

Child Nutrition Program 2026 Farm to School Sub-Grant Application



Program Description and Objectives

Objective

Subgrants will support Farm to School (F2S) initiatives that build and increase the capacity of participating institutions to procure and use local foods in program meals as well as provide agricultural education opportunities for participating children.

Funding

The Child Nutrition Program (CNP) 2026 Farm to School (F2S) sub-grants will fund projects from a minimum of \$1,000 to a maximum of \$15,000. Sub-grant funds must be fully expended by **September 15, 2026**.

Eligible Applicants

Applicants must be affiliated with a USDA CNP such as the School Nutrition Programs (SNP), Child and Adult Care food Program (CACFP), or Summer Food Service Program (SFSP). While applicants do **not** need to be directly involved in the administration of the CNP, they must coordinate with the CNP Director, who should be informed of the grant application and supportive of the proposed activities. This ensures alignment with existing nutrition efforts and compliance with program requirements. Only CNPs that are in good standing with federal and state requirements are eligible to receive funding.

All applicants (other than public schools) **are required to fill out Appendix A UEI and Risk Assessment**. This document is listed where the application is located. The Appendix A UEI and Risk Assessment document must be included along with your grant application.

General Information

Applications must be **mailed and postmarked by April 20, 2026**. Faxed or emailed applications are not accepted.

Mail Completed Application To: Child and Adult Nutrition Services, DOE
800 Governors Drive
Pierre, SD 57501-2235

F2S Grant Application Project and Timeline

March 6, 2026	Application Released to all CNP Programs
March 12 @ 12-1p.m.	Q & A Grant Office Hours
March 18 @ 2:30-3:30 p.m.	Q & A Grant Office Hours
March 24 @ 7:30-8:30 a.m.	Q & A Grant Office Hours
April 1@ 3:30-4:30 p.m.	Q & A Grant Office Hours
April 7 @ 3:30-4:30 p.m.	Q & A Grant Office Hours
April 20, 2026	Grant Applications Close
September 15, 2026	Grant Completion Deadline

Questions?

Questions should be directed to Janelle Peterson, F2S Program Specialist, Phone 605-679-6788 or email at Janelle.peterson@state.sd.us

This is a competitive grant process. Applications will be reviewed and awarded on a rolling basis; therefore, early submission is encouraged to expedite consideration and potential funding. Once available funds are exhausted, we will be unable to award additional grants.

Funding Commitment

Each sub-grant application must include a team of at least three members. Teams should represent roles such as food service staff, administrators, educators, CNP staff, childcare sponsors, board members, parents, or community partners. A team approach helps ensure continuity, shared responsibility, and broader support. *Note: Students may not be listed as team members but are highly encouraged to participate in the project.* Only one grant per SFA or Sponsoring Organization will be awarded.

Applications must be signed by the lead project member, each team member, CNP director, and the Authorized Representative overseeing the USDA Child Nutrition Program(s).

Farm to School Initiatives

Farm to School (F2S) projects must include one or more of the following components:

- **Procurement:** Sourcing and serving local foods in CNP meals and snacks
- **Education:** Providing children with food, agriculture, and nutrition education.
- **School Gardens:** Engaging children in hands-on learning through growing food and exploring nutrition, agriculture and the environment.

Food may be grown on-site or in close proximity to schools, childcare centers, and family day care homes, supporting experiential learning and access to fresh, locally grown foods. If growing is off site, applicants must submit a photo and address of the location.

Grant Proposal Narrative (Maximum 5 pages)

The Grant Proposal Narrative must address at least one (or more) of the **Farm to School Initiatives:** procurement, education, or school gardens.

Please organize your narrative using the following headings and order:

- **Organizational Information** — Brief overview of your organization.
- **Past experience in Farm to School (F2S) Initiatives** — Summarize any previous F2S involvement. (*Note: applicants with no prior F2S experience are still eligible and encouraged to apply. Lack of experience will not disqualify your application or reduce your chances of receiving a grant.*)
- **Need** — Describe the issue your project will address.
- **Project Goals and Objectives** — Outline the big picture outcomes or long-term changes you want to see, along with specific, measurable steps to achieve them.
- **Proposed Project** — Narrative description of your project—what you're going to do, who it will serve, and how it will work.
- **Objectives and Activities** — Reiterate your objectives and list the key activities that will support each one.
- **Timeline** — Provide a schedule showing when major activities will take place.
- **Evaluation and Impact** — Explain how you will measure success and track progress.
- **Sustainability Plan** — Describe how the project will continue after the grant ends.

Budget Request

Provide a proposed budget describing appropriate use of grant funds and justifying costs. **A budget template can be found on the next to last page of the application.** Proposed costs must be necessary, reasonable, and allowable to carry out the project's goals and objectives. If cooking equipment is requested as part of the grant, no more than 20% of the funds will be allowed for cooking equipment.

*Allowable Equipment Costs (Examples):

- **Minimal prep tools** necessary for F2S activities (e.g., knives, cutting boards, peelers, produce washing baskets)
- **Food safety for local produce** (e.g., dedicated produce sinks, sanitizing racks, produce drying racks)
- **Cold storage dedicated to local foods** (e.g., small reach-in refrigerator or freezer clearly labeled and used primarily for local foods, temperature logs required)
- **Distribution/serving equipment** for taste tests and cafeteria promotion of local foods (e.g., salad bars, insulated transport carriers for classroom taste tests)
- **Garden and experiential learning supplies** (e.g., garden tools, soil, raised beds, hoop houses, classroom materials)
- **Educational materials** (e.g., posters, lesson kits, tasting supplies, culinary demonstration kits)

Unallowable Equipment Costs (Cooking)

Equipment whose **primary function is to cook or heat food** (e.g., ovens of any type, ranges, fryers, tilt skillet, steam-jacketed kettles, combi ovens, cooktops, grills, microwaves, warming cabinets/hold ovens, and similar cooking appliances) is **not allowable** even if used to prepare local foods.

Equipment Definition

"Equipment" means tangible personal property with a useful life of more than one year. "Cooking equipment" refers to devices whose primary function is to heat, cook, or hot-hold food.

Approval and Alignment Requirements

All equipment purchases require **prior approval** from CANS-DOE. Equipment must clearly support the proposed Farm to School project objectives and cannot be used solely to upgrade child nutrition program infrastructure.

Use Requirements

Equipment and supplies purchased with Farm to School Grant Program funds must be dedicated to achieving the project objectives. If an item is used for multiple purposes, including after the grant period, the applicant must document the percentage of time or space dedicated to grant activities.

Nondiscrimination Statement

USDA Nondiscrimination Statement In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>), (AD-3027) found online at: How to File a Complaint (<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Please complete and submit the following information along with your grant proposal and budget narratives.

Procurement Timeframe

Does the applicant assure that all grant funds will be fully spent by September 15, 2026?

Yes No

If “No”, explain the proposed procurement timeframe including the month and year when the applicant expects to be able to spend all awarded grant funds. *Note: applicants that cannot meet the deadline will be assessed on a case-by-case basis and may be disqualified from the grant.*

Signatures

The sub-grant application must be signed by the applicant, each team member and the Authorized Representative of the organization’s child nutrition program certifying the application is true and correct. **Please note:** The Lead Person for the Grant may be one of the three members of the team.

Lead Person for the Grant Written Signature: _____

Printed Name: _____

Organization/Program Name: _____

Title: _____

Email: _____

Phone: _____

Location: _____

Program Type: School Childcare Both

Team Member #1 Written Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Team Member #2 Written Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Team Member #3 Written Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Food Service Director Written Signature: _____

Printed Name: _____

Organization: _____

Certification (Must be a **wet signature submitted by mail**, scanned or electronic signatures are not acceptable.)

I certify that:

1. The information in this application is true and correct to the best of my knowledge.
2. The equipment purchased with these grant funds will be used in operating the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and/or Summer Feeding Program*.
3. Grant funds will be fully expended by Sept. 15, 2026.
4. Federal, State or local purchase rules, whichever are the most restrictive, pertaining to the purchase of equipment will be followed.
5. Equipment purchased with funds from this grant will not be disposed of or sold without prior approval of SD DOE CANS.
6. The applicant will comply with recordkeeping and reporting requirements related to these funds as specified by program regulation and SD DOE CANS.

Child Nutrition Programs Authorized Representative Signature (wet signature):

Print Name and Title: _____

Date: _____

