



**2014 Alaska Farm to School Program
Mini-Grant Announcement
Application Deadline April 18, 2014**

To: Interested Alaska Farm to School Supporters

The Division of Agriculture is soliciting applications for Farm to School (FTS) projects promoting activities that connect students, teachers, community, and the school food service with product grown or produced in Alaska.

The Alaska Farm to School Program would like to frame the 2014 projects around the two programmatic themes of **INVOLVEMENT IN FOOD SERVICE** or **INTEGRATION INTO CLASSROOM CURRICULUM**.

Projects can fit into these themes through the following five categories:

- Bringing local foods to the classroom,
- A planting or harvest activity,
- A farm visit,
- A local foods community event, or
- A proposed activity in another category (upon approval)

The Division of Agriculture intends to award multiple contracts from this solicitation. State funds to be allocated per project are between \$250 and \$1,000.

If you are a repeat grant applicant, please be aware that the 2014 grant requirements have undergone significant changes. Make sure your project changes and revisions will fit into the new grant criteria.

FUND DISTRIBUTION: This is a reimbursement grant. Once you receive approval and we have all necessary paperwork from you, you will be given **75%** of your grant funds as an initial payment. When you have shown us proof of purchase for **the full 100% of the grant funds**, you will be sent the final 25% of the grant as a reimbursement. Please call or email Taylor Berberich for any clarifications on fund distribution.

Note about fund distribution: we recommend that you notify your grant coordinator at the district level of the reimbursement nature of this grant. The Division of Agriculture will not be held responsible if your district cannot cover the final 25% of your grant funds. You may need to spend the final amount out of pocket should the situation arise, but you will be sent the reimbursement directly upon our receipt of the final expenditures.

The purpose of the FTS project is:

- To increase Alaska youth understanding about how food gets from its original form to the plate;
- To promote healthy food choices, and
- To encourage a preference for food grown and harvested in Alaska.

Requirements of the contract will include:

- Promotion of a Farm to School project or activity, not an individual business;

- Projects must fit into the two programmatic themes of INVOLVEMENT IN FOOD SERVICE or INTEGRATION INTO CLASSROOM CURRICULUM.
 - Projects involving food service must involve a school food service professional (can be at the district level or school level). **At a minimum a letter of support from the food service professional is required.**
 - If you are unable to work with school food service, an acceptable substitution will be to provide relevant feedback to the school food service about your project (i.e. kids liked certain recipes or foods)
 - Projects integrating classroom curriculum must include lesson plan outlines to inform us of your plans to incorporate farm to school into your classroom.
- Inclusion of an expert, specialist, or mentor in the community (i.e. cooperative extension services, FFA, 4-H, master gardener, farmer, chef, or other);
- If the project requires use or any impact of a school facility there must be a letter of support from the principal or appropriate school administrator of that building.
- A final report (simple reporting form will be provided), including required documentation and receipts.
 - **Failure to provide proof of purchases may result in returned funding.**

Applicants should submit applications using the requirements listed in the application guidelines document. The entire application package can be found in the grants section of our web site www.dnr.alaska.gov/ag under the "Grants" tab.

Applications will be evaluated based on:

- How the activity addresses a community need;
- Ability to address problems in Alaska's food chain- such as lack of local foods in schools or lack of knowledge on what foods grow in Alaska;
- What benefits the project will bring in relation to the funds provided;
- How the experience of involved industry experts will be used during the project;
- Project evaluation methods and media plan; and
- Previous project performance.

Applications must be received in person or mailed to the Central Division of Agriculture office by 4:30 pm on Friday, April 18, 2014. Late applications will not be considered.

Alaska Division of Agriculture- Main Office
 1800 Glenn Hwy
 Suite 12
 Palmer, Alaska 99645

Selected applications will be announced and awarded no later than April 30th, 2014. Project documentation and final report forms must be complete and submitted to the Central office of the Division by 4:30 PM on September 30th, 2014. **Projects received *after that time and date* will not be considered.**

2014 Alaska Farm to School Program
Application Guidelines and Requirements

Application Deadline: April 18, 2014 Applicants Notified by: April 30, 2014

Applications must be received by close of business (4:30 pm) April 18, 2014. Submit by email to taylor.berberich@alaska.gov, fax (907-745-7242), mail or in person to the Alaska Division of Agriculture, Main Office.

NOTE: Please reference the mini-grant announcement above for more details on the 2014 grant parameters.

Overview

1. You cannot apply for the same grant project more than three years in a row. If you are in the second or third year of a project that has been funded previously, there must be a new or altered objective which demonstrates new development within the project.
2. Funds cannot be spent prior to award notification, receipts must be dated post-award.
3. Please include a cover page showing the project title, contact information, and the non-profit organization or individual that will be responsible for receiving the funds.
4. Begin the proposal with a project overview and then clearly answer each question outlined under "proposal content."
5. Please limit your application to four pages, including the budget.
6. The FTS grant will not provide funding for individual salaries.
7. Only 50% of the funds requested can go toward travel costs.
8. In the event that additional funds become available for this grant program, please indicate whether or not your project could be expanded.

Proposal Content:

Introduce your project with a summarizing paragraph and then answer the following questions:

1. Which of the five categories listed under the programmatic themes (see mini-grant announcement) does your project fall under?
2. What are the specific goals and objectives of this project?
3. How will accomplishments be evaluated and measured? Be specific, and be sure to include how you will execute these evaluations.
4. What is your media plan? (School newsletters and announcements, posters, radio, television, social media and hall art all count as media.)
5. How will funds be utilized? Matching funds are not required, but you are encouraged to list any you have. We will need receipts for all funds expended, including matching funds.
6. How does your project include expertise and collaboration from school food service staff or curriculum development? Use this response to explain how the school food service/curriculum will be a part of your project.
7. How do you plan to involve the youth? Please be specific on how youth will be involved in the project.
8. How will your project impact youth understanding of the food system?

Project Assistance:

If you are interested in applying but need clarification on a piece of the criteria or eligibility please call or email for assistance:

Taylor Berberich at taylor.berberich@alaska.gov, or call 907-761-3855.

We are committed to supporting a wide variety of farm to school efforts and want to make this grant program reach all types of efforts.

Evaluation Criteria

1. Application Packet: 20 points

- The application will be evaluated on how complete it is and whether or not it follows the directions provided.

2. Evaluation/Media Plan: 20 points

- Did you clearly answer question #2 and #3 above? Evaluation methods and project visibility are beneficial components of a successful project.

3. Budget: 10 points

- The budget will be evaluated on how clearly it defines how the funds will be used and the use of the funds.

4. Farm to School Impact: 40 points

- How will your project include, engage, and impact school food service and youth?

5. Previous Projects: 10 points

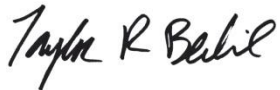
- The applicant will be evaluated on previous projects completed. If you have not been previously awarded a grant with the Division of Agriculture, you will not be penalized and will be granted 10 points automatically. If you previously had an incomplete project, a 0 will be granted.

Total Points Possible = 100

If you have any questions, please contact:

Taylor Berberich at taylor.berberich@alaska.gov, 907-761-3855.

Sincerely,



Taylor Berberich

Farm to School Project Manager