



# FARM TO SCHOOL CHILD NUTRITION GRANT

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## FISCAL YEAR 2020 REQUEST FOR APPLICATIONS

Made possible by the Rozo McLaughlin Farm to School Act of 2006 (6 V.S.A. § 4721), this grant helps Vermont-based early care providers and schools create or expand Farm to School programs that are integrated throughout the classroom, the cafeteria, and the community (the 3 C's of Farm to School).

## KEY DATES

Request for Applications Release Date: October 11, 2019

Informational Webinar: October 15, 2019 at 3:00 PM

Application Deadline: Due by Noon on November 21, 2019

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# CONTACT

## PROGRAMMATIC QUESTIONS

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Agency of Agriculture staff are available to provide assistance during State of Vermont business hours, Monday–Friday, 7:45 AM to 4:30 PM. Assistance may not be available shortly before deadlines.

## SUBMISSION POLICY

It is the applicant’s responsibility to adhere to all application instructions including submission dates and times included in this request for applications (RFA). Vermont Agency of Agriculture, Food & Markets (VAAFM) will accept the last validated electronic submission through the grants management system, [WebGrants](#), prior to the posted deadline as the final and sole acceptable submission of an application. Please note both the date and time of applicable deadlines. WebGrants will prevent applications from being submitted after the cut-off time.

VAAFM will not accept submission or re-submission of incomplete or delayed applications after the posted deadline, barring exceptional circumstances.

After you submit your application, you will be redirected to an **Application Submitted Confirmation** with an Application ID number (see example below) and will receive a confirmation email.

**Application Submitted Confirmation**

You have successfully submitted your Pre-Application for Testing Process Application with Application ID [40504]. Grantor has received your application for evaluation.

# I. PROGRAM OVERVIEW

## PROGRAM PURPOSE

The purpose of this grant is to help schools and early childcare providers develop Farm to School programs that will sustain relationships with local farmers and producers, enrich the educational experience of students, improve the health of Vermont children, and enhance Vermont's agricultural economy.

## ELIGIBILITY

The following entities are eligible to apply for this competitive grant:

- Vermont registered or licensed early care providers or a consortium of early care providers
- Independent schools participating in any federal child nutrition programs
- Individual public schools
- Supervisory unions (SU) or educational districts on behalf of a public school or consortium of schools

Preference will be given to applicants who currently participate in federal child nutrition programs, such as the School Lunch Program or the School Breakfast Program. Preference will also be given to applicants who serve a higher rate of low-income children, based off their free and reduced priced meal participation rates. Applicants who have a viable reason for not participating in these programs, i.e. size of customer base, will not be adversely impacted. Preference will only be applied if competing applications are equal by all other standards.

## AVAILABLE FUNDS

The total amount of funds available for this grant cycle is \$110,000.

## MINIMUM & MAXIMUM AWARD

The standard award for this grant opportunity is \$15,000.

Recently consolidated school districts who plan to develop or expand Farm to School programs across multiple sites may be eligible for larger awards, up to \$25,000.

In addition to grant funds, each grantee will receive an array of comprehensive technical assistance and professional development support at no additional cost.

## PROJECT PERIOD

January 1, 2020 to December 31, 2021

## FUNDING SOURCE

Grants are funded through a State of Vermont legislative appropriation and the financial investment of a dedicated partner.

## FUNDING OPPORTUNITY DESCRIPTION

The Vermont Farm to School Child Nutrition Grant provides a combination of **financial support** and **technical assistance** to help schools and early care providers develop robust Farm to School programs that:

- A. Increase the use of local foods
- B. Help teachers, administrators, and staff promote healthy eating habits
- C. Strengthen connections between schools/early care providers and the Vermont agricultural community
- D. Increase the number of Vermont children participating in child nutrition programs

### Financial Support:

Each grantee will receive \$15,000 in funding, disbursed in four payments. Payments will be made upon the grantee's completion of specific deliverables. See "Grantee Requirements" for more information about deliverables and timelines.

Recently consolidated school districts may be eligible for larger awards, up to \$25,000.

### Technical Assistance:

The technical assistance component of this grant is designed to build strong and lasting Farm to School programs. It does this through the 3 C approach, which focuses on integrating Farm to School activities throughout the Cafeteria, the Classroom, and the Community.

As part of the grant requirements, each grantee will establish a Project Team made up of diverse stakeholders. Examples of stakeholders include educators, administrators, food service staff, and community members. Engaging multiple stakeholders across an organization has proven to be the most effective method of building and embedding lasting programs.

With a few exceptions, participation in technical assistance activities is required by at least some of the Project Team members. Each technical assistance workshop will be customized to meet the needs and goals of individual grantees and targeted at specific members of the Project Team. Technical assistance workshops will be scheduled to meet the availability of the grantee and Project Team but must be completed within the first year of the grant period.

#### Coaching

Estimated time commitment:	25 hours
Target audience:	Project Team
Time of delivery:	Throughout grant period

Each grantee will be assigned a coach who will work with them throughout the duration of the grant period. Coaches are experts from within the Vermont Farm to School Network. Through site visits, email communication, and phone calls, coaches will provide direct support in the following areas:

## SECTION I: PROGRAM OVERVIEW

- Creating a Farm to School action plan and timeline
- Completing the Farm to School Rubric
- Creating a project budget
- Connecting and coordinating with technical assistance service providers
- Growing relationships in the school and local community to enhance project success
- Consulting on topics such as organizing farm visits, classroom activities, curriculum development, connecting schools with the greater farming community

### **Procurement Training**

Estimated time commitment:	5 hours
Target audience:	School food service manager and food service staff
Time of delivery:	First year of the grant, scheduled based on grantee availability
Desired outcome:	Increase procurement of local and regional food

Technical assistance is provided through on-site training and professional development with a local food procurement expert. Topics may include values-based procurement, forward contracting, solicitation process with local farmers, and developing product specifications for bid solicitations.

### **Curriculum Professional Development** (Only required for Pre-K - 12)

Estimated time commitment:	12 hours
Target audience:	Faculty/educators
Time of delivery:	First year of the grant, scheduled based on grantee availability
Desired outcome:	Educators integrate Farm to School curriculum and activities into the classroom

Two half-day, on-site workshops will be administered by a Farm to School curriculum expert. Workshops may cover best practices in integrating food, farm, and nutrition education into curriculum and aligning that curriculum with Vermont education standards. The curriculum expert will work with the grantee to identify content specific to the grantee's needs.

### **Child Nutrition Program Viability**

Estimated time commitment:	12 hours
Target audience:	School food service manager and food service staff
Time of delivery:	First year of the grant, scheduled based on grantee availability
Desired outcome:	Grantee pursues viable options for improving child nutrition programs

## SECTION I: PROGRAM OVERVIEW

Training in the form of one on-site workshop, as well as follow-up phone calls, will be provided by a child nutrition program expert. Training will focus on improving participation in federal meal programs through a variety of tools and outreach methods.

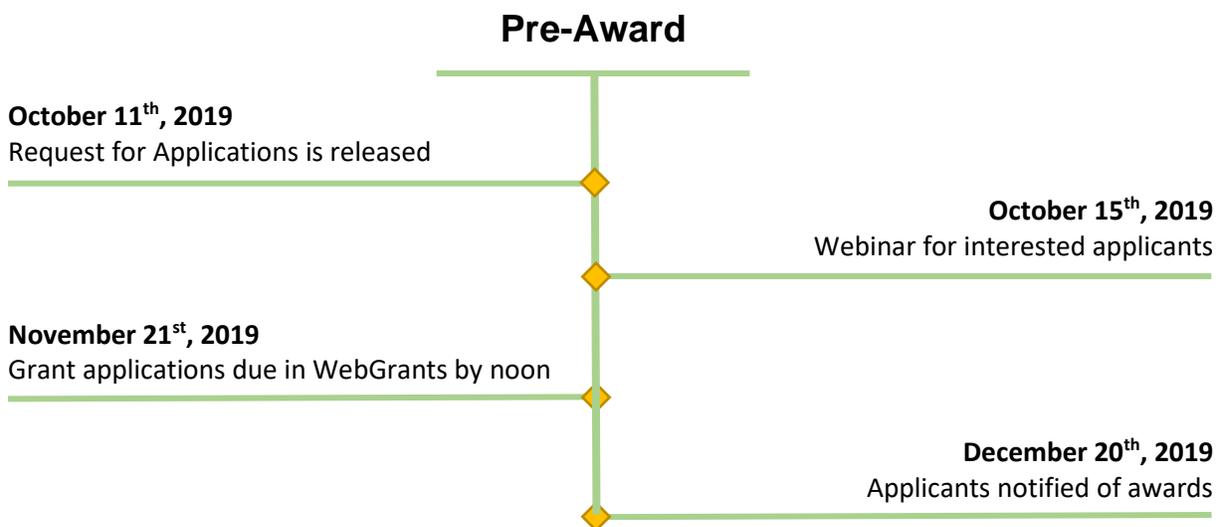
### **School Garden Workshop** (Optional if substituted with professional development alternative\*)

Estimated time commitment: 3-8 hours depending on type of service provision  
Target audience: Interested members of the Project Team  
Time of delivery: Any time before June of 2021  
Desired outcome: Schools develop increased capacity to integrate school gardens into their farm to school program

School garden workshops are held off-site and are scheduled for a time and place that is most convenient for multiple grantees. Workshops cover critical aspects of successful school garden projects as well as information on how to integrate school gardens into a comprehensive Farm to School program. In addition to workshops, grantees can request up to two hours of additional technical and planning assistance from the service provider.

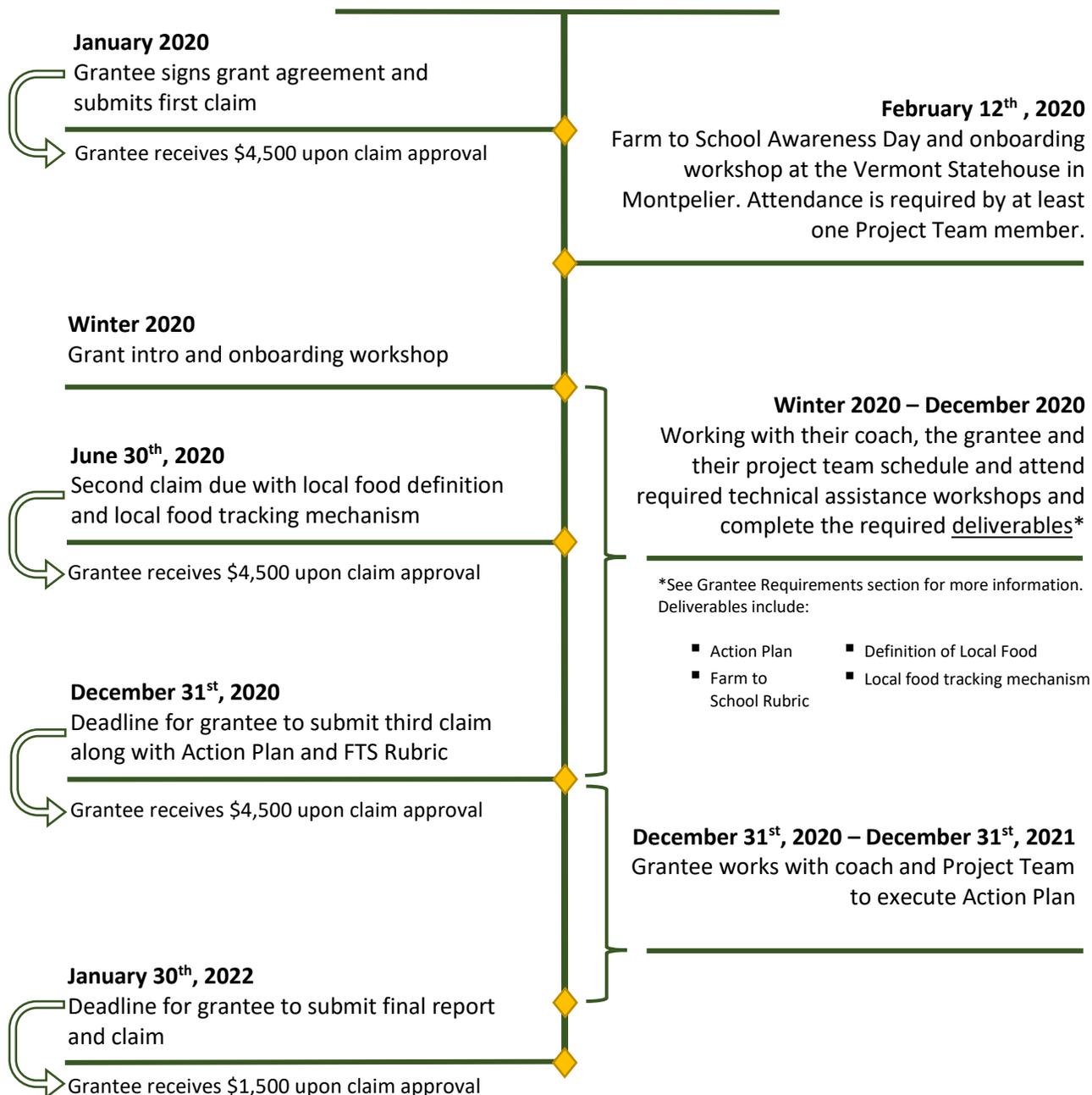
\*Grantees can substitute a different professional development opportunity if desired. The alternative activity will not be funded through the support services component of this grant but can be paid for using grant funds. Alternative activities must be pre-approved by the VAAFM program manager.

## GRANT TIMELINE



### Post-Award

Award announcements made December 20<sup>th</sup>, 2019



### WORKSHOP DESCRIPTIONS

In addition to technical assistance workshops, grantees will be required to attend two events in the first few months of the grant period. These events are meant to educate grantees about the expectations and requirements of the grant program and clarify any questions grantees may have about the grant and reporting requirements.

#### **Farm to School Awareness Day**

Farm to School Awareness Day is an annual event that occurs at the Vermont Statehouse during the legislative session. At least one member of each grantee project team is required to attend. Attendees will participate in an award ceremony with representatives from all the Farm to School grant recipient towns for that year. Prior to the award ceremony, grantees will attend a 1.5-hour onboarding workshop.

#### **Winter Onboarding Workshop**

A time and location for this event will be determined after grants have been awarded. This workshop will cover critical information about the timeline, reporting requirements, and logistics of the grant. This is also an opportunity for grantees to meet their coach, technical service providers, and grant program managers. Grantees are encouraged to send as many members of their project teams as feasible to the onboarding workshop.

### GRANTEE REQUIREMENTS

To meet the grant requirements, each grantee, working with their Project Team and assisted by their coach, must complete a set of deliverables. Deliverables will be submitted through a grantee's WebGrants account. The release of grant funds is tied to the submission and approval of these deliverables by the grant program manager.

#### **Signed Grant Agreement – Due before Farm to School Awareness Day**

Grant agreements will be sent to successful applicants upon notification of their award. The first installment of grant funds (\$4,500) will be disbursed once the grantee has signed and returned the agreement by email. A copy of the official, fully executed agreement will be available on the grantee's WebGrants account for reference throughout the grant period.

#### **Food Tracking Mechanism & Local Food Definition – Due by June 30<sup>th</sup>, 2020**

One goal of this grant program is to increase a grantee's purchase and use of local foods. Creating a definition of "local food" specific to your organization and tracking food purchases are necessary to meet the reporting requirements for this grant. These two deliverables are meant to prepare grantees for successful tracking of this data. Once these deliverables have been submitted, it's expected that grantees will start tracking their local food purchases if they haven't already. Both documents will be submitted via WebGrants. The second installment of grant funds (\$4,500) will be disbursed once these deliverables have been submitted and approved.

## SECTION I: PROGRAM OVERVIEW

### **Local Food Definition**

Each grantee will be required to establish their own definition of “local food”. The definition should represent the values of the school, community, and Project Team.

### **Tracking Mechanism**

Tracking mechanisms are simple tools for collecting and organizing data around food purchases. An example tracking template will be provided to grantees, which they are encouraged to customize for their unique needs. Along with a copy of their tracking mechanism, grantees will be required to identify a project team member who will be responsible for tracking food purchases going forward.

### **Interim Status Report – Due December 31<sup>st</sup>, 2020**

Interim status reports require narrative responses to an established list of questions. Grantees will submit their responses through an online form accessed through their WebGrants account. These reports capture a significant amount of qualitative and quantitative information, which can take time to gather. A copy of the questions will be provided to grantees with their award packets. The third grant fund installment (\$4,500) will be released upon the submission and approval of the interim status report and the following documents:

#### **Farm to School Rubric** (PDF available [HERE](#))

The rubric is an assessment tool to be completed by the Project Team. It is used to measure the development stage of a grantee’s farm to school program and is valuable in informing action planning.

#### **Action Plan** (PDF available [HERE](#))

The action plan is a tool that will be used to guide the planning and implementation of a grantee’s farm to school goals. Grantees will work with their Project Teams and assigned coach to develop their action plan.

### **Final Report – Due January 30<sup>th</sup>, 2022**

The final report is meant as an assessment of the qualitative and quantitative impacts of the grant program. Like interim status reports, final reports require grantees to submit their answers to questions via WebGrants. The final installment of grant funds (\$1,500) will be released upon submission and approval of the final report.

## GRANT OUTCOMES

By the end of the grant period, each grantee will have:

- a) Formally established a functional Project Team
- b) Developed an action plan, local food definition and tracking mechanism to guide the Project Team’s work
- c) Implemented their action plan and expended their awarded grant funds
- d) Progressed at least one step in the Farm to School Phases of Development (Appendix B)

### II. HOW TO APPLY

All applications must be submitted through VAAFMs online grants management system, WebGrants, at <https://agriculturegrants.vermont.gov> by noon on November 21, 2019. Paper applications will not be accepted. Detailed guidance on working with WebGrants and submitting an application can be found at <https://agriculture.vermont.gov/grants/howtoapply>.

A copy of the full WebGrants application is provided in the next section of this document. The following documents and information are needed to complete the online application:

- The percentage of children at each organization that qualify for free or reduced-price meals
- The total number of children served
- The names, job titles, and email addresses of every member of the Project Team
- The name, job title, phone number, and email address for the organization’s fiscal agent and the designated grant contact person
- Four letters of support from different stakeholders within the organization

**Applications must be submitted by the fiscal agent. For public schools, the fiscal agent is the supervisory union or educational district.** This is a legal requirement, as the prospective grant agreement (a legal agreement with the State of Vermont) must be held with the organization bearing fiscal responsibility. Therefore, the fiscal agent is responsible for submitting the grant application, signing the grant agreement, and ensuring all terms of the grant agreement are met. Applications submitted by an organization other than the entity with fiscal responsibility will not be accepted.

Additional information about applying can be found on the [Vermont Farm to School Grant website](#). Questions about the grant Request for Applications (RFA) can be submitted to [AGR.FarmToSchool@vermont.gov](mailto:AGR.FarmToSchool@vermont.gov).

### INFORMATION SESSION WEBINAR

VAAFMs will host a webinar for potential applicants. The webinar will cover details of this RFA and instructions for navigating the online grants management system. It will also be an opportunity to ask questions. The webinar will be recorded and posted on our [website](#) afterwards. There is a strong correlation between applicants who watch the webinar and those that submit successful applications.

- Tuesday, October 15, 2019 from 3:00 PM – 4:00 PM. Register [here](https://register.gotowebinar.com/register/5774787203809484811): <https://register.gotowebinar.com/register/5774787203809484811>

### AWARD INFORMATION

Notification of grant awards will be made on December 20<sup>th</sup>, 2019. Notifications will be sent by email to the grantee’s designated grant contact person. Both successful and unsuccessful applicants will receive notifications. Successful applicants will receive their full award packets in early January. Communication will come from the [AGR.FarmToSchool@vermont.gov](mailto:AGR.FarmToSchool@vermont.gov) email address.

### III. FULL APPLICATION

Below are the required components needed to complete a grant application. **Applications must be completed and submitted online in WebGrants by noon on Thursday, November 21<sup>st</sup>, 2019.**

Applications submitted after noon on November 21<sup>st</sup>, 2019 will not be considered.

#### a) Applicant Information

1. Name of organization submitting the application (supervisory union/educational district, early care provider, consortium, etc.) *\*This organization must be the fiscal agent*
2. Name of school(s)/early care provider(s), or organization(s) involved in the application
3. Name, title, e-mail, and phone number for the following individuals:
  - Grant Authorizing/Financial Management Contact – the main point of contact for legal and financial grant communications, including submitting claims for grant payments *\*This must be the fiscal agent*
  - Grant Management Contact – the main point of contact for all grant related communications and project management, including submitting status reports *\*Awarded grantees may add additional grant contacts*
4. County of organization
5. For each school/early care provider applying:
  - the grades/ages served
  - the number of children served
  - the percentage of children that qualify for free or reduced-price meals
  - a list of all federal child nutrition programs the organization participates in (if none, enter “N/A”)

#### b) Project Team

The project team is responsible for growing the Farm to School program within the school/provider community and meeting grant objectives and requirements. A diverse selection of team members from across the school/provider community is highly encouraged to promote project success.

As support from administration and food service personnel is critical to the success of Farm to School programs, the team **must include** administrators (superintendent, principal, or early care director) and the Food Service Director/Manager. The team should also include at least one representative from each the categories below. Some schools may already have established a Health and/or Wellness Team that they choose to use as their Project Team for this grant.

If applying as a district, supervisory union, or a consortium of schools and/or early care providers, the team must include at least one representative from each site involved in the grant project. Some examples of possible team members are provided below.

## SECTION III: FULL APPLICATION

<u>Educator</u>	<u>Community Members</u>	<u>Health &amp; Wellness</u>	<u>Other</u>
Teachers	School board members	Health educators	Food Service staff
Para-educators	Parents	Nurse/ health services	Students
Afterschool educators	Farmers and local producers	Physical educators	Farm to School
	Local chefs/ food stores	Community health	Coordinators
	Local non-profits/ businesses	agencies	Garden Supervisors

### Project Team Questions

1. Identify all proposed members of the project team.
2. For established teams, describe the history, structure, roles and responsibilities, and goals of your team. If your team is new, provide as much information as possible about your team. (Your application will not be penalized if your team is new.) *1500 character limit*
3. Identify your primary point of contact for each of the following grant components:
  - a. Working with the grantee coach
  - b. Coordinating communications with technical assistance providers (identify a contact for each):
    - local foods procurement specialist
    - curriculum development specialist
    - child nutrition specialist
  - c. Developing the action plan
  - d. Developing a budget
4. List all individuals who contributed to writing this grant application, including their job titles and organizational affiliations.

### **c) Narrative Questions**

*(2,000-character limit per question, unless otherwise noted)*

#### Vermont Farm to School Program Goals and Experience

1. How will starting a Farm to School program, or expanding an existing program, add value to your organization and the people it serves?
2. Focusing on the 3 C's, what does your team hope to accomplish with this grant?
3. Describe any past Farm to School activities your school/organization has engaged in within the following areas (1,000-character limit per area):
  - a. Wellness Policy Development
  - b. Curriculum Development

## SECTION III: FULL APPLICATION

- c. Food Program Development
  - d. Farmer Engagement
  - e. Local Food Procurement
  - f. Community Events Related to Food and Agriculture
  - g. Other (optional)
4. How does your project team intend to involve the greater community in Farm to School activities throughout the grant period?

### Team Engagement

5. Describe your organization's (school/SU/early care provider's) greatest strengths and challenges (current and/or anticipated) in building and sustaining a comprehensive Farm to School program and/or improving the viability of your food program.
6. Describe how your organization's leadership will be involved in and/or informed of your team's work (for schools in a supervisory union, this must include the superintendent).
7. What is your project team's internal communication plan to ensure timely and consistent information sharing between the members listed above?

### Technical Assistance

8. How will receiving technical assistance on the following topics be beneficial to your project?
  - e. Child Nutrition Program Viability
  - f. Procurement Training and Professional Development
  - g. Curriculum Professional Development (Pre-K-12 only)
  - h. School Garden Workshop (or experiential learning alternative)

### **d) Stages of Development**

Using the chart in Appendix B, identify which stage of development your FTS program is currently in for each of the following areas. (Your program will not be penalized for being in early stages of development.)

1. School staff, administration, and faculty engagement
2. Infrastructure
3. Cafeteria
4. Classroom
5. Community

### **e) Letters of Support**

Upload a separate letter of support, in PDF format, from each of the following stakeholders. If one of the categories does not apply, or the same individual plays multiple roles, upload a letter

## SECTION III: FULL APPLICATION

from another member of the school or early care organization community who fulfills a similar role. Applications that do not have all required letters of support will not be considered. Those who provide letters should express their support for the proposed project and address particular components/activities that they will be engaged in, including meeting grant requirements. Letters of support MUST be uploaded in PDF file format and will otherwise not be considered during application evaluation.

1. Superintendent (for public schools only)
2. Principal/Director – if applying as a consortium, submit one letter from a principal/director from at least two schools/early care providers involved
3. Food Program Director/Manager
4. Your organization’s fiscal agent, if different from the above individuals

### **h) Project Budget**

Out of the total grant award (\$15,000), provide an estimate of the percentage of funds your organization plans to spend across the following possible categories. For example, if you intend to spend approximately \$1,500 on supplies, enter “10%” in the Supplies category. **Note:** This information is intended only for the purpose of your application. If awarded a grant, your team will develop a full budget with support from your project coach.

1. Personnel
2. Supplies
3. Locally sourced food
4. Transportation
5. Communications and marketing
6. Events
7. Technical assistance and/or professional development
8. Equipment
9. Other

### **i) Request for Additional Funds**

If your organization is a recently consolidated school district you may be eligible for a larger grant award, up to \$25,000. If requesting a larger award, please submit your justification here. Include in your response:

1. The total amount of funding being requested
2. A justification of why the standard grant amount of \$15,000 is inadequate
3. A budget narrative for how the funds will be spent

**Note:** If not requesting additional funds, you will still need to “complete” this form by opening it, clicking “Edit” (at top right of page), and clicking “Save” in order to mark the form as complete.

## IV. EVALUATION CRITERIA

Applications will be reviewed and scored by a review committee, which will include representatives from Vermont Agency of Agriculture, Food & Markets (VAAF), the Vermont Farm to School Network, and other stakeholders.

Applications will be evaluated primarily based on the strength, diversity, and commitment of the project team as well as the applicant's ability to accomplish the requirements of the grant and work effectively with coaches and technical assistance providers.

Responses to narrative questions will be ranked on a scale of 1 to 5, with 5 being the highest possible score. Five-point answers will address the question directly in a thoughtful and realistic way. They will demonstrate a strong understanding of how the grant program works and clearly articulate how the proposed project will support both the goals of the grantee organization and the broader goals of the Farm to School program. Overall, High-scoring applications will demonstrate the following:

- A well-defined project proposal
- A clear need for funds to support Farm to School project initiation/growth
- A robust project team with a thorough communication plan
- Proposal input from across the school/provider community
- A commitment to working closely with coaches and technical assistance providers

## V. GRANT MANAGEMENT & REPORTING

### GRANT AGREEMENT & PAYMENT

Prior to receiving funding, successful applicants must sign a grant agreement with the Vermont Agency of Agriculture, Food & Markets (VAAFAM) indicating their intent to complete the proposed project and authorizing VAAFAM to monitor project progress. The grant agreement will include provisions (terms and conditions) set by the State of Vermont as well as program-specific requirements. Review Attachment C - Standard State Provisions and Contracts and Grants (12/15/2017 Revised) at [bgs.vermont.gov/purchasing-contracting/forms](https://bgs.vermont.gov/purchasing-contracting/forms) for the most recent State of Vermont provisions.

Prior to commencement of work and release of any payments, grantee must submit:

- A. A certificate of insurance consistent with the requirements set forth in Attachment C of the grant agreement [Not required if grantee has a current certificate of insurance on file with the Agency of Agriculture.]
- B. A current [IRS Form W-9](#) (Request for Taxpayer Identification Number and Certification), signed within the past six months [Not required if grantee is already a state vendor.]
- C. A completed [Act 154 Good Standing Certification](#).

### GRANTEE PAYMENT SCHEDULE

Grant funds will be disbursed in four payments. Each payment is initiated by the grantee submitting a claim through their WebGrants account. Information about how to make a claim submission through WebGrants is available [here](#). In order to be approved, each claim must be accompanied by the following deliverables which will be submitted via WebGrants.

**1<sup>st</sup> Claim (\$4,500):** A fully executed grant agreement

**2<sup>nd</sup> Claim (\$4,500):** A definition of local food and a local food tracking mechanism. Must be submitted by June 30<sup>th</sup>, 2020

**3<sup>rd</sup> Claim (\$4,500):** An interim status report, which includes an action plan and a completed farm to school rubric. Must be submitted by December 31<sup>st</sup>, 2020

**4<sup>th</sup> Claim (\$1,500):** A final report. Must be submitted by January 30<sup>th</sup>, 2021

## APPENDIX A: DEFINITIONS

### Program Basics

1. 3 C's Approach: The Three C's are Cafeteria, Classroom, and Community. A strong and long-lasting Farm to School program must have support in each of these areas of the school and farm community. This is a comprehensive approach coined in 2000 by Vermont FEED (Food Education Every Day), which is a partnership formed by two Vermont nonprofits: Shelburne Farms and Northeast Organic Farming Association of Vermont (NOFA-VT).
2. Child Nutrition Programs: Federal nutrition programs administered by the Vermont Agency of Education's Child Nutrition Program, including, but not limited to: Community Eligibility Provision, Fresh Fruit & Veggie Program, the National School Lunch Program and National School Breakfast Program.
3. Farm to School Program: The Roza McLaughlin Farm to School Act defines a Farm to School program as an integrated food, farm, and nutrition education program that utilizes community-based learning opportunities to connect schools with nearby farms so that child nutrition programs can provide students with locally produced foods; help children develop healthy eating habits; provide nutritional and agricultural education in the classroom, cafeteria, and school community; and improve farmers' incomes and direct access to markets.
4. Local Food: There is no established definition of local food. Each grantee will come up with their own definition that reflects their values.
5. Project Team: A comprehensive Farm to School team, who will work together during the grant period and beyond.

### Grant Administration and Documents

1. Action Plan: A tool to help grantees plan goals, action steps, group members, roles, responsibilities, timelines, and their budget.
2. Certificate of Insurance (COI): A document used to verify insurance coverage, which provides information on types and limits of insurance, parties covered by insurance, and the policies' effective periods. A current COI listing VAAFM as an additional insured must be submitted prior to award execution and payment.
3. Claim: An official request for grant payment submitted online via WebGrants.
4. Federal W-9 Form: A Federal government form requesting taxpayer information, which must be submitted to VAAFM (if applicant has not previously received a State of Vermont grant) prior to award execution and payment.
5. Fiscal Agent: An organization or legal entity providing financial oversight and management. When an organization separate from the school/early care provider serves as the fiscal agent,

## APPENDIX A: DEFINITIONS

this organization must be the official grant applicant and legal entity to enter into the grant agreement, if awarded. For public schools, this is the supervisory union or educational district.

6. Grant Agreement: The legal document between the grantee and the State of Vermont that outlines the provisions of the grant.
7. Deliverables: Expectations and requirements of the grantee, as outlined in the grant agreement. Payments to the grantee are contingent upon the completion of these expected outcomes.
8. Grant Period: The period when all grant activities and spending must take place. For this grant opportunity: January 1, 2020 to December 31, 2021.
9. Onboarding Meeting: A required meeting for grantee project teams. In these meetings, grantees will learn about the provisions of the grant agreement and the required support services. Grantees will also have a chance to meet other grantees, their coaches, and service providers.
10. Phases of Development (see Appendix B): Similar to a VT FEED Rubric, a tool that provides a basic overview of the developmental stages of a Farm to School program, which can serve as a quick reference to measure progress of a particular program.
11. Status Report – Interim and Final: Reports that grantees submit in WebGrants, to share the impact the grant has had on their community. The third and fourth payments are contingent upon submission and approval of these reports.
12. WebGrants: The web-based system used by VAAFMM to manage all Farm to School Program grants. Applicants and grantees use this system to apply for grants and submit claims, reports, and other information related to the grant.

### **Project/Program Support**

1. Child Nutrition Program Viability: A positive state of a school or early care meal program, where the allocated budget for food covers at least the full cost of the program, which is often achieved by serving as many meals as possible.
2. Experiential Education Opportunity: A hands-on learning method in which educators engage with learners in their direct experience to promote development of knowledge, skills, and values; in this grant program, includes gardening and cooking.
3. Support Service Provider: A service provider contracted by VAAFMM to provide support to grantees through technical assistance and professional development.
4. Technical Assistance: support provided to a grantee by a subject matter expert contracted by VAAFMM. TA may take the form of a one-time workshop and/or ongoing communication through email, phone, and in-person meetings.

# APPENDIX B: PHASES OF DEVELOPMENT

## PHASES OF FARM TO SCHOOL DEVELOPMENT

Farm to School (FTS) implementation is a process that deepens over time. This chart is meant to help you better understand where your school or district is in developing a FTS program, and to be a useful reference when working with FTS organizations. Please note that schools don't often grow in every area at the same pace.

	<b>EMERGED</b> Prepared to take action	<b>DEVELOPED</b> Have begun to take action	<b>DEEPEDED</b> Increased activities in depth, breadth, & frequency	<b>THRIVED</b> Well integrated in the school	<b>SUSTAINED</b> Embedded in the school culture & systems
<b>School Staff, Administrators, &amp; Faculty Engagement</b>	A few staff and key school leaders are interested in beginning to organize their efforts. They're considering data about current meal program access, participation, and finances.	Some staff and school leaders are involved in FTS. They've explored ways to leverage the meal program to help fulfill FTS goals. Efforts to expand meal access and participation have begun.	There's growing engagement and commitment to coordinating FTS activities, with FTS leaders emerging in all staff sectors. A plan for continuing to expand the meal program to reach all students exists.	The majority of staff feel that they may easily and frequently be involved in FTS activities, and the meal program is understood to be an integral part of the FTS educational mission.	Engaging, recruiting and retaining involvement in FTS activities in the cafeteria, classroom and community is embedded in the school culture and systems.
<b>Infrastructure</b> <i>Kitchen equipment, school garden tools, etc...</i>	Infrastructure needs have been identified.	Some infrastructure upgrades have been completed, and others proposed, to plan/budget.	There is adequate infrastructure for some program elements, but not all.	There is adequate infrastructure for FTS programming.	Ongoing evaluation of infrastructure is embedded in the school culture and systems.
<b>Cafeteria</b>	Possibilities for local purchasing, expanding meal program participation, and increasing meal program finances have been identified.	Small amounts of local foods are occasionally purchased, mostly for special events. The meal program is starting to change to increase participation and improve program finances.	Local food is occasionally purchased and highlighted on menus. Meal program expansion and menu changes continue.	Local food is regularly purchased following proper procurement practices and has improved the school meal program menu. Participation in the meal program is strong.	Local food is purchased consistently, and students and staff are regularly engaged in the school meal program.
<b>Classroom</b>	A few teachers are interested and integrating FTS into the classroom curriculum.	Some teachers are integrating FTS into curriculum and others are interested in doing so.	A growing number of teachers are integrating FTS into the classroom curriculum. Some FTS professional learning opportunities are available to faculty.	The majority of teachers are integrating FTS into the classroom curriculum. FTS professional learning occurs on a continual basis.	All classrooms are offered opportunities and support for FTS activities. FTS is embedded in the school culture and systems.
<b>Community</b>	The larger community is interested in FTS activities and events, but aren't currently involved.	The larger community is involved a few times per year in FTS activities.	The larger community is frequently involved in FTS activities and events.	Community partners have made FTS a part of their agenda.	Engaging, recruiting, and retaining community involvement in FTS is embedded in the community culture.

Adapted from the VT FEED Farm to School Rubric and the VT Farm to School Network Growth Chart