

# SNAP-Ed at MFF

## Request for Proposals (RFP)

### FISCAL YEAR 2026

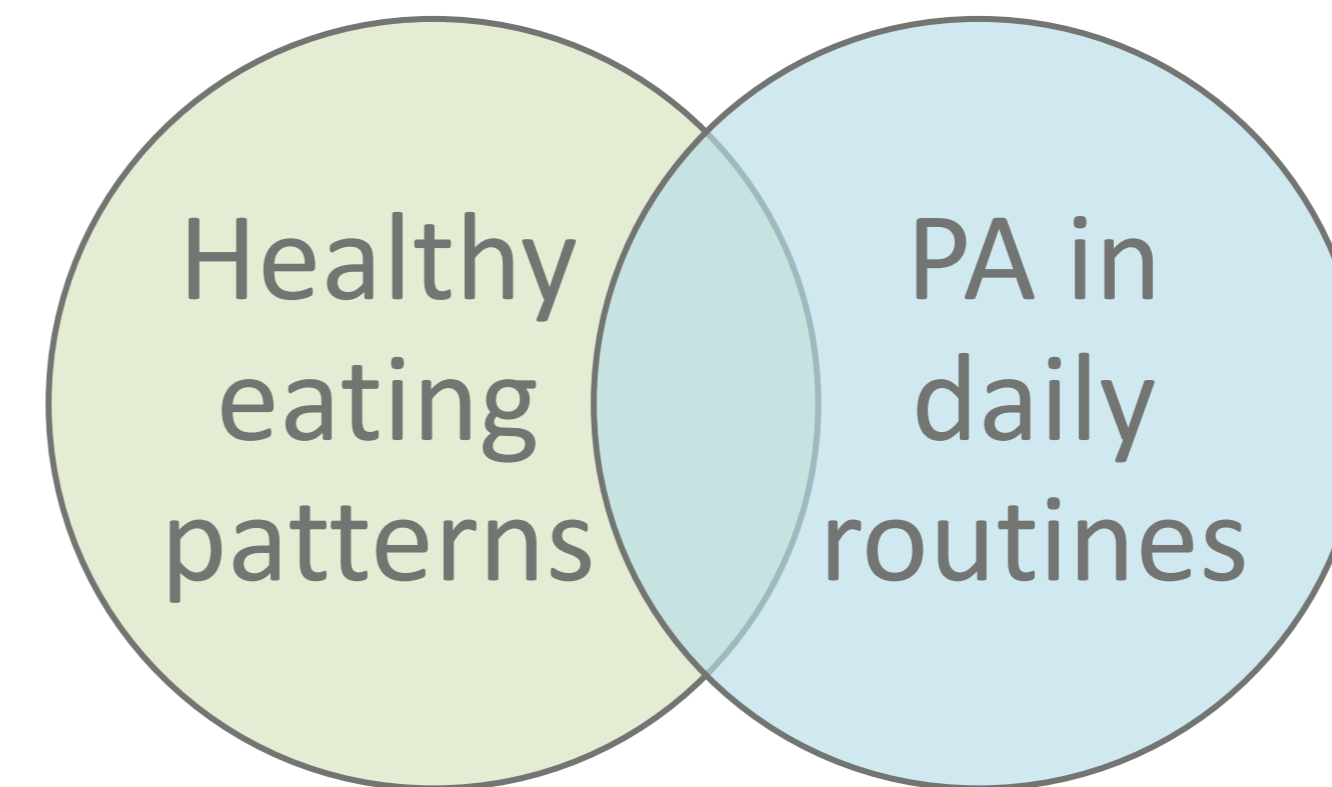


This project was funded in whole or in part by the USDA's Supplemental Nutrition Assistance Program Education through the Michigan Department of Health and Human Services and the Michigan Fitness Foundation.



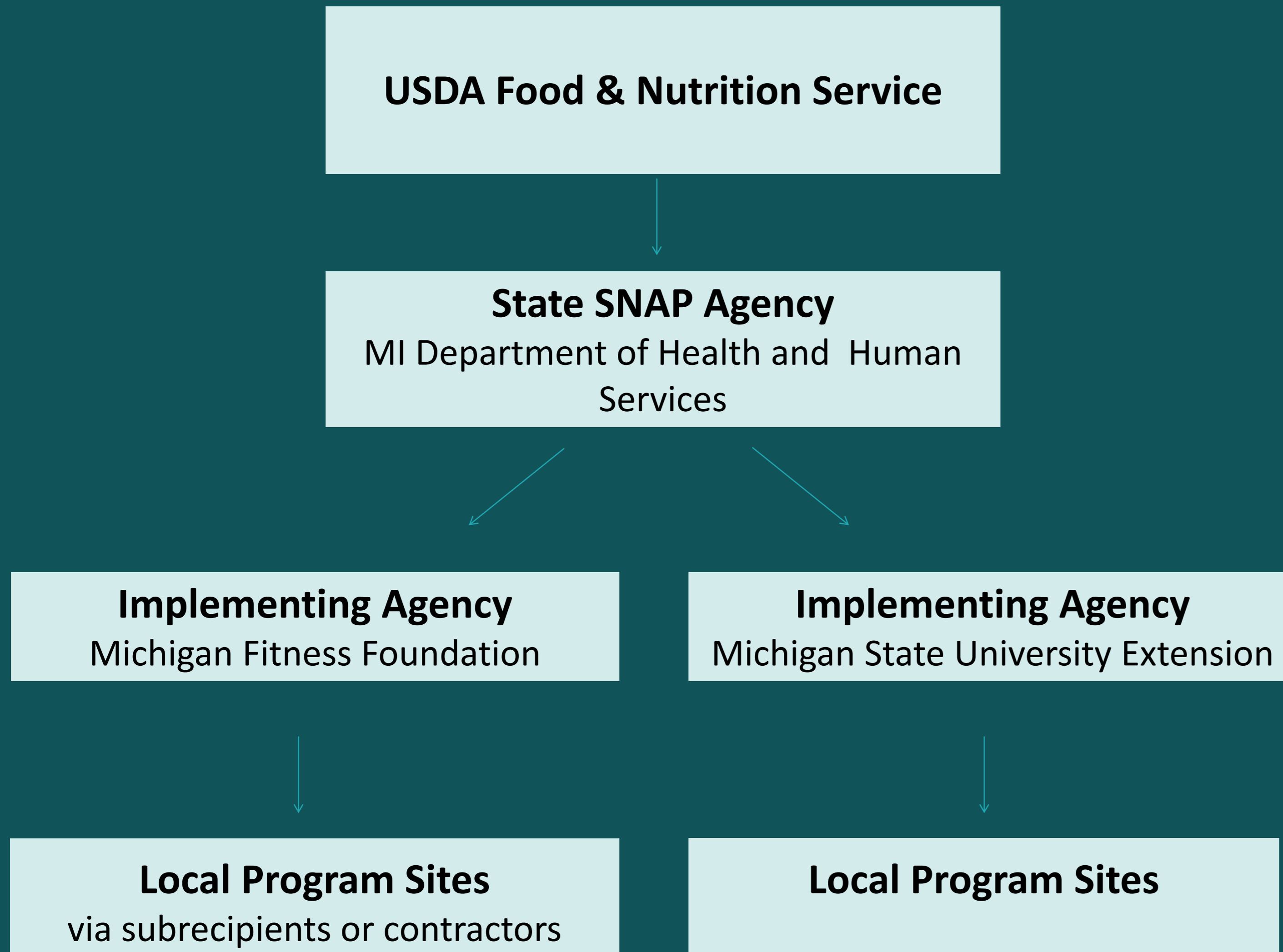
# SNAP-Ed Goals in Michigan

- Increased consumption of fruits and vegetables
- Increased physical activity (reduced sedentary behaviors)
- Increased access to healthy food and safe places for physical activity





# SNAP-Ed in Michigan



## Subrecipients

- Subcontractors
- Demonstrate bandwidth and expertise to *independently* design, deliver, and monitor a federally-funded program
- Propose a SNAP-Ed program aligned with community needs
- Submit a Request for Proposal (RFP)



# Request for Proposal Process

<https://snap-ed.michiganfitness.org/how-to-apply/request-for-proposals>

## STEP 1

Submit Proposal  
Package

Due April 21  
at 4:30 pm EST

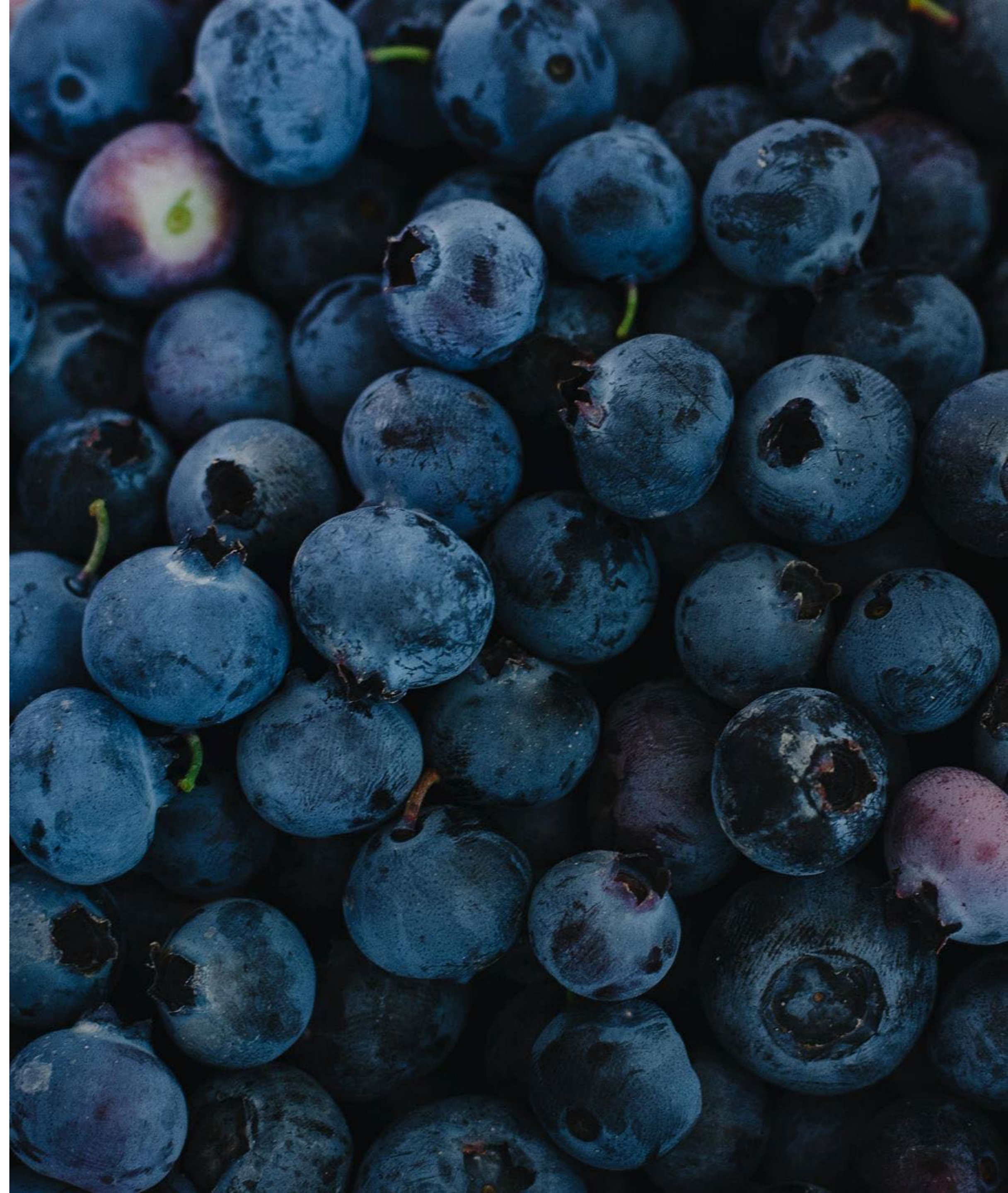
Three components:

1. Budget
2. Anticipated  
Programming  
Form
3. Program  
Narrative

## STEP 2

Receive Notification  
of Provisional  
Funding

June





About

Selection Criteria

**Documents**

Questions

Technical Assistance




Submit Proposal Package

## Documents

### Required forms

- [Program Narrative](#) 
- [Anticipated Programming Form](#) (Submit via Qualtrics)
- [Budget Worksheet](#) 

### Instructions

- [Program Narrative Instructions](#) 
- [Anticipated Programming Form Instructions](#) 
- [Budget Worksheet Instructions](#) 

### Other resources to assist you in completing the Request for Proposals (RFP)

- [De Minimis Certification](#) 
- [RFP Process Overview](#) 
- [FY 2025 Programming and Operations Manual](#) 

# Anticipated Programming Form (*Qualtrics*)



## Support Documents

- Anticipated Programming Form Instructions
- Programs funded in FY25 –Program Summary Details Data file in Box

Updated language aligned with Federal guidance. The Anticipated Programming form is aligned with the USDA Food and Nutrition Service (FNS) reporting guidelines.

- Anticipated reach numbers
- Proposed program populations and program settings
- Evidence based direct education interventions
- Evidence based assessments/tools to support community-based change strategies
- Collaborations

2. Is **intervention A** included in your current FY 2025 SNAP-Ed program?

- Yes, **intervention A** is included in our current FY 2025 SNAP-Ed program.
- No, **intervention A** is a new intervention we are proposing to use for FY 2026.
- N/A (My organization does not currently have a SNAP-Ed Program)

**If yes is selected:** In answering the question below, consider whether you are planning to change (add or remove) where (communities and settings) and/or to whom (populations and age groups) you will deliver **intervention A** in FY 2026.

Are you planning to change (add or remove) where you will deliver **intervention A**, including communities and/or settings, or the populations(s) to whom you will deliver **intervention A**.

- Yes, we are planning to make changes to where and/or who receives **intervention A** in FY 2026.
- No, we are not planning to make changes to where and/or who receives **intervention A** in FY 2026.

2. Is **name of assessment/tool A** included in your current FY 2025 SNAP-Ed program?

- Yes, **name of assessment/tool A** is included in our current FY 2025 SNAP-Ed program.
- No, **name of assessment/tool A** is a new intervention we are proposing to use for FY 2026.
- N/A (My organization does not currently have a SNAP-Ed Program)

**If yes is selected:** In answering the question below, consider whether you are planning to change (add or remove) where (communities and settings) and/or to whom (populations and age groups) you will deliver **name of assessment/tool A** in FY 2026.

Are you planning to change (add or remove) where you will deliver **name of assessment/tool A**, including communities and/or settings, or the populations(s) to whom you will deliver **name of assessment/tool A**.

- Yes, we are planning to make changes to where and/or who receives **name of assessment/tool A** in FY 2026.
- No, we are not planning to make changes to where and/or who receives **name of assessment/tool A** in FY 2026.

3. What community-based strategies does **name of assessment/tool A** support your proposed program? (select all that apply)

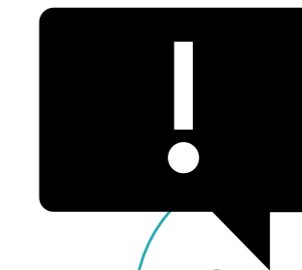
- Community-based strategies at community gardens
- Community-based strategies at farmers markets
- Community-based strategies at food pantries
- Community-based strategies at retail food locations
- Community-based strategies based on results from coalition work
- Community-based strategies for parks and open spaces
- Community-based strategies in early childhood settings
- Community-based strategies in schools
- Community-based strategies to increase access to healthy foods
- Community-based strategies to increase access to physical activity opportunities
- Community-based strategies based on youth engagement approaches



# Program Narrative – What’s New?

There are some brand new and some reworded questions. The Program Narrative Instructions will be the best support tool for completing your narrative.

- Question #1 – Fill in the blank.
- Question #2 – This question has a word count limit of 500 words. *Note – there are no word counts for the other questions*
- Question #3 – new
  - For each direct education intervention, provide your rationale for the section. The prompt will vary based on if you are currently using the intervention in FY 2025; if the intervention would be new in FY 2026; or if you have not had a SNAP-Ed program previously.
  - Follow the prompts in question #3 and the decision tree on page 4
- Question #4 – new
- Question #5 – updated
- Question #6 - new



## Support Documents

- Program Narrative Instructions
- Your anticipated programming form selections

# Budget Worksheet

## Budget Worksheets

Request for Proposals (RFP) for Subrecipients

SNAP-Ed at Michigan Fitness Foundation (MFF)

Fiscal Year 2026

(October 1, 2025 – September 30, 2026)

[Organization Name]

*The name of the applying agency has been inserted above and it will autofill on subsequent worksheets*

**BUDGET COMPLETE**

show all rows on all tabs

### Support Documents

- Budget Worksheet Instructions

Refer to the '**Budget Worksheet Instructions**' for information on how to complete the budget worksheets.

Carefully read **all** instructions.

**1 Title Page**

2 BUDGET SUMMARY

3 Staffing-Employee & Contract

4 Program Expenses

5 Travel

6 Admin-Space-Misc

- Input data in the “Title Page” tab and all yellow tabs.
- “Budget Summary” auto populates with data entered on other tabs, except for indirect costs.
- Gray tabs auto populate based on data entered on other tabs



# Questions during the Proposal Process?

Questions are responded to weekly and posted to the FAQ page. The last day to submit questions for the Proposal Package is April 16<sup>th</sup>.

## Two ways to ask questions

1. Email [SNAP-EdAtMFF-RFP@michiganfitness.org](mailto:SNAP-EdAtMFF-RFP@michiganfitness.org)
2. Use the form on the 'Subrecipient FAQs' webpage

## To see answered FAQs

- Click on the Questions tab, then 'Subrecipients FAQs' to see answered FAQs about the RFP.
- Save the direct page link: <https://snap-ed.michiganfitness.org/how-to-apply/request-for-proposals/subrecipient-faqs>

The screenshot shows a web form titled "Ask". It includes an "Email \*" field with a text input box. Below the email field is a note: "Email addresses will only be used to ask clarifying questions if needed and will be kept private." There is a larger "Question" text area below that. At the bottom of the form, there is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. An orange "Submit" button is located at the bottom right of the form.



# Questions

Please type your questions in the chat box or unmute your line.

- Questions asked today will be compiled and posted to the Subrecipient FAQ page

This project was funded in whole or in part by the USDA's Supplemental Nutrition Assistance Program Education through the Michigan Department of Health and Human Services and the Michigan Fitness Foundation.

This institution is an equal opportunity provider.