



**MASSACHUSETTS
FARM TO SCHOOL**

The MA FRESH Grant

Information Session for Early Education Programs
October 2023



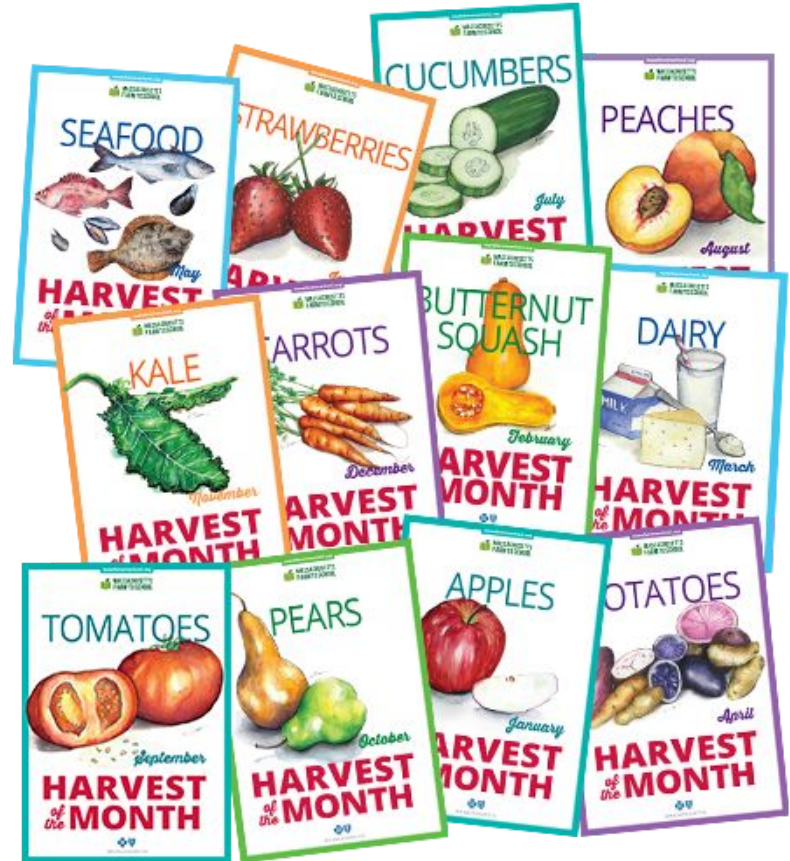
Massachusetts Farm to School Overview

Mass. Farm to School strengthens local farms and fisheries and promotes healthy communities by increasing local food purchasing and education at schools.

Get involved through our:

- Professional learning opportunities
- Networking
- Policy/Advocacy
- Communications

Massachusetts Farm to School is the contracted outreach partner of the Massachusetts Department of Elementary and Secondary Education's Office for Food and Nutrition Programs on the MA FRESH grant.



The “3 Cs” of Farm to School



Classroom

Farm to School education provides real-life context for learning across all disciplines inside classroom and outside in school gardens.



Cafeteria

Farm to school programs strive to show that school nutrition and the cafeteria are integral to the school day and the education of the whole student.



Community

Farm to school strengthens the community and local economy. “Local” is defined by YOU and your early education community!

Funding Opportunity Overview: MA FRESH



MA FRESH (*Farming Reinforces Education and Student Health*)

- **New** statewide farm to school and farm to early care grant program
 - Administered by the Mass. Department of Elementary and Secondary Education (DESE)
- Funded with COVID Recovery Funds
- Approximately \$570,000 is available with awards of up to \$50,000 per applicant
- Project activities can span through June 30, 2025
- **MA FRESH Grant funding can not be used to continue existing activities.** *Applicants must demonstrate that funds will be utilized to initiate or expand farm to school activities.*

Eligibility: MA FRESH

Applicants must be sponsors of:

- The National School Lunch Program (NSLP)
- Child and Adult Care Feeding Program (CACFP).

Eligible entities include:

- K-12 schools
- Early education centers
- Government, for profit, and community-based organizations that sponsor NSLP or CACFP



Past Early Education MA FRESH Awardees

FY23 MA FRESH Grantees:

Past Early Education Program Awardees:

- **Assonet Daycare Inc, Assonet**
Funding received: \$5,250
- **Guild of St. Agnes, Worcester**
Funding received: \$24,663
- **MetroNorth YMCA, Lynn, Melrose, Saugus & Peabody** *Funding received: \$6,200*
- **Rainbow Child Development Center, Worcester** *Funding received: \$8,963 (\$7,962 FY 24)*
- **South Shore YMCA, Hanover**
Funding received: \$7,803



Rainbow Child Development Center utilized MA FRESH funds to support field trips to the Worcester REC farm this spring.

Grant Award Tracks: MA FRESH

Grant Track	Grant Size	Applicant	Objectives
New Early Education Farm to School Initiative Grants <i>Abbreviated Application</i>	\$3,000 - \$25,000	CACFP Sponsors	<p>To support the startup of integrated farm to school programming in the Early Education setting.</p> <p><i>This is for applicants who do not believe their Early Education Program has any active, formalized farm to school efforts that integrate local food, agricultural education and student health into curriculum or meal service.</i></p>
Expanding Early Education Farm to School Initiative Grants	\$3,000 – \$50,000	CACFP sponsors	<p>To support the expansion of integrated farm to school programming in the Early Education setting.</p> <p><i>This is for Early Education Programs engaged in formal farm to school efforts and would like to broaden the number of students, teachers, staff, etc, impacted by these efforts.</i></p>

Grant Award Tracks - New Farm to School Programs

Applicants will apply in the “new” early education farm to school grant track if they:

- Actively engage in only one or none of the Farm to School “Three C’s”:
 - Classroom/School Garden
 - Cafeteria
 - Community
- Have actively engaged in two or three of the three C’s in the past but have been dormant in this programming for the last 3 years or more
 - Ex: In 2018, a early education program utilized their school garden in the classrooms, incorporated locally grown foods at snack time and hosted family cooking classes. In 2020, all programming stopped due to COVID-19 and has not re-started to date. This program would be considered dormant, and is eligible to apply as a new program.



Assonet (Children’s Development Center), built a new garden for outdoor learning with MA FRESH funds.

Project Activities: MA FRESH



Eligible Activities

Grants are designed to fund the startup or expansion of farm to early care activities, including, but not limited to:

- Kitchen equipment used to prepare local food for school meals and snacks
- Professional development for kitchen staff in preparing fresh meals using local ingredients
- Professional development for educators and other early care staff in adding food system or garden activities
- Infrastructure and supplies for garden, culinary or food system activities, such as garden beds, cutting boards, seeds, food system children's books

Proposal Components

	New Early Education Application \$3,000 - \$25,000	Expanding Early Education Application \$3,000 - \$50,000
Contract Form	Yes	Yes
Sponsor Information	Yes	Yes
Meal Site Data/Meal Site Narrative	Yes	Yes
Title of Proposal	Yes	Yes
Project Summary	Yes	Yes
Project Description	Yes	Yes
Goals	—	Yes
Project Workplan	—	Yes
Project Impact	Yes	Yes
Personnel	Yes	Yes
External Collaborators	—	Yes
Letters of Support	—	Yes
Budget/Budget Narrative	Yes	Yes
Signatures	Yes	Yes

Grading Rubric (50 points possible)

- Meal Site Information/Free and Reduced Price Lunch Data (10 pts)
- Project Description (10 pts)
- Project Impacts (5 pts)
- Personnel (5 pts)
- Budget (20 pts)

Application Highlights: MA FRESH

Meal Site Data

- **Applicants will be asked if their application is on behalf of:**
 - A single early education program/site or a collection of specific, individual sites within an early education sponsorship OR
 - An entire early education sponsorship, encompassing all sites

Application Highlights: MA FRESH

Meal Site Data

- Based on the type of application, the following CACFP program information is required:

Single Early Education Programs:

<i>School/Program Site Name</i>	<i>Site Number</i>	<i>Meals offered on site (check all that apply):</i>
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Supper <input type="checkbox"/> Summer Food Service Program (Summer EATS)

Early Education Sponsorship (including all sites):

<i>District/Program Name</i>	<i>Sponsor Agreement Number</i>	<i>Total Number of Sites in Your Program</i>	<i>Percentage of Sites Within District/Program Participating in the Following Programs</i>
			Breakfast: Lunch: Snack: Supper: Summer Food Service Program (Summer EATS):

Application Highlights: MA FRESH

Meal Site Data - *Example*

Single Early Education Programs:

<i>School/Program Site Name</i>	<i>Site Number</i>	<i>Meals offered on site (check all that apply):</i>
Nowak Daycare Center	CF-999-001	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Snack <input type="checkbox"/> Supper <input type="checkbox"/> Summer Food Service Program (Summer EATS)

Early Education Programs with Multiple Sites:

<i>District/Program Name</i>	<i>Sponsor Agreement Number</i>	<i>Total Number of Sites in Your District/Program</i>	<i>Percentage of Sites Within District/Program Participating in the Following Programs</i>
Nowak Daycare Network	CF-999	5 Sites	Breakfast: 100% Lunch: 100% Snack: 100% Supper: 0% Summer Food Service Program (Summer EATS): 0%

Application Highlights: MA FRESH

Meal Site Details

In your application, describe:

- Management structure - self-operated, food service management company, vended, etc.
- Participation percentages for your meal programs
- Preparation method -- heat and serve, cooking with unprocessed ingredients, a mix
- Service styles
- Program or menu highlights, specifically local foods (if applicable)



The Guild of St. Agnes in Worcester utilized MA FRESH funds to equip their new early education center with kitchen equipment.

Application Highlights: MA FRESH

Proposal Components

Project Description Highlighting New Activities **250 words max**

- Introduce your project
- Describe how the proposed project initiates new activities
- Distinct scope, capacity, offerings, etc. must be articulated (clarify what is new vs. existing/continuation)
- Strong applications will connect food system education to the availability of nutritious, unprocessed or minimally processed local ingredients served in school or early education meal programs

Application Highlights: MA FRESH

Proposal Components

Project Impact 250 words max

- Share your anticipated, **quantitative** outcome
 - This may include (but is not limited to):
 - Number of students impacted
 - Number of staff provided professional development
 - Lbs of school garden vegetables grown
 - Number of local farmers purchased from
 - Percent increase in dollar amount of MA State farm products procured
- How do your proposed activities support the grant project goals of “farming reinforcing education and student health?”

Application Highlights: MA FRESH

Proposal Components

- **Budget**

- Projects may last until June 30, 2025
- For projects lasting longer than June 30, 2024, two separate budgets, separated by fiscal year
 - Fiscal Year One: Grant Start (Estimated Early Spring 2024) - June 30, 2024
 - Fiscal Year Two: July 1, 2024 - June 30, 2025

- **Budget Narrative** 150 words max

- Briefly explain the estimated costs in your budget.
- Strong budget narratives will show how each line item or budget category relates directly to your project description

MA FRESH Application

The screenshot displays a spreadsheet interface for the MA FRESH Application. The spreadsheet is organized into columns (A-AC) and rows (14-54). The data is structured into several sections, each with a 'SUB-TOTAL' row and a 'COMMENTS' column. The sections are:

- 2 INSTRUCTIONAL/PROF STAFF SALARIES:** Includes columns for '# of staff', 'FTE', and 'MTRS'. A red box highlights the 'FTE' column.
- 3 SUPPORT STAFF SALARIES:** Includes columns for '# of staff', 'FTE', and 'MTRS'. A red box highlights the 'FTE' column.
- 4 STIPENDS:** Includes columns for '# of Staff', 'Rate', 'Rate Type', and 'MTRS'.
- 5 FRINGE BENEFITS:** Includes sub-sections for '5-a MTRS (automatically calculates if MTRS box is checked)' and '5-b Other', with further sub-items like 'Health Insurance', 'Other Retirement Systems', and 'Federal Insurance Contributions (FICA)'.
- 6 CONTRACTUAL SERVICES:** Includes columns for 'Rate' and 'Rate Type'.

At the bottom of the spreadsheet, there are two tabs: 'Budget FY2024' and 'Budget FY2025'. Both tabs are circled in red. A large grey arrow points from the 'Budget FY2025' tab towards the right side of the image.

If you are planning a project that will extend past June 30, 2024, you must fill out BOTH tabs of the Application Budget Template.

Note: Projects CANNOT extend past June 30, 2025.

MA FRESH Application

Example

**Budget Template for
Fiscal Year One - Early**
Spring 2024 until
June 30, 2024

Budget Line Item Category						Amount	
1	ADMINISTRATOR SALARIES:		# of staff	FTE	MTRS	Total Amount	COMMENTS
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>	\$ -	
SUB-TOTAL						\$ -	
2	INSTRUCTIONAL/PROF STAFF SALARIES:		# of staff	FTE	MTRS	Total Amount	COMMENTS
					<input type="checkbox"/>	\$ -	
					<input type="checkbox"/>	\$ -	
					<input type="checkbox"/>	\$ -	
					<input type="checkbox"/>	\$ -	
					<input type="checkbox"/>	\$ -	
SUB-TOTAL						\$ -	
3	SUPPORT STAFF SALARIES:		# of staff	FTE	MTRS	Total Amount	COMMENTS
					<input type="checkbox"/>	\$ -	
					<input type="checkbox"/>	\$ -	
						\$ -	
SUB-TOTAL						\$ -	
4	STIPENDS:		# of Staff	Rate	Rate Type	MTRS	COMMENTS
	Support Staff		2	\$300	flat	<input type="checkbox"/>	2 staff will receive a \$300 for the 2024 growing season to help with garden maintenance
SUB-TOTAL						\$ 600	

MA FRESH Application

Example

**Budget Template for
Fiscal Year One - Early
Spring 2024 until
June 30, 2024**

5 FRINGE BENEFITS:				Total Amount	COMMENTS
5-a MTRS (automatically calculates if MTRS box is checked)				\$ -	
5-b Other				\$ -	
Health Insurance				\$ -	
Other Retirement Systems				\$ -	
Federal Insurance Contributions (FICA)				\$ -	
SUB-TOTAL				\$ -	
6 CONTRACTUAL SERVICES:				Total Amount	COMMENTS
		Rate	Rate Type		
		\$100	per day	\$ 700	Contracting with a local non-profit garden educator- who will provide a 3 hour activity sessions across all programs once a month for 7 months
Part-Time Garden Educator				\$ -	
				\$ -	
				\$ -	
				\$ -	
SUB-TOTAL				\$ 700	
7 SUPPLIES AND MATERIALS:				Total Amount	COMMENTS
Garden Infrastructure, Soil, Seeds				\$ 300	
Greenhouse Structure				\$ 1,000	
Classroom Educational Materials				\$ 500	Magnifying glasses, garden gloves
				\$ -	
SUB-TOTAL				\$ 1,800	
8 TRAVEL:				Total Amount	COMMENTS
Other (please describe): Students on 2 Farm Field Trip with Instructor				\$ 600	Bus Fee
Pick Your Own Participation Fee				\$ 300	Pick Your Own Berries and Apples Fee per student (10 students total for two field trips)
				\$ -	
				\$ -	
SUB-TOTAL				\$ 900	

Example

**Budget Template for
Fiscal Year One - Early
Spring 2024 until
June 30, 2024**

SUB-TOTAL		\$ 900	
9 OTHER COSTS:		Total Amount	COMMENTS
		\$ -	
		\$ -	
		\$ -	
		\$ -	
SUB-TOTAL		\$ -	
10 INDIRECT COSTS (use indirect costs calculator)	enter rate %		COMMENTS
11 EQUIPMENT:		Total Amount	COMMENTS
	Items costing \$5,000+ per unit & having a useful life 1+ years		
	Industrial Blender	\$ 300	Used for Garden and Farm Produce Purees
		\$ -	
SUB-TOTAL		\$ 300	
TOTAL FUNDS REQUESTED		\$ 4,300	

Application Process: MA FRESH

Access the complete application package on the [DESE Grants](#)

The screenshot shows a web browser window with the URL <https://www.doe.mass.edu/grants/2024/710/>. The page header includes the DESE logo (Department of Elementary and Secondary Education) and a language selector set to English. A yellow banner contains a message: "We upgraded to the Education Security Portal! If you are encountering any issues, please see our Education Security Portal Online Help and Resources." Below this is a navigation bar with "Most Requested:" and links for "Licensure", "Learning Standards", and "MCAS", along with a search box. The main content area is titled "Grants and Other Financial Assistance Programs" and features a sidebar menu on the left with options like "Accounting & Auditing", "Chapter 70 Program", "Charter Schools", "Circuit Breaker", "Educational Collaboratives", "DESE Budget", "Grants/Funding Opportunities" (with sub-items: Current Grants, Previous Grants, Allocations & Awards), and "Nutrition Programs". The main content displays the "FY2024: MA Farming Reinforces Education and Student Health (FRESH)" grant with "Fund Code: 710". The "Purpose:" section states the grant aims to encourage National School Lunch Program (NSLP) and Child Adult Food Care Program (CACFP) sponsors to build new or expand current capacity to grow or procure locally grown and produced ingredients, educate students, staff, teachers and food service professionals about the food system and connect food system education to the availability of nutritious, locally sourced meals made from unprocessed or minimally processed ingredients and served at schools or early education meal programs. The "Priorities:" section states that competitive priority will be given to schools and early education providers with high percentages of students eligible for free and reduced price lunch and shall aim to promote geographic equity.

Accounting & Auditing

Chapter 70 Program

Charter Schools

Circuit Breaker

Educational Collaboratives

DESE Budget

Grants/Funding Opportunities

- Current Grants
- Previous Grants
- Allocations & Awards

Nutrition Programs

FY2024: MA Farming Reinforces Education and Student Health (FRESH)

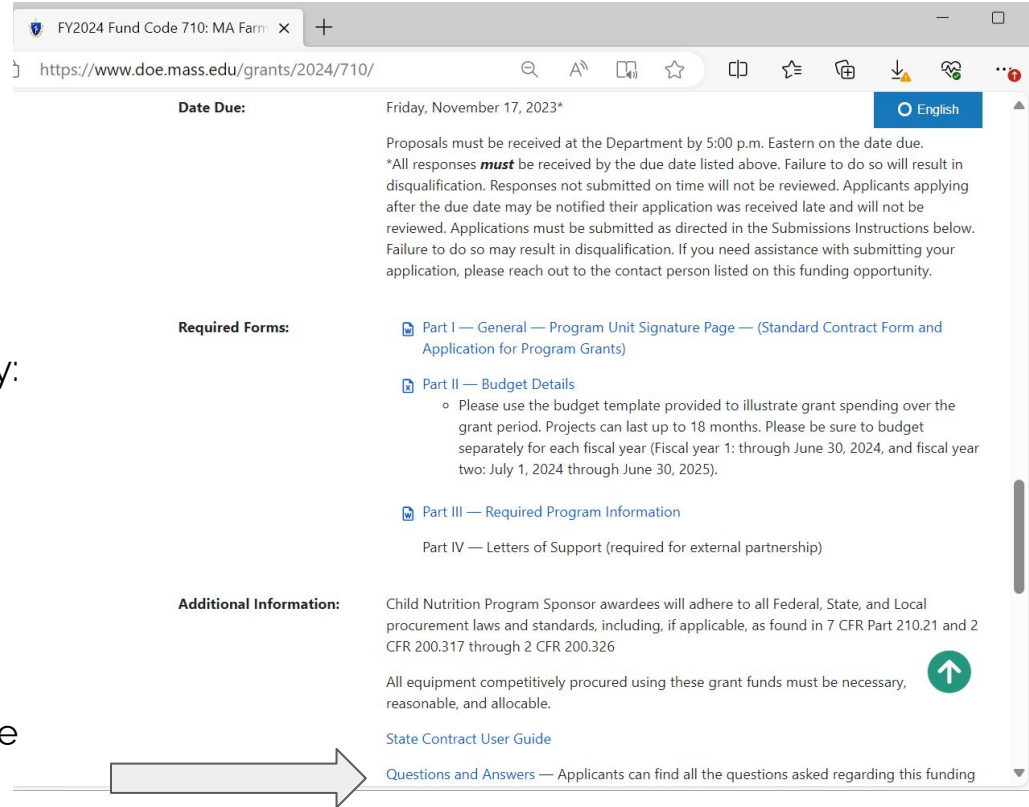
Fund Code: 710

Purpose: The purpose of this state funded competitive grant program is to encourage National School Lunch Program (NSLP) and Child Adult Food Care Program (CACFP) sponsors to build new or expand current capacity to grow or procure locally grown and produced ingredients, educate students, staff, teachers and food service professionals about the food system and connect food system education to the availability of nutritious, locally sourced meals made from unprocessed or minimally processed ingredients and served at schools or early education meal programs.

Priorities: Competitive priority will be given to schools and early education providers with high percentages of students eligible for free and reduced price lunch and shall aim to promote geographic equity.

Application Process: Massachusetts FRESH

- Email a completed application with required forms and supporting documents to margaret.c.nowak@mass.gov
- Any staff member can complete and submit the grant application, however, the grant application must be signed by:
 - NSLP Program Operator
 - Grant Administrative Lead
 - Superintendent or Executive Director
- Check grant Q&A for continual guidance (updates released weekly)



FY2024 Fund Code 710: MA Farm

https://www.doe.mass.edu/grants/2024/710/

Date Due: Friday, November 17, 2023*

Proposals must be received at the Department by 5:00 p.m. Eastern on the date due. *All responses **must** be received by the due date listed above. Failure to do so will result in disqualification. Responses not submitted on time will not be reviewed. Applicants applying after the due date may be notified their application was received late and will not be reviewed. Applications must be submitted as directed in the Submissions Instructions below. Failure to do so may result in disqualification. If you need assistance with submitting your application, please reach out to the contact person listed on this funding opportunity.

Required Forms:

- Part I — General — Program Unit Signature Page — (Standard Contract Form and Application for Program Grants)
- Part II — Budget Details
 - Please use the budget template provided to illustrate grant spending over the grant period. Projects can last up to 18 months. Please be sure to budget separately for each fiscal year (Fiscal year 1: through June 30, 2024, and fiscal year two: July 1, 2024 through June 30, 2025).
- Part III — Required Program Information
- Part IV — Letters of Support (required for external partnership)

Additional Information: Child Nutrition Program Sponsor awardees will adhere to all Federal, State, and Local procurement laws and standards, including, if applicable, as found in 7 CFR Part 210.21 and 2 CFR 200.317 through 2 CFR 200.326

All equipment competitively procured using these grant funds must be necessary, reasonable, and allocable.

[State Contract User Guide](#)

[Questions and Answers](#) — Applicants can find all the questions asked regarding this funding

Questions?

Grant Resources Quick Links

- [MA FRESH Grant Application](#)
- [MA FRESH Grant Resources](#)
- [Massachusetts Harvest of the Month Program](#)
- [Mass Farm to School Professional Development Calendar](#)

Get In Touch:

Abby Getman Skillicorn

Mass Farm to School | Special Projects Manager
abby@massfarmtoschool.org

Maggie Nowak

DESE Office for Food and Nutrition Programs | Local Food System Specialist
margaret.c.nowak@mass.gov

Sign up for
Mini-Coaching
Session:

