



Capital Area Food Bank of Texas
REQUEST FOR PROPOSAL
Kids Cafe Site
FAYETTE COUNTY ONLY



Application Due November 30, 2011

You are invited to review and respond to this Request for Proposal (RFP), for the Capital Area Food Bank of Texas (CAFB), Kids Cafe Program. In submitting your proposal, you must fully comply with these instructions. Missing and/or incomplete information may cause your response to be delayed or disqualified from further consideration.

The RFP seeks interested and qualified non-profit community-based organizations to host and conduct a Kids Cafe program.

If you have any questions or require clarifying information, the contact person for this RFP is:

Jennifer Taylor
Programs Coordinator,
(512) 684-2514

All submittals must be received on or before 5:00 p.m. Central Time, **November 30, 2011**. Submittals can be faxed, emailed or mailed.

Fax a signed copy to:
(512)282-6606
Attn: Jennifer Taylor

Scan and Email a signed copy to:
jtaylor@austinfoodbank.org

*Please type in: "**REQUEST FOR PROPOSAL**" in the subject line.

Mail a sign copy to:
Capital Area Food Bank of Texas
8201 South Congress
Austin, TX 78745
Attn: Jennifer Taylor

Late submittals will not be accepted. As the RFP process moves forward, please note that any *verbal* information given will not be binding upon CAFB. Only information issued in writing will be considered as an official addendum.

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In accordance with Federal Law and U.S. Department of Agriculture policy, Capital Area Food Bank of Texas is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

SECTION I: INTRODUCTION

PURPOSE

The Kids Cafe program (KC) of Capital Area Food Bank of Texas (CAFB) has funds available for the current Fiscal Year 2011/2012, to establish a new Kids Cafe site. The Capital Area Food Bank of Texas, Kids Cafe site grant will be awarded under authority provided by the approval committee of Capital Area Food Bank of Texas.

The purpose of this grant is to establish a Kids Cafe site and provide free meals and snacks to low-income children. The goal is to expand this program to reach as many children at risk of hunger by providing program expense reimbursements. Grantees will be allowed to use the grant funds for the duration of the school year. Applicants are required to read the Capital Area Food Bank of Texas Kids Cafe Policy and Procedure Manual. Further information regarding Capital Area Food Bank of Texas Kids Cafe including the Kids Cafe Policy and Procedure Manual is available on Capital Area Food Bank's website at:

www.austinfoodbank.org/

BACKGROUND

In Savannah, Georgia in 1989, two young brothers were discovered late one night in the kitchen of their housing project's community center. The older brother had broken into the kitchen to feed himself and his younger brother. In response to this glaring example of childhood hunger in their community, the Second Harvest Food Bank of Coastal Georgia started the first Kids Cafe.

In 1993, America's Second Harvest launched the national Kids Cafe® program. Kids Cafe is a program of Feeding America – The Nation's Food Bank Network, which provides guidance and support to over 200 food banks across the United States. The goal of the national Kids Cafe program is to feed America's hungry children by effectively linking local food banks, food and grocery supplies, and other resources with member agencies and community resources. Currently, Kids Cafe is one of the nation's largest charitable meals service programs, providing free prepared foods and nutrition education to hungry children. More than 1,600 Kids Cafe sites are operating in the United States today.

Child hunger affects many aspects of children's lives, from physical and mental development to emotional well-being. The Kids Cafe program targets childhood hunger and food insecurity by collaborating with after-school enrichment programs at schools and community organizations. Capital Area Food Bank of Texas currently operates 34 Kids Cafe sites throughout Central Texas, serving meals to an average of 3,800 children each day.

Through the Kids Cafe program grant, Capital Area Food Bank of Texas seeks to identify new sites that have secured after-school enrichment. The site supports the mission of the Food Bank by helping to provide nutritious meals in a safe, accessible and nurturing environment to children at-risk of hunger, because no child deserves to go to bed hungry.

In 2009, Texas was listed among the top five states with the highest rate of food insecure children under 18.

In 2010, 16.4 million or approximately 22 percent of children in the U.S. lived in poverty.

Research indicates that hungry children do poorly in school and have lower academic achievement because they are not well prepared for school and cannot concentrate as well as well-nourished children.

The problem of childhood hunger is not simply a moral issue. Hunger hinders a child's ability to learn and develop, increasing the prospect of them suffering from poverty as an adult. Kids Cafe is a program designed to address childhood hunger and works to ensure the children of our community have access to this critical need in the after school hours.

SECTION II: REQUIREMENTS

PROGRAM GOALS AND OBJECTIVES

The mission of the Kids Cafe Program is to help alleviate child hunger in America through the provision of nutritious meals served to children at-risk of hunger in safe, accessible sites. The Kids Cafe Program also includes nutrition education and enrichment activities.

Program Objectives

1. Serve nutritious meals and snacks to children at-risk of hunger
2. Provide programs within easily accessible safe sites
3. Supplement the meal service with enrichment activities

WHO MAY APPLY

Non-profit organizations that serve populations in which 51% or more of the children are eligible for free or reduced priced breakfast and lunch. These include but are not limited to:

- Boys & Girls Clubs
- Public and/or Charter schools
- Youth and/or community centers
- Faith-based organizations
- Human Service non-profit organizations

The applicant's facility must include a certified kitchen that can prepare meals for the children or have the ability to secure meals from a vendor. The applicant must also have afterschool enrichment programs which will be offered through the school year. It is Capital Area Food Bank of Texas' goal to provide support to local non-profit organizations by enhancing their after school enrichment activities with the ability to provide healthy nutritious meals for the children they serve. We have listed the requirements and objectives for all Capital Area Food Bank Kids Cafe programs. These objectives represent the minimum components of the program and are based on fundamental criteria set by Feeding America. However, the program's flexibility allows for additional activities and objectives in response to unique situations and

ideas.

LETTER OF AGREEMENT

Participating Kids Cafe sites will provide Capital Area Food Bank with a signed letter of agreement annually, acknowledging the organization's intent to comply with all Capital Area Food Bank standards of service, best practices, and reporting guidelines.

TASKS

- The Kids Cafe must complete an application packet and attend annual training
- The Kids Cafe must have at least one staff person trained and certified as a Food Manager
- The Kids Cafe must serve healthy, nutritious meals to children free of charge a minimum of two (2) times per week.
- The Kids Cafe must submit a monthly report by the 5th of each month
- The Kids Cafe must have and maintain a current City, County or State health inspection
- The Kids Cafe must offer an educational activity each day the Kids Cafe is open, with nutrition education offered at a minimum once per month. Capital Area Food Bank encourages weekly instruction in nutrition and healthy living.
- The Kids Cafe must be conducted in a safe space by trustworthy staff to supervise the children. The adult to child ratio must be a minimum of 2 adults per 25 children at all times that the program is operational. All staff and volunteers having direct, recurring contact with the participating children must pass national background checks.
- Some Kids Cafe sites that qualify may be asked to participate in the Texas Department of Agriculture's Child and Adult Care Feeding Program (CACFP) or Afterschool snack Program (ASCP) to offset costs.
- In July of every year, all Kids Cafe sites will be required to re-enroll for the following program year.

BUDGET

The budget is based on the number of children served and the number of serving days. A breakdown of the budget formula is found in the Policy and Procedure Manual on page 14.

SECTION III: PROCESS

Applicants must complete and submit the following:

- Kids Cafe Information Sheet
- Proposal Narrative

PROPOSAL NARRATIVE PAGE LIMIT

500 words or less

Proposals that exceed the word limit will not be considered and will not be forwarded to the review panel.

Applicants should number the pages of their proposal using page 1 as first page of the proposal and numbering the pages consecutively through the end of the attachments.

NARRATIVE CRITERIA

Community Need (20 pts) *Tell the story of your community*

Please describe the need for an after-school meal program among your clients/students, including the number of economically disadvantaged children served by your agency/school.

Organization Description and Feasibility of Success (40pts) *Be realistic/ Highlight accomplishments*

Describe your organization's current programs, projects and activities.

Do you have a commercial kitchen? Please describe the kitchen facility and freezer/refrigerator space.

Describe the proposed staffing for your program or project. Include names, titles and brief summaries of qualifications of the individuals who will be responsible for carrying out the activities described. If you are hiring new staff for the program or project, please describe the qualifications here and provide the job description(s) you will use with candidates as an attachment to this application.

Project Benefits (20pts)

How many children attend your school / program?

What is the age range of children you would like to serve?

Explain how the proposed program or project contributes to your organization's overall mission.

Provide a brief summary of your organization's history, goals and vision.

Community Engagement and Partnerships (20pts)

Would you be willing to look for funding / community support to help sustain a Kids Cafe Program?

How many days of the week would you like to prepare and serve the Kids Cafe meal?

Number of volunteers/staff involved in program(s)

Age Range of children in program

What is the earliest time meals can be served?

SECTION IV: REVIEW AND AWARD PROCESS

APPLICATION SCREENING, REVIEW AND SELECTION

The application screening, review, and selection process is as follows:

- CAFB Team Member will screen all applications received by 5:00 p.m. Central Time on _____, 2011 to ensure their completeness and conformity to the requirements of this announcement.
- Applications that meet the screening requirements will be referred to an appropriate Approval Committee panel.
- Each panel member will rank the applications assigned to them by score from highest to lowest.
- The selection official will consider each panel's recommendations; however he or she may consider other priorities such as geographic, demographic or socioeconomic diversity and agency priorities in addition to the scores assigned by the Approval Committee panels.
- Applicants will be notified of the funding decisions in writing.
- Applicants selected will then sign the Letter of Agreement, which contains the terms and conditions for the Kids Cafe.

APPROVAL COMMITTEE PANEL

The Approval Committee panel will evaluate each forwarded proposal according to how well it addresses each of the criteria.

DUE DATE

The completed application package must be received by CAFB at or before 5:00 p.m. Central Time on Wednesday, November 30th, 2011.

*3 Methods for submitting an application:

EMAIL to: jtaylor@austinfoodbank.org

***Note:** Please type in: **“REQUEST FOR PROPOSAL”** in the subject line.

Allow up to **48 business hours** to receive an email confirmation. When submitting on closing date, you may contact CAFB Programs Department and request a telephone confirmation prior to 5:00 p.m. Central Time.

Faxed: (512)282-6606

Please keep your confirmation page as your proof of submission.

Mailed:

Capital Area Food Bank of Texas
8201 South Congress
Austin, TX 78745
Attn: Jennifer Taylor

Application must be received and stamped in by 5:00pm on closing date. ***Note:** Mailing your application through Overnight delivery a day prior to the closing date is not a guarantee it will be received before applications are sent to the Approval Committee* An email confirmation will be sent once application is received.

Please account for sufficient time to ensure timely receipt by the deadline. **Late applications will not be considered.** Additions or revisions to applications already received will not be considered.

QUESTIONS ABOUT THIS PROPOSAL

Please direct any questions regarding this proposal to:

Jennifer Taylor
Programs Coordinator
Capital Area Food Bank of Texas
8201 S. Congress Ave
Austin, TX 78745
512-684-2514 (direct)
512-2826606 (fax)



Capital Area Food Bank of Texas
Kids Cafe Information Sheet

Name of Site: _____ Date: _____

Address: _____

Principal/Executive Director: _____

Phone Number: _____ Email: _____

Website: _____ Fax: _____

Does Site also include paid afterschool care: yes no Total paid enrollment: _____

If yes, please list: _____

Operating hours: _____ Adult to child ratio: _____

Service area or boundary served: _____

Percentage of free & reduced: _____

Open or enrollment site: _____

List enrichment programs: _____

Name of Cook(s): _____

Phone Number: _____ Email: _____

Last Health Dept. inspection: Expires: _____ Type: _____ Score _____ NA

Compliance with Health Dept. corrective measures: yes no instructed

Food managers Certificate:

Name: _____ Expiration date: _____

Please list day and time you wish to have Kids Cafe:

Serving Days: *Mon. Tues. Wed. Thurs. Fri. (Circle)*

Serving Time: _____

Printed Name: _____

Signature: _____ Date: _____