**Application Template**

We encourage you to write the answers to your application in a word processing program such as Word or Google Docs, and save it in that format. Then, when you have all of the application materials ready, log on to the portal. From your written document, copy and paste each section into the portal. Be sure to save as you go.

Below is the information that you will need for the application:

**Lead Partner Organization**

Name

Address

Type of Agency

Website

Universal Entity Identifier (UEI)

**Project Director Contact Information**

Name

Title

E-Mail Address

Phone Number

**Partner Organization Names**

**Dates of Project**

**Total Amount of Funding Requested**

**Project Title**

**Do any of the partner organizations represent a historically underfunded and/or**

**underserved community?**

* Yes
* No
* I’m not sure
* Prefer not to answer

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| --- |
| **Executive Summary**  |
| Summarize the project in plain language that would be understandable for someone in your local community. Summarize the goals, activities, and objectives of the project, as well as the innovation and significance of the project for improving school food system resiliency. We suggest writing this summary after the rest of the application is prepared. |
| Answer here, not to exceed 300 words… |
| **Project Team** |
| Describe the lead partner organization and the project director for the grant. Briefly describe the credentials and relevant expertise of the project director. Applicants that plan to hire for this role should include a job description. Project directors should have experience in grant management, child nutrition or food systems, and other skills that will ensure grant project success. Describe partner organizations and the role of each partner in the project. Share the history of collaboration between partners, if this is an existing collaboration. Partnering with organizations that serve historically underfunded or underserved communities is not required, but it is encouraged and will be considered in the review process (See Section E.2.)  |
| Answer here, not to exceed 1,000 words… |
| **Community Setting** |
| What is the local food landscape in your community or region? Describe the SFA (or multiple SFAs) that will be involved in the work. What are the challenges and strengths of the local community and, in particular, who are the students served by school nutrition programs? How many students does the SFA feed daily (average daily participation for breakfast and lunch)? What are the issues those students and families face? We encourage the use of publicly-available demographic information to describe your community (i.e., US Census Bureau’s [American Community Survey](https://www.census.gov/programs-surveys/acs), current and past information about the percentage of students eligible for free/reduced-priced meals or Identified Student Percentage, or other indicators of disadvantage and/or lack of resources). Describe the food industry partner or partners that will be involved in the work. How will the food industry partner contribute to the variety and availability of nutritious foods for K-12 systems? Describe how the food industry partner will leverage social responsibilityto address innovative solutions for the food system. Describe potential suppliers such as farmers/ranchers and other partners (i.e., size of the business in terms of revenue), as well as the socio-demographic characteristics of owners (i.e., whether owners meet USDA’s definition of socially disadvantaged farmers and ranchers).  |
| Answer here, not to exceed 1,000 words… |
| **Project Description** |
| Describe the project. Discuss the activities to be completed, and which members of the team will lead each aspect of the project. We strongly recommend that you provide a timeline that includes major project activities and milestones (this can be uploaded separately in the application portal as a one-page PDF, with a chart or figure to illustrate the timeline).State how the activities have the potential to support the goals of this RFA. Specify project goals and activities that are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). What are the key performance indicators that will be used to evaluate outcomes for each activity? Describe the potential impact of the proposed project locally, and how it can yield scalable knowledge about resilient local food systems.  |
| Answer here, not to exceed 2,000 words… |
| **Potential to Sustain the Innovation** |
| Describe what it would mean if this project were successful, and what next steps might build upon, scale up, or translate the lessons of this project to new contexts. How will you sustain the positive changes made during your project so they endure after the grant term has ended?  |
| Answer here, not to exceed 500 words… |

**Application Checklist**

Before uploading materials to the portal, please check to confirm that you also have the following ready, in addition to the answers above.

* **Answers to all of the questions above.** Carefully proofread for spelling errors and clarity of responses, and confirm the correct word count. The portal will not allow responses that exceed the specified word count. Proper punctuation and spacing must be used when composing your answers (i.e., do not combine words or use hypens to reduce word count).
* **Timeline.** You may choose to upload a separate one-page document that illustrates major project activities and milestones (this can be uploaded separately as a chart or figure, saved as a PDF).
* **Budget Worksheet and Budget Narrative (no page limit).** Use the templates provided on the Project SCALES website.
* **Letters of Commitment from Partners (required).** The lead applicant must include a letter of commitment from **each partner** in the application packet. Each letter should indicate the partner’s commitment to the proposal, and role on the project. Letters should be in PDF format, on letterhead, and signed by an authorized organizational leader. Please note that a letter is required from all of the SFAs/districts involved in the project, regardless of whether they are the lead applicant or a supporting partner. The SFA letter(s) should be on district letterhead and be signed by the superintendent (or charter school administrator).
* **Letters of Support (optional).** Applicants may upload additional letters of support from relevant organizations or individuals who are not serving formally as a partner on the team.