



## *Connecticut Department of Agriculture*

# **Connecticut Grown for Connecticut Kids Grant**

*The CTG4CTK Grant shall, 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 2026 Grant Application Guidelines**

**Ned Lamont, Governor**

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[CTGrown.gov](http://CTGrown.gov)

## Contents

Changes and Updates for FY 2026 .....	3
Grant Description .....	4
Definitions .....	5
Grant Purpose .....	6
Awarding Priorities .....	6
Eligible Applicants.....	7
Track Descriptions .....	7
Microgrant Application.....	7
Full Grant Application .....	8
List of Tracks Available.....	8
Track Descriptions and Guide.....	8
Expenses & Payments .....	10
Personnel Costs .....	10
Ineligible Expenses and Payment Schedule.....	10
Project Duration & Post Award Requirements .....	11
Application Requirements.....	12
Appendix A: Frequently Asked Questions (FAQ).....	13
Appendix B: Evaluation Criteria and Process .....	14
Scoring Rubrics.....	14
Appendix C: Narrative Forms .....	16
Microgrant Narrative Form.....	16
Full Grant Narrative Form.....	16
Appendix D: Letter of Support Template .....	17

## Changes and Updates for FY 2026

All updates noted below are highlighted in **YELLOW** for easy reference throughout this guidance document.

1. Increase to Funding Availability:
  - \$825,000 towards Full Grants (*approximately 16+ grantees*)
  - \$125,000 towards Microgrants (*approximately 25+ grantees*)
2. The application deadline for each type of grant is unique:
  - Microgrant Application [Tracks 1, 2, 3, & 4]: **September 18, 2025, 12:00 pm | Noon**
  - Full Grant Application [Track 2, 3, & 4]: **October 24, 2025, 12:00 pm | Noon**
3. Tracks have been restructured and renumbered to align with Department goals and vision
  - [Jump to List of Tracks Available](#)
4. New Definition section to mitigate the chance of misunderstanding interpretations of new language utilized within the Guidance.
  - [Jump to Definitions](#)
5. Eligible Expenses:
  - Clarification that CT Grown for CT Kids Weeks expenses are eligible costs.
  - All capital expenditures must be justified.
  - Personnel costs now have a stricter cap and limitations on eligible personnel costs.
    - [Jump to Eligible Expenses](#)
6. Clarification of eligible entities:
  - Colleges and universities and their student groups are eligible to apply for the grant.
    - [Jump to Eligible Applicants](#)
7. Award maximums have been lowered to \$50,000 throughout the Full Grant category.
8. Award Priorities and scoring rubrics now include sustainability, purchasing CT Grown, '24 CT LFSIP districts, and CACFP sponsors.
  - [Jump to Awarding Priorities](#)
  - [Jump to Scoring Rubrics](#)
9. Updates to post-award requirements for CT Grown for CT Kids Week and technical assistance.
  - [Jump to Post-Award Requirements](#)
10. Non-substantive changes intended to simplify language throughout.

## Important Dates

<u>Program</u>	<u>Tracks Eligible</u>	<u>Date</u>	<u>Application Link</u> (links are cAsEsEnSiTiVe)
Grant Guidance Release Date	All	August 22, 2025 12:00pm   Noon	<a href="#"><u>Grant Webpage</u></a>
Webinar and Q&A Session (Recorded and posted)	1, 2, 3, 4	September 5, 2025, 2:00-3:30 PM	<a href="#"><u>Grant Webpage</u></a>
Microgrant Application Deadline	1, 2, 3, 4	September 17, 2025 12:00pm   Noon	<a href="https://bit.ly/CTG4CTK-MICROGRANTS"><u>bit.ly/CTG4CTK-MICROGRANTS</u></a>
Full Grant [ <i>Pre-School Age</i> ] Application Deadline	2	October 24, 2025 12:00pm   Noon	<a href="https://bit.ly/CTG4CTK-PRESCHOOL"><u>bit.ly/CTG4CTK-PRESCHOOL</u></a>
Full Grant [ <i>School Age</i> ] Application Deadline	3, 4	October 24, 2025 12:00pm   Noon	<a href="https://bit.ly/CTG4CTK-SCHOOLAGE"><u>bit.ly/CTG4CTK-SCHOOLAGE</u></a>

After the webinar on September 5, virtual office hours and grant coaching drop-in sessions will be held. Available times will be announced at the grant webinar and posted on the webpage.

All applications must be submitted by 12:00pm noon.

For more information, please visit the agency's [CT Grown for CT Kids Grant webpage](#).

Persons with questions may contact the Program Coordinator, Hannah Carty, at [Hannah.Carty@ct.gov](mailto:Hannah.Carty@ct.gov) or (860) 471-1620.

## Grant Description

The Connecticut Grown for Connecticut Kids Grant Program, hereafter referred to as the CTG4CTK Grant, provides funds to Connecticut local or regional boards of education, regional educational service centers, cooperative arrangements pursuant to section 10-158a of the general statutes, child care centers, group child care homes and family child care homes, as such terms are described in section 19a-77 of the general statutes, or any organization or entity administering or assisting in the development of a farm to school program.

The CT Department of Agriculture (DoAg) has approximately \$950,000 in funds to award for CT Grown for CT Kids Grant projects in FY 2026. Of this total, we anticipate \$125,000 will be available towards Microgrant Applications [Tracks 1, 2, 3, & 4] and \$825,000 will be available towards Full Grant Applications in Tracks 2, 3, & 4.

## Definitions

<b>Agriculture:</b>	Growing plants or raising animals for food or other products, and related activities like forestry, beekeeping, fishing, processing, and selling farm goods.
<i>per CGS § 1-1q</i>	<i>The cultivation of the soil, dairying, forestry, raising or harvesting any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training and management of livestock, including horses, bees, the production of honey, poultry, fur-bearing animals and wildlife, and the raising or harvesting of oysters, clams, mussels, other molluscan shellfish or fish; the operation, management, conservation, improvement or maintenance of a farm and its buildings, tools and equipment, or salvaging timber or cleared land of brush or other debris left by a storm, as an incident to such farming operations; the production or harvesting of maple syrup or maple sugar, or any agricultural commodity, including lumber, as an incident to ordinary farming operations or the harvesting of mushrooms, the hatching of poultry, or the construction, operation or maintenance of ditches, canals, reservoirs or waterways used exclusively for farming purposes; handling, planting, drying, packing, packaging, processing, freezing, grading, storing or delivering to storage or to market, or to a carrier for transportation to market, or for direct sale any agricultural or horticultural commodity as an incident to ordinary farming operations, or, in the case of fruits and vegetables, as an incident to the preparation of such fruits or vegetables for market or for direct sale.</i>
<b>Agriculture Technology (AgTech):</b>	A technology that helps with farming. This includes machines, equipment, and tools that make planting, growing, and harvesting more efficient.
<b>Approved 2024-2025 Connecticut Local Food for Schools Incentive Program District or '24 CT LFSIP district:</b>	A district who registered in and was approved for the Connecticut Local Food for Schools Incentive Program which ran from May 1, 2024, through June 30, 2025, and provided districts with a National School Lunch program funding to purchase locally grown, minimally processed foods to be served in their school districts.
<b>Capital Expenditures or Capital Investments:</b>	Money spent to help a business or organization grow over time. This includes long-term assets like buildings, equipment, high-cost items, software, or making significant repairs.
<b>CT Grown for CT Kids Week:</b>	An annual event each fall that promotes local farms and CT Grown food to students through school meals, classroom activities, and community events. Programs are encouraged to buy CT Grown products, connect with farmers, and give students hands-on experiences like farm visits or farmer presentations. <a href="#">For more details view: CGS § 22-38d</a>
<b>Farm to School:</b>	Programs and policies that connect schools with local farms. These efforts increase local food in school meals and provide education to help students make healthy eating choices.

<b>Food Literacy:</b>	The skills and knowledge needed to understand and work with food. This includes cooking, making healthy choices, knowing where food comes from, and understanding its role in culture and health. It is centered around six themes: skills and behaviors, food/health choices, culture, knowledge, emotions, and food systems.
<b>Interdisciplinary Learning:</b>	Learning that combines ideas and methods from different subjects to explore a problem, question, or theme.
<b>Locally Grown or Local or CT Grown:</b>	Food grown or produced in Connecticut, with a clear traceable origin in the state. <a href="#">For more details view: CGS § 22-38a</a>
<b>Minimally Processed Foods:</b>	Foods that are cleaned, cut, frozen, packaged, or otherwise handled without changing their natural character. <a href="#">For more details view: CGS § 10-215m</a>
<b>Regenerative Agriculture:</b>	Farming that improves soil health and the environment. Practices can include reducing plowing, rotating crops, and using sustainable methods that work with nature.

## Grant Purpose

The CTG4CTK Grant shall, “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.”

The purpose of the CTG4CTK Grant is to provide a combination of resources to *build capacity* for long-term Farm to School Programs in eligible applicant organizations.

## Awarding Priorities

1. To fund applicants who buy from Connecticut producers and growers.
2. To fund applicants in Alliance Districts, low-income areas with [Child and Adult Care Food Program \(“CACFP”\) sponsors](#), or who are providers of school readiness programs (as defined in section [10-16p of the general statutes](#)).
3. To fund applicants who show broad support from school leaders, school nutrition staff, teachers, and community members.
  - a. In the grant narrative, applicants should explain who supports the project and how they got the ideas and feedback for it.
  - b. Applicants can also include up to three signed letters of support. A template is in Appendix D. Each letter of support must be signed and on the author’s organization letterhead.

4. To fund applicants whose projects are cost-effective, **sustainable**, and will help the most students over several years.
  - a. Applicants serving ten (10) or fewer students year should apply for a Microgrant to stay competitive.
5. To fund eligible boards of education that participated in the FY 2024 – 2025 Connecticut Local Food for Schools Incentive Program (“24 CT LFSIP district”).

For more information about how these priorities impact your application, please refer to the scoring rubric in [Appendix B: Evaluation Criteria and Process](#).

## Eligible Applicants

The following entities are eligible to apply:

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

Please note: Applicants who have received CTG4CTK funds for the past two years **cannot** apply this year.

Each eligible applicant may only apply under one track and submit only one application per year. For questions on these requirements, please review the [Frequently Asked Questions](#) section.

## Track Descriptions

### MICROGRANT APPLICATION

Microgrants are intended for applicants applying for an award of \$5,000 or less. While all applicants will be required to provide documentation regarding the organizational structure and financial documentation outlining the allocation of funds and tax information of the eligible applicant, microgrant applicants have simplified application, contract, and reporting requirements. Tracks 1, 2, 3, and 4 offer a microgrant application.

Microgrant projects have a project timeframe between six (6) months to twelve (12) months to complete.

*The deadline for Microgrant Applications is September 17, 2025.*

## FULL GRANT APPLICATION

A full grant application requests an award in excess of \$5,000 but no more than \$50,000 for a project in Tracks 2, 3, or 4. All applicants will be required to provide documentation regarding the organizational structure and financial documentation outlining the allocation of funds and tax information of the eligible applicant.

Full Grant projects have a project timeframe between twelve (12) months **to 24 months to complete.**

*The deadline for Full Grant Applications is October 24, 2025.*

## LIST OF TRACKS AVAILABLE

- **Track 1:** Producer Capacity Building Grant
- **Track 2:** Farm & Family Learning (ECE & Beyond)
- **Track 3:** Local Procurement Assistance Grant
- **Track 4:** Experiential Learning Grant

If you have any questions about a project qualifying for these funds or which category to apply under, please [contact the Program Coordinator](#) at CT DoAg.

## TRACK DESCRIPTIONS AND GUIDE

### **Track 1: Connecticut Producer Capacity Building Grant**

To provide financial resources to Connecticut producers for projects directly associated with increasing farm sales to schools. This track emphasizes supporting farmers with resources to enable new/increased sales to schools, universities, and ECE providers. *Please note: This is a microgrant only track.*

*Project Examples* (projects can incorporate multiple components; you are not limited to those listed):

- Equipment for harvest, wash and pack, sorting, **processing**, and/or transportation of farm products to schools and ECE buyers.
- Infrastructure to allow for season extension such as high tunnels and storage.
- Required training and/or certifications (such as food safety) needed to sell to local schools.
  - Note: please inquire with your local school districts about their requirements.
- **Outreach and marketing initiatives to promote additional sales to school outlets**

*Eligible Applicants:* Producers, producer cooperatives, food hubs, and farm aggregators

### **Track 2: Farm & Family Learning (ECE & Beyond)**

To expand and celebrate food, garden, and nutrition education among pre-school age children and their families. This track emphasizes culturally responsive nutrition, intergenerational learning, and community-rooted food literacy.

*Project Examples* (projects can incorporate multiple components; you are not limited to those listed):

- Weekly nutrition education sessions taught by dietitians
- Farmer and farm-stand interactions, including classroom use of CSA shares



- Indoor gardens, mobile kits, or growing towers (in partnership with Master Gardeners) Establishing or expanding Farm to ECE Networks
- Professional development training for staff on the growing, processing, and handling of CT Grown food (including stipends for participants)
- Food shopping and budgeting classes for families, with a focus on CT Grown food
- Cooking classes or take-home taste tests for children and families

*Eligible Applicants:* ECE providers, ECE networks, home care providers, municipalities, agencies, non-profit organizations, or other service organizations for pre-school age children.

### **Track 3: Local Procurement Assistance**

To provide resources to food service directors, or other local food purchasers, to continue the training, support, processing, and equipment purchases necessary to support sustaining purchases of CT Grown and regionally grown food.

*\*\*We highly encourage applications focused on equipment, training, and processing that make buying and incorporating local products more feasible.\*\**

*Project Examples* (projects can incorporate multiple components; you are not limited to those listed):

- 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.
- Creation of regional producer training, or technical assistance for individuals interested in selling to schools with specific or complex procurement standards.
- Professional development and skills training for food service staff in how to process and prepare fresh food.
- Activities focused on increasing awareness and education about CT Grown farm products such as taste tests for sustained programming and local/regional food purchases in school meals.

Districts may not use this track as LFSIP matching funds. Purchases of local or regional food for school meals should be pursued through the Local Food for Schools Incentive Program funding through the [CT Department of Education](#).

*Eligible Applicants:* Schools, school districts, boards of education, colleges and universities, student-groups, and non-profits or other service organizations.

### **Track 4: Experiential Learning, AgTech, and Innovation**

To fund projects that incorporate hands-on Farm to School projects that build long-term capacity through learning, technology, and innovation. Projects should give students and educators real experiences with agriculture, culturally appropriate food, or climate resilience, while connecting to classroom learning and future food careers.

*Project Examples* (projects can incorporate multiple components; you are not limited to those listed):

- School gardens or raised beds to teach about growing, harvesting, and food systems
- Hydroponic or aquaponic systems; urban agriculture installations

- Use of technology (drones, sensors, data collection) to monitor crops and support STEM learning
- Culinary or nutrition education using CT Grown products
- Field trips to Connecticut farms or bringing farmers into the classroom
- Teacher or staff training to connect agriculture, food justice, or climate topics to curriculum
- AgTech and climate-smart agriculture programs that promote innovation, technology, resilience, and environmental stewardship
- Storytelling and cultural food projects that highlight traditions, community knowledge, and CT Grown products
- Regenerative agriculture gardens, pollinator habitats, or composting programs

*Eligible Applicants:* Schools, school districts, boards of education, colleges and universities, student-groups, and non-profits or other service organizations.

## Expenses & Payments

The maximum amount awarded to any applicant through the Microgrant application (Tracks 1, 2, 3, & 4) shall not exceed \$5,000.

The maximum amount awarded to any applicant through the Full Grant shall not exceed \$50,000 in Tracks 2, 3, & 4.

Expenses generated by activities in preparation for or in celebration of CT Grown for CT Kids Week are eligible expenses.

DoAg reserves the right to offer an amount less than the award requested.

There is no match required for this grant program. Capital expenditures must be justified.

### PERSONNEL COSTS

Salary and fringe costs cannot be more than 25% of the requested funds, up to a maximum of \$12,500. These funds may only be used for new employees. Stipends must be listed under "Other" but still count toward the 25% limit. Personnel costs will be treated as administrative expenses, and projects that request staff funding will be less competitive. Only temporary and necessary staff costs will be considered. If a project requires a permanent position to remain sustainable, applicants should explain their long-term staffing plan, such as other funding sources or reassigning current staff. Any personnel costs over 25% will not be funded.

### INELIGIBLE EXPENSES AND PAYMENT SCHEDULE

The following expenses are ineligible and will not be funded for all Tracks/awards:

- Farmers market vouchers
- SNAP/WIC/FMNP Doubling

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

Payment(s) will be made to applicants using the following payment schedule for all tracks/awards:

- Grantee may request up to 50% of grant funds as an advance upon full contract execution.
- Remaining grant funds will be reimbursed after project completion and acceptance by DoAg of the final report.

## Project Duration & Post Award Requirements

Microgrant projects **must be complete within twelve (12) months** of contract execution.

Full Grant projects **must be complete within twenty-four (24) months** of contract execution depending on award amount.

Contract and project extensions are solely at the discretion of the Department of Agriculture and are not guaranteed.

Applicants of awarded projects will be responsible for the following:

1. Signing an agreement with the State of Connecticut;
2. Providing a Certificate of Insurance listing the state as an additional insured on the grantee's liability insurance policy;
3. Completing the project within the contractual timeframe;
4. Attend at least one meeting with other grantees during the duration of the project for networking and resource sharing;
5. Agreeing to work with and attend any technical assistance programs offered by DoAg;
6. Create at least one activity for students and/or their families during CT Grown for CT Kids Week (typically the first full week of October);
7. Submitting a final project report including a sustainability plan in the required format per the executed contract;
8. Submitting a final financial report itemizing paid/actual expenses. Copies of invoices and proof of payment must be submitted with the payment request at the conclusion of the project to be eligible for reimbursement;
9. Agreeing to a site inspection once the project is complete and prior to final payment being released (*if applicable*); and
10. Other requirements as outlined by the State of Connecticut agreement.

Grantees will receive additional training on agreement requirements once agreements are distributed for signature.

Payment(s) will be made to applicants using the following payment schedule for all tracks/awards:

- Grantee may request up to 50% of grant funds as an advance upon full contract execution.
- Remaining grant funds will be reimbursed after project completion and acceptance by DoAg of the final report.

## Application Requirements

1. Completion of the application through DoAg's online grant portal.
2. If applicable, estimates/quotes for services and infrastructure.
3. Conceptual drawings, stories, and videos the applicant would like to share related to the project.
4. 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.
  - a. K-12 public schools are already registered in the state payment system and are not required to complete these forms.
5. 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.
6. *(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. Any letters of support must be signed by author and on organizational letterhead for consideration in the application.

## Appendix A: Frequently Asked Questions (FAQ)

**Q: I'm a producer/farmer. Which grant track can I apply for?**

**A:** You would be eligible to apply for Track 1 and apply for a Microgrant of \$5,000 or less. If you apply in conjunction with another eligible entity, you may apply under a different track. Producer/Farmers looking for larger projects are encouraged to apply to the Farm Transition Grant Program.

**Q: I'm an Early Childcare Educator or provider, or other entity (not farmer/producer) planning on targeting Pre-School Age students and their families. Which grant track can I apply for?**

**A:** You would be eligible to apply for Track 2 only and may apply for either a Microgrant (\$5,000 or less) or a Full Grant (\$5,000.01-\$50,000).

**Q: I'm a school district or regional board of education, private school, university or college (student group), or other entity (not farmer/producer) planning on targeting School-Age students and their communities. Which grant track can I apply for?**

**A:** You would be eligible to apply for Tracks 3 & 4 and may apply for either a Microgrant (\$5,000 or less) or a Full Grant (\$5,000.01-\$50,000).

**Q: How much money may I apply for?**

**A:** The amount for which you are eligible is determined by the type of grant you are seeking:

- Full Grant applicants may apply for up to \$50,000, and their programs must run for a maximum of twenty-four (24) months.
- Microgrant applicants may apply for up to \$5,000, and their programs must run for a maximum of twelve (12) months, depending on the Track you apply to.
  - **TIP:** This would be a great opportunity for a teacher looking to do a project within the current school year.

**Q: How long could it take to complete the application process?**

**A:** **Microgrant Applications** have a simplified process and could take approximately 1-2 hours to complete, provided you have a clear understanding of what you are requesting. **Full Grant Applications** will likely require 2-6 hours to complete as you will need to prepare a budget, answer questions in more detail, and provide supplemental documentation including quotes or estimates.

**Q: Who should a letter of support be from?**

**A:** While not required, letters of support should be from project partners or organizations who will be a part of your project. The letters can also be from the people who will benefit from your proposed project and can speak about the need for the project from their own experience in the cafeteria, community, or classroom. If you are planning to purchase from a specific farm, a letter of support from that farm is also recommended.

For more questions asked throughout the grant process, please visit: [bit.ly/CTG4CTK-FAQ](https://bit.ly/CTG4CTK-FAQ)

## 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 weighed 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.

### SCORING RUBRICS

#### Microgrant Scoring Rubric

1. Purchasing local food or agricultural products (up to 10 points; if applicable)
  - a. Are CT-Grown farm products purchased? (5 points, yes/no)
  - b. Does the applicant clearly identify the producers, growers, or otherwise CT Grown companies from which they will be purchasing? (5 points)
2. Is the applicant a '24 CT LFSIP district? (up to 5 points, yes/no)
3. Is the applicant a CACFP sponsor? (5 points, yes/no)
4. Is the location where the project will take place in an alliance district or a school which provides a School Readiness Program? (5 points, yes/no)
5. Introduction (up to 10 points)
  - a. Does the application clearly identify who the audience served is and who will benefit from the project? (0-5 points)
  - b. Does the applicant demonstrate readiness to undertake the project? (0-5pts)
6. 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)
7. Project Workplan and Sustainability (up to 20 points)
  - a. Does the project clearly identify what it will accomplish and how? (0-5 points)
  - b. Is the timeline reasonable to accomplish the proposed project? (0-5 points)
  - c. Has the project demonstrated sustainability beyond the term of the contract? (5 points, yes/no)
  - d. If yes, how many years is it anticipated to be sustained (1 point per year given based on the anticipated number of years as determined by the review panelist; up to 5 points.)
  - e. Do capital expenditures contribute to the long-term goals and sustainability of the project? (0-10 points)
  - f. Does the application outline steps that will be taken beyond the grant? (0-5 points)
8. Project Budget (up to 15 points)
  - a. Is the submitted budget reasonable and cost effective to accomplish the project? (0-5 points)
  - b. Consider the cost per student, does the project described maximize the benefits of the dollars spent? (0-7 points)
  - c. Does the project described provide a measurable and necessary impact to its community? (0-5 points)
9. Demonstration of Broad Support and Commitment (up to 10 points)
  - a. Through the general review of the narrative and any signed letters of support, does the applicant demonstrate there is broad support for the project? (0-7 points)
  - b. Through the general review of the narrative, does the project detail how input was gathered and included in the formulation of the project especially considering capital expenditures? (0-3 points)

## **Full Grant Scoring Rubric**

1. Purchasing local food or agricultural products (up to 10 points; if applicable)
  - a. Are CT-Grown farm products purchased? (5 points, yes/no)
  - b. Does the applicant clearly identify the producers, growers, or otherwise CT Grown companies from which they will be purchasing? (5 points)
2. Is the applicant a '24 CT LFSIP district? (up to 5 points, yes/no)
3. Is the applicant a CACFP sponsor? (5 points, yes/no)
4. Is the location of where the project will take place in an alliance district or a school which provides a School Readiness Program? (5 points and yes/no question)
5. Introduction (up to 15 points)
  - a. Does the application clearly identify the audience served and who will benefit from the project? (0-10 points)
  - b. Does the applicant demonstrate sufficient readiness to undertake the project? (0-5 points)
6. Project Explanation (up to 20 points)
  - a. Does the project clearly explain how it will contribute to the creation/furthering of a Farm to School program? (0-10 points)
  - b. Does the project clearly identify what it will accomplish and how? (0-10 points)
7. Project Outcome and Impact (up to 25 points)
  - a. Has a quantifiable outcome(s) been identified as a result of the project? (0-10 points)
  - b. Does the application explain how project outcome(s) will be evaluated? (0-10 points)
  - c. Does the project described provide a measurable and necessary impact to its community? (0-5 points)
8. Project Workplan and Budget (up to 35 points)
  - a. Does the project clearly identify what it will accomplish and how? (0-5 points)
  - b. Is the workplan/timeline reasonable to accomplish the proposed project? (0-5 points)
  - c. Do the tasks encompass the entirety of the project? Is there anything missing/forgotten? (0-5 points)
  - d. Is the submitted budget reasonable and cost-effective to accomplish the project? (0-5 points)
  - e. How well does the proposal explain each identified cost? (0-5 points)
  - f. Consider the cost per student, does the project described maximize the benefits of the dollars spent? (0-10 points)
9. Project Sustainability Plan (up to 15 points)
  - a. Does the application describe how this project will continue to contribute to the longevity of a Farm to School Program beyond the grant period and do capital expenditures contribute to the long-term goals of the project? (0-10 points)
  - b. Does the application outline steps that will be taken beyond the grant? (0-5 points)
10. Demonstration of Broad Support and Commitment (up to 15 points)
  - a. Through the general review of the narrative and any signed letters of support, does the applicant demonstrate there is broad support for the project? (0-10 points)
  - b. Through the general review of the narrative, does the project detail how input was gathered and included in the formulation of the project especially considering capital expenditures? (0-15 points)

## 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**

[bit.ly/CTG4CTK-MICROGRANT](http://bit.ly/CTG4CTK-MICROGRANT)

### **FULL GRANT NARRATIVE FORM**

[bit.ly/CTG4CTK-FULLGRANT](http://bit.ly/CTG4CTK-FULLGRANT)



## Appendix D: Letter of Support Template

[On Letterhead if applicable]

[Date]

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