



Farm to School Purchasing Grant Application For Tribal Schools & Tribal Early Learning Centers

Application closes: Monday, July 11, 2022 at 4:00 PM PST

This application form is for the 2022-2023 school year. Tribal schools and Tribal early learning centers that do not sponsor a USDA Child Nutrition Program should complete this form.

How to Submit Your Application

You may submit the WSDA Farm to School Purchasing Grant application by email or by regular mail.

To submit the application by email:

1. Send the completed application form (this document) and purchasing plan (Excel file) as separate attachments to farmtoschool@agr.wa.gov.
2. Enter "Farm to School Purchasing Grant Application – Tribal Program" in the subject line.

To submit the application by mail:

1. Print the completed application form (this document) and purchasing plan (Excel file). Print all sheets in the Excel workbook (Purchasing Plan, Non-Food Costs, and Total) and include with the application.
2. Mail your application form and purchasing plan to:

WSDA Regional Markets Farm to School Purchasing Grant
Attn: Michelle Layton
PO Box 42560
Olympia, WA 98504

Applicant Contact Information

Name of Eligible Entity: (Tribal School or Early Learning Center)		
Mailing Address:		
City:	State:	Zip:
County:	Primary Contact Name:	
Phone Number:	Email Address:	
Name of Grant Manager: (If different from above, this name will be used in the Grant Agreement)		
Grant Manager Phone:	Grant Manager Email:	
Name of Fiscal Agent: (if applicable)		
Fiscal Agent Phone:	Fiscal Agent Email:	
System for Award Management (SAM.gov) Unique Entity ID: <ul style="list-style-type: none">• SAM.gov is the federal system for award management. The SAM Unique Entity ID is replacing the DUNS number as the federal government's official entity identifier.• If awarded, you must have a current, active registration in SAM.gov to receive grant funds.		

Applicant Contact Information, continued

Social Media:

Please list any social media accounts you use to promote Farm to School.

This is not required, however it is helpful for WSDA to see how local foods are being used and promoted as a way to document Farm to School success stories.

Total number of students or children enrolled in your school or early learning center:

Total number of lunches served in October 2021:

What is the percent (%) of students or children in your program that identify as:

American Indian / Alaskan Native	Black /African American	Hispanic /Latinx of any race	Native Hawaiian / Other Pacific Islander	Two or more races	White
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Total Funding Request

Your total funding request is the total amount of grant funding you are requesting for food and non-food costs. This amount appears in the Purchasing Plan Template worksheet, "Total" tab, cell C5.

Final award amounts are based on a competitive review of applications. WSDA reserves the right to increase or decrease individual award amounts.

Your total funding request (in dollars): \$

Purchasing Plan

Use the [purchasing plan template](#) to prepare your purchasing plan, including all food and optional non-food costs.

For instructions on how to prepare your purchasing plan, refer to the [Application Guide for Tribal Programs](#) (WSDA publication 918).

Save your Purchasing Plan file name as "Your Organization Name_Purchasing Plan".

Attach a copy of your completed purchasing plan as an Excel file when submitting your application by email. If mailing your application to WSDA, print all sheets of the purchasing plan workbook (Purchasing Plan, Non-Food Costs, and Total) to include with your application.

Baseline Farm to School Purchasing

Questions 1-4 are not scored. WSDA uses these questions to establish a baseline for program evaluation purposes. Please answer to the best of your ability. There are no wrong answers.

Question	Response												
1. What total dollar (\$) amount of your 2020-2021 budget did you spend on local, Washington-grown items? Estimates are acceptable.	\$ _____												
2. What percentage of your 2020-2021 budget did you spend on local, Washington-grown items? Estimates are acceptable.	_____ %												
3. What type(s) of Washington-grown products did you purchase in the 2020-2021 for use in the school or childcare meal programs? Check all that apply:													
<table><tbody><tr><td><input type="checkbox"/> Fruits</td><td><input type="checkbox"/> Meat</td><td><input type="checkbox"/> Legumes</td><td><input type="checkbox"/> Other: _____</td></tr><tr><td><input type="checkbox"/> Vegetables</td><td><input type="checkbox"/> Poultry</td><td><input type="checkbox"/> Grains</td><td></td></tr><tr><td><input type="checkbox"/> Herbs</td><td><input type="checkbox"/> Seafood</td><td><input type="checkbox"/> Dairy</td><td></td></tr></tbody></table>		<input type="checkbox"/> Fruits	<input type="checkbox"/> Meat	<input type="checkbox"/> Legumes	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Poultry	<input type="checkbox"/> Grains		<input type="checkbox"/> Herbs	<input type="checkbox"/> Seafood	<input type="checkbox"/> Dairy	
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Baseline Farm to School Purchasing, continued

4. Sourcing Information – Please tell us about how you source local foods:

a) Do you source directly from local farms? ☐ Yes ☐ No

i) If yes, how many farms? _____

ii) Please list the names of the farms here:

b) Do you work with a local food hub(s) to source local foods? ☐ Yes ☐ No

i) If yes, please list the name of the local food hub(s) here:

ii) If you know the names of the farms you have purchased from through the local food hub(s), please list them here:

c) Do you work with your fresh produce or broadline distributor to source local foods? ☐ Yes ☐ No

i) If yes, please list the names of your distributor(s) here:

ii) If you know the names of the farms you have purchased from through your distributor(s), please list here:

5.

Program & Community Characteristics

Question	Response
6. Child Food Insecurity Rate Please visit this website to find the Child Food Insecurity Rate in your county and enter it here: https://map.feedingamerica.org/county/2019/child/washington	_____ %
7. Tribal Programs Are you a Tribal School or Tribal early learning program provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Program Characteristics: Schools Only

Question	Response
This question is for school applicants only. Early learning applicants skip this question. It does not apply. School and early learning applications are scored separately.	
8. Best Practices to Increase Participation in School Meals Do you implement any the following programs? Check all that apply:	<input type="checkbox"/> Breakfast <input type="checkbox"/> Supper /Dinner <input type="checkbox"/> Summer Meals <input type="checkbox"/> All meals provided for free to all students and children in your program

Project Narrative

Local Purchasing Planning and Implementation

9. This grant seeks to expand new local purchasing efforts by prioritizing Applicants that are new to purchasing Washington-grown foods. Please indicate your level of experience purchasing local foods for your child nutrition program:

- ☐ Little to no experience with local purchasing
- ☐ Some experience with local purchasing (for example, for special events like Taste Washington Day)
- ☐ Experienced with local purchasing (for example, regularly purchases local foods for use in meals, has a Harvest of the Month program, etc.)

10. Please describe the specific activities you will use to incorporate new Washington-grown foods into your school or childcare meal program. (Examples include staff training, scratch cooking, Harvest of the Month or local food days, taste tests, purchasing directly from a local farm or food hub, etc.)

Response (3-5 sentences):

Student and Child Engagement

11. Please describe how you plan to engage students and children as part of your farm to school or farm to child care program. (Examples include taste tests, menu highlights, lessons on native foods, (virtual) visit with a farmer, fisherman, etc.)

Response (3-5 sentences):

Diversity, Equity, and Inclusion

12. Please describe how you plan to incorporate and promote culturally relevant menu items for your children or student population.

Response (3-5 sentences):

13. Please describe how you will partner with and purchase from historically underrepresented farmers or food producers, which may include those that identify as Black, Indigenous, Latinx, or other people of color, refugee or immigrant farmers, beginning farmers, limited resource farmers, LGBTQ+, women, or Veteran farmers.

Response (3-5 sentences):

Non-Food Costs to Support Farm to School and Early Learning

14. Please explain how your non-food costs and associated activities will support the development and sustainability of your efforts to purchase and promote more local foods in your meal program(s). (Answer this question only if you are requesting grant funds for allowable non-food costs. This question is not scored; however, your response will help reviewers evaluate the extent to which your intended use of grant funds for non-food costs will help achieve the grant goals.)

Response (3-5 sentences):

Permission to Share Contact Information

Local farmers and producers are interested in working with you to support your local food buying efforts. Do you give permission for WSDA and OSPI to share contact information for someone within your organization with interested vendors? ☐ Yes ☐ No

If yes, please complete these fields for your preferred vendor contact:

Name:

Title:

Email Address:

Phone Number:

Signature & Certification

If awarded a Farm to School Purchasing Grant, I agree to:

- Attend the virtual Farm to School Purchasing Grant Awardee Training (date and time to be determined) or view the recording.
- Include my organization's name and award amount on the list of grant recipients to be published on the WSDA and OSPI websites.
- Complete one (1) interim grant report and one (1) final grant report in the form of an online survey.
- Report all grant-related expenses to WSDA on a monthly basis.
- Maintain current active status in the federal System for Award Management ([SAM.gov](https://sam.gov)) throughout the duration of the grant period.

By submitting this application and signing below, I certify the following is true and correct:

- I am authorized to submit this application on behalf of the organization and to enter into legally binding agreements for the organization.
- The information submitted in this application is true, correct, and complete to the best of my knowledge.
- I will follow, and ensure that the entity I represent will follow, all federal, state and local procurement laws.
- I have read and understand the grant information provided on the WSDA Farm to School website in its entirety and agree to be in full compliance with all requirements of this grant if awarded. Go to: <https://agr.wa.gov/departments/business-and-marketing-support/farm-to-school-toolkit/grants>
- I certify this organization does not unlawfully discriminate with regard to employees, volunteers, delivery of programs or services, or clients served based on age, sex, religion/creed, race, color, national or ethnic origin, sexual orientation, gender identity or expression, disability, marital status, military or veteran's status, pregnancy, or genetic information.
- I understand that signing this document does not constitute an approved grant by the Washington State Department of Agriculture (WSDA). Submission of this application does not obligate WSDA in any way to provide a grant.
- I understand that grant award amounts may be modified (increased or decreased) at the discretion of the WSDA Director based on eligibility of the Applicant, number of applications received, and/or funding availability.
- I acknowledge my organization must retain and may be asked to provide invoices or additional documentation for up to six years following the receipt of any grant funding.
- I understand that WSDA will rely on the accuracy of the submittals and certifications made with this application. Any misrepresentation or inaccurate information may result in a determination of ineligibility and/or forfeiture or recovery of grant funds. I further understand I may be required to submit backup documentation proving the accuracy of my answers.
- I agree to submit this grant application in an electronic form, which shall be bound by its contents as an electronic transaction.
- I agree that insertion of data into these following fields constitutes an electronic signature:

Name:

Title:

Contact Phone Number:

Date: