



## MI Farm to School Grant 2016-2017 Planning Grant Application

### PROGRAM OVERVIEW

Food service directors/providers must often work through numerous challenges to start or expand farm to school programs. The MI Farm to School Grant Program's goal is to overcome these challenges by helping to begin and expand farm to school programs across the state.

The MI Farm to School Grant Program supports K-12 schools/districts and early childhood programs serving vulnerable children to plan for and implement local food purchasing practices. One-year grants of up to \$2,000 will be awarded to K-12 schools/districts and early childhood programs to support farm to school programs that focus on local food procurement. Sites serving fewer number of children are encouraged to request funding adequate to their needs. Qualified applicants may receive up to three years of grant funding provided that program requirements are met and grantees reapply each year. *This grant program is not intended to fund school gardens as the focus of a farm to school program, but it can help support these activities if they relate to local food procurement for food service programs.*

**Planning Grants** are for schools/districts and early childhood programs in initial stages of farm to school activity that will work towards developing a Farm to School Action Plan.

**Implementation Grants** are for schools/districts and early childhood programs that have already started farm to school programs that will work towards developing a Farm to School Sustainability Plan to keep the program going and growing in future years.

### ELIGIBILITY

All applications must be completed by the food service/nutrition director/provider of the school/district or early childhood program. Only one application is allowed per school/district or early childhood program.

#### **Eligible K-12 public schools/district, private, and charter schools must:**

- Have at least 50% of the district enrollment eligible for free and reduced-price meals, and
- Participate in the National School Lunch Program

#### **Eligible early childhood programs must:**

- Participate in the Child and Adult Care Food Program (CACFP), AND meet one of the following three criteria:
- Head Start, Early Head Start, and Great Start Readiness Programs (GSRP) are automatically eligible;
- Preschool or other early childcare programs within a K-12 school/district are eligible if at least 50% of the district enrollment qualifies for free and reduced-price meals; or
- Other center-based programs including private for-profit, private non-profit, faith-based, and day care homes are eligible if they are located within an attendance area of a school building where at least 50% of the enrollment qualify for free and reduced price meals.



### APPLICATION SELECTION

See the information that follows for application requirements. Applications will be reviewed by a committee and scored based upon completeness, feasibility, and descriptions provided within the following categories: 1) project summary; 2) needs and readiness; 3) objectives, activities, and timeline; 4) indication of action plan development; 5) program indicator report; and 6) project budget and description. See the attached scoring rubric for details.

### REQUIREMENTS OF THE MI FARM TO SCHOOL GRANT PROGRAM

- Attend orientation webinar and one regional MI Farm to School Training hosted by MSU CRFS in fall 2016, which will be held in: Wayne, Kent, and Cheboygan counties
- Attend (virtually or by phone) the Farm to School Webinar Series, offered throughout the grant year.
- Complete and submit payment forms as necessary for funding disbursements at the beginning and mid-point of the grant year.
- Complete and submit a mid-year report due January 11, 2017, including expense documentation (receipts, invoices, etc.), indicator report, and plans for remaining funds.
- Participate in evaluation activities and complete materials as requested (surveys at the beginning and end of the grant year, interviews, etc.).
- Submit a year-end report due June 7, 2017, including a one-page narrative describing activities and how objectives were met with a timeline, indicator report, expense documentation AND one-page Action Plan.

### EXAMPLES OF WAYS TO USE PLANNING GRANT FUNDING

- Meeting expenses for gathering farmers, food service professionals, students, parents, community members, etc. to plan for farm to school activities
- Trainings, conferences, professional development, or other learning opportunities to prepare for purchasing local foods or meeting food vendors
- Costs associated with co-learning opportunities, student engagement, school wellness committee, etc.
- School events highlighting local farms and/or products or other promotional events
- Costs associated with building relationships with farmers and/or local food vendors/suppliers such as touring farms or facilities

## COMPLETING THE APPLICATION

All application materials must be typed. Please send the completed application as an attachment (MS Word, PDF, or compatible document) to Abby Harper at [harperab@msu.edu](mailto:harperab@msu.edu). If you prefer to mail or fax the application, please send to:

Abby Harper  
Center for Regional Food Systems  
Michigan State University  
480 Wilson Rd. Rm 303  
East Lansing, MI 48824  
517-353-3834 (fax)  
517-432-4525 (phone)

### Planning Application Checklist:

- ☐ Contact and program information page
- ☐ Program indicator page
- ☐ Program summary and narrative responses (limited to three pages)
- ☐ Budget and description of budget items

Application Deadline:  
Wednesday May 11, 2015 at

An informational Informational Webinar will be held on Wednesday, April 13, 2016 from 1:30 pm – 2:30 pm. Questions about the application and eligibility will be answered during the webinar.

Register at: <https://msu.zoom.us/webinar/register/393761a96d075cdf4ac87b605f06faf5>



CONTACT AND PROGRAM INFORMATION

Contact Information	
Contact Name and Title <i>(only food service/ nutrition directors/providers may apply)</i>	
Mailing Address	
Email	
Telephone	
Fax	
Summer email (if different)	
Summer telephone (if different)	

Program Information	
County:	
Early Childhood Program:	School/district:
Ages Served:	Grades Served:
Enrollment:	Enrollment:
Free and reduced price meal percentage, if applicable, or name of school attendance area to determine free and reduced percentage:	Free and reduced price meal percentage:
Do you currently provide fresh foods in your food service program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many times per week? <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five	

PROGRAM INDICATORS

<p>Who are your community partners?</p> <p><i>Organizations or groups that support your farm to school efforts</i></p>	
<p>Who are members of your farm to school team/committee?</p> <p><i>Names, titles, and affiliation/organization</i></p>	
<p>From which sources are you currently purchasing <i>local</i> food?</p> <p><i>(check box and provide names)</i></p>	<div data-bbox="516 764 1039 800"><input type="checkbox"/> Full service (broadline) distributor</div> <div data-bbox="553 848 1482 863">_____</div> <div data-bbox="516 882 1156 917"><input type="checkbox"/> Specialty distributor (dairy, produce, local)</div> <div data-bbox="553 966 1482 980">_____</div> <div data-bbox="516 997 946 1031"><input type="checkbox"/> Farmers market/farm stand</div> <div data-bbox="553 1081 1482 1096">_____</div> <div data-bbox="516 1113 711 1146"><input type="checkbox"/> Local farm</div> <div data-bbox="553 1197 1482 1211">_____</div> <div data-bbox="516 1228 1027 1264"><input type="checkbox"/> Farmer cooperative/collaborative</div> <div data-bbox="553 1314 1482 1329">_____</div> <div data-bbox="516 1346 756 1379"><input type="checkbox"/> Grocery store</div> <div data-bbox="553 1430 1482 1444">_____</div> <div data-bbox="516 1499 698 1533"><input type="checkbox"/> Food hub</div> <div data-bbox="553 1583 1482 1598">_____</div> <div data-bbox="516 1614 644 1648"><input type="checkbox"/> Other</div> <div data-bbox="553 1698 1482 1713">_____</div>

<p>Which of these products have you <b><i>purchased</i></b> <u>locally</u> this school year (2015-2016)?</p>	<table border="0"> <tr> <td><input type="checkbox"/> Asparagus</td> <td><input type="checkbox"/> Onions</td> <td><input type="checkbox"/> Cherries (tart)</td> </tr> <tr> <td><input type="checkbox"/> Beans, green</td> <td><input type="checkbox"/> Parsnips</td> <td><input type="checkbox"/> Cherries (sweet)</td> </tr> <tr> <td><input type="checkbox"/> Beans, dry</td> <td><input type="checkbox"/> Peas</td> <td><input type="checkbox"/> Grapes</td> </tr> <tr> <td><input type="checkbox"/> Beets</td> <td><input type="checkbox"/> Peas, sugar snap</td> <td><input type="checkbox"/> Melon</td> </tr> <tr> <td><input type="checkbox"/> Broccoli</td> <td><input type="checkbox"/> Peas, snow</td> <td><input type="checkbox"/> Nectarines</td> </tr> <tr> <td><input type="checkbox"/> Brussels sprouts</td> <td><input type="checkbox"/> Peppers, bell</td> <td><input type="checkbox"/> Peaches</td> </tr> <tr> <td><input type="checkbox"/> Cabbage</td> <td><input type="checkbox"/> Peppers, hot</td> <td><input type="checkbox"/> Plums</td> </tr> <tr> <td><input type="checkbox"/> Carrots</td> <td><input type="checkbox"/> Potatoes</td> <td><input type="checkbox"/> Raspberries</td> </tr> <tr> <td><input type="checkbox"/> Cauliflower</td> <td><input type="checkbox"/> Pumpkins</td> <td><input type="checkbox"/> Rhubarb</td> </tr> <tr> <td><input type="checkbox"/> Celery</td> <td><input type="checkbox"/> Radishes</td> <td><input type="checkbox"/> Strawberries</td> </tr> <tr> <td><input type="checkbox"/> Collard Greens</td> <td><input type="checkbox"/> Rutabaga</td> <td><input type="checkbox"/> Watermelon</td> </tr> <tr> <td><input type="checkbox"/> Corn (sweet)</td> <td><input type="checkbox"/> Spinach</td> <td><input type="checkbox"/> Beef</td> </tr> <tr> <td><input type="checkbox"/> Cucumbers</td> <td><input type="checkbox"/> Squash, summer</td> <td><input type="checkbox"/> Chicken</td> </tr> <tr> <td><input type="checkbox"/> Edamame</td> <td><input type="checkbox"/> Squash, winter</td> <td><input type="checkbox"/> Fish</td> </tr> <tr> <td><input type="checkbox"/> Eggplant</td> <td><input type="checkbox"/> Sweet potatoes</td> <td><input type="checkbox"/> Lamb</td> </tr> <tr> <td><input type="checkbox"/> Garlic</td> <td><input type="checkbox"/> Swiss chard</td> <td><input type="checkbox"/> Pork</td> </tr> <tr> <td><input type="checkbox"/> Herbs</td> <td><input type="checkbox"/> Tomatoes</td> <td><input type="checkbox"/> Turkey</td> </tr> <tr> <td><input type="checkbox"/> Kale</td> <td><input type="checkbox"/> Turnips</td> <td><input type="checkbox"/> Fluid Milk</td> </tr> <tr> <td><input type="checkbox"/> Kohlrabi</td> <td><input type="checkbox"/> Apples</td> <td><input type="checkbox"/> Cheese</td> </tr> <tr> <td><input type="checkbox"/> Lettuce</td> <td><input type="checkbox"/> Blackberries</td> <td><input type="checkbox"/> Eggs</td> </tr> <tr> <td><input type="checkbox"/> Mixed greens</td> <td><input type="checkbox"/> Blueberries</td> <td><input type="checkbox"/> Maple Syrup</td> </tr> <tr> <td><input type="checkbox"/> Mushrooms</td> <td><input type="checkbox"/> Cantaloupe</td> <td><input type="checkbox"/> Honey</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other _____</td> </tr> </table>	<input type="checkbox"/> Asparagus	<input type="checkbox"/> Onions	<input type="checkbox"/> Cherries (tart)	<input type="checkbox"/> Beans, green	<input type="checkbox"/> Parsnips	<input type="checkbox"/> Cherries (sweet)	<input type="checkbox"/> Beans, dry	<input type="checkbox"/> Peas	<input type="checkbox"/> Grapes	<input type="checkbox"/> Beets	<input type="checkbox"/> Peas, sugar snap	<input type="checkbox"/> Melon	<input type="checkbox"/> Broccoli	<input type="checkbox"/> Peas, snow	<input type="checkbox"/> Nectarines	<input type="checkbox"/> Brussels sprouts	<input type="checkbox"/> Peppers, bell	<input type="checkbox"/> Peaches	<input type="checkbox"/> Cabbage	<input type="checkbox"/> Peppers, hot	<input type="checkbox"/> Plums	<input type="checkbox"/> Carrots	<input type="checkbox"/> Potatoes	<input type="checkbox"/> Raspberries	<input type="checkbox"/> Cauliflower	<input type="checkbox"/> Pumpkins	<input type="checkbox"/> Rhubarb	<input type="checkbox"/> Celery	<input type="checkbox"/> Radishes	<input type="checkbox"/> Strawberries	<input type="checkbox"/> Collard Greens	<input type="checkbox"/> Rutabaga	<input type="checkbox"/> Watermelon	<input type="checkbox"/> Corn (sweet)	<input type="checkbox"/> Spinach	<input type="checkbox"/> Beef	<input type="checkbox"/> Cucumbers	<input type="checkbox"/> Squash, summer	<input type="checkbox"/> Chicken	<input type="checkbox"/> Edamame	<input type="checkbox"/> Squash, winter	<input type="checkbox"/> Fish	<input type="checkbox"/> Eggplant	<input type="checkbox"/> Sweet potatoes	<input type="checkbox"/> Lamb	<input type="checkbox"/> Garlic	<input type="checkbox"/> Swiss chard	<input type="checkbox"/> Pork	<input type="checkbox"/> Herbs	<input type="checkbox"/> Tomatoes	<input type="checkbox"/> Turkey	<input type="checkbox"/> Kale	<input type="checkbox"/> Turnips	<input type="checkbox"/> Fluid Milk	<input type="checkbox"/> Kohlrabi	<input type="checkbox"/> Apples	<input type="checkbox"/> Cheese	<input type="checkbox"/> Lettuce	<input type="checkbox"/> Blackberries	<input type="checkbox"/> Eggs	<input type="checkbox"/> Mixed greens	<input type="checkbox"/> Blueberries	<input type="checkbox"/> Maple Syrup	<input type="checkbox"/> Mushrooms	<input type="checkbox"/> Cantaloupe	<input type="checkbox"/> Honey	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Asparagus	<input type="checkbox"/> Onions	<input type="checkbox"/> Cherries (tart)																																																																				
<input type="checkbox"/> Beans, green	<input type="checkbox"/> Parsnips	<input type="checkbox"/> Cherries (sweet)																																																																				
<input type="checkbox"/> Beans, dry	<input type="checkbox"/> Peas	<input type="checkbox"/> Grapes																																																																				
<input type="checkbox"/> Beets	<input type="checkbox"/> Peas, sugar snap	<input type="checkbox"/> Melon																																																																				
<input type="checkbox"/> Broccoli	<input type="checkbox"/> Peas, snow	<input type="checkbox"/> Nectarines																																																																				
<input type="checkbox"/> Brussels sprouts	<input type="checkbox"/> Peppers, bell	<input type="checkbox"/> Peaches																																																																				
<input type="checkbox"/> Cabbage	<input type="checkbox"/> Peppers, hot	<input type="checkbox"/> Plums																																																																				
<input type="checkbox"/> Carrots	<input type="checkbox"/> Potatoes	<input type="checkbox"/> Raspberries																																																																				
<input type="checkbox"/> Cauliflower	<input type="checkbox"/> Pumpkins	<input type="checkbox"/> Rhubarb																																																																				
<input type="checkbox"/> Celery	<input type="checkbox"/> Radishes	<input type="checkbox"/> Strawberries																																																																				
<input type="checkbox"/> Collard Greens	<input type="checkbox"/> Rutabaga	<input type="checkbox"/> Watermelon																																																																				
<input type="checkbox"/> Corn (sweet)	<input type="checkbox"/> Spinach	<input type="checkbox"/> Beef																																																																				
<input type="checkbox"/> Cucumbers	<input type="checkbox"/> Squash, summer	<input type="checkbox"/> Chicken																																																																				
<input type="checkbox"/> Edamame	<input type="checkbox"/> Squash, winter	<input type="checkbox"/> Fish																																																																				
<input type="checkbox"/> Eggplant	<input type="checkbox"/> Sweet potatoes	<input type="checkbox"/> Lamb																																																																				
<input type="checkbox"/> Garlic	<input type="checkbox"/> Swiss chard	<input type="checkbox"/> Pork																																																																				
<input type="checkbox"/> Herbs	<input type="checkbox"/> Tomatoes	<input type="checkbox"/> Turkey																																																																				
<input type="checkbox"/> Kale	<input type="checkbox"/> Turnips	<input type="checkbox"/> Fluid Milk																																																																				
<input type="checkbox"/> Kohlrabi	<input type="checkbox"/> Apples	<input type="checkbox"/> Cheese																																																																				
<input type="checkbox"/> Lettuce	<input type="checkbox"/> Blackberries	<input type="checkbox"/> Eggs																																																																				
<input type="checkbox"/> Mixed greens	<input type="checkbox"/> Blueberries	<input type="checkbox"/> Maple Syrup																																																																				
<input type="checkbox"/> Mushrooms	<input type="checkbox"/> Cantaloupe	<input type="checkbox"/> Honey																																																																				
<input type="checkbox"/> Other _____																																																																						
<p>Did you <b><i>receive</i></b> <b><i>donations</i></b> of the above <u>local</u> products? If so, which? <i>Include farmer/vendor</i></p>																																																																						
<p>Total (\$) amount spent on <i>local</i> food in 2015-2016</p>																																																																						
<p>Total (\$) amount spent on <i>total</i> food purchases in 2015-2016</p>																																																																						
<p>Are there any topics for training or webinars that you are interested in?</p>																																																																						

### PROGRAM SUMMARY AND NARRATIVE

Please limit narrative section to a maximum of three pages, all responses must be typed.

1) Overview:

- Summarize the application with a one paragraph overview of your proposal.
- State your overall project goal(s) and describe how your goal(s) align with that of your school/district or early childhood program.
- Describe benefits of this project to your school/program community.

2) Need and Readiness

- Why does your school/early childhood program need a MI Farm to School Grant?
- How will you develop and engage in relationships with local community partners and build upon existing relationships to address farm to school priorities, and what new partners need to be engaged?
- Describe what resources, infrastructure or systems/processes are already in place that will help your school/district/program to implement a successful farm to school program.
- What changes will you need to make to include more local foods in your food service program?

3) Objectives Activities and Timeline

- Clearly state the project objectives, explaining in detail what you hope to accomplish including deadlines.
- List activities planned and anticipated timeframes for each activity.
- Objectives and activities should all lead to the goal of having a comprehensive Farm to School Action Plan in place by June 2017.

4) Developing an Action Plan

- Please describe the planned process for developing your farm to school action plan. This plan should indicate how you are going to implement a Farm to School program utilizing local foods in your food service program. This plan is due in June 2017, and should address the following questions:
  - How will your food service program purchase and use local foods in the preparation of meals and menu options?
  - Which local foods and how much of each will be incorporated into meals and menu options?
  - What approaches will be used to develop more and/or strengthen existing relationships with local food systems resources?
  - Who will be involved in current and future farm to school plans?
  - How will the food service/nutrition director/provider pursue local food system learning opportunities?
  - How will you determine farm to school success?



## ITEMIZED PROJECT BUDGET

Provide an itemized budget (template below) and a brief description of each item. All expenses should be directly linked to project objectives. Implementation grants may include the purchase of local produce and/or school cafeteria or kitchen equipment to support farm to school, and can include cost of technical assistance or training, mileage costs (at \$.54/mile) for farmers and/or food service personnel to attend workshops or meetings workshops or meetings.

Total funding request shall not exceed \$2,000. Smaller programs are encouraged to request funding adequate to their needs. As we recognize that it takes time to develop relationships and lay the groundwork for local food purchasing, planning grantees are not expected to purchase local foods in the first year, though they certainly may. Please refer to the budget table below as a guideline for line item categories to use in your budget planning.

Sample Budget Template:

Category	Description of Expenditures	Cost
Training/Learning Opportunities	Costs for food service staff to attend knife skills training	Registration = \$25/person Mileage = 100*\$.54 Total for four staff = 154
	Travel to attend MI Farm to School Training in fall 2016	Mileage = 50*\$.54 = 27
	Travel to local farms for staff field trip	Mileage = 100*.54 Three field trips = \$162
Supplies/Materials	Materials for parent outreach regarding farm to school program	\$200
	Handouts for farmer meet and greet	\$200
Local food	Seasonal foods purchased at farmers market for parent engagement nights	\$300
Total		\$1,043



## PLANNING GRANT SCORING RUBRIC

### Project Summary:

- Clearly stated goal(s) that will lead to a Farm to School Action Plan
- Describes benefits of the project to school/district/program and/or community
- Limited to one paragraph

### Need and Readiness:

- Describes specific needs of school community
- Indicates specific avenues to create and engage farm to school relationships
- Describes pre-existing resources, relationships and systems already in place that will help sustain a successful farm to school program
- Clearly explains why the school/program is ready for a farm to school program

### Objectives, Activities, Timeline:

- Contains clear, attainable, and measurable objectives
- Includes appropriate activities and services
- Clear and feasible timeline with partners listed
- Expected outcomes align with school needs and readiness
- Plans align with project goal(s)

### Developing an Action Plan:

- Clearly addresses plans to develop a Farm to School Action Plan
- Describes what a “successful” farm to school plan is for the school/district/program
- Clearly indicates how a farm to school program will be implemented in the future

### Indicator Report

- Completed to the best of your ability
- Indicates current or potential team members and community partners

### Budget:

- Budget provides sufficient information to support requested funds
- Costs are reasonable in relation to the expected outcomes
- Description of budget items aligns with and supports the budget