WHAT IS THE RWU COMMUNITY PARTNERSHIPS CENTER?

The Roger Williams University (RWU) Community Partnerships Center (CPC) provides project-based assistance to nonprofit organizations and government agencies in communities in Rhode Island and Southeastern Massachusetts. Our mission is to undertake and complete projects that will benefit the local community while providing RWU students with experience in real-world projects that deepen their academic experiences.

CPC projects draw upon students and faculty from RWU programs in areas such as:

- Accounting
- Architecture
- Business
- Communication
- Community Development
- Construction Management
- Digital Media
- Education
- Engineering
- Environmental science and sustainability
- Finance
- Graphic Design
- History & American Studies
- Historic preservation
- Justice studies
- Law
- Management
- Marketing
- Political Science
- Psychology
- Public Administration
- Public Relations
- Urban Design
- Visual Arts
- Web Development

The Center has completed projects ranging from: market research and planning, historical research, mill redevelopment feasibility studies, urban policy analysis, design projects for affordable housing and education facilities, community business district revitalization, neighborhood revitalization plans, museum exhibit design, historic building rehabilitation studies, social services research, website and graphic design, environmental sustainability planning, and survey development.

CPC project services are performed by students in support of their educational experience. Applicants shall understand that any deliverables generated through an accepted project are intended to provide conceptual information only to assist in design and planning and as such are not intended, nor should they be used for, construction or other project implementation. Professional and/or other services may be needed to ultimately implement a sponsor’s desired goals.

HOW CAN YOUR ORGANIZATION PARTNER WITH THE RWU CPC?

As we prepare for upcoming semesters, we are seeking new projects that can benefit local communities while providing our student/faculty teams with opportunities to apply their learning, engage the community, and create final products that provide benefits to all.

We hope that your organization considers applying for project assistance with the RWU Community Partnerships Center this year. The next deadline for applications for projects is March 3, 2014.

In order to ensure ample time for faculty to develop curriculum to engage students in community projects, the CPC has moved to a year-long application period. Applications submitted for this deadline may be considered for either of the two upcoming academic semesters. The CPC will hold another call for projects in September of 2014, should your organization need more preparation time. In order to assist organizations as they prepare their applications, we are happy to answer specific questions by e-mail or by phone. We look forward to working with you in the future and encourage you to contact us should you have any questions, comments, or concerns.

CONTACT INFORMATION:

Stephanie Hessler        Arnold Robinson
Phone: (401) 254-5211    Phone: (401) 254-3307
E-mail: shessler@rwu.edu  Email: arobinson@rwu.edu

RWU Community Partnerships Center
Roger Williams University, One Old Ferry Road, Bristol, RI 02809-2921   Website: http://cpc.rwu.edu
CALL FOR PROJECTS
Fall 2014 & Spring 2015

Application Deadline: March 3, 2014

Application for CPC Project Assistance

Instructions: We encourage non-profit organizations and municipal agencies to contact the CPC with ideas for projects that can benefit the community while providing meaningful service-learning for RWU students. Please fill out the Application for Project Assistance, answering all applicable questions and including all supporting documents.

In order for any project to be considered for assistance, completed applications must be submitted to CPC Project Coordinator, Stephany Hessler, by 5 pm on March 1, 2014. Applications may be submitted by:

- Email: shessler@rwu.edu
- Fax: (401) 254-3565
- Mail: RWU Community Partnerships Center
  Roger Williams University
  One Old Ferry Road
  Bristol, RI 02809-2921

Any questions regarding the application process can be directed to Stephany at (401) 254-5211.

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SECTION 1: Organization Information

Name of Organization: Farm Fresh Rhode Island

Mailing Address: 1005 Main Street, #1220
  Pawtucket, RI 02860

Name of Project Contact Person(s): Mikayla Moretti

Contact Information:

Phone: 401-312-4250
E-mail: mikayla@farmfreshri.org

Fax:

Type of Organization
- Public (town, city, municipality, special district, government agency)
- Private (citizen, non-profit) ✓
- Other (please explain)
Description of Organization and Mission:

**Farm Fresh Rhode Island (FFRI):** FFRI is a 501c3 non-profit organization founded in 2004. Part incubator, part activator, our programs link local farmers and buyers by building RI's capacity in three areas: Producers → Markets → Eaters

**Mission:** Farm Fresh Rhode Island is growing a local food system that values the environment, health and quality of life of RI farmers and eaters.

**Vision:** A New England abundant with diverse family farms and fertile soils, with locally and honestly produced foods and flavors at the heart of every dinner table.

Begun in 2004 as a student thesis project at Brown University, Farm Fresh has grown briskly to capture the public interest in locally grown food and translate it into sales for RI farmers and producers. Strongly mission-driven, Farm Fresh achieved 501c3 status in 2007, and has since implemented a variety of programs to enhance the local food system of the Rhode Island region, with particular attention to farm viability and low-income access to fresh food. Farm Fresh operates a wide range of marketplace programs (retail, wholesale, processing) that engage and connect tens of thousands of RI, MA and CT eaters with thousands of RI, MA and CT farmers.

How did you hear about the CPC?
We received an email from Stephany Hessler about the CPC projects.

### SECTION 2: Project Description

**Title of the Project:**
- Increasing Community Access program capacity through Spanish translations.

**Project Location (Address, City, State, and Zip):**
- 1005 Main Street Pawtucket, RI 02860

**General Project Description (you may attach a longer narrative if necessary):**
- FFRI is seeking assistance translating outreach materials and other program-related materials from English to Spanish, as well as reviewing and editing existing Spanish documents. FFRI's Community Access programs include farmers markets, food system and nutrition education programs *Healthy Foods, Healthy Families and Healthy Servings for Seniors*, Farm-to-School programming, and Harvest Kitchen. For more information about these programs visit: http://www.farmfreshri.org.

**Potential Scope of Work/Tasks for RWU CPC\(^1\) (you may attach a longer narrative if necessary):**
- Audit and edit existing Spanish materials
- Translate outreach materials; program materials including surveys, educational materials, curriculum and lesson plans, and recipes; and other organizational documents
- Conduct outreach for FFRI programs
- Assist FFRI staff with customer service and translating at farmers markets with Spanish-speaking populations as needed
- Food-based nutrition education curriculum development opportunities possible

What will be the final product output for this project? (survey, website, design plans, drawings, etc.)
- A collection of bilingual outreach and program materials and resources

**Proposed Project Schedule (when the tasks/project needs to be completed):**

**September 2014**
- Overview of FFRI programs (including opportunities to volunteer at one or more FFRI programs)

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\(^1\) CPC project services are performed by students in support of their educational experience. Applicants shall understand that any
- Review current Spanish outreach materials, educational materials, and organization-wide documents, edit existing Spanish documents as needed
- Conduct FFRI program outreach (i.e. outdoor farmers markets outreach) with Spanish materials, targeting Spanish-speaking community partners and agencies
- Assist FFRI staff with customer service and translations at various farmers markets

**October 2014**
- Translations of English documents into Spanish to occur on-site or remotely, completed per schedule to be agreed upon by FFRI & CPC project student
- Conduct FFRI program outreach (i.e. wintertime farmers market outreach) with Spanish materials, targeting Spanish-speaking community partners and agencies
- Assist FFRI staff with customer service and translations at various farmers markets

**November/December 2014**
- Work with FFRI’s Healthy Foods, Healthy Families program coordinator to refine existing curriculum and translate new lesson plans and educational materials
- Assist FFRI staff with customer service and translations at wintertime farmers market

*Alternatively the proposed project schedule would follow a similar timeline during the spring months of 2015 if a student is not placed with us for the 2014 fall semester.*

Please provide the names and contact information for any staff members or volunteers who will be playing a primary role in the proposed CPC project.
-Mikayla Moretti - mikayla@farmfreshri.org; 401-312-4250 (office phone)

What resources/previous work would the CPC be building upon that you already have completed? (Please select all items that are applicable)

*See attached for existing outreach/communication materials.*

- Strategic Plan
- Marketing & Communication Plans ✔
- Additional organizational documents ✔
- Preliminary photos of the site/project
- Maps
- Previous research
- Survey results
- Architectural or building plans

What active support would your organization be able to contribute should your project be selected?

- Funding ✔
- Volunteers ✔
- Staff time ✔
- Consultants
- Other (please list)

**SECTION 3: Project Outcomes**

Please describe how this project will benefit your organization and the advancement of your mission:
- FFRI works to connect the food grown in RI with the people who live here, regardless of race, ethnicity, or socioeconomic status. Bilingual materials will allow us to reach and serve more Rhode Islanders, connecting them to local food while investing in their own health, RI farms, and the local economy.
Please describe how this project might benefit the overall community, including specific groups that could benefit from this project (i.e. target populations, neighborhoods, specific town/city/region).
- With a catalog of Spanish materials we will be better able to reach and communicate with Latino community members across the state, increasing their knowledge about and access to local, healthy food options; creating richer, more diverse farmers markets; increasing access to healthy food; and providing increased economic opportunities for RI farmers.

Please explain why you have chosen to seek assistance from the RWU CPC with your project request, instead of undertaking the project using fee-for-services from a paid professional:
- As a nonprofit organization, FFRI continually seeks to partner with other like-minded organizations looking to utilize the strengths and resources available within our own community by building meaningful relationships. Other fee-for-services may provide a desired end result but it is of particular interest to FFRI to implement collaborative and creative strategies.

Please describe how this project will benefit RWU students.
This project will allow RWU students to:
- Apply classroom learning and build upon strengths of student’s expertise and knowledge of the Spanish language
- Gain valuable knowledge about the importance of local food (including how the local food system affects our health, environment) in a dynamic and fun working environment
- Gain insight into the logistics, operations, and programs of a community-based organization

SECTION 4: Financial Information

What is your organization’s annual operating budget? Please include a copy of your most recent budget with the application.
- $1.7M

What are your major sources of funding?
- 64% earned income, 36% donated revenue

How much funding from your annual operating budget is set aside for this project (if any)?
- $5,000 for outreach materials

SECTION 5: Private Sector Involvement

Have you or your organization discussed the project with practicing professionals (e.g. architect, engineer, planner, consultants, etc.)? (please circle one): Yes [ ] No [ ]

If no, please explain why:
- In the past, bilingual FFRI staff members or volunteers have completed all necessary translations in addition to their existing responsibilities and as such, there has been no need for external consultation or discussion.

SECTION 6: Supporting Documents
Please include the following items when submitting your application:

- Budget for the current fiscal year
- List of current Board members
- Copies of supporting resources identified in section 2 as needed to support your application