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**Indiana State Department of Health**

**Division of Nutrition and Physical Activity**

**Cooking Matters Grant Request for Proposals**

**Cooking Matters Grant**

The Indiana Department of Health, Division of Nutrition and Physical Activity (IDOH, DNPA) is offering funding to multiple organizations to offer Cooking Matters programming throughout the state. Cooking Matters is a comprehensive nutrition education program that is “helping end childhood hunger by inspiring families to make healthy, affordable food choices” by teaching parents and caregivers with limited food budgets to shop for and cook healthy meals. IDOH, DNPA prioritizes health equity\* in our funding for initiatives in all settings. Therefore, organizations that reside in, or serve communities that rank high (.5 and above) on the [CDC’s Social Vulnerability Index](https://svi.cdc.gov/map.html), will be prioritized for funding.

*\*The Robert Wood Johnson Foundation defines health equity as "… everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health such as poverty, discrimination, and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and health care."*

The following resources will be offered to each partner:

* Program materials
* Web-based Training
* Technical Assistance
* Survey and data analysis toolkit

Partners are responsible for the following:

* Program coordination
* Estimating participant reach - partners must estimate the number of participants they plan to reach through courses and tours each program year
* Commitment to priority audience (see below)
* Completing online training
* Recording program activity
* Ordering materials
* Local implementation costs (grant award will cover these costs)

Cooking Matters programs “teach parents and caregivers with limited food budgets to shop for and cook healthy meals.” Across the country, community partners that serve low-income families offer six-week Cooking Matters courses to adults, kids, and families. Each course is team-taught by a volunteer chef and nutrition educator and covers meal preparation, grocery shopping, food budgeting and nutrition. Adult and teen participants take home a bag of groceries at the end of each class.

**Grant Eligibility**

In Indiana, there are a limited number of organizations outside of the Indianapolis area that have been approved and trained by Cooking Matters to offer its curriculum. The Indiana Department of Health would like to expand and see this course offering in new regions of the state that serve diverse populations.

The purpose of the 2022 Cooking Matters Grant is to provide community organizations with funding to offer the Cooking Matters curriculum. We will be offering up to $10,000 to five organizations to teach 5 six-week courses of Cooking Matters. The awarded applicants will enter into a partnership agreement with Cooking Matters by Share Our Strength. There is no cost for this partnership, and the grant award is intended to cover associated program costs. Click [**here**](https://strength.formstack.com/forms/cmpartnerapp_copy_2) for more information.

The funding for this grant program is provided by the USDA’s SNAP-Education Program. To qualify applicants must serve an audience that is at least 50% SNAP eligible (or eligible for other assistance programs such as WIC, TANF, etc.)

To qualify for this grant, applicants must meet the following criteria:

* Applicants must be 501c3 organizations in good standing or other nonprofit entities such as a university or government agency.
* Grant funding and partnership with Cooking Matters is available for organizations who plan to offer *Cooking Matters for Parents, Cooking Matters for Childcare Professionals,* and/or *Cooking Matters at the Store* curricula.
* The priority audience for this grant is parents (including pregnant moms/expecting parents) and caregivers (including “youth caregivers” – adolescents who are 18 years of age or younger and who provide significant assistance to relatives or household members) to children between the ages of 0-5 years. We are not accepting applications for youth programming.
* Funding priority will be given to organizations in communities that rank high (.5 and above) in the CDC’s Social Vulnerability Index, which considers socioeconomic status, household composition and disability, minority status and language, and housing type and transportation.
  + To see where your organization/school falls in this index, please visit: [**https://svi.cdc.gov/map.html**](https://svi.cdc.gov/map.html)

Unallowable Costs

* Ongoing snack or food service
* Meal sized portions or complete meal service
* Medical equipment
* Medical nutrition therapy and secondary prevention interventions
* Weight loss classes specific to individuals, individualized meal plans, obesity treatment programs, etc.
* Gym memberships, trainers, gym equipment, or facilities
* Clinical health screening (i.e., cholesterol testing, and blood glucose testing, etc.)
* Distribution of nutrition education and physical activity reinforcement items costing over $5.00 each
* Nutrition education costs that are charged to another Federal program such as WIC, EFNEP, Head Start
* Breastfeeding education, promotion, and support that duplicates or is provided through WIC, EFNEP, or Head Start funding
* Education provided to incarcerated or institutionalized persons who are not eligible for SNAP
* Commercial rental space charges
* Costs associated with the establishment and maintenance of environmental or policy changes such as infrastructure, equipment, space, land, or construction
* Costs associated with capital improvements to retail stores, sidewalks, trails, bicycle paths, or dining facilities
* Costs associated with refrigeration units or shelving in grocery or convenience stores.
* Financial incentives to community partners or retailers to support environmental or policy changes
* Costs associated with capital improvements to retail stores, sidewalks, trails, bicycle paths, or dining facilities
* Money, vouchers, or passes provided to recipients to offset personal costs incurred so that they may attend nutrition education and obesity prevention classes, e.g., for childcare and transportation expenses.
* Childcare or transportation services provided for recipients in conjunction with education activities.

**Grant Requirements**

* Complete the Division of Nutrition and Physical Activity’s (DNPA) Cooking Matters Grant Application, which includes a narrative section to describe organization background and the proposed locations for classes, as well as a budget section to show breakdown of program costs.
* Establish a working relationship with the DNPA’s SNAP-Ed Coordinator throughout the life of the grant to utilize technical assistance services. The recipient must submit regular updates to the DNPA.
* Submit all legal agreement and required forms; as a grant recipient, an organization is considered a vendor to the state, therefore, a Vendor form, Direct Deposit Form and W-9 must be completed.

# I. Proposal Cover Sheet

Due **September 3rd, 2021, by 5 p.m.**

**Please answer this application in five (5) pages or less.** Upon completion, please submit the proposal to Amy Rupp via email at [arupp@isdh.in.gov](mailto:arupp@isdh.in.gov) . If you have any questions, please reach out.

|  |  |
| --- | --- |
| **Proposal Contact Person** | |
| Name: | Position: |
| Organization Name: | |
| Address: | |
| Phone Number: | Email: |
| **Fiscal Contact (the individual that signs financial documents)** | |
| Name: | Position: |
| Address: | |
| Phone Number: | Email: |

# II. Cooking Matters Grant Proposal Narrative

# Please answer this application in five (5) pages or less.

**Organization background**

1. Please describe your organization’s community and the population that is served.
2. Who are your organization’s key community partners and successful collaborators?
3. If selected, where does your organization plan to host the Cooking Matters classes?
4. Tell us about your organization’s workplace. What is unique about your organization that would make you an ideal candidate to impact health inequities\* in your community?

\*At IDOH we define health inequities as the *differences in health status and mortality rates across population groups that are systemic, avoidable, unfair, and unjust.* IDOH recognizes that health inequities exist for individuals because of characteristics such as age, sex, race, ability, sexual orientation, gender identity, socioeconomics, and national origin.

1. Is there any other information you would like to share about your organization?

**Program justification**

1. Why is Cooking Matters a good fit for your community?
2. In what ways does Cooking Matters address health inequities and discrimination in your community?
   1. Supporting information could include your [SVI score](https://svi.cdc.gov/map.html), and/or which [SVI themes](https://svi.cdc.gov/Documents/Data/2018_SVI_Data/SVI2018Documentation.pdf) (page 3 and 4) are most relevant to the population your organization serves.
3. What are the intended outcomes of the program and how do you hope to measure those outcomes?

# III. Cooking Matters Grant Budget

**Budget proposal**

Funding is available for up to $10,000 per applicant. Funds need to be spent by September 30th, 2022.

|  |  |
| --- | --- |
| **Fiscal Year (FY) 21/22** | |
| Item | Proposed amount ($) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | |

**Budget justification** (optional)

If there are any items you feel that you need to explain, please use the below space to do so.

**Timeline**

The Cooking Matters fiscal year begins on January 1st, 2022 and will end on September 30th, 2022. Please provide an estimated timeline for your organization’s efforts, pertaining to this grant.

**Thank you for completing this grant application!**

Please email to Amy Rupp at [arupp@isdh.in.gov](mailto:arupp@isdh.in.gov) by **September 3rd, 2021 by 5 p.m.**