**LETTER OF QUALIFICATION**

**Request for Applications (RFA) for New Community Impact Projects**

**SNAP-Ed at Michigan Fitness Foundation (MFF)**

**Fiscal Year 2025 (October 1, 2024 – September 30, 2025)**

SNAP-Ed funding from the Michigan Fitness Foundation requires that your organization satisfies the eligibility criteria listed below through September 30, 2025.

Use the template below to complete a Letter of Qualification (LOQ). **The submitted LOQ must be placed on your organization’s official letterhead, include all components in the template, and have an original signature of an authorized representative** (electronic signatures accepted).

To be eligible to receive funding through SNAP-Ed at MFF to deliver SNAP-Ed programming locally as a contracted service to MFF, it is required that your organization satisfies the eligibility criteria listed below through September 30, 2025.

Electronically submit the LOQ (as a Word or PDF file) with your Community Impact Project Application **on June 3, 2024, by 4:30 pm EST.**

*Copy all of the below (page 2) to your organization’s letterhead and submit:*

1. Will provide a contracted service to MFF by delivering SNAP-Ed programming locally, as directed by MFF.
2. Organization is a public entity and/or receives public money (e.g., a political jurisdiction, parks and recreation department, health department, college or university, public school districts, Indian Tribal Organizations, or other public organizations).

**OR**

1. Organization is a nonprofit organization with private cash donations. The cash donations are not given in connection with any endorsements of donors or products related to the nutrition education activities, do not benefit the donor or revert back to the donor, and do not have any restriction on their use.
2. Organization will provide allowable nutrition education, physical activity promotion, and policy, systems, and environmental (PSE) change activities to SNAP-Ed eligible audiences: SNAP participants, low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs, and individuals residing in communities or attending schools with a significant low-income population. Organization will focus programming on the four Target Audiences that qualify by income, location, geography, and/or retail shoppers served. (Refer to the current FY24 CIP Service Provider Guide for details.)
3. Organization understands that SNAP-Ed at MFF funding\* is managed on a **cost-reimbursement basis**. This means that the organization incurs expenses by implementing the approved activities, and these expenditures are reimbursed to the organization upon accurate completion of monthly invoices. Expense reimbursement is contingent on MFF approval and will only cover allowable expenses incurred in Fiscal Year (FY) 2025. Organization also recognizes the cash flow management that is required with cost-reimbursement awards.

*\*FY 2025 funding amount will be determined by a program design process and subject to available funding.*

1. Reviewed the FY24 CIP Service Provider Guide and the Request for Applications Process Overview, and understands eligibility for Community Impact Projects.

I have reviewed the requirements listed above and verify that my organization meets all the qualifications.

**Signature of Authorized Organizational Representative**:

**Print name**:  

**Position at organization**:

**Date:**

**Signature of Program Lead**:

**Print name**:  

**Position at organization**:

**Date:**

**Signature of Finance Lead**:

**Print name**:  

**Position at organization**:

**Date:**