



CDFA OFFICE OF
FARM to FORK

2023-24 California Farm to School Incubator Grant Program

Application Questions and Review Criteria – Track 2

Track 2: The California Farm to School Technical Assistance (TA) Grant (100 points available total)

Here are a few important things to note:

- Applicants may use the questions below to draft application responses before filling out the online application. Questions in the online application may slightly differ.
- All applicants must submit their responses through the online application portal.
- When you see a character limit, this limit includes spaces.
- Both the CDFA and the independent farm to school evaluation team will have access to applications. If an application advances to technical review, then technical reviewers will also have access to the information applicable to their review.
- The review criteria outlined below includes the criteria the technical review committee will use when reviewing Track 2 applications.

CA Public Records Act:

All grant applications and project information submitted by farm to school grant applicants and/or grant recipients to the CDFA is subject to public disclosure. The California Public Records Act states that every citizen has the right to inspect and/or obtain a copy of any public record [Government Code section 7920.000 et seq.]. The CDFA Legal Office shall determine if the public record requested is exempt from disclosure. Public records must be disclosed unless exempt under the Government Code or other applicable law.

CDFA Privacy Policy:

<https://www.cdfa.ca.gov/privacy.html>

Foundational Information: no points available

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 1. Organization Name • 2. Organization Mailing Address • 3. County Location: In what county is your organization located? • 4. Eligibility: Please select your organization type <ul style="list-style-type: none"> ○ Non-profit organization (includes agricultural industry non-profit organizations) ○ Tribal-based non-profit organization ○ Resource Conservation District (RCD) in CA ○ University of California Division of Agriculture and Natural Resources (UC ANR) and/or University of California Cooperative Extension (UCCE) county office ○ Public university in CA ○ California Native American Tribe ○ County agency in CA ○ Local government in CA ○ California Agricultural Marketing Program ○ Project with a non-profit fiscal sponsor <ul style="list-style-type: none"> ▪ What is the name of your non-profit fiscal sponsor? • 5. Technical Assistance Category: Please select one. <ul style="list-style-type: none"> ○ School Food ○ Education ○ Producer Training 	<p>Foundational Information: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No • Eligible? Yes/No

Dollar Amount Requested: no points available

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 6. Dollar Amount Requested: Applicants may request between \$50,000 and \$350,000. 	<p>Dollar Amount Requested: required but no points available</p> <ul style="list-style-type: none"> • Applicant must request within the applicable award range. • Complete? Yes/No

Audience: no points available

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 7. Project Partnership Type: Please select your type of project partnership (School Food or Education or Producer Training): <ul style="list-style-type: none"> ○ <i>NOTE: The CDFA acknowledges that Tribal governments and Tribal-based non-profit organizations may operate school meal programs outside of traditional USDA school meal programs like the NSLP. Beyond the eligibility criteria described below, the CDFA will determine eligibility of Tribal schools as Track 2 project partners on an individual basis and encourages interested applicants to connect via email at cafarmtoschool@cdfa.ca.gov.</i> ○ School Food – A school food partnership requires partnership with <u>at least one</u> California public school district, county office of education, charter school, or Tribal school (such as those administered through the Bureau of Indian Education) that is a California School Food Authority currently operating the National School Lunch Program (NSLP). Please list the names of your California School Food Authority project partners below. ○ Education – An education partnership requires partnership with <u>at least one</u> California public school district, county office of education, charter school, or Tribal school (such as those administered through the Bureau of Indian Education) that is a California School Food Authority currently operating the National School Lunch Program (NSLP). Please list the names of 	<p>Project Partnership Type: required but no points available</p> <ul style="list-style-type: none"> • Project Partner Information: <ul style="list-style-type: none"> ○ School Food Project Partnership: <ul style="list-style-type: none"> ▪ Did applicant include at least one California public school district, county office of education, charter school, or Tribal school (such as those administered through the Bureau of Indian Education) that is a California School Food Authority currently operating the National School Lunch Program (NSLP)? Yes/No ○ Education Project Partnership: <ul style="list-style-type: none"> ▪ Did applicant include at least one California public school district, county office of education, charter school, or Tribal school (such as those administered through the Bureau of Indian Education) that is a California School Food Authority currently operating the National School Lunch Program (NSLP)? Yes/No ○ Producer Training Project Partnership: <ul style="list-style-type: none"> ▪ Did applicant include at least one California public school district, county office of education, charter school, or Tribal school (such as those administered through the Bureau of Indian Education) that is a California School Food Authority currently operating the National School Lunch Program (NSLP)? Yes/No ▪ Did applicant include at least one California food producer? Yes/No

Application Questions	Review Criteria
<p>your California School Food Authority project partners below.</p> <ul style="list-style-type: none"> ○ Producer Training – A producer training partnership requires partnership with <u>at least one</u> California public school district, county office of education, charter school, or Tribal school (such as those administered through the Bureau of Indian Education) that is a California School Food Authority currently operating the National School Lunch Program (NSLP) and <u>at least one</u> California Food Producer. Please list the names of your California School Food Authority and California Food Producer project partners below. 	

Project Team + Letters of Support: no points available	
Application Questions	Review Criteria
<ul style="list-style-type: none"> ● Farm to School Project Team: Please share name, title, and a two-sentence description of each team member’s involvement in the project. The first sentence should describe the person’s role within the project, and the second sentence should clearly describe why they think this project is important. <ul style="list-style-type: none"> ○ 8. Member 1: Farm to School Project Lead - This person will be the main point of contact for the grant. Please explain what percentage of this person’s time will be dedicated to the project, as well as what other projects they oversee. ○ 9. Member 2: School Food Authority Representative - Each California School Food Authority project partner listed in the Audience section of the application must provide a project representative from their organization. This 	<p>Project Team: required but no points available</p> <ul style="list-style-type: none"> ● School Food Project Category: <ul style="list-style-type: none"> ○ Did applicant include a Farm to School Project Lead? Yes/No ○ Did applicant include a project representative for each California School Food Authority project partner listed in the Audience section of the application? Yes/No ○ Did applicant include the required information for each team member (i.e., name, title, one sentence describing the person’s role within the project, one sentence clearly describing why the person thinks this project is important)? Yes/No ○ Did applicant explain what percentage of the Farm to School Project Lead’s time will be dedicated to the project, as well as what other projects they oversee? Yes/No

Application Questions	Review Criteria
<p>person should be responsible for collaborative implementation of the proposed project.</p> <ul style="list-style-type: none"> ▪ If your proposed project is in the School Food or Producer Training categories, the SFA Representative should be responsible for ensuring collaboration with the child nutrition program. This role is typically filled by a school nutrition services director or similar leadership position within the school nutrition services department. ▪ If your proposed project is in the Education category, the SFA Representative should be responsible for ensuring collaboration with educators. This role is typically filled by a chief education officer or similar position. <ul style="list-style-type: none"> ○ 10. Member 3: California Food Producer Representative: Each California Food Producer project partner listed in the Audience section of the application must provide a project representative from their business/organization. This person should be responsible for collaborative implementation of the proposed project. <ul style="list-style-type: none"> ▪ If your proposed project is in School Food or Education categories, then you are <u>not</u> required to include a California Food Producer project representative. ○ 11. Additional Team Members, including proposed contractors – If your project team includes additional team members, please include them in this section. Please share name, title, and a two-sentence description of each additional team member’s involvement in the 	<ul style="list-style-type: none"> • Education Project Category: <ul style="list-style-type: none"> ○ Did applicant include a Farm to School Project Lead? Yes/No ○ Did applicant include a project representative for each California School Food Authority project partner listed in the Audience section of the application? Yes/No ○ Did applicant include the required information for each team member (i.e., name, title, one sentence describing the person’s role within the project, one sentence clearly describing why the person thinks this project is important)? Yes/No ○ Did applicant explain what percentage of the Farm to School Project Lead’s time will be dedicated to the project, as well as what other projects they oversee? Yes/No • Producer Training Project Category: <ul style="list-style-type: none"> ○ Did applicant include a Farm to School Project Lead? Yes/No ○ Did applicant include a project representative for each California School Food Authority project partner listed in the Audience section of the application? Yes/No ○ Did applicant include a project representative for each California Food Producer project partner listed in the Audience section of the application? Yes/No/Not applicable ○ Did applicant include the required information for each team member (i.e., name, title, one sentence describing the person’s role within the project, one sentence clearly describing why the person thinks this project is important)? Yes/No ○ Did applicant explain what percentage of the Farm to School Project Lead’s time will be

Application Questions	Review Criteria
<p>project. Additional team members may include other school site partners, non-profit organization partners, local farmers/producers, proposed contractors, or other key members of your farm to school team.</p> <ul style="list-style-type: none"> • 12. Letters of Support: Please upload a letter of support from each of the School Food Authority project representatives and Food Producer project representatives listed above (required). 	<p>dedicated to the project, as well as what other projects they oversee? Yes/No</p> <p>Letters of Support: required but no points available</p> <ul style="list-style-type: none"> • Did applicant provide a letter of support from each of the project representatives listed in the Farm to School Project Team section? Yes/No

Project Team + Organizational Commitment: 15 points available	
Application Questions	Review Criteria
<ul style="list-style-type: none"> • 13. Team Engagement: How will team members stay engaged in project implementation throughout the duration of the grant? [Character Limit = 2000] • 14. Anticipated Challenges: Past grantees have shared challenges with hiring, construction timelines, supply chain disruptions, staff turnover, and general lack of staff capacity that have made it difficult to implement their proposed projects. Based on what you know about your organization, what challenges do you expect to face implementing this project, and how will your team overcome these challenges? [Character Limit = 3000] • 15. Organizational Commitment: Describe how farm to school fits into your organization’s existing goals and programming. [Character Limit = 2000] 	<p>Team Engagement: /5 points</p> <ul style="list-style-type: none"> • Applicant’s description of <u>how</u> team members will stay engaged in project implementation throughout the duration of the grant is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear <p>Anticipated Challenges: /5 points</p> <ul style="list-style-type: none"> • Applicant’s description of challenges they expect to face while implementing this project and <u>how</u> their team will overcome these challenges is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear <p>Organizational Commitment: /5 points</p> <ul style="list-style-type: none"> • Applicant’s description of <u>how</u> farm to school fits into their organization’s existing goals and programming is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear

Application Questions	Review Criteria
	<ul style="list-style-type: none"> ○ 0 points: unclear
TOTAL	__/15 points

Community Need: 25 points available

Application Questions	Review Criteria
<ul style="list-style-type: none"> ● 16. Section 1: <ul style="list-style-type: none"> ○ School Food Project Category: CDFA Data Look-up from the CDE (School Year 2022-23): The CDFA will look up the following data from the CDE. Applicants may skip this question. <ul style="list-style-type: none"> ▪ Average free and reduced-price meal (FRPM) eligibility rate (%) across the California School Food Authority project partners. The CDFA will calculate the FRPM eligibility rate for each SFA project partner by dividing column Y in the following spreadsheet by column R in the same spreadsheet (LEA-Level Data tab): https://www.cde.ca.gov/ds/ad/documents/cupc2223-k12.xlsx OR ○ Education Project Category: Part A: CDFA Data Look-up from the CDE (School Year 2022-23): The CDFA will look up the following data from the CDE. Applicants may skip this question. <ul style="list-style-type: none"> ▪ Average free and reduced-price meal (FRPM) eligibility rate (%) across the California School Food Authority project partners. The CDFA will calculate the FRPM eligibility rate for each SFA project 	<p>Section 1: __/20 points</p> <ul style="list-style-type: none"> ● School Food Project Category: <ul style="list-style-type: none"> ○ Average free and reduced-price meal (FRPM) eligibility rate (%): <ul style="list-style-type: none"> ▪ 20 points: 90.1 to 100% ▪ 18 points: 80.1 to 90% ▪ 16 points: 70.1 to 80% ▪ 14 points: 60.1 to 70% ▪ 12 points: 50.1 to 60% ▪ 10 points: 40.1 to 50% ▪ 8 points: 30.1 to 40% ▪ 6 points: 20.1 to 30% ▪ 4 points: 10.1 to 20% ▪ 2 points: 1 to 10% ▪ 0 points: less than 1% ● Education Project Category: <ul style="list-style-type: none"> ○ Part A: Average free and reduced-price meal (FRPM) eligibility rate (%): <ul style="list-style-type: none"> ▪ 15 points: 88.1 to 100% ▪ 13 points: 76.1 to 88% ▪ 11 points: 64.1 to 76% ▪ 9 points: 52.1 to 64% ▪ 7 points: 40.1 to 52% ▪ 5 points: 28.1 to 40% ▪ 3 points: 16.1 to 28% ▪ 1 point: 1 to 16% ▪ 0 points: less than 1%

Application Questions	Review Criteria
<p>partner by dividing column Y in the following spreadsheet by column R in the same spreadsheet: https://www.cde.ca.gov/ds/ad/documents/cupc2223-k12.xlsx</p> <p>Part B: How many educators (employed in your California public school district, county office of education, charter school, or Tribal school School Food Authority project partners that are listed in #7 above) will your project <u>directly</u> serve?</p> <ul style="list-style-type: none"> ▪ 1 ▪ 2 to 20 ▪ 21 to 40 ▪ 41 to 60 ▪ More than 60 <p>OR</p> <ul style="list-style-type: none"> ○ Producer Training Project Category: Please answer the following questions based on the number of <u>established</u> California food producer relationships your organization has developed and your practical capacity for outreach. Your answers should reflect producers that your project will <u>directly</u> impact. <ul style="list-style-type: none"> Part A: How many California food producers will your project <u>directly</u> serve? <ul style="list-style-type: none"> ▪ 1 ▪ 2 to 20 ▪ 21 to 40 ▪ 41 to 60 ▪ More than 60 Part B: How many small to midsize California food producers will your project <u>directly</u> serve? <ul style="list-style-type: none"> ▪ 0 	<ul style="list-style-type: none"> ○ Part B: Number of educators (employed in the California public school district, county office of education, charter school, or Tribal school School Food Authority project partners that are listed in #7 above) that project will directly serve: <ul style="list-style-type: none"> ▪ 1 point: 1 ▪ 2 points: 2 to 20 ▪ 3 points: 21 to 40 ▪ 4 points: 41 to 60 ▪ 5 points: More than 60 ● Producer Training Project Category: <ul style="list-style-type: none"> ○ Part A: Total number of California food producers project will directly serve: <ul style="list-style-type: none"> ▪ 1 point: 1 ▪ 2 points: 2 to 20 ▪ 3 points: 21 to 40 ▪ 4 points: 41 to 60 ▪ 5 points: More than 60 ○ Part B: Number of small to midsize California food producers project will directly serve: <ul style="list-style-type: none"> ▪ 0 points: 0 ▪ 1 point: 1 ▪ 2 points: 2 to 20 ▪ 3 points: 21 to 40 ▪ 4 points: 41 to 60 ▪ 5 points: More than 60 ○ Part C: Number of veteran, socially disadvantaged, and/or limited-resource California food producers project will directly serve: <ul style="list-style-type: none"> ▪ 0 points: 0 ▪ 1 point: 1 ▪ 2 points: 2 to 20 ▪ 3 points: 21 to 40 ▪ 4 points: 41 to 60

Application Questions	Review Criteria
<ul style="list-style-type: none"> ▪ 1 ▪ 2 to 20 ▪ 21 to 40 ▪ 41 to 60 ▪ More than 60 <p>Part C: How many veteran, socially disadvantaged, and/or limited-resource California food producers will your project <u>directly</u> serve?</p> <ul style="list-style-type: none"> ▪ 0 ▪ 1 ▪ 2 to 20 ▪ 21 to 40 ▪ 41 to 60 ▪ More than 60 <p>Part D: How many California food producers that utilize climate smart agriculture practices or climate smart production systems (like certified organic or transitioning to certified organic) will your project <u>directly</u> serve?</p> <ul style="list-style-type: none"> ▪ 0 ▪ 1 ▪ 2 to 20 ▪ 21 to 40 ▪ 41 to 60 ▪ More than 60 <ul style="list-style-type: none"> • 17. Section 2: Making the Case: In Parts A and B below, make the case for your community and for this project. <ul style="list-style-type: none"> ○ Part A: What challenges does your community face that aren't reflected in the data points from #16 above? [Character Limit = 2000] 	<ul style="list-style-type: none"> ▪ 5 points: More than 60 ○ Part D: Number of California food producers utilizing climate smart agriculture practices or climate smart production systems (like certified organic or transitioning to certified organic) that project will directly serve: <ul style="list-style-type: none"> ▪ 0 points: 0 ▪ 1 point: 1 ▪ 2 points: 2 to 20 ▪ 3 points: 21 to 40 ▪ 4 points: 41 to 60 ▪ 5 points: More than 60 <p>Section 2: Making the Case: _/5 points</p> <ul style="list-style-type: none"> • Part A: Applicant's identification of challenges their community faces <u>and</u> demonstration that those challenges are significant are: <ul style="list-style-type: none"> ○ 3 points: clear ○ 1 points: somewhat clear ○ 0 points: unclear

Application Questions	Review Criteria
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ NOTE: Specific challenges may include but are not limited to: food insecurity rate, child poverty rate, natural disasters such as wildfires and floods, impacts of the COVID-19 pandemic on the school community, CalEnviroScreen 4.0 percentile, historical and/or systemic injustices, limited resources, limited access to affordable and nutritious food, rural locale, etc. ○ Part B: How does your proposed project meet those community needs that you identified in Part A above? [Character Limit = 2000] 	<ul style="list-style-type: none"> • Part B: Applicant’s description of <u>how</u> their proposed project meets the community needs described in Part A is: <ul style="list-style-type: none"> ○ 2 points: clear ○ 1 points: somewhat clear ○ 0 points: unclear
TOTAL	__/25 points

Farm to School Experience: 15 points available

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 18. Established History: <u>If you are applying in the School Food project category</u>, does your organization have an established history supporting California School Food Authorities with implementing farm to school procurement programs? <u>If you are applying in the Education project category</u>, does your organization have an established history supporting California educators with implementing hands-on food education programs in TK-12 settings? <u>If you are applying in the Producer Training project category</u>, does your organization have an established history supporting California food producers and institutional food procurement? <ul style="list-style-type: none"> ○ If no, the organization is not eligible to apply to Track 2. ○ If yes: 	<p>Established History: required but no points available</p> <ul style="list-style-type: none"> • Did applicant check yes? Yes/No

Application Questions	Review Criteria
<ul style="list-style-type: none"> ▪ (18a) Years of Experience: Approximately how many years of experience does your organization have providing this support? <ul style="list-style-type: none"> – Less than 1 year – 1 to 3 years – 4 to 5 years – 6 to 10 years – 11 to 15 years – 16 to 20 years – More than 20 years ▪ (18b) Description of Experience: Please describe your organization's experience providing this support. [Character Limit = 3000] 	<p>Years of Experience: <u> </u>/5 points</p> <ul style="list-style-type: none"> • 1 point: Less than 1 year • 2 points: 1 to 3 years • 3 points: 4 to 5 years • 4 points: 6 to 10 years • 5 points: 11 to 15 years • 5 points: 16 to 20 years • 5 points: More than 20 years <p>Description of Experience: <u> </u>/10 points</p> <ul style="list-style-type: none"> • School Food Project Category: Applicant's description of their organization's experience supporting California School Food Authorities with implementing farm to school procurement programs is: Education Project Category: Applicant's description of their organization's experience supporting California educators with implementing hands-on food education programs in TK-12 settings is: Producer Training Project Category: Applicant's description of their organization's experience supporting California food producers and institutional food procurement is: <ul style="list-style-type: none"> ○ 10 points: clear ○ 5 points: somewhat clear ○ 0 points: unclear
TOTAL	<u> </u>/15 points

Project Title and Summary: no points available	
Application Questions	Review Criteria
<ul style="list-style-type: none"> • 19. Project Title: What is the title of your proposed project? [Character Limit = 150] 	<p>Project Title and Summary: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 20. Project Summary: Please describe your project in 1000 characters or fewer. If your project is selected for funding, the CDFA will share your project summary publicly as part of the grant announcement. The summary should succinctly state how your project will increase CA food procurement and/or hands-on food education efforts and highlight any significant investments or project outcomes. [Character Limit = 1000] 	

Proposed Project – Technical Assistance Work Plan: 35 points available

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 21. Part 1: Project Goal: Select one <ul style="list-style-type: none"> ○ School Food project goal: Our proposed project will build California School Food Authority capacity to implement farm to school procurement programs ○ Education project goal: Our proposed project will build capacity of educators employed in California public school districts, county offices of education, charter schools, or Tribal schools that are a School Food Authority to implement hands-on food education programs in TK-12 settings ○ Producer Training project goal: Our proposed project will build California food producer capacity to sell products to California School Food Authorities • 22. Part 2: Project Elements: <ul style="list-style-type: none"> ○ Our proposed School Food project will: (check all that apply) <ul style="list-style-type: none"> ▪ Incorporate culturally relevant programming 	<p>Parts 1 & 2: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No • Does the project goal that the applicant selected align with the Technical Assistance Category they selected in #5 and with the Project Partnership Type they selected in #7? Yes/No

Application Questions	Review Criteria
<ul style="list-style-type: none"> ▪ Expand the use of scratch/speed scratch/freshly prepared meals with CA grown foods ▪ Support small to midsize CA food producers ▪ Support veteran, socially disadvantaged, and/or limited-resource CA food producers ▪ Support climate smart agriculture and CA food producers who utilize climate smart agriculture practices or production systems like certified organic or transitioning to certified organic ▪ Engage students and credentialed public school educators in school food transformation ▪ Incorporate peer-to-peer learning ▪ Incorporate community engagement and storytelling elements ○ Our proposed Education project will: (check all that apply) <ul style="list-style-type: none"> ▪ Incorporate culturally relevant programming ▪ Expand the use of standards-aligned hands-on food education opportunities ▪ Work with credentialed public school educators ▪ Incorporate hands-on food education opportunities that complement the school meal program ▪ Increase student access to hands-on food education opportunities at school ▪ Expand the incorporation of CA food producers in hands-on food education opportunities for students 	

Application Questions	Review Criteria
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Incorporate peer-to-peer learning ▪ Incorporate community engagement and storytelling elements ○ Our proposed Producer Training project will: (check all that apply) <ul style="list-style-type: none"> ▪ Incorporate culturally relevant programming ▪ Facilitate collaboration and coordination between CA food producers and CA School Food Authorities ▪ Support small to midsize CA food producers ▪ Support veteran, socially disadvantaged, and/or limited-resource CA food producers ▪ Support climate smart agriculture and CA food producers who utilize climate smart agriculture practices or production systems like certified organic or transitioning to certified organic ▪ Train CA food producers to provide hands-on food education opportunities to students and staff from CA School Food Authorities ▪ Incorporate peer-to-peer learning ▪ Incorporate community engagement and storytelling elements ● 23. Who will be responsible for implementing the project goal and these project elements? <ul style="list-style-type: none"> ○ Enter name(s): ____ ● 24. Farm to School TA Activities & Timeline: Please complete the following table, listing the specific activities the project will implement to achieve each farm to school 	<p>Farm to School TA Activities & Timeline: <u> </u>/35 points</p> <ul style="list-style-type: none"> ● NOTE: Building capacity refers to activities like coaching, training, and supporting California School Food Authorities, California educators, or California food

Application Questions	Review Criteria												
<p>TA goal or project element during the project, as well as a timeline for each activity.</p> <table border="1" data-bbox="310 298 1024 1338"> <thead> <tr> <th data-bbox="310 298 730 500">Goal or Project Element</th> <th data-bbox="730 298 869 500">Activities (HOW you will achieve the goal/element)</th> <th data-bbox="869 298 1024 500">Timeline (WHEN you will implement the activities)</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 500 730 737"> <p><i>Note: This section is required if you selected the School Food project goal. Otherwise, please skip this section.</i></p> <p>Goal (School Food Category): Build CA School Food Authority capacity to implement farm to school procurement programs</p> </td> <td data-bbox="730 500 869 737"></td> <td data-bbox="869 500 1024 737"></td> </tr> <tr> <td data-bbox="310 737 730 1136"> <p><i>Note: This section is required if you selected the Education project goal. Otherwise, please skip this section.</i></p> <p>Goal (Education Category): Build capacity of educators employed in California public school districts, county offices of education, charter schools, or Tribal schools that are a School Food Authority to implement hands-on food education programs in TK-12 settings</p> </td> <td data-bbox="730 737 869 1136"></td> <td data-bbox="869 737 1024 1136"></td> </tr> <tr> <td data-bbox="310 1136 730 1338"> <p><i>Note: This section is required if you selected the Producer Training project goal. Otherwise, please skip this section.</i></p> <p>Goal (Producer Training Category): Build CA food producer capacity to sell</p> </td> <td data-bbox="730 1136 869 1338"></td> <td data-bbox="869 1136 1024 1338"></td> </tr> </tbody> </table>	Goal or Project Element	Activities (HOW you will achieve the goal/element)	Timeline (WHEN you will implement the activities)	<p><i>Note: This section is required if you selected the School Food project goal. Otherwise, please skip this section.</i></p> <p>Goal (School Food Category): Build CA School Food Authority capacity to implement farm to school procurement programs</p>			<p><i>Note: This section is required if you selected the Education project goal. Otherwise, please skip this section.</i></p> <p>Goal (Education Category): Build capacity of educators employed in California public school districts, county offices of education, charter schools, or Tribal schools that are a School Food Authority to implement hands-on food education programs in TK-12 settings</p>			<p><i>Note: This section is required if you selected the Producer Training project goal. Otherwise, please skip this section.</i></p> <p>Goal (Producer Training Category): Build CA food producer capacity to sell</p>			<p>producers to implement farm to school activities <u>themselves</u>. Track 2 does <u>not</u> intend to fund organizations to directly implement procurement, education, or food sales <u>for</u> project partners.</p> <ul style="list-style-type: none"> • Goal – School Food Category: Applicant’s activities/timeline section describing <u>how</u> they will <u>build CA School Food Authority (SFA) capacity</u> to implement farm to school procurement programs: <ul style="list-style-type: none"> ○ 19 points: <u>very clearly focuses</u> on building SFA capacity to implement farm to school procurement programs AND demonstrates a <u>very feasible, very well-thought-out</u> approach ○ 12 points: <u>clearly focuses</u> on building SFA capacity to implement farm to school procurement programs AND demonstrates a <u>feasible, well-thought-out</u> approach ○ 6 points: <u>somewhat clearly focuses</u> on building SFA capacity to implement farm to school procurement programs AND demonstrates a <u>somewhat feasible, somewhat well-thought-out</u> approach ○ 0 points: <u>does not focus</u> on building SFA capacity to implement farm to school procurement programs OR does <u>not</u> appear <u>feasible</u> OR does <u>not</u> appear <u>well-thought-out</u> • Goal – Education Category: Applicant’s activities/timeline section describing <u>how</u> they will <u>build capacity of educators employed in California public school districts, county offices of education, charter schools, or Tribal schools that are a School Food Authority</u> to implement hands-on food education programs in TK-12 settings: <ul style="list-style-type: none"> ○ 19 points: <u>very clearly focuses</u> on building capacity of educators employed in these entities
Goal or Project Element	Activities (HOW you will achieve the goal/element)	Timeline (WHEN you will implement the activities)											
<p><i>Note: This section is required if you selected the School Food project goal. Otherwise, please skip this section.</i></p> <p>Goal (School Food Category): Build CA School Food Authority capacity to implement farm to school procurement programs</p>													
<p><i>Note: This section is required if you selected the Education project goal. Otherwise, please skip this section.</i></p> <p>Goal (Education Category): Build capacity of educators employed in California public school districts, county offices of education, charter schools, or Tribal schools that are a School Food Authority to implement hands-on food education programs in TK-12 settings</p>													
<p><i>Note: This section is required if you selected the Producer Training project goal. Otherwise, please skip this section.</i></p> <p>Goal (Producer Training Category): Build CA food producer capacity to sell</p>													

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products to CA School Food Authorities			<p>to implement hands-on food education programs in TK-12 settings AND demonstrates a <u>very feasible, very well-thought-out</u> approach</p> <ul style="list-style-type: none"> ○ 12 points: <u>clearly focuses</u> on building capacity of educators employed in these entities to implement hands-on food education programs in TK-12 settings AND demonstrates a <u>feasible, well-thought-out</u> approach ○ 6 points: <u>somewhat clearly focuses</u> on building capacity of educators employed in these entities to implement hands-on food education programs in TK-12 settings AND demonstrates a <u>somewhat feasible, somewhat well-thought-out</u> approach ○ 0 points: <u>does not focus</u> on building capacity of educators employed in these entities to implement hands-on food education programs in TK-12 settings OR does <u>not</u> appear feasible OR does <u>not</u> appear well-thought-out <ul style="list-style-type: none"> ● Goal – Producer Training Category: Applicant’s activities/timeline section describing <u>how</u> they will <u>build CA food producer capacity</u> to sell products to California SFAs: <ul style="list-style-type: none"> ○ 19 points: <u>very clearly focuses</u> on building CA food producer capacity to sell products to CA SFAs AND demonstrates a <u>very feasible, very well-thought-out</u> approach ○ 12 points: <u>clearly focuses</u> on building CA food producer capacity to sell products to CA SFAs AND demonstrates a <u>feasible, well-thought-out</u> approach ○ 6 points: <u>somewhat clearly focuses</u> on building CA food producer capacity to sell products to CA SFAs AND demonstrates a <u>somewhat feasible, somewhat well-thought-out</u> approach
<p><i>Note: This section is required if you selected this element as part of your proposed School Food, Education, or Producer Training project. Otherwise, please skip this section.</i></p> <p>Project Element: Incorporate culturally relevant programming</p>			
<p><i>Note: This section is required if you selected this element as part of your proposed School Food project. Otherwise, please skip this section.</i></p> <p>Project Element: Expand the use of scratch/speed scratch/freshly prepared meals with CA grown foods</p>			
<p><i>Note: This section is required if you selected this element as part of your proposed School Food project. Otherwise, please skip this section.</i></p> <p>Project Element: Engage students and credentialed public school educators in school food transformation</p>			

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<p><i>Note: This section is required if you selected this element as part of your proposed Education project. Otherwise, please skip this section.</i></p> <p>Project Element: Expand the use of standards-aligned hands-on food education opportunities (please include a list of the standards with which your project will align)</p>			<ul style="list-style-type: none"> ○ 0 points: <u>does not focus</u> on building CA food producer capacity to sell products to CA SFAs OR does <u>not</u> appear feasible OR does <u>not</u> appear well-thought-out ● Project Elements: <u>/16 points</u> <ul style="list-style-type: none"> ○ NOTE: There are 8 possible project elements per project category; each project element is worth up to 2 points. The scoring for each project element is as follows. ○ Applicant's activities/timeline section describing <u>how</u> they will achieve the project element is: <ul style="list-style-type: none"> ▪ 2 points: clear ▪ 1 point: somewhat clear ▪ 0 point: unclear OR applicant did not complete the project element
<p><i>Note: This section is required if you selected this element as part of your proposed Education project. Otherwise, please skip this section.</i></p> <p>Project Element: Work with credentialed public school educators</p>			
<p><i>Note: This section is required if you selected this element as part of your proposed Education project. Otherwise, please skip this section.</i></p> <p>Project Element: Incorporate hands-on food education opportunities that complement the school meal program</p>			
<p><i>Note: This section is required if you selected this element as part of your proposed Education project. Otherwise, please skip this section.</i></p> <p>Project Element: Increase student access to hands-on food education opportunities at school</p>			

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<p><i>Note: This section is required if you selected this element as part of your proposed Education project. Otherwise, please skip this section.</i></p> <p>Project Element: Expand the incorporation of CA food producers in hands-on food education opportunities for students</p>			
<p><i>Note: This section is required if you selected this element as part of your proposed Producer Training project. Otherwise, please skip this section.</i></p> <p>Project Element: Facilitate collaboration and coordination between CA food producers and CA School Food Authorities</p>			
<p><i>Note: This section is required if you selected this element as part of your proposed School Food or Producer Training project. Otherwise, please skip this section.</i></p> <p>Project Element: Support small to midsize CA food producers</p>			
<p><i>Note: This section is required if you selected this element as part of your proposed School Food or Producer Training project. Otherwise, please skip this section.</i></p> <p>Project Element: Support veteran, socially disadvantaged, and/or limited-resource CA food producers</p>			

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<p><i>Note: This section is required if you selected this element as part of your proposed School Food or Producer Training project. Otherwise, please skip this section.</i></p> <p>Project Element: Support climate smart agriculture and CA food producers who utilize climate smart agriculture practices or production systems like certified organic or transitioning to certified organic</p>			
<p><i>Note: This section is required if you selected this element as part of your proposed Producer Training project. Otherwise, please skip this section.</i></p> <p>Project Element: Train CA food producers to provide hands-on food education opportunities to students and staff from CA School Food Authorities</p>			
<p><i>Note: This section is required if you selected this element as part of your proposed School Food, Education, or Producer Training project. Otherwise, please skip this section.</i></p> <p>Project Element: Incorporate peer-to-peer learning</p>			
<p><i>Note: This section is required if you selected this element as part of your proposed School Food, Education, or Producer Training project. Otherwise, please skip this section.</i></p> <p>Project Element: Incorporate community engagement and storytelling elements</p>			
TOTAL			__/35 points

Project Viability: 10 points available

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<p>Budget Information: Based on the technical assistance goals/elements described above, please respond to the following questions to create a proposed project budget.</p> <ul style="list-style-type: none"> • 25. Budget Category #1 – CA Food Procurement (student education): How much total grant funding will the project allocate toward California grown or produced, whole or minimally processed foods for utilization in hands-on food education opportunities that engage students? <ul style="list-style-type: none"> ○ (25a) Enter Total Dollar Amount: ____ <ul style="list-style-type: none"> ▪ (25b) Itemization and Description: Please briefly describe the purpose of this food in the project. ○ (25c) Timeline: In what months will the project spend these funds on CA Food Procurement for student education? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ • 26. Budget Category #2 – Supplies, Equipment, and Infrastructure: How much total grant funding will the project allocate toward supplies, equipment, and infrastructure? NOTE: In accordance with the CDFA Grant Administration Regulations, Section 330.1(c)(1), if an equipment or infrastructure cost will benefit both grant project activities and non-grant project activities, then please approximate (using reasonable and properly documented methods) the proportion that is for proposed grant project activities as the proportion that may be charged to the grant award. <ul style="list-style-type: none"> ○ (26a) Enter Total Dollar Amount: supplies ____ 	<p>Budget Information: required but no points available</p> <ul style="list-style-type: none"> • Budget Categories #1, 2, 3, 4, 5, 6, 7: Complete? Yes/No

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<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ (26b) Itemization and Description: Please list the supplies and briefly describe each item's purpose in the project. ○ (26c) Enter Total Dollar Amount: equipment ____ <ul style="list-style-type: none"> ▪ (26d) Itemization and Description: Please list the equipment, estimate the cost of each item, and briefly describe each item's purpose in the project. ○ (26e) Enter Total Dollar Amount: infrastructure ____ <ul style="list-style-type: none"> ▪ (26f) Itemization and Description: Please list the infrastructure, estimate the cost of each item, and briefly describe each item's purpose in the project. ○ (26g) Timeline: In what months will the project spend these funds on supplies, equipment, and infrastructure? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ • 27. Budget Category #3 – Farm to School Staff Costs: How much total grant funding will the project allocate toward farm to school staff costs? <ul style="list-style-type: none"> ○ (27a) Enter Total Dollar Amount (salaries/wages/stipends): ____ <ul style="list-style-type: none"> ▪ (27b) Itemization and Description: Please list each staff position that this amount will fund, the % of their FTE or # of hours that this amount will fund, and their rate of pay. ▪ (27c) Itemization and Description (continued): Please briefly describe each above staff position's role in the project. ○ (27d) Enter Total Dollar Amount (fringe benefits): ____ 	

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<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ (27e) Itemization and Description: For each staff position above that this amount will fund, please list the position and the position's fringe benefit rate (% of salaries/wages). ▪ NOTE: fringe benefits are calculated as a % of an individual's salary or wages and should be determined according to your organization's established fringe benefits policy ○ (27f) Timeline: In what months will the project spend these funds on farm to school staff? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ • 28. Budget Category #4 – Travel Costs: How much total grant funding will the project allocate toward travel costs? NOTE: Travel costs must comply with Section 322 of the CDFA Grant Administration Regulations and with the maximum allowable rates and amounts established by the California Department of Human Resources. <ul style="list-style-type: none"> ○ (28a) Enter Total Dollar Amount: ____ <ul style="list-style-type: none"> ▪ (28b) Itemization and Description: Please list the travel costs that this amount will fund and briefly describe the purpose of the travel for the project. ○ (28c) Timeline: In what months will the project spend these funds on travel? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ • 29. Budget Category #5 – Contractual Costs: How much total grant funding will the project allocate toward contractual costs? NOTE: Contractual costs must 	

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<p>comply with Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations.</p> <ul style="list-style-type: none"> ○ (29a) Enter Total Dollar Amount: ____ <ul style="list-style-type: none"> ▪ (29b) Itemization and Description: Please list the contractors or types of contractors that this amount will fund and briefly describe what each contractual cost/service for the project will be. ○ (29c) Timeline: In what months will the project spend these funds on contractual costs? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ ● 30. Budget Category #6 – Other Costs: How much total grant funding will the project allocate toward other costs? <ul style="list-style-type: none"> ○ (30a) Enter Total Dollar Amount: ____ <ul style="list-style-type: none"> ▪ (30b) Itemization and Description: Please list the other costs that this amount will fund and briefly describe each cost’s purpose in the project. ○ (30c) Timeline: In what months will the project spend these funds on other costs? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ ● 31. Budget Category #7 – Indirect Costs (up to 30% of direct costs): How much total grant funding will the project allocate toward indirect costs? NOTE: indirect costs may be up to 30% of budget categories 1-6. <ul style="list-style-type: none"> ○ (31a) Enter Total Dollar Amount: ____ ○ (31b) Enter Indirect Cost Percentage: ____ ● 32. Budget Review: Please review your responses to Budget Categories 1-7 above about the proposed 	<p>Budget Review: _/5 points</p> <ul style="list-style-type: none"> ● Part A: Proposed project costs sum to the total award amount requested in question #6: Yes/No

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<p>project costs. Please respond to the checkboxes below when you are ready.</p> <ul style="list-style-type: none"> ○ Part A: I have reviewed my responses to Budget Categories 1-7 above about the proposed project costs. I have confirmed that the sum of these responses equals the total award amount requested in question #6. ○ Part B: In the “Itemization and Description” sections for Budget Categories 1-6 above, I have clearly identified each proposed project cost and included clear descriptions regarding the purpose of each cost in the project. <p>33. Sustainability Plan:</p> <ul style="list-style-type: none"> • In what ways will your organization sustain this project or elements of this project beyond the duration of the grant term? If your project includes staffing costs (budget category #3), please discuss plans to sustain the roles beyond the duration of the grant term. [Character Limit = 2000] 	<ul style="list-style-type: none"> • Part B: Applicant’s <i>identification</i> of each proposed project cost in the budget <u>and</u> applicant’s descriptions regarding <i>the purpose of</i> each cost in the project are: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear <p>Sustainability Plan: <u>/5 points</u></p> <ul style="list-style-type: none"> • Applicant’s description of <i>how</i> they will sustain this project or elements of this project beyond the duration of the grant term (including staffing costs if the project includes them) is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear
TOTAL	<u> </u>/10 points

Additional Applicant Information: no points available	
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<ul style="list-style-type: none"> • 34. Contact Information: Who should we contact if we have questions regarding this grant application? <ul style="list-style-type: none"> ○ First and Last Name ○ Position Title ○ Work Email Address ○ Work Phone Number • 35. Person Writing the Grant Application: Who is writing this grant application? <ul style="list-style-type: none"> ○ First and Last Name 	<p>Additional Applicant Information: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No

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<ul style="list-style-type: none"> ○ Position Title ○ Work Email Address ○ Work Phone Number ● 36. Grant Agreement Signing Authority: If awarded, which of your project team members has signing authority for the grant agreement? <ul style="list-style-type: none"> ○ First and Last Name ○ Position Title ○ Work Email Address ● 37. State representatives: Please click here to identify your organization’s State Assembly District(s) and Senate District(s) as well as your State Assembly and Senate Members. Then, please list your findings. Please note that if you are awarded a grant, the CDFA will use this information to notify your state representatives of your award. ● 38. Grant Administration & Accounting: If you receive an award, who within your organization will handle grant administration and accounting and what process does your organization plan to implement to handle grant administration and accounting? [Character Limit = 1000] ● 39. Program Income: Program income is gross income earned as a result of the grant award during the grant duration. Program income includes but is not limited to income from fees for services performed and income from the sale of commodities or items fabricated under the grant award. Will your proposed project generate program income? <ul style="list-style-type: none"> ○ Yes ○ No <ul style="list-style-type: none"> ■ If yes – please describe the source/nature of the program income, estimate the total dollar amount of program income, and 	

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<p>explain how you will reinvest the program income into the grant project and spend it on allowable project costs. [Character Limit = 1000]</p> <ul style="list-style-type: none"> • 40. Project Reporting and Evaluation: Do you agree to do all of the following if awarded a grant? Please note that the reporting and evaluation activities below are required of all Track 2 grant recipients in this program. Please email cafarmtoschool@cdfa.ca.gov if you have any questions about these activities. <ul style="list-style-type: none"> ○ Beginning Interview: The whole farm to school project team listed in this application will participate in an interview with CDFa staff between the point the project is selected for funding and the time their project begins. The purpose of the meeting will be to review the project plan, confirm roles, and provide early technical support to selected projects. ○ Pre-Survey: Submit a pre-survey to the CDFa at the beginning of the grant term to summarize and quantify pre-project farm to school activities. ○ Regular Financial Reporting: Submit monthly or quarterly invoices to the CDFa (utilizing a template that the CDFa will provide) along with documentation to demonstrate proof of payment, detailing spending to be reimbursed for actual allowable costs incurred. If eligible and approved for an Advance Payment, submit financial reporting in accordance with Advance Payment regulations. ○ Quarterly Check-in Surveys: Submit quarterly check-in surveys to the CDFa summarizing project progress, successes, and challenges. 	

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<ul style="list-style-type: none"> ○ Final Interview: Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information. ○ External Program Evaluation: Participate in external evaluation activities conducted by a CDFA representative or external designee for this grant program. ● 41. Previous Grant Recipient: Has your organization previously received a CA Farm to School Incubator Grant? View the lists of 2021 grant recipients and 2022 grant recipients. NOTE: Previous grant recipients must be up-to-date with all grant reporting requirements to be eligible for consideration. <ul style="list-style-type: none"> ○ Yes ○ No <ul style="list-style-type: none"> ▪ If yes, provide the Grant Agreement number(s). ▪ Please describe how this project supplements (i.e., enhances or expands) rather than replaces the previous project efforts. [Character Limit = 1000] ▪ Please summarize the accomplishments of the previous project(s). [Character Limit = 1000] ● 42. Support from Other State or Federal Grants: Activities funded under the California Farm to School Incubator Grant Program cannot replace activities funded by another federal or state grant program. Have you submitted your project proposal to another federal or state grant program or has another federal or state grant program funded your project proposal? <ul style="list-style-type: none"> ○ Yes ○ No 	

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<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ If yes, please: ▪ Identify the federal or state grant program(s) and the agency administering the program(s). ▪ List the amount of grant funds requested or awarded by the program(s). ▪ Describe how the proposed project supplements rather than replaces efforts funded by the other federal or state grant program(s). • 43. Payment Process: This is a Reimbursement Grant Program. If awarded a grant, recipients will incur grant related costs and submit monthly or quarterly invoices to the CDFA to be reimbursed within 45 days after invoices are approved in most circumstances. The grant agreement must be fully executed (signed by both parties) before project activities begin. Please note that grant recipients may be eligible to receive Advance Payments for project expenditures. Advance payments shall not exceed the amount necessary for project expenses for a three-month period and cannot reduce the project balance below 10% of the award amount. If eligible and approved for advance payment, recipients must follow the Advance Payment regulations (#316.1). Please note that Assembly Bill (AB) 590 applies to recipients that are non-profit organizations. <ul style="list-style-type: none"> ○ If awarded a grant and if eligible for advance payment, would your organization be interested in requesting an advance payment? <ul style="list-style-type: none"> ▪ Yes ▪ No • 44. CA Public Records Act: I acknowledge that my application materials, including the application, supporting materials, and any other relevant information 	

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<p>submitted to the CDFA, will be subject to the CA Public Records Act. Check yes here.</p> <ul style="list-style-type: none"> 45. CA Farm to School Incubator Grant Program Evaluation: I acknowledge that as an applicant to the California Farm to School Incubator Grant Program, I may be contacted by a third-party evaluation team regarding my experience applying to the program. Check yes here. 46. State and Federal Law: If awarded a grant, it is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to the grant agreement and the grant project. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations. To acknowledge this statement, please check the box. 	

(Optional) Is there anything else you would like to share with us? Please note that answering this question or leaving it blank will not impact scoring. [Character Limit = 1000]

GRAND TOTAL ___/100 points