FY 24 CT Grown for ct kids Grant

Project Narrative Template

\*Please note, this form is for all CTG4CTK project proposals above $5,000. Shipping Container Growing Grantees have a separate narrative template.

# INSTRUCTIONS

1. Please complete this form in its entirety and upload it to your application on Cognito.

<https://www.cognitoforms.com/CTDoAg/CTGrownForCTKidsGrantApplicationFY2024>

1. Please have your application be Times New Roman (or another neutral font), 12 pt font. **10 pages max total** (you may delete the instructions and the question text if needed, please leave the blue headers).
2. Save your project profile with the filename [Organization]\_CTG4CTK\_Project Narrative.

The complete project narrative should be uploaded to your application in Cognito as a Microsoft Word document (.doc or .docx) or as a PDF along with any quotes/estimates if needed and up to three letters of support from school/community partners.

# Introduction

**Introduce the applicant(s) to the reviewers. Describe the population that you serve overall and who will specifically benefit from this project if different. Describe any past and current farm to school initiatives, if applicable, and why the applicant is ready and able to begin or further programming.**

# Project Explanation

**Explain in detail the project proposal and how it will contribute to the creation/furthering of a Farm-to-School program. Please include details of what the project will accomplish and how it will be accomplished.**

# workplan

**Please complete the table below outlining the work to be completed for the proposed project.**

**Applicants should plan 18 months to execute and complete the project with the last 30 days reserved for project reporting as indicated on the timeline below.**

**For each task:**

* **Indicate what the task is**
* **When it will be done, including month and year, within the allowable grant period**
* **Who will do the work of each task (including contractors if applicable)**

**Be sure to include the tasks related to your purchasing, distribution, and outreach.**

**Project tasks cannot begin until contract execution, anticipated for April 1, 2024. Projects tasks must end by August 31, 2025.**

**Anticipated Start Date**: 4/1/2024 **Anticipated** **End Date**: 9/30/2025

\*Hover your mouse over the table and click the (+) that appears to add a row

|  |  |  |
| --- | --- | --- |
| **Project Task** | **Anticipated Completion** | **Who is Responsible** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Final Reporting and submission of final financials.** | 8/31/25 |  |

# project impact

**Identify at least one outcome you strive to achieve as a result of completing this project. Identify the activities necessary to meet the outcome(s) and how you will evaluate if the project outcome(s) were met?** [**Here**](https://www.cdfa.ca.gov/specialty_crop_competitiveness_grants/pdfs/developing_measure_outcomes.pdf) **is a good resource developed by** [**CDFA**](https://www.cdfa.ca.gov/) **on what project outcomes are, please note these are not specific to this grant program.**

*Outcomes:* This is the intended impact of the project that can be evaluated. An outcome is measurable and observable, it can be quantitative or qualitative but must be impactful and specific.

Ex. X number of students will have monthly planned activities centered on the school garden.

*Activities:* Actions or measurable steps taken to reach an outcome

Ex. A school garden will be built to be utilized in both classroom-based lessons and in taste testing.

# project team and stakeholder support

**Describe the team involved in completing this project and how you will work with any partners. Please also describe the community support that you have for this project from stakeholders relevant to the project and how they will be involved throughout its lifetime (such as school/program administrators, students, educators, parents, etc).**

*In addition to a description here, applicants may submit up to three letters of support demonstrating that there is support for this effort from applicable stakeholders who are involved and supportive of the project and Farm to School work such as school administration, school nutrition professionals, educators, producers, and community stakeholders. A template is available for download from the* [*DoAg CTKG4CTK grant information*](https://portal.ct.gov/DOAG/ADaRC/ADaRC/CT-Grown-for-CT-Kids-Grant-Program) *webpage and then should be uploaded to your application as an attachment in the grant portal.*

# sustainability plan

**How will this project contribute to the longevity of a farm to school program? What steps will you take to ensure that the program continues beyond the timeline of this grant project?**

*Please remember to complete and attach the project budget/budget narrative document found under documents/forms on the CT Grown for CT Kids Grant Page.*