



## Eastern District Innovative Grant Program

### Fiscal Year 2005/2006 Application Form

Completed application form should not exceed (3) pages, using a minimum font size of 11 point, and no less than 1-inch margins. Submit completed application electronically to [karen.smiley@ces.uwex.edu](mailto:karen.smiley@ces.uwex.edu), and fax signature page (if electronic signature not available), by **Friday, March 31, 2006.**

Project must be completed by December 31, 2006, unless prior approval received for extended timeline.

1. **Project Title:** Food Safety and Quantity Cooking Education for Hmong Families Events and Community Celebrations
2. **Funding Requested:** \$ 4495.00
3. **Project Lead/Grant Applicant (Name & County):** Karen Early, Brown County
  - a) Project Collaborators: Judy Knudsen, Cathy Huntowski, United Hmong Community Center (UHCC), Brown County Health Department, Northeast Wisconsin Technical College (NWTC)
4. **Signature:** \_\_\_\_\_  
**Grant Applicant/Lead**

#### 5. Project Description

a) Situation Statement: Brown County WNEP has spent the last five years focusing programming efforts on the Hmong community for the purpose of developing and implementing programs and projects would result in improved food security and greater self-reliance. Previous projects have funded the development of a shared commercial kitchen and cold storage facilities for food-related ventures and community use as well as food service sanitation education and business development mentoring.

In addition to these food-business related uses, individual families use the kitchen for food preparation for family celebrations and holidays, non-profit groups use the kitchen for food-related fundraising and Center volunteers use the kitchen to cook for fundraising dinners at the Center and to prepare food for festival vending at other sites.

Observing food preparation by volunteers at a recent fundraising event revealed two major educational needs for Hmong families and fundraising groups that use the Center kitchen for food preparation; an understanding of profitable and cost effective quantity food purchasing and preparation methods and greater knowledge of safe food handling, preparation, cooking, transporting, service and storage for large quantities of prepared food.

i) Fosters teamwork and collaboration with other agencies, campuses, or colleagues: This project fosters teamwork with the Center, the Health Department, NWTC and Brown County UW Extension to meet the identified educational needs and to insure that food prepared for social occasions and public vending situations will meet the same standards as those expected of food-service businesses.

- ii) Incorporates the use of other funders: Part of the funding for some aspects of this project has been secured from the Catholic Campaign for Human Development.
  - iii) Includes a new program direction that may be replicated: The specific quantity recipes and teaching materials and audio tapes that are developed for the Hmong as a result of this project will be duplicated and made available to other Extension educators that recognize a similar need for this type of education in their communities.
  - iv) Focuses on reaching new audiences: The Hmong population is a relatively new audience for Extension programming. This project proposes to extend family living skills and community development/fundraising expertise to this new audience so that they can benefit from safer, more affordable food at family events and festivals and greater profitability from fundraising events.
  - v) Exposes potential employees to UWEX: There is a recognized need for Hmong employees in Extension to both diversify the work force and also to increase program offerings to this population segment. This project proposes to extend family living skills and community development/fundraising expertise to this new audience so that they can benefit from safer, more affordable food at family events and festivals and greater profitability from fundraising events.
- b) Project Objectives/Expected Outcomes: The objectives of this project are to:
- i) work with project partners to develop a five hour class which will deliver the necessary information to calculate food purchasing needs, convert recipes and purchase adequate but not excessive amounts of food for large group cooking-either for family celebrations, fundraising and festival vending situations.
  - ii) Utilizing the United Hmong Community Center kitchen, educate 60 individuals that cook for large groups in the use of commercial equipment for their cooking. These same 60 individuals will be taught safe food handling, preparation, cooking, transporting, service and storage of large quantities of food to reduce the exposure to food borne illnesses.

The expected outcomes of this project are to:

- i) reduce the cost of food and amount of labor needed for family events and celebrations thereby preserving family income for other necessary expenses,
- ii) to improve the profitability of fundraising efforts by purchasing and preparing food in sufficient quantities and yet focus on ways to reduce waste and eliminate leftover food,
- iii) to reduce the possibility of food borne illness in food cooked in large quantities for fundraising, family use and festival vending and reduce potential liability for individuals and non-profit groups.

This project will mean safer, more affordable food for large family gatherings and community events. More affordable food for family occasions will enhance food security and preserve good health by preventing food borne illness. Greater profitability and safety for fundraising events will improve the ability of the Hmong community to contribute to the quality of life in the greater community and reduce food-related liability issues.

c) Project Timeline (include planned responses/activities:

The project will utilize the current UHCC Kitchen Manager to assist in recruiting, enrolling, training, translating, mentoring and monitoring individuals using the kitchen and involved in this educational project starting as soon as the funds are made available.

A five-hour class will be developed in April, May and early June 2006 with the Brown County Health Department and NWTC to cover the fundamentals of quantity cooking and aspects of food safety specific to quantity cooking.

Four, five-hour sessions of the class will be offered starting in June 2006 and continuing through the summer.

April through August 2006 will be used to recruit and train at least 60 people – although members of the general public will be welcome to participate in the training, the focus of this project is Hmong individuals, families and groups.

**6. Detailed budget breakdown:**

	<u>District Management Funds</u>	<u>CCHD Funds</u>
Kitchen Manager Salary (\$12/hr x 1hr/wk x 22wks)	\$2400.00	\$2640.00
Fringe Benefits (15.25% of salary)	375.00	410.00
Payroll Service Fees	0	360.00
Insurance (Liability/Worker's Comp)	0	340.00
NWTC Instructor Fees (\$40/hr)	800.00	0
Translation Services (\$25/hr)	500.00	0
Materials (\$7/person x 60)	420.00	0
Mileage (100mi/mo x 5 mo x \$ .35/mi)	0	175.00
<b>Total</b>	<b>\$4495.00</b>	<b>\$3925.00</b>

**7. Previous District Management Resource Funds**

- a) A recent grant from District Management Resource funds were used to provide business development mentoring for Hmong food-related, new business start ups and to provide certification education for the Food Service Sanitation Certification Course offered through NWTC. Five thousand dollars (\$5000) were received for this project. Collaboration was with NWTC, the United Hmong Community Center and Brown County UW Extension and a private business consultant.
- b) The outcomes of the previous project were that twenty-five (25) people received the Food Service Sanitation Certification training, and fifteen (15) received their Certification. Thirty-five (35) individuals received business start-up assistance education and consulting services and a new venture, the International Flea Market was developed and many of the individuals receiving business start-up assistance will become vendors of that new venture.
- c) This project is completely different from the previous project because it focuses on providing quantity cooking and food safety training for individuals and non-profit fundraising volunteers. The previous project focused solely on food-related business development efforts.