

APPLICATION CHECKLIST  
for  
CT GROWN FOR CT KIDS GRANTS PROGRAM 2021

*(prepared by J. Martin, UConn Extension)*

*Be sure to download and review the [GUIDANCE Document](#) about this grant opportunity!*

Remember to submit **BEFORE 4:00 PM on Dec 20, 2021**. Not a millisecond after!!!

For any questions, please reach out to [Cyrena.Thibodeau@ct.gov](mailto:Cyrena.Thibodeau@ct.gov) or 860-895-3094

- ☐ Set up your online application account [here](#).
- ☐ Choose your grant category - Be prepared to name one primary category that your grant proposal falls into. It's okay to have activities in more than one category, but you still need to choose one primary category. A good way to make this decision is to look at your budget and assess where most of the money is going to be spent. The 4 categories are: infrastructure, experiential learning opportunities, farm to school planning, and a pilot CT Grown purchasing program.
- ☐ Prepare your answers to copy & paste from a document into the online application for five project narrative questions: see #1, 2, 3, 5 & 6 below. Answer for each question should be no more than 4000 characters (which is approximately 615-800 words, or around 3 paragraphs, so altogether you will probably have about 5 pages of text ready to cut and paste.) (See **yellow** highlights below).
- ☐ [Excel file for budget, budget narrative, timeline](#) – Use the template provided by Dept. of Agriculture. THIS MUST BE ATTACHED AT THE END OF YOUR APPLICATION! Make sure that your timeline includes the first 3 consecutive months as a planning phase (April-June 2022). Project activities can also happen during this time. You will notice that on questions #7 and #8 on the online application, you just need to enter YES into those boxes (See **green** highlights below).
- ☐ If applicable, estimates/quotes for services and infrastructure uploaded to your application as attachments. THIS MUST BE ATTACHED AT THE END OF YOUR APPLICATION!
- ☐ For ECE Provider – Mandatory - Copy of the license or other proof of being an active licensed provider. License exempt providers need to provide a letter from their school board stating the provider is in good operating standing. THIS MUST BE ATTACHED AT THE END OF YOUR APPLICATION!
- ☐ For Farm Businesses or Non-Profits or any other entity besides schools, districts, and ECE providers – Mandatory - [Letter of partnership](#) Letter of Partnership signed by

authorized representative of K-12 school or district or ECE provider that you plan to work with. The Dept of Agriculture has created a template you can use that is available [here](#). THIS MUST BE ATTACHED AT THE END OF YOUR APPLICATION!

- ☐ Letters of Support – no more than 3 letters of support can be included. These are not mandatory but will strengthen your application. The Dept of Agriculture has created a template you can use that is available [here](#). THESE SHOULD BE ATTACHED AT THE END OF YOUR APPLICATION!
  - ☐ Mandatory - Completed W9 and [State Vendor Form](#) – please contact [cyrena.thibodeau@ct.gov](mailto:cyrena.thibodeau@ct.gov) for assistance on completing this!
  - ☐ Any conceptual drawings, stories, videos that you would like to share related to the project that will strengthen your proposal
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Online Application Questions (in the order in which they will appear online):

1. **Introduction** – 4,000 characters max

Introduce the school/entity/organization to the reviewers. Include at least the following information:

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.

2. **Project Explanation** – 4,000 characters max

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** – 4,000 characters max

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? For help determining what is a project outcome versus activity, please first read the resource developed by CDFA linked in the guidance document and on the grant homepage on DoAg. 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. Location

Is the location where the project will take place located in an alliance district or a provider of school readiness programs? Please indicate if either, neither, or both apply. Please visit the following webpage for list of alliance districts, [https://portal.ct.gov/-/media/SDE/Alliance-Districts/List\\_of\\_Alliance\\_Districts.pdf](https://portal.ct.gov/-/media/SDE/Alliance-Districts/List_of_Alliance_Districts.pdf)

5. Project Team and Stakeholder Support – 4,000 characters max

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 it's lifetime (such as school/program administrators, students, educators, parents, etc).

6. Sustainability Plan – 4,000 characters max

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?

*The next two questions that appear in the online application refer to the excel template that you will need to upload as an attachment:*

7. Project Workplan/Timeline

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 template to complete the workplan and timeline is on the third page of the Budget/Budget Narrative/Project Timeline excel worksheet which can be found on the grant webpage (<https://portal.ct.gov/DOAG/ADaRC/ADaRC/CT-Grown-for-CT-Kids-Grant-Program>). Please complete and upload as an attachment to your application. Please enter yes in the box below to indicate that you understand the timeline template needs to be completed and attached to this application.

8. Budget and Budget Narrative

The template to complete for your budget and budget narrative can be found on the grant webpage (<https://portal.ct.gov/DOAG/ADaRC/ADaRC/CT-Grown-for-CT-Kids-Grant-Program>) under Important Documents for Application Submission. Complete, save to your computer, and uploaded as an attachment to the end of application. Please enter in yes in the box below to indicate that you understand the budget template needs to be completed and attached to this application at the end.

9. Application Category

Please specify the grant category that this proposal is for. The proposal can incorporate elements from multiple categories, but please list the primary one. Categories are infrastructure, experiential learning opportunities, farm to school planning, and a pilot CT Grown purchasing program.

10. Attachments

BE SURE to upload the required attachments!

- ☐ Excel workbook with budget, budget justification, and timeline all completed
- ☐ **For non-profits, farmers, food hubs** - Partnership Agreement Letter from school/early childhood provider.
- ☐ **For early childhood providers:** Licensed providers need to provide a copy of the license or other proof of being an active licensed provider. License exempt providers need to provide a letter from their school board stating the provider is in good operating standing.
- ☐ Letters of Support (up to 3)
- ☐ If applicable, estimates/quotes for services and infrastructure uploaded to your application as attachments.
- ☐ Vendor Form completed
- ☐ W-9 Form completed
- ☐ Any additional conceptual drawings, stories, videos the applicant would like to share related to the project uploaded to your application as an attachment.