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| ODE farm to school logo | **ODE Farm to Child Nutrition Program Education Grant**  **Request for Applications (RFA)**  **School Years 2019-2020 & 2020-2021** |

RFA Content

1. Application Form
2. Budget Detail (*separate excel form*)
3. Budget Narrative
4. Application Checklist
5. Additional Resources
6. Scoring Criteria and Scoresheet
7. **APPLICATION FORM**

**Directions:** Please type in the required information after the question. Make sure your question is answered in the provided **blue** font (Calibri 12 pt) when typing in the answers. Please keep the formatting numbers the same. ***Note****: some sections are not conducive for adding a lot of text in grid areas. You may attach a separate word document to your email that can take the place of these areas, if you refer to the attachment in the appropriate question area.*

INSTRUCTIONS FOR SUBMISSION: Please review the application checklist for required documents to submit a complete application: Send completed application with all required attachments to [farmtoCNP@ode.state.or.us](mailto:farmtoCNP@ode.state.or.us). ODE will not accept mailed, faxed, or hand-delivered applications.

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| i | Name, title and contact information for person completing application.   |  |  | | --- | --- | | Name  Organization  Title | Email  Phone Number | |
| ii | Name of the organization the funds will go to (multiple organizations may collaborate with each other, but a check will go to ONE main organization in charge of the project).  Answer |
| iii | Type of organization that’s applying for the funds (Choose one):  School district  ESD  Nonprofit  Commodity Commission/Council  Federally Recognized Indian Tribe  School overseen by the Bureau of Indian Education  Soil and water Conservation district  Sponsor of CACFP or SFSP  Answer |
| iv | In 100 words or less, please give an overview of your project. This will be the first thing the Selection committee looks at, and if you’re successful in obtaining an award, it will be what we use in the press release to list everyone’s project:  Answer |
| v | EGMS INFORMATION: **Three separate people must be listed:**   * 1. Name and contact information of this Grant’s **PROJECT DIRECTOR** (person who oversees and manages this grant)  |  |  | | --- | --- | | Name  Title | Email  Phone Number |  * 1. Name and contact information of this Grant’s **Fiscal Manager** (in schools, this is usually s*omeone in the school district business office who deals with EGMS, for other organization it may be your financial manager or whoever will be submitting claims and requesting funds through EGMS.*)  |  |  | | --- | --- | | Name  Title | Email  Phone Number |  * 1. Name and contact information of this Grant’s **AGENCY HEAD** (*typically the Superintendent or Business Manager in schools, or the Executive Director in a non-profit organization*)  |  |  | | --- | --- | | Name  Title | Email  Phone Number | |
| vi | Type of Education Project (you may select more than one):  Food- Based Agriculture – Based Garden- based |
| **BACKGROUND INFORMATION**  **(***Please refer to the Grant Application Guide (Appendix “B”) for clarification on how to answer these questions)* | |
| 1 | School District, districts or CACFP/SFSP sponsor organization where educational activities will occur:  Answer |
| 2 | Total number of schools in district(s) or organizations in CACFP/SFSP:  Answer |
| 3 | Total enrollment of school district/organization in SY 2018-2019:  Answer |
| 4 | List each school that will benefit from grant-funded activities. If all schools in the district(s) will be participating, you may simply write “all schools”. If only some schools will be receiving special programming, please list those schools.  Answer |
| 5 | Authorized Contact person(s) at schools/districts/organizations that have committed to collaborate with you or give you access to students. As above, if all schools in the district(s) will be participating, you may list one district administrator for all schools.  Answer |
| 6 | Number of students and which grades will benefit from program, as per #4:  Answer |
| 7 | Percentage of Free and Reduced Priced Meals for entire district (using October 2018 data): (*ODE will get this for you, leave blank*) |
| 8 | Percentage of Free and Reduced Priced Meals at each of the specific schools listed in #4 (using October 2018 data): (*ODE will get this for you, leave blank*) |
| 9 | Describe the specific activities that this grant will support.  •Clearly state the overall purpose of your project.   * Describe your grant activities * Indicate partners (if any) who will work on the proposed grant activities. Please include their names, titles and organization. * Describe how your project provides age-appropriate hands-on and experiential learning for students.   Answer |
| •List project goals, objectives and activities that will support your grant proposal in the chart below. See example in the Application Guide, which can be found in the application materials on the grant website – see below for link.  Please include the following for each goal:  Goal: answer  Objective: answer  Activity: answer  Timeline: answer  Measurable outcomes: answer  Who is responsible: answer  Feel free to add rows as necessary for each goal, but include the above each time. |
| 10 | Describe your capacity to complete the proposed goals, objectives and activities. What previous experience do you have with farm to school, school gardens, or related projects? What experience do you have completing similar types of projects, and obtaining and carrying out grants? Please indicate partners (if any) who will work on the proposed grant activities. Please include their names, titles and organization. Describe how your project provides age-appropriate hands-on and experiential learning for students.  Answer |
| 11 | Describe your plan to inform your audience (students, teachers, parents) about your project.  Answer |
| 12 | If you plan to promote Oregon grown and/or processed foods through your educational activities, please describe where, how and how often.  Answer |
| 13 | If you plan to promote Oregon producers, ranchers, processors or distributors, please describe where, how and how often.  Answer |
| 14 | Do you have plans to use Oregon Harvest for Schools Materials?  (Yes or No)  Answer |
| 14(a) | If so, which do you plan to use?  Oregon Harvest for Schools Materials include: Family newsletter / Posters / Hand Stamps-Stickers / Classroom Connections / Item Identifiers  Answer |
| 15 | Please describe the types of food, agriculture, and garden-based activities for **students** you plan to implement with grant funds.  Answer |
| 16 | Please describe the types of food, agriculture and garden- based activities for producers, **parents, and/or the community** you plan to implement with grant funds.  Answer |
| 17 | How many students will receive at least ten (10) hours of agriculture, food and garden-based education activities in a school year?  Answer |
| In which grade level (s)?  Answer |
| Please describe if these activities take place in the school day or afterschool.  Answer |
| 18 | Please describe the cultural and ethnic demographics of your target student population. 1. Describe how your proposed activities are appropriate for their food, garden and agricultural traditions. 2. Describe how your proposed activities will highlight the food, garden, and agricultural histories and habits of diverse cultural groups  Answer |
| 19 | Please tell us how you plan to measure your anticipated outcomes in your workplan. Describe how you plan to track changes in knowledge, attitudes and behaviors because of your educational activities. What tools will you use to measure changes?  Answer |

1. **BUDGET DETAIL**

**Budget Detail (Excel Form):** You will find a Budget Detail form in the grant application area on the grant website *(see below for grant website link) as well as a budget detail example*. Please indicate the use for all funds in your plan. For example, if grant dollars will be used to purchase shovels, state the number of shovels, cost per shovel, and total amount (12 shovels @$10 each = $120 in supplies-shovels). Include any items in the budget and narrative like personnel (labor and benefits), Food, materials and supplies, travel, etc. Separate wages/salary from benefit costs. In the budget narrative, list the items covered in the benefit cost.

1. **BUDGET NARRATIVE**

Include a detailed description of the budget in MS Word format with your application. You will find a Budget Narrative form in the grant application area on the grant website *(see below for grant website link) as well as a budget narrative example*.

**INSTRUCTIONS: Your budget should clearly state the specific use for all funds in educational activities.**

1. The total funding amount requested should be appropriate for the scope of the proposed activities.

2. The budget should include a line item description for every allowable cost.

3. Budget calculations and documentation should show clearly how the budget components were developed and costs estimated

4. Indirect costs may not be included in the budget

5. The proposed budget should be reasonable, necessary and allowable to carry out the project's goals and objectives

1. **APPLICATION CHECKLIST**

*ALL ITEMS in the tables below are available at our website* (*see below for link*) Additional items provided that are not on the list below will not be accepted (i.e. flyers, videos, power point presentations, etc).

**MATERIALS REQUIRED FOR SUBMISSION**

* Application Form (MS Word)
* Budget Narrative (MS Word)
* Budget Detail (MS Excel)

Submit all items above in original form (no pdf copies).

**MATERIALS NOT REQUIRED BUT ENCOURAGED**

* No more than three letters of support from Partners.

ODE will not accept other materials **(***i.e., photos, extra letters of support, videos, flyers, etc.)*

1. **ADDITIONAL RESOURCES**

All items are available on the grant website (see below).

* **Claim Reimbursement Worksheet** – *not necessary to submit with an application, however you may want to reference this is the form used to submit claims*.
* **Budget Detail Example** –example of a completed budget detail
* **Budget Narrative Example** –example of a completed budget narrative

1. **SCORE CRITERIA AND SCORESHEET**

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| Scoring Criteria and Scoresheet | possible points |
| Proposed project & activities are well designed and likely to succeed  * Applicant and/or partners have demonstrated capacity of successful management of projects, knowledge of farm to school, and/or other relevant experience. * Project includes hands-on or experiential activities for students, including on or off-site activities, such as classroom activities, outdoor gardens or farm field trips * Application includes Goals and Objectives that uses the S.M.A.R.T. Framework (Specific, Measurable, Attainable, Realistic, and have a clearly defined Timeline.) Examples of S.MA.R.T goals can be found here: <http://topachievement.com/smart.html> * Proposed project uses an integrated approach that includes:   1) procurement/nutrition services, 2) promotion, and 3) food, agriculture and/or garden-based education, even if not all those activities are funded by grant.   * An individual or team is identified as coordinating the effort * Roles and responsibilities of project partners are clear * Proposed budget is reasonable, necessary and allowable to carry out the project's goals and objectives * School District’s role and partnership is defined | 20 |
| Project promotes healthy food activities  * Project promotes healthy eating, gardening, and/or Oregon agriculture to kids, families, and the community in multiple ways * Oregon Harvest for Schools (go to the ODE farm to school website link at the bottom of the page, click on the “Oregon Harvest for Schools” link) promotional materials are utilized in the cafeteria, classroom or elsewhere, if appropriate to the programming. Comparable promotional materials can meet these criteria in certain circumstances. | 10 |
| Project has clear educational activities  * Educational objectives and strategies related to food, gardens, and/or agriculture are clearly articulated and achievable through the proposed activities * Proposed educational activities are innovative (e.g. integrated across grades and / or disciplines, classroom linked to cafeteria, or farm. * At least 10 hours of educational activities are delivered per student | 20 |
| Project involves parents and the community  * Parents and / or community members are involved in farm to school programming as volunteers, chaperones, partners, and/or through materials sent home with students. * Other innovative ways parents and / or community members are engaged in the Farm to School activities. | 10 |
| Educational activities are tied to school district’s farm to school procurement activities  * Educational activities tied or associated with Oregon food served in the school meal program for example tasting tables, posters or other educational activities promoting Oregon products purchased by the district at some point during the school year. | 15 |
| Proposed activities are culturally relevant to the students served  * Proposal recognizes the ethnic and cultural makeup of the target student population and their food, garden, and agricultural traditions * Activities highlight the food, garden, and agricultural histories and habits of multiple cultural groups, with an emphasis on cultural groups represented in the student population | 10 |
| Project preference for sponsors that serve a high percentage of students eligible for free & reduced priced meals **(Overall average of Free and Reduced Percentage** for those schools that will benefit **from the grant funds)** **- > 70% of students within schools served by grant qualify for free and reduced priced meals (15 points)** **- 50-69% of students within schools served by grant qualify for free and reduced priced meals (10 points)** **- 40-49% of students within schools served by grant qualify for free and reduced priced meals (5 points)** | 15105 |
| **Total Points Possible** | 100 |