

# Fresh Fruit and Vegetable Program

## Application Information and Submission Instructions

### APPLICATION INFORMATION

Idaho State Department of Education (SDE) Child Nutrition Programs (CNP) is accepting applications for **2023-2024 Fresh Fruit and Vegetable Program Grants!** Idaho elementary schools may apply for grant awards to participate in USDA's Fresh Fruit and Vegetable Program (FFVP) for school year 2023-2024.

FFVP schools are required to provide free, fresh fruits and vegetables during the school day. The goals of the FFVP are:

- to increase students' consumption of fresh fruits and vegetables
- to expand the variety of fruits and vegetables that children experience
- to positively impact their present and future health
- to create healthier school environments by providing healthier choices for students

To be eligible for the FFVP, schools must meet the following criteria:

- Be an elementary school (enrolled students in **1<sup>st</sup> through 6<sup>th</sup>** grade)
- Operate the National School Lunch Program
- Have more than 50% enrolled students eligible for free and reduced price meals.
- Submit a complete application, including signed *Certification of Support*

Selected schools will be awarded between \$50.00 and \$75.00 per student based on Grades 1-6 full-time enrollment for the school year to purchase and serve fresh fruits and vegetables.

Idaho is seeking Sponsors that have a high free and reduced enrollment and demonstrate the willingness and capability to run a successful FFVP based on implementation strategies, use of complementary nutrition education and promotion activities, and the support and commitment provided by school food service, school administration, teachers, and outside organizations. The degree to which an application demonstrates a high likelihood of success will improve the chance of selection. The criteria rating below will be used in the selection process. Scoring will be based on free and reduced enrollment totals and the quality of response to application questions.

## Idaho SDE Scoring Criteria

Criteria	Points
<b>School Enrollment Data</b>	<b>10 points</b>
Free and reduced percentage 0 – 49%	0 points
Free and reduced percentage 50 – 74%	5 points
Free and reduced percentage 75 – 100%	10 points
<b>Proposal Narrative</b>	<b>36 points</b>
Grades served	1 – 6 points
Days per week served	1 – 5 points
Distribution	0 – 5 points
Plan to promote / publicize the FFVP	0 – 5 points
Nutrition Education integration	0 – 5 points
Administration and staff support	0 – 5 points
Site training plan	0 – 5 points
<b>Previously Awarded</b>	<b>5 points</b>
Yes, however, FFVP AR Findings during last review cycle and/or unsuccessful management of grant funds were identified.	0 points
No, FFVP grant award not received within the past review cycle.	5 points
Yes, with no AR findings and/or successful management of grant funds	5 points
<b>TOTAL POSSIBLE POINTS</b>	<b>51 points</b>

## APPLICATION SUBMISSION INSTRUCTIONS

The complete application package can be found on [SDE Grant Opportunities](#) home page. A separate application must be filled out and submitted for EACH school site. Full time enrollment and free-and-reduced claiming percentage data will be identified by Idaho SDE.

Complete Applications (two-part) are DUE May 12, 2023.

**All grant awards are contingent upon available USDA funds.**

### TWO PART APPLICATION PROCESS:

FFVP online **Application** and the signed **Certification of Support** must be received by close of business on Friday, May 12, 2023. Both of these documents are **required** and must be submitted according to the instructions below in order to be considered a complete application:

Part One: The online Application form

Part Two: The *Certification of Support*, with required original signatures

**PART ONE:** Step-by-step instructions for filling out and submitting the Application:

1. **Open** the [Online Application](#)
2. **Fill out** the Application
3. **Click** on the green “Submit” button at the end of the form. Print for record

**PART TWO:** Step-by-step instructions for the *Certification of Support* form:

1. **Print** the document titled “**Certification of Support**”
2. **Obtain** the required original signatures
3. **Scan** the signed document **and email** to: [ffvpgrant@sde.idaho.gov](mailto:ffvpgrant@sde.idaho.gov)

*OR* Mail to: Idaho State Department of Education  
Child Nutrition Programs – FFVP  
PO Box 83720  
Boise, ID 83720-0027

We will send an email confirmation when we have received both PART ONE and PART TWO of each application.

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### For Questions Contact

Child Nutrition Programs  
Idaho State Department of Education  
650 W State Street, Boise, ID 83702  
208 332 6820 | [www.sde.idaho.gov](http://www.sde.idaho.gov)

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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