



Full Plates
Full Potential

School Food System Innovation Grant

Request for Applications

Grant Application Period: March 4, 2024, through May 1, 2024

Full Plates is now accepting applications for the School Food System Innovation Grant. Grants will support Maine-based schools, growers, producers, processors, distributors, or other food system partners looking to pilot innovative and collaborative projects that increase the volume and type of foods that are served in school meal programs, ensure schools have the support, capacity, skills, equipment, and relationships to source and serve more Maine-based, scratch-cooked, and culturally relevant and traditional foods in school meals, and expand the school food marketplace to include more food providers.

*This project is funded using U.S. Department of Agriculture grant funds.
USDA is an equal opportunity provider, employer, and lender.*

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Definitions

Community-based Organization (CBO): A nonprofit, non-governmental, or charitable organization that represents community needs and works to address them.

Culturally Relevant and Traditional Food: Food familiar to a community that celebrates a group's cultural and religious needs, preferences, and traditions.

Food Industry: Food industry is a network of agriculture, manufacturing, food processing, marketing, wholesale and food distribution, foodservice, farmers and retail markets, regulatory, education, research and development, and financial services.

Food Support Organizations: Nonprofit organizations working to improve the food system. This includes organizations focused on reducing hunger, advancing food justice and equity, promoting local agriculture, food systems education and engagement, and more.

Food System: Sum of the actors and their interactions in the supply chain that includes the procurement, production, processing, distribution, and consumption of food products.

Forward Contract: An agreement between two parties calling for delivery of, and payment for, a specified quality and quantity of a commodity at a specified future date. The price may be agreed upon in advance or determined by formula at the time of delivery or other point in time.

Historically Underfunded and/or Underserved Communities: Refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. This includes those who identify as Black, Indigenous, Hispanic or Latine, Asian or Pacific Islander, or other people of color; women; LGBTQIA+; people who live in rural areas; and/or people with limited incomes.

Maine-Based/Maine-Sourced Food: Food grown, harvested, caught, or produced in the state of Maine or Gulf of Maine.

Minimally Processed Food: Food that is washed, cleaned, trimmed, peeled, sliced, dried, sorted, refrigerated, frozen or packaged or any combination of these activities. These types of preparation do not substantially change the nutritional content of the food.

National School Lunch Program (NSLP): The NSLP is a federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

School Breakfast Program (SBP): The SBP is a federally assisted meal program operating in public and non-profit schools and residential care institutions.

School Food Authority (SFA): The governing body which is responsible for the administration of one or more schools and has the legal authority to operate Federal school meal programs therein or is otherwise approved by USDA FNS to operate Federal school meal programs.

School Food Marketplace: The exchange of goods, services, and labor between SFAs and distributors, manufacturers, and producers.

School Meal: A meal that qualifies for reimbursement with Federal funds because it has met USDA menu requirements and nutrition standards for school meal programs (i.e., National School Lunch Program and/or School Breakfast Program).

School Meal Program: A Federal Child Nutrition Program that qualifies for USDA reimbursement and serves meals during the school day (i.e., National School Lunch Program and/or School Breakfast Program).

Value-added Product: A product that has had a change in its original physical state or form – such as milling wheat into flour and making fruit into jam.

Section 1: RFA Summary

Purpose

This funding opportunity is part of the [U.S. Department of Agriculture \(USDA\) Healthy Meals Incentives \(HMI\) Initiative's School Food System Transformation Challenge Grants](#). These grants have an overall goal of supporting local innovations and collaborations that ensure a resilient, just, equitable, and nutritious school food system.

The School Food System Innovation Grant is funded by a cooperative agreement between the USDA Food and Nutrition Service (FNS) and Full Plates Full Potential (Full Plates). It will provide funding for Maine-based growers, producers, processors, distributors, or other food system partners and School Food Authorities (SFA) to pilot innovative projects that increase the volume and type of foods that are served in school meal programs and expands the school food marketplace to include more Maine-based food providers. It allows for critical investments to be made in the school food system in Maine.

Eligible proposals can encompass both planning and implementation of collaborative initiatives. These initiatives are led by one or more partners from the supply chain to pilot innovative solutions that have the potential to be sustained and/or scaled. Projects should ensure schools have the support, capacity, skills, equipment, and relationships to source and serve more Maine-based, scratch-cooked, and culturally relevant and traditional foods in school meals.

For a suggested list of community partners, see [Section 3: Award Details](#).

About Full Plates Full Potential

Full Plates is a 501(c)(3) nonprofit that works to strengthen child nutrition programs as critical tools for ending childhood food insecurity in Maine. We provide funding and assistance to meal programs that feed kids now, while also advocating for lasting systems change and working towards a future where Full Plates does not need to exist.

Key Objectives

The School Food System Innovation grant will support innovative and collaborative pilot projects that reimagine what the school food system could look like and have the potential to be sustained and/or scaled. Projects can be regional or statewide in scale and should address the unique barriers faced by schools when trying to increase their use of Maine-based items in school meal programs and expand their suppliers.

Proposed activities should be clearly aligned to the following objectives and demonstrate the potential for long-term sustainability and/or scalability in the following six areas:

1. **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;
2. **Increase the sourcing and use of Maine foods** in school meal programs across the state;
3. **Address barriers for schools** related to sourcing, ordering, processing, and/or storing foods produced in Maine;
4. **Support school nutrition teams** in using Maine's fresh ingredients, being responsive to the unique needs and preferences of students, and increasing creative menu development and scratch cooking in school kitchens;
5. **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.

Eligible Example Projects Include (but are not limited to):

- Developing a streamlined, statewide online ordering system for SFAs to order food from Maine growers, producers, processors, and fisheries.
- Developing a statewide and/or regional distribution and storage infrastructure to address the challenge of food access for SFAs in all regions of the state.
- Developing a food processing infrastructure to create minimally processed and value-added products that meet the nutritional requirements of the school meal programs.
- Developing regional school food hubs for food processing, batch cooking, storage, etc.
- Transporting and delivering food to schools within the region.

Funding Available

- The USDA and Full Plates anticipate awarding up to \$7.4 million through this grant.
- Funding requests can range from \$100,000 to \$1,500,000.
- Reviewers may recommend whole or partial funding for a proposed project.

Important Application Dates

- Informational webinar for potential applicants:
 - Launch Webinar in English: March 7, 2024
 - Spanish version will be posted on our website, maineschoolmealgrants.org, by Monday March 18th
- Request for Applications (RFA) released: March 4, 2024
- Application deadline: May 1, 2024
- Anticipated award date: June 17, 2024
- Grant project period: July 1, 2024 - June 30, 2028

- Final grant reports due: July 31, 2028

Project Support and Technical Assistance

Project support and technical assistance will be provided by: Full Plates; Maine Health/Let's Go; Healthy School Recipes; the Maine Farm to School Network; and the Data Innovation Project. Extensive project support and technical assistance will be provided to potential grantees and awarded grantees throughout the grant process and project period to ensure high quality proposals and successful project implementation. See [Section 8: Technical Assistance](#) for more information about project support and technical assistance provided to grantees.

Eligibility

Eligible projects must have one Maine-based Lead Partner with at least two Maine-based Partner Organizations. Lead Partners can be Maine-based SFAs, growers, producers, processors, aggregators, distributors, or food support organizations, including food systems-focused nonprofits; and public sector agencies. 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.

Preference will be given to Partnerships formed with historically underfunded and/or underserved food producers, businesses, and communities.

The Lead Partner can be listed as a partner in other USDA HMI grants but cannot be the lead on more than one funded project.

Other partners may include community-based organizations, nonprofit organizations, small businesses, state government and/or local government agencies, food growers and producers, fisheries, processors, aggregators, and/or distributors. For a more detailed list of eligible Partner Organizations, see [Applicant Eligibility](#).

See [Section 3: Award Details](#) for more information about eligibility requirements.

Grant Awardee Requirements

Grantees must sign a grant contract agreement indicating the intention to complete the proposed tasks by the end of the grant period and authorizing Full Plates to monitor the progress of the project. Grantees must commit to participating in all reporting and evaluation activities outlined in [Section 6: Requirements for Grantees](#). Grantees are also expected to attend the two-day Healthy Meals Summit in October of 2025 in Las Vegas, Nevada. This summit is the only required travel for grantees and funding to support this travel must be incorporated into the Project Budget. See [Section 6: Requirements for Grantees](#) for more information about this required activity.

Section 2: Grant Overview

Introduction

School meal programs are an integral part of Maine communities. They are a source of nourishment, education, and connection. At their best, school meal programs have the potential to not only expand the palates of students and improve their health, but also to have positive ripple effects into the broader community. Investing in the school food system is a key ingredient in the success of these programs. Increasing the amount of Maine-based items served in school meals can mean fresher food, stronger partnerships, and a healthier food economy.

The School Food System Innovation Grant was created to ensure that Maine schools have the necessary support to make significant and sustainable increases in the volume and type of Maine-based foods they are sourcing from an expanded marketplace of Maine-based food providers. Due to the short growing season, limited capacity of SFAs, and Maine's rural nature, many SFAs throughout the state face challenges when trying to incorporate products from Maine into their menus.

The inclusion of culturally relevant and traditional foods in school meals will also support Maine's increasingly diverse population of historically underfunded and/or underserved communities. Including more Maine-sourced food in school meals will expand school menus to reflect the tastes and preferences of a diverse student body.

Maine school nutrition programs are increasingly shifting their operations to include more Maine-sourced, scratch cooked, and culturally relevant and traditional foods menu items, but report that they lack key kitchen equipment, opportunities for culinary skill building, staff capacity, and ease of access to food necessary to successfully make that shift.

This grant will fund pilot projects that address at least two of the focus areas listed below. Funding decisions will prioritize new initiatives and/or groups that represent historically underserved and/or underfunded communities.

Focus Areas

1. **Collaboration**

Due to the timing of the academic school year and the Maine growing season which lasts from May 2nd to October 6th, SFAs in the state often have difficulty procuring Maine-based foods for use in school meals. Increased communication and collaboration between SFAs and growers and producers is a necessary part of building a sustainable Maine-based school food culture. Strengthening these relationships could lead to better alignment of school menus to growing and production schedules; support for growers, producers, and distributors in supplying food to assist SFAs in meeting the meal pattern requirements; support for forward contracting; or the development of shared or cooperatively owned cold storage options.

2. Distribution

Due to Maine's rural nature, geographic spread, and lack of adequate transportation and distribution infrastructure, there are many small and/or rural schools that lack purchasing power and access to Maine's fresh ingredients. Developing statewide and/or regional food distribution systems that reach all regions of the state will support SFAs, especially small rural SFAs, to source more Maine-based ingredients.

3. Processing

Many school nutrition programs in Maine lack the on-site capacity to process Maine-based ingredients. Whether an issue of adequate space, staffing, equipment, or skills, or the fact that the growing season does not align well with the school year, it is not always possible or desirable for an SFA to do all their own processing on-site. Developing statewide and/or regional food processing infrastructure and cold storage capacity will increase minimally processed items (e.g., peeled and diced butternut squash, minced garlic, blanched and frozen broccoli) and value-added products (marinara sauce with Maine vegetables, breaded and frozen Maine fish) available to SFAs and increase the nutritional value of school food.

4. Procurement

A challenge in sourcing Maine-based food in schools is the lack of a streamlined process to order products directly from growers and producers. Many schools order Maine-based products both through distributors (national and local) and directly from smaller farms. Ordering directly from farms can be an important way to build relationships and community. However, it can also be time-intensive to order in this way and to coordinate pick-ups and deliveries. Development of a streamlined ordering system or the creation or expansion of food hubs or food aggregators to support this food procurement could help alleviate some of this logistical burden.

5. Team Support

Many schools are in need of a more robust infrastructure and more training opportunities. Investing in staff through culinary training, procurement training, and other professional development opportunities can be a great way to sustain changes made through these grants. Schools may also benefit from hiring school chefs or regional chef consultants.

Funding Availability

Using a competitive process, with funding from the USDA, Full Plates will award up to \$7.4 million. Applicants may apply for funding amounts between \$100,000 and \$1,500,000. This grant does NOT require match funding from grantees. The project period of performance for these grants will be from July 1, 2024, to June 30, 2028.

Section 3: Award Details

Grant Timeline

Key dates and timeline considerations include the following:

Key Date	Activity
March 4, 2024	Grant application opens at 10am EST.
March 7, 2024	Launch Webinar in English starts at 2pm EST. A Spanish version will be recorded and posted on our website, maineschoolmealgrants.org , by Monday March 18th.
May 1, 2024	Grant application closes at 11:59pm EST.
June 17, 2024	Anticipated award date. All applicants will be notified via email.
July 1, 2024 – June 30, 2028	Grant project period. See Section 6: Requirements for Grantees for more information about grantee requirements during this period.
June 30, 2028	All grant funds must be spent by this date.
July 31, 2028	Final grant reports due.

Applicant Eligibility

- Applications must have one (1) Lead Partner and at least two (2) Partner Organizations.
- The Lead Partner must be a Maine-based food system partner. This includes:
 - Growers and producers (e.g., farms, fisheries);
 - Food processors;
 - Food aggregators (e.g., food hubs);
 - Food distributors;
 - SFAs;
 - Food support organizations, including food systems-focused nonprofits;
 - Public sector agencies (e.g., local, county, or state government agency or department).
- Other partners may include:
 - Student-led groups;
 - Community-based organizations;
 - Small businesses;
 - Other Maine-based food system partners.

- 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.
- Grant applicants must have a Unique Entity Identifier (UEI) number. This is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
 - Existing entities can find their UEI by following the steps here: https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254
 - New entities can get their UEI by registering in the System for Award Management (SAM).
- The Lead Partner can be listed as a partner in other USDA HMI grants but cannot be the lead on more than one funded project.

Suspended or debarred entities or individuals are ineligible to submit applications.

<https://www.dol.gov/agencies/ofccp/debarred-list>

If awarded, the Lead Partner will be expected to:

- Coordinate all grant activities and meet all reporting and evaluation requirements.
- Identify a Project Coordinator (either full- or part-time, working a minimum of FTE of 20%) for the grant who has experience in grant management and/or other skills that will ensure overall project success (e.g., strong communication skills, experience in leading/overseeing collaborations).
- Sign and maintain responsibility for the grant contract agreement.
- Maintain adequate accounting systems and ensure the allowable, allocable, necessary, and reasonable use of funds. This includes the ability to identify the receipt and expenditure of program funds separately from other funding sources, contract subcontractors if necessary, manage reporting, and maintain the necessary property/inventory management systems to track the location and value of items purchased.
- Submit any budget or work plan amendments (within 10 business days of changes going into effect) if changes are made from the initial proposal.

See [Section 6: Requirements for Grantees](#) for more information about the requirements of the Lead Partner for funded grant projects.

Partnerships

All projects must have a Lead Partner and at least two Maine-based Partner Organizations who will support the goals and activities of their project. These partnerships do not need to be long-standing or formed before applying, but letters of support from all listed partners are required as a part of the application process.

Since the focus of this grant is to support SFAs in serving more Maine-based foods, it is required that at least one partner is a Maine SFA participating in the NSLP and/or an association representing Maine school nutrition programs. Applicants are encouraged to include additional SFAs as partners or beneficiaries of project activities.

Project Eligibility

This grant is intended to fund innovative pilots that have the potential to be sustained and/or scaled. Priority will be given to projects that support historically underfunded and/or underserved communities. We invite applicants to think big and propose new and collaborative approaches. Projects can vary in scale but must take community needs and regional differences into account.

Projects should include both the planning and implementation of innovative, scalable, and/or replicable solutions to address challenges in sourcing, preparing, and serving Maine-based, nutritious, and culturally relevant and traditional foods in school meals.

Eligible projects can include, but are not limited to:

- Developing a streamlined, statewide online ordering system for SFAs to order food from Maine growers, producers, processors, and fisheries.
- Developing a statewide and/or regional distribution and storage infrastructure to address the challenge of food access for SFAs in all regions of the state.
- Developing a food processing infrastructure to create minimally processed and value-added products that meet the nutritional requirements of the school meal programs.
- Convening Partner Organizations to plan, design and implement project activities.
- Assessing SFA and regional capacity to source and serve more Maine-based foods, culturally relevant and traditional foods, increase scratch-cooking, and respond to student dietary needs and preferences.
- Training and professional development for school nutrition staff including, but not limited to the following topics:
 - Culinary skills, including scratch cooking
 - Menu and recipe development
 - Flavor enhancement techniques/strategies
- Student and community engagement activities, including, but not limited to:
 - Taste tests
 - Surveys
 - Focus groups
 - Marketing
 - Branding
 - Translation and interpretation services
- Building infrastructure for scratch cooking:
 - Transition from heat-and-serve to scratch-cook programs
 - Hiring a regional school nutrition chef consultant
- Developing regional school food hubs for Maine-sourced food processing, batch cooking, storage, etc.
- Developing solutions for transporting and delivering Maine-sourced food to schools within the region

Eligible and Ineligible Expenditures

All requested expenditures must be allowable in accordance with the Office of Management and Budget's [Code of Federal Regulations](#).

Allowable costs include, but are not limited to:

- Salaries: Salary and wages to successfully plan and implement the project (e.g., to coordinate partners, attend trainings, complete reporting requirements). Staffing costs can include salaries for existing positions, salaries for new positions, additional hours for part-time employees, and/or raising existing wages. Staffing costs can include the time it takes to plan and submit project proposals. All staffing costs must be clearly linked to the project's activities.
- Fringe Benefits
- Travel (e.g., partner visits, attending trainings)
 - Applicants must budget for at least one but no more than four team members to attend a 2-day Healthy Meals Summit in October of 2025 in Las Vegas, Nevada.
- Equipment: Equipment that has a per item cost greater than or equal to \$5,000 (e.g., cold storage, processing equipment). See Appendix C: Examples of Equipment and Supplies for a list of suggested equipment to increase the use of Maine-based items.
- Supplies: Items with a per unit cost that is less than \$5,000 (e.g., kitchen smallwares, cutting boards, storage bins). See Appendix C: Examples of Equipment and Supplies for a list of suggested supplies to increase the use of Maine-based items.
- Contractual: Subcontracts with any of your Partner Organizations or other contracted work.
- Other. Examples of other eligible expenses:
 - Technology: (e.g., software, devices)
 - Outreach activities (e.g., design, printing of materials)
 - Food costs (e.g., taste tests, recipe development and testing, samples)
 - Food costs must not exceed 10% of total budget
 - Language translation services
 - Future costs that may emerge during the project period. Details can be submitted to Full Plates for approval throughout the project period.

Unallowable costs include, but are not limited to:

- Advertising and public relations costs not directly related to this funding opportunity
- Capital improvements: funds cannot be used for any major improvement to facilities and infrastructure that would add to the permanent value of the building
 - Example: Costs associated with the labor and supplies to pour cement to accommodate a new ramp for a loading dock would NOT be allowable, but the cost of the ramp would be allowable as an equipment cost.
- Vehicles may not be purchased; however, vehicles may be leased using grant funding
- Promotional swag and door prizes
- Gift cards, cash, or other monetary awards
- Food: Funds used to purchase food intended primarily for consumption, such as for events, lunch, or meal services, are not allowable.

Section 4: Application Instructions

[APPLY HERE](#)

How to Submit an Application

Applications will be accepted in the following formats:

- Online application using our grant portal [Wizehive](#). Please see [Appendix A: Grant Portal Instructions](#) for step-by-step instructions.
- Microsoft Word document. You can copy and paste the [application questions here](#) into a Word document, 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.

Applications must be received by 11:59pm EST on May 1, 2024 to be considered.

How to Submit Questions

Visit the Frequently Asked Questions section of our [website](#). For additional questions about the application process, eligibility, or requirements, or to request technical assistance during the application process, email grants@fullplates.org.

Tips for Submitting a Strong Application

- **Review the RFA and website carefully** before reaching out with questions. For questions about the application process, eligibility, or requirements, please reach out to grants@fullplates.org.
- **Write your application in a word processing program** (Microsoft Word, Google Docs, Pages, etc.) so that it can be reviewed, edited, and saved prior to entering it into the online application portal.
- **Read application questions carefully** to ensure you are answering all questions completely.
- **Be concise and clear.** Aim to keep your responses comprehensive yet succinct.
- **Use plain, easily understood language.** Limit the use of abbreviations and acronyms and define any that are utilized at their first use.
- **Review scoring criteria** to ensure that your application addresses all scoring criteria (see [Section 5: Application Review Information](#)).
- **Double-check your attachments.** Prior to submitting your final application, be sure to check that all required attachments are uploaded or attached to your application.

Application Questions

The following section is what will be asked in the application. There are no word count minimums or maximums. For narrative responses, we suggest somewhere between 250 - 750 words, but encourage you to answer these questions in the way that works best for you.

Lead Partner Organization Name:

Project Coordinator Contact Information

Name:

Title:

Email:

Phone:

Partner Organization Names:

At least one Partner Organization 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.

Amount of funds requested:

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's fresh 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.

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?

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.

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.

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?

Budget: Please upload a budget and write a budget narrative that outlines how funds will be spent. See [Appendix B: Budget Guidance](#).

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. See [Appendix D: Sample Letter of Support](#) for a template.

Does your organization represent a historically underfunded and/or underserved community? (See [Definitions](#))

- Yes
- No
- I'm not sure
- Prefer not to answer

Do any of your Partner Organizations represent a historically underfunded and/or underserved community? (See [Definitions](#))

- Yes
- No
- I'm not sure

Prefer not to answer

Section 5: Application Review Information

Evaluation Criteria

All applications will be evaluated using the following criteria. The total amount of points an applicant can receive is 135 points.

Project Description (50 points)
Goals, activities, and timeline (15 points)
<ul style="list-style-type: none">• Is the project description clear? (0-5 points)• Do the activities support the project's goals? (0-5 points)• Is the timeline reasonable? (0-5 points)
Objective 1 (0-5 points)
<ul style="list-style-type: none">• Does the applicant clearly describe how this project will expand the school food marketplace to include more food providers local to Maine and enhance the capacity for food system partners to supply items to Maine SFAs? (0-5 points)
Objective 2 (0-5 points)
<ul style="list-style-type: none">• Is it clear how this project will result in an increase in the volume and type of items used in school meal programs? (0-5 points)
Objective 3 (10 points)
<ul style="list-style-type: none">• Does the applicant explain how this project will increase the capacity of school nutrition teams to use more Maine-based items? (0–5 points)• Does the applicant clearly describe how this project will make it easier for SFAs to use Maine-sourced items in their school meal programs by addressing barriers that they face? (0–5 points)
Objective 4 (0-5 points)
<ul style="list-style-type: none">• Does this project include partnerships that will help support its goals? (0-5 points)
Objective 5 (0-5 points)
<ul style="list-style-type: none">• Does the project demonstrate the potential for long-term program sustainability after the funding period ends? (0–5 points)
Objective 6 (0-5 points)
<ul style="list-style-type: none">• Does the applicant describe how the project could be scaled and replicated for other SFAs in the region? (0–5 points)
Community Needs (35 points)
<ul style="list-style-type: none">• Does the applicant demonstrate an understanding of the strengths and challenges of this community? (0-5 points)• Does the applicant identify a barrier(s) that this project is responding to? (0-5 points)• Does the applicant engage and collaborate with those most affected by the barrier(s) it aims

<p>to address? (0-10 points)</p> <ul style="list-style-type: none"> • Is the project responsive to the unique needs of the community it proposes to serve? (0-10 points) • Does the applicant value student voice and will the project actively engage students as collaborators and decision makers? (0-5 points)
<p>Project Team (15 points)</p> <ul style="list-style-type: none"> • Is the Project Coordinator job description clear and relevant to this project? (0-5 points) • Does the applicant have a plan for partnerships that will support this project? (0-5 points) • Is it clear how these partnerships will add value to the project and does the application include a partner Letter of Support from each listed partner? (0-5 points)
<p>Project Evaluation (10 points)</p> <ul style="list-style-type: none"> • Does the applicant outline a clear plan for project evaluation? (0-5 points) • Does their evaluation plan align with their goals and activities? (0-5 points)
<p>Budget (15 points)</p> <ul style="list-style-type: none"> • Do the budget and budget narrative align? (0-5 points) • Does the budget narrative provide sufficient explanation for how costs were derived and include equipment quotes if applicable? (0-5 points) • Is it clear how the expenses listed will support the project goals and activities? (0-5 points)
<p>Bonus Points: Historically Underfunded and/or Underserved Communities (10 points)</p> <ul style="list-style-type: none"> • Does the Lead Partner represent a historically underfunded and/or underserved community? (Yes/No, 5 points/0 points) • Do any Partner Organizations represent historically underfunded and/or underserved communities? (Yes/No, 5 points/0 points)

Review Process

All eligible applications will be reviewed according to the evaluation criteria outlined above. Each application will be reviewed independently by a team of reviewers, including at least one Full Plates staff member and at least one external reviewer with relevant expertise and experience. Review scores will be averaged and the top applications will be brought back to the review team for discussion. The review team will decide on a proposed list of finalists and will send their funding recommendations to USDA FNS for review. USDA FNS will review these funding recommendations and make final decisions about awards. USDA FNS reserves the right to accept the review team's recommendations or to select applicants that were not recommended by the review team.

Full Plates anticipates notifying all applicants of funding decisions via email by June 17, 2024.

Section 6: Requirements for Grantees

Grant Contract Agreement

Grantees must sign a grant contract agreement within 30 calendar days of receiving notification of their award. The contract will be sent via email and can be signed electronically using our online grant portal. The grant agreement will confirm the applicant's intent to complete the proposed project and authorize Full Plates to monitor its progress.

Evaluation Requirements

The Full Plates team will conduct evaluation of funded projects, which grantees are expected to support. Grantees may be asked to assist in evaluation activities, including: participate in interviews, distribute surveys, provide administrative data (i.e., meal participation rates, financial data, vendor/supplier information), and/or participate in other evaluation activities as requested. We will develop and share reports about participating sites and will expect collaboration in creating and reviewing these materials to highlight grantee activities that are supported with this grant funding.

A project's proposed activities and their respective metrics will be unique to the specific project and timeline but need to address each of the objectives of this RFA. The sub-bullets below give examples of possible metrics. The particular metrics chosen should align with the specifics of a project.

- **Strengthen Maine's food supply chain**
 - % growth in local school food purchasing that resulted from new processing hub
 - # of local farms committed to growing x product to support a district's culturally relevant and traditional foods meal development
 - # of new Maine-based food providers in the school food marketplace
- **Increase the sourcing and use of Maine-based foods**
 - % of total school district's food costs that were Maine-based items in school year 2024-25
 - % of school districts in [county name] that maximized use of the state Local Foods Fund in school year 2025-26
- **Address barriers for schools**
 - # of schools that made new Maine-based food industry connections in school year 2024-25
 - # of school districts that utilized a new cold storage facility in school year 2025-26
- **Foster lasting partnerships and collaborations**
 - # meetings held with school and Partner Organizations
 - % of local supplier's product that is forward contracted to school district

All SFAs included as a Lead Partner or Partner Organization are required to collect the following metrics each school year during the project period:

- \$ spent on Maine-based items
- \$ spent on out-of-state items

- # of local farm partners

Projects should include additional metrics that are unique to the project’s goals and scope. Once awarded, grantees will work with the Full Plates team to review proposed activities and metrics and develop an evaluation plan for the project. Support is available to help applicants define activities and metrics and support the process of metric collection and evaluation. See [Section 8: Technical Assistance](#) for more information.

Reporting Requirements

With the support of Full Plates, grantees are required to submit quarterly Progress Reports and Financial Reports that cover the previous quarter and detail how project activities are progressing toward the objectives and how funds have been spent. Full Plates will provide templates for grantees to fill out. Financial Reports will require receipts for all equipment purchases (per unit cost greater than or equal to \$5,000). Progress Reports and Financial Reports are due 15 calendar days after the end of each quarter.

Report Period	Report Due
July 1 - September 30	October 15
October 1 - December 31	January 15
January 1 - March 31	April 15
April 1 - June 30	July 15

A final report will be due 30 calendar days after the end of the project period. Full Plates will provide a template for this final report.

Budget Adjustments

Full Plates will monitor grantee spending using the quarterly Financial Reports. Any changes in grantee spending that exceeds 10% combined variance across budget categories will require prior written approval by Full Plates and must be requested at least 10 business days before adjustments are made. Grantees should reach out to grants@fullplates.org to request approval of these budget adjustments.

Site Visits and Travel

Grantees will be required to host the Full Plates Project Director for at least two in-person site visits during the project period. This will be planned well in advance and costs will be covered by Full Plates.

Grantees will be required to send at least one person, and no more than four people, to a national 2-day Healthy Meals Summit in October of 2025 in Las Vegas, Nevada. Estimated travel costs must be included in the budget.

Virtual Check-Ins

Grantees will be required to have monthly virtual check-ins with the Full Plates Project Director.

Grantees will be required to attend an annual virtual meeting for all recipients of this grant. It is mandatory for each grantee to have at least one representative present.

Project Learnings Presentation

The Lead Partner on each grant award will be required to present at a virtual panel discussion with all grantees of this RFA. This will be open to the public and will take place in the spring of 2028.

Section 7: Payments and Requesting Funds

Funding of this award will be made available upon receiving a signed grant agreement, a current W-9, and signature(s) from the Superintendent(s) of partner SFA(s). All grantees will receive 20% of their total budget within one month of a fully signed grant agreement. Grantees can then request drawdowns of funds on a quarterly basis as part of the required quarterly Financial Reports (see [Reporting Requirements](#)). Funds will be sent using electronic fund transfer (EFT).

Section 8: Technical Assistance

Project Support and Technical Assistance

We will post technical assistance resources on our website, www.maineschoolmealgrants.org. This website will also contain the link to the application portal used for submitting your application and reporting documents.

Potential applicants can request and receive support throughout the application process from the Full Plates Grants Manager and Full Plates' staff. This support includes but is not limited to helping developing project plans, defining activities and metrics, creating a budget, receiving equipment quotes, and using the online application portal.

Awarded grantees will continue to receive support from the Grants Manager and Full Plates staff. Outside of the scheduled quarterly Financial and Progress Reports, our team will be available to check-in and discuss your project throughout the entire project period. Grantees may also receive support from Maine Department of Education's Regional Culinary Coordinators.

There will be open Zoom office hours to answer questions related to the application process. Dates, times, and Zoom links will be posted on our website.

For one-on-one assistance, contact Finn Madden, Full Plates' Grants Manager, via email (grants@fullplates.org) or phone (207-200-6870).

For assistance with project planning contact Anna Korsen, Full Plates' Project Director, via email (akorsen@fullplates.org) or phone (207-319-6587).

Evaluation Support

Awarded grantees will receive evaluation support from the Data Innovation Project (DIP) to assist in setting metrics for their projects and meeting the reporting requirements of the grant. DIP will provide two virtual workshops followed by one-on-one coaching and technical assistance for grantees. All awarded grantees, including each funded partner, will be required to attend the first workshop. The lead partner of each project will be required to attend the second workshop and to take advantage of the coaching and technical assistance being provided.

Workshop 1 will be a high-level introduction to performance measurement, with the opportunity for grantees to begin brainstorming and developing their own metrics that reflect the priorities and deliverables of each sub-grantee project.

Workshop 2 will focus on more specific knowledge and skill building, in addition to data collection and reporting tools and processes.

Following the workshops, the DIP will offer up to 4 hours of coaching support and technical assistance, including continued refinement of metrics, beginning a data inventory, reviewing a collection tool, or brainstorming potential solutions to known challenges.

Information Sessions

An informational webinar will be held for potential applicants on March 7, 2024 at 2:00 pm EST. Interested applicants are encouraged to attend the webinar to learn more about the RFA and ask questions. All questions answered via the webinar will be posted on our [website](#).

Translation and Interpretation Services

All webinars will be offered in both English and Spanish. When registering for a webinar, there will be an option to request additional language services.

All website, promotional, and application materials will be offered in English and Spanish and can be translated into additional languages upon request.

Translation and interpretation services are provided for all potential applicants, applicants, and grantees. Contact grants@fullplates.org or 207-200-6870 to request services.

Contact Us

For all other questions, contact grants@fullplates.org or 207-200-6870.

Section 9: Administrative Requirements

Audits of Project

Records, documents, and accounting procedures and practices of the grantee or any other relevant party are subject to examination by the cooperator and/or the granting agency (USDA) or their designee as appropriate. This requirement will last for three (3) years from the grant agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all federal and program retention requirements under [2 CFR 200.334](#), whichever is later.

USDA Privacy Policy

The USDA FNS does not collect any personal identifiable information without explicit consent. To view the Agency's Privacy Policy, visit: <https://www.usda.gov/privacy-policy>.

Confidentiality of an Application

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary of Agriculture determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

Safeguarding Personally Identifiable Information

Personally Identifiable Information (PII) is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information (National Institute of Standards and Technology (NIST) SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable information, April 2010).

Applicants submitting applications in response to this RFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to USDA FNS. All federal and non-federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNS are required to acknowledge understanding of their responsibilities and accountability for using and protecting FNS PII in accordance with the Privacy Act of 1974; Office of Management and Budget Memorandum M-06-15, *Safeguarding Personally Identifiable Information*; M-06-16, *Protection of Sensitive Agency Information*; M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*; and the NIST Special Publication (SP) 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information*.

By submitting an application in response to this RFA, applicants are assuring that all data exchanges conducted throughout the application submission and pre-award process (and during the performance of the grant, if awarded) will be conducted in a manner consistent with applicable Federal laws. By submitting a grant application, applicants agree to take all necessary steps to protect such confidentiality, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with USDA FNS funded grants is securely transmitted; (2) ensuring that PII is not transmitted to unauthorized users; and (3) data transmitted via approved file sharing services must be encrypted. Transmission of applications through WizeHive's Zengine portal is secure.

Data Collection and Ownership

Any data, electronic files, or web pages developed or created from this initiative are the property of USDA FNS. Full Plates will provide USDA FNS with appropriate releases for all photographs and other materials as directed, giving USDA sole ownership with unlimited rights to the use of these materials.

Regulations, Cost Principles, and Assurances

Applicants chosen for an award from this RFA must comply with the following:

Federal Regulations:

- [2 CFR Part 170: "Reporting Subaward and Executive Compensation Information"](#)
- [2 CFR Part 417: USDA "Non-procurement Debarment & Suspension"](#)
- [2 CFR Part 418: USDA "New Restrictions on Lobbying"](#)
- [2 CFR Part 421: USDA "Requirements for Drug-Free Workplace \(Financial Assistance\)"](#)
- [41 USC Section 22 "Interest of Member of Congress"](#)
- [7 CFR Part 15: "Nondiscrimination"](#)

Cost Principles:

All requested costs must be allowable, allocable, necessary, reasonable, and in accordance with the OMB Code of Federal Regulations Cost Principles as follows:

- [2 CFR Part 200: Subpart E, Cost Principles](#)
- [2 CFR Part 400](#)

Assurances:

Civil Rights Compliance

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity: Policies and Procedures
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting

from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap In Federally Assisted Programs

- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations, and directives. The Grantee gives this assurance in consideration of and for the purpose of obtaining the funds provided under this agreement.
- The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state & local government services (Title II), places of public accommodation, and commercial facilities (Title III). (42 U.S.C. 12101-12213)

Procurement Requirements

All funded awardees will be required to abide by Federal, State, and Local procurement and bidding requirements for all purchases. Methods of procurement must be in accordance with the OMB Code of Federal Regulations [Procurement Standards, 2 CFR Part 200: Subpart D](#).

Code of Federal Regulations and Other Government Requirements:

This grant will be awarded and administered in accordance with the following regulations 2 Code of Federal Regulations (CFR), Subtitle A, Chapter II. Any Federal laws, regulations, or USDA directives released after this RFA is posted will be implemented as instructed.

Government-wide Regulations:

- 2 CFR Part 25: “Universal Identifier and System for Award Management”
- 2 CFR Part 170: “Reporting Subaward and Executive Compensation Information”
- 2 CFR Part 175: “Award Term for Trafficking in-persons”
- 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
- 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 400: USDA’s implementing regulation of 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Nonprocurement Debarment and Suspension”
- 2 CFR Part 418 USDA “New Restrictions on Lobbying
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CRR Part 16: “Equal Opportunity for Religious Organizations”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552)

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Appendix A: Grant Portal Instructions

1. Sign In/Sign Up

- a. If you have used Full Plates' Grant Portal before, sign into your grant portal account using the same credentials you created for a previous grant cycle (Summer Meals Grant, School Breakfast Grant, Oakhurst Afterschool Grant, John T. Woods Innovation Fund)
- b. If this is your first time using Full Plates' Grant Portal, create a username using your email address and create a password as instructed. Once you create an account, you will be able to use those credentials for all of our grants.

2. Create Profile

Once signed in, create a profile.

- a. Click "**Create Profile to Get Started**"
- b. Type in and/or select your organization's name in the Organization Name dropdown menu (for SFAs, your organization name will appear as it does on NEO)
***If your Organization Name is not listed, Select "Other/Organization Not Listed" and then manually type in your organization name into the "Other Organization" field below.*
- c. Complete profile and be sure to "**Save Draft**" or "**Create Profile**" before navigating away from the page.

3. Grant Application

Once your profile has been created, start your application.

- a. Click the "**+ Get Started**" button located at the bottom left of your screen.
- b. To begin application, click the "**Open**" button under the "Application Intake" section
- c. Fill out your Application, making sure to click "**Save Draft**" or "**Mark Complete**" at the top or bottom of the window before navigating away from the page.
- d. **Once back on the application homepage, click the green "SUBMIT" button when you are finished and ready to submit your application.**
- e. Once your application has been successfully submitted, you will receive an email confirmation from Full Plates.

Appendix B: Budget Guidance

Applicants must include an itemized list of expenses per project period and an accompanying budget narrative. We strongly recommend using our [budget template](#) as it aligns with the narrative template below, but it is not required. Any budget and accompanying budget narrative that provides sufficient detail will be accepted.

Budget Narrative Template

Please provide detailed descriptions of each budget line item following the guidelines below. The sections and dollar amounts must align with your budget spreadsheet. Please see the [Eligible and Ineligible Expenditures](#) section of the Request for Applications for information on allowable and unallowable costs.

Salaries

Total costs: \$

For each relevant staff member at the Lead Partner's organization, provide the name, title, role for the project, % of time they will spend on the project, current salary, and % salary increase per year. Note that this section only applies to salaries at the Lead Partner's organization. Salaries for relevant staff at Partner Organizations should be listed under the Contractual budget category.

Example: [Name] is the [title] of [organization]. They will be serving as the project lead for the duration of the project period. They will devote 50% of their time (20 hours per week) to managing this project. This will include convening partners, implementing key activities, tracking metrics, managing the budget, submitting required reports, and attending grantee check-ins. Their salary for the first project period is \$70,000 and will increase by 5% each year.

Fringe Benefits

Total costs: \$

For each staff member listed in the Salary section, provide the corresponding fringe benefit rate.

Example: The fringe rate for all employees at [organization] is 30% of salaries.

Travel

Total costs: \$

Provide descriptions of estimated travel costs (transportation, lodging, per diem, etc.). Grantees must budget for at least one but no more than four team members to attend the 2-day Healthy Meals Summit in October of 2025 in Las Vegas, Nevada.

Example: [Name] and [name] will be attending the Culinary Skills for School Meals Training in [location]. This trip will be 200 miles round trip. At a per mile rate of \$0.665 we estimate the mileage costs to be \$133.00.

Equipment

Total costs: \$

For each piece of equipment (per unit cost is greater than or equal to \$5,000), applicants are required to upload at least two quotes. Please upload these quotes in the grant portal and include a description and brief justification for each piece of equipment in your budget narrative.

Example: We will be purchasing an additional reach-in freezer to store the produce from the school garden so it can be used throughout the school year. We have received two quotes from local suppliers and the average cost is \$10,200 for the model we would like.

Supplies

Total costs: \$

Describe the supplies needed to carry out your project. Supplies are items that have a per unit cost of less than \$5,000.

Example: We will be purchasing new sets of knives for each school within our SFA partners. The per unit cost is \$ and we will be buying 8 sets.

Contractual

Total costs: \$

Depending on your project, it might make sense to subcontract with one or more of your Partner Organizations. For each subcontract, include the organization name, their role with the project, an itemized list of costs, a list of involved staff members, and any other relevant expenses.

Example: [Organization] will be a key partner for our project as they will be managing all of the student surveys, from survey design to implementation to analyzing the results. We have decided to subcontract with them. The costs are broken down:

- *Staffing: [name] will devote 25% of their time (10 hours per week) for the first two project periods. Their current salary is \$60,000 and is expected to increase by 4% each year.*
- *Fringe Benefits: [organization] has a fringe rate of 32%*
- *Software: \$2,000 for [software name] over the course of the project period*
- *Printing: \$500 for printing supplies associated with survey outreach and implementation*

Other

Total costs: \$

Provide descriptions of any other expenses not outlined above. This can include supplies, translation costs, outreach materials, consultant services, and more. See the [Eligible and Ineligible Expenditures](#) section of the Request for Applications for more details on what is allowable.

Example: We will be translating all program outreach materials into French and Portuguese and have received a quote from House of Languages for \$2,000.

Indirect Costs

Total costs: \$

Grantees may charge indirect costs using a current Negotiated Indirect Cost Rate Agreement (NICRA) or the federally approved 10% De Minimis Rate.

Total Project Costs:

Appendix C: Examples of Equipment and Supplies

Below are examples of scratch cooking- and ingredient-centered school kitchenware, split into large equipment and small equipment (supplies). Includes but not limited to:

Large equipment

- **Quick Chillers:** For freezing food for long-term storage.
- **Coolers:** For transporting perishable ingredients.
- **Warmers:** This could include stationary and portable options.
- **Food Processors:** Industrial-grade with necessary attachments for chopping, slicing, and pureeing.
- **Commercial Ovens:** For baking and roasting.
- **Combi Ovens:** Both steam and standard oven bake/ roast. This equipment usually comes with great technology controls for proper cooking and even to allow overnight cooking.
- **Stovetop and Range:** Ranges with gas or electric stovetops with multiple burners for cooking in pots and pans. Induction burners are a great choice for schools that do not have hood space.
- **Steamers:** For cooking vegetables, grains, and proteins.
- **Industrial Stand Mixers:** For dough, batter, shredding meats, and other mixing needs.
- **Commercial Sinks:** Multiple-compartment sinks for proper cleaning and sanitizing.
- **Steam Kettles, Tilt Skillets, and/or Large Pots:** For bulk cooking of soups, stews, and large batches.
- **Commercial Refrigerator and/or Freezer:** Storage for perishable ingredients and minimally processed foods.
- **Salad Bars (refrigerated):** For keeping salad bar items crisp and fresh.
- **Commercial Foodservice Shelving:** For keeping the kitchen, walk-in, and/or prep areas organized and clean.

Small equipment

- **Chef's Knives:** For cutting vegetables, fruits, and proteins. Various sizes are needed.
- **Cutting Boards:** Needed in various sizes and materials (plastic).
- **Mixing Bowls:** Needed in various sizes for mixing ingredients, salads, dressings, etc.
- **Steamtable Pans:** Both solid and perforated for quality control while cooking. Recommend torpedo pans for service (1/2 steamtable pans – long). Excellent for service line and salad bars.
- **Commercial Salad Spinner:** For washing and drying greens.
- **Sectionizers:** For cutting fruits and vegetables like oranges and apples. They come with various attachments for different shapes and sizes.
- **Heavy-Duty Blenders:** For making sauces, soups, and smoothies
- **Immersion Blenders:** These come with attachments that can be used for smoothies or whisk attachments for mashed potatoes. They also have different lengths of handles for ease of use.
- **Food Slicers:** For uniform slicing of vegetables, meats, and cheeses.

- **Food Thermometers:** For checking food temperatures and ensuring foods are cooked to the proper temperatures for food safety.
- **Measuring Utensils (dry and/or liquid):** For precisely measuring ingredient quantities.
- **Durable Food Storage Containers:** For storing ingredients, prepped items, and leftovers.
- **Utensils:** Spatulas, ladles, tongs, whisks, and other cooking utensils in various sizes.
- **Sheet Pans and Baking Trays:** For roasting vegetables, baking, and other oven use
- **Scales:** For receiving and measuring ingredients.
- **Portioning Tools:** Scoops, ladles, or portioning cups for consistent serving sizes.
- **Pots and Pans:** Various sizes and types for boiling, sautéing, and simmering.

Appendix D: Sample Letter of Support

[On Letterhead of Partner Organization]

Partner Letter of Support

[Partner Organization Name]

[City, State, Zip]

To Whom It May Concern:

I am writing to express our organization's support and intent to be a partner for the School Food System Innovation Grant proposal, as submitted by [Lead Partner Organization Name].

[Short paragraph describing the Partner Organization's mission and how it's applicable to the proposed project.]

Our organization will support this effort in the following ways during the project period:

- [Description...]
- [Description...]

Sincerely,

[Signature of Partner Organization's Authorized Representative]

[Printed Name of AR]

[Title (e.g., Executive Director)]

[Email and/or telephone number if that information is not already on the letterhead]