

FEEDING FORWARD – Microsoft Forms Quick Import Template

Use this file with Microsoft Forms → Quick Import. After import, enable 'Multiple answers' where noted, add File Upload questions manually, and set Branching per the mapping provided in your build guide.

Section 1 – Applicant & Eligibility Snapshot

1. 1. Agency Legal Name
2. 2. Arkansas Foodbank Member ID (if applicable)
3. 3. Primary Contact Name
4. 4. Primary Contact Title
5. 5. Primary Contact Email
6. 6. Primary Contact Phone
7. 7. Agency Address (physical service location)
8. 8. Counties/Zip Codes Served
9. 9. Current Partnership Segmentation Level (select one)
 - A. Emerging Partner (Score: 1–5; grant cap up to \$5,000)
 - B. Growing Partner (Score: 6–8; grant cap up to \$10,000)
 - C. Thriving Partner (Score: 9–10; grant cap up to \$15,000)
 - D. Transforming Partner (Score: 11–12; grant cap up to \$30,000)
10. 10. Total Score and Sub-scores by Growth Area (enter numeric values)

Section 2 – Funding Request Overview

11. 11. Grant Amount Requested (currency)
12. 12. Project Title
13. 13. Project Summary (150–250 words)
14. 14. Which FEEDING FORWARD target areas does this project advance? (select one or more)
 - A. Increased Distribution Accessibility
 - B. Increased Utilization of Vivory Platform
 - C. Increased Emphasis on Additional Support Services
 - D. Increased Opportunities for Neighbor Choice

Section 3 – Alignment & Justification (by Growth Area)

15. 15. Increased Distribution Accessibility – Current distribution cadence (select one)
- A. Distributes twice monthly (varied time options preferred)
 - B. Distributes three times monthly (varied time options preferred: weekends, evenings)
 - C. Distributes weekly (varied time options to accommodate neighbors)
16. 16. Increased Distribution Accessibility – How will this project increase convenience for different neighbor lifestyles?
17. 17. Increased Utilization of Vivory Platform – Current status (select one or more)
- A. Account claimed and profile updated monthly
 - B. Includes pictures, food/service options, and changes to general information monthly
 - C. Automated website capability activated to increase Google search visibility
18. 18. Increased Utilization of Vivory Platform – Describe how the project will improve communication and discoverability
19. 19. Increased Emphasis on Additional Support Services – Current frequency (select one)
- A. Engages neighbors with additional support services at least once monthly during distributions
 - B. Engages neighbors with additional support services at least twice monthly during regular distributions
 - C. Engages neighbors with additional support services at least three times monthly, varying the type of support offered
20. 20. Additional Support Services – List partners and services (name, type, frequency)
21. 21. Plan to expand/strengthen support services (referrals, onsite providers, scheduling)
22. 22. Increased Opportunities for Neighbor Choice – Current choice model (select one)
- A. Limited choice (few items)
 - B. Partial choice (expanded items for neighbor selection)
 - C. Full choice market as the primary method of distribution
23. 23. Plan to expand neighbor choice (layout, flow, inventory, volunteer roles)

Section 4 – Community Need & Equity

24. 24. Describe the neighbors served and barriers faced (transportation, schedules, language, disability access)
25. 25. How will this project improve convenience, consistency, frequency, and equity of access?
26. 26. Projected reach (unique neighbors/month) and frequency (visits/month)
27. 27. Accessibility commitments (evening/weekend hours, multilingual materials, ADA accommodations)

Section 5 – Workplan, Timeline & Milestones

- 28. 28. Project Start Date
- 29. 29. Project End Date
- 30. 30. Key milestones (Task, Owner, Start, Finish, Dependencies, Deliverables)
- 31. 31. Risk assessment and mitigation plan

Section 6 – Budget & Sustainability

- 32. 32. Line-item budget (Item, Cost, Justification)
- 33. 33. Other funding sources (Source, Amount, Status, Use)
- 34. 34. Post-grant sustainability plan (operations, volunteer staffing, partnerships, ongoing costs)
- 35. 35. If equipment/space modifications are requested, describe maintenance, storage, and replacement plans

Section 7 – Outcomes, Measurement & Reporting

- 36. 36. Key performance indicators (Metric, Baseline, Target, Data source, Frequency)
- 37. 37. Data collection methods (Vivory analytics, sign-in systems, partner reports)
- 38. 38. Neighbor feedback and dignity measures (surveys, choice satisfaction, wait times)
- 39. 39. Reporting cadence and responsible staff

Section 8 – Organizational Capacity

- 40. 40. Staffing and volunteer capacity for this project (Role, Hours, Responsibilities)
- 41. 41. Relevant policies (Equity, Client Choice, Data Privacy)
- 42. 42. Past performance with Arkansas Foodbank programs/grants (if any)

Section 9 – Attachments Checklist (add File Upload questions after import)

- 43. 43. Distribution calendars (past 3 months; planned next 3 months)
- 44. 44. Vivory profile screenshots/URLs; evidence of automated website activation (if applicable)
- 45. 45. MOUs/letters from additional support service partners
- 46. 46. Space/layout photos or diagrams (for neighbor choice/market model)
- 47. 47. Budget quotes/estimates (equipment, materials)
- 48. 48. Policies (Accessibility, Choice, Data Privacy)

Section 10 – Level-Specific Justification Prompts (apply Branching after import)

49. 49. Emerging (Score 1–5): Describe how this project will help you reach 3–5 points within 6–12 months across selected growth areas
50. 50. Growing (Score 6–8): Explain how this project will move you toward 9–10 points; what evidence will you provide at mid-point and close?
51. 51. Thriving (Score 9–10): Detail the steps to maintain performance while adding depth; how will funds accelerate progress to Transforming?
52. 52. Transforming (Score 11–12): Describe how you will scale, mentor peers, or pilot innovative practices; include special recognition opportunities

Section 11 – Compliance & Terms

53. 53. Acknowledgment of partnership incentives, eligibility, and evolving criteria (type 'I agree')
54. 54. Commitment to keep agency records updated (distribution schedules, Vivery profile, services, choice model) (type 'I agree')
55. 55. Permission to share project highlights (photos, stories) for special recognition (type 'I agree')