



Sample Proposal for the Farm to School Grant

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The MDA is an equal opportunity employer and provider.

Dairy Farm to School 101

Farm to School Grant 2018

ISD 000 Dairy Good Schools

1234 Jersey Lane
Dairy Good MN 55123

O: 507-111-1234

Jane Smith

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Dairy Good MN 55123

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O: 507-111-1111

Applicant Information

Category

Equipment/Improvements

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

ISD 000 Dairy Good School District

Counties Served*

Barnwood

Project Name*

Dairy 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. Some entities (e.g. service cooperatives, school districts, large farms) may need to select multiple districts.

10B

Eligibility

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 economic development organization, non-profit organization, or educational service cooperative applying on behalf of one or more eligible applicants.

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

How did you hear about the [Name of Grant] Program?*

Please check all that apply:

Notification from another organization: Midwest Dairy Council

Previous Awards

Have you previously been awarded a Minnesota Farm to School Grant?

No

Project Overview

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.

At Dairy Good School District, we plan on beginning the 2018-2019 school year with expanded dairy options for dairy foods with new equipment to increase accessibility in three of our school's food service facilities. At Jersey Elementary School, we would like to purchase a drop-down cooler with an eight-crate dual-access cold wall to help keep milk cold and increase student's access to milk during the flow of meal service. At Dairy Good Middle School we would like to purchase an open-air reach-in cooler to increase efficiency and flow in our serving area over breakfast and lunch meals that would include healthy single-serve yogurts, yogurt parfaits, specialty milk and cheese sticks. At Dairy Good High School the purchase of a commercial Vitamix blender with an extra pitcher and a one-section solid door roll-in refrigerator that will allow the conversion of our ala carte area to an alternative reimbursable meal station. The stand-up rolling cooler will hold yogurt smoothies made with the Vitamix blender prior to service time. The rack within the cooler will make transporting smoothies from prep table to storage more efficient. The equipment for all three of these schools will be used daily at breakfast and lunch serving times.

Project Start Date*

March 1, 2018

Project End Date*

September 1, 2018

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

\$7,125

Blue Cross Request (maximum: \$15,000)*

\$5,125

Applicant's Cash Match*

\$2,000

Total Project Cost*

Sum of MDA Grant Request, Blue Cross Request, and Applicant's Cash Match.

\$14,250

Overview of Applicant

Overview of Applicant

Describe the school(s) including location(s), number of meals served and the current extent to which locally grown or raised foods are being served. Reference current sources of Minnesota produced food.

Dairy Good School District serves 2,850 students in Barnwood County, Minnesota. The district's three schools: Dairy Good High School has 1,500 students, Dairy Good Middle School has 750 students, and 600 students are at Jersey Elementary.

The three schools serve breakfast and lunch and average a total of 3,420 meals per day. Jersey Elementary has 600 students enrolled and serves 675 meals per day. Dairy Good Middle School has 750 students enrolled and serves 762 meals per day. Dairy Good High School has 1,500 students enrolled and serves 1,700 meals per day. All schools' meal plans follow the National School Lunch Program standards. With the addition of this Farm to School project the school district anticipates a 25% increase in fluid milk purchases and a 35% increase in purchases of other dairy foods such as yogurt, cheese sticks and specialty dairy items such as yogurt smoothies.

By utilizing a Farm to School program the school district can serve our students more nutritious dairy foods that come from locally sourced Minnesota dairy farmers in southeast Minnesota.

Complete the following table. Include all the school/child care 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.

Site Name	Number of Students in 2016-2017	Average Number of Meals Served Daily in September 2017
Dairy Good High School	1500	
Dairy Good Middle School	750	
Jersey Elementary	600	

Challenges*

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

At Jersey Elementary the current milk cooler is outdated, doesn't keep temperature and is a single-access cooler creating congestion for all students traveling through the meal service line to grab a milk. Milk consumption has decreased as many students will skip the milk line due to lack of time and due to warm milk. By adding a new dual-access drop-down cooler this would provide students with more efficient access to milk, and it will be kept cold resulting in an increase in use of locally-produced milk.

At Dairy Good Middle School the cafeteria is small and has not undergone any upgrades in over two decades. Our student growth has impacted our ability to efficiently serve our students in a timely manner. Through student surveys they requested more food options, and the open-air reach-in cooler will allow us to efficiently offer new healthy, fresh, local selections such as yogurt parfaits, single-serve yogurt, specialty milks and cheese sticks. Serving alternative, delicious and nutrient-rich dairy foods to middle-school aged students will increase consumption and provide students with a positive experience with dairy foods that will benefit local dairy farmers long-term.

At Dairy Good High School, the nutrition services facility has converted the ala carte area to an alternative reimbursable meal station. This space will allow us to serve additional options at meal service such as yogurt smoothies. The extra-large 1.6 gal commercial Vitamix blender with extra pitcher would provide school nutrition service staff with the necessary equipment to efficiently produce a large quantity of yogurt smoothies. Smoothies have been found to increase overall dairy consumption in schools and provide students with a tasty, nutrient-rich beverage that they will enjoy. The one-section solid door roll-in refrigerator will be used to store the smoothies prior to meal service time, and allow easy access at serving time.

Project Outcomes

Outcomes Table*

Download and complete the outcomes 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	--	0	--	0
Vegetables	--	0	--	0
Grains/Flour	--	0	--	0
Meat/Poultry	--	0	--	0
Seafood	--	0	--	0
Plant-based protein items, such as beans, seeds, and nuts	--	0	--	0
Eggs	--	0	--	0
Fluid Milk	\$80,000.00	300+	\$100,000.00	300+
Other Dairy	\$60,000.00	300+	\$81,000.00	300+
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.

1 dairy cooperative that receives milk from over 300 dairy farm families in southeastern Minnesota.

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.

Barnwood Co-op Creamery

Continued Increased Purchases*

How will the proposed project lead to continued increased purchases of Minnesota grown or raised foods in the future?

Our school kitchens do not have adequate equipment to efficiently serve dairy foods for the number of students that we serve. By increasing efficiency, accessibility and selections of local dairy foods in our schools we anticipate increased purchases and consumption of Minnesota-produced milk, cheese and yogurt.

Anticipated Changes*

What do you anticipate will change as a result of this project?

As a result of this project, Dairy Good Schools will serve more local dairy to its students and purchase more dairy foods from our local Barnwood Co-op Creamery. The project will also offer unique, popular dairy foods such as yogurt parfaits and yogurt smoothies that increases student's positive experiences with dairy foods that would lead to increase purchases in the long term.

Work Plan

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>
May 2018-July 2018	Place order for dual-access drop-down cooler for elementary school.	Jane Smith
August 2018	Work with school engineers to remove old single-access cooler, and install dual-access drop-down cooler in elementary school.	Jane Smith
May 2018-July 2018	Place order for open-air cooler with night curtain from Custom Innovations.	Jane Smith
August 2018	Work with school engineers to update wiring and electrical and install open-air cooler.	Jane Smith
September 2018	Kick-off even to taste-test new yogurt parfaits in middle school.	Jane Smith
September 2018	Promotion of new dairy items available in the cooler with signage.	Jane Smith
May 2018-July 2018	Place order for extra-large Vitamix with Atlanta Fixture & Sales, and roll-in refrigerator with Webstaurant Store.	Jane Smith
August 2018	Work with school engineers to update electrical and wiring for roll-in refrigerator.	Jane Smith
September 2018	Kick-off even to taste-test new smoothies in high school.	Jane Smith
October 2018	Promotion of new smoothie items available in roll-in refrigerator with signage.	Jane Smith

Consultants/Subcontractors

If you will hire consultants or subcontractors, please describe their qualifications.

N/A

Budget

Budget Table*

Download and complete the budget table. You may add additional lines or pages as necessary.

<i>Item</i>	<i>Quantity</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	<i>Source of Estimate</i>
Drop-down cooler	1	\$3,500	\$3,500	Broker estimate
Vitamix	1	\$2,250	\$2,250	Broker estimate
AHT Open-air cooler	1	\$4,500	\$4,500	Broker estimate
Solid door roll-in refrigerator	1	\$3,820	\$3,820	Broker estimate
Total			\$14,250	

Budget Narrative*

Respond to the following prompts:

- 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).
- If you are requesting Blue Cross matching funding, justify your request for these funds in terms of the availability of non-state funds you are able to dedicate to the project, such as cash, loans, other grants or liquid capital assets.
- Explain sources of funds for any ongoing maintenance of equipment.

In the elementary school, the funds will be used to purchase a new dual-access drop-down cooler to replace the outdated cooler. This would provide students with more efficient access to milk and will keep the milk cold to meet food safety guidelines and increase palatability. In the middle school, the open-air reach-in cooler will allow us to offer new healthy, fresh, local selections such as yogurt parfaits, single-serve yogurt, specialty milks and cheese sticks, and increase flow in the serving area to increase efficiency. The Vitamix and Roll in Refrigerator at the high school will add additional reimbursable breakfast options including yogurt smoothies for the students in the newly converted ala carte area. All of these equipment additions will increase dairy sales and use more local milk.

The school administration has approved an additional \$2,000 from general school funds to partially match the requested Farm to School grant funds. The additional match money will be requested from Blue Cross Blue Shield as the district can only contribute \$2,000 from the general fund account.

Ongoing maintenance of equipment will be sourced through our maintenance department as we are not asking for any additional funds for this.

Letters of Support

[Directions on what information is needed.]

[Letter #1]

Letter of Support

September 1, 2017

Barnwood Co-op Creamery
12345 Guernsey Ave.
Barnwood, MN 54321

Dear Minnesota Department of Agriculture,

Please accept this letter as Barnwood Co-op Creamery's support for Dairy Good Middle School's Farm to School grant application with the Minnesota Department of Agriculture.

Barnwood Co-op Creamery was founded and began bottling milk in 1930 and is sourced directly from 300+ local farmers from southeastern Minnesota. It is a pleasure to know that Dairy Good Middle School is seeking to increase the dairy consumption in their school. Making yogurt, cheese and fluid milk more accessible at school meals is an excellent way to increase nutrition in a student's diet.

Barnwood Co-op Creamery currently sells fluid milk, yogurt and cheese to Dairy Good Middle School throughout the school year, and looks forward to continuing providing nutritious and wholesome dairy foods to their students in the years to come.

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

In health,

Sally Johnson
Barnwood Co-op Creamery
President