

Hunger-Free Campus Grant Program Annual Student Survey and Reporting

Technical Assistance Webinar
June 2026

Welcome



Purpose of this session:

- Introduce the [*MHEC Form for the Hunger-Free Campus Annual Student Survey*](#) and the [*Institutional Guidelines for the Hunger-Free Campus Annual Student Survey*](#)
- Clarify expectations for survey administration, reporting, and compliance
- Support institutions in preparing submissions for final reporting



Participation:

- This webinar is designed for **current Hunger-Free Campus grantees**
- This webinar **is being recorded**
- Your participation indicates **consent to be recorded**
- Please use the **Q&A function** to submit questions
- We will address questions at the end as time allows

Statutory Background

- Statutory basis: [Maryland Education Article §11-1702](#)

*(a) There is a **Hunger-Free Campus Grant Program**.*

(b) The purpose of the Program is to:

(1) Address student hunger;

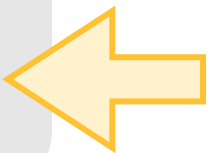
(2) Leverage more sustainable solutions to address basic food needs on campus;

(3) Raise awareness of services currently offered on campus that address basic food needs; and

(4) Build strategic partnerships at the local, State, and national levels to address food insecurity among students.

(c) (1) The Commission shall administer the Program.

(2) The Commission shall develop the form to be used for the annual student survey required under § 11-1703 of this subtitle.



Statutory Background

- Statutory basis: [Maryland Education Article §11-1703](#)
- Statute requires designated campuses to:

*Conduct a standardized
annual student survey on
hunger and submit the
results to the Commission*

*Submit an **annual report**
detailing its efforts to
address student hunger to
the Commission*

- Applies to all institutions receiving Hunger-Free Campus funding

Annual Student Survey



Model Survey Instrument

- Available on the [Hunger-Free Campus Grant Program webpage](#)
- Designed to align with statutory requirements
- Informed by feedback gathered through the Maryland Hunger-Free Campus Grant Coalition
- Institutions may use their own survey instrument, provided it:
 - collects the information needed to meet statutory requirements
 - incorporates the reporting prompts in the model survey



Required Survey Components



Institutions must administer the **standardized annual student hunger survey** during each funded year



Survey results must be included in the **final grant report**

What the Survey Should Capture

Student experiences with food access and basic needs

Awareness of and use of campus and community food resources

Barriers to applying for or accessing food assistance programs or supports

Contextual and demographic information that helps interpret student needs (enrollment, employment, living situation, dependents)

Administering the Survey



Determine format:

Web-based
Mobile
Paper



Determine target population:

All students (recommended)
Representative sample (acceptable)



Consult internal experts:

Institutional research
Student affairs
Legal counsel

Student Privacy & Data Quality

- Protect student privacy in collection, analysis, and reporting
- Consider factors affecting data quality:



Survey Length



Timing



Outreach
Strategies



Accessibility
and Clarity

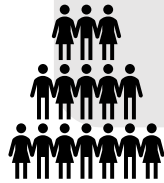
Annual Report



What Your Annual Report Must Include



Description of
survey
administration



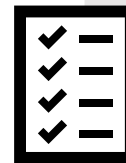
Who was surveyed
and how



Response rates



Key findings



How results inform
Hunger-Free Campus
efforts

Presenting Your Data



Include tables, charts, and narrative summaries as appropriate



Ensure visuals display correctly



Follow formatting standards:

PDF or Word

1" margins, single-spaced, left-justified

11–12 pt font

Calibri, Arial, Times New Roman, Georgia, Verdana

Updated Final Report Forms



Available on the
[Hunger-Free Campus
Grant Program webpage](#)



Hunger Free Campus Grant Program
Final Report

Grant #:	
Project Title:	
Project Director:	Organization:

Please complete each of the sections below. Attach additional sheets as needed. Please feel free to include any additional information that is pertinent to your project's progress.

1. Overview of Program

Provide a narrative overview of how your institution addressed student food insecurity during the grant period.

Address the following areas:

- Efforts to **address student hunger**
- Efforts to **leverage sustainable solutions** to meet basic food needs
- Efforts to **raise awareness of existing services**
- Efforts to **build strategic partnerships** at the local, state, or national level
- Activities and progress of the **Campus Hunger-Free Task Force**
- Efforts to **enroll students in SNAP**
- Participation in **National Hunger and Homelessness Awareness Week**
- Challenges encountered and how they were addressed

2. Annual Student Hunger Survey Results

Attach or summarize the results of the **annual student hunger survey**.

Include:

- Survey administration method
- Number of students invited and number who responded
- Key findings (tables or charts encouraged)
- Any notable trends or observations
- How results will inform future hunger-free campus efforts

3. Progress Toward Task Force Objectives

Describe progress toward the objectives established by the Campus Hunger-Free Task Force.

Include:

- Goals set
- Actions taken
- Outcomes achieved
- Any adjustments made during the grant period

4. Final Results and Data Summary

Provide final results for the following elements (tables encouraged):

- Number of students served (include demographics if collected)
- Activities conducted
- Dates of activities

5. Budget Expenditures

Attach the completed **Final Budget Summary Report** (Excel form) and provide narrative explanation of expenditures, variances, or unspent funds.

Updated Final Report Forms



Available on the
[Hunger-Free Campus
Grant Program webpage](#)

HUNGER FREE CAMPUS GRANT PROGRAM
FINAL BUDGET SUMMARY

Institution: _____

SOURCE OF FUNDS							
	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
	Grant Funds Budgeted	Grant Funds Spent	Grant Funds Remaining	Institution Contributions Budgeted	Institution Contributions Spent	Other Contributions Budgeted	Other Contributions Spent
A. Salaries & Wages							
Professional Personnel [List each by name followed by title in brackets]							
1							
2							
3							
4							
Other Personnel (list categories & # of each in brackets)							
5. []							
6. []							
7. []							
8. []							
Total Salaries and Wages							
B. Fringe Benefits							
C. Travel							
D. Equipment							
1							
2							
E. Materials and Supplies							
F. Consultant and Contractual Services							
G. Other (specify)							
1							
2							
H. Total Direct Costs (A through G)							
I. Total Indirect Costs (max. 8% of H)							
J. Total (H and I)							

Name & Title of Finance Officer (printed): _____

Date: _____

Next Steps

Review the [*MHEC Form for the Annual Student Survey*](#) and the [*Institutional Guidelines for the Annual Student Survey*](#)

Confirm your internal campus **timeline for survey administration**

Ensure **reporting deadlines** from grant award documents are on your calendar

Questions





Thank You





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