

## Community Food Projects Indicators of Success

---



United States Department of Agriculture  
National Institute of Food and Agriculture



Community  
Food  
Security  
Coalition

---

### System and Community level Indicators Data Collection Form Instructions

The Community Food Project (CFP) Indicators of Success (IOS) project seeks to report on the collective impacts of Community Food Project work by tracking and recording the important outputs and outcomes of Community Food Project work. **The impacts of your Community Food Project, recorded here and compiled with other CFP grantees, are an important piece of creating a deeper understanding of our combined impact and progress toward community food security.** The CFP Indicators of Success is built upon six core fields of practice (as defined in the [Whole Measures for Community Food Systems evaluation and planning tool](#)) that contribute to whole communities. These fields include:

- Justice and Fairness
- Strong Communities
- Vibrant Farms
- Healthy People
- Sustainable Ecosystems
- Thriving Local Economies

Impacts in each of the six fields of practice are represented throughout the tool and identified in the last column of each chart. The CFP IOS is divided however, into ten sections, based on the types of CFP activity implement.

- Section 1: **CFP Activity** – includes organizational information and type of activities implemented
- Section 2: **Project Participation and Reach** – includes participants, recipients and project partners
- Section 3: **Farmland and Garden Use** – includes amount of land utilized and number of gardens
- Section 4: **Food Generated and Handled** - includes the amount of food produced, distributed, sold, etc.
- Section 5: **Economic Impacts** - includes jobs created and financial assistance provided
- Section 6: **Community Food Assessments** – includes details on community food assessment activities
- Section 7: **Community Leadership** - includes details on community involvement and leadership
- Section 8: **Food Policy Councils and Networks** - includes the participation in these councils and networks
- Section 9: **Food Policies**: includes the specific policy work of community food projects
- Section 10: **Participant Impact Survey (PS)** – includes information on how the program has affected participants

The final section of the form, Section 10, is a data entry screen to record multi-entries for participant-level data. These are the survey responses from program participants related to life changes they have experienced due to participation in your project. Data are entered for the CFP Participant Impact Survey (PS) [here](#).

The CFP IOS form is designed to report the actual or estimated total number of participants served or the outputs and outcomes achieved during a specific reporting period. These categories were chosen by dozens of community food project participants and those most common and relevant.

***When entering data please keep the following in mind:***

- All data entered should reflect **Fiscal Year 2010** (October 1, 2009 through September 30, 2010)
- If an organization runs multiple activities, data from each activity can be combined and **reported as an aggregate**.
- If there is a category that is not applicable to an organization, please **leave the data field blank**.
- Enter all numeric values **without special characters**. For example, enter "\$1,000" as "1000".
- It is okay to **estimate** if you do not know the exact number or value. If you do not feel you have enough information to provide a reasonable and accurate estimate, then you may leave the data field blank.

## **Section 1: Organization Information**

Section 1 is used to track basic information about each community food project including: the name of the project, the date the form is completed, the name of the person completing the matrix, and the annual reporting period. The information provided on the form should represent data from the federal 2010 fiscal year (October 1, 2009 through September 30, 2010). The type of activities and services provided by the food project also are recorded here.

**1) Please find your organization in the list below and include the contact information and date for form completion. If your organization's name is not included in the list below, please contact [jeanette@foodsecurity.org](mailto:jeanette@foodsecurity.org) and fill in the "other specify" space provided.**

- Grantee 1
- Grantee 2
- Grantee 3
- Other (please specify)

If you selected other, please specify \_\_\_\_\_

**2) Community food project name**

\_\_\_\_\_

**3) Date this form was completed**

\_\_\_\_\_

**4) Who completed this form**

\_\_\_\_\_

**5) Email address**

\_\_\_\_\_

(In case we have questions about your information, we will contact you via the address listed here.)

## 6) Activity Type

The following is a list of activities common to community food projects. Please indicate all of the activities in which your project dedicates a SIGNIFICANT amount of time or resources. (Mark all that apply.)

- Community food assessment
- Community garden
- Community or incubator kitchen/value-added production/processing
- Community Supported Agriculture (CSA) program
- Emergency food collection and distribution
- Entrepreneurial food and agricultural activity
- Farm/Grower cooperative
- Farm to cafeteria project
- Farmers' market
- Food access and outreach
- Food-buying cooperative
- Food policy council/network
- Immigrant/Migrant farm project
- Job skills training
- Local food distribution
- Micro-enterprise/Entrepreneur skill training
- Nutrition and health education
- Planning grants
- Promoting local food purchases
- Restoration of traditional foods/agriculture
- Training and technical assistance
- Urban agriculture
- Youth/School gardening or agriculture project
- Other (please specify)

If you selected other, please specify \_\_\_\_\_

## Section 2: Program Participation

There are many types of participants in community food security work. For the purposes of this reporting form we have categorized the people into three categories: food recipients/customers, participants and partners.

- **Food recipients/customers:** People who receive or purchase food as a result of your project.
- **Participants:** People who participate in education or training programs, or who receive financial assistance and benefits other than food as a result of your project.
- **Partners:** People or organizations that have played a significant role in helping plan and/or implement your project's activities.

Please report the unique number of people involved in each of the categories. (Count people only once within each category, as possible). However, people who fall into more than one category can be recorded more than once. For example, if a classroom of 25 children received meals and participated in education sessions, the 25 kids would be recorded in the Food Recipient/Customer category, and 25 kids would be reported in the Participant category.

**7) Program Participation: Food Recipients and Customers**

People who receive food as a result of your project.

Total number of customers or food recipients \_\_\_\_\_

Items a, b, c, d, e, and f below should sum to value entered above.

- a) Number of WIC recipients \_\_\_\_\_
- b) Number of SNAP (food stamp) recipients \_\_\_\_\_
- c) Number of Seniors Farmers' Market Nutrition Program (SFMNP) recipients \_\_\_\_\_
- d) Number of Farmers' Market Nutrition Program recipients \_\_\_\_\_
- e) Number of school or youth meal recipients \_\_\_\_\_
  - Number of meals served to students/youth \_\_\_\_\_
- f) Number of other customers or food recipients \_\_\_\_\_

**8) Program Participation: Participants**

People who participate in education or training programs and who receive financial assistance, and benefits other than food as a result of your project

Total number of participants (sum of a + b below) \_\_\_\_\_

Items a and b below should sum to value entered above.

- a) Number of youth participants (subset of total) \_\_\_\_\_
  - b) Number of adult participants (subset of total) \_\_\_\_\_
  - c) Number of participant who are farmers (subset of total) \_\_\_\_\_
    - Number of these farmers participating in farmers markets \_\_\_\_\_
  - d) Number of participants who are gardeners (subset of total) \_\_\_\_\_
- Total number of organizations or groups receiving technical assistance, training, etc. (eg schools, churches, government, hospitals, community-based organizations, small businesses and micro-enterprises) \_\_\_\_\_

**9) Program Participation: Partners**

People who collaborate with you on your projects activities

- Total number of organizations/groups (e.g., schools, churches, government, hospitals, community-based organizations, small businesses and micro-enterprises) \_\_\_\_\_
- Total number of individuals involved with your program (okay to estimate; be sure to include all organizations represented by these individuals in the total number of organizations above) \_\_\_\_\_
- Number of the people above who worked on community food assessments \_\_\_\_\_
- Total number of volunteers \_\_\_\_\_
- Number of volunteer hours \_\_\_\_\_

**10) Program Participation: Age**

Please indicate the age groups of your program participants. (Please include all food recipients, customers, program participants and partners.)

- Infants (birth-2)
- Children (3-12)
- Teens (13-18)
- College age (19-22)
- Adults (20-54)
- Seniors (55+)

**11) Program Participation: Race/Ethnicity**

Please indicate the ethnic/racial backgrounds of your program participants. (Please include all food recipients, customers, program participants and partners.)

- American Indian/Eskimo/Aleut
- Asian or Pacific Islander
- Black or African-American
- Hispanic or Latino
- White or Caucasian
- Bi-racial or Multi-racial
- Other

**12) Program Participation: Special Populations**

Please indicate any special populations participating in your activities. (Please include all food recipients, customers, program participants and partners.)

- SNAP (food stamp) recipients
- Head Start
- Indian nations, reservations
- Low-income areas or neighborhoods
- Underserved or socially disadvantaged farmers
- WIC recipients
- Other (please specify)

If you selected other, please specify \_\_\_\_\_

**Section 3: Farmland and Gardens**

**13) Farmlands and gardens**

Amount of land farmed or gardened by project (acres) \_\_\_\_\_

Land preserved (acres) \_\_\_\_\_

Number of gardens operated on land \_\_\_\_\_

- Number of garden plots available within these gardens \_\_\_\_\_

### Section 4: Food

This section collects data on the amount of food generated, how it was generated, and how it was handled. Please provide estimates where exact figures are not possible.

**14) Total pounds of food generated and handled:**

\_\_\_\_\_ lbs.

**15) For the total food generated (value entered in q14), please indicate the how many pounds of this food were generated using the following methods:**

Note: The amounts entered below should sum to the value entered in q14

Produced	_____ lbs.
Purchased or procured	_____ lbs.
Collected or gleaned	_____ lbs.
Other method	_____ lbs.

**16) For the total food handled (value entered in q14), please indicate how many pounds of this food were handled using the following methods:**

Note: The amounts entered below should sum to the value entered in q14.

Processed	_____ lbs.
Donated	_____ lbs.
Distributed	_____ lbs.
Sold	_____ lbs.
Delivered	_____ lbs.
Composted	_____ lbs.
Other	_____ lbs.

## Section 5: Economic Impact

This section collects data on the economic impact this activity has had with participants and within the community served.

### 17) Economic Impact

Number of jobs created (FTE) \_\_\_\_\_

Number of micro-enterprise opportunities/micro-businesses started or supported \_\_\_\_\_

Number of restaurants/distributers/stores buying local (new starts or those ongoing) \_\_\_\_\_

Number of schools buying local produce (new starts or those ongoing) \_\_\_\_\_

If you work with school districts, please record the total number of schools in the district, not just the count of districts.

Number of businesses renovated/modified to include local, healthy foods (new starts or those ongoing) \_\_\_\_\_

Number of agricultural structures built (e.g. greenhouses chicken coops, etc.) \_\_\_\_\_

Number of community kitchens built or significantly modified/enhanced \_\_\_\_\_

Number of farmers markets started or operated \_\_\_\_\_

- Total sales of local food (e.g., farmers' markets, CSAs, neighborhood stores, etc.) \$ \_\_\_\_\_

Number of new and/or value-added products developed \_\_\_\_\_

- Total sales of new and/or value-added products \$ \_\_\_\_\_

## Section 6: Community Food Assessments

This section collects data on community food assessment (CFA) activities that took place during this reporting period. For projects involved in more than one community food assessment, data may be combined and reported in aggregate.

### 18) Total number of community food assessments completed

\_\_\_\_\_

### 19) Number of residents living in regions covered by assessment(s)

\_\_\_\_\_

## Section 7: Community Leadership

Leadership roles can take on many forms. Examples might include participation on food policy councils, serving as a neighborhood council representatives, organizing a community garden meeting, etc.

### 20) Number of participants assuming new or enhanced leadership roles in community

---

### 21) Number of participants of color assuming new or enhanced leadership roles in community (participants representing races/ethnicities other than White/Caucasian)

---

## Section 8: Food Policy Councils

### 22) Food Policy Councils

Number of food policy councils/networks formed or operated \_\_\_\_\_

Number of organizations represented on the council(s) or network(s) \_\_\_\_\_

Number of individuals on the council(s) or network(s) \_\_\_\_\_

Number of individuals of color on the council(s) or network(s)  
(participants representing races/ethnicities other than White/Caucasian) \_\_\_\_\_

## Section 9: Food Policies

### 23) Food Policies: Please include both formal and informal policies and occurring at the organizational or governmental level.

Total number of policies approved \_\_\_\_\_

Number of residents affected by policy(ies) \_\_\_\_\_

Number of policies approved to increase the health and safety for food system workers \_\_\_\_\_

Number of policies approved that support small and mid scale farmers \_\_\_\_\_

Number of policies approved to increase equitable employment practices for farm workers \_\_\_\_\_



## Section 10: CFP Participant Survey Data

24) Did you administer the CFP PS to project participants?

- Yes
- No

25) If yes, please provide the following information:

How many total surveys did you distribute? \_\_\_\_\_

How many completed surveys did you receive? \_\_\_\_\_

What percentage of your total participants do these completed surveys represent? \_\_\_\_\_%

---

Thank you for completing the CFP IOS! The impacts of your Community Food Project, recorded here and compiled with other CFP grantees, are an important piece of creating a deeper understanding of our combined impact and progress toward community food security.

After you submit this information, you will be provided a link to enter individual CFP PS responses for your organization.

Thank you for participating!