



Grant Writing for Farm to School

MT Farm to School Showcase | April 23, 2021



Thank you!

This event has been supported in part by the Food and Nutrition Service, U.S. Department of Agriculture and Montana Farm Bureau Foundation's Promotion and Education Committee. USDA is an equal opportunity provider, employer, and lender.

Presenters

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Montana No Kid Hungry

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Huntley Project School District



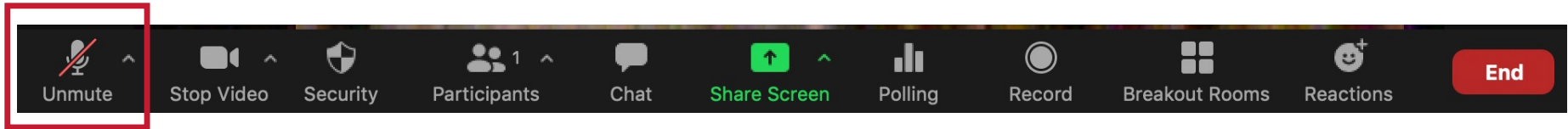
Overview

Welcome + Introductions
Finding and Applying for Grants
Montana No Kid Hungry Grants
Break
School Nutrition Grants
USDA Grants
Farm to School Related Grants
Recordkeeping and Reporting
Discussion
Resources and Upcoming Events



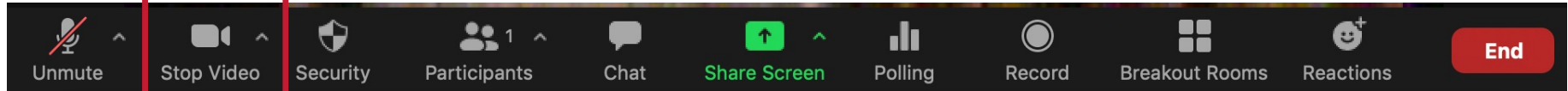
Zoom Instructions: Audio

Mute/Unmute + Audio Settings

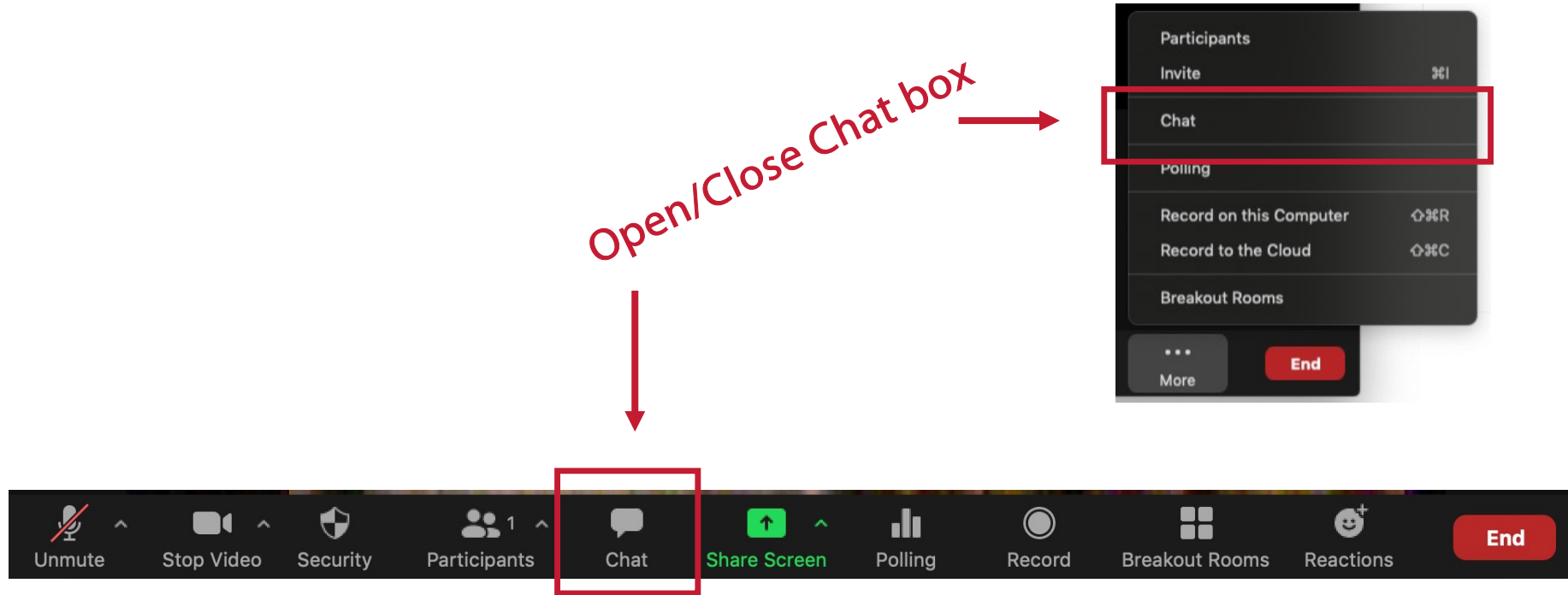


Zoom Instructions: Video

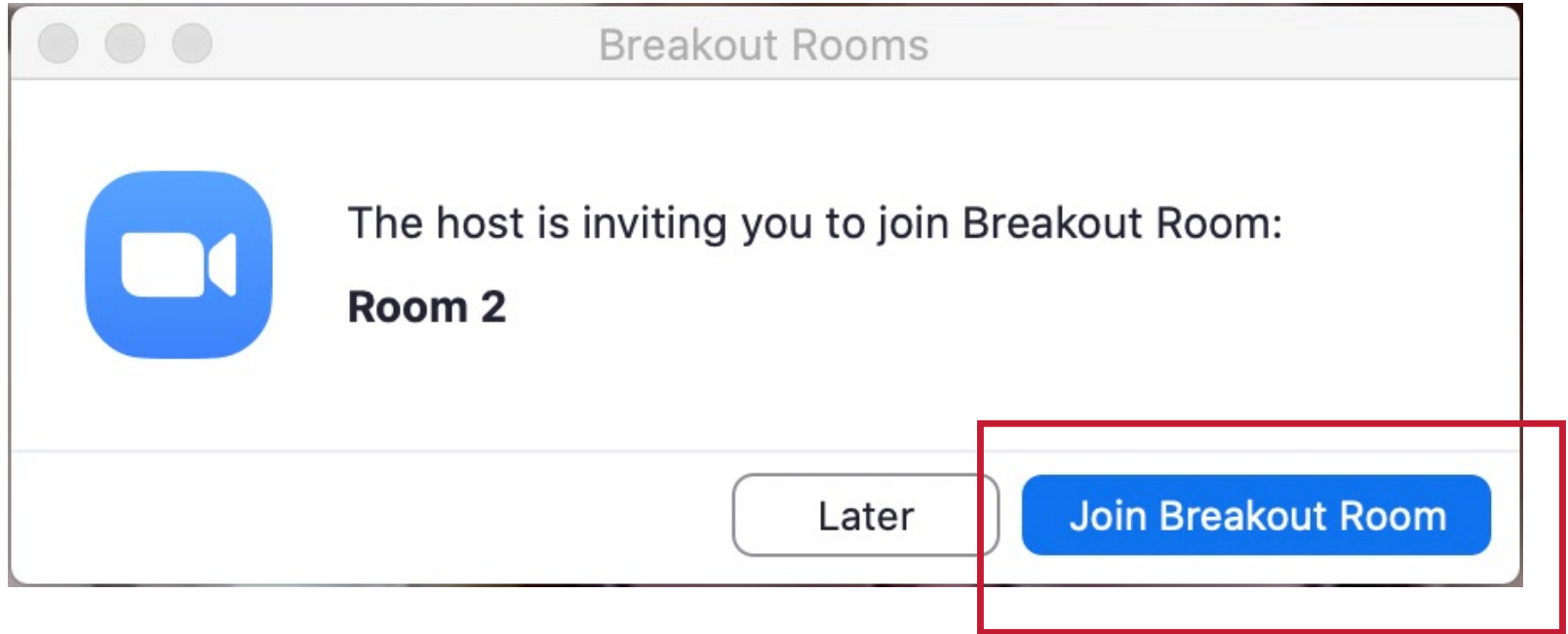
Turn on + off video



Zoom Instructions: Chat Box



Zoom Instructions: Breakout Rooms



Introductions

- Name
- Title/Affiliation
- Town
- Favorite local food

Grant Writing Process

Ginger Buchanan

Montana Farm to School Coach

Montana Team Nutrition

Grant Writing Process

Get clear on your wants and needs

Find grants

Get administrator approval

Apply

Keep good records







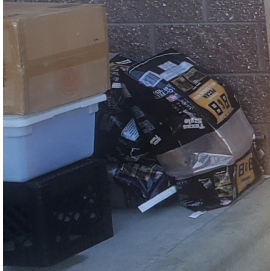




Huntley Project
Schools
Worden, MT



Community
Outreach







Grant Writing Process

Get clear on your wants and needs

Find grants

Get administrator approval

Apply

Keep good records



Montana No Kid Hungry

Linda Cleatus



NO KID
HUNGRY[®]

MONTANA



SHARE OUR
STRENGTH[®]

OUR VISION



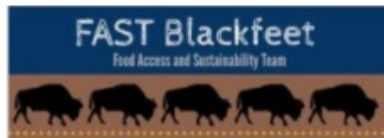
Every child in our state, no matter where they live or their economic status, gets three nutritious meals a day to grow up happy, healthy and thriving.



Healthy, culturally meaningful food is recognized as a critical foundation for Montana kids that must be prioritized within our local agricultural, healthcare, education and governing systems.



Decision making power in our communities is shared equally between conventional leadership and people with lived experience to ensure effective, long-term solutions to hunger and poverty.



Since March 2020 we've granted nearly \$1.4 million to Montana communities

- Mobile Summer Meals
 - Offering Grab N' Go meals to families during school closures
 - Extending meal transport and distribution from one larger community into rural surrounding areas
- Assisting local food banks in securing emergency food
- Planning ahead for upcoming school year by funding necessary supplies and additional labor expenses for updated meal service models



BlueCross BlueShield
of Montana



DENNIS & PHYLLIS
WASHINGTON
FOUNDATION



Jackson
CONTRACTOR GROUP, INC.



Montana Rail Link



**First
Interstate Bank**



SCL Health

HOLY ROSARY | ST. JAMES | ST. VINCENT



TC Energy



CHARITABLE FOUNDATION



TUSK PHILANTHROPIES







Oliver Speedseal System





<https://state.nokidhungry.org/montana/>

Equipment Grant

Erin Turner, MT Office of Public Instruction



USDA EQUIPMENT GRANT

Erin Turner
Specialist, School Nutrition Programs
Montana Office of Public Instruction

Purpose of Grant

- Improve nutrition and quality of school meals.
- Improve overall efficiency (both energy and labor) of school food service operations
- Improve food safety.
- Improve/expand participation in NSLP or SBP.



APPLICATION INFORMATION

MONTANA'S YEARLY EQUIPMENT GRANT FUNDING IS APPROXIMATELY \$70,000

- **October** – Applications usually open & available at <http://opi.mt.gov/School-Nutrition>
- **November** – Applications are usually due
- **December** – Districts usually will be notified of award



APPLICATION INFORMATION

- \$1,000 Minimum award for a piece of equipment
- \$5,000 maximum award for a piece of equipment
- All Montana School District's that operate the NSLP are eligible and encouraged to apply.

POSSIBLE GRANT SCORING RUBRIC

Part 1: Cover Page					40 points
Grant application received by due date?					Application Received by December 18
					NO YES FAIL PASS
Availability of existing State and local funding for equipment purchases.					Availability of Funding
					Funding sources identified No additional State or local funding 0 5
Excess Net Cash Resources in 2019-20 school year (exceeded 3-month operating expenses)					Exceeded Net Cash resources
					YES NO 0 5
Authorized Representative Signature					Authorized Representative signature
					NO YES 0 5
How many USDA Equipment Grant awards has the district received?		Number of USDA Equipment Grants received			
		3 or More	2	1	0
		-20	0	15	25
Total Points					

Part 2: Site Application					50 points
Conveyed Equipment need: Low - Would really like to have. Would be added benefit for the school/cafeteria. Medium - Conveyed a basic operational need. High - Demonstrated a critical need.		Rated response			
		Low	Medium	High	
		5	10	20	
Applicant described how requested piece of equipment can improve:		Did not Describe (Information not provided)	Minimal (Clarification needed)	Adequate (Clearly described)	
Quality and nutritional value of meals		0	3	5	
Increase participation in the National School Lunch Program or School Breakfast Program		0	3	5	
Safety of food served in the school meal programs		0	3	5	
Overall efficiency of the school food service operations		0	3	5	
Emphasis on offering more fresh fruits and vegetables or local foods in school meals		0	3	5	
Adopting lunchroom strategies for student convenience		0	3	5	
Total Points					

Equipment Bids		10 points
3 bids for one piece of equipment costing at minimum \$1,000 were submitted with the application for this piece of equipment.		Three Allowable Bids Received
		NO YES 0 10
Total Points		

APPLICATION TIPS

- Be sure to apply!
- Grant Scoring Rubric is provided on the application
- Fill application out completely
- Answer every question thoughtfully and thoroughly for maximum points
- Submit application on time

PAST EQUIPMENT GRANT AWARDS



Equipment Purchased	Award
Freezer	\$ 3,036.00
Dough Sheeter	\$ 2,001.56
Refrigerator	\$ 3,796.27
Convection Oven	\$ 4,559.00
Induction Burner and Pans	\$ 1,357.72
Dough Divider	\$ 1,412.79
Three Compartment Sink	\$ 1,976.84
Refrigerator	\$ 3,637.22
Holding Cabinet	\$ 3,798.19
Refrigerator	\$ 2,500.00
Steam Table	\$ 2,000.00
Holding Cabinet	\$ 1,570.00
Range	\$ 3,410.00
Steam Table	\$ 5,000.00
Ice Machine	\$ 5,000.00
Salad Bar Refrigerator	\$ 4,000.00
Refrigerated Salad Bar	\$ 3,444.82
Convection Oven	\$ 4,292.38
Food Processor	\$ 4,034.00
Convection Oven	\$ 4,791.00
Reach In Refrigerator	\$ 1,746.17
Cold Food Cart Bar and Containers	\$ 2,258.04
	\$69,622.00

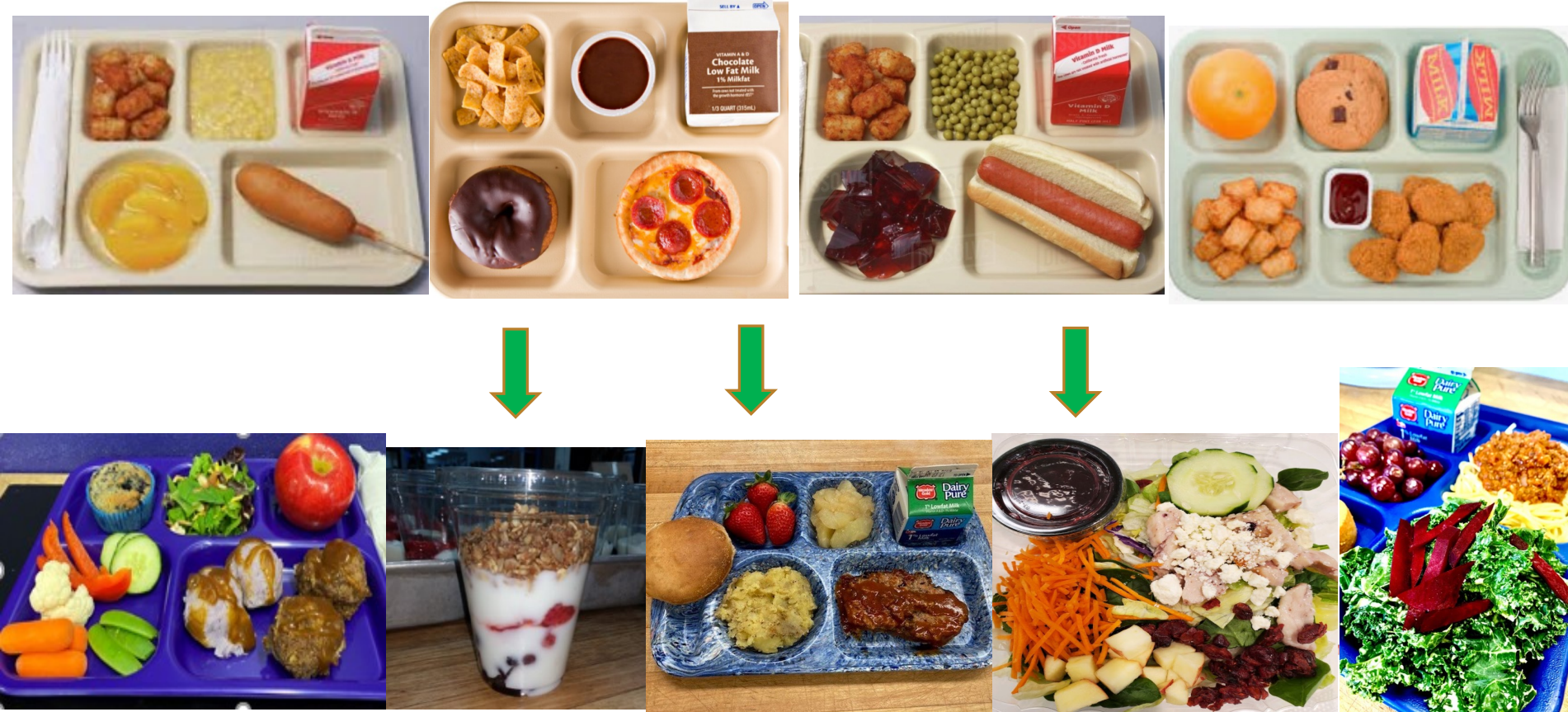


The type and cost of each piece of equipment	
6 Burner Range	\$5,000
Salad Bar	\$1,500
Dishwasher	\$5,000
6 Burner Range	\$2,885
Holding/Proofing Cabinet	\$1,149
Holding Cabinet	\$5,000
Steamer	\$3,165.80
Convection Oven	\$5,000
6 Burner Range	\$2,249
Dough Sheeter	\$1,450
Dishwasher	\$5,000
Refrigerator	\$3,719.91
Stainless Steel Countertop	\$5,000
Salad Bar & Accessories	\$4,000
Refrigerated Buffet Table	\$5,000
Convection Oven	\$5,000
Warmer	\$2,950
Proofing Cabinet	\$2,725
Food Processor	\$1,980
Hot Food Well Unit	\$3,060
Milk Cooler	\$1,649



Putting Montana Students First **A+**

WHAT ARE YOUR EQUIPMENT NEEDS TO HELP IMPROVE SCHOOL NUTRITION?



QUESTIONS?

Erin Turner

OPI School Nutrition Programs Specialist

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<http://opi.mt.gov/School-Nutrition>

School Nutrition Program Grants + Tips

Katie Bark

Objectives: Attendees will...

- List 5 tips for writing a successful grant application
- Become aware of 1 grant funding source
- Become aware of 1 grant writing resource



Glossary of Common Terms in Grant Writing

- **Application** could be called “Request For Application” (RFA) or “Request for Proposal” (RFP).
- **Grant Proposal** is the same as Grant Narrative. This is usually the entire document except the Budget.
- **Budget Narrative** is the explanation for requesting the items listed in the budget. For example, Salary Amount Requested is \$500.00
The Budget Narrative is: Funds are requested to support one person at a rate of \$25.00/hour for a total of 20 hours. $20 \times \$25 = \500.00
- **Mini-Grant** is the same as Sub-Grant is a grant program awarded from a state agency or non-profit organization.

FY2021 Fuel Up to Play 60 Grant

- Funded by National Dairy Association and National Football League (NFL)
- <https://www.fueluptoplay60.com/funding/general-information>
- Maximum: \$4,000
- School Year 2021-2022
- Goal: Student Health and Wellness

1. Pay Attention to Requirements & Deadline

Read over the application carefully (RFA or RFP) and highlight key components like:

- Purpose
- Requirements and Scoring Criteria
- Submission Method and Deadline
- Budget
- Required Attachments

Use a highlighter to mark key components

Fuel up to Play 60 Grant

National Dairy Council (NDC) and National Football League (NFL)

<https://www.fueluptoplay60.com/funding/general-information>

- Deadline for Submission: April 28, 2021
- On-line Application
- Maximum funding level: \$ 4,000

Purposes:

- Implement Healthy Eating and Physical Activity strategies to support student wellness
- Increase access to and consumption of dairy products (milk, yogurt, cheese)



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2. Tell Your Story to Address Your Need

- Do Your Research and Pre-Planning before Starting to Write Proposal.
 - Gather your team of people to work with on project
 - Determine costs of the project; food costs for taste tests or to purchase a piece of equipment, staffing or contract labor
- Write out in complete sentences:
 - Your need or ask.
 - Your plan to solve it with grant funds
 - Who is going to be involved in the plan
 - How will you know if you are successful?
 - Budget needs
 - Timeline for completing the project



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Fuel Up to Play Application

- Join Fuel Up to Play 60, register an Advisor for district
- Confirm your district is on the National School Lunch Program
- Select a Healthy Eating Play - *Farm to School-Know Your Foods*
- Include how funding will increase student access to and consumption of dairy products
- Select a Physical Activity Play
- Write down all of the costs to implement the two Plays. Add up the budget and and double check the math.
- Have independent reader review the grant application; Get administration's approval
- Submit by April 28, 2021

3. Answer the Questions and Take Time to Edit or Rewrite

- **Less is often More!** Stay to the point of the question and be sure to answer it in a concise manner.
- Write in complete sentences. Be concise and clear. Don't use acronyms unless defined the first time. For example, *Harvest of the Month (HOM)* would be defined with the acronym the first time it is used.
- Don't assume the reviewer knows anything about your program. Write simple sentences and and be concise.
- Re-read your proposal at least 3 to 5 times.



Be Clear and Concise in Responses

List HOM Educational Activities: Example of Clear Response

- 1. Each Kindergarten teacher will teach one Harvest of the Month (HOM) lesson each month.
- 2. The Food Service Director will feature one HOM item on the menu; and post the materials (poster/home handout/recipe) on the bulletin board each month.
- 3. The librarian will put out books on display in the library on the HOM item each month.

List Educational Activities: Example of **Vague Response**

- Teachers will teach the HOM lessons to students and the food service will serve the item each month on the menu.

Healthy Eating Play:

Farm to School - Know Your Foods

Our district will implement the following strategies to achieve success with this play:

1. Implement the Montana Harvest of the Month Program (HOM) in the SY2022 which serves one local food each month on the lunch menu, conducts a monthly taste test, and promotes the local foods through posters and educational activities.
2. Dairy foods are featured in the HOM Program. Students will be introduced to a new recipe (Montana Cherry Smoothies) through a taste test at a lunch meal during the month of May.
3. Students in elementary grades (1-3) will be introduced to a local farmer through a field trip.
4. Grade 1-3 teachers will utilize lessons from the HOM and Dairy Council (<https://www.discoverundeniablydairy.com/curriculum>) to teach students one lesson to 1-3 grade students about a local food.

4. Make Sure Budget Supports Your Proposal

- The budget should request only items that are needed to carry out the proposal plan.
- Make sure the budget includes only allowed expenses. Check math at least twice to ensure it is correct.
- The budget narrative should clearly explain how the budget amount was determined.

For example, if \$300.00 is requested in the budget for bus expenses for farmer field trips

Budget Narrative: The grant will fund one bus for 3 days of field trips to farms for 3 teachers and 60 students at \$100/bus X 3 days. $3 \times \$100.00 = \300.00

Budget Calculations

Additional Food Play Expenses:

Grant budget limit: \$0.60/student per taste test.

Montana Cherry Smoothie Taste Test: \$0.60/student X 300 students = \$180.00

Equipment: 1 Vitamix Blender = \$350.00

1 Immersion Blender = \$149.00

Physical Activity Play:

Grant budget limit: \$2,000 is the maximum level

5. Recruit Support from your School or Community

- Check with your school district to see if there is a “Grant Writer” that can help write it. Or ask the Parent Organization if there is a parent that has experience or wants to help write the grant.
- Try to write an application with at least another person or preferably 2 other people. This ensures time to work on specific parts of the grant application.



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Resources for Grant Writing

- Before submitting the application, recruit an objective person as a “reviewer” to read your application/proposal. This person is not part of your grant writing team.
- **Helpful Resource:**
 - The Quick Wise Guide to Writing Grant Proposals: Learn How to Write a Proposal in 60 Minutes
 - By: Waddy Thompson - available in audio/pape
 - \$3.00-\$7.00 from Amazon



Thank you!

Katie Bark RDN, SNS

Co-Project Director

Montana Team Nutrition Program

Montana State University

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www.montana.edu/teamnutrition



USDA Grants

Andrea Alma



USDA Farm to School Grants

Andrea Alma

USDA Farm to School Regional Lead

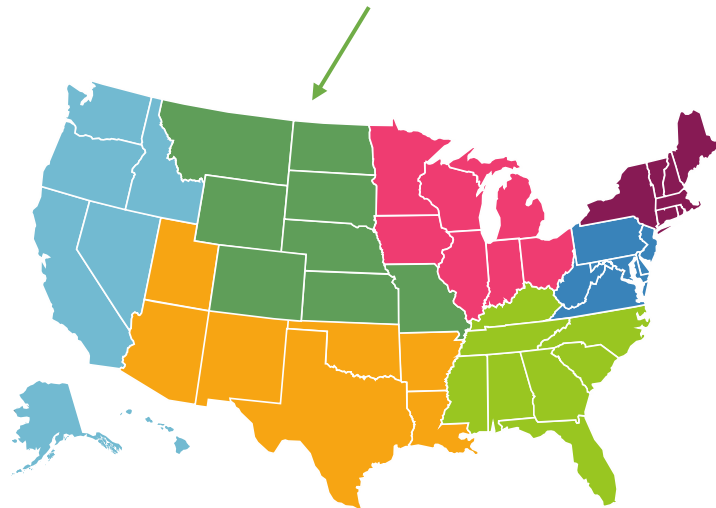


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Andrea Alma
Farm to School Regional Lead
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USDA Food & Nutrition Service
Mountain Plains Region





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USDA Farm to School Grant

- Designed to **increase the availability of local foods in schools**, these grants can help new farm to school programs **get started or expand** existing efforts.
- Funds support a **wide range of activities** from training, planning, and developing partnerships, to creating new menu items, establishing supply chains, offering taste tests to children, purchasing equipment, planting school gardens, and organizing field trips to agricultural operations.







Joaquin Rodriguez from Taos Day School

Check Out Our

Winter Squash



Harvest Month

Harvest
of the Month



THE SAS-SQUASH

Scary high amounts of Vitamins A+C

STARRING: Beta Carotene

Featuring:
Iron
Calcium
Magnesium
and Vitamin B₆

HARDIN HOMEGROWN
ROASTED
BUTTERCUP
SQUASH



BUTTERNUT
SQUASH



SQUASH
taste test



Tried It

Liked It

Loved It



Taste Test Results

25
7
89

tried it
Liked it
Loved it

RECIPE: Roasted Honey Cinnamon Squash

Cut squash in half. Scoop out seeds. Poke squash skin and insides with a fork several times. Quarter squash. Put butter and 1/2 tablespoon of honey on each piece. Sprinkle with cinnamon to taste. Rub into squash. Bake at 350F for 40 minutes.

WINTER SQUASH

VARIETIES



PUMPKIN



ACORN
SQUASH



SPAGHETTI
SQUASH



BUTTERNUT
SQUASH



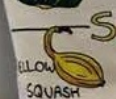
DELICATA



BUTTERCUP
SQUASH



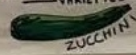
HUBBARD



YELLOW
SQUASH

SUMMER SQUASH

VARIETIES



ZUCCHINI



PATTY PAN



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Who is eligible to apply as lead applicant?



- » Eligible schools
- » State agencies
- » Local agencies
- » Indian tribal organizations (ITO's)
- » Agricultural producers or groups of agricultural producers
- » Non-profit organizations



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Other types of organizations can be partners!

Grant Tracks

Grant Track	Timeline	Funding Amount
Turnkey	12 <u>or</u> 24 months (depending on project choice)	Up to \$25,000 Up to \$50,000 (Depends on project)
Implementation	12 <u>or</u> 24 months	\$50,000 - \$100,000
State Agency	12 <u>or</u> 24 months	\$50,000 - \$100,000



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Allowable Costs

- Among other costs, budgets may include expenses related to **personnel, contractors, equipment and supplies, meeting expenses, travel, and trainings.**
 - Is the cost applicable to my grant and/or the sub-grant's objectives?
 - Is the cost allowable according to program cost principles?
 - Is the cost reasonable and appropriate?
- Examples: Salad bars, garden supplies, substitute pay while teachers attend a training, promotional materials, evaluation consultants, rental fee for building usage.



Unallowable Costs

- Examples of unallowable costs:
 - Vehicles
 - Construction
 - Land
 - Host agency contribution for AmeriCorps
 - Medical equipment



A note about food: food costs are allowable as part of a specific grant activity/training, not meals for anyone, but may not be more than 10% of the federal award



Match Requirement

- USDA will contribute no more than **75 percent** of the total project costs
- Applicants must include a funding match of at least a **25 percent** of the total project cost from non-federal sources



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7891413



United States Department of Agriculture
Food and Nutrition Service

Farm to School Grant Program

Fiscal Year 2021 Request for Applications

Catalog for Federal Domestic Assistance Number (CFDA): 10.575

Dates

Publication Date: October 16, 2020

Application Due Date: 11:59 PM, Eastern Standard Time (EST), January 8, 2021

Estimated Award Date: June 2021

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 60 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



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United States
Department of
Agriculture

USDA PROGRAMS IN THE LOCAL FOOD SUPPLY CHAIN

USDA is committed to supporting robust regional food economies across the food chain through the programs noted below.



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<https://www.ams.usda.gov/sites/default/files/media/FoodSupplyChainFactSheet.pdf>

Grant Applicant Resources: <https://www.fns.usda.gov/cfs/farm-school-grant-program>



Andrea Alma

Andrea.alma@usda.gov

303-844-4417

More Farm to School Grants!

Aubree Roth

**School
Gardens**



Procurement

Education

General Grants + Resources

- **Montana Farm to School Facebook:**
<https://www.facebook.com/montanafarmentoschool/>
- **National Farm to School Network's This Week Newsletter:**
http://www.farmentoschool.org/news-and-articles/tag/This_Week/
- **USDA Farm to School (up to \$100,000):**
<https://www.fns.usda.gov/cfs/farm-school-grant-program>
- **Whole Kids Foundation (amounts vary):**
<https://www.wholekidsfoundation.org/programs>
- **Montana Farm to School Summit Scholarships - Due May 6**
<https://www.montana.edu/mtfarmentoschool/summit.html>
- **Businesses in your area, Community foundations, PTA**

School Gardens

- Kids Gardening Grants: <https://kidsgardening.org/garden-grants/>
- Kids Gardening Grants List: <https://kidsgardening.org/grant-opportunities/>
- Whole Kids Foundation: <https://www.wholekidsfoundation.org/programs/school-gardens-grant>
- Annie's Grants for Gardens: <https://www.annies.com/grants-for-gardens/>
- Collective School Garden Network Grants List: <http://www.csgn.org/grants>

Procurement + Education

Procurement

- **Chef Ann Foundation (varies):**
www.chefannfoundation.org
- **USDA Equipment Grants:**
watch for announcements
through OPI SNP

Education

- **Bee Cause:**
<https://www.thebeecause.org/the-bee-grant/>
- **Seed Your Future, Educator Grants List:**
https://www.seedyourfuture.org/educator_grants
 - Many are garden-related
- **Education foundations**

Recordkeeping + Reporting

Rita Huck



Grant Writing Management Form

Grant Application Checklist

Title of Grant: _____

Brief summary of proposed grant: WHO -- WHAT -- WHEN -- WHERE --WHY

Total Amount of Grant: \$ _____

Grant Approval sign-off:

Signature of Grant Writer/Applicant

Date

Signature of Building Principal

Date

Signature of Business Manager

Date

Signature of Superintendent

Date

A copy of the completed application and all materials must be sent with this application to the Business office.

Accounting for Grant: _____

Resources + Opportunities

www.montana.edu/mtfarmtoschool

Past Events

Montana Farm to School Webinars + Showcases – *Archived*

<http://www.montana.edu/mtfarmtoschool/resources/training-event.html>



- Scholarship Applications:
Due May 6
- Early Bird Tickets End:
May 31

August 11-12, 2021 | Helena, MT

www.montana.edu/mtfarmtoschool/summit.html

OCTOBER

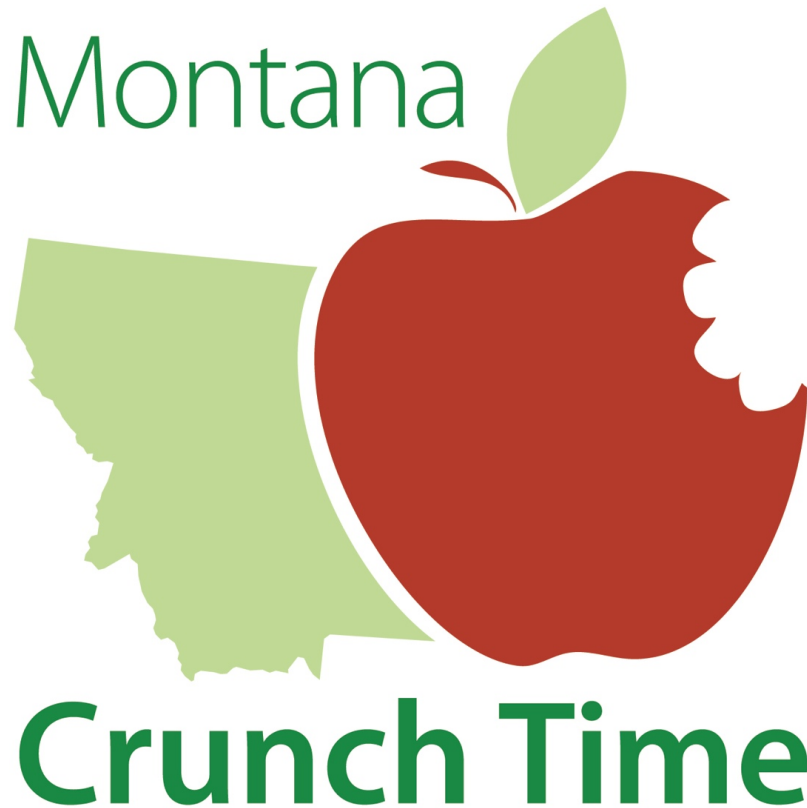
is



NATIONAL **FARM TO SCHOOL** MONTH

Celebrate **Farm to School Month** throughout **Montana!**





Join preschools, schools, colleges, and individuals across Montana in celebrating Food Day and National Farm to School Month by crunching into locally and regionally grown apples on

October 2~~nd~~ and 21st

For more information about Montana Crunch Time, to register and receive your guide, visit:

**[montana.edu/
mtfarmtoschool](http://montana.edu/mtfarmtoschool)**

Share your "crunch byte" (video and photos) on social media with

#MTCrunchTime

Montana Crunch Time is sponsored by the Montana Farm to School Leadership Team and partners. Learn more about the Montana Farm to School Leadership Team and the member organizations at:
www.montana.edu/mtfarmtoschool/leadership-team/index.html

Montana Farm to School Coaches



Ginger Buchanan

Ginger.Buchanan@montana.edu



Faith Oakland

Faith.Oakland@montana.edu

Share Your Story

- Share your challenges, successes, ideas.
 - aubree.roth@montana.edu
 - Share Your Story Form
- Social media: #MTHarvestoftheMonth #MTFarmtoSchool
- Montana Farm to School Facebook Page
- Use USDA Photo Releases for photos
- Local news media

 **Hinsdale Kitchen** added 5 new photos — with Margo Anderson Salveson.
January 12 at 3:27pm · 🌐

Harvest of the month!! Carrots!!!



Fallon County TIMES

Subscribe to our o
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HOME NEWS COMMUNITY SCHOOLS SPORTS OPINION OBITUARIES CLASSIFIEDS

Harvest of the Month – Winter Squash

DECEMBER 23, 2016 IN SPORTS

f t g+ p in



Jalden Dulin and Jaeda Paul cleaning out the squash, which is the December harvest of the month, so Connie Lang and Berdrie Rieger can incorporate them in the meals they prepare for the students.

Questions?

Please type your questions into the chatbox, select all attendees or unmute.

Ready to Dig In?

MT Harvest of the Month

www.montana.edu/mtharvestofthemonth

Montana Farm to School

www.montana.edu/mtfarmtoschool

Facebook

<https://www.facebook.com/montanafarmtoschool>

Instagram

<https://www.instagram.com/mtfarmtoschool/>

Contact

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