



APPLICATION FOR PARTICIPATION

Local Food for Schools

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

March 22, 2023

No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

Mohammed Choudhury

State Superintendent of Schools
Secretary-Treasurer, Maryland State Board of Education

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Deputy Superintendent for Organizational Effectiveness

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Governor

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Merin Thomas (Student Member)

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Instructions

- Complete this application electronically by typing directly into the fillable fields and charts.
- Do not alter or remove sections.
- When finished, save the application document as a pdf to your computer and obtain appropriate signatures.

The completed application should be saved as a pdf and emailed to:

Jill Hann
Program Administration Specialist
Office of School and Community Nutrition Programs
Maryland State Department of Education
Phone: 410-767-0218

Proposal Cover Page (1 page)

LEA:

Name of contact person:

Title of contact person:

Phone number:

Email address:

Project statement describing the program (not to exceed 100 words):

Superintendent or Head of Agency Printed Name

Date

Superintendent or Head of Agency Signature

Date

Project Abstract

Briefly summarize the project for the reader. Refer to the Grant Information Guide for further guidance.

Project Narrative

Applicants must complete the electronic application.

EXTENT OF NEED

Identify a clearly defined problem, and how the use of these funds will address the problem. Applicants should include the target audience and expected outcomes. Refer to the Grant Information Guide for further guidance.

EVIDENCE OF IMPACT

Utilizing your history of local foods procurement and/or Farm to School Census data, briefly describe how the proposed plan and strategies will improve the use of local foods in your school district.

GOALS, MEASURABLE OUTCOMES AND MILESTONES

Applicants are required to set overall goals for the project. The goals should address the main problem. Outcomes measure progress towards meeting the overall goals of the program. Determining the program goal(s) and outcomes is an important part of the next step of evaluating your program. Refer to the Grant Information Guide for further guidance.

Goal 1: The quantity of locally sourced food procured will increase from ____ to ____, constituting an increase of ____% from last year.

Goal 2: The program will increase the number of socially disadvantaged producers purchased from by ____ from last year.

PLAN OF OPERATION

Briefly describe your proposed plan in narrative form by answering the following questions:

- Identify how you plan to expend grant funds. Will funds be used to purchase food for lunch, breakfast, and/or special programs?
- Will you use grant funds for all schools? If funding will be for a subsection of schools, how will you determine which schools to include?
- What type of procurement (large, small, informal) are you planning on conducting?
- What is your plan to target small, local, and/or socially disadvantaged producers?
- What is your plan for delivery and storage processes?
- How will you ensure your purchases are sustainable after the end of the grant period?
- Who will be the program contact person?

EVALUATION

Grantees are required to submit a brief evaluation report at the end of the grant period that is consistent with the project's goals and outcome(s). Applicants must describe how the program addressed the problem identified in their application. The following evaluation table will also be completed:

Evaluation Measure	Goal	Outcome
The quantity of locally sourced food procured		
The number of socially disadvantaged producers that LEAs purchase from		

Describe in detail what success will look like and the criteria that will be used to determine and measure success.

DISSEMINATION

Applicants must describe how they will communicate the improved availability of local foods within the LEA, as well as how the evaluation results will be disseminated to major stakeholders and individuals interested in the project.

MANAGEMENT PLAN AND KEY PERSONNEL

Grantees are required to include a list of the staff or personnel responsible for the successful implementation and monitoring of the grant requirements. Applicants are required to complete the following management plan chart as part of the proposal.

Key Personnel

Name	Title, Partner Organization	Responsibilities	Time Devoted
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Add more rows if necessary*

PROJECT TIMELINE

A Project Timeline tells the reader when key activities will take place during the grant period. Applicants should consider all of the key tasks or activities that need to be carried out to implement the program successfully, whether each task can realistically begin and end in the proposed time frame, and how long each task will take to complete. It should contain three sections: management, implementation, and evaluation.

Key Activities	Individual Responsible	Time Frame
Management Activity		
Sending invoices to MSDE		
Filing quarterly reports		
Communicate the increase availability of local foods to students, parents, and other stakeholders		
Implementation Activity		
Procurement, storage and/or distribution		
Incorporating local produce into school meals		
Evaluation Activity		
Tracking quantity of produce procured		
Tracking the number of socially disadvantaged producers products are procured from		

Budget and Budget Narrative (no page limit)

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An MSDE [Grant Budget C-125](#) form must also be completed, signed and submitted as an appendix.

Salaries & Wages (list each position separately)

Note: Salaries, wages, and fringe benefits are not allowable for project staff who devote time and effort to activities that do not meet the legislated purpose of the grant program

Line item	Calculation	In-Kind	Total
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	\$20/school x 10 schools	Click here to enter text.	Click here to enter text.
	Total for Salaries & Wages:	Click here to enter text	Click here to enter text.

Using the space below, explain how the costs for salaries & wages above are necessary, reasonable, and cost-effective.

Food and Related Expenses

Note: Indirect costs are not allowable

Line item	Calculation	Requested	In-Kind	Total
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Total for Salaries & Wages:	Click here to enter text.	Click here to enter text.	Click here to enter text.

Using the space below, explain how the costs for food and related expenses above are necessary, reasonable, and cost-effective.

Appendix

The following appendices must be included but do not apply to the page limit of the project narrative

- A [signed C-1-25 MSDE budget form](#)
- A [signed recipient assurances page](#)