

Fiscal Year 2017 Farm Field Trip Grant



Information Session Webinar
Aug. 19, 2016

Background Information

- Farm field trips are a core component of teaching students about their local food system.
- Allows for hands on learning opportunities in a variety of settings.
- Created to address the financial barrier of field trips to local farms.
- Funded through the Healthy Schools Act.
- This year's grant is designed to support trips taken between Nov. 2016 and Sept. 2017.

Timeline

Grant Period: Nov. 1, 2016 – Sept. 30, 2017

RFA Release Date: Aug. 15, 2016

Pre-Application Question Period Ends: Sept. 16, 2016

Application Submission Deadline: Sept. 30, 2016 by 3 p.m.

Awardees Announced: by Nov. 1, 2016

Who can apply?

- K-12 DC Public School classes:
 - Apply through central office
- K-12 DC Public Charter School classes
- Non-profits that work with schools can apply as the fiscal sponsor (addressed later) or as the implementing organization.
 - Community based organizations
 - Parent Teacher Associations

Application Process

Enterprise Grants Management System (EGMS)

- All applications must be submitted through EGMS.
 - Each LEA has a designated person(s) with access to EGMS.
- Both the application and the Central Data section must be filled out for an application to be accepted.
- LEAs must have completed their 2015-16 School Health Profile to be eligible.

Application Process

- Do your research ahead of time to ensure accurate application information:
 - What are the real costs of the field trip, bus transportation and follow up activity supplies?
 - Which teacher will you be working with to make sure their students can attend?
- Be descriptive and thorough, especially when explaining your follow up activity.
 - The reader should have a clear understanding of what your students will be doing.

Common Issues with EGMS

- Central Data
- SAM expiration date
- DUNS number
- Required Documents:
 - Best practice to upload a W2 and Master Collection Form
- EGMS does not accept special characters of any kind
- Working the EGMS system: Start Early!

Grant Requirements

- Take one field trip to a farm within 80 miles of the District (up to 70% of funding).
- Complete one follow up activity within 90 days of the field trip (at least 30% of funding).
- Administer the evaluation packet to all students who participate in the field trip grant program.
- Submit a one page summary of the field trip to OSSE.
- Submit a one page summary of the follow up activity to OSSE.

Funding Restrictions

Allowable

- Transportation to and from the farm
- Cost of the field trip as designated by the farm
- Supplies and materials for the follow up activities
- Food for approved uses in accordance with the language set forth in the RFA

Non-Allowable

- Paying extra chaperones
- Purchasing souvenirs while on the trip
- Covering staff time

Choosing a Farm

- Select a farm that will provide the right experience for *your students*:
 - Length of the field trip
 - Number of students
 - Age appropriate
 - Provides a new experience
- Select a farm that fits with your curriculum:
 - Aligned with standards
 - Subject matter relevant: Social Studies, Math, History, etc.

Visit the [OSSE Farm to School Farm Field Trip](#) page for more information about select farms!

Planning a Follow Up Activity

- Align the activity with lessons learned on the farm and what the students are learning in the classroom.
- Maximize your funding by purchasing a mix of items, and focus on items that are reusable throughout the year or from year to year.
- Be creative! Use this funding to go the extra mile for your students and provide them with a new and exciting experience they otherwise would not have the opportunity to enjoy.
- Go above and beyond: your activity can engage more than just the students who attended the trip! Think other classes, parents and community members.

Plan Accordingly!

The biggest issue I see year to year is schools that do not plan ahead and then students miss out on taking their field trip or doing a really fun and engaging follow up activity.

- Use a budget and stick to it!
- Book your trip and bus reservations early.
- Buy your materials ahead of time.
- Utilize the community organizations, parent groups and volunteers at your school to help you implement this grant.

Questions?



THANK YOU FOR PARTICIPATING!

Questions can be emailed directly to Erica.Walther@dc.gov.