

2016-2017 Smarter Lunchrooms Sub-Grant
(Provided by USDA Team Nutrition State Training Grant 2016-2019)
Applications must be submitted and approved prior to January 2017.
Call Megan Olesen at 605-995-7382 with questions about the application.

Overview:

The South Dakota Department of Education, Child and Adult Nutrition Services (SD DOE CANS) in collaboration with South Dakota State University Extension (SDSU Extension) is pleased to announce the Smarter Lunchrooms sub-grant opportunity. The Smarter Lunchrooms Movement and techniques are based on the principles of utilizing environment cues to influence healthy eating behaviors. Budgets are tight and time is often in short supply and the Smarter Lunchrooms Movement recognizes these factors by providing research based and affordable solutions for lunchrooms! Additional information on the Smarter Lunchroom Movement can be found at: <http://smarterlunchrooms.org/homepage>

Grant Award: \$1,000 each

How to Submit:

1. Mail, fax, or email completed application to Megan Jacobson:
 - a. **Email:** megan.jacobson@sdsu.edu
 - b. **Mail:**
 Megan Jacobson
 SDSU Extension
 1800 E Spruce St.
 Mitchell, SD 57301
 - c. **Fax:** (605)-995-8089

Eligible Applicants:

Any South Dakotan school district or organization that participates in the National School Lunch program and has a full lunchroom that serves students in grades 7-12. The SD DOE and SDSU Extension reserves the right to reject any and all proposals received as a result of this announcement.

Timeframe:

- Application deadline: Applications must be submitted and approved prior to January 2017.
- Implementation according to the requirements specified below can begin in December of 2016. Funds can be expended through August of 2017.

Grant Requirements if Awarded:

Enroll as a Team Nutrition school if not already enrolled. Visit: <http://teamnutrition.usda.gov/teamhtml> to enroll. Additional grant requirements are outlined in the following application form for this sub-grant.

Technical assistance and support will be provided to assist grant awardees in meeting the requirements outlined on page 3. All grant awardees may receive an onsite monitoring visit and/or review by staff involved in SD Team Nutrition to provide support and make available evidence and reporting to support use of Team Nutrition funds.

Allowable Cost Information for Sub-grants in accordance with this Team Nutrition Training Grant:

- **Food Cost** - Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food must be related to nutrition education activities specified under objectives of the sub-grant proposal or work plan. Team Nutrition funds should **not** be used to purchase a meal for anyone.
- **Food and Nutrition Equipment** - Team Nutrition funds may **not** be used to purchase large foodservice operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands-on food experiences may be permissible if such activities are part of the integrated nutrition education lessons specified under objectives of the proposed sub-grants. For example, bowls and racks utilized to offer fruits and vegetables on the lunch line would be permitted. A total expenditure of food and nutrition-related equipment purchases should not exceed 10% (\$100) of the total sub-grant awarded.
- **Medical Equipment** - Team Nutrition funds may **not** be used to purchase medical equipment or health services related to health assessments, such as obtaining clinical data on nutritional status, chronic disease, or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron levels are not allowable costs under the TN grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurse's office, students' health care providers, or the individual student's knowledge.
- **Physical Activity** - It might be permissible to use sub-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies, such as a few classroom jump ropes or hula hoops, to help teachers promote life-long physical activity habits as part of a classroom nutrition education activity. However, TN Training Grant funds are **not** intended to purchase pedometers or award pins for everyone, or to subsidize the regular physical education program in the school. TN Training Grant funds may **not** be used to purchase playground equipment, exercise or sports equipment, or sports lessons (swimming, skating, etc.), or to pay for the services of a for-profit physical fitness organization.
- **Promotional Materials** – Team Nutrition funds may be used to pay for Smarter Lunchroom promotional materials.

Please proceed to the following page to complete your sub-grant application.

2016 – 2017 Smarter Lunchrooms Sub-Grant: Application Form

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Name of Local Agency			
Agency Mailing Address			
City	State	Zip Code	
Contact person (Project Director of sub-grant)	Telephone Number	Fax Number	
Project Director of mini-grant email			
Grant Requirements	<i>Please review the following grant requirements and select your intentions for each requirement.</i>		
Provide an x for your response in the yes or no column for each requirement.			If you selected NO , please provide an additional explanation.
We will make every effort to meet this requirement...	Yes	No	
<u>December 2016</u> - Enroll as a Team Nutrition school if not already enrolled. Visit: http://www.fns.usda.gov/webform/tn-school-enrollment-form to enroll.	<input type="checkbox"/>	<input type="checkbox"/>	
<u>December 2016</u> - Enroll in <i>SD Team Nutrition's online D2I course*</i> : SDSU: Team Nutrition – team_nutr_cj https://d2l.sdbor.edu/frame.asp?Pg=../d2l/tools/selfregistration/external/index.asp?ou=6605&urlLink=/ ALL MATERIALS WILL BE SUBMITTED VIA D2I	<input type="checkbox"/>	<input type="checkbox"/>	
By the <i>end of December 2016</i> , form a <i>Smarter Lunchrooms Team*</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>January 2017</u> - Smarter Lunchrooms Team will participate in the 2-hr online Smarter Lunchrooms training module accessed at, https://cornell.qualtrics.com/SE/?SID=SV_3CVLswwEZI5qdak .	<input type="checkbox"/>	<input type="checkbox"/>	
<u>January 2017</u> - Submit production records for the month of January.	<input type="checkbox"/>	<input type="checkbox"/>	
<u>January –February 2017</u> - Complete the initial lunchroom self-assessment scorecard. (http://smarterlunchrooms.org/resource/lunchroom-self-assessment-score-card)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Jan.- Feb. 2017</u> - Smarter Lunchrooms Team will receive training and participate in a <i>PhotoVoice*</i> project.	<input type="checkbox"/>	<input type="checkbox"/>	
<u>February 2017</u> - Submit a <i>Smarter Lunchrooms action plan*</i> .	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Mar- April 2017</u> - Implement smarter lunchroom strategies indicated in Smarter Lunchrooms action plan.	<input type="checkbox"/>	<input type="checkbox"/>	
<u>April 2017</u> - Submit production record data for the month of April 2017.	<input type="checkbox"/>	<input type="checkbox"/>	
By the <i>end of April 2017</i> , submit the final lunchroom self-assessment scorecard (http://smarterlunchrooms.org/resource/lunchroom-self-assessment-score-card).	<input type="checkbox"/>	<input type="checkbox"/>	
By <u>May 15th 2017</u> , host a PhotoVoice showcase to highlight the Smarter Lunchroom strategies you used.	<input type="checkbox"/>	<input type="checkbox"/>	

**page 4 includes more information*

Signature of mini-grant Project Director*		Date	
Signature of School or Agency Administrator *		Date	
Signature of School or Agency Finance Officer*		Date	

Mini-grant funds are being provided by the South Dakota Department of Education—Child & Adult Nutrition Services and South Dakota State University Extension which are Affirmative Action/Equal Opportunity Employers and offer all benefits, services, education, and employment opportunities without regard for ancestry, age, race, citizenship, color, creed, religion, gender, disability, national origin, sexual preference, or Vietnam Era veteran status.

Explanation of Terms:

Smarter Lunchrooms Team: The team should consist of the primary food service authority in the school or school district and at least 3 students in 7th-12th grade. School district administrative personnel and a representative from the school's wellness committee will also be encouraged to be a part of the Smarter Lunchrooms team but are not a requirement. Existing school wellness committees can be utilized as the smarter lunchrooms team if there is at least one food service authority and at least 3 students in the 7th -12th grade involved. Team size limitations will be encouraged to not exceed 10 individuals per team to maximize productivity that may be hindered with a very large team.

PhotoVoice is a project that will involve the youth in assessing the lunchroom environment. Youth will take photos of the lunchroom from their perspective and write captions for all of their photos. The photos and captions are put together in a PhotoVoice template that can be found on D2I. The Smarter Lunchrooms Team will discuss the photos and determine what Smarter Lunchroom strategies to implement to help address the areas of improvement found in the lunchroom. The implementation strategies will be documented on the team's Smarter Lunchroom Action Plan template. All PhotoVoice training materials will be located on D2I for the Smarter Lunchrooms Team to access.

Smarter Lunchroom Action Plan - The action plan items chosen will be dependent on the initial lunchroom self-assessment scorecard and findings from the initial PhotoVoice project with at least five identifiable action steps determined from one or more of the six basic Smarter Lunchroom principles (managing portion sizes, increasing convenience of healthier foods, enhancing taste expectations, utilizing suggestive selling and setting smart pricing strategies).

The Team Nutrition D2I course will be used for:

- Location of all training materials and helpful resources for grantees
- Grantees will use the course to submit required forms and project documents
- Grantees will use the course to communicate with the Team Nutrition Project Director

Steps to Register for the Team Nutrition D2I Online Course:

1. Click [Here](https://d2i.sdbor.edu/frame.asp?Pg=../d2i/tools/selfregistration/external/index.asp?ou=6605&urlLink=/) (<https://d2i.sdbor.edu/frame.asp?Pg=../d2i/tools/selfregistration/external/index.asp?ou=6605&urlLink=/>) to start the registration process.
2. Follow the screen instructions. New users will create an account
3. **Important Step:** Write down your username and password for future access to the course.

After you have completed the registration process:

1. You will receive a confirmation email from South Dakota Board of Regents

- a. Example of confirmation email:

Hi Jane Doe,

*You have been enrolled in **team_nutr_cj - SDSU: Team Nutrition** for South Dakota Board of Regents.*

To access team_nutr_cj - SDSU: Team Nutrition:

*[Log into South Dakota Board of Regents](#) using your username **Jane.Doe** and password
Look for SDSU: Team Nutrition in your list of courses.*

Sent: 1/9/2015 2:23:12 PM

- b. Use the South Dakota Board of Regents website to access the Team Nutrition D2I course with
- c. To access the course once you've created your account use this link: <https://d2i.sdbor.edu/>