# Attachment B

# Superintendent’s Memo #150-19

# June 28, 2019

## Virginia Department of Education

## Farm to School Grant Application

### Section 1: Grantee Information

Submit only one plan per school division(hereinafter referred to as school food authority (SFA)).Include information regarding each pilot site.

#### Contact Information

* Name of School Division:
* Division Number:
* Address Including City, State, and Zip Code:
* Name of School Nutrition Program Administrator:
* E-mail Address of School Nutrition Program Administrator:
* Phone Number of School Nutrition Program Administrator:
* Name of Superintendent:
* Amount Requested:
* Number of Pilot Sites:

#### Board Approval

1. Is the School Food Authority’s school board approval required before accepting this grant?

Yes [ ]  No [ ]

1. If yes, is a copy of the board approval enclosed?

Yes [ ]  No [ ]

If board approval is required but not enclosed, a copy must be sent to VDOE before the grant application can be processed.

Attachment B

Superintendent’s Memo #150-19

June 28, 2019

#### Net Cash Resources

1. Cafeteria fund operating balance as of July 1, 2019:
2. One month average food service operating expenses:
3. Multiply the average monthly food service expenses by three for three months’ average operating expenses:
4. Excess Net Cash Resources (NCR):

#### Preferences

The Virginia Department of Education (VDOE) will give preference to SFAs that agree to:

* Increase access to Virginia Grown products in school and child nutrition programs
* Enrich education opportunities in school cafeterias, classrooms, school gardens, and communities
* Create Farm to School teams comprised of community partners and internal stakeholders
* Develop or possess divisionwide tracking systems for local and Virginia Grown agricultural purchases
* Abide by all applicable local, state, and federal procurement regulations and policies
* Submit a final report to VDOE

Print or type name of Superintendent:

Date Signed:

Phone Number:

Superintendent’s Email:

Attachment B

Superintendent’s Memo #150-19

June 28, 2019

### Section 2: Project Summary

Complete this form. Attach additional pages if necessary.

1. Name of School Division:
2. School Division Code:
3. Total Funds Requested: (Minimum $10,000, not to exceed $25,000):
4. Will funding develop programs divisionwide?

Yes [ ]  No [ ]

1. Number of participating pilot sites:
2. Name or names of Pilot Sites (note: may include central processing and receiving facilities):

#### Purchase of Virginia Grown Foods is worth 20 of 100 points on the application.

1. Will this project increase procurement in Virginia Grown foods beyond current practices?

Yes [ ]  No [ ]

#### Letters of Commitment are worth 20 of 100 points on the application.

1. Are letters of commitment attached to this application?

Yes [ ]  No [ ]

1. Number of internal letters of commitment. Examples are administrators, educators, school nutrition staff, students:
2. Number of external letters of commitment. Examples are Cooperative Extension agents, farmers, marginalized community members, nonprofits:

Attachment B

Superintendent’s Memo #150-19

June 28, 2019

#### Education is worth 15 of 100 points on the application.

1. Will this project provide comprehensive educational opportunities about Virginia Grown foods to students in school gardens, classroom, cafeterias, and communities incorporating student-grown food, cultural relevance, and Standards of Learning?

Yes [ ]  No [ ]

#### Farm to School Team is worth 20 of 100 points on the application.

1. Will this project develop a divisionwide Farm to School team of internal and external stakeholders including those most impacted by school and child nutrition programs?

Yes [ ]  No [ ]

#### Virginia Harvest of the Month is worth 10 of 100 points on the application.

1. Will this project incorporate the Virginia Harvest of the Month campaign materials?

Yes [ ]  No [ ]

#### Tracking Local/Virginia Grown Food; Project Sustainability is worth 10 points on the application.

1. Will this project develop a plan to sustain the pilot and tracking local/Virginia Grown purchases?Projects will not be penalized for already having local food tracking systems in place.

Yes [ ]  No [ ]

#### Proposal Clear, Concise, and Complete is worth 5 points on the application.

1. Is this proposal clear, concise, and complete, signed by all parties?

Yes [ ]  No [ ]

Attachment B

Superintendent’s Memo #150-19

June 28, 2019

#### Plan is Thorough and Realistic. Project Complete by September 30, 2020 is worth 10 points on the application.

1. Is this project plan thorough and realistic? Will all projects be completed by September 30, 2020?

Yes [ ]  No [ ]

Attachment B

Superintendent’s Memo #150-19

**June 28, 2019**

### Section 3: Project Narrative

Complete this form. Include specific site information if applicable. Attach additional pages if necessary.

1. Please explain how the school division will increase the use Virginia Grown foods (any of the meal pattern food components) for school meals in accordance with the National School Lunch Program (NSLP) and/or SBP. (300 word maximum)
2. Explain how the school division will develop a pilot program to educate students about local, seasonal foods, nutrition education, and Virginia agriculture in communities, cafeterias, classrooms, and school gardens. **Optional:** Include incorporation of Virginia Standards of Learning (SOL), cultural education with input from people most impacted by child nutrition programs, and how your project will use the VA Harvest of the Month campaign. (400 word maximum)
3. Describe how the school division will develop divisionwide Farm to School teams of internal and external stakeholders including those most impacted by school and child nutrition programs. (300 word maximum)
4. Describe the school division plan to sustain the tracking of local and Virginia Grown food, education initiatives, and the Farm to School team beyond the grant period. (300 word maximum)

### Section 4: Budget Narrative

Describe how the SFA intends to spend grant funds if awarded. Attach additional pages if necessary.

1. **Equipment and Supplies.** Itemize requested equipment and supply costs, including taxes (if applicable), shipping, installation, and removal of other equipment. (300 word maximum)

Total Equipment and Supplies Requested:

Attachment B

Superintendent’s Memo #150-19

**June 28, 2019**

1. **Professional Development.** Itemize costs for professional development (e.g., culinary training, menu planning, food safety classes, garden planning, etc.) in the implementation of local products into school meals for NSLP and/or SBP. Indicate number of staff impacted by each activity. Grant funds will not cover staff labor. (300 word maximum)

Total Professional Development Funds Requested:

1. **Contractual Services.** Itemize all proposed contractual services not included as professional development. (300 word maximum)

Total Contractual Services Requested:

1. **Curriculum and Team Development.** Indicate funds requested to develop a team and develop campaigns or curricula. Itemize, describe, and include any travel or stipend requests. (200 word maximum)

Total Curriculum/Team Development Funds:

1. Other. Describe and itemize additional anticipated expenses. (300 word maximum)

Total Other Expenses Requested:

1. **Total Grant Funding Requested:**

Attachment B

Superintendent’s Memo #150-19

**June 28, 2019**

### Section 5: Budget Summary Worksheet

Provide a line item budget showing the costs for each item requested. The total should match the grant request total and the budget narrative total. Enter whole dollar amounts. Attach additional pages if necessary.

#### Category 1: Equipment and Supplies (Enter Total Amount)

| **Description of Items** | **Unit** | **Rate** | **Subtotal** |
| --- | --- | --- | --- |
| *(i.e., Portable Food/Salad Bar w/ Storage)* | *1 bar* | *$1,199* | *$1,199* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Equipment and Supplies:** |  |  | **$** |

Attachment B

Superintendent’s Memo #150-19

June 28, 2019

#### Category 2: Professional Development (Enter Total Amount)

| **Description of Items** | **Unit** | **Rate** | **Subtotal** |
| --- | --- | --- | --- |
| *(i.e., School Food Procurement online course from School Food Institute for 3 staff)*  | *3* | *$99* | *$297* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Professional Development:** |  |  | **$** |

Attachment B

Superintendent’s Memo #150-19

June 28, 2019

#### Category 3: Contractual Services (Enter Total Amount)

| **Description of Items** | **Unit** | **Rate** | **Subtotal** |
| --- | --- | --- | --- |
| *(i.e., Chef Training: “Processing Harvest of the Month Items” for 26 staff)* | *1* | *$200* | *$200* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Contractual Services:** |  |  | **$** |

Attachment B

Superintendent’s Memo #150-19

June 28, 2019

#### Category 4: Curriculum and Team Development (Enter Total Amount)

| **Description of Items** | **Unit** | **Rate** | **Subtotal** |
| --- | --- | --- | --- |
| *(i.e., Rent bus for school garden tour with educators, school nutrition staff, VCE Food Safety agents, Master Gardeners)* | *1 bus, 3 hours* | *$30/hour* | $90 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Curriculum and Team Development:** |  |  | **$** |

Attachment B

Superintendent’s Memo #150-19

June 28, 2019

#### Category 5: Other (Enter Total Amount)

| **Description of Items** | **Unit** | **Rate** | **Subtotal** |
| --- | --- | --- | --- |
| *(i.e., Campaign posters, 24” x 36”: Cultural significance of eating fresh local food designed by students and community members)* | *10* | *$9* | *$90* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Other:** |  |  | **$** |

### Enter the total amount requested in whole dollars:

Attachment B

Superintendent’s Memo #150-19

June 28, 2019

### Section 6: Local Food Figures, 2018-2019 School Year

1. Provide SFA’s definition of local according to Geographic Preference:
2. Enter total food expenditure for all schools in division:
3. Enter total of local food purchases not including fluid milk:
4. Enter local food purchases including fluid milk:
5. Enter local food purchases in Summer Food Service Program, 2018:
6. Estimated total, Virginia Grown food:
7. Estimated total, local food per division’s definition of local (including Virginia Grown): $

### Section 7: Planned Media-Based Reporting

Describe how the SFA will document the project by submitting photographs or videos documenting best practices. Include the method of ensuring VDOE has permission to use all submitted student images. (100 word maximum)

### Section 8: Checklist

Use this checklist to ensure your application is complete prior to submission.

* Complete application with original signature from superintendent
* Board approval if required
* At least two letters of commitment from external stakeholders (Virginia Cooperative Extension agents, non-government organizations, farmers, parents and students most greatly impacted by school and child nutrition programs)
* At least one letter of commitment from internal stakeholder (school and division administration, school nutrition staff, core curriculum educator, Career and Technical Education educators)
* Budget narrative
* Line item budget
* Local food purchase data from 2018-19

Attachment B

Superintendent’s Memo #150-19

June 28, 2019

### VDOE Use Only:

This is the section for VDOE to comment on the grant application.

**VDOE Comments:**

**VDOE Amount Approved:**

**VDOE Amount Denied:**