

III. FULL APPLICATION

Estimated time to complete application: 20 Minutes

Documents needed to complete the application:

- Proof of CSA availability (see question 4 under “Community Supported Agriculture Share Information)

Below is a complete copy of the application questions you will need to answer to submit your online application. **Applicants without an existing WebGrants account will need to account for the two-day registration process when planning to fill out and submit their application.**

Applicant Information

1. Applicant/Fiscal Agent Information:
 - a. Name
 - b. Title
 - c. Email
 - d. Phone Number
2. Additional Grant Contact (if desired) **Grantees may add secondary grant contacts if/when funds are awarded.*
 - a. Name
 - b. Title
 - c. Email
 - d. Phone Number (personal or business)
3. Business name (as it appears on your IRS tax documents)
4. Business Physical Address
5. Business Mailing Address (if different from above)
6. Business Website (if available)
7. Years in Business
8. Hours of Operation
9. Ages Served
10. Number of Children Served
11. Are you a Step Ahead Recognition System (STARS) provider? If yes:
 - a. What level is your program?
12. Has your organization ever received a grant from the Vermont Agency of Agriculture, Food & Markets? If yes:
 - a. Please list all grants and the years in which they were received

Programming and Services

1. In addition to childcare services, do you provide programs or services for families and/or guardians? If yes:
 - a. Please list all programs and provide a brief description of each. Include the number of participants if possible.
2. Does your business participate in a federal meal program? If Yes:
 - a. Is your meal program sponsored by an outside organization such as Capstone?
 - b. Which federal child nutrition programs (Child and Adult care Food Program, Summer Food Program, etc.) does your organization participate in? List all that apply.
3. Do any of the children you serve qualify for free or reduced-price meals? If yes:
 - a. What percentage qualify for free or reduced-price meals?
4. Do you provide any services designed to address food insecurity among the children and/or families you serve?
5. Describe the meals or snacks you currently provide. Include information about the frequency of meals and snacks served, examples of the types of foods commonly offered, and information about how food is prepared.
6. Provide a brief description of your kitchen infrastructure. Do you have access to an oven, range, microwave, refrigerated storage, etc.
7. Do you currently utilize local food in the meals and snacks you serve? If yes:
 - a. Provide a description of the common types of local food utilized, how frequently those foods are served, and how they are sourced (grocery store, farm stand, farmers market, etc.)
8. Have you previously used CSAs as a source of produce for your childcare business?

Community Supported Agriculture Share Information

*A list of statewide CSA providers is available on NOFA-VT's [website](#). Please note this is not a complete list of all CSA providers in the state.

1. What is the name of the farm or collaborative from which you would like to purchase the CSA share(s)?
2. Do you have an existing relationship with the business?
3. If they have one, provide a link to their website.
 - a. If they do not have a website, provide the following:
 - i. Name of farm/collaborative
 - ii. Address of farm/collaborative
 - iii. Name of person responsible for managing CSA shares
 - iv. Phone number of CSA contact
 - v. Email of CSA contact
4. You must provide documentation to confirm that the farm or collaborative has CSA shares available for the upcoming season. Examples include a copy of an email exchange between you

and the farm/collaborative, a screenshot/copy of promotional materials, or a link to their website or social media account that clearly shows the availability of shares for sale.

5. Grant funds will cover eighty percent of the total CSA share cost, up to \$1,000. Applicants are required to provide a cash match for the remaining twenty percent of the cost. Where will the funding come from to cover the twenty percent match?
6. Identify the number, type, and individual cost of the CSA share(s) you would like to purchase. Provide a description of how much produce is provided in each individual share type (i.e. average pounds per box, number of people it is designed to serve).
7. Describe how the farm/collaborative distributes its CSA shares? Are customers responsible for picking them up, and if so from where? Are they available on a certain day and at a certain time?
 - a. If CSA shares need to be picked up by the customer, how do you plan to collect your CSA without causing disruptions to your childcare business?

Utilization, Impact, and Sustainability

1. How will the produce provided through your CSA be utilized in supporting the children and/or families you serve?
 - a. Served in meals and snacks
 - b. Sent home with children and/or families
 - c. Used In cooking activities with children and/or families
 - d. Other
2. How likely are you to continue to purchase CSA shares in future years without support from this funding opportunity?
3. Please describe any farm to school activities that you engage in with the children and/or families you serve. Examples include gardening, farm visits, cooking and nutrition based activities, etc.
4. List any farm to early childhood professional development opportunities in which you have engaged.
5. Are there farm to early childhood training topics or technical assistance from which you could benefit?