



**Valley of the Sun
United Way**

Instructions for Submitting a
Letter of Intent
to the
Valley of the Sun United Way's
**Summer Meals Contract
2015**

Mission, Vision and Guiding Principles

Mission: To improve lives by mobilizing the caring power of our community.



Vision: To build a caring community where all children and youth succeed, families are self-sufficient, and all people enjoy maximum health and independence.

Guiding Principles:

- Uphold the highest ethical standards
- Act with compassion and caring
- Exceed our customers' expectations
- Be accountable in all we do
- Commit to quality work and continuous improvement
- Reflect the diversity of our community
- Promote teamwork and cooperation

SUMMER MEALS CONTRACT OVERVIEW

The Summer Meals Contract provides a way for Summer Food Service Program (SFSP) sponsors/sites to increase program participation, retention, and the number of educational activities at the SFSP sites to ensure children and youth over the summer receive nutritious meals in Maricopa County. Contracts are made on an annual basis with no guarantee of future funding.

The goal of this contract is to increase program participation, retention and the number of educational activities to ensure children return each day for nutritious meals.

The following objectives **must** be addressed:

- Follow the USDA Summer Food Service Program regulations provided by the Department of Education
- Provide activities to keep the interest of the children to increase their involvement of returning each day for nutritious meals; i.e. Improve retention rate
- Increase outreach efforts to children and families in the neighborhoods to inform of SFSP days/hours

The Summer Meals Contract is allocated on an annual basis. This contract begins May 12, 2015 and ends September 3, 2015.

General Contract Eligibility Criteria

To apply for funding for the SFSP, an agency/school district/organization must meet the following requirements:

- Qualified by the Department of Education as a SFSP sponsor/site
- Priority funding will be given to programs located in a Limited Supermarket Access (LSA) area
- Must be recognized with the Internal Revenue Service as a 501(c)(3) tax-exempt, nonprofit organization.
- Allow VSUW staff to conduct (1) site visit in coordination with site manager.

Summer Meals Contract may not be used for any capital expenditures, including buildings, equipment, furnishings, vehicles, or computer hardware.

Funding Period & Amounts

This year's contract cycle will begin May 12, 2015 and will end September 3, 2015. Programs funded for this grant period are not guaranteed continued funding in future years.

Summer Meals Grants awards will be based on service levels.

Grant Process

Volunteers will first review the Letters of Intent to determine which agencies/school districts/organizations will be asked to submit a proposal application. Next the volunteers will review and evaluate proposals to determine program funding recommendations. The committee's funding recommendations will then be submitted to Valley of the Sun United Way's Hunger Advisory Council for final approval.



Application

All agencies/school districts/organizations submitting a Summer Meals Contract application will need to submit a SFSP budget with income and expenses and program projected output measurements.

Summer Meals Contract funded agencies/school districts/organizations are required to report on **all** of the following output measures:

Outputs:

- Total # of Children Served (Ages 18 and under)

- Total # of Summer Meal Sites

- Total # of Activities Provided

- Total # of Days of Operation

- Total # of Days Children Attended (average participation)

- Total # of Meals Served
 - Breakfast
 - Lunch
 - Snack
 - Dinner



LETTER OF INTENT INSTRUCTIONS

The following instructions are provided to assist you in completing the Letter of Intent portion of the 2015 VSUW Summer Meals Contract application process.

If you require additional assistance or have a specific question, please contact Lora Reid, Community Impact Manager, at 602.631.4877 or lreid@vsuw.org

Application Instructions:

- The application process begins with a Letter of Intent attached to the required Cover Sheet (provided with this packet.) Required content for the Letter of Intent is detailed below.
- All forms and required documents must be submitted through e-CImpact at: <https://agency.e-cimpact.com/login.aspx?returnurl=/default.aspx>

Letter of Intent Content and Format

Below is a sample of the Letter of Intent. It must be no longer than two (2) pages, should employ a readable font size of no less than 10 pt. and allow for one-inch margins. This letter must be attached to the Cover Sheet provided with this packet and should include:

Agency's/School District's/Organization's Letterhead

Date

Ms. Lora Reid, Community Impact Manager
Valley of the Sun United Way
1515 E. Osborn Road
Phoenix, AZ 85014

Dear Ms. Reid:

(Your Agency/School District/Organization Name) is pleased to be partnering with Valley of the Sun United Way (VSUW) on this application for funding to ensure children and youth receive nutritious meals during the summer. (Your Agency/School District/Organization Name) has been a SFSP sponsor for (enter number of years).

(Use the space provided to write about your agency's/school district's/organization's mission, and services including how these align with the goals of the Summer Meals Contract. Specifically, Summer Meals Contract is funding from Valley of the Sun United Way (VSUW) to Summer Food Service Program (SFSP) sponsors to increase our outreach, retention, and educational activities for children who attend our SFSP sites.)

(Your Agency/School District/Organization Name) commits to providing the following "Solutions" during the 2015 Summer Food Service Program.

Summer Meals Contract 2015



- *Increase the number of activities provided during the SFSP, so children will be excited to return each day to receive nutritious meals.*
- *Increase participation in the SFSP for children ages 18 and under so children will receive nutritious meals throughout the months of May – August, 2015.*
- *Increase the days of operation from the day school is out to the first day of school.*
- *Increase the retention rate of children returning each day to receive nutritious meals.*

We are requesting (*Enter Dollar Amount*) from the Summer Meals Grant. Detail of expenses is provided in the application budget.

We commit to providing the following additional outputs to VSUW on the Summer Meals Grant.

- # of SFSP Sites
- # of Meals Served
- # of Children Served (Ages 18 and under)
- # of Days of Operation
- # of Activities Provided
- # of Days Children Attended (average participation)
- How the Summer Meal Contract funds were used

(Your Agency/School District/Organization name) is committed to working with VSUW to create a SFSP for children residing in the *(Your Agency/School District/Organization Name)* geographic area to provide nutritious meals for children during the summer months of May – August, 2015.

Sincerely,

Name

Agency Executive/School District Food Service Director/Organization Executive



Submission Instructions:

Please submit, via e-Cimpact, your completed Letter of Intent and Cover Sheet addressed to Ms. Lora Reid, at <https://agency.e-cimpact.com/login.aspx?returnurl=/default.aspx>. Letters of Intent are due for submission on e-Cimpact by **4:00 p.m. on Monday, March 5, 2015.**

Summer Meals Contract Timeline:

February 17, 2015	SFSP 2015 Summit – Nonprofits Organizations
February 18, 2015	SFSP 2015 Summit – School Districts
February 19, 2015	Summer Meals Letter of Intent (LOI) Released
March 5, 2015	Summer Meals Letter of Intent due by 4:00 p.m. via E-CImpact
March 12, 2015	Organization Notification mailed out – advance/decline letters
April 1, 2015	Summer Meals Contract Application Released
April 1, 2015	Summer Meals Application Orientation
April 22, 2015	Summer Meals Contract Application due by 4:00 p.m. via E-CImpact
May 12, 2015	Summer Meals Contracts sent
May 26, 2015	Signed Contacts Due
June 5, 2015	First 1/2 Award payment sent
July 2, 2015	Summer Meal Report Orientation
July 2, 2015	First Summer Meals Report Released
July 31, 2015	First Summer Meals Report Due by 4:00 p.m. (May – June, 2015) via E-CImpact
August 7, 2015	Final 1/2 Award payment sent
August 13, 2015	Final Summer Meal Grant Report Released
September 3, 2015	Final Summer Meal Report Due by 4:00 p.m. (July – August, 2015) via E-CImpact



COVER SHEET

Due Thursday, March 5, 2015 by 4:00 p.m.

Agency/School District/Organization Name

Chief Professional Officer/School Food Service Director, Name/Title

Mailing Address

City/State/Zip

Phone

Email

Proposal Contact Person, Name / Title

Phone

Email

Address

City/State/Zip

\$

Total Funding Requested from VSUW Summer Meals Contract

Using the "key" in the instructions, indicate Primary service delivery area(s).

Primary	1		2		3		4		5		6		7		9	
Service Area	10		11		12		13		14		15		N/A			

Checklist:

Is the agency/school district/organization listed with the Arizona Department of Education as a Qualifying Summer Food Service Program Sponsor?

Yes No

How many children do you expect to serve in total through the summer?

What are the days/times of operation of your Summer Food Service Program?

What is the Free/Reduced Lunch percentage of the schools you serve?



How many meals do you expect to serve in total through the summer?

Cover Sheet Instructions

Agency/School District/Organization Name: Full name of the agency/school district/organization that is applying for VSUW’s Summer Meals Grant

Chief Professional Officer/School Food Service Director: Full name and title of the chief professional/school food service director/organization chief professional officer

Mailing Address: The main business office location or P.O. Box address for the receipt of official correspondence

Phone: The direct phone for the person listed above

Email: The email address for the person listed above

Proposal Contact Person, Name / Title: Name and title of the agency/school district/organization who can be contacted directly to answer questions regarding this application.

Phone: The identified proposal contact’s direct phone number

Email: The identified proposal contact’s email address

Funding Request: The total amount requested from VSUW for this program

Geographic Delivery Area

Using the table below indicate primary service delivery (PSD) area on the Application Form. Primary service delivery areas are delineated by zip code. If your location is not within one of the 14 listed PSDs please mark N/A. Identify service delivery area(s) with an “X” on the chart found above.

1	2	3	4	5	6	7	9
85282	85009	85021	85021	85345	85345	85345	85032
85040	85034		85029	85301	85307	85351	85028
	85007			85303	85351	85381	85022
	85006			85302	85335	85385	85020
	85004				85363	85380	
	85003						
	85036						
	85001						
10	11	12	13	14	15	N/A	
85042	85085	85008	85203	85009	85339	All others	
85034	85308	85016	85204	85017	85353		
85040	85050	85014	85201	85031	85043		



	85027	85006	85210	85019	85041	
	85310	85012	85211		85009	
					85035	

- Check yes or no regarding agency’s/school district’s/organization’s listing with the Arizona Department of Education as a Qualifying Summer Food Service Program Sponsor.

Yes No

How many children do you expect to serve in total through the summer?

Enter the total number of children you expect to serve through the summer in your geographic delivery area.

What are the days/times of operation of your Summer Food Service Program?

Enter the number of days/times your Summer Food Service Program plans to operate.

What is the Free/Reduced Lunch percentage of the schools you serve?

Enter the percentage of students on the Free/Reduced Lunch program of the schools in your geographic delivery area.

How many meals do you expect to serve in total through the summer?

Enter the number of meals your site(s) expect to serve through the summer