



MI Farm to School Grant 2016-2017 Implementation Grant Application

PROGRAM OVERVIEW

Food service directors/providers must often work through numerous challenges to start or expand farm to school programs. The MI Farm to School Grant Program's goal is to overcome these challenges by helping to begin and expand farm to school programs across the state.

The MI Farm to School Grant Program supports K-12 schools/districts and early childhood programs serving vulnerable children to plan for and implement local food purchasing practices. One-year grants of up to \$2,000 will be awarded to K-12 schools/districts and early childhood programs to support farm to school programs that focus on local food procurement. Sites serving fewer number of children are encouraged to request funding adequate to their needs. Qualified applicants may receive up to three years of grant funding provided that program requirements are met and grantees reapply each year. *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.*

Planning Grants are for schools/districts and early childhood programs in initial stages of farm to school activity that will work towards developing a Farm to School Action Plan.

Implementation Grants are for schools/districts and early childhood programs that have already started farm to school programs that will work towards developing a Farm to School Sustainability Plan to keep the program going and growing in future years.

ELIGIBILITY

All applications must be completed by the food service/nutrition director/provider of the school/district or early childhood program. Only one application is allowed per school/district or early childhood program.

Eligible K-12 public schools/district, private, and charter schools must:

- Have at least 50% of the district enrollment eligible for free and reduced-price meals, and
- Participate in the National School Lunch Program

Eligible early childhood programs must:

- Participate in the Child and Adult Care Food Program (CACFP), and meet one of the following three criteria:
- Head Start, Early Head Start, and Great Start Readiness Programs (GSRP) are automatically eligible;
- Preschool or other early childcare programs within a K-12 school/district are eligible if at least 50% of the district enrollment qualifies for free and reduced-price meals; or
- Other center-based programs including private for-profit, private non-profit, faith-based, and day care homes are eligible if they are located within an attendance area of a school building where at least 50% of the enrollment qualify for free and reduced price meals.



APPLICATION SELECTION

See the information that follows for application requirements. Applications will be reviewed by a committee and scored based upon completeness, feasibility, and descriptions provided within the following categories: 1) project summary; 2) needs and readiness; 3) objectives, activities, and timeline; 4) indication of sustainability plan development; 5) program indicator report; and 6) project budget and description. See the attached scoring rubric for details.

IMPLEMENTATION GRANT ELIGIBILITY

K-12 schools/districts and early childhood programs should meet the following criteria when pursuing an implementation grant:

- Demonstrated previous farm to school activity, which must be described in the application; and
- A farm to school team or school health committee to implement the grant activities.

If you do not meet these criteria, consider applying for a **MI Farm to School Planning Grant**.

REQUIREMENTS OF THE MI FARM TO SCHOOL GRANT PROGRAM

- Attend orientation webinar and one regional MI Farm to School Training hosted by MSU CRFS in fall 2016, which will be held in: Wayne, Kent, and Cheboygan counties
- Attend (virtually or by phone) the Farm to School Webinar Series, offered throughout the grant year.
- Complete and submit payment forms as necessary for funding disbursements at the beginning and mid-point of the grant year.
- Complete and submit a mid-year report due January 11, 2017, including expense documentation (receipts, invoices, etc.), indicator report, and plans for remaining funds.
- Participate in evaluation activities and complete materials as requested (surveys at the beginning and end of the grant year, interviews, etc.).
- Submit a year-end report due June 7, 2017, including a one-page narrative describing activities and how objectives were met with a timeline, indicator report, expense documentation AND one-page Sustainability Plan.

EXAMPLES OF WAYS TO USE IMPLEMENTATION GRANT FUNDING

- Purchase of fresh, local food products to use in the food service program
- Costs associated with learning opportunities, student engagement, wellness committee engagement, etc.
- Purchase of equipment, resources and/or materials that will help to increase the use of local foods in the food service program, up to \$1,000
- 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.
- Costs associated with building relationships with farmers and/or local food vendors/suppliers



COMPLETING THE APPLICATION

All application materials must be typed. Please send the completed application as an attachment (MS Word, PDF, or compatible document) to Abby Harper at harperab@msu.edu. If you prefer to mail or fax the application, please send to:

Abby Harper
Center for Regional Food Systems
Michigan State University
480 Wilson Rd. Rm 303
East Lansing, MI 48824
517-353-3834 (fax)
517-432-4525 (phone)

Implementation Application Checklist:

- Contact and program information page
- Program indicator page
- Program summary and narrative responses (limited to three pages)
- Evidence of previous farm to school planning
- Budget and description of budget items

Application Deadline:
Wednesday May 11, 2015 at

An informational Informational Webinar will be held on Wednesday, April 13, 2016 from 1:30 pm – 2:30 pm. Questions about the application and eligibility will be answered during the webinar.

Register at: <https://msu.zoom.us/webinar/register/393761a96d075cdf4ac87b605f06faf5>



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	



PROGRAM INDICATORS

<p>Who are your community partners? <i>Organizations or groups that support your farm to school efforts</i></p>	
<p>Who are members of your farm to school team/committee? <i>Names, titles, and affiliation/organization</i></p>	
<p>From which sources are you currently purchasing local food? <i>(check box and provide names)</i></p>	<p><input type="checkbox"/> Full service (broadline) distributor _____</p> <p><input type="checkbox"/> Specialty distributor (dairy, produce, local) _____</p> <p><input type="checkbox"/> Farmers market/farm stand _____</p> <p><input type="checkbox"/> Local farm _____</p> <p><input type="checkbox"/> Farmer cooperative/collaborative _____</p> <p><input type="checkbox"/> Grocery store _____</p> <p><input type="checkbox"/> Food hub _____</p> <p><input type="checkbox"/> Other _____</p>



<p>Which of these products have you <i>purchased</i> <u>locally</u> this school year (2015-2016)?</p>	<table border="0"> <tr> <td><input type="checkbox"/> Asparagus</td> <td><input type="checkbox"/> Onions</td> <td><input type="checkbox"/> Cherries (tart)</td> </tr> <tr> <td><input type="checkbox"/> Beans, green</td> <td><input type="checkbox"/> Parsnips</td> <td><input type="checkbox"/> Cherries (sweet)</td> </tr> <tr> <td><input type="checkbox"/> Beans, dry</td> <td><input type="checkbox"/> Peas</td> <td><input type="checkbox"/> Grapes</td> </tr> <tr> <td><input type="checkbox"/> Beets</td> <td><input type="checkbox"/> Peas, sugar snap</td> <td><input type="checkbox"/> Melon</td> </tr> <tr> <td><input type="checkbox"/> Broccoli</td> <td><input type="checkbox"/> Peas, snow</td> <td><input type="checkbox"/> Nectarines</td> </tr> <tr> <td><input type="checkbox"/> Brussels sprouts</td> <td><input type="checkbox"/> Peppers, bell</td> <td><input type="checkbox"/> Peaches</td> </tr> <tr> <td><input type="checkbox"/> Cabbage</td> <td><input type="checkbox"/> Peppers, hot</td> <td><input type="checkbox"/> Plums</td> </tr> <tr> <td><input type="checkbox"/> Carrots</td> <td><input type="checkbox"/> Potatoes</td> <td><input type="checkbox"/> Raspberries</td> </tr> <tr> <td><input type="checkbox"/> Cauliflower</td> <td><input type="checkbox"/> Pumpkins</td> <td><input type="checkbox"/> Rhubarb</td> </tr> <tr> <td><input type="checkbox"/> Celery</td> <td><input type="checkbox"/> Radishes</td> <td><input type="checkbox"/> Strawberries</td> </tr> <tr> <td><input type="checkbox"/> Collard Greens</td> <td><input type="checkbox"/> Rutabaga</td> <td><input type="checkbox"/> Watermelon</td> </tr> <tr> <td><input type="checkbox"/> Corn (sweet)</td> <td><input type="checkbox"/> Spinach</td> <td><input type="checkbox"/> Beef</td> </tr> <tr> <td><input type="checkbox"/> Cucumbers</td> <td><input type="checkbox"/> Squash, summer</td> <td><input type="checkbox"/> Chicken</td> </tr> <tr> <td><input type="checkbox"/> Edamame</td> <td><input type="checkbox"/> Squash, winter</td> <td><input type="checkbox"/> Fish</td> </tr> <tr> <td><input type="checkbox"/> Eggplant</td> <td><input type="checkbox"/> Sweet potatoes</td> <td><input type="checkbox"/> Lamb</td> </tr> <tr> <td><input type="checkbox"/> Garlic</td> <td><input type="checkbox"/> Swiss chard</td> <td><input type="checkbox"/> Pork</td> </tr> <tr> <td><input type="checkbox"/> Herbs</td> <td><input type="checkbox"/> Tomatoes</td> <td><input type="checkbox"/> Turkey</td> </tr> <tr> <td><input type="checkbox"/> Kale</td> <td><input type="checkbox"/> Turnips</td> <td><input type="checkbox"/> Fluid Milk</td> </tr> <tr> <td><input type="checkbox"/> Kohlrabi</td> <td><input type="checkbox"/> Apples</td> <td><input type="checkbox"/> Cheese</td> </tr> <tr> <td><input type="checkbox"/> Lettuce</td> <td><input type="checkbox"/> Blackberries</td> <td><input type="checkbox"/> Eggs</td> </tr> <tr> <td><input type="checkbox"/> Mixed greens</td> <td><input type="checkbox"/> Blueberries</td> <td><input type="checkbox"/> Maple Syrup</td> </tr> <tr> <td><input type="checkbox"/> Mushrooms</td> <td><input type="checkbox"/> Cantaloupe</td> <td><input type="checkbox"/> Honey</td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Asparagus	<input type="checkbox"/> Onions	<input type="checkbox"/> Cherries (tart)	<input type="checkbox"/> Beans, green	<input type="checkbox"/> Parsnips	<input type="checkbox"/> Cherries (sweet)	<input type="checkbox"/> Beans, dry	<input type="checkbox"/> Peas	<input type="checkbox"/> Grapes	<input type="checkbox"/> Beets	<input type="checkbox"/> Peas, sugar snap	<input type="checkbox"/> Melon	<input type="checkbox"/> Broccoli	<input type="checkbox"/> Peas, snow	<input type="checkbox"/> Nectarines	<input type="checkbox"/> Brussels sprouts	<input type="checkbox"/> Peppers, bell	<input type="checkbox"/> Peaches	<input type="checkbox"/> Cabbage	<input type="checkbox"/> Peppers, hot	<input type="checkbox"/> Plums	<input type="checkbox"/> Carrots	<input type="checkbox"/> Potatoes	<input type="checkbox"/> Raspberries	<input type="checkbox"/> Cauliflower	<input type="checkbox"/> Pumpkins	<input type="checkbox"/> Rhubarb	<input type="checkbox"/> Celery	<input type="checkbox"/> Radishes	<input type="checkbox"/> Strawberries	<input type="checkbox"/> Collard Greens	<input type="checkbox"/> Rutabaga	<input type="checkbox"/> Watermelon	<input type="checkbox"/> Corn (sweet)	<input type="checkbox"/> Spinach	<input type="checkbox"/> Beef	<input type="checkbox"/> Cucumbers	<input type="checkbox"/> Squash, summer	<input type="checkbox"/> Chicken	<input type="checkbox"/> Edamame	<input type="checkbox"/> Squash, winter	<input type="checkbox"/> Fish	<input type="checkbox"/> Eggplant	<input type="checkbox"/> Sweet potatoes	<input type="checkbox"/> Lamb	<input type="checkbox"/> Garlic	<input type="checkbox"/> Swiss chard	<input type="checkbox"/> Pork	<input type="checkbox"/> Herbs	<input type="checkbox"/> Tomatoes	<input type="checkbox"/> Turkey	<input type="checkbox"/> Kale	<input type="checkbox"/> Turnips	<input type="checkbox"/> Fluid Milk	<input type="checkbox"/> Kohlrabi	<input type="checkbox"/> Apples	<input type="checkbox"/> Cheese	<input type="checkbox"/> Lettuce	<input type="checkbox"/> Blackberries	<input type="checkbox"/> Eggs	<input type="checkbox"/> Mixed greens	<input type="checkbox"/> Blueberries	<input type="checkbox"/> Maple Syrup	<input type="checkbox"/> Mushrooms	<input type="checkbox"/> Cantaloupe	<input type="checkbox"/> Honey	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Asparagus	<input type="checkbox"/> Onions	<input type="checkbox"/> Cherries (tart)																																																																				
<input type="checkbox"/> Beans, green	<input type="checkbox"/> Parsnips	<input type="checkbox"/> Cherries (sweet)																																																																				
<input type="checkbox"/> Beans, dry	<input type="checkbox"/> Peas	<input type="checkbox"/> Grapes																																																																				
<input type="checkbox"/> Beets	<input type="checkbox"/> Peas, sugar snap	<input type="checkbox"/> Melon																																																																				
<input type="checkbox"/> Broccoli	<input type="checkbox"/> Peas, snow	<input type="checkbox"/> Nectarines																																																																				
<input type="checkbox"/> Brussels sprouts	<input type="checkbox"/> Peppers, bell	<input type="checkbox"/> Peaches																																																																				
<input type="checkbox"/> Cabbage	<input type="checkbox"/> Peppers, hot	<input type="checkbox"/> Plums																																																																				
<input type="checkbox"/> Carrots	<input type="checkbox"/> Potatoes	<input type="checkbox"/> Raspberries																																																																				
<input type="checkbox"/> Cauliflower	<input type="checkbox"/> Pumpkins	<input type="checkbox"/> Rhubarb																																																																				
<input type="checkbox"/> Celery	<input type="checkbox"/> Radishes	<input type="checkbox"/> Strawberries																																																																				
<input type="checkbox"/> Collard Greens	<input type="checkbox"/> Rutabaga	<input type="checkbox"/> Watermelon																																																																				
<input type="checkbox"/> Corn (sweet)	<input type="checkbox"/> Spinach	<input type="checkbox"/> Beef																																																																				
<input type="checkbox"/> Cucumbers	<input type="checkbox"/> Squash, summer	<input type="checkbox"/> Chicken																																																																				
<input type="checkbox"/> Edamame	<input type="checkbox"/> Squash, winter	<input type="checkbox"/> Fish																																																																				
<input type="checkbox"/> Eggplant	<input type="checkbox"/> Sweet potatoes	<input type="checkbox"/> Lamb																																																																				
<input type="checkbox"/> Garlic	<input type="checkbox"/> Swiss chard	<input type="checkbox"/> Pork																																																																				
<input type="checkbox"/> Herbs	<input type="checkbox"/> Tomatoes	<input type="checkbox"/> Turkey																																																																				
<input type="checkbox"/> Kale	<input type="checkbox"/> Turnips	<input type="checkbox"/> Fluid Milk																																																																				
<input type="checkbox"/> Kohlrabi	<input type="checkbox"/> Apples	<input type="checkbox"/> Cheese																																																																				
<input type="checkbox"/> Lettuce	<input type="checkbox"/> Blackberries	<input type="checkbox"/> Eggs																																																																				
<input type="checkbox"/> Mixed greens	<input type="checkbox"/> Blueberries	<input type="checkbox"/> Maple Syrup																																																																				
<input type="checkbox"/> Mushrooms	<input type="checkbox"/> Cantaloupe	<input type="checkbox"/> Honey																																																																				
<input type="checkbox"/> Other _____																																																																						
<p>Did you <i>receive</i> <i>donations</i> of the above <u>local</u> products? If so, which? <i>Include farmer/vendor</i></p>																																																																						
<p>Total (\$) amount spent on <i>local</i> food in 2015-2016</p>																																																																						
<p>Total (\$) amount spent on <i>total</i> food purchases in 2015-2016</p>																																																																						
<p>Are there any topics for training or webinars that you are interested in?</p>																																																																						



PROGRAM SUMMARY AND NARRATIVE

Please limit summary and narrative section to a maximum of three pages. All responses must be typed.

1) Project Summary

- Summarize the application with a one paragraph overview of your proposal.
- State your overall project goal(s) and describe how your goal(s) align with that of your school/district or early childhood program.
- Describe benefits of this project to your school/program community.
- Evidence of previous farm to school planning

2) Need and Readiness

- Why does your school/early childhood program need a MI Farm to School Grant?
- How will you develop and engage in relationships with local community partners and build upon existing relationships to address farm to school priorities? What new partners need to be engaged?
- Describe the 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, explaining in detail what you hope to accomplish, including deadlines.
- List planned activities and anticipated timeframes for each activity.
- Objectives and activities should all lead to the goal of having a comprehensive Farm to School Sustainability Plan in place by June 2017.

4) Developing a Sustainability Plan

- Please describe the planned process for developing your farm to school sustainability plan. This plan is due in June 2017, and should address the following questions:
 - How will your food service program purchase and use local foods in the preparation of meals and menu options?
 - Which local foods and how much of each will be incorporated into meals and menu options?
 - What approaches will be used to develop more and/or strengthen existing relationships with local food systems resources?
 - How will the food service/nutrition director/provider pursue local food system learning opportunities?
 - What are plans for sustaining and/or expanding your farm to school plan beyond the grant year? Who will be involved?
 - How will you determine farm to school success?

ITEMIZED PROJECT BUDGET

Provide an itemized budget (template below) and a brief description of each item. All expenses should be directly linked to project objectives. Implementation grants may include the purchase of local produce and/or school cafeteria or kitchen equipment to support farm to school, and can include cost of technical assistance or training, mileage costs (at \$.54/mile) for farmers and/or food service personnel to attend workshops or meetings workshops or meetings.

Total funding request shall not exceed \$2,000. Sites serving fewer number of children are encouraged to request funding adequate to their needs. Equipment costs should be limited to no more than \$1,000. Please refer to the budget table below as a guideline for line item categories to use in your budget planning.

Sample Budget Template:

Category	Description of Expenditures	Cost
Training/Learning Opportunities	Costs for food service staff to attend knife skills training	Registration = \$25/person Mileage = 100*\$.54 Total for four staff = 154
	Travel to attend MI Farm to School Training in fall 2016	Mileage = 50*\$.54 = \$27
Supplies/Materials	Knives and cutting boards for fresh, local food processing	\$400
	Marketing materials featuring local farmers and products	\$200
Local food	Seasonal foods purchased from local farm for monthly tastings	\$500
	Seasonal foods purchased from local farm for seasonal special events (Apple Crunch, Cultivate Michigan featured foods, etc.)	\$500
Total		\$1,781



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)

Indication of Sustainability Plan Development:

- 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

Indicator Report

- Completed to the best of your ability
- Indicates current or potential team members and community partners

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

