



2019 Emerging Opportunities Program Application

Submit Application to: EOPapplications@cityofmadison.com

Deadline: 12:00 pm CST (noon) on October 16, 2018

Late applications will not be accepted

Please limit your proposal and responses spaces provided in this form. Any materials submitted in addition to this application form will not be considered in the evaluation of the proposal. *Do not attempt to unlock or alter this form.*

If you need assistance with this proposal or are unclear about how to respond to any questions listed below, please contact CDD staff at 266-6520.

Agency or Group:	Kipp's Cuisine	Amount Requested:	\$11,416
Title of Proposal:	Creative Cooking with Chef Kipp		
Project Type	Program		
Project Description:	Creative Cooking with Chef Kipp will expose 20 low- and moderate-income youth in South Madison, particularly youth of color, to the types of knowledge and skills needed to work in various types of food retail establishments, from fast-serve retail to catering businesses to white tablecloth restaurants. Program instruction will range from basic food preparation, cooking, and food handling skills to wait-staff skills, with job readiness the ultimate goal. Visiting chefs will enhance the program experience, as will exposure to Madison College's culinary arts program. Based on the 2018 pilot program's success and demand for the program, the 2019 offering will take place in two weekly courses that meet two times per week each, for two hours at a time. Program participants will also be introduced to basic gardening skills taught by the Badger Rock Farmer-in-Residence.		
Contact Person:	Kipp Thomas	Email	kippskitchen33@yahoo.com
Address:	501 E. Badger Rd.	Telephone:	608-658-4543
Is this Group a 501 (C) (3)?	Yes or No No	If no, applicant will need to secure a fiscal agent with 501 (C) (3) status	
Applicant Organization founded (Year):	1996		
Name of Fiscal Agent (if Applicable):	Center for Resilient Cities	Fiscal Agent Phone:	608-255-9877
Fiscal Agent Contact Person:	Marcia Caton Campbell	Fiscal Agent Email:	marcia.catoncampbell@resilientcities.org

Contact Us! CDD staff are committed and willing to help interested groups understand and work through program requirements. Call Nancy Saiz at 266-6520 or check out the staff directory on our website for a list of staff, their focal areas, and contact information.

1. Project Description

a. What is the goal of your project? (500 characters)

Creative Cooking with Chef Kipp is intended to expose low- & moderate-income youth of color to the types of knowledge & skills needed to work in various types of food retail establishments, from fast-serve retail to catering to white tablecloth restaurants. Program instruction will expand in 2019 to include vegetable growing, as well as basic food preparation, cooking, and food handling skills to wait-staff skills, with job readiness the ultimate goal. Visiting chefs will enhance the experience.

b. Intended Service Population: (500 characters) Describe the intended service population that will be impacted by this project (e.g., location, ages, ethnicities, income ranges, English language proficiency etc.). Based on the 2018 pilot program's success, the program will expand from 8 participants to 20, in two weekly sessions. The program will take place at Badger Rock Neighborhood Center, which serves Badger Rock Middle School (BRMS) families & residents of the surrounding neighborhoods, as well as others from South Madison. The program's target population is low- and moderate-income youth of color, from grades 6-12, although youth of any race and income level would be welcome to apply to participate.

c. Project Design: (5000 characters) Describe your proposed project activities. How will these activities help you accomplish your stated goals? Include information about key parts of your project that help us understand how you will accomplish your goals and how these funds would be used.

In 2019, Creative Cooking with Chef Kipp will be offered from Jun. 24-Aug. 1, in two weekly program sessions (M/W and Tu/Th), for two hours at a time, for six weeks (no class July 4th; a makeup session will be offered). The program fits within the standard MMSD summer school dates. Program participants will learn nutrition and healthful cooking using fresh produce grown on site. This year, they will have the opportunity to grow vegetables themselves, under the direction of Badger Rock's Farmer-in-Residence, and will be introduced to chicken-keeping and beekeeping as well. Students will also learn how to shop at grocery stores. They will learn life skills such as how to sharpen knives, chop vegetables, and maintain food safety. Participants will also learn about food service (e.g., ServSafe food handling) and customer service skills. Youth will also learn important life skills about timeliness, respect for each other and for Chef Kipp, cooperation in the kitchen, and the fun of cooking from scratch. Depending on the age profile of the program participants, older youth may be able to play a mentoring role with younger youth. In fact, this happened in the 2018 program with a Madison College culinary arts student, who asked to be allowed to participate.

Week 1 of the program will introduce youth to the kitchen, safe food handling practices (especially hand washing), basic knife skills, and preparation of vegetables for a simple dish such as a salad. Week 2 will involve additional food preparation skills and learning how to cook a one-pot meal, such as chili or a stir-fry. Week 3 will involve a field trip to a local grocery store to learn how to shop. Week 4 will involve preparation of dishes requiring increasing skill levels and a field trip to Madison College's culinary arts program for career exploration. Week 5 will introduce line service and table service skills. Week 6 will offer the opportunity to practice skills and culminate in the final class, at which participants will prepare a meal and serve it to family and friends. With each class session, students will both cook and spend time in the Badger Rock gardens, and will be able to take home to their families food that they have prepared that day.

Local chefs will be invited in to talk with the youth about their experiences in the restaurant world and their styles of cooking. Opportunities to gain awareness of the importance of financial literacy, business planning, and marketing skills will come from participants' work with Chef Kipp and the local chefs. By the end of the program, participants who demonstrate safe food handling practices will be able to assist with the catering that Kipp's Cuisine does as a prepared food vendor at the weekly Badger Rock Community Market on Sunday afternoons. Participants may also assist Badger Rock's Farmer-in-Residence with fresh produce and egg sales at the farmstand.

If program funds are awarded in 2019, they would be used to pay an hourly stipend to Chef Kipp and his assistant. Chef Kipp will spend 20 hours in updating program design/development based on 2018 program evaluations, and 10 hours in 2019 post-program evaluation, as well as using the services of an outside evaluator. Funds would also cover the cost of program supplies (fresh produce, meat, dairy, grains and breads, herbs and spices), materials (e.g., aprons for participants to keep, disposable food service gloves, paper products as needed), and field trip transportation. Badger Rock Neighborhood Center will again reduce its hourly kitchen rental rate by half, from \$50/hour to \$25/hour, as well as allow Chef Kipp to use basic kitchen equipment that is already on hand. Local chefs who come to work for the program would be offered honoraria for their time. Finally, as with the 2018 program, funds would also cover program evaluation.

d. Proposed Timeline for Implementation

Activity	Estimated Start and Completion Dates
Program development, preparation, marketing, registration	Early May to mid-June 2019
Program delivery in two sessions (M/W and Tu/Th), 2 hrs/class, for 6 weeks (make-up class to be offered for July 4 th session)	June 24-August 1
Culminating event with family/friends	July 31 & August 1
Weekly program evaluation	June 24-August 1
Final program evaluation and report	August 2019

2. Applicant Organization or Group: (2500 characters) Briefly describe the structure of your organization. Include information about your board and/or volunteers. Please describe any successes you have had that relate to the proposed project. (10 Pts)

Creative Cooking with Chef Kipp is not a 501(c)(3) organization, but has once again sought the fiscal sponsorship of Center for Resilient Cities (CRC), a 501(c)(3) nonprofit founded in 1996.

Key Personnel: Chef Forrest "Kipp" Thomas, former restaurant owner (North American Rotisserie, Kipp's Down Home Cookin') with over 30 years of experience in the culinary arts. Executive chef in three different establishments (The Coliseum, Pooley's, and Lucky's 1313). In Chef Kipp's 22 years in the restaurant business, he has hired, trained, and supervised many teenage and college-age workers. Currently catering under the name Kipp's Cuisine. During the school year, Chef Kipp is a cook for the Sun Prairie School District (recipe development, menu design, meal preparation, line staff supervision).

Starting with the 2017-2018 school year, Chef Kipp has also assisted two afternoons a week with the BRMS garden/cooking class. Beginning this year, he increased his involvement to four afternoons a week. (Chef Kipp has made special arrangements with his primary employer to start work early so that he can leave in time to assist with the Badger Rock class.) In addition to the garden/cooking class, Chef Kipp also cooks for the Badger Rock Neighborhood Center (BRNC) monthly CommUNITY Dinners and the Badger Rock Community Market. The inspiration to develop Creative Cooking with Chef Kipp came when several of the students asked for an after-school cooking class and adults from the community said they would send their children to such a class if Chef Kipp were to offer one.

In the summer of 2018, Chef Kipp piloted "Creative Cooking with Chef Kipp" at BRNC, with great success and more demand for class enrollment than he was able to accommodate. This demand prompted his desire to expand the program to two, 2-day sessions to be held weekly in summer 2019.

Creative Cooking with Chef Kipp will also require a part-time assistant to help with class preparation and program delivery with youth. CRC will provide the Farmer-in-Residence's time in-kind. As before, the program will benefit from the services of an outside program evaluator. CRC, fiscal sponsor, was founded in 1996 under the name of Urban Open Space Foundation and has operated continuously since its founding.

3. Alignment: (2500 characters) Briefly describe how your proposed project aligns with City, neighborhood or community based planning processes, data, or reports. (10 Pts)

The City of Madison lists the Badger Plan District (PD) as a healthy food access priority area. The United Way's Healthy Food for All Children plan calls it a food desert. According to the City's Neighborhood Indicators Project (2010 census), the PD is a racially diverse neighborhood of 3,296 residents (52% White; 11.6% Black or African American; 26.6% Hispanic or Latino; 5.7% Asian; and 4.1% multiracial) living in 1,302 total households. 31.7% of households are families with children, while 8.5% are female headed families with children (compared to citywide proportions of 20.8% families with children and 5.3% female headed families with children). The youth population (age 0-17) is just under 27% of the population, compared to 17.5% citywide. The Neighborhood Indicators Project reports that as of 2010, 76.1% of students living in the Badger Plan District were considered economically disadvantaged, compared to 46.8% citywide. For the 2017-2018 school year, MMSD reported that 78% of Badger Rock Middle School students participated in the free and reduce lunch program, indicating that poverty is on the rise in the area. The Neighborhood Indicators Project did not report 2010 statistics on median household income, families in poverty, or unemployment for the PD. Despite what the city website reports, there is no grocery store in the neighborhood.

Healthy food access is not only a neighborhood priority, but a social justice issue. Creative Cooking with Chef Kipp helps connect youth of color, through training in food service skills, for employment outside the neighborhood, but also teaches cooking and nutrition skills that bring lifelong benefits.

In 2011 and 2016, BRNC/CRC conducted neighborhood surveys to gauge community togetherness and neighborhood assets and needs. In both years, neighborhood residents indicated interest in youth programming/projects that would enhance the geographically local food environment and local economic opportunity. Residents mentioned a community market and/or café, gardening programs, and cooking classes.

In 2017, BRNC/CRC responded by launching a year-round, pop-up coop and seasonal farmers market, called Badger Rock Community Market. The Market operates two Sunday afternoons a month during the winter and every Sunday afternoon during the growing season. The Market is eligible to accept SNAP/FoodShare EBT benefits. In 2018, the Market joined the Double Dollars Program, which allows EBT users to stretch their food dollars.

4. Community Engagement: (2500 characters) Briefly describe how residents and the community who may benefit from this project have been involved in the development of this proposal. (10 Pts)

Since beginning his work at Badger Rock, Chef Kipp has had the opportunity to talk with kids and adults from the community about their interest in learning how to cook. Many youth of color may be able to get jobs in the food service industry, but lack the skills, training, and opportunity to move up from bussing tables and doing dishes to more skilled work on the line and in the front of the house. Few culinary programs in Madison work with youth of color and are led by a man of color. Chef Kipp hopes that the youth who come through his Creative Cooking class will not only learn basic food service industry skills, but also life skills -- and that some may even find their passion in the culinary arts and go on to more advanced training at Madison College or other such programs.

During the summer of 2018, Badger Rock Urban Farm was a community service site for Briarpatch Youth Services. One youth team worked in the garden with the Farmer-in-Residence and also spent time in the

kitchen with Chef Kipp learning how to cook what they had grown. This took place outside of Creative Cooking with Chef Kipp, but the Briarpatch youth were so excited by the opportunity that they built their own community garden bed and plan to come back again next summer. In addition to the Badger Rock Urban Farm, BRNC has a commercial grade kitchen, facilitating the teaching of cooking and food preservation classes to youth and to the growing number of community gardeners on site. Small businesses like Kipp's Cuisine are able to rent the kitchen for catering or small batch entrepreneurial projects, including catering at the Community Market. This is an important aspect of community engagement, since the neighborhood has no restaurants and only one fast-serve food establishment, located at the gas station. At least one entrepreneurial food business made a point of hiring neighborhood youth; Chef Kipp's class will help make it easier for neighborhood youth to be hired in future businesses of this type, since they will already have command of culinary skills.

5. Collaboration: (2500 characters) Briefly describe any collaboration or coordination with other organizations or service providers in the development of this proposal. (5 Pts)

During 2018, a 20-year-old Madison College culinary arts student with special needs signed up for Creative Cooking with Chef Kipp. The student not only participated in the Creative Cooking program, but added and successfully completed a 144-hour culinary internship under Chef Kipp's guidance, which enabled him to complete a course in his training program. The Madison College student modeled proper kitchen staff attire and demeanor during the program, and was a role model for other program participants. The outcome was mutual benefit for Chef Kipp's class and the Madison College student. As a result, Chef Kipp hopes to develop a regular relationship with Madison College so that a culinary arts student can be placed with him at BRNC each summer.

As with his 2018 proposal, Chef Kipp talked with Badger Rock Neighborhood Center about the use of their commercial kitchen; the Farmer-in-Residence, who is responsible for all on-site urban agriculture production and the middle school's garden class, and the Center for Resilient Cities about fiscal sponsorship.

6. Funding: (5 points)

- a) Has your organization received funding from the City of Madison Community Development Division, City of Madison CDBG office, Community Resources, or the Emerging Opportunities Program in the last 5 years? (Please note: Amount and frequency of funding will be considered in scoring this criteria)

Yes No

- b) What other funding do you anticipate pursuing if the project is expected to continue? (500 characters)

If the 2019 iteration of the program is as successful as 2018 was, Chef Kipp will bring the program under the Center for Resilient Cities/Badger Rock Neighborhood Center umbrella as a regular program. CRC would hire Chef Kipp as an independent contractor to offer the program each summer, adding aspects of youth leadership development and food entrepreneurship. CRC would apply to the City of Madison for regular program funding and also include the program in its annual fundraising.

7. Budget (5 points):

a. Summarize your project budget by estimated costs, revenue, and fund sources.

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-City FUNDED PORTION
A. Personnel Costs (Complete Personnel chart below)				
1. Salaries/Wages (show detail below)	6,824	6,416	408	CRC/In-kind
2. Fringe Benefits and Payroll Taxes	0	0	0	
B. Program/Project Costs				
1. Program/Project supplies and equipment	1,700	1,700	0	
2. Office Supplies	500	500	0	
3. Transportation	300	300	0	
4. Insurance	500	500	0	
5. Other (explain)				
C. Space Costs				
6. Rent/Utilities/Telephone	4,000	2,000	2,000	CRC/In-kind
7. Other (explain):	0	0	0	
D. TOTAL (A + B + C)	13,824	11,416	2,408	

Explanation of "Other" expenses: (500 characters)

\$200 for honoraria for 2 local chefs @ \$100 each, included in Program supplies line because 5. Other was not enabled to accept figures. Program supplies, office supplies, equipment, travel described above, BRNC/CRC providing 50% of kitchen rental cost in kind, use of kitchen equipment in kind. Outside evaluator will be hired.

b. Personnel Chart: List all paid staff that will be working on the proposed program/project.

Title of Staff Position	F.T.E.*	Proposed Hourly Wage*
Chef/Program Director	.07	\$25.00
Program assistant (to be hired)	.04	\$14.00
Program evaluator	.02	\$25.00
Farmer-in-Residence	.01	\$17.00
		\$
TOTAL		

*FTE = Full Time Equivalent (1.00, .75, .50, etc.) 2080 hours = 1.00 FTE Please identify FTE that will be spent in this project.

-SIGNATURE PAGE-

City of Madison Contracts:

The following information is provided in order to outline city requirements that will apply if your proposal is funded. All allocated funds will be administered through contracts with the City of Madison, Community Development Division. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. If funded, applicants will be required to attend a **mandatory meeting** on contracting requirements. City purchase of service contracts include requirements regarding non-discrimination, consideration of vulnerable populations along with specific requirements in the following three areas:

1. Affirmative Action:

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02, an Affirmative Action Plan with the City Department of Civil Rights (DCR) or an exemption if allowed by City DCR. For more information on these requirements, please visit the Department of Civil Rights website: <http://www.cityofmadison.com/dcr/programsCCP.cfm>.

2. Insurance

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management:

- Commercial General Liability
- Automobile Liability
- Worker's Comp
- Professional Liability

The cost of this coverage can be considered in the request for funding. The Certificate of Insurance that will be required at the time of contracting is available on the City of [Madison Risk Management website](#).

A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520.

3. Signature:

(Any applications submitted without a signature will be considered incomplete and will not be considered for funding.)

Applicant Signature:

Enter Name: Forrest "Kipp" Thomas

Date: 10/16/2018

By entering your initials in the box,

FT

You are electronically signing your name and agreeing to the terms above.