



*Sample Planning Proposal  
for the AGRI Farm to School Grant 2018*

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*In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651/201-6000. TTY users can call the Minnesota Relay Service at 711.*

*The MDA is an equal opportunity employer and provider.*

## *Beginning Farm to School 101*

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Farm to School Grant 2018

## *ISD #123 Haystack Schools*

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111 Hay Baler Drive  
Farmingville MN 55555

O: 507-111-1111

## *Mitch Fork*

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111 Hay Baler Drive  
Farmingville MN 55555

[mitch.fork@haystack.mn.us](mailto:mitch.fork@haystack.mn.us)

## ***Applicant Information***

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### **Category**

Planning Grant

### **Name of School(s)\* or Childcare Provider(s)\***

ISD #123 Haystack Schools

### **Counties Served\***

Clover County

### **Project Name\***

Beginning Farm to School

### **House District(s) 2013-2022**

*Select the House district(s) the organization is located in or provides direct services. In most cases, you will only select one district. This information can be found using the [Legislative District Finder](#).*

10

## ***Eligibility***

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*Please answer each of the following questions. You must respond "Yes" to at least one of the two questions to be eligible to apply for this grant.*

### **Eligibility Option #1\***

*Applicant is a Minnesota school or school district serving preschool and/or K-12 students and participates in the National School Lunch Program.*

Yes

### **Eligibility Option #2\***

*Applicant is an Early Care and Education organization serving on average, at least 40 meals and snacks each day and participates in the Child and Adult Care Food Program.*

No

### **Authority to Apply\***

*I have authority to apply for this grant.*

Yes

### **Project Not Started\***

*I agree that no work has started on the proposed project nor will start until notified of award.*

Yes

### **Sharing of Information\***

*May the MDA share your contact information and a summary of your proposal with program partners and technical assistance providers if your proposal is not funded? Funded proposals are automatically considered public information. If there are any parts of your proposal that you would not like shared, you must indicate the specific content that is a trade secret.*

Yes

### **How did you hear about the AGRI Farm to School Grant Program?\***

*Please check all that apply:*

Minnesota Department of Education webinar

## ***Project Overview***

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### **Executive Summary\***

*Include a description of the project and goals to be accomplished. The executive summary of this proposed project must be suitable for dissemination to the public. (Maximum 1,200 characters, including spaces.)*

Haystack Public Schools is located in southern Minnesota. While agriculture is at the heart of our community and farmers here are dedicated to providing healthy, affordable, and safe food, our school district has faced challenges integrating farm to school practices into our school nutrition program and the broader school community. There are a number of barriers that limit our purchases of Minnesota grown and raised foods. A primary barrier for our district has been the lack of time to research and develop a robust farm to school plan. We propose using this planning grant to pay for two school nutrition staff during summer 2018 and again in summer 2019 to integrate farm to school into our school district's current structures and practices using USDA's new [Farm to Child Nutrition Programs Planning Guide](#) and USDA's [Farm to School Planning Toolkit](#). Currently, our vision is to integrate Minnesota grown foods on the first Thursday of the month, to align and build on the success of Minneapolis Public Schools [Minnesota Thursdays](#). The planning grant will support the staff time that is needed to develop at least 10 local food menus through the 2018-19 and 2019-20 school years for the approximately 1300 students and staff in our district.

### **Project Start Date\***

June 1, 2018

**Project End Date\***

December 31, 2019

**Amount of MDA Grant Request (maximum: \$50,000)\***

\$25,650

**Applicant's Cash Match\***

\$8,550

**Total Project Cost\***

\$34,200

***Overview of Applicant***

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**Overview of Applicant**

*Describe the school(s) use (or will use) of Minnesota grown and raised foods, including current sources of Minnesota foods. (Maximum 2,400 characters, including spaces.)*

The primary purpose of Haystack Public Schools planning grant proposal application is to compensate the staff time needed to develop a local food procurement plan and complementary educational opportunities to support farm to school practices district wide. Currently, our school district buys Minnesota grown and raised foods (i.e. apples and tomatoes) when they are readily available through our distributor. We intend to be more intentional about purchasing Minnesota grown and raised foods through our distributor and our district also wants to begin purchasing Minnesota grown and raised foods through the food hub in our region and through working directly with farmers in our community.

We learned more about farm to school in Minnesota in fall 2016 during a webinar hosted by the Minnesota Department of Education. During that webinar, we specifically learned about Minneapolis Public School's [Minnesota Thursdays](#) and the monthly local food meals Rippleside Elementary in Aitkin County was serving to students. Given what we learned a year ago and interest within our school community, we propose adapting the concept of Minnesota Thursdays for our school district. At a minimum, this will mean 10 local food menus in the 2018-19 school year (one each month of the school year) from at least 20 Minnesota farmers. We believe buying from 20 Minnesota farmers is an achievable goal, because we aim to work with at least 4 farmers directly and will purchase from the regional food hub that currently works with 12 farmers and our distributor that works with over 30 local farmer and producer partners.

From June 2019 to August 2019, we will reflect on our success and failures from the previous school year and make necessary adjustments to improve farm to school in the 2019-2020 school year. We also will explore increasing the

number of Minnesota farmers we work with, the quantity of food we purchase from them, and the frequency in which we make these purchases.

*Complete the following table. Include all the farm to school sites that will benefit from this project. If the project is district-wide (e.g., at a central kitchen), you may provide data for the district as a whole). You may attach an additional page if necessary.*

<b>Site Name</b>	<b>Number of Students in 2016-2017</b>	<b>Average Number of Meals Served Daily in September 2017</b>
Alfalfa Elementary School	600	550
Silo Middle School and High School	800	750

### Challenges\*

*Describe the challenges that prevent your food service program from currently purchasing and serving more Minnesota grown and raised foods.*

There are several challenges that have prevented Haystack Public Schools from purchasing and serving more Minnesota grown and raised foods. Like many other schools across Minnesota, Haystack Public Schools is limited by the overall funds available to source, prepare, and serve healthy and nutritious foods for our students, especially healthy and nutritious foods grown and raised by Minnesota farmers. In order to maximize the limited funds we have to serve local foods, our district will use funds from this planning grant to support staff time in summer 2018 and 2019 to develop a thorough farm to school plan. Our planning will focus on working directly with farmers, the regional food hub, and our distributors. In addition to limited funds, Haystack Public Schools has found it challenging at times to increase the use of whole foods in our child nutrition program because of the capacity of food service staff both in time and food skills. In addition, the kitchen equipment available to support more scratch cooking in our school district is limited. If funded, we intend to use this planning grant to develop a plan to execute Minnesota Thursdays each month in the 2018-19 and 2019-20 school years and to determine and gain clarity on the necessary kitchen equipment needed to realize our goals. While we have ideas of the equipment we plan to purchase, we propose making the final decision after spending at least 6-8 weeks of summer 2018 planning for the 2018-19 school year.

### Project Outcomes

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#### Outcomes Table\*

*Complete the following table. We recommend that you review invoices from the 2016-2017 school year. If you purchase Minnesota grown or raised foods via a distributor, please work with your distributor to get an estimate of the number of Minnesota producers from whom you receive food.*

Category	Actual \$ Value in 2016-2017 (most recently completed school year)	Actual # of MN Farmers in 2016-2017 (most recently completed school year)	Projected \$ Value in 2018-2019 (generally the first full year after project completion)	Projected # of MN Farmers in 2018-2019 (generally the first full year after project completion)
Fruits	\$1,800	1	\$3,800	3
Vegetables	\$2,600	1	\$6,500	9
Grains/Flour	--	0	\$1,200	2
Meat/Poultry	--	0	\$2,800	3
Seafood	--	0	--	0
Plant-based protein items, such as beans, seeds, and nuts	--	0	\$700	1
Eggs	--	0	\$2,000	1
Fluid Milk	\$24,000	Hastings Coop Creamery	\$24,000	Hastings Coop Creamery
Other Dairy	--		\$3,000	1
Other Products	--	0	--	0

### How many unduplicated Minnesota farmers do you purchase from currently?\*

List the name(s) of the farmer(s), farm(s), and distributor(s) from whom you currently purchase Minnesota foods. Write "none" if you currently do not purchase from a Minnesota farmer.

Two (via distributor Bix Produce)

### Farmer List\*

List the name(s) of the farmer(s), farm(s), and distributor(s) from whom you currently purchase Minnesota foods. Write "none" if you currently do not purchase from a Minnesota farmer.

Bix Produce (Bushel Boy; Pepin Heights)

### Continued Increased Purchases\*

How will the proposed project lead to continued increased purchases of Minnesota grown or raised foods in the future? Maximum 2,000 characters, including spaces.)

Haystack Public Schools proposes to compensate the Food Service Director and kitchen manager at our elementary school between June-August 2018 and again between June-August 2019 to develop and refine a feasible plan to serve a Minnesota grown meal on the first Thursday of each month in alignment with Minnesota Thursdays. We intend to start by building on the success we've currently experienced working directly with our existing distributor. In

In addition to scheduling meetings with our distributor over the summer to communicate our plans to purchase more Minnesota grown and raised foods, we will also ask our distributor to increase their commitment to purchasing foods from Minnesota farmers and to improve labelling of these foods, so we can promote and educate our students and school community about the farms and farmers who produce the foods on the lunch trays.

We intend to learn from and build on the success of Rippleside Elementary and Minneapolis Public Schools in this process. Furthermore, we plan to use the Minnesota Grown and Minnesota Grown Wholesale Directory to identify farmers in our region that may be interested in partnering with our school district. In summer 2018, we will also visit farms to learn more about their farming practices first hand. Our goal is to work directly with at least four farmers in our community.

In summer 2019, we will look back on the previous school year to build on the things that worked well and will review the things that didn't go well so we can improve upon them for the following school year. We also hope to bring a few members of school administration, the school board, our food and nutrition services department, and our school community out on a summer field trip to visit at least two farms we purchased from in the previous school year.

### **Anticipated Changes\***

*What do you anticipate will change as a result of this project? (Maximum 2,000 characters, including spaces.)*

As a result of this project, our school district will develop and implement a plan to implement Minnesota Thursdays at least once a month in the 2018-19 and then 2019-20 school years. This will result in increased purchases of an estimated \$20,000 of Minnesota grown and raised foods from our current distributors as well as from the food hub in our region and through direct purchases from Minnesota farmers in 2018-19. This amounts to approximately \$15 of Minnesota grown and raised purchased per student for the year.

In addition to developing and implementing a system for regular purchases of Minnesota grown and raised foods, we anticipate feeding and engaging more school staff, families, and community members through our child nutrition programs. From conversation with other school districts, we know that the participation in school lunch increases during farm to school meals.

We anticipate that improving our local food purchases will also provide encouragement and support to the school garden that parents are trying to get started at our elementary school. Lastly, we want to explore a partnership with the FACS classes to pilot test new recipes.

We believe that this planning grant is the key to building a farm to school team in our school district and will provide the time needed to meet and find shared goals. Additionally, with time to reflect and continue planning in summer 2019 we feel more confident that we'll be able to shift our ways of working for the long term so farm to school is sustained and integrated into our typical ways of operating.

### **Work Plan**

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#### **Work Plan Table\***

*Download and complete the work plan table. You may add additional lines or pages as necessary.*

<i>Timeline</i>	<i>Description of Task/Action Item</i>	<i>Who is Responsible?</i>
June 2018	First, use the new USDA Farm to School guide to develop our farm to school plan	Director and kitchen manager
June 2018	Second, develop a more detailed farm to school plan using the USDA Farm to School planning toolkit, including assessment of needed kitchen equipment	Director leads, Kitchen manager supports
June 2018	Interview 3-4 farm to school leaders within Minnesota	Director and kitchen manager
June 2018	Set up meeting to tour regional food hub and learn about their capacity to sell to school district	Director and kitchen manager
July 2018	Tour 4-5 farms that are interested in selling their products to our district	Director and kitchen manager
July 2018	Plan at least 10 Minnesota Thursday menus, using Rippleside Elementary and Minneapolis Public Schools procurement toolkits as a guide	Director leads, Kitchen manager supports
July 2018	Ask at least 2 school foodservice directors already engaged in farm to school to review our farm to school plan, including our 10 Minnesota Thursday menus	Director
August 2018	Communication and inform key stakeholders in the district, including staff within the food and nutrition service department and school administration	Director
August 2018	Ensure plan is in place to thoroughly document local food purchases	Director
August 2018	[If equipment grant also funded] Purchase new equipment for district to support farm to school	Director
June 2019	Compile school menus, records, invoices and notes from previous school year to review farm to school from the previous year	Director leads, food and nutrition staff participate
June 2019	Full meeting of food and nutrition department to reflect on previous year – celebrating success and identifying areas of improvement for the next year	Director leads, food and nutrition staff participate
June 2019	Using previous Minnesota Thursdays menus as a starting place, including ideas generated over the course of the previous school year, build a revised set of menus for Minnesota Thursdays	Director leads, kitchen manager supports

June 2019	Begin planning tour of farmers with key stakeholders within the school community, including school administration, the school board and school community	Director
July 2019	Tour farms and regional food hub with key stakeholders, feature highlights from 2018-19 and plans for 2019-20	Director leads, kitchen manager supports
July 2019	Connect with other school foodservice directors to share plans and get feedback	Director
August 2019	Finalize farm to school plans for 2019-20 school year	Director leads, kitchen manager supports
August 2019	Identify specific ways to build farm to school planning into general planning done for all child nutrition programs	Director leads, kitchen manager supports

### Consultants/Subcontractors

*If you will hire consultants or subcontractors, please describe their qualifications. (Maximum 2,000 characters, including spaces.)*

We are using the planning grant to pay for two nutrition staff, myself, and our kitchen manager at the elementary school over the course of two summers.

### Budget

#### Budget Table\*

*Complete the following table.*

<i>Item</i>	<i>Quantity</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	<i>Source of Estimate</i>
Director hours	576 hours	\$40/hour	\$23,040	Current salary Averages about 24 hrs/week over summer 2018 and 2019
Kitchen manager hours	360 hours	\$28/hour	\$10,080	Current salary Averages about 15 hrs/week over summer 2018 and 2019
Food and Nutrition staff meeting June 2019	6 hours (for 10 staff)	Average \$18/hour	\$1,080	Current salary, includes 10 staff
<b>Total</b>			<b>\$34,200</b>	<b>75% = \$25,650</b>

## Budget Narrative\*

*Respond to the following prompts: Maximum 3,000 characters, including spaces.)*

- *Detail how the funds will be used and justify each expense listed in the Budget Table.*
- *Explain how the expenses outlined in the Budget Table will enable your school to use more Minnesota grown or raised foods.*
- *Discuss the source of the school's contribution to the project (e.g., fundraising, school general funds, food service accounts, bonds).*
- *Explain sources of funds for any ongoing maintenance of equipment.*

Planning grant funds will be used to support staff time to research, develop and refine a robust, sustainable farm to school plan for the 2018-19 and 2019-20 school years. As we mentioned in previous sections of this proposal, a primary barrier for our district has been the limited time available to integrate farm to school practices into our district's current systems and environment. Because staff in our food and nutrition department are largely 9-month appointments, this planning grant will support our staff time in the summer months of 2018 and 2019. The school's 25% contribution for the project will come from our food and nutrition department.

## Letters of Support

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### Letter of Support\*

#### Letter of Support

October 24, 2017

Corn Maze Acres  
123 Garden Path  
Cottage Barn, MN 55000

Dear Minnesota Department of Agriculture,

Please accept this letter as Corn Maze Acres' support for ISD #123 Haystack Schools grant application with the Minnesota Department of Agriculture.

Corn Maze Acres operates a 25 acre certified organic farm and orchard. We have worked with Haystack Schools in the past and look forward to offering fresh, seasonal, and certified organic vegetables and fruit as part of the Farm to School initiative. Our farm distributes produce through community supported agriculture shares, schools, retailers, and institution and is a proven model for vibrant local food economies.

Thank you for your consideration. Please contact me if you have any questions.

In health,

Farmer Joe  
Corn Maze Acres