Wisconsin Farm to School Grant Program
Request for Proposals

Proposals must be received by 5:00p.m on February 2, 2024

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TABLE OF CONTENTS

WISCONSIN FARM TO SCHOOL GRANT PROGRAM OVERVIEW

With one-time funding from a United States Department of Agriculture (USDA) Farm to School grant, DATCP is now accepting applications for the Wisconsin Farm to School Grant Program. The Wisconsin Farm to School Grant Program is made possible by an award that DATCP received from the USDA Food and Nutrition Service's (USDA-FNS) Patrick Leahy Farm to School Grant Program. USDA-FNS's Patrick Leahy Farm to School Grant Progam is funded by the Richard B. Russell Naitonal School Lunch Act (NLSA) (42 U.S.C. 1751, et seq.) and has the objective of improving access to local foods in eligible schools through comprehensive farm to school programming that includes local procurement and agricultural education efforts. A total of $250,000 is available and will be awarded through a competitive grant process. Grant awards can range from $10,000 up to $40,000.

The goal of the Wisconsin Farm to School Grant Program is to enable communities to develop farm to school partnerships, implement farm to school initiatives, and strengthen Wisconsin's statewide farm to school network. Successful projects will gather impact and outcome data, measure demand for this grant program and capture success stories to leverage ongoing support and funding for this grant program.

Match: Matching funds of 25% of the award, or 20% of the total project, is required. For example: if the grant is for the maximum award amount of $40,000 then the match must be $10,000. Or if the grant is for the minimum award amount of $10,000 then the match must be $2,500. Match can be cash or in-kind and must be for eligible expenses.

Timeline:
- RFP released Monday, December 4, 2023
- Applications due by 5:00pm Friday, February 2, 2024
- Contracts signed and awards announced March 2024
- Projects must be completed by April 30, 2025

FUNDING PRIORITIES

The purpose of this program is to expand existing farm to school activities or establish new farm to school activities. Funds are not intended to supplant or continue existing programming nor provide one time funding for Farm to School meal offerings.

This grant program prioritizes projects that:
- Build, strengthen or expand farm to school community teams through developing and implementing farm to school projects
- Increase school and early childcare education (ECE) procurement of locally sourced whole or minimally processed foods
- Increase equitable access to the benefits of farm to school in underserved communities
- Increase culturally appropriate, locally sourced foods served to students through meal and snack programs in school and ECE environments
- Incorporate farm to school education into food service, snack and mealtimes

- Implement lessons on farm to school career opportunities
- Incorporate local food and sustainable agriculture education into core curriculum and elective activities
- Build and expand school gardens, farms, food production and processing
- Promote farm to school projects, services, menus to students, staff, families and the community

APPLICANT ELIGIBILITY

To be considered eligible, applicants must engage in eligible farm to school activities targeted for youth. All projects require having or putting together a team of three or more farm to school partners. Applicants must identify a partnership with a school food service director and/or an ECE authorized representative of a school or community nutrition program. Eligible applicants include:

- K-12 schools/school districts (nutrition directors; teachers; school boards; parent–teacher organizations; and school advisors of student groups such as green school teams, student councils, or student sustainability teams)
- Organizations running afterschool programs
- Early childcare education (ECE) centers
- Summer community nutrition programs
- Farm businesses (food producing or composting companies)
- Non-profit or other farm to school support organizations.
- Local food businesses such as processors or aggregators and distributors
- Local and tribal governments
- Contracted school meal vendors or food service management companies
- Statewide organizations that work in a community or with a specific school/school district

INELIGIBLE APPLICANTS
- Institutions of higher education, including colleges and universities
- Institutional buyers that do not primarily serve students (hospitals, senior living facilities, etc.)
- Hunger relief programs
- Cooperative Extension
- Individuals, such as individual parents or teachers

PROJECT ACTIVITIES

Projects must include one or more eligible project activities. Eligible project activities could include but are not limited to the follow examples:

- Agriculture and nutrition education
- Culinary development
- Food production
- School garden and farm development
- Promoting farm to school activities
- Supply chain partnership development including food production, processing, distribution, and aggregation

- Composting (for education, food waste management and or food production practices)
- Farm to school education for school staff and partners

SUPPLEMENTAL ACTIVITIES

Supplemental activities may be funded by the grant. Supplemental activities cannot be the focus of the grant but may be included in proposals if they support the work of other eligible activities. Supplemental activities include but are not limited to:

- Farm to School team formation/expansion. Farm to school teams must include at least 3 partners from different farm to school roles. All projects must include a school food service director and/or an ECE authorized representative of a school or community nutrition program
- Partnership development (with farmers, other external partners, etc. that are not on the farm to school team)
- Food procurement (limited to 10% of the award for developing menus/recipes, sampling with students, developing procurement plans, cooking instruction, farm to school month meals, student taste preference survey, classroom education, etc.)

BUDGET

Eligible Expenses Including but not limited to:	Ineligible Expenses Including but not limited to:
Salaries/wages and fringe benefits (up to 50% of the award amount)	Indirect, administrative or overhead costs that are not direct costs of the grant project
Rent/lease space or equipment	Acquition costs for equipment, including rent-to-own. "Equipment" means tangible personal property, including information technology systems, with a useful life of more than one year and a per-unit acquisition cost of more than $5,000.
Up to 10% of the award amount may be used for food procurement. Food must be Wisconsin-sourced and can be procured from producers, processors or distributors. Food may be fresh or minimally processed. Minimally processed foods must consist of at least 90% ingredients that are grown or raised in Wisconsin. Food purchases must be limited to educational or promotional uses.	Procurement of food sourced from non-Wisconsin sources. Procurement of meals or snacks for training or meeting attendees. Procurement of food to subsidize regular meal offerings.
Supplies for farming, distributing, kitchen, educational, promotional, meeting, training activities or other relevant farm to school events that are integral to the success of the grant project. "Supplies" means tangible personal property other than that meeting the definition of equipment. A computing device is considered a supply if its per-unit acquisition cost is $5,000 or less regardless of the length of its useful life.	Capital expenditures, meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. This includes construction.
Travel: vehicle rental or mileage reimbursement for project related activities	Plane travel, hotel stays, and per diems

SUBMISSION INSTRUCTIONS

- Proposals should consist of:
  - Completed application. *(no page limit, although a max of 10 pages should be sufficient)*
  - Letters of commitment from supply chain partners on the project team.
  - *Optional: up to 3 additional letters of support.*
- All documents must be combined and saved as one .pdf or .doc file.
  - Submitting multiple files is not allowed.
  - Submitting a zip file is not allowed
- Files should be saved using the following naming structure:
  - "School/Program Name_F2S"
- Proposals must be submitted to DATCPdadgrants@wisconsin.gov
- Proposals must be received by **5:00p.m on Friday, February 2, 2024.**

REVIEW PROCESS

Projects must comply with the Request for Proposals to be reviewed. Late proposals and proposals missing items will not be reviewed. All complete proposals submitted on time will be reviewed by a panel of external independent grant reviewers. Reviewers will score proposals using the following scoring matrix:

Points	Evaluation Criteria
0	**Farm to School Background** • Describes past and current farm to school activities, practices, developments and efforts. • This question is mandatory but won't impact your application score. Not having current or past farm to school programming will not negatively impact your application score.
10	**Project Justification** • Clearly describes the need and/or opportunity summarizing how Wisconsin producers and/or processors will be supported in supplying to ECE and/or K-12 meals and snacks. • If proposing to fund an existing effort or program, the proposal describes how this project will increase or expand current farm to school programs. • Describes why the project is set up for success and how it will achieve farm to school goals.
10	**Project Team** • Lists all key partners directly involved in the project and farm to school activities. In addition to school/program staff, this could also include Wisconsin producers/processors, local businesses, and community members if they are participating on the project. • Outlines each partner's role in the project. • Highlights the team's (you and partners') expertise or experience working together and describe how it is relevant to this project • Letters of commitment clearly indicate all partners' roles in the project.
10	**External Project Support** • Describes how this project is supported by the community and external partners not directly involved in the project team. • Identifies any additional local businesses, community partners or beneficiaries (ex. families). • Discusses how external partners will be engaged. • Describes statewide resources that will be used to support achieving project goals.
15	**Work Plan (Narrative & Table)** • Clearly describes the work to be accomplished. • Identifies which partner is responsible for each work plan item.

	• The work plan is reasonable in relation to timeline and project team. • Adequate time is allocated for each project step.
15	**Measurable Outcomes & Impact** • Describes how the project will continue beyond the period of performance (without additional Wisconsin Farm to School grant funds). • Identifies how farm to school initiatives will be integrated into your organization's operations. • Indicates which project components will require continued funding and identify potential sources of such funding (e.g. other grants, in-kind donations, volunteers, integration into organization's long-term budget etc.). • Discusses who will benefit and how they will benefit.
5	**Project Management** • Describes systems, policies and plans to ensure effective partner engagement and leadership. • Describes the process or plan for ensuring that the project stays on track and results in findings that can be shared
20	**Project Evaluation** • Clearly outlines a plan for measuring project impact and documenting successes & challenges. • Describes how the project will collect both quantitative data and qualitative success stories. • Outlines how the project will gather stories in multiple formats, written, audio and visual.
5	**Budget & Budget Justification** • Budget items are adequately identified, clear, efficient and reasonable. • Justification exists for each budget item. • Budget items and work plan tasks are clearly linked.

10	**Bonus: Increasing Equitable Access to the benefits of Farm to School**
	• Project supports farm to school development in an underserved community
	• Projects located in the top 50% most food insecure counties in Wisconsin as determined by the Wisconsin Food Security Project. https://foodsecurity.wisc.edu/
	    ○ If in top 25% most insecure = gain full 10 point bonus.
	    ○ If in next 25% range from 50% to 26% = gain 5 point bonus.

Food insecurity is calculated using the estimate of food insecurity rate for children from the Map the Meal Gap_2020 data set. Data can be downloaded as well as mapped at: https://foodsecurity.wisc.edu/

10 point bonus Counties	Food Insecurity Rate (children)	5 point bonus Counties	Food Insecurity Rate (children)
Menominee	34.4	Vilas	17.4
Milwaukee	25.5	Kenosha	17.3
Forest	22.9	Washburn	16.9
Iron	22.6	Rusk	16.7
Adams	21.5	Green Lake	16.2
Ashland	20.3	Marquette	16
Burnett	20.3	Barron	15.6
Sawyer	20.2	Waushara	15.4
Bayfield	19.9	Wood	15.2
Racine	19.3	Richland	15
Juneau	18.6	Shawano	14.9
Marinette	18.1	Door	14.8
Jackson	17.7	Polk	14.6
Price	17.7	Sauk	14.4
Langlade	17.6	Buffalo	14.2
Douglas	17.5	Florence	14.2
Crawford	17.4	Vernon	14.2
Rock	17.4	Monroe	14.1

food insecurity rate (children) from Map the Meal Gap_2020

AWARD CONSIDERATIONS

Awardees will be expected to complete basic grant administration, including invoicing, reporting, and project evaluation.

All awarded projects must send at least one person to one in-person kick-off meeting and one mid-project virtual check-in meeting. The kick-off meeting will provide training on how to properly manage the grant, prepare and submit reports, track spending, and how to capture success stories for the statewide F2S grant program. During the check-in meeting, awarded projects will share insights, lessons-learned, challenges and upcoming activities with DATCP staff and other projects from around the state. The goal is to create a forum where projects can learn from each other and develop new network connections.

CONTRACTS

A contract will be developed by DATCP for each funded project. Upon agreement to the contract terms by the applicant, the DATCP Secretary will consider the contract for final approval. No funding commitment is final until the contract is signed and executed. Project work may not begin until DATCP signs and returns the contract. Grant contracts must be signed and returned to DATCP within 30 days of receipt. Failure to submit an executed copy of the contract within 30 days of receipt may result in the loss of awarded grant funds, unless the delay is approved by DATCP.

UNIQUE ENTITY IDENTIFIER (UEI)

Grant recipients must have a Unique Entity Identifier (UEI) to receive their award. Applicants who do not have a UEI can request one at SAM.gov. There is no cost for obtaining an UEI. It is recommended that applicants who do not have a UEI request one at the same time they submit their grant applications.

MONITORING

DATCP program staff will support, monitor and evaluate each funded project. DATCP reserves the right to audit the applicant relating to the performance of the project during and up to four years after completion of the contract. DATCP is also excited to help share the success stories of each project via DATCP and WI-LFPA websites and social media channels.

PAYMENTS

This is a reimbursement grant, meaning that recipients will have to pay for project costs themselves and then seek reimbursement for them from DATCP. Requests for reimbursements will be accepted on a semi-annual to quarterly basis. There must be at least two requests for reimbursement throughout the year. One large reimbursement at the end of your project will not be allowed. Payment requests must be submitted on the Reimbursement Request Form provided by DATCP. To receive reimbursement, grantees must clearly outline expenditures and provide documentation that the work has been completed, for example, by submitting receipts and invoices. Matching fund expenditures must be documented in the same manner as reimbursable expenses. Twenty-five percent of the total grant funds will be retained until receipt of the completed final report, presentation of project and receipts for all expenditures.

PRE-AWARD COSTS

DATCP will not be reimburse any costs incurred for work performed in the preparation of and production of an application or for any work performed prior to the formal execution of a contract.

PUBLIC RECORDS

Applications submitted for funding and all related contracts and reports are subject to disclosure under Wisconsin's Public Records Law. If the grant applicant or recipient requests any information submitted to DATCP be deemed a trade secret, the document should be labeled using "trade secret" and the requested status should be noted when the document is submitted. DATCP will notify the grant recipient if a public records request is made for the information claimed to be trade secret by the grant recipient. Such information may be kept confidential by DATCP only as authorized by law. *See* Wis. Stat. § 19.36(5).

RECORD REQUIREMENTS

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with DATCP, receipts, invoices, and copies of all reports and documents associated with the project. The grantee shall retain all data and other records relating to the acquisition and performance of the Grant Award Agreement for a period of four years after the completion of the contract. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records.

REPORTING REQUIREMENTS

To ensure attainment of program goals and monitor progress, award recipients will be required to complete quarterly progress reports in addition to one final report. Grant recipients will use report templates provided by DATCP. Applicants who do not submit reports on time and/or submit incomplete reports may be required to return all previously disbursed funds to DATCP. Reports will provide both quantitative and qualitative data to validate the effectiveness of the F2S grant program. Gathered data could come from a variety of sources, including: student polls, community surveys, farmer feedback, and school staff input. Information to be collected will include, but is not limited to, the following:

- Summary of project activities performed that period
- Deviations from the proposed plan
- Difficulties encountered
- Solutions developed to overcome difficulties
- Successes or goals achieved
- Planned activities for the next quarter
- Photo documentation of project activities

The goal of these reports is to help grant recipients tell their farm to school story, share their successes, and develop models that can be replicated throughout the state. Awarded projects are expected to collect stories in multiple formats, written, visual, audio and video.

AUDIT

State and local governments, tribes, and nonprofit organizations that receive federal awards from all sources, including this grant, of $750,000 or more during their fiscal year must comply with the audit requirements of 2 C.F.R. Part 200, Subpart F.

OTHER CONSIDERATIONS

All applications submitted in response to this RFP become the property of DATCP. The agency reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use materials produced under this grant agreement.

DATCP reserves the right to:
- Post funded applications to DATCP website.
- Reject any or all applications received.
- Waive or modify minor irregularities in applications received after prior notification and agreement of applicant.
- Use any or all ideas submitted unless those ideas are covered by legal patent or proprietary rights.
- Amend program specifications after their release, with appropriate written notice to potential applicants.
- Require a good-faith effort on the part of the grant recipient to work with DATCP subsequent to project completion to develop or implement project results in Wisconsin.
- Withhold or recoup any payments when contract conditions are not met or if the recipient submits false or misleading information to the department.
- Modify reporting requirements during the course of the project.
- Share program report data and success stories on DATCP website and social media channels.
- Conduct a follow-up survey of funded projects in order to determine long-term impacts of the project.