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| **Name of Grant Program:** MA Farming Reinforces Education and Student Health with Coordination and Optimization of Resources and Partnerships (MA FRESH CORP) | **Fund Code:** 0723 |

**This document is for planning purposes only.**

**Please submit all responses directly in GEM$**

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| SECTION I: REQUIRED PROGRAM DETAILS |

REMINDER: Eligible MA FRESH CORP applicants include licensed early education programs and Sponsoring Organizations of Family Day Care providers that provide meals through CACFP, and schools or school districts that offer meals through NSLP that serve students up to 12th grade. FY25 MA FRESH CORP competitive awardees will be eligible to apply for continuation funding in FY26, pending appropriation. As a result, projects may last up to 16 months through June 30, 2026.

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| 1. **This application is on behalf of a (select one):**
 |
| 1. School
2. District
3. Early Education Program
4. Sponsoring Organization of Family Day Care Providers
5. Collaboration between two or more Schools and/or Districts
6. Collaboration between two or more Early Education Programs
7. Collaboration between one or more Schools/Districts and one or more Early Education Programs
 |
| **2. Has the applicant previously received an MA FRESH Grant (select one):** |
| 1. No
2. Yes (Fiscal Year(s) of Award: \_\_\_\_\_\_\_\_\_ )
 |
| **3. Select the means through which MA FRESH CORP will support capacity building for your program (select all that apply):** |
| 1. the creation of a new, full-time, salaried and benefited position
2. the creation of a new part-time position
3. the expansion of a current part-time position into a full-time, salaried and benefited position
4. a new or expanded stipend(s) structure that provides compensation to internal stakeholders (educators, nutrition professionals, staff, or families) coordinating farm to school activities
5. the hiring of a contractor
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| **4. FY25 MA FRESH CORP Program Contacts** |
|  | **Name (First, Last)** | **Title** | **Email** | **Phone Number** |
| **GEM$/Grant Fiscal Lead** |  |  |  |  |
| **Project Workplan Lead** |  |  |  |  |
| **Child Nutrition Program (NSLP or CACFP) Lead/Director** |  |  |  |  |
| Please note: in some cases, position responsibilities above may be filled by the same individual. In this case, duplicate contacts are permitted. |

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| SECTION II: PROGRAM COMMITMENTS |

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| The MA FRESH CORP grant is administered through the DESE Office for Food and Nutrition Programs. As a result, application submission should be developed in collaboration with and reviewed by your Child Nutrition Program Food Service Director/CACFP ESE Liaison. The Child Nutrition Program Food Service Director/CACFP ESE Liaison, in conjunction with the applicant submission team, must agree to the following: |
| * We agree to implement the project as outlined above in a manner consistent with the policies and procedures established by DESE and outlined in the RFP.
* We attest that the School/District/Sponsor/Sponsoring Organization is in good standing with Child Nutrition Program requirements.
* We agree to participate in any grant-related evaluations, provide requested grant information by specified deadlines as well as meet program requirements, including but not limited to: participating in periodic grant meetings, professional development opportunities, and technical assistance, as well as tracking local spending within the Child Nutrition Programs sponsored by your site during the grant period.
 |
| I have read and understand the program commitments outlined above for the FY25 MA FRESH CORP Competitive Grant. |
| 1. Yes
2. No
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| **SECTION III: REQUIRED GRANT QUESTIONS** |
| **Child Nutrition Programs** |
| This information should be completed or verified by your school nutrition director or CACFP operator. Please note: the Massachusetts Department of Elementary and Secondary Education's Office for Food and Nutrition Programs (DESE FNP) will review the following data from the school/site's October 2023 application and claim: site address, enrollment, and percent of students eligible for free and reduced priced meals. This data will be used to determine a point value associated with the percentage of free and reduced priced meals served at program sites. |
| **5. School District or CACFP Sponsor Agreement Number:** |  |
| **6. Which of the following best describes your proposed project (select one):** |
| 1. **Project activities for this grant will impact one or more individual schools or early education programs within an NSLP or CACFP sponsorship.**
 |
| * 1. **Site-Based Child Nutrition Program Information**

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| --- | --- | --- | --- |
| **School/Program Site Name** | **School/Program Site Address** | **CNP Site Number** | **Meals offered on site (select all that apply)** |
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| 1. **Project activities for this grant will impact all sites under a NSLP or/and CACFP sponsorship (i.e. an entire school district or an entire early education network).**
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| **b.  Sponsor-Based Child Nutrition Program Information**

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| --- | --- | --- | --- |
| **Sponsor Name** | **Sponsor Address** | **Total Number of Schools/Sites in the District/Program** | **Meals offered on site (select all that apply)** |
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| 1. **Project activities for this grant will impact a CACFP sponsor that serves as a Sponsoring Organization for Family Day Care providers.**
 |
| **c. Family Day Care Child Nutrition Program Information**

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| **Sponsoring Organization Name** | **Sponsor Organization Address** | **Total Number of Family Day Care Providers Served** |
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 |
| **c. Will the Sponsoring Organization be building capacity for all Family Day Care providers in the organization or a selection of specific Family Day Care Providers (select one):** |
| **a.** **All Family Day Care providers in the organization** |
| **b. A selection of specific Family Day Care providers in the organization** |
| **b. For a selection of specific Family Day Care providers, please complete:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family Day Care Name** | **Family Day Care Address** | **CNP Site Number** | **Meals offered on site (select all that apply):** |
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| 1. **Project activities for this grant will impact multiple NSLP and/or CACFP sponsors**
 |
| **d. Sponsor-Based Child Nutrition Program Information**

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| --- | --- | --- | --- |
| **Sponsor Name** | **Sponsor Address** | **Total Number of Schools/Sites in the District/Program** | **Meals offered on site (select all that apply)** |
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 |
| **8. Please describe your primary meal preparation method (select one):** |
| 1. Vended
2. Heat & serve
3. Cooking with unprocessed ingredients (scratch cooking)
4. A mixture of heat & serve and scratch cooking
 |
| **9. Please indicate if your program conducted any of the following activities during School Year 2023-2024 (select all that apply):** |
| 1. Served fruits or vegetables grown in Massachusetts as part of a reimbursable meal.
2. Served poultry, pork, beef or seafood raised in Massachusetts as part of a reimbursable meal.
3. Hosted a taste test spotlighting a local food during a meal service.
4. Participated in Massachusetts Farm to School's [Harvest of the Month Program](https://www.massfarmtoschool.org/get-involved/harvest-of-the-month)
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| **Project Summary** |
| **10. Project Title:** |  |
| **11. Please provide a 2-4 sentence summary of your proposed project. *Please note: should this proposal be awarded, DESE will use this description publicly.*** |
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| **Existing Farm to School Program Snapshot** |
| **12. Please complete the following table describing your current farm to school program (including local food system education and local procurement efforts) using the framework of the 3 C's of Farm to School (Classroom, Cafeteria, Community and the Intersection of all 3). The table need not be exhaustive of all current programming. Please provide 2-3 examples (where applicable), in any category the applicant is currently engaged in activity. Consider describing programming that (a) occurred during SY23-24, (b) has occurred during SY24-25 and (c) is set to occur during SY24-25.** |

***Example***

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| **Activities** | **Audience (select one)** | **What impact does this programming have (when possible, describe numerical impact)?** | **Is this programming new (has not occurred in the previous three years)?** |
| **Classroom** |
| ***Host an all-school planting day in the school garden*** | ***Students*** | ***We host an all-school planting day once in the Fall and once in the Spring -- 10 classrooms participated each event (approximately 300 students). Students get to learn about seeds and soil care.*** | ***No*** |
| **Cafeteria** |
| ***Host monthly Harvest of the Month taste tests in the cafeteria.*** | ***Students*** | ***We host one Harvest of the Month taste test each month at one elementary school (approximately 400 students engage in a HOTM taste test monthly). Taste test results help guide future menu offerings.*** | ***Yes*** |
| **Community** |
| ***After-school Farm to Table Cooking Series for students and families.*** | ***Families*** | ***We hosted a four-week Farm to School Cooking Class at 2 elementary schools (once in the Fall and once in the Spring). The cooking classes were attended by a total of 65 individuals and introduced four recipes inspired by standardized recipes from the school lunch menu. We harvested some ingredients from the school garden.*** | ***No*** |
| **Intersection** |
| ***Convene a monthly Farm to School Committee*** | ***Educators*** | ***Educators participate in the Early Education Center's Farm to School Committee. Stakeholders provide feedback on programming and make suggestions for future Farm to School goals.*** | ***Yes*** |

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| **Existing Farm to School Program Snapshot** |
| **Activities** | **Audience (select one)** | **What impact does this programming have (when possible, describe numerical impact)?** | **Is this programming new (has not occurred in the previous three years)?** |
| **Classroom** |
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| **Cafeteria** |
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| **Community** |
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| **Intersection** |
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| **Job Description/Scope of Work** |
| **13. Please select which of the following your MA FRESH CORP budget will fund (select all that apply):** |
| 1. The creation of a new, full-time, salaried, and benefited position.
 |
| 1. The creation of a new part-time position.
 |
| 1. The expansion of a current part-time position into a full-time, salaried, and benefited position.
 |
| 1. A new or expanded stipending structure that compensates internal educators, nutrition professionals, staff, youth, or families (this excludes stipends that compensate the time of individuals attending relevant professional development training).
 |
| 1. The hiring of a contractor.
 |
| *For response (a) and (b):*Please provide a job description for the local food system education/procurement coordinator position you plan to develop. Job descriptions should be no more than two pages (12 pt font, Times New Roman, single space, 1-inch margins). *To the extent possible, this job description should mirror the structure, layout, and required content of other job descriptions provided as part of your school, district, or organization's hiring process.* Your job description should include:* Job Title
* Position Supervisor/Reporting Structure (this should specify a supervising role but need not name a specific individual)
* Work Environment/Schedule, as relevant (examples: remote/in-person; night or weekend hours, number of expected hours - weekly or monthly)
* Brief Job Overview - Main purpose and scope of the role
* General Requirements: Minimum qualifications and skills as well as any preferred certifications, licenses, etc
* Overview of Duties/Responsibilities: A list of the main tasks and expectations that the job involves
 |
| *For response (c):*Please provide a job description for the position you plan to develop - this description should include the local food system education/procurement coordination components and the other job components that will be integrated to create a full-time position. Strong applications will demonstrate that local food system education, procurement and/or related activities comprise at least 50% of the position workload. Note: the budget request should correspond with the expected FTE percentage dedicated to local food system education, procurement and related activities. Job descriptions should be no more than two pages (12 pt font, Times New Roman, single space, 1-inch margins). *To the extent possible, this job description should mirror the structure, layout, and required content of other job descriptions provided as part of your school, district, or organization's hiring process.* Your job description should include:* Job Title
* Position Supervisor/Reporting Structure (this should specify a supervising role but need not name a specific individual)
* Work Environment/Schedule, as relevant (examples: remote/in-person; night or weekend hours)
* Brief Job Overview - Main purpose and scope of the role
* General Requirements: Minimum qualifications and skills as well as any preferred certifications, licenses, etc
* Overview of Duties/Responsibilities: A list of the main tasks and expectations that the job involves; clearly specify project breakdown between local food system education and related activities as opposed to other work plan items
 |
| *For response (d):***Describe the stipending structure this project proposal plans to implement, including the number of anticipated stipends, the distribution of stipends across locations (as applicable), and position roles (educators versus nutrition professionals versus custodians, etc).** |
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| *For response (d):*Please provide a brief position description, no more than one page (12 pt font, Times New Roman, single space, 1-inch margins). *To the extent possible, this position description should mirror the structure, layout, and required content of other position descriptions posted as part of your school, district, or organization's stipending process.*Your position description should include:* Position Title
* Position Supervisor/Reporting Structure (this should specify a supervising role but need not name a specific individual)
* Work Environment/Schedule, as relevant (examples: remote/in-person; night or weekend hours, number of expected hours - weekly or monthly)
* Eligibility: What individuals are eligible to apply for this position and receive a stipend
* Overview of Duties/Responsibilities: A list of the main tasks and expectations that the position involves
 |
| *For response (e):***Please provide the following information about the solicitation process for a contractor. Note: contracts over $100,000 must go out to bid through a formal procurement process:** |
| **Which individual(s) will be managing the hiring of a contractor? Who will manage the contract upon award?** |
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| **What minimal requirements/specifications will be in place for respondents of the solicitation (ex: years of relevant work experience, responsiveness to client, etc)?** |
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| **Anticipated Length of Contract (in months):** |  |
| *For response (e):*Please provide a scope of work for a potential contractor. This scope of work should be no more than two pages (12 pt font, Times New Roman, single space, 1 inch margins). *To the extent possible, this scope of work should mirror the structure, layout, and required content of other scopes of work provided as part of your school, district, or organization's contractor procurement process.*Your scope of work should include:* Description of contract deliverables (what activities will the contractor accomplish)
* Expected timeline of deliverables
* Contractor reporting expectations
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| **Personnel/Contractor Onboarding Timeline** |
| **14. Please select which of the following best describes your school, district or organization in regards to MA FRESH CORP programming (select one – (a) or (b)):** |
| 1. We anticipate being able to onboard at least one (or more) of our MA FRESH CORP positions/contracts upon award of the grant (within 6 weeks of being notified as a “pending” awardee). Note: pending award notice is typically provided at least one month prior to awardees having direct access to award funds.
 |
| For a) Please describe your strategy for onboarding a position(s) and/or contractor, specifying the administrative structures in place that will allow for prompt onboarding. |
|  |
| 1. We anticipate requiring a recruitment/procurement period (more than six weeks) to be able to onboard at least one (or more) of our MA FRESH CORP positions/contracts upon award of the grant (note: awardees must have the administrative capacity to recruit, hire and onboard a position or contractor no later than June 30, 2025.)
 |
| For b) Please describe your recruitment strategy and anticipated hiring timeline for this position(s) and/or contractor. Describe how project managers will ensure that a position/positions or contractor has been secured or onboarded no later than June 30, 2025. How will FY25 MA FRESH CORP funding be leveraged to support internal staff capacity-building in preparation of on boarding a staff position(s) or contractor? |
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| **Personnel** |
| **15. List the two primary individuals that will serve as project managers in any of the following activities, as relevant: recruitment, hiring, supervising, contract/contractor management:** |

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| --- | --- | --- | --- |
| **Name (First, Last)** | **Title** | **Brief Job Description** | **Relevant experience with supporting similar farm to school activities, local procurement and/or HR:** |
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| **Project Impacts**  |
| **16. Please describe the new local food system education and/or local procurement activities that will be accomplished as a result of MA FRESH CORP funding.**  |
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| **17. In addition, please estimate the following quantitative impacts of MA FRESH CORP funding. If not applicable based on project proposal, put “0”:** |
|  | **Number of additional students that will receive local food system educational opportunities** |
|  | **Number of additional educators that will receive local food system education professional development** |
|  | **Number of additional nutrition professionals that will receive local food system or culinary professional development to help increase the amount of locally sourced items served in Child Nutrition Programs** |
|  | **Number of additional families or institutional community stakeholders that will have exposure to the local food system** |
|  | **Percent increase in the dollar amount of Massachusetts local products that will be purchased and served as part of a Child Nutrition Program** |

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| **Sustainability** |
| **18. Will the position(s) or contractor onboarded as a result of MA FRESH CORP be sustained after the grant period (FY26)? If so, what funding streams will be used to continue supporting this work? If positions or a contractor will not continue after the grant period, how will local food system education activities and local procurement be institutionalized long term as a result of MA FRESH CORP funding without dedicated staff capacity? Note: if job responsibilities will be absorbed into existing positions, please describe what job responsibilities will be reallocated to allow for this additional capacity of existing staff.** |
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| **Letters of Intent, Contractor Interest, & Partnership** |
| **19. [REQUIRED] Provide a brief (12 pt font, Times New Roman, single space, 1 inch margins) letter of intent from your superintendent, chief executive and/or executive director in collaboration with at least one relevant human resource representative demonstrating their awareness of the project proposal and acknowledging the applicant's administrative capacity to recruit, hire and/or onboard a position(s) and/or conduct a procurement process for a contractor before the end of year one of the grant period - June 30, 2025.*****Note: failure to make substantial progress in the onboarding or procurement process outlined in this application may result in an awardee's forfeiting of FY26 funding.*** |
| **20. Will the applicant seek MA FRESH CORP funds to hire a contractor (select one)?** |
| 1. Yes
 |
| If yes: Please provide a letter of interest from a potential community partner/contractor that speaks to their commitment to and experience with supporting local food system education and/or local procurement and their ability to accomplish the scope of work outlined in this application within the expected timeframe (all contracted activity, pending appropriation and the meeting of grant requirements must be completed by June 30, 2026). If an applicant seeks to hire more than one contractor using MA FRESH CORP funds, a letter of support is required from each potential contractor with the expertise to execute the desired scope of work.*Note: contracts over $100,000 must go out to bid through a formal procurement process per Massachusetts' Chapter 30B Uniform Procurement Act* |
| 1. No
 |
| **21. Is this application on behalf of multiple districts, early education centers, and/or eligible Child Nutrition Program sponsors (select one)?** |
| 1. Yes
 |
| If yes, please provide a letter of support (one page) from every application partner (district or early education center) that has its own CACFP or NSLP sponsorship that will be participating in grant activities. This letter should be signed by the partner's authorized signatory (e.g. superintendent or executive director). This letter of support should describe how the partner will be participating in grant activities as well as the partner's administrative capacity to integrate additional staff capacity.*Note: If a district is both an NSLP sponsor and CACFP sponsor and will leverage funding in this grant to support programming during the school day as well as after school, an additional letter of support is not required.* |
| 1. No
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| **Budget Narrative Table** |
| **22. Use the following tables to explain how the costs outlined in the FY25 and FY26 budgets in GEM$ support staff capacity-building in preparation for, in conjunction with, or by onboarding a new position(s) and/or a contractor.** |

***Example***

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| --- | --- | --- | --- |
| **Budget Item** | **Budget Category (select one)** | **Cost** | **Brief Explanation (If this budget item is not funding a salary, stipend or contractor fee, please describe how it will support capacity-building in preparation for or in conjunction with a new position or contractor).** |
| ***Healthy Kids, Healthy Programs Conference*** | ***Professional Development Fees*** | ***$600*** | ***The Food Service Director and Business Manager will attend Healthy Kids, Healthy Programs to gain further training and resources around local procurement.***  |

**FY2025 Budget**

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| **Budget Item** | **Budget Category (select one)** | **Cost** | **Brief Explanation (If this budget item is not funding a salary, stipend or contractor fee, please describe how it will support capacity-building in preparation for or in conjunction with a new position or contractor).** |
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**FY2026 Budget**

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| --- | --- | --- | --- |
| **Budget Item** | **Budget Category (select one)** | **Cost** | **Brief Explanation (If this budget item is not funding a salary, stipend or contractor fee, please describe how it will support capacity-building in preparation for or in conjunction with a new position or contractor).** |
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| **GEM$ Budget Instructions** |
| **Please complete a FY25 Budget and FY26 Budget on the separate GEM$ budget pages. The FY25 Budget must be a minimum of $15,000, may not exceed $60,000 and should be inclusive of all funding requests for FY25 (through June 30, 2025). The FY26 Budget must be a minimum of $15,000, may not exceed $90,000 and should be inclusive of all funding requests for FY26 (July 1, 2025 through June 30, 2026).Applicants will not be awarded more than the maximum award of $150,000.All applicants must submit a funding request for FY25.Please budget as accurately as possible - funds budgeted in FY25 that are left unspent as of June 30, 2025 will be lost (Funds cannot roll over into FY26).** |
| **Allowable costs include:*** **salaries and any associated costs (indirect, fringe, benefits, etc)**
* **stipend payments**
* **a contractor**
* **stipends for out-of-work time attending professional development**
* **professional development fees**
* **equipment, materials or supplies (this is capped at 10% of the total budget request)**

**Note: professional development, equipment, supplies and/or infrastructure may only be requested *in addition*to one of the five capacity building activities listed in the RFP. A capacity building funding request is required in the budget.** |