



MASSACHUSETTS
FARM TO SCHOOL

The MA FRESH Grant

Information Session for K-12 School Districts
October 2023



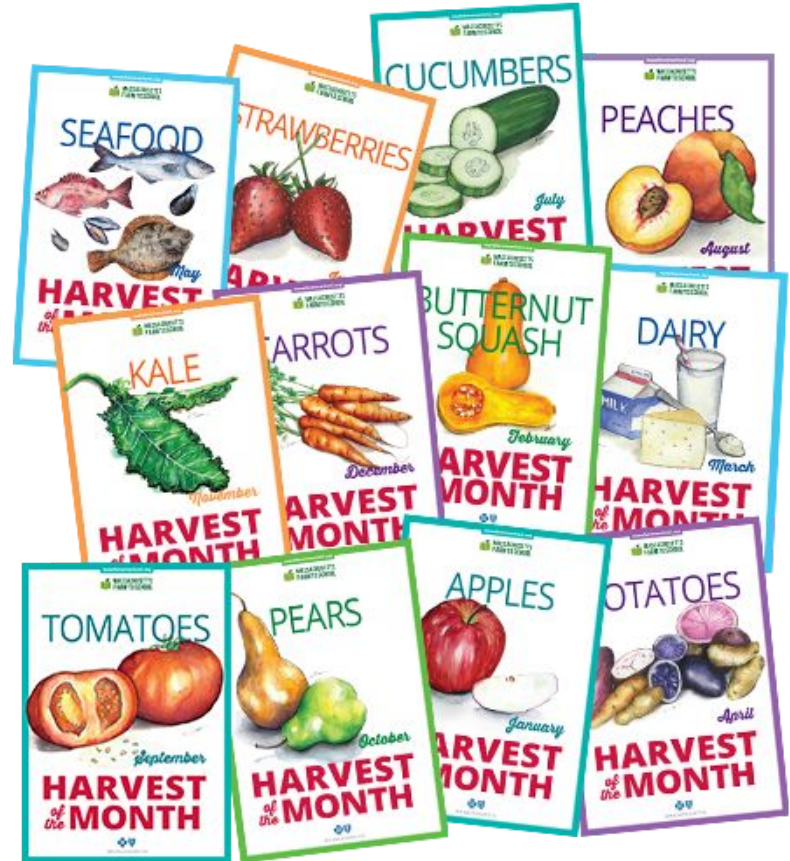
Massachusetts Farm to School Overview

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 school 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 K-12 School MA FRESH Awardees



FY23 MA FRESH Grantees: Past K-12 Program Awardees:

- Boston Public Schools
- Bridge Boston Charter School
- Dr. Franklin Perkins School
- Fitchburg Public Schools
- Gloucester Public Schools
- Medway Public Schools
- Northampton Public Schools
- Provincetown Public Schools
- Shaloh House
- Somerville Public Schools
- Springfield Public Schools

Grant Award Tracks: MA FRESH

Grant Track	Grant Size	Applicant	Objectives
New K-12 Farm to School Initiative Grants	\$5,000 - \$50,000	NSLP Sponsors	<p>To support the startup of integrated farm to school programming in the K-12 setting.</p> <p><i>This is for K-12 applicants that do not have any active, formalized farm to school efforts that integrate local food, agricultural education and student health into curriculum or meal service.</i></p>
Expanding K-12 Farm to School Initiative Grants	\$5,000 - \$50,000	NSLP sponsors	<p>To support the expansion of integrated farm to school programming in the K-12 setting.</p> <p><i>This is for K-12 applicants 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” farm to school grant track if, at the time of application, they:

- Actively engage in none or only one 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, an elementary school utilized their school garden in the classroom, incorporated locally grown foods in school lunch and hosted afterschool 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 K-12 Farm to School Initiative.”



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 school activities, including, but not limited to:

- Kitchen equipment used to prepare local food for school meals
- Professional development for kitchen staff in preparing fresh meals using local ingredients
- Professional development for educators around adding food literacy lessons or garden activities to school curriculum
- New staff hours dedicated to farm to school integration
- Infrastructure and supplies for garden, culinary or food system activities (examples: lumber for garden beds, cutting boards, seeds, food system children's books)

MA FRESH Application

Proposal Components

- Part I - General - Standard Contract Form
- Part II - Budget Details
- Part III - Required Program Information
 - Sponsor Information
 - Meal Site Data/Meal Site Narrative
 - Title of Proposal
 - Project Summary
 - Project Description
 - Goals
 - Project Workplan
 - Project Impact
 - Personnel
 - External Collaborators
 - Budget Narrative
 - Signatures
- Part IV - Letters of Support



Grading Rubric (100 points possible)

- Meal Site Information/Free and Reduced Price Lunch Data (15 pts)
- Project Description (10 pts)
- Goals (10 pts)
- Project Workplan (20 pts)
- Project Impacts (10 pts)
- Personnel (5 pts)
- External Collaborators/Letter of Support (10 pts)
- Budget (20 pts)

Application Highlights: MA FRESH

Meal Site Data

- **Applicants will be asked if their application is on behalf of:**
 - A single K-12 school or a collection of specific, individual schools within a district/NSLP sponsorship OR
 - An entire school district, encompassing all sites

Application Highlights: MA FRESH

Meal Site Data

- Based on the type of application, the following NSLP program information is required if application is tied to single school or subset of schools within a district, or if it is an application intended to have reach across the entire district.

Data from the Specific School(s) Applying for Funds:

Example

<i>School/Program Site Name</i>	<i>Site Number</i>	<i>Meals offered on site (check all that apply):</i>
Nowak Middle School	01-234	<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)

Data for the Entire District:

<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>
Nowak School District	01-234	4 Sites	Breakfast: 100% Lunch: 100% Snack: 50% Supper: 25% Summer Food Service Program (Summer EATS): 25%

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: Project Workplan

Project Workplan

Example

Goal #1: Increase student exposure to and acceptance of local foods.

Activities	Target Audience	Indicator	Target	Anticipated Start Date (Month, Year)	Anticipated Completion Date (Month, Year)	Responsible Party
Host 1 Harvest of the Month cafeteria taste test at 4 Elementary Schools per month	Students	Number of Students Offered a Taste Test	4,000	February 2024	June 2024	Sam Cooke, Manager, Food Service Department
Host 3 nutrition or culinary professional development workshops	Teachers	Number of Teachers that Receive PD	30	March 2024	June 2024	Sarah Plant, District Health Coordinator

Application Highlights: MA FRESH

Proposal Components

Project Impact 250 words max

- Expand on the specific, quantitative outcomes shared in the workplan table
- How will the implementation of this grant impact students, staff and the school community?
- How do your proposed activities support the grant project goals of “farming reinforcing education and student health?”

Application Highlights: External Collaborators

Proposal Components

- If activities in your proposal will be completed by an external collaborator – such as a food system non-profit, local farm, or volunteer organization – please describe their role and experience
- All contracted partners (partners that will receive grant funding outlined in the budget) must provide a letter of support describing their involvement in the project
- Additional letters of support beyond contracted partners that complement an applicant's proposal by providing context, illustrating stakeholder support or demonstrating informal, non-contracted plans, are welcome but not required

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

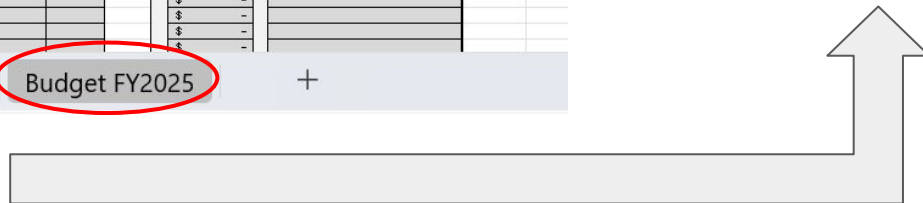
MA FRESH Application

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Navigation bar: < > Budget FY2024 Budget FY2025 +

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"/>	\$ -	
					<input type="checkbox"/>	\$ -	
SUB-TOTAL						\$ -	
4	STIPENDS:		# of Staff	Rate	Rate Type	MTRS	COMMENTS
						<input type="checkbox"/>	
	Support Staff		2	\$300	flat	<input type="checkbox"/>	2 staff will receive a \$300 for the 2024 growing season to help with garden maintenance
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
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 title "FY2024: MA Farming Reinforces Education and Student Health (FRESH)" and "Fund Code: 710". It includes a "Purpose:" section describing the grant's goal to support NSLP and CACFP programs, and a "Priorities:" section stating that competitive priority will be given to schools with high percentages of eligible students for free and reduced price lunch.

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)

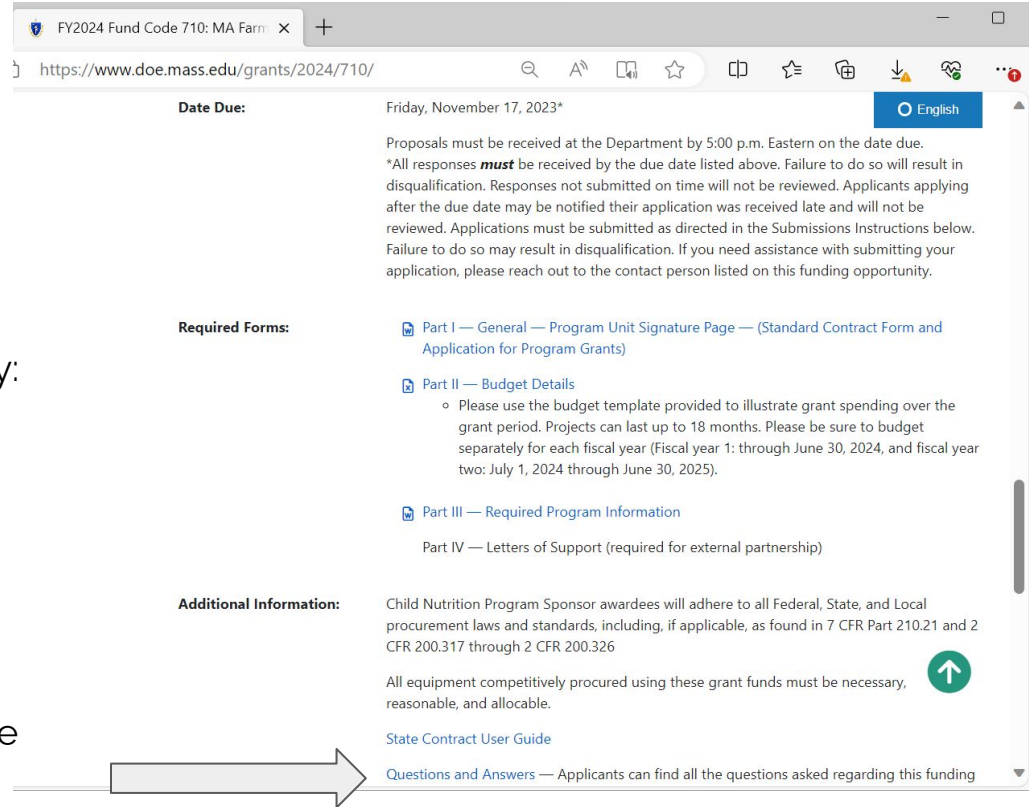
Fund Code: 710

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 Q&A](#)
- [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:

