

AGRI Farm to School Full Tray Grant

FY 2022 Request for Proposals

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Grant Summary

Overview and Funding Availability

AGRI Farm to School Grants support Minnesota school districts that want to purchase and serve Minnesota agricultural products. The Minnesota Department of Agriculture (MDA) anticipates awarding up to \$748,000 to reimburse school districts for purchasing Minnesota grown and raised foods used in school meal programs. School districts may apply for one of two grants:

- The AGRI Farm to School First Bite Mini Grant offers funding for school districts that have little to no experience with local procurement as part of a Farm to School programing. The First Bite Mini Grant is intended to be an intentional learning process for the applicant. Recipients in FY 2022 will not be eligible for the First Bite grant in subsequent funding rounds. A school district may apply for a minimum of \$2,500 and a maximum of \$5,000. There is no match required.

School districts that received a First Bite Mini Grant or Full Tray Grant in FY 2021 are not eligible to apply for a First Bite Mini Grant in FY 2022.

- The AGRI Farm to School Full Tray Grant offers funding for school districts that have some Farm to School experience. The amount of funding each school district is eligible for is based on the number of reimbursable lunches and breakfasts served in **October 2019**, using the following formula:

Meals served x \$0.10 x 10 months = eligible amount of funding for the AGRI Full Tray Grant
Example: (7,500 reimbursable lunches + 5,000 breakfasts) x \$0.10 x 10 months = \$12,500

The maximum award that a school district may apply for is \$35,000. A 1:1 cash match is required.

- AGRI Farm to School First Bite and Full Tray Grant applicants may also apply for up to \$25,000 for equipment purchases, in addition to funds for food. Both First Bite and Full Tray Grant applicants must match the equipment portion of their grant on a 1:1 basis. School districts must also apply for food funding through the First Bite Mini Grant or the Full Tray Grant. Equipment requests may include the cost of equipment, shipping, and associated installation costs and must support Farm to School initiatives.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The AGRI Farm to School Full Tray Grant will serve public or private schools or school districts that participate in the National School Lunch Program (NSLP) and serve food to K-12 students.

This grant will prioritize applicants that procure and purchase Minnesota grown and raised foods from [Emerging Farmers](#).

How to Submit Questions

All questions should be submitted through by email (MDA.AGRIGrants@state.mn.us) by **4:00 p.m. Central Time on October 28, 2021** with “Farm to School Full Tray Grant” in the subject line. We post all questions and answers on the AGRI Farm to School Full Tray Grant webpage at <https://www.mda.state.mn.us/grants/f2sfulltray>.

MDA employees are not authorized to provide advice on any applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

Technical assistance with the online application system can be provided until the submission deadline by calling 651-201-6500 or emailing MDA.AGRIGrants@state.mn.us with “Farm to School Full Tray Grant” in the subject line. We encourage applicants to apply early so that there is ample time to receive technical assistance if needed.

Timeline and Deadlines for Grant Program

It is best practice to submit your application at least 24 hours in advance to prevent unforeseen delays. Applications will not be accepted after the grant deadline under any circumstances.

Questions due no later than 4:00 pm Central Time	October 28, 2021
Applications due no later than 4:00 pm Central Time	November 4, 2021
Applicants notified of decisions; grant agreement negotiations begin	December 16, 2021 (Estimated)

Grant applicants are required to submit proposals through our [online application system](#).

The MDA is not responsible for any technical or logistical problems resulting in the MDA not receiving the application on time. It is the responsibility of the applicant to ensure that the submission is received by the MDA before the deadline.

Application Guidelines

- Write for reviewers who are generally knowledgeable about Farm to School but may not have a thorough or deep understanding of your school. Use plain, easily understood language.
- Answer all questions completely within the character limits specified in the grant application. Use 12-point font and single spacing.
- The Project Evaluation Profile included in this document will be used to score and compare the grant applications.

Grant Eligibility

Eligible Applicants

Public or private schools or school districts in Minnesota that participate in the National School Lunch Program (NSLP) and serve food to K-12 students are eligible to apply. School districts serving sovereign nations are encouraged to apply. School districts just starting a Farm to School program should consider applying for the AGRI Farm to School First Bite Mini Grant at <https://www.mda.state.mn.us/grants/f2smini>.

Collaboration

Each school district requesting funds must submit a separate proposal. School districts are encouraged to collaborate with farmers, nonprofits, and local public health to strengthen their Farm to School program and application, but the school district must be the applicant for this grant.

Eligible Projects

The AGRI Farm to School Full Tray Grant is intended to enable Minnesota schools to continue to develop their Farm to School experiences and continue to expand sourcing of Minnesota grown and raised foods. Applicants must document how the grant funds will enable new or more sustained Farm to School purchases.

Projects must enhance and expand existing procurement and consumption of Minnesota grown and raised foods. This may include but is not limited to:

- Trialing new Minnesota grown products on the menu through taste tests
- Diversifying the products sourced from a Minnesota farm
- Increasing the number of times a Minnesota item or meal repeats on the menu
- Adding Minnesota Thursday as monthly feature to the menu
- Expanding the number of featured meals and/or items during Farm to School Month
- Introducing local sourcing into Summer Meal Programs through meals and snacks

In addition, projects must:

- Not start until the grant contract is signed by all parties and has reached its start date
- Be completed by August 31, 2023. Contracts may be extended until January 2025 at the discretion of the MDA
- Be conducted in Minnesota

Projects are encouraged to integrate connections between the cafeteria, classroom, and community by increasing the number of local farms the school sources from directly or through a distributor or food hub.

Eligible Expenses

100% of purchases made for reimbursement must be used directly to procure Minnesota grown or produced food for student consumption as a part of the school district's participation in the NSLP.

Applicants are encouraged to consider a wide range of Minnesota food and agricultural products for procurement under this grant. Priority will be placed on reimbursements for those products that are unprocessed or minimally-processed and retain their inherent character. The MDA will use the definition for "unprocessed locally grown or locally raised agricultural products" as outlined by the federal government in support of the [Geographic Preference Procurement Process](#).

Eligible procurement items may include but are not limited to including:

- Fruits
- Vegetables
- Meat, Fish, and Poultry
- Dairy
- Eggs
- Grains

Ineligible Expenses

The following items are not eligible for reimbursement under this grant:

- Fluid milk
- Produce grown in school gardens
- Items grown or produced in a state other than Minnesota, including foods grown in a bordering state but sourced through a Minnesota farmers' market
- Processed food products whose production technique is outside the scope of the food handling and preservation techniques outlined below
- Consumable supplies (such as dishwashing detergent)
- Staff-time for procurement, other food preparation, and related Farm to School planning
- Marketing and promotional items associated with Farm to School meals and events

Ineligible expenses also include but are not limited to:

- Expenditures incurred prior to contract execution
- Staff wages and benefits
- Advertising, public relations, entertainment, and amusement costs
- Donated or volunteer (in-kind) services. While these may be furnished to an applicant by professional and technical personnel, consultants, and other skilled and unskilled labor, the value of these services is not an eligible cost.
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient)
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to comply with Federal, State, local, or Indian tribal laws and regulations
- Indirect costs (expenses of doing business that are not readily identified with the project)
- Fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, legal costs, or contingency funds
- Parking or traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.

Matching Funds

A 1:1 cash match is required. The AGRI Farm to School Full Tray Grant aims to double the local purchasing of Minnesota Farm to School programs that participate in the NSLP. For every dollar an applicant spends from their existing nutrition services budget (up to grant maximum value), the MDA's funding will double its impact on Minnesota farms and communities.

Applicants are required to document 100% of eligible purchases to then receive a 50% reimbursement following submission of invoices. For example, if a school receives a \$10,000 grant, the school must spend at least \$20,000 in Minnesota grown and raised foods.

See [Appendix A: Match Examples](#) for additional information and to help determine your total project costs.

Donated and in-kind contributions cannot be counted towards the cash match requirement. Costs that were incurred prior the execution of the contract are also not eligible.

Definitions

Minnesota Grown or Raised

Food is defined as Minnesota grown or raised if at least 80% of the product was produced and processed in Minnesota.

Local

For this grant, local means grown or raised in the State of Minnesota.

Unprocessed or Minimally-processed

The following processing methods are allowable and to be still be considered unprocessed or minimally-processed: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; and cleaning fish.

Source Preservation/Transparency

Source preservation means that the origin of the food item is identifiable through delivery. To receive reimbursement when purchasing through an intermediary vendor like a distributor, food hub, or farmers' market, identification of origin farm (farm name, principal operator, product, county) must be included on submitted invoices.

Emerging Farmer

The term Emerging Farmer encompasses several historically underserved communities including women, veterans, persons with disabilities, Native American/Alaskan Native, communities of color, young and beginning farmers, and LGBTQ+ farmers. For more on Emerging Farmers, see the [Emerging Farmers Report \(PDF\)](#) and [Connecting with Emerging Farmers](#) webpage from the Minnesota Department of Agriculture.

Letters of Support

At least one letter of support from a producer who will benefit from this grant award is required. Applicants are strongly encouraged to seek letters from each local producer they plan to source from as part of the grant project.

If you purchase Minnesota grown or raised foods via a distributor, you must have the distributor write an additional letter of support identifying those farms/farmers.

Up to two letters of support are allowed from non-producer/distributor community partners to support the application and speak to how the increased local sourcing will contribute to the cafeteria-classroom-community connections in the applicant's Farm to School program.

Summary of Letters of Support for Application:

- Letter from producer who will benefit
- Letters from additional producers
- Letter from distributor identifying Minnesota farms/farmers
- Letters from community partners

Application Review Policies

Review Process

A review committee, composed of MDA staff and external reviewers, will evaluate all eligible applications based on the criteria in the [Project Evaluation Profile](#). Reviewers may recommend whole or partial funding of a project. The Commissioner of Agriculture will review the committee's recommendations and is responsible for award decisions. The review committee and Commissioner may use rural/urban, geographic distribution, services to special populations, applicant's history as a state grantee, and capacity to perform the work when making their decisions. The MDA will notify applicants, both successful and unsuccessful, in writing. Applicants may request a summary of reviewer comments.

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT. 16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the MDA due to competing duties or loyalties.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Privacy Notice and Data Classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under the AGRI Program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the Minnesota Data Practices Act as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited by law to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per [MINN. STAT. 13.599](#):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in application responses (except trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will be public data after the evaluation process is completed.
- **Procedure for Claiming Protection of Trade Secrets:**
 - Trade secret information (as defined in [MINN. STAT. 13.37](#)) is classified as not public data. In order for an applicant to protect data submitted as part of this application as trade secret information, the applicant must clearly identify the specific formula, pattern, compilation, program, device, method, technique or process that the applicant believes to be a valid trade secret (as defined by Minnesota law), and provide an explanation of the economic value of keeping the data from being generally known to other persons. Determining what constitutes trade secret information is ultimately the responsibility of the MDA, and the MDA cannot guarantee that data marked by an applicant as trade secret information, or otherwise marked "confidential," will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, that data will be available to the public unless the applicant secures a court order saying otherwise.

Requirements for Grant Recipients

Accountability and Reporting

Follow-up surveys are required to help us determine the long-term impacts of the grant. Grantees are required to respond to requests for follow-up information for three years beyond the term of the grant agreement. Failure to respond to these in a timely manner may impact your ability to secure future funding from the MDA.

Grant Contract Agreement, Reporting, and Payments

Grant contract agreement templates are available for review at [Office of Grants Management Policies, Statutes, and Forms](#) in the “Forms and FAQs” tab.

Upon approval of an application and prior to beginning work on the grant project(s) and receiving reimbursements, the applicant is required to do the following:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the State’s accounting system, and submit other required documentation within 30 days of award notification; **and**
- Sign a Grant Contract Agreement indicating their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the progress of the project. The grant contract document must be signed within 30 days of being sent to the grantee.

Eligible expenses may only be incurred after the contract has been signed by all parties. Applicants should anticipate that grant contracts will have an end date on or before **August 31, 2023**. With prior approval and at the discretion of the MDA, grant contract agreements may be extended to last a full three years (until approximately January 2025).

Grant funds are dispersed on a reimbursement basis. All grantee requests for reimbursement must correspond to the approved grant budget. To receive grant payments, grantees must provide proof that Minnesota grown and raised foods have been purchased by submitting receipts and invoices and proof that the vendors have been paid. Annual progress reports are required to be submitted during the duration of the project. The grantee will report the following:

- Sources of local products, including farmer name, farm, and county
- Varieties, quantities, and cost of local products

Equipment funds require a 1:1 match. School districts may pay for 50% of the equipment cost or match the cost of the equipment (up to \$25,000) with additional food. To receive reimbursement for equipment, school districts must submit invoices and proofs of payment to demonstrate that the vendor has been paid.

Grant payments shall not be made on grants with past due progress reports unless the MDA has given the grantee a written extension.

Site Visits and Financial Reconciliations

The grant agreement allows the MDA to monitor the progress of the project. The MDA will perform a monitoring visit for all grantees with awards of \$25,000 or more before a final payment is approved; grantees

with awards of \$250,000 or more will receive annual monitoring visits. Other grantees may receive monitoring visits at the discretion of the MDA.

Bidding Requirements

All funded applicants will be required to abide by the state's bidding requirements for larger purchases. See a detailed list of the state's [bidding requirements](#) for details.

Affirmative Action and Non-Discrimination Policy

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified ([MINN. STAT. 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability regarding any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

Audits of Project

The grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate ([MINN. STAT. 16B.98, subdivision 8](#)). This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Voter Registration Requirement

The grantee will comply with [MINN. STAT. 201.162](#) by providing voter registration services for its employees.

AGRI Background and Program Goals

The Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries ([MINN. STAT. 41A.12](#)). AGRI has made significant economic impacts by increasing productivity, improving efficiency, and assisting the development of agricultural products. The AGRI Farm to School Full Tray Grant Program is intended to increase the amount of Minnesota grown and raised foods used in school nutrition programs.

Appendix A: Match Examples

The AGRI Farm to School Full Tray Grant requires a 1:1 match. All equipment requests also require a 1:1 match. Full Tray Grant matching funds can be additional food purchases. Equipment matching funds can be additional food purchases, 50% of equipment expenses, or a combination of both. The following examples are meant to guide you through the match process. Questions about the match should be directed to MDA.AGRIGrants@state.mn.us with “Farm to School Full Tray Grant” in the subject line.

Example 1: Applicant received a Full Tray Grant for **\$2,500**. In addition to that grant, the applicant would like to purchase a Robot Coupe for **\$4,000**. The applicant can either:

1. Request equipment grant funds to cover half of the cost of the equipment (\$2,000) and pay for the remaining cost (\$2,000) to fulfill the 1:1 equipment match requirement.
 - Full Tray Grant Funds Requested (minimum \$2,500, maximum of \$35,000): \$2,500
 - Equipment Grant Requested (maximum \$25,000): \$2,000
 - Total Grant Funds Requested: \$4,500
 - Applicant’s Cash Match: \$4,500 (\$2,500 food match, \$2,000 equipment match)
 - Total Project Costs (Food + Equipment): \$9,000 (Full Tray Grant + Full Cost of Equipment)

or
2. Request \$4,000 of equipment grant funds to cover the full cost of the Robot Coupe and purchase an additional \$4,000 of Minnesota grown and raised food to fulfill the 1:1 equipment match requirement.
 - Full Tray Grant Funds Requested (minimum \$2,500, maximum of \$35,000): \$2,500
 - Equipment Grant Requested (maximum \$25,000): \$4,000
 - Total Grant Funds Requested: \$6,500
 - Applicant’s Cash Match: \$6,500 (\$2,500 food match, \$4,000 additional food/equipment (1:1 match of the equipment award))
 - Total Project Costs (Food + Equipment): \$13,000 (Total Grant Funds Requested + 1:1 Match)

Example 2: Applicant received a Full Tray Grant for **\$25,000**. In addition to the grant, the applicant would like to purchase a combi oven for **\$20,000**. The applicant can either:

1. Request equipment grant funds to cover half of the cost of the combi oven (\$10,000) and pay for the remaining \$10,000 to fulfill the 1:1 equipment match requirement.
 - Full Tray Grant Funds Requested (minimum \$2,500, maximum of \$35,000): \$25,000
 - Equipment Grant Requested (maximum \$25,000): \$10,000
 - Total Grant Funds Requested: \$35,000
 - Applicant’s Cash Match: \$35,000 (\$25,000 food match, \$10,000 equipment match)
 - Total Project Costs (Food + Equipment): \$70,000 (Full Tray + Full Cost of Equipment)

or
2. Request \$20,000 of equipment grant funds to cover the full cost of the combi oven and purchase an additional \$20,000 of Minnesota grown and raised food to fulfill the 1:1 equipment match requirement.
 - Full Tray Grant Funds Requested (minimum \$2,500, maximum of \$35,000): \$25,000
 - Equipment Grant Requested (maximum \$25,000): \$20,000
 - Total Grant Funds Requested: \$45,000
 - Applicant’s Cash Match: \$45,000 (\$25,000 food match, \$20,000 additional food/equipment (1:1 match of the equipment award))
 - Total Project Costs (Food + Equipment): \$90,000 (Total Grant Funds Requested + 1:1 Match)

Example 3: Applicant received a Full Tray Grant for **\$35,000**. In addition to the food grant, the applicant would like to purchase a walk-in cooler for **\$40,000**. The applicant can either:

1. Request equipment grant funds to cover half of the cost of the walk-in cooler (\$20,000) and pay for the remaining cost (\$20,000) to fulfill the 1:1 equipment match requirement
 - Full Tray Grant Funds Requested (minimum \$2,500, maximum of \$35,000): \$35,000
 - Equipment Grant Requested (maximum \$25,000): \$20,000
 - Total Grant Funds Requested: \$55,000
 - Applicant's Cash Match: \$55,000 (\$35,000 food match, \$20,000 equipment match)
 - Total Project Costs (Food + Equipment): \$110,000 (Full Tray + Full Cost of Equipment)

or

2. Request equipment grant funds to cover \$25,000 (maximum amount allowed) of the walk-in cooler, pay for the remaining \$15,000 as a partial match, and purchase an additional \$10,000 of Minnesota grown and raised food to fulfill the equipment match requirement.
 - Full Tray Grant Funds Requested (minimum \$2,500, maximum of \$35,000): \$35,000
 - Equipment Grant Requested (maximum \$25,000): \$25,000
 - Total Grant Funds Requested: \$60,000
 - Applicant's Cash Match: \$60,000 (\$35,000 food match, \$25,000 additional food/equipment (1:1 match of the equipment award))
 - Total Project Costs (Food + Equipment): \$120,000 (Total Grant Funds Requested + 1:1 Match)

Note: Full Tray Grant funds cannot be used towards the equipment match requirement.

Project Evaluation Profile

Evaluation Criteria, AGRI Farm to School Full Tray Grant	Maximum Score
The proposed AGRI Farm to School Full Tray Grant project will increase the sales of Minnesota agricultural products and create new market access/opportunities for small- and mid-sized producers	20
The proposed AGRI Farm to School Full Tray Grant project demonstrates experience with Farm to School programming that includes local sourcing directly from farms and/or through distributors, tracking local purchases, and integrating related Farm to School marketing as a part of cafeteria service	20
Impact on Minnesota Agriculture <ul style="list-style-type: none"> • Provides a clear plan to purchase and use Minnesota grown and raised food • Increases purchases from Emerging Farmers, such as women, veterans, persons with disabilities, Native American/Alaskan Native, communities of color, young and beginning farmers, and LGBTQ+ farmers 	10
Student and Community Engagement <ul style="list-style-type: none"> • Creates strong connections between community, cafeteria, and classroom 	10
Measurable Outcomes <ul style="list-style-type: none"> • Demonstrates that the applicant has researched and adequately planned for sourcing, purchasing, and the use of local food in project activities • Describes applicant’s ability to manage and track reporting requirements on the grant for both reimbursable expenses and the match requirement 	10
Work Plan and Timeline <ul style="list-style-type: none"> • Work plan is thorough and realistic • A detailed description of each step of the grant project is provided with estimated dates • All required deliverables are completed by August 31, 2023 	10
Budget Narrative <ul style="list-style-type: none"> • Narrative is clear and explains the amount of the cash match 	10
Clear, Concise, Complete <ul style="list-style-type: none"> • Proposal is clear, concise, and complete 	5
Letter(s) of Support <ul style="list-style-type: none"> • Includes strong letter(s) of support from project partners 	5
Equipment Request <ul style="list-style-type: none"> • Applicant is requesting equipment funds • Applicant adequately demonstrates that the equipment will support the Farm to School program • 1:1 match accounted for (either additional food and/or equipment expenses) 	Y/N
Total	100

Application Questions Farm to School Full Tray Grant

Contact Information

Applicant Information

- Name of Contact Person
- Name of School District
- School District Mailing Address
- Contact Person's Telephone
- Contact Person's Email
- Counties Served
- State House District(s) your institution serves
This information can be found at www.leg.state.mn.us/leg/districtfinder.

Authorized Representative

If awarded a grant, the person that will sign the AGRI Farm to School Full Tray Grant contract agreement for this organization.

- Name
- Telephone
- Email

Eligibility

Confirm that the following statements apply to your organization.

- I have the authority to apply for this grant (Yes/No)
- Applicant is a Minnesota school or school district serving K-12 students and participates in NSLP (Yes/No)
- The organization is in good standing with the State of Minnesota. (No back taxes owed, no defaults on Minnesota State backed financing for the past seven years, in compliance with current state regulations, and acceptable performance on past MDA grants.) (Yes/No)

Has work started on your proposed project or will work start before the grant contract agreement is signed by all parties? The MDA is unable to reimburse for any work that is performed prior to the start date of the contract. (Yes/No)

How did you hear about the AGRI Farm to School Full Tray Grant? Please check all that apply:

- MDA Website
- Word of Mouth
- Notification from another organization (please list)
- Tradeshow (please list)
- Other

Project Summary

Grant Request

- Project Name
- Full Tray Grant Funds Requested (minimum \$2,500, maximum of \$35,000)
- Equipment Grant Funds Requested (maximum \$25,000)
- Total Grant Funds Requested
- Applicant’s Cash Match
- Total Project Costs (Food + Equipment)
- Expected Project End Date
 - Grant work must be completed by August 31, 2023.
 - All items and services must be paid for by the end date of the contract.
 - You will have up to two months after your contract end date to submit for a reimbursement.

Executive Summary

Include a description of the project and goals to be accomplished. The executive summary of this proposed project must be suitable for dissemination to the public. *(Maximum 1,200 characters, including spaces)*

Previous MDA Grants

Have you received a previous AGRI Farm to School Full Tray, First Bite, or Rapid Response Grant? (Yes/No)

If yes, briefly describe your previous grants, including dates, amount awarded, and how you are working towards spending the funds. *(1,000 characters, including spaces)*

Impact on Minnesota Agriculture

How many unduplicated Minnesota farms do you currently source from?

How many new farms do you plan to source from as a result of this grant award?

List the name(s) of the farmer(s), farm(s), and distributor(s) from whom you currently purchase Minnesota foods. If you work with a distributor, please work with them to collect this information. *(Maximum 2,000 characters, including spaces)*

How will the proposed project lead to continued or increased purchases of Minnesota grown or raised foods in the future? *(Maximum 2,000 characters, including spaces)*

How will the proposed project increase Minnesota grown or raised foods from emerging farmers? *(Maximum 2,000 characters, including spaces)*

Student and Community Engagement

How will your school/district promote Minnesota grown and raised foods with the cafeteria, classroom, or both? (Maximum 2,000 characters, including spaces)

How have you engaged the community in developing your Farm to School program? (Maximum 2,000 characters, including spaces)

Measurable Outcomes

Describe your ability to manage and track reporting requirements on the grant for both reimbursable expenses and the match requirement. (Maximum 2,000 characters, including spaces)

Equipment Request, if applicable

Are you requesting funds for equipment/related physical improvements? (Yes/No)

The MDA will award equipment funds to requests that directly support the applicant’s Farm to School efforts. Receiving a Full Tray Grant does not guarantee the award of the equipment request.

Equipment Description	Quantity	Unit Cost	Total Cost	Grant Funds Requested	Source of 1:1 Match	Source of Estimate
<i>Ex: Robot Coupe</i>	<i>1</i>	<i>\$4,000</i>	<i>\$4,000</i>	<i>\$4,000</i>	<i>Additional food</i>	<i>Kitchenequipment.com</i>

How will the equipment help you store, prepare, and/or serve Minnesota grown and raised foods? (Maximum 2,000 characters, including spaces)

Work Plan

Complete the following table to outline the steps that you will take to successfully complete your project. For example, you might include target dates for finalizing the items you would like to procure, requesting bids, determining a menu schedule, or training staff. If requesting equipment, you might include target dates for purchasing, installing, and utilizing your new equipment. Not all areas will apply to all projects. You may add additional lines or pages as necessary.

Timeframe	Description of Task/Action Item	Who is responsible?
<i>Ex: February 2022</i>	<i>Request bids from three local farmers for cucumbers</i>	<i>Nutrition Director</i>

Budget Table

Complete the following table to detail how you anticipate using the grant award. You may add additional lines or pages as necessary. If you are selected for a grant, this table will become a part of your grant contract.

Example:

Approximate Timeframe	Item	Quantity	Cost per Unit	Total Cost	Grant Amount Requested	1:1 Match Amount	Source of Estimate
<i>Ex: Spring 2022</i>	<i>Cucumbers</i>	<i>500 lbs.</i>	<i>\$0.40</i>	<i>\$200</i>	<i>\$100</i>	<i>\$100</i>	<i>Barrett Farm</i>
Total Estimate:				\$200	\$100	\$100	

Letter(s) of Support

At least one letter of support from a producer who will benefit from this grant award is required. Applicants are strongly encouraged to seek letters from each local producer they plan to source from as part of the grant project.

If you purchase Minnesota grown or raised foods via a distributor, you must have the distributor write an additional letter of support identifying those farms/farmers.

Up to two letters of support are allowed from non-producer/distributor community partners to support the application and speak to how the increased local sourcing will contribute to the cafeteria-classroom-community connections in the applicant’s Farm to School program.