Team Nutrition Mini Grant Work Plan Template

REFERENCE ONLY

Instructions

Team Nutrition Mini Grant

- Application Open: October 1- October 30, 2026 (deadline extended).
- Please complete the work plan and the **Google application form** in their entirety.
- Incomplete applications or submissions received via mail or email will not be considered. **Applications will only be accepted through the Google form.**
- Up to 25 mini grants are available.
- Applicants will be notified of award status by early December 2026.
- The grant period will end September 15, 2027.
- **Limit of 1 application per school building. Due to the limited number of mini grants available, it is strongly recommended that districts with multiple school buildings establish an internal selection process to identify the schools that will submit applications.**
- When saving this action plan, please use the following naming convention: **School District Name - School Name: Mini Grant Work Plan**

Questions?

Full grant details will be made available on the NDE Team Nutrition webpage.

Please direct questions about the grant application or the work plan to Lauren Christensen at lauren.christensen@nebraska.gov.

Funding Details:

$2,000 of mini grant reimbursement funds will be provided after a successful final grant report submitted on or before September 15, 2027.

****No more than 10% of grant funds can be used to purchase food (e.g., taste test activities). Funds must NOT be used to purchase food for reimbursable meals and/or snacks or for the Fresh Fruit & Vegetable Program (FFVP). See details below for restrictions on use of funds.****

After you complete this action plan, upload the saved document under the Grant Narrative section of the Google application form (linked above).

Action Plan

Team Members - Utilize this team to provide guidance and implementation of the mini grant efforts. Team member ideas include but are not limited to: Administration, School Nutrition Director, Teachers, Students, Afterschool Program Director and Staff, and/or Community Members/Partners.

Team Member Name	School/Organization Role

As part of the Team Nutrition grant, grantees will be expected to promote and utilize the following NDE resources and evaluate the effectiveness of these resources. Action plans should include activities that will provide a Whole Child approach.

- Team Nutrition resources;
- Harvest of the Month resources & home recipes;
- Beanstock lessons & home recipes

Please select at least 2-3 of the approaches listed below that you will focus on as a part of mini grant activities:

- ☐ Nutrition Education (utilizing resources from NE Team Nutrition, USDA Team Nutrition, NDE Harvest of the Month, and/or NDE Beanstock, as well as other applicable resources)
- ☐ Nutrition Promotion (including promotion of scratch-cooking and local foods)
- ☐ Behavior Change
- ☐ Student Engagement
- ☐ Family and/or Community Engagement/Communication
- ☐ Environment/Equipment Needs (supports facilitation of other approaches listed above)
- ☐ Other: _____

REFERENCE ONLY

Please complete at least one action goal for each of the elements you selected above. Please also include at least one action goal related to utilization of NDE and/or USDA resources in mini-grant efforts.

Action Plan		
Action Goal (SMART goal)	**Lead Person(s)**	**Estimated Completion Date**

REFERENCE ONLY

Planning and Preparation - On the following page, create action steps that are needed to complete the above action goal(s). Action steps are color coded to match with the above action goal. Feel free to add more rows for each goal.

**As part of the application you may leave status and improvement ideas blank. Upon receiving the grant, we suggest saving a copy of this application on your Google drive. Have team members update as the grant is underway. Improvement ideas will allow us to provide insight as we roll out resources beyond the mini grant.

Action Steps	Lead Person(s)	By When?	Resources Needed	Use of Funds	Status	Improvement Ideas

REFERENCE ONLY

Budget - Please provide an itemized list of your projected mini grant expenses, including but not limited to:

- Equipment
- Supplies
- Incentives
- Staff Time
- Travel (e.g., travel expenses for field trip to local farm/orchard for nutrition education purposes, travel between sites or to pick-up supplies ($0.76/mile))
- Printing/copying expenses

* Please verify that all proposed expenses align with the information provided in the **Allowable/Unallowable Costs Guide**.

Mini Grant Budget

Category	Projected Expenses	Explanation
Equipment		
Supplies		
Incentives		
Staff Time		
Travel		
Other: [*insert general category here*]		

REFERENCE ONLY

Budget Narrative (**required**): Please provide a detailed budget narrative, including links to potential equipment, supply, and/or incentive purchases in the space provided below:

REFERENCE ONLY

Sustainability Plan- How will you engage internal (internal groups: Administration, School Nutrition Staff, Teachers or Staff, PTO, Wellness Committee, Booster Club, Student Clubs or Organizations, Afterschool Staff, etc.) and external partners to continue the work beyond the grant?

Partner	How Will They Be Involved	Timeframe

REFERENCE ONLY

Evaluation & Reporting Expectations - All mini-grant recipients will be expected to share resources developed throughout the mini grant, as well as utilize at least 2 of the resources listed below. Recipients will then provide feedback on reach and effectiveness. A mid-point and end-point evaluation survey (Google form survey) must be completed by recipients.

Nutrition Education Resources - Check or highlight at least 2 of the following resources that will be utilized to support mini grant activities:

- ☐ **Social Media Messages**: 5 social media messages/posts are available and they can be accessed on the NDE, Team Nutrition webpage.
- ☐ **Nebraska Team Nutrition Fruit & Vegetable Cards:** Available on the NDE, Team Nutrition webpage.
- ☐ **Posters**: 4 posters are available and they can be accessed on the NDE, Team Nutrition webpage.
- ☐ **NDE, Harvest of the Month (HOM) Resources:** Available on the NDE, Harvest of the Month webpage.
- ☐ NDE, Farm to Afterschool Resources: Available on the NDE, Farm to Afterschool webpage.
- ☐ NDE, Beanstock Lessons: Available on the NDE, Beanstock webpage.
- ☐ Walk to Unlock Nebraska: Learn more and get started by visiting the Walk to Unlock Nebraska webpage.

Describe how you will implement the resources selected above as well as how you will evaluate the effectiveness of these resources in the space provided below:

REFERENCE ONLY

Success stories - All mini grant recipients will be expected to complete a **final** success story. NDE has supplied a template(see link below) but recipients may also opt to create their own success stories using alternative methods (e.g., youth developed social media videos highlighting the importance of proper nutrition).

Final Success Story Method - Please indicate the method you anticipate using to share successes from the mini grant opportunities offered at your site.

- ☐ Traditional (NDE supplied template)
- ☐ Youth led social media video (less than 1 minute)
- ☐ Other (please specify):_____

Media Release/Waiver

If any videos and/or photos are included, please complete and upload the following waiver - U.S. Department of Agriculture Consent for Use of an Entity's Photo/Media Release Forms. If using the NDE supplied template, we strongly encourage you to include photos to help showcase your project and impacts.

Please use the space below to provide any additional information that you wish to share with NDE as a part of this mini grant application:

Thank you for your interest in this mini grant opportunity!

Please refer to page 1 of this document for instructions on saving your work plan (including naming convention) and uploading it within the Google application form.

Mini grant recipients will be notified of their award status by early December 2026. All recipients will be expected to thoroughly review all award documents, including an onboarding training. Additional details will be provided along with grant notification.

REFERENCE ONLY