

**Growing Healthy Alaska Kids
Farm to Summer Meal Site
Sub-Grants for Child Nutrition Programs**

Spring 2016 Application



IMPORTANT: Before completing this application, carefully read the "Information and Requirements" for the Farm to Summer Meal Sites Program.

The Farm to Summer Meal Site Initiative is a Team Nutrition Program of
Child Nutrition Programs
Alaska State Department of Education and Early Development
801 W. 10th St., Suite #200
Juneau, AK 99811

Direct questions to: Johanna Herron, Team Nutrition Project Coordinator
907-761-3870 or johanna.herron@alaska.gov

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Information and Requirements for Farm to Summer Meal Sites Sub-Grants for Child Nutrition Programs

What is the Farm to Summer Meal Sites Program?

USDA strongly encourages gardening projects and incorporation of local foods into meal programs. The Farm to Summer Meal Sites Program will be actively building healthier nutrition environments by engaging children in **fun and interactive nutrition education** that is specific to their local food system, such as growing, harvesting, and/or cooking local foods. This project will be accessible to an array of participating programs including:

- Child and Adult Care Food Program:
 - Child Care Centers
 - Sponsor of Family Day Care Homes
- National School Lunch Program:
 - Resident Child Care Institutions
 - Summer School
 - Seamless Summer Program
- Summer Food Service Program.

General Information and Program Overview

The Farm to Summer Meal Sites project will help support Alaska children with hands-on experiential learning, nutrition education, and exercise with the added benefit to revising attitudes towards new and healthy foods through agency sub-grants.

It is our intent to provide funding, **up to \$750 per summer meal site or \$150 per family day care homes**, to help purchase gardening supplies, containers, and other materials. USDA nutrition education gardening curriculum will be provided to selected sites. Curriculum options include:

Name of Resource	Grade Level
Grow It, Try It, Like It	PreK
CARE Connections	PreK
More than Mudpies	PreK
The Great Garden Detective Adventure: A Standards-Based Gardening Nutrition Curriculum	3 rd – 4 th Grade
Dig In! Standards-Based Nutrition Education from the Ground Up	5 th – 6 th Grade
Alaska Specific Curricula	PreK-12

Technical assistance from Alaska Division of Agriculture, Farm to School Program will be made available for grantees through a teleconference and individually scheduled phone calls. These calls will provide ideas and tips on how to implement a successful food related project, how to successfully evaluate projects, and troubleshoot project barriers and challenges.

Farm to Summer Meal Sites objectives and goals:

- Enhance the eating environment with positive nutrition education materials and activities promoting fruits, vegetables, whole grains, legumes, and low or fat-free dairy products.
- Increase children's acceptance of fruits, vegetables, and whole grain-rich foods through nutrition education and promotion efforts, including school gardening, farm-to-school, and cooking activities.
- Increase awareness of the importance of a healthy diet and physical activity to a child's growth, health, and learning through the use of multiple communication channels, including the cafeteria, classroom, community, media, and home.
- Increase opportunities for students to participate in efforts to make healthier foods available in schools.

Eligibility Guidelines

The Farm to Summer Meal Site Project is a program funded by the US Department of Agriculture. Eligible applicants include school or childcare personnel, including but not limited to, teachers, administrators, authorized representatives, directors, school nurses, school counselors, foodservice personnel, or community partners such as extension agents.

Applicants must:

- Be located within the state of Alaska.
- Public, private, and non-profit sites are all eligible applicants.
- Participate in one of the federal USDA Child Nutrition Programs:
 - Child and Adult Care Food Program
 - Child Care Centers
 - Sponsor of Family Day Care Homes
 - National School Lunch Program
 - Resident Child Care Institutions
 - Summer School
 - Seamless Summer Program
 - Summer Food Service Program
- School Requirement Only. Be enrolled as a Team Nutrition School. (This is a requirement for **schools** to receive sub-grant funds) If your school is not a Team Nutrition School use the online registration form found at: <http://www.fns.usda.gov/webform/tn-school-enrollment-form>.
- Plan to incorporate food related educational activities with children and partner with an industry expert of your choice:
 - Food Producer
 - Cooperative Extension Staff
 - Master Gardener
 - Local Expert

Requirements for Participation

Eligible participating sites must agree to the following terms:

- Agree to participate in a phone consult hosted by Division of Agriculture, Farm to School Program in May 2016.
- Conduct food related education activities/lessons within the school, childcare program or Summer Food Service Program during the Spring/Summer/Fall of 2016.

- Commit to pre/post evaluations (guidance will be provided and tailored to the projects) and complete a post project report (to be provided).
- Expend sub-grant funds only as outlined, see spending guidance below.
- Provide receipts, pictures, and any menus or recipes developed.

Selection of Participating Sites

Participating sites will be selected using established criteria by a selection committee. First priority for selection will be given to sites that have demonstrated efforts to implement a healthy nutrition environment in the past. Other scoring criteria include project creativity, field trip or educational activity plans, student impact/need, and budget.

Sub-Grant Spending Guidance

Sub-grant funds can be spent to buy a reasonable amount of materials and/or travel such as:

- Gardening supplies (Seeds, Potting Soil, Starter Pots, Shovels, and Hoes).
- Field trip costs (bus rental, farm tour costs, mileage).
- Food and food related equipment that will be used for recipe development, educational activities, or taste tests are allowed, not to exceed 10% of grant award.

Sub-grant funds **may NOT be used to purchase bulk soils such as topsoil, irrigation supplies, fencing or any type of large equipment** such as a tiller or greenhouse.

Sub-grant funds cannot be spent prior to award notification, receipts must be dated after award notification and signed contract is returned.

No more than half the funds requested can go toward travel costs.

Timeline

March 24, 2016	Farm to Summer Meal Sites applications for the Spring/Summer/Fall 2016 made available.
April 22, 2016	Applications must be received by Johanna Herron or Kelli Whelan by 5:00pm. You can send via mail, fax, or email to: 1800 Glenn Hwy Suite #12, Palmer, AK 99645, Fax # 907-745-7112, johanna.herron@alaska.gov or kelli.whelan@alaska.gov
May 20, 2016	Approved applicants will be notified.
May 31, 2016	After contract is written and signed the 75% up front payout will be initiated.
June 2016	Phone consultations and teleconference dates will be conducted to provide technical assistance and resources to grantees.
June 2016	Evaluation process will be agreed upon and resources sent to sites.
October 15, 2016	Post-evaluation process will be administered at all sites and online survey report will be filled out. Receipts and photos will be submitted. After all reporting and documentation is submitted the 25% close out payment will be initiated.

Completed applications must be received by 5pm Friday April 22nd, 2016

Application Guidelines and Directions

1. Review the Eligibility Guidelines and Requirements for Participation on pages 3 & 4.
2. Spend sub-grant funds as outlined on page 4.
3. Late applications will not be accepted unless an inadequate number of applications are received prior to the specified date and time. Incomplete applications and applications with missing signatures will be contacted but the application will not be deemed complete until all information is provided.
4. Submission of an application does not ensure funding.

Part A. Applicant Information

District/Agency name:

Mailing Address:

City: Zip Code:

Applicant's Name (primary project contact):

Applicant's Title:

Area Code/Phone Number:

E-mail address:

Part B. Program Information

School Requirement Only

- Yes No Is this is a Team Nutrition school?
 Yes No Did you recently fill out the Team Nutrition online enrollment form?

- Child & Adult Care Food Program
 Child Care Center
 Number of sites:
 Number of classrooms:
 Average daily attendance in October 2015:
- Sponsor of Family Day Care Homes
 Number of homes:
 Average daily attendance in October 2015:

Summer Food Service Program

Number of sites:

Number of classrooms:

Average daily attendance in July 2015:

National School Lunch Program

Resident Child Care Institute

Summer School

Seamless Summer

Number of sites:

Number of classrooms:

Average daily attendance in October 2015:

Explain below what your food related project will look like. If you have been funded in the past please explain how this project will build on your past project.

How will local foods be utilized?

Has this school/district/center participated in any other programs to improve children's health/wellness during the last 3 years? Yes No
 If yes, please name and briefly describe the program(s)?

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

Be sure your supplies directly relate to your project. Make sure your budget follows our guidelines on page 2. If your total request comes to \$750 you should only ask for up to \$75 in Food Purchases.

Category	Description	\$ Requested	Max \$ allowable
Supplies			
*Food purchase			Up to 10% of request
Travel			Up to 50% of request
Other			
TOTAL:			

*If food is going to be purchased it must be **local AND used for taste tests or menu development** only.

Which educational resources you are interested in? (Please check box on the left of the resource listed)

√	Name of Resource	Grade Level	Link
	Grow It, Try It, Like It	PreK	http://www.fns.usda.gov/tn/grow-it-try-it-it
	CARE Connections	PreK	http://www.theicn.org/ResourceOverview.aspx?ID=199
	More than Mudpies	PreK	http://nfsmi.org/ResourceOverview.aspx?ID=247
	The Great Garden Detective Adventure: A Standards-Based Gardening Nutrition Curriculum	3 rd – 4 th Grade	http://www.fns.usda.gov/tn/great-garden-detective
	Dig In! Standards-Based Nutrition Education from the	5 th – 6 th Grade	http://www.fns.usda.gov/tn/dig-standards-based-nutrition-education-ground

	Ground Up		
	Alaska Specific Curricula	PreK-12	http://www.fairbankssoilwater.org/education-agriculture-classroom.htm

This grant will require administration of some very simple pre/post questions of your students to demonstrate a positive impact. Johanna Herron will be assisting all grant recipients with questions that fit your project and fun easy ways to collect the information.

Based off your project description **briefly describe what student behaviors you hope to impact with your project.** For example; 1) we hope growing kale with the students will help them try and like that food, 2) we hope taking them on a fishing field trip will teach them where their food comes from, 3) we hope visiting a farm or farmers market will teach them how food is made and who is growing it.

Would your site(s) be interested in having assistance from an AmeriCorp Volunteers In Service to America (VISTA)?

Yes No

VISTA assistance is not guaranteed for all sites and could be specifically to help with evaluation efforts or to assist in other ways. If you would like to be considered for a VISTA **please describe what you would like assistance with and how you envision a VISTA being a part of your project.**

Part C. Agreement and Signatures

I have read and understand the document titled "Information and Requirements for Farm to Summer Meal Sites Sub-Grants for Child Nutrition Programs". I agree to follow all requirements of the program.

Signature of Applicant

Date

Signature of Authorized Representative*

Date

*This is the official representative for the food service program, who may be you. If your site is supported by the Food Bank of Alaska, you will need the signature of your food bank representative.

**Submit pages 5-9 with signatures to Johanna Herron or Kelli Whelan:
E-mail, Mail or Fax completed applications to:**

**Attn: Johanna Herron or Kelli Whelan
Farm to School Program
Alaska State Division of Agriculture
1800 Glenn Hwy, Suite #12
Palmer, AK 99645
E-mail: johanna.herron@alaska.gov
kelli.whelan@alaska.gov
Phone: Johanna- (907) 761-3870
(907) 761-3854
Fax: (907) 745-7112**

Applications must be received by 5PM on April 22nd, 2016.