



Request for Proposals – Michigan Good Food Charter Regional Organizing Meetings

General Information:

Goals:

We recognize that communities are in different places with respect to organizing around local food system issues. The list below offers a continuum of possible goals. Consider which of these or what other goal is most relevant to your community. Some communities may already have identified priorities and will want to use this opportunity to engage candidates directly while others will want to start with a conversation about which issues are most important to their area.

- Identify which of the agenda priorities in the Michigan Good Food Charter (or other food system issues) are most important to your community.
- Identify who has the ability to take action on the identified agenda priorities.
- Articulate how agenda priorities in the Michigan Good Food Charter or other food system issues will affect your local community. What stories can you tell that showcase what is already happening in your community and why policy change is needed?
- Develop a strategy for 1) how to bring the identified agenda priorities to the attention of municipal, county and/or state candidates in your area through the course of the 2010 campaign cycle and 2) how to push for implementation of identified agenda priorities following the campaign cycle and November elections.
- Plan and host a candidate forum or partner with other organizations already planning a candidate forum.

Budget:

Up to \$800 is available per proposal for meetings across Michigan.

- Up to \$575 is available to support one or more individual's time to organize a meeting.
- Up to \$225 is available to reimburse meeting expenses, such as facility costs, food and beverages, meeting materials or printing costs. Original receipts must be provided. Travel mileage, lodging and restaurant meals are not eligible for reimbursement.

Timeline:

All meetings should be held prior to the general election on November 2, 2010.

Regions:

Cumulatively through all the meetings, we hope to include all of the following regions of Michigan:

1. Eastern Upper Peninsula
2. Western Upper Peninsula
3. Northwest Lower Peninsula
4. Northeast Lower Peninsula
5. Greater Grand Rapids and Muskegon
6. Tri-County Area (Ingham, Clinton and Eaton Counties)
7. Flint, Saginaw and the Thumb

8. Southwest Lower Peninsula
9. Southeast Lower Peninsula
10. Wayne, Oakland and Macomb Counties

Roles:

We suggest the following two primary roles for organizing regional meetings:

- Organizer – this person would do the majority of the legwork before and after the meeting and may also help to facilitate the meeting. This person would receive the majority of the allotted funding for time.
- Co-facilitator – this person would help to facilitate the meeting and would, ideally, bring a different perspective and come from a different sector than the organizer in order to ensure greater balance and representation.

Request for Proposals:

Please submit a 1-2 page proposal that answers the following questions to Kathryn Colasanti at colokat@msu.edu. For questions, contact Kathryn by email or phone at #517-353-0642.

We will accept proposals on a rolling basis as funding permits. Earlier submissions will have a greater chance of receiving funding. No proposals will be accepted after September 30, 2010.

1. Describe the geographic region you hope to include in your meeting – what counties will you cover? This may or may not be the same as one of the regions described above.
2. What is the name, address, telephone, email and organizational affiliation(s) of each person involved in submitting this proposal?
3. Who will serve as meeting organizer and who will serve as meeting co-facilitator?
4. What other key individuals or organizations do you expect to engage in this process?
5. Briefly describe the extent to which organizing around food system issues has already occurred in your region.
6. What is your proposed meeting agenda? State your goals for the meeting and how its agenda that will support those goals.
7. When and where will you hold your meeting and who will do what before and/or after? Provide a rough timeline.
8. How will you promote the meeting? In particular, how will you reach out to groups and individuals who may not be connected to or supportive of food system issues?
9. To whom will the allotted \$575 for staff time be allocated and what tasks will be accomplished? List your anticipated meeting expenses. If your anticipated budget does not follow the allotted budget, please describe.

Following Receipt of Proposals:

- Counties or regions submitting multiple proposals may be asked to collaborate on a single meeting.
- Representatives from the C.S. Mott Group for Sustainable Food Systems at MSU, the Food Bank Council of Michigan and the Michigan Food Policy Council will review proposals.
- Proposals will be approved on a rolling basis and the contact person(s) will be notified upon receipt of the proposal and once a decision regarding funding has been made.

Following Funding Approval:

- We will establish a listserv to facilitate communication with all funding recipients and enable fund recipients to communicate with each other.
- The geographic regions planning to host meetings, including the designated contact person, will be listed on www.michiganfood.org in order to enable others to connect with regional groups.
- Lists of potential groups or sectors to include in a regional meeting will be provided to contact persons.
- Following the meeting, all fund recipients will write a brief report summarizing meeting outcomes, which will be posted at www.michiganfood.org.
- The Michigan Good Food co-host organizations will hold a webinar on candidate education in August, which may be useful to those who submit a proposal. Stay tuned for details.
- Funds for a person's time will be disbursed as soon as an invoice detailing hours worked, dates on which work occurred and rate of pay is submitted. Total funds for staff time will be disbursed over a maximum of two invoices.
- Funds for meeting expenses will be reimbursed upon submission of receipts. All meeting expenses should be submitted at one time and will be reimbursed in a single payment.