# School Food System Innovation Grant Application

Below are the application questions for the School Food System Innovation Grant. Please review the full RFA before submitting your application. Applications will be accepted in the following formats:

* Online application using our grant portal [Wizehive](https://webportalapp.com/sp/school_food_system_innovation).
* Microsoft Word document. You can download this application template as a Word document, fill in your responses, and email your application and all required attachments to grants@fullplates.org.
* Audio/video. You can send a link to an audio or video file with your responses to the application questions below to grants@fullplates.org. Files must be sent via a link to an online hosting platform (e.g., Google Drive, Dropbox). Please make sure the link is public before sending. You will still need to include written partner letters of support, equipment quotes (if applicable), and budget documents as attachments in your email.

### Application Questions

For narrative responses, we suggest somewhere between 250 - 750 words, but we encourage you to answer these questions in the way that works best for you. There are no word count minimums or maximums.

**Lead Partner Organization Name:**

**Project Coordinator Contact Information**

Name:

Title:

Email:

Phone:

**Partner Organization Names**

At least one of the Partner Organizations must be a Maine SFA participating in the NSLP and/or an association representing Maine school nutrition programs and at least one other partner must be from the food industry.

Answer here:

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**Enter the amount of funds you are requesting**

Applicants may apply for funding amounts between $100,000 and $1,500,000.

Amount of funds requested:

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**Project Description:** Describe your project. Include a narrative of your project plan, with goals, activities, and the timeline of your project. Clearly describe how your project will support the objectives of this RFA:

* **Strengthen Maine’s food supply chain** and enhance the capacity of growers, producers, processors, distributors, and other partners to supply fresh, nutritious, and Maine-sourced foods to schools;
* **Increase the sourcing and use of Maine foods** in school meal programs across the state;
* **Address barriers for schools** related to sourcing, ordering, processing, and/or storing foods produced in Maine;
* **Support school nutrition teams** in using Maine’sfresh ingredients, being responsive to the unique needs and preferences of students, and increasing creative menu development and scratch cooking in school kitchens;
* **Foster lasting partnerships and collaborations** between SFAs and community-based food system partners like Maine growers, producers, fisheries, processors, distributors, aggregators, parents, caregivers, students, teachers, administrators, and other food system partners impacted by school food supply chain issues; and
* **Establish sustainable solutions and best practices** for the K-12 food system that are scalable and replicable for other SFAs and organizations.

Answer here:

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**Community Needs:** Tell us about the community to be served and how this community will benefit from the project. What are the strengths and challenges of this community? What barrier(s) to a thriving food system does this community encounter? How will your project engage and collaborate with those most impacted by this barrier?How will your project address the unique needs of this community? Will this project engage students as collaborators and decision makers? If so, how?

Answer here:

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**Project Team:** Describe the Lead Partner and partners listed above. For each organization, give a brief overview of the nature of the partnership (i.e., new vs. existing partner, past collaborations, why you are choosing to partner with them, and what they will contribute to this project). Include a job description for the Project Coordinator, including their relevant skills and experience, and how they will devote time to this project. If the Project Coordinator role will not be filled by an existing employee of the Lead Partner organization, and you plan to hire a Project Coordinator, provide a job description and the hiring timeline.

Answer here:

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**Project Evaluation:** Describe the methods and metrics you will use to evaluate the success of your project. What will success look like at the end of this performance period? Include the frequency of when data will be collected and analyzed and who will be responsible for this evaluation work.

Answer here:

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**Sustainability:** How will the successes of your project be sustained after the project period has ended? How could your project be scaled and replicated in the future to support other SFAs in your region and beyond?

Answer here:

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**Budget:** Please upload a budget and write a budget narrative that outlines how funds will be spent.

Answer here:

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**Equipment Quotes:** If your budget includes equipment purchases (i.e., equipment that has a per item cost greater than or equal to $5,000), please upload at least two quotes for each piece of equipment.

**Partner Letters of Support:** Required for each listed partner.

**Does your organization represent a historically underfunded and/or underserved community?**

* Yes
* No
* I’m not sure
* Prefer not to answer

**Do any of your Partner Organizations represent a historically underfunded and/or underserved community?**

* Yes
* No
* I’m not sure
* Prefer not to answer