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## **Family Nutrition Adventure Night Mini-grant Requirements** **Sponsored by Team Nutrition for Fresh Fruit and Vegetable Schools**

### **DATE CHANGED Cwi 0 2, 2010**

Up to \$500 may be awarded for a **Fresh Fruit & Vegetable Family Nutrition Adventure Night** at your school or agency.

It is acceptable to request smaller amounts.

### **Mini-Grant Requirements:**

- School or agency must participate in the USDA Child Nutrition program
- Schools that apply must be enrolled in Team Nutrition.
- Applicants must be a Fresh Fruits and Vegetable Program School.
- All activities and expenses must support and promote participation in child nutrition programs
- Funds must be used for a kick-off event to educate families on nutrition and the Fresh Fruits and vegetable Program.
- Fruits and vegetables used for the Family Nutrition Adventure Night should be purchased with Team Nutrition minigrant funds. Fruits and vegetables must be prepared without added sugar or fat. No fruit or vegetable pizza may be offered. The intent of this grant is to teach children to enjoy fresh fruits and vegetables in their natural low calorie form.
- Encourage adult family members who attend the event to complete an evaluation form and return them with receipts for reimbursement.
- One or both of the following Team Nutrition behavior strategies must be part of the work plan and objectives:
  1. Promote nutrition curriculum and education in schools, child care centers, child care homes or after school programs through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
  2. Build school, center, child care home and community support for creating healthy environments that are conducive to healthy eating and physical activity.

### **Supplies that may be included in the budget:**

Fresh fruits and vegetables and food ingredients for Family Nutrition Adventure Night for example ingredients to make home- made nutritious dips.

Nutrition education materials related to fruits and vegetables such as food models, fruit and vegetable balloons, games, children's books, music, and fruit and vegetable bean bags.

A small amount of fruit and vegetable incentives such as stickers, bookmarks, and pencils

Construction materials for learning stations

Printing and copying costs for materials used during Family Nutrition Adventure Night

Other reasonable expenses related to putting on a Family Nutrition Adventure Night

### **Mini-grant funds may not be used to purchase:**

- Dried fruit or vegetables may not be purchased
- Frozen fruit or vegetables may not be purchased
- Canned fruit or vegetables may not be purchased.
- Dressing, dips, seasonings, sugar, butter, cheese, cream cheese, sour cream, etc. may not be purchased.
- Cost of meals or reimbursable snacks may not be charged to the grant
- Equipment may not be purchased except very small portable items such as a blender to make fruit smoothies
- Mini grant funds may not be used to put together a recipe or cook book

**Time frame:**

Sept. 17, 2010	Grant application must be postmarked
Sept 24, 2010	Grants Awarded
November 19, 2010	Grant activity completed
December 1, 2010	Final reports due - including summary, evaluations, and receipts

**Selection Process:**

All applications that meet the Sept.17, 2010 deadline and the requirements listed above will be considered for funding. If more applications are received than there is funding available, mini-grants will be scored and awarded competitively based upon the following criteria:

- 30 points Quality of the project design for the Family Nutrition Adventure Night
- 10 points Need for project
- 30 points Education activities that will promote fruits and vegetables at the event
- 20 points Budget appropriateness including enough detail to know how expenses will be incurred
- 10 points Presentation (typed, relatively concise, understandable, and complete)

**Instructions:**

1. Form a team to divide up the work of the project.
2. Meet as a team and design your Family Nutrition Adventure Night and decide how you will teach the importance of fruits and vegetables both before and after your event.
3. Determine how much it will cost for each component of the activity and make sure that the budget items fit within the guidelines of acceptable costs (see budget page of grant as well as non-allowable costs above).
4. Complete the grant form including the budget and project outline.
5. Make a copy for yourself and send the original plus 2 copies Child and Adult Nutrition Services, 800 Governors Drive, Pierre, SD 57501. It must be postmarked by Sept. 17, 2010

Grants will be awarded on a competitive basis. Mini-grant money will be sent to the school or agency upon receipt of the final report at the end of the grant period. The final report must include a Survey Monkey report as well as documentation of expenses with receipts.

For questions about the mini-grant application and allowable expenses, please contact Child and Adult Nutrition Services at 605-773-4718 .

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### Project Budget

Complete the budget stating all anticipated expenses. Indicate items planned for expenditures in each category. Clarifications of allowable items are indicated in the parentheses. **The list of non-allowable expenses is listed on page 1.** Give a brief explanation of how money will be used for each budget category selected. A list can be typed and attached to the application if you need more space. If you are not sure if an item is an allowable cost, contact Child & Adult Nutrition Services at 605-773-4718.

TOTAL

**Fresh fruits and vegetables for taste tests and stations**

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**Fruit and vegetable educational materials** (what will you purchase)

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**Copying and printing costs** (be specific-what will you copy or print)

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**Construction materials** (describe what will be purchased)

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**Other** (list each item separately. No funds will be awarded for non-specified use)

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**Grand total requested**

\$ \_\_\_\_\_

**Team Nutrition Mini-grant Statement of Assurances**

The local agency (LA) hereby assures the South Dakota Department of Education that

1. The mini-grant will be administered in accordance with all applicable regulations.
2. The applicant will use proper methods of administering the mini-grant to insure goals and objectives outlined in the proposal are accomplished.
3. The applicant will complete a pre and post survey documenting change in environment due to mini-grant interventions.
4. Documentation of success (pictures and narrative) must be submitted prior to payment of mini-grant.
5. No expenses will be reimbursed for unallowable costs outlined in the mini-grant application.
6. Funds will be paid to the grantee upon receipt of pre and post test, success story documentation, and a copy of all receipts of expenses.

Local Agency (LA): \_\_\_\_\_

Assurances: The above named applicant assures the South Dakota Department of Education that this mini-grant will be administered in compliance with the assurances outlined above.

\_\_\_\_\_  
Name of LA Representative

\_\_\_\_\_  
Title of Representative

\_\_\_\_\_  
Original Signature of Representative

\_\_\_\_\_  
Date

**Team Nutrition Sponsors  
Fresh Fruit and Vegetable Program (FFVP)  
Family Nutrition Adventure**



**Your school may be awarded up to \$500 to sponsor an educational event promoting fruits and vegetables and learning for children and their parents!**

**Only participants in the federal Fresh Fruit and Vegetable Program are eligible.**

**Application dates:**

**Due postmarked September 17, 2010**

**Grants awarded by September 24, 2010**

**Completion of activities November 19, 2010**

**Final reports due December 1, 2010**

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**Mini-grant requirements include:**

1) be a Team Nutrition school, 2) use the funding to educate families on nutrition and the Fresh Fruit and Vegetable Program in a fall kick-off event, 3) plan a message that will reinforce healthy food and physical activity choices and support a healthy eating environment, 4) prepare fruits and vegetables for sampling in their freshest form with no added fats or sugars, 5) help family's complete a brief evaluation of the event.

**Supplies that may be purchased:**

1) fresh fruits and vegetables, 2) nutrition education materials such as food models, fruit and vegetable balloons, games, children's books, music, bean bags, etc. 3) a small amount of incentives such as stickers, bookmarks, and pencils, 4) construction materials for learning stations, 5) printing and copying costs for materials.

Hurry to download the application from the Team Nutrition website at <http://doe.sd.gov/oess/cans/nutrition/index.asp> and get involved.

For more information contact

Mary Kirk, Education Specialist, Child & Adult Nutrition Services

Phone: 605-773-4718 or Email: [mary.kirk@state.sd.us](mailto:mary.kirk@state.sd.us)

