

## **Request for Applications 2012 Food Service 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.

About \$40,000 in funds will be available this year. The grants are competitive and require at least a 50% match from the school district. All types of equipment can be included except small items that cost less than \$200.

Although these grants must go to schools that participate in the National School Lunch 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 will be \$3,500; therefore, in some cases we will not be able to cover the full 50% of an item's cost. Schools that received a grant last year are not eligible to apply this year.**

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 improving the food service program.
- How well the equipment request was researched and can be demonstrated to best meet the needs of the program.
- Condition of existing equipment.
- Availability of local matching funds.

There are three types of grant applications enclosed. **A school may apply for only ONE type of grant. 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 modern menu requirements, and improve the food service program. The cheapest alternative is not always the best choice.
2. **Computer Grant:** A grant application for computer hardware and software is included. 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, nutrient standard menu planning and production of effective marketing materials. This portion of the grant program will be highly competitive, and schools are encouraged to carefully research products before completing the application. In addition, schools are encouraged to use other technology funds for the purchase of the hardware if possible. Applications for hardware and software will be

accepted. However, only software that pertains directly to school food service will be considered. Software maintenance is a responsibility that schools must be prepared to cover and manage.

3. **Construction Grant:** Schools undergoing construction projects that will result in a new kitchen, or major renovation of an existing kitchen, are included in a separate category. Rather than supporting the cost of a single item, construction grants will provide a lump sum towards the completed kitchen facility.

**Please note that installation costs for major equipment may be included in the grant, but must be specified and explained in the application and included in the total amount requested.**

**Applications for Food Service Equipment Grants must be received at the Child Nutrition Programs office by 4:30 on April 1, 2011. Applications received after this date will not be accepted for this round. Faxed submissions will not be accepted.**

Grant awards will be announced by May 1, 2011. Award notices will be sent via e-mail so please be sure that the e-mail address on the cover page is correct.

Schools awarded a grant can submit Claims for Equipment Reimbursement anytime after July 1, 2011, but must submit them no later than April 1, 2012, 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 Department of Education  
Child Nutrition Programs  
120 State Street  
Montpelier, VT 05620-2501**

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

***School Food Authority Data***

Name of SFA/(School District) _____
Name of Contact Person _____
Phone number _____
E-Mail Address: _____
School(s) included in this application _____
_____

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 Department of Education. Purchases made prior to grant approval will not be eligible for payment

<b>CERTIFICATION</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 the students.	
_____	_____
Date	Signature of School Administrator
	Title _____

***Type of Grant Enclosed:***

- Food Service Equipment**
- Computer**
- Construction**

***Return To:***

**School Equipment Grants  
Vermont Department of Education  
Child Nutrition Programs  
120 State Street  
Montpelier, VT 05620-2501**

***Application Deadline:*** Applications must be received by: **April 1, 2011**  
Application Page 1

## Food Service Equipment Grant

*These grants are extremely 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 |                               |
| <br>   |   |                               |
| <input type="checkbox"/> On-site kitchen         | <input type="checkbox"/> Satellite Facility             | <input type="checkbox"/> Both |

**Equipment Specifications:**

Item \_\_\_\_\_

Make and Model \_\_\_\_\_

Size or Other Specifications \_\_\_\_\_

Cost \_\_\_\_\_

Installation Cost\* \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

**\* Installation costs must be explained if they will be included in the grant and must be approved in order to be claimed.**

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

## **Explanation of Equipment Request**

1. **Equipment Need:** Briefly describe the equipment being requested and explain how it will improve the food service program. Why is this equipment needed?
2. **Appropriateness of Equipment:** If this is an item the program has never had before, describe research that was done to determine the correct size, model or item. Explain why this particular equipment is appropriate for the school and what problem it is intended to solve. If this request is for non-commercial equipment, explain why it is more appropriate for this situation than commercial food service equipment.
3. **Criteria and Specifications Used to Select This Product:** If the item is a replacement of equipment now in the kitchen, describe the condition of the current equipment. What evaluation was done to determine whether another type, model, or size would improve efficiency of the kitchen more than 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? If cooking equipment is being requested, explain whether a gas or electric appliance is planned. Describe what determined whether gas or electricity was chosen.
4. **Product Research:** Describe efforts to research competitive prices. Indicate if you are planning to use bids for purchasing this equipment. If not, explain how you know you are getting the best possible price. How reliable is the cost listed on the application?
5. **Equipment Cost:** Discuss in detail, the school's plan for covering your share of the total cost of the equipment to be purchased; include amount available and source of funding.

## Computer Equipment Grant

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

***Computer Equipment Specifications***

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

**Specifications:** \_\_\_\_\_

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

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**Cost:**

Item	Cost
Total Cost	\$

## 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 access to the internet*
- b. *A technical support and maintenance plan must be developed.*

1. **Product Specifications:** 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?
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 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.
4. **Cost:** Indicate if you are planning to use bids for purchasing this equipment/software. If not, explain how you know you are getting the best price.
5. **School's Share of Cost:** Describe in detail, the school's plan for covering your share of the total cost of the equipment to be purchased; include amount available and source of funding.

## New Construction or Renovated Kitchen Equipment Grant

This request is for:

a kitchen in a new building                       a renovated kitchen

The kitchen equipment will be purchased

as part of the construction/bond amount    on a separate bid/bond

A. Describe the overall project:

B. Indicate what equipment will come from the old kitchen, if applicable, and how it will be used? *Please list.*

C. What new equipment will be purchased and why is it needed? *Please list and indicate cost.*

Total Estimated Cost of New Equipment
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\$
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### Explanation of Equipment Request

*Please respond to these questions on a separate page.*

1. Describe research that was done to determine the particular equipment needed and appropriate for the school.
2. Explain whether gas or electric appliances are planned. Describe factors used to determine the source of fuel/power chosen.
3. Describe how the kitchen design was developed. Has it been reviewed by the Food Service Director/Manager? The School Construction Office or Child Nutrition Programs at the Vermont Department of Education?

### 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 Pages 2 & 3E Equipment Grant <b>Or</b> Pages 2 & 3C, Computer Equipment Grant <b>Or</b> Page 2N, Computer Request	___	___
4. Included detailed specifications for the item(s) requested?	___	___

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

### REMINDER

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