

Nevada School Garden Grant Application Instructions

Administration Division



Application instructions

If interested in applying, carefully review the Request for Applications (RFA) for award expectations and application requirements below.

The online application and required attachments are due **September 20, 2018 by 5:00 p.m.** Pacific via <https://form.jotform.com/81448021056147>

A list of application questions and required documentation for upload are outlined below to assist with preparation for submitting. The online application will allow the submitter to copy and paste in responses to questions.

Only applications submitted using the online form and following instructions regarding required attachments will be considered.

Questions regarding the grant and application can be directed to:

Amber Smyer, award coordinator at 775-353-3769 or asmyer@agri.nv.gov

Nevada School Garden Grant Application Instructions

Administration Division



Part I: School district information

- School district name
- School district office mailing address
- School district fiscal contact's information (name, email, phone)

Part II: School information

- School name
- School mailing address
- School phone
- School website
- School site has Title 1 designation?
- Grades served at school site
- Total student enrollment
- School setting (urban, suburban, rural)
- School garden program award manager contact information (name, email, phone)
The individual responsible for overseeing administration of award including budgeting, data tracking and reporting.
- School principal contact information (name, email, phone)

Part III: Garden site information

- Garden coordinator contact information (name, email, phone)
The garden coordinator is the individual who is spearheading school garden logistics, including preparation, implementation, maintenance, student and teacher training. This may or may not be the individual assuming the role of award manager noted above. (Example: parent, teacher, student, community member with at least two years' experience, etc.)
- Is this application for funds to support a new or existing garden? (new, existing: 1-2 years, 3-4 years, 5+ years)
- Is/will your school garden be located on a school campus?
If no, where is it located? (Please include explanation of off-campus location and physical address)
- Has the location of your school garden site been assessed by the necessary school district departments AND deemed suitable for the following minimum requirements? Y/N
 - Access to water for duration of the growing season.

Nevada School Garden Grant Application Instructions

Administration Division



- Access to storage area to safely store garden supplies
- Access by teachers and students for curriculum integration and volunteers for maintenance.
- Distance from potential food safety hazards on property (example: distance from composting and animal/pest intrusion).

- Please briefly describe (250 words or less) your planned garden and growing methods. If you are applying for funds for garden expansion or maintenance please detail the current garden structure. (Examples: raised beds, hydroponics, interior growing, greenhouse, etc.)

- How do you anticipate using the food you grow? Check all that apply.
 - Classroom education
 - Classroom taste tests or cooking
 - Donation or sale to the school's cafeteria
 - Sale to the community, i.e. farmer's market
 - Donation to the community, i.e. food bank
 - Children will take home
 - Other

- School garden build/expansion and garden maintenance
 - We'll be contracting with nonprofit partner to implement and help maintain the school garden) (*Please provide narrative of nonprofit partner's staff experience under budget narrative, contractual services for this application.*)
 - We'll be managing the implementation and maintenance of the garden with school staff and volunteers

- Please briefly describe (250 words or less) your garden volunteer and school staffing support. Include any gardening experience (e.g., a master gardener or experienced volunteer).

- Please briefly describe (250 words or less) how you plan to ensure continuity of the garden program, garden upkeep, class scheduling/assignments, operation, and summer maintenance of the garden.

- If your school garden has additional partners or sponsors in the community (stores, nonprofits, other schools, garden clubs, churches, etc.), please list the name of the organization and the services (soils, labor, supplies, etc.) they will provide.

Part IV. School garden educational program

- Please briefly describe (150 words or less) of what grades and/or student populations will be directly involved with the school garden program.

Nevada School Garden Grant Application Instructions

Administration Division



- Anticipated number of classrooms directly involved with the school garden program?
Classes that will assist in the planning, development, growing, harvesting, farmer's market and will integrate garden and nutrition in their curriculum.
Number of classrooms directly engaged in the school garden program: _____
Average number of students per classroom: _____
- Anticipated number of **additional** students indirectly reached through school garden?
Students who may benefit from garden program through field trips, taste tests, garden produce in school meals, etc., but will not work in the garden or have it integrated into their classroom.
- Please briefly describe (250 words or less) the primary ways students will engage with this garden. This could include, but is not limited to, garden upkeep, education, field trips, after school activities, tasting/cooking demonstrations, or garden clubs.
- Please briefly describe (250 words or less) how you plan to integrate the garden into your core classroom curriculum and make links to state learning standards per [NRS 389.520](#). Please list any local, state, or national pre-developed curriculum resources you plan to use.
- Please check all subjects you plan to cover in your curriculum integration.
 - Agriculture literacy (*understanding relationships among agriculture, environment, plants and animals for food, fiber, energy, health, society, economics*)
 - Art
 - Career and technical education (*agricultural education, culinary arts, nutrition standards*)
 - Careers in food and agriculture
 - English
 - Health and nutrition
 - History
 - Language arts
 - Math
 - Physical Education
 - Science
 - Science, technology, engineering and math (STEM)
 - Social Studies
 - Other: _____
- How will you assess student learning in the school garden education program? (250 words or less)
- Please briefly describe (250 words or less) how you will use the school garden program to benefit your greater school population and community, such as parents and families, other employees, neighbors, local businesses. *This could include garden tastings or cooking events, potlucks, farmer's markets, or any other fundraising or awareness events and communications.*
- Please briefly describe (250 words or less) how the school garden program will help your students develop an appreciation and understanding of agriculture and the value it has in

your community and the world.

- Please briefly describe (250 words or less) how you will evaluate the success of your school garden program. *This could include, but is not limited to, the number of children involved, produce harvested, school staff involvement, curriculum integration etc.*

Part V: Supporting Documentation

The following documents will be saved and uploaded as the last step of your application.

- Authorization form – signed by school principal in blue ink and scanned in color. Indicates that the school principal grants the applicant authority to apply for grant funds on behalf of the school site.
- School Principal’s signed letter of support on school letterhead – outlines the principal’s commitment to developing and sustaining a school garden education project beyond the scope of this grant.
- Authorized school district representatives signed letter of support on district letterhead – outlines that a) the school district has reviewed the school garden site and deemed it to comply with all district guidelines, b) supports the school site applying for the grant, and c) is willing to act as the fiscal agent for the school if they are awarded a grant.
- Project timeline – must use the template provided with the RFA to outline the timeline for implementation of projects related to the grant and the individual(s) responsible.
- Budget narrative – must use the template provided with the RFA to outline how the grant funds will be spent in support of your school garden and school garden education program.