

# 2016 Farm to School Planning & Pilot Grant

## VT 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>



Planning &  
Pilot Grant  
Request for  
Proposals  
AND  
2016 Vermont  
Milk Cooler  
Grant  
Application

# 2016 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 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 Planning and Pilot Grant is to build on a strong network of partners to create a culture of change throughout the entire school community. A culture that fully embraces farm to school, and incorporates farm to school in the 3 C's should be the overarching goal of applicants. This cultural shift is only possible with full school community buy-in, so it is important that applicants demonstrate how they plan to involve every area of the school community, including teachers, school food service, school administrators, parents, farmers, community members and 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 Action Plan and pilot Farm to School activities. Successful Planning & Pilot grantees are eligible to apply for an Implementation grant in subsequent years. In addition to funding, Planning and Pilot grantees will receive direct technical assistance to help in the development and piloting of their Action Plans.

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In addition to meeting the goals of the grant program, Vermont Agency of Agriculture, Food and Markets is committed to supporting schools to make a contribution toward the Vermont Farm to School Network's 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.*

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

- What are teachers and school staff going to do to help students connect with local farms and food businesses?
- How will the food service program purchase and use Vermont farm products in the preparation of school meals and menu options?
- How will an educational component be developed that is aimed at increasing students' understanding and acceptance of new foods and menus in the cafeteria?
- 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?
- How will the community (farmers, parents, local businesses and organizations) be involved in the planning process and eventual implementation?
- How will Farm to School activities be sustained beyond the grant?

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

Technical assistance is a key component of the Planning and Pilot Grant. A school's participation in a webinar about the grant, action planning workshop and on site coaching are required to support your school's development and implementation of a Farm to School plan. The technical assistance will be provided to schools by experienced Farm to School practitioners.

The technical assistance will take place as follows:

- January or February: School Teams attend FTS Awareness Day at the Statehouse to receive their grants. Date TBA
- February 9th: Webinar on FTS Planning Grant Rubric 3:30-4:30 pm
- March 10th: School teams of at least 3 members attend full day FTS Action Planning workshop. Location TBD
- March-November: 15 hours of on-site technical assistance or coaching available to each school team by an experienced FTS practitioner

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**Successful applications will demonstrate a strong core team, made up of engaged community and school partners. Purchasing Vermont food and farm products and serving them through the school foodservice program is an essential component of all grants.**

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

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

**Examples of committee members are:**

<ul style="list-style-type: none"><li>● School Administrators</li><li>● Food Service Manager/Director</li><li>● Physical Educators</li><li>● Students</li><li>● Farm to School Coordinators</li><li>● Farmers and Local Producers</li><li>● Local Chefs</li><li>● Composters</li><li>● Local Nonprofits</li></ul>	<ul style="list-style-type: none"><li>● School Board Members</li><li>● Health Educators</li><li>● Parents</li><li>● Teachers</li><li>● Health Services</li><li>● Community Health Organization</li><li>● Other Community Representatives</li><li>● Food Store Managers</li><li>● Food Rescue Organizations</li></ul>
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**Examples of activities eligible for this grant:**

- 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 viable 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 (i.e. farm visits, taste tests, curriculum development, classroom cooking). Pilot activities should be evaluated for ongoing feasibility.
- Payment for Farm to School team members or 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 food and farm product, equipment or materials to pilot Farm to School activities such as taste tests, hands on education or food processing.

# 2016 Farm to School Planning & Pilot Grant

**The maximum amount of a planning & pilot grant award will be \$2,500.** 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. Grant recipients must complete an interim report by June 30, 2016 and a final report by January 30, 2017. Survey questions will be shared with grantees, upon receipt of grant agreement. The final report shall include a description of grant activities, your Farm to School action plan, and a summary of expenditures.

*Schools should expect to complete their planning activities within one year of receiving their grant. Schools or districts that receive planning & pilot grant funds are encouraged to apply for implementation grants in future application rounds.*

# 2016 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 state agencies, Vermont schools and the Vermont Farm to School Network, and other stakeholders. Applicants will be notified of funding decisions in December 2015. Successful applicants will need to submit an invoice and signed grant agreements to the VAAFMM 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@vermont.gov](mailto:alexandra.zipparo@vermont.gov).** 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@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 (300 words)
- Narrative responses (not to exceed word limits for each question)
- Budget (one page maximum; separate page)
- Appropriate attachments (do not send your 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)

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

## 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

# 2016 Farm to School Planning & Pilot Grant

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

**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.

<b>Member Name</b>	<b>Title</b>	<b>Email and phone</b>	<b>Signature</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			

**Supporting Administrator's Information:**

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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>
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<b>Food Service Director</b> (Please print)	<b>Food Service Director's signature</b>
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<b>Other farm to school stakeholder</b> (Please print)	<b>Other farm to school stakeholder's signature</b>
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# 2016 Farm to School Planning & Pilot 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 Planning & Pilot Grant Narrative Questions

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

Provide an overview of your proposal. This is a broad and general statement of what you want to accomplish; it summarizes the application. Include your overall project goal (e.g. the goal of this project is to create a farm to school program that coordinates all schools in this district"). Describe benefits of this project to your school community. Include a description of how the project will align with the Vermont Framework of Standards. If a secondary school, indicate the alignment between the project and the school’s Proficiency-Based Graduation Requirements. The summary should explain how the project will help accomplish your farm to school program goals.

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## **2. Need and Readiness (300 words): 10 points**

Why do you want this grant and how will the technical assistance help? Begin by illustrating how your school is already involved in farm to school, and how that can be further supported with this grant. What are your biggest opportunities and challenges? What FTS activities have you tried and what have you learned? 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. Illustrate how the grant will aid in your school's progress toward implementing the [Vermont School Wellness Policy Guidelines](#).

## **3. Objectives, Activities and Timelines (1 page): 15 points**

Restate your project goal(s). Objectives are clear, descriptive statements of what you will accomplish. Describe the, activities planned to carry out your objectives, who is responsible 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.

A chart is often helpful for this section. There is a sample chart on our grant program 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)

- 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 and
- Identify partners responsible for tasks.

## **4. Project sustainability (250): 10 points**

Please describe how you will build upon this planning and pilot phase to establish a sustainable Farm to School program, and what success will look like.

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## 5. Proposed Project Budget (1 page): 10 points

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 technical assistance already provided to schools through this grant.

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.

**Total funding request of the grant shall not exceed \$2,500. NOTE: Substitutes for food service or teachers may be included in the budget.**

**ACTIVITIES THAT WILL NOT BE FUNDED:**

*Purchase of foods that are not 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.*

SAMPLE BUDGET TEMPLATE

Task/Expense	Grant Funds	Match	Description/Explanation of Expenditures
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>			

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There is a sample budget on our grant program 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)

## **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 farm to school committee/ team to collaboratively address farm to school initiatives?
- Is it clear from your narrative how the project includes efforts across the school community – in the classroom, in the cafeteria, and in the community with farmers, parents, and other community members?
- Is your school team able to attend the technical assistance February webinar and March workshop
- Does your budget represent a balance of spending in different areas – and have you described how you set your budgetary priorities?
- Have you included the purchasing of Vermont farm products and serving them through the school foodservice?
- Have you described how you are making progress implementing the [Vermont School Wellness Policy Guidelines](#) developed by the Agency of Agriculture, Food & Markets, the Agency of Education, and the Department of Health.
- Have you included a description of how the resulting Farm to School program will benefit students in the school?
- 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 Planning & Pilot Grant

## 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?