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**Request for Applications**  
**College Food Security Initiatives at New Mexico's Higher Education Institutions**  
**Fiscal Year 2024**  
**Guidance & Template**

**Purpose of Grant**

The New Mexico Higher Education Department (NMHED) is accepting applications for fiscal year 2024 (FY24) grants for College Food Security Initiatives at New Mexico's Higher Education Institutions. The purpose of this program is to address food security and will prioritize initiatives that allow students to have reliable access to a sufficient quantity of affordable, nutritious food at New Mexico's public colleges and universities. The grant is designed to assist colleges and universities in building essential capacity and infrastructure to create or support efforts that address issues of food security for students, promote wellness, and help outreach to vulnerable people who may experience hunger on a daily basis on their campuses and in their communities. Innovation in addressing food security needs or moving from emergency meals to reliable food options on campus will be prioritized.

**Available Funding**

Up to \$900,000 will be awarded to successful applicants. The funding will be divided in the following way:

- Two (2) awards up to \$250,000
- One (1) award of up to \$150,000
- Five (5) awards of \$50,000

To address the various needs of higher education institutions across the state, FY24 awards will be scaled from \$50,000 to \$250,000. The \$50,000 awards can be utilized by institutions who received a FY23 College Food Security Grant to build and expand upon a previously funded project. The awards up to \$150,000-\$250,000 must demonstrate a higher education institutions' ability to build significant capacity for food security initiatives on their campus that support building a hunger-free campus beyond emergency food pantries and toward a sustainable plan for college food security on their campus. An example of this would be to provide community support agriculture boxes or a grocery service at no cost or low cost with in-person or video training sessions or recipe cards to assist students in learning how to prepare and cook meals. Projects that prioritize access to food with high nutrition, preparation curricula, and no or low-cost meals are encouraged. Funding for new food pantries, data initiatives, or convenings will not be approved this year.

**Eligible Applicants**

1. Public higher education institutions or Tribal colleges in New Mexico
2. Non-profit organizations that work with college students, Tribal education departments, and/or public or Tribal higher education institutions to address food scarcity issues. Collaborations between institutions and/or organizations are encouraged.



## Key Dates

<b>Application Open</b>	July 12, 2023
<b>Application Deadline</b>	August 16, 2023
<b>Review of Award</b>	August 17, 2023 - August 31, 2023
<b>Announcement of Award</b>	September 1, 2023

## Evaluation Criteria

The New Mexico Higher Education Department (NMHED) will select awardees based on the following:

1. Alignment of proposed activities with the purpose of the grant;
2. Cost of service relative to need and cost efficiency;
3. Positive relationships and outreach with student populations and communities; and
4. Demonstrated commitment to utilizing the “Hunger-Free Campus Designation” as a foundation for continued and expanded work to address hunger and food security on college campuses. The six (6) criteria that have been at the core of this work for the past two years are:
  - An established on-campus food pantry or partnership with a local food bank to provide regular, on-campus food distributions;
  - Information is provided to students on federal SNAP and other programs that reduce food insecurity;
  - Partnerships exist with local farms, non-profit organizations, or supports a campus farm to provide fresh food;
  - The campus participates in at least one hunger awareness event per academic year;
  - An emergency assistance grant that is available to students; and
  - An established task force that meets a minimum of two times per academic year and addresses campus food security.
5. Awarded projects for FY24 must propose a **sustainability plan** for college food security that becomes part of the daily operations. Food pantries are an important part of a “Hunger-Free Campus Designation” but NMHED invites proposals that envision innovations for how campuses can make nutritious food available to students, faculty, and staff, making sure to prioritize the most vulnerable populations. To build on previous years’ work in statewide college food security, proposals should move from emergency food initiatives, such as food pantries, to projects that transform how food services, production, and distribution currently occur on your campus.

**Grant Period:** September 15, 2023 to December 31, 2024

## Submissions

When submitting your application, please combine all relevant items into one PDF and save the file as “*ACRONYMofyourschool/org.FoodSecurity.June2023*”

- Example: NMHED.FoodSecurity.June2023

**NEW MEXICO  
HIGHER EDUCATION  
DEPARTMENT**



*Fostering Student Success from Cradle to Career*

*Michelle Lujan Grisham, Governor*  
*Stephanie M. Rodriguez, Cabinet Secretary*  
*Patricia Trujillo, Deputy Secretary*

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Please submit completed applications via email to Joel Zimmerer, Executive Administrative Coordinator, at [joel.zimmerer@hed.nm.gov](mailto:joel.zimmerer@hed.nm.gov).

**Questions**

If you have any questions, please contact Dr. Patricia Trujillo, Higher Education Deputy Secretary, at [patricia.trujillo@hed.nm.gov](mailto:patricia.trujillo@hed.nm.gov) or (505) 476-8400.



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**College Food Security Initiatives at New Mexico's Higher Education Institutions  
Fiscal Year 2024 Application  
Cover Sheet**

Name of Higher Education Institution or Organization:

Click or tap here to enter text.

Tax Identification Number: Click or tap here to enter text.

SHARE Agency Code/Vendor ID: Click or tap here to enter text.

Click or tap here to enter text.

Address

Click or tap here to enter text.

City

Choose an item.

State

Insert Zip.

Zip Code

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Chief Executive Officer of Organization – Signature

Click or tap here to enter text.

Date

Click or tap here to enter text.

Chief Executive Officer of Organization – Printed Name

**Contact Information for Individual Requesting the Grant:**

Click or tap here to enter text.

Primary Contact

Click or tap here to enter text.

Primary Contact Title

Click or tap here to enter text.

Email Address of Primary Contact

Click or tap here to enter text.

Phone Number of Primary Contact

Who is the person authorized to sign grant agreements at your institution?

Click or tap here to enter text.

Approved Campus Signatory

Click or tap here to enter text.

Campus Signatory Title

Click or tap here to enter text.

Email Address of Approved Campus Signatory

Click or tap here to enter text.

Phone Number of Campus Signatory



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**College Food Security Initiatives at New Mexico's Higher Education Institutions**  
**Fiscal Year 2024 Application**  
**Funding Application Narrative Checklist**

***Deadline: August 11, 2023***

In a separate document, please provide a response to each of the prompts below. Please make sure to attach the cover sheet to your document.

**1. Type of grant:**

- General Grant:** \$50,000 grant
- Innovative Priority Grant:** \$100,000 to \$250,000 grant

**2. Title of Project:** Click or tap here to enter text.

**3. Describe the nature of your project.** This year, we are focused on innovative proposals in addressing food security needs and moving from emergency meals to reliable, convenient, nutritious, and consistent food options on campus. Below are some examples of previous proposal categories. Please note that the list is illustrative not exhaustive. (150 words max)

- **Food to Campus or Direct Services:** Low cost or free access to campus dining plans, farm-to-campus initiatives, innovations to food distribution systems to support food insecure students, systems change that will provide low cost or no cost nutritious meals to campus community, weekly food boxes for students with food preparation education, working with community businesses and/or farmers to create economic development opportunities for nutritious and low cost dining options on campus
- **Campus Policymaking and Marketing:** Campaigns to destigmatize hunger initiatives, resources informing students where they can get help, supporting student organizations working on food security initiatives, and/or wraparound services.

**4. Project:** Outline the nature and scope of your proposed project. Describe the "College Food Security Initiative" that you are going to undertake. What's the specific problem you are addressing? Understanding that food scarcity issues impact different higher education institutions regionally, describe the way your campus is proposing to make your college or university more food secure. This project may build and expand upon a previously funded project; make a note in the proposal if this will build upon previous work. (1,000 words max)

**5. Organization:** The New Mexico Higher Education Department's goal is to create campus climates of food security for all students as part of a larger framework called the "Hunger-Free Campus Designation" that requires the following six criteria for higher education institutions. Please review the criteria and report the status of each at your school. Whether yes or no, provide a brief description (one to three sentences each).



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- Does your campus have an established on-campus food pantry or partnership with a local food bank to provide regular, on-campus food distributions?
  - Does your campus provide information to students on the Supplemental Nutrition Assistance Program (SNAP) and other programs that reduce food insecurity?
  - Does your campus partner with any local farms, non-profit organizations, or a campus farm to provide fresh food?
  - Does your campus have an established emergency assistance grant that is available to students?
  - Does your campus hold or participate in at least one hunger awareness event per academic year?
  - Has your campus established a hunger task force that meets a minimum of two times per academic year?
6. **Confirming Participation:** Describe the activities and strategies you will deploy to ensure the most impacted groups are participating in your proposed project. (500 words max)
7. **Networking:** Describe how your higher education institution or organization will coordinate with other partners to address food security on your campus. (500 words max)
8. **Data:** Each grantee will be required to provide regular data updates to the New Mexico Higher Education Department that is shared via the Governor’s Food Initiative Dashboard. This includes the number of people served, number of meals served, pounds of food distributed, number of New Mexico farm product used, amount of money spent with New Mexico growers, and amount of money spent overall. Therefore, describe how you will gather and document the data necessary to demonstrate the impact of your work. (500 words max)
- In addition to above metrics, how do you recommend measuring success?
  - Other Considerations: How will you count the number meals generated from new initiatives? How are food security efforts creating consistent access to food for food insecure students? Other measures will include projected number of individuals served, number of meals served, and/or number of pounds of food provided.
  - In addition to quantitative measures, how will you include qualitative measures of the proposed project (interviews, student testimonials, etc.).
9. **Sustainability:** How will your campus work to sustain food security programs? (500 words max)



10. **Budget:** Provide a detailed budget in Excel, similar to the table below as an example. For grants up to \$60,000, no indirect costs can be applied. For grants \$61,000-\$250,000, a rate of up to 5% indirect costs can be applied.

<b>A. Requested amount of funds from the College Food Security Initiative for the FY24 appropriation cycle:</b>	
<b>B. Budget detail (as applicable) by category ---</b>	
Expenses From (Date):	
To (Date):	
1.) Salary and Benefits:	
2.) Contractual Services:	
3.) Equipment:	
4.) Supplies:	
5.) Travel:	
6.) Administrative and Other Costs:	
8.) <b>TOTAL:</b>	