

The Campus Kitchens Project Launch Grant Video Competition

Sponsored by Sodexo Foundation



Who Should Apply?:

Any college, university, or high school interested in starting a Campus Kitchen

How do I apply and qualify?:

- Register for your Campus Kitchen Planner at www.campuskitchens.org/start-a-kitchen.
 - a. Upon filling out a simple “Getting Started” intake form, you will be given access to your school’s very own Campus Kitchen planner, which provides a step-by-step process of how to bring this program to your campus and houses all of our planning resources, how-to guides and everything you'll need along the way.
- To qualify for the competition you must have completed the following 4 planning steps by **April 3rd 2017**(note that these 4 items are highlighted in purple on your Planner):
 - 1) Letter of support from sponsoring office
 - a. Identify a school sponsor of the Campus Kitchen. The sponsoring office will be where the Campus Kitchen office is housed. The Sponsor must be a campus department/office or staff member (i.e. Office of Service, Civic Engagement, Campus Ministry, Social Work, Nutrition, etc.)
 - 2) Letter of support from Dining Services
 - a. Receive permission from the dining services provider (general manager or director) at the institution. Upload a written Letter of Support signed by the dining services provider to your Campus Kitchen Planner.
 - 3) Letter of support from student leader
 - a. Gain support and volunteers from the student population. Upload a Letter of Support from a key student leader or a student group to your Campus Kitchen Planner
 - 4) Letter of Intent from school administration
 - a. Obtain approval for the Campus Kitchen from the institution. Have the school’s administration review and agree to the Campus Kitchen Licensing Agreement and sign a Letter of Intent to Sign the Contract. The one who typically signs the Letter of Intent is a school official such as President, Dean of Students, etc. The school’s legal team will often also have to review the contract prior to signing.

How do I receive a Grant?:

- Once you have qualified, you must submit a video (no more than 3-minutes long) to Matt Schnarr (mschnarr@campuskitchens.org) by **April 17th**. This video should show the world why

your community needs a Campus Kitchen and specifically focus on how your Campus Kitchen will address hunger and food insecurity in your community.

- We will then select up to 10 finalists to compete in the video voting competition.
- The video voting contest will run in **May 1-8 (dates subject to change)**.
 - During that time, schools will get out the vote to their campus and community and try to get as many votes as possible.
- At the end of the competition, the top 3 schools with the most votes will each receive a \$5,000 launch grant!
- The winning schools will have **one month** to sign our official affiliate contract and then must launch their Campus Kitchen by **November 30th 2017**.

What can the grant be used for?:

- Three (3) grantees will receive a grant of \$5,000 payable in increments to be used as follows:
 - \$1,500 issued immediately upon signing of the Campus Kitchens Project License Agreement, which the grantee must agree to use in its entirety to engage a Planning Fellow at the School Entrant's location who will be responsible for finishing the steps in the Campus Kitchen Planner before the launch date.
 - \$800 issued upon completion of the Campus Kitchen Planner online module steps and scheduling of an official launch date, to cover the costs of supplies and materials for launch.
 - \$1,200 received in the form of in-kind support following completion of the remaining Campus Kitchen Planner online module steps, which to covers the cost incurred by the Sponsor of in person launch training, and travel and attendance of a staff member of Sponsor at the Campus Kitchen launch event.
 - \$1,500 issued to the Campus Kitchen upon successful launch to ensure its overall financial stability.

****Official Rules available upon request.**