Application Tutorial & FAQs

At The Table:
A Food Access Program
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Things to Know:

- We welcome ideas/projects at any stage. If you are just an idea, a project that started a month ago, or a long standing organization, please apply!

- Please submit your application in the language you are most comfortable in. If you need help filling out the application (in English or Spanish) please contact the Uncharted Team.

- This application was designed for many different types of applicants and projects. Don’t worry if you can’t or don’t answer every question.

- We welcome applications regardless of your immigration status. We will not ask you to provide this information at any point during the process.

- We are here to help. Contact us if you have any questions regarding the program or your application.

Email: Atthetable@uncharted.org  Call/Text: (720) 295 - 5034
At The Table Values
Uncharted values ideas/projects that:

- Increase food access for residents in the immediate/near term future i.e. starting Summer 2020.
- Demonstrate an understanding of food access needs unique to Globeville and Elyria-Swansea.
- Are collaborative and directly involve residents holding leadership, partnership and/or advisory roles.
- Help create opportunities for livable wage jobs and community wealth building for residents of Globeville and Elyria-Swansea.
Logistics & Timelines
### Application Format

Applications will be accepted on [Formstack](#).

We prefer to accept applications on Formstack, but we can work with you to complete this application another way. Please contact us so that we can help.

### Application & Selection Timeline

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 14</td>
<td>Applications Open</td>
</tr>
<tr>
<td>Jan 14-Feb 13</td>
<td>Application Support</td>
</tr>
<tr>
<td>Jan 22-Feb 13</td>
<td>Application Office Hours, Virtual and In-Person</td>
</tr>
<tr>
<td>Feb 13</td>
<td>Applications Close</td>
</tr>
<tr>
<td>Feb 13-Mar 11</td>
<td>Application Review</td>
</tr>
<tr>
<td>On/Around Mar 13</td>
<td>Application Feedback</td>
</tr>
<tr>
<td>Mar 23-Mar 31</td>
<td>Project Team Interviews</td>
</tr>
<tr>
<td>On/Around Apr 6</td>
<td>Project Team Final Selection</td>
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</table>
Selection Details:

After the application period closes on February 13, 2020, Uncharted, residents of Globeville and Elyria-Swansea, and other organizations or individuals involved with At the Table will review applications. Non-identifiable information about applications may be shared at public meetings for community feedback as part of the selection process.

The interview and selection committee will work to provide feedback to all applications and select applications to move on to the interview phase. Final selection will happen on or around April 6, 2020.
Formstack: Navigating the Platform
Application Link:

https://unchartedenlamesa.formstack.com/forms/englishapplicationform

Application Questions:

Landing Page:

When directed to the landing page, click “Start” to begin the application:

Welcome to At the Table: A Food Access Program Application!

To continue to the next section, click the “Next” button at the bottom of each page:
Saving Your Progress:

At any time, you can stop, save your progress, and resume later. Do this by pressing the “Save and Resume Later” button at the bottom of each page. 

Note: The application will only be saved for 30 Days.

The application will open a call out box with the following message:

If you would like to save your application, press the blue button to get a link.
Saving Your Progress (con’t):

The platform will then ask for your email to send you a link to your application. 
Note: Your application will only be able to be retrieved with your link. Please keep your link in a safe location.

<table>
<thead>
<tr>
<th>Save and Resume Later</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please copy the link below, and save it in a safe place. You can use this link any time within the next 30 days to resume answering questions on the form.</td>
</tr>
</tbody>
</table>

Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning.

https://unchartedenlamesa.formstack.com/forms/?i=6167541-hDLjcQVTpN

Want us to email you this link? Enter your email below and click ‘Send save and resume link’.

Your email address

- [Send save and resume link]

Step 1:
Copy the blue link

Step 2:
Enter your email address to have a copy of your link sent to you

Step 3:
Press the blue button

Step 4:
Check your email to make sure you have received the link

* Do not close your application tab until you are sure you have received the email*
The email you receive will look as follows:

Grace Kinda via Formstack <noreply@formstack.com>

Save and Resume Link for Your Form

Please copy the link below, and save it in a safe place. You can use this link any time within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning.

https://unchartedenlamesa.formstack.com/forms/7i-6167541-hDLjcQVTpN

Thanks for saving your answers!
Saving Your Progress (con’t):

If you do not receive an email, go back to your application tab in your browser where you will find this message:

Select the “Resend email” button and make sure that your email is correct.
Eligibility
Basic Requirements:

To be considered during application review:

Applicants must be a legally registered entity, or be planning to partner with one for their idea/project. If you are an individual or group seeking a registered partner to work with, Uncharted will work with you to help find one.

Examples of legally registered entities include schools, businesses, companies, non-profits, partnerships, cooperatives, and community organizations.

Must currently serve or plan to serve the Globeville and/or Elyria-Swansea neighborhoods of Denver.

Must be working to improve the access of healthy, affordable, and/or culturally relevant foods.
Idea/Project Team
Commitments
Working with Uncharted:

Commit time to schedule and attend regular meetings.

Co-create ways to find and measure data that is most useful to your success.
Impact measurements may look different from project to project, and that is ok. We want each project team to collect the data that is important and valuable to them.

Be open to accepting feedback and making changes about your idea/project based on community feedback. We believe that we create stronger, better projects when we work together and bring many people to the table.
Time:

- Full participation in a multi-day event where project teams and Uncharted staff kick-off our work together.

- Monthly meetings throughout the program, from March through August of 2020. Meetings may rotate to different locations.

- Approximately five to ten hours each month for additional activities, including developing and pursuing a plan for scale as well as sharing insights and learnings with others in the program.

- Regular communication with staff at Uncharted between monthly meetings.
Contact Information

General Inquiries and Questions:
Atthetable@uncharted.org
(720) 295 - 5034

Additional Application Support:
Uncharted will have help sessions online, over the phone, and in person. Please contact us for additional support.