High Country Local First 

Farm to School Grant Program:

**2018 Request for Proposals**

**Application deadline:** 

**Thursday, March 15, 2018**

(email Google Doc or Word Doc to LettuceLearn@brwia.org)

# Part I: Instructions & Guidelines

**To: Watauga and Ashe County K-12 public and private schools and early child care education providers** (preschools, Head Start, center-based programs, programs in K-12 school districts, in-home family child care programs, or any program serving children prior to kindergarten).

**High Country Local First (HCLF) and Lettuce Learn** are requesting applications for innovative Farm to School (F2S) and Farm to Preschool (F2P) projects that strengthen relationships between children and healthy, local foods.  The High Country Local First Farm to School mini-grants will support new and expanding F2S/P projects in Watauga and Ashe Counties.

### Purpose of High Country Local First Farm to School Grant Program

High Country Local First set aside $5 from each 2017 Rewards Card sale to support the farm to school grant fund and teamed up with Lettuce Learn in order to:

* Connect more children, teachers, food service staff, parents, and community members with healthy, local foods.
* Provide resources to support: (a) the development of new F2S/P projects, (b) the expansion of existing F2S/P projects, and/or (c) the exploration of innovative practices related to F2S/P in Ashe and Watauga Counties.
* Increase the number of relationships between local farmers and schools and/or Early Childhood Education (ECE) providers (e.g. by selling to schools or hosting a farm field trip).

### What is Farm to School/ Farm to Preschool?

Farm to school/preschool works to connect children in a school or an early childhood education setting with growing food, local farmers, ranchers, fishermen, and food processors.  Farm to school/preschool projects vary depending on factors unique to each setting.  Generally, they include activities that increase the amount of locally-grown foods available to children and provide related hands-on educational opportunities.

### Importance of Farm to School/Preschool

Farm to school/preschool programs have been shown to increase children’s access to fresh fruits and vegetables while increasing their knowledge of and desire to eat healthier foods. Farm to school programs have also been shown to improve student comprehension in a variety of subjects from math to science to social studies as well as behavioral and attitudinal measures. Increased awareness of food systems and local food economies is another beneficial outcome.

## Eligibility

All types of schools and early childhood education programs in Watauga and Ashe County, North Carolina are eligible to apply. Funding may be used to start a new F2P/F2S project or grow an existing one.

## Application Selection

The HCLF F2S/F2P grants aim to support programs that can serve as innovative models of F2S/F2P in the High Country and beyond.  We are committed to supporting farm to school/preschool efforts in a wide variety of settings.  If you have questions or are interested in applying but feel you need assistance with any aspect of the application, please contact Lettuce Learn at LettuceLearn@brwia.org.

Complete applications will be evaluated considering, but not limited to, the following priorities:

* Innovative garden-based learning strategies (unique curriculum, stakeholder involvement, community outreach, etc.)
* Connections with local farmers, gardeners, homesteads, and food processors.
* Program integration and sustainability of activities.

## Award Amounts and Award Notice

Selected applicants will be announced and awarded by the end of March 2018.  Maximum award given will be no greater than $1,500. Award(s) given are based on availability of funds, priorities identified above, and individual program needs.

HCLF & Lettuce Learn may reject any or all proposals received, waive or modify minor irregularities in proposals received after prior notification and agreement of applicant, and reserves the right to provide partial funding for specific proposal components that may be less than the full amount requested in the grant application. Unless an applicant receives a signed award document with terms and conditions, any contact from Lettuce Learn or HCLF should not be considered as a notice of a grant award. HCLF is not obligated to make any award as a result of this Request for Proposals.

### Allowable Expenses

Funds are for direct support of school garden programs, including:

* Purchase of seeds, plants, supplies, or equipment
* Stipends for Garden Coordinators
* Professional development opportunities
* Garden curriculum
* Supplies and materials for projects that enhance connections between the school garden and the classroom, cafeteria, or waste reduction program.

## Requirements of Grant Agreement

1) **Identify a Project Lead** who will serve as the primary point of contact for this grant. This individual may be from the school or ECE site or from a partner organization who applied to work with the school or ECE site.

2) Project Lead will ensure timely participation in **evaluation and reporting**. Tools and timelines will be given to awardees upon selection and will consist of a mid-check-in and final report.

3) HCLF and Lettuce Learn are given permission to **take photos or use photos** submitted by grantees. Lettuce Learn will communicate with school/ECE staff prior to using photos to ensure proper parental permissions.  Photos may be used in print and online media for HCLF & Lettuce Learn and related local, regional, and national farm to preschool and farm to school programs/activities.

6) Program staff and children may be asked to **participate in interviews** and/or allow Lettuce Learn staff to observe their F2P activities.

## Timeline

Feb 2018 RFP Released

Mar 15, 2018 Applications due

Mar 31, 2018 Awards announced

Sep 1, 2018 Mid-point check-in (phone calls and/or site visits)

Feb 1, 2019 Short final report summaries due

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# Part II: Application

**Please complete the application and submit the entire packet as a Google Doc or Word Doc via email to** **lettucelearn@brwia.org** **with “Grant Application” in the subject line.**

## Project Contact

|  |  |
| --- | --- |
| **Project title** | answer here |
| **Grant amount requested (max $1500)** | answer here |
| **Name of project lead** | answer here |
| **Organization** | answer here |
| **Role/Title** | answer here |
| **Phone number** | answer here |
| **Email address** | answer here |

## Information about School/ECE Setting

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| --- | --- |
| **School/Site/ECE Organization Name:** | answer here |
| **Program type** (public school, private school, charter, center-based, family child care, preschool, program in K-12 district, etc.): | answer here |
| **Address** | answer here |
| **Number of anticipated children who will engage with garden**: | answer here |
| **Age range of children who will engage with garden**:  | answer here |

## Garden/Project Details

***Suggested maximum word count is 500 words per section (1 or 2 paragraphs).***

### 1. Site Overview

*Briefly describe your class, school, or ECE program/setting (to help us with anonymity, please avoid using the name of your school/site).*

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| --- |
| answer here |

### 2. Project Overview

*Outline your plans to implement the mini-grant.  Please include the overall vision for your F2S/F2P project and specific goals and objectives (bulleted list is acceptable).*

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| --- |
| answer here |

### 3. Timeline

Grants will be awarded at the end of Feb 2016 and the “Lettuce Lead” Learning Community will continue through Nov 2016. Please use the table template below to outline your project timeline.  You may include plans for beyond Nov 2016 to illustrate your long term vision for project sustainability.  Please see Appendix B for a sample project timeline.

Provide start date of project and implementation dates for key activities.

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| ***Date*** | ***Action*** |
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###  Collaboration

If this project will engage families and staff, and/or partner with others in your community (e.g., farmers, local businesses, other schools/ECE sites, organizations, local expertise such as Cooperative Extension, etc.), please describe how.

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| --- |
| answer here |

### Need for Support

*Please use the budget narrative template below to describe how funds will be used to establish or expand your F2S/F2P project.*

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| --- | --- | --- |
| ***Description of Item or Service*** | ***Notes*** | ***Cost*** |
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| ***Total Project Cost*** |  |