

FARM-TO-SCHOOL GRANT PROGRAM

- Welcome to the NYS Farm-to-School Grant Program webinar.
- Audio can be heard either through your computer or your phone.
- Call in #: **518-549-0500**
- Access code: **645 367 986**
- Meeting password: **2018FTS**

TECHNICAL ASSISTANCE

How Can I Get Technical Assistance for Applying in the Grants Gateway?

- Go to: www.grantsreform.ny.gov/Grantees
- Email: GrantsReform@its.ny.gov
- Call: (518) 474-5595

REGISTRATION

- All entities that wish to apply for grants in NY State must be registered in the Grants Gateway.
- This process includes mailing a signed and notarized registration form.
- Information about registration can be found on the [Grants Reform website](#) or in the [Grant Opportunity Portal](#).

PREQUALIFICATION

- All non-profit organizations applying for grants in NY State must be prequalified in the Grants Gateway prior to submitting their grant applications.
- You must be prequalified by the submission due date and time.
Monday, October 1, 2018 at 4:00 pm
- Refer to the [Grants Reform website](#) for prequalification information.

NEW YORK STATE FARM-TO-SCHOOL GRANTS PROGRAM

SUBMITTING A PROPOSAL

BASIC PARAMETERS

- Proposals due on Monday, October 1, 2018 by 4:00 pm.
- Proposals must be submitted through the Grants Gateway.
- Hardcopy of RFP on our website is for reference only.
- Applicants must register with Grants Gateway to submit a proposal.
- Not-for-Profit entities must pre-qualify before submitting a proposal.
- Do not wait until the last minute. Late proposals cannot be accepted.

FINANCIAL

- Total Funds of \$1,500,000.
- Proposals must request between \$25,000 and \$100,000 for a maximum of 2 years.
- No matching funds required.

ELIGIBILITY

- Government entities including public schools and public-school districts.
- Charter schools (public charter schools are considered not-for-profit institutions and required to prequalify).
- Not-for-profit organizations including schools.
- Indian tribal organizations.

REASONS FOR DISQUALIFICATION

- Applicant not eligible
- Incomplete application
- Expenses not eligible
- Application for less than \$25,000 or more than \$100,000

TIMETABLE

- Proposals due: **Monday, October 1, 2018 at 4:00 pm**
- Questions due: **Tuesday, September 18, 2018**
- Questions posted on the Department website under “Funding Opportunities” by
- **Friday, September 21, 2018**
- All questions about this RFP must be submitted in writing (fax or e-mail will be accepted) to:

William Shattuck

Fax: (518) 457-2716

E-mail: william.shattuck@agriculture.ny.gov

TIMETABLE (CONTINUED)

- Announcement of grant recipients in December 2018
- Execution of contracts in Winter of 2019

APPLYING FOR THE GRANT

- Refer to the Application Instructions on the Department's website via the following link (under the "2018 Farm-to-School Program" RFP):
<https://www.agriculture.ny.gov/RFPS.html>
- Instructions include information on:
 - Eligibility
 - How to search for the grant opportunity
 - Grants Gateway guidance (i.e. - registration, prequalification, roles within the system)
 - Entering work plan and budget information

WORK PLAN OVERVIEW FORM

- **Work Plan Period:** Enter a Start Date of **01/01/2019** and an end date of **12/31/2020**
- **Project Summary:** Write a detailed summary of your project. It is suggested that you create your work plan in a Word (or similar) document, and copy/paste that into the Project Summary field. Grants Gateway will retain any bullets or numbering added.
- **Organizational Capacity:** Write a detailed summary that explains how your organization has the relevant experience and background to accomplish the goals of your proposal.

WORK PLAN PROPERTIES:

- This section allows you to enter the ***Objectives, Tasks, and Performance Measures*** that make up your work plan. Think of the ***Objectives*** as the main goals, the ***Tasks*** as the individual milestones, and the ***Performance Measures*** as the deliverable or the way to measure if the goal was achieved.

WORK PLAN STRUCTURE

- There is one ***Objective*** for your proposal:

To increase the volume and variety of local farm products procured by schools/districts for inclusion in school meals programs.

WORK PLAN STRUCTURE (CONT.)

- The **Objective** is followed by **Tasks** and **Performance Measures**. The system is pre-filled with the first mandatory Task and Performance Measure as follows:
 - **Task:** Evaluate the overall success of the project
 - **Performance Measure:** Compare the volume and variety of local farm products procured for school meals programs at the beginning and end of the project.

SUGGESTIONS FOR ADDITIONAL TASKS TO MEET OBJECTIVE, IF NEEDED

- Employ a local or regional farm to school coordinator.
- Conduct trainings for food service staff to increase knowledge of preparing locally produced farm products.
- Purchase equipment to increase capacity to prepare and serve local produced specialty crops.

SUGGESTIONS FOR ADDITIONAL TASKS TO MEET OBJECTIVE, IF NEEDED (CONT.)

- Implement capital improvements to support the processing, transport and/or storage of locally produced farm products.
- Feature locally produced farm products at regular intervals in school meal programs.
- Work with other school districts to implement a coordinated local buying program with or without the assistance of distributor or other aggregating entity such as a food hub.

PERFORMANCE MEASURES

- **Performance Measures** are related to the tasks. Each **Task** must have at least **one Performance Measure**
- **Example:** a **Task** might be to conduct training for school staff to increase procurement of local farm products.
- The **Performance Measures** associated with that task could be:
 - Development of curriculum
 - Enlistment of trainer
 - Conducting multiple training sessions
 - Evaluating the effectiveness of the training sessions.

GEOGRAPHIC DISTRIBUTION

- After reviewing completed applications, an award of up to a total of five (5) additional points per application **may** be given to help achieve geographic diversity for the Farm to School Program.

REPORTING

- **Quarterly Progress Reports**
- **Reimbursement Progress Report** (submitted with all Claim for Payments)
- **Final Report**
- 25 percent optional advance may be requested upon execution of contract
- Withholding of 10 percent until submission of final report

NEW THIS YEAR

- Increased funding - **\$1,500,000** total
- Beyond specialty crops.

QUESTIONS?



THANK YOU!

