



**MASSACHUSETTS
FARM TO SCHOOL**

The MA FRESH CORP Grant

Information Session for Schools and Districts and Early
Education Programs

Agenda

- Introductions
- Farm to School
- MA FRESH CORP Funding Overview & Eligibility
- Application Review
- Resources/Questions

Today's Presenters:

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Pronouns: she, her, hers

Special Projects Manager

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Massachusetts Farm to School

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Pronouns: she, her, hers

Local Food Systems Specialist

Margaret.C.Nowak@mass.gov

Office for Food and Nutrition

Programs, Massachusetts

Department of Elementary and

Secondary Education

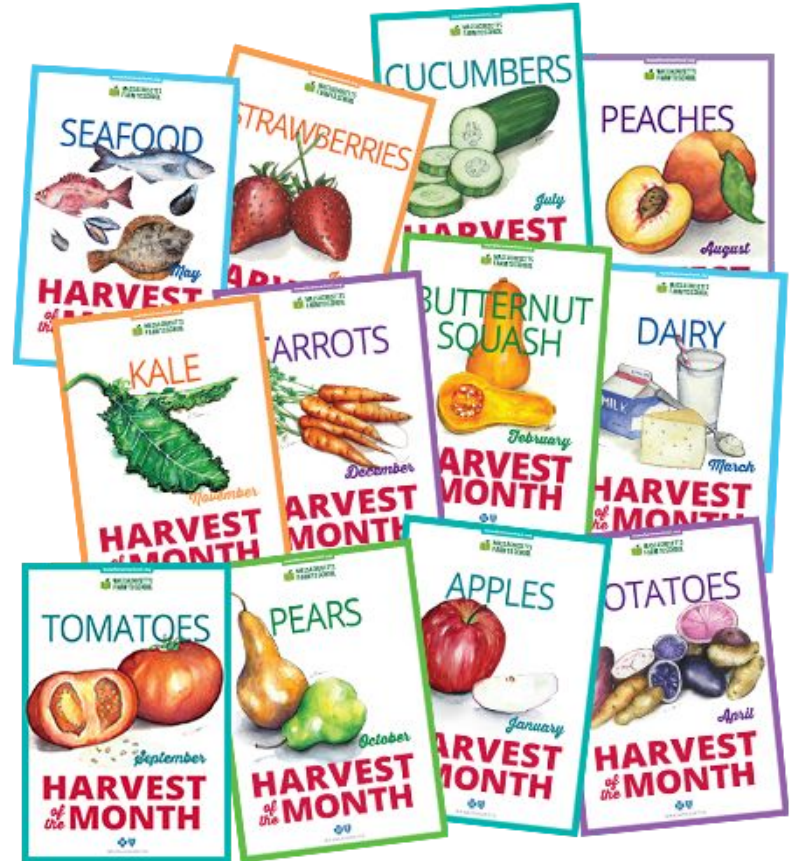
Massachusetts Farm to School Overview

Mass. Farm to School strengthens local farms and fisheries and promotes healthy communities by increasing local food purchasing and education at schools.

Get involved through our:

- Professional learning opportunities
- Networking
- Policy/Advocacy
- Communications

Massachusetts Farm to School is the contracted outreach partner of the Massachusetts Department of Elementary and Secondary Education's Office for Food and Nutrition Programs on the MA FRESH grant.



The “3 Cs” of Farm to School



Classroom

Farm to School education provides real-life context for learning across all disciplines inside classroom and outside in school gardens.



Cafeteria

Farm to school programs strive to show that school nutrition and the cafeteria are integral to the school day and the education of the whole student.



Community

Farm to school strengthens the community and local economy. “Local” is defined by YOU and your school community!

Funding Opportunity Overview: MA FRESH CORP



MA FRESH CORP (*Farming Reinforces Education and Student Health with Coordination and Optimization of Resources and Partnerships*)

- **Grant Administrator:** Mass. Department of Elementary and Secondary Education (DESE)'s Office for Food and Nutrition Programs
- **Grant Length:** 16 months (completion: June 30, 2026)
 - 4 month FY25 award with a 12 month FY26 continuation award, pending appropriation
- **Grant Awards:** \$30,000 - \$150,00
- **Grant Scale:** \$575,000 available in total across FY25 and FY26

Funding Opportunity Overview: MA FRESH CORP

Grant Purpose:

Develop internal staff capacity to create lasting, sustainable farm to school programming in classrooms, cafeterias, and communities in early education and pre-K-12 settings.

Applicants should consider how farm to school activities will elevate:

- Local food system education
- Local procurement in Child Nutrition Programs



Eligibility: MA FRESH CORP

Applicants must be a sponsor of:

- The National School Lunch Program (NSLP) or
- Child and Adult Care Feeding Program (CACFP)*

Eligible entities include:

- Schools and districts serving students up to 12th grade
- Licensed early education programs
- Sponsoring organizations of family daycare providers



Application proposals may demonstrate collaboration across multiple schools or early education programs. All partners must be eligible entities and one entity must serve as the lead applicant, who will be responsible for the administrative and fiscal responsibilities of grant implementation.

Funding Opportunity Overview: MA FRESH CORP

Funding Use

MA FRESH CORP should support one or more of the following funding areas:

- Creation of a new, full-time, salaried and benefited position
- Creation of a new part-time position
- Expansion of a current part-time position into a full-time, salaried and benefited position
- A new or expanded stipend(s) structure that provides compensation to internal stakeholders (educators, nutrition professionals, staff, or families) coordinating farm to school activities
- Hire a contractor to provide technical assistance, coaching, professional development, and/or strategic planning consultation for current staff

Permitted use of funds:

Professional development fees, equipment, supply and/or infrastructure funding may be requested in addition to one of the five capacity building activities listed above.

Note: Equipment and supply costs will be capped at 10% of the total budget request.

MA FRESH CORP Application in GEM\$

Application Components

- Required Program Details (required, but unscored)
- Required Grant Questions
 - Child Nutrition Programs
 - Project Summary
 - Existing Farm to School Program Snapshot
 - Job Description/Scope of Work
 - Personnel/Contractor Onboarding Timeline
 - Personnel
 - Project Impacts
 - Sustainability
 - Letter of Intent
 - Letter of Contractor Interest (if applicable)
 - Letter of Partnership (if applicable)
 - Budget Narrative
- FY25 Budget
- FY26 Budget

Highlight sections will be reviewed in this webinar.



Grants and Other Financial Assistance Programs

Accounting & Auditing

Chapter 70 Program

Charter Schools

Circuit Breaker

Educational
Collaboratives

DESE Budget

Grants/Funding
Opportunities

▪ Current Grants

▪ Previous
Grants

▪ Allocations &
Awards

Nutrition Programs

Regional Districts

FY2025: MA Farming Reinforces Education and Student Health with Coordination and Optimization of Resources and Partnerships (MA FRESH CORP)

Fund Code: 0723

Purpose:

The purpose of this state funded, competitive grant program pilot is to encourage National School Lunch Program (NSLP) and Child Adult Food Care Program (CACFP) sponsors to build capacity, coordinate and execute local food system education and local procurement in Child Nutrition Programs. In recognition that providing experiential, high-quality, culturally and linguistically sustaining learning environments about our local food system cuts across many disciplines and institutional departments, MA FRESH CORP will fund new staff salaries, stipends or consultant fees to ensure local food system activities are strategically integrated into the classroom, cafeteria and community to support institutionalized, sustained programs that promote food literacy.

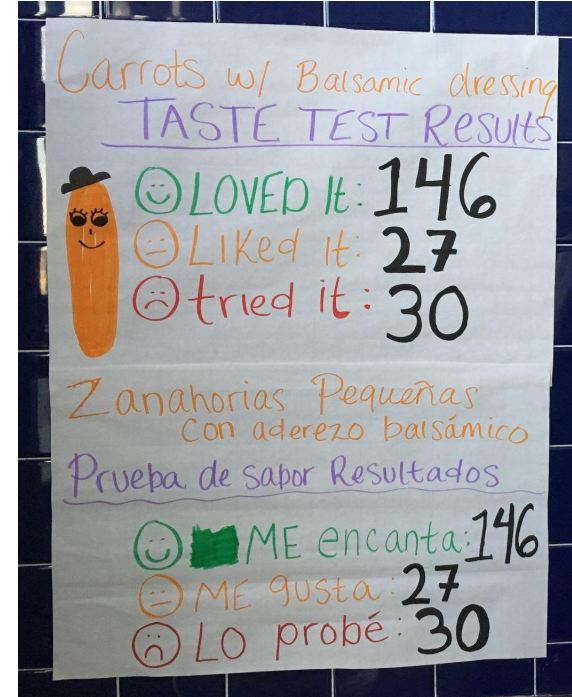
Priorities:

Competitive priority will be given to schools and licensed early education providers with high percentages of students eligible for free and reduced-price lunch and shall aim to promote geographic equity.

Application: Child Nutrition Programs

Completion of this section will require the support of your Nutrition Program/Director. Questions will include:

- Child Nutrition Program Sponsor Agreement Number
- Specific site(s) that will be impacted by MA FRESH CORP (and the types of meals served at these sites)
- Primary Meal Preparation Method -- (ex: heat and serve, vended, scratch cook)
- Current local procurement and/or farm to school/early education activities in your Child Nutrition Program, if applicable



Application: Existing Farm to School Program Snapshot

Describe current farm to school programming using the framework of the 3 C's of Farm to School (Classroom, Cafeteria, Community, and the Intersection of all three).

- Provide 2-3 examples in each category in which the applicant is currently engaged in activity
- Goal is to demonstrate existing efforts, but does not need to be exhaustive of all current programming



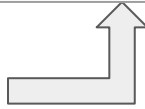
Application: Existing Farm to School Program Snapshot

Example

Activities	Audience (select one)	What impact does this programming have (when possible, describe numerical impact)?	Is this programming new (has not occurred in the previous three years)?
Classroom			
<i>Host an all-site planting day in the garden</i>	<i>Students</i>	<i>We host an all-site planting day once in the Fall and once in the Spring -- 10 classrooms participated each event (approximately 300 students). Students get to learn about seeds and soil care.</i>	<i>No</i>
Intersection			
<i>Convene a monthly Farm to School Committee</i>	<i>Educators</i>	<i>Educators participate in the Early Education Center's Farm to School Committee. Stakeholders provide feedback on programming and make suggestions for future Farm to School goals.</i>	<i>Yes</i>

Drop Down:

- Students
- Educators
- Nutrition Professionals
- Families
- Farmers/Farms/Producers



Drop Down:

- Yes
- No



Applicants must select at least one capacity building activity:

- A. The creation of a new, full-time, salaried, and benefited position.
- B. The creation of a new part-time position.
- C. The expansion of a current part-time position into a full-time, salaried, and benefited position.
- D. A new or expanded stipend structure that compensates internal educators, nutrition professionals, staff, youth, or families (this excludes stipends that compensate the time of individuals attending relevant professional development training).
- E. The hiring of a contractor.

Application: Job Description/Scope of Work

For each of the capacity building activities selected, the following related documents must be submitted:

For response (A)/(B):	For response (C):	For response (D):	For response (E)
<ul style="list-style-type: none">• Job Description (no more than 2 pages, 12 pt font, Times New Roman, single space, 1-inch margins)	<ul style="list-style-type: none">• Job Description that includes the local food system education /procurement coordination components and the other job components that will be integrated to create a full-time position. Strong applications will demonstrate that local food system education, procurement and/or related activities comprise at least 50% of the position workload.	<ul style="list-style-type: none">• Description of Stipend Structure• Position Description (no more than 1 page, 12 pt font, Times New Roman, single space, 1-inch margins)	<ul style="list-style-type: none">• Explanation of Contract Management• Minimum Requirements for Potential Contractors• Anticipated Length of Contract• Scope of Work for Potential Contractor (no more than 2 pages, 12 pt font, Times New Roman, single space, 1-inch margins)

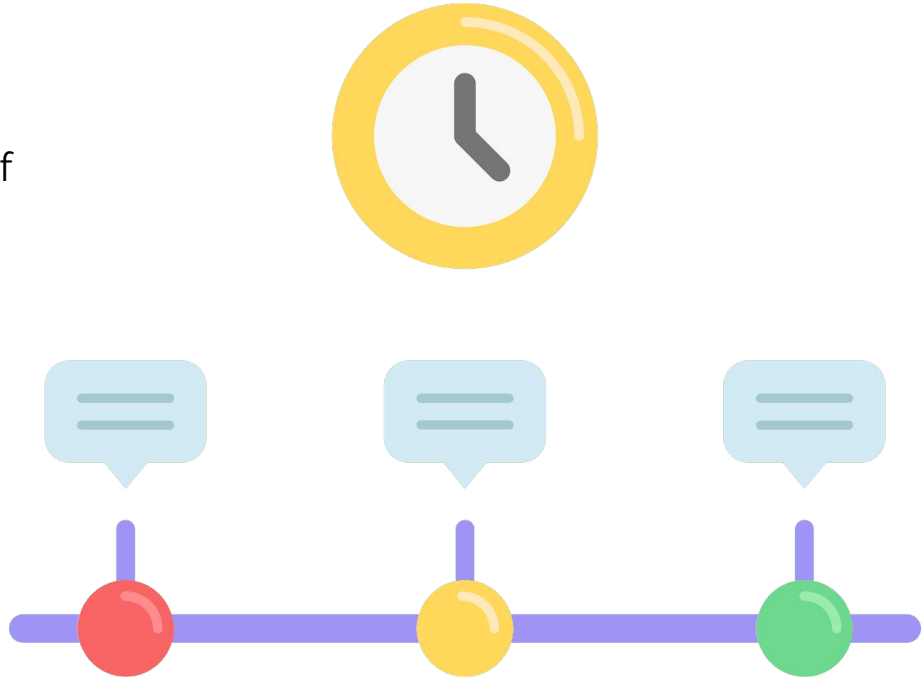
Application: Job Description/Scope of Work

Job Description	Position Description	Scope of Work
<ul style="list-style-type: none">● Job Title● Position Supervisor/Reporting Structure (this should specify a supervising role but need not name a specific individual)● Work Environment/Schedule, as relevant (examples: remote/in-person; night or weekend hours, etc)● Brief Job Overview - Main purpose and scope of the role● General Requirements: Minimum qualifications and skills as well as any preferred certifications, licenses, etc● Overview of Duties/Responsibilities: A list of the main tasks and expectations that the job involves	<ul style="list-style-type: none">● Position Title● Position Supervisor/Reporting Structure (this should specify a supervising role but need not name a specific individual)● Work Environment/Schedule, as relevant (examples: remote/in-person; night or weekend hours, number of expected hours - weekly or monthly)● Eligibility: What individuals are eligible to apply for this position and receive a stipend● Overview of Duties/Responsibilities: A list of the main tasks and expectations that the position involves	<ul style="list-style-type: none">● Description of contract deliverables (what activities will the contractor accomplish)● Expected timeline of deliverables● Contractor reporting expectations

Application: Personnel/Contractor Onboarding Timeline

Implementation Timeline:

- Describe your onboarding timeline for any of the applicable capacity building activities your proposal will request funding for
- Identify whether onboarding staff positions, salaries or a contractor will take:
 - 6 weeks or less
 - More than 6 weeks
- If more than 6 weeks, explain how the applicant will leverage FY25 MA FRESH CORP funding to support internal staff capacity-building in preparation of onboarding a staff position(s) or contractor?



Application: Project Impacts

Applicants must provide anticipated qualitative and quantitative impacts of MA FRESH CORP funding:

QUALITATIVE:

- Describe new local food system education activities planned
- Describe new local procurement activities planned

QUANTITATIVE (if applicable):

- Number of additional students that will receive local food system educational opportunities
- Number of additional educators that will receive local food system education professional development
- Number of additional nutrition professionals that will receive local food system or culinary professional development to help increase the amount of locally sourced items served in Child Nutrition Programs
- Number of additional families or institutional community stakeholders that will have exposure to the local food system
- Percent increase in the dollar amount of Massachusetts local products that will be purchased and served as part of a Child Nutrition Program

Letters of Intent

- All applications are required to submit **one letter of intent** from the superintendent, chief executive or executive director (as applicable) in collaboration with an human resources representative
- **Letters of Intent should address:**
 - The administrator's awareness and support of the project proposal
 - The applicant's administrative capacity to recruit, hire and/or onboard a position or contractor before the end of year one (June 30, 2025)
 - If applicable, the role of the letter's author in the proposed project work plan
- Letters of Intent may be brief - one page, 12 pt font, Times New Roman, single space, 1 inch margins

Letters of Contractor Interest

- If an applicant will be using MA FRESH CORP funds to hire a contractor, **a letter of support is required from a potential contractor** with the expertise to execute the scope of work outlined in the application
- **Letters of Contractor Interest should address:**
 - Their commitment to and experience with supporting local food system education and/or local procurement
 - Their ability to accomplish the scope of work outlined in the application within the expected timeframe (all contracted activity must be complete by June 30, 2026)
- If an applicant seeks to hire more than one contractor using MA FRESH CORP funds, a letter of support is required from each potential contractor with the expertise to execute the desired scope of work

Letters of Partnership

- If an application is on behalf of multiple districts, early education centers, and/or eligible Child Nutrition Program sponsors, a **letter of support is required from every application partner** that has its own CACFP or NSLP sponsorship that will be participating in grant activities
- **Letters of Partnership should:**
 - Be signed by the partner's authorized signatory (e.g. superintendent or executive director)
 - Describe how the partner will be participating in grant activities
 - Describe the partner's administrative capacity to integrate additional staff capacity



Checklist: Required Related Documents

Minimum Related Documents:

1. Job Description or Scope of Work (for a contractor)
 - Job description must be provided for each full-time or part-time position;
 - Position description of stipend position(s) budgeted in the application
 - The intended scope of work for a contractor
2. Letter of Intent (signed by co-signed by authorized signatory and HR representative)

Additional Project-Specific Related Documents (if applicable):

- Letter(s) of support required from:
 - Potential contractor to deliver scope of work
 - Each partner school district or early education program, if grant is on behalf of multiple programs

Applicants will need to complete two budget pages:

	FY25 Budget	FY26 Budget
GEM\$ Budget Structure	Traditional GEM\$ Budget	Modified Budget Table
Implementation Period	March 2025 - June 30, 2025	July 1, 2025 - June 30, 2026
Minimum Award	\$15,000	\$15,000
Maximum Award	\$60,000	\$90,000

Application: Budget

Allowable costs include:

- Salaries and any associated costs (indirect, fringe, benefits, etc)
- Stipend payments
- Contractor
- Stipends for out-of-work time attending professional development
- Professional development fees
- Equipment, materials or supplies (*capped at 10% of the total budget request*)

Professional development, equipment, supplies and/or infrastructure may only be requested in addition to one of the five capacity building activities listed in the RFP



Application: Budget Narrative

*Required Grant Questions Section

- Budget Narrative Table is broken out between FY2025 and FY2026 Budget Requests
- Use the table to explain how budget requests support staff capacity building in preparation for, in conjunction with, or by onboarding a new position(s) and/or a contractor

Budget Item	Budget Category (select one)	Cost	Brief Explanation (If this budget item is not funding a salary, stipend or contractor fee, please describe how it will support capacity-building in preparation for or in conjunction with a new position or contractor).
<i>Healthy Kids, Healthy Programs Conference</i>	<i>Professional Development Fees</i>	<i>\$600</i>	<i>The Food Service Director and Business Manager will attend Healthy Kids, Healthy Programs to gain further training and resources around local procurement.</i>

Drop Down:



- Salary
- Associated Salary Costs (indirect, fringe, etc)
- Stipend(s) for Completion of Grant Activities
- Contractor Fees
- Stipend(s) for Attending Professional Development
- Equipment or Supplies

GEM\$: MA FRESH CORP

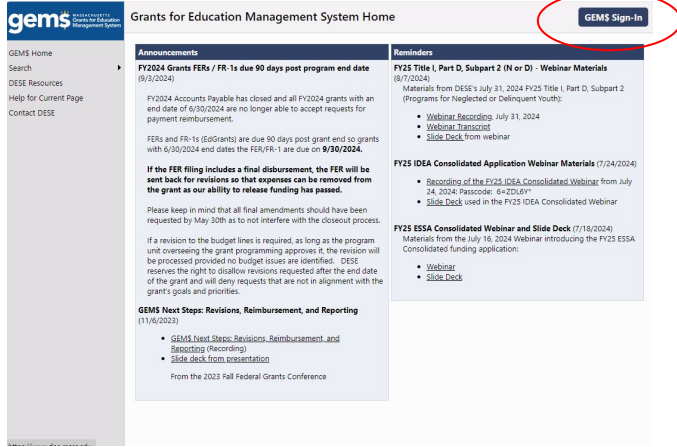
GEM\$ is DESE's cloud-based fiscal and program management grant system that has now phased out EdGrants. Keep in mind:

- All Office for Food and Nutrition Programs grant opportunities will move to GEM\$ as of the 2024-2025 school year
- GEM\$ requires a **personal log in** and **assigned role** to access a specific grant application
- A majority of schools and districts in the Commonwealth already have a GEM\$ account – applicants will need to identify their district's **User Access Administrator**
- User Access Administrators can provide individuals with a GEM\$ log in and assigned role
- All individuals contributing to the completion of the application narrative must be assigned the role of **“LEA Grantwriter”** in GEM\$

The screenshot shows the GEM\$ Sign-In interface. On the left is a navigation menu with the following items: GEM\$ Home, Search, DESE Resources, Help for Current Page, and Contact DESE. The main content area is titled 'GEM\$ Sign-In' and contains a 'Sign-In' form. The form has two input fields: 'Email Address:' and 'Password:'. Below the password field is a link that says 'Forgot your password?'. At the bottom right of the form is a 'Submit' button.

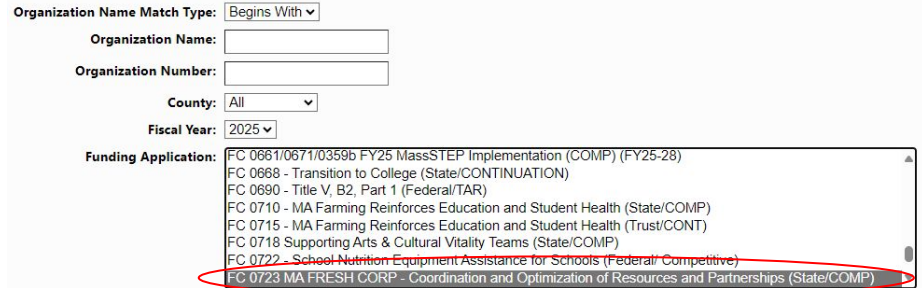
Accessing the FY25 MA FRESH Application

Step 1: Log In



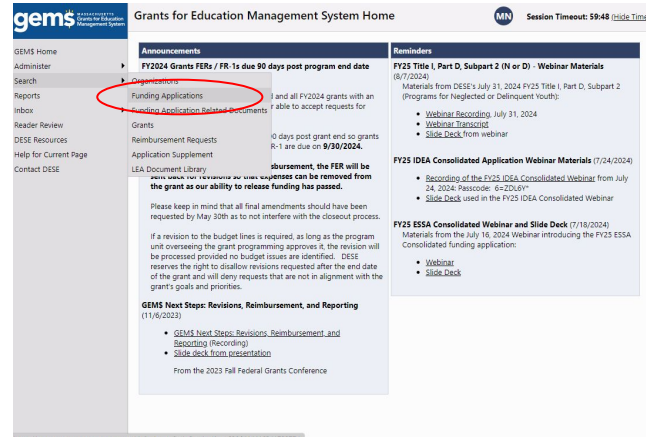
The screenshot shows the 'Grants for Education Management System Home' page. A red circle highlights the 'GEMS Sign-In' button in the top right corner. The page contains several sections: 'Announcements' with details about FY2024 Grants FERs / FR-1s, 'Reminders' for FY25 Title I and IDEA materials, and 'GEMS Next Steps: Revisions, Reimbursement, and Reporting'.

Step 3: Funding Application > FC 0723 MA FRESH CORP - Coordination and Optimization of Resources and Partnerships

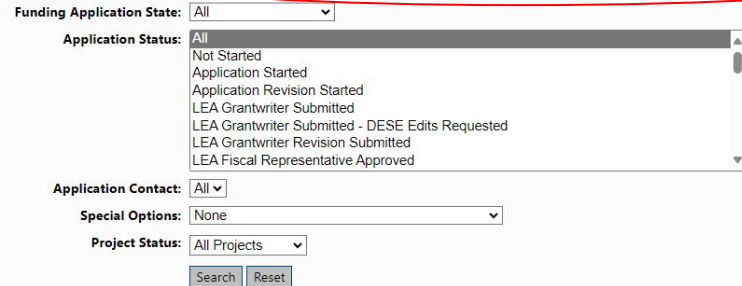


The screenshot shows a search form for funding applications. The 'Organization Name Match Type' is set to 'Begins With'. The 'Organization Name' and 'Organization Number' fields are empty. The 'County' is set to 'All' and the 'Fiscal Year' is set to '2025'. The 'Funding Application' dropdown menu is open, showing a list of applications. The application 'FC 0723 - School Nutrition Equipment Assistance for Schools (Federal Competitive)' is highlighted, and 'FC 0723 MA FRESH CORP - Coordination and Optimization of Resources and Partnerships (State/COMP)' is selected and circled in red.

Step 2: Search > Funding Applications



The screenshot shows the 'Grants for Education Management System Home' page with the 'Funding Applications' link highlighted in red in the 'Announcements' section. The 'Reminders' section also contains information about FY25 Title I and IDEA materials. The 'GEMS Next Steps: Revisions, Reimbursement, and Reporting' section is also visible.



The screenshot shows the 'Funding Application State' dropdown menu set to 'All'. The 'Application Status' dropdown menu is open, showing a list of statuses: 'All', 'Not Started', 'Application Started', 'Application Revision Started', 'LEA Grantwriter Submitted', 'LEA Grantwriter Submitted - DESE Edits Requested', 'LEA Grantwriter Revision Submitted', and 'LEA Fiscal Representative Approved'. The 'Application Contact' dropdown menu is set to 'All'. The 'Special Options' dropdown menu is set to 'None'. The 'Project Status' dropdown menu is set to 'All Projects'. There are 'Search' and 'Reset' buttons at the bottom.

Application: FY25 Budget

Indirect Cost

Total Contributing to Indirect Cost	\$0.00
Indirect Cost Rate	2.63%
Maximum Allowed for Indirect Cost	\$0.00

Filtering - 0 out of 0 Budget Details match selected filters [Show All / Clear All](#)

Object Code	Function Code	Location Code	Tags	Narrative
01NM - Professional Sa...	All	All	No Options Selected	No Options Selected

[Download Budget Data](#)

Add Budget Detail << First < Previous Next > Last >> Items 0-0 out of 0 Items/Page: 10

Delete	Edit	Budget Detail	Narrative Description
			Total for filtered Budget Details: \$0.00
			Total for all other Budget Details: \$0.00
			Total for all Budget Details: \$0.00
			Allocation: \$0.00
			Remaining: \$0.00

[Return](#)

Modify	Object Code	Total
All		
Modify	01NM - Professional Salaries (Non-MTRS)	\$0.00
Modify	02 - Clerical Salaries	\$0.00
Modify	03 - Other Salaries	\$0.00
Modify	04C - Contracted Services	\$0.00
Modify	04MC - Contracted Services (major)	\$0.00
Modify	05 - Supplies and Materials	\$0.00
Modify	06 - Other Expenses	\$0.00
Modify	07 - Equipment	\$0.00
Modify	08 - Indirect Costs	\$0.00
	Total	\$0.00

Any MA FRESH CORP funds allocated to equipment, materials and supplies may not exceed 10% of the total budget request.

Application: FY25 Budget

Create Budget Detail ET Session Timeout: 58:14 [\(Hide Timer\)](#)

Martha's Vineyard (0700) Public School District - FY 2024 - FC 0209 - Improving Ventilation and Air Quality (IVAQ) in Public School Buildings (Federal/TAR) - Rev 0 - FC 0209 Improving Ventilation and Air Quality (IVAQ) in Public School Buildings

This is the GEMS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Mar 5 2024 5:09AM.

Indirect Cost	
Total Contributing to Indirect Cost	\$0.00
Indirect Cost Rate	2.61%
Maximum Allowed for Indirect Cost	\$0.00

Budget Detail		Narrative Description	
Object Code:	01M - Professional Salaries (MTRS)		
Function Code:	COMM - Community Services		
Primary Function:	Select Tag		
<small>(Select at least 1, and up to 1 tag(s))</small>			
Location Code:	Martha's Vineyard (0700)		
Quantity:	1.00		
Cost:	\$0.00		
Budget Detail Total:	\$0.00		
		Total for all other Budget Details:	\$0.00
		Total for all Budget Details:	\$0.00
		Allocation:	\$235,861.00
		Remaining:	\$235,861.00

The Budget will prompt applicants to provide:

- Object Code
- Function Code
- Quantity (of item or service)
- Cost
- Narrative Description

There is an extensive guidance document posted on the GEM\$ homepage, in DESE Resources (left gray menu bar):
> Chart of Accounts
> GEM\$ Chart of Accounts Guidance and Crosswalk for more clarification on object and function codes.

The narrative description in the budget and the budget narrative are DIFFERENT grant components.





- **Narrative Description** (Budget section): very brief description of the item or service purchased
- **Budget Narrative** (Required Grant Questions section): identifies how each line item will support capacity-building in preparation for or in conjunction with a new position or contractor

Application: FY26 Budget

The FY26 Budget should represent all expenses from July 1, 2025 - June 30, 2026. *Note: the same indirect rate will apply in FY26, but must be calculated and entered manually.*

FY26 Budget

Enter your FY26 MA FRESH CORP Budget in the grid below. Note: DO NOT include your FY26 MA FRESH CORP budget items in your FY25 Budget.

Object Code	Function Code	Amount	Description
 01NM - Professional Salaries (Non-MTRS)	Select...	\$ <input type="text"/>	<input type="text"/>
Add Row			
 02 - Clerical Salaries	Select...	\$ <input type="text"/>	<input type="text"/>
Add Row			
 03 - Other Salaries	Select...	\$ <input type="text"/>	<input type="text"/>
Add Row			
 04C - Contracted Services	Select...	\$ <input type="text"/>	<input type="text"/>
Add Row			

Unallowable Costs

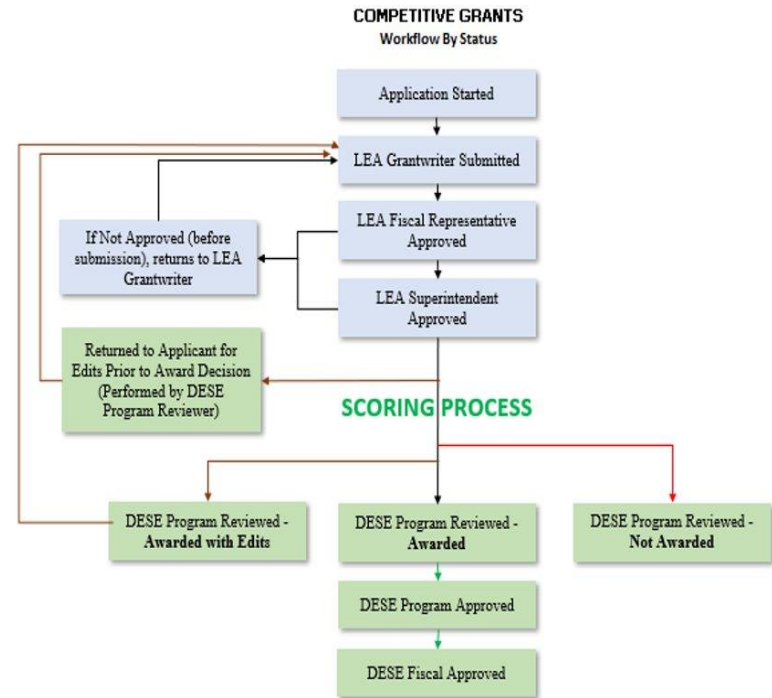
- Funds cannot be used to purchase food served as part of **a reimbursable meal in Child Nutrition Programs** or **sold as a competitive food and beverage or fundraiser**
- Grant awards may not be used to **fund existing activities, projects or staff positions**

GEM\$ Navigation

- Budget will automatically calculate the indirect cost your project would qualify for; it is at your discretion as to whether you include this in your budget proposal or not
- You will be prompted to upload your Related Documents within the “Required Grant Questions” section; you will not need to use the Related Documents section of the application (once uploaded, the document will appear in both locations)

GEM\$ Grant Workflow

- Final submission of your application, will require 3 individuals with the following GEM\$ access:
 - **GEM\$ LEA Grant writer**
 - **GEM\$ LEA Fiscal Representative**
 - **GEM\$ LEA Superintendent/Chief Executive**
- This approval process in GEM\$ replaces the Part I Standard Contract Form
- Grant applications are considered submitted **ONLY IF** the Superintendent/Chief Executive has provided final sign off of the grant in GEM\$ by the due date: **January 17, 2025**. No exceptions will be made.



Application Process: MA FRESH CORP

Access the complete application package on [DESE Grants](#)

English

☰ | *Most Requested:* Licensure Learning Standards MCAS Educator Evaluation MTEL

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DESE Budget

Grants/Funding Opportunities

- Current Grants
- Previous Grants
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Nutrition Programs

Regional Districts

School Buildings

FY2025: MA Farming Reinforces Education and Student Health with Coordination and Optimization of Resources and Partnerships (MA FRESH CORP)

Fund Code: 0723

Purpose:

The purpose of this state funded, competitive grant program pilot is to encourage National School Lunch Program (NSLP) and Child Adult Food Care Program (CACFP) sponsors to build capacity, coordinate and execute local food system education and local procurement in Child Nutrition Programs. In recognition that providing experiential, high-quality, culturally and linguistically sustaining learning environments about our local food system cuts across many disciplines and institutional departments, MA FRESH CORP will fund new staff salaries, stipends or consultant fees to ensure local food system activities are strategically integrated into the classroom, cafeteria and community to support institutionalized, sustained programs that promote food literacy.

Priorities:

Competitive priority will be given to schools and licensed early education providers with high percentages of students eligible for free and reduced-price lunch and shall aim to promote geographic equity.

Additional competitive priority will be given to districts and schools in chronically underperforming status and the Strategic Transformation Region as well as to Sponsoring Organizations of Family Day Care providers that provide meals through the Child and Adult Care Feeding Program (CACFP).

DESE will award MA FRESH CORP grants to schools, districts or licensed early education programs whose applications most effectively demonstrate the following conditions for successful implementation:

Application Final Notes

Available in GEM\$: FY25 FC 0723 MA FRESH CORP Planning Template

A [document template](#) with all the questions asked in the GEM\$ “Required Grant Questions” section is available, for planning purposes only:

- Located on the GEM\$ Home Page > DESE Resources > Competitive Grants - Planning Templates and Documents
- All applications materials must be submitted through GEM\$
- All questions are best submitted via email to DESE Grant Contact [Maggie Nowak](#)
 - Must be submitted by December 20, 2025.

Name of Grant Program: MA Farming Reinforces Education and Student Health with Coordination and Collaboration of Resources and Deliverables (MA FRESH CORP) Fund Code: 0723

**This document is for planning purposes only.
Please submit all responses directly in GEM\$**

SECTION I: REQUIRED PROGRAM DETAILS

REMINDER: Eligible MA FRESH CORP applicants include licensed early education programs and Sponsoring Organizations of Family Day Care providers that provide meals through CACFP, and schools or school districts that offer meals through NSLP that serve students up to 12th grade. FY25 MA FRESH CORP competitive awardees will be eligible to apply for continuation funding in FY26, pending appropriation. As a result, projects may last up to 16 months through June 30, 2026.

1. This application is on behalf of a (select one):
a. School
b. District
c. Early Education Program
d. Sponsoring Organization of Family Day Care Providers
e. Collaboration between two or more Schools and/or Districts
f. Collaboration between two or more Early Education Programs
g. Collaboration between one or more Schools/Districts and one or more Early Education Programs
2. Has the applicant previously received an MA FRESH Grant (select one):
a. No
b. Yes (Fiscal Year(s) of Award: <input type="text"/>)
3. Select the means through which MA FRESH CORP will support capacity building for your program (select all that apply):
a. the creation of a new, full-time, salaried and benefited position
b. the creation of a new part-time position
c. the expansion of a current part-time position into a full-time, salaried and benefited position
d. a new or expanded stipend(s) structure that provides compensation to internal stakeholders (educators, nutrition professionals, staff, or families) coordinating farm to school activities
e. the hiring of a contractor

4. FY25 MA FRESH CORP Program Contacts				
	Name (First, Last)	Title	Email	Phone Number
GEM\$/Grant Fiscal Lead				
Project Workplan Lead				
Child Nutrition Program (NSLP or CACFP) Lead/Director				

Please note: in some cases, position responsibilities above may be filled by the same individual. In this case, duplicate contacts are permitted.

SECTION II: PROGRAM COMMITMENTS

The MA FRESH CORP grant is administered through the DESE Office for Food and Nutrition Programs. As a result, application submission should be developed in collaboration with and reviewed by your Child Nutrition Program Food Service Director/CACFP ESE Liaison. The Child Nutrition Program Food Service Director/CACFP ESE Liaison, in conjunction with the applicant submission team, must agree to the following:

- We agree to implement the project as outlined above in a manner consistent with the policies and procedures established by DESE and outlined in the RFP.
- We attest that the School/District/Sponsor/Sponsoring Organization is in good standing with Child Nutrition Program requirements.
- We agree to participate in any grant-related evaluations, provide requested grant information by specified deadlines as well as meet program requirements, including but not limited to:

Questions?

Grant Resources Quick Links

- [MA FRESH CORP Grant Application](#)
 - Questions due to Maggie Nowak by Friday, December 20th.
 - [Q&A responses](#) will be posted to the Office for Food and Nutrition Programs website by Friday, January 3rd
- [MA FRESH Grant Resources](#)
 - Website includes folder of sample position descriptions & scopes of work
- [Massachusetts Harvest of the Month Program](#)
- [Mass Farm to School Professional Development Calendar](#)

**DESE's MA FRESH
CORP RFP:**



Questions?

Grant Questions Due to DESE by December 20, 2024 Contact:



Maggie Nowak

Pronouns: she, her, hers

Local Food Systems Specialist

Margaret.C.Nowak@mass.gov

Office for Food and Nutrition
Programs, Massachusetts
Department of Elementary and
Secondary Education

Sign up for Mini- Grant Coaching Session with Mass Farm to School:



Abby Getman Skillicorn, MBA

Pronouns: she, her, hers

Special Projects Manager

abby@massfarmtoschool.org

Massachusetts Farm to School

