

Farm to School Canada Grants 2020

Guidelines for Applicants

About the Guidelines

This document is intended to serve as a primer for prospective grantees of the Farm to School Canada Grants 2020 Cycle (September 1, 2020 – June 30, 2022), administered by Farm to Cafeteria Canada and its principal partners.

- Further detailed instructions, and a proposal submission checklist, will be provided with the grant application itself, available January 1, 2020.
- In addition, instructional webinars (one French, one English) will be hosted in late January 2020. These will share tips on preparing successful grant applications and allow time for live Q & A.

Definitions

The following terms are referred to throughout the grant guidelines and are central to Farm to Cafeteria Canada's vision and values.

Healthy: Foods that are as fresh as possible, minimally processed and packaged, and low in simple sugars, salt and fats.

Local: Food produced as close to the school as possible or food produced within your province.

Sustainable: Foods produced using practices that support a community's environmental, economic, social, and cultural wellbeing.

What are the grants?

Delivered directly to schools, the grants are designed to bring more of the local harvest into schools where it is featured in a [Salad Bar](#) meal service using the [Farm to School Approach](#).

The goal? To see more students and school communities engaged in growing, purchasing, harvesting, cooking, serving, learning about, and eating healthy, local and sustainable foods at school.

Applicants should have some [Farm to School activity](#) already underway at their school with a goal to enhancing that activity using grant funds and a Salad Bar service model. Successful grantees will join a growing community of [86 previous Salad Bar](#) grant recipients and be eligible to receive access to resources, training and on-going technical support from the Farm to Cafeteria Canada team over the course of the grant cycle.

Funds available

Farm to Cafeteria Canada will award one-time grants to an estimated **30 schools** across Canada. Schools will be asked to submit a proposed budget as part of their application package. Successful applicants will be eligible to receive up to a **maximum of \$10,000 for each**.

Eligibility

Applications are open to **all schools, kindergarten to grade 12**, across Canada's 10 provinces and 3 territories. This includes schools in rural, remote and urban settings. We encourage Indigenous, public, private and independent schools to apply.

- All applications will require both a Lead Applicant and a Co-Applicant:
 - Support from school leadership is essential to success of salad bar grant programs. As such, Lead Applicants must be either the school **Principal or Vice-Principal**
 - Co-Applicants must be a **community-based partner** who can provide knowledge, expertise and support to help realize the vision and goals of the grant program and ensure regional food system partners are engaged, and as much local food as possible is sourced and served in the school salad bar. The community partner's role should be clearly defined in the grant application.
 - *Examples of community-based partners include, but are not limited to: master gardeners, farmers, chefs, public health dietitians or nurses, independent consultants and non-profit organizations whose work is rooted in sustainable food systems and/or food literacy.*
- Complete applications (including any supporting materials) **must be received no later than 11:59 pm PST on Friday March 27, 2020**. Applications that are incomplete or submitted late will not be considered.
- Schools that have previously received a Farm to School salad bar grant from Farm to Cafeteria Canada are **not eligible to apply**.

Key dates

January 1, 2020 - grant application window **OPENS**

January 28, 2020 - grant application webinar in **ENGLISH** ([click to register](#))*

January 30, 2020 - grant application webinar in **FRENCH** ([click to register](#))*

March 27, 2020 - grant application window **CLOSES**

May 15, 2020 - grant recipients notified

June 30, 2020 - grant recipient contracts completed, initial funds issued

September 2020 - grant recipient schools commence their programs

June 30, 2022 - program deliverables complete

**Both webinars will be hosted from 3:00pm - 4:00pm EST. All prospective applicants are welcome and encouraged to register. Recordings will also be made available on the F2CC website.*

Use of funds

All grant funds will be provided directly to successful schools. Please note that school boards / districts are not eligible to receive or administer funds on behalf of schools.

The [salad bar](#) service model is a core component of these grants. The integration of a salad bar service must be clearly defined in the application.

Below is a list of items for which grant funds can (and can't) be used. Please note that the application form itself will include a budget template, and maximum allowable amounts for each expense category.

YES, the grant funds can be used for:

Capacity building

- ✓ Partnerships - bringing community partners to the table to support program planning, implementation and/or delivery.
- ✓ Honouraria – nominal, one-time recognition for community members who provide support in project initiation, food service preparation or connecting students to the local food system.
- ✓ Promotional materials – to promote the initiative to the school community (ex. printing costs).
- ✓ Educational supplies – may also include costs associated with field trips (ex. to a local farm).
- ✓ Training - for school-based project team members.
 - o *Please note: 15% of the total budget must be allocated toward training. Each participating school will be required to attend 1-2 F2CC training sessions and these funds can be used for related costs (Ex. travel). Any remaining funds can be used toward conferences, symposia, purchasing resources, courses/certifications (such as food safe), etc.*

Equipment & space modifications

- ✓ Kitchen equipment to support the salad bar meal service. This may include a salad bar unit itself, fridge, commercial dishwasher, pots and pans, reusable dishes, utensils, blenders, etc.
 - o *Please note: single pieces of equipment that are >\$1,200 will require quotes to be submitted with applications.*
- ✓ Equipment and material costs for growing food. This may include garden or greenhouse materials, soil, seeds, tools, etc.
- ✓ Minor costs for food service space modifications.

Initial food costs

- ✓ Grant funds can be used toward food costs for an initial, single, celebratory salad bar service. Schools may allocate a maximum of \$3 per participating student to cover food costs for the initial food service only. Grant funds cannot be used for food costs beyond this.

NO, the grant funds *cannot* be used for:

- Sustained food costs to supply the salad bar. Beyond an initial celebratory service, food costs must be recovered through other means. Applicants will be asked to outline plans to economically sustain their salad bar and related activities in their proposals.
- School staff salaries.
- Paid positions or contracts to coordinate and administer the salad bar service or food literacy activities.

How will applications be selected?

A national review committee, including representation from health, sustainable food systems, education, and community development sectors will score proposals according to a standardized rubric. The 30 top-scoring applications will be awarded funds.

Successful applications will clearly articulate plans to meet or exceed the following criteria:

- ✓ **The proposed program has clearly defined goals and contributes to Farm to Cafeteria Canada’s vision:** vibrant sustainable regional food systems that contribute to the health of people place and planet
- ✓ **The proposed program has clearly defined goals and also contribute to Canada’s Farm to School mission:** more healthy, local and sustainable food on the minds and plates of all students
- ✓ **The proposed program meaningfully engages multiple, diverse partners within the school and broader community:** a school-based Farm to School team has been established to guide and support the project. Roles of team members should be clearly defined, and the proposal should reflect plans to meaningfully engage all team members.

Minimally, the team should include:

- o the school Principal or Vice Principal (i.e. the Lead Applicant, see eligibility)
- o community partner (i.e. the Co-Applicant, see eligibility)
- o lead person who will oversee the salad bar meal service (this should be the existing food service manager, if the school has an existing meal program)

Optimally, the team should include one or more of the following:

- o one or more teachers
 - o one or more parents
 - o one or more students
 - o representation from the parent advisory / school council
 - o community elders/knowledge keepers
 - o local farmer or food producer
 - o local chef or culinary instructor
 - o environmental / Public Health officer
 - o community dietitian or public health nurse
- ✓ **The proposed program builds on existing food literacy, food access, local food procurement and food service activities already underway at the school:** these existing efforts should be clearly defined and the application should outline how the grant funds will help to advance this work using a [Farm to School Approach](#). Individuals involved with existing efforts should have clearly defined roles within the proposed team.

✓ **The proposed program is comprehensive, minimally linking the following components:**

- **A food literacy plan** – to engage students in classroom and experiential learning opportunities designed to enhance their knowledge about sustainable food systems, and their skills around growing, cooking, preserving, tasting food and/or minimizing food system waste.
- **Salad bar meal service plan** – to engage and empower students to serve themselves from a selection of healthy, local foods. Salad bar 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.

Please note:

- It is recommended that the salad bar be offered a minimum of 2x/month, building towards an ideal of 1-2x/week. Where capacity permits, it may be operational daily alongside existing meal services.
 - The salad bar **must be available to all students** who wish to participate, regardless of means. Plans to ensure the salad bar is equitable for all students should be clearly defined in the application.
 - Food served in the salad bar must be as healthy, locally and sustainably sourced as possible.
 - Creative service models are encouraged, and variations on a salad bar are acceptable (ex. soup and salad bar, build your own sandwich and salad bar, etc.)
 - If the school has an existing meal service, the salad bar **must be integrated** with that service and plans to do so should be defined in the application.
 - The salad bar service model **must be approved** by local public health officials (i.e. public or environmental health officer). Food safety plans must be outlined in the grant application and approval of those plans will be a required to receive funding. As such, letters of support from local officials are **strongly advised** to be included with all grant applications.
 - Please refer to our [Salad Bar](#) page for more details and inspiration for developing a successful salad bar.
- **A local food procurement plan** – to increase sustainably sourced foods, with an emphasis on local fruits and vegetables. It is recommended that schools set realistic and attainable local food procurement targets (with the % ideally increasing over the life of the project). Existence of / plans to develop local food procurement policies or guidelines are also considered as assets.
 - Supporting local food economies is an important part of the grant initiatives. All grant recipients will be expected to make linkages with local farmers, growers, harvesters, fishers, etc.
- ✓ **The proposed program is feasible:** successful applications should include detailed work plans that outline proposed activities and milestones within reasonable timeframes. The work plan should clearly align with the defined roles of the project team members, as well as the proposed program budget.

- ✓ **The proposed program is innovative:** Offering healthy, local foods in a salad bar in Canada during the school year can be a challenge. Is your school community up to it?
 - o Successful applications will identify existing school and community assets, and how they may be built upon to develop a successful salad bar supporting Farm to School food literacy activities.
 - o Successful applications will identify anticipated barriers, and propose innovative, realistic solutions by which they may be overcome.
- ✓ **The proposed program reflects the local context:** Farm to School is an [approach](#) that looks different in every community. Applicants should consider and speak to the unique geographic, social and cultural contexts of their school community and how these will be honoured, respected and reflected in their salad bar and related food literacy programming.

Questions?

Please contact farm2schoolgrantscanada@gmail.com