



**2013 Alaska Farm to School Program
Request for Proposals ~ Application Deadline May 15, 2013**

To: Interested Alaska Farm to School Supporters

The Division of Agriculture is soliciting proposals 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 Division of Agriculture intends to award multiple contracts from this solicitation. State funds to be allocated per project are between \$500 and \$3,000. In the event that additional funds become available for this grant program, please indicate whether or not your project could be expanded.

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;
- **At a minimum a letter of support from the project expert is required; projects that demonstrate a coordinated effort with food service will be given priority.**
- Inclusion of an expert, specialist, or mentor in the community (i.e. cooperative extension services, FFA, 4-H, master gardener, farmer, chef, food service professional, or other);
- 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
- A final report (simple reporting form will be provided), including required documentation and receipts.

Applicants should submit proposals using the proposal requirements listed in the application. The entire application package can be found on our web site www.dnr.alaska.gov/ag under the "Grants" tab.

Proposals will be evaluated based on the:

- Relative need for the proposed activity;
- Importance of the problem to be addressed;
- Benefits likely to be derived from the project in relation to the funds requested;
- Demonstrated support and collaboration of required expertise;
- Project evaluation methods and media plan; and
- Previous project performance

Proposals must be received at either the Central or Northern Region Division of Agriculture offices (see above addresses) by 5:00 pm on Wednesday, May 15, 2013.

Selected proposals will be announced and awarded no later than May 31, 2013. Project documentation and final report forms must be complete and submitted to the Northern Regional office of the Division by 5:00 pm on December 20, 2013. Projects received ***after that time and date*** will be considered late and influence evaluation points given on future proposals.

If you have any questions, please contact:

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

Sincerely,

Johanna Herron

Farm to School Program Coordinator