

Grant Application ***Template\****

***Bringing healthy, local and sustainable food to the minds and plates of students!***

*For the grant cycle of September 2022- June 2024*

\*Important: Please use this document as a template to prepare your responses to the online grant application. When your application is complete, please submit your responses using the [online form](http://www.farmtocafeteriacanada.ca/2022-farm-to-school-canada-grants-application/).

TO APPLY:

1. Thoroughly review the [Grant](http://www.farmtocafeteriacanada.ca/wp-content/uploads/F2S-Canada-Grants-Guidelines-2022-EN_2.pdf)[Guidelines](http://www.farmtocafeteriacanada.ca/wp-content/uploads/F2S-Canada-Grants-Guidelines-2022-EN_2.pdf) and Grant Application Checklist (see below)
2. Use the template below to prepare your application responses in draft format.
3. Compile supporting documents for upload, including a work plan and budget using this the templates provided
4. Complete and submit your final application using the [online form](http://www.farmtocafeteriacanada.ca/2022-farm-to-school-canada-grants-application/).

GRANT APPLICATION CHECKLIST

* Does your school meet the eligibility criteria outlined in the [Grant Guidelines](http://www.farmtocafeteriacanada.ca/wp-content/uploads/F2S-Canada-Grants-Guidelines-2022-EN_2.pdf)?
* Have all the questions been answered and tables completed?
* Have you completed the work plan and budget documents provided by F2CC and uploaded them to your online application?
* Has the school principal, the person who will be overseeing the day-to-day operations of the program (including meal service), and at least 1 community partner been actively engaged in the development of this application?
* Have you consulted with your local Public Health Inspector (PHI) or Environmental Health Officer (EHO) to make sure that you are aware of any recommendations around equipment, space modifications and/ or food safety training that may be needed to meet food safety requirements?
* Have you looked into the costs of equipment to support your proposed activities and included a realistic and well-planned budget that reflects these costs?
* Is your School District / Board aware, and supportive, of this application?

***Note:*** *The term “Local food to school” can be used instead of “farm to school.” This term is preferred in some regions and Indigenous communities. It reflects the diversity of local and traditional foods that can be enjoyed in schools from coast to coast to coast, many of which are not sourced from a farm.*

All applications must be received in electronic format no later than

11:59 PM (PST) on February 18, 2022.

Questions or inquiries may be directed to [grants@farmtocafeteriacanada.ca](mailto:grants@farmtocafeteriacanada.ca). Or contact your [Regional Lead](http://www.farmtocafeteriacanada.ca/about-us/our-team)

**Contact Information**

1. **School overview**

* Name of school
* School type: Elementary, Middle, Secondary, First Nations, Métis, Indigenous, Inuit, public, private, independent
* Where is you school located
  + rural community
  + remote community
  + urban community
  + Indigenous community
* Name of Indigenous community (if applicable)
* Grades taught
* Number of students
* School address
  + Street address
  + City/town
  + Province
  + Postal code
  + Country
* Name of school district / board

1. Lead Applicant:

*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
* Email address
* Phone number

3. Secondary Contact:

*We recommend this person be an active member of your team, such as a school coordinator or a community partner.*

* Name
* Role
* Email address
* Phone number

**Section 1: Proposed program at a glance**

**1.1) Tell us a bit about your school.**

**1.2) What are you planning to do? Provide a short description of the Farm to School program that you want to develop with the support of this grant.**

*Include your vision, goals and key program components.*

*Provide an overview of how your program will incorporate 1) food literacy 2) local food procurement and service; and 3) connections to the broader community.*

*Please also include how your program will reflect and celebrate the diversity of the student population.*

**1.3) How will this grant have an impact on your school community?**

*Describe why you would like to undertake this initiative and how your school meal service, and broader farm to school program, will contribute to your school community.*

**1.4) Who will be involved? Please identify the members of your project team by completing the table on the next page.**

***TIP:*** *Successful 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 below. Many options of additional people who typically comprise a farm to school team are also provided, should you wish to include them.*

*Note: We recognize that team members and their roles will vary depending on the specific context and that, in some cases, one individual may represent more than one ‘team member.’ For example, the principal or vice-principal is the lead applicant, and they may also be the Farm to School Program Coordinator.*

|  |  |  |
| --- | --- | --- |
| Team member | Name(s) and email | Roles and responsibilities |
| The following are **required** team members for all applications | | |
| \* Principal or  Vice Principal  (Lead Applicant)  Provides leadership and program oversight.  Ensures program funds are administered and deliverables are met, on time and on budget. |  |  |
| \*Community Partner  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. |  |  |
| \*Farm to School Program Coordinator  Coordinates the day-to-day school-based activities of the proposed programs (can be the same as the food service lead). |  |  |
| \*Food Service Lead  Coordinates the meal service component of the grant. |  |  |
| The following are **optional** additional team members applicants may wish to include. | | |
| \* Parent Council/School Council Representative  Supports program through fundraising, securing volunteers, etc. |  |  |
| Farmers or other local food providers  Producers or food providers for the proposed program. May also be engaged in supporting hands-on learning opportunities for students.  *Tip: support from local farmers, fishers, harvesters or other food system actors can be integral to program success. Connect early in your program planning process and extend an invitation to be a part of your team* |  |  |
| Environmental Health Officer or Public Health Inspector  Reviews and approves the proposed program with a food safety lens.  *EHO/PHI support is integral to program success. We encourage connecting with your EHO/PHI early, and to extend an invitation to be part of the team*. |  |  |
| Students |  |  |
| Teachers |  |  |
| Gardeners |  |  |
| Elders or traditional knowledge keepers |  |  |
| Chefs/culinary arts instructors |  |  |
| Community Nutritionist or Public Health Dietitian |  |  |
| Others |  |  |

**Section 2. School food system at a glance**

**2.1) Please check activities that are currently underway at the school to get healthy, local foods on the minds and on the plates of students**

* Garden, greenhouse or food forest on premises? \_\_\_\_Yes \_\_\_\_No
* Kitchen on premises? \_\_\_\_Yes \_\_\_No
* If a kitchen is available, does it have the following equipment? (Check all that apply)
  + 2-3 compartment sink
  + Refrigerator
  + Dishwasher
  + Freezer
  + Salad bar unit
  + Oven / stove
* Composting program on site? \_\_\_\_Yes \_\_\_No
* Are any of the following meals or snacks provided at the school? (Check all that apply)
  + Breakfast
  + Lunch
  + Salad bar
  + Snacks
* If meals or snacks are provided, who coordinates those services? (Check all that apply)
  + School staff
  + Parents/Parent Council/School Council
  + Contracted food service Company
    - If applicable, please share the name of the food service provider
* If meals or snacks are provided, what are the average number of students who participate?
* Does your school currently purchase local food?\_\_\_\_Yes \_\_\_No
* If yes, do you know the estimated amount the school spends on the purchase of local foods annually: \_\_\_\_\_\_
* Local food procurement policy in place? \_\_\_\_Yes \_\_\_No
* Student nutrition policy in place? \_\_\_\_Yes \_\_\_No
* Is there any other information with respect to your school’s food system activities that we should be aware of?

**2.2 Please briefly describe the spaces where your school’s meal service would be prepared, served, and enjoyed. If you have an existing meal service, please explain how this will be integrated.**

* Food preparation area
* Food service area
* Dining areas

*Would you like to show us your preparation, service, and/or dining area?*

*(Optional) You may upload a maximum of 3 photos (jpeg) for the areas listed above.*

**Section 3. Program plan - A closer look**

**3.1) Hands-on learning and food literacy are core elements of the grant. Please describe how you will achieve this.**

*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?*

**3.2) Please describe your proposed meal service:**

***Tip:*** *check out our* [Farm to School Salad Bar page](http://www.farmtocafeteriacanada.ca/farm-to-school-salad-bars/) *for ideas and inspiration.*

1. *What foods will you strive to serve?*
2. *Please estimate, on average, how many food options you will aim to make available to students to choose from per meal service? (Note: choices are not necessarily composed dishes, but can include individual ingredients or a prepared item with optional sides or toppings)*
3. *How will you incorporate local food into your meal service? Note: you may wish to include proposed, increasing targets over the course of the grant term.*
4. *How will you meaningfully engage students in planning and/or preparing your meal service?*
5. *How often will you offer the proposed meal service (days/week; weeks/school year)? As noted in the [Grant Guidelines](http://www.farmtocafeteriacanada.ca/wp-content/uploads/F2S-Canada-Grants-Guidelines-2022-EN_2.pdf),* meal services must be offered a minimum of 8 times in year one (consideration will be given for planning and initiation of the service) and 20 times in year two.

**3.3) Have you connected with your Public Health Inspector / Environmental Health Officer to make sure that the implementation of your program is in line with food safety requirements?**

* Yes
* No
* Other

If not, when will you plan to do so?

*We recommend contacting the Environmental Health Officer (EHO) or Public Health Inspector (PHI) in your area in the early planning stages of proposal development. Prior to program implementation, successful applicants will be required to obtain approval from their local EHO or PHI to verify the equipment, space and food safe training needs for their programs.*

**3.4) Where will you source local food for your program?**

*Supporting local producers including farmers, fishers, hunters, harvesters and/or others participating in the local food system is an important part of the Farm to School Canada Grants. All grant recipients will be expected to engage local food providers – either directly or through the local food supply chain – in order to purchase foods for the school meal service. Community partners can assist schools with the task of sourcing, procuring, preparing and serving local foods.*

***Please note:*** *while a school garden complements and is a strong addition to farm to school program, increasing food literacy and increasing access to food that students have grown themselves in school meals, it is* ***not a substitute*** *for a local food producers or suppliers.*

|  |  |  |
| --- | --- | --- |
| Food Source | Check all that Apply  (Yes or No) | Name of farm/ business/ supplier/ organization you will source from |
| Farmer / Farmers**’** Market |  |  |
| Community /Market Garden |  |  |
| Fisher, hunter or wild food harvester |  |  |
| School Garden / School Greenhouse |  |  |
| Food Distributor |  |  |
| Grocery Store |  |  |
| Other |  |  |

**3.5) Please describe how your school plans to ensure all students have access to the program, without stigma, regardless of means.**

**3.6) Please describe how your program plans to promote environmentally friendly practices, including minimizing food and packaging waste.**

**3.7) How will you ensure the financial sustainability of your program and your ongoing relationship with your community partners beyond the 2022/2024 school year?**

**3.8) Is there anything else you would like to share with us?**

**Section 4.** [Work Plan](http://www.farmtocafeteriacanada.ca/wp-content/uploads/F2S-2022-24-Work-Plan-Template.xlsx) **(downloaded excel file)**

\*Please see the work plan template provided and complete and upload the document using the online application.

**Section 5.** [Budget](http://www.farmtocafeteriacanada.ca/wp-content/uploads/F2S-2022-24-Budget-Template-.xlsx) **(downloaded excel file)**

\*Please see the budget template provided and complete and upload the document using the online application.

Confirm Submission:

\_\_\_\_I confirm that the grant submission is complete according to the [Grant Guidelines](http://www.farmtocafeteriacanada.ca/wp-content/uploads/F2S-Canada-Grants-Guidelines-2022-EN_2.pdf), Grant Application Checklist (page 1), and instructions provided throughout

\_\_\_I confirm that the School Principal or Vice-Principal is the lead applicant, has been fully engaged in the application development, and is supportive of this initiative.

Name of person completing application\_\_\_\_\_\_\_\_\_\_\_\_

Email of person completing application\_\_\_\_\_\_\_\_\_\_\_\_