

# The Philadelphia Food Justice Initiative (PFJI)

PDPH Division of Chronic Disease and Injury Prevention | Reinvestment Fund

## FREQUENTLY ASKED QUESTIONS

***Please note, this FAQ document will be updated frequently with additional content and relevant resources.***

### I. Eligibility, Funding Priorities, and General Program Questions

- Can one organization submit more than one idea?  
Yes, an organization can submit more than one idea/application. But make sure that all ideas are feasible and not dependent on each other.
- Can this grant be awarded to small projects?  
Yes, this grant may be awarded to a number of different projects/groups at a variety of grant amounts. There is no minimum grant award. No grant will be larger than \$100,000.
- Can this grant be awarded to non-food projects as related to health justice?  
This grant is for food-focused projects that incorporate a health justice framework. The project must involve healthy food (see definition in the RFP).
- Will there only be one grantee? How many grantees will there be? Will you be matching applicants together?  
There will be more than one grantee. At least \$380,000 is available for grants. Each grant will be a maximum of \$100,000. We anticipate having a minimum of four grantees and may have many more if there are small grant requests. At this time, we are not planning to match people or projects for a single award as part of the review process.
- Are there criteria for how the funds can be spent or what they can be spent on?  
Funds must be spent on a project that will advance food justice and access to affordable healthy food in Philadelphia. Funds cannot be used for lobbying. Funds cannot be used for hard costs like land, property, or equipment valued over \$500.
- Does it have to fund a new program or established project?  
The grant can fund a new project or continuation/expansion of existing work. Organizations can apply for operating costs to continue or expand their work, however, organizations should submit an application that describes a specific, unique grant project with a timeline and clear outcomes – not just general operating funds for your organization.

- Can partnerships or programs apply together?  
Yes, organizations or programs or people can join forces and apply together, and it is encouraged that people work collectively with partners. One organization would need to be the primary applicant and submit the application online on behalf of the partnership. That organization would need to be a legal entity (a nonprofit or business) and, if selected, would need to be able to hold a grant agreement (legal contract) with Reinvestment Fund.
- Are there any preferred zip codes or neighborhoods the application should focus on?  
While there is no preference for specific zip codes or neighborhoods, the project must be in the City of Philadelphia, and should be able to demonstrate how the activities will improve food justice for areas with historical health or other injustices.
- Can you give some examples of impact? What are the expectations of a one year project- better access to healthy foods, live healthier, etc.?  
Projects will be measured against the outcomes and impact they define in their application. The overall goal of the initiative includes more healthy food, but also includes increased ability by communities to have healthy food and control their food, land, and labor. Success could look like trying something new and failing, while still learning in the meantime, or providing deeper support to a small group of people.
- Can the applicants have other funding sources for their work?  
Yes, applicants can have other funding sources. Applicants should describe other funding sources in hand or needed in their application.
- Who has received this grant before?  
From 2019-2020 we have made grants to 12 organizations. [Read more about previous grantees in the 2021 PFJI Impact Report.](#)
- Do you already have partners/projects in mind that you want to fund?  
No, this is an open call for ideas.
- Is breastfeeding considered part of food justice?  
While breastfeeding is an important component of the food system, this particular initiative will focus on the foods included in the healthy food definition.
- Can projects be for planning or do they need to be for implementation?  
Projects can be for planning, implementation, or both.
- Are bigger organizations preferred?  
No, we welcome applications from organizations of any size.

- Do organizations have to be Black-led to be eligible?  
No, any organization that meets the eligibility criteria in the RFP is welcome to apply. When applications are evaluated for selection, preference will be given to projects led by Black, Indigenous and People of Color and/or people with lived experience with health injustice, including immigrants and people living with disabilities.

## II. **Timeline, Budget, and Grantee Responsibilities**

- What should grantees propose for an implementation timeline? What is the grant program implementation timeline? When will I get my funds?  
Projects must reasonably take place between October 1, 2021 and September 30, 2022. This funding is from City general funds through a contract with Reinvestment Fund. Those applicants that are selected for a grant will work with Reinvestment Fund to determine the final project timeline and grant disbursement schedule, with funds being disbursed beginning in November 2021 and continuing throughout the grant period.
- Is there the possibility for more than one year of funding or is this only for projects that can be completed in one year?  
Applications to this program should be for projects that can be completed in one year. There is potential for additional funding to continue work in following years, dependent on annual City budget approval. Applicants can describe what they would do if they received more than 1 year of funding but the main focus of the application milestones should be those that can be accomplished in the first year.
- Will projects be funded partially or at a lower level?  
It is possible that applicants that are selected will be offered a partial grant, or a grant at a lower amount than they applied for. Applicants will work with Reinvestment Fund after selection to determine the project's final budget and workplan.
- What kind of reporting will be required?  
At minimum, grantees will be expected to check in with the program manager at Reinvestment Fund at the mid-point of the project to share updates on your project's progress. Grantees will also be expected to keep records of what grant funds are used for (including invoices, receipts, and other internal accounting records) which will be provided to Reinvestment Fund to have on file. At the end of the grant period, grantees will be expected to provide a final report that asks grantees to outline their successes, challenges, lessons learned, and feedback. After being awarded this grant, grantees will work with Reinvestment Fund to determine the final project workplan, budget, and reporting schedule and will clarify if there are any additional reporting requirements in conversation with awardee(s).
- How do I access the budget form?

The budget form is one of the tabs in the SmartSimple online grant portal. You can also view the budget form in the RFP information sheet.

- Should we submit the numbers for our overall project budget if it is bigger than the PFJI grant, or just the amount we are seeking from PFJI?

In your grant application, submit a proposed budget for your PFJI grant, totaling no more than \$100,000. If your grant application is for a project that will have other sources of funds for a bigger scope, you can describe that larger budget in the narrative questions below.

### III. Application Process and Technological Support

- **What is the deadline for applications?**

- Applications must be received by 11:59 pm on September 20, 2021.

- **How can I apply?**

- Online through Reinvestment Fund's online grants portal found at [reinvestmentfund.smartsimple.com](http://reinvestmentfund.smartsimple.com) until the deadline. You can complete the full application through the application portal on any internet accessible device. A guide to using the online grants portal is available on the website at [www.reinvestment.com/phillyfoodjustice](http://www.reinvestment.com/phillyfoodjustice).

- If you have any trouble using the online grants portal please contact us and we will walk you through any questions you have about using the system. If it is not possible to submit an online application, contact us and we will provide a paper application.

- **Can I write my application offline, and copy and paste into SmartSimple?**

- Yes, you can view all of the questions in the RFP information sheet, and copy and paste into the SmartSimple portal. You can also save a draft in SmartSimple and return to it when you're ready to submit.

### IV. Questions

- How can I get questions answered or receive support in completing my application?

- Email: Please direct individual questions by email to [phillyfoodjustice@reinvestment.com](mailto:phillyfoodjustice@reinvestment.com). We will do our best to respond to all questions within 48 hours (Monday – Friday 9-5pm).
- Request a Phone Call: You may call 215-574-5898 and leave us a voicemail to request support by phone and we will do our best to call you back within a week. Please leave a brief message including your name, phone number, and question, and best time to reach you. You can also reach us by email for more immediate responses.

- Website: More information and resources are available on the program’s website: <https://www.reinvestment.com/philadelphiafoodjusticeinitiative/> and linked at <http://foodfitphilly.org/>. This FAQ page will be updated regularly and linked at that website. We will also have instructional information available on the website to help interested applicants navigate the online application portal. Additional resources will be updated at that website as they become available.