



April 15, 2013

2013 Alaska Farm to School Program Application

Application Deadline: May 15, 2013 Applicants Notified by: May 31, 2013

Applications must be received by close of business (5:00 pm) May 15, 2013. Submit by email to

Johanna.herron@alaska.gov, fax (907-328-1951), mail or in person to the Alaska Division of Agriculture, Central or Northern Region Office (see above).

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. If the project requires use of or any impact of a school facility there must be a letter of support from the principle or appropriate school administrator of that building; and
9. At minimum a letter of support from the project expert is required; projects that demonstrate a coordinated effort with food service will be given priority.

Proposal Content:

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

1. What are the specific goals and objectives of this project?
2. How will accomplishments be evaluated and measured? Be specific, and be sure to include how you will execute these evaluations.

3. What is your media plan? School newsletters, posters, announcements, and hall art all count as media.
4. 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.
5. How does your project include expertise and collaboration from school food service staff? Use this response to explain how the school food service will be a part of your project.
6. How do you plan to involve the youth? Please be specific on how youth will be involved in the project.
7. How will your project impact youth understanding of the food system?
8. What evidence did you see in the community that indicated there was a specific need for the project proposed?

Project Assistance:

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

- Johanna Herron at 907-374-3714, Johanna.herron@alaska.gov

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 previously stated in 'Proposal Content'? 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.
 - A letter of support from the project expert is required.
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