



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Indiana Schools, Childcare Centers, Non-Profit Organizations, and Agricultural Producers

From: Office of School and Community Nutrition

Date: January 10, 2023

Subject: USDA Farm to School Subgrant Application Instructions

Due Date: Extended until Friday, February 24

Background

The Indiana Department of Education (IDOE) has been awarded a 2022 USDA Farm to School Grant to increase the use of local proteins in Indiana schools and childcare centers. In partnership with the Indiana Farm Bureau, Inc., subgrants will be awarded for applicants to utilize for procuring, preparing, or storing local protein, as well as, bolstering their farm to school program with field trips or promotional and educational materials.

IDOE encourages all sponsors, both those with established farm to school programs and those without, to apply.

Objective

If submitting an application, the proposed use of funds must support the objective of improving access to and/or use of local proteins.

Suggested uses of funds include purchasing of kitchen equipment to prepare, store, and serve local proteins; field trips/activities increasing student awareness of local proteins; and contributions to student protein production projects. Funds cannot be used for the direct purchase of local proteins.

Eligibility

Subgrant applications are open to schools or institutions participating in the National School Lunch Program (NSLP), childcare centers participating in the Child and Adult Care Food Program (CACFP), and non-profit organizations or agricultural producers partnering with identified local schools or childcare centers for agricultural education.



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Sponsors must apply at the site level. Priority for subgrants will be given to sponsors with a 40% or higher free and reduced percentage, sites located in rural areas, and sites located in Opportunity Zones (refer to [Evaluation](#) for more explanation).

Application Process

Funding opportunities are available in three grant tracks. Please review the grant tracks below, the sample application, and the frequently asked questions (FAQ) section at the end of this publication before applying. To submit an application, follow the link below. **The deadline to apply has been extended until Friday, February 24, 5 p.m. ET.**

[Apply here](#)

[Review Sample Application](#)

Track 1: Easy Application Kitchen Equipment Subgrants

Easily apply for funding for a preset list of kitchen equipment recognized as useful for the preparation of proteins in preset dollar amounts based on the matrix below.

After determining the quantity of each item needed and the site's anticipated total cost for each equipment category, select the funding option most closely aligning with the anticipated cost for each equipment category. All funds received must be spent on requested equipment and accompanying accessories (i.e. knife sharpeners, cutting board racks, etc).

	None	\$250	\$500	\$1,000
Chef Knives				
Cutting Boards				
Vacuum Sealers				
Thermometers				

Track 2: Open Application Subgrants

Sponsors with agricultural education opportunities focusing on local proteins or a need for different equipment/supplies not listed above may submit a grant proposal specific to the site's custom project.



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This track will require a proposed project description, anticipated timeline, and budget. If IDOE determines the project requires the support of key partner(s) or the sponsoring organization, IDOE may request letters of support.

Track 3: Agricultural Education Partner Subgrants

Open to non-profit entities, volunteers, and agricultural producers for funding to support classroom agricultural education through hands-on experiences and educational events. Efforts must focus on protein production in an identified school district or childcare center.

Subgrantee Requirements

Throughout the grant timeline, subgrant recipients will be asked to participate in the following:

- One virtual introduction webinar
- Two virtual training sessions
- Surveys providing information on procurement practices and subgrant progress
- Submitting of invoices of all funded purchases

Additionally, subgrantees are highly encouraged to participate in the 2023 Indiana Food Day, which will be highlighting local proteins.

Timeline

Thursday, February 9 2 to 3 p.m. EST	Procurement and Culinary Training: Procuring Local Proteins <i>Open to all sponsors as an introduction to local proteins</i>
Friday, February 24 5 p.m. EST	Deadline to Apply
Spring 2023	Subgrantees Announced
Spring 2023	Virtual Introduction Training
September 14 2 to 3 p.m. EST	Procurement and Culinary Training: Celebrating Indiana Food Day <i>Attendance required for subgrantees (Tracks 1 and 2)</i>
September 28 2 to 3 p.m. EST	Procurement and Culinary Training: Using Local Proteins in Child Nutrition Recipes <i>Attendance required for subgrantees (Tracks 1 and 2)</i>
October 2023	Indiana Food Day Celebrations (Highlighting Local Proteins)



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Evaluation

The following information will be considered when reviewing subgrant applications:

- Supports at least one component of the grant objective
- Demonstrates intent to procure and utilize local proteins
- Site meets one or more of the following qualifications
 - 40% or higher of enrollment eligible for free/reduced price meals
 - Percentage found on [CNPWeb](#)
 - Located in a rural area
 - To determine rural/urban classification, IDOE will use the [National Center for Education Statistics](#) online tool. For those not listed in this database, information for the nearest public school system will be used.
 - Located in an Opportunity Zone
 - Opportunity Zones are [select areas](#) within the state experiencing economic distress defined by the state government.



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Frequently Asked Questions

Number	Question	Answer
1	What is considered a protein?	For the purpose of this grant, the following foods are considered proteins: poultry, fish, pork, beef, beans, eggs, and yogurt.
2	How is "local" defined?	Applicants are allowed to define "local" in their own terms. Each school/childcare center faces different geographic and economic circumstances determining availability of local products. Local can be defined as within the state, region, or within a certain distance from the sponsor.
3	If awarded a subgrant, is my site expected to participate in Indiana Food Day?	Subgrantees are not required to participate in Indiana Food Day. However, IDOE does strongly encourage subgrant recipients to utilize Indiana Food Day as an opportunity to integrate their subgrant efforts into farm to school classroom activities. IDOE will publish recipes, curriculum, and activities focusing on proteins to help sponsors plan their own Indiana Food Day celebrations.
4	If awarded a subgrant, is my site required to serve local proteins?	The goal of the subgrant program is to increase schools' and childcare centers' ability to serve local proteins. IDOE does expect subgrantees to have a plan on procuring local proteins, however those unable to execute local procurement during the grant timeline will not be penalized. IDOE will collect data from all subgrant recipients over the course of the grant timeline on any successes and challenges with local procurement practices.
5	What is considered to be an allowable cost for the open proposal?	All subgrant costs must be allocable, reasonable, and necessary to support the grant track objectives. All expenditures must be consistent with all local, state, and federal policies, regulations, and procedures. Funding can be spent on any expenses supporting the execution of a project including equipment, staff training, and educational activities. Funding cannot be spent directly on



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		the purchase of local proteins with the exception of a portion of funding (no more than 20%) for specific grant/training activities, like samples for educational events.
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Contact Us

For questions regarding the application process, please contact:

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1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: Program.Intake@usda.gov

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