



Lunch for Children

Guidebook for Application

This application guidebook is a public document; all applicants and volunteers can download and use this guidebook for free. The right of interpretation belongs to Lunch for Children.

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1. About Lunch for Children

1.1 Who we are

Lunch for Children is a non-governmental organization founded in China. We are dedicated to providing solutions to tackle global issues such as child hunger, food security and malnutrition to help children in poverty building a better future.

Mission To create a hunger-free childhood

Principles

Transparency,
Professionalism,
Security,
Efficiency




Plan

To provide free lunch for
hungry children in the
world, especially in less
developed regions

Vision To build a world with no child in hunger

1.2 Our Story

Lunch for Children is a well-known Chinese charity organization. In response to China “Belt and Road Initiative”, China Social Welfare Foundation, Chinese Red Cross Foundation and Dream Building Service Association (DBSA) launched Lunch for Children to build up Chinese charity brand and expand the international influence. Up to now, Lunch for Children has been implemented in 6 countries in African including Kenya, Ethiopia, and Tanzania, providing free lunch for 4682 hungry children.



Apr 2011

Celebrated journalist Mr. Deng Fei established this organization with support from 500 journalists and the China Social Welfare Foundation.

Sep 2016

Liu Xuanguo, the Vice Chairman of Chinese Red Cross Foundation, published an article advocating to provide free food to reduce rate of children’s dropout from school in Africa.

Oct 2016

Yin Binbin, founder of Dream Building Service Association (DBSA), was invited by Deng Fei to implement Lunch for Children in Africa.

Jan 2017

Xue Yu, founder of Pearl Humanitarian Rescue Institution, donated 1 million RMB donation for Lunch for Children

Mar 2017

Lunch for Children in Africa was first implemented in 6 primary schools in Mathare, Kenya.

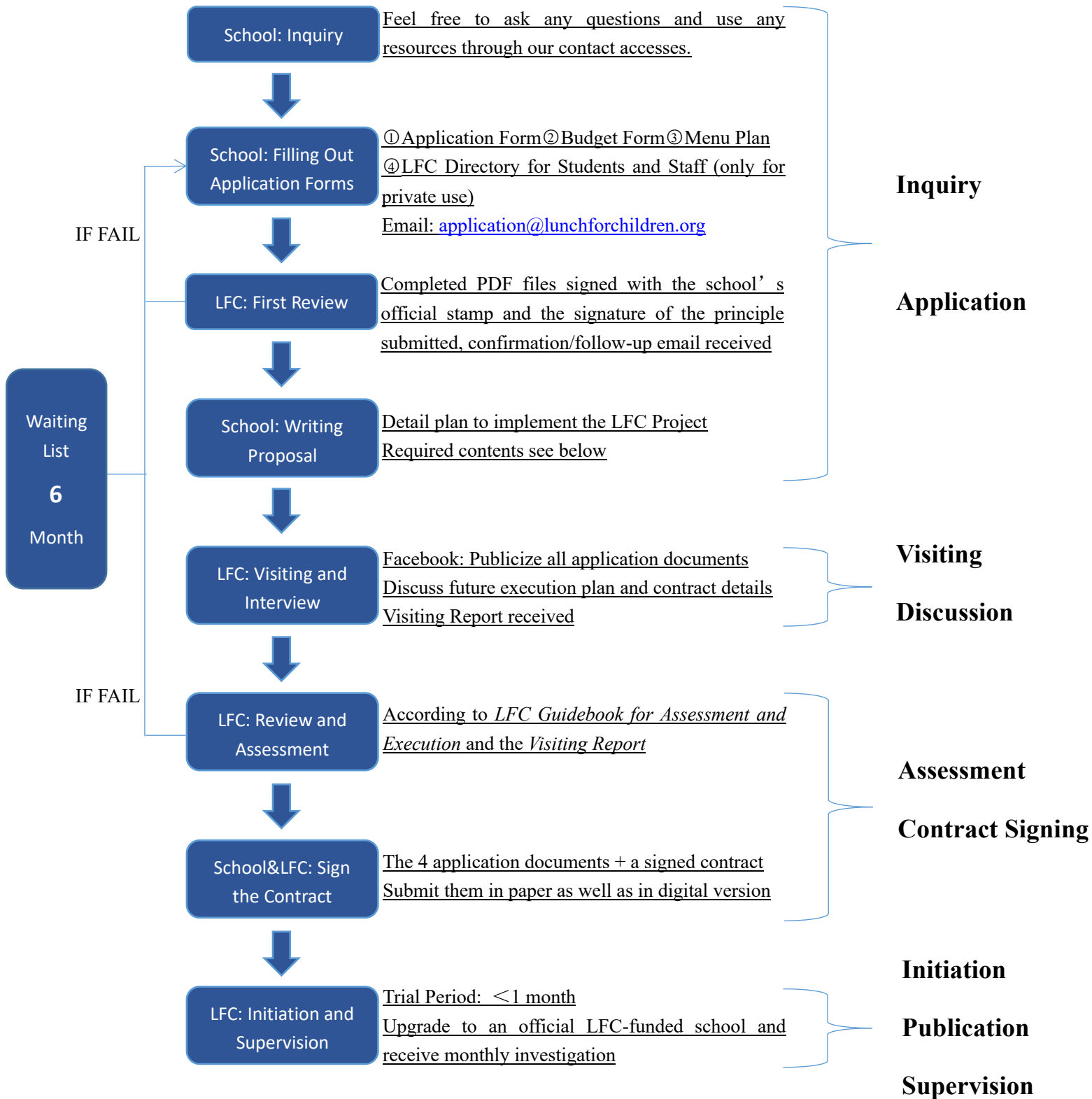
Aug 2018

Lunch for Children in Africa has been implemented in 6 African countries benefiting 4682 students in poverty.

May 2019

Lunch for Children has received applications from XXX schools from 10 African countries.

2. School Application Procedure



Detail Information for each step see below.

Note:

1. **Screening Criteria** Due to budget constraints and implementation difficulties, we have a strict screening criteria for school selection. To be responsible for the quality of our project and for our partners, each application will be checked, discussed, investigated and assessed seriously and carefully. The number of students, the water supply, the current school facilities and other related factors will be taken into account during the screening process¹.

2. **Expense Coverage** To prevent over-reliance and to ensure sustainability in the local execution of the project, LFC will ONLY cover 70% to 90% of the food expense and ONLY for school days (21 days per month on average). Weekends and holidays are not covered. Every 100 students should be equipped with at least one kitchen staff. Salary for kitchen staff, start-up fees and other expenses will NOT be covered.

3. **Average Cost/Person • Day** According to the standard developed by the World Food Programme, together with the current situation of the LFC Project in Kenya and China, the average cost per day per person² should be controlled under 0.3 USD.

4. **Food Safety and Hygiene** All schools should pay special attention to food safety and hygiene³ and be open to public supervision of the execution status of the project. Lunch for Children values food safety and hygiene as one of the most important parts of the execution and our team will also supervise the food safety and hygiene condition in the long term cooperation⁴.

5. **Extra Fee Charge Banned** According to LFC regulations, schools are BANNED to charge any extra fee in any form (eg. higher school fee after the initiation of the LFC) from the students and their family for lunch.

6. **Serious problems during project implementation will lead to disqualification.**⁵

¹ For more detailed information of the evaluation factors see the attached document *LFC Guidebook for Assessment and Execution*.

² Total Yearly Expense/Number of Participate·200 School Days

³ For instructions see the attached document *Instruction Handbook for Food Safety and Hygiene*.

⁴ For more detailed information on the supervision system see the attached document *LFC Guidebook for Execution*.

⁵ For more detailed information on the supervision system see the attached document *LFC Guidebook for Assessment and Execution*.

2.1 Inquiry and application

2.1.1 Inquiry

Email:

All schools and organizations are welcome to ask any questions to our contact email: application@lunchforchildren.org.

Website:

All information concerning LFC, including application-related procedures, documents, telephone numbers, email addresses and websites please see our official website <http://www.lunchforchildren.org>.

News will also be updated on our website: <https://www.lunchforchildren.org>.

Facebook:

Official Facebook account: [Lunch For Children](#)

Twitter:

Official Twitter account: [freelunchafrica](#)

2.1.2 Application Forms

Four forms are required for application:

1. LFC School Application Form
2. LFC School Budget Form
3. LFC School Menu Plan
4. LFC Directory for Students and Staff (only for private use)

2.1.3 Submission

Email address for application: application@freelunchforchildren.org.

1. Complete filling and save the forms in PDF version. (One way to save as PDF, in your MS Word Office file, go to File menu, click Save As; then in the File Format box, click PDF and export file).
2. Completed PDF files should be printed and then signed with the school's official

stamp and the signature of the principle (please do this at the bottom of each form). Signed and scanned copies of the completed files should be sent to us.

3. The School will then receive a confirmation email from the LFC executive team, provided that the application documents are completed and formally into screening processes. Incomplete applications will receive a follow-up email enquiring about missing files.

2.1.4 Proposal

After reviewing all the application documents, LFC will evaluate the school or organization carefully. If all the information passes our review and evaluation, schools will be asked to provide a proposal detailing how they will implement the LFC Project. A comprehensive feedback needs to be declared.

The following details are required:

1. **Background:** Introduce the history of the school and/or organization and other essential local social environment related to LFC.

2. **Problem Statement and Situation Analysis:** Justify the special needs in participating in LFC and potential problems LFC will meet at your school.

Suggestion: Outline the reasons why the School/Organisation requires support from LFC and highlight any problems LFC may encounter if implemented.

3. **Management and Implementation:** Declare how LFC will be implemented, including implementation procedures, health and food safety compliance, staff training and management, and other relevant information.

4. **Food Safety:** Describe specific practices you will follow to guarantee food safety for children, and how to reduce the potential food bacteria.

Suggestion: Consider the important factors listed in *LFC Guidebook for Assessment and Execution* and in *Instruction Handbook for Food Safety and Hygiene*.

5. **Risk Management:** State what kind of challenges may occur and how precautionary principle will be conducted.

6. **Monitoring and Evaluation:** Explain your proposed internal monitoring and

evaluation system. Explain how is the best way for the local LFC project to involve supervision from children, parents, the public and LFC. As our official partner, the school should establish a team to evaluate the project, send Monthly Reports to our project director, and publicize the details to the public. Your monitoring and evaluation team is responsible for:

1) Updating the program's income and expenditure, balance of funds (if applicable) and number of people having meals every working day, through public venues such as the school's official Facebook and Twitter account;

2) Submitting Monthly Reports about the children's food nutrition, materials' purchased, and staff management of the school to the LFC;

3) other monitoring related work.

7. **Sustainability:** Explain how this project may sustain itself without external support and what kind of efforts you will take to effectively implement it.

8. Other relevant information considered vital in this project.

One application is only valid for 6 months. Out-of-date applications need to be updated with the latest information.

2.2 Visiting and discussion

After receiving a confirmation our team will be conducting field visit. The applicant school should open an official Facebook account to publicize all application documents (except the directory for students and staff) and all lunch-related expenditure, then @Free Lunch for Children official account (Facebook: Free Lunch for Children Int, Twitter: freelunchafrica). LFC executive team will visit the potential schools to discuss the local implementation methods and to ensure all information is authentic. The details of the contract will then be discussed. Our staff members shall then submit a visiting report to the schools within two weeks after the last field visit day.

2.3 Assessment and Contract Signing

After our team has verified all information, All the documents will be reviewed again, including the school's proposal. Our team will then assess whether the school is eligible for participating in the LFC program or not. Updated final paper version of application documents and signed contract will be taken to the LFC office by our staff members. Final confirmation documents include:

1. LFC School Application Form
2. LFC School Budget Form
3. LFC Menu Plan
4. LFC Directory for Students and Staff
5. Signed Contract

The documents all above must be the original files with school official stamp and principle's signature included. Digital versions must be sent to our application email: application@freelunchforchildren.org.

2.4 Initiation, Publication and Supervision

The next stage will be to conduct a trial period of the FLFC programme. This will cover a period of less than one month, though this can be adjusted depending on the specific conditions of the school. The outcome of the trial period, including quality of schools public reporting obligations and transparency in execution will determine whether an upgrade to an official LFC-funded school will be offered.

Subsequent funding can be adjusted according to the implementation situation, as well as transparency in execution, the monthly reporting, and food quality and overall safety and hygiene standards in the implementation progress. The amount of single grant should last no more than three months. Food procurement over 1,000 USD or long-term supplier should have two or more suppliers participating in bidding with proper documentation recorded and submitted.

To sustain the LFC project, schools need to coordinate with our team, the students, the

parents, relevant organizations and partners to proceed, monitor and assess the project including implementation process, transparency, food safety, risk management, etc. Schools should update the executive situation on its official Facebook and Twitter account (for more detailed information on how to operate on social media accounts please see the attached document *LFC Guidebook for Execution*).

3. Application Forms and Filling Guidance

Note:

1. We only accept application forms completed with a word processor; please do not submit handwritten version.
2. LFC only cover food expenses for school days (21 days per month in average), weekends and holidays are not covered. Reference standard is 0.3 USD per person per day. And every 100 students should be equipped with at least one kitchen staff.
3. School official stamp and signature of the principal on the bottom of each application forms is crucial for the scanned PDF version.
4. Any false information could lead to disqualification in the first and second review.

3.1 Lunch for Children School Application Form

Lunch for Children

School Application Form

Note:

1. ★=Must answer; complete one application per school;
2. Typing only;
3. **All price in US dollar;**
4. Please refer 《Free Lunch Application Guide book》 to help you fill out the application;
5. **Required documents:** a) School official registration documents, b) Pictures of school (including sanitary facility, kitchen, dining hall and etc.). **Please send as attachments;**
6. Incomplete applications will delay approval. Any false information would lead to disqualification;
7. please feel free contact us through cooperation@freelunchforchildren.org if there are any question related to the application processes.

1.School Information			
School Name★			
School Address★	Country	State	City
	Street Address		Zip
School Type★	Kindergarten <input type="checkbox"/> Elementary School <input type="checkbox"/> Primary School <input type="checkbox"/> Middle School <input type="checkbox"/> Secondary School <input type="checkbox"/> High School <input type="checkbox"/> Orphanage <input type="checkbox"/> Other _____		
Previous Year National Exam Performance			
School Phone★		School Email Address★	
Contact Person★		Contact's Email Address★	
Contact's Telephone Number★			
Supervisory department Contact★	Name		
	Phone	Email	
School Website or Social Media Page★	(Please list all the links)		
Number of Students★		Age Range of Students★	
Number of Staff★	_____ Teachers	_____ Kitchen helps	_____ Others
	_____ In total		
Average tuition fee per student★		School instruction language★	
Percentage of Students Who Have No Lunch★		Estimated Number of Participants in Free Lunch for Children Program★	
Whether the school	Yes <input type="checkbox"/> Price per student per meal _____ \$		

currently provides meal for students? ★	No <input type="checkbox"/>		
Geographical Condition	Location of School	Hills <input type="checkbox"/>	Plateau <input type="checkbox"/> Mountainous <input type="checkbox"/> Other _____
	Roadway Condition	Un-surfaced <input type="checkbox"/>	Tarmac <input type="checkbox"/> Hill <input type="checkbox"/> Other _____
Student Recruit Region	Radius _____ Kilometers, _____ Numbers of Villages		
Common Transport to School	(Please list three most common transport)		
Time for Students Arriving at School	Within 0.5 hour ___% Within 0.5-1 hours ___% Within 1-2 hours ___% More than 2 hours ___%		
Distance from Local Market	Within _____ Kilometers	Main religion	
Student Accommodation	_____ Numbers of Day Student, _____ Numbers of Boarding Student		
2.School Facilities			
Primary Energy Source for Cooking★	Firewood <input type="checkbox"/> Gas <input type="checkbox"/> Coal <input type="checkbox"/> Electricity <input type="checkbox"/> Solar <input type="checkbox"/> Other		
Electricity Supply★	Sufficient supply <input type="checkbox"/> Just enough <input type="checkbox"/> Not enough <input type="checkbox"/> No electricity supply <input type="checkbox"/>		
School Current Energy Expense	_____ \$/year		
Supporting Facility★	Washing hands <input type="checkbox"/> Washing dishes <input type="checkbox"/> Toilet <input type="checkbox"/> Kitchen <input type="checkbox"/> Dining hall <input type="checkbox"/>		
Whether There Is Space For Building Kitchen Or Dinning Hall? ★	Yes <input type="checkbox"/> No <input type="checkbox"/>	Empty rooms which can be used as kitchen	Exciting <input type="checkbox"/> No <input type="checkbox"/>
Drainage System★	(Please describe)		
Waste Management System★	(Please describe)		
Source of Water★	Tap water <input type="checkbox"/> Well water/river water <input type="checkbox"/> Water tank <input type="checkbox"/> Rainwater <input type="checkbox"/> Other		
Water Purification System★	Filtering system <input type="checkbox"/> Precipitation or disinfection <input type="checkbox"/> Boiling <input type="checkbox"/> No water purification <input type="checkbox"/> Other _____		
Five Main Types of Local Staple Food★			
Any School Facility Renovation Needed?	(Please describe)		
3.Economic Condition			
Officially Published Per Capita Income in the Country/Region★	_____ \$/year Reference link:		
Average Student Family Annual Income	(per family)		
Student Family's Main Source of Income	Agriculture <input type="checkbox"/> Handicraft <input type="checkbox"/> Ranching and Livestock Industry <input type="checkbox"/> Tourism <input type="checkbox"/> Small scale business <input type="checkbox"/> Other		
4.Other Participating Programs			
Other Food-related Program This School Participating or Currently Applying	(Please list all the programs)		
Other Organization This School Has Cooperated With	(Please list all the organizations)		
Government Support Received By This School	(Please list the department of government and the content of support)		

Application No. _____ (Filled only by the LFC team)

5. Future Follow Up Plan	
Post Weekly Menu On Social Media For Supervision	Agree <input type="checkbox"/> Disagree <input type="checkbox"/>
Update Weekly Actual Meal Expense to the Committee	Agree <input type="checkbox"/> Disagree <input type="checkbox"/>
...	
...	
6. Application reference ★ (Please fill this part if 1. A reference individual that highly recommend this school. 2. An organization submit application on behalf of, consulting with, intermediary or with other relations with this school)	
Reference Person Information	Name <input type="text"/> Phone <input type="text"/> Email <input type="text"/>
	Organization and Position <input type="text"/>
	Relationship with the school <input type="text"/>
Reference Organization Information	Name <input type="text"/> Phone <input type="text"/> Email <input type="text"/>
	Relationship with the school <input type="text"/>
	Total Number of School Cooperating With This Organization <input type="text"/>
	Total Number of Students Represented by This Organization <input type="text"/>
	Website or Social Media Page <input type="text"/> (Please list all the links)
Comments on This School★	<input type="text"/>
Date of Application(Y/M/D) ★	<input type="text"/>

3.2 School Budget Form

Free Lunch for Children

School Application Form Budget Table

Notes:

1. ★=Must Answer ;
2. Typing only;
3. All Price in US Dollar;
4. Please Refer 《Free Lunch Application Guide book》 ;
5. Attention: FLFC only pay the 70%-90% of the total expense written in the tables.

School Name★						
School address		Country			City	
★		Street Address			Zip	
Budget for food						
Item name	Unit (Example: Liter)	Unit price	Quantity per year	Food cost per month (21 days)	Food cost for a year (200 days)	Additional comments
		/				
		/				
		/				
		/				
Regular expense						
Average cost per person per day★						
Total number of participate★						
Total Daily Expense★						
Total Monthly expense (21days)★						
Current Dollar exchange rate★		(Local currency/ US Dollar)			(Date of filling)	
Summary		Local currency			US Dollar	
First month expense★						
First Year Budget★						
First Two Years Budget★						
Notes						
1. Average cost per day per person=Total yearly expense / number of participate / 200 working days						
2. Reference standard based on FLFC operation in China and Kenya is about						
0.3 USD per person per day.						

Signature of School Principal _____

Name of the Principal _____

Date _____

(School official seal)

3.3 Menu Plan (Week sample)

All Price in US Dollar

School Name★					
School Address★	Country				City
	Street Address				Zip
Monday Menu					
Breakfast			Lunch		
Monday Budget					
Item	Unit	Unit price	Quantity	Item Total Price	Additional Comments
Tuesday Menu					
Breakfast			Lunch		
Tuesday Budget					
Item	Unit	Unit price	Quantity	Item Total Price	Additional Comments
Wednesday Menu					
Breakfast			Lunch		
Wednesday Budget					
Item	Unit	Unit price	Quantity	Item Total Price	Additional Comments

Application No. _____ (Filled only by the LFC team)

Thursday Menu					
Breakfast			Lunch		
Thursday Budget					
Item	Unit	Unit price	Quantity	Item Total Price	Additional Comments
Friday Menu					
Breakfast			Lunch		
Friday Budget					
Item	Unit	Unit Price	Quantity	Item Total Price	Additional Comments
Week Seasoning and Spice Budget (Example: Salt)					
Item	Unit	Unit price	Quantity	Item Total Price	Additional Comments

Signature of School Principal _____
 Name of the Principal _____
 Date _____
 (School official seal)

Application No. _____ (Filled only by the LFC team)

Total Number of Students★: _____

Staff Contact

Staff Name	Gender	Position	Contact	Notes

Total Number of Staff★: _____

Kitchen Staff Contact

Name	Gender	Work type	Contact	Notes

Total Number Of Kitchen Staff★: _____

Signature of School Principal _____

Name of the Principal _____

Date _____

(School official seal)

4. Contact Information of LFC

Website: www.lunchforchildren.org

Email: admin@lunchforchildren.org

Facebook: [Lunch For Children](#)