

School Garden Request for Applications – Title 1 Schools

Administration Division



Background

Encouraging consumption of fresh fruits and vegetables is an ongoing priority for Nevada schools to promote healthy living and learning for Nevada youth. Senate Bill (SB) 167 of the 2017 Nevada Legislature was passed to encourage Title I schools to establish and maintain school gardens where students can learn applied sciences and healthy eating.

This educational approach will also allow teachers to provide a course of study in science, pursuant to Nevada Revised Statute (NRS) 389.520, in a hands-on setting as an extension of the classroom. SB 167 allows the Nevada Department of Agriculture (NDA) to appropriate funding to each qualifying school at a maximum of \$10,000 in fiscal year 2017-2018 and \$5,000 for fiscal year 2018-2019.

The bill was passed on July 1, 2017 and applications will be due September 29, 2017 in order to be considered for funding in fiscal year 2017-2018. This document outlines the eligibility criteria, program requirements, and application process for Title 1 schools interested in applying for the program. This is a competitive award process and a panel will review all applications using a rubric to evaluate program plans and learning objectives.

Contact Amber Smyer with questions: 775-353-3769 or asmeyer@agri.nv.gov. A link to the full bill is available [here](#).

Eligibility

Per SB 167, Title I schools in Nevada (as defined in [NRS 385A.040](#)) are eligible to apply for school garden funding.

Eligibility criteria

- Are you a Title 1 school that serves any grades K -12?
Note: A 501(c)(3) non-profit organizations working in partnership with a K-12 school are allowed to participate under a contractual arrangement, however this component must be outlined in the Title 1 school's application
- Is the school a Title 1 school?
- Has the school received letters of support of this application from the school principal and school district administration?
- Is the school garden (or proposed school garden) an edible school garden? The main focus of the school garden must be to grow vegetables, fruit, grains, orchard trees, or other plants that grow food intended for human consumption.

Expected program outcomes

To be considered for the award, each school must agree to the following:

- Create/expand and maintain a school garden.
- Identify a school garden coordinator.
- Establish a garden team comprised of teachers, parents, and members of the community.
The garden team should meet at least once each month.

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- Develop and implement a food safety plan designed to ensure that food grown in a school garden is properly handled and safe to sell and consume.
- Identify curriculum connections and implement curriculum resources that:
 - Are tailored to students at the appropriate grade levels.
 - Comply with the standards of content and performance for a course of study in science adopted by the State Board of Education, pursuant to [NRS 389.520](#).
 - Use experiential learning or project-based learning to teach science, technology, engineering, arts and mathematics.
 - Are designed with the assistance of teachers and other educational personnel with experience at the appropriate grade levels.
 - Involves supervised learning experiences for the pupils at the school in both classroom and garden settings.
- The school garden program must have a plan to provide professional development to teachers regarding:
 - The use of a school garden to teach pupils with disabilities.
 - Development and implementation of science, technology, engineering, arts and mathematics curricula that incorporate the use of a school garden.
 - Implementation of curriculum and resources that link school garden activities to agriculture, food systems, and good nutrition.
 - Send at least one person from the school garden team to an in-state school garden conference or other approved professional development training.
- Track data on school garden activities and student learning.

The following is a list of recommended activities that have been successful in school gardens in Nevada:

- Seek expertise and assistance from members of the community, such as, trained educators, local farmers, and local chefs.
- Provide pupils with the ability to operate a farmer’s market to sell the produce from the school garden.
- Provide the opportunity to have a local chef or employee of a school who works in food services demonstrate how to properly cook a meal using the produce grown from the school garden.
- Integrate the school garden into the overall wellness policy of the school.

Eligible expenditures

For the purpose of this award, school gardens may include various growing systems such as hoop houses, raised beds, aquaponics, hydroponics, greenhouses, indoor growing, orchards, outdoor garden classrooms, etc.

The maximum award amount per school for fiscal year 2017-2018 is \$10,000.

All costs must be necessary, reasonable and allowable for proper and efficient performance and administration of the award.

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- Costs should be reasonable and justifiable. When determining reasonableness of a given cost, the following should be considered:
 - The cost must be a type generally necessary for the garden’s operations or performance.
 - The cost must be in compliance with federal, state and your organization’s own established policies for incurring a cost or charge.
 - Consideration must be given for market prices for comparable goods or services in the geographic area.
 - Individuals responsible for the expenditure must act with due prudence in carrying out their responsibilities to state government, the public, and the organization.

All expenditures must:

- Be authorized or not prohibited under state or local laws and regulations;
- Be assigned cost-to-cost objectives and must be treated consistently for all work performed by the organization under similar circumstances, regardless of the source of funding, to avoid duplicate charges.
- Be in conformance with limitations and exclusions contained in the terms and conditions of this award.

Eligible expenditures include:

- **Personnel** – Describe key personnel that will be involved and how their activities will go towards accomplishing the objectives of the award. Provide a breakdown of their time commitment to the project and estimated hourly rate.
- **Contractual** – If contracting with a nonprofit or other organization to support garden activities, describe their role in the project and describe their experience with previous school garden programs. Provide a breakdown of their time commitment to the project and estimated rate.
- **Supplies** – approved supplies include:
 - Appropriate garden supplies (ground preparation, bed material, garden tools, soil and media, seeds, fertilizer, etc.)
 - Appropriate educational supplies for curriculum integration of the garden.
- **Travel** – The NDA intends to host two conferences in the state in fiscal year 2017-2018, and the anticipated locations are Reno and Las Vegas*. Include in the budget a breakdown of costs for attending the conference location nearest you based on state per diem rates. Estimate conference registration at a maximum of \$50.00/person*.
*Budgeting needs, rates, dates, and locations to be finalized.
- If a representative from your garden site is not able to attend one of the NDA conferences, the site must submit to the NDA award coordinator a request for approval to use award funding to attend another conference, including breakdown of costs, and how it will provide resources that support curriculum integration per [NRS 389.520](#) and or food safety.

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Timeline

September 29, 2017	–	Applications due to NDA
November 15, 2017	–	Award announcement
December 2017 – May 2018	–	Submission of request for advancement or reimbursement of expenses and financial reporting.
May 1, 2018 – Mid-project	–	Report due
June 30, 2018	–	All award funds must be appropriated
September 30, 2018	–	Final report due (schools failing to submit a final report by the deadline forfeit eligibility to apply for school garden award funding in fiscal year 2018-2019, and will be subject to repayment of funds).

Application instructions

If interested in applying, Nevada Title 1 schools should carefully review this Request for Applications (RFA) for award expectations and application requirements. **The application starts on page 10.**

Applications are due **September 29, 2017 by 5:00 p.m.** to the NDA:

- One signed physical copy hand delivered or mailed (must be postmarked by above deadline) to:
Amber Smyer
Award Coordinator
Nevada Department of Agriculture
405 South 21st Street Sparks, NV 89431-5557
- One digital copy emailed to:
Amber Smyer, Award Coordinator at asmyer@agri.nv.gov.

Award application evaluation

A review committee will evaluate all eligible applications received by the NDA and score the proposals based on a rubric. (See page 7.)

During the evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. Names of submitting organizations and individuals, application content, and evaluations will be kept confidential, except to those involved in the review process, to the extent permitted by law.

Award administration

- **General**
Within the limit of funds available, the awarding official of the NDA shall issue awards to eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. All funds awarded by the NDA under this RFA must be

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expended solely for the purpose for which the funds are awarded in accordance with the approved application and budget, regulations, the terms and conditions of the award and applicable federal cost principles.

- **Award document and notice of award**
Awards will be issued by the NDA to selected Nevada Title 1 school sites. The award administrator, Amber Smyer, will notify awardees upon completion of the review process. Recipients will be required to [apply for a vendor number with the State of Nevada Controller's Office](#).
- Initial planning will determine the amount of funding to be released at a given time, based on estimates and backup documentation provided by awardees (for example, if planning to use 75 percent of funds on raised bed construction, vendor price quotes must be included to receive funding advances).
- Awardees will have 30 days to provide proof of purchase after funding advances are received.
- The final portion of funding will be released based on the result of annual reports or a site visit from NDA staff to ensure funds have been used appropriately.

School site award and project management

- The school **must** have a person designated as the project manager.
- The expenditure of award funds must occur within the authorized period. All project managers will be required to submit a final report but may be subject to additional reporting if deemed necessary by the NDA. Failure to fulfill reporting requirements may be cause for withholding funding, withdrawal of funding, or rejection of future proposals.
- Garden sites will be subject to an annual audit to verify that program requirements have met eligibility criteria and program expectations as outlined in the RFA.
- Accounting system requirements:
 - Financial records, statistical records, supporting documents, and other records pertinent to this award shall be retained for a period of three years from submission of the final project report.
 - Records that relate to audits, appeals, litigation, or settlement of claims arising out of the performance of the project shall be retained until such audits, appeals, litigation, or claims have been disposed of, but not earlier than three years from submission of the final project report.
 - NDA staff, or an authorized representative, shall have access to any pertinent documents, books, papers, and records of the recipient organization to make audits, examinations, excerpts, and transcripts.
- Submission of mid-project and final project reports must include the following information:
 - Reporting on expenditure of funds
 - Garden use log (type of activity, # of students, hours utilizing the garden)
 - Pre and post student survey data

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- Pre and post teacher survey data
- Number of students directly and indirectly engaged in the school garden program
- Engagement of partner organization(s) and school community in the school garden program
- School garden program professional development plan
- Reporting on (optional) integration of school garden program in the school wellness program
- Reporting on (optional) farmer's market experience
- Reporting on (optional) culinary demonstrations
- Estimate of pounds of produce harvested
- Challenges
- Reporting on other deliverables (amount of produce used in school meals, taste testing demos, donated to address food insecurity, etc.)
- 5-10 digital images of students engaged in the school garden and related activities, along with signed parental release forms to accompany images of children (will also accept images displaying the back of student's heads or hands-only images without parental release).

Fraud, waste, and abuse

- Anyone who becomes aware of the existence (or apparent existence) of fraud, waste, or abuse related to this award should immediately report this information to the NDA.
- Fraud, waste, and abuse include, but are not limited to, embezzlement, misuse, or misappropriation of award funds or property, and false statements, whether by organizations or individuals. Examples are:
 - theft of award funds for personal use
 - using funds for non-award related purposes
 - theft of owned property or property acquired or leased under the award
 - submitting false financial reports
 - submitting false financial data in bids submitted to the NDA

School Garden Competitive Grant Award Rubric
Administration Division



Criteria	Strong (3 pts)	Satisfactory (2 pts)	Needs improvement (1 pt)	Total
Garden Structure Narrative	Clearly outlined planned and current (If applicable) garden structure and growing methods. Provided appropriate and detailed information, no clarifying questions arise.	Clearly outlined planned and current (If applicable) garden structure and growing methods. Fairly adequate detail provided, 1-2 clarifying questions may arise.	Vaguely outlined planned and current (If applicable) garden structure and growing methods. Lacks detail, causing clarifying questions to arise.	
Garden Support Narrative	Identified a minimum of 3 individuals either within the school staff or volunteers who will directly work in the garden AND noted any technical skills/gardening experience. Adequate detail provided, no clarifying questions arise.	Identified a minimum of 3 individuals either within the school staff or volunteers who will directly work in the garden AND noted any technical skills/gardening experience. Fairly adequate detail provided, 1-2 clarifying questions may arise.	Identified 2 or less individuals either within the school staff or volunteers who will directly work in the garden OR failed to note any technical skills/gardening experience. Lacks detail, causing more than two clarifying questions to arise.	
Garden Operation & Maintenance Narrative	Clearly outlined strategies to address garden management including: garden operation and maintenance year round and class scheduling. Provided appropriate and detailed information, no clarifying questions arise.	Clearly outlined strategies to address garden management including: garden operation and maintenance year round and class scheduling. Fairly adequate detail provided, 1-2 clarifying questions arise.	Vaguely outlined strategies to address garden management, but fails to address both garden operation and maintenance year round or class schedule. Lacks detail, causing more than two clarifying questions to arise.	
Direct Student Engagement Response	Garden and garden education program will directly engage multiple grade levels and/or special student populations.	Garden and garden education program will directly engage multiple grade levels and/or special student populations.	Garden and garden education program will directly engage less than 25 students.	
Total Student Engagement	Anticipate direct and indirect student engagement to reach at least 75% of the student population.	Anticipate direct and indirect student engagement to reach at least 50% of the student population.	Anticipate direct and indirect student engagement to reach less than 50% of the student population.	
	<i>Note: Percentage of student population calculated based on total student body, direct student engagement, and indirect student engagement provided in the application.</i>			
Student Engagement Methods Narrative	Clearly outlined methods to engage the student body in the garden. Provided appropriate and detailed information, no clarifying questions arise.	Clearly outlined methods to engage the student body in the garden. Fairly adequate detail provided, 1-2 clarifying questions arise.	Vaguely outlined methods to engage the student body in the garden. Lacks detail, causing more than two clarifying questions to arise.	

School Garden Competitive Grant Award Rubric
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Criteria	Strong (3 pts)	Satisfactory (2 pts)	Needs improvement (1 pt)	Total
Curriculum Integration Narrative & Checklist	Clearly outlined plans to use the garden to teach core educational standards and indicated a minimum of 5 subjects would be addressed in the curriculum integration. Adequate detail provided, no clarifying questions arise.	Clearly outlined plans to use the garden to teach core educational standards and indicated a minimum of 3 subjects would be addressed in the curriculum integration. Fairly adequate detail provided, 1-2 clarifying questions may arise.	Somewhat outlined plans to use the garden to teach core educational standards and indicated 1-2 subjects would be addressed in the curriculum integration. Lacks detail, causing more than two clarifying questions to arise.	
Learning Assessment Narrative	Clearly outlined strategies to assess student learning through participation in lessons and garden activities. Adequate detail provided, no clarifying questions arise.	Clearly outlined strategies to assess student learning through participation in lessons and garden activities. Fairly adequate detail provided, 1-2 clarifying questions may arise.	Vaguely outlined strategies to assess student learning through participation in lessons and garden activities. Lacks detail, causing more than two clarifying questions to arise.	
Benefit to School & Community Narrative	Clearly outlined plans to use the garden to benefit the school and community. Adequate detail provided, no clarifying questions arise.	Clearly outlined plans to use the garden to benefit the school and community. Fairly adequate detail provided, 1-2 clarifying questions may arise.	Vaguely outlined plans to use the garden to benefit the school and community. Lacks detail, causing more than two clarifying questions to arise.	
Increase Agricultural Literacy Narrative	Identified 3 or more connections students will be able to make about agriculture in their daily lives as a result of their planned garden activities.	Identified at least 2 connections students will be able to make about agriculture in their daily lives as a result of their planned garden activities.	Identified at least 1 connection students will be able to make about agriculture in their daily lives as a result of their planned garden activities.	
Evaluation Narrative	Clearly outlined methods to measure impact of the program including mechanisms. Adequate detail provided, no clarifying questions arise.	Clearly outlined methods to measure impact of the program including mechanisms. Fairly adequate detail provided, 1-2 clarifying questions may arise.	Vaguely outlined methods to measure impact of the program. Lacks detail, causing more than two clarifying questions to arise.	
Needs/Challenges Narrative	Clearly explains the need for the program, provides pertinent supporting information and the population(s) it will serve. Adequate detail provided, no clarifying questions arise.	Clearly explains the need for the program, provides pertinent supporting information and the population(s) it will serve. Fairly adequate detail provided, 1-2 clarifying questions may arise.	Vaguely explains the need for the program or lacks pertinent supporting information and the population(s) it will serve. Lacks detail, causing more than two clarifying questions to arise.	

School Garden Competitive Grant Award Rubric

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Criteria	Strong (3 pts)	Satisfactory (2 pts)	Needs improvement (1 pt)	Total
Timeline	Provides a clear and logical timeline of proposed project activities for the grant period; format of timeline is an annotated list of dates and activities.	Timeline outlines activities adequately for the grant period; format of timeline is an annotated list of dates and activities.	Timeline given but shows gaps, is disorganized, or lacks proper formatting.	
Budget Narrative	Budget items clearly support project activities and are reasonable and appropriate. Adequate detail provided, no clarifying questions arise.	Budget items support project activities and are reasonable and appropriate. Fairly adequate detail provided, 1-2 clarifying questions may arise.	Budget items vaguely support project activities and/or are seemingly reasonable and appropriate. Lacks detail, causing more than two clarifying questions to arise.	
Mechanics (Correctness of grammar, spelling)	There are no more than two misspelled words or grammatical errors in the document.	There are no more than four misspellings and/or grammatical errors in the document. Errors distract from the work.	There are five or more misspellings and/or grammatical errors in the document. The readability of the work is hampered by errors.	

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Application instructions

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Part I: School district information

School district name: _____

School district office mailing address: _____

School district letter of support attached? Yes No

School district contact

Name: _____

Email: _____

Phone: _____

School district data

high schools: _____ # with operating school garden programs: _____

middle schools: _____ # with operating school garden programs: _____

elementary schools: _____ # with operating school garden programs: _____

Part II: School information

School name: _____

School mailing address: _____

School phone: _____

School website: _____

[Nevada state vendor identification #](#): _____

Grades served at school site: _____ Total student enrollment: _____

School setting: Urban Suburban Rural

School garden program award manager contact information

The individual responsible for overseeing administration of award including budgeting, data tracking and reporting.

Name: _____

Email: _____

Direct phone: _____

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Principal contact information

Name: _____

Email: _____

Phone: _____

Principal letter of support attached? Yes No

Documentation of Title 1 status attached? Yes No

Part III: Garden site information

Garden coordinator contact information

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.)

Name: _____

Email: _____

Phone: _____

Is this application for funds to support a new or existing garden?

New Existing: 1 – 2 years Existing: 3 – 4 years Existing: 5+ years

Is/will your school garden be located on a school campus? Yes No

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 and deemed suitable for the following minimum requirements? Yes No

- Access to water for duration of the growing season.
- 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).



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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 _____

Will you be contracting school garden services or utilizing school staff and volunteers?

- Contracting with nonprofit partner *(please provide narrative of nonprofit partner's staff experience under budget narrative contractual section of this application)*
- Using 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).



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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 throughout the year.

If your school garden has additional partners or sponsors in the community (stores, nonprofits, other schools, garden clubs, churches, etc.), please list services they will provide.

Organization name: _____

Contributions (e.g., soil, labor, supplies, etc.): _____

Part IV. School garden educational program

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

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.



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Please briefly describe (250 words or less) the primary ways children 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
- Science
- Science, technology, engineering and math (STEM)
- Social Studies



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- Physical Education Other: _____

How will you assess student learning in the school garden education program?

Please briefly describe (250 words or less) how you will use the school garden program to benefit your school 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 develop students’ appreciation and understanding of agriculture and the value it has in your community and the world.

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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.*

Please briefly describe (250 words or less) any needs or challenges faced by your students, school, and/or your community that make your garden program especially important.

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Part V: Authorization form

By signing this application, the authorizing agent affirms that the information contained in this application is correct and verifiable.

The authorizing agent is also affirming that the funds requested herein will be used for the specific purpose outlined in this application and for no other purpose. Failure to use funds for their intended purpose or to complete the project within the timeframe outlined in this application will constitute a breach of the agreement and render the grantee liable for repayment of distributed funds to the State of Nevada, through the Nevada Department of Agriculture, the Office of the Controller, or an agent thereof. Use of public funds for a purpose unauthorized by law may be a violation of law, including, but not limited to, NRS 204.010 or .020.

Attach a resolution of the governing body of the applicant organization, authorizing this person to submit the application in the name of the organization.

Name of requesting entity: _____

Name of authorizing agent: _____

Title of authorizing agent: _____

Phone number: _____

Signature of authorizing agent: _____

Part VI: Additional items for attachments

Timeline

Please attach your anticipated timeline and who will accomplish said duties per the table provided below. Be sure to include activities associated with planning, implementation, execution, and maintenance of both the school garden site as well as associated training, activities/events, and curriculum integration as part of the school garden program. Funding must be expended by June 30, 2018.

Date	Activity Performed	Performed by
Ex: October 2017	Ex: Coordinate garden committee meeting	Ex: John Doe, Program Coordinator
Ex: November 2017	Ex: Establish a schedule for teachers and volunteers to establish garden and schedule lesson planning per NRS 389.520	Ex: John Doe, Program Coordinator

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Budget narrative

Please provide a general list of expenses for your proposed garden project. If personnel or contractual is included describe the activities that will be performed. ***Please note: Funds must be used on costs necessary and reasonable and allowable for proper and efficient performance and administration of the award.***

- **Personnel:** Describe key personnel that will be involved and how their activities will go towards accomplishing the objectives of the award. Provide a breakdown of their time commitment to the project and estimated hourly rate.
- **Contractual:** If contracting with a nonprofit or other organization to support garden activities, describe their role in the project and describe their experience with previous school garden activities (refer to eligibility criteria in the RFA).
- **Supplies:** Provide a list of supplies for the garden project, what they will be used for, and where estimates were obtained.
- **Travel:** It is required that at least one representative from each garden site attend a school garden conference. The NDA intends to host two conferences in the state in school year 2017-2018 and anticipated locations are Reno and Las Vegas. Include in the budget a breakdown of costs for attending the conference location nearest you, estimating that conference registration will be a maximum of \$50.

If a representative from your garden site is not able to attend one of the NDA conferences, the site must submit to the NDA award coordinator a request for approval to use award funding to attend another relevant conference, including breakdown of costs, and how it will provide resources that support curriculum integration per [NRS 389.520](#) and or food safety.

Verification of eligibility and support

1. Attach authorized school district representative's signed setter of commitment on district letterhead.
2. Attach school principal's signed setter of commitment on school letterhead.
3. Attach documentation of school's Title 1 status.
4. Attach a resolution of the governing body of the applicant organization, authorizing this person to submit the application in the name of the organization.