



*Sample Proposal for the Farm to Early Care and Education
Grant 2018*

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The MDA is an equal opportunity employer and provider.

Tater Tots

AGRI Early Care and Education 2018

Oh! Gratin Center

1234 Spuds Lane
Potato MN 55123

O: 507-111-1234

Jane Russet

1234 Spuds Lane
Potato MN 55123

Jane.Russet@Ohgratin.com

Applicant Information

Category*

Equipment

Name of Early Care and Education Provider*

Oh! Gratin Center

Counties Served*

Mashed and Northern Scalloped

Project Name*

Tater Tots

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 at [Legislative District Finder](#).

10B and 11A

Eligibility

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

Eligibility Option #1*

Applicant is a Minnesota ECE organization serving children and participants in the CACFP, meets the meal requirement, and was eligible for reimbursement in August and/or September 2017.

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 awardees.

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 Early Care and Education Program?*

Please check all that apply:

Food Summit Conference

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.

Oh! Gratin Center does not currently have a thriving Farm to Early Care and Education (ECE) program. Our facilities do not have the equipment necessary to process and serve locally grown produce. We would like to purchase equipment in order to start our Farm to ECE program. We plan on purchasing Robot Coupes, knives, serving utensils and a salad bar. We plan on beginning in the 2018 with Minnesota grown apples, cucumbers, carrots, eggplant, tomatoes, onions, peppers, herbs and black beans. We anticipate serving these items individually on the purchased salad bar and as part of our new seasonal bean/grain salads.

Project Start Date*

June 1, 2018

Project End Date*

September 1, 2018

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

\$17,815.90

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

\$12,000.00

Applicant's Cash Match*

\$5815.90

Total Project Cost**Sum of MDA Grant Request, Blue Cross Request, and Applicant's Cash Match:*

\$36,631.80

Overview of Applicant**Overview of Applicant****Describe the ECE organization that uses (or will use) Minnesota grown and raised foods, including the current sources of Minnesota Foods.*

Oh! Gratin Center serves 400 students in Mashed and northern Scalloped counties. We have three centers: Sweet Spuds Center, Baker with Butter Center and Baked Twice Center. The three centers serve breakfast and lunch and average about 620 meals each day. All centers' meal plans follow the National School Lunch Program standards.

We are starting a Farm to Early Care and Education program in order to serve fresh, healthy, and local foods. We currently purchase limited salad greens from a nearby farm (Yukon Gold Farms) and local apples from a nearby orchard (Farmer Fries).

<i>Site Name</i>	<i>Average Number of Children Enrolled in August and/or September 2017</i>	<i>Average Number of Lunches or Breakfasts Served Daily in August and/or September 2017</i>
<i>Oh! Gratin Center</i>	<i>400</i>	<i>620</i>

Challenges**Describe the challenges that prevent your organization from currently purchasing and serving more Minnesota grown and raised foods.*

The kitchens in each of our centers have not undergone any significant upgrades in over two decades. When the kitchens were designed they were envisioned as a place to reheat meals and not to prepare and serve fresh foods.

New regulatory requirements and increased emphasis on fruit and vegetable consumption have only compounded the problems in the kitchens. The kitchens lack quality basic equipment like knives and cutting boards and efficient equipment like Robot Coupes. It takes our cooks hours to cut up vegetables and the Robert Coupe could slice and dice in minutes. Currently we do not have an efficient way to serve fruits and vegetables to our children. Adding a

salad bar to each of our centers will allow children to make their own fruit and vegetables choices and may encourage them to try something new.

Project Outcomes

Outcomes Table*

Download and complete the outcomes table. We recommend that you review invoices from the most recent fiscal 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	\$ Value in 2016-2017 (most recent fiscal year)	# of MN Farmers in 2016-2017 (most recent fiscal year)	\$ Value Projected in 2018-2019 (generally first year after project completion)	# of MN Farmers in 2018-2019 (generally first year after project completion)
Fruits	\$100.00	1	\$400.00	2
Vegetables	\$25.00	1	\$1,500.00	3
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	\$15,000.00	Kemps	\$15,000.00	Kemps
Other Dairy	--	0	--	0
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

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.

Yukon Gold Farms (Spuds Brown) and Farmer Fries (Red Pontiac)

Continued Increased Purchases*

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

We are only serving a very limited amount of Minnesota products right now because we don't have the equipment or staff to do so. The new, efficient equipment will decrease the amount of time that is necessary to prepare fresh food. We anticipate serving Minnesota grown foods such as tomatoes, apples, carrots, and cucumbers on our salad bar. In addition, we plan to serve bean/grain salads produced from local ingredients on seasonally-focused menus.

Anticipated Changes*

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

As a result of this project, our Oh! Gratin Centers will serve more local produce to its students and purchase more produce from local farmers. This will hopefully liven up our local economy and make people feel good about what we are feeding children. We also hope our children and their families respond positively to the exposure to healthier foods and become cognoscente of the food choices at the center and at home.

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>
<i>June 2018</i>	<i>Place order for Robot Coupe</i>	<i>Jane Russet</i>
<i>July 2018</i>	<i>Get bids for salad bar and select best option</i>	<i>Jane Russet</i>
<i>July 2018</i>	<i>Get bids for electrical work and select contractor</i>	<i>Jane Russet</i>
<i>August 2018</i>	<i>Place order for knives and serving utensils</i>	<i>Jane Russet</i>
<i>August 2018</i>	<i>Install Robot Coupes</i>	<i>Jane Russet</i>
<i>August 2018</i>	<i>Install salad bars</i>	<i>Jane Russet</i>
<i>August</i>	<i>Train staff on Robot Coupes</i>	<i>Jane Russet</i>
<i>September</i>	<i>Use new equipment to prepare first produce for salad bars</i>	<i>Jane Russet</i>

Consultants/Subcontractors

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

Budget

Budget Table*

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

Item	Quantity	Cost per Unit	Total Amount	Source of Estimate
Robot Coupe	3	\$999.00	\$2,997.00	Webstaurant.com
Knives	3	\$119.40	\$358.20	Webstaurant.com
Serving Utensils	60	\$4.61	\$276.60	Webstaurant.com
Salad Bar	3	\$9,000.00	\$27,000.00	Webstaurant.com
Electrical	1	\$5,000.00	\$5,000.00	Tuber Electric Company
Total		\$35,631.80		

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 organizations contribution to the project (e.g., fundraising, other 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.

Robot Coupe and Knives: Each center will be set up with its own machine so that it can quickly chop, dice, etc. fruits and vegetables for the salad bars. For example, cucumbers purchased from Yukon Gold Farm will be diced for the salad bar and sliced to be served with salsa. Without these machines, our centers do not have the staff capacity to prepare so many Minnesota fruits and vegetables. Some items like the apples from Farmer Fries orchard will need to be cut by hand so knives will be needed.

Serving Utensils: These will be distributed throughout the three centers and used for portion control. Some will be used on the salad bars and others will be used on the hot lunch line. We cannot serve un-portioned Minnesota fruits and vegetables without proper equipment.

Salad Bar: Each center will be set up with its own salad bar. These salad bars will feature fresh vegetables and fruits (such as carrots, cucumbers, tomatoes, etc.). Increase accessibility for our children. In addition to the fruits and vegetables we are also excited about our new seasonal bean/grain salads. We will create salad recipes based on locally and seasonally available produce.

Letters of Support

Letters of Support

Letter of Support

September 1, 2017

Yukon Gold Farm
12345 Starch Ave.
Baker, MN 54321

Dear Minnesota Department of Agriculture,

Please accept this letter as Yukon Gold Farm support for the AGRI Early Care and Education grant application with the Minnesota Department of Agriculture.

Yukon Gold Farm was founded in 1997 as the first Community Support Agriculture farm in Mashed County. We look forward to the opportunity to work and sell our organic fruits and vegetables to Oh! Gratin.

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

In health,

Spuds Brown
Yukon Gold Farm