# Farm to School & Early Childhood Grant

# Full Application

Below is a copy of the complete application questions as they appear in the online grants management system. Some applicants may find it useful to collect their application responses in this document so that they can copy and paste them into the online application. This can be an especially useful approach when multiple individuals are involved in writing the application.

**Applications must be completed and submitted online in WebGrants by midnight on November 1st, 2021**. Applications submitted after midnight on November 1st, 2021 will not be considered.

If you do not have a WebGrants account, be sure to register for one well before the application deadline as it can take a day or two to approve the registration request. You can register for an account [here](https://agriculturegrants.vermont.gov/register.do).

1. **Applicant Information**
2. I am a School/SU applicant? (Yes/No)
3. I am an Early Care Provider applicant? (Yes/No)
4. Name of organization submitting the application (supervisory union/educational district, early care provider, consortium, etc.) *\*This organization must be the fiscal agent*

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1. 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

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1. 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

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1. 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*

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| **Name** | **Title** | **Email** | **Phone** |
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* + 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*

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| **Name** | **Title** | **Email** | **Phone** |
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1. County of organization

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1. For each school/early care provider applying provide the following information:

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| **Name** | **Public/Private** | **County** | **Grades/Ages Served** | **Total # of Children Served** | **Free or Reduced Price Meal %** | **Federal Child Nutrition Programs** |
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1. **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 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.

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| **Educator**TeachersPara-educatorsAfterschool educators | **Community Members** School board membersParentsFarmers and local producersLocal chefs/ food stores Local non-profits/ businesses | **Health & Wellness**Health educatorsNurse/ health servicesPhysical educatorsCommunity health agencies | **Other**Food Service staffStudentsFarm to School CoordinatorsGarden Supervisors  |

* 1. For each project team member, provide the following information. Add additional rows as necessary; there is no limit to the number of project team members.

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| **Name** | **Title** | **Organizational Affiliation** | **Email Address** |
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1. **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? (2,000 character limit)

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* 1. What does your team hope to accomplish with this grant? (2,000 character limit)

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* 1. If awarded this grant, how will your organization continue to support your farm to school/early childhood efforts after the grant period ends? (2,000 character limit)

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* 1. 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).
1. Nutrition

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1. Curriculum

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1. Meal Program/Cafeteria

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1. Farmer Engagement

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1. Food Purchases

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1. Other

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* 1. 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)
		1. If Yes: Describe current and/or future community involvement in your farm to school/early childhood activities and/or grant activities

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* 1. What is your plan for managing any potential challenges presented by COVID-19 in executing your grant project?

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Team Engagement

* 1. 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. (2,000 character limit)

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* 1. Describe how your organization's leadership will be participating in and supporting your team's work under this grant. (2,000 character limit)

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* 1. 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? (2,000 character limit)

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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

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* + 1. Food Procurement

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* + 1. Curriculum

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* + 1. School Gardens

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1. **Stages of Development**

Using the chart in Appendix B, select the stage of development (Emerged, Developed, Deepened Thrived, or Sustained) 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 Choose an item.
2. Infrastructure Choose an item.
3. Cafeteria Choose an item.
4. Classroom Choose an item.
5. Community Choose an item.
6. **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 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.

1. **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)

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* + - 1. Justification for why the additional funds are needed and explanation of how they will be expended

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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.

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

