

FY 2023 Team Nutrition Grant Supporting Nutrition Education for School-Aged Children

Project Work Plan (Attachment A)

CFDA: #10.574

State Agency/SFA: _____

Mailing Address: _____

Child Nutrition Director: _____

Email: _____

Phone: _____

Grant Project Director: _____

Job Title: _____

Email: _____

Phone: _____

Mailing Address: _____

Team Nutrition Coordinator (if known): _____

Job Title: _____

Email: _____

Phone: _____

Mailing Address: _____

Please note: Additional information outside the scope of each independent section will not be considered. Use only the space provided in each section. Expansion beyond what is provided will not be considered.

The complete application package must be uploaded on Grants.gov **on or before May 22, 2023, no later than 11:59 PM Eastern Time.** Applications received after the deadline date and/or time will be deemed ineligible and will not be reviewed or considered. FNS will not consider any additions or revisions to applications once they are received. Only one application is allowed.

FNS will not accept emailed, mailed, or hand-delivered applications.

A. Content Summary (no page requirement)

Include all pages, appendices, and attachments. All pages of the application should be sequentially numbered, including the attachments. Exclude form pages.

Grant Application Component	Application Section/Page Number or File Name (if placed on Grants.gov)	Applicant Comments
Executive Summary		
Project Work Plan		
Potential Outcome of Grant Activities and Reach to Underserved Communities		
Nutrition Education and Social Marketing Methods		
Local School Wellness Policy and Environmental Efforts		
Collaboration and Partnerships		
Evaluation Plan (including Activities and Indicator Tracker)		
Project Timeline		
Organizational Capacity, Project Management, Quality Assurance, and Key Personnel		
Project Director Resume		
Project Director Position Description		
Project Coordinator Resume		
Project Coordinator Position Description		
Budget Narrative		
Budget Table		

B. Executive Summary (maximum 2 paragraphs)

Summary to clearly describe activities selected, scope and other key elements of project proposed.

C. Project Work Plan (maximum total 10 pages)

The project narrative should clearly identify what the applicant is proposing and how it will achieve the objectives included in the RFA. Must include Activities and Performance Measure tracker (Attachment D). The Project Work Plan includes the following sections:

Potential Outcome of Grant Activities (maximum ½ page):

Using needs assessment findings and data, justify how grant activities will improve the nutritional quality of children's eating patterns and the expected reach of these efforts. Demonstrate how the selected grant activities will achieve the performance measures and outcomes listed in the Logic Model in Section 1.4: Logic Model.

Reach to Underserved Communities (maximum ½ page)

Describe how the proposed grant activities will advance equity for all programming, including efforts to engage people of color and those historically underserved, marginalized, and/or adversely affected by persistent poverty and inequality. Discuss how any tribal consultations conducted by SNAP-Ed State agency have been considered in determining activities to be conducted in this Team Nutrition Grant.

Nutrition Education and Marketing Methods (maximum 1 page):

Discuss how nutrition education and social marketing efforts to be conducted under this grant will increase awareness of the nutritional quality of school meals and meals/snacks offered through CACFP At-Risk Afterschool Meals, OSHCC, or the NSLP afterschool snack service. Identify methods and strategies to be used to deliver MyPlate nutrition education for school-aged children. Name which MyPlate nutrition education resources will be used as part of nutrition education efforts and for which audiences. Provide justification for the development or adaptation of any new MyPlate nutrition education resources. Describe how nutrition education strategies and methods will use behaviorally focused strategies, motivators and reinforcements that are personally relevant to the target audience, use multiple channels of communication to convey healthier behaviors, and approaches that allow for active personal engagement. Describe how grant activities will coordinate with existing school-based nutrition education programs, such as SNAP-Ed or EFNEP. Describe how grant activities will potentially support and encourage SFAs to apply for and receive Healthy Meals Incentives Recognition Awards, particularly in the areas of nutrition education. Describe how school and afterschool programs will be encouraged to become MyPlate Ambassadors.

Local School Wellness Policy and Environmental Efforts (maximum 1 page):

Describe how grant activities will increase school community engagement in the development, implementation, and assessment of LWPs. Describe how behavioral focused strategies and signage will be used to promote and encourage healthy food and beverage choices in school and afterschool settings. Describe the selection, responsibilities and focus of the LWP Coordinator.

Collaboration and Partnerships (maximum 1 page plus Letter(s) of Commitment if applicable)

Describe how grant activities will improve collaboration and communication among organizations and individuals providing nutrition education for school-aged children and promote the use of consistent, positive nutrition messages based upon current Dietary Guidelines and MyPlate. Identify any specific partners or collaborators that will be part of grant efforts and help ensure that nutrition education reaches underserved communities and is provided in a culturally appropriate manner. Address how CACFP At-Risk Afterschool Meals, OSHCC and NSLP afterschool snack service will be part of grant efforts and how these activities will be connected to other nutrition education efforts.

Submit separately on Grants.gov.

1. Provide Letter(s) of Commitment from other partnering organization who will partner with the applicant.

Letter(s) should include:

- Organization name and address
- Contact name, email, and telephone number
- A description of the organization
- Role and responsibility in achieving the proposed project
- Demonstrated experience or expertise with executing the assigned role/responsibility.

Evaluation Plan (maximum 3 pages, including Activities and Performance Measure Tracker)

The Performance Measures grantees are expected to achieve by the end of the period of performance are based upon the Logic Model in Section 1.4: Logic Model. Applicants must use the previously mapped Key Objectives, Recommended Grant Activities and Performance Measures as they appear in the Logic Model. Grantees may also propose to measure and report on additional short or mid-term outcomes consistent with the Logic Model. The SNAP-Ed Toolkit references several validated assessment tools, which may be useful for the purposes of measuring additional outcomes.

At a minimum, applicants must address how they plan to collect and compile **five** of the following performance measures:

- Number of schools implementing FY 2023 Team Nutrition grant activities.
- Number of nutrition education activities offered.
- Total hours of nutrition education activities offered.
- Number of new, expanded, or refreshed nutrition education materials.
- Number of students reached through nutrition education activities (unduplicated counts).
- Number of parents/caregivers and/or school staff reached through nutrition education activities (unduplicated counts).
- Number of new or expanded/updated afterschool enrichment nutrition education activities.
- Number of new or expanded pieces of school meal signage.
- Number of SFAs that apply for at least one Healthy Meals Incentives Recognition Innovation Award.
- Number of schools and/or afterschool programs enrolled as MyPlate Ambassadors.
- Number of language translations offered.
- Number of SFAs reporting new modified Local School Wellness Policies.
- Number of social marketing campaign messages disseminated.
- Number of new or expanded, recipes or meal items reflecting cultural sensitivities.
- Number of new, expanded, or existing partnerships for nutrition education and other USDA Nutrition Program (e.g., Farm-to-School, SNAP-Ed).

Evaluation Plan (cont.)

Evaluation Plan (cont.)

Activities and Performance Measures Tracker – use Attachment D

The grantee will report on Performance Measures using the Activities and Performance Measures Tracker (see below). All objectives, activities, and performance measures have already been mapped in Section 1.4: Logic Model.

Activities and Performance Measures Trackers	
Objective #1	Increase the consumption of nutritious foods and beverages offered through the National School Lunch Program (NSLP), and Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals and Outside School Hours Care Centers (OSHCC) via high quality <i>MyPlate</i> nutrition education.
Activities	
Performance Measures	

Objective #2	Increase awareness of the <i>MyPlate</i> symbol and accompanying <i>MyPlate</i> nutrition education tools, resources, and messages. Increase awareness of the nutritional contributions of meals and snacks offered to students from parents/caregivers, school coaches and athletic trainers, school nurses, afterschool program operators, and Pre-K-12 teachers.
Activities	
Performance Measures	

Objective #3	Improve equity by increasing the number of students from historically underserved and marginalized populations who are reached by nutrition education resources, including resources and recipes that are culturally appropriate and/or in the preferred language of the students and their families.
Activities	

Performance Measures	
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Objective #4	Increase school community engagement in the development, implementation, and assessment of the Local School Wellness Policy (LWP).
Activities	
Performance Measures	

Project Timelines (maximum 2 pages) – Use **Attachment B**

1. Provide a timeline showing the dates for the key activities within the period of performance of this grant, including:

- Hiring of Team Nutrition Coordinator and other staff.
- Project planning and information gathering.
- Implementation of key grant activities, such as nutrition education and PSE projects.
- Data collection and evaluation activities.
- Concurrent work related to other Team Nutrition Grants (if applicable).

D. Organizational Capacity, Project Management, Quality Assurance, and Key Personnel (maximum 5 pages plus resumes/position descriptions)

Describe your organizational capacity including your organization’s knowledge, skills, experience, and access to specific settings (SFAs, schools, CACFP At-Risk Afterschool Meals and OSHCC) and populations (parents/ caregivers, teachers, afterschool program providers, and students) to successfully implement the project activities and achieve the expected outcomes. Submit a staffing plan that identifies specific individuals who are involved in this grant and the amount of their time that will be devoted to the grant. Outline plan and strategies for hiring a Team Nutrition Coordinator within the first six months of the grant period of performance. Resumes and position descriptions should demonstrate the appropriate educational, technical, and experiential background for the proposed roles. Describe the organizational structure and role of the Project Director and Team Nutrition Coordinator as it relates to sub-grantee oversight and execution of grant activities.

D. Organizational Capacity, Project Management, Quality Assurance, and Key Personnel (cont.)

D. Organizational Capacity, Project Management, Quality Assurance, and Key Personnel (cont.)

D. Organizational Capacity, Project Management, Quality Assurance, and Key Personnel (cont.)

D. Organizational Capacity, Project Management, Quality Assurance, and Key Personnel (cont.)

Submit separately on Grants.gov.

1. Project Director (0.25 Full Time Equivalent (FTE) – Add resume and position description as an attachment on Grants.gov.

- Must have experience managing grants or projects of similar size and scope.
- The Project Director is responsible for overseeing all grant activities, providing fiscal oversight, and exercising effective internal control of funds, including any awarded sub-grantee funds (see RFA Section 2.3: Sub-Grant Funding)
- The resume should describe the qualifications of the Project Director. The Project Director's resume must demonstrate the appropriate educational, technical, and experiential background for the proposed role.

2. Project Coordinator (1.0 FTE) – Add resume and position description as an attachment on Grants.gov.

- Must be a Registered Dietitian with experience providing nutrition education for school-aged children. Experience building coalitions and community engagement among underserved communities is highly desired. Project Coordinator will be responsible for leading collaboration efforts, serve as a facilitator between school meals and other nutrition education efforts, and to work with SFAs, schools and afterschool programs to implement activities under the grant.
- The resume should describe the qualifications of the Project Coordinator. The Project Coordinator's resume must demonstrate the appropriate educational, technical, and experiential background for the proposed role.

E. Budget Narrative (maximum 2 pages):

Provide a descriptive budget narrative that addresses every budget line-item expense. Briefly describe how the total amount for that line-item was determined and how expense supports the project goals. Ensure objectives and travel justifications are included in the narrative. Provide details where necessary.

E. Budget Narrative (cont.)

F. Budget Table (no limit on section length)

Provide an itemized budget, formatted in a table, describing the appropriate use of grant funds, including calculations for how all line-item expenses were derived. All budget line-item expenses must be allowable costs as defined in this RFA and 2 CFR Part 200 and must align with the activities described in the Project Work Plan and Budget Narrative for this grant. Proposed costs must be necessary, reasonable, and allocable to carry out the project's goals and objectives. All funding requests must be in whole dollars only. Budget categories in this table must match those listed on the SF-424A form. If the budget table is created in a spreadsheet, it must be formatted to fit on an 8.5 x 11-inch page, with a font no smaller than 11-point Times New Roman.

Add this section as an attachment on Grants.gov.

