FY 24 CT Grown for ct kids micro Grant

Project Narrative Template

\*Please note, this form is for microgrant proposals only ($5,000 and under).

# 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. **5 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.**

# 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 a letter of award is issued and signed, anticipated April 1, 2024 (Microgrant projects may begin earlier). Projects tasks must end by August 31, 2025.

**Start Date**: 4/1/2024 **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

**Please describe the anticipated impact of this project. Why is it important to your farm to school work?**

# community support and input

**Describe the team involved in completing this project and how you will work with any partners if applicable.**

*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/Grants/CT-Grown-for-CT-Kids-Grant/Documents) *webpage and then should be uploaded to your application as an attachment in the grant portal.*

# Budget Narrative

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the CTG4CTK grant. **Please refer to the CTG4CTK Grant Guidance document for allowable/Unallowable Costs.**

**Please note that it is required for applicants to attach to the Cognito application any estimates/quotes for services and infrastructure if applicable to the proposal.**

## Budget Summary

| **Expense Category** | **Funds Requested** | **Justification (ex. X hours/wk @ $xx/hr) OR an itemized list for supplies/equipment** |
| --- | --- | --- |
| **Salary** |  |  |
| **Equipment** |  |  |
| **Materials and supplies** |  |  |
| **Contractual** |  |  |
| **Other** |  |  |
| **Funds Requested Sub-Total** |  |  |
| **Matching Costs (if applicable)** |  |  |
| **Total Project Budget** |  |  |