



FREQUENTLY ASKED QUESTIONS FOR 2024 CALL FOR PROPOSALS

Advancing Food Security in New Jersey Through Community-Accountable Benefits Programs and Anti-Hunger Policy Solutions

This document will be updated regularly based on questions from applicants up until March 25, 2024. New questions and answers will be listed **in purple font**, along with the date they were posted.

- Learn more about [NJFSI](#).
- Access the [CFP](#).
- Apply for the CFP.
- [Register](#) for the applicant webinar on February 20, 2024, from 10:00 a.m.–11:00 a.m. Eastern Time. The webinar will be recorded, and a link to the recording will be posted at [NJFSI.org](#) when it is available.

APPLICATION TIMELINE AND SUBMISSION

1. What is the due date for completed applications?

The deadline for applications is Monday, April 1, 2024, at 11:59 p.m. Eastern Time. Applicants are encouraged to log on to the application site and familiarize themselves with proposal requirements well before the deadline.

2. Will you accept late submissions?

No. To be fair to all applicants, late submissions will not be accepted. However, FRAC may choose, at its sole discretion, to extend the proposal deadline for all applicants. Such extensions generally will be granted only in the event of: (1) a verified issue with the FRAC proposal system that prevented completion and submission of proposals; or (2) a disaster, emergency, or significant internet outage that affects one or more areas of the state. If the deadline is extended for any reason, an announcement about the extension will be posted at [NJFSI.org](#).

3. How will I know my proposal has successfully been submitted?

As soon as you click 'Submit' on your application, you will see a green submission confirmation message appear on your screen confirming that you have submitted your proposal successfully.

4. Can we talk with FRAC staff to determine if our proposal is a good fit for this funding opportunity?

To be fair to all applicants, we are unable to answer questions related to specific proposal ideas or to provide other proposal-related technical assistance. Other questions may be submitted in writing to Jackie Bavaro, FRAC Program Manager, at jbavaro@FRAC.org. All submitted questions and responses to them will be posted as updates to this document. Please note that FRAC staff may be unable to help in the final 24 hours before the submission deadline.

5. When will we find out if our proposal is funded? When will funding begin?

All applicants will be informed of funding decisions in May 2024. Funding will begin on June 3, 2024.

6. How will funding decisions be made?

Proposals will be assessed based on the eligibility requirements and the selection criteria listed in the Call for Proposals. All proposals will be screened to determine if the selection criteria are met. Those that meet the criteria will be reviewed by a team comprised of internal and external subject matter experts. Final funding decisions will be made by FRAC. To be fair to all applicants, no person with a perceived or actual conflict of interest will be eligible to review proposals (e.g., a proposed project director, co-director, key staff, or partner, or anyone whose organization is named as a lead applicant or as a partner).

7. Can I get feedback on my proposal once it's been reviewed?

No. FRAC is unable to provide individual critiques of submitted proposals.

APPLICANT ELIGIBILITY

8. Who can apply?

Eligible applicants must be: a) based in New Jersey; and b) classified as a 501(c)3 nonprofit organization, a public or private academic institution or school district, or a state or local government agency. Organizations located outside of New Jersey or other types of New Jersey-based organizations may not apply for this funding opportunity but may partner with eligible organizations. Individuals may not apply.

9. Can fiscally sponsored projects apply?

Yes. In such cases the fiscal sponsor should be identified as the applicant, and the nature of the relationship should be described in the proposal. The fiscally sponsored project should have its fiscal sponsor complete the application, including the financial questions, based on the fiscal sponsor's operational and financial status since the fiscal sponsor would need to certify that it will assume responsibility for this initiative as part of its own activities and would exercise oversight if the proposal is funded.

10. Can my organization apply for or partner on more than one application?

Most eligible organization may apply as lead for only one proposal and may serve as a partner for multiple proposals; however, large complex organizations with multiple departments or centers, such as universities, may apply as lead for more than one proposal (see next question for more details). We strongly encourage all potential applicants to consider capacity issues and alignment with this funding opportunity when determining whether to apply as lead or to partner with others. Additionally, any individual listed in multiple proposals should not be budgeted for total time that exceeds 1.0 FTE or 100% effort.

11. Can a university or another large, complex organization submit more than one proposal?

Large, complex organizations with multiple departments or centers may apply as lead for more than one proposal; however, such proposals must be submitted by distinct departments or centers within their organization. Because the number of grants is limited, it is highly unlikely that one organization will receive multiple awards. We strongly encourage all potential applicants to consider capacity issues and alignment with this funding opportunity when determining whether to apply as lead or to partner with others. Additionally, any individual listed in multiple proposals should not have total time that exceeds 1.0 FTE or 100% effort.

PROPOSAL REQUIREMENTS

12. Do you accept proposals for planning projects?

No. The focus of proposals should be on implementation. However, we recognize it can be helpful to have dedicated time for planning at the beginning of a grant period. Accordingly, applicants may request up to three months for front-end planning time. The maximum amount of time for all funded proposals is 15 months (June 3, 2024–August 31, 2025).

13. We have a great idea for a proposal, but we can't finalize all of the details without dedicated time for planning. How do we reflect that in our application?

As noted above, we recognize that many initiatives will require a planning period before they can proceed with implementation. Applicants requesting an optional planning period should describe their plans and assumptions to the best of their ability and identify what they expect to accomplish during a planning period.

14. Must we allocate time for a planning period if we don't need one?

No. A planning period is optional. Proposals that don't require a planning period are encouraged to request implementation funding for 15 months.

15. Are we limited to the proposal ideas that are listed as examples in the CFP?

No. Applicants are welcome to propose any idea that aligns with one or both of the NJFSI priorities that are listed in the CFP and that have strong potential to achieve changes in practices, policies, systems, and/or environments that increase food

security and improve nutrition to advance health equity in New Jersey; leverage momentum in the state; and are likely to have impact that can be sustained once grant funding ends.

16. Must we include New Jersey residents who have experienced food insecurity due to limited food access and poverty in our proposal?

Applicants are expected to center their proposals on the needs of and engage those most impacted by food insecurity in New Jersey. This could include partnering with community-based, grassroots organizations and/or collaborating with residents with lived experience of hunger, food insecurity, and poverty. There is no one-size-fits-all approach; specific plans will be based on the proposal's focus and needs. We are looking for evidence of collaborative, respectful, and trust-building approaches. Accordingly, budgets should include stipends and/or other forms of support to foster meaningful engagement that is relevant to the proposal. See [this document](#) for guidance on meaningful, equitable engagement practices.

17. Are letters of support required?

Letters of support from key partners are strongly encouraged but not required. Letters of support should confirm that named partners have capacity and are prepared to participate in key activities, as described in the proposal, should the proposal be funded.

18. Is match funding or in-kind support required?

No. Applicants are not required to show evidence of match funding or in-kind support. However, applicants are encouraged to document any match funding or in-kind support they have received or expect to receive and how it will help advance their efforts, should the proposal be funded.

EVALUATION/ASSESSMENT AND REPORTING REQUIREMENTS

19. Are applicants required to develop an evaluation plan?

No. Applicants are asked to identify expected outcomes from their work as well as ways they expect to document, measure, and share progress and success (at baseline and at the grant's conclusion) with those most impacted by the work. Proposals that are funded may have the opportunity to access optional assessment technical assistance from the NJFSI Project Team.

20. What other reporting or check-ins will be required?

Grantees will be expected to meet FRAC requirements for the submission of narrative and financial reports, as well as periodic information needed for overall project performance monitoring and management, including the following:

- Grantee orientation kick-off meeting (via Zoom)
- Quarterly check-in/update meetings with FRAC staff (via Zoom)
- End-of-project narrative report
- End-of-project budget report

FUNDING

21. How much funding is available through this Call for Proposals?

Up to \$1,000,000 is available through this CFP.

22. The CFP says that funding requests should be between \$175,000 and \$225,000. Can we request more (or less) money if we have a great idea that fits the proposal criteria?

No. Proposal budgets must be between \$175,000 and \$225,000. Initiatives with larger budget requirements are encouraged to identify other sources of funding and in-kind support, or to re-scope their work to align with the dollars available. Initiatives with smaller budgets are encouraged to identify how additional funding might amplify their proposed work to ensure greater reach or long-term sustainability.

23. Should the total budget requested include indirect costs?

A percentage of the requested budget may be used for indirect costs to support the applicant organization's general operations. See [RWJF's Indirect Cost Rate Policy](#) for more information, including maximum allowable rates.

24. How will the funds be distributed?

FRAC will distribute 90 percent of a grantee's awarded budget upfront, upon approval of grant terms, and 10 percent of the budget at the conclusion of the grant period, once final reports have been received.

25. Can we allocate some of the budget to regrants or for payments to consultants, contractors, or key partners?

Yes. Proposal budgets are encouraged and expected to support key staff and partners, commensurate with their expected contributions to the work. See the Call for Proposals for permissible uses of funding.

26. Will renewal funding or subsequent rounds of funding be available through this funding opportunity?

No. This is a one-time funding opportunity.

27. Can partners/organizations that are not funded by NJFSI still request/access/receive technical assistance and/or capacity-building support?

Yes, NJFSI is about more than just grantmaking. NJFSI seeks to provide meaningful technical assistance and capacity-building support to food security partners and champions across the state in improving community access to healthy foods and advancing health equity.