



VERMONT FARM TO SCHOOL VISION GRANT

FISCAL YEAR 2021 REQUEST FOR APPLICATIONS

The Vermont Agency of Agriculture, Food & Markets announces the availability of grant funds to support projects that provide educational, experiential or vocational opportunities for Vermont youth (ages 0 – 20) in the areas of agriculture, food systems or related fields. Proposals should address contemporary problems and center Vermont youth in their scope.

KEY DATES

Release Date: April 15, 2021

Application Deadline: May 12, 2021 at 11:59 pm

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CONTACT

PROGRAM QUESTIONS

Trevor Lowell
trevor.lowell@vermont.gov
(802) 585-9186

WEBGRANTS TECHNICAL ASSISTANCE

Rebecca Brockett
Rebecca.Brockett@vermont.gov
(802) 622-4094

Melissa Moon
Melissa.Moon@vermont.gov
(802) 828-3828

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 shortly before deadlines.

I. PROGRAM OVERVIEW

QUICK FACTS

PROGRAM PURPOSE

The purpose of this grant is to support innovative and impactful ideas that engage Vermont youth in addressing and learning about issues related to food, agriculture or related fields. The strongest proposals will be scalable and/or replicable and will have a high net impact score – defined as the number of youths impacted multiplied by the magnitude of the impact per individual.

ELIGIBILITY

Vermont schools and licensed and/or registered childcare providers are eligible to apply to this funding opportunity. Non-profits and community organizations that conduct programming in Vermont are also eligible but must apply as a co-applicant with a school or childcare provider.

AVAILABLE FUNDS

A total of \$38,000 is available through this competitive funding opportunity.

MAXIMUM AWARD

The maximum award is \$38,000. Applicants are required to provide a match equal to 25% of their total grant award in the form of cash or in-kind services.

MINIMUM AWARD

The minimum award is \$5,000.

PROJECT LENGTH

The project length for this funding opportunity is two years from the execution of the grant agreement.

FUNDING SOURCE

Funding is provided by an annual State of Vermont allocation.

FUNDING OPPORTUNITY DESCRIPTION

Farm to school is a broad term. It defines a variety of efforts aimed at educating and engaging children and young adults on the connections that exist between agriculture, nutrition, community and health. This competitive funding opportunity is designed to support projects that engage youth in exploring those connections. We are seeking proposals that address specific challenges related to the interconnections between agriculture, nutrition, community and health.

Applicants will be required, through qualitative and/or quantitative evidence, to identify a farm to school related challenge impacting their community. Applicants will then need to demonstrate how their proposal seeks to address that challenge. Proposals must center youth in their scope. Strong proposals will:

- Engage multiple community stakeholders

SECTION I: PROGRAM OVERVIEW

- Demonstrate a high likelihood of success
- Demonstrate an ability for the project to be easily scaled and/or replicated
- Demonstrate the likelihood of continued impact beyond the grant period
- Demonstrate a high net-impact score:
 - (# of individuals who stand to benefit) X (magnitude of the benefit per individual)

FUNDING PRIORITIES

Priority will be given to projects that address contemporary issues impacting communities, agriculture, health and Vermont youth. Examples include, but are not limited to:

- Climate change
- COVID-19
- Food insecurity
- Food Sovereignty
- Overweight and obesity
- Racial and social equity

ELIGIBILITY

ELIGIBLE APPLICANTS

Vermont Schools and licensed and/or registered childcare providers are eligible to apply for this grant. Both individual schools or childcares are eligible, as well as school and/or childcare consortiums.

Non-profits or community organizations that conduct programming in Vermont are also eligible, but must apply as a co-applicant with an eligible school or childcare.

ELIGIBLE PROJECTS

Projects must center Vermont youth in their scope and promote awareness of, and engagement in, issues related to agriculture, nutrition, community and health.

INELIGIBLE PROJECTS

Projects that are primarily designed to benefit an organization, business or industry sector will not be considered for funding.

MATCHING FUNDS

Applicants are required to provide matching funds equal to 25% of their grant request. Matching funds can be in the form of in-kind services, cash, or a combination of both. Cash match is not a requirement, but proposals that leverage additional funding will be scored more favorably than those that meet the match requirement through in-kind services alone.

APPLICATION REVIEW

Applications will be reviewed by an independent review committee comprised of members from communities across the state. Each application will be scored using the same rubric and will be reviewed by a minimum of three independent reviewers to determine an overall average score.

SECTION I: PROGRAM OVERVIEW

KEY DATES

DATES MAY BE SUBJECT TO CHANGE

April 10, 2021	Request for Applications (RFA) released
APRIL 15, 2021 8:00 AM	Application Opens
MAY 12, 2021 11:59 pm	Deadline to Submit Applications
MID MAY	Application Review Period
May 31, 2021	Award Announcements Made

HOW TO APPLY

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 applications (RFA). The Vermont Agency of Agriculture, Food & Markets (VAAFMM) 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.

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

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

SUBMISSION GUIDANCE

Applicants are encouraged to review the [guide](#) for submitting applications through WebGrants prior to starting their application.

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

- Current resumes of all project leaders
- Letters of support from the leadership of each school and/or early care provider involved
- Supporting documentation for demonstration of need (optional but encouraged)
- The percentage of children that qualify for free or reduced-price meals at each school or childcare organization involved in the project
- The total number of children served at each school or childcare organization involved in the project.

SUBMISSION CONFIRMATION

When an application has successfully been submitted, the applicant will be redirected to an **Application Submitted Confirmation** page with an Application ID number and receive a confirmation email.

II. FULL APPLICATION

Instructions: The following is a complete copy of the application questions. Applications must be submitted online through the Agency's grants management system by **May 12, 2021 at 11:59 pm**. Application flow and structure may appear differently in the online grants management system than here in this outline.

For help in submitting an application see the [WebGrants Application Guide](#):

Estimated time to prepare an application, including time to create and collect all required supporting documentation: **3-5 Hours**

Estimated time to complete online application: **1-3 Hours**

APPLICANT INFORMATION

1. Name of organization submitting the application (supervisory union/educational district, early care provider, consortium, non-profit, community organization, etc.) **This organization must be the fiscal agent, the entity that will be legally responsible for receiving and managing grant funds.*
2. Name, title, e-mail, and phone number for the following individuals:
 - a. Grant Authorizing/Financial Management Contact* – the main point of contact for legal and financial grant communications, including submitting claims for grant payments
**This person must be associated with the fiscal agent organization*
 - b. Grant Management Contact – the main point of contact for all grant related communications and project management, including submitting status reports
3. For each school/early care provider involved in the proposed project, provide the following information about the total population they serve:
 - a. The grades/ages served
 - b. The number of children served
 - c. If applicable, the percentage of children that qualify for free or reduced-price meals
 - d. If applicable, a list of all federal child nutrition programs in which the organization participates
 - e. A letter of support from the leadership of the organization
4. How much grant funding are you requesting?

DEMONSTRATION OF NEED

- In five sentences or less, describe the problem this proposal seeks to address.
 - Provide any qualitative evidence (observations or personal anecdotes) that demonstrates the impact of the problem and how it manifests in your community. Space is provided to upload testimonials or other supporting documentation.
 - Provide any quantitative evidence (statistics, percentages, etc.) that demonstrates the impact of the problem and its effect on your community. Space is provided to upload supporting documentation.

SECTION II: FULL APPLICATION

- Are there current efforts, or have there been previous efforts, to address this problem in the community?
 - If yes, describe them and comment on their effectiveness
- Are there other organizations or groups currently working to address this problem in your community?
 - If yes, will they be collaborating on this project?
 - Describe their role
 - If no, explain why they have not been included as a project partner

PROJECT DESCRIPTION

- Is the proposed project a new initiative, an expansion of an existing initiative or a continuation of an existing initiative?
 - If the proposed project is an expansion or continuation of an existing initiative, provide information about the history and current status of these efforts.
- Provide a detailed overview of your proposed project. Include information about the project timeline and who would be responsible for completing different project tasks.
- Describe the target population for the proposed project. Consider demographics such as age, location, income level, race/ethnicity, etc.
 - How would you recruit or engage the target population?
- Give your best sales pitch. Why is this proposed project the right solution for the problem?
- What is the anticipated impact?
- Provide an estimate for the number of Vermont youths who would be directly impacted by this project
 - How did you arrive at this estimate?
- Provide information about any benefits the proposed project may have on individuals, groups or organizations beyond Vermont youth.
- What are some challenges that could affect the success of this project?
 - How are you prepared to mitigate these challenges?
- Would this project extend beyond the grant period?
 - If yes, provide information on how long the project would be expected to last and how it would be sustained.
- What if anything would be done to help other communities and/or interested organizations learn from this proposed project.
- Would any resources be developed as part of this proposed project (reports, toolkits, case studies, etc.)?
 - If yes, provide a description
- Would project leaders or partners be willing to volunteer time to help other communities institute similar initiatives?

PROJECT LEADERS AND PARTNERS

SECTION II: FULL APPLICATION

- List all project members who would play key roles in leading, managing and/or overseeing the proposed project. Include their name, organizational affiliation, email address, a description of their role and a current resume.
- Do any of the project partners have experience executing similar initiatives?
 - If yes:
 - Describe any relevant past experiences
 - What was learned from those previous experiences that will inform this proposal?
- Would youths be involved in the design, management and/or execution of this project?
 - If yes, explain how
- Would any other community members or organizations not previously listed be involved in this project?
 - If yes, identify them and describe their involvement

BUDGET

- How would you meet the 25% match requirement?
 - Cash
 - Are the funds secured at the time of this submission?
 - If no, describe the process and timeline for securing matching funds
 - In-kind
 - Combination of cash and in-kind
 - Are the cash match funds secured at the time of this submission?
 - If no, describe the process and timeline for securing matching funds
- Complete the following budget table. Be as detailed as possible in the description column, (i.e. hours and wages for personnel, miles and reimbursement rates for travel, explanations for supply and/or equipment costs, etc.)

SECTION II: FULL APPLICATION

Expense Category	Grant Funds	Matching Funds	Total	Description
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Construction				
Other				
Total				

EVALUATION

- Define what success would look like for this project?
- How would the impact of this project be measured, both during the grant period and beyond?
- Who would be responsible for measuring the impact of the proposed project?
- If the project implementation was not going as well as designed, describe the process for how the project team might respond and/or readjust

III. EVALUATION CRITERIA

Applications will be reviewed by a committee, which will include representatives from The Vermont Agency of Agriculture, Food & Markets, the Vermont Farm to School Network and others. Each application will be reviewed by three different independent reviewers who will score the application using a common scoring rubric.

Reviewers will be considering the following when scoring applications:

- Clear demonstration of the problem the proposal seeks to address
 - Specific and well documented
- Strength of proposal
 - Directly addresses identified need
 - Does not duplicate other existing efforts
 - Innovative
 - Guided by best practices
 - Supported by personnel with relevant experience and expertise
 - High likelihood of success
- Impact
 - Net impact score
 - (The magnitude of the project's benefit per individual) X (The number of individuals impacted)
 - Extent of the project impact over time
- Integration of farm to school principals and contemporary issues
 - Project highlights connections between food, agriculture, nutrition and community
 - Project addresses contemporary issues. Examples include but are not limited to:
 - Climate change
 - COVID-19
 - Food insecurity
 - Food sovereignty
 - Overweight and obesity
 - Racial and social equity
- Sustainable, scalable and/or replicable
 - Impact of the project will extend beyond the grant period
 - Likelihood of continued financial and personnel support beyond the grant period
 - Ease with which other communities could implement similar initiatives

IV. 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 the project's progress. The grant agreement 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 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. If grant is state-funded, completed [Act 154 Good Standing Certification](#). Find this form at finance.vermont.gov/vendors-and-grantees.
- D. Documentation verifying pledged matching funds, as applicable

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](#). To be approved by the program manager, each claim must be accompanied by the following deliverables which will be submitted via WebGrants.

1st Claim (30% of total grant award): A fully executed grant agreement

2nd Claim (30% of total grant award): Completion and approval of first Status Report. Due by May 31st, 2022

3rd Claim (20% of total grant award): Completion and approval of second Status Report. Due by December 31st, 2022

4th Claim (20% of total award): Completion and approval of Final Report. Due by May 31st, 2023

REPORTING REQUIREMENTS

Reports will be submitted through a grantee's WebGrants account. Reports will require the grantee to provide answers to an established list of questions related to the progression of the project, the project budget and the impact to date. A copy of all report questions will be provided to successful grantees with their award packets.

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-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: ADDITIONAL FUNDING OPPORTUNITIES & BUSINESS RESOURCES

ADDITIONAL FUNDING OPPORTUNITIES & RESOURCES FOR BUSINESSES

VAAFM offers a menu of [funding opportunities](#) as well as [business planning and assistance](#) resources available to the Vermont agricultural community:

- Funding Opportunities: agriculture.vermont.gov/grants
- Business Planning & Assistance: agriculture.vermont.gov/businessdevelopment/planning