



Digging into the Patrick Leahy Farm to School Request for Applications

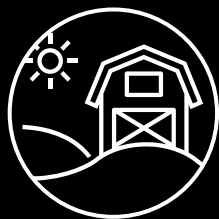
Fiscal Year 2024

Ivette Del Toro, Team Lead

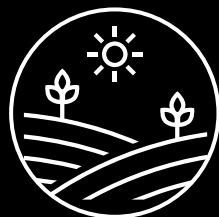
Aubree Roth, Program Analyst

November 8, 2023

Agenda



Background



Overview



How to Apply



Questions

History and Purpose

Authority

- Section 18 of the Richard B. Russell National School Lunch Act (NSLA)

Purpose

- To assist eligible entities in implementing farm to school programs that **improve access to local foods in eligible schools.**





Child Nutrition Programs (CNP)

National School Lunch Program	NSLP
School Breakfast Program	SBP
Child and Adult Care Food Program	CACFP
Summer Food Service Program	SFSP



Overview



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Who is Eligible as a Lead Applicant?



Schools and
Institutions



State agencies



Local agencies



Indian Tribal
Organizations



Agricultural
Producers



Group of
Producers



Non-Profit
entities

Who is **NOT** Eligible as a Lead Applicant?

- Individuals
- Institutions of higher learning such as colleges and universities
 - Universities are not eligible regardless of 501(c)(3) status.
 - University foundations are not eligible.
- Hospitals and hospital foundations
- Cooperative extension services
 - Extension programs are not eligible regardless of State or local agency status.

Current and Former Grantees

- Eligibility varies depending on:
 - Current or prior grant type
 - Project end date
 - Completion of previous project activities
 - Year of prior award
 - Application type

They can still be key project partners or contractors and can provide matching support!

Grant Tracks

Track	Objectives
Turnkey: Action Planning	Develop a Farm to School Action Plan to facilitate launching or scaling farm to school activities.
Turnkey: Edible Gardens	Plan, implement, and evaluate a food production operation that produces food for CNP operator activities.
Turnkey: Agricultural Education	Plan, implement, and evaluate the integration of farm to school topics into CNP sites’ curriculum.

Turnkey Track

- Designed for a range of farm to school experience.
- Shorter and simpler application.
- Applicants choose from pre-defined projects.
- All activities are provided by USDA FNS.



Grant Tracks

Track	Objectives
Implementation + State Agency	<p>Improve access to local foods in eligible CNP sites through comprehensive farm to school programming that includes local sourcing and agricultural education efforts.</p>

Implementation and State Agency Tracks

3.8

- Applicants propose activities that address the required objective.
 - Sample activities are provided in the RFA.
- Entity eligibility varies by track.
- Project Narrative structure is the same for both tracks.



Award Amounts

Grant Track	Funding Amount
Turnkey <ul style="list-style-type: none"> Action Planning Edible Garden Agriculture Education 	Up to \$50,000
Implementation*	\$50,000 - \$100,000
State Agency	\$50,000 - \$500,000

***See eligibility for grants \$100,000 to \$500,000.**

Period of Performance



**24
months**



Project Example | Turnkey Edible Gardens

Southeast Island School District | Thorne Bay, Alaska | FY 2023

Southeast Island School District will build upon an established greenhouse and agricultural program. Grant funds will increase the availability of locally grown fruits and vegetables to students in the remote Alaska communities served by Southeast Island School District. Food production for the school breakfast and lunch program will be enhanced through multiple projects incorporating students and community volunteers. Projects include: aquaponic system improvements; growth and enhancement of cold-hardy fruit trees and berries; raising chicks as a student business; and biological pest control.



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Project Example | Implementation

Youth & Family Services, Inc.
Rapid City, South Dakota
FY 2023



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Project Example | Turnkey Action Planning

After-School All-Stars (ASAS) | Newark, New Jersey | FY 2022

ASAS plan to implement a farm to school program where students and community leaders build and maintain community gardens as part of a health and wellness initiative. To ensure they offer the highest quality in the city of Newark, a program planning committee comprised of ASAS Staff, Youth Ambassadors and Community Partners, including five school sites, will collaborate to design gardens, food grown, student aligned curriculum, and community fresh markets to disseminate all produce.



Project Examples

Spotlights

I'm New to Farm to School

Resources

Policy

Technical Assistance & Guidance

Research, Analysis & Background

The fiscal year (FY) [2024 Farm to School Grant Program](#) request for applications (RFA) is now **open**. To apply, visit [Grants.gov](#) and follow the instructions found in the FY 2024 RFA. Be sure to come back and visit this page for updated resources, including webinars recorded to assist Farm to School applicants.

For additional funding opportunities for farm to school activities, visit the [USDA AMS Grants, Loans and Other Support webpage](#).

^ [Getting Started](#)

- [Farm to School Planning Toolkit](#): This comprehensive document describes the key activities to building a strong Farm to School program.
- [Summary of Grant Awards](#): View press releases and download project descriptions of past Farm to School awardees.
- [Prior Requests for Applications](#): Visit this link to the list of prior RFA announcements.

▼ [Webinars](#)

▼ [Application Materials](#)



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FY 2024 Priorities | Racial Equity

- Applications from Indian Tribal Organizations (ITOs), or an entity led and/or staffed by American Indians and Alaska Natives and serving American Indian and Alaska Native communities.
- Applications from organizations led and/or staffed by Black/African Americans and serving Black/African American communities.
- Applications from organizations led and/or staffed by people of color and serving communities of color (defined as Black/African American, American Indian, Alaskan Native, Hispanic/Latino, Asian, and/or Pacific Islander).



FY 2024 Priorities | Organization Type

- Applications that serve a high proportion of children (at least 40 percent or more) who are eligible for free or reduced price meals.
- Applications from small-to medium-sized agricultural producers or groups of small- to medium-sized agricultural producers.
- Projects operating in and serving eligible CNP sites located in rural areas.

To be considered for priority points added to your application you must self-identify using Appendix B– Priority Group Declaration Checklist.



Budget | Allowable Costs

- All grant costs must be reasonable, allocable, and necessary.
- All matching fund sources must be from sources that would also be deemed allowable if they were part of your federal request.
- Examples of allowable costs:
 - Salaries
 - Supplies (e.g., rakes, shovels, seed packets)
 - Travel
 - Rental fee for building usage



Budget | Unallowable Costs

Examples of unallowable costs:

- Vehicles
- Permanent Construction
 - **NOTE:** Greenhouse construction is an allowable cost for the Farm to School grants.
- Land
- Host agency contribution for AmeriCorps
- Food costs (greater than 10%)
- Medical equipment



Budget | Matching Funds

Federal Funds + Non-Federal Match = Total Project Cost

Sample Match

Grant Request: \$100,000

Match Amount: \$35,000

Total Project Cost: \$135,000

Match Percent: 26% (match ÷ total project cost)

USDA Percent: 74% (grant request ÷ total project cost)



Reporting Requirements

- Financial Reporting: quarterly
 - FPRS
- Progress Reporting: semi-annual (6 months)
 - FNS-908
 - Required indicators per track type
 - Applicant should propose additional indicators relevant to the track type

Performance Progress Report | FNS-908

Instructions: Complete this section by adding all Activities and Indicators as listed on your submitted proposal for each listed objective. For each reporting period, update these Activities/Indicators with the most up to date information. **Note:** Objectives will be added by FNS and should not be altered. Additionally, note that indicator values vary by Indicator Type selected.

Program Activities									
Objective 1		Improve access to local foods in eligible schools through comprehensive farm to school programming that includes local procurement and agricultural education efforts.							
<div>-</div> <div>+</div>	1	Activity		Type	Anticipated Completion Date	Actual Completion Date	Optional		
							Location	Beneficiaries/Audience	Topic (if training)
		Indicator Description		Indicator Type					
			-	1		Target	Actual (Cumulative)	Comments	
			+						
<div>-</div> <div>+</div>	2	Activity		Type	Anticipated Completion Date	Actual Completion Date	Optional		
							Location	Beneficiaries/Audience	Topic (if training)
		Indicator Description		Indicator Type					
			-	1		Target	Actual (Cumulative)	Comments	
			+						
Add Objective		Remove Objective							



How to Apply



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Deadline

**Farm to School Grant applications MUST be
submitted via [Grants.gov](https://www.grants.gov) by 11:59pm ET,
January 12, 2024**



Finding Documents | Grants.gov

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
^ Folder: Full Announcement - Request for Applications	USDA-FNS-F2S-2024-Full Announcement - Request for Applications.zip	Oct 26, 2023 08:51:14 AM EDT	3.6 MB
FNS-906 - Grant Program Accounting System and Financial Capability Questionnaire	FNS-906 - Grant Program Accounting System and Financial Capability Questionnaire.pdf	Oct 11, 2023 04:07:17 PM EDT	1.3 MB
Farm to School Grant_Activities Indicators Tracker_Action Planning.docx	FY24_Farm to School Grant_Activities Indicators Tracker_Action Planning.docx	Oct 11, 2023 09:31:43 AM EDT	72.2 KB
Farm to School Grant_Activities Indicators Tracker_Agriculture Education.docx	FY24_Farm to School Grant_Activities Indicators Tracker_Agriculture Education.docx	Oct 11, 2023 09:32:11 AM EDT	73.0 KB
Farm to School Grant_Activities Indicators Tracker_Edible Gardens.docx	FY24_Farm to School Grant_Activities Indicators Tracker_Edible Gardens.docx	Oct 11, 2023 09:32:33 AM EDT	72.4 KB



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Available Resources | Grants.gov



- Request for Applications (RFA)
- Frequently Asked Questions (FAQ)
- Activities/Indicators Tracker Templates (by track)
- CNP Operator Letter – sample, template
- Match Letter – sample, template
- Budget Narrative Template
- Budget Narrative Checklist
- FNS-906 - Grant Program Accounting System and Financial Capability Questionnaire
- Urban Rural Classification Instructions



Finding Documents | Applicant Resource Page

Spotlights

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▼ [Application Materials](#)

Contact Us

For all questions about the USDA Farm to School Grant Program, please email SM.FN.FarmToSchool@usda.gov.

Hungry for more farm to school?



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Pre-Application Steps

1. Register with System for Award Management (SAM) at www.SAM.gov
 - This includes obtaining a Unique Entity Identifier (UEI)
2. Create a Grants.gov account
 - These two steps can take up to 3 weeks
3. E-business Point of Contact (e-biz POC) authorizes Grants.gov roles
4. Complete and submit application
5. Verify Submission and acceptance (validation)

24/7 Grants.gov support available:

- support@grants.gov
- **1-800-518-4726**
- [Grants.gov webpage](http://Grants.gov)

Information to Gather

- Partner information
 - Roles
 - Experience
 - Budget needs
 - Match
- Child Nutrition Program Information
 - Free or reduced rate
 - Enrollment
 - CNPs operated by applicant and/or partners



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Application Components

- Farm to School Grant Program (FSGP) Coversheet
- SF-424 – Application for Federal Assistance
- SF-424A – Budget Information and Instruction Form
- SF-424B – Assurances for Non-Construction Programs
- SF-LLL – Disclosure of Lobbying Activities
- FNS-906 – Grant Program Accounting System and Financial Capability Questionnaire
- Negotiated Indirect Cost Rate Agreement (if applicable)
- Match letters
- Resumes of key staff
- Letters of support/commitment from key staff and partners
- Project Narrative and Activities/Indicators Tracker
- Budget Narrative
- Optional: Priority Group Declaration Checklist

Time to Apply

- Factors
 - Track type
 - Level of preparation
 - Familiarity with federal grants
- Tips
 - Use provided templates.
 - Keep it simple and realistic.
 - Consider Turnkey track projects.
 - Seek grant writing assistance.





Resources + Closing

<https://www.fns.usda.gov/cfs/resources-farm-school-grant-program-applicants>



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Webinars

Getting Familiar with the Request for Applications

(Recorded live November 1)

Getting Your Package Together

(Recorded live November 2)

<https://www.fns.usda.gov/cfs/resources-farm-school-grant-program-applicants>



Thank You!

Please contact
SM.FN.FarmToSchool@usda.gov

for any questions for the
Patrick Leahy Farm to School Program