



City of Auburn, Maine

Business & Community Development

Glen Holmes, Director

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The Auburn Community Food Pantry Program

Purpose

The City of Auburn is seeking applicants for funding being made available through the Community Food Pantry Program (CFPP), designed to enhance food pantry services in our community. This Notice of Funding Opportunity (NOFO) aims to support initiatives that:

1. Ensure equitable access to nutritious food options to those at risk of food insecurity.
2. Foster economic opportunities for local food producers.
3. Build strong community connections.

Funding Objectives

1. **Establish a new Food Pantry program based out of the Community Resource Center kitchen located at 121 Mill st.:** Applicants will detail how they can use the to-be developed commercial kitchen space to ensure accessible food resources for those in need.
2. **Continue existing services:** The City Recreation department has run the Grab-n-Go program for 2 years. Currently the program delivers food to over 200 individuals per week, mostly in Auburn Housing facilities. Applicant will detail how they will be able to maintain a grocery delivery service while also serving new emerging demands.
3. **Develop a sustaining operation model:** Applicants will detail their funding model and how they expect to create a sustainable operation within the city owned space.

Eligibility Criteria

- **Who Can Apply:** Nonprofit organizations, community groups, and government agencies serving the Auburn area.
- **Commitment:** Applicants must show a dedication to reducing food insecurity and enhancing community well-being.
- **Alignment:** Initiatives must align with CFPP funding objectives and support the Auburn Comprehensive Plan.

Funding Details

- **Budget:** Applicants must provide a detailed budget and explain how the funding will increase access to essential foods for residents facing food insecurity.
- **Reimbursement:** Funds will be reimbursed for qualified expenses.
- **Reporting:** Periodic reporting and data collection will be required.

Application Process

1. **How to Apply:** Submit applications through the Community Development Application portal: <https://portal.neighborlysoftware.com/auburnme/participant>
2. **Steps to Apply:**
 - Select "Community Development Grant".
 - Choose "Service Provider Grant" under section A4.
 - Name the project "Community Food Pantry NOFO" under section B1.
3. **Deadline:** Applications are due by August 15th, 2024. Only complete applications will be reviewed.
4. **Support:** For assistance, contact the Community Development Office at (207) 333-6601 ext. 1336 or email CDBG@auburnmaine.gov. Assistance is available for non-English speakers and individuals with special needs.

Proposal Guidelines

Proposals should include:

- **Organization Overview:** Include relevant experience.
- **Management Approach:** Outline proposed timelines and milestones.
- **Facility requirements:** Detail the needed equipment, space and supplies to get established.
- **Financial Plan:** Provide a proposed budget and funding sources.
- **Team Qualifications:** Describe team members' roles and qualifications.
- **Additional Information:** Include any supporting documents.

Evaluation Criteria

Proposals will be evaluated based on:

- **Experience and Qualifications:** Relevant experience of the organization or group.
- **Plan Feasibility:** Comprehensiveness and practicality of the proposed plan.
- **Financial Viability:** Sustainability and soundness of the financial plan.

The City of Auburn looks forward to supporting initiatives that enhance our community's access to nutritious food and strengthen local food systems. Apply now to make a difference!