

# ***Dig in!***

## **Seed Grants 2023/24**

### ***Guidelines for Applicants***

#### **About the Guidelines**

This document provides guidelines for those who are considering applying for a Seed Grant for the 2023/2024 school year. These grants are provided by Farm to Cafeteria Canada in partnership with The Schad Foundation. Full grant details are available on our [website](#).

As a complement to the Guidelines, we will host instructional webinars on September 26th (English) and September 28th (French) which will include time for live Q & A. Applicants are encouraged to register for a webinar to attend and/or to receive a recording. Register now: [English](#) | [French](#)

#### **Funds available**

Farm to Cafeteria Canada will award one-time grants, of **between \$500 and \$3,000**, to an estimated **25 schools** across the country. The total number of grants distributed will depend on the individual amounts requested. Project activities must be implemented by June 2024.

#### **Eligibility**

Applications are open to schools (kindergarten to grade 12) across Canada, **except for schools in British Columbia\***. This includes schools in rural, remote and urban settings.

Schools in Indigenous communities/nations and schools that serve a high-proportion of low-income, racialized or other equity-seeking communities are strongly encouraged to apply.

#### **Applications will NOT be accepted from:**

- School boards or community organizations
  - *Both can be important partners for school projects and are welcome to support schools with their applications, but they are not eligible to receive the funds.*
- Schools in British Columbia\*

*\*Schools in BC are encouraged to apply for provincially available funding through the [Farm to School BC grants](#).*

Access more information about the grants on our website at:  
<https://www.farmtocafeteriacanada.ca/seed-grants/>

## Definitions

We refer to a number of terms throughout the grant guidelines including “healthy food”, “farm to school”, “sustainably produced food”. To understand how we are defining these terms, please visit our [Glossary](#).

## What are the Seed Grants?

Seed Grants provide schools with access to funds, knowledge and inspiration to ‘Dig in’ to farm to school by making small, positive changes in their school food environments. They are best suited for schools that are looking to get started, although schools that have an existing project that could use a boost are also eligible to apply. Seed Grants can serve as an excellent stepping stone to our [Farm to School Canada Grants program](#).

The Farm to School Approach\* is about bringing healthy, local and culturally appropriate food into schools, strengthening the local food system and enhancing school and community connectedness while providing students with hands-on learning opportunities that foster food literacy.

Schools that receive a Grant share a commitment to improving their school food environments and getting started on their farm or local food to school journeys.

***\*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.*

### Key dates

<b>September 11, 2023</b>	Grant application window <b>OPENS</b>
<b>September 26 &amp; 28, 2023</b>	Grant application webinar - register in <a href="#">ENGLISH</a>   <a href="#">FRENCH</a>
<b>October 27, 2023</b>	Grant application window <b>CLOSES</b> (11:59pm PST)
<b>December 8, 2023</b>	Grant recipients notified
<b>January - June 2024</b>	School projects are implemented
<b>June 21, 2024</b>	Deadline for participating schools to submit their grant experience survey & story

## Use of funds

**YES, the grant funds can be used for:**

Capacity building

- ✓ Partnerships: bringing community partners together to support program planning, implementation and/or delivery
- ✓ Honouraria: nominal, one-time recognition for community partners who provide support in carrying out project activities
- ✓ Educational supplies and field trip costs

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## Equipment & space modifications

- ✓ Kitchen equipment to support student meal service. This may include appliances, pots and pans, reusable dishes, utensils, equipment for preserving foods, etc.
- ✓ Equipment and material costs for growing, foraging or harvesting food.
- ✓ Minor costs for food service space modifications.

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

- Food costs to supply a school meal service.
- School staff salaries or other paid positions or contracts to coordinate and administer the proposed activities.

## Additional considerations for applications

- **School leadership** (Principal, Vice-Principal) **must be in support** of the proposed activities and grant application.
- Any food served as part of the grant activities should be **as healthy, culturally appropriate, locally and sustainably sourced as possible**.
- The proposed activities should **reflect and celebrate the diversity** of the student population.
- Activities delivered as part of the grant should be **open and accessible, without stigma**, to all students who wish to participate, regardless of means.
- Reporting requirements for grant recipients will include completion of a grant experience survey and the submission of a short story and supporting image(s) (or video) that demonstrate the grant impact.

## How will applications be selected?

- Applications will be screened for eligibility based on the following criteria:
  - ✓ **The applicant meets the eligibility criteria**
  - ✓ **The requested funds fall within the range provided** (\$500-\$3,000)
  - ✓ **The application form has been completed in full**, and submitted online by October 27, 2023 (11:59 pm PST)
  - ✓ **The proposed activities reflect 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 proposed activities.
  - ✓ **The proposed activities fit into at least 1 of the 3 pillars of the farm to school approach:**
    - Healthy local food in schools
    - Hands-on learning

Access more information about the grants on our website at:

<https://www.farmtocafeteriacanada.ca/seed-grants/>

- School and community connectedness

✓ **It is clear how the proposed activities will have an impact on the school community and contribute to positive change in the school food environment.**

- Eligible applications will be pooled according to 5 geographic regions:
  - Prairies (Alberta, Saskatchewan, Manitoba)
  - Territories (Yukon, Nunavut, Northwest Territories)
  - Ontario
  - Quebec
  - Atlantic provinces
- Grants will be selected from the eligible pool of applicants and equitably distributed across the 5 regions.
- A review committee will validate the selected applications to confirm eligibility according to the criteria outlined above.

### Get Inspired!

**Looking for ideas on how the grants can be implemented in your school community?**

- Browse through our inspiring school stories [here](#)
- Check out our farm to school [Resource Centre](#)!

### Questions?

Have questions about the application process? Contact us at [grants@farmtocafeteriacanada.ca](mailto:grants@farmtocafeteriacanada.ca).

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<https://www.farmtocafeteriacanada.ca/seed-grants/>