



# FARM TO SCHOOL AND EARLY CHILDHOOD GRANT

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## FISCAL YEAR 2022 REQUEST FOR APPLICATIONS

This grant, offered by the Vermont Agency of Agriculture, Food & Markets, is intended to help Vermont-based early childhood providers and Vermont schools build and strengthen farm to school or farm to early childhood programs. Specifically, the grant is designed to support programs that are integrated throughout the classroom, the cafeteria, and the community – the 3 C’s of Farm to School. This grant is made possible by the Roza McLaughlin Farm to School Act of 2006 (6 V.S.A. § 4721).

## KEY DATES

Applications Open: October 4<sup>th</sup>, 2021

Application Deadline: Due by Midnight on November 1<sup>st</sup>, 2021

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# CONTACT

## PROGRAMMATIC QUESTIONS

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## WEBGRANTS TECHNICAL ASSISTANCE

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

## SUBMISSION POLICY

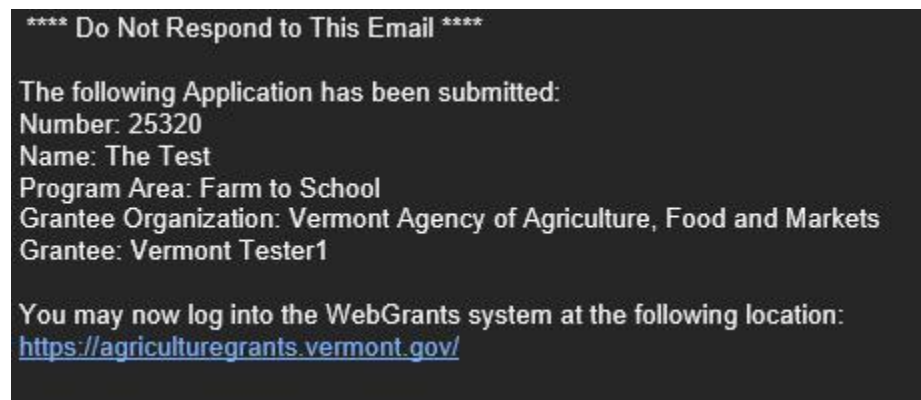
It is the applicant’s responsibility to adhere to all application instructions, including the submission dates and times included in this request for application (RFA). The Vermont Agency of Agriculture, Food & Markets (VAAFAM) will accept the last validated electronic submission through the grants management system, [WebGrants](#), prior to the posted deadline as the final and sole acceptable submission of an application.

WebGrants will prevent applications from being submitted after the cut-off time.

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

## SUBMISSION CONFIRMATION

When an application has successfully been submitted, the applicant will receive a confirmation email, such as below:



## **I. PROGRAM OVERVIEW**

### **PROGRAM PURPOSE**

The purpose of this grant is to help schools and early childhood education providers build and enhance farm to school and early childhood programs that will enrich the educational experiences of students, sustain relationships with agricultural producers, improve the health of Vermont children, and enhance Vermont's agricultural economy.

Farm to school and early childhood is a broad term for a variety of initiatives that help address issues related to nutrition, agriculture and community engagement. Each farm to school and early childhood program is unique. This grant is intended to help build programs that reflect the values and respond to the needs of the grantee organization.

### **ELIGIBILITY**

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

- Vermont registered or licensed early childhood education providers
- 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

Other organizations, such as non-profits or community groups, can be named as co-applicants and included in grant activities. These groups are *not* eligible to act as the fiscal agent for this grant.

### **AVAILABLE FUNDS**

The total amount of funds available for this grant cycle is \$75,000.

### **MINIMUM & MAXIMUM AWARD**

The standard award for this grant opportunity is \$10,000.

Recently consolidated school districts who plan to develop or expand farm to school programs across multiple sites may be eligible for grant awards up to \$15,000.

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

### **PROJECT LENGTH**

January 2022 to July 1, 2023

### **FUNDING SOURCE**

## SECTION I: PROGRAM OVERVIEW

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 and Early Childhood Grant provides a combination of **financial support** and **technical assistance** to help schools and early care providers develop robust farm to school programs that:

1. Increase the use of local foods
2. Help teachers, administrators, and staff promote healthy eating habits
3. Strengthen connections between schools/early childhood education providers and the Vermont agricultural community
4. Increase the number of Vermont children participating in child nutrition programs

#### Financial Support:

Successful grantees will receive \$10,000 in funding, disbursed in three 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 grant awards of up to \$15,000.

#### Technical Assistance:

The technical assistance component of the grant includes a grant coach as well as customizable trainings in four key areas of farm to school and early childhood: local purchasing, meal programs, curriculum and school gardens. These services, including the coach, are provided at no cost to grantees.

As part of the grant requirements, each grantee will create a project team made up of diverse stakeholders within the organization. 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.

Each of the four technical assistance trainings will be customized based on the needs and goals of individual grantees. Technical assistance trainings will be scheduled to meet the availability of the grantee and the relevant members of their project team. Participation in technical assistance activities by at least some of the project team members is a requirement of the grant.

#### Coaching

Estimated time commitment:	12 hours
Target audience:	Project Team
Delivered when:	Throughout grant period

## SECTION I: PROGRAM OVERVIEW

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

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

### **Procurement Training**

Estimated time commitment:	5 hours
Target audience:	Food service manager and food service staff
Delivered when:	Scheduled to accommodate grantee availability
Desired outcome:	Increase procurement of local and regional food

Technical assistance is provided through training and professional development with a local food procurement expert. Examples of topics include: values-based procurement, Vermont's Local Incentive program, forward contracting, solicitation process with local farmers, community supported agriculture, working with food hubs and developing product specifications for bid solicitations.

### **Curriculum Professional Development**

Estimated time commitment:	4 hours
Target audience:	Faculty/educators
Delivered when:	Scheduled to accommodate grantee availability
Desired outcome:	Educators integrate farm to school curriculum and activities into the classroom

Trainings will be administered by a farm to school and early childhood curriculum expert. Examples of training topics include: best practices in creating or expanding food, farm, and nutrition education opportunities, aligning curriculum with Vermont education standards and integrating curriculum throughout subject matter fields. The curriculum expert will work with the grantee to identify the grantee's specific interests as it relates to farm to school and early childhood curriculum.

## SECTION I: PROGRAM OVERVIEW

### Meal Program Viability

Estimated time commitment:	4 hours
Target audience:	Food service manager and food service staff, administrators
Delivered when:	Scheduled to accommodate grantee availability
Desired outcome:	Grantee pursues viable options for improving meal programs

Trainings will be provided by a meal program expert. Examples of training topics include: federal meal programs, improving meal plan participation and smart design techniques for promoting healthy eating.

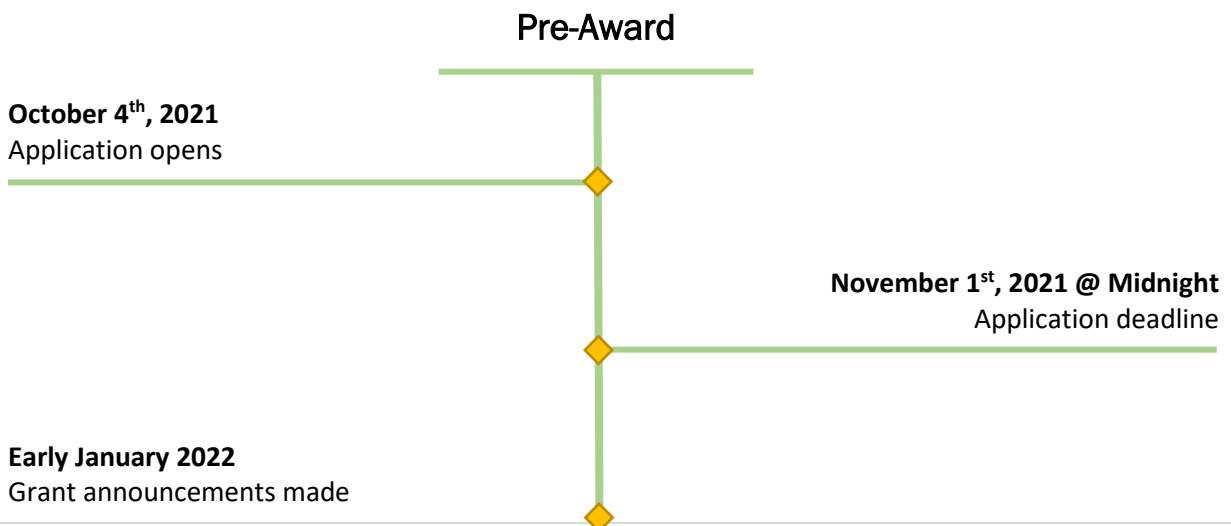
### School Gardens

Estimated time commitment:	4 hours
Target audience:	Interested members of the Project Team
Delivered when:	Scheduled to accommodate grantee availability
Desired outcome:	Grantee develops increased capacity to grow, utilize and maintain gardens

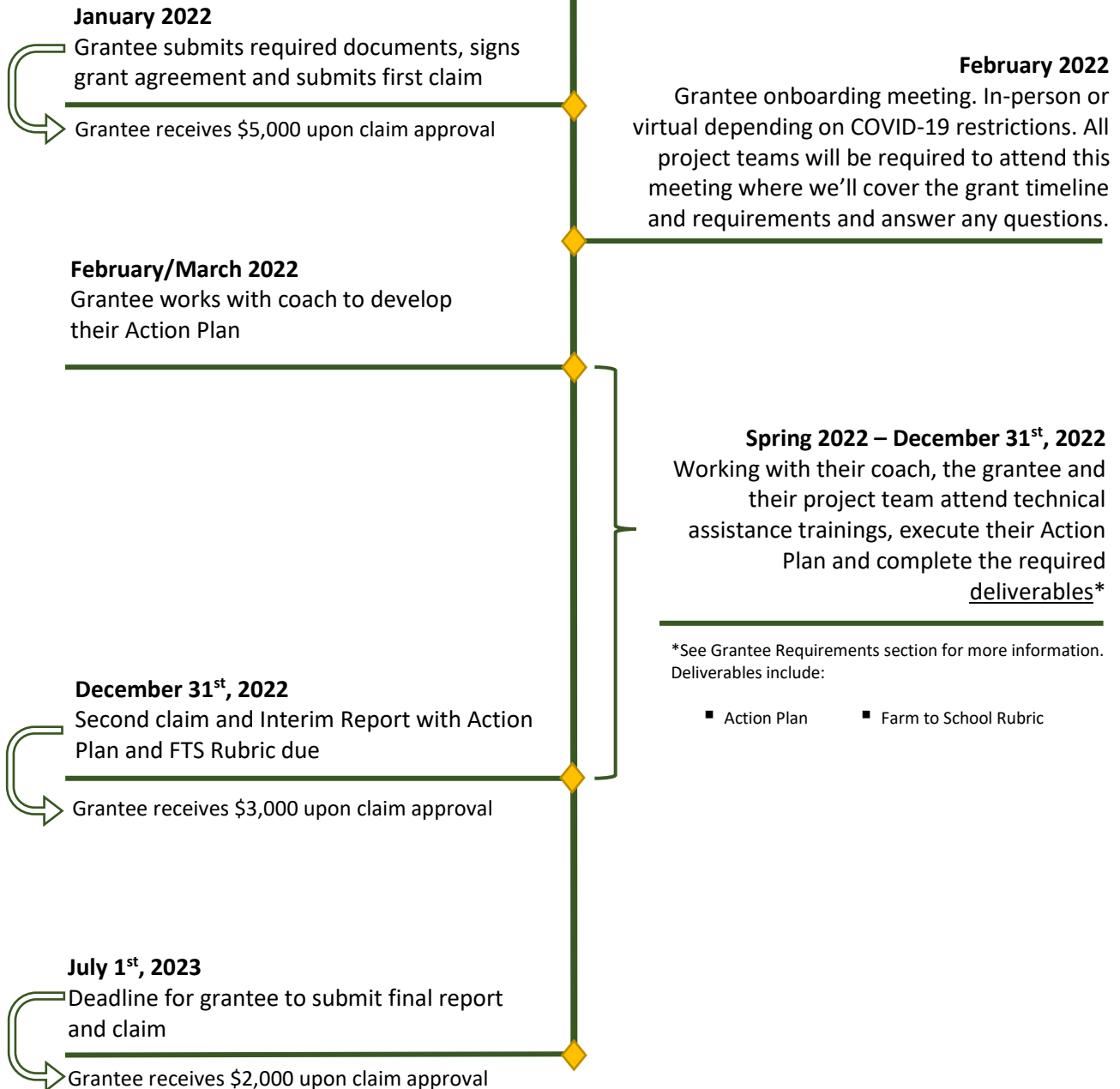
Trainings will cover critical aspects of successful garden projects as well as information on how to integrate gardens into a comprehensive farm to school or early childhood program.

\*Grantees can substitute different professional development opportunities 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**



### GRANTEE REQUIREMENTS

To meet the grant requirements each grantee 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.

#### **Signed Grant Agreement**

Grant agreements will be sent electronically to successful applicants upon notification of their award and submission of required documents (see Section V: Grant Management). The grant agreement must e-signed by the organization's fiscal agent before grant activities and payments can commence. The first installment of grant funds (\$5,000) will be disbursed once the signed agreement has been submitted and approved.

#### **Interim Status Report – Due by December 31<sup>st</sup>, 2022**

Interim status reports require grantees to provide quantitative and qualitative answers to questions related to their grant activities. Grantees will submit their responses through an online form on their WebGrants account. A copy of the questions will be provided to grantees with their award packets. The second grant fund installment (\$3,000) 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 June 30<sup>th</sup>, 2023**

The final report requires grantees to answer questions related to their grant experience and the impact of the grant on their organization. Like interim status reports, final reports require grantees to submit their answers via WebGrants. A copy of the questions will be shared with the grantee ahead of time. The final installment of grant funds (\$2,000) 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 to guide the project team's work



## SECTION I: PROGRAM OVERVIEW

- c) Implemented their action plan and created a budget for the expenditure of their awarded grant funds
- d) Progressed at least one step in the Farm to School Phases of Development (Appendix B)

## II. HOW TO APPLY

Applications will only be accepted through VAAFV's online grants management system, WebGrants, at <https://agriculturegrants.vermont.gov>.

Applicants that do not have a WebGrants account will need to request one by filling out and submitting the [WebGrants Registration Form](#). Registration requests are processed in 1-2 business days. **It is critical that new WebGrants users allow enough time for their registration request to be processed as they will not be able to fill out or submit an application until their account is created.** Applicants that fail to meet the submission deadline because they did not submit their registration request in time will not be considered for funding.

For a full guide to submitting an application, visit <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 and/or community

**Applications must be submitted by the fiscal agent. For public schools, the fiscal agent is the supervisory union or educational district. For early childhood providers the fiscal agent is typically the owner, director or business manager.** 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 can be submitted to [Trevor.Lowell@vermont.gov](mailto:Trevor.Lowell@vermont.gov).

## AWARD INFORMATION

Notification of grant awards will be made at the beginning of January 2022. Notifications will be sent by email to the grantee's designated grant contact person. Both successful and unsuccessful applicants will receive notifications. Communication will come from the [Trevor.Lowell@vermont.gov](mailto:Trevor.Lowell@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 midnight on November 1<sup>st</sup>, 2021.** Applications submitted after midnight on November 1<sup>st</sup>, 2021 will not be considered.

**a) Applicant Information**

1. I am a School/SU applicant (Yes/No)
2. I am an Early Care Provider applicant (Yes/No)
3. Name of organization submitting the application (supervisory union/educational district, early care provider, consortium, etc.) *\*This organization must be the fiscal agent*
4. Are there other organizations, non-profits, local businesses etc., that will be partnering on this grant? (Yes/No)
  - If Yes: List them and describe their role in the grant
5. Have any of the organizations named in this application previously received a grant from the Vermont Agency of Agriculture, Food and Markets? (Yes/No)
  - If Yes: List grant(s) and the year awarded
6. 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*
7. County of organization
8. For each school/early care provider applying
  - Name of school/early care provider
  - Public or private
  - County of organization
  - Grades/ages served
  - Total number of children served
  - Percentage of children served that qualify for free or reduced-price meals
  - Federal child nutrition programs offered

**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 and early childhood programs, the team must include administrators (superintendent, principal, or early care director) and an administrator responsible for the meal

## SECTION III: FULL APPLICATION

program. Strong teams will include at least one representative from each the categories below. 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

We highly encourage diverse stakeholder representation. Examples of team members are listed below; however you are not limited to this list. Some schools may already have established a Health and/or Wellness Team that they choose to use as their Project Team for this grant.

<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

1. For each project team member, provide the following information

- Project team member name
- Title
- Organizational affiliation
- Email address

### c) Narrative Questions

In answering the following questions, keep in mind that “farm to school” and “farm to early childhood” are broad terms for which there is no set definition. What qualifies as farm to school and early childhood is up to you. (2,000-character limit per question, unless otherwise noted)

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

1. Explain why farm to school or farm to early childhood is important to your organization. How does it benefit children, staff, parents, the community etc.? What does your team hope to accomplish with this grant?
2. What does your team hope to accomplish with this grant?
3. If awarded this grant, how will your organization continue to support your farm to school/early childhood efforts after the grant period ends?
4. Within the following categories, describe any farm to school or farm to early childhood related efforts, past or present, your school/organization has undertaken (1,000 character limit per area).
  - a. Nutrition
  - b. Curriculum
  - c. Meal Program/Cafeteria
  - d. Farmer Engagement
  - e. Food Purchases

## SECTION III: FULL APPLICATION

- f. Other
5. Are you currently involving, or do you plan to involve, the broader community in your grant/and/or farm to school/early childhood activities? (Yes/No)
  - a. If Yes: Describe current and/or future community involvement in your farm to school/early childhood activities and/or grant activities
6. What is your plan for managing any potential challenges presented by COVID-19 in executing your grant project?

### Team Engagement

7. Describe your organization'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 program.
8. Describe how your organization's leadership will be participating in and supporting your team's work under this grant
9. What is your project team's communication plan to ensure timely and consistent information sharing among team members and others in the organization and community?

### Technical Assistance

Each grantee is provided free trainings in four subject areas related to farm to school and early childhood. Trainings are customizable to each grantee's needs, interests and availability. Within each of the following subject areas, describe topics of interest that your organization would like to learn more about.

1. Meal Program
2. Food Procurement
3. Curriculum
4. School Gardens

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

Using the chart in Appendix B, select the stage of development which best identifies the level of development your Farm to School program is currently in for each of the following areas:

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

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

Upload letters of support in PDF format. Letters of support are required from key personnel but additional letters from other stakeholders are also encouraged. If one of the required categories does not apply, or the same individual plays multiple roles, upload a letter from

**SECTION III: FULL APPLICATION**

another member of the school or early childhood organization who fulfills a similar role. Applications that do not have all required letters of support will not be considered. Letters of support are required from the following people:

1. Superintendent or Child Care Program Director
2. Principal/Director or other administrative leader- if applying as a consortium, submit one letter from at least two schools/early childhood organizations involved
3. Food Program Director/Manager
4. Your organization's fiscal agent, if different from the above individuals.

Strong letters of support will describe how the author will be an active participant in grant activities.

**h) Project Budget**

Request for Additional Funds

If your organization is a recently consolidated school district, or you're applying as a consortium of schools/early childhood organizations, you may be eligible for a larger grant award, up to \$15,000. If requesting a larger award, please submit your justification here.

1. Total amount of funding requested (\$15,000 maximum)
2. Justification for why the additional funds are needed and explanation of how they will be expended

For each budget category, enter an approximate percentage of grant funds that you plan to expend within the category and a short description of anticipated expenses, i.e., type of items for purchase, paid staff position titles. If you select "Other", please identify the budget category in the description. Note: This information is intended for your application only and will serve as a guide to frame your project for application reviewers.

<b>Expense Category</b>	<b>% Total Funds</b>	<b>Description of Expenses</b>
Personnel		
Supplies		
Locally Sourced Food		
Transportation		
Communications & Marketing		
Events		
Technical Assistance/Professional Development		
Equipment		
Other		

## **IV. EVALUATION CRITERIA**

Applications will be reviewed by a review committee, which will include representatives from VAAF, the Vermont Farm to School Network, and other stakeholders.

It is important for an applicant to have or demonstrate a committed project team, the support of their organization's leadership, and a commitment to meeting the grant requirements and desired outcomes.

Applications will be evaluated primarily by the strength, diversity, and commitment of the project team as well as their ability to accomplish the requirements of the grant and work effectively with coaches and support service providers.

Responses to most application questions will be ranked on a scale of 1 to 5, with 5 being the highest score possible. Five-point answers address the question directly in a thoughtful and realistic way. They demonstrate a strong understanding of how the grant program works and clearly articulate how it will support both the goals of the grantee organization and the broader goals of the farm to school program.

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 the 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.

## V. GRANT AGREEMENT AND 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 the project's progress. The grant agreement will be sent using electronic signature software and will include provisions (terms and conditions) set by the State of Vermont as well as any 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

### GRANTEE PAYMENT SCHEDULE

Grant funds will be disbursed in three 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 at <https://agriculture.vermont.gov/grants/howtoclaim>. 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 (\$5,000):** A fully executed grant agreement

**2<sup>nd</sup> Claim (\$3,000):** Completion of the Interim Status Report. Due by December 31<sup>st</sup>, 2021

**3<sup>rd</sup> Claim (\$2,000):** Completion of the Final Report. Due by June 30<sup>th</sup>, 2022

### CERTIFICATE OF INSURANCE

A certificate of insurance (COI) is a common requirement for businesses and organizations; most agents are familiar with it. The State of Vermont must be listed as an additional insured on the grantee's policy. We recommend forwarding the insurance requirements below to prospective insurers for accuracy:

*Insurance: Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.*

*Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-*

## SECTION V: GRANT MANAGEMENT

*of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary, to comply with Vermont law.*

*General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:*

*Premises - Operations*

*Products and Completed Operations*

*Personal Injury Liability*

*Contractual Liability*

*The policy shall be on an occurrence form and limits shall not be less than:*

*\$1,000,000 Each Occurrence*

*\$2,000,000 General Aggregate*

*\$1,000,000 Products/Completed Operations Aggregate*

*\$1,000,000 Personal & Advertising Injury*

*Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.*

*Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.*

*Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.*



## 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. This definition will be included in their Interim Report.
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. 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.
9. Status Report – Interim and Final: Reports that grantees submit in WebGrants, to share the impact the grant has had on their community. The second and third payments are contingent upon submission and approval of these reports.
10. 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.

# 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> <small>Kitchen equipment, school garden tools, etc...</small>	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