

From: Bushong, Linda (MDE) **On Behalf Of** Leikert, Howard (MDE)
Sent: Tuesday, April 22, 2014 2:31 PM
To: MDE-SchoolNutrition
Subject: Weekly News from MDE 042214

Weather is turning nice (slowly but surely). I think after this winter I will enjoy the warm, sunny days even more this summer. Here's some news:

- 1) "Apples and Spinach and Regulations, Oh My!" – Our June conference themed after the Wizard of Oz is now available for registration. It is June 10-12 (yes, I know those aren't great dates) right here in Lansing. Meetings will be at the Lansing Center, lodging at the Radisson. We have a full list of helpful breakout sessions along with outstanding guest General Session speakers. On Thursday morning we will also have a special presentation on Smart Snacks along with a "Fundraiser Show." Here is the registration - https://mdoe.state.mi.us/fs_registration. Sign up....don't make me send the flying monkeys out to get you to come to the conference.
- 2) USDA Foods Information - Although we know that the nutrition info on USDA Foods Value-Added (brown box) may vary by manufacturer, all beans and vegetables purchased after 2012 should be low sodium. In SY 2012, all USDA Foods shifted to meet the new guidelines (low sodium, whole grain, low sugar, etc.). Here is a fact sheet that might help see the big picture http://www.fns.usda.gov/sites/default/files/Meal_Pattern_USDA_Foods_Chart_Sept2013.pdf. As for the variations in products, the USDA has heard our concerns about this and is coming up with a way that schools or state agencies can pull nutrition information, by sales order, rather than relying on a "blanket" document that might not *exactly* match the product that was shipped. (Although it should be very close.) Until then, we are told that schools can continue to use the fact sheet provided by USDA, as found here: <http://www.fns.usda.gov/nslp/nslp-material-fact-sheets-meatsmeat-alternatives>. If you "purchased" a product from USDA before the big shift to low-sodium happened, you are still allowed to utilize your USDA Foods with the idea that future brown box orders will, indeed, be low sodium. If a school sees the discrepancy again, then we will need to report the manufacturer to USDA for sending items that do not meet the new specifications.
- 3) Community Eligibility Provision (CEP) – You will receive a separate email detailing the CEP and the steps you need to take to apply. The application can be found at www.michigan.gov/meis, click on the MiND link. Some basic information first - the minimum requirement to be able to participate is 40% directly certified students (including categorically eligible students) in a single school, a combination of schools or the entire district. The CEP is a great program but make sure you take the time to evaluate the potential financial impact on your program if you join CEP.
- 4) Team Nutrition - Dig In! en casa is now available in print from Team Nutrition! Dig In! en casa is a Spanish language version of Dig In! at <http://www.fns.usda.gov/tn/dig-home-parent-booklet>, is the parent booklet

that accompanies the Dig In! and <http://www.fns.usda.gov/dig-standards-based-nutrition-education-ground-0> is curriculum for 5th and 6th grades.

This colorful 14-page booklet includes:

- * Nine tasty fruit and vegetable recipes
- * A MyPlate menu planner
- * Dig In! conversation starters ("Ask About...")
- * Tips on ways to include more fruits and vegetables in family meals
- * Gardening suggestions

Printed Team Nutrition materials are available to schools that participate in one of the USDA Child Nutrition programs, such as the National School Lunch Program.

- 5) Fundraisers – As stated earlier, we will be having a fundraiser show (much like a food show) at our June Conference. If your school or district has successful non-food fundraisers, please forward the relevant details and contact information. We want to have as many different ideas presented at the show as possible.
- 6) Fundraiser Show Vendor Application - Attached is a vendor application that we are hoping you will share with folks you know that have products (food or non-food) or fundraisers that qualify to be sold under the new Interim Rule for Smart Snacks in Schools. Our vision is an exhibit hall filled with companies that can help you as the food service director demonstrate to others in your district the opportunities out there that **do** meet the requirements of Smart Snacks. Please help us fill those exhibit booths by sharing this vendor application widely. Note: the application is due back to MDE no later than close of business on Thursday, May 8, 2014!
- 7) School Meals Calculator – A recent webinar offered an amazingly helpful tool when you are deciding which school meals programs will be effective for you, especially from a financial viewpoint. Here is the link to the calculator - NoKidHungry.org/SchoolCalculator. If you want to check out the webinar, a recording of the webinar is available at: <http://bestpractices.nokidhungry.org/sites/default/files/resources/State%20Agency%20Calculator.mp4>.
- 8) Farm to School Grant Program - With funding from the WK Kellogg Foundation, the MI Farm to School Grant Program, offered through the Michigan State University (MSU) Center for Regional Food Systems (CRFS), will award up to 20 Michigan K-12 schools/districts and Early Childcare and Education (ECE) programs with funds (\$2,000 maximum each) to plan for or implement Farm to School programs. The grant year is September 3, 2014 – June 5, 2015. The MI Farm to School **Planning Grant** helps schools/districts and ECE programs plan for integrating fresh, local foods into their meal programs AND ultimately develop a Farm to School Action Plan to begin a Farm to School program. The MI Farm to School **Implementation Grant** helps schools/districts and ECE programs put existing Farm to School plans into action AND ultimately develop a Farm to School Sustainability Plan to keep the program going and growing in future years. Qualified applicants may receive

up to three years of grant funding for either or both programs provided that program requirements are met. A goal of this program is to help vulnerable children find more healthy and local food choices in school and ECE meals programs. Please see attached documents for full details. Deadline is May 1, 2014.

- 9) Smart Snacks – Have you started work in being ready to implement the Smart Snack requirements starting July 1, 2014? Informing superintendents, business managers, principals, food service staff, student/parent groups, and the general community NOW will help make the transition to the new standards. There is a lot of information available online. Here is a good overall link <http://www.fns.usda.gov/school-meals/smart-snacks-school>.
- 10) Local Wellness Policy - Now is your chance to comment on the proposed rule for local school wellness policies, and help us spread the word. On February 26, 2014, USDA Food and Nutrition Service proposed regulations to create a framework and guidelines for written local school wellness policies. This proposed rule detailed guidelines for what needs to be included in local school wellness policies in areas such as setting goals for nutrition education and physical activity, informing parents about policy content and implementation, and periodically assessing progress and sharing updates as appropriate. Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public must be permitted to participate in the wellness policy process as a part of the wellness policy team. The proposed rule would also require Local Educational Agencies (LEAs), as part of the wellness policy, to implement policies for the marketing of foods and beverages on the school campus during the school day that are consistent with the *Smart Snacks in Schools* nutrition standards. **This is your chance to weigh in!** USDA is seeking comments on the proposed rule. The formal 60-day comment period is open through April 28, 2014. Feedback from students, parents, school food staff, school administrators, State Agencies, and other interested parties is an important part of the rulemaking process. **Please help spread the word** about this proposed rule and encourage comments through the formal comment process. **Read a summary of the proposed rule at:**
<http://www.fns.usda.gov/sites/default/files/LWPproprulesummary.pdf>.
- 11) Summer Food Service Program (SFSP) - The deadline to apply for SFSP is Friday, May 2, 2014. To access this application, click on the following link: <https://mdoe.state.mi.us/MEGSPlus/>. Utilize the attached MEGS+ Quick Guide for assistance in filling out your 2014 SFSP application.
- 12) Outreach to households on SFSP - For information on outreach to households on the availability of SFSP meals, please see Food Service Administrative Policy No. 10 – SY 2013-2014 at the following link:
http://www.michigan.gov/documents/mde/Administrative_Policy_No_10_Outreach_to_Households_on_the_Availability_of_SFSP_452483_7.pdf.

- 13) School Food Program Share Tables - We get frequent questions regarding share tables. See the attached memorandum from Department of Agriculture and Rural Development regarding share tables.
- 14) Team Nutrition Popular Events Idea Booklet - Are you looking for fun ways to promote nutrition and physical activity at your elementary or middle school? If so, download the [Team Nutrition Popular Events Idea Booklet](#). This free events booklet has:
- Ideas for 20 themed events, large and small
 - Spotlights of real-life events at Team Nutrition schools Handouts, templates, and other free resources to support events
 - Ways to team up for success
 - Connections for school, home, cafeteria, classroom, community, and the media

This summer, free printed copies of the booklet will be available to schools that participate in the National School Lunch Program.

- 15) Team Nutrition – The field has spoken and we listened! We will now be including compliance tips in our tweets and posts!!
- a. Facebook: <https://www.facebook.com/MichiganTeamNutrition>
 - b. Twitter: @TeamNutritionMI <https://twitter.com/TeamNutritionMI>
 - c. Like and Follow!! You do not have to be a part of a Team Nutrition School to join the conversation!
- NEW Smarter Lunchroom videos on our YouTube Channel!!
<https://www.youtube.com/user/miteamnutrition1>
 - Breakfast resources here -> <http://boostbreakfast.com>. That's our new website! Check it out!

We are down to less than 8 weeks of school (even with some snow make up days!!). Amazing, the year flew by. Hope the remainder of your school year goes well.

Howard Leikert, MBA, SNS
Supervisor, School Nutrition Programs
Michigan Department of Education
517-373-3892

“The MDE School Nutrition Programs team is committed to the success of child nutrition programs through training, support, and leadership by fostering partnerships to ensure the nutritional well-being of all students in Michigan.”



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

JAMIE CLOVER ADAMS
DIRECTOR

Date: September 7, 2012

To: All Local health Departments (LHDs)
Attn: Medical Director/ Health Officer / Director Environmental Health
Michigan Department of Agriculture and Rural Development (MDARD)
Attn: Food and Dairy Division Managers

From: Sandra Walker, Food Program Manager, *Sandra Walker*
Food and Dairy Division

Subject: School Food Program Share Tables

The MDARD has been asked by the Michigan Department of Education to provide some guidance on the practice known as "Share Table." This practice allows food to be shared between students once it has been served.

The United States Department of Agriculture, Food and Nutrition Services provided schools with the "2012 Site Supervisor's Guide for the Summer Food Service Program." This guide states that a sharing table or station can be designated where children may return whole items that they choose not to eat and take items other children have shared, provided that this is in compliance with local and State health and safety codes.

The Michigan Food Law does not prohibit the sharing or giving of food. The Michigan Modified 2009 Food Code (FC), §3-306.14(B1 and 2) allows a food that is not time/temperature control for safety (TCS) to be re-served from one consumer to another if:

1. The food is dispensed so that it is protected from contamination and the container is closed between uses, or
2. The food is in an unopened original package maintained in sound condition.

Section 3-801.11(G) of the FC allows for re-serving of food within a highly susceptible population, as specified under §3-306.14(B).

The MDARD recommends only foods that are pre-wrapped or commercially packaged or whole uncut fresh fruits and vegetables be allowed on the share tables. Items may include commercially packaged fruits or vegetables or fruits that need to be peeled before eating. Apples that have been wrapped before serving and that have not been un-wrapped by the student would be acceptable. The MDARD would consider foods that are TCS, such as unopened containers of milk, yogurt, or other TCS foods that are commercially packaged, maintained within proper time/temperature controls, and have not been opened to be shared.

SCHOOL NUTRITION PROGRAMS

Nourishing Michigan's Future

Michigan Department of Education

MDE Approved	<input type="checkbox"/>
MDE Denied	<input type="checkbox"/>
MDE Initials	<input type="checkbox"/>

Smart Snacks Show Vendor Application "Apples and Spinach and Regulations, Oh My!"

School Nutrition Programs June Conference
Thursday, June 12, 2014, at the Lansing Center

Vendor Name	
Primary Contact Person	
Title	
Email	
Primary phone number	
Alternate phone number	
Secondary Contact Person	
Title	
Email	
Primary phone number	
Alternate phone number	

Please note: Vendors may request the opportunity to exhibit any product/fundraiser that would be allowable under the Smart Snacks in School Interim Final Rule (7 CFR Parts 210 and 220). This may include but is not limited to food or non-food products sold in vending machines, a la carte, in school stores or as fundraisers during the school day. Please see <http://www.fns.usda.gov/cnd/governance/legislation/allfoods.htm> for more information.

*The Michigan Department of Education (MDE) reserves the right to restrict all products/fundraisers to **only** vendors with products/fundraisers that have been **pre-approved** by MDE. The School Nutrition Programs unit will approve products/fundraisers based on their ability to be allowable under the Smart Snacks in School Interim Final Rule which will take effect on July 1, 2014. Products/fundraisers at the Smart Snacks Show that have not been pre-approved will be required to be removed immediately. No products may be **sold** onsite. All products/fundraisers must be truthfully represented.*

SCHOOL NUTRITION PROGRAMS

Nourishing Michigan's Future

Michigan Department of Education

As a potential Smart Snacks Show vendor, my company would be interested in showcasing the following (please check all that apply):

Please email this application along with any additional documentation noted below to MDE (mde-schoolnutrition@michigan.gov) no later than close of business on Thursday, May 8, 2014.

Food Product(s)

*As a potential Smart Snacks Show food vendor, you agree to send this application, along with **all** proposed product information (including nutrition facts labels). In addition, you agree to follow all food safety rules and regulations specific to the products showcased during the Smart Snacks Show.*

Non-Food/Foods Not Consumed at School

As a potential Smart Snacks Show non-food or foods not consumed on site vendor, there are issues to keep in mind. For those vendors offering food products under this category, the products must not be consumable on site such as pizza kits, cookie dough sales, etc. For vendors promoting non-food items, while there are no regulations governing non-food items, we want all items to be appropriate for fundraising activity at a school. Please let us know the product(s) you will be promoting.

Other

As a potential Smart Snacks Show vendor, if you feel that your product falls under neither of the categories above, please provide a short explanation as to what your product is and how it meets the Smart Snacks in School Interim Final Rule along with this application.

The MDE School Nutrition Programs unit will review all information submitted and inform the contact(s) listed above as to approval or denial to participate in the Smart Snacks Show.

If approved, which of the following would you require for your exhibit area (please check all that apply)? Please note: all efforts will be made to accommodate requests but no guarantees can be made prior to MDE staff confirming each with the Lansing Center.

Exhibit area = one, 8' table, including table cover, skirt, 2 chairs, pipe/drape, and small trash can. Cost is \$200/exhibit area.

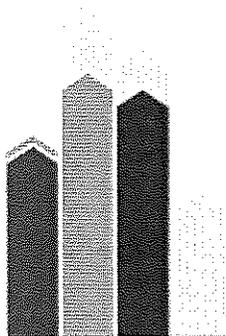
Number of adjacent exhibit areas requested: _____

Please note: there will be no refunds for cancellations after May 30, 2014.

Electrical Outlet(s): Cost is \$55/electrical drop with 3 (three) outlets.

Total number of electrical drops requested: _____

Other (Please Specify): Cost is variable based upon request.



MI Farm to School Implementation Grant Application 2014-2015

MICHIGAN STATE UNIVERSITY
Center for Regional Food Systems

SCOPE OF FUNDING

With funding from the WK Kellogg Foundation, the MI Farm to School Grant Program, offered through the Michigan State University (MSU) Center for Regional Food Systems (CRFS), will award up to 20 Michigan K-12 schools/districts and early childcare and education (ECE) programs with funds (\$2,000 maximum each) to plan for or implement Farm to School programs. The grant year is September 3, 2014 – June 5, 2015.

The MI Farm to School **Planning Grant** helps schools/districts and ECE programs plan for integrating fresh, local foods into their meal programs AND ultimately develop a Farm to School Action Plan to begin a Farm to School program. The MI Farm to School **Implementation Grant** helps schools/districts and ECE programs put existing Farm to School plans into action AND ultimately develop a Farm to School Sustainability Plan to keep the program going and growing in future years. Qualified applicants may receive up to three years of grant funding for either or both programs provided that program requirements are met. A goal of this program is to help vulnerable children find more healthy and local food choices in school and ECE meals programs.

GRANT ELIGIBILITY

K-12 public, private and charter schools/districts:

- The food service program must have **at least 50% free and reduced-price meal eligibility** at the time of application.
- **Only food service/nutrition directors can apply for their school district(s) or school.** For the purposes of this grant program, applications from school districts will be referred to as “district” and applications from private or charter schools will be referred to as “school.”
- Food service directors from a district may choose to focus on a few school buildings or an entire district’s food service program, **but the district must have 50% free and reduced-price meal enrollment.**
- Only one application for either the planning or implementation grant (not both) is allowed per school/district per grant year.
- Schools and districts awarded planning grant funding last year (2013-2014) are eligible to apply for implementation grant funding this year (2014/2015).
- Schools/districts applying for implementation grants this year must provide evidence of Farm to School planning and education that has already occurred (i.e. list of current and/or potential partners, training and learning opportunities attended, etc.).

Early childcare and education (ECE) programs:

- ECE programs solely contracting with a school/district for all meals programs must apply in partnership with the school/district food/nutrition services director.
- The ECE program must be located in the attendance area of an elementary, middle, or high school in which at least 50% percent of the enrolled students are approved for free and reduced-price meals. To search a database of free and reduced-price meals percentages by school building (MSDS Free Reduced Percentage), refer to the *Fiscal Year 2014 School Data for Tiering and At-Risk* document, available at www.michigan.gov/cacfp under “What’s New.”





- Head Start, Migrant and Seasonal Head Start or Native American Head Start programs do not need to report eligibility, as it is already determined through the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP).

APPLICATION SELECTION

Applications will be reviewed by a committee and scored based upon completeness and descriptions provided within the following categories: (1) project summary; (2) need and readiness; (3) objectives, activities, timeline and overall feasibility; (4) plans for developing Farm to School Action Plan OR plans to build on existing Farm to School plan; and (5) project budget and description. Please see the attached scoring rubric for details. The focus of this grant is on local foods, but current use of fresh produce in school meals will be considered for grantee selection as will geographic diversity of schools/districts and ECE programs.

MI FARM TO SCHOOL IMPLEMENTATION GRANT

Farmers and food service directors/providers must often work through numerous challenges to start or expand Farm to School programs. The goal of the MI Farm to School Grant Program is to overcome these challenges by helping to begin and expand Farm to School programs across the state. The MI Farm to School Implementation Grant is intended to help Michigan K-12 schools/districts and ECE programs implement farm to school plans or "scale up" existing Farm to School programs and develop a Farm to School Sustainability Plan to keep the program going and growing into the future.

APPLICANT ELIGIBILITY REQUIREMENTS:

- The school/district or the closest school building to the ECE program must have at least 50% free and reduced-price meal enrollment.
- The primary applicant must be the food service/nutrition director/provider of school/district or ECE program.
- Evidence of Farm to School planning that has already occurred (training/ learning opportunities, current partnerships, etc.) must be provided.
- For ECE programs, the school/district or the closest school building to the ECE program must have at least 50% free and reduced-price meal enrollment. To search a database of school building free and reduced-price meals percentages by school building (MSDS Free Reduced Percentage), refer to the *Fiscal Year 2014 School Data for Tiering and At-Risk* document, available at www.michigan.gov/cacfp under "What's New".

EXAMPLES OF WAYS TO USE IMPLEMENTATION GRANT FUNDING:

- Purchase of equipment, resources or materials that will help to increase the use of local foods in the food service program
- Purchase of fresh, local food products to use in the food service program
- Costs associated with co-learning opportunities, student engagement, wellness committee engagement etc.
- Marketing materials for fresh, local foods in cafeterias (i.e. posters, line tags, etc.)
- On-going training or learning opportunities for food service staff to use local foods, in addition to those required through this grant program

REQUIREMENTS OF THE MI FARM TO SCHOOL GRANT PROGRAM:

- Attendance of orientation webinar and one regional Farm to School Training hosted by MSU CRFS in fall 2014;
- Completion and submission of payment forms as necessary for funding disbursements at the beginning and mid-point of the grant year;
- Completion and submission of a mid-year report, including expense documentation (i.e. invoice, receipts and summary of how funds were used, and how use fits into implementation, etc.), and plans for remaining funding;
- Completion of evaluation activities and materials as requested (e.g. online surveys at the beginning and end of the grant year, interviews, etc.)



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- Submission of a year-end report due June 5, 2015, including a one-page narrative listing activities and descriptions of how objectives were met with timeline AND one-page Sustainability Plan

COMPLETING THE APPLICATION

1. COMPLETE the Contact and program information page.
2. TYPE the project summary and narrative response in three pages or less. Include a separate budget chart and a brief description that explains each budget item.
3. EMAIL the completed application as an attachment (MS Word or compatible document) to **Julia Smith** at smith503@msu.edu.

If you are unable to email OR prefer to mail or hand deliver application, please send to:

Julia Smith
Center for Regional Food Systems
Michigan State University
480 Wilson Road, Rm. 309
East Lansing, MI 48824-1222
517.432-4525
www.mifarmtoschool.msu.edu

APPLICATIONS MUST BE RECEIVED BY 5pm EST on THURSDAY, MAY 1, 2014.

All grant applications must include:

- Contact and program information page (must be food service/nutrition director)
- Project summary (limited to one paragraph)
- Narrative responses (not to exceed three pages, including the project summary)
- Budget and description of budget items (separate from three page maximum)
- Appropriate attachments to indicate Farm to School planning that has already occurred

APPLICATIONS THAT DO NOT FOLLOW THESE GUIDELINES WILL NOT BE REVIEWED.



CONTACT AND PROGRAM INFORMATION

Contact Information	
Contact Name and Title <i>(only food service/ nutrition directors/providers may apply)</i>	
Mailing Address	
Email	
Telephone	
Fax	
Summer email (if different)	
Summer telephone (if different)	

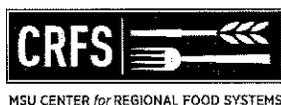
Program Information	
County:	
ECE Program:	School/district:
Ages Served:	Grades Served:
Enrollment:	Enrollment:
Name of school attendance area to determine free and reduced percentage*:	Free and reduced price meal percentage:
Do you currently provide fresh foods in your food service program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many times per week? <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five	

*The ECE program must be located in the attendance area of an elementary, middle, or high school in which at least 50% percent of the enrolled students are approved for free and reduced-price meals. To search a database of free and reduced-price meals percentages by school building (MSDS Free Reduced Percentage), refer to the Fiscal Year 2014 School Data for Tiering and At-Risk document, available at www.michigan.gov/cacfp under "What's New".

Mentorship Program

The 2014-15 MI Farm to School Grant Program will offer an opportunity for Implementation grantees to serve as mentors for up to two Planning Grant recipients. Implementation grantees that agree to serve as mentors will receive an additional \$250 per mentored grantee, up to two for a total of up to \$500.

Yes, I am interested in serving as a mentor this year.





MI FARM TO SCHOOL IMPLEMENTATION GRANT NARRATIVE

- *Limit the narrative section to a maximum of three pages.*
- *Project budget and budget description will not be counted as part of the three pages.*
- *All responses must be typed.*

An outcome and deliverable of your Implementation Grant will be a Farm to School Sustainability Plan **due by June 5, 2015** that addresses the following questions:

1. How will your food service program **purchase and use local (Michigan) foods** in the preparation of meals and menu options?
2. Which local food products and how much of each will be incorporated into meals and menu options? Will you incorporate local food products into all buildings within your district or specific buildings? (Provide enrollment data as applicable.)
3. What approaches will be used to develop more and/or strengthen existing relationships with local food systems resources?
4. How will the food service director/provider pursue local food system learning opportunities? (i.e. co-learning opportunities, trainings, webinars, etc.)
5. What are plans for sustaining and/or expanding your Farm to School program beyond the grant year? Who will be involved? Provide a list of current and future partners.
6. How will you determine whether you are successful in developing your Farm to School Sustainability Plan? What does Farm to School success mean to you?

With these questions in mind, please describe the following in your application narrative:

1. Project Summary

Provide a one paragraph overview of your proposal. In one sentence, state your overall project goal(s). Describe how your goal(s) align with that of your school/district/ECE program and/or food service program. Describe benefits of this project to your school/program community. This is a broad and general statement of what you want to accomplish; it summarizes the application. You may want to write this last.

2. Need & Readiness

Why does your school community need a Farm to School Implementation Grant? Describe how you will develop and engage relationships with local community resources, and build upon existing relationships, to address Farm to School priorities in your food service program. Identify additional partners (if any) that will need to be involved in the Farm to School implementation process. In addition, describe what resources, infrastructure or systems/processes are already in place that will help your school/district/program to implement a successful farm to school program. What changes will you need to make to include more local foods in your food service program?

3. Objectives, Activities and Timeline

Clearly state the project objectives; use descriptive statements that specifically describe what you hope to accomplish by when (include deadlines). Describe objectives, activities planned to achieve objectives and anticipated timeframes to accomplish activities. *All objectives should lead to the end goal of having a comprehensive Farm to School Sustainability Plan in place by June 5, 2015.*

4. Putting Your Plan to Action

First, please attach your Farm to School Plan or evidence of planning with a list of educational activities attended, meetings held, established partnerships, etc. This is not counted as part of three-page limit. Then, describe how you plan to build from your existing Farm to School plan to utilize local foods in your food service program. Areas to consider are:

- Utilizing current resources;
- Addressing current obstacles;



- Engaging and sustaining partnerships;
- How your plan aligns with your school/district/program values, goals or commitments to student access to healthy food; and,
- Documenting farmer, student, teacher, administration, and/or community engagement in your efforts.

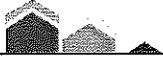
5. Proposed Project Budget *(not counted as part of three-page limit)*

Provide an itemized budget and a brief description of each item. All expenses should be directly linked to the project objectives. If technical assistance or training for outlined work is needed, include costs of services. Include mileage costs *(must be at or below \$.56/mile)* for farmers and/or food service personnel to attend workshops or meetings. Include mileage to attend one regional Farm to School training offered at no cost in fall 2014 in each of the following locations: Wayne, Mackinac, Muskegon and Bay counties. Additionally, a schedule of free MI Farm to School Grant Program webinars will be announced at the start of the grant year.

Total funding request for MI Farm to School Implementation Grants shall not exceed \$2,000 each. Implementation grants may include the purchase of local produce and/or school cafeteria or kitchen equipment to support Farm to School. Please refer to the budget table below as a guideline for line item categories to use in your budget planning.

SAMPLE IMPLEMENTATION GRANT BUDGET

Category	Description of Expenditures	Cost
Training/Learning Opportunities	Costs for food service staff to attend knife skills training on 9/24/14	Registration: \$25/person= \$100
	Travel to attend MI Farm to School Training in fall 2014	Mileage (@.56/mi x 100 miles x 2) = \$112
Supplies/ Materials	Duplication of materials received at Farm to School Training for school nutrition staff	\$225
Continued Planning	Travel for farm visit for planning meeting	Mileage (@ .56/mi x 62 miles x 2) =\$69.44
Total:		



IMPLEMENTATION GRANT SCORING RUBRIC

Project Summary:

- Clearly stated goal(s) that will lead to a Farm to School Sustainability Plan
- Describes benefits of the project to school/district/program and/or community
- Limited to one paragraph

Need and Readiness:

- Describes specific needs of school community
- Indicates specific avenues to create and engage farm to school relationships
- Describes pre-existing resources, relationships and systems already in place that will help sustain a successful farm to school program
- Clearly explains why the school/program is ready for a farm to school program

Objectives, Activities, Timeline:

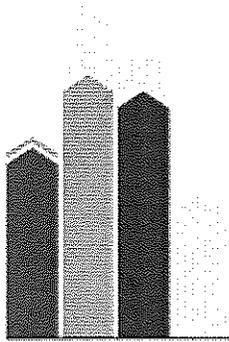
- Contains clear, attainable, and measurable objectives
- Includes appropriate activities and services
- Clear and feasible timeline with partners listed
- Expected outcomes align with school needs and readiness
- Plans align with project goal(s)

Putting Plan To Action:

- Clearly addresses plans to sustain the Farm to School program beyond the grant period
- Describes Farm to School planning activities that have already occurred
- Has a clear plan of action for implementing a Farm to School program
- Describes plans to engage and sustain partnerships

Budget:

- Budget provides sufficient information to support requested funds
- Costs are reasonable in relation to the expected outcomes
- Description of budget items aligns with and supports the budget



MI Farm to School Planning Grant Application 2014-2015

MICHIGAN STATE UNIVERSITY
Center for Regional Food Systems

SCOPE OF FUNDING

With funding from the WK Kellogg Foundation, the MI Farm to School Grant Program, offered through the Michigan State University (MSU) Center for Regional Food Systems (CRFS), will award up to 20 Michigan K-12 schools/districts and early childcare and education (ECE) programs with funds (\$2,000 maximum each) to plan for or implement Farm to School programs. The grant year is September 3, 2014 – June 5, 2015.

The MI Farm to School **Planning Grant** helps schools/districts and ECE programs plan for integrating fresh, local foods into their meal programs AND ultimately develop a Farm to School Action Plan to begin a Farm to School program. The MI Farm to School **Implementation Grant** helps schools/districts and ECE programs put existing Farm to School plans into action AND ultimately develop a Farm to School Sustainability Plan to keep the program going and growing in future years. Qualified applicants may receive up to three years of grant funding for either or both programs provided that program requirements are met. A goal of this program is to help vulnerable children find more healthy and local food choices in school and ECE meals programs.

GRANT ELIGIBILITY

K-12 public, private and charter schools/districts:

- The food service program must have **at least 50% free and reduced-price meal eligibility** at the time of application.
- **Only food service/nutrition directors can apply for their school district(s) or school.** For the purposes of this grant program, applications from school districts will be referred to as “district” and applications from private or charter schools will be referred to as “school.”
- Food service directors from a district may choose to focus on a few school buildings or an entire district’s food service program, **but the district must have 50% free and reduced-price meal enrollment.**
- Only one application for either the planning or implementation grant (not both) is allowed per school/district per grant year.
- Schools and districts awarded planning grant funding this year will be eligible to apply for implementation grant funding next year (2014/2015).
- Schools/districts applying for implementation grants this year must provide evidence of Farm to School planning and education that has already occurred (i.e. list of current and/or potential partners, training and learning opportunities attended, etc.).

Early childcare and education (ECE) programs:

- ECE programs solely contracting with a school/district for all meals programs must apply in partnership with the school/district food/nutrition services director.
- The ECE program must be located in the attendance area of an elementary, middle, or high school in which at least 50% percent of the enrolled students are approved for free and reduced-price meals. To search a database of free and reduced-price meals percentages by school building (MSDS Free Reduced Percentage), refer to the *Fiscal Year 2014 School Data for Tiering and At-Risk* document, available at www.michigan.gov/cacfp under “What’s New.”



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- Head Start, Migrant and Seasonal Head Start or Native American Head Start programs do not need to report eligibility, as it is already determined through the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP).

APPLICATION SELECTION

Applications will be reviewed by a committee and scored based upon completeness and descriptions provided within the following categories: (1) project summary; (2) need and readiness; (3) objectives, activities, timeline and overall feasibility; (4) plans for developing Farm to School Action Plan OR plans to build on existing Farm to School plan; and (5) project budget and description. Please see the attached scoring rubric for details. The focus of this grant is on local foods, but current use of fresh produce in school meals will be considered for grantee selection as will geographic diversity of schools/districts and ECE programs.

MI FARM TO SCHOOL PLANNING GRANT

Farmers and food service directors/providers must often work through numerous challenges to start or expand Farm to School programs. The goal of the MI Farm to School Grant Program is to overcome these challenges by helping to begin and expand Farm to School programs across the state. The MI Farm to School **Planning Grant** is intended to help Michigan K-12 schools/districts and ECE programs develop a Farm to School Action Plan to begin a Farm to School program.

APPLICANT ELIGIBILITY REQUIREMENTS:

- The primary applicant must be the food service/nutrition director/provider of school/district or ECE program.
- For ECE programs, the school/district or the closest school building to the ECE program must have at least 50% free and reduced-price meal enrollment. To search a database of school building free and reduced-price meals percentages by school building (MSDS Free Reduced Percentage), refer to the *Fiscal Year 2014 School Data for Tiering and At-Risk* document, available at www.michigan.gov/cacfp under "What's New".

EXAMPLES OF WAYS TO USE PLANNING GRANT FUNDING

- Meeting expenses for gathering farmers, food service professionals, students, parents, community members, etc.
- Trainings or learning opportunities (i.e. fresh food prep, knife skills, seasonal menu planning, etc.), in addition to those required for grantees
- Fees associated with attending conferences related to Farm to School, local agriculture, food systems, etc.
- Costs associated with co-learning opportunities, student engagement, school wellness committee engagement, etc.
- Purchase of kitchen or cafeteria equipment (up to \$500) to help prepare or serve fresh, local produce

REQUIREMENTS OF THE MI FARM TO SCHOOL GRANT PROGRAM

- Attendance of orientation webinar and one regional Farm to School Training hosted by MSU CRFS in fall 2014;
- Completion and submission of payment forms as necessary for funding disbursements at the beginning and mid-point of the grant year;
- Completion and submission of a mid-year report, including expense documentation (i.e. invoice, receipts and summary of how funds were used, and how use fits into implementation, etc.), and plans for remaining funding;
- Completion of evaluation activities and materials as requested (e.g. online surveys at the beginning and end of the grant year, interviews, etc.); and
- Submission of a year-end report due June 5, 2015, including a one-page narrative listing activities and descriptions of how objectives were met with timeline AND one-page Action Plan.



COMPLETING THE APPLICATION

1. Complete the Contact and Program Information page (see next page).
2. Type the project summary and narrative response in three pages or less. Include a separate budget chart and a brief description that explains each budget item.
3. Email the completed application as an attachment (MS Word or compatible document) to **Julia Smith** at smith503@msu.edu.

If you are unable to email or prefer to mail or hand deliver application, please send to:

Julia Smith
Center for Regional Food Systems
Michigan State University
480 Wilson Road, Rm. 309
East Lansing, MI 48824-1222
517.432-4525
www.mifarmtoschool.msu.edu

APPLICATIONS MUST BE RECEIVED BY 5 PM EST on THURSDAY, MAY 1, 2014.

All grant applications must include:

- Contact and program information page (must be food service/nutrition director/provider)
- Project summary (limited to one paragraph)
- Narrative responses (not to exceed three pages, including the project summary)
- Budget and description of budget items (separate from three page maximum)
- Appropriate attachments (if any)

APPLICATIONS THAT DO NOT FOLLOW THESE GUIDELINES WILL NOT BE REVIEWED.



CONTACT AND PROGRAM INFORMATION

Contact Information	
Contact Name and Title <i>(only food service/ nutrition directors/providers may apply)</i>	
Mailing Address	
Email	
Telephone	
Fax	
Summer email (if different)	
Summer telephone (if different)	

Program Information	
County:	
ECE Program:	School/district:
Ages Served:	Grades Served:
Enrollment:	Enrollment:
Name of school attendance area to determine free and reduced percentage*:	Free and reduced price meal percentage:
Do you currently provide fresh foods in your food service program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many times per week? <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five	

*The ECE program must be located in the attendance area of an elementary, middle, or high school in which at least 50% percent of the enrolled students are approved for free and reduced-price meals. To search a database of free and reduced-price meals percentages by school building (MSDS Free Reduced Percentage), refer to the Fiscal Year 2014 School Data for Tiering and At-Risk document, available at www.michigan.gov/cacfp under "What's New".





MI FARM TO SCHOOL PLANNING GRANT NARRATIVE

- *Limit the narrative section to a maximum of three pages.*
- *Project budget and budget description will not be counted as part of the three pages.*
- *All responses must be typed.*

An outcome and deliverable of your Planning Grant will be a Farm to School Action Plan, **due by June 5, 2015**, that addresses the following questions:

1. How will your food service program **purchase and use local (Michigan) foods** in the preparation of meals and menu options?
2. Which local food products and how much of each will be incorporated into meals and menu options? Will you incorporate local food products into all buildings within your district or specific buildings? (Provide enrollment data as applicable.)
3. What approaches will be used to develop more and/or strengthen existing relationships with local food systems resources?
4. Who was involved in the planning process? Who will be involved in implementing your plan? Provide a list of all current and future partners.
5. How will the food service/nutrition director/provider pursue local food system learning opportunities (i.e. co-learning opportunities, trainings, webinars, etc.)?
6. How will you determine whether you are successful in developing your Farm to School Action Plan? What does Farm to School success mean to you?

With these questions in mind, please describe the following in your application narrative:

1. Project Summary

Provide a one paragraph overview of your proposal. In one sentence, state your overall project goal(s). Describe how your goal(s) aligns with that of your school/district or ECE program and/or food service program. Describe benefits of this project to your school/program community. This is a broad and general statement of what you want to accomplish; it summarizes the application. You may want to write this last.

2. Need & Readiness

Why does your school community need a Farm to School Planning Grant? Describe how you will develop and engage relationships with local community resources, and build upon existing relationships, to address Farm to School priorities in your food service program. Identify additional partners (if any) that will need to be involved in the Farm to School planning process. In addition, describe what resources, infrastructure or systems/processes are already in place that will help your school/district/program to implement a successful farm to school program. What changes will you need to make to include more local foods in your food service program?

3. Objectives, Activities and Timeline

Clearly state project objectives; use descriptive statements that specifically describe what you hope to accomplish by when (include deadlines). Describe objectives, activities planned to achieve objectives and anticipated timeframes to accomplish activities. *All objectives should lead to the end goal of having a comprehensive Farm to School Action Plan in place by **June 5, 2015**.*

4. Developing an Action Plan

Please describe the process for developing your Farm to School Action Plan. This plan should indicate how you are going to implement a Farm to School program utilizing local foods in your food service program. Areas to consider are:



- Utilizing current resources;
- Addressing current obstacles;
- Engaging and sustaining partnerships;
- How your plan aligns with your school/district/program values, goals or commitments to student access to healthy food; and,
- Documenting farmer, student, teacher, administration, and/or community engagement in your efforts.

5. Proposed Project Budget *(not counted as part of three-page limit)*

Provide an itemized budget and a brief description of each item. All expenses should be directly linked to the project objectives. If technical assistance or training for outlined work is needed, include costs of services. Include mileage costs *(must be at or below \$.56/mile)* for farmers and/or food service personnel to attend workshops or meetings. Include mileage to attend one regional Farm to School training offered at no cost in fall 2014 in each of the following locations: Wayne, Mackinac, Muskegon, and Bay counties. Additionally, a schedule of free MI Farm to School Grant Program webinars will be announced at the start of the grant year.

Total funding requests of MI Farm to School Planning Grant shall not exceed \$2,000 each. Planning grants may include purchase of school cafeteria or kitchen equipment up to \$500. Please refer to the budget table below as a guideline for line item categories to use in your budget planning.

SAMPLE PLANNING GRANT BUDGET

Category	Description of Expenditures	Cost
Training/Learning Opportunities	Costs for food service staff to attend knife skills training on 9/24/14	Registration: \$25/person= \$100
	Travel to attend MI Farm to School Training in fall 2014	Mileage (@.56/mi x 100 miles x 2) = \$112
Supplies/ Materials	Food processor	\$500
Continued Planning	Travel for farm visit for planning meeting	Mileage (@ .56/mi x 62 miles x 2) =\$69.44
Total:		



PLANNING GRANT SCORING RUBRIC

<p>Project Summary:</p> <ul style="list-style-type: none">• Clearly stated goal(s) that will lead to a comprehensive Farm to School Action Plan• Describes benefits of the project to school/district/program and/or community• Limited to one paragraph
<p>Need and Readiness:</p> <ul style="list-style-type: none">• Describes specific needs of school/district/program community• Indicates specific avenues to create and engage Farm to School relationships• Describes pre-existing resources, relationships and systems already in place that will help develop a successful Farm to School program• Clearly explains why the school/district/program is ready for a Farm to School program
<p>Objectives, Activities, Timeline:</p> <ul style="list-style-type: none">• Contains clear, attainable, and measurable objectives• Includes appropriate activities and services• Clear and feasible timeline with partners listed• Expected outcomes align with needs and readiness• Plans align with project goal(s)
<p>Developing an Action Plan:</p> <ul style="list-style-type: none">• Clearly addresses plans to develop a Farm to School Action Plan• Describes what a “successful” Farm to School plan is for the school/district/program• Clearly indicates how a Farm to school Program will be implemented in the future
<p>Budget:</p> <ul style="list-style-type: none">• Budget provides sufficient information to support requested funds• Costs are reasonable in relation to the expected outcomes• Description of budget items aligns with and supports the budget