

Healthy Food for Denver's Kids

Community Food Access Micro-Grant Opportunity

Link to the Application:

<https://docs.google.com/forms/d/e/1FAIpQLSdGLvoAqe9BrYOWAmQ-3YscGu-sG5YS22y4Vu-ERnY-PZITSg/viewform?usp=sharing>

Si prefiere enviar sus respuestas en español, infórmenos. Favor de enviar un correo electrónico a jessica.murison@denvergov.org.

Application Overview

Please read through this entire form before completing your application. If you have any questions or need additional support, please contact HFDK staff (Jessica Murison, jessica.murison@denvergov.org). All input is welcomed and appreciated. All communications regarding this proposal shall only be through the RFP main contact, listed above. No communication may be directed to any other City and County of Denver personnel.

The Healthy Food for Denver's Kids (HFDK) Initiative is offering one-time micro-grants from \$10,000 to \$50,000, per organization. The funding for this opportunity is primarily focused on:

1. Funds for organizations to provide healthy and culturally responsive food to youth who are residing/staying in the City and County of Denver (this may include serving youth who are unhoused or are experiencing unstable housing).

The primary goal for this grant opportunity is to increase the number of children and youth aged 18 and under receiving healthy meals, snacks, and food boxes. **This funding is for emergency food access and response for youth and families.**

HFDK anticipates funding an estimated 10 proposals in this round and will determine if proposals shall be funded in full or partially funded based on modified scopes. Funding is approved annually by the Commission based on collected tax revenue and may be subject to change. HFDK may award up to \$500,000 total as part of this specific funding opportunity.

Out of fairness, applications may be reviewed/scored in groups based on organization type (e.g., non-profit vs. school) and organization size (e.g., annual operating budget), with the goal of ensuring that organizations of different sizes and scales may be awarded funds to address these issues.

Collaborative projects are encouraged to apply.

Organization Eligibility Form

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Please complete this form for your eligibility determination:

https://docs.google.com/forms/d/e/1FAIpQLSeJHLuubXk_P97qKqRpQwzqm2rCWKNnimFpSuJ1a9HoCO_Cg7w/viewform?usp=sharing

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Process and Estimated Timeline

- A review committee, made up of HFDK Commissioners and external reviewers (not including HFDK staff), will independently score applications based on the scoring rubric.
- Review committee members will meet and discuss their scores and then make funding recommendations to the full HFDK Commission.
- The full HFDK Commission will vote to approve the funding recommendations from the review committee.
- All applicant organizations will be notified of funding decisions via email and offered the opportunity to receive feedback on their grant proposal.
- **Virtual Information Session:**
 - A virtual information session will be held on **May 22, 2025 at 1:00 p.m. MT via Zoom**. Attendance is highly encouraged but not mandatory. The session will include live simultaneous Spanish language interpretation and be recorded and posted in both English and Spanish. To register in advance for the session, please use this link: https://denvergov-org.zoom.us/meeting/register/_IR4xyerTsml7E2XMrRQ-g
 - After registering, you will receive a calendar invitation with meeting location information.

Activity	Date
Micro-grant RFP opens	May 19, 2025
Informational Q+A Session with DDPHE staff	May 22, 2025 at 1:00 pm MT via Zoom (Translated and Recorded in Spanish and English)
Micro-grant RFP closes <i>*application deadline*</i>	June 13, 2025 by 11:59 PM MT
Application review by committee	June 2025
HFDK Commission approves recommended awards and applicants are notified of funding	July 18, 2025
Grant contracts start	January 1, 2026
Grant contracts end	December 31, 2026
Final grant evaluation reports due	February 1, 2027

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Organization Eligibility

Non-profit organizations must be registered as 501c3 non-profits and in good standing with the Colorado Secretary of State and have one of the following as current activities:

- ☐ Provide healthy meals and healthy snacks for Denver's youth under the age of 18
- ☐ Preferentially procure food from Colorado farms, ranches, and food manufacturing businesses so long as they are less than 10% more expensive than comparable out-of-state foods;

OR

- ☐ An organization may be an agency of local government or a Denver public school (or a part of Denver Public Schools) that has programs related to the above purposes

And organizations must:

- ☐ Conduct a majority of their activities within the City and County of Denver and which principally benefit the residents of the City and County of Denver
- ☐ Be able to provide reporting on their activities (i.e. how many meals served, youth impacted, etc.)

The organization requesting the funds must have proper safety practices in place (i.e. background checked and fingerprinted personnel, activities with appropriate risk, insurance, food safety certifications, etc.).

Please note: Organizations that are currently primary organizations/contract holders in the HFDK04, HFDK05, and HFDK06 Grantee cohorts are not eligible for this micro-grant opportunity. Organizations who are selected for this micro-grant will be eligible to apply for HFDK07.

Organization Eligibility Form

Please complete this form for your eligibility determination:

https://docs.google.com/forms/d/e/1FAIpQLSeJHLuubXk_P97qKqRpQwzqm2rCWKNnimFpSuJ1a9HoCOCg7w/viewform?usp=sharing

Staff will respond to your submission within 5 business days. We encourage you to wait to hear back from staff on eligibility before completing the entire Google Form application.

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Program Information

1. The snacks, meals or food boxes must be provided primarily to youth within the City and County of Denver.
2. The snacks or meals must be healthy¹. HFDK encourages the consumption of a variety of culturally responsive foods² with high nutrient content, including vegetables, fruits, whole grain, lean protein and low-fat dairy. It is encouraged to serve as many of the items fresh and/or simply prepared as possible, as opposed to highly processed³. The following food items are NOT allowed to be purchased using HFDK funds:
 - All diet or regular sodas and sports/energy drinks
 - Flavored/added sugar milk
 - Juice of all kinds, including both fruit and vegetable juice drinks and 100% juice
 - Candy
 - Cookies and other sweet snacks like cakes, pastries, donuts, sugary cereals
 - Dairy desserts (e.g., ice cream)
3. There can be no discrimination of any kind (such as sexual orientation, race, ethnicity, religion, etc.); no alcohol or drugs can be permitted at the site serving the food.
4. Organizations must follow all City and County of Denver requirements connected with serving food (i.e. preparation equipment, certification that all facilities meet or exceed all applicable state and local health, safety, and sanitation standards, etc.).

Allowable and Disallowed Program Costs:

Allowable program costs include but are not limited to:

DIRECT COSTS:

¹ In terms of 'healthy,' HFDK encourages the consumption of a variety of culturally responsive foods with high nutrient content, including vegetables, fruits, whole grain, lean protein and low-fat dairy. It is encouraged to serve as many of the items fresh and/or simply prepared as possible, as opposed to highly processed. You may reference our full [HFDK Nutrition Guidelines](#) for more information.

² You may reference [Food Bank of the Rockies' Culturally Responsive Food Initiative](#) and [list of culturally responsive foods](#) for more information.

³HFDK defines highly processed as inclusive of but not limited to: sugary drinks; chocolate and candies; ice cream and frozen desserts; fast foods like French fries; frozen entrees like pasta dishes and pizzas; bakery products like muffins, buns, and sugary cereals; etc.

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- Food (including infant formula) and supplies, program operating expenses, equipment, personnel, administrative services. Applicants who may not already meet the minimum insurance requirements may include insurance costs in the proposed budget.

INDIRECT COSTS:

- Indirect costs are costs that cannot be tied directly to the HFDK-funded program and may support the operations of an entire organization. Examples include utilities, rent, accountants or auditors. Limited to no more than 10%.

DISALLOWED COSTS:

- Academic research (non-program evaluation); legislative policy and advocacy; IRS-defined lobbying; political activities or partisan causes; one-time events; annual appeals; membership drives; underwriting or fundraising events; endowments; loans or debt reduction; fellowships or scholarships; religious activities as part of HFDK-funded programming
- HFDK funds cannot be used to purchase any of the following items:
 - o All diet or regular sodas and sports/energy drinks
 - o Flavored/added sugar milk
 - o Juice of all kinds, including both fruit and vegetable juice drinks and 100% juice
 - o Candy
 - o Sweet desserts and snacks like cakes, pastries, cupcakes, pies, and brownies
 - o Sweet breakfast foods like sugary cereals, donuts, and toaster pastries
 - o Dairy desserts like ice cream and milkshakes
 - o Alcohol
- Limit the purchase and preparation of deep-fried, par fried, or flash fried foods like fried chicken, french fries, and potato chips
- Limit the preparation and purchase of foods with partially hydrogenated oil (Trans fat)

Financial Information

1. An organization may request between \$10,000 and \$50,000 for one year (term January 1, 2026-December 31, 2026).
2. Funds will be distributed to the organization up front, once the contract is fully executed. Detailed invoices must be submitted demonstrating how the funds were spent, as well as a post-project evaluation report ([LINK HERE](#)). Due date in February 1, 2027.
3. This funding is ***not*** ongoing; there is no guarantee you will receive grant funding next year or that HFDK will provide future micro-grant opportunities. There is no guarantee that applying will result in funding or funding at the requested level.
4. Organizations may receive only one micro-grant award within a calendar year.

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5. Organizations may preferentially procure food from Colorado farms, ranches, and food manufacturing businesses so long as they are less than ten (10) percent more expensive than comparable out-of-state foods, up to the total award amount of \$50,000 (or for the total amount allocated in the Budget Template for food). Local food purchasing from Colorado farmers, ranchers, and food processors is highly encouraged, when possible.

Administrative

1. Organizations awarded these funds will have to enter into a contract with the City and County of Denver. This contracting process could take up to 10 weeks following notice of award.
2. Organizations that apply for and/or are awarded this micro-grant award will still be eligible to apply for other funding opportunities provided by Healthy Food for Denver's Kids. Applicants that do not meet the requirements or are not selected may apply for future grant opportunities.
3. Organizations that are currently primary organizations/contract holders in the HFDK04, HFDK05, and HFDK06 Grantee cohorts are not eligible for this micro-grant opportunity. Organizations who are selected for this micro-grant will be eligible to apply for HFDK07.
4. Applications will only be accepted through Google Forms (<https://docs.google.com/forms/d/e/1FAIpQLSdGLvoAqe9BrYOWAmQ-3YscGu-sG5YS22y4Vu-ERnY-PZiTSg/viewform?usp=sharing>). ***Applications emailed to HFDK will not be accepted.***
5. Applications will be accepted until **11:59 PM MT on June 13, 2025**. Applications received after the deadline will not be accepted.
6. Funding decisions will be approved at the sole discretion of the Healthy Food for Denver's Kids Program and Commission. All award decisions are final.
7. The City may request interviews as part of the review process. Additionally, the City reserves the right to conduct negotiations with one or more Applicants.
8. End of Grant Term
 1. All data and reporting generated from the funded organizations for the proposed program activities will become shared data between the grantee and the City. At the end of the grant term, or at any other time during the duration of the grant, as requested by the City, the funded organizations shall make available to the City, within seventy-two (72) hours of request, all co-owned data.
 2. Funded organizations shall preserve City access to web-based tools, if applicable, for searching, filtering, and viewing all City owned data for 24 months after the end date of

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the grant. Note that because program data will be co-owned, funded organizations also have full autonomy to use the data as they see fit.

APPENDIX A: REQUEST FOR PROPOSAL STANDARD TERMS AND CONDITIONS

- A. Notification of Open Records Act: All material submitted regarding this application becomes the property of the City and County of Denver and is subject to the Colorado Public (Open) Records Act ("CORA"). If the applicant believes that any material in its proposal constitutes trade secrets, privileged information, or confidential commercial or financial data, then the applicant should mark those items as confidential or proprietary. The City is not bound by the applicant's determination as to whether materials are subject to disclosure under CORA; and reserves the right to independently determine whether the materials are required to be made available for inspection or otherwise produced under CORA. If the City receives a request for such information marked as confidential, it will notify the applicant. If a suit is filed to compel disclosure of such information, the City will notify the applicant, and the applicant shall be responsible for taking appropriate action to defend against disclosure of its confidential information. The City and County of Denver has the right to use any or all information/material presented in the proposal, subject to limitations for proprietary or confidential information. Disqualifications or denial of the application does not eliminate this right. The contents of the proposal may become contractual obligations if the project is funded, subject to mutual modifications in the contracting process.
- B. The City and County of Denver reserves the right to: postpone, cancel, modify, or suspend any or all parts of the RFP process and can reject any or all proposals at its sole discretion, and to waive informalities and minor irregularities in proposals received and to accept any portion or all items proposed if deemed in the best interest of the City and County of Denver. As the City determines appropriate, it may issue additional requirements to this RFP.

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- C. The Statement of Work and/or Technical Requirements shall form the basis of a Contractual Agreement covering the subject matter of this RFP. Exceptions or deviations to this proposal must not be added to the proposal pages, but must be on Applicant's letterhead and accompany proposal. Any exceptions to this documentation will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications. The City welcomes cost saving proposals which still satisfy all technical and business objectives.
- D. The successful Applicant shall follow all of the specifications, terms and conditions of this proposal as outlined above. The City shall have the right to inspect the facilities and equipment of the successful Applicant to ensure such compliance.
- E. Expenses for developing a proposal are entirely the responsibility of the applicant, and the City shall not be liable in any manner for any costs incurred in connection with preparation, submittal, or subsequent negotiation
- F. It shall be a breach of ethical standards for any person to offer, give, or agree to give any HFDK Commissioner, employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
- G. By the submission of this proposal, the Applicant certifies that:
- The proposal has been arrived at by the Applicant independently and has been submitted without collusion with any other Applicant.
 - The contents of the proposal have not been communicated by the Applicant, nor, to its best knowledge and belief, by any of its employees

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or agents, to any person not an employee or agent of the Applicant or its surety on any bond furnished herewith, and will not be communicated to any such person prior to the official opening of the proposal.

- H. Successful Applicants that are corporations or limited liability companies will be required to furnish a Certificate of Good Standing from the Colorado Secretary of State's Office, as proof that they are properly registered to do business in the State of Colorado, prior to finalization of award and contracting.
- I. The City shall not be bound by and the Applicant shall not request or rely on any oral interpretation or clarification of this RFP. Questions and Answers will be provided to all Applicants.
- J. All communications regarding this proposal shall only be through the RFP main contact, listed above. No communication is to be directed to any other City personnel.
- K. Any award because of this proposal shall be contingent upon the execution of an appropriate contract. The Sample Contract in this proposal contains our proposed terms and conditions. These terms and conditions shall form the basis of a Contract covering the subject matter of this proposal. If there is contention(s) with the Terms and Conditions, a brief explanation and alternative language, if any, should be included in your response to the Sample Contract. Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications.