



MI Farm to School Planning 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.
- Only food service/nutrition directors can apply for their school district(s) or school.
- 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 in 2015/2016 will be eligible to apply for implementation grant funding for the next grant year.

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 PLANNING 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 **Planning Grant** is intended to help Michigan K-12 schools/districts and early childhood programs develop a Farm to School Action Plan to begin a Farm to School program.

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.

EXAMPLES OF WAYS TO USE PLANNING GRANT FUNDING

- Meeting expenses for gathering farmers, food service professionals, students, parents, community members, etc.
- Trainings or learning opportunities (i.e. fresh food prep, knife skills, seasonal menu planning, etc.), in addition to those required for grantees
- Fees associated with attending conferences related to Farm to School, local agriculture, food systems, etc.
- Costs associated with co-learning opportunities, student engagement, school wellness committee engagement, etc.
- Purchase of kitchen or cafeteria equipment (up to \$500) to help prepare or serve fresh, local produce

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.); and
- 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 Action 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 Rd., Natural Resources Rm 303
East Lansing, MI 48824-1222
517-432-0312 (phone)
517-353-3834 (fax)
www.mifarmtoschool.msu.edu

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

All grant applications must include:

- Contact and program information page (must be food service/nutrition director/provider)
- 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 (if any)

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	

*See the first page for grant eligibility requirements.



MI FARM TO SCHOOL PLANNING 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 Planning Grant will be a Farm to School Action 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. Who was involved in the planning process? Who will be involved in implementing your plan? Provide a list of all current and future partners.
5. How will the food service/nutrition director/provider pursue local food system learning opportunities (i.e. learning opportunities, trainings, webinars, etc.)?
6. How will you determine whether you are successful in developing your Farm to School Action 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) aligns with that of your school/district or 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 Planning 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 planning 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 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 Action Plan in place by **June 5, 2016**.*

4. Developing an Action Plan

Please describe the process for developing your Farm to School Action Plan. This plan should indicate how you are going to implement a Farm to School program utilizing 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. Additionally, a schedule of free Farm to School Grant Program webinars will be announced at the start of the grant year.

Total funding requests of MI Farm to School Planning Grant shall not exceed \$2,000 each. Planning grants may include purchase of school cafeteria or kitchen equipment up to \$500. Please refer to the budget table below as a guideline for line item categories to use in your budget planning.

SAMPLE PLANNING 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	Food processor	\$500
Farm to School Planning	Travel for farm visit for planning meeting	Mileage (@ .57/mi x 62 miles x 2) =\$70.68
Total:		



SCORING RUBRIC

<p>Project Summary:</p> <ul style="list-style-type: none">• Clearly stated goal(s) that will lead to a comprehensive Farm to School Action Plan• Describes benefits of the project to school/district/program and/or community• Limited to one paragraph
<p>Need and Readiness:</p> <ul style="list-style-type: none">• Describes specific needs of school/district/program 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 develop a successful Farm to School program• Clearly explains why the school/district/program is ready for a Farm to School program
<p>Objectives, Activities, Timeline:</p> <ul style="list-style-type: none">• Contains clear, attainable, and measurable objectives• Includes appropriate activities and services• Clear and feasible timeline with partners listed• Expected outcomes align with needs and readiness• Plans align with project goal(s)
<p>Developing an Action Plan:</p> <ul style="list-style-type: none">• Clearly addresses plans to develop a Farm to School Action Plan• Describes what a “successful” Farm to School plan is for the school/district/program• Clearly indicates how a Farm to school Program will be implemented in the future
<p>Budget:</p> <ul style="list-style-type: none">• 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