Coordinating Snap and Nutrition Supports (CSNS)

Cohort 2 RFP Submission Template

# Project Proposal Cover Sheet

**Project title**:

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**Project description** *[50-100 words]*:

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**Target population:** Name the groups you are prioritizing for this process innovation and describe why these groups will be prioritized. *[75 words]*

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**Total funding requested**:

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| **Primary Proposal Contact** |
| SNAP Agency | Community Partner Agency |
| Agency name:  | Agency name: |
| Agency address:  | Agency address:  |
| Contact name:  | Contact name:  |
| Contact title: | Contact title:  |
| Email:  | Email:  |
| Phone number:  | Phone number: |
| I certify that I have reviewed and endorse the information provided in this proposal. I further certify that my agency was appropriately involved in the drafting process and is satisfied that all materials and key elements are included.X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | I certify that I have reviewed and endorse the information provided in this proposal. I further certify that my agency was appropriately involved in the drafting process and is satisfied that all materials and key elements are included.X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CSNS 2.0 Proposal Checklist**

The following elements should be labeled clearly and compiled into a single PDF file for your proposal to be considered complete:

* Project Proposal Cover Sheet
* Section 1: Eligibility and Background
	+ SNAP agency description
	+ Community partner agency description
	+ From SNAP agency: partnership history
	+ From community partner agency: partnership history
* Section 2: Project Design
	+ Funding amount requested
	+ Budget summary
	+ Additional resources overview
	+ Project description
	+ Timeline table
	+ Outcomes description
* Section 3: Capacity and Readiness
	+ Project team description
	+ Project role identification
	+ Anticipated risks and mitigations
	+ Risk narrative
* Attachments
	+ Letters of commitment from additional partners
	+ Project budget
	+ Optional additional attachments to strengthen proposal

**Section 1: Eligibility and Background**

*Briefly describe the SNAP agency. Include a description of the agency structure, including other programs administered by the department, and relevant service metrics including number of clients served, client demographics, etc. (if available).* *[50-150 words]*

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*Briefly describe the community partner organization. Include the organization mission as well as a description of the agency and its core activities. [100-200 words]*

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*Describe this partnership history between the SNAP agency and community partner. In your response, address length of partnership, common goals, and prior initiatives. [maximum 250 words]*

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**Section 2: Project Design**

*Funding amount requested:*

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*Budget summary: explain the major cost drivers and how costs relate to the planned activities and target outcomes [maximum 200 words]*

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*Additional resources: describe additional resources and funding committed to this project, including amounts and sources, in-kind staff hours, facilities and materials, etc. [maximum 150 words]*

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*Describe how this project will advance racial equity for your priority populations. [maximum 150 words]*

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*In the space below, describe your proposed project. In project descriptions, include core activities, timeline, and anticipated milestones. Discuss how your proposed project will advance racial equity and demonstrate experience and readiness to collaborate with key partners backed by strong cross-agency leadership support. You are not required to use the maximum allowed words; brevity is encouraged. [750-1500 words]*

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*Outline your project timeline, including major milestones and deliverables. Add rows as necessary.*

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| --- | --- |
| Project Milestone or Deliverable | Target Completion Date |
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*Describe what success looks like for the project by stating the anticipated outputs and outcomes with this project. In your response, indicate your agencies’ plan for sustaining the project’s success past the term of the grant as well as the evaluation metrics you will use to measure success. [maximum 200 words]*

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**Section 3: Capacity and Readiness**

*Project team: describe the structure of your project team how this structure supports cross-program alignment, smoother delivery, and improved customer experience. Discuss how your project team plans to contribute to the cohort community, including in-person and virtual convenings. Additionally, describe any changes to your organization’s capacity, including additional hiring and/or contracts. [maximum 350 words]*

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*Identify the individuals who will fulfill the following roles. Add other roles as needed. Please refer to the RFP for descriptions of each responsibility:*

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| --- | --- | --- | --- | --- |
| Role | Name | Agency | Title | Email |
| Lead SNAP Agency Contact |  |  |  |  |
| Lead Partner Community Organization Contact |  |  |  |  |
| Project Sponsor |  |  |  |  |
| Project Manager |  |  |  |  |
| Project Point of Contact |  |  |  |  |

*Use the table below to list anticipated risks to the success of this project and your plan to mitigate each risk. Include external factors or critical relationships that may impact project progress.*

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| --- | --- |
| Project Risk | Mitigation Approach |
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*Use this space to elaborate on risks and/or mitigations listed above as needed [maximum 150 words]*

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**Additional attachments:**

* Letters of commitment from each additional partner agency
* Project budget (Excel)
* Optional additional attachments to strengthen application