

**SEAN PARNELL, GOVERNOR**

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## Department of Education & Early Development

### *Division of Teaching and Learning Support*

## **2012 Wellness in Alaska Child Care Farm to Child Care Mini-Grant Instructions & Guidelines—Application Deadline April 2, 2012**

### **To: Interested Alaska Farm to Child Care Supporters**

The Division of Agriculture in coordination with the Department of Education & Early Development is soliciting applications for Farm to Child Care (FTCC) projects promoting activities that connect students, teachers, food service staff, community members, and parents with product grown or produced in Alaska.

The Division of Agriculture, and the Department of Education & Early Development, Child Nutrition Programs intends to award multiple contracts from this solicitation. USDA Wellness in Alaska Child Care is the funding source and the amount will be based on the number of sites/homes, as well as the number of children in attendance.

#### ***The purpose of the FTCC project is:***

- To increase Alaska youth understanding about how food gets from its original form to the plate,
- To promote healthy food choices, and
- To encourage a preference for food grown and harvested in Alaska

#### ***Requirements of the contract will include:***

- Participate in the Child and Adult Care Food Program,
- Identify a program contact (whom can be one of the following individuals mentioned below or someone separate),
- Promotion of a Farm to Child Care project or activity, not an individual business,
- Inclusion of a food service professional; at a minimum a letter of support from the food service professional is required, projects that demonstrate a coordinated effort with food service will be given priority,
- Inclusion of a mentor in the community or, cooperative extension services, FFA, 4-H, master gardener, Farmer, Chef, or use the written resource of the *Grow it, Try it, Like it* program curriculum (free copy available at <http://www.fns.usda.gov/tn/Resources/growit.html>).
- Completion of post-award evaluation (evaluation forms will be provided by Child Nutrition),
- Submit a picture of the grant being implemented,
- Submit claims for reimbursement for this grant by December 21, 2012. All purchased items must have receipts, and receipts must be dated after award notification; April 30, 2012.

***Applications will be evaluated based on:***

- The relative need for the proposed activity,
- The importance of the problem to be addressed,
- Benefits likely to be derived from the project in relation to the funds requested,
- The project evaluation/media plan.

***Project Outreach:***

The project must meet the following criteria:

- Reach at least 10 children for the minimum award amount or at least 50 for the maximum award amount.
- You must collect feedback from the children, relevant to the project (i.e. favorite part, lessons learned, pictures, quotes, favorite new local foods, etc.)

***Project Funding:***

Awarded projects will receive funding based on the number of sites/providers and the number of children in attendance—award amounts will range from \$500-\$1,000. All awarded projects will have to report back about progress and success within the 2012 calendar year. You may be contacted in the event that more funds become available.

***Timeline:***

Deadline for application submission: April 2, 2012

Award distribution: April 30, 2012

Documentation and final report: December 21, 2012

Applications must be received by either Johanna Herron, at the Department of Natural Resources Northern Region Office, or by Jo Dawson, at the Department of Education, Child Nutrition Programs by **5:00 pm on Monday, April 2, 2012.**

Child Nutrition Programs  
801 W. 10<sup>th</sup> Street  
PO Box 110500  
Juneau, AK 99811  
Fax: 907-465-8910

Division of Agriculture  
Northern Region Office  
1648 S. Cushman St., Suite 201  
Fairbanks, AK 99701  
Fax: 907-328-1951

If you have any questions, please contact:

Johanna Herron at [Johanna.Herron@alaska.gov](mailto:Johanna.Herron@alaska.gov), 907-374-3714 or Jo Dawson at [Jo.Dawson@alaska.gov](mailto:Jo.Dawson@alaska.gov), 907-465-8708

**2012 Wellness in Alaska Child Care  
Alaska Farm to Child Care Mini-Grant Application**

Applications must be received by close of business (5:00 pm) April 2, 2012.

Submit by e-mail, fax, or mail to Johanna Herron, at the Department of Natural Resources Northern Region Office, or to Jo Dawson, at the Department of Education, Child Nutrition.

**Application Deadline: April 2, 2012. Applicants Notified by: April 30, 2012**

Jo Dawson  
[Jo.Dawson@alaska.gov](mailto:Jo.Dawson@alaska.gov)  
Child Nutrition Programs  
801 W. 10<sup>th</sup> Street  
PO Box 110500  
Juneau, AK 99811  
Phone: 907-465-8708  
Fax: 907-465-8910

Johanna Herron  
[Johanna.Herron@alaska.gov](mailto:Johanna.Herron@alaska.gov)  
Division of Agriculture  
Northern Region Office  
1648 S. Cushman St., Suite 201  
Fairbanks, AK 99701  
Phone: 907-374-3714  
Fax: 907-328-1951

**Overview**

1. If you are currently participating in a similar, or the same, grant project you must have a new or altered objective, which demonstrates new development within the project.
2. Funds cannot be spent prior to award notification, receipts must be dated after award notification; April 30, 2012.
3. The Farm to Child Care Grant program will not provide funding for individual salaries.
4. No more than half of the funds requested can go towards travel costs (such costs may be incurred through field trips to see various fresh Alaskan products).

**PROGRAM INFORMATION (please use February 2012 data)**

Program Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Child Care Center                | <input type="checkbox"/> Sponsor of Family Day Care Homes |
| ____ Number of center sites*                              | ____ Number of homes                                      |
| ____ Number of classrooms                                 | ____ Number of children in                                |
| ____ Number of children in attendance<br>in February 2012 | attendance in February 2012                               |

Months of operation:  
 9 months  12 months  other \_\_\_\_\_

## PROPOSAL

Tell us briefly how your child care agency plans to implement the mini-grant.

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What are the specific goals and objectives of this project?

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What is your media plan? *Parent newsletters, posters, announcements, and art all count as media.*

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How will funds be utilized? *Matching funds are not required; you may list any you have. We will need receipts for all funds expended, including matching funds.*

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How does your project include expertise and collaboration from food service staff? *Use this response to explain how the food service will be a part of your project.*

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How do you plan to involve the children/youth? *Please be specific on how children will be involved in the project.*

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How will your project impact the children's/youths understanding of the food system?

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Budget: *Matching funds are not required; you may list any you have. We will need receipts for all funds expended, including matching funds*

**Conditions of Grant Award:**

Item	Quantity	Unit Cost	Total Cost	Matching Funds Y/N
Total:				

Please initial by each condition that you have read, understand, and accept these conditions. In applying for the Farm to Child Care mini-grant, the applicant agrees to:

1. \_\_\_ If you are currently participating in a similar, or the same, grant project you must have a new or altered objective, which demonstrates new development within the project.
2. \_\_\_ Submit claims for reimbursement for this grant by December 21, 2012.
3. \_\_\_ Purchase budgeted items and provide receipts for all purchases.
4. \_\_\_ Complete a mini-grant evaluation at the completion of the mini-grant.
5. \_\_\_ Submit one photo of the grant being implemented.

**STAFFING INFORMATION**

Name and Position of Primary Contact Person \_\_\_\_\_

E-Mail Address for Contact \_\_\_\_\_

Phone Number for Contact \_\_\_\_\_

**SIGNATURES (All are required)**

We have reviewed this application and attest to the information provided. If selected, we agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by USDA. Further, we agree to participate in any USDA-sponsored evaluations and to provide the information requested by the specified deadlines. Please provide the contacts shown below or equivalent positions as determined by the agency.

Agency Executive Director (signature) \_\_\_\_\_ Date \_\_\_\_\_

(please print name & title) \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Food Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

(For the above positions, agency may determine equivalent positions.)