



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

2018 OSSE School Garden Grant Frequently Asked Questions (FAQ)

The questions below were submitted during the pre-application question period and are made available with each response in order to assist all applicants in completing the 2018 OSSE School Garden Grant. The pre-application question period ended on June 17, 2018. Responses to questions submitted after this date will not be provided. If you are seeking additional support, please reference the [2018 School Grant Documents](#) page which includes the request for applications (RFA), the informational webinar and slide deck.

Question 1: I am new to school gardens and farm to school and would like to start a school garden and/or a farm to school program at my school. Is this grant for me?

Yes, this grant may be used to either establish or maintain a school garden or a farm to school program. If you are unfamiliar with school gardens or farm to school, it is recommended that you review the documents on both the [School Garden Program](#) and [Farm to School Program](#) webpages.

Question 2: Who is eligible to apply for this grant?

OSSE will accept applications from DCPS, public charter schools and CBOs that support school garden programs. Either the CBO or the LEA may serve as the lead applicant. Public schools and public charter schools must have completed the 2017-18 school year school health profile, required by Section 602 of the HSA (DC Official Code §38-826.02). For more information about the school health profile, please contact [Avani Dhamsania](#).

Question 3: How do I start an application?

All OSSE grants are managed using the Enterprise Grants Management System (EGMS). Visit grants.osse.dc.gov and click on new user to begin an application. Teachers and community members should work with an eligible organization, DCPS, or public charter school to submit applications through EGMS. Please reach out to the local education agency (LEA) or a community based organization (CBO), both of which have access to EGMS, to assist you.

Question 4: How many applications can CBOs submit?

A CBO may submit up to three applications. Each application must encompass a minimum of one and a maximum of four school campuses. Note that the maximum amount is \$35,000 per application, so if there are multiple schools in one application, this amount must be divided between each school.

Question 5: Is the maximum award amount \$35,000 per year or total for the two-year grant period?

The maximum grant award of \$35,000 is for the two-year grant period. OSSE will reimburse for a maximum of 60 percent and a minimum of 40 percent of the total award between Oct. 1, 2018-Sept. 30, 2019, the first year of the grant award. It is OSSE's expectation that grantees submit reimbursements totaling a minimum of 40 percent of the total award amount between Oct. 1, 2019-Sept. 30, 2020.

Question 6: What CBOs are eligible to serve as partners?

DCPS and public charter schools must partner with a CBO that supports school garden programs and focuses on school garden projects. See this [Service Provider List](#), which includes organizations that have partnered with schools to support garden programs. Applying schools may choose to collaborate with any organization but must provide supporting evidence that the partner organization has the experience and capacity to support the project. OSSE may not serve as a partner organization.

Partnerships should reflect the need of the school and the program goals. Some schools have partners that oversee a significant portion of the program, from teaching students to organizing volunteer days to working with teachers. Other schools have partnerships that fulfill a specific need; for example they may partner with an organization that provides professional development to teachers and staff, technical assistance, or garden maintenance.

Question 7: What is a reasonable stipend and salary for staffing?

This amount varies greatly depending on experience and qualifications of the staff.

Question 8: What expenses qualify as indirect costs?

DCPS and public charter schools applying for a grant must also apply to receive an indirect cost rate by emailing osse.grantscompliance@dc.gov. Community based organizations will automatically receive a 10 percent indirect cost rate. Indirect costs include any expenses that are not directly related to the project. For example, a CBO may include salaries for support staff (ex: program directors and accountants). These individuals are not directly related to the project and therefore must be limited to 10 percent of the total project budget.

Question 9: Will we be penalized for including additional documents to the application?

No, please provide an explanation of additional documents in the field provided in EGMS.

Question 10: Is cost share required?

No, cost share is not required. If you are contributing additional funds to the project, you may provide this information in the narrative.

Question 11: The RFA states that classroom teachers must support the inclusion of garden-based teaching into their teaching practice through supporting the delivery of garden-based lessons using

curriculum that is aligned to relevant standards. Do these lessons have to take place in one class or can they be distributed among multiple classes?

The garden-based lessons must be distributed among multiple teachers. Note that at least five classroom teachers must teach at least five garden-based lessons each during the first year (for a total of 25 lessons), and eight classroom teachers must teach at least five garden-based lessons each during the second year (for a total of 40 lessons).

Question 12: The RFA states that each applicant must engage one entire grade level in at least one [Meaningful Watershed Educational Experience](#) (MWEE). What is the minimum number of students that should be included in this experience?

The RFA does not specify a minimum number of students that should be included in the MWEE experience, if your school doesn't not have the traditional grade level structure it is recommended that you identify a group of students that would be able to participate in this experience.

Question 13: What type of community involvement is allowable?

There is no limitation on the type of community involvement or support you receive for your project. Community organizations, businesses, parent-teacher organizations, or non-profit entities should indicate their support for the project and outline specifically how they plan to contribute. This commitment should be described in the application. For additional guidance, see our training webinar titled: [Strategies to Increase Community Participation](#).

Question 14: How do I identify a garden-based curriculum?

Partner organizations may be able to provide support in identifying a garden-based curriculum; however, standards-based curricula are preferred. If you plan on using multiple curricula, be sure to provide a rationale for this approach. A [list of recommend curricula](#) is available.

Question 15: School gardens support a wide range of subjects, are any of these topics a higher priority than others?

No one topic is more of a priority than another.

Question 16: Do charter schools or CBOs need to submit a letter of intent to apply?

No, only applying DCPS schools need to submit a letter of intent through the DCPS Office of Federal Programs and Grants. The intent to apply was due on June 17, 2018.