**     **No**

How many children do you expect to serve in total through the summer?

What are the days/times of operation of your Summer Food Service Program?

What is the Free/Reduced Lunch percentage of the schools you serve?

How many meals do you expect to serve in total through the summer?



**Cover Sheet Instructions**

**Agency/School District/Organization Name:** Full name of the agency/school district/organization that is applying for VSUW’s Summer Meals Grant

**Chief Professional Officer/School Food Service Director:** Full name and title of the chief professional/school food service director/organization chief professional officer

**Mailing Address:** The main business office location or P.O. Box address for the receipt of official correspondence

**Phone:** The direct phone for the person listed above

**Email:** The email address for the person listed above

**Proposal Contact Person, Name / Title:** Name and title of the agency/school district/organization who can be contacted directly to answer questions regarding this application.

**Phone:** The identified proposal contact’s direct phone number

**Email:** The identified proposal contact’s email address

**Funding Request:** The total amount requested from VSUW for this program

**Geographic Delivery Area**

Using the table below indicate primary service delivery (PSD) area on the Application Form. Primary service delivery areas are delineated by zip code. If your location is not within one of the 14 listed PSDs please mark N/A. Identify service delivery area(s) with an “X” on the chart found above.

1	2	3	4	5	6	7	9
85282	85009	85021	85021	85345	85345	85345	85032
850400	85034		85029	85301	85307	85351	85028
	85007			85303	85351	85381	85022
	85006			85302	85335	85385	85020
	85004				85363	85380	
	85003						
	85036						
	85001						
10	11	12	13	14	15	N/A	
85042	85085	85008	85203	85009	85339	All others	
85034	85308	85016	85204	85017	85353		
85040	85050	85014	85201	85031	85043		
	85027	85006	85210	85019	85041		
	85310	85012	85211		85009		
					85035		



- Check yes or no regarding agency's/school district's/organization's listing with the Arizona Department of Education as a Qualifying Summer Food Service Program Sponsor.

Yes       No

**How many children do you expect to serve in total through the summer?**

*Enter the total number of children you expect to serve through the summer in your geographic delivery area.*

**What are the days/times of operation of your Summer Food Service Program?**

*Enter the number of days/times your Summer Food Service Program plans to operate.*

**What is the Free/Reduced Lunch percentage of the schools you serve?**

*Enter the percentage of students on the Free/Reduced Lunch program of the schools in your geographic delivery area.*

**How many meals do you expect to serve in total through the summer?**

*Enter the number of meals your site(s) expect to serve through the summer*