

## Request for Applications: 2021 Food Service State Equipment Grants

These grants are intended to help school food service programs acquire needed equipment or replace worn-out items. We hope that by providing an annual grant program, we can support schools in developing forward-thinking equipment replacement plans. This grant does not apply to equipment that has already been purchased. School Food Authorities (SFAs) are the governing bodies responsible for the School Nutrition Program administration of one or more schools. In Vermont, SFAs are most commonly school districts, supervisory unions, or private educational institutions. This application is intended to be filled out by the SFA, which will apply for the grant on behalf of an individual school site or for an SFA-wide item, such as a POS/computer system.

About \$42,000 in funds will be available this year. The grants are very competitive and require at least a 50% match from the SFA; SFAs that cannot meet the 50% matching requirement will not be eligible for funding. All types of equipment are eligible except small items that cost less than \$200. Eligible schools must participate in the National School Lunch Program or have begun the application process to participate in the program. We encourage schools which are not currently participating in the Program to use this grant to help purchase equipment needed to get a program started.

**The maximum amount of any grant for an individual school/site will be \$3,500. The maximum amount for an SFA-wide item, such as a POS/Computer System will be \$7,000. In cases where 50% of an item's cost exceeds these maximums, we will not be able to cover the full 50% of an item's cost. Individual school sites that received a grant last year are not eligible to apply this year. SFA-wide grant applications from SFAs who have had sites receive grants last year will receive a lower score. Those that received a grant two years ago will be considered if there are sufficient funds available.**

The award criteria are intended to equitably distribute available funds to programs most in need and best prepared to use the funds as intended. Specific consideration is given to the following factors:

- The impact the new equipment will have on increasing participation in school meals programs and meeting the Meal Pattern requirements for both Breakfast and Lunch, thus improving the food service program.
- The degree to which the equipment requested was researched and can be demonstrated to best meet the needs of the program.
- The improvement of integrity with meal counting and claiming systems.
- Condition of existing equipment and its impact as a barrier to the success of the



- program.
- Financial need of the school.
- Availability of local matching funds.

There are two types of State grant applications enclosed: applications for Food Service Equipment grants, and applications for Point of Sale/Computer grants. **An SFA may apply for only *one* type of grant and *one* piece of equipment, per school site. If the SFA is applying for an SFA-wide grant of up to \$7,000, it may not also apply for school level grants. Please fill out a separate application for each school site. Requests for multiple pieces of equipment for a single school site will be disqualified. Please be sure to complete the correct application form.**

1. **Food Service Equipment Grant:** The traditional grant for purchase of new kitchen equipment or replacement of old, worn-out items. This application focuses on food preparation, food service, and clean-up equipment of all kinds. Schools must research thoroughly and evaluate carefully what options there are to improve efficiency, meet new meal pattern requirements, and improve the food service program. The cheapest alternative is not always the best choice. **Please note that installation costs for major equipment may be included in the grant, but must be specified and explained, and included in the total amount requested.**
2. **Point of Sale/Computer Grant:** A grant application for computer hardware and software is included. This includes Point of Sale (POS) software, Electronic Free & Reduced Application services, or necessary hardware for either program. Computers have become more critical to the efficient operation of school food service programs in meal counting systems, program recordkeeping, and approval of applications for free and reduced price meals, and production of effective marketing materials. **Schools without computerized point of sale systems are given highest priority during the review of applications. If your school is still using a manual system for taking meal counts and managing student accounts, please apply!** This portion of the grant program will be highly competitive. Carefully research products and talk with other schools to see what programs they are using before completing the application. Make sure that the system is compatible with other systems already in use or planned for implementation within the Supervisory Union/School District. Applications for hardware and software will be accepted. Software maintenance is a responsibility that schools must be prepared to cover and manage.

**Applications for Food Service State Equipment Grants must be postmarked or faxed/emailed to the Child Nutrition Programs office by 4:30 on July 20, 2020. Applications sent after this date will not be accepted for this round. Applications will be accepted via fax and email only with appropriate signatures.**

Grant awards will be announced by July 31, 2020, or after the finalization of the state budget. Award notices will be sent via e-mail so please be sure that the e-mail address on the cover page is correct. Grant Agreements must be signed and fully executed before any items are purchased.

SFAs awarded a grant may submit Claims for Equipment Reimbursement after the Grant Agreement is fully executed and signed, and the equipment is purchased. These claims for reimbursement must be submitted no later than March 31, 2021, in order to receive payment.

#### **Advice to Grant Writers**

- Read all parts of the application to be sure that you understand what is being asked.
- Be sure to answer all parts of each question.
- Have someone else read your application to determine if the answers are clear and contain all of the required information.
- Remember that these funds are limited and very competitive. Be as thorough as possible to convince the grant readers that the request is appropriate, is the correct solution for the program in question, and will be funded at the 50% level by the school district.

**Please send applications to:**

**Vermont Agency of Education  
Child Nutrition Programs  
Attn: Food Service State Equipment Grants  
1 National Life Drive, Davis 5  
Montpelier, VT 05620  
or  
[ailynne.adams@vermont.gov](mailto:ailynne.adams@vermont.gov)  
or  
Fax: (802) 828-6433**

Cover Page  
**APPLICATION FOR FOOD SERVICE STATE EQUIPMENT GRANT FUNDS**

**School Food Authority (SFA) Data**

Name of SFA: \_\_\_\_\_  
 Name of Site (School): \_\_\_\_\_  
 Name of Contact Person: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

In applying for this grant, the School Food Authority acknowledges that equipment purchased with this grant will not be sold without prior approval from the Agency of Education Child Nutrition Programs. Purchases made prior to grant approval will not be eligible for payment.

<b>Certification Statement:</b> I certify that the information in this application is true and correct to the best of my knowledge and that the equipment acquired with these funds will be used in the non-profit National School Lunch Program to meet the nutritional needs of students.			
Signature:	Printed Name:	Date:	Email Address:
	Food Service Manager/Director		
Signature:	Printed Name:	Date:	Email Address:
	Business Manager		
Signature:	Printed Name:	Date:	Email Address:
	Superintendent		

**Type of Grant Enclosed:**

- Food Service Equipment  
 Computer/Software

**Return to:**

Vermont Agency of Education  
 Child Nutrition Programs  
 Attn: Food Service State Equipment Grants  
 1 National Life Drive, Davis 5  
 Montpelier, VT 05620  
 or  
[ailynne.adams@vermont.gov](mailto:ailynne.adams@vermont.gov)  
 or  
 Fax: (802) 828-6433

**Application Deadline:** Applications must be postmarked or faxed/emailed by **July 20, 2020**.

# Food Service Equipment Grant

*These grants are competitive. Applicants are strongly urged to research the equipment being requested, thoroughly explain why the specific item and brand has been chosen, and provide complete and concrete responses to each of the questions below.*

**Equipment is for:** (check any that apply)

<input type="checkbox"/> A new lunch program	<input type="checkbox"/> Replacement of old equipment
<input type="checkbox"/> A new breakfast program	<input type="checkbox"/> New equipment, not replacement

  

On-Site Kitchen      Satellite Facility      Both

**Equipment Specifications**

**Item:** \_\_\_\_\_

**Make or Model:** \_\_\_\_\_

**Size, or Other Specifications:** \_\_\_\_\_

**Budget**

Function	Obj	Obj Category	Item	Cost
3100	100	Emp Salary	Installation or repair labor – Employee salary ( <i>explain below</i> )	
3100	200	Emp Benefits	Installation or repair labor – Employee benefits ( <i>explain below</i> )	
3100	300	Purchased Services	Installation or repair labor - Contracted services ( <i>explain below</i> )	
3100	600	Supplies	Repair Parts, Delivery	
3100	700	Property	New Equipment ( <i>also includes software</i> )	
3100			Other ( <i>explain below and fill in appropriate function and object codes</i> )	
			<b>Total Funds Requested</b>	<b>\$</b>

If installation or other costs are included, describe those here, or attach estimate documentation:

## Explanation of Equipment Request

Please respond to the following questions on a separate page. For the application to be considered complete, each question must be answered.

- 1. Equipment Need:** Briefly describe the equipment being requested and explain how it will affect the school food production. Describe the equipment that it is replacing, if applicable, or why the new item is needed. What is the reason you chose this particular piece of equipment?
- 2. Equipment Impact on Program:** Thoroughly explain why this particular equipment is appropriate for your school and how it will improve the program. How does this equipment affect compliance with the meal pattern requirements? How will program participation be increased through the use of this equipment?
- 3. Specifications Used to Select the Item:** What were your specifications for this item? This might include capacity, fuel/energy, type, needed functions, size required, or restrictions. What are the installation or delivery requirements? Is this an improvement for the kitchen or are you just replacing the old item with another of the same type? Were any new types of products evaluated? What criteria were used to determine the best product? What evaluation was done to determine if any measure of energy efficiency would be achieved?
- 4. Product Research:** Describe your contacts with other food service managers and/or industry professionals to determine the best option for your school. Describe what determined whether gas or electricity was chosen. Describe the energy impact. If this request is for non-commercial equipment, explain why it is more appropriate for this situation than commercial food service equipment.
- 5. Equipment Cost:** Describe efforts to research competitive prices. Indicate if you are planning to go out to bid for the purchase of this equipment. If not, explain how you know you are getting the best possible price and that you are complying with procurement policies. Remember you must follow procurement regulations. How reliable is the cost listed on the application?

List the quotes and names from the three companies that you received a bid or estimate from.

Company Name	Amount
1.	
2.	
3.	

- 6. School Support:** Discuss in detail, the school's plan for covering the 50% share of the total cost of the equipment to be purchased; include amount available and source of funding. If new general funds are to be used for the purchase, include documentation that the funds will be available. Provide school board minutes or letter from Principal or Business Manager that indicates funds will be/are available. If matching funds are from an outside organization (PTO, Farm to School organization) provide a letter from the organization committing the matching funds.

## Point of Sale/Computer Equipment Grant

<b>Application is for: (check all that apply)</b>	
<b>Hardware</b> <input type="checkbox"/> Computer <input type="checkbox"/> Point of sale terminal	<b>Software</b> <input type="checkbox"/> Multi-purpose (meal counting, recordkeeping, inventory system, etc.) <input type="checkbox"/> Meal counting /student accounts system <input type="checkbox"/> Inventory system <input type="checkbox"/> Free & reduced application approval system <input type="checkbox"/> Other: _____

### Computer Equipment Specifications

*Item:* \_\_\_\_\_

*Specifications/Model No.:* \_\_\_\_\_

*Other Necessary Items:* \_\_\_\_\_

Item	Cost
<b>Total Cost</b>	<b>\$</b>

## Explanation of Computer Equipment/Software Request

Please respond to these questions on a separate page.

To be eligible for this grant:

- a. *The computer must have reliable access to the internet*
- b. *A technical support and maintenance plan **must** be developed.*

1. **Equipment Need:** Briefly describe the equipment/software. Explain why this particular equipment/software is most appropriate for the school food authority. What criteria were used to determine the best product? Will the hardware be used exclusively for the food service program? How will the computer hardware or software benefit the food service program? Be sure that all of the components are included in the request.
2. **Product Research:** Describe efforts to research competitive products and competitive prices. What software components are included in the Program? What research was done at other schools for product use and effectiveness? Is the software compatible with the hardware? If this is a point of sale system, support your choice of meal count method –pin, carder reader, fingerprint, etc.
3. **Technical Support:** Describe the technical support available for the use of this equipment and software. What type of support is available from the school district? Describe the technical support and training available from the hardware/software company. Explain the cost of the technical assistance and whether this cost has been included in the grant request. Explain the maintenance required and cost. Is there sufficient internet access to operate this system?
4. **Cost:** Describe efforts to research competitive prices. Indicate if you are planning to go out to bid for the purchase of this equipment. If not, explain how you know you are getting the best possible price and that you are complying with procurement policies. Remember you must follow procurement regulations. How reliable is the cost listed on the application?
5. List the quotes and names from the three companies that you received a bid or estimate from.

Company Name	Amount
1.	
2.	
3.	

6. **School's Support:** Discuss in detail, the school's plan for covering the 50% share of the total cost of the equipment to be purchased; include amount available and source of funding. If new general funds are to be used for the purchase, include documentation that the funds will be available. Provide school board minutes or letter from Principal or Business Manager that indicates funds will be/are available. If matching funds are from an outside organization (PTO, Farm to School organization) provide a letter from the organization committing the matching funds.



## Grant Submission Checklist

The following checklist is intended as a resource to help schools submit the best application possible. It is for your use only. **Do not include this in the application that is submitted.**

HAVE YOU:

- |   | YES | NO  |
|---|-----|-----|
| 1. Completed the cover page (Application Page 1)?   | [ ] | [ ] |
| 2. Obtained the School Administrator's signature?   | [ ] | [ ] |
| 3. Filled out and completely answered <b>ALL</b> of the questions on<br>Equipment Grant - Pages 2 & 3E<br><b>Or</b> Computer Equipment Grant - Pages 2 & 3C | [ ] | [ ] |
| 4. Included detailed specifications or attachments for the item(s) requested?   | [ ] | [ ] |
| 5. Included the names of the companies and amounts of the three bids or quotes received?  | [ ] | [ ] |

NOTE: You *may* wish to attach information sheets from manufacturers, but that is not required.

### REMINDER

**Applications for Food Service State Equipment Grants must be postmarked or faxed/emailed to the Child Nutrition Programs office by 4:30pm on July 20, 2020. Applications received (or postmarked, if mailed) after this date will not be accepted. Applications will be accepted via fax and email with appropriate signatures.**