

Application for Participation

Local Food for Schools

Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201

Deadline  
April 30, 2024  
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Interim State Superintendent of Schools

Deann Collins, Ed.D.Deputy State SuperintendentOffice of Teaching and Learning

Wes MooreGovernor

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Table of Contents

[Instructions 3](#_Toc162357662)

[Proposal Cover Page 4](#_Toc162357663)

[Project Narrative 5](#_Toc162357664)

[Appendices 12](#_Toc162357665)

# Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. The signed and completed application should be saved as a single pdf document and emailed as an attachment to [jill.hann@maryland.gov](mailto:jill.hann@maryland.gov), with the subject “Local Food for Schools Application,” no later than 5:00 p.m. on April 30, 2024.

# Proposal Cover Page

Institution/Agency/Jurisdiction Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

Project Partners:

| **Agency/Organization Name** | **Primary Contact** | **Partner’s Project Role** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

*Add more rows, as needed.*

Amount of the request for grant period (May 15, 2024 – April 15, 2025):

$

(Should agree with Proposed Budget and not to exceed $25,000)

Signature of Contact Person Date

Printed Name of Contact Person Title

Signature of Superintendent of Schools Date

Printed Name of Superintendent LEA Name

# Project Narrative

## PROJECT Abstract (100 WORDS)

In the Project Abstract, introduce the LFS project to the reader. The project abstract should cover the core aspects of the proposed project with a brief description of the goals, the strategies to meet them, and the roles of any partners.

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## extent of need

Identify a clearly defined problem, and how the use of Local Food for Schools funds will address the problem. Applicants should include a brief overview of the target audience and expected outcomes.

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## Evidence of impact

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

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## GOALS, MEASURABLE OUTCOMES, AND MILESTONES

Refer to the Goals, Measurable Outcomes, and Milestones section of the Grant Information Guide for additional guidance.

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| --- | --- |
| **Goal 1:** |  |
| **Outcome(s):** |  |
| **Milestone(s):** |  |

|  |  |
| --- | --- |
| **Goal 2:** |  |
| **Outcome(s):** |  |
| **Milestone(s):** |  |

|  |  |
| --- | --- |
| **Goal 3:** |  |
| **Outcome(s):** |  |
| **Milestone(s):** |  |

*Add more tables if including additional goals.*

## Strategies

What strategies will be used to reach project milestones, accomplish outcomes, and achieve project goals? Discuss how and why these strategies were chosen. Refer to the Grant Information Guide for additional guidance.

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Who are the targeted populations to be impacted by the strategies chosen? And how will they be impacted?

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## Management Plan

The Management Plan should be a chronological list of all key activities that will take place during the grant period. All proposed grant activities, the staff member responsible for ensuring the activities are conducted, and the timeframe for which they will occur. Refer to the Management Plan section in the Grant Information Guide for additional guidance.

### Management Plan Worksheet

| **Key Activities** | **Individual Responsible** | **Timeframe** |
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*Add more rows, as needed.*

## Evaluation and Dissemination

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

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

## Sustainability Plan

Applicants must describe plans for continuing the project beyond the funding cycle. Answer questions such as how the project will be sustained after funding ends, what are the plans for maintaining the project’s partnerships?

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## BUDGET AND BUDGET NARRATIVE

The project’s budget should detail all related project expenses in a separate itemized budget. All costs described in the project narrative should appear in the budget narrative. Reviewers should be able to see a clear connection between the management plan and the budget line items. Note: When completing this section, refer to Use of Funds and Budget and Budget Narrative sections in the Grant Information Guide.

### Budget Narrative

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### Itemized Budget

1. Provide an itemized budget narrative showing how the cost of each item was calculated. It is advisable to take an inventory of existing equipment, materials, and supplies before developing the budget.
2. Additionally, submit the budget on the MSDE Grant Budget C-1-25 form (Appendix B).

### Salaries and Wages (list separately for each position)

Must be In-Kind, salaries and wages are not an allowable use of grant fund, except for salaries of temporary workers hired to assist with the handling, storage, transportation, or distribution of commodities.

| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| **TOTAL FOR SALARIES AND WAGES:** | |  |  |  |

### Delivery (if not included in food costs)

| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| --- | --- | --- | --- | --- |
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| **TOTAL FOR DELIVERY:** | |  |  |  |

### Food Costs

| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| **TOTAL FOR FOOD COSTS:** | |  |  |  |

### Storage

| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| **TOTAL FOR STORAGE:** | |  |  |  |

# Appendices

The following appendices must be included but do not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

Appendix A: [A signed recipient assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix B: [A signed C-1-25 MSDE budget form](https://www.marylandpublicschools.org/about/Pages/OFPOS/GAC/Forms.aspx)