

# Innovation and Learning Grant Adaptation Stream: Frozen Soup Community Project



## INTRODUCTION:

Thank you for your interest in applying for Feed Nova Scotia's 2025 Innovation and Learning Grant Adaptation Stream: Frozen Soup Community Project.

This new grant stream is to scale out a frozen soup distribution project through community freezers/fridges to allow community members experiencing food insecurity to access nutritious meals.

The grant available for this stream ranges from \$5,000-\$15,000. Applicants should base the size of their grant request on the size and scope of their proposed project.

Applicants should review the accompanying frozen soup project toolkit and consider any adjustments you would make to fit your context before you begin this application.

If you have any questions about the frozen soup project toolkit or this application, please contact Yemi Babafunso at [ybabafunso@feednovascotia.ca](mailto:ybabafunso@feednovascotia.ca)

## BEFORE YOU START:

Before you start your application, please carefully review the eligibility criteria on pages 8 and 9 of this document to ensure you meet qualifying requirements.

Answers can be written in bullet-point format or narrative. You are not required to reach the maximum word limits outlined per answer.

When you have completed your application, please save the document in PDF format and title the document with your organization name and project name (i.e. YourOrganization \_FrozenSoupProject).

Please email your PDF application to [ybabafunso@feednovascotia.ca](mailto:ybabafunso@feednovascotia.ca). Completed applications will be accepted until end of day (11:59pm AST) on February 28, 2025. Applications received after this date and time will not be accepted.

## SECTION 1: ORGANIZATION DETAILS:

1.1 Organization name:

1.2 Mailing address:

1.3 Organization website (if applicable):

1.4 Social media channels (if applicable):

1.5 Is your organization a registered charity or non-profit?  Yes  No

1.6 If your organization is none of above, do you have a trustee partnership in place?  Yes  No

Please provide details (name and contact details of trustee organization):

**1.7** Please share any key/general information you would want us to know about your organization (mandate/primary focus etc.) Max 250 words.

**1.8** We are committed to applying an equity lens to our evaluation of applications to support organizations and groups led by equity-deserving identities where possible.

Please let us know about how your organization's leadership identifies: those in leadership positions (i.e. Executive Director and senior management) and governance structures (i.e. Board of Directors, advisory board, volunteer committee etc.):

**1.8A** Is your organization:

- Black-led, with its leadership primarily occupied or composed of individuals who self-identify as Black (i.e. African Nova Scotian, African Canadian, African Caribbean, African).
- Indigenous-led, with its leadership primarily occupied or composed of individuals who self-identify as Indigenous (i.e. Mi'kmaw, First Nations, Métis, Inuit).
- led by racialized or People of Colour, with its leadership primarily occupied or composed of individuals who self-identify as racialized or as People of Colour.
- White-led, with its leadership primarily occupied or composed of individuals who self-identify as white.

**1.8B** If those in leadership positions self-describe their racial or ethnic identity in a different way, please share (optional):

**1.8C** If there are other aspects of equity-deserving identities (i.e. LGBTQIA+, persons living with a disability) reflected in your organization's leadership, please share (optional):

**SECTION 2: PROJECT LEAD/CONTACT DETAILS:**

**2.1** Name:

**2.2** Position:

**2.3** Email:

**2.4** Phone number:

**SECTION 3: FUNDING REQUEST:**

**3.1** Requested funding amount:

**3.2** Proposed start date of project (month and year):

**3.3** Proposed end date of project (month and year):

## SECTION 4: ADAPTING THE FROZEN SOUP PROJECT MODEL:

### 4.1 Requirements to run this project:

Please indicate if you already have any of the following in place to support roll out of the frozen soup project in your community. Please note: if you don't have some of these requirements already in place, you can still apply and use this list as a guide to help you identify what to plan for.

- Access to a certified commercial kitchen to prepare the meals:  Yes  No
- Public access to freezers in community facilities:  Yes  No
- A chef and volunteers to prepare soups:  Yes  No
- A means of transporting frozen soup to where fridges/freezers are located:  Yes  No
- Storage for ingredients:  Yes  No

### 4.2 Interest in the Frozen Soup Project:

Please share any information about your interest in the frozen soup project: why are you interested in implementing this project in your community? How might it meet a need in the community? Max 200 words.

### 4.3 Adaptation/Modifications to the Frozen Soup Project Model:

How will you adapt or modify the frozen soup project model to fit your community's unique context? The toolkit serves as a guide, but we understand that adjustments may be necessary. Please share any unique considerations or changes you plan to make and explain how these adaptations will enhance the project's fit and effectiveness in your community. Max 200 words.

### 4.4 Community of Focus:

Please provide details about the geographic location, the population of focus (e.g., people experiencing homelessness), and/or any other relevant information that you think we should know about your context and community of focus. Max 200 words.



**4.5** Expected Reach:

How many people do you hope to serve through your project? Please provide details to help illustrate the project's reach, such as the frequency and duration of distribution (e.g., 100 frozen soups distributed once a week for 3 months). Max 200 words.

**4.6** Community Benefits:

How might your community of focus benefit from the project? Please include any information regarding employment opportunities, skills, volunteer opportunities, new or strengthened connections, equipment usage, etc. Max 200 words.

**4.7** Measuring Impact:

Successful applicants will be required to submit an evaluation/summary report at the end of the funding period outlining what you did, what impact you had, what worked, what didn't work etc. What kinds of data,

**4.8** Additional Information

Is there any other information that you think is important to share about your proposed project that hasn't been addressed in the questions above?

Please continue to Sections 5 and 6 below.



**SECTION 5: BUDGET BREAKDOWN:**

This is a suggested budget list: please add or delete content as needed. Please include any administrative costs (up to 12% of total budget) into calculation if applicable.

Item	Description	Amount
Fridges/freezers		
Outreach		
Soup ingredients		
Packaging		
Transportation		
Staff hours/honorarium		
Administration		
Evaluation		
		TOTAL \$

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## SECTION 6: TIMELINE OF KEY ACTIVITIES:

This is a suggested list of key activities: please add or delete content as needed. Please note that the project cycle should not exceed 1 year from proposed start date (latest timeline to end the project is June 2026)

Key Activity	Timeline
<b>Purchase containers, seeds and seedlings, soil</b>	
<b>Develop instruction/information sheets on using the container</b>	
<b>Develop an outreach plan to advertise the opportunity to participate in the project</b>	
<b>Conduct outreach and recruit participants</b>	
<b>Organize dates to run orientation sessions and have participants pick up their grow packs</b>	
<b>Run sessions and distribute grow packs</b>	
<b>Drop off grow packs to people with travel barriers with written instructions</b>	
<b>Follow up with participants to check in and trouble shoot any challenges</b>	
<b>Conduct surveys and focus groups with participants on what worked, what didn't and the impact of the Caja containers on their food access.</b>	



## OVERVIEW AND SCOPE

Feed Nova Scotia's Adaptation grant stream is aimed to support the replication of two successful, innovative ideas from our 2023 grant cycle to address food insecurity across Nova Scotia. Funding requests can range anywhere from \$5,000 to \$15,000 per initiative.

The following information outlines qualifying criteria and eligible expenses for the 2025 grant:

## QUALIFYING CRITERIA

Requirements for your proposed initiative:

- The initiative advances a vision of food access centered around dignity, agency, and choice.
- There is a clear start and end date for the funding request, which lasts no longer than one year from the proposed start date.
- Successful applicants agree to share learnings at the end of the project with Feed Nova Scotia and the broader community.

Requirements for your organization/group:

- You are a registered charity or non-profit organization.
- If you are none of the above, you have a confirmed partnership in place with a registered charity or non-profit organization that can act as trustee for the grant.
- If you are not a registered charity or non-profit organization and do not have a confirmed partnership with a trustee but have an idea and want to apply, please reach out to us to explore other options (see contact information below).

## ELIGIBLE AND INELIGIBLE USES OF GRANT MONEY

Eligible uses of grant money:

- Funding expenses for the proposed new initiative, which can include staff hours, honorariums, space rental, purchase or rental of project materials, small capital costs<sup>2</sup> (i.e. equipment, furniture), transportation costs, food costs, promotion and publicity, trustee fees.
- Administration costs: up to 12% of the budget can be used to cover full/partial administrative costs to deliver the initiative (office space, work phone costs, printing etc.).

Ineligible uses of grant money:

- Ongoing multi-year project funding.
- Expenses incurred prior to funding approval.
- Repurposing funding to make grants to any other individual, group or organization.
- Payment of property taxes, debt repayment or deficit funding.
- Projects and activities outside of Nova Scotia.

## KEY APPLICATION DATES

Key dates are as follows:

- **Friday, February 28, 2025**,  
at 11:59pm: application closes.
- **Friday, May 30, 2025**  
applicants will be notified of outcome,

## CONTACT

For more information, please contact:  
**Yemi Babafunso, Project Manager**  
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