



**2015 Farm to Summer Food Service Programs
Instructions & Guidelines—Application Deadline April 15, 2015**

This grant opportunity is contingent on continued funding of the Alaska Farm to School Program.

To: Interested Alaska Farm to Summer Meal Site Operations

Eligible Applicants

1. Summer Food Service Meal Sites,
2. Resident Child Care Institution Sites, or
3. Child and Adult Care Food Program Sites

The Division of Agriculture in coordination with the Department of Education & Early Development, Child Nutrition Programs will promote a ‘Farm to Summer Food Service Program’ with the intent to increase specialty crop availability and consumption in Summer Meal feeding sites. The Division of Agriculture intends to award multiple grants from this solicitation for projects promoting activities that connect students, teachers, food service staff, community members, and parents with specialty crop products grown or produced in Alaska.

| What is a Specialty Crop? | |
|---|--|
| <p>YES:</p> <ul style="list-style-type: none"> -Fruits -Vegetables -Flowers -Mushrooms -Honey -Nursery | <p>NO:</p> <ul style="list-style-type: none"> -Meat -Dairy -Grain -Fish |

Specialty crops are defined by USDA as “fruits and vegetables, tree nuts, dried fruits and horticulture and nursery crops, including floriculture.”

The purpose of the Farm to Summer Food Service Program is:

- To increase Alaska youth and summer food service staff understanding about specialty crop availability and production in Alaska,
- To promote healthy food choices and increase specialty crop availability in summer meals, and
- To encourage a preference for specialty crops grown and harvested in Alaska.

Project Funding:

Participating sites are allowed the following budget categories:

- Project supplies- Up to \$250 for supplies for school gardens and educational program for adults/children such as paper, booklets, writing utensils, etc.
- Recipe development and taste test food costs – Up to \$500 for a stipend to purchase Alaska Grown specialty crops to bring back to the feeding site for menu development, taste tests, and sampling with students. This will lay the groundwork for your own individual initiative next summer.
- Travel costs - Up to \$500 per participating site to travel to a farm, farmers market, or other food system facility tour.
- Site coordinator fees or agriculture expert visit– Up to \$500 for communities to pay a stipend to the site coordinator or costs for bringing an agricultural expert to the community to help with an educational activity.

Grant application components and commitments:

- You must have a program contact who will be the primary contact with the Division of Agriculture staff,
- Specific Farm to Summer Food Service educational activity and/or field trip,
- Agree to attend either a webinar, conference call, or personal call with the Division of Agriculture staff to understand the requirements of this grant and ensure your project is a success,
- You must submit claims for reimbursement for this grant by Sept 30, 2015. All purchased items must have receipts, and receipts must be dated after award notification; May 15, 2015.

Please sign and date below indicating that you have read and understand this section:

Primary contact signature

Date

Reporting Requirements:

1. Specialty crop impact tracking (form will be provided for guidance):
 - a. Provide us with an estimate of **how** you increase your use of Alaska Grown specialty crop products by keeping track of:
 - i. the number of new meals you use the products in, and
 - ii. the number of new recipes you developed.
 - b. Provide us with information about the **type and frequency** of educational activities you carried out with students (i.e. taste tests, games, lessons).
 - c. Provide us with a **description** of the educational activity and/or field trip you took and how many new Alaska Grown specialty crops you learned about.
 - d. Provide us with the **number** of new Alaska Grown specialty crop producers you built a relationship with. If you have no producers in your area provide the **number** of *new* Alaska Grown specialty crops you are comfortable using in your meal program.
2. Completion of a pre/post questionnaire (this will be provided for guidance):

Administer a short and simple questionnaire to students to **measure their preference** of Alaska Specialty Crops before and after your projects.

Please sign and date below indicating that you have read and understand this section:

Primary contact signature

Date

2015 Alaska Farm to Summer Food Service Application

Applications are encouraged to be submitted by close of business **(4:30 pm) April 15, 2015. Applicants Notified by: May 15, 2015**

Submit by e-mail, fax, or mail to Johanna Herron, johanna.herron@alaska.gov

Johanna Herron,
Department of Natural Resources, Division of Agriculture
1800 Glenn Hwy, Suite 12
Palmer, AK 99645
Phone: (907) 761-3870
Fax: (907) 745-7112

Overview

1. If you have been awarded a grant for this purpose in the past, your proposed grant project must have 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 after award notification; May 15, 2015.

PROGRAM INFORMATION (please use February 2015 data)

Program Name _____

Address _____

Name of Primary Contact Person _____

Position of Primary Contact Person _____

E-Mail Address for Contact Person _____

Phone Number for Contact _____

Please mark which type of program your site is:

Child care center

Family day care home sponsor

School district

Summer food service program

Please provide numbers for potential site and student impact:

_____ # of sites for application

_____ # of children/elders served at applied sites

PROPOSAL

Tell us briefly how your summer meal site plans to educate kids or elders about Alaska Grown specialty crops.

Tell us specifically about your educational activity and/or field trip plans.

Will you visit a farm, farmers market, fair, distributor, manufacturer, or will you invite someone to your facility to talk about what role they play in the specialty crop industry?

(An agricultural expert can include cooperative extension agents, master gardeners, farmers, state agency experts, or a community member with gardening experience).

How will you utilize the specialty crops you purchase?

Will you hold taste tests/samplings with the students, incorporate them into the menu, develop new recipes, and/or let kids take them home to try with their family?

Budget: **We will need receipts for all funds expended**

| Category | Description | \$ Requested | Max \$ allowable |
|------------------------------------|-------------|--------------|------------------|
| Project supplies | | | \$250.00 |
| Recipe development and taste tests | | | \$500.00 |
| Travel costs | | | \$500.00 |
| Site coordinator fees | | | \$500.00 |

SIGNATURES (All are required)

We have reviewed this application and attest to the information provided. If selected, we agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by USDA. Please provide the contacts shown below or equivalent positions as determined by the agency.

_____ Date
Agency Executive Director and/or Principal

(Please print name and title)

_____ Date
Food Program Coordinator

(Please print name and title)

Phone Number _____

Fax Number _____

E-Mail Address _____

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