

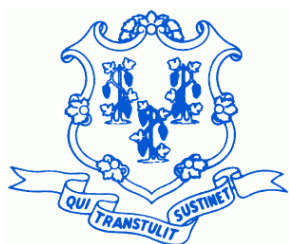
Connecticut Department of Agriculture

Connecticut Grown for Connecticut Kids Grant

For Connecticut local and regional boards of education, regional education centers, cooperative arrangements, childcare centers, group childcare homes and family childcare homes, or any organization or entity administering or assisting in the development of a farm-to-school program.

FY 2023 Grant Application Guidelines

Application Deadline:
November 15, 2022 at 4:00pm



Ned Lamont, Governor
Bryan P. Hurlburt, Commissioner



Connecticut Department of Agriculture
450 Columbus Boulevard, Suite 703, Hartford, CT 06103
CTGrown.gov

Table of Contents

Important Dates.....	3
Grant Description/Purpose	4
Awarding Priorities	4
Eligible Applicants.....	5
Expenses & Payment	5
Grant Tracks	5
Project Duration & Post Award Requirements.....	8
Application Requirements.....	8
Evaluation Criteria	9
Microgrant Application	9
Budget & Budget Narrative	9
Grant Narrative Questions	9

Important Dates:

There will be a webinar and question and answer session on Thursday October 6, 2022. This will be recorded and posted on CTGrown.gov/grants.

A video recording walking through how to submit your application via Salesforce is posted. The deadline for final submissions is Wednesday November 15, 2022, at 4:00 p.m. Please review the “Submission Process” section for additional information.

Final Applications must be received by:

November 15, 2022

Applications will not be accepted after 4:00 p.m. on November 15, 2022

Questions can be directed to Cyrena Thibodeau, Cyrena.Thibodeau@ct.gov or 860-895-3094

Grant Description:

The Connecticut Grown for Connecticut Kids Grant Program, hereafter referred to as 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 CTG4CTK Grant Program, established in 2021 in Connecticut General Statutes § 10 with funding provided through the American Rescue Plan Act, [P.A. 21-0002, S. 364](#) of the Connecticut Acts of the 2021 Special Session.

The amount awarded to any applicant through the CTG4CTK Grant shall not exceed \$24,999. There is no match required for this grant.

DoAg has \$450,000 in funds to award CT Grown for CT Kids Grant projects in FY 2023.

Grant Purpose:

The CTG4CTK Grant shall, “assist schools, school districts, childcare centers & 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.”

These funds are meant to provide a combination of resources to support projects that will help build capacity for long-term Farm to School Programs.

What is farm to school?

Farm to school enriches the connection communities have with fresh, healthy food and local food producers by changing food purchasing and education practices at schools and early care and education sites.

Students gain access to healthy, local foods as well as education opportunities such as school gardens, cooking lessons, and farm field trips. Farm to school empowers children and their families to make informed food choices while strengthening the local economy and contributing to vibrant communities.

Awarding Priorities:

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.

- In the grant narrative, applicants are requested to describe both the support that they have for the project and detail how input was gathered to formulate the idea. Additionally, applicants are encouraged to submit up to three letters of support, a template is provided on the grant webpage.

Eligible Applicants:

The following entities are eligible to apply:

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

Expenses & Payment:

The amount awarded to any applicant through the CTG4CTK Grant shall not exceed \$24,999.

Combined employee salary and fringe paid to execute and directly administer the project cannot exceed 25% of grant funds requested. For example, for a project that requested the full \$24,999, no more than \$6,250 in salary can be requested.

Payment will be made to applicants using the following payment schedule for all awards.

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

The following **expenses** are ineligible and will not be funded:

- 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

The maximum duration for project completion and reporting requirements is 18 months.

Grant Tracks

Applicants must apply under one of the grant tracks below. Each track has an option to apply for a full grant (\$5,000-\$24,999) for an original project, as well as a microgrant option (under \$5,000) with pre-determined projects. If you have any questions about a project qualifying for these funds or which category to apply under, please contact Cyrena Thibodeau at CT Department of Agriculture.

- Track 1: Connecticut Farm to School (K-12) Local Procurement Grant
- Track 2: Connecticut Farm to School (K-12) Experiential Learning Grant
- Track 3: Connecticut Producer Capacity Building Grant
- Track 4: Connecticut Farm to Early Care and Education (ECE) Grant

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

Purpose: To increase the amount of CT Grown farm products incorporated into school meal programs and facilitate direct relationships between schools and producers through the development of new procurement programs or expansion of existing ones. Applicants are strongly encouraged to incorporate engaging educational and marketing activities to educate students where the products came from and to increase exposure to agriculture. Many resources can be found on the [Put Local on your Tray website](#).

Applicants who seek to fund a procurement focused project for K-12 should apply under this category. Producers and Early Childcare Providers should not apply under this category.

Project Examples (projects can incorporate multiple components and please note that you are not limited to those listed):

- Fund the purchase of whole and/or minimally processed CT Grown products and the development/expansion of a purchasing program with CT producers. Applications seeking to fund purchases of CT Grown farm product are encouraged to reach out for assistance in establishing partnerships with producers that can be sourced from.
 - Please note that purchases must follow proper municipal procurement guidelines. Applicants are encouraged to utilize micro purchasing to work with producers.
 - CT DoAg encourages partnerships with producers that identify as small or medium sized farms, BIPOC (Black, Indigenous, and People of Color), women-owned, LGBTQ+, veteran-owned, and/or socially disadvantaged farmers or ranchers.
- 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.

Microgrant projects:

1. Small equipment purchase(s) for kitchen processing and/or storage of CT Grown farm products
2. Activities focused on increasing awareness and education about CT Grown farm products such as a community dinner or taste tests.
3. 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

Purpose: This grant track is for the 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.

Applicants who seek to fund an experiential learning focused project for K-12 should apply under this category. Producers and Early Childcare Providers should not apply under this category.

Project Examples (projects can incorporate multiple components and please note that you are not limited to those listed):

- Materials and installation for a school garden. This could include, but is not limited to, materials for raised bed construction (CT Grown lumber and CT Grown compost preferred), purchase of a greenhouse (if ineligible for [NRCS funding](#)), or tower gardens for multiple classrooms.
- 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.
- Professional development for school educators
- Hands on culinary and nutrition education and taste testing with CT Grown products. Under this category, a portion of the funds can be used for purchase of CT Grown ingredients with the goal of helping to foster relationships between a school and producer(s). * If more than 40% of the budget will be spent on purchases of farm products, please apply under Track 1: Local Procurement Grant.

Microgrant projects

1. Purchase and installation of raised garden beds or indoor growing systems/container gardens, tools, and equipment for experiential learning
2. Farm field trip and farmer visit to school(s)
3. Professional development for educators to create/integrate farm to school education within existing curriculum.

Track 3: Connecticut Producer Capacity Building Grant

Purpose: This grant category provides financial resources to Connecticut producers for projects and training that must be directly associated with increasing farm sales to schools. *Please note, this is a microgrant only category (\$5,000 and under awards).*

Producers, producer cooperatives, and farm aggregators should apply under this track. K-12 and Early Childcare Providers should not apply under this category

Microgrant projects (projects can incorporate multiple components):

1. Equipment costs for harvest, wash and pack, sorting, and/or transportation of farm products to schools and ECE buyers
2. Infrastructure such as high tunnels and/or storage to allow for season extension
3. Required trainings and certifications (such as food safety) needed to sell to local schools. *Note please inquire with your local school district what their requirements are.

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

Purpose: Early Childcare Education (ECE) is a critical component of farm to schoolwork, yet many operate very differently from K-12 education, thus we have created a separate track for all ECE providers and networks to apply under. Applicants under this category will only be evaluated against each other.

Only ECE providers and ECE networks should apply under this track.

Project Examples (projects can incorporate multiple components please note that you are not limited to those listed):

- Purchase of Community Supported Agriculture (CSA) shares for students and families
- Purchase of CT Grown farm products for integration into student snacks/meals with clear educational farm and/or nutrition connection.

- Creation of a garden with accompanying curriculum

Microgrant projects

1. Family engagement activities such as the creation of recipe books, cooking classes and/or take-home taste tests.
- Purchase of CT Grown farm products for integration into school snacks/meals with clear educational farm and/or nutrition connection.
2. Purchase and installation of raised garden beds or indoor growing systems/container gardens, tools, and equipment for experiential learning
3. Farm field trip and farmer visit to school(s)

Project Duration & Post Award Requirements

Projects must be **completed within 18 months** of contract execution. Contract and project extensions are not allowed.

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 holding the state harmless or listing the state as an additional insured on the grantee's liability insurance policy,
3. Completing the project within the contractual timeframe,
4. Submitting a final project report including a sustainability plan in the required format per the executed contract,
5. Submitting a final financial report itemizing actual expenses. Copies of invoices and proof of payment must be submitted with the payment request at the conclusion of the project,
6. Agreeing to a site inspection once the project is complete and prior to final payment being released (if applicable,)
7. Other requirements as outlined in the State of Connecticut contract.

Grantees will have additional training on requirements once contracts are executed.

In addition each awardee will:

- Receive technical assistance as needed throughout the project timeline.
- Attend at least one convening with other grantees during the duration of the project for networking and resource sharing.

Submission Process:

All CTG4CTK Grant applications and attachments are required to be submitted through the [agency's grant application portal](#). [Instructions](#) are provided on how to create an account and submit applications through this portal. For any technical questions, please contact Cyrena Thibodeau at CT DoAg.

Application Requirements:

A complete application on Salesforce grant portal includes:

For grant requests for \$5,001-\$24,999

1. Completion of the [salesforce application](#) which includes full narrative questions and creation of a profile.
2. Excel Workbook with completed Budget, Budget Narrative, and Timeline. Template should be downloaded from the [DoAg informational webpage](#) and then uploaded to your application as an attachment in the grant portal.

For grant requests \$5,000 and under

1. Completion of the microgrant template to be uploaded to a completed profile on salesforce. Template should be downloaded from the [DoAg informational webpage](#) and then uploaded to your application as an attachment in the grant portal.

For all grant requests

1. 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 [DoAg grant information webpage](#) and then uploaded to your application as an attachment in the grant portal.
2. If applicable, estimates/quotes for services and infrastructure uploaded to your application as attachments in the grant portal.
2. Any additional conceptual drawings, stories, videos the applicant would like to share related to the project can be uploaded to your application as an attachment in the grant portal.
3. W9 and Vendor form which can be found on the [DoAg grant information webpage](#) and uploaded to your application as attachments in the grant portal.

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.

Application for microgrant projects (up to \$5,000) Please complete the Microgrant Application Form found on [DoAg grant information webpage](#) and upload to your application as an attachment in the grant. You do not need to complete the following budget/budget narrative and grant narrative questions for microgrant projects.

Budget & Budget Narrative Justification

*For proposals from \$5,001-\$24,999

The Budget and the Budget Narrative Explanation will need to be filled out in the Excel fillable form. Link available at www.CTGrown.gov/Grants and must be added as an attachment on the grant application portal.

Grant Narrative (for proposals between \$5,001-\$24,999)

The information provided below is for informational purposes only. The narrative will need to be filled out and submitted through the grant portal.

For all application categories, applicants must answer the following questions

1. **Introduction-** Introduce the school/entity/organization to the reviewers. Include at least the following information:
 - a. Describe the population that you serve overall and who will specifically benefit from this project if different.
 - b. Describe any past and current farm to school initiatives, if applicable, and why the applicant is ready and able to begin or further programming.

2. **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.

3. **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](#) is a good resource developed by [CDFA](#) 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.

4. **Project Workplan** – Include all project milestones and related deadlines. Applicants must budget in three months to plan the project once the contract is executed, 18 months to execute and complete the project, and 30 days past project completion for all reporting. As a reminder no extensions will be given. No incomplete projects will be funded.

The following template will need to be used to provide the project workplan. This template is on the third page of the Budget/Budget Narrative/Project Timeline excel worksheet which can be found on [CTGrown.gov/grants](#)

Activity	Anticipated Timeline

5. **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).

6. **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?