



MI Farm to School Implementation Grant Application 2015-2016

MICHIGAN STATE UNIVERSITY
Center for Regional Food Systems

SCOPE OF FUNDING

With funding from the W.K. Kellogg Foundation, the MI Farm to School Grant Program, offered through the Michigan State University (MSU) Center for Regional Food Systems (CRFS), will award up to 20 Michigan K-12 schools/districts and early childhood programs with funds (\$2,000 maximum each) to plan for or implement Farm to School programs. The grant year is September 8, 2015 - June 5, 2016.

The MI Farm to School **Planning Grant** helps schools/districts and early childhood programs plan for integrating fresh, local foods into their meal programs AND ultimately develop a Farm to School Action Plan to begin a Farm to School program. The MI Farm to School **Implementation Grant** helps schools/districts and early childhood programs put existing Farm to School plans into action AND ultimately develop a Farm to School Sustainability Plan to keep the program going and growing in future years. Qualified applicants may receive up to three years of grant funding for either or both programs provided that program requirements are met. A goal of this program is to help vulnerable children find more healthy and local food choices in school and early childhood food programs.

GRANT ELIGIBILITY

K-12 public, private and charter schools/districts:

- The food service program must have **at least 50% free and reduced-price meal eligibility** at the time of application.
- Food service directors from a district may choose to focus on a few school buildings or an entire district's food service program, **but the district must have 50% free and reduced-price meal enrollment.**
- Schools and districts awarded planning grant funding last year (2014-2015) are eligible to apply for implementation grant funding this upcoming grant year (2015/2016).

Early childhood programs:

- Head Start programs, including Migrant and Seasonal Head Start and Native American Head Start, Early Head Start and Great Start Readiness programs automatically qualify given federal and state requirements for these programs.
- If a preschool or other early childhood program is in a K-12 school/district, the school or district must have 50% free and reduced price meal eligibility or greater. Programs solely contracting with a school/district for food programs must apply in partnership with the school/district food/nutrition services director.
- Other center-based programs such as private for profit, private non-profit, faith-based, and day care home programs, they must be located in an attendance area of a school building where at least 50% of the enrollment are eligible for free and reduced price meals. All programs must receive USDA CACFP (Child and Adult Care Food Program) meal reimbursements. (To search a database of free and reduced-price meals percentages by school building (MSDS Free Reduced Percentage), refer to the *Fiscal Year 2015 School Data for Tiering and At-Risk* document, available at www.michigan.gov/cacfp under "What's New.")

APPLICATION SELECTION

Applications will be reviewed by a committee and scored based upon completeness and descriptions provided within the following categories: (1) project summary; (2) need and readiness; (3) objectives, activities, timeline and overall





feasibility; (4) plans for developing Farm to School Action Plan OR plans to build on existing Farm to School plan; and (5) project budget and description. Please see the attached scoring rubric for details. **The focus of this grant is on procurement and use of local foods**, but current use of fresh produce in school meals will be considered for grantee selection as will geographic diversity of schools/districts and early childhood programs. *Please note that this grant program is not intended to fund school gardens as the focus of a Farm to School program, but it can help support these activities if they relate to local food procurement for food service programs.*

MI FARM TO SCHOOL IMPLEMENTATION GRANT

Farmers and food service directors/providers must often work through numerous challenges to start or expand Farm to School programs. The goal of the MI Farm to School Grant Program is to overcome these challenges by helping to begin and expand Farm to School programs across the state. The MI Farm to School Implementation Grant is intended to help Michigan K-12 schools/districts and early childhood programs implement farm to school plans or “scale up” existing Farm to School programs and develop a Farm to School Sustainability Plan to keep the program going and growing into the future.

APPLICANT ELIGIBILITY REQUIREMENTS:

- The primary applicant must be the food service/nutrition director/provider of school/district or early childhood program. (For the purposes of this grant program, applications from school districts will be referred to as “district” and applications from private or charter schools will be referred to as “school.”)
- Only one application for either the planning or implementation grant (not both) is allowed per early childhood program and school/district per grant year.
- See the previous page for eligibility requirements of K-12 schools/districts and early childhood programs represented by food service/nutrition directors or providers who apply.
- Evidence of Farm to School planning that has already occurred (i.e. list of current and/or potential partners, training and learning opportunities attended, current partnerships, etc.) must be provided.

EXAMPLES OF WAYS TO USE IMPLEMENTATION GRANT FUNDING:

- Purchase of equipment, resources and/or materials that will help to increase the use of local foods in the food service program
- Purchase of fresh, local food products to use in the food service program
- Costs associated with learning opportunities, student engagement, wellness committee engagement, etc.
- Marketing materials for fresh, local foods in cafeterias (i.e. posters, line tags, etc.)
- On-going training or learning opportunities for food service staff to use local foods, in addition to those required through this grant program

REQUIREMENTS OF THE MI FARM TO SCHOOL GRANT PROGRAM:

- Attendance of orientation webinar and one regional MI Farm to School Training hosted by MSU CRFS in fall 2015;
- Completion and submission of payment forms as necessary for funding disbursements at the beginning and mid-point of the grant year;
- Completion and submission of a mid-year report, including expense documentation (i.e. invoice, receipts and summary of how funds were used, and how use fits into implementation, etc.), and plans for remaining funding;
- Completion of evaluation activities and materials as requested (e.g. online surveys at the beginning and end of the grant year, interviews, etc.)
- Submission of a year-end report due June 5, 2016, including a one-page narrative listing activities and descriptions of how objectives were met with timeline AND one-page Sustainability Plan



COMPLETING THE APPLICATION

1. COMPLETE the Contact and Program Information page (see next page).
2. TYPE the project summary and narrative response in three pages or less. Include a separate budget chart and a brief description that explains each budget item.
3. EMAIL the completed application as an attachment (MS Word or compatible document) to **Colleen Matts** at matts@anr.msu.edu. If you are unable to email OR prefer to mail or fax the application, please send to:

Colleen Matts
Center for Regional Food Systems
Michigan State University
480 Wilson Road, Rm. 303
East Lansing, MI 48824-1222
517-432-0312 (phone)
517-353-3834 (fax)
www.mifarmtoschool.msu.edu

APPLICATIONS MUST BE RECEIVED BY 5pm EST on Wednesday, MAY 6, 2015.

All grant applications must include:

- Contact and program information page (must be food service/nutrition director)
- Project summary (limited to one paragraph)
- Narrative responses (not to exceed three pages, including the project summary)
- Budget and description of budget items (separate from three page maximum)
- Appropriate attachments to indicate Farm to School planning that has already occurred.

APPLICATIONS THAT DO NOT FOLLOW THESE GUIDELINES WILL NOT BE REVIEWED.



CONTACT AND PROGRAM INFORMATION

Contact Information	
Contact Name and Title <i>(only food service/ nutrition directors/providers may apply)</i>	
Mailing Address	
Email	
Telephone	
Fax	
Summer email (if different)	
Summer telephone (if different)	

Program Information	
County:	
Early Childhood Program:	School/district:
Ages Served:	Grades Served:
Enrollment:	Enrollment:
Free and reduced price meal percentage, if applicable, or name of school attendance area to determine free and reduced percentage*	Free and reduced price meal percentage:
Do you currently provide fresh foods in your food service program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many times per week? <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five	



MI FARM TO SCHOOL IMPLEMENTATION GRANT NARRATIVE

- *Limit the narrative section to a maximum of three pages.*
- *Project budget and budget description will not be counted as part of the three pages.*
- *All responses must be typed.*

An outcome and deliverable of your Implementation Grant will be a Farm to School Sustainability Plan, **due by June 5, 2016**, that addresses the following questions:

1. How will your food service program purchase and use local (Michigan) foods in the preparation of meals and menu options?
2. Which local food products and how much of each will be incorporated into meals and menu options? Will you incorporate local food products into all buildings within your district or specific buildings? (Provide enrollment data as applicable.)
3. What approaches will be used to develop more and/or strengthen existing relationships with local food systems resources?
4. How will the food service director/provider pursue local food system learning opportunities? (i.e. learning opportunities, trainings, webinars, etc.)
5. What are plans for sustaining and/or expanding your Farm to School program beyond the grant year? Who will be involved? Provide a list of current and potential future partners.
6. How will you determine whether you are successful in developing your Farm to School Sustainability Plan? What does Farm to School success mean to you?

With these questions in mind, please describe the following in your application narrative:

1. Project Summary

Provide a one paragraph overview of your proposal. In one sentence, state your overall project goal(s). Describe how your goal(s) align with that of your school/district/early childhood program and/or food service program. Describe benefits of this project to your school/program community. This is a broad and general statement of what you want to accomplish; it summarizes the application. You may want to write this last.

2. Need & Readiness

Why does your school community need a Farm to School Implementation Grant? Describe how you will develop and engage relationships with local community resources, and build upon existing relationships, to address Farm to School priorities in your food service program. Identify additional partners (if any) that will need to be involved in the Farm to School implementation process.

In addition, describe what resources, infrastructure or systems/processes are already in place that will help your school/district/program to implement a successful farm to school program. What changes will you need to make to include more local foods in your food service program?

3. Objectives, Activities and Timeline

Clearly state the project objectives; use descriptive statements that specifically describe what you hope to accomplish by when (include deadlines). Describe objectives, activities planned to achieve objectives and anticipated timeframes to accomplish activities. All objectives should lead to the end goal of having a comprehensive Farm to School Sustainability Plan in place by June 5, 2016.

4. Putting Your Plan to Action

First, please attach your Farm to School Plan or evidence of planning with a list of educational activities attended, meetings held, established partnerships, etc. This is not counted as part of three-page limit.



Then, describe how you plan to build from your existing Farm to School plan to utilize local foods in your food service program. Areas to consider are:

- Utilizing current resources
- Addressing current obstacles
- Engaging and sustaining partnerships
- How your plan aligns with your school/district/program values, goals or commitments to student access to healthy food
- Documenting farmer, student, teacher, administration, and/or community engagement in your efforts

5. Proposed Project Budget *(not counted as part of three-page limit)*

Provide an itemized budget and a brief description of each item. All expenses should be directly linked to the project objectives. If technical assistance or training for outlined work is needed, include costs of services. Include mileage costs *(must be at or below \$.57/mile)* for farmers and/or food service personnel to attend workshops or meetings. Include mileage to attend one regional Farm to School training offered at no cost in fall 2015 in each of the following counties: Wayne, Calhoun, Wexford and Alger counties. Additionally, a schedule of free MI Farm to School Grant Program webinars will be announced at the start of the grant year.

Total funding request for MI Farm to School Implementation Grants shall not exceed \$2,000 each. Implementation grants may include the purchase of local produce and/or school cafeteria or kitchen equipment to support Farm to School. Please refer to the budget table below as a guideline for line item categories to use in your budget planning.

SAMPLE IMPLEMENTATION GRANT BUDGET

Category	Description of Expenditures	Cost
Training/Learning Opportunities	Costs for food service staff to attend knife skills training on 9/24/15	Registration: \$25/person= \$100
	Travel to attend MI Farm to School Training in fall 2015	Mileage (@ .57/mi x 100 miles x 2) = \$114
Supplies/ Materials	Duplication of materials received at Farm to School Training for school nutrition staff	\$225
Local Food	Tree fruit from local orchard for school lunches	\$500
Continued Planning	Travel for farm visit for planning meeting	Mileage (@ .57/mi x 62 miles x 2) = \$70.68
Total:		



IMPLEMENTATION GRANT SCORING RUBRIC

Project Summary:

- Clearly stated goal(s) that will lead to a Farm to School Sustainability Plan
- Describes benefits of the project to school/district/program and/or community
- Limited to one paragraph

Need and Readiness:

- Describes specific needs of school community
- Indicates specific avenues to create and engage farm to school relationships
- Describes pre-existing resources, relationships and systems already in place that will help sustain a successful farm to school program
- Clearly explains why the school/program is ready for a farm to school program

Objectives, Activities, Timeline:

- Contains clear, attainable, and measurable objectives
- Includes appropriate activities and services
- Clear and feasible timeline with partners listed
- Expected outcomes align with school needs and readiness
- Plans align with project goal(s)

Putting Plan To Action:

- Clearly addresses plans to sustain the Farm to School program beyond the grant period
- Describes Farm to School planning activities that have already occurred
- Has a clear plan of action for implementing a Farm to School program
- Describes plans to engage and sustain partnerships

Budget:

- Budget provides sufficient information to support requested funds
- Costs are reasonable in relation to the expected outcomes
- Description of budget items aligns with and supports the budget