

Divisions of Addiction Science and Community Health  
Marshall Health  
35 Chase Drive  
Hurricane WV 25526

August 7, 2020

Re: Request for Proposal for the “Southern West Virginia Blessing Box Community Pantry - Take What You Need-Leave What You Can Project”

Submission Deadline: Friday, August 17, 2020 at 5:00 PM (Eastern Time Zone)

Marshall Health is accepting proposals from organizations to build and/or manage Blessing Boxes in Boone, Cabell, Kanawha, Lincoln, Logan, Mason, Mingo, western Putnam, and Wayne counties. We invite you to submit a proposal to us by Friday, August 17, 2020 at 5:00 P.M. (Eastern Time Zone) for consideration. Details on application requirements and other pertinent information follows.

### **Background**

The Marshall University Divisions of Addiction Science and Community Health invite interested organizations to complete and submit an application for the “Southern West Virginia Blessing Box Community Pantry - Take What You Need-Leave What You Can Project”. This project will award funding to selected organizations to establish two community ‘Blessing Boxes’ in each of the nine counties of Boone, Cabell, Kanawha, Lincoln, Logan, Mason, Mingo, western Putnam, and Wayne and is supported by the Pallottine Foundation. The concept of a Blessing Box is simple – for individuals to take what they need – and give what they can. Thus, the Blessing Boxes are ‘always full and hopefully always empty’. The contents in the Blessing Box are ‘a blessing’ to anyone who finds themselves to be in need. One box will be used for nonperishable foods and the other for basic toiletries, baby supplies, etc.

### **Grantee Requirements**

An organization may choose only to build the Blessing Box, manage the Blessing Box, or both. Organizations that are awarded ‘Blessing Box Project’ funding for the grant period of September 1, 2020 to June 30, 2021 will be responsible for:

- Working with community partners to determine the best location(s) in the county for the Blessing Boxes (NOTE: if Blessing Boxes already exist in the county they may be placed in a high school).
- Purchase of supplies and building of two Blessing Boxes
- Purchasing of initial supplies to stock the Blessing Boxes
- Developing a process for ongoing collection of Blessing Box donations
- Community promotion to begin building support for donations
- Providing educational materials/resources in the Blessing Box (i.e. substance use treatment and recovery, mental health, and tobacco/vaping cessation, and other community or prevention resources)

- Participate in monthly ‘Blessing Box Partner Calls’ with other awardees to foster sharing for problem solving, lesson learned, and support that will also foster an infrastructure for sustainability after the grant period ends
- Participate in a meeting at the end of the grant year to enable each county to share their Blessing Box project and to develop recommendations for how the project can be sustained and expanded.

### **Application Requirements**

1. Please indicate in your application which county or counties you are submitting this application for. Project counties may include Boone, Cabell, Kanawha, Lincoln, Logan, Mason, Mingo, Putnam (western), and/or Wayne.
2. Provide a brief background of your organization's history and mission. Please include that you are a 501c3 or other IRS recognized organization.
3. Provide a brief description of your organization's current programs, projects, and activities.
4. Why are Blessing Boxes needed and how will they benefit your county? .
5. Please provide or upload short bios for the organization's key staff who will be involved with the project(s) and indicate who will be the project lead. .
6. Provide a brief description of how you will implement the project in your county.
7. Please provide a brief statement that you have reviewed and agree to the grantee requirements as listed above.

Funding is intended to establish the infrastructure and processes so that county/community Blessing Box projects will be sustainable after the funding year.

For questions or additional project inquiries please contact Tina Ramirez at [ramirezt@marshall.edu](mailto:ramirezt@marshall.edu)

To complete and submit an application use the attached form and send to [ramirezt@marshall.edu](mailto:ramirezt@marshall.edu).