

Farm to School Canada Grants 2018

Guidelines For Applicants

November 15, 2017

Amount available

Farm to Cafeteria Canada will provide a one-time grant to successful applicants from school communities within 5 provinces - British Columbia, Ontario, Quebec, Newfoundland and Labrador, and New Brunswick. It is anticipated that up to 25 grants of up to \$10,000 each will be awarded during this grant cycle.

Key dates ¹

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| January 1, 2018: | Grant application package is released. |
| March 31, 2018: | Proposals are due - BC, ON QC and NL schools. |
| April 30, 2018: | Grant recipients are notified - BC, ON QC and NL schools. |
| May 15, 2018: | Proposals due - NB schools. |
| May 31, 2018: | Grant recipients are notified - NB schools. |
| Spring or fall 2018: | Grant recipient orientation and training session is held. |
| June 30, 2020: | All program deliverables are completed. |

What will be considered?

We seek proposals that will support the establishment or enhancement of activities to bring more of the local harvest into schools where it is featured in a **school salad bar** meal service. We want to see more students and school communities engaged in growing, purchasing, harvesting, cooking, serving, learning about, and eating healthy local foods at school.

Schools that are successful in their applications will join a network of schools already engaged in the Canada-wide *Farm to School: Canada Digs in!* initiative. As partners in this initiative, they will receive guidance, technical assistance, and resources to support implementation, evaluation and sustainability of their program.

Read more about [Farm to School: Canada Digs in!](http://www.farmtocafeteriacanada.ca) on the Farm to Cafeteria Canada website www.farmtocafeteriacanada.ca

A selection committee including representatives from health, agriculture, education and community development sectors will assess the applications and select the proposals that will be funded.

¹ Please note these are tentative dates and subject to change without notice.

The committee will review proposals to determine the extent to which the proposed program meets the following criteria:

The proposed program contributes to Canada's Farm to School vision:

- ✓ *More healthy, local, food on the minds and on the plates of all students.*

The proposed program *meaningfully* engages multiple diverse partners within the school and the broader community

- ✓ A school-based Farm to School team has been established to guide and support the project. Minimally this team includes the principal, the lead person overseeing existing food services in the school (if a meal service is provided at the school), one or more representatives from a community agency, a local food producer or local food distributor², one or more teachers, one or more parents, and one or more students.
- ✓ The roles of team members have been defined in the application and are integral to the success of the initiative.
- ✓ The budget reflects meaningful engagement of members external to the school.

The proposed program builds on existing food literacy, food access, local food procurement and food service activities underway at the school.

- ✓ The proposal outlines existing food literacy, food access, local food procurement and food service activities. It also outlines how the Farm to School program will build on these programs. We will be looking for evidence to demonstrate the people responsible for such programs have been engaged in the Farm to School proposal.

The proposed program is comprehensive, minimally including and linking the following components:

- ✓ Includes a food literacy component to engage students in classroom and experiential educational opportunities designed to enhance their knowledge about the local food system and their skills around growing, cooking, preserving, and tasting healthy local foods **and/or** composting food wastes.
- ✓ Has a plan to increase procurement of and consumption of local foods – particularly fruits and vegetables over the life of the project.
- ✓ Includes a salad bar service.

By salad bar we mean a food service that enables students to serve themselves a meal from a selection of healthy, local foods that includes a wide variety of produce. Please note that we are open to variations on the traditional salad bar service model. For example, most Canadian salad bar programs are actually

² While farmers may find it difficult to attend all planning meetings, it is important to include the local food supplier in initial meetings.

soup and salad bar combinations. Some schools offer a build-your-own submarine or build your own taco service.

- ✓ Integrates the proposed salad bar service into the existing meal service and is in agreement with the terms of existing food service contracts (if a meal service exists). Engages existing meal service staff in the planning and implementation of the salad bar service (if a meal service exists).
- ✓ Demonstrates that the proposed salad bar service has full approval from the Public Health Inspector or the Environmental Health Officer that regularly reviews the school.
- ✓ Engages at least one local food producer.
- ✓ Has a plan that ensures that the foods provided in the Farm to School program are as fresh, nutritious, safe, and locally grown as possible.

By healthy or nutritious food we mean foods that are as fresh as possible; foods that are minimally processed and packaged; foods with minimal fats, simple sugars, and salt; foods that meet all provincial school health and safety guidelines.

By local food, we mean food produced as close to the school as possible. Local may vary over the season. When regional food supplies are exhausted, provincial food supplies are considered local

- ✓ Has a plan that ensures all children in the school have equitable access to the program regardless of means.
- ✓ Is environmentally friendly by focusing on the reuse of materials, reduction of waste, recycling, and composting (where a program is available).

The proposed program is feasible:

- ✓ We will be looking for proposals that include a feasible work plan outlining key activities that will meaningfully engage the school community to achieve their proposed deliverables in an incremental way and within reasonable timelines. We will be looking for proposals from schools that already have some Farm to School activity underway - schools that seek a bit of additional funds to enhance that activity.

The proposed program is innovative:

- ✓ Offering healthy local foods in a salad bar in Canada during the school year can be a challenging task. Is your school community up to it? We will be looking for proposals that identify assets they may build on to create a salad bar meal service or to get more healthy local foods into their existing service. We will be looking for proposals that identify anticipated barriers and innovative realistic solutions to overcome barriers.

During the decision making process the committee will also reflect upon the extent to which the **group of programs** they identify to participate in this initiative will:

- ✓ Build on the strengths of the Farm to School movement in NL, QC, ON, BC, and NB Support the sustainability of regional Farm to School networks and food systems.
- ✓ Promote cultural diversity, and socio-economic and geographic equity in the

landscape of schools engaged in Farm to School activity in NL, QC, ON, BC, and NB.

Who may apply?

Funding is available for rural and urban, elementary, middle or secondary schools in British Columbia, Ontario, Quebec, Newfoundland and Labrador, and New Brunswick. We encourage indigenous, private and public schools to apply.

Strengthening relationships between the school community, local farms, and community partners who are eager to see the vision “more healthy, local, sustainable food on the plates and minds of all students” is an integral aspect of this initiative. Therefore, Farm to Cafeteria Canada will only consider applications signed by representatives from these sectors.

The **Lead Applicant** must be the school Principal, Vice Principal or someone with equivalent decision making authority at the school. The principal’s role must be defined in the proposal and that role must be integral to the success of the program.

One **Co-Applicant** must be a community based partner who can provide additional expert technical support to the school community to help them realize their program vision and goals AND to ensure the proposed program is tied to and supports the sustainability of the local food system.³ If you wish to clarify whether your co-applicant qualifies, please contact the Canadian Farm to School Grants Project Manager, Farm2schoolgrantsCanada@gmail.com. The Co-Applicant’s role must be defined in the proposal and must be integral to the success of the program.

Given that a salad bar service is a central component of the program, we will be looking for proposals that demonstrate solid input and support from the food service manager or the person responsible for school food procurement and/or food service.

Given that there is an expectation that grant recipients will participate in an evaluation of the program process, evidence that there is School District support for the proposal will be an asset.

Use of Funds:

The funds can be used for⁴:

Partnerships, personnel and training:

³ The community partner is someone who is not employed by the school. The community partner may be a member of an NGO, a government agency that supports the aims of the program to enhance student nutrition, student food literacy, and/or sustainable food systems. A individual such as a farmer or food producer can also fill this role,

⁴ The application package will include a budget template. Maximum amounts for categories of expenses will be detailed in that form

- ✓ Community partnerships – bringing community members to the table to support: program planning, education training related to food literacy aspects of the proposal; sourcing and procuring local foods; education and training related to food service aspects of the proposal, etc..
- ✓ Honorariums to support efforts such as: initial on-site coordination of the project, including coordination of the food preparation and service component of the program, communications and promotion of the initiative (within the school), supporting an evaluation of the initiative.
- ✓ Training purposes. Each participating school is expected to support the participation of at least one program lead⁵ in a minimum of 2 training sessions provided by F2CC and provincial lead organizations. Training may occur via webinar or they may be face-to-face meetings. The first session, an orientation/training session will be held in the spring or fall of 2018.

Equipment, modifications and material costs:

- ✓ Kitchen equipment at the school such as refrigerators, freezers, salad bar units, food warmers, food processors, soup pots, dishes, cutlery, storage bins, cutting boards, knives, soap and towel dispensers, etc.
- ✓ Equipment and material costs for the growing of food such as seed, soil, lumber, garden tools, composting unit, green house materials, etc.
- ✓ Minor costs to modify the school space for food service.
- ✓ Food costs for the initial start-up week.

Project promotion

- ✓ Communications and/or promotional materials.

The funds cannot be used for:

- ✓ Ongoing food costs – participants must pay for the meals or a subsidy arrangement must be made outside of this funding.
- ✓ Ongoing costs to pay the people responsible for coordination, food production, processing, preparation, education, etc. Such costs must be recovered from the program itself or provided through other sources.
- ✓ Supporting programs in schools outside of the region.
- ✓ Post-secondary institutions, preschools, community centres, after-school programs, family resource centres. or child care centres.
- ✓ Schools that have already received a Farm to School Salad Bar grant from F2CC **are not eligible for this funding.**

Questions?

Please email Project Manager, Canadian Farm to School grant program
Farm2schoolgrantsCanada@gmail.com

⁵ Ideally the lead applicant, the co-applicant, and the farm to school coordinator will attend.