

# 2016 Farm to School Implementation Grant Application

## Farm to School Grant Program

This grant program is made possible by collaboration between the Vermont Agency of Agriculture, Food & Markets and Vermont FEED (Food Education Every Day).

**Deadline:  
November 6, 2015**

Monday, October 19<sup>th</sup> at 3pm-4pm, the Vermont Agency of Agriculture, Food and Markets will host a webinar for all potential Vermont Farm to School Grant Program applicants. The webinar will cover all of the basics of the Request for Proposals. There will be time to ask questions, during this interactive webinar. If you are interested in joining in on the webinar, [register here:](https://attendee.gotowebinar.com/register/4631995467540438017)

<https://attendee.gotowebinar.com/register/4631995467540438017>



**AGENCY OF AGRICULTURE, FOOD & MARKETS**

Implementation  
Grant Request  
for Proposals

AND

2016 Vermont  
Milk Cooler  
Grant  
Application

# 2016 Farm to School Implementation Grant

**Since 2007 the Vermont Farm-to-School Grant Program has been awarding Vermont schools with funds to integrate local foods and food, farm and nutrition education in school cafeterias, classrooms and communities. To date, the program has impacted over 27,000 students and served 96 schools.**

The goals of the grant program are for schools and school districts to develop sustainable programs that serve food to Vermont students that is as fresh and nutritious as possible; maximize the use of fresh, locally grown, produced and processed foods; educate students about healthy eating habits through nutrition education, including hands-on techniques to make the connections between farming and the foods that students consume; increase the size and stability of farmers' direct sales market; and increase school meal participation by increasing the selection of foods available to students.

These goals are best achieved when incorporating the three C's of farm to school: connections between Cafeteria, Classroom and Community. These three components should be included in each application, for example:

- **Classroom** – creating standards-based farm, full circle food system, and nutrition curriculum and professional development for teachers.
- **Cafeteria** – using local and seasonal produce, taste tests and professional development for school food personnel.
- **Community** – developing community events, school community gardens, engaging farmers, businesses and other community partners.

Together the three C's support healthy children, healthy agriculture, and healthy communities. Applicants should demonstrate a working relationship between the 3 C's, and be able to demonstrate clear partnerships within the school community.

The focus of the Implementation Grant is to create a robust and resilient farm to school program, which is self-sustaining. The Vermont Farm to School Implementation Grant should serve to assist Vermont schools in implementing existing Farm to School initiatives. Schools applying for an implementation grant must have an existing Wellness or Farm to School Committee with prior experience in community development or Farm to School training. Successful applicants will demonstrate an advanced experience in farm to school, already having implemented a farm to school action plan, and ready to use funding to make a significant impact on the school community. Evidence of a strong, sustainable farm to school committee, as well as incorporation of basic farm to school elements are key components of a strong application. Applicants must demonstrate a diverse relationship with the whole school community, including teachers, administrators, parents and children. Purchasing Vermont farm products and serving them through the school food-service program is also an essential component of all grants.

Priority consideration will be given to schools and school districts that are in the more mature stages of developing farm to school connections and education and that are making progress toward the implementation of the [Vermont Wellness Policy Guidelines](#) developed by the Agency of Agriculture, Food & Markets, the Agency of Education, and the Department of Health, dated June 2015.

# 2016 Farm to School Implementation Grant

In addition to meeting the goals of the grant program, Vermont Agency of Agriculture, Food and Markets is committed to supporting the Vermont Farm to School Network's global goal:

*By 2025, 75% of Vermont Schools will lead the cultural shift to a values-based food system that engages 75% of our Students in integrated food system education; community-based learning; nourishing universal meals; and the experience of self-efficacy; purchasing at least 50% from a socially just and environmentally and financially sustainable regional food system.*

**While developing your grant application, please remember that a successful grant requires participation of teachers, food service, administrators, students, community, and local food producers. Successful projects will touch on all three areas of classroom, cafeteria, and community. Programs should also include plans for sustaining the program beyond the period of the grant including suggested language for sustainability or best management practices for Farm to School. A school or district application should include but is not limited to the following activities:**

## **Cafeteria**

- Training of food service staff to increase knowledge of local procurement and processing of local farm products
- Purchase of equipment to increase the ability of food service to serve local food and capture food scraps for donation or recycling
- Increase access of local farm product in the school meals program
- Taste testing with students and staff to determine recipes or items that should appear on the school meals menu
- Outreach to students to demonstrate local foods that are being served
- Creation of clear goals for local food purchasing that is linked to both cafeteria menus and classroom activities, including nutrition and full circle food system education

## **Classroom**

- Hands on farm and full circle food system education including school gardens, cooking, and collection of food scraps for composting
- Educational visits to farms, educational visits from farmers
- Farm and full circle food system education integrated into existing curriculum
- Professional development for educators to integrate food and farm education into existing curriculum

## **Community**

- Utilize volunteers from the community to advance the program
- Hold harvest festivals, community meals or Farm to School open house
- Communicate farm to school activities through school newsletter, community websites or local media
- Presentations about your farm to school program for local organizations such as school boards, community development boards or other organizations that could strengthen community support for the program
- Develop a program, in partnership with local food rescue organizations, to donate surplus foods from the school cafeteria/garden

# 2016 Farm to School Implementation Grant

## **Implementation Grant Eligibility**

1. A school, a school district, a consortium of schools may apply for this competitive grant.
2. Applicants that demonstrate prior farm to school experience and show support from a variety of school and community partners.
3. Applicants that have or establish a school health committee or project subcommittee to implement the activities of this grant. This committee must include representatives from food service, farmers / local producers, teachers or school health services, and a parent or community member.

### **Examples of committee members are:**

- School administrators
- Food Service manager/directors
- Physical educators
- Students
- Farm to School Coordinators
- School board members
- Health educators
- Parents
- Teachers
- Health Services
- Food Rescue Organizations
- Community health agency (e.g. American Cancer Society)
- Other community representatives
- Farmers and local producers
- Local chefs or food store managers
- Local non-profits (e.g. land conservation or agricultural groups)

It is highly recommended that schools consult the *Vermont School Wellness Policy Guidelines* while developing a proposal for the Vermont Farm to School grant program. These guidelines were established by the Agency of Education in collaboration with the Department of Health and the Agency of Agriculture, Food and Markets and can be accessed here:

<http://education.vermont.gov/documents/edu-vt-school-wellness-policy-guidelines.pdf>

Establishing or expanding a school's existing wellness team to include Farm to School initiatives is encouraged. A successful Farm to School program takes collaboration of multiple partners across various disciplines.

# 2016 Farm to School Implementation Grant

**The maximum amount of an implementation grant award will be \$10,000.** These are competitive grants. More than \$50,000 is available to support Farm to School Planning and Implementation Grants, along with technical assistance for Planning grantees, from funds provided by the Vermont State Legislature for the 2016 grant cycle. Applicants will be notified of awards in December 2015.

Schools or school districts receiving a grant are required to submit an invoice and signed grant agreement to the Vermont Agency of Agriculture. All grantees are required to submit interim and final reports, through an online survey tool, to the Vermont Agency of Agriculture, Food and Markets. Survey questions will be shared with grantees, upon receipt of grant agreement. Grant recipients must complete an interim report by December 30, 2016 and a final report by July 30, 2017. The final report shall include a description of grant activities, your Farm to School action plan, and a summary of expenditures.

## Completing the Application

The full application is provided below. Project proposals will be reviewed by an advisory panel which will include representatives from the Vermont Agency of Agriculture, Food, and Markets, Vermont FEED, Vermont Farm to School Network, and other stakeholders. Applicants will be notified of funding decisions by early December 2015. Successful applicants will need to submit an invoice and signed grant agreements to the VAAFAM before funds can be disbursed.

1. **COMPLETE** the Cover Page and Signature Page.
2. **TYPE** the project summary, narrative response, and budget sections.
3. **Please attach in an email a completed application (including scanned signature page as a SINGLE document in PDF form to [alexandra.zipparo@vermont.gov](mailto:alexandra.zipparo@vermont.gov).** If you are unable to scan and email, please mail the application to: Ali Zipparo  
Vermont Agency of Agriculture  
116 State Street; Montpelier, VT 05620-2901  
[alexandra.zipparo@vermont.gov](mailto:alexandra.zipparo@vermont.gov)

**Application Deadline:** Received or postmarked by 4:30 p.m. November 6, 2015

### All grant applications must include:

- Cover page
- Signature page
- Project summary (not to exceed 300 words)
- Narrative responses (not to exceed word limits for each question)
- Budget (two page maximum; separate page)
- Appropriate attachments (do not send your school's whole Wellness Policy)
- All responses must be typed, 12 point Times New Roman font, single-spaced with 1" margins
- Three letters of support: one from school principal or superintendent, one from the food service director and at least one additional letter from a stakeholder (Examples: teacher, school nurse, farmer, parent, school board member)

***Applications that do not follow these guidelines will not be reviewed.***

# 2016 Farm to School Implementation Grant

## Cover Page

### Programmatic Contact Information:

Name of School/Schools	Name of Supervisory Union
Grades Served	Number of Students (total)
Contact Name	Title
Mailing Address	
Telephone	E-mail
Free & Reduced Lunch Rate for Participating Schools (if CEP, please indicate)	
% of Students Participating in School Meal Program	

### Fiscal Agent Contact Information:

Fiscal Agent & Federal ID #	
Contact Name	Title
Mailing Address	
Telephone	E-mail

**Please let us know who contributed to writing this grant, their title/s and organizational association/s, below.**

# 2016 Farm to School Implementation Grant

## Signature Page

**Indicate potential or existing members of your school health committee, or farm to school project subcommittee (must include original signatures):** Additional members may be listed on the back of this Signature Page. Refer to page 3, Requirement #1, for committee members.

Member Name	Title	Email and phone	Signature
1			
2			
3			
4			
5			
6			
7			

# 2016 Farm to School Implementation Grant

## Supporting Administrator's Information:

I certify that, to the best of my knowledge and belief, this application is complete. I further agree to support the activities conducted within our school for which this funding is intended.

<b>Principal's name if for a school; Superintendent's name if for a school district or consortium</b> (Please print)	<b>Principal's signature; Superintendent's signature if for a school district or consortium</b>
--	---

<b>Food Service Director</b> (Please print)	<b>Food Service Director's signature</b>
---	--

<b>Other farm to school stakeholder</b> (Please print)	<b>Other farm to school stakeholder's signature</b>
--	---

# 2016 Farm to School Implementation Grant

Using the chart below, please provide your current year best estimate for the following. This information will be required in interim and final reports for grantees. Our intention for collecting this information at the application stage is to establish baseline metrics for the grant program's impact. Incomplete reporting of this baseline information will not affect your application status.

# of students involved in FTS activities	
# of farms your school has a relationship with	
# of farms you buy or receive local product from	
Total dollar (\$) amount spent on purchasing LOCAL FOOD annually, by school food service	
Total dollar (\$) amount spent on purchasing FOOD annually, by school food service	
Pounds of local food PURCHASED & used in school meals	
Pounds of local food DONATED & used in school meals	
Pounds of DONATED food from school garden	
Total dollar (\$) amount spent on purchasing food from SCHOOL GARDEN	
Pounds of surplus food captured and DONATED to local food rescue organization	
Pounds of food scraps collected and DIVERTED from the landfill	

## Farm to School Implementation Grant Narrative Questions

### 1. Project Summary (300 words): 5 points

Provide an overview of your proposal. Begin your summary, in no more than three sentences, with your overall project goal(s) (e.g. "The goal of this project is to develop new local foods recipes, extend our local food use into winter and set up direct relationships with 3 local farmers."). Then, describe benefits of this project to your entire school community. Include a description of how the project will align with the Vermont Framework Standards and Proficiency-Based Graduation Requirements, if a secondary school. This is a broad and general statement of what you want to accomplish; it summarizes the application. The summary should explain how the project goals will lead to a comprehensive farm to school plan. Be sure to describe why you want to do this and how your school has prepared for this step. Also, include the anticipated outcomes of your project.

# 2016 Farm to School Implementation Grant

## 2. Need and Readiness (300 words): 20 points

Clearly describe your school and community (e.g. # of staff, brief community profile - both in the school and the larger community, free and reduced lunch rate, local farms, food rescue organizations, composters and agricultural resources your school is engaged with, and the specific needs that this project will address). Describe what work your school and/or community has already completed toward your project, and how this project will help reach your goal of having a robust, resilient and sustainable farm to school program. “Make the case” for why your school is ready to implement a Farm to School project. Please include information about prior farm to school work (including a description of your current farm to school action plan) that has occurred within the school community, and has reached the broader community.

## 3. Objectives, Activities and Timelines (1 page): 30 points

Restate your project goal(s). Objectives are clear, descriptive statements that describe specifically what you will accomplish and by when. Describe your expected objectives, activities planned to achieve objectives and anticipated timeframes to accomplish activities. Be sure to make the objectives clear, attainable and measurable. The objectives should include activities and services that are appropriately related to the project and overall goal of a sustainable farm to school program. Review the activities listed in the application. These are some of the critical components of Farm to School and your project should reflect similar components.

- The objectives should be based on the schools’ needs and readiness and should align with the project goal (most projects have 2-4 objectives).
- The activities are tasks to carry out an objective.
- The timeline should include anticipated dates of completion for activities.
- Identify partners responsible for each task.

**The completion deadline for this grant is 18 months** but this is still a short timeframe with start date of January 1, 2016 an end date of June 1, 2016, so depending on the readiness of your school and community, be sure to choose attainable objectives. Reviewers are looking for how activities build on each other and are working toward a greater change beyond just a onetime event or activity.

## 4. Collaboration and Coordination (450 words): 15 points

Farm to School initiatives have greater impact when implemented in a coordinated and collaborative fashion. Identify who in your school community and greater community will be responsible for coordinating activities to accomplish your goal(s). Specifically identify your agricultural and/or local food connections and community partners, and how they integrate into your farm to school program. Describe how these partners will work together- they should not be working in isolation, but as part of a greater, collaborative group. Describe how this project aligns or cooperates with school and/or community wellness initiatives. The most successful projects coordinate and link efforts in the classroom, cafeteria and the community.

# 2016 Farm to School Implementation Grant

## 5. Program Sustainability (400 words): 10 points

A major goal of the Vermont Farm to School Implementation Grant Program is to ensure farm to school programming sustains long after the grant funds are spent. In addition, another major goal is to create lasting culture of change. Describe how your school will use the 18-months of grant funding to permanently increase your capacity for using local foods and integrate local foods into school activities. Include plans for funding, maintaining farmer relationships, building community and staff support, and ensuring the program remains strong even if the individuals leading it change over time, even when faced with challenges. Please describe possible challenges that might arise, and how your program can maintain a robust presence. Make sure you connect the sustainability of your program to the project's activities, collaborations, and budget justification.

## 6. Proposed Project Budget: 10 points (2 pages)

Provide an itemized budget. Cost should be directly linked to the project objectives. When building your budget be sure to keep in mind that you must demonstrate sustainability beyond the grant time period. How will funds be used to build the program? Keep in mind this is one time funding with a large portion of funding supporting the purchase of local food, which does not demonstrate sustainability.

- Funds can be used for a coordinator's time but **should not exceed more than 25% of the overall grant award.**
- Include stipends and mileage for farmers and/or food service personnel to attend workshops or meetings, if appropriate.
- Substitutes for food service or teachers can be included in the budget.
- Although matching funds are not required for this grant program, demonstration of cash or in-kind time provides reviewers with a better understanding of how schools are supporting Farm to School efforts. Therefore please, include any and all other sources of funding for this project.

**Total funding request of the grant shall not exceed \$10,000. See the following sample budget table.**

### ***ACTIVITIES THAT WILL NOT BE FUNDED:***

- *Purchase of foods that are not Vermont or local products ("local," "locally grown," and any substantially similar term shall mean that the goods being advertised originated within Vermont or 30 miles of the place where they are sold, measured directly, point to point)*
- *Food services that are not accessible to students of all income levels, registration in Jr. Iron Chef or other competitions, teacher's salary*

## 7. Budget Justification: 5 points

In addition to itemizing expected expenditures, please describe the justification for the spending. This section should include considerations like the ratio of spending directly on food to investing in other areas of the program; paying an outside coordinator vs. using internal staff; ensuring that all students have equal access to the local foods. If one area of your budget is significantly higher than other areas (for example, major equipment purchases) please explain why. Budget justification should also reflect the sustainability plan outlined in the application – for example, if money is spent on an outside coordinator this year, how will the project continue without the funded coordinator or how will the school find funding for ongoing coordination? Costs should be reasonable and related to the expected outcomes of this project.

# 2016 Farm to School Implementation Grant

## SAMPLE BUDGET TEMPLATE

<b>Task/Expense</b>	<b>Grant Funds</b>	<b>Match</b>	<b>Description/Explanation of Expenditures</b>
<u>Cafeteria</u> , such as: <ul style="list-style-type: none"> <li>• Buy Vermont food</li> <li>• Purchase equipment</li> <li>• Training for food service staff</li> </ul>			Food will be purchased from 3 local farms for the school lunch program Salad spinner, knives and cutting boards will be purchased Food service will receive 3 half day trainings
<u>Classroom</u> , such as: <ul style="list-style-type: none"> <li>• Materials and food for taste testing</li> <li>• Training for educators</li> <li>• Purchase materials for school garden</li> <li>• Substitute teacher payment</li> </ul>			
<u>Community</u> , such as: <ul style="list-style-type: none"> <li>• Field trip expenses</li> <li>• Stipends for farmers</li> <li>• Expenses related to community meetings or celebrations</li> <li>• Project coordination</li> <li>• Partnership development with local food system stakeholders</li> </ul>			
<b>Total</b>			

For sample budget, go to our grant website:

[http://agriculture.vermont.gov/producer\\_partner\\_resources/funding\\_opportunities/vaafm\\_funding/farm\\_to\\_school](http://agriculture.vermont.gov/producer_partner_resources/funding_opportunities/vaafm_funding/farm_to_school)

*Schools or school districts receiving a grant are required to submit an invoice and signed grant agreement to the Vermont Agency of Agriculture, Food and Markets. Grant recipients also must complete an interim report by October 1, 2016 and final report by June 30, 2017. The Vermont Agency of Agriculture, Food and Markets will provide sample reporting materials and forms when grants are awarded. The final report must include a description of grant activities, grant evaluation and a summary of expenditures.*

# 2016 Farm to School Implementation Grant

## Check List – IMPLEMENTATION Grant Narrative

Use this page to double check your work – do not submit with final proposal

- Does your grant include a committee with representatives from food service, farmers/local producers, teachers or school health services, and a parent or community member?
- Do your goals and activities include work in the three areas of cafeteria, classroom and community?
- Do your goals match with the stated goals of the Farm to School grant program?
  - Encourage schools and school districts to serve food to Vermont students that is as fresh and nutritious as possible
  - Maximize the use of fresh, locally grown, produced and processed foods
  - Educate students about healthy eating habits through nutrition education, including using hands-on techniques to make the connections between farming and the foods that students consume
  - Increase the size and stability of farmers' direct sales market
  - Increase school meal participation by increasing the selection of foods available to students.
- Do you clearly identify existing needs and describe past planning? (If you *have not* done planning previously, you should consider applying for a *planning/pilot* grant)
- Do your activities make local foods accessible to *all* students?
- Does your budget represent a balance of spending in different areas – and have you described how you set your budgetary priorities?
- Do you provide information about sustainability beyond the grant year?
- Have you included three letters of support from principal/superintendent, food service director and another supporting farm to school stakeholder?
- Have you included all required components of the grant application?

## 2016 Farm to School Implementation Grant Application

# 2016 Vermont Milk Cooler Grant Application

*This is an additional grant opportunity. This is NOT a required section of the regular Vermont Farm to School Grant Application*

In order to ensure Vermont school children have access to fresh, nutritious dairy products, the Vermont Agency of Agriculture, Food and Markets can help schools pay for a milk cooler. These funds have been made available through the Vermont Dairy Promotion Fund, supported by Vermont's dairy farmers.

\$1,000 is available to each school toward purchase of a new milk cooler. No grant payment can exceed the total cost of the cooler purchase, so submission of your invoice will be required.

To participate in the Milk Cooler grant program, please submit your application, along with your Vermont Farm to School Grant Program Application. If you are selected to receive a milk cooler grant, you need to order the cooler, and send us a copy of the cooler invoice, plus an invoice for the amount you need to be reimbursed prior to December 31, 2015.”

Please, answer the following questions in no more 75 words per question:

1. How will your school use their new milk cooler to promote dairy consumption, connecting it to our dairy farmers in Vermont?
2. How will the cooler allow your school to purchase more Vermont milk?
3. How will the cooler improve your school meal program?