Farm to School Canada Grants 2018

Grant Application

January 2018



*Raising the* ***Salad Bar*** *In*

*British Columbia, Ontario, Quebec, Newfoundland and Labrador, and New Brunswick Schools.*

GRANT APPLICATION CHECKLIST

* Is your school located in British Columbia, Ontario, Québec, Newfoundland and Labrador, or New Brunswick?
* Have all the questions been answered/tables completed?
* Have you kept your answers within the maximum word count per question?
* Has the school principal, the person who will be overseeing the day to day operations of the program, at least 1 teacher, and the person who is currently responsible for school meal service (if a school meal service exists), been actively engaged in the development of this application?
* Has the lead applicant signed the cover page?
* Have you included photos of the current food preparation, food service and student dining areas (jpeg format, 5 maximum)?
* Have you included *a letter* from your local Public Health Inspector (PHI) or Environmental Health Officer (EHO) that (a) indicates that he/she is aware and supportive of your proposed program and (b) outlines any recommendations around equipment, space modifications and/ or food safety training that may be needed to meet food safety requirements?
* Have you described how and when you will address any outstanding food safety recommendations made by your EHO or PHI in your work plan?   
  (See question 3.1)
* Have you included a well-planned budget that reflects the school’s equipment/space modification needs and the EHO or PHI’s recommendations around these needs?
* Have you included quotes for any single item equipment purchases over $1,200.00?
* Is your School District / Board aware, and supportive, of this application?   
  (A letter of support is an asset)

To apply please send the following items by email:

1. Your completed and signed application form (in pdf format)
2. Your photos (in jpeg format)
3. A letter from your PHI or EHO (in pdf format)
4. Evidence that at least 1 member of your F2S team has completed or will complete a Food Safe Level 1 training course
5. Quotes for any single item equipment purchases over $1200.00

To: Farm to Cafeteria Canada

Canadian Farm to School Grant Project Manager

Email: [Farm2schoolgrantsCanada@gmail.com](mailto:FarmtoschoolgrantsCanada@gmail.com)

All applications for BC, ON, QC and NL schools must be received in electronic format no later than 430 PM (PST) on March 31, 2018. All applications for NB schools must be received in electronic format no later than 430 PM (PST) on May 15, 2018. Further questions or inquiries may be directed to the Canadian Farm to School Grant Project Manager. Email: [Farm2schoolgrantsCanada@gmail.com](mailto:Farm2schoolgrantsCanada@gmail.com)

GRANT APPLICATION COVER SHEET

Lead Applicant (Principal):

The lead applicant must be the school Principal, Vice Principal or someone with equivalent decision making authority at the school.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Lead Applicant: | | | |
| Title of Lead Applicant: | | | |
| Name of school: | | | |
| Number of Students: Grades taught: | | | |
| School District # or School Board # | | | |
| Email: Phone: | | | |
| Address: |  | | |
| City: | Province: | Postal Code: |  |

Co-Applicant (Community Partner):

The co-applicant must be a community partner, someone from outside of the school community, 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. Examples of a community partner include: a master gardener, a farmer, a chef, a community developer, a public health dietitian, etc. If you are uncertain whether or not your Co-Applicant qualifies please contact the Canadian Farm to School grant Project Manager at: [Farm2SchoolgrantsCanada@gmail.com](mailto:Farm2SchoolgrantsCanada@gmail.com).

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Co-applicant: | | | |
| Title of Co-applicant: | | | |
| Name of the community organization or agency: | | | |
| Email: Phone: | | | |
| Address: |  | | |
| City: | Province: | Postal Code: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date program planning with team commenced: | | Date program all deliverables will be complete: (No later than June 30, 2020) | |
| Total Amount Requested From Farm to Cafeteria Canada | : | Total Program Cost: | $ |

Signature of Lead applicant::\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 1: Proposed program at a glance

1.1) What are you planning to do? Provide a succinct description of your proposed Farm to School program. (Maximum 300 words).

Include the vision, goals and key program components. Refer to the grant guidelines to ensure that your program meets the granting criter

1.2) Who will be involved? Please identify the members of your Farm to School team in the table on the next page. Provide their contact information and describe their roles in your proposed program.

Successful Farm to School programs are created and supported by strong community relationships and a committed team of people. We have identified typical core team members with an (\*), along with their potential roles in the table on the next page. Many options of additional people who typically comprise a Farm to School team are also provided. We recognize that team members and their roles will vary depending on the specific context. For example the Principal may elect to take on some of the work of the F2S program coordinator and the Community Partner may take on some of this work as well. This might reduce/eliminate the need for a separate Farm to School coordination position. Please complete the table and modify the information to suit your specific situation.

|  |  |  |  |
| --- | --- | --- | --- |
| Team member | Name(s), Email, Phone | Name of school, organization, farm, business… | Role with proposed F2S program |
| \* Principal /  Vice Principal  (Lead Applicant) |  |  | Provides leadership and program over-site.  Ensures program funds are administered and deliverables are met.  Other activities include… |
| \*Farm to School Program Coordinator |  |  | Coordinates the day-to-day school-based activities of the proposed program.  Key activities will include.. |
| \*Community Partner  (Co-Applicant) |  |  | Ensures the proposed program is tied to and supports the sustainability of the local food system.  Provides additional expert technical support to the school community to realize program vision, goals and deliverables.  Specific, support services will include… |
| \*Food Service Lead  (If the school currently offers a school meal service – this individual must be meaningfully engaged in the proposed program) |  |  | Coordinates the day-to-day activities of the school food service.  Supports the food service aspects of the proposed program by… |
| \* PAC/School Council Representative |  |  | Supports Farm to School program through fundraising, securing volunteers, and/or ..  Aligns their food service activities with the vision and goals of the proposed program by… |
| Local Farmers /food producers  (Farmers may be busy individuals, but their support is integral to program success. Connect with your local food producers early on and extend an invitation to a farmer to be a part of the F2S team) |  |  | Produce foods for the proposed Farm to school salad bar program and… |
| Environmental Health Officer or Public Health Inspector  (EHO/PHI may be busy individuals, but their support is integral to program success. We encourage connecting with your EHO/PHI early on and to extend an invitation to be part of the team) |  |  | Reviews and approves food safety aspects of proposed program by.. |
| Students |  |  |  |
| Teachers |  |  |  |
| Gardeners |  |  |  |
| Elders |  |  |  |
| Chefs/culinary arts instructors |  |  |  |
| Community Nutritionist or Public Health Dietician |  |  |  |
| Others |  |  |  |

Section 2. School food system at a glance

2.1) What activities are currently underway at the school to get healthy local foods on the minds and on the plates of students?

Please fill in the table below and email photos of the food preparation, food service, and student dining areas (5 photos maximum, jpeg format)

|  |
| --- |
| Garden or Greenhouse on premises? \_\_\_\_Yes \_\_\_No |
| Average number of students engaged in educational garden/greenhouse activities annually: |
| Kitchen on premises? \_\_\_Yes \_\_\_\_No |
| If a kitchen is available, does this kitchen have the following equipment  (Check all that apply)  \_\_\_\_a 2-3 compartment sink? \_\_\_\_a refrigerator? \_\_\_\_a dishwasher? \_\_\_\_a freezer?  \_\_\_\_ a salad bar unit? \_\_\_\_ a stove? |
| Average number of students engaged in educational cooking activities annually: |
| Are any of the following meals or snacks provided at the school?  (please check all that apply)  \_\_\_Breakfast?\_\_\_ Lunch? \_\_\_ Salad Bar?\_\_\_Snacks? |
| If meals or snacks are provided, who coordinates those services? (check all that apply)  Breakfast:\_\_\_School Staff, \_\_\_\_Parents/PAC/School Council, \_\_\_ Contracted out to \_\_\_\_\_\_\_\_\_\_\_\_ food service company  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Lunch:\_\_School Staff, \_\_\_\_Parents/PAC/School Council, \_\_\_ Contracted out to \_\_\_\_\_\_\_\_\_\_\_\_ food service company  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Snack: \_\_\_School Staff, \_\_\_\_Parents/PAC/School Council, \_\_\_ Contracted out to \_\_\_\_\_\_\_\_\_\_\_\_ food service company  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Estimated amount the school spends on the purchase of local foods annually: \_\_\_\_\_\_\_\_\_\_ |
| Average number of students who participate in the lunch meal service when offered: |
| Composting program on premises? \_\_\_Yes \_\_\_No |
| Local food procurement policy in place? \_\_\_Yes \_\_\_\_\_No |
| Student nutrition policy in place? \_\_\_\_Yes \_\_\_\_\_No |
| Are there any other school food system activities underway at your school that we should be aware of? |

Section 3. Program plan - A closer look

3.1) How will the proposed program get more healthy local foods on the minds and plates of all students? (Maximum 500 words)

We are looking for a work plan. Consider providing information in a chart format – include key activities, outputs, estimated dates of completion. Remember, all deliverables for the proposed program must be complete by June 30, 2020.

3.2) Hands-on learning and food literacy are core elements of Farm to School. Describe the experiential educational components of your program. How will the program build upon existing activities to improve student knowledge about the local food system, growing, procuring, preparing food, sharing food, managing food waste and/or healthy eating? (Maximum 200 words)

3.3) Access to healthy local food is a core element of Farm to School. Describe your salad bar service. (Maximum 300 words)

Questions to consider in your response: What foods will you strive to serve in the salad bar? How many servings of fruit and vegetables will be offered? What percentage of foods will be local? Where will the salad bar be located in your school? To what extent will the service be integrated into existing food service? Who will oversee the day-to-day operations of the service? To what extent will students be engaged in the salad bar service? How often will you offer the salad bar service (days/week; weeks/school year)?

3.4) Food safety is a critically important aspect of your Farm to School salad bar program. Describe what activities have been undertaken / will occur to ensure your proposed program meets food safety requirements. (Maximum 100 words)

The Environmental Health Officer (EHO) or Public Health Inspector (PHI) in your area should be contacted in the early planning stages of proposal development. Your local EHO or PHI will need to verify the equipment, space and food safe training needs for your program if you plan to start or change an existing food service.

3.5) Where will you source local food for your Farm to School program?

A “farm” is a key component of any Farm to School program. Supporting local farmers/food producers and the local food economy are key aims. All schools that are recipients of Canadian Farm to School grants are expected to reach out to local farmers/food producers – either directly or through the local food supply chain – in order to purchase foods for the school salad bar service. Community partners can assist schools with the task of sourcing, procuring, preparing and serving local foods. We expect schools to set realistic local food procurement targets and to increase those targets annually.

While a school garden complements a Farm to School program, and is a strong addition to Farm to School programs, increasing food literacy and increasing access to food that students have grown themselves in school meals, it is not synonymous to or a substitute for a local farm/local food producer/supplier of local food. School-yard farms or school-yard market gardens that operate as a business producing and selling food, qualify as farms.

|  |  |  |  |
| --- | --- | --- | --- |
| Food Source | Check all that Apply (Yes or No) | Name of farm/business/or organization you will source from | Agreement in Place  (Yes or No)  If Yes, Describe |
| Farmer / Farmers’ Market |  |  |  |
| Community /Market Garden |  |  |  |
| School Garden / School Greenhouse |  |  |  |
| Food Distributor |  |  |  |
| Grocery Store / Other |  |  |  |

3.6) What is your plan for distribution of the local food? How will the food get to the school? Who will be responsible for receiving and properly storing the food? (Maximum 100 words)

3.7) Please describe how your school plans to ensure all students have access to the salad bar program regardless of means. If subsidies are required, please describe the source of funding you will use. (Maximum 100 words)

3.8) Please describe how your Farm to School program plans to mitigate waste and address environmental sustainability (if applicable). Examples include using re-usable containers or utensils, composting, etc. (Maximum 100 words)

3.9) How will you ensure the financial sustainability of your Farm to School program and your ongoing relationship with your community partner beyond the 2020 school year? (Maximum 250 words)

Can you provide a small business plan that illuminates key annual anticipated costs for the operationalization of your program and how you plan to recover their costs beyond the 2020 year?

3.10) How do you plan to measure the success of your program? This can really be as simple as looking at the goals of your program and determining how you will measure these goals. (Maximum 200 words)

3.11) How do you plan to promote your program and to share your Farm to School story? (Maximum 150 words)

When responding consider these questions: How will you engage the school community in your Farm to School salad bar? How will you communicate with parents? What actions could you take to share your new project with the broader community?

GRANT APPLICATION BUDGET

Section 4. Budget

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description of Item | Amount available from other sources (include cash or in kind contributions.) | Amount requested from Farm to Cafeteria Canada |
| Salaries |  | $ | N/A |
| Honorariums - for initial program coordination.  While it is expected that Farm to School programs will be self-financing after 6 months of operation, a maximum of 25% of the funding may be earmarked to support honorariums for initial on-site program coordination activities. |  | $ | $ |
| Community partnerships.  A maximum of 10% of the funding may be earmarked to bring community partners to the table – individuals who can provide additional expertise and technical training/resources to ensure the proposed program is tied to and supports the sustainability of the local food system. |  | $ | $ |
| Training.  15% of the funding must be earmarked to support travel and accommodation costs so that program lead(s) can participate in provincial educational training opportunities hosted by Farm to Cafeteria Canada designed to help plan, implement, sustain, evaluate and share knowledge over the course of the grant period. Details of dates and locations will be shared once finalized. |  | $ | $ |
| Equipment  Can include the following:  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.  Maximum amount allowable for any single piece of equipment = $3000  Quotes are required for a single piece of equipment over $1200 in cost. |  | $ | $ |
| Space modification costs  (Food service space modifications such as installing a larger kitchen counter space or, installing a sink, etc…)  Maximum amount allowable = $3000 |  | $ | $ |
| Promotional/Educational Supplies |  | $ | $ |
| Food for initial salad bar service  Not to exceed $3.00/child participating in the program |  | $ | $ |
| Food following the initial start up |  |  | N/A |
| Total amount requested from Farm to Cafeteria Canada: $  (Not to exceed $10,000/school) | | | |

