



# Farm to School Purchasing Grant Application Guide

For USDA Child Nutrition Program Sponsors

Spring 2022

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***Please note: this is not the official application.***

**This document is a guide to help you fill out the grant application.**

Use this Application Guide as a workbook to prepare the information and materials that you will need to complete the official application in iGrants.

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**This guide is for active sponsors of the following USDA Child Nutrition Programs:**

- National School Lunch Program (NSLP)
- Child and Adult Care Food Program (CACFP) – childcare only

**Note:** Summer Food Service Program (SFSP) sponsors are not eligible for the Spring 2022 grant round. In the 2022-2023 school year, funding is not available for the summer months. Summer Food Service Program sponsors may be eligible to apply in future years.

If you are a **Tribal School or Tribal Early Learning Center** and do *not* sponsor a USDA Child Nutrition Program please use the [Application Guide for Tribal Schools and Tribal Early Learning Centers](#).

For more information about the Farm to School Purchasing Grant program, please visit <https://agr.wa.gov/departments/business-and-marketing-support/farm-to-school-toolkit/grants>.

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## About the WSDA Farm to School Purchasing Grant Program

The Washington State Legislature provided \$5 million in the 2021-23 state budget to make grants and expand the Washington State Department of Agriculture’s Farm to School program.

This is a competitive reimbursement grant with the goal of supporting the purchase, use, or promotion of locally grown, harvested, caught, or foraged foods in child nutrition programs.

WSDA administers the Farm to School Purchasing Grant in partnership with the Office of Superintendent of Public Instruction (OSPI).

### Contact:

Farm to School Purchasing Grant Specialist  
Washington State Department of Agriculture  
206-714-2757

[farmtoschool@agr.wa.gov](mailto:farmtoschool@agr.wa.gov)

[www.agr.wa.gov/farmtoschool](http://www.agr.wa.gov/farmtoschool)

Nichole Garden

Farm to Child Nutrition Program Specialist  
Office of Superintendent of Public Instruction

[nichole.garden@k12.wa.us](mailto:nichole.garden@k12.wa.us)

<https://www.k12.wa.us/policy-funding/child-nutrition/farm-child-nutrition-programs>

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## Create an EDS User Account

You will fill out the Farm to School Purchasing grant application in the “iGrants” system of the Washington State Office of the Superintendent of Public Instruction (OSPI).

You must have an Education Data System (EDS) user account to access the application in iGrants.

If you do not already have an EDS user account, follow the instructions below to request your account now so you are able to access iGrants when the grant application opens.

***It can take up to 48 hours to set up a new EDS account. Please plan accordingly.***

1. [Use this link to create an EDS account](#)
  - a. Fill in all required sections. You will receive a confirmation email. Make sure to complete the verification process.
  - b. Note: Only certified teachers need to complete the second box.

Sign in Create an Account

### eDS Create an Account

Enter desired username and password in the boxes below. Username must be a valid email address. Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.

Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.

**Required Login Information**

First Name:

Last Name:

Birthdate:  (format: MM/DD/YYYY)

Username:

Password:

Verify Password:

**Data for Linking to a Certificate**

Gender:  Male  Female  Not Specified

Certificate:

SSN (last four):

Contact Email:

**Register**

2. After creating your EDS account, request iGrants access.

- a. Email [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us) with the following information:
  - i. Your first and last name
  - ii. Your email address
  - iii. Legal name of your organization
  - iv. City
  - v. State
  - vi. Zip code
  - vii. Business phone (with area code)

**NOTE:** *It may take up to 48 hours for Customer Support to respond to your request. Please plan accordingly.*

3. Once Customer Support sends you the email with access to iGrants, you are set up to log in. You will be able to apply for the grant when the application period is open.
4. [Log into iGrants](#) and search for Form Package 189 – Farm to School Purchasing Grant.
  - a. If the hyperlink to iGrants does not work for you, copy and paste the following web address into your browser:  
  

[https://eds.ospi.k12.wa.us/iGrants/\(S\(vitegynwwz2i4aevejm14s45\)\)/default.aspx](https://eds.ospi.k12.wa.us/iGrants/(S(vitegynwwz2i4aevejm14s45))/default.aspx)
5. Be sure to submit your application by the closing date and time listed on the WSDA Farm to School Purchasing Grant [website](#).

***Questions about iGrants or your EDS account?***

Contact OSPI Customer Support at [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us) or by calling (360) 725-6371 or the toll-free number at 1-800-725-4311.

## Prepare Your Application

*The official application in iGrants, will ask you to enter the following information. You can use this guide to prepare your answers.*

### Applicant Information

|   |  |                                   |  |
|---|--|-----------------------------------|--|
| <b>Name of Eligible Entity:</b><br><br><i>To apply for this grant in iGrants you must be an active sponsor of the National School Lunch Program (NSLP) or the Child and Adult Care Food Program (CACFP) for a childcare setting. Summer Food Service Program (SFSP) sponsors are not eligible to apply for this round of funding.</i> |  |                                   |  |
| <b>WINS Sponsor ID #:</b><br><br><i>Find your WINS sponsor ID via the Sponsor Information tab under your Sponsor profile. The application requires entry of a WINS ID# to continue with the application.</i>  |  |                                   |  |
| <b>Mailing Address:</b>   |  |                                   |  |
| <b>City, State, Zip:</b>  |  |                                   |  |
| <b>County:</b>  |  |                                   |  |
| <b>Main Contact Name:</b>   |  | <b>Main Contact Role:</b>         |  |
| <b>Main Contact Email Address:</b>  |  | <b>Main Contact Phone Number:</b> |  |
| <b>Secondary Contact Name:</b>  |  | <b>Secondary Contact Role:</b>    |  |

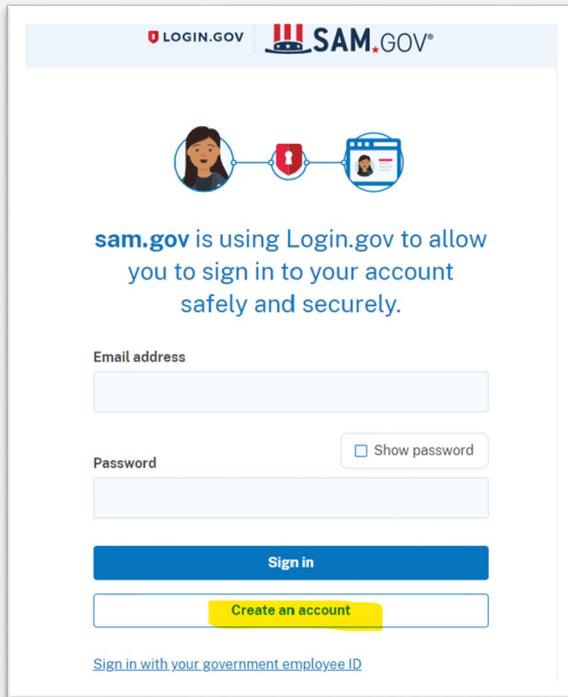
|  |  |  |  |
|--|--|--|--|
| <b>Secondary Contact Email Address:</b>  |  | <b>Secondary Contact Phone Number:</b> |  |
| <p><b>System for Award Management (SAM.gov) Unique Entity ID:</b></p> <ul style="list-style-type: none"> <li>• SAM.gov is the federal system for award management. The SAM Unique Entity ID is replacing the DUNS number as the federal government’s official entity identifier.</li> <li>• Check with your Business Office to find out if your organization is registered in SAM.gov and to get your SAM.gov Unique Entity ID.</li> <li>• If awarded, you must have a current, active registration in SAM.gov to receive grant funds.</li> <li>• <i>More information on how to register in SAM.gov is below.</i></li> </ul> |  |  |  |
| <p><b>Social Media:</b></p> <p><i>Please list any social media accounts you use to promote Farm to School.</i></p> <p><i>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.</i></p>  |  |  |  |

## How to Register in SAM.Gov

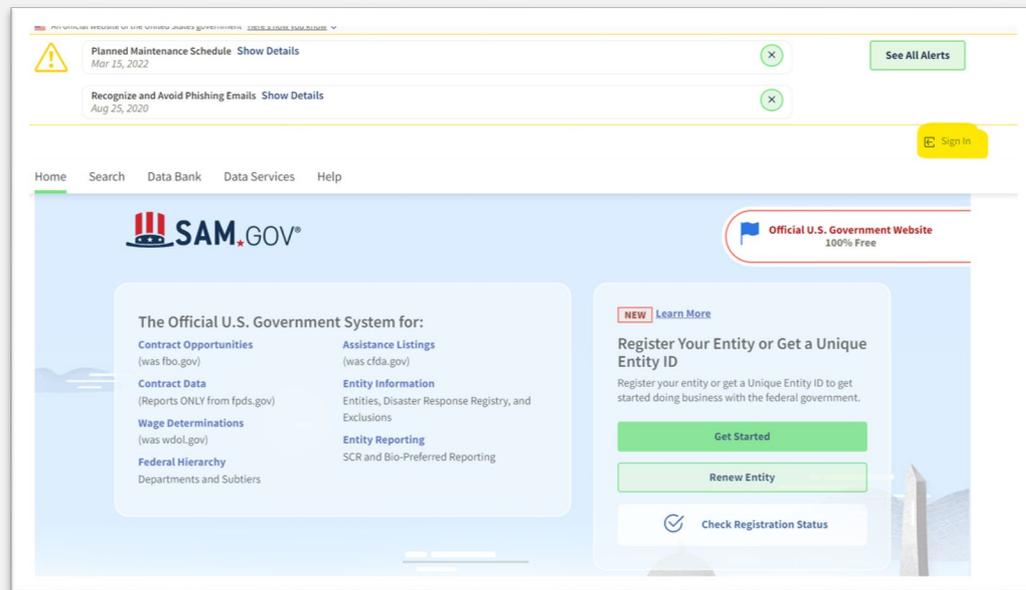
**If your organization is not registered in SAM.gov, contact your business office for assistance.**

Follow these steps to register your entity in SAM.gov:

- (1) Create a User Account at [Login.gov](https://www.login.gov) by clicking the “Create an account” button (highlighted in the image below):



- (2) Log in to [SAM.gov](https://sam.gov) with your Login.gov user account by clicking “Sign in” on the top right-hand corner (highlighted in the image below):



- (3) After logging in, select the green button “Get Started” (see image above).

Then, select the green button “Register Entity”

**Get Started**

**Register Entity**

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

**Register Entity**

**Get Unique Entity ID (SAM)**

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

**Get Unique Entity ID**

A new page will open. Follow the instructions to complete your entity registration.

(4) For help with your SAM.gov registration, go to <https://www.fsd.gov/>.

- (a) Scroll down to view the buttons under “Learn How to Register Your Entity,”
- (b) Choose from a list of different Help Topics, or
- (c) Select the “Live Chat” button at the bottom of the page.

## Grant Amounts

The maximum amount of funding you can request depends on your tier. There are five (5) different tiers for this grant cycle. Your applicant type (school district or childcare center) and the total number of lunches served in October 2021 determine your tier.

Find your tier and maximum funding request amount in this table:

| Tier | Applicant Type                                  | October 2021 Lunch Count | Maximum Funding Request   |
|------|---|--------------------------|---|
| 1    | School district                                 | More than 30,000         | Max calculated using formula:<br><i>October lunch count x 9 months x 12 cents</i> |
| 2    | School district                                 | 10,000 – 30,000          | \$32,400  |
| 3    | School district                                 | Less than 10,000         | \$20,000  |
| 4    | CACFP childcare or Tribal early learning center | More than 18,500         | Max calculated using formula:<br><i>October lunch count x 9 months x 12 cents</i> |
| 5    | CACFP childcare or Tribal early learning center | Less than 18,500         | \$20,000  |

### **Sample Scenarios:**

- **Tier 1:** School District A served 100,000 lunches in October 2021.
  - School District A may request up to 100,000 x 9 months x 12 cents = \$108,000.
- **Tier 2:** School District B served 25,000 lunches in October 2021.
  - School District B may request up to \$32,400.

### **Important Note:**

- You are not required to apply for the maximum amount of funding available for your tier. You may request less than this amount.

### **Tier 1 and Tier 4 Applicants Only:**

- Use this [funding calculator](#) to determine the maximum amount of funding you may request.

## Funding Period

The funding period is the period of time when awarded applicants must make purchases for reimbursement with grant funds. The funding period for this grant cycle is September 1, 2022 through June 30, 2023. Keep this timeline in mind when developing your purchasing plan.

## How to Spend Grant Funds

### Allowable Food Costs

The following products are eligible for reimbursement with the Farm to School Purchasing Grant:

- Whole and minimally processed fruits, vegetables, herbs, meat, seafood, legumes, and grains that are 100% grown, raised, or caught in Washington State
  - Minimally processed = Includes cooling, refrigerating, adjusting size (peeling, slicing, dicing, cutting, chopping), washing, drying, packaging and adding ascorbic acid or other preservatives to prevent oxidation of produce
- Processed or packaged foods that contain at least 51% agricultural raw material ingredients grown or raised in Washington State, measured by weight or volume
  - Examples: yogurt containing least 51% milk from cows raised in Washington; pizza dough containing at least 51% flour from wheat grown in Washington

### Allowable Non-Food Costs

The intent of the Farm to School Purchasing Grant program is to support more purchases of local food by schools, childcares, and summer meal programs.

Making farm to school connections in schools and early learning programs has costs in addition to food purchases. To ensure the success of farm to school activities and achieve the intent of the grant, the Farm to School Purchasing Grant can be used to cover certain costs in addition to direct food purchases. These costs must directly support the development and sustainability of farm to school efforts to purchase and promote foods grown and raised in Washington State.

**You may use up to 25% of your total awarded grant funds on allowable non-food costs.** You must spend at least 75% of awarded grant funds on food purchases.

Here are some examples of allowable non-food costs:

- **Equipment**
  - Cutting boards
  - Chef knives
  - Salad spinners
  - Vegetable processors (slicing / dicing)
  - Food processors
  - Blenders
  - Immersion Blenders
  - Refrigerator / freezer storage
  
- **Materials and Supplies**
  - Promotional materials
  - Tasting cups / utensils
  - Books on food and agriculture
  
- **Staff Time**
  - Training to use new equipment, scratch cooking techniques
  - Labor for processing and preparing whole foods
  - Labor for preserving foods for season extension (e.g. pickling, canning, freezing, etc.)
  - Staff time to communicate with families and community members about nutrition program’s farm to school activities
  
- **Distribution costs to pick up / deliver local foods**
  - Mileage
  - Staff time
  
- **Direct Administrative Costs – Labor and Supplies**
  - Staff time to complete grant reports
  - Staff time to plan and communicate with farms
  - Supplies needed to document local purchases

## Buying Local Foods

Grant recipients may purchase foods grown, raised, and harvested in Washington from various sources, including the following types of vendors:

- School & Child care gardens & farms
- Washington farms
- Food hubs or farmer cooperatives

- Processors
- Produce or broadline distributors

## Excluded Products & Vendors

An objective of the program is to encourage schools and childcares to make new vendor relationships with a diversity of Washington farms. The grant encourages schools and childcares to purchase new Washington products beyond what they already purchase regularly.

To support that objective, the following products and vendors are not allowable expenses for this grant:

- Washington-produced fluid milk, including fluid milk substitutes, will not be reimbursed as part of this grant program.
  - **Note:** manufactured dairy products such as cheese or yogurt made with at least 51% Washington-produced milk are allowable expenses.
- Products purchased through DOD Fresh, USDA Foods, the USDA Fresh Fruit & Vegetable Program (FFVP), or the USDA Pilot Project for Unprocessed Fruits & Vegetables.

## Develop a Purchasing Plan

### Before You Begin:

1. Determine the maximum amount of funding you may request. See “Award Amounts” above. *Your purchasing plan, including food and non-food costs, should not exceed this amount.*
2. **IMPORTANT:** You are not required to apply for the maximum amount of funding. You may request less funding than the maximum amount for your tier.
3. Products, quantities, and prices should be realistic.

**TIP:** Explore the *Washington Grown Seasonality Charts* to see what fresh products are available different times of year. [Vegetables and Legumes](#) | [Fruit and Herbs](#)

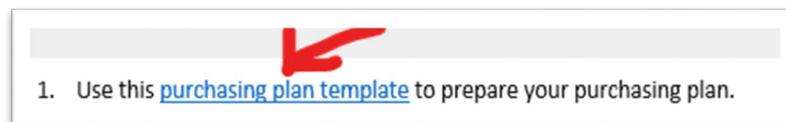
4. Estimates are acceptable; please insert additional lines if needed.

5. Up to **25% of total food purchases** may be used for items grown and harvested from a school- or childcare -based garden or farm.
  - a) For example, if you request \$10,000 for food purchases, you may set aside \$2,500 to purchase produce grown in a school garden or farm.
  
6. Up to **25% of total requested funds** may be used for allowable non-food costs that are needed to support the purchase and promotion of foods grown in Washington State. See the section above on “Allowable Non-Food Costs” for more information and examples of these types of costs.
  - a) For example, if you request \$20,000 as the total grant amount for food and non-food costs, you may use up to \$5,000 for non-food costs.

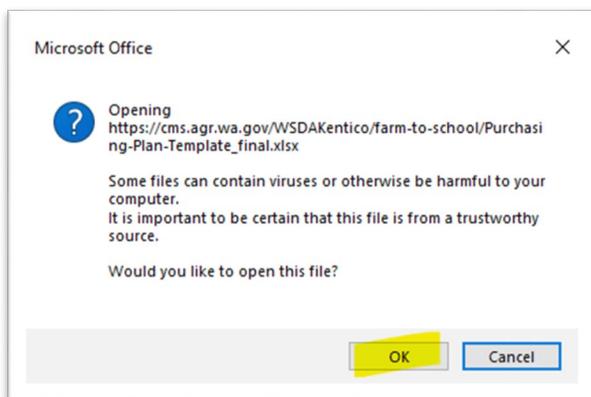
Flexibility is an important part of farm to school purchasing. This plan is your best projection of how you plan to use grant funds. If you are awarded a Farm to School Purchasing Grant, you will not be penalized if the actual purchases differ from the purchasing plan.

### **How to complete the purchasing plan (35 points + 5 bonus points):**

1. Use this [purchasing plan template](#) to prepare your purchasing plan. You will submit this completed plan with your application.
  - a) There are two (2) ways to open the purchasing plan template:
    - i) “Right-click” on the link above (blue, underlined text), then select “Open Hyperlink” to open the file.

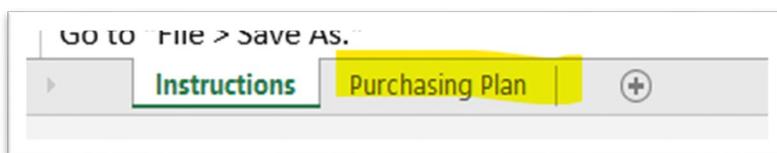


- ii) Press “Ctrl” and click on the link at the same time to open to the file.
  - b) Before the file opens, a box may appear asking if you would like to open the file:



Click "OK".

2. Select the "Purchasing Plan" tab at the bottom of the screen to make sure you are in the right place.



- a) If you are unable to type into the worksheet, look for a yellow box at the top that says "enable editing." Click where it says "enable editing." You will then be able to type in the spreadsheet.
3. Include all Washington-grown foods and food products you plan to purchase from September 1, 2022 – June 30, 2023 for reimbursement with purchasing grant funds.

For each item, include the following information:

- Month(s) when you will purchase the item
  - Vendor / Farm Source (encouraged but not required)
  - Product & Specification
  - Unit
  - Units needed
  - Cost / Unit
  - Total Price
4. The grey boxes are required fields and the blue boxes are optional bonus fields. Please complete all sections to the best of your ability.



This is a sample image of the “Non-Food Costs” tab:

**Instructions:**  
 Scroll down to the grey table below. Enter all reasonable costs you plan to incur that directly support the development and sustainability of efforts to purchase, serve, and promote foods produced in Washington State. Complete each column (Description, Price Calculation/Explanation, and Total Price) for each planned non-food cost.

Examples of allowable non-food costs include kitchen equipment, promotional materials and supplies, staff time for training, food processing, and direct administrative costs. See the **Application Guide** for more specific examples of allowable non-food costs.

**Reminder:**  
 You may request **up to 25%** of the total requested funding amount for non-food costs. At least 75% of the total requested funding amount must be for food purchases.

**EXAMPLES**

| Item Name / Description   | Price Calculation / Explanation of Cost         | Total price               |
|---|---|---------------------------|
| labor for food processing / preservation<br><i>(examples: processing winter squash, freezing berries, pickling veggies, etc.)</i> | 20Hrs @ \$15/hr<br>benefits 25% for above       | \$300.00<br>\$75.00       |
| mileage for picking up pluots at x farm   | 30 miles @ \$0.585 cents/mi                     | \$17.55                   |
| mandolin for processing whole vegetables  | Hubert \$150.00                                 | \$150.00                  |
| Farm to School Partner Organization - sourcing food   | 5 hours @ \$25/hr                               | \$125.00                  |
| staff training - scratch cooking chef training  | \$3,700 for 1 full day                          | \$3,700.00                |
| Farm to School Coordinator - 0.5 FTE  | \$18,750 for 9 months<br>benefits 25% for above | \$18,750.00<br>\$4,687.50 |

**Enter all non-food costs in the table below:**

| Item Name / Description | Price Calculation / Explanation of Cost | Total price |
|-------------------------|---|-------------|
|                         |   |             |
|                         |   |             |

Below is an image of the “Total” tab where you will find your **Total Requested Funding Amount**. The cells in the “Total” tab calculate automatically based on the costs entered on the “Purchasing Plan” and “Non-Food Costs” tabs.

|   |            |  |
|---|------------|--|
| Total Requested for Food Costs                | \$0        | <b>Reminder:</b><br>Non-food costs are not to exceed 25% of your total award.<br>At least 75% of all costs must be for food purchases. |
| Total Requested for Non-Food Costs            | 0          |  |
| Non-Food Costs as a Percentage of Total Costs | #DIV/0!    |  |
| <b>Total Requested Funding Amount</b>         | <b>\$0</b> |  |

## Baseline Farm to School Purchasing

The application requires you to complete these questions.

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 <b>2020-2021</b> school year budget did you spend on local, Washington-grown items? <i>Estimates are acceptable.</i>   | \$ _____   |
| 2. What percent of your <b>2020-2021</b> school year budget did you spend on local, Washington-grown items? <i>Estimates are acceptable.</i>  | _____ %  |
| 3. What type(s) of Washington-grown products do you currently purchase for use in school or child care meal programs? Check all that apply:   | <input type="checkbox"/> Fruits<br><input type="checkbox"/> Vegetables<br><input type="checkbox"/> Herbs<br><input type="checkbox"/> Meat<br><input type="checkbox"/> Poultry<br><input type="checkbox"/> Seafood<br><input type="checkbox"/> Legumes<br><input type="checkbox"/> Grains<br><input type="checkbox"/> Dairy<br><input type="checkbox"/> Other (fill in):<br>_____ |
| <p>4. <b>Sourcing Information:</b> <i>Please tell us about how you source local foods.</i></p> <p>I. Do you source directly from local farms? <b>YES / NO</b></p> <p>1. If yes, how many farms? _____</p> <p>2. Please list the names of the farms here:</p> <p>_____</p> <p>II. Do you work with a local food hub(s) to source local foods? <b>YES / NO</b></p> <p>1. If yes, please list the names of the local food hub(s) here:</p> |  |

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

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III. Do you work with your fresh produce or broadline distributor to source local foods? **YES / NO**

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

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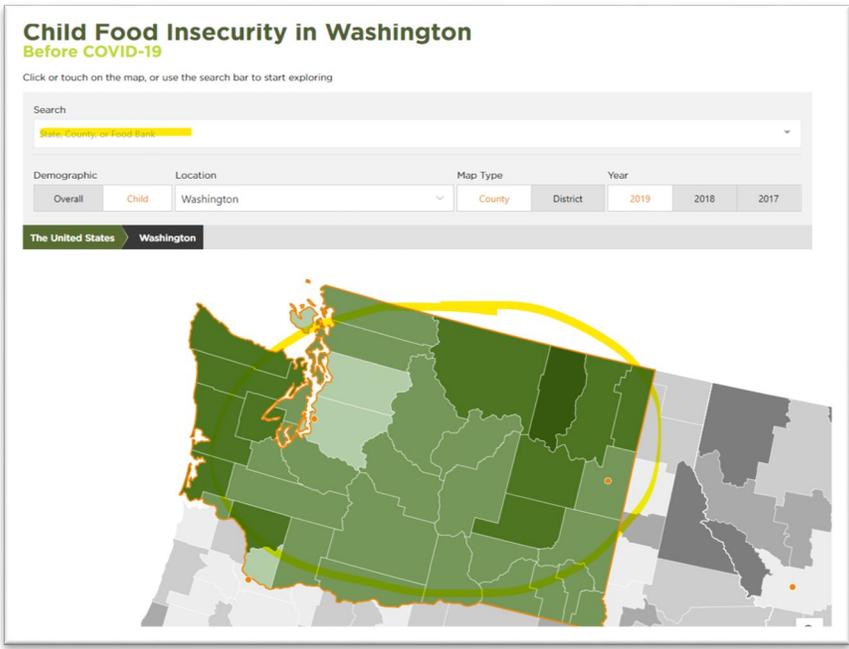
2. If you know the names of the farms you have received product from through your distributor(s), please list them here:

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## Program and Community Characteristics: All Applicants

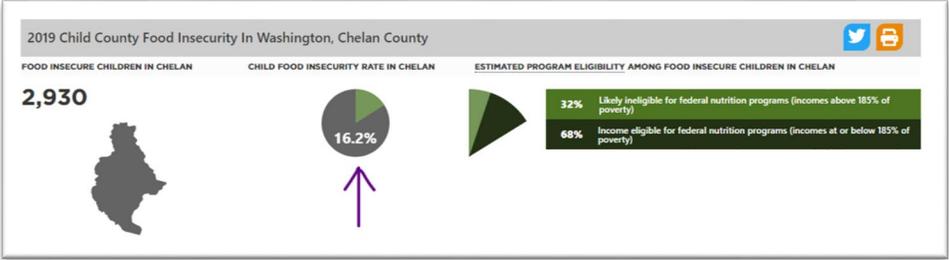
These questions are designed to assess student and community need. (30 points total)

| Question   | Response       |
|--|----------------|
| <p>5. <b>Free and Reduced Price Meal Eligibility (12 points):</b></p> <p><i>Please enter the average Free and Reduced Price Meal Eligibility Rate for your school district or childcare center.</i></p>  | <p>_____ %</p> |
| <p>6. <b>Child Food Insecurity Rate (12 points):</b></p> <p>Find the rate in your county on this website:<br/><a href="https://map.feedingamerica.org/county/2019/child/washington">https://map.feedingamerica.org/county/2019/child/washington</a></p> <p>Enter the name of your county in the search bar, or, click on your county on the map of Washington:</p> | <p>_____ %</p> |



After searching for your county or selecting your county on the map, scroll down to find the *Child Food Insecurity Rate in your county and enter it here.*

The image below shows an example from Chelan County. The Child Food Insecurity rate is the percent number that appears in the gray area of the pie chart. The purple arrow also points to this number.



Write down the percent number to report in your application.

**7. Tribal Programs (6 points):**  
*Are you a State-Tribal Education Compact School or Tribal early learning program provider?*

YES or NO

## Program Characteristics: Schools Only

This question is for **school applicants only**. (12 points total)

Childcare center applicants skip this question. It does not apply. School and childcare applications are scored separately.

| Question  | Response (3 points each)   |
|---|--|
| <p>8. <b>Best Practices to Increase Participation in School Meals:</b><br/><i>Do you implement any the following programs? Please check all that apply:</i></p> | <ul style="list-style-type: none"><li><input type="checkbox"/> At-Risk After School Meals Program</li><li><input type="checkbox"/> Breakfast After the Bell (BAB)</li><li><input type="checkbox"/> Seamless Summer Options or Summer Food Service Program (SSO/SFSP)</li><li><input type="checkbox"/> Participating in or applying for the Community Eligibility Provision (CEP)</li></ul> |

## Project Narrative: All Applicants

The application asks you to enter responses to the following questions. (30 points total)

| <b>Local Purchasing Planning and Implementation</b>   |
|---|
| <p>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.<br/><b>(6 points)</b></p> <p><i>Response:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Little to no experience with local purchasing.</li><li><input type="checkbox"/> Some experience with local purchasing (<i>i.e. for special events like Taste Washington Day</i>).</li><li><input type="checkbox"/> Experienced with local purchasing (<i>i.e. regularly purchases local foods for use in meals, has a Harvest of the Month program, etc.</i>).</li></ul> |

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, purchasing directly from a farmer, etc.*  
**(6 points)**

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 local food and agriculture, (virtual) visit with a farmer or producer, student focus groups, etc.*  
**(6 points)**

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.

**(6 points)**

*Response (3-5 sentences):*

13. Please describe how you will use grant funds to partner with and purchase from historically under-represented 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.

**(6 points)**

*Response (3-5 sentences):*

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

*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.*

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).

**(0 points)**

## Submit Your Application in iGrants

The application open and close dates will be posted in the [Farm to School Purchasing Grant website](#). Please check the website for updates.

**You must submit your application in iGrants on or before the closing date at 4:00 PM PST.**

Applications received after the closing date are considered late and will not be accepted.

When the application opens in iGrants, follow these instructions to fill out and submit your application:

### Go to EDS

1. Click this link to open EDS: <https://eds.ospi.k12.wa.us/Login.aspx>

### Log in to Your Account

2. From the EDS Login screen, type your username (email address) and password, then click Login.



## Search Form Package

3. Enter either of the following identifiers into the applicable field of the “Form Package Selector” search tool (see image below for example):
  - a. **Form package ID:** 189  
OR
  - b. **Form Package Name:** Farm to School Grant Program

4. Click the “**search**” button

WASHINGTON STATE  
OSPI Office of Superintendent of Public Instruction

**Grants**

Fiscal Period: 21-22

**Form Package Selector** Search

Form Package ID:

Organization Name:

Form Package Name:

Form Package:

Select a Form Package

Report Tool

Group Email

Open Form Package

5. Select the “Farm to School Grant Program” link that appears below the search tool window:

WASHINGTON STATE  
OSPI Office of Superintendent of Public Instruction

**Grants**

Fiscal Period: 21-22

Use Search Criteria or Press Name of Form Package Below

**Form Package Selector** Search Show All

Form Package ID:

Form Package Name:

Funding Group Type:

Funding Type:

Milestone:

Include Hidden

| ID                   | Name                         | Form Pkg Available Date | Form Pkg Due Date    | Current Form Pkg Status/Date | Modified                    | Modified (OSPI) | Change Requests (Narrative/Data) | Budget Amount /Revisions |
|----------------------|------------------------------|-------------------------|----------------------|------------------------------|-----------------------------|-----------------|----------------------------------|--------------------------|
| 189                  | Farm to School Grant Program |                         | 12/1/2021 4:00:00 PM | Draft                        | Mercedes Eckroth 10/25/2021 |                 |                                  |                          |
| <a href="#">Hide</a> |                              |                         |                      |                              |                             |                 |                                  |                          |

Required Pages

District

Consortium

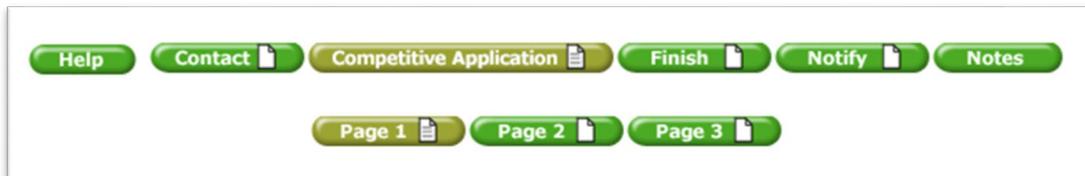
All Budgets

Report Tool

## Complete Form Package

You've opened the grant!

6. Navigation buttons at the top can be used to move through the application pages and sections:



7. Select the "Contact" button and fill out the information on this page.
8. Select "Competitive Application."
  - a. Fill out each page completely.
  - b. Page 3 asks you to upload your Purchasing Plan. Make sure that you upload the correct document.
9. Options to "Save," "Print," and "Mark Completed" are available below the navigation bar and at the bottom of each page:



## Submit Form Package – FINAL STEP

10. Be sure to use the "Mark Completed" button on each page of the application:



11. Finish tab:

- a. When you have marked all application pages completed, click on the “Finish” tab.
- b. Clicking this tab will change the application package status to “Finished” (but not yet submitted!).



You can now move on to the Notify tab or set the application back to draft.

12. Notify tab:

- a. Clicking the “Notify” tab brings up an email draft.
  - i. **For school districts or ESDs:** This email will notify your organization’s designated iGrants Administrator and change the application status to “Under Org Review.” The designated iGrants Administrator must then submit the application to OSPI through their “iGrants Administrator Console” which will change the application status to “Requested OSPI Approval”

- ii. **For childcare and other organizations:** sending the email from the “Notify” tab will directly notify the grant program contacts of your submission.

## Congratulate Yourself

You’ve applied to the WA Farm to School local purchasing grant!

## Reference: Application Scoring

The following scoresheet shows how many points each section is worth. Childcare applicants are scored separately from school and school district applicants.

| Section   | # | Question  | total pts possible |
|---|---|---|--------------------|
| Program Characteristics:<br>All Programs                          | 5 | <b>Free &amp; Reduced Price Meal Eligibility</b><br>0-25% = (4)<br>25-50% = (6)<br>50-75% = (10)<br>75%-100% = (12)   | 12                 |
|   | 6 | <b>Child Food Insecurity Rate</b><br>4-14% = (4)<br>15-19% = (6)<br>20-24% = (10)<br>25-29% = (12)  | 12                 |
|   | 7 | <b>Tribal Programs</b><br>0 = No<br>6 = Yes   | 6                  |
| <b>Total For this Section</b>                                     |   |   | <b>30</b>          |
| Program Characteristics:<br>Schools &<br>School Districts<br>Only | 8 | <b>Best Practices to Increase Participation in School Meals</b> <ul style="list-style-type: none"> <li>• (3) At-Risk After School Meals Program</li> <li>• (3) Breakfast After the Bell (BAB)</li> <li>• (3) Seamless Summer Options or Summer Food Service Program (SSO/SFSP)</li> <li>• (3) Participating in or applying for the Community Eligibility Provision (CEP)</li> </ul> | 12                 |
| <b>Total For this Section</b>                                     |   |   | <b>12</b>          |

Scoring continues on the next page.

**Narrative Responses:**

| Section                       | #  | Question   | total pts possible |
|-------------------------------|----|--|--------------------|
| Narrative Responses           | 9  | <b>Local Purchasing Experience:</b><br>(0) Experienced with local purchasing (e.g. makes regular purchases of local foods).<br>(3) Some local purchasing experience (e.g. TWD, special events).<br>(6) Little to no experience with local purchasing.  | 6                  |
|                               | 10 | <b>Strategies to Incorporate New Local Foods in Meal Programs:</b><br>(0) Poor: Applicant does not describe how they will incorporate new local foods into the meal program.<br>(2) Fair: The strategy or approach lacks detail and may not be effective at incorporating new local foods into the meal program.<br>(4) Good: The strategy or approach lacks minor detail(s) but is likely to be effective at incorporating new local foods into the meal program.<br>(6) Excellent: The strategy or approach for incorporating new local foods is clear and will effectively incorporate new local foods into the meal program.                               | 6                  |
|                               | 11 | <b>Strategies for Student / Child Engagement:</b><br>(0) Poor: Applicant does not describe activities to engage students or activities are not appropriate, realistic, or achievable.<br>(2) Fair: The plan for student engagement lacks detail and activities may not be appropriate, realistic or achievable.<br>(4) Good: The plan for student engagement lacks minor detail(s) and activities are mostly appropriate, realistic and achievable.<br>(6) Excellent: The plan for student engagement is very clear and activities are appropriate, realistic and achievable.  | 6                  |
|                               | 12 | <b>Strategies for Culturally Relevant Meals:</b><br>(0) Poor: Applicant does not provide a plan for incorporating or promoting culturally relevant menu items.<br>(2) Fair: The applicant's strategy lacks detail(s) and may not be feasible or realistic.<br>(4) Good: The applicant's strategy lacks minor detail(s) and is mostly feasible and realistic.<br>(6) Excellent: Applicant has a clear strategy and approach to integrate and promote culturally relevant menu items and the plan is feasible and realistic.   | 6                  |
|                               | 13 | <b>Strategies to Engage and Purchase from Underrepresented Farmers &amp; Producers:</b><br>(0) Poor: Applicant does not describe how they plan to engage with historically underrepresented farmers and food producers.<br>(2) Fair: Applicant's plan and strategy lacks detail or is unlikely to be effective at engaging historically underrepresented farmers and food producers.<br>(4) Good: Applicant's plan lacks minor detail(s) and may result in engaging historically underrepresented farmers or food producers.<br>(6) Excellent: Applicant has a clearly defined plan and is very likely to engage historically underrepresented farmers or food | 6                  |
| <b>Total For this Section</b> |    |  | <b>30</b>          |

Scoring continues on the next page.

### Purchasing Plan Scoring Notes:

1. The purchasing plan should be realistic and based on planned purchases, which may be less than the maximum eligible funding amount.
2. Purchasing plans scores are based on the level of accuracy and completeness.
3. The purchasing plan is worth 35 points, including food and non-food costs. Applicants may earn up to five (5) additional bonus points for the optional source-identification fields.

|   |   |                     |
|---|---|---------------------|
| Purchasing Plan                                     | <p><b>Purchasing Plan:</b><br/>           (0) Purchasing plan is not provided (0%) or details for items, quantities, and prices are not appropriate or realistic for farm to school purchases.<br/>           (20-25) Purchasing plan is partially complete (up to 75% required fields) with mostly appropriate and realistic details for items, quantities, and prices for farm to school purchases.<br/>           (26-30) Purchasing plan is mostly complete (75%-90% required fields) with mostly appropriate and realistic details for items, quantities, and prices.<br/>           (31-35) Purchasing plan is complete (90-100% required fields entered) with appropriate and realistic details for items, quantities, and prices.</p> | 35                  |
|   | <p><b>Source Identification Bonus Points</b><br/>           (0) No producer identification provided.<br/>           (1) 0%-20% of items include source identification.<br/>           (2) 21%-40% of items include source identification.<br/>           (3) 41%-60% of items include source identification.<br/>           (4) 61%-80% of items include source identification.<br/>           (5) 81%-100% of items include source identification.</p>   | 5                   |
|   |   | <b>40</b>           |
|   |   | <b>Pts Possible</b> |
| <b>Grand Total for School District Applicants</b>   |   | 112                 |
| <b>Grand Total for Child Care Center Applicants</b> |   | 100                 |

End of Application Guide.