

# 2015 Farm to School Planning & Pilot Grant

**NOTE: This is an updated version 10/2/2014**

VT Farm  
to School  
Grant  
Program

Deadline October 28

2014

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

Planning &  
Pilot Grant  
Request for  
Proposals



AGENCY OF AGRICULTURE, FOOD & MARKETS

# 2015 Farm to School Planning & Pilot Grant

**Since 2007 the Vermont Farm-to-School Grant Program has been awarding Vermont schools with funds to integrate local foods in school cafeterias, classrooms and communities.**

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 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; and increase school meal participation by increasing the selection of foods available to students.

**The Vermont Farm to School Planning & Pilot Grant should serve to assist Vermont schools in planning and piloting a Farm to School program. Funding should be used to build their wellness or Farm to School team, create a Farm to School plan and pilot Farm to School activities.**

**A school or district may apply to accomplish the following:**

- Establish or expand an existing wellness team to include Farm to School initiatives. A successful Farm to School program takes collaboration of multiple partners across several disciplines.

**Examples of committee members are:**

- School administration
- Food Service manager/director
- Physical education
- Students
- School board
- Health education
- Parents
- Teachers
- Health Services
- 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)

- Assess the school's needs and readiness for development of a Farm to School program, and determine the tools, training, and technical assistance needed to create a Farm to School program.
- As a team, develop an action plan to implement a Farm to School program based on the assessment results. The action plan includes a timeline, roles, responsibilities and resources needed for each activity.
- As a team, identify pilot activities that will allow you to test Farm to School within your school setting. Pilot activities should be evaluated for ongoing feasibility.
- Pay for community partners to attend meetings or workshops, obtain professional development and/or resources associated with developing a new Farm to School initiative.
- Purchase of Vermont farm product, equipment or materials to pilot Farm to School activities such as taste tests, hands on education or processing.

# 2015 Farm to School Planning & Pilot Grant

Schools or school districts receiving a grant are required to submit an invoice and signed grant agreement to the Vermont Agency of Agriculture. Grant recipients also must complete an interim report by June 30, 2015 and a final report by January 31, 2016. The final report will include a description of grant activities, your Farm to School action plan, and a summary of expenditures.

**The maximum amount of a planning & pilot grant award will be \$2,500.** These are competitive grants. \$56,000 is available from funds provided by the Vermont State Legislature for the 2015-2016 grant cycle. Approximately \$39,000 will be available for implementation grants, \$10,000 to support planning and pilot grants, with up to \$10,000 of technical assistance for grantees planning a farm to school program. Applicants will be notified of awards by early December 2014.

*No extensions will be granted.* Schools or districts that receive planning & pilot grant funds are encouraged to apply for implementation grants in future application rounds.

## **Technical Assistance Support for Developing Farm to School Action Plan**

Technical assistance from VT FEED may be available to support your school's development and implementation of a Farm to School plan.

This technical assistance may be available to support your school's participation in the following:

- January: Completing a Needs Assessment,
- February: Participating in FTS Action Planning workshop (½ day),
- March-May: On-site mentor site-visit,
- June: Attending FTS Institute (one full day), and
- September-November: Follow-up phone consultations.

## **ADDITIONAL OPPORTUNITY AVAILABLE FOR 2015-2016 FTS GRANT RECIPIENTS**

### **Milk Cooler Grants**

In order to ensure Vermont school children have access to fresh, nutritious dairy products, the Agency can help schools pay for a milk cooler. Up to \$2000, or ½ the cost of a new cooler (whichever is lower) is available to each school. These funds have been made available through the Vermont Dairy Promotion Fund, supported by Vermont's dairy farmers.

To participate in the Milk Cooler grant program, please indicate your interest and include in your grant application submission (Template for applying to Milk Cooler grant program is included in budget page below on page 9). These milk cooler grants will be awarded on a first come, first served basis.

# 2015 Farm to School Planning & Pilot Grant

## 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 2014. 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 as a PDF with a scanned signature page as a SINGLE document in PDF form to [alexandra.zipparo@state.vt.us](mailto:alexandra.zipparo@state.vt.us).** If you are unable to scan and email - mail the application to:

Ali Zipparo  
Vermont Agency of Agriculture  
116 State Street; Montpelier, VT 05620-2901  
[alexandra.zipparo@state.vt.us](mailto:alexandra.zipparo@state.vt.us)

### Application Deadline

Received or postmarked by  
4:30 p.m. October 28, 2014

### All grant applications must include:

- Cover page
- Signature page
- Project summary (limited to one paragraph; separate page)
- Narrative responses (not to exceed three pages)
- Budget (one page maximum; separate page)
- Appropriate attachments (do not send your whole Wellness Policy)
- All responses must be typed, 11 or 12 point Times New Roman font, single-spaced with 1" margins
- Letter of support from school principal or superintendent and at least one additional stakeholder (Examples: food service director, teacher, school nurse, farmer, parent, school board member)

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

# 2015 Farm to School Planning & Pilot 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	

### Fiscal Agent Contact Information:

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

# 2015 Farm to School Planning & Pilot 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 the table on page 2 for suggested committee members.

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

### 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.

<p><b>Principal's name if for a school; Superintendent's name if for a school district or consortium</b> (Please print)</p>	<p><b>Principal's signature; Superintendent's signature if for a school district or consortium</b></p>
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# 2015 Farm to School Planning & Pilot Grant

## Farm-To-School Planning & Pilot Grant Narrative Questions

The outcome of the planning phase of this grant will be development of a plan that addresses the following questions:

- 1) What are teachers and school staff going to do to help students connect with local farms?
- 2) How will the foodservice program purchase and use Vermont farm products in the preparation of school meals and menu options?
- 3) How will an educational component be developed that is aimed at increasing students' understanding and acceptance of new foods and menus in the cafeteria?
- 4) What activities will be planned in the classrooms or on farms to provide students with the opportunity to taste and learn about Vermont farm foods?
- 5) How will the community (farmers, parents, local businesses and organizations) be involved in the planning process and implementation?
- 6) How will Farm to School activities be sustained beyond the grant?

### 1. Project Summary: 5 points

Provide a one paragraph overview of your proposal. Include, in one sentence, your overall project goal(s) (e.g. "*The goal of this project is to create a farm to school program that coordinates all schools in this district*"). Be sure to describe why you want to do this and how this fits in your school. Describe benefits of this project to your school community. This is a broad and general statement of what you want to accomplish; it summarizes the application.

### 2. Need and Readiness: 10 points

What is your school community's need for a Farm to School grant? Please describe how you will create and engage a wellness team, or build on an existing team, to address Farm to School priorities in your community. Identify additional partners that will need to be involved in the Farm to School planning process and how you will build off this planning phase to sustain a Farm to School program. Include how the group will work together to assess any pilot activities to refine the action plan.

# 2015 Farm to School Planning & Pilot Grant

## 3. Objectives, Activities and Timelines: 15 points

This part needs to be specific, but not necessarily lengthy. 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 include how the Vermont FEED technical assistance may be incorporated into your goals, objectives, and timeframe to support the development of a FTS plan.

*All objectives lead to the larger goal of having a comprehensive Farm to School plan within 1 year of the start date. A chart is often helpful for this section (see the example in the Farm to School section of [vermontagriculture.com](http://vermontagriculture.com))*

- The objectives should be based on the schools' needs and readiness and should align with the overarching goal (most projects have 2-4 objectives).
- The activities are tasks, events, "to-do's" that should directly link to an objective.
- The timeline should include anticipated dates of completion for activities and partners responsible for tasks.

## 4. Future Use of Plan: 10 points

Please describe, in one paragraph, how you will build from this planning and pilot phase to build a successful Farm to School program. In this section you should include ways a plan can address current obstacles, success in engaging partners, sustainable commitment from these partners, and how your plan aligns with your school and/or wellness initiative.

## 5. Proposed Project Budget: 10 points (Not included in the three-page limit.)

Provide an itemized budget. Cost should be directly linked to the project objectives. Include the costs of any technical assistance or professional development service beyond the match contributions of technical assistance provided by VT FEED at no cost to your school.

Provide a short budget narrative to clarify descriptions of expected costs. While matching funds are not required please include any matching funds for the project. Demonstration of matching funds allows us to gather a better understanding of how Farm to School programs are funded beyond this grant program.

# 2015 Farm to School Planning & Pilot Grant

**Total funding request of the grant shall not exceed \$2,500. Refer to the following budget table as a guideline.**

<b>Task/Expense</b>	<b>Grant Funds</b>	<b>Match</b>	<b>Description/Explanation of Expenditures</b>
Itemized supplies, such as: <ul style="list-style-type: none"> <li>• materials</li> <li>• printing</li> <li>• Other, describe</li> </ul>			
Personnel Costs, such as: <ul style="list-style-type: none"> <li>• Stipend for project coordinator</li> <li>• Training fees</li> <li>• Consultant fees</li> <li>• Farmer/Foodservice stipends for attending committee meetings</li> <li>• Substitute teacher payment to release committee members from classes</li> <li>• Other, describe</li> </ul>			

*NOTE: teachers' salary cannot be compensated with this grant money. Substitutes for food service or teachers may be.*

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To participate in the Milk Cooler grant program, please indicate your interest below and include in your grant application submission. These milk cooler grants will be awarded on a first come, first served basis.

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, 2014.

     *Yes, we are interested in a milk cooler grant*

     *No, we do not need a new milk cooler at this time*

# 2015 Farm to School Planning & Pilot Grant

## **Check List – Planning Grant Narrative**

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

- Does your grant include a plan showing how you will establish or expand a wellness or food committee/ team to collaboratively address farm to school initiatives?
- Is it clear from your narrative how the team or committee will go about the process of preparing a one to three year work plan and evaluation plan for the project that includes efforts across the school community – in the classroom, in the cafeteria, and in the community with farmers, parents, and other community members?
- Have you clearly identified how you will assess the school community's needs and readiness for developing a farm to school program?
- Have you clearly described how you will determine the tools, training and technical assistance needed to create a successful farm to school program?
- Does your budget represent a balance of spending on different areas – and have you described how you set your budgetary priorities?
- Have you included a description of how the resulting Farm to School program will benefit all students in the school?
- Have you included letters of support from principal/superintendent and another supporting farm to school stakeholder?
- Have you included all required components of the grant application?