2020 School Food Service

Kitchen Equipment Grant Application

Sponsored by Food:Land:Opportunity



In Partnership with

The Growing for Kane Program and Illinois Farm to School Network



**Applications due by: Friday, January 17, 2020 – 5:00 PM (CST)**

Grant Application

horizontal line

Program Background

**Overview:** The School Food Service Kitchen Equipment Grant was developed to help schools and other childcare institutions obtain the resources needed to prepare fresh foods as part of a cafeteria service or other meal/snacking program (e.g. school garden sampling, classroom taste tests … etc.). According to Kane County’s most recent Community Health Needs Assessment, only about 37% of the county’s children (ages 2 – 17) consume the recommended 5 or more servings of fruits or vegetables per day. Kane County, through its Growing for Kane Program, is also focused on reducing barriers faced by local farmers that want to sell their fresh foods to schools and other food-serving institutions. Local farmers will find more opportunities to sell their food products to institutions that are equipped to prep and cook unprocessed food items.

**Sponsor:** Food:Land:Opportunity—Localizing the Chicago Foodshed is a multi-year initiative that aims to create a resilient local food economy that protects and conserves land and other natural resources while promoting market innovation and building wealth and assets in the Chicago region’s communities. Funded through Searle Funds at The Chicago Community Trust, Food:Land:Opportunity is a collaboration between Kinship Foundation and The Chicago Community Trust.

eligibility & grantee Requirements

**Applicants:** Eligible applicants must be participants in the National School Lunch Program. Typical institutions would include schools / school districts, early childcare centers, and boarding facilities. Preference will be given to institutions operating in Kane County, Illinois, but facilities in neighboring communities shall also be considered.

**Expenses:** Eligible grant expenses shall be limited to equipment used for the preparation or storage of food items as part of a food service or garden tasting program. Eligible equipment shall include durable goods / materials with a minimum expected lifespan of 3-5 years.

**Grantee Requirements:** Awarded grantees will be required to submit a brief report documenting the purchase and operation of equipment subject to their proposal. Prior to receiving funds, all grantees will be required to a kitchen equipment audit for their sites (see below for details). There is no matching contribution requirement.

Instructions

Please answer all questions below in a clear and concise manner. Responses must be typed in a legible font. Narrative responses for individual questions should be limited to not more than 250 words in length. Only candidates who **have submitted a completed grant application by January 17, 2020 5:00 pm CST will be considered for funding.** This initiative will provide funding for at least six (6) institutional sites. Additional institutions may be awarded as funding permits.

The selected grantees will be required to complete a kitchen audit of each facility in their proposal prior to receiving an award. The kitchen audits are intended to provide institutions and their food service managers with an on-site assessment of their capabilities for preparing and serving fresh foods. The onsite audits will determine each facility’s kitchen equipment needs with recommendations for integrating new healthy food options in meal services.

**Completed grant applications must be emailed to: Matt Tansley, Kane County Planning Division, at** [**tansleymatthew@co.kane.il.us**](mailto:tansleymatthew@co.kane.il.us) **as either a Word or PDF document.** The email subject line should read “Kitchen Equipment Grant Application”. Once notified, award recipients must schedule a kitchen audit with the Illinois Farm to School Network. Grantees should contact Farm to School Network Manager, Diane Chapeta, at [diane@sevengenerationsahead.org](mailto:diane@sevengenerationsahead.org) to schedule their audits.

Only those audited, individual sites included in this application may receive funding for new equipment. If you have questions pertaining to this application please email them to: Matt Tansley at [tansleymatthew@co.kane.il.us](mailto:tansleymatthew@co.kane.il.us). Questions relating to the kitchen audits should be directed to Diane Chapeta at [diane@sevengenerationsahead.org](mailto:diane@sevengenerationsahead.org).

Applicants can submit their proposals as either an *independent site applicant* or a *multi-site applicant*.

An *independent site applicant* would include an institution seeking funding for kitchen equipment needs at a single site or facility. **Maximum funding amount allowed per independent site / facility: $1500.**

A *multi-site applicant* would include an institution seeking funding for kitchen equipment needs at multiple sites or facilities. **Maximum funding amount allowed per multisite district/facility: $3000.** Multi-site applicants shall be limited to receiving equipment funding for up to three sites/facilities, which must be identified in their proposal.

Applicant Information

Institution, facility or site name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Email and Phone: Click or tap here to enter text.

Please provide a brief title for the name of your project:

Click or tap here to enter text.

Is this a food service, combination garden and food service, or strictly a garden tasting program? (select only one)

Food service program only

Garden tasting and food service program

Garden tasting program only

Are you applying as an independent site applicant or a multi-site applicant? (*see above for description* – select only one)

Independent site applicant

Multi-site applicant

If you are applying as a multi-site applicant, please list each site that you are seeking funding for below. (*You may list up to three sites)*

|  |  |  |
| --- | --- | --- |
| Institution / Site Name | Institution / Site Address | Contact Name & Email  (if different from the Applicant) |
|  |  |  |
|  |  |  |
|  |  |  |

**Background Site Information:**

How are meals or tastings prepared for the site(s) listed?(select all that apply)

Off-site and delivered to the site

Off-site and delivered to the site, but the addition of this requested equipment will allow the site to end their meal deliveries and begin preparing its own meals on-site using district-owned equipment

On-site using onsite equipment

Describe the state of the current equipment needs for your site(s). Specifically, how does the age of the current equipment, lack of appropriate equipment, and/or limited access to resources/funding for equipment needs hinder your food service operation for your site(s)?

Click or tap here to enter text.

Applicant must demonstrate how this grant award will provide meaningful impacts on nutrition, food education, and quality of daily meals or monthly tastings for their site(s). Please provide a written description of current meals, or food education/food tastings tied to an existing garden program and what improvements will take place post-grant funding.

Click or tap here to enter text.

Describe preliminary plans for the process and responsibilities of carrying out the requirements of the grant award. Include a description of the intended timeline for purchase and installation of the requested equipment. Consider the need for formal or informal bidding procedures, best timeframe for delivery and installation of the equipment, and who is responsible for coordinating these processes.

Click or tap here to enter text.

EQUIPMENT INFORMATION

Provide details on the piece(s) of equipment you have chosen for the site.Include the following information in the table below:

* Type of Equipment (e.g., refrigerator, stove, holding cabinet, steamer, etc.)
* Make and Model
* Estimated cost per unit (including delivery / setup)

*Note: Grantees will have the opportunity to revise their equipment lists if additional / alternate resource needs are identified during their scheduled audit.*

| **Equipment Type** | **Make / Model** | **Estimated Cost** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | |  |

*Add additional columns as needed.*

MENU or TASTING INFORMATION

Are there salad bars at the requested funding site(s)?

Yes  No

Do you currently allow for seasonal menu items to be inserted as procured/grown?

Yes  No

Are garden items included in any meals or snacks? If yes, on average, how many times per year?

Yes  No

Click or tap here to enter text.

Are garden items included in any entrees and side dish recipes? If yes, on average, how many times per year?

Yes  No

Click or tap here to enter text.

If garden tastings are utilized, are these tastings sampled throughout the calendar year?

Click or tap here to enter text.

Are all site students/children included in this process? If not, how many are included?

Yes  No

Click or tap here to enter text.

Thank you! Grantees will be announced **via email by January 31, 2020**.