



FEAST Manual

Food - Education - Agriculture - Solutions - Together

Updated Summer 2021



A **Food System** includes all of the steps, inputs and relationships that take place between food production and consumption. It is how people, policies, culture, and natural resources come together for human nourishment.

A **Community Food System** is where the parts of the food system and connections between them enhance the environmental, economic, social, cultural and nutritional health of a particular place. Building a community food system must be led by the community for the benefit of the community.

The goal of FEAST is to work towards **Community Food Security**. Community Food Security is about making good food accessible to everyone. Community Food Security includes:

- * Making nutritious and culturally appropriate food accessible, not just any food
- * Supporting local, regional, family-scale, and sustainable food production
- * Building and revitalizing local communities and economies
- * Providing fair wages and decent working conditions for farmers and food system workers
- * Promoting social justice and more equitable access to resources
- * Empowering diverse people to work together to create positive changes in the food system and their communities



Key Things to Know About FEAST

- FEAST projects work towards a vision of community food security.
- FEAST is done with communities, not to them.
- Community members are the experts of their own needs and in the best position to identify opportunities for change.
- We are stronger together. We value diverse voices and lived experience.
- “Not about us, without us.” We don’t make decisions for people who aren’t in the room.
- Oregon Food Bank (OFB) doesn’t come with answers, but the process.
- This is both short term and long term work. Results may not be instant.

FEAST Models

Community Conversation (CC): This two-four hour event focuses on identifying resources, challenges and opportunities that exist in a community's food system. It also includes a mapping activity and meal. This works best with a follow-up meeting scheduled 1-3 weeks after to prioritize and begin/continue action planning.

Community FEAST (In-person): The original six-hour event includes introductions, community specific data, a panel of local food system leaders, visioning, collaborative brainstorming around project initiatives and action planning. And of course, a shared meal!

Virtual FEAST: With COVID-19, we had to adapt FEAST to a remote/online model. This was new territory for us, and we learned a lot in collaboration with the communities who hosted virtual FEASTs. The virtual events ranged from 1.5-3 hours, and were often done as a series of 2-3 events. There was usually a panel, breakout discussions on challenges and opportunities, and action planning.



Which do I Choose?

It can help to think about how many participants you think you may have. A Community Conversation is best suited for groups between 10-40 people. These are especially valuable in smaller communities (population size 200-5,000). Sometimes a CC will be done before a FEAST event as a way to draw people in and build interest in the topic.

FEAST events are a larger production and work best in groups of 40-70 people. Rather than naming resources & challenges together, a panel of local “experts” share their understanding of the food system. From there participants are asked to collaborate on a shared vision for their food system, brainstorm opportunities towards that vision, and engage in action planning in small groups.

Many of us grew more familiar with virtual events during COVID19 social distancing. Panel presentations and breakout discussions can sometimes be more approachable virtually, while sharing a meal and action planning are better served by in-person events. You may want to consider a hybrid approach, combining CC, FEAST, virtual, and in-person elements. OFB will work with your leadership team to review the agendas and tailor it for your community.

Sample Agendas

Community Conversation (CC): Usually 2-4 hours on a weekday evening

- Meal and Mapping (As participants walk in, they are asked to add points on a map about where they access food. This might be grocery store, food pantries, gardens, natural areas)
- Introductions—Who's in the room?
- Table Conversations
 - What are the resources or strengths in our community food system?
 - What are the challenges and barriers in our community food system?
- Opportunities Brainstorm
 - What ideas do you have to build our community food system? What projects or programs would you like to see? What would have the greatest impact? What would you be excited to be a part of?
- Prioritization and Action Planning (Action planning usually happens at a follow up meeting but can start here)
- Report Outs and Next Steps
- Next Steps and evaluation: Planning a follow-up meeting for entire group (usually 2-3 weeks after FEAST)

Community FEAST (FEAST): Usually 6 hours on a weekend

- Introductions and Agenda Review
- Community Food Systems and Local Context
- Panel Discussion: 5 panelists sharing their unique perspective of the local food system
- Visioning (entire group)
 - What would our community food system look like in 3-5 years if we were wildly successful?
- Brainstorming (entire group)
 - What ideas do you have to build our community food system? What would get you closer to your vision? What projects or programs would you like to see? What would have the greatest impact? What would you be excited to be a part of?
- Lunch
- Action Planning in small groups
- Report Back
- Next Steps

Sample Agendas continued

Virtual FEAST: Usually a series of multiple online events during weekday evenings.

- Event One: What is our Food System (1.5 hours)
 - Introduction to FEAST
 - Panel Discussion: 1-3 panelists who have been community members for a while do short talks about their role in the food system and their vision
 - Visioning: Participants answer the question what would our community food system look like in 3-5 years if we were widely successful? Small group and large group discussion.
- Event Two: Opportunities Strategizing (1.5 hours)
 - Introduction to FEAST
 - Briefly review the previous event and revisit Vision
 - Panel Discussion: 1-3 panelists representing projects or programs in the food system do short talks about their role in the food system
 - Identify opportunities to make changes. What ideas do you have to build our community food system? What projects or programs would you like to be part of?
- Event Three: Action Planning (1.5 hours)
 - Introduction to FEAST
 - Briefly review previous events and revisit Vision
 - Revisit Opportunities—broken out into themes
 - People break out into groups based on which themes they are interested in participating in. Begin action planning using action planning worksheet.

We Welcome Your Input!

- * Here are some other ideas that might be interesting to try with your community:
 - * Framing the conversation around COVID-19 Response rather than the food system (inter-related)
 - * Doing one-on-one interviews in addition to Community Conversations to get input from others that may not be able to participate online.
 - * Include a food distribution or meal pick up in conjunction with FEAST events—in the past sharing a meal has been an important part of FEAST, perhaps there is still a creative way to include the same idea.
 - * Schedule more than three Community Conversations.
 - * Have work that community members can do outside of FEAST—Local Food Scavenger hunt, connect with one person from the FEAST event, go to the farmers market, etc.

Sample Agendas continued

Hybrid FEAST: A combination of FEAST options.

- Event One: Virtual Community Conversation (1.5-2 hours)
 - Introduction to FEAST
 - Zoom survey: Who's in the room?
 - Community Food Systems and Local Context
 - Panel Discussion: 5 panelists sharing their unique perspective of the local food system
 - Invitation to in-person event
- Event Two: In-Person FEAST (4-6 hours)
 - Introductions and Agenda Review
 - Community Food Systems and Local Context
 - Visioning (entire group)
 - What would our community food system look like in 3-5 years if we were wildly successful?
 - Brainstorming (entire group)
 - What ideas do you have to build our community food system? What would get you closer to your vision? What projects or programs would you like to see? What would have the greatest impact? What would you be excited to be a part of?
 - Lunch
 - Action Planning in small groups
 - Report Back
 - Next Steps



FEAST Support Fund - \$\$\$

What makes this **mini-grant** unique is that applicants apply not necessarily knowing what the funding will be used for. Applicants apply to host FEAST events and hold funding for the project initiatives that stem from the event. This design is intentional to ensure that community members (those impacted by the projects) determine how the funding is used. FEAST is structured to give voice and power to community members.

The FEAST Support Fund provides money to:

- * **Support the event.** Some funding can be used to support the event itself—providing technology, interpretation, translation, outreach, venue rental, food, etc.
 - * **Fund projects:** The majority of the money is dedicated to funding the project initiatives that come from the FEAST event. Past projects have included: formation of a food systems community group, kitchen tool library, community gardens, policy engagement, cooperative farmers market booth, food education events, school pantry & nutrition incentive programs.
 - * **Support Leadership Team (LT) participation and professional development.** There is additional funding provided to decrease barrier to participation on the leadership team. Each team will determine the process to allocate those funds. Items to consider for funding would include childcare, computers, internet, and interpretation.
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Leadership Team

The Leadership Team (LT) should consist of 4-6 interested community members from different parts of the food system. Together they should bring varied strengths, relationships, perspectives, and lived experiences (gender, ethnicity, race, age, income, etc.) to FEAST organizing.

Roles of Leadership Team: Outreach, coordination, organizing, and follow up.

- * Outreach: Building local relationships and inviting key community members
- * Coordinating: Help plan, facilitate, and support FEAST event (s)
- * Organizing and Follow up:
 - * Project lead
 - * Engage in targeted networking and advocacy
 - * Mentor community members with their projects
- * Manage mini-grant financials and complete mid term and final reports.

Oregon Food Bank will play an active role in supporting the leadership team. We will guide you through the organizing steps, finalize a FEAST agenda specific to your community, and facilitate the event itself (if desired). After FEAST we will support your leadership team by providing technical assistance and sharing applicable resources.

Leadership Team “Groundwork” Series

These topics might be covered in a large group setting, or 1:1 with a leadership team. OFB staff will usually be leading these discussions, and the schedule may change as needed.

November

- Roles on the LT
- FEAST theory of change
- Strategic 1:1 meetings

December

- History of Racial Injustice and Justice in the US Food System
- Root causes of hunger & inequity in the food system

January

- Policy and Inclusive Democracy
- Systems change

February

- Facilitation
- Action Planning/Project Planning

March

- Networking and community connections
- Coalition building and values based relationships

September

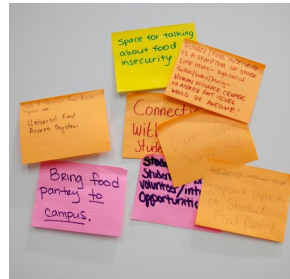
- Ripple Mapping



Timeline

July - September

FSF applications open in early summer and close on October 1st. This is a time to build relationship and do community outreach. It's a time to listen to personal food experiences, identify leadership team members, build interest in FEAST and learn more about your community.



October - December

The fall is the time to build your leadership team (LT) and start planning for FEAST. Look for members in your community who will add different strengths, perspectives and connections to your leadership team. Consider folks across age, gender, race & class as well as their knowledge and experience in the food system including farming, education, health care, retail, institutions and consumer barriers. The LT will serve as the key liaison to OFB and should be committed to the full FEAST process, from event planning to implementation.

Once your LT is assembled, you'll start diving into **event logistics**. For in-person events, you'll want to select a venue, create a meal plan and consider access needs like **childcare and transportation support**. For virtual events, we'll support LT training on online video tools like Zoom. We'll identify barriers to access such as computers, internet, and language, and work on finding solutions. From there you'll set up registration and review the FEAST agenda with OFB staff.

One to two months before your FEAST event, you'll want to focus on **outreach**. Use this time to build excitement and interest in food and community. Think about who you want represented in the room and whose voices should be heard; make sure you value lived experience just as much as professionals in the field. Make a list of the people you want to attend and invite them through whatever means makes most sense in your community: phone call, email, etc. You might also post flyers, attend virtual community meetings, make social media posts, place radio or newspaper ads and put up posters. Do what works best in your community.

*Intentional outreach is the most important part of FEAST planning—this will ensure your event is reflective of the needs of your community. Don't rush this part of the process!

Timeline

January - March

Traditionally FEAST events have been held between January and April after many of the winter holidays and before farmers are likely to be working their fields. We encourage you to schedule your event in this window. Scheduling your event early in winter means you'll have more time for project implementation. Waiting until March/April gives you more time for planning and outreach. Consider events already going on and try to avoid popular community events. Identify the best time for your community.

Eight Weeks After FEAST

Your midterm grant report and budget request are due eight weeks after FEAST. In order to assemble your budget, the LT with community input, will prioritize the projects that receive grant funding. You may select prioritized projects from FEAST or you may consider initiating your own "request for proposals" and invite FEAST participants to develop a simple project proposal. The LT will decide the best process for its community. See more details in a following section titled "funding distribution."

April - December

The remaining months are reserved for project implementation. At this time the LT may serve as project leads or support other volunteers. LT is responsible for tracking expenses and maintaining adequate supporting records to document the expenditure of funds.

In the fall, grantees will host a Ripple Effects Mapping (REM) session to evaluate the impacts of FEAST on their community. The goal is to capture what happened as a result of FEAST and to show the connections between them (ripples). These impacts could be new partnerships, increased community connectivity, knowledge gained, projects implemented, and funding leveraged. OFB can facilitate this activity with LT and active FEAST volunteers. An example of a "ripple" might be, the food & healthcare working group meets with a local clinic after FEAST, who then starts screening for food insecurity, and ultimately begins a Veggie Rx Program.



December

Final reports and detailed expense forms are due.

*Our commitment to you during the entire grant period is to guide you through all of these steps. We will schedule regular calls starting in the fall to plan for FEAST and we will share resources throughout the year to support project initiatives.

The Meal



Both FEAST & the Community Conversation intentionally include a “feast” for participants to share together. This is an opportunity for informal networking and relationship building and a way to celebrate your community food system. Providing food is also another way to get rid of barriers to folks being able to participate in FEAST.

Communities have approached this part of the event in a number of different ways. Some communities make it a potluck with the leadership team providing the main course dishes. Others have opted to cater from a local business while others have hosted a stone soup meal (a meal where participants bring an item to add to a community pot of soup). Consider your budget, time and skills to determine which option you choose.

Because FEAST is all about building and supporting community food systems, we encourage you to use local foods if possible. That being said, we understand that FEAST usually happens in winter/early spring when very few fresh foods are available in Oregon. You might consider a dish with local storage crops (winter squash, potatoes, grains, meat) or hardy greens and cabbage.

Ask local farmers or hobby growers if they would be willing to provide some local foods for your event. It’s a great way to feature local growers and build their business, while also featuring some of the produce that can be grown in your community.

Other considerations to think about include providing morning beverages, snacks, and food options that accommodate food allergies and preferences (such as vegetarian, vegan, gluten-free, etc.). You may want to seek out kitchen volunteers to help with cooking, prep, and clean-up so you can actively participate in FEAST.

If the meal is prepared in a central location for the public, your county health authority may require that you apply for a temporary restaurant license. Any time food is being prepared for others, at least one person with a valid county food handlers card should be present during preparation and service.

Equity & Access

FEAST is designed to give equal voice and power to community members to create a food system that is responsive to everyone's needs. With this in mind, it's important to have broad representation from your community at FEAST. Here are some considerations to eliminate barriers to participation and ensure every one can attend your event.

- **Location & Transportation:** Secure a venue that is easily accessible by walking or public transit. If that's not possible consider organizing a carpooling or ride share option to FEAST. Consider wheelchair accessibility.
- **Childcare:** It's important to offer childcare so parents & caretakers can participate in FEAST.
- **Internet and/or computer/tablet/smart phone:** Access to internet may be a barrier to participation. People can call into the Zoom meetings on a land line, but folks may feel less engaged. Consider other ways of including people into the visioning and planning process.
- **Translation & Interpretation:** If there's another language that is frequently spoken in your community, hire interpreters to ensure all perspectives are heard.
- **Day & Time:** Consider a time that does not interfere with regular work hours, meal times and other community events, such as school sports, open food pantry hours, the farmers market, etc.

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* CONTENT ADAPTED FROM THE ORIGINAL "WE WELCOME" SIGN CREATED BY IPRC MEMBERS LISA MANGUM AND JASON LEVIAN

Panel

FEAST participants will come in with different understandings or experiences with their community food system. Some folks attending will be actively engaged through their work, others may buy produce from the local farmers market, others may be tied to it from a health perspective, and others may be underserved by existing services and resources. All perspectives are important and contribute to shaping a collective understanding of the communities' food system.

The panel aims to voice the different perspectives of community members and provide a current "picture" of your food system. Panelists should represent different parts of the food system: consider a farmer, food pantry client, school food service, farmers market manager, healthcare partner, food business owner, OSU Extension or other educator.

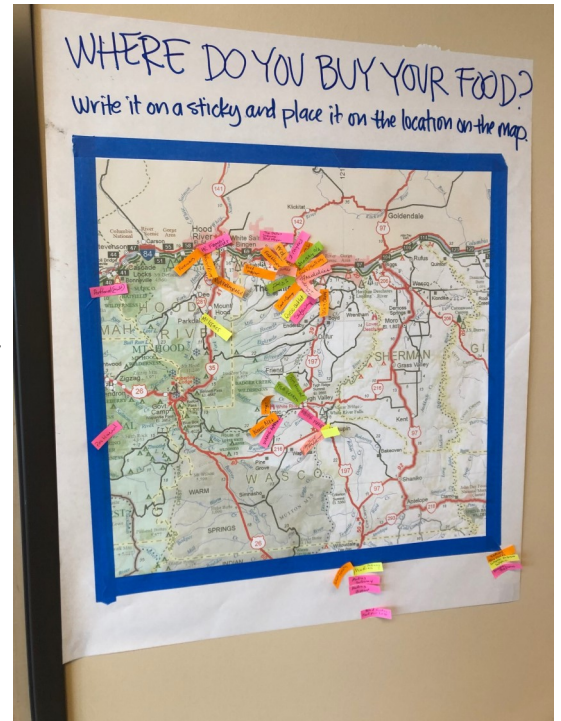
Five panelists are given roughly five minutes to highlight their work as well as share the challenges and opportunities they see. Slides or photos are optional. These ideas will likely inform the following visioning and brainstorming activities.

Remote Participation Tools

Zoom is an online video conferencing platform that allows people to host virtual meetings with video. It also allows people to call in from a land line. Oregon Food Bank has a Zoom account that can be used for the FEAST event. You can read more about [Zoom here](#).

Mural is an online white boarding program. This platform will allow participants to interact in brainstorming sessions and to see the community vision, opportunities for projects, and action groups. You can learn more about [Mural here](#).

Event Brite and Google Forms are good tools to use for RSVPing to the FEAST event. This will give you an accurate head count of how many people are attending. It will allow you to collect other information about your participants including contact information, requests for translation, help they may need to participate virtually, and their vision for the community. You will also want to include a phone number on your outreach materials to allow people who do not have regular access to computers and internet to register and ask questions about the event.



Outreach

Outreach is the most important part of FEAST planning. The better representation you get, the more likely that FEAST initiatives will be reflective of and supported by the community. These projects are also more likely to gain traction for follow-up engagement.

The most effective form of communication is personal invitations and word of mouth. This may be an email or phone call. Make a list of the people, groups and organizations you want at the event and delegate the asks between LT members. This may also include helping people register for the event and making sure they feel comfortable using technology.

You may also want to post flyers around town (examples on next page), submit a press release to local media, add it to the community calendar, and create a Facebook event. Some communities have promoted the event on local TV or radio stations and have asked other organizations to include it in their newsletters. Each community is different in how they get the word out, focus on what will have the greatest reach in your town.

Social media is increasingly becoming a good way to do outreach. Oregon Food Bank can help teams with creating social media posts and doing outreach.

Registration

It's helpful to know how many people are coming to FEAST. Both [Eventbrite](#) or [Google Forms](#) are great tools for setting up an online registration form. This will give you an accurate head count of how many people are attending and allows you to collect other information about your participants including contact information, address, dietary restrictions and requests for childcare, translation or transportation. You will also want to include a phone number on your outreach materials to allow people who do not have regular access to computers and internet to register.

FEAST Taglines

- A community conversation about food that leads to local action.
- A [free] meal and conversation about food [access, justice] in our community.
- An event to mobilize community members to identify and implement food systems projects.
- FEAST is a unique opportunity to brainstorm ideas and actions to ensure everyone has access to healthy, local and culturally relevant foods.
- FEAST is a community discussion & brainstorming session to create a healthier, more equitable and resilient food system
- A convening of community members to share their personal food experiences and come up with ideas for shared action to build community food security.
- Come share your ideas about how [community] can build a food system that works for everyone.



Join us for FEAST

A community conversation about food in the Pendleton area

Free healthy meal and childcare provided!

Pendleton Early Learning Center
455 SW 13th St. Pendleton, OR 97801
Saturday, March 18, 2017 10am-4pm

Food, Education, and Agriculture Solutions Together: **FEAST** is a gathering of community members to identify opportunities for collaboration on year-long projects to build local food systems.

Learn about our local food system and engage with our panelists:

- Thomas Morning Owl, CTUIR Language Program
- Mary Jane Peterson, St. Mary's Outreach
- Jaime Garcia, Oregon Child Development Coalition
- Gus Wahner, Soil and Water Conservation District
- Angie Treadwell, OSU Extension SNAP-Ed
- Ken Schulberg, Great Pacific Coffee & Wine

Please RSVP by March 8, 2017 at <https://pendletonfeast2017.eventbrite.com> to reserve your lunch. The FEAST is free and open to residents of Umatilla County. Child care, translation services, and carpooling available upon advance request. ADA accessible.

Eastern Oregon
Nutrition Services



Example Flyers



F.E.A.S.T. is a community conversation series for cooks, farmers, educators, gardeners, grocers, bakers, and anyone who eats.

- Williams Grange*
Tuesday, March 3rd, 5-8pm
20100 Williams Highway, Williams
- RCC Kerby Belt Building*
Saturday, March 14th, 4-7pm
24353 Redwood Highway, Kerby *
- Grants Pass All Care Health*
Tuesday, March 17th, 5:30-8pm
1701 NE 7th St, Grants Pass *
- Wolf Creek Library*
Saturday, March 21st, 3-6pm
102 Ruth Ave, Wolf Creek *

Join us for snacks and discussion at one of four community F.E.A.S.T. events. Then, we'll come together at a county-wide supper and form our ideas into project proposals. Funding of up to \$5,000 is available to distribute to projects that arise from these conversations.

Josephine County F.E.A.S.T.
Sunday, April 5th, 12-4pm
OSU County Extension
215 Ringuette St, Grants Pass
Dinner will be provided!

Learn more & sign up at JoCoFEAST.eventbrite.com
Childcare and carpooling available upon advance request—
contact Paige at (847) 682-2892. *Denotes ADA accessible building.



Hosted by the Black Food Sovereignty Council
with snacks provided by Beyond Black

BLACK FEAST

A community conversation about food over garden snacks. What ideas do you have to build food sovereignty for the black community?

August 5, 2018
from 1:00-4:00pm
at Unity Farm
7900 NE 33rd Dr.

Register at <https://goo.gl/forms/P7sbNMGx40FI0Xoi1>

You're Invited to University of Oregon's F.E.A.S.T.
Eat Good Food • Cultivate Community • Take Action

LETTUCE BEET FOOD INSECURITY

Please join us for a free meal and student-led community gathering.
Let's work together to brainstorm ideas and actions to ensure that all students have adequate access to safe, healthy, and culturally relevant foods on our campus!

EMU | 02/11/17 | 9AM - 3PM | RSVP on Facebook by 02/03/2017

You are invited to FEAST
Food, Education, and Agriculture, solutions Together

REACH OUT, HELP YOUR COMMUNITY MAKE A WAVE!

The goal of FEAST is to mobilize community members to identify and implement a food systems improvement project.

Join us for a community meal!

Come share your ideas and experiences to define our understanding of our food system. From our discussion, we'll identify a community project, with mini grant funding from Oregon Food Bank.

Where: Clatskanie Elementary School Cafeteria
When: Sunday, Jan. 22nd at 3:30-6:30pm

Register at eventbrite.com (search FEAST) by Jan 13th



Everyone in your community is part of the food system.

Here's a list of groups and organizations you may consider inviting:

- Eaters and interested consumers
- Culturally Specific Organizations
- SNAP & WIC recipients
- People experiencing food insecurity
- Seniors and Elders at a Senior Center
- Youth/Students (high school/university)
- Active community members/leaders/volunteers
- Food producers (farmers, ranchers, fishermen)
- Processors (value-added, butchers)
- Food distributors (warehouses, online marketplaces)
- Wild crafters & foragers
- Gleaners
- Grocery store owners & retailers, including small businesses & co-ops
- Restaurants & Chefs
- Homesteaders & Gardeners
- Farmers Market Staff, Board & Patrons
- Community Gardeners
- Economic Development Groups/Agritourism
- Conservation Nonprofits
- Social Service Nonprofits
- School and Head Start families & staff
- Food groups (nonprofit, Slow Food, gleaning groups)
- Farm to School programs & school food service
- Food Pantries (clients, volunteers, staff)
- Community Health Workers
- Local Representatives of State Agencies (Department of Ag)
- City Council & Mayor
- County Commissioners
- OSU Extension
- Emergency Planning/Preparedness
- Health Care Providers/Clinics
- School Board & Staff
- PTAs
- Churches & Faith Based Organizations
- Local foundations/funders
- Media

FEAST Process Check

Here are some questions to consider as you move through the FEAST organizing process.

Leadership Team

- Do the folks on our leadership team live in the community?
- Does our leadership team reflect local demographics, especially across race, age & income?
- Does the leadership team include folks with lived experience of poverty or hunger?
 - What might leaders need to participate? (I.e. stipend, internet, childcare, etc.)
- Does our leadership team reflect folks across the food system (production, education, social services, healthcare, etc.)?
- Are there any skills or perspectives missing on our leadership team?

Event Planning

- What is the best time to host FEAST? Consider day of week, time of day, weather/season, holidays, school sports, local fundraisers, etc.
- How can we best accommodate people who don't have access to computers or internet? How can we make sure their ideas are included?
- What languages are spoken in our community? Consider translation and interpretation.
- Does our panel reflect different perspectives, ideas and experiences of the local food system?

Outreach

- How do we reach diverse peoples, perspectives and experiences across race, ethnicity, gender, age, income levels, ability, language and food system?
- Whose voices are often not heard at events like this? How can we reach them?
- How does our community get the word out about events?
 - Word of mouth and personal invites
 - Social media
 - Community newsletters (local organizations, schools)
 - Flyers in community spaces including food pantries
 - Attending other virtual community events
 - Newspaper or radio PSAs
- Is our registration process accessible? Include online option and phone number.

FEAST Follow-up

- Who does this project(s) impact? Are we including who is impacted by this project in our decision making?
- Is there a demonstrated need for this project in our community?
- Is this project so exciting that enough people will help to make it happen? Is there a strong, core group of volunteers?
- Does this project build on our community's strengths and resources?
- Are there community leaders/organizations who will support this project?
- Can this project be accomplished by December 2022?

Day of Event Logistics

Here are some things to consider so your event runs smoothly. We may be able to provide some of these materials.

- There should be enough chairs and tables for everyone. (Round tables are the best!)
- Set-up two easels and flipcharts.
- Ensure decent sound quality of venue. If it's a large space, consider a PA system.
- Make sure you have a laptop, projector, screen and all the right cords & attachments.
- If you play a video, make sure you have speakers.
- It's nice to have signs or a sandwich board outside with the flyer pointing to the event.
- Have at least two people help with check-in and registration.
- Have at least two non LT members help get lunch ready.
- Label food and drink ingredients.
- Identify a point person to take photos.
- Identify a couple of informal small group facilitators for action planning.
- Leadership team is trained on how to use Zoom and Mural.
- Translation and Interpretation is provided if needed.
- Participants have adequate information beforehand on how to access the event.



Funding Distribution

When your FEAST event is over, your LT will need to determine a process for using your mini grant. Here are some ideas:

- Invite interested folks back to a follow-up meeting a couple weeks after your events. As a group, you would review priorities and select projects for funding. This may happen over the course of a few meetings to determine project costs, scope of work and feasibility.
- If you host FEAST events and end up with action plans, the LT could review each project and determine how to allocate funds equitably considering cost, project scope and feasibility.
- You could consider inviting participants to submit a mini-proposal for a project idea. The LT would review and award based on applications received.
- Be sure to consider the following when making decisions about how to allocate funds:
 - Does this build our community food system?
 - Does this project impact a variety of people and led by those most impacted?
 - Is there enough interest, support, leadership and volunteers to make it happen?
 - Is the project possible within our budget & timeline?
 - Will this project have a lasting impact?

Midterm Reporting

Your midterm report will be due eight-weeks following FEAST. You will be asked to reflect on the first half of the granting period and include a budget request. Your budget will reflect the projects the LT has identified to financially support. Because of the quick turnaround, we do not expect you to have specific details figured out for each project, but you should know what projects your community will be working on with some attention to expenses. As you go about project implementation you may find that your funding would be better spent in a different way or that you were able to secure donations and have extra money available—that's fine! We're happy to work with you to figure out how to best use funding.

Sample Reporting Questions

- 1) What was the impact of organizing a FEAST event in your community?
- 2) What new information do you have about your community food system as a result of FEAST?
- 3) What projects have been identified to receive Feast Support Funds? Please explain what the projects are, how they align with the goals outlined in your application and how they will support your community food system.
- 4) How will you, as a Leadership Team, support the projects that formed out of FEAST? What are your next steps?
- 5) How will you continue to engage new and diverse participation in project implementation?
- 6) How will you engage those most impacted in decision making?
- 7) What challenges and/or unexpected occurrences did you face and how will you address them for the remainder of the grant cycle?

Sample Budget

Project Title: Honor System Farm Stand

Project Description: Include a short description for each project

Total Cost: \$600

What	Cost	Notes
Materials	\$200	Wood, nails, paint
Signage	\$300	20x30 farm stand sign & sandwich board
Outreach	\$100	Printing of flyers & newspaper PSA



Final Reporting

In addition to providing an expense report that includes how leadership participation funds were spent and completing a Ripple Effects Map, you can expect to answer questions related to your FEAST projects. These might include: a reflection on your goals, summary of projects, how funding was spent, impact it had on the community and future actions. We will also ask questions about the overall FEAST process.

Tips from Past Grantees

“Make sure to really develop community involvement. Take extra time on that piece if needed. The project that seems to have the most staying power from our grant is the one that had the most community members involved.”

“Allow the project to ‘morph.’ The project we envisioned at the beginning bore little resemblance to the project at the end. Be open to ALL ideas and allow tangents, this is where the project becomes the community’s and therefore becomes sustainable into the future.”

“Having a strong leadership team from different organizations is very important for successful FEAST. The FEAST event was a great opportunity to bring individuals and a variety of people from different organizations together. Early identification and collaboration with local organizations is an important early organizing step. Asking for and receiving basic information from local organizations on their interest, support, and needs before the FEAST event is crucial. Including all community partners in the initial planning stages ensures that fewer important points are missed. An example is that local libraries are attempting to offer a wider variety of educational opportunities and FEAST is examining these opportunities for next year.”

“New FEAST communities should open their events to all interested in developing food systems. Our county participants represented a variety of backgrounds, making the FEAST event exciting and varied. Leadership teams should include individuals who are persistent, motivated, and well organized. All assistance from staff at Oregon Food Bank should be accepted. All teams should give themselves adequate time to organize the FEAST event and market for grant opportunities. The leadership team commitment was very time consuming. Staff support from Oregon Food Bank was excellent. Ripple Mapping activity was very worthwhile.”

“Think about funding multiple projects, we were very impressed with how much impact a small amount of funding could have on community driven projects.”

“Don’t underestimate the amount of time it will take to organize a successful FEAST and host the follow-up meetings and provision of project support. These activities took much more time than anticipated. Make sure to have a way to assess the capacity of project proponents to complete their projects as part of the selection process; don’t be afraid to suggest or require partnerships and eligibility requirements. One or two larger projects may be more efficient than multiple smaller projects – which will be more time-consuming. Be clear about your priorities as a group, an assumed value (ie priority to serve low income) is not clear to everyone and should be transparent.”

“Don’t be afraid to invest the grant funds. We were so careful with wanting to use them to the best of our abilities and in leveraging the support from the community that we may have missed some opportunities.”

“Clearly identify a couple of people to oversee/administrate the project once it is off the ground.”