



THE  
JACQUES PÉPIN  
FOUNDATION

REQUEST FOR PROPOSAL  
2022 GRANT PROGRAM FOR COMMUNITY-BASED CULINARY ARTS TRAINING PROGRAMS

OVERVIEW

The Jacques Pépin Foundation (JPF) supports culinary arts education and training through various channels to many age groups and communities. 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 individuals with high barriers to employment.

The JPF, created in 2016, has disbursed funds through grants and collaborations, to 40 different organizations nationwide and supported dozens more with curricular materials. The Foundation donates culinary education source materials from Jacques Pépin's publications and videos, facilitates reduced cost training materials from Rouxbe Online Culinary School, helps provide kitchen equipment and tools from industry partners, offers teaching expertise, and helps raise greater awareness about CBCATs.

This year, sensitive to a changed landscape in the food and hospitality industry as a result of the pandemic, the JPF is looking for applicants that continue to teach culinary skills and have adjusted their culinary programs to the new cooking and hiring environments, especially programs that have a level of employer vetting in place based on criteria such as average hiring wage, benefits offered, opportunities for career growth, workplace culture and values, proximity to public transportation, previous graduates' experiences with that employer, etc.

We continue to strongly believe that culinary training is valuable for personal growth, improves health outcomes, develops a deeper understanding of the food system, and provides essential skills necessary for both professional and personal kitchens to manage with reduced resources and income.

This request for proposals (RFP) is for existing CBCATs who are raising capital to formalize their culinary training program, want to join a community kitchen network, improve facilities, expand programming, directly improve teaching, add certifications, or expand or improve upon their employer partnerships. We are accepting bids for up to \$10,000 grants. An interactive map listing of organizations that have previously received our support can be found on the Foundation [website](#).

## BACKGROUND

Jacques Pépin is a legendary chef, culinary educator, 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.

In the last two years, Chef Pépin created 250 video recipes, produced by the JPF’s team, and published on his Facebook page and the JPF’s Instagram page. We have also added an online culinary course through our education partner Rouxbe. Chef Pépin is a culinary icon and one of the most influential culinary educators of all time.

The Jacques Pépin Foundation 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.

Utilizing the generous body of work by the iconic Chef Jacques Pépin and his extensive networks in the food industry and our dedication and passion for culinary professionalism, skills, and technique, the JPF is uniquely positioned to add to the curricula and capacity of existing organizations, draw attention to your important work, and expand opportunities for individuals detached from the workforce to gain confidence, skills, and employment in the food industry.

**Mission: The Jacques Pépin Foundation promotes Jacques’ generosity and passion for cooking by supporting individuals that seek, and organizations that create pathways to success through culinary professionalism and technique.**

**Vision: Enriching lives and strengthening communities through the power of culinary education.**

## QUALIFICATION REQUIREMENTS

Grant recipients will:

- Be an existing non-profit, community-based, culinary arts training program
- Have a proven record of success obtaining employment for their trainees
- Hold their employer partners to high standards of social equity and justice
- Serve disenfranchised or underserved populations such as low income/low skill individuals with high barriers to employment
- Reward graduates with an educational and portable credential or certificate that will increase and improve 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
- Have found ways to support their alumni after training is complete

## DELIVERABLES

- Post Funding/Impact Report on the use of the grant - See Appendix B
- Make available to JPF press-worthy opportunities reflecting the use of/impact of the JPF contribution
- Listing on organization's website and/or social media identifying JPF as a sponsor or contributor
- Organization will confer the right to JPF to use logos and other trademarked materials for our PR purposes

## PROPOSAL EVALUATION

Proposals will be evaluated and ranked on the criteria below.

Quality of Presentation, including submission of required Cover Sheet	10%
History and Effectiveness of Program	40%
Potential Impact of Grant	50%

## ADDITIONAL AREAS OF CONSIDERATION

- Connection to CBCAT networks such as the Catalyst Kitchens Network and Feeding America
- Efforts to align curricula with local community college or other institutions of Higher Education to bestow program graduates with college credit
- Incorporation of a social enterprise that benefits students with real work experience
- Engaged employer partners that value and compete for trained workers from the program
- Willingness to engage with and share best practices with other CBCATs

## INSTRUCTIONS

Instructions for this RFP are based on the NY/NJ Common Application and the Philanthropy MA Common Proposal Form:

- **Cover Sheet is Required for all proposals!**
- Please submit proposals in PDF Format.
- Please answer 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.

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 is designed to improve the JPF's understanding of culinary training programs so that we may, in turn, improve our support and develop strategic initiatives that will benefit all.

## PROPOSAL FORMAT

### I. COVER SHEET - see Appendix A (REQUIRED)

### II. ORGANIZATION SUMMARY: *One-half page, maximum*

Please summarize in a short paragraph the purpose, mission, and history of your agency, including your agency's programs, services and population served. Please indicate how the culinary training program fits into the overall organization's structure and budget.

### III. PROPOSAL NARRATIVE: *3-5 pages maximum*

**A. Description of Need**—What is the issue you plan to address? Briefly explain why your agency is requesting this grant for your culinary training program and what outcomes you hope to achieve. Please include the following background information about your culinary training program:

1. Details on your ServSafe or similar Food-Handlers' Safety Training certification (required).
2. Do culinary training program graduates receive an educational certificate of value?
3. Is on-the-job-training part of the culinary curriculum? What types of employers take the students? Brief description and examples of employers of graduates of the culinary training program.
4. Any requirements or parameters that your organization asks of employer partners (minimum salaries for your graduates, commitment to opportunities for career growth, fostering a positive environment for employees, providing methods of feedback on employee experiences and/or employer partner needs etc.)
5. Do your students produce food as part of hunger relief efforts?
6. Does your program include a social enterprise / commercial business?
7. Population that your culinary training program serves - geographic location, and any specifics or percentages you have on gender, age, race, or language.
8. Number of students, length of program, number of cohorts per year, description of materials used in curricula for culinary training program.
9. Graduation rates, employment rates, employer retention rates.
10. Current number of paid culinary training program full-time and part-time staff and number of volunteers.
11. Your organization's relationships – both formal and informal – with other organizations working to meet the same needs or providing similar culinary training services. Is your organization part of a community kitchen network like Catalyst Kitchens or Feeding America? Does it intend to join a community kitchen network?
12. Highlight any differences/distinction between your organization's culinary training program and other culinary training programs in your geographical location.

**B. Proposal Funding Request**—Please describe the program for which you seek funding and how your agency will utilize the funds if awarded.

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. Strategies that you will employ to implement your project.
  - c. How the project contributes to your organization’s overall mission.

**C. Evaluation of Funding**—Please explain how you will measure the effectiveness of your proposed activities and what methods you will use to measure your progress. Please describe the results you expect to have achieved by the end of the funding period. Please do not provide information on how you assess your students, unless that is part of the project you are proposing.

**VI. ATTACHMENTS**—Please label 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. Your **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
3. Other confirmed or potential foundation and corporate **SUPPORTERS** for your current and most recent fiscal year.
4. 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. **Brief (one-paragraph max) qualifications/work experience of any key staff relevant to the specific funding request.**
4. Your most recent **annual report**, if available.
5. No more than 3 examples of **recent articles about, or evaluations of, your organization**, if available.
- 6.

## PROPOSAL DEADLINE & SUBMISSION INSTRUCTIONS

We will offer two submission deadlines in 2022: May 1<sup>st</sup>, and October 1<sup>st</sup>. After each, 50% of allocated funds will be granted. If your organization is not awarded a grant after the May deadline, your application will automatically be re-assessed after the October deadline. Proposals for 2022 grants will not be accepted after October 1, 2022.

Proposals may be sent digitally (preferred method) to:

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

If necessary, proposals may be mailed to:

The Jacques Pépin Foundation

Attn: Rollie Wesen

P.O. Box 28 Barrington, RI 02806

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

We look forward to receiving your application. Please be aware that although we would very much like to be able to support all the proposals we receive; our growing Foundation simply does not have the capacity to fund every project.

Our team will closely read each submission and narrow applicants down based on our evaluation criteria as well as several broad factors, including the overall range of each funding year's submission focus, the geographic location, community served, specific population that trainings are geared toward, and the alignment of our own Foundation's mission and 2022 goals, as outlined by our Board.

Cover Sheet - REQUIRED for all proposals

Date of application: \_\_\_\_\_

Name of organization to which grant would be paid. Please list exact legal name:

\_\_\_\_\_

Address of organization: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Website address: \_\_\_\_\_

Name of Executive Director: \_\_\_\_\_

Email of Executive Director: \_\_\_\_\_

Name of Culinary Director (if not Executive Director): \_\_\_\_\_

Email of Culinary Director: \_\_\_\_\_

Name of other contact person and title (if applicable): \_\_\_\_\_

Email of other contact: \_\_\_\_\_

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

If no, please provide fiscal sponsor name: \_\_\_\_\_

Please confirm that graduates of your program receive a functional knowledge of food safety AND the attainment of a food handlers' certification. Yes

Comments, if applicable: \_\_\_\_\_

Total organizational budget (for current year): \_\_\_\_\_

Total culinary training program budget (for current year): \_\_\_\_\_

Population Served (Culinary Training Program): \_\_\_\_\_

Year Established (Culinary Training Program): \_\_\_\_\_

Grant Funding Request (one sentence):

\_\_\_\_\_

Dollar Amount of Grant request: \_\_\_\_\_

Have you applied for a grant from the JPF before? Yes  or No

What year(s)? \_\_\_\_\_

Was your organization awarded a grant previously? Yes  or No

What year(s)? \_\_\_\_\_

## APPENDIX B: POST-FUNDING/IMPACT REPORTING

### Instructions

Having a healthy, vibrant relationship with our grantees is important to us. Our post-funding/impact reporting is not meant to be a burden on you, but rather an additional way for each of us to get to know one another and for the JPF to more fully understand your program needs and your current projects. Thank you!

- ◆ This form is for post funding and impact reporting - not to be submitted with original proposal.
- ◆ If your organization has prepared reports for other funders that specifically cover the information you would like to share with the JPF, per the Report Format provided, we welcome you to submit those reports to us rather than writing a new report.
- ◆ If your organization would prefer to schedule a video or phone call with a representative from the JPF to provide a verbal update on post-funding, please request that through email - [info@jp.foundation](mailto:info@jp.foundation).

#### *Cover Sheet*

Name of organization completing report: \_\_\_\_\_

Address of organization: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Executive Director Name & Email:

\_\_\_\_\_

Culinary Director Name & Email:

\_\_\_\_\_

Other contact person & Email:

\_\_\_\_\_

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/funding description:

\_\_\_\_\_

Grant amount: \$

Date of this post-funding report: \_\_\_\_\_



## Post- Funding/Impact Report Format

### I. NARRATIVE: (1-3 pages)

1. The project description and how the project relates to your organization's overall mission.
2. The project's goals and the success you had in meeting them. Have the project's goals been modified in any way? Any problems your organization faced when implementing this project? Were you able to resolve them or describe attempts to resolve them? What were the successes or highlights of this project?
3. Were there any organizational and/or programmatic achievements and setbacks; significant board and/or staff changes.
4. How did you measure the effectiveness of your activities; what did you learn? Any unexpected results, positive or negative?
5. What does your organization need next to continue this project or make enhancements to another area of your program?
6. What else would you like us to know about your work, this project, or your organization?

### II. ATTACHMENTS (optional)

- A. Publications, photos, news articles, videos, or other relevant materials about your organization or the funded project that you would like to share with us.
- B. Most recent annual report, if not already provided.