

Food Skills Project Application Process

Introduction

The [Lewis County Community Wellness Collaborative](#), in partnership with CHOICE, is excited to invite organizations to submit proposals for projects that expand opportunities for food skills learning and that align with the themes and strategies outlined in CHOICE's [2025 Health Equity Improvement Plan](#). These projects will be an opportunity to fill an identified community need as well as to test the Health Equity Improvement Plan's key themes. Project awardees will engage with the Lewis County Community Wellness collaborative by providing regular project updates, sharing relevant data and participating in shared learning opportunities. The collaboration between CHOICE, the Lewis County Community Wellness Collaborative and the local community will enable learning and insights from the selected projects to be shared broadly.

Timeline

- RFP opens: July 3
- Application deadline: July 31
- Application review: August 1 - 12
- Selection and notification: by August 13
- Project implementation: Beginning August 2025.
- Project and final report completion: January 12, 2026

Eligibility

Applicants from a diverse range of organizations representing various sectors are welcomed. Organizations in Lewis County are eligible to submit proposals, provided they meet the following criteria:

- Geographic eligibility: Organizations operating within the geographic boundaries of Lewis County.
- Organizational capacity: Organizations have the capacity to receive funding, use funding received specific to approved activities, report on expenses specific to this project, and provide fiscal documentation requested by the Lewis County Community Wellness Collaborative and CHOICE. Examples of organization types are 501(c)(3) nonprofit organizations, community-based organizations, public entities, churches, associations, businesses, informal groups with designated fiscal agents, etc.

Project focus areas

Projects should be focused on building people's knowledge, confidence and practical abilities around growing, preparing, cooking and/or preserving food, especially healthy, affordable, and culturally appropriate food. Ideally, projects will improve food literacy and food security.

Projects should also address one or more of the following key themes from the 2025 Health Equity Improvement Plan:

- **Bridging Gaps in Care:** Connect formal healthcare systems with informal community support networks; Strengthen relationships between healthcare, social services and volunteer groups, neighbors, neighborhood associations, etc.
- **Centering Belonging and Mutual Understanding:** Support initiatives that foster alignment between and across sectors and center human belonging in programming and design.
- **Collective Action via Community-led Solutions:** Elevate and support community-driven projects that improve health and well-being.

General Scope of Work:

The selected applicants will be responsible for the following:

1. Project Planning and Design

- a. Clearly define the project goals, objectives, and intended outcomes
- b. Develop a detailed project plan, including activities, timelines and deliverables.
- c. Describe the target population and how the project will address the identified health equity challenge.

2. Project Implementation

- a. Implement the approved project plan, carry out activities
- b. Manage project resources effectively, including budget, personnel, and materials

3. Data Collection and Reporting

- a. Develop and implement a data collection plan to track progress and outcomes.
- b. Prepare and submit regular progress reports according to the specified schedule.

4. Project Evaluation

- a. Participate in project evaluation as outlined in the reporting template.
- b. Provide all necessary data and documentation for evaluation purposes.

5. Dissemination and Sustainability

- a. Plan for disseminating project findings and lessons learned to relevant audiences, including the Lewis County Community Wellness Collaborative.
- b. Outline strategies for sustaining the project's impact beyond the funding period.

Selection Criteria:

Proposals will be selected based on the following criteria:

1. Alignment with Lewis County Community Wellness Collaborative and CHOICE's Health Equity Improvement Plan goals
 - a. Does the project expand opportunities for food skills learning within Lewis County?
 - b. Does the project address the integration of formal and informal systems of care?
 - c. Does the project foster belonging and mutual understanding?
 - d. Does the project elevate community-led solutions?
2. Feasibility and Readiness
 - a. Is the project realistic given the time and resources available during the established funding period?
 - b. Are key partnerships already in place or clearly identified?
3. Innovation and Scalability
 - a. Does the project bring a fresh approach or idea to connecting care systems?
 - b. Can the project be replicated or scaled in other communities?
4. Shared Learning Contribution
 - a. Will the project generate insights that are valuable to other organizations/groups?
 - b. Does it promote collaboration across sectors or groups?

Available funding

The Lewis County Community Wellness Collaborative has dedicated approximately \$75,000 to funding projects. Funding is available to support selected projects up to \$10,000. Applicants will indicate the amount they are requesting on the application.

Support and Technical Assistance is Available

Applicants are encouraged to contact the Lewis County Community Wellness Collaborative Director via email (herrifords@crhn.org) with questions. We encourage all applicants to check the FAQ document regularly, as it will be updated throughout the

application period. As questions come in, answers will be added to support shared learning and ensure everyone has access to the same information.