

# Nebraska Department of Education Summer Food Service Program Grant Request for Application Instructions

---



**Request for Application Release Date:**

January 11, 2016

**Send Completed Application to:**

SFSP Grant Application  
The Nebraska Department of Education  
Nutrition Services  
301 Centennial Mall South  
P.O. Box 94967  
Lincoln, NE 68509

**DEADLINE FOR SUBMITTING APPLICATION:**

March 18, 2016 by 4pm CST

**If you have any questions regarding the application please call:**

402-471-2488 (Lincoln)  
800-731-2233 (Outside of Lincoln)

## Background and Scope

On April 11th, 2012 Governor Heineman signed into effect LB 1090, a bill introduced by Senator Wallman, which established a grant program for sponsors of the Summer Food Service Program (SFSP) to aid in expanding and creating SFSP sites in Nebraska. LB 1090 provides for the Nebraska Department of Education (NDE) to award grants to sponsors for nonrecurring expenses incurred in initiating or expanding services under the Summer Food Service Program. Annual grants of up to \$15,000 are to be awarded on a competitive basis up to a total of \$140,000 per fiscal year.

## Purpose

Grants offer an opportunity for sponsors of the Summer Food Service Program to expand and/or initiate services across Nebraska.

## Timeline

<b>Date</b>	<b>Activity</b>
January 11, 2016	Release of Request for Applications
March 18, 2016 – 4 pm CST	Applications Due to Nebraska Department of Education Nutrition Services
April 15, 2016	Grant award notification by the Nebraska Department of Education Nutrition Services
May 6, 2016	Signed grant acceptance form returned to the Nebraska Department of Education Nutrition Services
June 30, 2016	Deadline for grantees to report all expenditures
September 30, 2016	Grant Activity Report to the Nebraska Department of Education Nutrition Services

## Eligibility

Any Sponsor approved by the Nebraska Department of Education Nutrition Services and located within the boundaries of a school district in which fifty percent or more of the

students qualify for free and reduced lunches or within the boundaries of a census tract in which fifty percent or more of the children fall below the poverty threshold as defined by the United States Department of Agriculture (USDA).

Under this program, eligible entities include:

- Public or private nonprofit school food authority,
- Local, municipal, or county government,
- Any other type of private non-profit organization

To verify if eligible to participate as a Summer Food Service Program sponsor prior to applying for the grant; contact Nutrition Services at 402-471-2488 (Lincoln) or 1-800-731-2233 (outside of Lincoln).

## **Eligible Projects**

The grants are awarded competitively for up to \$15,000 per sponsor for projects that establish or expand Summer Food Service Program sites in Nebraska.

### *Examples of Eligible Projects*

The grant funds may be used only for nonrecurring costs associated with expanding and/or initiating SFSP services. Including but not limited to:

- Purchase of equipment to either allow the program to start up or accommodate a higher level of participation  
Examples:
  - Items for safe transportation of food: coolers, carts, thermometers, coolants/ice packs, Cambro insulated pan carriers
  - Items for food service: food service utensils, equipment, seating/tables, steam tables, prep tables, milk cooler, storage containers, refrigerator
- Minor alterations to accommodate new equipment  
Examples:
  - Wiring, plumbing, carpentry or other alteration for additional equipment to accommodate expansion; adding shelves to a van to transport food; conversion for mobile feeding units
- Nonrecurring staff salaries associated with initiating and expanding SFSP services  
Examples:
  - Payment for one-time training of SFSP staff; staff personnel time used to garner support of community members who can support expansion/start-up

of SFSP; salary for staff to develop SFSP marketing materials; salary for trainers to provide SFSP training to new support staff

- External costs associated with one-time training of staff in new capacities  
Examples:
  - Training for SFSP support staff to become proficient in teaching/coaching a specific activity i.e. badminton, yoga, soccer, skipping rope (double dutch, etc.); training SFSP staff to work in varied capacities (e.g. train a dishwasher to work as cook; train office secretary to complete point-of-service meal counts
  - Pay for cost of SFSP staff to take food handler or food safety course (e.g. ServSafe Starters)
  - Funding to develop SFSP staff training videos
  
- Outreach efforts to publicize new or expanded services  
Examples:
  - Pay for newspaper and radio ads to promote SFSP
  - Pay for printing and personnel time used to develop and distribute flyers, yard signs, other promotional materials
  
- Purchase of vehicles to transport food to sites if solely used for SFSP; otherwise cost must be pro-rated to reflect portion of use in SFSP

### *Examples of Ineligible Projects*

Grant monies may not be used for:

- Food
- Computers that are not part of a Point of Service( POS) system
- Capital Outlay (greater than \$5,000)
- Indirect costs such as fuel, insurance, utilities, etc.
- Prizes and giveaway items (T-shirts, aprons, hats, etc.)
- Office equipment and supplies such as desks, chairs, staples, pens/pencils, etc.
- Disposable supplies such as paper towels, cleaning products, paper clips, writing tablets, etc.
- Purchases used to support health, physical activity, and/or education activities

*Pro-rated Expenses: Please note that expenditures from the grant must only be used by the SFSP. Any other use of the material must be pro-rated based upon the percentage of use by that other activity. For example purchasing a refrigerator to be used in the SFSP which is used by the school lunch program during the school year must be pro-rated according to the*

*time allotments for each program. If the refrigerator is used 3 months for SFSP and 9 months for school lunch; grants funds requested can only be for 25% of the total purchase price.*

## **Grantee Responsibilities**

Grantees must agree to:

1. Operate their SFSP not less than 2 years
  - a. The Nebraska Department of Education Nutrition Services reserves the right to collect all or a portion of grant monies should grant obligations not be met
2. Assure funding for current SFSP funds will not be diminished as a result of this grant
3. Not expend funds prior to the date of grant award
4. Expend all grant funds by June 30, 2016
5. Collect and submit required data and report(s) to Nebraska Department of Education prior to September 30, 2016
  - a. A narrative regarding successes and challenges
  - b. Meal count data
  - c. Estimated number of children served
  - d. Feedback from participants (quotes and comments)
  - e. Documentation/receipts of expended grant funds
6. If purchase exceeds \$5,000 Sponsors are required to submit three (3) bids with the grant application. If less than \$5,000 submit evidence of three (3) price inquiries.

## **Grant Evaluation Criteria**

<b>Criteria</b>	<b>Possible Points</b>
Expansion or initiation of sustainable Summer Food Service Program	10
Special consideration for programs that offer health, physical activity, and/or education activities*	10
Site operates a minimum of 4 weeks	10
Previous experience in the operation of Summer Food Service Program	5
Itemized Budget	5
<b>Total Points</b>	<b>40</b>

\*Grant funds cannot be used to purchase equipment or supplies for health, physical activity, and/or education activities however, the grant instructed the Nebraska Department of Education to give preference to “sponsors in which health or education activities are emphasized.”