



## Request for Partner-Site Applications AmeriCorps Farm To School Program 2009 – 2010 Applications

Intent to apply request: May 4<sup>th</sup>, 2009  
Application submission deadline: May 25<sup>th</sup>, 2009  
Target date for grant award notification: July, 13<sup>th</sup>, 2009



The AmeriCorps Farm to School program provides an innovative approach to decreasing childhood obesity by promoting healthy eating habits in students K-12 and increasing access to local foods in schools. In anticipation of receiving additional funds to expand the program we are requesting partner-site applications to host AmeriCorps Members.

### Overview

AmeriCorps is the national service program that provides Americans of many ages and backgrounds with education awards in exchange for a year or two of community service. The Wisconsin State AmeriCorps program is managed and administered by Serve Wisconsin (<http://www.servewisconsin.org>).

AmeriCorps State and National programs in Wisconsin enroll their members' in a term of service during the fall. AmeriCorps members receive a living allowance (instead of a wage), which is distributed to the member in equal payments, every two weeks. In addition, AmeriCorps members receive an education award that can be used to pay tuition or to pay back qualified student loans.

The WI Department of Agriculture, Trade & Consumer Protection (DATCP) in partnership with the WI Department of Public Instruction (DPI), the WI Department of Health Services (DHS), WI Rural Partners and the Center for Integrated Agricultural Systems (CIAS) received an AmeriCorps State Grant to support a statewide Farm to School AmeriCorps program. There is a good chance we will receive additional Members in 2009-2010 and will be adding new partner sites to our project which will begin in September 1<sup>st</sup>, 2009.

We need to identify partner schools, school districts, or groups of schools/districts that are interested in developing a Farm to School program in their area. Eligible partner sites can be managed by schools, school organizations or non school organizations but each site must specifically outline the school(s) that they will serve and have a letter of support from those school(s). Examples of host sites include non-profit organizations, state agencies, universities and schools.

### Applications

**Request for Partnership Applications must be received by 4:30 p.m. May 25th, 2009.**

Email applications are strongly encouraged. Support letters, where required, may be faxed to 608-224-5011.

AmeriCorpsFarmtoSchool@wi.gov  
WI Department of Agriculture Trade & Consumer Protection  
Lora Klenke  
Lora.Klenke@wi.gov  
608-224-5119 phone  
608-224-5011 fax

## **Proposed Program**

The AmeriCorps – Farm to School Program aims to build healthy communities by:

- Improving child nutrition through the implementation of educational activities for students and families about healthy eating choices.
- Developing strong communities by creating future community leaders and bridging schools with local farmers and food businesses.

Each of the partner host sites will receive two, half time AmeriCorps members. Since each community is unique, they will have the flexibility to customize AmeriCorps member assignments or member structure to meet the needs specific to each community or, in the case of smaller schools, groups of communities. The program provides each host-site:

1) One member to help identify WI farmers and food businesses interested in selling food products to partner site schools. This member will work closely with food procurement officers and other school officials to identify opportunities for bringing healthy, local foods into schools. They will help track the barriers, opportunities and successes around bringing WI food products into WI schools and can help with integrating the purchase of fresh, local foods into policy documents such as Wellness Plans.

2) The second half-time member will act as a nutrition, education and outreach expert. This individual will help bring information about healthy food choices into the classrooms. Nutrition and menu development assistance may also be provided to cafeteria meal planners. They may also bring nutrition and healthy eating information into the broader community to affect healthy eating choices in the home.

3) All AmeriCorps members will be managed by the central program manager housed at DATCP but each site must provide a site supervisor to help guide AmeriCorps members in their communities.

## **Partner Site Requirements**

In order to be considered for the AmeriCorps – Farm to School Program, sites must commit to the following responsibilities:

- Assist with the recruitment and hiring of volunteers for your site.
- Identify an onsite supervisor who will meet at least once per week with each AmeriCorps member to help track program progress and provide assistance and advice.
- Provide orientation, workspace, basic office supplies and access to phone, computer and Internet.
- Assist with the creation of an advisory council of local community members and target population to provide guidance for AmeriCorps volunteers at your site. Members could include teachers, professors, local food organizations, WI Physical, Activity & Nutrition counselors, PTO/PTA organizations, UW Extension agents, local government, chambers of commerce, civic organizations, interested citizens and parents, school boards and farmers.
- Contribute \$3,500 annually for each pair of half time AmeriCorps members. These funds will be used as cash match for the estimated \$480,000 annual program cost.

- Provide data on how this program will help address nutrition and community building needs/opportunities in your area. Some examples could include: measures of poor nutrition; poverty rates; number of children on school lunch assistance programs; weak economic activity; poor job opportunities; wealth of agricultural producers/food processors/local food advocates; diversity of agricultural producers; or strong interest among community members and goals of school Wellness Plans.

Sites that can provide the following additional support will receive higher levels of consideration:

- Outline other non-cash grant match (staff time, office supplies, office space)
- Provide room and/or board for volunteers
- Show strong partnerships with school, community, farmers
- Show strong community and/or school desire for impacting change in the goal areas
- Strong supervisor dedication to childhood nutrition and local agricultural development
- Strong needs documentation for site location

### **AmeriCorps – Farm to School Program Central Program Management**

Total program management will be housed at DATCP. DATCP will be responsible for providing:

- Overall program manager to supervise members and project
- Living wage payments and payroll activities for all members
- Grant cash and in-kind matching
- Technical assistance for sourcing local foods
- Nutrition information and assistance
- AmeriCorps members to focus on local food procurement and nutrition education and outreach
- Reporting documentation to AmeriCorps State Commission
- Member training and ongoing assistance

### **Timing**

In order to be considered for this opportunity, please fill out and return the attached notice of intent to apply by **4:30 pm May 4<sup>th</sup>, 2009** and the request for partnership form by **4:30 pm on May 25<sup>th</sup>, 2009**. Match funds are not required until after the program is awarded.

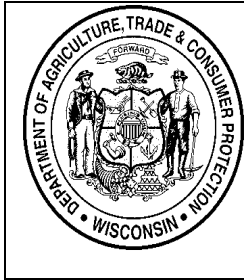
05/04/09 – Notice of Intent to Apply Due

**05/25/09– Request for Partnership Form Deadline**

07/13/09– Anticipated Award notification

09/01/09- Program Implementation

Please contact Lora Klenke at the WI Department of Agriculture, Trade & Consumer Protections, Phone: 608-224-5119, Email: [Lora.Klenke@wi.gov](mailto:Lora.Klenke@wi.gov); or Doug Wubben at CIAS/REAP Phone: 608-310-7833, Email: [dwubben@wisc.edu](mailto:dwubben@wisc.edu) with any questions.



**Notice of Intent to Apply\***  
AmeriCorps Farm To School Program

**Due on 05/04/09**

**Please email: [DATCPfarmtoschool@wisconsin.gov](mailto:DATCPfarmtoschool@wisconsin.gov)**



**\* Not required but highly recommended**

**Name:**

**Title:**

**Organization:**

**Date:**

**Street Address:**

**State, Zip Code:**

**Phone Number:**

**Email:**



**Request for Partnership Form**  
**AmeriCorps Farm To School Program**  
**Applications must be received by 4:30 p.m. May 25<sup>th</sup>, 2009.**



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 Support letters where required may be faxed to 608-224-5011;  
 DATCPfarmtoschool@wi.gov

Partner Site Requirements

1. Assist with the recruitment and hiring of volunteers for your site
2. Identify an onsite supervisor who will have meetings at least one time per week with AmeriCorps member and help to accomplish the goals of the local project by coaching the volunteer
3. Provide orientation, workspace, basic office supplies and access to phone, computer and internet
4. Assist with the creation of an advisory council of local community members and target population to provide guidance for AmeriCorps volunteers at your site. Members could include teachers, professors, local food organization representatives, WI Physical, Activity & Nutrition counselors, PTO/PTA organizations, UW Extension agricultural or nutrition agents, local government and school board members and farmers.
5. Contribute \$3,500 annually; for two half time AmeriCorps members
6. Provide data on how this program helps address nutrition and community building needs in your community. Some examples could include: measures of poor nutrition, poverty rates, number of children on school lunch assistance programs, weak economic activity, poor job opportunities and assets including wealth of agricultural producers/food processors/local food advocates, diversity of agricultural producers, strong interest among community members.

As a potential partner site organizer, my organization, school or school system and I commit to all of the above requirements.

Printed Name	Organization, Title
Signature	Date
Street Address	State, Zip Code
Phone Number	Email

1. Please identify your organization, your program supervisor, the school(s) that you will serve and your partners.
2. How will your site provide support to the AmeriCorps Member?
3. Please provide any information that demonstrates the need for an AmeriCorps – Farm to School Program in your community.
4. Please include any additional information that you believe would be relevant to our selection process.

Thank you for your application. We will notify all applicants of our final selection by July 13<sup>th</sup>, 2009.