



2023 REQUEST FOR PROPOSAL (RFP)

PRINCIPAL GRANTS PROGRAM FOR COMMUNITY-BASED CULINARY ARTS TRAINING PROGRAMS

OVERVIEW & BACKGROUND

Jacques Pépin is a culinary icon and one of the most influential culinary educators of all time. Through his decades of teaching, dozens of published cookbooks, 16 James Beard awards, and hundreds of individual television episodes, Chef Pépin has inspired multiple generations of cooks and made the art and craft of cooking seem easy and approachable.

Utilizing the generous body of work by Jacques Pépin and his extensive networks in the food industry and drawing upon his lifelong dedication and passion for culinary professionalism, skills, and technique, the Jacques Pépin Foundation (JPF) advances Jacques Pépin's love of culinary arts education and supports the teaching of culinary skills through various channels to many communities.

The JPF's mission is in part realized by supporting non-profit, community-based, culinary arts training programs (CBCATs) that offer free life skills and culinary training to individuals with high barriers to employment. The JPF is uniquely positioned to add to the curricula and capacity of existing organizations, helping to raise awareness about this important work and the organizations that offer opportunities for individuals detached from the workforce to gain confidence, skills, and employment in the food industry.

The JPF disburses grant funding nationwide and supports culinary training organizations by providing curriculum materials from Jacques Pépin's publications and videos and kitchen equipment from industry partners. An interactive map and listing of organizations that have received JPF support is on the Programs page of the JPF [website](#).

The JPF strongly believes 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.

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.

This RFP is for the JPF 2023 Principal Grants Program. Applications are welcome from existing CBCATs that are raising capital to formalize their culinary training program, want to join a community kitchen network, are working to 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. We encourage all past applicants to re-apply, even if they have been funded previously. **Please note that while most of the content requested in our annual RFP remains constant, there are minor and specific changes and criteria each year to the application that might require re-formatting or editing from your previous proposals to us.** Please reach out to us at info@jp.foundation if you have questions about the 2023 RFP.

PRINCIPAL GRANTS PROGRAM: REQUIREMENTS

- Applicants are existing non-profit, community-based organizations that offer free culinary training to those with barriers to employment.
- Applicant programs provide their graduates with a credential or certificate that increases and improves employment opportunities.
- Applicant programs include earned ServSafe or similar food handlers' certificate as part of their programs *(or include within this grant proposal to offer safe food handler training that results in a certificate)*.
- Applicant programs have a proven record of success obtaining employment for their trainees.
- Applicant programs do not promote religious doctrine and accept students regardless of any status or qualifiers like race, religion, creed, country of origin, sex, gender identity or ability.
- Applicant programs have a commitment to foster justice, equity, inclusion, and belonging practices.

PRINCIPAL GRANTS PROGRAM: ADDITIONAL AREAS OF CONSIDERATION

- Applicant programs support alumni after training is complete *(or include within grant proposal ways to improve alumni support systems or structure)*.
- Applicant programs have formal or informal criteria and employer vetting in place related to average hiring wage, benefits offered, opportunities for career growth, workplace culture and values, proximity to public transportation, previous graduates' experiences with that employer *(or include within this grant proposal ways to improve employer partnerships and criteria to benefit the program's graduates)*.
- Applicant programs are members of a CBCAT network such as the Catalyst Kitchens Network or Feeding America *(or include within this grant proposal action or funding needed to connect to such networks)*.
- Applicant programs include a social enterprise that benefits students with real work experience *(or include within this grant proposal action or funding needed to add a social enterprise element)*.

PROPOSAL EVALUATION

Completed application, including submission of required Cover Sheet	10%
History and Effectiveness of Current Program	40%
Potential Impact of Proposed Grant Funding	50%

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 ensure all fields are filled out on Cover Sheet.**
- Please submit proposals in PDF Format.
- Please answer questions in the order listed, using 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. We welcome feedback from applicants on ways we can improve our application and application process.

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: _____

Other contact to receive info regarding this grant application (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)? _____

PROPOSAL NARRATIVE - 5-8 PAGES TOTAL

Organizational Summary—Please include the following background information about your culinary training program. Please include headers with each answer and please answer in the order listed.

1. Number of students/cohorts per year, number of graduates/graduation rate, length of program
2. Population that your culinary training program serves - geographic location and any specifics in terms of your population served
3. Brief description of materials used in curricula for culinary training program. Do you use any online or video training programs?
4. Do your culinary training program graduates receive an educational certificate and/or college credit from local community college or other higher education institutions?
5. Is on-the-job-training part of the culinary curriculum? Do your students produce food as part of hunger relief efforts?
6. Does your program include a social enterprise business?
7. What types of employers take the students? Please provide a brief description or listing of recent employers of graduates from your culinary training program. Please include employment rates/retention rates if known.
8. Do you have any requirements or parameters that your organization asks of employer partners?
9. Current number of paid culinary training program full-time/part-time staff and approximate number of volunteers serving in the culinary training program.
10. Is your organization part of a community kitchen network like Catalyst Kitchens or Feeding America?
11. Please highlight any differences/distinction between your organization's culinary training program and other culinary training programs in your geographical location.

Proposal Funding Request/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.

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.

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 in the program, unless that is part of the project you are proposing.

ATTACHMENTS

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 culinary training program **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
3. Any **IN-KIND** support from other organizations for culinary training program.

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, and/or (no more than 3) examples of **recent articles about, or evaluations of, your organization**, if available.

PROPOSAL DEADLINE & SUBMISSION INSTRUCTIONS

We will offer two submission deadlines: May 1st, and October 1st. 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 grants will not be accepted after October 1.

Proposals may be sent digitally (preferred method) to: Rollie@jp.foundation AND Jennifer@jp.foundation

If necessary, proposals may be mailed to: The Jacques Pépin Foundation 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 goals, as outlined by our Board.

POST-FUNDING DELIVERABLES

- Cover Sheet & Post Funding Report (can be video call - we love those!)
- 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

APPENDIX: POST-FUNDING/IMPACT REPORTING

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. We encourage open communication and look forward to understanding more about your organization through a post-funding conversation or report. 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.**

I. NARRATIVE: (1-3 pages)

1. 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?
2. How did you measure the effectiveness of your activities; what did you learn? Any unexpected results, positive or negative?
3. What does your organization need next to continue this project or make enhancements to another area of your program?
4. What else would you like us to know about your work, this project, or your organization?

II. ATTACHMENTS (optional)

- A. Annual Report, photos, news articles, videos, or other relevant materials about your organization or the funded project that you would like to share with us.

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: _____