



## 2025 REQUEST FOR PROPOSAL (RFP) PRINCIPAL GRANT 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 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. A mapped state by state 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 2025 Principal Grant Program. Applications are welcome from existing nonprofits to enhance their culinary training programs. Grant proposals may include general operating costs, membership fees to join a community kitchen network, funds to improve facilities, expand programming, improve teaching, add certifications, support alumni, or expand or improve upon employer partnerships.

- We are accepting bids for up to \$10,000 grants.
- **Organizations funded during the 2024 JPF grant cycle NOT eligible to apply until 2026.**
- Organizations funded during the 2023 JPF grant cycle (or earlier) are invited to apply.
- Organizations that applied during any JPF grant cycle year and were not funded are invited to apply.
- Organizations that have never applied for JPF grant funding are invited to apply.

Please note that while most of the content requested in our annual RFP remains constant, there are minor changes and each year that might require re-formatting or modest editing from previous proposals. Please email [info@jp.foundation](mailto:info@jp.foundation) if you have questions about the Principal Grants Program RFP.

## PRINCIPAL GRANTS PROGRAM: REQUIREMENTS

- Applicants are existing non-profit, community-based organizations that offer no-cost culinary workforce training to those with barriers to employment and offer a variety of support services to help program participants succeed.
- Applicant programs include earned ServSafe or similar food handlers' certificate for participants as part of the program (*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 food industry employment for their trainees.
- Applicant programs support alumni after culinary training is complete (*or include within grant proposal ways to improve alumni support systems or structure*).
- Applicant programs do not promote religious doctrine.
- Program is respectful to all people and is committed to providing opportunities regardless of qualifiers like race, color, national origin, primary language, age, disability, pregnancy, sexual orientation, or gender identity.
- Applicant programs have a commitment to foster justice, equity, inclusion, and belonging practices.

## PRINCIPAL GRANTS PROGRAM: ADDITIONAL AREAS OF CONSIDERATION

- 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, and/or 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 include a social enterprise that benefits students with real work experience and helps to support the operating costs of the culinary training program (or include within this grant proposal action or funding needed to add a social enterprise element).
- Applicant programs provide their graduates with additional credentials or certificates that increase and improve long-term employment opportunities and careers (or include within this grant proposal action or funding needed to add more credentials or certificates).

## 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

- **Cover Sheet is required for all proposals to ensure your application is entered into our grants database. 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: \_\_\_\_\_

Legal name of organization to which grant would be paid: \_\_\_\_\_

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

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

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

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

Name & Email of Executive Director: \_\_\_\_\_

Name & Email of Culinary Program Director: \_\_\_\_\_

Name (s) and email (s) of other contact(s) to receive info regarding this grant application (if applicable):  
\_\_\_\_\_

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

Annual culinary training program budget: \_\_\_\_\_

Annual parent organization budget(if applicable): \_\_\_\_\_

Population served (for culinary training program): \_\_\_\_\_

Length of culinary training program: \_\_\_\_\_

Approx number of culinary program graduates per year \_\_\_\_\_

Dollar Amount of JPF 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)? \_\_\_\_\_

*For Administrative Purposes Only (not part of the review process)*

*Does your culinary training program receive federal funding? Yes  or No*

*If yes, please let us know approx. amount of federal funding per year \_\_\_\_\_*

*Is your organization part of a peer network like Catalyst Kitchens or Feeding America?*  
\_\_\_\_\_

## PROPOSAL NARRATIVE - 5-8 PAGES TOTAL

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

1. General history/overview of culinary program and how it relates to any larger, parent organizations. Please list the support services you offer participants (e.g. transportation coverage, housing, childcare, financial or digital literacy, other social services). Please provide mission and vision statements (for culinary program or parent program).
2. Specific population that culinary training program serves, number of students enrolled per year, length of program, number of graduates and graduation rate.
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 or college credit, or other certifications as part of the program?
5. Is on-the-job-training (internship, externship, apprenticeship) part of the culinary curriculum?
6. Do culinary students produce food as part of hunger relief efforts?
7. Does your program include a social enterprise business?
8. Does the program offer students training or education about issues such as food justice, the role of food and health, or the food system?
9. Please provide a brief listing of recent employers of graduates from your culinary training program. Include employment placement rate and retention rate OR provide an impact story about a graduate that has found a long-term career after placement with one of your employer partners. Do you have any requirements or parameters that your organization asks of employer partners?
10. How do you provide support for alumni of your culinary program?
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**

Briefly explain why you are requesting this grant from the JPF for your culinary training program.

1. If applying for general operating support, briefly list how grant funding will support your operations (staff salaries, overhead, general expenses, etc.)
2. If your request is for a specific project, please explain the project, the problem that you are seeking to address and any 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.

*Application Feedback - Please let us know by email ([jennifer@jp.foundation](mailto:jennifer@jp.foundation)) how the JPF can improve this application. Please let us know if any sections were confusing or difficult to obtain information for. This section is optional and will not be part of the review process - it is for our internal use so that we can improve this application process.*

## OTHER SUPPORTING MATERIALS (CAN BE YOUR EXISTING DOCUMENTS)

1. Your **MOST RECENT FINANCIAL STATEMENT** (IRS or audited) if available. This statement should reflect expenditures and funds received during your most recent fiscal year.
2. Your culinary training program **OPERATING EXPENSE BUDGET** for the most recent fiscal year.
3. A listing of your **Board of Directors (or website address pointing to this information)**.
4. A copy of **IRS letter** indicating your agency's tax-exempt status and EIN#.
5. Your most recent **Annual or Impact Report**, if available AND/OR example(s) of recent **article or media about your organization**, if available (max 3).

## PROPOSAL DEADLINE & SUBMISSION INSTRUCTIONS

We will offer two submission deadlines: 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 with no additional action from you. Proposals for grants will not be accepted after October 1.

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

We look forward to receiving your application and learning more about your program. 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 Grants Reading Committee will closely read each submission and narrow applicants down based on our evaluation criteria and rubric.

Final decisions will also be made on several broad factors, including the JPF funding year budget, the geographic location of grantees, the specific population, or community served by the organizations, and the alignment of our own Foundation's mission and goals, as outlined by our Board.