

Grant Application Guidance

Farm-to-School 2018

Grants Gateway ID AGM01-FTS18-2018

1 General

This document is intended to accompany the Farm-to-School Request for Proposals, (RFP) application published on the Grants Gateway. It may be supplemented by a hard copy version of the RFP posted on the website of the Department of Agriculture and Markets. In addition, a webinar for all potential applicants will be held on **Wednesday, September 12 at 10:00 am**. Questions may be posed during the webinar.

[WebEx Link](#)

After the webinar questions may be submitted by 4:00 pm on September 18, 2018 to:

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10B Airline Drive
Albany, NY 12235
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E-mail: william.shattuck@agriculture.ny.gov

Answers will be posted on the Department website, www.agriculture.ny.gov under "Funding Opportunities" on or before Friday, September 21, 2018. Proposals are due by **Monday, October 1, 2018 at 4:00 pm**. No late proposals will be accepted.

All proposals must be submitted through the Grants Gateway. New York State vendors must register in the Gateway and establish users in the system. To start this process, from the Grant Opportunity Portal:

https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx

For existing NYS vendors, there is only one step. You must submit a Registration Form for Administrators identifying a Delegated Administrator responsible for managing your organization's profile and users.

To find out if your organization has already registered, enter its SFS Vendor ID number and search. If your organization is registered, the search result will include contact information for its delegated administrator, and you can contact this individual to request access to the system. If your organization is not registered, the search result will provide a link to the Request Form for Administrator, which you will need to complete and submit pursuant to the instructions provided.

If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 Form to obtain a NYS SFS Vendor ID, in addition to the Registration Form for Administrators, in order to register.

All not-for-profit organizations that intend to submit a proposal in response to this RFP must also be pre-qualified prior to the submission of your proposal(s). Any grant applications submitted by not-for-profit organizations that are not pre-qualified in the Grants Gateway by the date and time that applications are due will be rejected and not considered for funding. For more information regarding registration and the pre-qualification process, please access the following link to view guidance documents and videos for assistance:

<https://grantsreform.ny.gov/Grantees>

If you have not yet registered (or, as a not-for-profit, prequalified), please do so immediately.

Pre-Submission Uploads: there are two attachments we provide to you as reference in the pre-submission uploads section of the Forms Menu (further explained later in guidance). One is the USDA memorandum entitled “Unpaid Meal Charges: Guidance and Q&A” the other is a New York State Education Department memorandum entitled “Student Meal Charge Policy”. All applicants should read, be familiar with and in compliance with all requirements delineated in these documents.

Letters of Support: Letters of support are not required but are strongly recommended. Please upload any letters of support in the **Grantee Document Folder** in the Forms Menu. If you plan to upload multiple letters of support, they must be uploaded as a **single PDF file**.

Items of Note:

Changes that have been incorporated into this year’s Farm-to-School Request for Proposals:

- All applicants are required to be in compliance with all state and federal requirement related to school meal charges. Specifically, all applicants must read, and be in compliance with all requirements delineated in the State and Federal memorandums attached to the Grants Gateway application for this year’s Farm-to-School Grants Program.
- An increase in funding and a change in the source of the funding for the Farm-to-School Grant Program has allowed for the Program to include farm products rather than exclusively specialty crops.
- Grantees with contracts commencing January 1, 2018 are **not** eligible for funding in this round.

2 Eligibility

Eligible Applicants

Eligible applicants include:

- Government entities including public schools and public school districts
- Charter schools (public charter schools are considered not-for-profit institutions and are therefore required to “prequalify” as a condition of applying for a grant.)
- Not-for-profit organizations including schools
- Indian tribal organizations

The following entities are not eligible to apply for funding:

- for-profit entities
- individuals

Organizations awarded grants commencing January 1, 2018 are not eligible to apply for this round of funding.

Proposed projects must be completed within two years of the contract start date.

Eligible Costs

Grant funds may be used for any of the following purposes directly related to completion of an eligible project, including but not limited to:

- salaries and wages, including fringe benefits
- contractor services
- permanent physical/structural improvements
- supplies and equipment
- insurance and permits (excluding permit to operate a farmers' market at proposed location)
- transportation costs other than vehicle purchases which are not an eligible expense

Ineligible Costs

Grant funds may not be used for the following:

- purchase of food
- purchase of a vehicle
- cell phones
- computer hardware and office equipment
- salaries and wages unrelated to the proposal
- costs associated with preparing an application
- costs incurred prior to the award of a grant

3 Prerequisites

3.1 **Grants Gateway Registration:** All entities that wish to apply for grants in NY State must be registered in the Grants Gateway. This process includes filling out and mailing a signed and notarized registration form. Your organization will not be able to start a grant application until it has an account with the Grants Gateway.

If your organization does not yet have an SFS (Statewide Financial System) Vendor ID number, you will also need to supply a Substitute W9 form and the registration process will take an extra 2-3 business days to be processed.

Related Links:

3.1.1 [Registration Form](#)

Grants Gateway Help Hotline: 518-474-5595

Help Email: grantsgateway@its.ny.gov

3.1.2 [Video: Grants Gateway Registration](#)

3.1.3 [Grants Gateway Registration](#)

3.2 **Prequalification:** All non-profit organizations applying for grants in NY State must be prequalified in the Grants Gateway prior to the grant application due date and time.

NOTES:

You may work on your prequalification and grant applications simultaneously; you don't have to wait for prequalification to start an application.

Governmental entities do not need to prequalify.

Related Links:

3.2.1 [Vendor Prequalification Manual](#)

3.2.2 [Maintaining Prequalification document](#)

3.2.3 [Video: Grants Gateway Prequalification](#)

3.3 **System Roles:** You must be logged in under the right role in order to begin a grant application. The role of *Grantee Delegated Administrator* **cannot** start a grant application. However, this user can create accounts for roles that can start applications.

3.3.1 **Grantee:** This role can start, edit, and save a grant application, but can't submit the application.

3.3.2 **Grantee Contract Signatory:** This role can start, edit, save, and submit (sign) a grant application.

3.3.3 **Grantee System Administrator:** This role has the same rights as the Grantee Contract Signatory.

3.3.4 The **Grantee Delegated Administrator** can add a new account by following these steps:

- 1) Click on **Organization(s)**
- 2) Click on **Organization Members**
- 3) Click on **Add Member**
- 4) Click on **New Member**
- 5) Fill out the required fields on the blank New Member page and select the appropriate role.
- 6) Click **[SAVE AND ADD TO ORGANIZATION]** when complete.

Refer to the section starting on page 15 of the [Grantee User Guide](#) for detailed instructions.

4 Search for the Grant Opportunity

4.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee
- Grantee Contract Signatory
- Grantee System Administrator

4.2 On your home page there is a section called "View Available Opportunities". Click on the **[VIEW OPPORTUNITIES]** button.

View Available Opportunities

You have Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

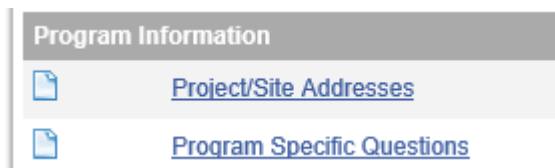
[VIEW OPPORTUNITIES](#)

- 4.3 Search for the grant opportunity by typing **Farm-To-School** in the Grant Opportunity Name field.
- 4.4 The results will appear below the search box. Click on the link to the **2018 New York State Farm-To-School Program** grant opportunity; this will bring you to the Opportunity Funding Profile page.
- 4.5 Begin your application by clicking on the [APPLY FOR GRANT OPPORTUNITY] button.

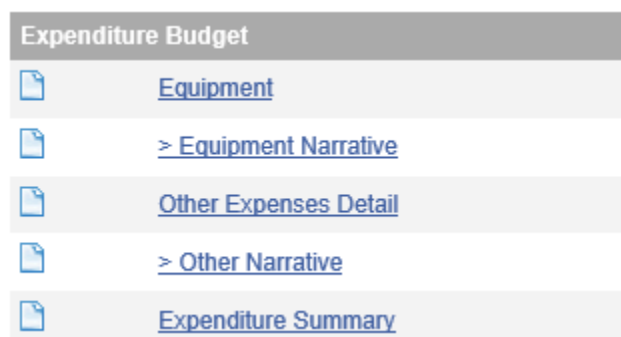
5 Work through the Forms Menu

Everything that is required of you will be found in the “Forms Menu” of the application. The Forms Menu includes several pages of forms and documents that you must complete and save. This includes your project address, questions to be answered (Program Specific Questions), your budget, a work plan, and attachments (Pre-Submission Uploads).

1. Project/Site Addresses: fill out the address where your project will be administered from.
2. Program Specific Questions: In this section you answer all six questions posed and provide supporting uploads as needed. Answers should be responsive to the questions with quantitative data included. The content of the answer is more important than the length of the answer so be direct and limit extraneous material. Please note that a 4,000 character limit has been imposed on each question.



3. Budget: All pages of the **EXPENDITURE BASED BUDGET SUMMARY, JUSTIFICATION, DETAIL and NARRATIVE** pages should be completed. There is no match requirement. Be sure to take into account that the projects may be up to two years in duration. **Proposals must request at least \$25,000 and no more than \$100,000 in grant funding for the term of the project.**



4. Work Plan

- 4.1. Work Plan Overview Form: this form includes three sections:
- 4.1.1. Work Plan Period: Please enter a Start Date of **01/01/2019** and an end date of **12/31/2020**
 - 4.1.2. Project Summary: Write a detailed summary of your proposed 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. The Grants Gateway will retain any bullets or numbering you would have added.
 - 4.1.3. Organizational Capacity: Write a detailed summary that explains how your organization has the relevant experience and background to accomplish the goals of your proposal.
- 4.2. 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.

Your application will be pre-filled with the **Objective** and with the first mandatory **Task** and **Performance Measure** to be addressed (Objective 1, Task 1.1, and Performance Measure 1.1.1) as follows:

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

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.*

You will not need to enter additional Objectives, but you may enter additional **Tasks** and **Performance Measures** to explain the goals and desired outcomes of your specific proposal.

A wide variety of additional Tasks may be proposed to meet the Objective. Examples of some possible Tasks intended to meet this Objective would be:

1. Employ a local or regional Farm-to-School coordinator.
2. Conduct trainings for school procurement and fiscal staff to increase local procurement of farm products.
3. Conduct trainings for food service staff to increase knowledge preparation of locally produced farm products.
4. Purchase the equipment needed to increase capacity of school kitchen and food service staff to prepare and serve local produced farm products.
5. Implement capital improvements to support the processing, transport and/or storage of locally produced farm products.
6. Implement a meal program featuring locally produced farm products at regular intervals in the school meal program menu.
7. 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.

The above tasks are intended as suggestions. Proposals may include these or other tasks intended to meet the overall objective.

The success of the proposed project will be judged by **Performance Measures**. Each task must be accompanied by one or more performance measure(s).

As an example, one task might be:

Conduct trainings for school procurement and fiscal staff to increase local procurement of farm products.

The **Performance Measures** associated with that task might include the following:

Identify staff to be trained.

Develop a training curriculum.

Enlist the services of a trainer.

Conduct multiple training sessions.

Assist staff in implementing the lessons learned in the training.

Evaluate the effectiveness of the training.

*Please ensure that any added Performance Measures indicate a measurable outcome. The Department may request additional information and/or backup documentation as required.

5. Uploads

Uploaded documents are not required, however if documents critical to your application must be included, you may upload documents in the section titled **Grantee Document Folder** of the Forms Menu. **Only upload relevant documents.**

6 Finding an Application You've Already Started

If you've started an application and have logged out of the system, the next time you log in, the application will be found in your "My Tasks" section on the home page. You can also use the "Applications" search function at the top of the page to search for all applications started for your organization.

My Tasks

You have 5 new tasks.

You have 0 tasks that are critical.

Select the **Open Tasks** button below to view your active tasks.

[OPEN TASKS](#)

7 Submitting Your Application

All grant applications have a due date and time. The Grants Gateway system will not accept applications after the specific time applications are due. You are strongly encouraged to submit your application 24 or 48 hours in advance of the deadline to ensure that any problems you encounter are handled before the deadline.

7.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee Contract Signatory
- Grantee System Administrator

7.2 Locate (search for) and access the application

7.3 Review the application: You can go through each section in the Forms Menu and/or you can click on the “Print Application” option which will show you all of your text-based answers (it will not show you the attachments you have added).

7.4 Submit the application

7.4.1 Click on Status Changes and apply the status of **Application Submitted**.

7.5 Confirm that the application was submitted: You will receive an email a few minutes after submission, confirming that the application was submitted; your task will go away (as it is now a task for the state agency); the status of the application will change to “Assignment of Reviewers”.