



COMMUNITY
FARM
ALLIANCE



Kentucky Farm to School Network: School Garden Mini-grant Memorandum of Understanding

Thank you for your interest in partnering with Community Farm Alliance in building a strong Kentucky Farm to School Network. This grant is provided by Community Farm Alliance with funding from the Foundation for a Healthy Kentucky. The award will be \$5,000 to spend over spring 2026 - November 2026 as described in project budget proposal and budget. This grant offer comes with the following terms and conditions:

General:

- ☐ Work with the KY Farm to School Network team to plan, establish, maintain, and evaluate the school garden and education project.
- ☐ Participate in *summer* garden and nutrition education/cooking programming, which could be through summer feeding enrichment, summer school, day camps or day care, as described in the project proposal.
- ☐ Either party can terminate this agreement within 10 days of notification
- ☐ If the school fails to implement the project and abide by these terms and conditions, grantees will be required to return the funding.

Reporting:

- ☐ Grantees must provide 3 reports on project progress and completion: at the end of May, the end of August and the first of November (final report).

Financial:

- ☐ Keep all receipts/invoices and turn them in to the Kentucky Farm to School Network.

Media:

- ☐ Get parent/guardian permission for relevant student photos/media.
- ☐ Take and share photos and/or video of the garden project with the Ky Farm to School Network.

Optional, but encouraged:

- ☐ Form a plan, possibly a booster club, for volunteer support and sustained fundraising

Laurie White,
Network Coordinator
Kentucky Farm to School Network

Myrisa Christy
Executive Director
Community Farm Alliance

I confirm, on behalf of Hawthorne Elementary School, the agreement of Hawthorne Elementary School to the terms and conditions provided in this MOU.

Signature	Position Superintendent
Printed name Dr. Brian Yearwood	Date

Project Primary Contact

Name:

Becca Haynes

Position:

Principal

Email:

rebecca.haynes@jefferson.kyschools.us

Phone:

502 485-8263

Project Secondary Contact

Name:

Elvira Paguada

Position:

FRC Coordinator

Email:

elvira.paguada@jefferson.kyschools.us

Phone:

502 485-8263

Make check payable to: Hawthorne Elementary School

Address to mail check: Hawthorne Elementary School, 2301 Clarendon Avenue, Louisville, KY 40205

**JEFFERSON COUNTY PUBLIC SCHOOLS
GRANT APPLICATION SUMMARY SHEET**

Schools and departments applying for grants should contact Resource Development immediately. A minimum of seven business days is needed to complete the district's internal approval process. In addition, Resource Development can provide support that will enhance the quality of grant applications.

Project Director Name: Elvira Paguada-Gutiérrez **Position:** Coordinator, Hawthorne Family Resource Center

School/Department: Hawthorne Elementary School **Telephone:** 502.485.6283

Funding Source: Kentucky Farm to School Network–School Garden Mini-Grant **Funding Request Amount:** \$5,000

Applicant: JCPS X JCPEF Other Identify other applicant

Describe this project's alignment with at least one of JCPS Pillars:

This project aligns with all three JCPS Pillars.

Backpack of Success Skills:

The school garden will provide hands-on, project-based learning opportunities that strengthen collaboration, communication, critical thinking, and problem-solving. Students will engage in inquiry-based science instruction, data collection, bilingual vocabulary development, and leadership through Garden Club and classroom integration.

Racial Equity:

As an urban Spanish immersion magnet school serving a diverse student population, this project increases equitable access to experiential STEM learning, nutrition education, and green space. Through culturally responsive instruction and integration with Cocinemos Juntos, students and families will participate in bilingual harvest-to-table programming that promotes healthy lifestyles and honors diverse food traditions.

Culture and Climate:

The garden fosters a welcoming and inclusive environment by promoting teamwork, shared responsibility, and student ownership. It strengthens relationships among students, staff, and families through collaborative planting days, summer programming, and family cooking events.

If applicable, describe how this project/program supports with the District's Racial Equity Plan* goals, strategies and/or outcomes.

This initiative supports JCPS's Racial Equity Policy by expanding equitable access to high-quality, experiential learning opportunities and nutrition education for all students, particularly students of color and multilingual learners.

The project aligns with school-level REAP goals and supports multiple EMPT domains, including Curriculum Diversity, Instruction and Assessment, School Culture and Climate, and Programmatic Access. By embedding garden-based instruction into the academic day, after-school enrichment, and summer programming, the project promotes inclusive participation and measurable engagement across grade levels.

Project Description:

Hawthorne Elementary seeks to expand and formalize its existing student-led garden into a sustainable outdoor classroom integrated into instructional time, after-school enrichment, and summer programming.

Grant funds will support raised beds, soil, irrigation support, gardening tools, edible crop production, and cooking/nutrition supplies to strengthen harvest-to-table learning through the Hawthorne Family Resource Center's bilingual ¡Cocinemos Juntos! initiative.

The project includes participation in summer garden and nutrition programming and collaboration with the Kentucky Farm to School Network team for planning, implementation, and evaluation. The garden will serve approximately 415 students in grades K-5 and support science standards, bilingual literacy development, student leadership, and nutrition education.

Grade Level of Students: K-5 **Total Number of Students Impacted by Grant:** 415

Grant Period: Anticipated Spring 2026 – Spring 2027 (pending funder timeline)

Due Date: February 25, 2026 (Letter of Intent) Full Proposal (if invited): TBD

Does the grant financially obligate the district after the end date to continue grant activities? Yes No X
If yes, how will those activities be funded? _____

Does this funder allow indirect costs? Yes No X **If no, attach documentation.**

Does the funder require matching funds/cost share contributions? Yes No X

If yes, what is the amount and source of matching/cost share contribution? 1:1 match is required if applicant is applying for \$2,000 and up.

Does the funder require any reporting? Yes X No _____

Check all that apply. Financial X Progress X Other _____ Periodic reports and final expense documentation will be required per funder guidelines.

Project Director Signature: [Signature] **Date:** 2/24/2026

Signature of Principal/Department Head: [Signature] **Date:** 2/24/26

Assistant Superintendent/Chief _____ **Date:** _____

By signing, you agree to ensure (1) the grant is implemented as described in the application, (2) all funds are expended in a timely manner consistent with approved budget, and (3) all required reports will be submitted by the funder deadlines. You also agree to notify Resource Development immediately if the grant cannot be implemented per the approved application. Upon accepting any grant award, JCPS is obligated to carry out the project regardless of staff and leadership changes. If Project Director leaves the JCPS department or school, the Principal or Assistant Superintendent is responsible for assuring a new Project Director is identified. Projects involving changes to facilities will require an approved building modification before any work may begin.

***A COMPLETED REAP MUST BE SUBMITTED WITH THE GRANT APPLICATION SUMMARY SHEET.**