



New Hampshire

Department of Education

Farm to School (F2S) School Gardens Grants Request for Applications (RFA) SY 2024-2025

The Office of Nutrition Programs and Services (ONPS) is administering the F2S School gardens Grant with funding from The United States Department of Agriculture (USDA) Farm to School State Agency (SA) Grant.

Overview: School gardening and other F2S educational activities can improve school food service operations in a variety of ways. Below is a list of the positive impacts associated with school gardens:

- Improving student attitudes towards fruits and vegetables
- Increasing consumption of fruits and vegetables
- Improving job satisfaction and staff retention
- Providing quality fresh product at competitive prices or no cost, and
- Increasing school meal participation

The ONPS will issue competitive grants to New Hampshire (NH) School Food Authorities (SFA) or Reporting Authorities (RA) that meets eligibility requirements described below. Responses to this request for applications received by the deadline will be scored by independent peer reviewers. The primary purpose of this grant is to provide funding and support for SAUs/RAs participating in Child Nutrition Programs for the implementation and expansion of school gardens and Farm to School efforts.

Directions:

1. Review the following RFA details to ensure the SFA or RA meets eligibility requirements and that all grant application materials can be provided at the time of application submission.
2. Submit the F2S School Gardens Grant Application by May 3, 2024, to Madeline.R.Parker@doe.nh.gov and Bridget.R.Resse@doe.nh.gov.
 - a. Proposals must be submitted via google form: [Farm to School \(F2S\) School Gardens Request for Application \(RFA\) 2024-2025](#)
3. The amount awarded to each school selected will be \$6,000.

Section 1: Eligibility

1. Must be an SFA or RA currently participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) in NH.
 - a. *Multiple schools in the same SFA/RA may apply – separate applications must be submitted for each school/site.*
2. SFAs and RAs do not need to have existing school gardens to submit a proposal.

Absolute Priority:

1. **Measurable growth** in ability for participating schools to successfully operate one or more school gardens.
2. **Increase** the number of local foods in school meals and/or snack programs.



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3. **Increase** the number of NH schools participating in F2S activities, specifically school gardens.
4. **Student Involvement** – proposals must speak to student involvement in grant project.

Competitive Preference Priorities:

1. Proposals will be reviewed and scored based off completeness of:
 - a. The gardening plan, goals, and vision.
 - b. Budget – clear on what/how the funds will be spent on.
 - c. Education impact of the school gardening plan.

Application Template Prompts

Section 2: School Information

- a. School name, address and telephone number, district and superintendent information, and business administrator information are required as they are the main contacts for the fiscal administration of the grant. Please include additional SFA or RA contacts that may be involved in the oversight of this grant.
- b. Time-stamped signature of approval from SFA/RA superintendent and/or primary grant point of contact.

Section 3: Partnering Organization Information (if applicable)

**It is not required to partner with an organization and scoring will not be impacted.*

1. Name of partner organization and name of contact from the partner organization that is committing to providing support for the school gardens.

Section 4: Budget

1. Complete the budget spreadsheet. A template can be accessed here: [Budget Template - Farm to School \(F2S\) School Gardens Grant - Google Sheets](#)
 - a. See below for pre-approved supplies and equipment.
2. **Pre-approved Gardening Supplies, Equipment and Activities for SAU/RA Gardening Plans** **Anything not included below will require further approval from ONPS.*
 - a. Hoop Houses, High and low tunnels, Hydroponic growing systems
 - b. Shovels, Rakes, Water cans, Raised beds
 - c. Wheelbarrow
 - d. Gloves
 - e. Seeds, Fertilizer, soil
 - f. Educational Materials (specific to school gardens/ Farm to School)
 - g. Directly fund school garden staff/ consultant



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Section 5: Summary of Proposal

Provide an overview of the school/site's proposal for school gardens. Include the following topic areas in proposal:

1. **Project summary and goals** - Overall vision
2. **Goals, Activities, and Timeline** - Describe activities planned to achieve your goals and the anticipated timeline.
3. **Equipment/Supplies** - Describe anticipated equipment and or supplies the school plans to purchase.
4. **Education and Student involvement** - Include what educational components will be implemented as a result of receiving these funds. Share how the project will include student involvement. Will foods from school gardens be included in school meals (if applicable)?

*Submit your proposal here: [Farm to School \(F2S\) School Gardens Request for Application \(RFA\) 2024-2025](#) by the due date.

If awarded the funds, the SAU agrees to use the monies as described above and keep all related documentation for 3+ the current year.

SFA Proposal Primary Point of Contact Signature

Superintendent/ Executive Director Signature

The application must be submitted to Madeline Parker, Madeline.R.Parker@doe.nh.gov and Bridget Resse, Bridget.R.Resse@doe.nh.gov by May 3, 2024. **Late applications will NOT be accepted.**



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Application Scoring Rubric Used by Independent Peer Reviewers

Reader Instructions: Give the proposal a score that best describes its attributes in each category. Add scores for each section and record the total number in the “Points Awarded” box.

Project Goals and Summary	Excellent 15 Points	Good 10 Point	Marginal 5 Points	Inadequate 0 Points	Points Awarded
SAUs overall vision of farm to school efforts. Grant plan includes increasing the number of local foods in school meals and/or taste tests.					
Timeline of Activities	Excellent 15 Points	Good 10 Point	Marginal 5 Points	Inadequate 0 Points	Points Awarded
Description and timeline of anticipated garden/farm to school activities are clear.					
Educational Impact	Excellent 15 Points	Good 10 Point	Marginal 5 Points	Inadequate 0 Points	Points Awarded
Grant includes student involvement and student educational opportunities.					
Budget	Excellent 15 Points	Good 10 Point	Marginal 5 Points	Inadequate 0 Points	Points Awarded
The budget provides sufficient support to success and what/how the funds will be spent on.					



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1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

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