



## **Nutrition Education Program Grant**

### **REQUEST FOR PROPOSAL SCHOOL YEAR 2012-SCHOOL YEAR 2013**

**Release Date: April 06, 2012**

**Application Submission Deadline: May 07, 2012, 5:00 pm**

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

**Checklist for Applications**  
**FY 2013 Public and Public Charter School**  
**Nutrition Education Program Grant**

- The application is printed on 8½ by 11-inch paper, printed on one side, double-spaced (including bullet items), using 12-point type with a minimum of one inch margins, and does not exceed two (2) pages of narrative plus pages for Attachments A, B and C for a total of no more than nine (9) pages.
- The application format conforms to the “Application Format” beginning on page 2 of this Request for Proposal. **The selection panel will not review applications that do not conform to the application format.**
- The applicant organization/entity has responded to all sections of the Request for Proposal and contains all the information and Attachments requested.
  - The Project Description section is complete.
  - Attachment A** Applicant Profile and Project Summary are attached and complete.
  - Attachment B** Budget and Budget Narrative is attached and complete.
- The applicant has submitted the required five (5) sets of the application, one (1) original and four (4) copies. **The application will not be reviewed by the selection panel if the applicant fails to submit the required number of applications.**
- The application is submitted to the selection panel no later than 5:00 p.m. on the deadline date of Monday May 07, 2012.

**Contact Information**

Dawanna James-Holly, PhD  
Care of the Selection Committee for Nutrition Education Program Grants  
810 1<sup>st</sup> Street, NE – 4th Floor  
Washington, D.C. 20002  
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202-741-5307

## Nutrition Education Program Grant

### SCOPE OF WORK

The Healthy Youth & Schools Commission, under the Office of the State Superintendent of Education, in partnership with the General Mills Foundation and the United Way of the National Capital Area is seeking proposals from District of Columbia schools for up to **\$15,000 of funding to improve nutrition education programs and to become certified as a USDA Healthier US School Challenge School (HUSSC). The joint General Mills Foundation and the United Way of the National Capital Area grant program is sponsored by the DC Office of the State Superintendent of Education to be funded and monitored by the General Mills Foundation and the United Way of the National Capital Area.**

Funding under the grant must be used for:

- Programming that focuses on nutrition education activities inclusive of school garden programs and physical activities in an effort to be certified as a USDA Healthier US School Challenge School at least at the bronze level (See <http://www.fns.usda.gov/tn/HealthierUS/index.html>).
- All successful applicants will complete a District of Columbia School Health Profile in compliance with the Healthy School Act of 2010 by May 07, 2012 (See <http://osse.dc.gov/service/healthy-schools-act> and scroll down to school health profiles).
- All successful applicants will be required to enroll as a USDA Team Nutrition School by **September 30, 2012** (see <http://teamnnutrition.usda.gov/team.html> and complete the form with all signatures then forward a copy to [osse.nutritionprogram@dc.gov](mailto:osse.nutritionprogram@dc.gov) to the DC State Agency)
- All successful applicants will complete requirements to be certified as a HUSSC School by **February 28, 2013**. Successful applicants must serve a lunch menu based on the HUSSC guidelines that will include the required whole grains, fruits, vegetables, and beans for four consecutive weeks prior to the submission of an application (all DCPS schools will be offering a menu that meets the HUSSC guidelines). In addition, applicant schools must meet the physical education requirements of the HUSSC at the bronze level or higher during SY 2012-2013.

### Eligibility Criteria

Any District of Columbia public school or a public charter school campus chartered by the District of Columbia Public Charter School Board may apply. Private schools are **ineligible** for funding. Schools that have previously received two grant awards for projects that were funded by the GMF/UWNCA are **ineligible**. Only schools located in the District of Columbia can apply.

### **Source of Grant Funding**

The United Way of the National Capital Area and the General Mills Foundation have provided \$200,000.00 in total grant awards.

### **Award Period**

The grant awards will be announced in spring of 2012 and will be eligible for a period of one (1) year beginning with the school year 2013 academic calendar.

### **Monitoring and Reporting**

Grant recipients will be required to submit to the General Mills Foundation and the United Way of the National Capital Area a report in January 2013 and another report at the completion of the grant program outlining lessons learned and strategies about nutrition education activities at their schools.

### **Grant Award**

Grant award payments will be made by the United Way of the National Capital Area at the discretion of the selection panel. Applicants may not apply for grant funding to purchase equipment unless it is essential to implement the proposed comprehensive nutrition education program. It should be fully detailed in the budget narrative. An example of allowable equipment will include raised garden beds, garden maintenance tools, evidenced based curricula inclusive of MyPlate, and small cooking demonstration equipment. Playground or sports equipment are also allowable expenses with a fully detailed budget narrative. All equipment purchases must be necessary for the implementation of a comprehensive nutrition education program. Applicants may apply for a grant not to exceed \$15,000.00.

## **SUBMISSION OF APPLICATIONS**

### **Number of Copies**

A total of five (5) sets of the completed application, including one (1) original and four (4) copies must be submitted in an envelope or package. Telephonic, telegraphic, email and facsimile submissions will not be accepted.

## **Application Submission Date and Time**

**An original completed application and four (4) copies must be delivered to the following location no later than 5:00 PM EST on May 07, 2012:**

Selection Committee of Nutrition Education Program Grants  
Care of the Healthy Youth & Schools Commission  
810 1<sup>st</sup> Street, NE – 4th Floor  
Washington, DC 20002  
Attention: Dawanna James-Holly, PhD

## **Application Delivery**

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by **the 5:00 p.m. EST deadline on Monday May 07, 2012**, at the above location. Applications arriving via messenger/courier services after the posted deadline of **5:00 p.m. EST on May 07, 2012** will not be forwarded to the selection panel. *Note:* Delivery receipts of applications should be maintained for official record by each applicant.

## **APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Project Summary (**See Attachment A**)
- Project Description (**Not to exceed 6 total pages**)
- How your school would utilize up to \$15,000 to improve the nutrition education of your students so that you can meet the USDA US Healthier US School Challenge (See <http://www.fns.usda.gov/tn/HealthierUS/index.html> .
- Nutrition education resources should be described as evidenced based materials. As a result, USDA Team Nutrition Resources are eligible and can be those identified at <http://teamnutrition.usda.gov/educators.html>. If garden based nutrition education is provided, please fully describe the name of an evidence based curriculum in the project description.
- Goals, measurable objectives and a program evaluation should be described in the project description.

- Budget Form (See Attachment B)
- Budget Narrative

The maximum number of pages for the total application **cannot exceed ten (10) pages, on one side, (including bullet items) on 8½ by 11-inch paper.** Margins must be no less than one inch and a font size of 12-point is required (Times New Roman or Arial type recommended). **The selection panel shall not review applications that do not conform to these requirements.**

## EVALUATION OF APPLICATION

### Selection Panel

The selection panel will be composed of neutral, qualified, professional individuals who have been selected for their unique related experiences. The selection panel will review and rank each applicant's application, and when the panel has completed its review, the panel shall make recommendations for awards.

### Evaluation Criteria

Applicants' submissions will be objectively reviewed against the following specific scoring criteria listed below.

- **Reach** – refers to how many youth and/or families are affected by the program. Is the size of the audience realistic and or appropriate to the costs of the planned project?
- **Need** – refers to the school's nutritional and/or physical activity needs, and resources available to address those needs. Who is the primary audience? What is the eligibility for free/reduced meals and Average Daily Participation (ADP)?
- **Program Quality** - refers to if the programming is compelling and innovative and will help improve nutritional and/or physical fitness status in young people. Are the goals and objectives measurable, specific, tied to program outcomes and appropriate for the audience? Is the school already participating in the OSSE School Garden or Physical Activity Grant Programs and/or involved in a Let's Move campaign initiative (HUSCC, Chef's Move to Schools, Salad Bars, etc.) Is the program realistic and the approach credible to being certified as a USDA Healthier US School Challenge (HUSCC) School?
- **Program Sustainability** – refers to the ability of the school to continue to be certified as a HUSCC School past the grant period. Are the budget expenses realistic and justifiable? (*Note: Budget narrative must be descriptive*)

**ATTACHMENT A**

**Applicant Profile/Cover Page for the Public and Charter School  
Nutrition Education Program Grant**

**School Name:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_

**Contact Person Title:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Ward:** \_\_\_\_\_

**Average Daily Percentage  
(ADP%)** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Total Funds Requested:** \_\_\_\_\_

**Project Summary:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**ATTACHMENT B**

**BUDGET AND BUDGET NARRATIVE**

A.	Personnel	\$ _____
B.	Supplies	\$ _____
C.	Equipment	\$ _____
D.	Other Expenses	\$ _____
<b>PROJECT TOTAL</b>		<b>\$ _____</b>

**BUDGET NARRATIVE:** Please explain the proposed budget in detail.