

# Food Skills Project RFP

## Frequently Asked Questions (FAQs)

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### General information

**Q1: What is the total funding the Lewis County Community Wellness Collaborative has committed to this opportunity?**

The Lewis County Community Wellness Collaborative has dedicated approximately \$75,000 to project funding.

**Q2: Is there a limit on how much funding we can request?**

Funding is available to support selected projects up to \$10,000.

**Q3: Do you anticipate a certain number of project awards?**

Not currently. The number of awards will depend on the number of proposals and the amount of funding requested.

**Q4: What type of projects are considered Food Skills projects?**

Our goal is to support projects aimed at 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, as well as support overall community health.

### Post Award

**Q1: How long will project performance periods be?**

Projects are anticipated to begin in August 2025. All projects and final reporting must be completed by January 12, 2026.

**Q2: What data will awardees be required to collect and report?**

Awardees will collect and report data based on general reporting guidelines, including:

- Number of participants enrolled
- Number of connections made
  - Type of connections made (ongoing or one-time)

- Demographics of individuals served:
  - Age
  - Sex/gender
  - Race/ethnicity

We encourage applicants to create an evaluation plan to specify their methods of collecting and reporting on project impact. Some projects may use numerical data, while others might use storytelling or other methods to showcase their impact on the community. We are open to discussing data and reporting requirements to ensure they do not become a barrier to participation.

### Q3: Have allowable and non-allowable expenses been identified?

No, this funding is flexible, so we don't anticipate disallowing costs unless they aren't aligned with project activities or outcomes. We will discuss this further before entering into an agreement with applicants.

### Q4: In the application process document, under general scope of work, what will the "project evaluation, as outlined in the reporting template" involve?

Project evaluation description and metrics will be included in the reporting template provided to successful awardees. This evaluation will encompass data measures such as the number of people served, their demographics, the number of connections made, and the types of connections made. It involves comparing the initial proposal with the actual outcomes during the reporting period. For example, an awardee might plan to serve 50 people but end up serving 60, or they might anticipate a certain number of connections but experience more or fewer during the period. The goal of the evaluation is to learn from the project as it progresses. Like data and reporting, we are open to unique and appropriate evaluation processes to ensure they do not become barriers to participation.

### Q5: What will the invoicing or reimbursement process include?

Projects will receive most of the funding up front and will invoice twice: once at the initial proposal agreement and once at the final report submission.

### Q6: How often will progress reports be due?

All awardees will work with the Lewis County Community Wellness Collaborative to define specific reporting terms, though generally projects will only submit a final report.

## Applicant Support

### Q1: What support will applicants receive?

Applicants are encouraged to contact the Lewis County Community Wellness Collaborative Director via email ([herrifords@crhn.org](mailto:herrifords@crhn.org)) with any 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.