

REQUEST FOR APPLICATIONS

SUMMER FOOD SERVICE PROGRAM

Summer Demonstration Project Grant

2011



GRANT INSTRUCTIONS AND APPLICATION

**Mississippi Department of Education's
Office of Healthy Schools
Office of Child Nutrition
March 1, 2011**

APPLICATION INSTRUCTIONS

**Mississippi Department of Education's
Office of Healthy Schools
Office of Child Nutrition**

**SUMMER FOOD SERVICE PROGRAM
Summer Demonstration Project**

Applications Due: April 28, 2011

This packet includes:

- Section I: General Information
- Section II: Additional Information
- Section III: Application Procedures
- Section IV: Application Instructions and Format

Questions:

Questions regarding the 2011 SUMMER FOOD SERVICE PROGRAM Grant may be directed to Lenora Phillips, Tina Thomas or Mary Clayborne at 601-576-4954.

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**Mississippi Department of Education's
Office of Healthy Schools
Office of Child Nutrition
Summer Demonstration Project Grant**

I. GENERAL INFORMATION

Introduction

The MS Department of Education, Office of Healthy Schools, Office of Child Nutrition is the administrator of Child Nutrition Programs which include the National School Lunch Program, School Breakfast Program and the Summer Food Service Program. During the 2009 School Year, approximately 386,527 children received breakfast and lunch each day through the School Breakfast and National School Lunch Programs in Mississippi. However, when school lets out, the number of meals that are served to these same children in the Summer Feeding Program is reduced significantly. Mississippi serves approximately 22,766 children each day during the summer months. Hunger is one of the most severe roadblocks to the learning process. Lack of nutrition during the summer months sets up a cycle for poor performance once school begins again. Hunger also makes children more prone to illness and other health issues. The Summer Food Service Program is designed to fill that nutrition gap and make sure children get the nutritious meals they need.

Grant Purpose

The Summer Demonstration Project allows us to offer sponsors additional funding and incentives to implement programs to entice children to come to the site during the summer months.

This project will help accomplish several goals:

- a. Increase participation in the Summer Food Service Program; provide access to healthy meals during the summer months for low-income children thereby decreasing food insecurity;
- b. Extend the length of the program at all sites;
- c. Provide opportunities for our children to become involved in activities during the summer.

Eligible Applicants

The Summer Demonstration Project is competitive and is available to all approved Sponsors of the Summer Food Service Program. Sponsors must apply for each site. Sites must operate a total 30 days to receive funds. Grants will not be awarded if the site operates less than 30 days or is not approved as a feeding location.

Funding

Approved sponsors may apply for up to a maximum of \$5000.00 per site.

Grant Period

The grant period will be **May 31, 2011** to **August 31, 2011**.

II. ADDITIONAL INFORMATION

Grant Awards

The application cover page and application form must be filled in completely and signed with all appropriate and original signatures in **blue** ink.

Upon receipt of completed applications, the Authorized Representative of the Sponsoring Organization will be sent grant agreements for signature. Funds dispersed through this grant may only be used for services necessary to aid their sites in the implementation of activities to increase participation in the Summer Food Service Program. The sites receiving the grant may use funds to support cost associated with arts and crafts, tutoring, mentoring, games, lessons, playing music, teaching life skills, outdoorsman activities, community gardens, nutrition, educational, and physical activity components that will aid in increasing participation.

Awarded schools must also follow the procedures for awards as governed by the Mississippi Department of Education.

Application Rubric

Criteria for Applications

Description	
SFSP Experience	5 points
Activity Proposal	30 points
Participation Impact	15 points
Sustainability	5 points
Operational Plan	20 points
Transferability	5 points
Budget Information	20 points
Total	100 points

Use of Funds

While it might be permissible to use mini-grant funds to pay for salaries of additional staff members required to supervise children, outreach efforts and to purchase consumable supplies such as arts and crafts, games, lesson plans, small sports equipment to support tutoring, mentoring, playing music, teaching life skills, outdoorsman activities, community gardens, nutrition, educational, and physical activity components. Summer Demonstration Project funds are **not** intended to pay registration fees, sports lessons (swimming, skating, etc), admission fees to events, or tuition for participants. The costs associated with summer activities should focus on increasing participation in the Summer Food Service Program.

Summer Demonstration Project funds may **not** be used to purchase food, playground equipment, exercise or sports equipment, purchase audiovisual equipment, pre-recorded DVDs, projectors, screens, musical instruments or to pay for the services of a for-profit organization. Sponsors are encouraged to look to other funding sources for physical activity such as forming partnerships with local non-profit organizations such as the YMCA, YWCA, Wal-Mart, Home Depot and others in providing the kind of resources that might continue to supplement this type of activity when the Summer Demonstration Project grant dollars are no

longer available. Funds disbursed under this program may not be use supplant activities already in place.

Grant Benchmarks, Reports, and Payment Schedule

Each Sponsor receiving a grant must agree and successfully apply and meet the requirements of this grant opportunity prior to contracting with an outside entity to fulfill services.

The payment schedule is made on a reimbursement basis after claims are submitted. Grantees must submit the invoice(s) documenting purchase of approved supplies and expenses related to the grant. No more than two (2) grant payments will be disbursed to reimburse expenses based upon receipt of all invoices. The reimbursed payments will be submitted electronically from MDE through the School Payment System (SPS). Funds made available under this program shall be used to supplement, and not supplant, other Federal, State, and local funds expended to carry out the grant activities.

Timeline

<u>DUE DATE</u>	<u>Grant Activities</u>
March 1, 2011	Application Disbursement Date
April 28, 2011	Application Deadline
May 3-5, 2011	Evaluate Applications
May 16, 2011	Grant Agreements Disbursed for Signature
May 31, 2011	Grant Activities Begin
August 31, 2011	Grant Activities Conclude/Final report submitted to MDE

III. APPLICATION PROCEDURES

Procedures for Delivery of Applications

One (1) original must be received by 3:30 pm Central Time on **Thursday, April 28, 2011**, based on the delivery method used:

Hand Deliver Proposals to: Lorraine Wince
Office of Procurement
Mississippi Department of Education
Central High School, Suite 307
359 North West Street
Jackson, MS

Mail Proposals to: Lorraine Wince
Office of Procurement
Mississippi Department of Education
Post Office Box 771
Jackson, MS 39205-0771

Ship Proposals to:
(FedEx, UPS, etc.) Lorraine Wince
Office of Procurement
Mississippi Department of Education
359 North West Street
Jackson, MS 39201

- The offeror is responsible for ensuring the competitive applications are delivered by the deadline and assumes all risks of delivery.
- Applications and modifications received in the room designated in the RFP after the time set in the application will be considered **late** and will not be accepted or considered for award.
- At the time of receipt of the application, the application will be opened, date stamped, and recorded in Suite 307 of Central High School Building.
- Incomplete applications will not be evaluated and will not be returned for revisions. No late, faxed or emailed copies will be accepted.
- The proposal must be signed by an authorized official to bind the offeror to the proposal provisions.

Disposition of Applications

All applications become the property of the state of Mississippi.

Conditions of Solicitation

The Mississippi Department of Education reserves the right to accept, reject, or negotiate regarding submitted applications on the basis of the evaluation criteria contained in this document. The final decision to award a grant rests solely with the MDE.

Before preparing the applications, the applicant should note that:

1. All applications, in their entirety, will become the property of the MDE upon submission;
2. MDE will not be liable for any costs associated with the preparation of applications incurred by the applicant; and
3. Dollars received as an outcome of this application cannot be used to cover any costs associated with the preparation of the application.

The MDE also reserves the right to accept any application submitted for grant award, without negotiation. Therefore, applicants are advised to propose their most favorable terms initially. Applicants will be required to assume full responsibility for meeting all specified requirements stated in the RFA.

IV. APPLICATION INSTRUCTIONS AND FORMAT

The application will consist of two parts: Sponsor Application and the Site Application.

Application

Please fill out completely. Use **blue** ink for signatures.



**Mississippi Department of Education
Office of Child Nutrition
Summer Demonstration Project Grant Application
Sponsor Year 2010-2011**

For questions regarding this grant, contact:
Office of Child Nutrition at 601-354-7014 or 601-362-5293

Grant period begins in May 2011 after all signatures are on Grant Agreement Form and ends no later than August 31, 2011

Complete this page ONLY ONCE no matter how many sites are applying for grants.

BASIC INFORMATION

Sponsoring Organization		Phone number
Number of Sites	Number of Sites applying for the grant	
Sponsor Mailing Address	City	State and Zip Code

STAFFING INFORMATION

Name of SFSP Coordinator	Phone number	Email
Name of SFSP Monitor(s)	Phone number(s)	

SIGNATURES

Certification of Support for Participation: We have reviewed this application and attest to the information provided. If selected, we agree to implement the program as outlined and to implement the project in a manner consistent with the policies and procedures established by USDA. The grant funds will not be used to supplant other activity funds being used by sponsors or to support the cost of transporting children or food to or from feeding sites. Further, we agree to participate in any USDA-sponsored evaluations and to provide the information requested by the specified deadlines. By signing below, we pledge our support to assist in the efforts of this program and to encourage student participation.

Printed Name of SFSP Coordinator	SFSP Coordinator Signature	Date
Printed Name of Chief Executive Officer	Chief Executive Officer Signature	Date

STATE AGENCY APPROVAL

State Child Nutrition Director Signature	Date
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In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Complete pages 2-4 for each site applying for the grant. Make copies as necessary.

DATA for SITE

Site Name		Phone Number			
Physical Address		City		State and Zip code	
Type of Site <i>Check one</i> <input type="checkbox"/> Open <input type="checkbox"/> Closed Enrolled		Projected Average Daily Participation (ADP) from last year:			
List recreational/educational/enrichment activities currently offered at this site to attract students to the site.					
Number of Days of operation for SFSP			Dates of Operation of SFSP		
Meals Offered <i>Check all that Apply</i>					
<input type="checkbox"/> Breakfast <input type="checkbox"/> Morning Snack <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon Snack <input type="checkbox"/> Supper					
List times the site is open for...	Breakfast	Morning Snack	Lunch	Afternoon snack	Supper

DESCRIPTION OF ACTIVITIES for SITE

Please describe how you will integrate the Summer Demonstration Project with other efforts to promote sound health and nutrition, reduce overweight and obesity, or promote physical activity. Please be specific about current activities at sites and submit a budget which identifies new activities that will be implemented. Sponsors must include in the application a statement as to how these activities will increase participation, how they will communicate (outreach efforts and advertisements) within the community the new activities available at the feeding sites and an estimate of the number of new children in the area that may be drawn to the feeding site by these activities. Some examples of the type of activities that will be approved are arts and crafts, tutoring, mentoring, games, lessons, playing music, teaching life skills, outdoorsman activities, community gardens, nutrition, educational, and physical activity components.

DESCRIPTION	Available points
SFSP Experience: List previous years you have participated in the Summer Food Service Program (SFSP).	5
Activity Proposal: List and describe the new activities (see above for examples) that will be offered. Describe dates and times of operation or conduct of the activities. Describe any unique or limiting factors (space restrictions, age requirements, educational credits earned) that may result from the activities proposed. In addition to participation in the meal program, describe how the activities proposed will benefit children.	30
Participation Impact: Describe why you expect these activities will increase participation in the SFSP and how many additional children you expect to serve.	15
Sustainability: Describe how these activities could be continued after grant funds are no longer available.	5

<p>Operational Plan: Describe your implementation plan for these new activities: Hiring/Training Staff</p> <p>Community partnerships</p> <p>Outreach efforts</p> <p>Advertisement</p>	20
<p>Transferability: Describe how other sites/sponsors could offer these activities.</p>	5
<p>Budget information <i>Complete enclosed Budget Form</i></p>	20
<p>Total possible points</p>	100

BUDGET FORM for SITE

<i>Not all categories must be used. (All listed costs must be outside of normal SFSP cost)</i>	2010	2011	Total	State Agency Use
Salaries <i>Attach name of position(s), job description(s) and salary/wage(s)</i>				
Printing				
Utilities <i>Justify/Prorate</i>				
Rental of Space <i>Attach copy of agreement</i>				
Rental of Equipment <i>Attach copy of agreement</i>				
Supplies				
Small equipment purchase <i>Attach list</i>				
Equipment purchase (> \$500) <i>Attach list and prorate if also used outside of SFSP</i>				
Nutrition Education Materials				
Contractual Services <i>Submit a copy of the contract</i>				
Indirect Costs <i>Indicate Rate</i>				
Other <i>Explain</i>				
Total				

ADVANCEMENT OF FUNDS for SITE

Do you expect to request an advancement of funds? *Check one. Approved advances will not exceed 40% of the annual award*

Yes

No

SIGNATURES for SITE

Certification of Support for Participation: We have reviewed this application and attest to the information provided. If selected, we agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by USDA. The grant funds will not be used to supplant other activity funds being used by sponsors or to support the cost of transporting children or food to or from feeding sites. Further, we agree to participate in any USDA-sponsored evaluations and to provide the information requested by the specified deadlines. By signing below, we pledge our support to assist in the efforts of this program and to encourage student participation of children at this site.

Printed Name of SFSP Site Supervisor	SFSP Site Supervisor Signature	Date
Printed Name of SFSP Coordinator	SFSP Coordinator Signature	Date

Use this checklist to ensure you have completed all parts of the application.

- All questions in the application are answered
- Signatures have been obtained on sponsor page
- Signatures have been obtained on each site application
- Site is listed on the Sponsors Summer Food Service Program Application
- Expenditures are Summer Demonstration Project costs and will not be paid by regular Summer Food Service Program Funds

Documentation is Attached

- Name and job description of position(s) of all employees, include volunteers who will not receive a salary, if applicable, who will assist with the Summer Demonstration Grant
- Wages/salary of position(s) being added to conduct activities
- Space rental agreement Not applicable
- Equipment rental agreement Not applicable
- List of small equipment with estimated cost Not applicable
- Justification / proration of utilities Not applicable
- List of equipment >\$500 Not applicable

- Proration of equipment if shared with other programs, list other programs and that programs fair share of the cost, include allocation factor Not applicable

- Copy of contract for contracted services, identify the service and need for service Not applicable

- Explanation of source of funds if greater than \$5000.00 Not applicable

Special Instructions for Completing the Summer Demonstration Project Grant Application

1. Complete one sponsor application regardless of how many sites are applying for mini-grants.
2. Complete a separate application for each eligible site.
3. Type or clearly print all information except signatures.
4. Complete all sections of the form. Included below are notes to clarify specific sections.
 - **Site Name/Address:** include the name of the site and the actual location.
 - **SFSP Coordinator:** the person the Mississippi Office of Child Nutrition will contact for training, questions and communication regarding the SFSP and Summer Activities.
 - **Number of Days of operation for SFSP:** must be at least 30 to qualify for grant.
 - **Description of activities for site:** Address each section in full detail. If additional pages are needed, please limit to one page per section.
 - **Activities proposal:** Proposed activities may be recreational, educational or enrichment type activities. Be creative and specific to what will work best at our site. Summer School for academic credit is not acceptable.
 - **Budget:** Please include dollar amounts (or zero) for each line item.
 - **Signatures:** print or type the name of the person in each position and then obtain each original signature. Chief Executive Officer is the Superintendent of Executive Officer as listed in OCeaN.
5. You may download the application as a fillable PDF form at the Mississippi Office of Child Nutrition website,
http://www.healthyschoolsms.org/nutrition_services/index.html.
 - If you use the website form, after completing information, print out application to obtain original signatures.
 - Data/answers in the PDF form are not able to be saved.
6. Mail original application, signature page, and extra pages (if needed) based on the delivery method used on page 7 of the application. Do not submit by FAX or e-mail.
7. **Deadline to apply is April 28, 2011.** Applications must be received on or before this date at 3:30 p.m.