



Growing Farm to School in British Columbia Start-up Grant

Program Planning Template For use by successful applicants

Due: April 10th, 2015
Send Complete Applications to:
farmentoschoolbc@gmail.com



Sponsored by:



HealthyFamiliesBC 

Farm to School Program Planning Template

For Use by successful applicants during the Planning Phase (January-April)

Complete Template due April 10th, 2015

Applicants **do not need** to answer these questions to apply for the Farm to School BC Start-up Grant.

Successful applicants will answer these questions during their planning phase and submit to Farm to School BC before the Implementation Grant funds will be distributed. If your application is successful, please read these questions prior to starting your planning phase to help inform your process.

When planning your Farm to School program, please remember to refer back to the list of planning resources available to you in the Start-up Grant Invitation & Information Package.

A. Program Plan

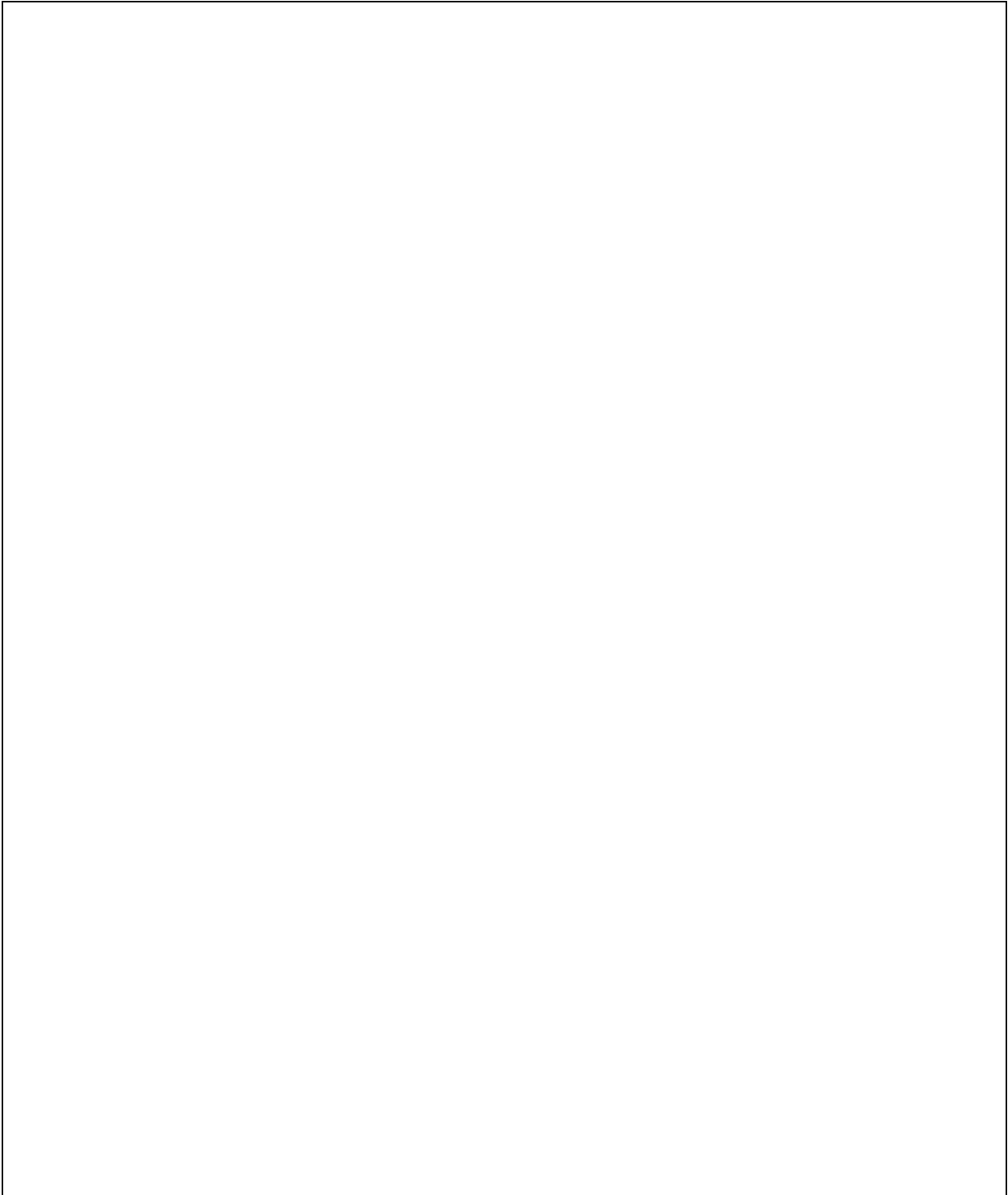
Farm to School programs bring healthy, local food into schools, and provide students with hands-on learning opportunities that foster food literacy, all while strengthening the local food system and enhancing school and community connectedness. In this section clearly describe how your program will address the three core elements of Farm to School:

- ✓ Healthy, local food
- ✓ Hands-on Learning
- ✓ School & Community Connectedness

We encourage you to dream big, but to start somewhere that is both realistic and sustainable.

1. What are the vision and goals of your Farm to School program? (100 words or less)

2. Describe in detail your Farm to School program. How will it bring healthy, local food into your school? (500 words or less)

A large, empty rectangular box with a thin black border, intended for the student to write their response to the question above. The box occupies most of the page's vertical space.

3. Hands-on learning and food literacy is one of the core elements of Farm to School. Describe the experiential educational components of your program. How will the program improve student knowledge about the local food system, growing food, preparing food, sharing food, managing food waste and/or healthy eating? (200 words or less)

B. Community Support and Engagement

Successful Farm to School programs are created and supported by strong community relationships and a committed team of people. Roles range from initiating to managing, administering and coordinating the program. In this section please tell us who is on your Farm to School team.

When forming your team consider the following:

- ✓ Have you established a Farm to School team that includes a minimum of four volunteers/paid staff?
- ✓ Have you made contact with a mentor/support person such as a Farm to School Regional Lead or a Farm to School Coordinator at another school?
- ✓ Do you have members on your Farm to School team that help integrate your Farm to School program with of other health initiatives in the schools?

4. The team you assemble to support your Farm to School program is very important. We have identified many options of people you may want to invite to participate. Please list the names of people that are on your Farm to School team:

	Name(s)	Role
Administration (Principal or Vice Principal)		
Parents		
Students		

Teachers		
Culinary Arts Instructor		
Custodian		
Other School Staff		
Farmers		
Gardeners		
Regional Agrologist		
Elders		
Community Nutritionist		
Environmental Health Officer		
Farm to School Coordinator from another school		
Community Organizations		
Community Volunteers		
Other		

C. Healthy, Local Food

The most important and often challenging component of Farm to School programs is ensuring that you have a strong plan in place with local growers or food distributors to ensure that your program has access to healthy, local food. Before launching, it will be important to thoroughly plan out this component of your program.

When planning to source healthy, local food for your Farm to School program, consider:

- ✓ Having an agreement in place with a food producer/retailer
- ✓ Sourcing food from a local farm/farmer's market
- ✓ The frequency that you will be serving healthy, local food

7. Where will your Farm to School program source local BC food?

Food Source	Check all that Apply (Yes or No)	Name of farm/business/or organization you will source from	Agreement in Place (Yes or No) If Yes, Describe
Farmer / Farmers' Market			
Community /Market Garden			
School Garden / School Greenhouse			
Food Distributor			
Grocery Store / Other			

- 8. What is your plan for distribution of the local food? How will the food get to the school?**
(100 words or less)

D. Accessibility & Equity

- 9. Please describe how your school plans to address issues of accessibility and equity with regards to your Farm to School program. If subsidies are required, please describe the source of funding you will use. (100 words or less)**

*If you will be subsidizing meals for students, please include the subsidy in your budget at the end of the application.

E. Equipment Information

Your local Environmental Health Officer will need to verify your equipment and space needs for your Farm to School program if you plan to start food service. For example, if you plan to run a salad bar as part of your Farm to School program, you will require a fridge and a 2 or 3 compartment sink are for the safe operation of the salad bar. Once you have received your implementation grant and made your purchases you will be required to submit a budget with actual costs and a photocopy of your receipts.

Your application will require:

- ✓ A letter or signed kitchen plan from your Environmental Health Officer (EHO)
- ✓ A well-planned equipment budget that reflects the school's needs

10. Please indicate the equipment you have or need and provide an estimated cost based on your research into the equipment (include total request within the overall budget at the end of the application).

Kitchen Equipment		Have or Need?	Estimated Cost	Basis for Cost Estimate
Large Equipment	2 or 3 compartment sink		\$	
	Dishwasher		\$	
	Refrigerator		\$	
	Salad Bar (\$2,500 maximum*)		\$	
	Soup Warmer		\$	
	Trolley for delivery		\$	
	Other large equipment		\$	
Small Equipment (provide a list of equipment that you require – you do not need to include a price for each item)				
Total Request			\$	

*A table top salad bar unit can be purchased for approximately \$2,500. If you require more than \$2,500 for a salad bar unit, please describe the rationale in the space below:

E. Food Safety Information

It is important that foods served through a Farm to School program are safe and uncontaminated. Raw produce may become contaminated with bacteria that can cause serious illness if it is not cultivated and handled according to food safe practices. For this reason food safety risks need to be managed at the source, and also while food is being prepared, stored and served to students. It is the responsibility of the school to make sure the foods they serve are as safe as possible. In the following section there are some steps that are required in order for your program plan to be approved, and other steps that are recommended but not required. To be eligible to receive the Implementation Grant funds you must meet the following minimum requirements:

- ✓ Gain food safety approval from an Environmental Health Officer for your plans.
- ✓ Agree to keep all records on food procurement for a minimum of one school year.
- ✓ Have one member of your Farm to School team who will be involved in food service complete a [Food Safety Level 1 training course](#) prior to the launch of your program in September 2015.

11. Environmental Health Officer Approval (Required)

Environmental Health Officers (EHO) are valuable resources for assisting schools in ensuring they meet food safety standards. Your EHO will need to help you review your school’s kitchen set-up and equipment plans, your salad bar food safety plan and your kitchen sanitation plan. EHOs may also be able to assess some of the food safety practices of the farms or market gardens supplying your salad bar as well (see below).

Please indicate that the following topics have been discussed and approved by your EHO (if applicable):

Topics to Discuss with an EHO	Approved (Yes/No/NA)	Meeting Occurred (provide a date)
Reviewed kitchen sanitation plan		
Reviewed food safety plan		
Reviewed equipment needs		
Assessed food safety of the source of local food for your Farm to School program (optional).		

12. Keeping Food Procurement Records (Required)

It is important to keep organized records of all foods that are purchased and donated (i.e. receipts, invoices or donation records). This will allow you to quickly identify and remove any food products that have been recalled by a supplier, or to help trace the cause of a foodborne illness if required.

In the space below, please indicate your commitment to keeping records of all food sources, purchased or donated. Explain the system you will use to do so. (100 words or less)

13. Food Safe Handling Courses (Required)

To receive the Implementation grant, one person who is present during Farm to School food service must have Food Safe Level 1 or its equivalent. In the space below indicate who will be taking the Food Safe Level 1 course if they are not already certified, and the date and location of the course that they will take.

It is **recommended that all individuals working with a Farm to School program access the “Caring about Food Safety Course” on-line at <http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm> and read the Food Safety Guidelines for Soup Kitchens provided by the BC Centre for Disease Control. The BCCDC website has these guidelines and a list of Food Safe equivalent courses: <http://www.bccdc.ca/foodhealth/foodguidelines/default.htm>*

15. Food Safety on the Farm (Recommended)

Although not required, if you plan to source food directly from the farm, there are a few ways you can gather information about farm food safety practices.

Ask the farmer if they have On-Farm Food Safety Certification (OFFS). If the farm is not OFFS certified then ask the farmer if they have, or if they are willing to fill out the BC Good Agricultural Practices Self Audit and Declaration form that states they are following the practices set out in the BC Good Agricultural Practices program. Ask your environmental health officer to assist you in determining if the farm you plan to work with meets food safety standards.

Although farmers are not required to be OFFS certified to participate, we are interested to know if they are, or if they have filled out a BC Good Agricultural Practice Self Audit and Declaration form? Please explain below:

F. Environmental Sustainability

16. Please describe how your Farm to School program plans to reduce mitigate waste and address environmental sustainability (if applicable). Examples include using re-usable containers or utensils, composting, etc. (100 words or less)

G. Financial Information:

To ensure your program is sustainable, we are asking to see a one year budget for the operation of your Farm to School program. Costs might include food, cleaning products, staff, subsidies, consumable products etc. Revenue includes any revenue generated from the sale of a salad bar, grants, donations etc. Your Program Plan is required to identify sources of funds to cover the cost of food. Please also identify other funds available from grants, foundations, school meals budget, as well as ways you plan to compensate volunteers.

Sample Budget

Item	Estimated Cost	Amount available from other sources (include cash or in kind contributions.) Please list the source	Amount requested from Farm to School BC
Salaries			N/A
Honorariums			\$
Equipment /Supplies For school or farm Quotes are required for equipment over \$1500 in cost.			\$
Space modification costs			\$
Promotional/Educational Supplies			\$
Food for initial startup week Not to exceed \$3.00/child participating on the program			\$

Food following the initial start up			N/A
Food Safe Training			\$
Subsidies to participate			N/A
Other			\$
Total amount requested Farm to School BC (not to exceed \$3,500)			\$

17. How will you ensure the financial sustainability of your Farm to School program beyond the 2016-2017 school year? (150 words or less)

H. Evaluating Your Success

At the end of the 2016/2017 school year, Farm to School BC will be interested to know to what degree your program has been successful. There are a number of resources available to schools to take on small evaluations of their programs. The following three resources could be of assistance in planning how you will determine your level of success:

- [Bearing Fruit: Farm to School Program Evaluation Resources & Recommendations](#)
- [Evaluation For Transformation: A Cross-Sectoral Evaluation Framework for Farm to School](#)
- [Colorado Farm to School Program Evaluation Toolkit](#)

18. How do you plan to measure the success of your program? This can really be as simple as looking at the goals of your program and determining how you will measure that goal. (200 words or less)

I. Sharing Your Program

- 19. Story telling is one of the most important components of the Farm to School BC network. We will be requiring each of the Start-up grant recipients to document their program process with photos. Please describe which member of your team will be responsible for capturing high resolution photos that will be collected in both May 2016 and May 2017, along with photo release forms.**

- 20. Please indicate your commitment to submitting Farm to School BC photo release forms for photos that contain students for use by Farm to School BC?**

Yes I will submit photo release forms for photos containing students. **Initial**_____

- 21. Please indicate your commitment to working with the Farm to School BC Communications Coordinator to write a 'Stories from the Field' article about your Farm to School program?**

Yes I will work with the Farm to School BC Communications Coordinator to write a "Stories from the Field" article about our Farm to School program. **Initial**_____