Hunger Free Kansas KSRE Local Unit Mini Grant Application

This document is to aid you in completing and collecting the necessary information for your application before starting the Qualtrics form. All application materials must be submitted through the Qualtrics form by January 15, 2025 at 11:59 p.m.

Basic Information:

1. Project Title:
2. Primary Extension agent contact for the project:
3. Email and phone number for Primary Extension agent contact:
4. Name of Local Extension Unit leading the project. This organization will serve as the fiscal agent for the project.
5. Please list additional Extension agent partners on this project, including their local unit if from a different unit.

Project Description & Details:

6. Which of the categories of work does this project relate to? Select all that apply.
   a. Cross-Sector Learning
   b. School-based Nutrition Programs
   c. Alternative Food Systems
   d. Social Services Access
   e. Other
7. Please briefly explain your idea and why it is needed in your community. How will these efforts increase food security in your community? Support your idea with data and/or community-based information. 500 word limit.
8. Please explain the population of particular need this project will serve, if any. 250 word limit.
9. Please describe how your idea advances the goals of both the Next Gen K-State Strategic Plan and Hunger Free Kansas. 250 word limit.
10. Describe the timeline for implementing your idea throughout 2025. Highlight a few key milestones you expect to accomplish.
11. Explain how your project will advance policy, systems, and environmental change. 250 word limit.

Collaboration & Partnerships:

12. Explain how your project will enhance collaboration with others at K-State, especially campus partners, specialists, or other state programs. If you have a specific partner in mind, please provide their name and contact information. If you don't have a specific partner in mind, please explain what areas of your project could benefit from campus support. 250 word limit.
13. Explain how your project will enhance collaboration with other community entity/entities or key partners in your community. Please list the key partners and contacts for each. 500 word limit.

14. Please upload a letter of support from one key community partner to enhance your application. Additional support letters from other partners are helpful, but not required.
15. Please briefly describe any existing efforts, capacity or coalition building, or other activities you have already taken on this idea. 250 word limit.

Evaluation:

16. How will you measure success of the project? What data points will you report on? What success stories do you hope to capture? Briefly explain your evaluation processes for the project. 500 word limit.
17. As an expectation of this award, please type your name below to acknowledge the following: I agree to complete a final impact report as required by KSRE and KHF.

Budget:

18. Total amount of funding requested:
19. Please upload an outline of your budget detailing how the funds will be used. Provide justification for each budget item in your budget document. General budget categories are acceptable, as long as sufficient explanation of the need and types of expenses are provided. If applicable, please include any additional funds leveraged in the work.
20. I commit to at least one staff member completing a provided one-day training at the beginning of your project. This training can be included in your project budget to cover the costs. Please type your name to consent to this.
21. Awarded projects are strongly encouraged to send one person to the 2025 Kansas Local Food Summit in Salina. Expenses for this event can be included in the grant budget. Do you plan to send one team member to the Kansas Local Food Summit in Salina in 2025?

Final

1. Please upload a letter of support from your local unit director, local Extension board, or regional Extension director (whichever is most applicable).
2. Is there anything that we have not asked that you feel would be important for us to know?