



Pennsylvania Farm to School Grant Program

Overview

Eligibility

Public, Private or Charter schools with Pre-K, Kindergarten or Elementary-8th Grade may apply

School districts with multiple requests must have each **individual school apply** unless the grant awards requested total \$15,000 or less.

Steps

1. Go to the [PA Farm to School Grant Program page](#) to download the Instructions, Application Template, and Budget Template.
2. Read the instructions carefully and thoroughly to identify the requirements and determine which specifically apply to your project.
3. Use these instructions to complete the Application and Budget templates. Save each file as a PDF and use the naming convention described in Section VI B
4. Log into [Single Application for Assistance](#). If your site does not have a Keystone Login Account, you will [need to register for one](#)

*The email address used to login must be the same as the signatory authority for the grant contract

Completing the Application

- I. Required Information
- II. Summary
- III. Narrative
- IV. Budget Narrative
- V. Budget
- VI. Saving/Naming Files
- VII. Single Application for Assistance

Required Information

A. General Project Information

- Complete all fields in this table and check each box that reflects the activities you will include in your contract.

B. Site Information

- Complete all fields in this table. If you do not have a free and reduced lunch rate (FRLR) contact the closest public school building and get their rate.

C. List of Farms

- If your project includes purchasing products from local farms, then you must supply a list of the farmers, their contact information, and the products that will be purchased.

Summary

This is a short description of the proposal activities that highlights the important aspects and goals of the project.

- *Include a descriptive, non-generic title
- *The maximum character limit is 500

Narrative

This is an extended and detailed look at the proposal. It should include methodology and expected outcomes that will be focused on in your reporting.

*The maximum character length is 8000

Budget Narrative

Briefly describe how the funds will be leveraged to accomplish the goals of your proposal. Every expense in the budget must be discussed and justified within the budget narrative.

*The maximum character limit is 6000

Saving/Naming your Files

- A. The application is already a PDF so make sure it is saved before closing. Ensure that you only save your budget and **not the** example budget
- B. Follow the naming convention {Name Unit- Project Name – Year} *Public schools use SD, other schools use SCH and centers use CTR
- C. Keep both files handy so that they can be uploaded to the Single Application system when needed
- D. **DO NOT** upload unneeded documents

Single Application for Assistance

This is where the Application and Budget Templates will be uploaded.

- A. You must complete all required field even if they are duplicative.
- B. You only need to enter your **total award** sought in the budget field.

Contact

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