# **2024-2025 Farm to Child Nutrition Program Sub-Grant Application**

**Objective: Child Nutrition Program (CNP) Sponsors may request up to $10,000 to support Farm to Plate initiatives that will increase the local foods served as part of Child Nutrition Program snacks and meals. Subgrants will be utilized by CNP operators to advance eligible local foods programming activities including gardening, chicken houses, raising livestock, garden towers, and more.**

**Funding:** Two funding tracks will be available: up to $2,500 subgrant available for expansion of current Farm to CNP projects, and up to $10,000 for new projects implementing Farm to CNP programming.

**Funding Initiative:** Sub-grants will be available to School Nutrition Program (SNP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP) sponsors with funding priority given to those with 40% or more of program participants eligible for free or reduced priced meals. Sub-grant funds are to be expended within one year of the award letter.

**Funding Commitment:** Subgrant applicants will be required to form a team of at least four for their project in the areas of foodservice, administration, educators, and community. Diverse team members for farm to CNP programming provide safeguards to barriers such as staff turnover, shares responsibility to eliminate work overload, and offers support from many stakeholders to move progress forward. Each grant application must be signed by the applicant, each team member and the Representative certifying the application is true and correct.

KSDE CNW will collaborate with Kansas State Research and Extension (KSRE) and the Kansas Farm Bureau (KFB) to provide technical assistance and training to subgrantees. Sponsors awarded will commit to attend individualized training and technical assistance held at regional trainings between March and May of 2025. Virtual support calls will take place quarterly in October 2025, January 2026 and April 2026. Training funded by the 2024 Farm to School Grant will provide CNP operators and community partners an opportunity to build relationships that will support sub-grantee projects and sustain past the grant period.

**Sponsor Information**

Sponsor Number/Name

Indicate which Child Nutrition Program(s) the Sponsor participates (indicate all that apply):

School Nutrition Program (SNP)

Child and Adult Care Food Program (CACFP)

Summer Food Service Program (SFSP)

Sponsor Contact’s Name:

Sponsor Contact’s Title:

Sponsor Contact’s Area Code/Telephone:

Sponsor Contact’s E-mail:

**Sub-Grant Funding Tracks (Check one)**

Track #1- up to $2,500 subgrant available for expansion of current farm to CNP projects

Track #2- up to $10,000 for new projects implementing farm to CNP programming.

What ages/grades will be supported as part of this funding?

What is the organization’s total enrollment?

**Grant Proposal Narrative (Maximum 5 pages)**

In preparing your proposal narrative, provide the following information in this order: Organizational Information and Past Experience in Farm to Plate Initiatives, Need, Project Goal and Objectives, Proposed Project, Objectives, Activities, Timeline, and a Sustainability Plan to sustain and support the Farm to Plate Program after the end of the grant period.

**Budget**

Provide a proposed budget describing appropriate use of grant funds and justifying costs in the chart below. Proposed costs must be necessary, reasonable, and allocable to carry out the project’s goals and objectives.

| **Item Requested** | **Location** | **Description** | **Source\*** | **Cost per Item** | **Number of Items Requested** | **Grant Funding Requested** | **Anticipated Purchase Date (Month, Year)** | **Number of children**  **impacted** | **Target Audience** | **Justification** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Example****:*  *Hydroponic Tower* | *Sunnyside Elementary* | *Plant grow system* | *Hydro-Gro* | *$1200.00* | *3 each* | *$3600.00* | *January 2021* | *200* | *Grades K-5* | *Classroom project to supply leafy greens to the cafeteria salad bar* |
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|  |  |  |  |  |  | **Total** |  |  |  |  |

\*Attach three informal price quotes for each item. You may use a written price quote provided by the vendor or your notes from a phone call. The quote must include the vendor’s name, contact person, phone number and itemization or any of the expenses that apply to the purchase of the items. Include delivery, installation, testing, tax, etc.

**Budget Narrative**

In addition to the budget, you must include a narrative line-item description for every allowable cost and show how it supports the project goals as well as briefly describe how the total amount for that line item was determined.

**Evaluation**

To measure outcomes related to local procurement, data will be collected from all sub-grantees at various points in the grant timeline. A baseline survey will be submitted by sub-grantees following award notifications in January 2025. A final survey will also be administered following the final quarterly virtual meeting in April 2026. Information gathered will assess the following indicators: 1) number of children impacted, 2) number of collaborating CNP sites, 3) number and types of partner organizations and 4) dollar value of local foods purchased by product type. These evaluation activities, along with an interim collection in November 2025, will allow KSDE to evaluate the effects of sub-grantee’s practices on serving local products. Grantees must provide data as requested by KSDE.

The sub-grant application must be signed by the applicant, each team member and the Authorized Representative certifying the application is true and correct.

Applicant Signature Title

Applicant Printed Name Organization

Team Member #1 Signature Title

Team Member #1 Printed Name Organization

Team Member #2 Signature Title

Team Member #2 Printed Name Organization

Team Member #3 Signature Title

Team Member #3 Printed Name Organization

Additional Team Member Signature (if applicable) Title

Additional Team Member Printed Name (if applicable) Organization

Additional Team Member Signature (if applicable) Title

Additional Team Member Printed Name (if applicable) Organization

**Certification**

I certify that the information in this application is true and correct to the best of my knowledge.

Authorized Representative Signature Date

Print Name and Title

**The application must be received by close of business on November 29, 2024.**

**Award notifications will be sent no later than January 15, 2025.**

**Questions should be directed to Barb Depew, Farm to Plate Project Director.**

**Phone: 785-296-0062 or email at** [**bdepew@ksde.org**](mailto:bdepew@ksde.org)**.**

**Submit by mail to Child Nutrition & Wellness, Kansas State Department of Education, Attn: Barb Depew, Farm to Plate Project Director, 900 SW Jackson, Suite 251, Topeka, Kansas 66612 or email Barb Depew at** [**bdepew@ksde.org**](mailto:bdepew@ksde.org)**.**

**Addendum A - Allowable Costs**

**Food and Nutrition Equipment and Supplies:** The ultimate goal of funded projects should be to make local food products available on Child Nutrition Program menus. Expenditures for both equipment (i.e., items of personal property having a useful life of more than one year and a cost of $5,000 or more such as walk‐in freezers, coolers, processing equipment, hoop houses, and ovens) and supplies (e.g., knives, cutting boards, gardening or farming supplies, and food processors) are allowable expenses. Salad bars are also an allowable expense. Purchasing an animal or flock of chickens that will be raised on sponsor property as part of an agricultural education program providing products to the cafeteria for reimbursable meals is also an allowable cost.

**Additional examples:**

* Grow systems, hydroponic systems or vegetable tower gardens that will be used to grow items for the menus
* Salad bar or Kiosk unit to expand the use of local menu items
* Grill, rotisserie or preparation equipment to create fresh, flavorful entrée items
* Food processing or packaging equipment that will reduce labor, extend shelf life, or improve marketing of local menu items
* Storage bins or units to improve sanitation and transport of food items from farm to prep areas
* Dough divider/rounder or baking equipment to add or expand fresh, baked menu products
* Vegetable sink, industrial peeler or chopper to reduce preparation time and labor
* Slicers or grinders to improve quality of menu choices
* Display or merchandising units to optimize space and maintain product quality

Equipment and supplies purchased using Farm to School Sub-Grant Program funds must be used during the grant period for the sole purpose of accomplishing the stated project objective. Purchased equipment or supplies are to be fully dedicated to the grant project objective, including beyond the grant period end date. If funded project is not fully dedicated to the grant project objective, the applicant must determine what percentage of the good’s time or space will be dedicated to project activities.

The United Stated Department of Agriculture (USDA) regulations define “equipment” as any item of non-expendable personal property with a useful life of a year or longer and an acquisition cost which equals or exceeds the Federal per-unit capitalization threshold of $5,000 or a lower threshold set by State or local level regulations. Refer to equipment typically purchased by SFA’s/Sponsors for use in the CNPs that are pre-approved by KSDE.

* [https://cnw.ksde.org](https://cnw.ksde.org/), SNP, Food Service Facts, Chapter 13 Related Forms.
* USDA Memo SP 39-2016 – State Agency Prior Approval Process for School Food Authority (SFA) Equipment Purchases)
* Clarification as to the allowable and unallowable use of CACFP award funds is found at <https://www.fns.usda.gov/cacfp/allowable-use-grant-funds>

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| USDA logo | Kansans CAN logo | For more information, contact:  Kelly Chanay  Director, Child Nutrition & Wellness  (785) 296-2276  [https://cnw.ksde.org](https://cnw.ksde.org/)  [kchanay@ksde.org](mailto:kchanay@ksde.org) | Kansas State Department of Education  900 S.W. Jackson Street, Suite 102  Topeka, Kansas 66612-1212  (785) 296-3201  [www.ksde.org](http://www.ksde.org/) |

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**(1)   mail**  
           U.S. Department of Agriculture  
           Office of the Assistant Secretary for Civil Rights  
          1400 Independence Avenue, SW  
           Washington, D.C. 20250-9410; or

**(2)   fax:**  
           (833) 256-1665 or (202) 690-7442; or

**(3)   email:**  
           [program.intake@usda.gov](mailto:program.intake@usda.gov)

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