

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		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Farm to School	10.575	\$	\$	\$ 100,000.00	\$ 76,550.00	\$ 176,550.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 76,550.00	\$ 176,550.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)		(3)		Total (5)
	Federal	Match				
a. Personnel	\$ 35,000.00	\$ 35,000.00	\$	\$	\$	70,000.00
b. Fringe Benefits	10,500.00	10,500.00				21,000.00
c. Travel	18,000.00	15,000.00				33,000.00
d. Equipment	0.00	0.00				0.00
e. Supplies	13,409.00	9,091.00				22,500.00
f. Contractual	14,000.00	0.00				14,000.00
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	69,591.00	0.00	0.00	0.00	160,500.00
j. Indirect Charges	9,091.00	6,959.00				16,050.00
k. TOTALS (sum of 6i and 6j)	\$ 100,000.00	\$ 76,550.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 176,550.00
7. Program Income	\$	\$	\$	\$	\$	0.00

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES						
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS		
8. Farm to School	\$ 61,550.00	\$ 15,000.00	\$	\$	\$	76,550.00
9.						0.00
10.						0.00
11.						0.00
12. TOTAL (sum of lines 8-11)	\$ 61,550.00	\$ 15,000.00	\$	0.00	\$	76,550.00
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 #1

Matching Funds:

District Budget

- Personnel: \$35,000
- Fringe: \$10,500
- Supplies: \$9,091
- Indirect: \$6,959
- *Total:* \$61,550

State Farm to School Grant

- Travel: \$15,000
- *Total:* \$15,000

Total Match: \$ 76,550

Personnel: The total personnel cost is \$70,000.

The school district will pay for .25 FTE of the Wellness Coordinator's time each year. This support is valued at \$35,000. USDA Farm to School Grant funds will cover the remaining .25 FTE, valued at \$35,000.

- .5 FTE X 70,000/year X 2 years = \$70,000

Fringe Benefits: The total fringe benefit cost is \$21,000.

The fringe benefit rate for personnel is 30%. The school district will pay for the fringe benefits of .25 FTE, valued at \$10,500. USDA Farm to School Grant funds will cover fringe benefits for .25 FTE, valued at 10,500.

- \$35,000 personnel salary X 2 year X .30 fringe benefit = \$21,000

Travel: The total travel cost is \$33,000.

Field Trip: The total field trip travel cost is \$28,000. Each year of the project, the district will offer 1,200 students the opportunity to attend a farm field trip. In addition, 200 chaperones (teachers and parents) will accompany the students. The total cost per attendee (student or adult) is \$10, \$5 admission fee and \$5 for transportation cost. The district will contribute \$14,000 using State Farm to School Grant funds. USDA Farm to School Grant funds will cover remaining \$14,000.

- 1200 students + 200 chaperones X \$10.00 fee X 2 years = \$28,000

Conference Attendance:

The total conference travel cost is \$5,000. Each year of the project, the Wellness Coordinator will attend the mandatory annual meeting, valued at \$3,000, and the annual state farm to school conference, valued at \$2,000. USDA Farm to School Grant funds will cover \$4,000. State Farm to School grant funds will cover \$1,000.

- \$1,500 Mandatory Travel X 2 years = \$3,000
- \$1,000 State Travel X 2 years = \$2,000

Equipment: N/A

Supplies: The total supply cost is \$22,500.

The district will contribute \$9,091. USDA Farm to School Grant funds will contribute \$13,409.

Garden Supplies (\$7,500): The district will install 5 raised bed gardens at a cost of \$1,500/site. This includes the cost of wood, soil, mulch compost, soil tests, signage, fencing starter plants and equipment (e.g. shovels, rakes, etc.).

- 5 garden sites X \$1,500 supplies = \$7,500

Food Service Supplies (\$6,000): Food service supplies include cooking supplies and food processing appliances, e.g. dicers, slicers, cutting boards, knives, strainers, food processors, freezing containers, etc.

- 6 self-operating district kitchens X \$1,000 supplies = \$6,000

Food Supplies (\$7,000): This will cover food supplies in the kitchen staff training sessions, the development of new dishes and student taste tests.

- 4 trainings X 2 years X \$200 = \$1,600
- 6 student taste tests X \$250 X 2 years = \$3,000
- New menu item development= \$2,400

Communication and Outreach Supplies (\$2,000): This includes farm to school outreach and communication materials, such as posters, pictures of local farmers, multimedia tools and educational materials.

- \$1,000/year X 2 years = \$2,000

Contractual: Total cost of \$14,000.

USDA Farm to School Grant funds will cover this cost.

Culinary Training and Analysis (\$12,000): The district will contract with Local Culinary Institute (LCI) to conduct four in-service trainings per year, at a cost of \$1,200 per session. LCI will also provide nutritional analysis and menu development service at a rate of \$50/hour

- 4 session X 2 years X \$1,200 = \$9,600
- \$50/hour X 24 hours X 2 years = \$2,400

Strategic Planning (\$2,000): Local Partner 1 will provide strategic planning service at a rate of \$25/hour.

- $\$25/\text{hour} \times 40 \text{ hours} \times 2 \text{ years} = \$2,000$

Construction: N/A

Other: N/A

Indirect Rate Charges: Total indirect rate charges are \$16,050.

Our negotiated rate is 10% (see NICRA)*. USDA funds will cover \$9,091. The school district will cover the remaining \$6,959.

- $10\% \text{ indirect rate} \times \$160,500 = \$16,050.$

*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.

Locally Grown
BLACK BEANS



from



Good Soil Farms in
City, State!!

Jane Coordinator, Wellness Coordinator, Anywhere Public Schools

1234 University Road, Anywhere, State, 54321

555-555-5555

j.coordinator@email.edu

“...exceptionally energetic and enthusiastic leader...projects a charisma that captures the imagination of students...demonstrated excellent program management skills...”

John Doe, Superintendent, APS

Professional Profile

Eager to promote health and wellness throughout the community.

- Coordinates well regarded worksite wellness program for students, parents and staff.
- Oversees farm to school initiatives throughout the District.

Education, Honors, and Certifications

- **M.S. Elementary Education**
Graduate School University, 1994
- **Bachelor of Science, Nutrition**
State School University, 1987
- **Kappa Delta Pi Honor Society Member**
- **Provisional Certifications**
Community Health and Wellness, City School University, 200

Key Qualifications

Has successfully managed three projects funded by State administered grant programs, totaling \$350,000. This included project planning, implementation and reporting.

Experienced Wellness Educator

Has worked for over ten years in various community settings, including schools, hospitals, community development corporation, and a neighborhood clinic.

Employment

Professional Development in Health Promotion

- **Anywhere Public Schools.,** October 2006 to present
Wellness Coordinator
- **Community Health Coordinator,** 1994-2004
City Department of Health and Human Services

Professional Affiliations

National School Health Association

Association for Health Curriculum Development

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.



Anywhere Public
School
Local, State
Newsletter Date
Volume 1, Issue 1

APS Monthly Newsletter

READY, SET, GROW!!

Since 2006, APS has planted and maintained a salsa garden, where 6th graders grow tomatoes, onions, peppers and tomatillos.

The garden provides an experiential learning opportunity and offers students a chance to learn in an outdoor classroom. Students have taken ownership of the project and are responsible for planting, weeding, watering and harvesting.

When all the vegetables are harvested the learning experience continues and the middle-schoolers cut up all of the ingredients and taste homemade salsa.

Students are raving about the salsa garden and love being involved in every step of the process – from field to fork!!

The garden is having a positive impact on students' diets, while simultaneously teaching them about agriculture. One student commented, "I never liked salsa before making my own at APS," and another 6th grader said, "It was fun to watch the tomatoes grow upwards and turn from green to red. Before working in the salsa garden, I didn't know onions grew underground."

Anywhere Public Schools hopes to continue and expand garden-based learning opportunities in the future.

Please contact us if you'd like to visit one of our beautiful gardens!

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Sample Title.



Pictured: Fresh ingredients in the salsa garden

Sample Title

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Farm to School Oversight Committee

Quarterly Meeting Minutes
Anywhere High School, Room 222
September 20, 2011
4:00-5:30 PM

In Attendance: Jane Coordinator, Wellness Coordinator, APS; John Director, Food Service Director, APS; Roger Teacher, English Teacher, APS; Claire Teacher, Science Teacher, APS; Laurel Principal, High School, APL; Marcus Parent, Parent; Joann Manager, Farmers Market Manager.

AGENDA

1. Garden Program

A new garden was built and planted at Junior High #1 over the past school year. Students from three classes (n=75) helped plant and maintain the “salsa” garden. The garden was featured in the fall newsletter. Local Partner II will continue to maintain the garden over the summer through their summer garden club.

2. Harvest of the Month

Harvest of the Month (HOTM) events continue on a monthly basis in three schools. Teacher volunteers and the school cafeteria managers have organized and staff the events. Watermelon was very popular with students, as was the black bean salsa. APS Food Service Director estimates that approximately 500 students tried black bean salsa tacos served on September 4. The Committee would like to see HOTM expanded to six schools.

3. Funding

APS was awarded a two year F2S grant from the State Department of Agriculture. Congratulations to Jane Coordinator for securing the funds. As required in the terms of the grant agreement, the Committee will continue to meet on a quarterly basis. The Committee would like to see the funds leveraged into additional funding from community partners or foundations. Committee member #4 will look for additional funding sources.

4. Community Outreach

The Committee members agreed that more must be done to inform the community of APS farm to school efforts. They noted that the community would be supportive of the efforts, which in-turn could help the District secure financial support for future F2S efforts. Committee member #2 is going to send the group an outreach plan proposal.

5. Next Meeting

Save the date: December 14, 2012; 4:00-5:30pm.

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*State Department of Agriculture
1234 Street #123
City, State 54321
(555) 555-5555*

To whom it may Concern:

On behalf of the State Department of Agriculture, I'd like to wholeheartedly offer my support of the Anywhere Public Schools (APS) application to the USDA farm to school grant program. In 2011, the State Department of Agriculture awarded APS a three year grant totaling \$15,000, or \$5,000/year, to support its farm to school initiatives. They successfully met the year 1 goals and objectives and the Department is committed to providing continued support over the next two years.

Farm to school activities bring local food items into the school meal programs, and encompass activities such as nutrition and agricultural curricula, school gardens and farm tours. These activities teach children essential lessons about how farm products are produced and the role they play in a nutritious, healthful diet. 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, the APS school district will be able to expand their farm to school efforts by increasing agriculture education in the classroom, training in the kitchen and community support. In the classroom, APS students will receive additional lessons focused on nutrition, physical activity and agriculture. Students will also receive increased access to farm field trips and other hands-on learning activities. In the cafeteria, food service staff will receive new training opportunities to assist them in developing contracts with local farmers, food safety, knife skills, scratch cooking and more.

During this time of increasingly tight school budgets, USDA's grant funds will enable the APS school district to take its farm to school program to the next level.

Sincerely,

Wilson Coordinator
Coordinator
State Farm to School Program

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*State Department of Education
1234 Street #123
City, State 54321
(555) 555-5555*

To whom it may Concern:

On behalf of the State Department of Education, I'd like to wholeheartedly offer my support and encourage USDA to approve the farm to school grant that was applied for by the Anywhere Public Schools (APS) school district.

Farm to school activities bring local food items into the school meal programs, and encompass activities such as nutrition and agricultural curricula, school gardens and farm tours. These activities teach children essential lessons about how farm products are produced and the role they play in a nutritious, healthful diet. 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, the APS school district will be able to expand their farm to school efforts by increasing agriculture education in the classroom, training in the kitchen and community support. In the classroom, APS students will receive additional lessons focused on nutrition, physical activity and agriculture. Students will also receive increased access to farm field trips and other hands-on learning activities. In the cafeteria, food service staff will receive new training opportunities to assist them in developing contracts with local farmers, food safety, knife skills, scratch cooking and more.

During this time of increasingly tight school budgets, USDA's grant funds will enable the APS school district to take its farm to school program to the next level.

Sincerely,

Cindy Coordinator
Coordinator
State Farm to School Program

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Local Culinary Institute

1234 Street #123
Neighborhood, State 54321
(555) 555-5555

March 29, 2012

To Whom It May Concern,

I write this letter in full support of Anywhere Public School's (APS) proposal to the USDA Farm to School Grant Program. APS is a regional leader in farm to school and we look forward to helping them achieve their goals to serve local, healthy meals to children and support local producers.

For the past 29 years, Local Culinary Institute (LCI) has provided culinary instruction to students and professionals from across the country. Through various degree and certificate programs, LCI trains food service professionals in the areas of menu planning, food safety, nutrition analysis, knife skills, scratch cooking, pastry cooking, and more.

We look forward to working APS and providing high quality food service training and nutritional analysis services.

Do not hesitate to call if you have any questions.

Sincerely,

Charles Director
Training and Outreach Director



Local Partner #1

1234 Street #123

Neighborhood, State 54321

(555) 555-5555

March 29, 2012

To Whom It May Concern,

I write this letter in full support of Anywhere Public School's (APS) proposal to the USDA Farm to School Grant Program. APS is a regional leader in farm to school and we look forward to helping them establish a sustainability plan.

For the past 9 years, the Local Partner #1 has partnered with community organizations and Universities from around the country to help plan, implement and evaluate farm to school initiatives. Farm to school is growing in popularity around the country; however, many initiatives lack long term sustainability plans. Our strategic planning services will help APS establish a foundation for an effective and meaningful farm to school program for years to come.

We look forward to working with APS and providing high quality strategic planning services.

Do not hesitate to call if you have any questions.

Sincerely,

Charles Director
Training and Outreach Director



Neighboring Public Schools #1 – Where Children Excel

1234 Street #123
Neighborhood, State 54321
(555) 555-5555

March 29, 2012

To Whom It May Concern,

I write this letter in full support of Anywhere Public School's (APS) proposal to the USDA Farm to School Grant Program. APS is a regional leader in farm to school and has supported our district by sharing their expertise and helping us find farm to school resources.

For the past two years, Neighboring Public Schools #1 (NPS1) has worked hard to establish a farm to school program, with the goal of introducing more regionally produced food into our meal programs, and provide new nutritional and educational experiences to our students and staff. Despite our initial efforts, we have encountered several challenges, including a lack of resources to process and serve local, fresh vegetables; funding shortages for culinary training for our cafeteria staff; and a lack of produce in the winter months. By sharing resources and knowledge, we believe a stronger partnership with APS will help us overcome these barriers.

Should APS receive USDA funding, NPSI staff will benefit greatly from the trainings at Local Culinary Institute and additional networking opportunities.

Do not hesitate to call if you have any questions.

Sincerely,

Samuel L. Smith
Food Service Director

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.



Neighboring Public Schools #2

1234 Street #123

Neighborhood, State 54321

(555) 555-5555

March 29, 2012

To Whom It May Concern,

I write this letter in full support of Anywhere Public School's (APS) proposal to the USDA Farm to School Grant Program. APS is a regional leader in farm to school and we hope to use their program as a model for success.

Neighboring Public Schools #2 (NPS2) is very interested in establishing a farm to school program, with the goal of introducing more regionally produced food into our meal programs, and provide new nutritional and educational experiences to our students and staff. We would like to implement more scratch cooking in our cafeteria. By sharing resources and knowledge, we believe a stronger partnership with APS will help us overcome these barriers.

Should APS receive USDA funding, NPS2 staff will benefit greatly from the trainings at Local Culinary Institute and additional networking opportunities.

Do not hesitate to call if you have any questions.

Sincerely,

Samantha L. Smith
Food Service Director