



THE  
JACQUES PÉPIN  
FOUNDATION

February 6, 2019

To: Community-Based Culinary Arts Training Program Directors

Hello,

Thank you for the great work you do, offering life skills and culinary training to individuals with high barriers to employment. The Jacques Pépin Foundation (JPF) would like to support your efforts.

You may be familiar with chef Jacques Pépin. As one of the most recognizable television chef personalities, with over thirty cookbooks and countless awards, chef Pépin is perhaps the most influential culinary educator of our time. Through the JPF, we would like to offer his technical expertise to community kitchens, extending his influence while recognizing the power of culinary education to improve lives and communities.

This request for proposals introduces the availability of \$100,000 in 2019, in grants of up to \$10K to community-based culinary training programs. We hope to support existing programs' efforts to expand or improve their teaching and curricula. The funds may be used to join a supporting network, hire additional staff, expand facilities, or in a variety of other ways improve or expand the delivery of culinary training.

We hope that you will take the time to submit a proposal, and that these grants may be the start of extended relationships. Submissions will be accepted on a rolling basis in 2019. Please submit proposals digitally to:

[rollie@jp.foundation](mailto:rollie@jp.foundation)

and

[jennifer@jp.foundation](mailto:jennifer@jp.foundation)

Again, thank you for all you do. We are so proud to be able to support your work.

Best Regards,  
Rollie Wesen

**Rollie Wesen**, M.Ed., C.E.C.

Co-Founder  
Executive Director  
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cell: 917 549 5948



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## REQUEST FOR PROPOSAL

2019 GRANT TOWARD COMMUNITY-BASED CULINARY ARTS TRAINING PROGRAMS (CBCATS)

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*Chef Jacques Pépin, author, TV personality, educator, humanitarian*

## OVERVIEW

The Jacques Pépin Foundation (JPF) supports culinary arts education and training. Our mission is in part realized by supporting non-profit, community-based, culinary arts training programs (CBCATs) that offer life skills and culinary training to adults with high barriers to employment.

The JPF, created in 2016, has only just begun to discover and support the dozens of organizations across the country that offer culinary training. In the past two years, we have raised over a million dollars in support of these programs, including direct monetary support for FareStart's Catalyst Kitchen program, the New England Center for Arts and Technology (NECAT) and the Community Kitchen at the RI Food Bank. We have also donated culinary education source materials from Jacques Pépin's publications, kitchen equipment and hand tools from OXO and others, and provided teaching expertise.

With over \$100K available, our 2019 grant program represents our next level effort to advance culinary training through CBCATs. This request for proposals (RFP) is for existing CBCATs who are raising capital to formalize their culinary training program, join a community kitchen network, improve facilities, expand their programming, or in other ways directly improve their teaching. We are accepting bids for \$5,000 - \$10,000 grants that will directly improve the teaching of culinary skills to disadvantaged adults or at-risk youths.



*Jacques Pépin visits FareStart, April 2017*



*JPF Executive Director Rollie Wesen teaching at Rhode Island Community Food Bank, 2017*



*Jacques Pépin teaching students at NECAT, March 2018*

## BACKGROUND

Jacques Pépin is a legendary chef, cookbook author and television personality. Through his decades of teaching, dozens of published cookbooks, 16 James Beard awards, and more than 600 individual television episodes, including the iconic series “Jacques and Julia Cooking at Home” with Julia Child, Chef Pépin has inspired multiple generations of cooks and made the art and craft of cooking seem easy and approachable. Chef Pépin is a culinary icon and one of the most influential culinary educators of all time.

The Jacques Pépin Foundation (JPF), conceived and incorporated by Chef Pépin’s son-in-law, professional chef and culinary instructor Rollie Wesen, M.Ed. and his wife Claudine Pépin, is a vehicle for Chef Pépin to give back to the community and the food service industry by promoting opportunity for employment through culinary education.

Our mission is to support culinary education and training through community-based culinary arts training programs (CBCATs) that offer free life skills and culinary training to adults with high barriers to employment. Rooted in technique, partner organizations such as FareStart in Seattle and The Community Kitchen at the Rhode Island Food Bank teach skills that provide access to entry-level jobs in the food service industry. We have identified over 100 organizations across the country, many of which are members in the Catalyst Kitchen or the Feeding America programs, that serve students who are detached from the workforce, with no marketable skills for re-entry. Many have been traumatized by military service, incarceration, substance abuse, homelessness or are in other ways disenfranchised. We believe that these CBCAT programs are truly a win-win-win. A win for society that reclaims a willing worker, a win for the individual who learns a marketable skill, regains self-confidence, and improved health, and a win for food-service that currently struggles with over 650,000 vacancies and desperate need for qualified workers.

Through social services, basic education and culinary training, these organizations provide a needed hand-up to people who have lost hope. Utilizing the generous body of work by the iconic Chef Jacques Pépin, his impeccable reputation, extensive networks in the food industry and our training in pedagogy, the JPF is uniquely positioned to improve the curricula and effectiveness of existing organizations, draw attention to their great work and expand opportunities for self-sufficiency for high-barrier, low-income adults.

Created in 2016, the foundation has only just begun its work to support the dozens of organizations across the country that offer culinary training. In the past two years, we have raised over a million dollars in support of these programs, including direct monetary support for FareStart, Catalyst Kitchens, NECAT and the community kitchen at the RI Food Bank, as well as donating source materials, equipment and providing teaching expertise to many others.



*JPF and RIFB fundraiser, June 2018*

## QUALIFICATION REQUIREMENTS

Grant recipients will:

- Be an existing non-profit culinary training program
- Have a proven record of success obtaining employment for their trainees
- Serve disenfranchised or underserved populations such as low income/low skill adults or those with other high barriers to employment
- Reward graduates with an educational Certificate of Value that will provide employment opportunities
- Include earned ServSafe or similar food handlers' certificate as part of the program (or use the grant to offer safe food handler training that results in a certificate)
- Offer support services that extend beyond the classroom and culinary laboratory
- Be actively engaged in improving their facilities, curricula, teaching or support services to improve the outcomes for their graduates

## DELIVERABLES

- Post Implementation report on the use of the grant – See Appendix B
- Make available press-worthy opportunities reflecting the use of/impact of the JPF contribution
- Listing on organization's website and social media identifying JPF as a sponsor or contributor for at least one calendar year from the receipt of the grant
- Organization will confer the right to JPF to use its logo and other trademarked materials for our PR purposes

## PROPOSAL EVALUATION

Proposals will be evaluated and ranked on the criteria below.

Overall Evaluation Criteria

Quality of Presentation	10%
History and Effectiveness of Program	40%
Potential Impact of Grant	50%

## ADDITIONAL AREAS OF CONSIDERATION

- Willingness to participate in research conducted by the JPF
  - The JPF is currently engaged in surveying employers of CBCATs to evaluate their needs and expectations for student graduates
  - The results of the study will allow CBCATs to align their curricula with employer needs for maximum benefit to the students and the employers
- Appreciation for Chef Pépin and his teachings
- Interest in hosting a class or an event with Chef Pépin or another representative of the Jacques Pépin Foundation
- Efforts to align curricula with local community college or other institution of Higher Education to bestow graduates with college credit
- Incorporation of a social enterprise that benefits students with real work experience

## INSTRUCTIONS TO RESPONDERS

Instructions for this RFP are based on the New York/New Jersey Common Application:

- Please type and single-space all proposals.
- Please submit proposals in PDF Format.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.
- Please do not include any materials other than those specifically requested at this time.
- Please do not send videotapes.
- Please Include Appendix A: Cover Sheet

Note: The proposal is not meant to be burdensome. We understand how hard you work to improve lives every day, and appreciate that proposals like these take time away from your hands-on efforts. The information requested herein is designed to improve the JPF's understanding of CBCATs so that we may in turn improve our support and develop strategic initiatives that will benefit all CBCATs.

## PROPOSAL FORMAT

### **I. PROPOSAL SUMMARY:** *One-half page, maximum*

Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

### **II. NARRATIVE:** *Three to Five pages maximum*

#### **A. Background**—Describe the work of your agency, addressing each of the following:

1. A brief description of its history and mission. Is the culinary training program part of a larger non-profit such as a food bank? Does your program include a social enterprise?
2. Current goals and strategic initiatives of the organization/CBCAT.
3. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
  - a. Description of Culinary Training Program including: number of students, length of program, number of cohorts per year, curricular goals/proscribed outcomes, description of materials used in curricula
  - b. Is On-the-job-training part of the curriculum? What types of employers take the students? Brief description and examples of employers of graduates
  - c. Do graduates receive an educational certificate? Do they earn a food handler's certification from ServSafe or similar provider?
4. Current programs and accomplishments. Please emphasize the achievements of the recent past, including graduation rates, and employment rates.

5. Number of paid full-time staff; number of paid part-time staff; number of volunteers, including short bio of principal culinary instructor(s).
6. Your organization's relationships — both formal and informal — with other organizations working to meet the same needs or providing similar services. Is the organization part of a community kitchen network? Does it intend to join a network?
7. Highlight any differences between your organizations and other CBCATs

**B. Funding Request**—Please describe the program for which you seek funding.

1. If applying for general operating support, briefly describe how this grant would be used.
2. If your request is for a specific project, please explain the project including:
  - a. A statement of its primary purpose and the need or problem that you are seeking to address
  - b. The population that you plan to serve and how this population will benefit from the project.
  - c. Strategies that you will employ to implement your project.
  - d. The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
  - e. Anticipated length of the project.
  - f. How the project contributes to your organization's overall mission.

**C. Evaluation**—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

**III. ATTACHMENTS**—Please label all attachments to correspond to the bold-faced, items below.

**A. Financial Information**—Please provide the dates that each document covers.

1. **Your MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
2. Aligned side by side on the same page, your **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
3. Aligned side by side on the same page, a list of foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
4. Please list the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.
5. If project funding is requested:
  - a. **A CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.
  - b. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.
  - c. List any **IN KIND** support from other organizations for this project.

**B. Other Supporting Materials**

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your agency's tax-exempt status, or, if not available, an explanation.
3. One-paragraph resumés of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. No more than three examples of recent articles about, or evaluations of, your organization, if available.

## PROPOSAL DEADLINE & SUBMISSION INSTRUCTIONS

Continuous in 2019.

Proposals for 2019 grants will not be accepted after October 1, 2019

Proposals may be sent to:

The Jacques Pépin Foundation

Attn: Rollie Wesen

P.O. Box 28

Barrington, RI 02806

Or Submitted Digitally to:

[Rollie@jp.foundation](mailto:Rollie@jp.foundation)

And

[Jennifer@jp.foundation](mailto:Jennifer@jp.foundation)

Questions:

Please email any questions about this RFP to the above addresses.

*Cover Sheet*

Date of application:

Name of organization to which grant would be paid.

Please list exact legal name:

Purpose of grant (one sentence):

Address of organization:

Telephone number:

Fax:

Email:

Executive director:

Contact person and title (if not executive director):

Is your organization an IRS 501(c) (3) not-for-profit?: Yes  or No

If no, please explain:

Grant request: \$

Check one (based on the organization's priorities and the funder's guidelines):

General support

Project support

Total organizational budget (for current year): \$

Dates covered by this budget (mo/day/year):

Total project budget (if requesting project support):\$

Dates covered by project budget (mo/day/year):

Project name (if applicable):

### Instructions

- ◆ This form is for post funding reporting – not to be submitted with proposal.
- ◆ Please type and single-space all reports.
- ◆ Please answer all of the questions in the order listed.
- ◆ Please use headings as provided.
- ◆ Please submit only one copy.

### *Cover Sheet*

Funder receiving report:

Name of organization completing report. Please list exact legal name.

Address of organization:

Telephone number:

Fax number: E-mail address:

Executive director:

Contact person and title (if not executive director):

Have there been any changes to your organization’s IRS 501 (c) (3) not-for-profit status since your request for this grant?:  
Yes  or No

If yes, please explain:

Project name or brief project description:

Check one:

- General operating
- Project support
- Other (please specify)

Grant amount: \$

Grant Period: **from to**

Date of report: Report due date:

Dates covered by this report: **from to**

Check one:

- This is an interim report
- This is a final report

# Common Report Form

## Report Format

### I. **NARRATIVE: Two to five pages.**

A. If reporting for a general operating grant, please address the following:

1. Organizational and/or programmatic achievements and setbacks; significant board and/or staff changes.
2. How you measured the effectiveness of your activities; what you learned; and how you used or will use this information.

B. If reporting on a specific project grant, please address the following:

1. The project description and how the project relates to your organization's mission.
2. The project's goals and the success you had in meeting them. Have the project's goals been modified in any way? Describe the population served and how that population was affected by the project. How were other stakeholders affected? Any problems your organization faced when implementing this project, and how you resolved or attempted to resolve them.
3. How you measured the effectiveness of your project; what you learned; and how you used or will use this information. Were there any unexpected results, positive or negative?
4. Any changes in the original staffing pattern for the project.
5. Any significant changes in your organization while implementing this project.

### II. **FINANCIAL**

A. If reporting on a general operating grant, please submit the following:

1. Your organization's statement of income and expenditures for the year in which the grant was used.

B. If reporting on a specific project, please submit the following:

1. Your organization's statement of income and expenditures for the year in which the grant was used.

2. For final reports, please provide project income and expenditure information compared to the approved project budget. If there are any major discrepancies, please explain.
3. For interim reports, please provide project income and expenditures-to-date compared to the approved project budget. If there are any major discrepancies, please explain.
4. A list of all sources of income for the project with amounts.

C. Financial Attachments:

1. Most recent audited financial statements, if not already provided.
2. Most recent annual report, if not already provided.

**III. ATTACHMENTS (optional)**

- A. Publications, educational materials, news articles, videotapes, or other relevant materials about your organization or the funded project.