NEW JERSEY OFFICE OF THE SECRETARY OF

HIGHER EDUCATION

Notice of Grant Opportunity: Hunger-Free Campus Grant

Submission Deadline: August 9, 2024

Term: July 1, 2024 through June 30, 2025

The New Jersey State Plan for Higher Education: "Where Opportunity Meets Innovation: A Student-Centered Vision for New Jersey Higher Education" includes the vision that every New Jersey student should feel safe and supported in their learning environment – and that all students should feel welcome on campus. This commitment also emphasizes the importance of ensuring that every New Jersey student has access to a high-quality, career-relevant academic program to succeed in the global economy.

The Office of the Secretary of Higher Education (OSHE) recognizes that New Jersey students need affordable and predictable education costs, which goes beyond just tuition and fees. Material hardships, such as food insecurity, are too common for many students today, causing a barrier to success on the pathway to a degree.

The State has committed $1.2 Million of FY2025 funding to fight food insecurity on campuses by offering Hunger-Free Campus grants as part of the Hunger-Free Campus Act ("Act") (P.L. 2019, C.89). The Act provides grants to public institutions of higher education that have one or more hunger-free-designated campuses to help support students. The State will continue its expanded implementation of the grant program by also supporting food-insecure students at independent public-mission institutions of higher education that receive State operating aid.

Purpose
The purpose of this grant program is to foster innovative ways to combat food insecurity on college and university campuses and assist in planning for long-term solutions. The grant funding shall be used to address student hunger, leverage more sustainable solutions to address basic food needs on campuses, raise awareness of currently offered campus services that address basic food and hygiene

needs, and continue to build strategic partnerships at the local, state, and national levels to address food insecurity among students.

Eligibility Criteria
For this competitive grant cycle, all New Jersey public institutions of higher education and independent public-mission institutions of higher education that receive State operating aid will be eligible to apply for funding.

Institutions may apply for a Hunger-Free Campus Grant up to the maximum award amounts shown below based on Integrated Postsecondary Education Data System (IPEDS) size category classifications:

IPEDS Size Category	Maximum Grant Award
Small (4,999 or fewer students)	$50,000
Medium (5,000 – 9,9990 students)	$75,000
Large (10,000 or more students)	$100,000

Process for Submission and Notification
Completed applications are due to OSHE no later than 5:00 p.m. on August 9, 2024.
Applications should be uploaded to FY25 Hunger-Free Campus Grant NGO -- Qualtrics with two attachments (PDF of budget narrative and Excel spreadsheet of budget). Following successful upload, please send an email to FinanceDocs@oshe.nj.gov with the subject line "*Institution Name*_Hunger-Free Campus Grant_FY25." to confirm your institution's **single** submission via Qualtrics and additionally attach all related materials. To ensure all materials are adequately reviewed during our review process, please provide all attachments via Qualtrics **and** email. Additional submissions or submission modifications will not be accepted. **The application __MUST__ include a narrative as a PDF file and one budget template as an Excel file. Applications with missing components will be disqualified.**

Institutions will receive an email confirmation upon successful submission of the application. Only one submission per institution shall be accepted and considered. Please carefully review all components of the application for compliance with this Notice prior to submission. OSHE is under no obligation to consider multiple submissions from the same applicant and will review the earliest submission.

Upon receipt and approval of the application materials by OSHE, a grant agreement will be provided and once executed, payment will be processed. An interim report for the Hunger Free Campus grants will be due to OSHE no later than January 15, 2025. OSHE will provide a template for the interim report in advance of the submission deadline.

A final report, inclusive of final grant expenditures, will be due to OSHE no later than July 31, 2025. OSHE will provide a template for the final report in advance of the submission deadline. Use of funding must abide by State guidelines. Remaining funds need to be returned to OSHE by August 31, 2025.

Instructions
Your comprehensive Application submission must be uploaded only once to FY25 Hunger-Free Campus Grant NGO -- Qualtrics. Following successful upload, please send an email to FinanceDocs@oshe.nj.gov with the subject line "*Institution Name*_Hunger Free Campus Grant_FY25." to confirm your institution's **single** submission via Qualtrics and additionally attach

all related materials. To ensure all materials are adequately reviewed during our review process, please provide all attachments via Qualtrics **and** email. Additional submissions or submission modifications will not be accepted. **The application <u>MUST</u> include a narrative as a PDF file and one budget template as an Excel file. Applications with missing components will be disqualified.**

Grant Narrative

The narrative portion of the application must be submitted as a single PDF by each institution. Use the headings listed below within the application. Institutions must abide by the word limit indicated per section. Any information beyond the word limit will not be reviewed. The grant narrative must include:

➢ Application **Cover Sheet** with contacts

➢ **Letter of Support from the Institution's President/Chancellor:** The institution's President/Chancellor must submit a letter of support indicating the institution's need as well as its commitment and capacity to carry out the grant proposal during the designated grant period. *Word limit: 500 words.*

➢ **Campus Hunger Task Force:** Describe your Campus Hunger Task Force. Provide a list of task force members (names and titles) and actual meeting dates, times, and locations for the 2024-2025 academic year. Briefly describe the goals of the task force (minimum of two) and corresponding action plans. *Word limit: 500 words*.

➢ **Staff Member for SNAP Assistance:** Provide the name, title, and contact information for the staff member(s) responsible for assisting students in SNAP screening and application processes. Briefly describe how this service is advertised on campus or how students are referred to this staff member, who may have other responsibilities on campus, but must be knowledgeable and aware of SNAP eligibility and application procedures as they pertain to college students. (Note: Training is available through DHS-Division of Family Development [DFS] Program Operations Unit). *Word limit: 250 words.*

➢ **Options for Students to Utilize SNAP at Campus Stores**: List the options available to students to utilize SNAP at campus stores. If campus stores do not accept SNAP, please describe any steps taken to determine if these vendors are able to accept SNAP benefits or how you plan to have students utilize SNAP at campus stores in the future. Alternatively, please describe how students are informed about which local off-campus establishments
  o Accept SNAP if this is not currently an option at campus stores. *Word limit: 500 words*. To learn more about becoming a retailer, visit the U.S. Department of Agriculture (USDA)'s webpage here: https://www.fns.usda.gov/snap/retailer

➢ **Information on SNAP and other public benefits available to students:** Describe opportunities for the school to promote information on SNAP and other public benefit programs available for students through the school's website, online student portals, training residential/student life representatives or student-led organizations. *Word limit: 500 words.*

➢ **Information regarding participation in National Hunger and Homelessness Awareness Week November 18-26, 2024:** Describe your institution's planned participation in an awareness event surrounding student hunger. Describe the event, the intended goals and outcomes of the event or campaign, and any student organizations, departments, or

institutional partners that will be involved. Please detail the outcomes of the event (number of participants, etc.). *Word limit: 250 words.*

➢ **Evidence of a Campus Food Pantry:** Provide the address of the campus food pantry and a web link advertising the pantry to students. Flyers/advertisements, media reports, and pictures of the campus pantry are accepted forms of verification. If you do not have a campus pantry but have other mechanisms in place to help students receive food free of cost, please describe these arrangements. *Word limit: 250 words.*

➢ **Evidence of a "Swipe Out Hunger" or Meal Plan Donation Program:** Provide your institution's written policy, dining services promotion or advertisement, web link describing the program, or Swipe Out Hunger certification as verification. Other forms of verification can be submitted on an as-needed basis. *Word limit: 500 words.*

➢ **Student Hunger Survey:** Campuses must measure food insecurity among their students using the "USDA's 18-item food security measure," administered by OSHE. Additional guidance regarding survey requirements is provided below as Appendix A. If your institution receives grant funding, you will be required to administer an OSHE-provided Hunger-Free Campus survey. Please confirm your commitment to participating in the student survey on hunger as approved and provided by the Secretary of Higher Education by confirming the best institutional contact for the surveying process and how you would engage stakeholders to participate in the survey. *Word limit: 250 words.*

➢ **Best Practices Campus Profile:** Include a best practices campus profile. This profile should include a brief description of campus efforts to address food insecurity among students, highlights from any student hunger survey available, and any other items you think best highlight the work on your campus to combat food insecurity. *Word limit: one page.*

➢ **Budget Narrative:** This section should include additional narrative regarding goals for use of funding and suggested project activities with clear ties to the budget proposed. *Word limit: 500 words.*

➢ **Other:** Identify any other topics or data you would like to share with OSHE that relate to addressing food insecurity, this could include any survey data your institution may collect on food-insecurity. *Word limit: 500 words.*

Budget Activity Plan

❖ **FY2025 Budget Activity Plan:** Provide a brief description of your institution's proposed use of FY2025 funding. Note specific line items will be provided via the required budget. [LINK TO BUDGET TEMPLATE]

❖ A key component of the budget template is the column for the 'Narrative Description.' For each category of budgeted expenses, institutions must provide a "Narrative Description" which consists of a detailed list of, and justification for, each expense, including how each directly relates to the purpose of the grant. If the "Narrative Detail" cannot be provided within the space allowed within the template, institutions may submit a secondary spreadsheet by adding a new tab with this detail. All submissions must be in the Excel spreadsheet format.

❖ All funding must be expended by June 30, 2025.