



AGRI Farm to Kids Full Tray Grant Fiscal Year 2027 Grant Request for Proposal (RFP)

Applications due by 4 p.m. Central Time (CT) on Thursday, October 15, 2026.

08/10/2026

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Grant Summary

Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications for the Fiscal Year (FY) 2027 Agricultural Growth, Research, and Innovation (AGRI) Farm to Kids grant programs. We are offering three grant programs: the First Bite Grant, the Full Tray Grant, and the Equipment Grant for K-12 school districts and early childhood education (ECE) centers. We are also offering the Local Tots Cost-Share program, available to family day care homes (family child care providers).

The First Bite, Full Tray, and Equipment Grants support Minnesota K-12 school districts and early childhood education (ECE) centers that want to buy and serve foods grown or raised in Minnesota as a part of a federally funded meal program. Eligible programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), Seamless Summer Option (SSO), and Child and Adult Care Food Program (CACFP).

The program is authorized under Minn. Stat. 41A.12 and funded through Laws of Minnesota, 2025, Regular Session, Chapter 34, Article 1, Section 2, Subdivision 3(5). All information about the program is available on the [Farm to Kids Program webpage](#). Applications will be accepted until October 15, 2026 at 4 p.m. Central Time (CT).

Note: The AGRI Farm to Kids grant programs were formerly referred to as the AGRI Farm to School and Early Care grant programs.

Funding availability

We expect to award approximately \$1.2 million through our FY 2027 AGRI Farm to Kids Grant programs. K-12 school districts and ECE centers may apply for funding for local agricultural products and funding for equipment through one of these FY 2027 programs:

- Farm to Kids First Bite Grant
- Farm to Kids Full Tray Grant
- Farm to Kids Equipment Grant (Note: applicants must apply for a First Bite or Full Tray Grant to apply for an Equipment Grant.)

This request for proposals (RFP) contains information on how to apply for the **Full Tray and Equipment Grant** program.

- See the [FY 2027 First Bite Grant webpage](#) for information on applying for the **First Bite Grant** program.
- The **Local Tots Cost-Share program** for family child care is only available to family day care homes that participate in CACFP. K-12 school districts and ECE centers are not eligible to apply for the cost-share program. Go to the [Local Tots Cost-Share webpage](#) for more details.

Farm to Kids First Bite Grant

The First Bite Grant offers funding for K-12 school districts or ECE centers that have little to no experience with local food procurement. This grant is meant to be an intentional learning process for the applicant.

- A school district or ECE center may apply for a minimum of \$2,500 and a maximum of \$5,000.
- There is no match required.
- With the First Bite Grant application, schools and ECE centers may also apply for an Equipment Grant.

Note: Applicants are only eligible to receive a First Bite Grant one time. Previous First Bite Grant recipients are not eligible to apply for a FY 2027 First Bite Grant but may apply for a Full Tray Grant. Recipients in FY 2027 will not be eligible for the First Bite Grant in later funding rounds.

Farm to Kids Full Tray Grant

The Full Tray Grant offers funding for K-12 school districts or ECE centers that have some experience with local food procurement and Farm to Kids programming.

- A school district or ECE center may apply for a minimum of \$5,000 (see note below) and a maximum of \$25,000 using the formulas in this RFP.
- A 1:1 cash match is required.
- Only one application may be submitted per school district. If the school district also offers an ECE program, use the combined formula to determine the funding request.
- **Note:** If you are eligible for less than \$5,000 using the appropriate meals served formula listed below, you may request up to \$5,000. We reserve the right to award less than the minimum requested amount (see example below).
- With the Full Tray Grant application, schools and ECE centers may also apply for an Equipment Grant.

Funding formulas

K-12 schools or school districts

- The amount of funding each K-12 school district is eligible for is based on the number of reimbursable meals (breakfasts and lunches) served in **October 2025** as a part of the NSLP and SBP, using the formula:
 - Reimbursable meals served x \$0.10 x 12 months = eligible amount of funding for the Full Tray Grant
 - Example: (5,000 breakfasts + 7,500 lunches) x \$0.10 x 12 months = \$15,000

Early childhood education (ECE) centers

- The amount of funding each ECE center is eligible for is based on the number of reimbursable meals (breakfasts and lunches) and snacks served in **October 2025** as a part of CACFP, using the formula:
 - CACFP meals and snacks served x \$0.10 x 12 months = eligible amount of funding for the Full Tray Grant
 - Example: (1,200 meals + 1,500 snacks) x \$0.10 x 12 months = \$3,240.
 - The applicant may request between \$3,240 and \$5,000.

School district with an ECE program

- If a school district also offers an early childhood education (ECE) program that meets the requirements for funding, combine the reimbursable NSLP, SBP, and CACFP meals (breakfasts and lunches) and early care snacks served in **October 2025** to determine the amount of funding they are eligible for, using the formula:
 - $(\text{NSLP and SBP meals served} + \text{CACFP meals and snacks served}) \times \$0.10 \times 12 \text{ months} = \text{eligible amount of funding for the Full Tray Grant}$
 - Example: $(7,500 \text{ NSLP lunches} + 5,000 \text{ SBP breakfasts} + 1,200 \text{ CACFP meals and snacks}) \times \$0.10 \times 12 \text{ months} = \$16,440$

Farm to Kids Equipment Grant

First Bite and Full Tray Grant applicants may also apply for an [Equipment Grant](#) up to \$20,000.

- Equipment requests may include the cost of equipment, shipping, sales tax, and associated installation costs and must support Farm to Kids initiatives.
- A 1:1 cash match is required for equipment purchases.
- Receiving a First Bite or Full Tray award does not guarantee that you will receive an Equipment award.

Match requirement

Matching funds are required for both the Farm to Kids Full Tray and Equipment Grants.

Both grants require a 1:1 cash match for approved food and equipment purchases. Applicants must commit at least 50% of the total project cost as a cash match. The MDA will reimburse 50% of the grantee's equipment expenses submitted.

- Include the source of the match in your Farm to Kids Equipment Grant budget table.
 - Donated and in-kind contributions cannot be counted towards the cash match requirement.
 - Costs incurred before the execution of the contract are also not eligible as a match.

You must provide documentation for the total cost of the project to receive the awarded reimbursement amount.

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 grantmaking. The Department of Administration Office of Grants Management [OGM] [Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) establishes the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities. Applicants with projects that are led by, impact, or serve Native American Tribal communities are encouraged to apply.

The Full Tray Grant serves public or private schools or school districts that participate in the NSLP or ECE centers that participate in CACFP. The scoring criteria of this grant program will prioritize:

- Projects that increase purchases of a wide range of agricultural products, including culturally relevant foods and specialty crops. Specialty crops are fruits, vegetables, culinary herbs, and horticulture products like maple syrup and honey.
- Projects that demonstrate a commitment to buying agricultural products from a variety of Minnesota farmers and producers, including small- and mid-sized producers.

These priorities and the desired impacts/outcomes of grant projects are reflected in the [Project Evaluation Profile](#), which describes the scoring criteria and weight that will be used by reviewers to evaluate your application.

How to apply

Applications must be received no later than **4 p.m. CT on Thursday, October 15, 2026**. Late applications will not be accepted.

- Apply using our [online application system](#).
 - If you're a new user, you need to create an account first. Use this [how-to guide \(PDF\)](#) to help set up your account.
 - Once logged in, select "FY 2027 Farm to Kids Full Tray Grant."
 - The Farm to Kids Equipment Grant application is built into the Full Tray Grant application. If you are requesting an Equipment Grant, apply for both the Equipment and Full Tray Grants on the same application.
 - After you have submitted your application, you will receive a confirmation email. Contact f2sgrants.mda@state.mn.us if you do not receive this email.
- Apply early so there is enough time to get help with the online application system if needed. It's best practice to submit your application at least 24 hours in advance.
- Note that the application requires that you provide an [Authority to Apply Letter](#) that needs the signature of your school/school districts' or ECE center's authorized representative. Please plan ahead.

For help using the online application system:

- Call 651-201-6500.
- Email f2sgrants.mda@state.mn.us with "Farm to Kids Full Tray Online Application Help" in the subject line. We encourage reaching out for help early as we may not be able to assist with last-minute requests.

We are not responsible for any technical or logistical problems that result in a late submission. It is your responsibility as the applicant to ensure we receive your application before the deadline.

Applications that are started in the online application system but are not submitted will not be evaluated. Do not provide any materials that are not requested in this RFP; these materials will not be considered nor evaluated. The MDA reserves the right to reject any application that does not meet the requirements of this RFP.

By applying, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds

for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available to the State by law.

The applicant is responsible for all costs associated with submitting a response to this RFP.

How to submit questions

For questions about the grant program or application:

- Submit your question in writing by **4 p.m. CT on Thursday, October 8, 2026**.
- Email f2sgrants.mda@state.mn.us with “Full Tray Grant” in the subject line.

The MDA will post responses to program questions on the [Questions and Answers](#) section of the [Farm to Kids Full Tray webpage](#) as we receive them.

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

Application guidelines

- Use plain, easily understood language. Write for reviewers who have general knowledge but may not have a thorough or deep understanding of your school or ECE.
- Answer all questions completely within the character limits specified in the grant application.
- Although some questions are labeled as optional, we strongly recommend responding to those questions or uploading the appropriate documents.
- Ensure your application is your own, unique proposal designed to respond to the RFP.
- Make your budget realistic, include only eligible items, and clearly explain how the money will be spent.
- Review the Project Evaluation Profile included in this RFP, as it is used to score and compare grant applications.

Timeline and deadlines

August 10, 2026	RFP posted on the MDA website.
October 8, 2026, at 4 p.m. CT	Deadline to ask grant program questions.
October 15, 2026, at 4 p.m. CT	Applications due.
October-November 2026	Phase one review.
December 2026	Phase two review (pre-award risk assessments).
January-February 2027	Applicants notified of award decisions.
February-March 2027	Expected project start date.

We anticipate grant contract agreements to start in March 2027 and end December 31, 2029.

If selected, grantees may only incur eligible expenditures when the grant contract agreement is fully executed (signed by all parties), the grant agreement has reached its effective date, and the grantee has been notified that they may begin work.

Eligibility

The Full Tray Grant is intended for K-12 school districts or ECE centers that have some experience with local food procurement and Farm to Kids programming. School districts and ECE centers that are new to Farm to Kids and local food procurement should consider applying for the Farm to Kids **First Bite Grant**.

Eligible applicants

Applicants must meet the minimum requirements to be considered for this grant opportunity. Applicants must:

- Be a K-12 school, school district, ECE center, or CACFP sponsor of an ECE center in Minnesota that participates in federal meal programs as described below.
- Meet the requirements of the [Pre-award Risk Assessment](#).

K-12 schools or school districts

- Public or private K-12 schools or school districts in Minnesota that participate in the NSLP and serve food to K-12 students.
- Applicants must be an active NSLP program operator at the time of applying and remain an active program throughout the duration of the grant period.

Early childhood education centers

- ECE centers in Minnesota that participate in the CACFP.
 - Examples of ECE centers include but are not limited to Head Start, Early Head Start, preschool programs, child care centers, and child development centers.
 - Applicants must be an active CACFP operator at the time of applying and remain active throughout the grant period.
- CACFP sponsors may apply on behalf of eligible ECE centers.
 - Sponsor organizations may only include one center (including those with multiple locations) per application but may submit applications on behalf of multiple ECE centers.
 - The ECE center must be named in the application and a letter of support from the center must be included with the application.
 - Centers are capped at the maximum award amount of \$5,000 regardless of the number of locations. CACFP sponsors applying for a Full Tray grant may be eligible for up to \$25,000 depending on the ECE centers' eligible award amount determined by the ECE formula.
- Multi-site centers must submit one application on behalf of all locations participating in the CACFP.
 - Multi-site centers applying for a Full Tray grant may be eligible for up to \$25,000 depending on the ECE centers' eligible award amount determined by the ECE formula.

School districts and ECE centers serving sovereign Tribal nations are encouraged to apply.

MDA employees, their spouses/domestic partners, or any farms or businesses owned or principally operated by them or their spouses/domestic partners are not eligible applicants and are not eligible to receive funds from this grant program. In the application, applicants must also disclose the names and roles of any MDA employees or their spouses/domestic partners who are part of their organization's leadership, board of directors, or governing body.

Collaboration

School districts and ECE centers are encouraged to collaborate with farmers, nonprofits, local public health departments, and other community partners to strengthen their Farm to Kids program and application. Collaborators are not eligible to apply for this program. The school district, ECE center, or CACFP sponsor must be the applicant.

Letters of support

Applicants for the Full Tray Grant must obtain letters of support for the proposed project.

- You must include at least one letter of support from a producer who will benefit from this grant award. We encourage you to seek letters from each local producer you plan to source from during your project.
- If you buy foods grown or raised in Minnesota via a distributor, you must have the distributor write a letter of support identifying those farms and farmers.
- If you are a CACFP sponsor applying on behalf of an eligible ECE center(s), you must have the eligible ECE center(s) write a letter(s) of support stating their intent to participate in the grant and their acknowledgment that you, as the sponsor, are applying on their behalf.
- You are encouraged to submit letters of support from other 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 Kids program.

Eligible projects

Eligible projects will:

- Enhance and expand existing procurement and consumption of foods grown or raised in Minnesota and served in federal meal programs.
- Document how the grant funds will enable new or increased Farm to Kids purchases.
- Not start until the grant contract is signed by all parties and has reached its start date.
- Be completed in three years (December 31, 2029) or less. Contracts cannot be extended beyond three years.
- Be conducted in Minnesota at schools that participate in the NSLP or ECE center locations that participate in the CACFP.

Eligible food expenses

Eligible expenses are costs directly related to the project. All grant funds must be used to buy foods grown or raised in Minnesota for use in a federal meal program. Eligible items must meet all NSLP, SBP, or CACFP requirements.

Eligible food items include whole (unprocessed), minimally processed, and processed items that meet the following criteria.

- **Whole (unprocessed) or minimally processed foods** that are at least 80% grown or raised in Minnesota and retain their inherent character. Eligible unprocessed or minimally processed items may include but are not limited to:
 - Fruits
 - Vegetables
 - Herbs
 - Meat, fish, and poultry
 - Dairy (excluding fluid milk)
 - Eggs
 - Legumes
 - Grains
 - Maple syrup and honey
- **Processed foods** with at least one primary ingredient (excluding water) that is 80% grown or raised in Minnesota. **Note: Processed food items will need to be approved by MDA grant staff as Minnesota-eligible food purchases.** Examples of processed food items include:
 - Hot dogs
 - Tofu
 - Bread
 - Tortillas
 - Pre-made smoothies
 - Granola

The following processing methods are allowable and 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 or 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.

All foods must maintain source preservation such that the origin of the local ingredient is identifiable. To receive reimbursement when buying food through an intermediary vendor like a distributor, food hub, or farmers' market, or when buying processed food products, identification of origin farm (farm name and location) must be included on submitted invoices or provided with reimbursement materials, unless the product is on the [MDA's Verified Local Food List](#). Grantees may be required by MDA staff to submit additional documentation from the producer attesting that the product meets the 80% Minnesota-grown requirement.

Invoices must clearly indicate when the item was purchased or when the service was performed. All items must be purchased by the end date of the contract and be paid in full before requesting reimbursement.

All requests for reimbursement must be documented and submitted to the MDA no later than 60 calendar days after the grant end date.

Ineligible food expenses

The following items are examples of expenses that are **not** eligible for reimbursement:

- Fluid milk.
- Agricultural products that have been donated, including items that were donated to a third party.
- Produce grown in school gardens or college/university gardens or farms.
- Items grown or produced in a state other than Minnesota, including foods grown in a bordering state and sourced through a Minnesota farmers' market, food hub, or distributor.
- Items bought for any meal or snack program outside of the following federal child nutrition programs: NSLP, SBP, SFSP, SSO, or CACFP.
- Processed food products that do not contain a primary ingredient grown or raised in Minnesota and whose production technique is outside the scope of the required source preservation.
- Seeds, starter plants, and other garden equipment.
- Staff time for procurement, other food preparation, and related Farm to Kids planning.

Eligibility: Equipment Grant

The MDA will award equipment funds to requests that directly support the applicant's Farm to Kids efforts. Receiving a food grant does not guarantee the award of the equipment request.

Equipment requests may include the cost of equipment, shipping, sales tax, and associated installation costs. Equipment grant projects must be completed on or before **December 31, 2029**.

Eligible equipment items may include but are not limited to:

- Food processors
- Soup kettles
- Blast chillers
- Vacuum sealers
- Steamer trays
- Countertop griddles
- Combi ovens
- Freezers, coolers, refrigerators
- Braising pans

Ineligible Expenses

In addition to the ineligible items listed above, other ineligible expenses include:

- Expenditures incurred before the grant contract agreement is signed by all parties and reached its start date, whichever occurs later, or those incurred after the grant contract agreement expires. Examples of obligations include purchase orders, retainer agreements, sales orders, and any transaction creating an invoice.
- Staff wages and benefits.
- Consumable supplies (such as dishwashing detergent).
- Expenses paid for with cash.
- Marketing and promotional items associated with Farm to Kids meals and events.
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient).
- Taxes, except sales tax on goods and services.
- Late payment fees and finance charges.
- Expenses that have been or will be reimbursed under any federal, state, or local government funding or other grants (e.g., no “double dipping”).
- Purchases of items and services from staff, board members, farms owned/operated by staff or board members, or other individuals with whom they have an actual, potential, or perceived conflict of interest. (See Conflicts of Interest section for exceptions).
- Purchases of items or services from MDA employees, their spouses/domestic partners, or any farms or businesses owned or principally operated by them or their spouses/domestic partners.
- The purchases listed above are not an exhaustive list. Other purchases not explicitly listed here may be deemed ineligible by the staff, external reviewers, or the commissioner.

Application Review Process

Funding will be awarded through a competitive process. There will be two phases of the review process.

Phase one: initial review

During the first phase of the review process, MDA staff and external reviewers will evaluate all eligible applications based on the criteria and weight in the Project Evaluation Profile.

Reviewers and staff will meet and discuss the proposals and then recommend projects for whole or partial funding to the commissioner of agriculture, who reviews the recommendations and makes the award decisions.

In addition to the Project Evaluation Profile, reviewers, staff, and the commissioner may consider:

- Geographic distribution of projects
- Delivery of services to prioritized areas or stakeholders
- An applicant's history as a state grantee, including performance on previous grants, compliance with state rules and regulations, and capacity to perform the work

The MDA reserves the right to offer partial awards based on an assessment of the proposal, the pool of applicants, funding availability, or overall objectives of the grant program.

The timeline for the review process is listed in the [Timeline and Deadlines](#) section.

Phase two: SWIFT vendor verification and pre-award risk assessment

SWIFT vendor verification

All applicants that advance to phase two of the review process will need to register as an individual payee or supplier with [Minnesota's SWIFT system](#), if they do not already have an account. Those that already have a SWIFT account will need to verify that the information in their account is accurate. Applicants will be asked to provide their SWIFT vendor ID number and SWIFT vendor name (the name you are doing business under) during this phase.

Pre-award risk assessment

During the second phase of the review process, applicants that have been advanced from the first phase of review will be contacted by MDA staff to submit any additional documentation required for the pre-award risk assessment.

The MDA is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants ([MINN. STAT. 16B.981, Subd.2-5](#), [OGM Policy 08-02: Policy on Rating Criteria for Competitive Grant Review \(PDF\)](#), and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees \(PDF\)](#)).

All applicants' capacity to perform work related to the grant will be evaluated as part of their response to this RFP. Applicants being considered for an award may also be required to submit additional documents, such as financial reports, descriptions of internal controls, disclosure of conflicts of interest, and information about the performance on previous state grants, prior to being approved by MDA for an award. The award amount the

applicant is under consideration for, and the applicant type will determine what additional documentation needs to be submitted.

Applicants being considered for an award will submit the following:

- Certification that neither you nor your entity have been suspended or debarred by the State of Minnesota or the federal government. See the [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#).
- Certification that none of your current principals have been convicted of a felony financial crime in the past 10 years. Principal is defined as a public official, board member, or staff with authority to access grant funds or determine how funds are used.
- Documentation that your entity is in good standing with the Office of the Secretary of State, registered with the Attorney General's office, and current on its annual reporting requirements, if required for your organization ([MINN. STAT. 309.515](#), [309.52](#), and [309.53](#)).

If the MDA determines that the applicant has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

Award notice

The MDA will notify applicants, both successful and unsuccessful, in writing. Applicants may request a summary of the reviewers' 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, subd. 2-3](#) and [OGM Policy 08-01: Grants Conflict of Interest \(PDF\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give 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.

Examples of conflicts of interest would be an ECE center buying food from a farm owned by the family of the food service director or a school district buying equipment from a business owned by a school board member.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicant(s) or grantee(s) will be notified and actions may be pursued, including but not limited to, revising the grant work plan, amending the grantee duties in the grant contract agreement to mitigate the conflict of interest, requesting the grant applicant to submit a conflict of interest mitigation plan for MDA's review, disqualification from eligibility for the grant award, or termination of the grant contract agreement.

Grantees may generally not purchase items and services from staff, board members, farms owned/operated by staff or board members, or other individuals with whom they have an actual, potential, or perceived conflict of

interest. If grantees want to consider any of these individuals/organizations when making purchases, they must contact the MDA for pre-approval.

Grantees may not purchase items or services from MDA employees, their spouses/domestic partners, or any farms or businesses owned or principally operated by them or their spouses/domestic partners.

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 this 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; applications not submitted will not be considered.

Data provided in this application is initially classified by the [Minnesota Government 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 not public by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited 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 Minnesota's statute on grants ([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 proposal responses (except for data otherwise classified by law, including trade secret information as described below) becomes public data after the evaluation process is completed.
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information) will generally be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

- Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e., the data must be about the applicant) and otherwise meet the legal definition found in statute ([MINN. STAT. 13.37, subd. 1\(b\)](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique, or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN. STAT. 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State of Minnesota, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Requirements for Grant Recipients

Grant contract agreement

Each grantee must formally enter into a grant contract agreement with the MDA. The grant contract agreement will address the conditions of the award, including implementation for the project. Grant contract agreement templates are available for review on the [OGM Resources webpage](#). The MDA reserves the right to adjust these templates.

Upon approval of an application and before beginning work on the grant project and incurring any grant expenses, the applicant selected for a grant award must:

- If required, submit other documentation and certifications within 15 calendar days of award notification.
- Read and sign a grant contract agreement within 30 calendar days of being sent to the grantee. Failure to sign the contract within 30 calendar days may result in the award being rescinded.

You cannot begin work on grant activities or incur any grant expenses until a fully executed grant contract agreement is in place and you have been notified by the State's Authorized Representative that work may start. A fully executed grant contract agreement is one that has been signed by all parties and reached its start date, whichever is later. You must comply with the conditions and the grant contract agreement, and you will be legally responsible for assuring implementation of the grantee duties and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Some changes may become necessary during your project. Changes that alter the scope, objectives, outcomes, key personnel, work plan, or budget may require approval from the MDA and may require an amendment to the grant contract agreement.

Accountability and reporting

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met.

Annual progress reports must be submitted each fall through 2029, or until all grant funds have been expended and all of the terms in the grant agreement have been met, whichever is first.

The MDA reserves the right to modify reporting requirements throughout the grant. Grant payments will not be made on grants with past-due progress reports unless the MDA has given the grantee a written extension.

Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the grantee's ability to secure future funding from the MDA or other state agencies.

Information submitted in any report or survey will be classified as public data. If the grantee considers any information in the report to be trade secret, the grantee may request that the trade secret information be kept confidential and must specifically label that information. The MDA will notify the grantee if a public records request is made for the information claimed as protected by the grantee.

Monitoring

The MDA monitors grantees to ensure that work is progressing within the required time frame, to collect data on outcomes, determine if financial procedures are followed accurately and appropriately, and/or verify purchases made with grant funds. The MDA will perform a financial reconciliation of at least one payment on grants greater than \$25,000 and will require the submission and review of cost documentation showing proof of purchase and payment described in the Payments section. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA.

Before approving final payment, the MDA performs at least one monitoring visit for all grantees with awards greater than \$25,000. Other grantees may receive monitoring visits at the discretion of the MDA. Monitoring visits are typically done in-person at the project site but may also be done via phone or video conferencing (sometimes called "desk audits") and may include review and discussion of financial and program information.

Payments

Grant funds are disbursed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget and be tied to documented progress on the approved work plan. The MDA will review each request for reimbursement against the approved grant budget, grant expenditures to-date, and the latest grant progress report before approving payment.

Typically, reimbursement requests will need to include two types of cost documentation for each expense: proof of purchase (e.g., invoices, itemized receipts) and proof of payment (e.g., cleared checks, bank and credit card statements). Ineligible items and their cost must be clearly delineated in the proof of purchase. The MDA cannot reimburse expenses paid for in cash.

The MDA will review the submitted documents and determine if any additional documentation needs to be submitted by the grantee. Any additional documentation must be submitted by the grantee and reviewed and approved by the grant administrator before the MDA provides the reimbursement. Additional details can be found in the [MDA Reimbursement Guide \(PDF\)](#).

Matching contributions will require the same cost documentation as other expenses being reimbursed by grant funds.

Equipment Grant expenses will not be reimbursed until at least 75% of Full Tray Grant food funds are spent and reimbursed. Purchases of equipment within the purchasing period will still be eligible for reimbursement even if the equipment is purchased before 75% of the Full Tray Grant is spent.

Grant payments will not be made on grants with past-due progress reports or if required documentation related to the invoice or financial reconciliation is missing, unless the MDA has given the grantee a written extension.

Grantees may submit reimbursement requests throughout the grant period. All requests for reimbursement must be submitted to the MDA no later than 60 calendar days after the grant end date.

Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities (MINN. STAT. 270C.65, subd. 3 and other applicable laws).

Contract and bidding requirements

All grantees must follow the State's bidding requirements when buying supplies or services based on their entity type and the cost of the purchase.

Political subdivisions or municipalities

Grantees that are political subdivisions or municipalities must use these guidelines:

- Municipalities are required to comply with the Uniform Municipal Contracting Law ([MINN. STAT. 471.345](#)).
- The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees for the selection, award, and administration of contracts.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- The grantee and any subrecipients/subcontractors must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41](#) through [MINN. STAT. 177.50](#)).
- Municipalities and any subrecipients/subcontractors must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government (See [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)) and [System for Award Management \(SAM.gov\)](#).

Nongovernmental entities

Grantees that are nongovernmental entities, including businesses, nonprofits, and individuals, must use these guidelines:

- Any services and/or materials that are expected to cost \$100,000 or more must use a formal notice and bidding process.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or be awarded to a targeted vendor.
- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or be awarded to a targeted vendor.
- The grantee must take all necessary affirmative steps to ensure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [Office of State Procurement – Targeted Group, Economically Disadvantaged, and Veteran-Owned Vendor \(TG/ED/VO\) List](#)
 - [Metropolitan Council Underutilized Business \(MCUB\) Program Directory](#)
 - [Central Certification \(CERT\) Directory](#)
- The grantee must maintain written standards of conduct covering conflicts of interest and governing their actions and the actions of its employees for the selection, award, and administration of contracts.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- The MDA may waive bidding process requirements when:
 - Vendors included in the response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - It is determined there is only one reasonably able and available source for such materials or services and that the grantee has established a fair and reasonable price.
- The grantee and any subrecipients/subcontractors must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41](#) through [MINN. STAT. 177.50](#)).
- The grantee and any subrecipients/subcontractors must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government. See [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#).

Federal meal program procurement requirements

Federal regulations require that child nutrition programs must use their own documented procurement procedures. In addition, federal regulations in 2 CFR 200.318 outline procurement standards, which are to be included in local procurement procedures. Regulations in 2 CFR 200.319 address steps child nutrition sponsors must take to ensure full and open competition. School nutrition sponsors must also comply with Buy American requirements found in 7 CFR 210.21(d).

Grantee website and publicity

All grant projects must publicly credit the MDA funding in all public communications, presentations, printed materials, and on the grantee's website. Additionally, OGM [Policy 08-04: Rating Criteria for Competitive Grant Review \(PDF\)](#) grantees with a website must clearly post on their website the names and contact information for the grantee's leadership and the employee(s) or other person(s) who directly manages and oversees the grant contract agreement on behalf of the grantee (the authorized representative) ([MINN. STAT. 16B.98, subd. 5 \(d\)](#)).

Grantee obligation to inform

Throughout the term of the grant agreement, the grantee has an ongoing responsibility to:

- Immediately notify the state if the grantee, or its Authorized Representative, key personnel, board members, officers or public officials, executives, employees or staff (paid or volunteer), agents, or any individuals with authority to access, manage, or use grant funds or in a position of fiduciary responsibility related to the grant is suspended or debarred from doing business with the State of Minnesota or the federal government (MINN. STAT. 16B.98, subd. 1) or is convicted of felony financial crime or a criminal offense related to a State grant agreement.
- Inform the MDA of changes to their project (see [Grant contract agreement](#)).

Grantee evaluation

Prior to the closeout of the grant, the MDA will evaluate the performance of all grantees. The evaluation will include the purpose of the grant; the amount provided to the grantee; information about the grantee's timeliness, quality, and overall performance in meeting the terms and objectives of the grant; if the grant was terminated; and any concerns with grantee's use of State funds. Evaluations of grantee performance for grant contract agreements greater than \$25,000 must be provided by the MDA to the Minnesota Department of Administration ([MINN. STAT. 16B.98, subd. 12](#)). Evaluations are considered public data ([MINN. STAT. 13.599](#)).

Audits and record retention

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 commissioner of administration, the MDA, the state auditor, the attorney general, and the legislative auditor as appropriate ([MINN. STAT. 16B.98, subd. 8](#)). This requirement will last for a minimum of six years from the grant contract agreement end date, approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Grantees are responsible for the retention of documents and records relevant to their grants. Grantees should maintain a project file containing copies of all invoices, receipts, proofs of payment, reimbursement requests, important correspondence with the MDA, progress reports, and any other documents associated with the project. Upon request by the State, the grantee shall produce a legible copy of the records saved in their project file.

Affirmative action and nondiscrimination

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, familial status, 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 in regard to 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](#).

Voter registration

The grantee will provide voter registration services for its employees and for the public served by the grantee ([MINN. STAT. 201.162](#)).

Right of Cancellation

This RFP does not obligate the MDA to award any grant(s). The State reserves the right to cancel this RFP if it is considered to be in the best interest of the program, agency, or the State of Minnesota. The State also reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this RFP. The State does not intend to award a grant contract agreement solely on the basis of any response made to this RFP or pay for information solicited or obtained.

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 Kids programs are intended to help schools and early childhood education centers purchase foods grown or raised in Minnesota and the necessary kitchen equipment to support Farm to Kids efforts as a part of their school nutrition programs.

Project Evaluation Profile

Full Tray Grant evaluation profile

Farm to Kids Full Tray Grant evaluation criteria	Maximum score
Farm to Kids plans The proposed project demonstrates experience with Farm to Kids programming or a clear plan for Farm to Kids programming that includes local sourcing directly from farms or through distributors, tracking local purchases, and integrating related Farm to Kids marketing as a part of cafeteria service.	20
Impact on Minnesota agriculture - The proposed project will increase institutional purchases of Minnesota agricultural products and create new market access and opportunities for Minnesota farmers and producers. - Applicant provides a clear plan to buy and use foods grown or raised in Minnesota as a part of the NSLP, SBP, SFSP, SSO, or CACFP.	20
Priority areas - Project increases purchases of a wide range of agricultural products, including culturally relevant foods and specialty crops (e.g., fruits, vegetables, culinary herbs, and horticulture products like maple syrup and honey). - Project increases purchases from a variety of Minnesota farmers and food producers, including small- and mid-sized producers.	10
Student and community engagement Project creates strong connections between community, cafeteria, and classroom.	10
Measurable outcomes - Application demonstrates that the applicant has researched and adequately planned for sourcing, purchasing, and the use of local food in project activities. - Application describes applicant's ability to manage and track reporting requirements on the grant for reimbursable expenses.	10
Work plan and timeline - Applicant demonstrates the organizational capacity necessary to successfully complete the project. - Work plan is thorough and realistic. - Work plan includes a timeline broken down by estimated dates/months, key activities, and responsible party/individuals for each activity. - Project creates opportunities to develop lasting procurement practices and relationships that can be sustained beyond the grant period. - Timeline has all purchases completed by December 31, 2029.	10

Farm to Kids Full Tray Grant evaluation criteria	Maximum score
Budget table and narrative - Budget table is complete, shows the use of grant funds, and the amount and source of the cash match. - Narrative is clear and explains the use of grant funds.	10
Clear, concise, complete Proposal is easy to understand, brief, and meets all the requirements.	5
Letter(s) of support Application includes strong letter(s) of support from project partners.	5
Farm to Kids Full Tray Grant total	100

Equipment Grant evaluation profile

Farm to Kids Equipment Grant evaluation criteria	Maximum score
Equipment request Applicant demonstrates that the equipment will support their Farm to Kids program.	10
Budget Budget table is clear and explains the use of grant funds and amount and source of the cash match.	10
Farm to Kids Equipment Grant total	20

Application Questions

This section lists the questions you'll be answering in our online system.

Contact information

Applicant information

- Name of school district or early childhood education (ECE) center or CACFP sponsor
- School district or ECE center or CACFP sponsor mailing address
- Counties served
- Site ID
- Site name
- Sponsor/organization name
- Sponsor ID (if applicable)
 - If you are self-sponsored, provide only your Sponsor ID.
- State House District(s) your institution serves (Use the [District Finder](#) if you don't know your district.)

Primary contact

If awarded a grant, this is the person who will be responsible for leading the project.

- Primary contact name (first and last name)
- Primary contact title
- Primary contact telephone number
- Primary contact email

Authorized representative

If awarded a grant, the person that is legally authorized to and will sign the grant contract agreement for this organization. This should not be a grant writer or a 1099 contractor as these individuals typically would not have authority to enter the grant contract agreement with the MDA. This may be the same as the contact listed above:

- Authorized representative name (first and last name)
- Authorized representative title
- Authorized representative telephone number
- Authorized representative email
- Authorized representative mailing address

Authority to Apply

- Upload a signed “**Authority to Apply Letter**” based on the [Authority to Apply Letter template](#) provided at the end of this document. The letter must be on the letterhead of the organization applying for the grant and include all the information requested. It should be signed by an individual at the school or school district (typically a superintendent or school business officer) who has the authority to sign contracts on behalf of the school or school district.

Eligibility

Confirm that at least one of the following statements apply.

- The applicant is a Minnesota school or school district serving K-12 students and participating in NSLP. (True or False)
- The applicant is a Minnesota ECE center and participating in CACFP. (True or False)
- The applicant is a Minnesota CACFP sponsor and applying on behalf of eligible CACFP ECE center(s). (True or False)
 - If true, list the names and addresses of the ECE centers you are applying for:

Confirm that the following statements. You must respond “True” to all the statements to be eligible to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for some of these statements.

- The applicant and the applicant’s key personnel, board members, officers, executives, employees, agents, or any individual with authority to access, manage, or use grant funds or in a position of fiduciary responsibility related to the grant are not suspended or debarred from doing business with the State of Minnesota or the federal government. (True or False)
- The applicant is registered and in good standing with the Minnesota of the Secretary of State (SOS) or is not required to maintain a registration with the SOS. You can verify that you are registered and in good standing by searching for your entity’s name on the [SOS website](#). (True or False)
- The applicant’s current principals have not been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, board member, or staff (paid or volunteer) with authority to access grant funds or determine how funds are used. (True or False)
- The applicant’s key personnel, board members, officers, executives, employees, agents, or any individual with authority to access, manage, or use grant funds or in a position of fiduciary responsibility related to the grant have not been convicted of a criminal offense related to a State grant agreement. (True or False)
- The applicant does not owe the State of Minnesota any back taxes and has not defaulted on any State of Minnesota backed financing in the last seven years. (True or False)
- The applicant is compliant with current state and federal regulations. (True or False)
- The applicant is not an MDA employee, spouse or domestic partner of an employee, or a farm or business principally owned by one of them. (True or False)

State of Minnesota employees

- Does the applicant’s leadership, board of directors, or governing body include any MDA employees or their spouses/domestic partners, or is the applicant a State of Minnesota employee, spouse or domestic partner of a State of Minnesota employee, or a farm or business principally owned by one of them? (Yes or No)
 - If yes, list their name(s) and role(s) in the applicant’s organization.

Organization eligibility

- What kind of entity is your organization?
 - For-profit business
 - Nonprofit organization
 - Another type of entity, such as a public school/school district or Tribal government
- If you selected for-profit business: The applicant is not under bankruptcy proceedings. (True or False)
- If you selected for-profit business: The applicant will disclose liens on assets, if required as part of the pre-award risk assessment. (True or False)
- If you selected nonprofit organization: The applicant is registered with the Minnesota Attorney General's office and is current on its annual reporting requirements or is exempt from the registration requirement. You can verify that you are registered and have an active status by searching for your entity's name on the [Minnesota Attorney General's office website](#). (True or False)

Attestations

Attest to the following statements. You must respond "Yes" to all the statements to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for some of these statements.

- I attest that I have the authority to apply for this grant. (Yes or No)
- I attest that all information supplied in this application is true, correct, and reliable to the best of my knowledge. (Yes or No)
- I attest and understand that the submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law. (Yes or No)
- I attest and understand that receiving public funds as a consequence of false representations constitutes an act of fraud. (Yes or No)
- I attest that the supporting documentation for the claims and assertions made within this application is available to the MDA for its review. (Yes or No)
- I attest and understand that the submission of additional documents, as described in the RFP, may be required as part of the pre-award risk assessment if my project is recommended for phase two of the review process. (Yes or No)
- I attest that we have not incurred an obligation to pay for goods or services (and will not incur an obligation to pay for goods and services) before the grant contract agreement is signed by all parties and reaches its start date, whichever is later. (Yes or No)
- I understand the MDA is unable to reimburse for any obligations to pay for goods and services ordered prior to the effective start date of the grant contract agreement. Examples of "obligations to pay" for goods or services include purchase orders, retainer agreements, sales orders, and any transaction creating an invoice. (Yes or No)

Previous State of Minnesota grants

- Have you received a previous AGRI Farm to Kids (Farm to School and Early Care) Grant or another grant from the MDA or the State of Minnesota in the last five years? (Yes or No)
 - If yes, briefly describe your previous grants, including dates, amount awarded, and how you are working towards spending the funds. If you have not fully spent your previous grants, describe in detail your plan for spending these funds. (1,000 characters, including spaces)

Note: School districts, schools, and ECE centers that received a First Bite or Full Tray Grant since FY 2022 are not eligible to apply for a First Bite Grant in FY 2027 but can apply for a Full Tray Grant. Recipients in FY 2027 will not be eligible for the First Bite grant in later funding rounds. The MDA will verify your previous grants.

Project summary

Project title and description

- Project title (include the name of your school/ECE center in the title) (100 characters including spaces)
- Provide a brief description of your project outlining what you plan to do, purchase, upgrade, etc. and why. Include the name of your organization. Limit your description to three sentences. This project description may be shared with the public through press releases, the MDA website, legislative reports, and other publications. (500 characters, including spaces)

Farm to Kids plans

- How have you engaged in Farm to Kids (Farm to School or Early Care) to date? If you have no Farm to Kids experience, describe what interests you in starting a Farm to Kids program. (2,000 characters, including spaces)
- How will this grant help you start or expand your Farm to Kids efforts? (2,000 characters, including spaces)

Impact on Minnesota agriculture

- How will your project increase access to and consumption of food grown or raised in Minnesota? (2,000 characters, including spaces)
- What local foods do you plan to purchase? Where/how will you source these foods? (2,000 characters, including spaces)

Grant priorities: Diversity of agricultural products

- It is a priority for this grant to support grantees in buying 1) a wide range of agricultural products, including culturally relevant foods and specialty crops, and sourcing 2) products from a variety of Minnesota producers and farmers, including small- and mid-sized producers. How will the proposed project increase purchases of foods grown or raised in Minnesota that align with these priorities? (2,000 characters, including spaces)

Student and community engagement

- How will you promote foods grown or raised in Minnesota in the cafeteria, classroom, and community?
Check all that apply:
 - Utilize [Minnesota Harvest of the Month](#) resources (posters, clings, videos, etc.)
 - Offer special locally sourced meals (i.e. Minnesota Thursday lunches)
 - Taste tests
 - Celebrate Farm to Kids Month (October)
 - Classroom or school garden activities and lessons
 - Field trips
 - School or community event(s)
 - Other (please describe)
- Describe your plans for implementing the Farm to Kids events selected above. (2,000 characters, including spaces)

Project readiness

Organizational capacity

- Describe your ability to carry out the proposed project and similar work you've done in the past. Include your experience with managing grants and meeting reporting requirements. Explain how your staff and any partners or collaborators will successfully carry out the proposed project. (2,000 characters, including spaces).

Letters of support

Letters of support can be typed on letterhead, hand-written, or sent by email. Letters of support must be combined into one document and uploaded as a part of the application process.

- You must include at least one letter of support from a producer who will benefit from this grant award. We encourage you to seek letters from each local producer you plan to source from during your project.
- If you buy foods grown or raised in Minnesota via a distributor, you must have the distributor write a letter of support identifying those farms and farmers.
- If you are a CACFP sponsor applying on behalf of an eligible ECE center(s), you must have the eligible ECE center(s) write a letter(s) of support stating their intent to participate in the grant and their acknowledgment that you, as the sponsor, are applying on their behalf.
- You are encouraged to submit letters of support from other 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 Kids program.

Work plan and timeline

Complete the following table to outline the steps that you will take to complete your Full Tray Grant 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 buying, installing, and using your new equipment. You are not required to fill every line in the table.

Timeframe	Description of task or key activity	Responsible party/individuals
Ex: April 2027	Request bids from three local farmers for cucumbers	Nutrition Director

Full Tray Grant food budget

Food grant request

- Food grant funds requested (minimum \$5,000, maximum \$25,000)
- Food funds cash match (a 1:1 cash match is required for Full Tray food awards)
- Total food costs (grant + match)

Food budget table

- Complete a budget table to detail how you expect to use your Full Tray Grant.
 - Use these categories to help organize your food budget: Fruits; Vegetables; Herbs; Meat, Fish, and Poultry; Dairy (excluding fluid milk); and Other (eggs, legumes, grains, maple syrup, honey, and other Minnesota-eligible processed items). Not all areas will apply to all projects.
 - You are not required to fill every line in the table.
 - There is a separate budget table for equipment request.
- A 1:1 match is required for Full Tray grants.
 - Your budget must show the amount that you are requesting in grant funds and the amount you are using to fulfill the match requirement.
 - The anticipated total cost column should include the match. If awarded a food grant, you will be reimbursed 50% of your total eligible expenses.
 - For example, if you are requesting \$10,000 in grant funds, your total budget will show \$20,000 in anticipated total costs. Your award amount will be determined based on the total amount requested in your budget table.

Example food budget table

Category	Timeframe (list months)	Anticipated items	Anticipated farm(s) or businesses	Anticipated total cost
Fruits	Sept 2027- Oct 2028	Apples, raspberries	AppleBerry Farm, Farmers Apple Orchard	\$4,500
Vegetables	June 2027- Dec 2028	Carrots, cucumbers, tomatoes	Farmer Tom A. Toe, Farmers' Market Food Hub	\$2,500
Meat, Fish, and Poultry	Sept 2027- Dec 2028	Ground beef, bacon, turkey hot dogs	The Local Meat Farm, Thom's Turkey Farm, Pig's Pork Farm	\$6,500
Other	March 2027- Oct 2027	Maple syrup and honey	Sweet Bee's Farm	\$450
Anticipated total costs:	-	-	-	\$13,950

Farm to Kids Equipment Grant Funds Request

- Are you requesting funds for equipment to support your Farm to Kids program? (Yes or No)
 - If yes, how will the equipment help you store, prepare, and serve foods grown or raised in Minnesota? (2,000 characters, including spaces)

Equipment Grant budget

Equipment grant request

- Equipment grant funds requested (maximum \$20,000)
- Equipment funds cash match (A 1:1 cash match is required for equipment awards.)
- Total equipment costs (grant + match)
- How will the equipment help you store, prepare, and serve foods grown or raised in Minnesota? (2,000 characters, including spaces)

Equipment grant budget table

- Complete a budget table to detail how you expect to use your equipment award.
 - You should include a description of the item, quantity, cost per unit, total estimate, source of the estimate, and the total grant funds requested. The MDA will award equipment funds to requests that directly support the applicant's Farm to School efforts.
 - Receiving a Full Tray Food Grant does not guarantee the award of the equipment request.
 - You are not required to fill every line in the table.
- A 1:1 match is required for Equipment grants.
 - Your budget must show the amount that you are requesting in grant funds and the amount you are using to fulfill the match requirement.
 - The anticipated total cost column should include the match. If awarded a food grant, you will be reimbursed 50% of your total eligible expenses.
 - For example, if you are requesting \$10,000 in equipment grant funds, your total match requirement will be \$10,000, and your total amount should be \$20,000.

Example equipment budget table

Equipment description	Quantity	Cost per unit	Anticipated total cost	Source of estimate
Ex: Robot Coupe	2	\$4,000	\$8,000	Kitchenequipment.com
Anticipated total costs:	-	-	\$8,000	-

Reimbursement acknowledgement

I understand that all payments on this grant project will be made on a reimbursement basis based on the terms outlined in the Payments section of the RFP. (Yes or No)

Authority to Apply Letter Template

Farm to Kids First Bite or Full Tray Grant Program

With your application for the Farm to Kids First Bite or Full Tray Grant program, you must upload a signed “Authority to Apply Letter” based on this template. Note:

- The letter must be on the letterhead of the organization applying for the grant.
- All information must be included.
- The signer must be an individual with authority to sign contracts on behalf of the school district (e.g., superintendent or school business officer).

Date: [MM/DD/YYYY]

To: Minnesota Department of Agriculture, Ag Marketing and Development Division

From: [Name of official with authority to sign]

[Name of applicant] has the authority to apply for the Fiscal Year 20[XX] Farm to Kids First Bite or Full Tray Grant program on behalf of [name of school district].

The following individuals have been identified as the primary points of contact for any resulting grant contract agreement:

Identified Official with Authority (IOwA) to Sign

Name of official with authority to sign:

Title:

Phone number:

Email:

Primary Program Contact Information

Name of program contact:

Phone number:

Email:

Business Manager Contact Information

Name of business manager:

Title:

Phone number:

Email:

Signature and Date of the Official with Authority to Sign

Name:

Date: