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2003 Team Nutrition Training Grants

REQUEST FOR APPLICATIONS



Letter of Intent is due March 5, 2003

Applications must be received by April 23, 2003

This application package is available on-line at www.fns.usda.gov/tn/Grants/2003app.html

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- Team Nutrition Policy Statement
- Team Nutrition Connections -- Volume 7

Critical Dates for 2003 TN Training Grants

January 31, 2003	Request for Application package issued to States
March 5, 2003	Intent to Submit an Application due to FNS
April 23, 2003	Applications due to FNS by 5:00 pm
July 2003	TN Training Grants Awards announced
September 30, 2003	TN Training Grants in place and funds available

2003 Team Nutrition Training Grant

Purpose

For Fiscal Year 2003, the Team Nutrition (TN) Training Grants continue to be authorized at \$4 million in funding by Public Law 107-229 – contingent upon receipt of Fiscal Year 2003 appropriated funds. These grants are to assist State agencies in achieving the TN goal of improving children’s lifelong eating and physical activity habits using the *Dietary Guidelines for Americans* and the Food Guide Pyramid. The 2003 TN Training Grants will support (1) President George W. Bush’s HealthierUS Initiative (www.healthierus.gov) to promote a healthy lifestyle and (2) the Surgeon General’s Call to Action to Prevent and Decrease Overweight and Obesity – Recommendations for Schools (www.surgeongeneral.gov/topics/obesity/calltoaction/fact_adolescents.htm) using TN’s three behavior-focused strategies:

- Provide ***training and technical assistance*** to Child Nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to students.
- Promote ***nutrition curriculum and education*** in schools through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
- Build ***school and community support*** for creating healthy school environments that are conducive to healthy eating and physical activity.

States may *identify* factors related to poor dietary behavior and lack of physical activity that lead to childhood obesity -- using existing State and national profiles, such as USDA’s School Nutrition Dietary Assessment Study, Youth Risk Behavior Survey (YRBS), School Health Policies and Program Study (SHPPS) 2000 and/or any available State data.

States are encouraged to *address* one or more identified factors by taking actions using one or more of the TN behavior-oriented strategies and one or more communication channels – foodservice initiatives, classroom activities, school-wide events, home activities, community programs and events, and media events and coverage.

States are strongly encouraged to *collaborate or partner* with existing State and local agencies and organizations that have programs and initiatives addressing issues of child health and nutrition to promote healthy eating and physical activity. To promote this collaboration, a new criterion has been added to the scoring, where a State can receive up to 10 points for evidence of strong collaboration. Examples of programs, initiatives and partners for collaboration - while not inclusive - are listed below:

- Coordinated School Health Program, funded by CDC
- 5-A-Day for Better Health Program/Campaign, for eating more fruits and vegetables
- Action for Healthy Kids State Network (sponsored by the National Dairy Council and other allied State and local organizations) for creating a healthy school environment.
- State Nutrition Network or Coalition comprised of other FNS nutrition education initiatives, such as the Food Stamp and WIC programs.
- Organizations such as Parent/Teacher Organizations, Cooperative Extension Service Nutrition Educators, School Board Associations, State affiliates of American School Food

Service Association, State affiliates of the American Dietetic Association, State and local health departments.

States are encouraged to use existing Team Nutrition materials and other resources developed by FNS, including *Changing the Scene: Improving the School Nutrition Environment – A Guide to Local Action* and the EAT SMART. PLAY HARD.™ Campaign materials. Check out the Team Nutrition website for a listing of available resources at www.fns.usda.gov/tn/Resources/index.htm.

Who May Apply

State agencies that administer the National School Lunch Program (NSLP) and/or the Child and Adult Care Food Program (CACFP) may apply for a TN Training Grant. However, only **one** application per State may be submitted. States may:

- Apply individually; or
- Apply as a coalition within their State if there is an alternate State agency; or
- Establish a network and apply as a coalition of 3 or more different States.

The State agency that submits the application should include a Letter of Agreement/Support from the alternate State agency(s).

Background and USDA's Support for TN

This background information on TN is provided to assist State agencies in developing a grant proposal whose goals, objectives and activities are structured to implement one or more of the TN strategies, using one or more of TN's six communication channels.

ABOUT TEAM NUTRITION

Team Nutrition is an integrated, behavior-based, comprehensive plan for promoting the nutritional health of children participating in Child Nutrition Programs nationwide.

The goal of Team Nutrition is to improve children's lifelong eating and physical activity habits by using the principles of the *Dietary Guidelines for Americans* and the Food Guide Pyramid.

HOW DOES TEAM NUTRITION WORK?

Team Nutrition uses three behavior-oriented strategies:

1. Provide **training and technical assistance** for Child Nutrition foodservice professionals to help them:
 - Plan and prepare healthy meals that look good, meet nutrition standards, and appeal to ethnic and cultural taste preferences.

- Link meals programs with other educational initiatives and use the school dining room as a learning center.
- Practice sound financial accountability in Child Nutrition Program operations.

USDA has developed resources to support this effort such as the *Menu Planner for Healthy School Meals*, the *Food Buying Guide*, *Healthy School Meals Training* and many more. For more resources, see TN's website at www.fns.usda.gov/tn/Resources/index.htm

2. Provide multifaceted, integrated **nutrition education** for children and their parents, as well as the adults who care for them and influence their behavior:
 - Deliver consistent TN messages: (1) *Eat a variety of foods*, (2) *Eat more fruits, vegetables, and grains* (3) *Eat lower fat foods more often* and (4) *Be physically active*.
 - Reinforce the messages through *six communication channels*: foodservice initiatives, classroom activities, school-wide events, home activities, community programs and events, and media events and coverage.

USDA has developed classroom materials such as Elementary In-School Curriculum (*Food and Me*, *Food Works*, and *Food Time*) and the middle school curriculum, *yourSELF*, to support this strategy. For more resources developed for nutrition educators, see TN's website at <http://www.fns.usda.gov/tn/Educators/index.htm>

3. Build **school and community support**:

- Adopt and implement school policies that promote healthy eating and physical activity.
- Provide resources to help schools achieve success.
- Foster a school and community environment that supports healthy eating and physical activity.

USDA developed *Changing the Scene: Improving School Nutrition Environment – A Guide to Local Action* as a resource (www.fns.usda.gov/tn/Healthy/changing.html) to support this strategy. It guides schools and communities in creating a healthy school nutrition environment and includes information on:

- ✓ Commitment to nutrition and physical activity
- ✓ Quality school meals from foodservice
- ✓ Other healthy food choices at school
- ✓ Pleasant eating experiences at school
- ✓ Nutrition education for students
- ✓ Marketing

Collaboration and Partnering

The effectiveness of Team Nutrition can be greatly enhanced through collaboration and coordination with others interested in promoting health and physical activity for children. Such collaboration and coordination can result in the delivery of more consistent messages targeting key community nutrition

issues and can facilitate use of multiple channels for communicating these messages to children, school staff and parents. Collaboration with others also helps in promoting system and environmental changes to support a healthy school nutrition environment.

To encourage collaboration and coordination of efforts with statewide public and private partners to enhance both the reach and efficacy of the TN training efforts, this year's technical evaluation criteria will include 10 points for collaboration and partnering.

Funding and Duration of Grants

Up to \$4 million is anticipated in Fiscal Year 2003 for TN Training Grants. Through a competitive grants process, TN Training Grants will be funded for the period September 30, 2003- September 30, 2005. Funding will range from:

- A minimum of \$50,000 up to \$200,000 for an individual State;
- A minimum of \$50,000 up to \$200,000 for a coalition within a State; or
- Up to \$500,000 for a coalition of at least 3 different States.

The submission of an application does NOT guarantee funding.

Funding for approved TN Training Grants will be provided through the Grant Award/Letter of Credit process, in the same manner as other funds, upon receipt of a properly executed Federal-State TN Training Grant Agreement and subject to availability of funding. All TN Training Grant funds must be obligated and all activities under the TN Training Grant must be completed by September 30, 2005.

Use of Funding and Conditions

See Attachment A for "Terms and Conditions of Award" for the TN Training Grants. All costs are subject to allowability consideration in accordance with OMB Circular A-87. The list below is not intended to be prescriptive of the type of training that must be provided, nor is it an exhaustive list of all the possibilities.

Allowable Use of Funds

- **Implementation of one or more of TN's three behavior-oriented strategies through one or more of the six TN communication channels**
 - Deliver/promote State conducted training for foodservice personnel, TN school leaders, teachers, and/or school decision-makers
 - Provide train-the-trainer workshops
 - Establish an instructors' network for State-wide training
 - Conduct needs assessment (shall not exceed 10% of the TN Training Grant)

- **Local TN Training Grants**

- States are encouraged to designate all or part of their grant award for competitive local TN Training Grants to school districts and/or schools, and childcare centers (sub-grants or mini-grants). The purpose of these local TN Training Grants is to provide comprehensive action-oriented implementation of one or more of TN's behavior-oriented strategies at the district or school level. Priority must be given to school districts with the majority of their schools enrolled as a Team Nutrition School or, if to a school, the school must be enrolled in Team Nutrition. It is expected that these grants will be awarded for maximum impact within a district.
- All mini-grants or sub-grants must follow the "Guidance for Interpreting Cost Principles of Sub-Grants" (see Attachment B).

- **Education and Training, including expenses for:**

- Tuition for trainees
- Cost for trainers
- Travel reimbursement (reimbursement may only be paid for travel expenses in accordance with the Federal Travel Regulations 41 CFR 301 and shall not exceed the lesser of State or Federal maximum per diem rates).

- **Personnel Costs**

- Percentage of salary and benefits for project director and key staff equal to their time spent on the grant
- Contracted employees salaries equal to their time spent on the grant
- Substitute pay for teachers and/or foodservice staff to attend training.

- **Materials/Resource Development**

- While USDA prefers that States use USDA developed materials, a portion of grant funds may be used for justified development of needed materials when 1) no existing materials are available, 2) materials have potential as a national resource, or 3) materials require translation into other languages.¹ Examples include development of an integrated nutrition curriculum that meets the State's learning standards for appropriate grade levels, and compilation of the best practices of TN activities and/or innovative ideas of delivering nutrition messages through multiple communication channels.
- Purchase of nutrition education materials. A list of materials should be included in the proposal.
- Printing, duplication and dissemination of existing materials.
- Coordination with existing resource centers and libraries, such as Food and Nutrition Information Center (FNIC), or State TN websites.

The 2003 Team Nutrition Action Plan is available on the TN website (www.fns.usda.gov/tn/ActionPlan/index.htm) so States can identify material development planned by USDA and, thereby, avoid duplicative effort.

¹ Any materials developed with TN Grant funds should be submitted in electronic format and be subject to other requirements specified in the Grant Agreement.

- **Technology to Deliver Training**

- Procurement of hardware/software for the purpose of conducting training on one or more of TN's behavior-oriented strategies (shall not exceed 10% of the TN Training Grant for hardware and 10% of the TN Training Grant for software).

How to Apply

1. Below is a listing of the forms that must be completed and submitted as part of the application. Please submit forms in the order listed, with appendices, including resumes of project director and other key staff, letter of commitment from project director, project director's supervisor and key staff, and letter of agreement/support from partners, collaborators, and/or other State agencies, if applicable. **Do not attach anything more than what is needed to support the grant application.** Reviewers will disregard excess content resulting from an unacceptable font, excess pages, or unacceptable attachments and may lower the application score as a result of the excess content.

_____ Submit your Letter of Intent by March 5, 2003. (See Attachment C)

_____ **Cover sheet** – a cover sheet should be the first page of the TN Training Grant application (See Attachment D)

_____ **Technical Proposal** (a suggested technical proposal format is included in Attachment E)

- The recommended technical proposal includes:
 - A proposal summary
 - Introduction to the organization
 - Problem statement (or needs assessment)
 - Proposal goals and objectives
 - Project design/methods – the proposed project approach and the rationale
 - Project assessment
 - Proposal budget narrative
 - Appendices that include key staff resumes, letters of commitment and letters of agreement/support.
- **Length limitation** – the maximum acceptable technical proposal length is 18 single-sided, 8½ x 11 pages (not including cover sheet, table of contents, and applicable appendices). Please be concise! If you can write what you need to say in less than 18 pages, please do so.
 - Technical proposal (including proposal summary, introduction, problem statement, goals and objectives, methods/design, assessment, and budget narrative) – limit to 18 pages.
 - Appendices – limit to 15 pages
 - ♦ Project director and other key staff resumes – limit to 2 pages per person

- ♦ Letter of commitment from project director, project director's supervisor and key staff for their time and duties
 - ♦ Letter(s) of agreement/support from partners, collaborators, and/or other State agencies, if applicable.
- **Page format** – top, bottom, left and right margins must be 1” minimum. Use a 12-point font that does not exceed 6 lines per inch. Text cannot be in column format and pages should be clearly numbered. Applications that are difficult to read may have a negative influence on reviewers. A table of contents is helpful for reviewers.

Application for Federal Assistance – Complete enclosed Application for Federal Assistance (Attachment G)

- Application for Federal Assistance, SF-424 -- This is a standard form for applications submitted for Federal assistance.
 - Budget Information form, SF-424A -- Budget estimates show how the grant money will be spent, if awarded, by the State agency or by each State in a coalition of States. State agencies will be required to account for the TN Training Grant funds separately from other Federal funds. Approved TN Training Grant funds must be obligated and expended in accordance with the amounts indicated on the Budget Information form, SF-424A and must reflect any adjustments made in the approval notification. Indirect costs at the State's approved rate will be allowable under this grant; however, the charging of such costs may not exceed the total grant award amount. **Please note that the submission of an approved indirect cost rate plan is required if indirect costs are charged to the TN Training Grant.**
 - Assurances - Non-Construction Programs, SF-424B
 - Certifications -- Applicants are required by statute to provide the following forms:
 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters
 - Certification Regarding Drug-Free Workplace Requirements
 - Certification Regarding Lobbying
2. Original copy of the application package must be ready for copying (i.e., single-sided, unstapled, unbound and on 8½ x 11 paper). DO NOT use binders, covers, flat folders, sleeves or cover letters.
 3. Submit applications for States applying as a coalition in a single envelope or packet.
 4. Applications must be delivered to FNS **on or before 5:00 pm, April 23, 2003**. Provide **an original and two copies** of each application. Copies must be made on white paper. Data fax or electronically transmitted (e-mailed) proposals are not acceptable. Applications should be delivered or mailed to:

Diane Kriviski, Grants Officer
Food and Nutrition Services, USDA
Grants Management Division
Team Nutrition Training Grants

3101 Park Center Drive, Room 738
Alexandria, VA 22302

All questions regarding the application should be referred to Diane Kriviski (703)-305-2049. For clarification questions, whether technical in nature or relating to the application procedures, oral responses via telephone will be given.

Reporting Requirements and Record Keeping

Quarterly progress and financial status reports must be submitted to FNS in accordance with this solicitation, the Federal-State TN Training Grant Agreement, and applicable regulations. Progress reports must provide a brief description of the project activities conducted during the reporting period, major accomplishments with completion dates and budget, deviations from the proposed plan, difficulties encountered and solutions developed, and major planned activities for the next quarter. You are strongly encouraged to submit quarterly progress reports via electronic mail.

A final progress report should be a project summary including, but not limited to, best practices, lessons learned, future implications within the State, and transferability to other States.

Note: Materials developed with funding from this TN grant must be submitted in an electronic format (preferably Microsoft Word) and a hard copy must also be submitted at the end of the grant period. USDA reserves a royalty-free copyright of any materials developed with TN grant funding but this does not necessarily imply any endorsement or approval of the material contents.

Due dates for reports:

- | | |
|--|---|
| 1. First quarterly progress and financial report | January 31, 2004 (Oct 1 to Dec 31, 2003) |
| 2. Second quarterly progress and financial report | April 30, 2004 (Jan 1 to March 31, 2004) |
| 3. Third quarterly progress and financial report | July 31, 2004 (April 1 to June 30, 2004) |
| 4. Fourth quarterly progress and financial report | October 31, 2004 (July 1 to Sept 30, 2004) |
| 5. Fifth quarterly progress and financial report | January 31, 2005 (Oct 1 to Dec 31, 2004) |
| 6. Sixth quarterly progress and financial report | April 31, 2005 (Jan 1 to Mar 31, 2005) |
| 7. Seventh quarterly progress and financial report | July 31, 2005 (April 1 to June 30, 2005) |
| 8. Eighth quarterly progress and financial report | October 31, 2005 (July 1 to Sept 30, 2005) |
| 9. Final Summary Report | December 31, 2005 |

A financial management system shall provide accurate, current, and complete disclosure of the financial status of the project. States will be required to separately track and report TN Training Grant funds in accordance with 7 CFR 3016.41(b), until the TN Training Grant is closed out. The Final Progress Report and Final Financial Report will be due 90 days after termination of the grant award.

Application Review and Grant Award Process

Technical Evaluation Criteria (See Attachment F)

All applications that meet the published deadline for submission will be screened for completeness and conformity to the requirements of this announcement. Applications meeting the screening requirements will be reviewed competitively and scored against the criteria outlined in Attachment G. A panel composed of USDA and other federal agency experts in nutrition, nutrition education and foodservice will convene to determine the technical merit of each grant application and provide a numerical score.

Determination of Grant Awards

The panel will provide recommendations for funding to the selecting official. The selecting official will consider panel recommendations and may consider additional factors, such as performance under past TN grant awards, geographic distribution or specific Agency and/or Department priorities.

Determination of Award Amounts

If a State's application has been selected and approved for funding, is well-justified and well thought out, and the budget submission is realistic and well-supported, the application will be funded at the level requested. USDA reserves the right to fund applications out of ranked order and at a lesser dollar amount if it is judged that the application can be implemented with less, or if Federal funding is not sufficient to fully fund all applications that merit awards. USDA also reserves the right to not fund an application, based on merit.

Award Notification and Issuance of Funds

Notification of awards will be made in writing to State agencies in July 2003. Issuance of funds will be made prior to the end of September 2003.

Attachment A – Terms and Conditions of Award

This grant will be awarded and administered in accordance with 7 CFR Parts 3015, 3016, 3017, 3018, and 3019, and the applicable regulations and OMB grant circulars, as described below. **Copies of these documents are available from the Grants Officer upon request.**

7 CFR Part 3015: Uniform Federal Assistance Regulations

7 CFR Part 3016: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments other than Entitlement Programs (Reference OMB Circular A-102 Common Rule)

7 CFR Part 3017: Subparts A-E, Government-wide Debarment and Suspension (Non-procurement)

7 CFR Part 3017: Subpart F, Government-wide Requirements for Drug-free Workplace (Grants)

7 CFR Part 3018: New Restrictions on Lobbying

7 CFR Part 3019: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations

7 CFR Part 3052: Audits of States, Local Governments and Non-Profit Organizations

OMB Circular A-21: Cost Principles for Educational Institutions

OMB Circular A-87: Cost Principles for State and Local Governments

OMB Circular A-122: Cost Principles for Nonprofit Organizations

41 CFR Part 31: Contract Cost Principles and Procedures

OMB Circular A-133: Audits of State, Local Governments and Nonprofit Organizations

Attachment B – Guidance for Interpreting “Cost Principles of Sub-Grants”

Use of Team Nutrition Training Grant Funds for Sub-Grants or Mini-Grants

State agencies who award Team Nutrition Training Grants in the form of sub-grants or mini-grants to local school districts and/or schools are expected to provide oversight to these mini-grant recipients to ensure that funds are used for allowable costs. The use of grant funds must support one of the four Team Nutrition messages. TN messages should be part of the objectives and work plan of the mini-grant recipient. Team Nutrition focuses on four messages or behavior outcomes for children:

- Eat a variety of foods;
- Eat more fruits, vegetables, and grains;
- Eat lower fat foods more often; and
- Be physically active.

Food Cost

Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. Team Nutrition funds should **not** be used to purchase a meal for anyone. The use of the food must demonstrate a Team Nutrition message.

Physical Activity

While being physically active is one of the desired behavior outcomes of Team Nutrition, it is not the main mission or focus of the Child Nutrition Programs and expenses should reflect this, accordingly. While it might be permissible to use mini-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies such as a few classroom jump ropes or hoopla hoops to help teachers promote life-long physical activity habits as part of a classroom nutrition education activity, Team Nutrition funds are **not** intended to subsidize the regular physical education program in the school. The costs associated with physical activities should not significantly detract from funds for promoting healthy eating.

Team Nutrition funds may not be used to purchase playground equipment, exercise or sports' equipment, sports lessons (swimming, skating, etc.) or to pay for the services of a for-profit physical fitness organization. Students should not be given the message that they must belong to a health club in order to be physically active. Schools are encouraged to look to other funding sources for physical activity such as forming partnerships with local non-profit organizations such as the YMCA, YWCA, Sierra Club and others in providing the kind of resources that might continue to supplement this type of activity when the Team Nutrition grant dollars are no longer available at the school.

Promotional/Incentive Items

The purpose of the Team Nutrition Grants is to promote Team Nutrition messages, not Team Nutrition, itself. Any promotional item or incentive should promote one or more of the Team Nutrition messages or refer the target audience to a website that provides the Team Nutrition messages. Any cost associated with promotions or incentives must be reasonable in comparison to the mini-grant funding.

Staff Development and/or Substitute Pay

If adequate funding is available and acceptable to the State agency, Team Nutrition funds may be used to hire a replacement for the teacher, school administrator, or school foodservice staff representative to attend training, participate in a planning session or other avenues for staff development in nutrition education. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

Gardening

It is recognized that some of the Team Nutrition materials promote activities related to gardening, and gardening is an excellent way to involve the entire school, parents and the community in a Team Nutrition activity. If the plans submitted by the mini-grant recipient(s) specify a gardening activity, Team Nutrition funds may be used to purchase a reasonable amount of supplies (e.g., seeds, potting soil and starter pots) for classroom gardening projects or even a few shovels and hoes for a school gardening project. Funds may not be used to purchase any type of large equipment such as a tiller or greenhouse.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the Team Nutrition Training Grant period.

Summary

There is limited funding to accomplish Team Nutrition's important goal of improving children's lifelong eating and physical activity habits. State agencies will want to ensure that the best use of the limited funding is achieved. In approving mini-grant requests, a positive answer should always be sought to the following questions:

1. Is the cost applicable to my grant and the sub-grant's objectives?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable?

Attachment C - Letter of Intent

If you intend to submit an application for a Team Nutrition Training Grant, please complete the section below and return this form by **March 5, 2003**. This intent does not obligate a State in any way, but will provide useful information to us as we prepare for the review and selection process. The intent may be emailed or faxed. Thank you for your assistance. Please submit your Letter of Intent to:

Yibo Wood, PhD, Nutritionist
Child Nutrition Division
Food and Nutrition Services, USDA
3101 Park Center Drive, Room 630
Alexandria, VA 22302
Fax 703-305- 2549
Yibo.Wood@fns.usda.gov

2003 Team Nutrition Training Grant
Intent to Submit an Application

Applicant (State agency name and address):

Telephone _____ e-mail _____

Contact Person _____ title _____

Check one:

Individual State application

Coalition within a State (list State agencies)

Coalition of States (list States included in the coalition)

Attachment D -- 2003 Team Nutrition Training Grant Application Cover Sheet

State(s): _____

State Director(s): _____ e-mail _____

Grant Contact Person/Project Director: _____

E-mail address: _____

Phone: _____ Fax: _____

Return your application to:

***Diane Kriviski, Grants Officer
Food and Nutrition Services, USDA
Team Nutrition Training Grants
3101 Park Center Drive, Room 738
Alexandria VA 22302***

Attachment E - Sample Team Nutrition Training Grant Proposal Format

A successful grant proposal is one that is thoroughly planned, well-prepared, and concisely packaged. There are, generally, eight basic components in a solid proposal package:

1. Proposal summary
2. Introduction to the organization
3. Problem statement (or needs assessment)
4. Proposal objectives
5. Proposal methods or design
6. Project assessment
7. Proposal budget narrative
8. Appendices

Proposal Summary or Synopsis:

- Appears at the beginning of the proposal and outlines the project. It should be brief; no longer than two or three paragraphs.
- It is often helpful to prepare the summary after the proposal has been developed. This makes it easier to include all the key points necessary to communicate the objectives of the project.
- The summary or synopsis becomes the foundation of the proposal. The first impression it gives will be critical to the success of the venture. This synopsis will be used on the TN website to describe a grant project.

Introduction to the Organization:

- The information should be relevant to the goals of the grant and should establish the applicant's credibility.
- *Required* --Identify project director and other key staff of the project. Key staff should include anyone that will have direct responsibility for the implementation of project activities.
- *Required* -Include resumes of project director and other key staff. Resumes must be no more than 2 pages per person. Simplify project director and key staff's resume to include experiences and qualification that pertain to implementation of this grant project.
- Background in nutrition, foodservice, and planning for the project director is highly recommended. If a project director has not yet been identified, a position description should be provided which describes duties, responsibilities and knowledge required for the position.
- *Required* - Include letters of commitment from the project director, project director's supervisor and key staff. A letter of commitment for at least 33% of time from the proposed project director and a letter of commitment from his/her current supervisor are *required*. If the project director is a contracted employee, a letter of commitment from the State representative overseeing the contractor is required. Letters of commitment should include the percent of time commitment as well as an understanding of the duties for which the staff will be responsible.
- If coordination exists among partners, collaborators, and/or other State agencies, letters of agreement/support must be supplied with the application that provide evidence of coordination and clear understanding of relationships.

Problem Statement (Needs Assessment):

- It should be a clear, concise, well-supported statement of the problem to be overcome or the needs to be addressed by the grant.
- Zero-in on a specific problem you want to solve or the training you want to provide.
- An applicant should include data collected during a needs assessment that would illustrate the problems to be addressed and/or target audience and number to be trained.
- Use statistics to support existence of your problem or issue.
- Set up the delivery of your goals and objectives.

Project Goals and Objectives:

- Project goals and objectives should be clearly stated.
- Goals are general and offer the reviewer an understanding of the thrust of your program.
- Objectives are specific, measurable outcomes. They should be realistic and attainable. Be realistic.
- Applicants should explain the expected results and benefits of each objective.

Project Methods or Design:

- The project method outlines the rationale of tasks or activities that will be accomplished with the available resources to meet the proposal objectives.
- Describe in detail the activities that will take place in order to achieve desired objectives.
- Make sure your methods are realistic and cost-effective.
- If sub-grants or mini-grants are to be awarded to schools and/or childcare centers, the specific criteria for the funding should be stated as well as how the State agency plans to provide oversight.
- It is helpful to structure the project method or design as a timeline, with tasks or activities laid-out in a schedule over the grant period, with persons responsible for each task. This will allow reviewers to consider what personnel, materials, and other resources will be needed to complete the tasks or activities.

Project Assessment:

- Applicants should develop criteria to assess progress toward objectives and goals. It is important to define carefully and exactly how success will be determined.
- If you have a problem developing your evaluation process, take another look at your objectives.
- Be ready to begin evaluation as soon as you begin your project.

Project Budget Narrative:

- A detailed, itemized budget is required along with supporting narrative and justification for each budget category.
- The budget justification must provide detailed summaries, which clearly itemize the costs associated with the respective line items. For example, for “travel,” list total costs of all travel paid for with TN Training Grant funds and itemize costs by number of individuals traveling, number of trips involved, lodging, per diem, mileage, etc. Another example would be when providing a breakdown of personnel charges, identify personnel by title and name (if known), percentage of

time allocated to the project, the individual annual salaries or a pro-rated amount. Please indicate if fringe benefits are to be treated as part of an approved indirect cost rate.

- The budget should demonstrate consistency with project activities. Divide the budget into categories, such as personnel salaries and benefits, travel, equipment, supplies, contract costs, etc.
- Identify when salaries of key staff will be provided as in-kind contribution.
- When providing other sources of funding for the proposal, please note that SAE funding is not State funding.

Appendices:

- Resumes of project director and other key staff, letters of commitment from the project director, project director's supervisor and key staff, and letter of agreement/support from partners, collaborators, and/or other State agencies, if applicable must be included in the Appendices section.
- Please do not include information not specifically relevant or requested by this Request for Application.

Attachment F – Technical Evaluation Criteria

The technical review panel will use each of the following criteria in scoring each proposal. Applications will be reviewed and evaluated to assess the applicant's ability to carry out the project using the following criteria and weights.

Soundness or Merit of Project Design 35 points

Proposal provides justification of the project(s) being proposed.

Proposal objectives clearly describe the objectives and goals of the project, are appropriate to the target audience, are realistic, attainable, assessable, and are relevant to the goals of Team Nutrition and emphasis of the 2003 TN Training Grant RFA.

Proposed project activities are designed to implement one or more of the three TN behavior-oriented strategies through one or more of the six communication channels.

Proposal includes a project chart with timeline, key activities, dates, deliverables, who is responsible for specific activities, and the amount of time committed to each.

Tasks or activities that are to be accomplished are outlined and the timeline provides adequate, realistic periods to complete the proposed activities/tasks.

If part of proposal funding is used for local sub-grants or mini-grants to school districts/schools and/or childcare centers, criteria for funding and plans for oversight are provided.

Organizational Experience and Management/Staff Capability 20 points

Information establishes the organization's credibility and capabilities.

The organization of the project allows sufficient time for proposed tasks, and clearly discusses and demonstrates that effective communication will exist among staff.

Project director and other key staff are identified. Resumes are provided which demonstrate that they have the appropriate technical and experiential backgrounds for their proposed roles.

Letters of commitment are provided for project director, project director's supervisor and key staff.

Collaboration and Partnering 10 points

A network of public and/or private organizations is used to achieve the objectives of the proposal, promote TN, develop and disseminate materials, assist in training, leverage resources, expand the reach of TN messages and build a broad base of support.

Letter of agreement/support are provided by partners, collaborators and/or other state agencies, if applicable

Budget Appropriateness and Efficiency

25 points

A budget narrative, providing details on how costs were derived, is provided along with the budget. The budget demonstrates how funds will be spent, by whom, and for various categories.

The requested budget demonstrates consistency with project objectives and specific activities planned.

The level of funding requested is economical and reasonable in relation to the proposed scope and effort of the project.

Presentation

10 points

The TN Training Grant Application is presented well, organized, complete, clear, and succinct. Pages are numbered.

Proposals should be relatively brief and concise, and must be submitted on standard office quality paper using specified margins, font sizes, and is within the acceptable technical proposal length of 18 pages and appendices not to exceed 15 pages.

Attachment G -- Application for Federal Assistance Package

Application For Federal Assistance Packet

Complete and sign the following information that is included in this section:

- Application and instructions for federal assistance (SF 424)
- Budget information and instruction (SF 424A)
- Assurance – non-construction programs (SF 424B)
- Certification and instructions
 - Debarment, Suspension and Other Responsibilities Matters
 - Drug-Free Workplace Requirements
 - Lobbying

These federal forms are in an electronic version at www.fns.usda.gov/tn/Grants/2003app.html