

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Farm to School	10.575	\$	\$	\$ 100,000.00	\$ 108,450.00	\$ 208,450.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 108,450.00	\$ 208,450.00

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY			Total (5)
	(1) Federal	(2) Match	(3)	
a. Personnel	\$ 55,000.00	\$ 70,000.00	\$	\$ 125,000.00
b. Fringe Benefits	16,500.00	21,000.00		37,500.00
c. Travel	9,000.00	2,000.00		11,000.00
d. Equipment	0.00	0.00		0.00
e. Supplies	10,409.00	5,591.00		16,000.00
f. Contractual	0.00	0.00		0.00
g. Construction	0.00	0.00		0.00
h. Other	0.00	0.00		0.00
i. Total Direct Charges (sum of 6a-6h)	90,909.00	98,591.00	0.00	189,500.00
j. Indirect Charges	9,091.00	9,859.00		18,950.00
k. TOTALS (sum of 6i and 6j)	\$ 100,000.00	\$ 108,450.00	\$ 0.00	\$ 208,450.00
7. Program Income	\$	\$	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES						
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS		
8. Farm to School	\$ 108,450.00	\$	\$	\$	108,450.00	0.00
9.					0.00	0.00
10.					0.00	0.00
11.					0.00	0.00
12. TOTAL (sum of lines 8-11)	\$ 108,450.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 108,450.00	0.00
SECTION D - FORECASTED CASH NEEDS						
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
	\$	\$	\$	\$	\$	\$
13. Federal	0.00					
14. Non-Federal	0.00					
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT						
(a) Grant Program	FUTURE FUNDING PERIODS (Years)					
	(b) First	(c) Second	(d) Third	(e) Fourth		
16. Farm to School	\$	\$	\$	\$	\$	\$
17.						
18.						
19.						
20. TOTAL (sum of lines 16-19)	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION F - OTHER BUDGET INFORMATION						
21. Direct Charges:		22. Indirect Charges:				
23. Remarks:						

Budget Narrative #3

Matching Funds:

Foundation Funds

- Personnel: \$70,000
- Fringe: \$21,000
- Travel: \$2,000
- Supplies: \$5,591
- Indirect: \$9,859
- *Total:* \$108,450

Personnel: The total personnel cost is \$125,000.

USDA Farm to School Grant funds will cover \$55,000, and foundation support will cover \$70,000.

To implement the organization's farm to school plan over the next two years, the Project Coordinator transition from part-time (.5 FTE) to full-time and dedicate 100% of this time the project. USDA funds will cover .5 FTE of this position for two years, which is valued at \$55,000. Foundation funds will cover the remaining .5 FTE, which is valued at \$55,000. In addition, foundation funds will enable the Executive Director to dedicate .1 FTE to the farm to school project, which is valued at \$15,000 over two years.

- 1 FTE Project Coordinator X 55,000/year X 2 years = \$110,000
- .1 FTE Executive Director X 75,000/year X 2 years = \$15,000

Fringe Benefits: The total fringe benefit cost is \$37,500.

The fringe benefit rate for personnel is 30%. USDA Farm to School Grant funds will cover the fringe benefits of .5 FTE for the Project Coordinator, valued at \$16,500. Foundation funds will cover the remaining fringe benefit costs.

- 1 FTE X \$55,000 personnel salary (Project Coordinator) X 2 years X .30 fringe benefit = \$33,000
- .1 FTE X \$75,000 personnel salary (Executive Director) X 2 years X .30 fringe benefit = \$4,500

Travel: The total travel cost is \$11,000.

USDA Farm to School Grant funds will cover \$9,000. Foundation funding will cover the remaining \$2,000.

- 1 TFC staff member X \$1,500 mandatory travel X 2 years = \$3,000
- 1 TFC staff member + 3 school staff members X \$1,000 regional conference X 2 years = \$8,000

Equipment: N/A

Supplies: The total supply cost is \$16,000.

USDA Farm to School Grant funds will contribute \$10,409. Foundation support will contribute 5,591.

Student Taste Tests (\$9,000): The taste test events will include local food samples (fresh and hot items) for students and teachers.

- 3 districts X 6 events/district X \$250 for supplies X 2 years = \$9,000

Communication and Outreach Supplies (\$5,000): This includes farm to school outreach and communication materials for the cafeteria, classroom and community. Example materials include as invitational mailings, posters, pictures of local farmers, multimedia tools and educational materials.

- 3 districts X \$833 for supplies X 2 years = \$5,000

Meeting Supplies (\$2,000): This will help cover the cost of hosting and promoting the annual Grower-Buyer meeting, including rental space, tables, and outreach. In addition these funds will help cover the cost of supplemental meetings held by individual school districts or clusters of school districts.

- 1 Grower-Buyer meeting X \$750 for supplies X 2 years = \$1,500.
- \$250 for supplies X 2 years = \$500

Contractual: N/A

Construction: N/A

Other: N/A

Indirect Rate Charges: Total indirect rate charges are \$18,950.

Our negotiated rate is 10% (see NICRA)*. USDA funds will cover \$9,091. Foundation funds will cover the remaining \$9,859.

- 10% indirect rate X \$189,500 = \$18,950.

*A copy of the most recent and signed Negotiated Indirect Cost Rate Agreement (NICRA) From the cognizant Federal agency must be provided along with the application.

If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget narrative.



*Private Foundation #1
1234 Street #123
City, State 54321
(555) 555-5555*

To Whom it May Concern:

On behalf of Private Foundation #1 (PF#1), I would like to offer my support and encourage USDA to approve the farm to school implementation grant that was applied for by The Food Coalition (TFC). PF#1 has supported The Food Coalition (TFC) for the past 7 years and is committed to providing \$75,000 for the next two years to TFC for nutrition and wellness programming.

Bringing more locally sourced, fresh fruits and vegetables into school cafeterias is a seminal activity of many farm to school efforts and I believe TFC can help schools procure more regionally produced items. In addition to procurement activities, food, agriculture and nutrition-based educational efforts that span a host of hands-on experiential activities, such as school gardens, field trips to local farms, and cooking classes, are also included in the concept of farm to school. TFC is committed to increasing experiential learning opportunities through additional field trips to local farms. Farm to school activities benefit multiple stakeholders in the community, including students, school food service personnel, farmers, parents and teachers.

With our help, TFC has the expertise to help schools advance their farm to school efforts.

Sincerely,

Bob Foundation
CEO, Private Foundation #1

Please note: This example grant proposal is offered as a courtesy to farm to school grant applicants. It should not be interpreted as an example of what a successful application includes or must include. Applicant proposals will be unique to applicant needs and context. The concepts included here are illustrative only and should not be interpreted as specific recommendations for program activities. The concepts and activities described herein should also not be interpreted as preferred, accepted, or otherwise endorsed by USDA or farm to school grant program reviewers.



*Private Foundation #2
1234 Street #123
City, State 54321
(555) 555-5555*

To Whom it May Concern:

On behalf of Private Foundation #2 (PF#2), I would like to offer my support and encourage USDA to approve the farm to school implementation grant that was applied for by The Food Coalition (TFC). PF#2 has supported The Food Coalition (TFC) for the past five years and is committed to providing \$125,000 for the next two years to TFC for school and community garden programming.

Bringing more locally sourced, fresh fruits and vegetables into school cafeterias is a seminal activity of many farm to school efforts and I believe TFC can help schools procure more regionally produced items. In addition to procurement activities, food, agriculture and nutrition-based educational efforts that span a host of hands-on experiential activities, such as school gardens, field trips to local farms, and cooking classes, are also included in the concept of farm to school. TFC is committed to increasing experiential learning opportunities through additional field trips to local farms. Farm to school activities benefit multiple stakeholders in the community, including students, school food service personnel, farmers, parents and teachers. Partnering with TFC will strengthen the schools' connection to the local community.

With our help, TFC has the expertise to help schools advance their farm to school efforts.

Sincerely,

Laura Garden
CEO, Private Foundation #2

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*Private Foundation #3
1234 Street #123
City, State 54321
(555) 555-5555*

To Whom it May Concern:

On behalf of Private Foundation #3 (PF#3), I would like to offer my support and encourage USDA to approve the farm to school implementation grant that was applied for by The Food Coalition (TFC). PF#3 has supported The Food Coalition (TFC) for the past 11 years and is committed to providing \$150,000 for the next two years to TFC for farmland preservation and K-12 agriculture education.

Bringing more locally sourced, fresh fruits and vegetables into school cafeterias is a seminal activity of many farm to school efforts and I believe TFC can help schools procure more regionally produced items. In addition to procurement activities, food, agriculture and nutrition-based educational efforts that span a host of hands-on experiential activities, such as school gardens, field trips to local farms, and cooking classes, are also included in the concept of farm to school. TFC is committed to increasing experiential learning opportunities through additional field trips to local farms. Farm to school activities benefit multiple stakeholders in the community, including students, school food service personnel, farmers, parents and teachers. Partnering with TFC will strengthen the schools' connection to the local community.

With our help, TFC has the expertise to help schools advance their farm to school efforts.

Sincerely,

Renee Lunch
CEO, Private Foundation #3

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William J. Coordinator

1234 Street, Ave.
City, State 54321

555.555.4321
William.Coordinator@email.org

EDUCATION

Urban Planning Certificate of Completion, December 2006

Focus: Rural/Urban Interface – Food Systems

State School University

City, State

Bachelor of Science, December 2000

Focus: Horticulture

State University

City, State

EXPERIENCE

Project Coordinator (2004 – present)

The Food Policy Coalition – City, State

- Manage day-to-day operations of school based programs, including school gardens, educational field trips and curriculum integration
- Supervise two staff, including scheduling and review reports

Horticultural Specialist

Sunny Farms – City, State

- Managed a 250 share Community Supported Agriculture (CSA) program
- Supervised summer interns at city and rural farm sites

Community Projects Coordinator (1996-2000)

Outdoor Adventure Center

- Planned outdoor trips for fellow students and university staff
- Responsible for collecting, documenting and depositing trip fees
- Supervised fellow student employees (1998-2000)

OTHER

- Volunteer at Clean River, Inc., working on weekend crews to collect and dispose of trash and other river beautification projects (2007-present)
- Captain (and power forward) of a intramural basketball team (2006-11)

Johanna Director, MS

1234 Street, Ave.
City, State 54321

555.555.4321
Johanna.Director@email.org

EDUCATION

Master of Science, December 1996
Focus: Nutrition and Agriculture Policy
Example School of Policy
State School University
City, State

Bachelor of Education, December 1990
Focus: Environmental Science
State University
City, State

EXPERIENCE

Executive Director (2001 – present)
The Food Policy Coalition – City, State

- The Food Coalition’s (TFC) mission is to “promote access for all Americans to a healthy, equitable and sustainable food system.”
- Oversee strategic planning, financial operations and program implementation.
- Manage a staff of 23, including all reviews and individual work plans.

Community Projects Coordinator (1996-2001)
Center for Strong Agriculture – City, State

- Responsible for policy research and development, coalition building, network development, program sustainability and public presentation.
- Managed four school garden programs and two community garden installations.

Program Supervisor (1990-94)
City Garden Inc. – City, State

- Youth education coordinator
- Community outreach and editor of the City Garden, Inc. new letter

OTHER

- Have served on the board of directors at two regional non-profit organizations
 - Area Youth Centers, Inc (2002-04)
 - Education for Tomorrow, Inc. (2004-present)
- Active member of the City Music Concert Series planning committee (2009-present)



*Partners School District
1234 Street #123
City, State 54321
(555) 555-5555*

To whom it may Concern:

On behalf of Partners School District #1 (PSD#1), I'd like to wholeheartedly offer my support and encourage USDA to approve the farm to school implementation grant that was applied for by The Food Coalition (TFC).

The term 'farm to school' is generally understood to include efforts that connect schools with local or regional producers in order to serve local or regionally produced foods in school cafeterias. Bringing more locally sourced, fresh fruits and vegetables into school cafeterias is a seminal activity of many farm to school efforts. In addition to procurement activities, food, agriculture and nutrition-based educational efforts that span a host of hands-on experiential activities, such as school gardens, field trips to local farms, and cooking classes, are also included in the concept of farm to school. What's more, farm to school activities benefit multiple stakeholders in the community, including students, school food service personnel, farmers, parents and teachers.

With these grant funds, TFC will build upon their current work to develop more integrated farm to school efforts at PSD#1. PSD#1 has a high percentage of students on free and reduced priced meals, meaning food budgets are tight. Despite having a lean budget, PSD#1 has developed a school garden program, a salad bar initiative and a wellness committee. The district operates a central kitchen and I am confident that TFC will be able to find ways to procure, distribute, cook and serve local protein products. In addition to helping PSD#1 navigate the procurement and food safety regulations in regards to protein products, TFC will develop experiential learning opportunities for students.

TFC has the expertise to help PSD#1 enhance their farm to school efforts. As the Superintendent, I urge you to award this application and watch PSD#1 and TFC unite and advance farm to school activities in our community.

Sincerely,

Sally Superintendent
Superintendent
Partner School District #1

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City, State 54321
(555) 555-5555*

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*Partners School District #2
1234 Street #123
City, State 54321
(555) 555-5555*

To Whom it May Concern:

On behalf of Partners School District #2 (PSD#2), I would like to offer my support and encourage USDA to approve the farm to school implementation grant that was applied for by The Food Coalition (TFC).

Bringing more locally sourced, fresh fruits and vegetables into school cafeterias is a seminal activity of many farm to school efforts and I believe TFC can help my district procure more regionally produced items. In addition to procurement activities, food, agriculture and nutrition-based educational efforts that span a host of hands-on experiential activities, such as school gardens, field trips to local farms, and cooking classes, are also included in the concept of farm to school. TFC is committed to increasing experiential learning opportunities through additional field trips to local farms. Farm to school activities benefit multiple stakeholders in the community, including students, school food service personnel, farmers, parents and teachers. Partnering with TFC will strengthen my district's connection to the local community and will enable us to learn best practices from other school districts in the area.

With these grant funds, TFC will build upon their current work to develop more integrated farm to school efforts at PSD#2. PSD#2 has a high percentage of students on free and reduced priced meals. However, despite having a lean budget, PSD#2 has developed a robust harvest of the month program. The district uses a food service management company (FSMC) and I am confident that TFC will be able to find ways to procure and serve local protein products. Working with a FSMC offers particular challenges and I believe TFC will be able to help my district overcome these obstacles and serve more locally grown products.

TFC has the expertise to help PSD#2 advance their farm to school efforts. As the Superintendent, I urge you to award this application and watch PSD#2 and TFC unite and advance farm to school activities in our community.

Sincerely,

Sue Superintendent
Superintendent
Partner School District #1

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