

CT Grown for CT Kids Grant

FY 25 Informational Webinar

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Agenda

- Introduction & Agenda
- Grant Purpose & Guidance
- Changes and Updates
- Eligible Applicants & Expenses
- Individual Track Descriptions
- Application Requirements & Deadlines
- Appendices
- Technical Assistance & Support





Grant Purpose & Guidance



<https://>



Use the QR Code to find the Guidance and follow along.

Guidance shorturl.at/d055Q

Contains all the information necessary to understand how to create a competitive grant application.



What is farm to school?

Page 5

- A Policy, Systems, and Environmental (PSE) change and direct education intervention designed to improve access to local foods in Pre-K to 12th grade school settings and provides education opportunities that encourage healthy eating behaviors.
 - USDA: <https://snaped.fns.usda.gov/library/intervention/farm-to-school#:~:text=Farm%20to%20school%20is%20a,that%20encourage%20healthy%20eating%20behaviors.>
- Enriches the connection communities have with fresh, healthy food
- Empowers children and their families to make informed food choices while strengthening the local economy and contributing to vibrant communities.





Grant Purpose Page 5

To **assist** schools, school districts, childcare centers and homes, and organizations to **develop farm to school programs** that will **increase the availability of local foods** in child nutrition programs, **allow educators to use hands-on educational techniques** to teach students about nutrition and farm to school connections, **sustain relationships with local farmers** and producers, **enrich the educational experience of students**, **improve the health of children** in the state and **enhance the state's economy**.



FY 25 Changes & Updates



Changes and Updates*

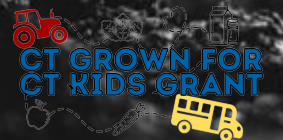
Page 3

**Within the Guidance document, changes and updates from language included in prior years are highlighted in yellow.*

1. The application deadline for each grant track is unique. There are three separate application deadlines.
2. Applications must be received by 12:00pm/Noon. Applications received after 12:00pm will not be considered.
3. Applicants in Tracks 1 & 2 may apply for up to \$75,000.00 in funds.
4. Combined salary and fringe expenses paid to execute and administer the project cannot exceed 50% of grant funds or up to a maximum of \$25,000.
5. Project duration periods have changed.
6. The cost per student will be a weighted evaluation factor.
7. Eligible entities clarified.
8. Letters of support must be signed to be considered.
9. Uploading Project Narratives is no longer necessary.



Eligible Applicants & Expenses



Eligible Applicants

Page 6

1. Local or regional boards of education;
2. Regional education service centers;
3. Private schools or institutions;
4. A cooperative arrangement pursuant to section 10-158a of the general statutes;
5. Childcare centers, group childcare homes and family childcare homes as such terms are described in section 19a-77 of the general statutes; or
6. Any organization or entity, including CT farmers, administering or assisting in the development of a farm to school program.



Awarding Priorities

Page 6

1. To fund applicants located in alliance districts, as defined in section 10-262u of the general statutes, as amended by this act, or who are providers of school readiness programs, as defined in section 10-16p of the general statutes.
2. To fund applicants who demonstrate a broad commitment from school administrators, school nutrition professionals, educators, and community stakeholders.
3. To fund applicants whose projects are fiscally responsible and can demonstrate reasonable costs for assisting the greatest number of students.



(In)Eligible Expenses

Page 6/7

1. Eligible Expense Amounts:

- a. Maximum amount awarded **Microgrant:** \$5,000
- b. Maximum amount awarded **Full Grant:**
 - a. Early Childcare Education: \$50,000
 - b. Schools: \$75,000

1. Ineligible Expenses:

- a. Any expense incurred prior to contract execution
- b. Land acquisition/mortgages
- c. Cost of borrowing (points and other fees)
- d. Expenses related to establishing a new organization/business
- e. Any portion of expense for which the applicant pays a contractor in merchandise or service in lieu of cash
- f. Tuition/tuition reimbursement or career-related/scholarship funds
- g. Routine business expenses (utilities, office supplies, etc.)
- h. Legal expenses related to litigation
- i. Indirect or contingency costs of any percentage
- j. Any expense related to lobbying



Individual Track Descriptions



List of Tracks Available

Page 8

Track 1: Connecticut Farm to School (K-12) Local Procurement Assistance

- Incorporation of engaging educational and marketing activities to educate students about where food comes from and to increase exposure to agriculture.
- Purchasing equipment that will enable the applicant to process and store produce during the height of the growing season for use during the school year such as a blast chiller, industrial chest freezer, vegetable slicing equipment, etc.
- Professional development and skills training for food service staff in how to process and prepare fresh food.

Track 2: Connecticut Farm to School Experiential Learning Grant

- Development and/or implementation of Farm to School experiential learning opportunities for students and/or educators such as school gardens, agriculture education, and professional development for educators.
- Curriculum design and/or implementation of lessons to integrate a school garden into classroom learning.
- Agricultural education and experiences such as farm field trips, gleaning on farms, stipends to bring a farmer to the classroom.



List of Tracks Available Page 8

Track 3: Connecticut Producer Capacity Building Grant

- Financial resources to Connecticut producers for projects and training that must be directly associated with increasing farm sales to schools
- Equipment costs for harvest, wash and pack, sorting, and/or transportation of farm products to schools and ECE buyers.
- Infrastructure such as high tunnels and/or storage to allow for season extension.

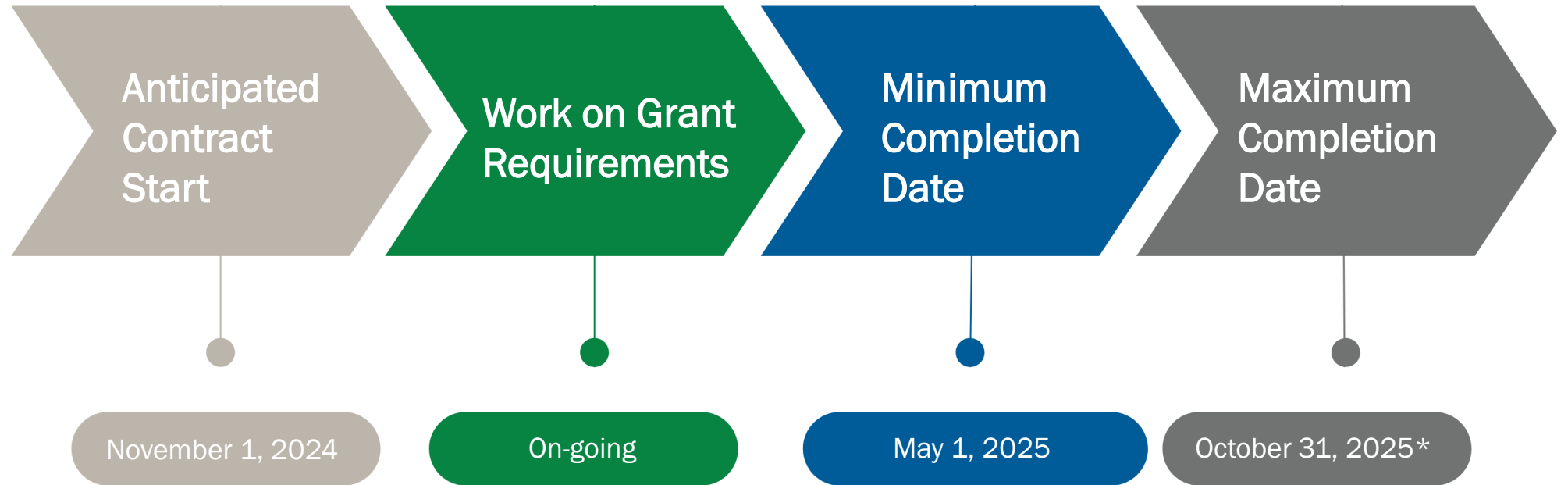
Track 4: Connecticut Farm to Early Childcare and Education (ECE) Grant

- Resources for ECE providers to utilize the grant program to fund farm to school learning opportunities for their students.
 - Purchase and installation of raised garden beds or indoor growing systems/container gardens, tools, and equipment for experiential learning.
 - Development/expansion of agriculture curriculum for students.



Project Timeframes

Microgrants \$5,000 or less

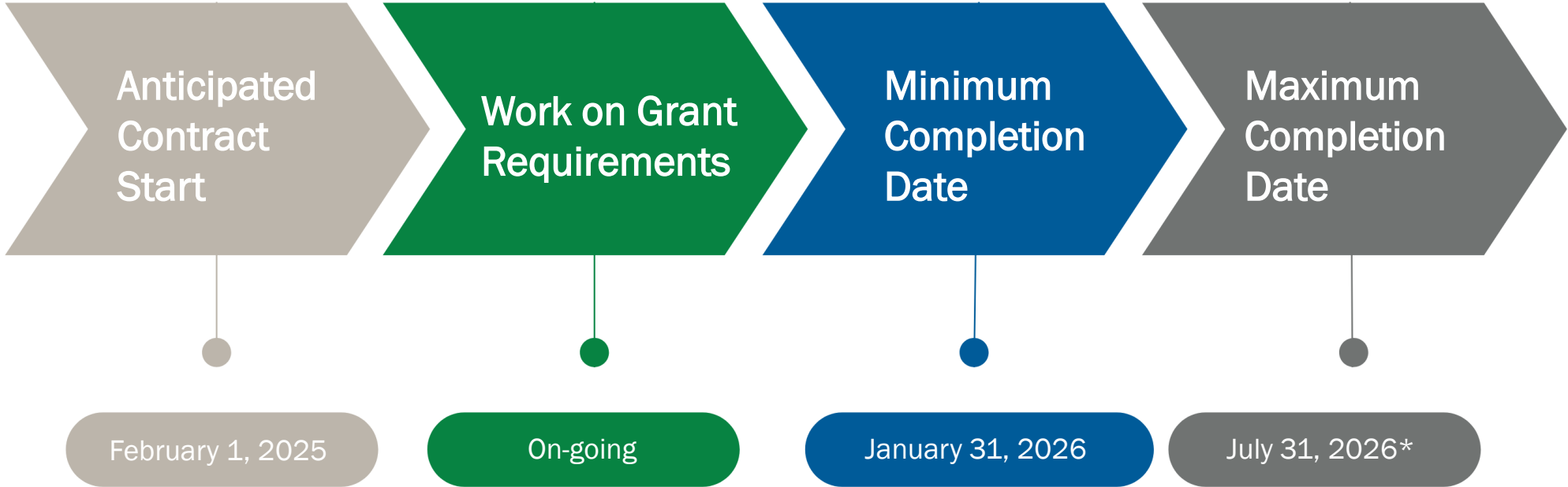


**Final Report due September 30, 2025*



Project Timeframes

Grants \$5,001 - \$50,000 (Track 4)

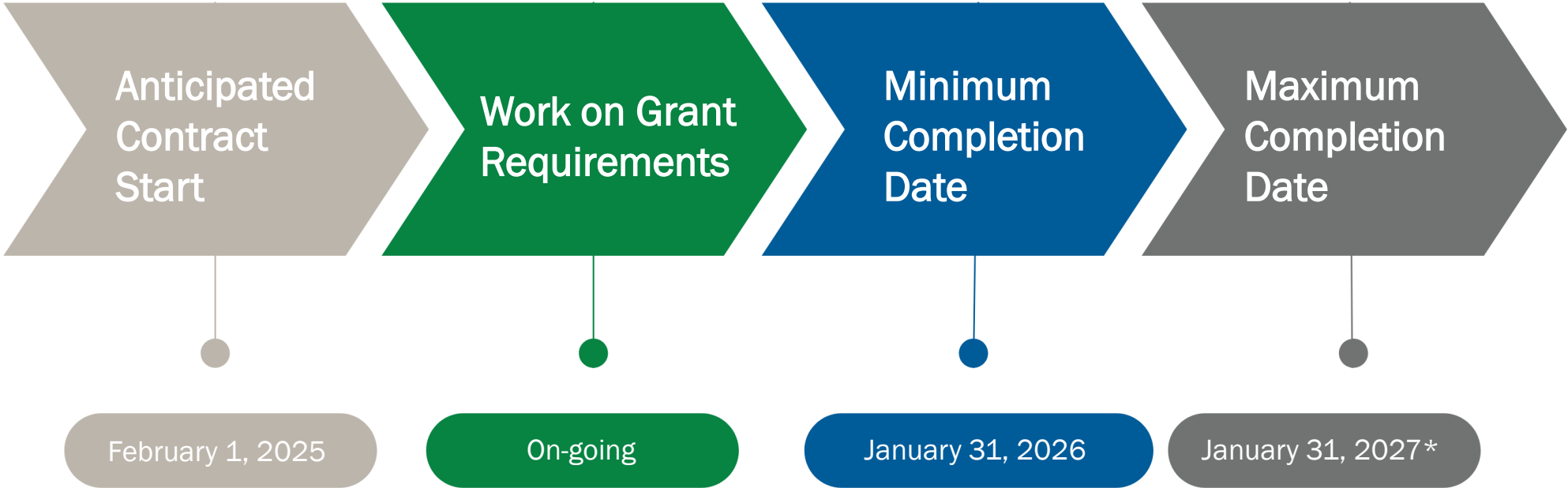


**Final Report due June 30, 2026*



Project Timeframes

Grants \$50,001 - \$75,000 (Tracks 1 & 2)

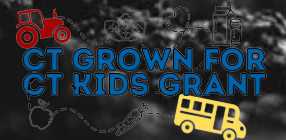


Correct date; Projects have a minimum of one year to complete.

**Final Report due December 30, 2026*



Application Requirements & Deadlines



Application Requirements Page 11



- Completion of the application through DoAg's online grant portal: shorturl.at/qbl2Q
- (Optional) Up to three letters of support demonstrating that there is support for this effort from applicable stakeholders such as school administration, school nutrition professionals, educators, producers, and community stakeholders. A template is available for download from the grant webpage and then uploaded to your application. Letters of support must be signed by author and on organizational letterhead for consideration in the application.
- Full Grant applications must include the Budget form which can be found on DoAg's online grant portal.
- If applicable, estimates/quotes for services and infrastructure uploaded to your application.
 - Any additional conceptual drawings, stories, videos the applicant would like to share related to the project can be uploaded to your application in DoAg's online grant portal.
- If you have not contracted with the State of Connecticut in the last five years, you will need to submit the W9, Vendor form, and Direct Deposit form which are linked in the online grant application portal and must be uploaded to your application.
 - K-12 public schools are already registered in the state payment system and are not required to complete this.
 - Producers, non-profits, and ECE's who are unsure may inquire with the Project Coordinator as to status as an established vendor with the state.



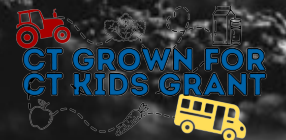
Program	Tracks Eligible	Application Open Date	Deadline	Application Link	Application QR Code
Microgrant Application	1, 2, 3, 4	August 21, 2024 12:00pm/Noon	September 18, 2024 12:00pm/Noon	shorturl.at/gVi35	
Full Grant [ECE Providers]	4	September 25, 2024 12:00pm/Noon	October 25, 2024 12:00pm/Noon	shorturl.at/hjupQ	
Full Grant [Schools]	1, 2	September 25, 2024 12:00pm/Noon	November 8, 2024 12:00pm/ Noon	shorturl.at/3ZT40	

Application Deadlines Page 4





Appendices



Appendices

Appendix A: Frequently Asked Questions

Appendix B: Evaluation Criteria and Process

Appendix C: Narrative Forms

Appendix D: Letter of Support Template



Frequently Asked Questions

Page 13

This document will be updated and edited as additional questions come into the office.

Baseline, general questions can be found in the Guidance document.



Appendix B: Evaluation Criteria and Process

The CTG4CTK is a competitive grant. Only complete applications, as outlined above which are submitted on time, will be evaluated. The evaluation will be weighted heavily on the project impact and work plan described in the grant narrative. Applications will be evaluated by an advisory team after an administrative review by DoAg. Please see Appendix B for the scoring rubric.

SCORING RUBRICS

Microgrant Scoring Rubric

Possible 60 pts

1. Is the location of where the project will take place in an Alliance District or a school which provides a School Readiness Program? (5 pts and a yes/no question)
2. Introduction (up to 10 points)
 - a. Does the application clearly identify who the audience served is and who will benefit from the project? (0-5pts)
 - b. Does the applicant demonstrate sufficient readiness to undertake the project? (0-5pts)
3. Project Workplan (up to 10 points)
 - a. 1. Does the project clearly identify what it will accomplish and how? (0-5pts)
 - b. Is the timeline reasonable to accomplish the proposed project? (0-5 pts)
4. Project Impact (up to 10 points)
 - a. Does the project clearly explain how it will contribute to the creation/furthering of a Farm to School program? (0-10 points)
5. Demonstration of Broad Support and Commitment (up to 10 points)
 - a. Does the application demonstrate that there is broad support for the project and/or detail how input was gathered to formulate the idea? (0-10 points)
6. Project Budget (up to 15 points)
 - a. Is the submitted budget reasonable and cost effective to accomplish the project?
Consider the cost per student, does the project described maximize the benefits of the dollars spent? (0-10 points)
 - b. Does the project described provide a measurable and necessary impact to its community? (0-5 points)

Full Grant Scoring Rubric

Possible 120 pts

1. Is the location of where project will take place in an Alliance District or a school which provides a School Readiness Program? (10 pts and a yes/no question)
2. Introduction (up to 15 points)
 - a. Does the application clearly identify the audience served and who will benefit from the project? (0-10pts)
 - b. Does the applicant demonstrate sufficient readiness to undertake the project? (0-5pts)

Evaluation Criteria

Page 14

Contains the rubric that will be used to score applications.

Applicants should consider if their answers will satisfy the questions asked.



Appendix C: Narrative Forms

DoAg has eliminated the upload process for narratives in this grant program and instead asks that you submit the information directly into the online grant portal. For those more comfortable developing the project application in a Word document, we have provided the following links to narrative forms. You **MUST** copy and paste this information into the agency online application form to be considered. We will **NOT** review narrative information submitted as an attachment.

Please note the links below are cAsE sEnSiTiVe. You may download the forms directly from the link below.

MICROGRANT NARRATIVE FORM

shorturl.at/T2mx4

FULL GRANT NARRATIVE FORM

shorturl.at/hNSLy

Appendix D: Letter of Support Template

[On Letterhead if applicable]

Dear Commissioner Hurlburt,

Approx. 3-5 sentences describing how you are connected to the school and why you are supportive of farm to school initiatives.

Approx. 2-4 sentence describing what you think the impact of this project will be and why applicant is ready to undertake it.

If applicable, please include any details of your involvement with the project.

Sincerely,

[Signature]

Printed Name

Title (e.g., Executive Director)

Address and telephone number if that information is not already on the letterhead

Narrative Forms & Letter of Support Template

Page 16

Narrative forms are provided for those who feel more comfortable typing in a Word document.

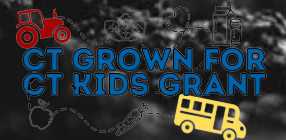
- You **MUST** copy and paste this information into the agency online application form to be considered.

Letter of Support Template describes the type of content you may wish to include in your application.

- Letters must be on organizational letterhead and signed.



Technical Assistance & Support



Technical Assistance & Coaching

- Open Office Hours are available via the following coaches:
 - **Tracks 1 & 3: Procurement & Producer Support**
 - Jiff Martin, UCONN
 - **Track 2: K-12 Experiential Education**
 - Joey Listro, New Britain Roots
 - **Track 4: Early Childcare Educators**
 - Monica Belyea, Department of Public Health

**After the webinar, hours will be posted to the website.*





Thank you.

Questions?

Program Coordinator:

- Hannah Carty
- Phone: (860) 471-1620
- Email: Hannah.Carty@ct.gov
- Book a Meeting with Me: shorturl.at/joPMm
 - *(This link is CaSe SeNsITiVe)*

