

**Application Template for 2024-2025**

**PA Hunger-Free Campus Grant Program**

This is **not** the official grant application. This is a template provided to help applicants collaborate with partners, organize submission information, and draft responses prior to completing the application in the PDE eGrants system.

PA Hunger-Free Campus grant applications must be submitted via the PDE eGrants system no later than 11:59 PM on **Monday, September 23, 2024**.

Note that gaining access to eGrants may take more than one week.

To apply:

1. Review the PA [Hunger-Free Campus Request for Application 2024-2025](https://www.education.pa.gov/Postsecondary-Adult/PAHungerFreeCampus/Pages/default.aspx). All applicants must meet the requirements outlined in this document.
2. The[eGrants Request Form](https://forms.office.com/g/dHTuWG9UF5) **must** be completed for **each** grant cycle to access [eGrants](https://www.egrants.pa.gov/Home).
3. Review the application questions below and coordinate with partner(s) to answer the application questions.
4. Only one proposal will be accepted from each institution. Applicants may not apply as a consortium. For campuses with multiple locations, the main campus should complete the application. If awarded, funds may be distributed to additional locations as deemed appropriate.
5. Applications that do not include all required information as stated on the application will not be considered for funding.
6. PDE reserves the right to contact applicants to request or recommend amendments to the proposal or budget for further consideration of the grant application.
7. Direct questions to [RA-EDHUNGERFREECAMPUS@pa.gov](mailto:RA-EDHUNGERFREECAMPUS@pa.gov).
8. Submit the completed application via the [eGrants](https://www.egrants.pa.gov/Home) system by 11:59 pm on Monday, **September 23, 2024**.

# Area 1. Applicant Information

1. Institution Name:
2. Mailing Address:
3. City:
4. State:
5. Zip Code:
6. Project Director Name:
7. Project Director Title:
8. Project Director Email Address:
9. Project Director Phone Number:
10. Number of Enrolled Students:

*- Help Button Text: The institution can use data submitted from their latest IPDES submission.*

1. Number of Students Living on Campus

# Area 2. Program Information

**Project Overview** - In this section, the institution will provide the project overview, including the title of the project, estimated start date (no sooner than **January 1, 2025**), estimated completion date (no later than **December 31, 2025**), estimated total project cost, and grant amount requested.

1. Has the institution previously applied for a PA Hunger-Free Campus grant?

☐ YES     ☐ NO

1. If yes, indicate the date(s) of previous applications. Click or tap here to enter text.
2. Has the institution previously received a PA Hunger-Free Campus grant?

☐ YES     ☐ NO

1. If yes, indicate the date(s) of and amount(s) received. Click or tap here to enter text.
2. Project Title: Click or tap here to enter text.
3. Estimated Start Date (no sooner than January 1, 2024): Click or tap here to enter text.
4. Estimated Completion Date (no later than December 31, 2024): Click or tap here to enter text.
5. Estimated Total Project Cost: Click or tap here to enter text.
6. Grant Amount Requested: Click or tap here to enter text.

*Help Button Text: Institutions with 3,000 learners or fewer may request up to $20,000; institutions with 3,001 to 7,000*

# Area 3. Narratives

**Proposal Narrative** – In this section, the institution will provide the specific plans to implement the proposed programs. The institutions should ensure their response is detailed and provides specific examples of how the initiative will be further developed on campus and include the mentioned eligible programming options above. Institutions are encouraged to upload letters of commitment for proposed partners. The institution must explain how campus administration, along with the developed task force, will be instrumental in the execution of the proposed goals/objectives. If your institution was a grant recipient last year, proposals must demonstrate how additional funds will expand upon previous initiatives. Proposal narratives should include evidence of data collected during the last grant year.

**Expected Outcome** – In this section, the institution will provide a narrative response tying each specific goal or objective stated in the goals and objectives of the proposal narrative of this application to an expected outcome. (What we hope to see happen to show that the objective was me Prior recipients are asked to address outcomes from prior PA Hunger-Free Campus grant years and how the institution plans to build on those outcomes.

*- Help Button Text: The institution should state the expected outcomes in measurable terms including baseline information and expected improvement and explain how program impact will be assessed.*

# Area 4. Budget

# Instruction - Provide a budget which demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the PA Hunger-Free program initiatives. Grant funds may not be used for direct salaries, fringe benefits, or operational rates; however, funds can be used for honorariums and as stipends that make up less than 25 percent of the total grant award. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

*- Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

**Purchased Professional and Technical Services** - Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the PA Hunger-Free Campus program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: Round amounts to the nearest whole dollar. Grant funds may not be used for direct salaries, fringe benefits, or operational rates; however, can be used for honorariums and stipends. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Contracted Services - Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the PA Hunger-Free Campus program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Supplies - Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the PA Hunger-Free Campus program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Equipment - Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the PA Hunger-Free Campus program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

**Budget Narrative** - Providean explanation of the proposed budget items and how they relate to the objectives of your proposal. Ensure that the budget narrative demonstrates how funds will be used equitably for supporting the highest-risk community members.

* *Help Button Text: Round amounts to the nearest whole dollar. Grant funds may not be used for direct salaries, fringe benefits, or operational rates; however, can be used for honorariums and as stipends. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals*

**Budget Summary** - Displays a read-only table showing totals by function/object codes*.*

*Displays a* ***read-only*** *table showing totals by function/object codes.*

|  | **300**  **Purchased Professional and Technical Services** | **500**  **Other Purchased Services** | **600 Supplies** | **700**  **Property** | **800**  **Other Objects** | **Totals** |
| --- | --- | --- | --- | --- | --- | --- |
| **1000 – Instruction** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **2000 – Support Services** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **3000 – Operation of Non-Instructional Services** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **Totals** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

**Compliance Obligations** - All grantees will be required to sign a grant agreement with the Pennsylvania Department of Education. All grant funds must be spent, and services performed/products received on or before **December 31, 2025**. The Pennsylvania Department of Education shall seek repayment of funds if it determines that funds were not utilized for the original stated and approved purpose. Grantees will be required to submit reports in the eGrants system on forms supplied by the Pennsylvania Department of Education. Final Expenditure Reports must be submitted no later than **January 31, 2026**. Grantees are also expected to participate in Pennsylvania Department of Education evaluation research, including staff interviews and student surveys. Are you able to meet these compliance obligations?

Yes – we are able to meet compliance obligations

No – we are not able to meet compliance obligations