



Kentucky Department of Agriculture & USDA Farm to School
Mini-Grant Funding Opportunity
KY Farm to School: FFA and Food Service Project



INTRODUCTION

The *Kentucky Farm to School: Future Farmers of America (FFA) and Food Service Project* is the next step for growth in Kentucky's Farm to School program. Funding provided by the United States Department of Agriculture's (USDA) Patrick Leahy Farm to School Grant Program will give the Kentucky Department of Agriculture (KDA) the ability to provide educational and procurement training opportunities to future farmers and school Food Service Authorities (FSA). FSAs and FFA Chapters will collaboratively work together to bring more local foods into their schools by creating stronger, sustainable partnerships encompassing the 3 C's of Farm to School: Cafeteria, Classroom and Community.

This project will encompass six (6) sub-grants awarded to FSAs (**up to 1 per county**) whose teams will consist of the district's FFA Chapters, FSA and UK Cooperative Extension's Nutrition Education Program and/or UK Cooperative Extension Agriculture Agents. The single award will be co-managed by the application's designated Agriculture Teacher and FSA. Multiple FFA chapters within a school/district may collaborate and submit a single application, but if awarded, the same co-managing designees will be responsible for the implementation.

The grant funds will allow FSAs to purchase much needed walk-in coolers and freezers exclusively designated to Farm to School's fresh, locally grown products purchased. It will also allow FFA Chapters to purchase equipment needed to introduce or build upon district's hydroponic systems, plastic culture and/or traditional agricultural practices. Further, this project will aid in the success of the awarded \$3.2M dollar Local Food for Schools (LFS) grant in providing adequate storage of purchased products.

The sub-grant application will offer priority scoring to applicants with the following:

- A National School Lunch Program (NSLP) free and reduced-price ranking of 50% or higher.
- Within one of Kentucky's 73 designated [USDA StrikeForce Initiative for Rural Growth and Opportunity](#) counties.
- Within one of the eight Kentucky Highlands Promise Zone counties (Bell, Clay, Harlan, Knox, Leslie, Letcher, Perry or Whitley).

This project will include the following expectations:



Kentucky Department of Agriculture & USDA Farm to School
Mini-Grant Funding Opportunity
KY Farm to School: FFA and Food Service Project



- Development of sub-grantee application for the *KY FFA and Food Service Project* by FSAs.
- Grant committee review of submitted applications and award of six sub-grants (up to 1 award per county).
- KDA's Tina Garland, Administrative Branch Manager (ABM) and KDA's FTS Grants Administrator, Kacy McLean, will manage grantee projects.
- Attendance to an annual group meeting with the six sub-grantees teams to promote hands-on and peer-to-peer learning.
- Ongoing technical assistance provided to all sub-grantee teams.
- Glean vital data to develop an *FFA and Food Service Project Toolkit* for other FSA's FFA Chapter use in their implementation and improvement of their Farm to School program.
- Assist FSAs with local procurement practices and provide culinary guidance on how to process fresh products to place on their menu.
- Gather student feedback on purchased fresh product via taste testing, allowing Kentucky Department of Education and KDA Chef Consultants to construct a recipe library using healthy, freshly grown products available to all FSAs across the state.
- Promote and encourage the usage of the newly developed [KY Farm to School Hub](#).

Submit a completed application via email to Tina Garland at tina.garland@ky.gov and Kacy McLean at kacy.mclean@ky.gov by **12:00 AM (Midnight) on Thursday, November 30, 2023**. If awarded a mini-grant, an official award letter and agreement will be assigned with Board signature required.

- All applications must be typed in 12 point Calibri font.
- Any application that is incomplete will be deemed void.
- Applications are scored using a rubric with a total of 100 points possible.



**Kentucky Department of Agriculture & USDA Farm to School
Mini-Grant Funding Opportunity
KY Farm to School: FFA and Food Service Project**



**KY FARM TO SCHOOL: FFA AND FOOD SERVICE PROJECT
MINI GRANT APPLICATION**

DISTRICT & FFA CHAPTER INFORMATION

School Name:

FFA Chapter(s) and Chapter Number(s) (if applicable):

Schools Federal Tax ID Number:

EMars Number:

School District Mailing Address:

Town/City:

County:

State:

Zip:

FOOD SERVICE CONTACT INFORMATION

Food Service Authority:

Food Service Contact Person for Project:

Food Service Contact Person Phone:

Food Service Email Address:

Town/City:

County:

State:

Zip:

Preferred Communication Method: (choose one or more)



**Kentucky Department of Agriculture & USDA Farm to School
Mini-Grant Funding Opportunity
KY Farm to School: FFA and Food Service Project**



Postal Mail

Telephone

Email

AGRICULTURE TEACHER CONTACT INFORMATION

Agriculture Teacher Contact Person:

Agriculture Teacher Phone:

Agriculture Teacher Email Address:

Town/City:

County:

State:

Zip:

Preferred Communication Method: (choose one or more)

Postal Mail

Telephone

Email

PRIORITY CATEGORIES

Percentage of NSLP Students Free and Reduced (based on [SY22-23 Qualifying Data](#)): %

Are you in one of KY's 73 StrikeForce counties?

Yes

No

[Click here to view the qualifying counties.](#)

Are you in one of KY's 8 Promise Zone counties?

Yes

No

(Whitley, Knox, Clay, Bell, Harlan, Leslie, Perry and Letcher)



**Kentucky Department of Agriculture & USDA Farm to School
Mini-Grant Funding Opportunity
KY Farm to School: FFA and Food Service Project**



ADDITIONAL APPLICANT INFORMATION

Estimated Project Timeline: Start Date: End Date:

At the time of the application, how long has your FFA Chapter been working with your Food Service Department?

- Never Less than 2 years 2 – 5 years 6 – 10 years More than 10 years

Do you keep records of your production? Yes No

What other groups are you a member of or affiliated with? (Check all that apply.)

- Kentucky Proud™ Farmers Market OAK
 Grow Appalachia CFA Appalachian Proud

List any others:

Are you willing to share pictures or give tours of the project? Yes No

List of School Districts/Counties you are currently working with?

List of School Districts/Counties you would like to work with?

Current Local Food Use

If your school is currently purchasing any locally grown food, please fill out the chart below. Contact your local Food Service Authority for this information.

Local food item	Producer or FFA	Amount (\$'s or lbs.)



**Kentucky Department of Agriculture & USDA Farm to School
Mini-Grant Funding Opportunity
*KY Farm to School: FFA and Food Service Project***



THE 3 C'S OF A COMPREHENSIVE FARM TO SCHOOL PROGRAMS

Farm to School programs include activities in three areas: Cafeteria, Classroom and Community. By working in these three areas, programs are more effective as they “connect the dots” for children in what they eat, what they learn and what they observe in their communities. Below are examples of Farm to School activities in each of the 3 C's. Your Farm to School team can choose from the activities listed below or develop your own activities.

Cafeteria	Classroom	Community
<ul style="list-style-type: none"> • Serve locally grown food in the cafeteria • Display signage that identifies locally grown food and where it comes from • Create special recipes using local foods • Serve locally grown food in the Fruit and Vegetable program • Offer taste tests in the cafeteria to encourage students to try local items • Summer Feeding Program • Pre-school Program • October Farm to School Week/Month • National School Lunch Week • Smarter Lunchrooms 	<ul style="list-style-type: none"> • Adopt the Kentucky Farm 2 School curriculum or another Farm to School curriculum approved by Kentucky Department of Agriculture • Engage students in projects that teach about the food system • Provide a field trip to your growing operation • Invite a member of the FFA program that grows or is committed to growing food for the school to visit the classroom • Do taste tests in the classroom • Organize cooking projects using locally grown foods example Farm to School Junior Chef or Kentucky 4-H Culinary Challenge 	<ul style="list-style-type: none"> • Organize a community dinner/food event, inviting families to eat local raised food with the FFA Chapter as the guest speaker • Pre-school Program • Summer Feeding Program • Recruit community members to help with school gardens • Encourage families to participate in Community Supported agriculture • Engage parents in classroom and cafeteria activities • Support a Local Food Bank with some of products grown by school gardens or the local FFA Chapter



**Kentucky Department of Agriculture & USDA Farm to School
Mini-Grant Funding Opportunity
KY Farm to School: FFA and Food Service Project**



Developing a Farm to School Team (10 points)

Grant recipients are expected to convene a Farm to School team with at least three (3) meetings during the grant period to plan and implement the program. The team should have one management representative from the cafeteria (such as the Food Service Authority or Cafeteria Manager), one Ag teacher and at least one representative from one of the following community groups: local Extension Office, classroom teacher, Health Department representative, parent, student, farmer or community member.

Farm to School Team

Fill in the name of the chosen representative and their contact information.

	Full Name	Email Address
Ag Teacher		
Cafeteria Management		
Community Member		

Letters of Support (5 points per LOS) (15 Points)

A minimum of three letters of support are required to ensure the Farm to School team members or partners you will be utilizing resources from are committed to supporting activities covering the 3 C's: Cafeteria (Food Service Authority), Classroom (Ag/FFA Teacher) and Community (Partner from any professional organization as listed above). Partners should indicate specific activities that they are willing to participate in or describe how they support your Farm to School team.



Kentucky Department of Agriculture & USDA Farm to School
Mini-Grant Funding Opportunity
KY Farm to School: FFA and Food Service Project



Project Sustainability: (10 Points) (Describe how the proposal supports the long term Farm to School program.)

Project Sustainability (up to 250 words)

Cafeteria, Classroom and Community Action Plan and Measurable Outcomes (35 points)

This section should be completed in collaboration with all teams included within the application.

3 C's: Cafeteria

What steps do you plan to take to incorporate more locally grown food into the school cafeteria?

Activity	Anticipated Start Date (Month, Yr.)	Anticipated Completion Date (Month, Yr.)	Evaluation/Indicator	Responsible Party (Name, Title, Organization)

3 C's: Classroom

What steps do you plan to take to educate about nutrition and agriculture in the classroom?

Activity	Anticipate Start Date (Month, Yr.)	Anticipate Completion Date (Month, Yr.)	Evaluation/Indicator	Responsible Party (Name, Title, Organization)



Kentucky Department of Agriculture & USDA Farm to School
Mini-Grant Funding Opportunity
KY Farm to School: FFA and Food Service Project



3 C's: Community

What steps do you plan to take to engage the community?

Activity	Anticipate Start Date (Month, Yr.)	Anticipate Completion Date (Month, Yr.)	Evaluation/Indicator	Responsible Party (Name, Title, Organization)

Budget (10 Points)

FFA: List below what the grant funds will pay for: (Total maximum amount \$22,862.00 for Greenhouse and outdoor growing equipment)		
Item	Cost	Explanation
Total		

Food Service: List below what the grant funds will pay for: (Total maximum amount \$27,138.00 for Walk-in cooler and Walk-in freezers)		
Item	Cost	Explanation
Total		



Kentucky Department of Agriculture & USDA Farm to School
Mini-Grant Funding Opportunity
KY Farm to School: FFA and Food Service Project



MEMORANDUM OF AGREEMENT

By signing the memorandum of agreement below I understand if funded for the Farm to School grant I am agreeing:

- Shall convene a Farm to School team with representatives from cafeteria, farm and community that shall meet at least three times during the grant period and shall submit meeting minutes.
- Shall participate in a mandatory Farm to School Grantee Trainings with at least three team members present.
- Shall implement all activities, including components in the three areas of Farm to School —Cafeteria, Classroom and Community— and fully expend USDA grant funding between December 1, 2023, and June 30, 2025. Any amendments to the grant application’s outcomes, narratives or budget will need pre-approval in writing from the Grants Administrator.
- Shall participate in a mid-point conference call with the program coordinator and provide updates.
- Shall be available for on-site visits.
- Shall submit a final report by August 31, 2025.
- Announcement of awarded grant by December 31, 2023.
- Funding will be disbursed after completion of the Farm to School FFA and Food Service Grant Training.

Signature/date of Superintendent

Signature/date of Agriculture Teacher

Signature/date of Food Service Authority