Project Narrative Template | Farm to School Grant Program | Fiscal Year 2026

Review the Fiscal Year (FY) 2025 Farm to School Grant Program Request for Applications (RFA) before completing this Project Narrative Template. The project narrative must not exceed 14 pages in total if using the provided project narrative template or 10 pages in total if not using the template. Do not modify the margins of the project narrative template or delete or change any text in it. The project narrative must be formatted to fit on an 8.5 x 11-inch page, may be in landscape or portrait orientation, using a clearly legible font no smaller than 11-point. Using 10-point font in tables is acceptable. The applicant should complete the project narrative as one document, save it as a PDF, and attach it to the Grants.gov application package using the “Add Attachments” button under SF-424 item #15. Please do not print and scan your document as it makes it difficult for reviewers to read.

# Cover Sheet

**Lead applicant name**. This must match the Legal Name in the SF-424, Box 8a: Type response here.

**Type of Application.** Indicate the type of application they are submitting from one of three options:

[ ]  State Agency

[ ]  ITO

[ ]  Partnership

**Entity Type.** Indicate the applicant’s entity type from one of the entity types listed below. Only select one entity type. See Section 3.1 in the RFA for definitions and entity eligibility criteria. Enter this entity type exactly as it appears in the list below on the SF-424 in Type of Applicant (Box 9) by selecting “X: Other (specify)” then entering the selected type.

[ ]  Non-profit entity

[ ]  CNP: NSLP or SBP Operator

[ ]  CNP: CACFP Institution

[ ]  CNP: SFSP Sponsor

[ ]  Indian Tribal Organization

[ ]  State agency

[ ]  Local agency

[ ]  Agricultural producer or group

No additional information should be included on this page after this point.

# Project Description

## Project Overview

Describe the project’s purpose, activities planned, deliverables, and expected outcomes. The recommended length of this response is 225 words.

Type response here.

## Project Need

Describe the need for the project and explain how the specific proposed project is designed to address or meet the need. Include relevant data describing how the need was identified and the status of farm to CNP initiatives within the participant population, partners, and/or organization. The recommended length of this response is 125 words.

Type response here.

## Objective Alignment

Describe how your project will improve access to local foods in eligible CNP sites through comprehensive farm to school programming that includes local sourcing and agricultural education efforts. The recommended length of this response is 125 words.

Type response here.

## Priority Alignment

Projects must meet three of the following priorities. As shown in Appendix A: Project Narrative Template, please indicate and describe which of listed priorities the project addresses. Include relevant data to demonstrate how you plan to meet the priorities. The recommended length of this response is 225 words.

[ ]  Projects that use strategies that scale up and expand the reach of farm to CNP efforts.

[ ]  Projects that focus on partnership building through such strategies as collaboration, network building, and peer learning.

[ ]  Projects that demonstrate innovative methods to ensure lasting success and impact beyond the immediate target audience, project partners, and period of performance.

[ ]  Projects that create new or expand existing opportunities to connect America’s farmers to CNPs.

[ ]  Projects that enhance innovation and capacity for States providing Farm to School support.

Type response here.

## Activities/Indicators Tracker

Complete the Activity/Indicators Tracker table below. Add or remove rows as needed. Repeat table headings if table extends to multiple pages. The Activities/Indicators Tracker table must reflect at least five of the required indicators provided in the RFA. The recommended length of the Activities/Indicators Tracker is less than three pages.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity**  | **Indicator(s) and Target Number** | **Anticipated Start Date (Month, Year)**  | **Anticipated Completion Date** **(Month, Year)**  |
|  |  |  |  |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |

# Project Team

## Partners

Partners are required for all applications. State agencies and ITOs must have at least one partner. Partnership coordinating entities must list at least two partners. Applicants must describe each partner’s contribution to the project and their experience as it relates to the proposed project. There is no limit on the number of partners listed, but the overall project narrative must remain within the page limit. Do not include additional columns or remove columns. The role and experience descriptions should be brief, approximately three sentences each.

|  |  |  |
| --- | --- | --- |
| **Partner Organization Name** | **Role** | **Experience** |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |

## CNP Operator or Administrator

For all applications, the applying entity or at least one partner must be a CNP operator or administrator. A “CNP operator/administrator" is defined as a school, childcare institution, or summer sponsor operating the NSLP, CACFP, SFSP, and/or the SBP, or a State agency administering NSLP, CACFP, SFSP, and/or the SBP. Identify one CNP operator or administrator who is committed to the project in the table below. Do not include additional columns. If the coordinating entity, State agency, or ITO is the CNP operator or administrator, the Organization Name should match the Legal Name provided in the SF-424 in Box 8a.

|  |  |  |
| --- | --- | --- |
| **Organization Name** | **CNP Program(s)** | **Operator or Administrator** |
|  |   |   |

## Project Staff

List key staff, including applicant personnel and external partners that comprise the project team, their role, their relevant experience in developing and operating projects like those to be conducted under this project. It is not required to include all project staff in this section. Include sufficient information to demonstrate the staff have the ability to execute the project. If a key position has not been filled, include the position title in the Name field and briefly describe the desired knowledge, skills, and education in the other fields. Do not add or remove columns. The Role and Relevant Experience and Past Successes fields should be brief, approximately three sentences each. Applicants should include at least one and up to three resumes of key staff listed in the project narrative. See Section 4.8 in the RFA for more information on resumes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, Title, Organization** | **FTE Dedicated to the Project** | **Role** | **Relevant Experience** | **Past Successes** |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |

# Project Management

Describe how the project team will ensure the project is successful and complies with requirements. Include quality assurance planning, tracking timelines, progress monitoring, and management approach for staffing and procurement of contractors (if applicable).

If an applicant proposes to use grant funding to award subgrants, the applicant must include a description of the process for making and managing subgrant awards, including reporting and compliance. The recommended length of this response is 125 words.

Type response here.

# Evaluation

## Evaluation Description

Describe how the overall impact will be evaluated and the evaluation activities you will conduct to meaningfully measure your program. Describe how the required indicators will be collected to ensure successful measurement and reporting. Any additional indicators provided by the applicant beyond the required indicators should be specific, measurable, achievable, relevant, and time bound, and are associated with a specific activity. The recommended length of this response is 125 words.

Type response here.

## Evaluation Roles

Describe roles and responsibilities for monitoring and evaluation. Detail any relevant experience your organization or partner has conducting evaluations. The recommended length of this response is 125 words.

Type response here.

# Expanding and Deepening Farm to School Efforts

How will program deliverables and outcomes be shared with the target audience, partners, stakeholders, and greater community to contribute to knowledge sharing and a deepening and expanding of farm to CNP practice? Identify how farm to CNP initiatives will be integrated into your organization’s operations. Discuss partners’ and staff’s roles in continuing farm to CNP efforts past the grant period, including how access to local foods will be continued, such as making local foods available on program menus.

Describe how the project will continue beyond the period of performance without additional USDA Farm to School grant funds. Indicate which project components will require continued funding and identify potential sources of such funding (e.g., other grants, in-kind donations, volunteers, integration into organization’s long-term budget, etc.). The recommended length of this response is 225 words.

Type response here.