



# Full Plates Full Potential



**FULL PLATES FULL POTENTIAL IS WORKING HARD TO END CHILD HUNGER IN MAINE BY CONNECTING KIDS TO EFFECTIVE NUTRITION PROGRAMS LIKE SCHOOL BREAKFAST, LUNCH, SUMMER MEALS AND CACFP.**



## 2018 CACFP AT-RISK AFTERSCHOOL MEALS GRANT APPLICATION

### PROGRAM OVERVIEW

The 2018 Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals Grant Program, generously funded by Full Plates Full Potential (FPFP), will reimburse sponsors for direct expenses related to increasing the number of USDA reimbursed meals served during out-of-school hours (including afterschool, weekends, and holidays) to at-risk children throughout the school year. To learn more about becoming a sponsor, please visit: [The Department of Education Website](#). *Note: The CACFP At-Risk Afterschool program does not reimburse meals served during the summer. To learn more about our Summer Food Service Program (SFSP) Grants, click [here](#).*

Grant funding will be utilized for initiatives aimed at increasing participation that fall outside of the USDA's reimbursements, particularly those targeted at increasing access amongst rural and other underserved populations. Projects and budgetary line items eligible for consideration will include the following:

- Staffing and enrichment costs necessary to provide enrichment activities to attract and engage children
- Staffing costs required to plan, prep, prepare, and serve meals to at-risk children
- Equipment needed to support opening new and/or operating sites (*kitchen equipment, coolers, tables, etc.*)
- Outreach costs for enhanced marketing and advertising to eligible participants and their families
- Transportation costs associated with serving multiple or mobile sites and/or with providing busing options for participants

For ideas and best practices on increasing At-Risk Afterschool Meal participation, visit:

[Share Our Strength – Center For Best Practices](#)

[USDA – CACFP](#)

**Grant Period:** Grant application submissions will be accepted on an ongoing basis and reviewed monthly. The grant period will begin on the date grant funds are received and will end one year later.

**Timeline:** **Award Decisions-** Made monthly by Review Committee. Notification of funding decisions will be emailed to grantees. Those awarded will be provided agreements and upon submission of their agreements and a copy of their W-9s payments will be processed and mailed.

**Progress Reports-** Due two quarters after receiving funds.

**Final Reports-** Due one year after receiving funds.

**QUESTIONS? CONTACT** Anna Korsen at [akorsen@fullplates.org](mailto:akorsen@fullplates.org) or (207)-653-6301

**Questions:**

Questions regarding this application should be directed to Anna Korsen, Full Plates Full Potential Program Director at 207.653.6301 or [akorsen@fullplates.org](mailto:akorsen@fullplates.org)

## GRANT AGREEMENT

The following are the terms and conditions of accepting a 2018 CACFP At-Risk Afterschool Meals Grant:

1. You will sign this grant agreement, keeping a copy for your records and returning this electronic version with signature to Full Plates Full Potential. By signing this document, you are agreeing to comply with the terms of the grant agreement and report requirements as outlined.
  - a. Please submit your grant agreement, signed with an electronic signature or scanned after signing, with your grant application to [akorsen@fullplates.org](mailto:akorsen@fullplates.org).
2. You shall submit sufficient detail to Full Plates Full Potential's satisfaction as outlined in your award letter and/or the report requirements for this grant.
3. You shall maintain proper records and books that enable Full Plates Full Potential to easily determine how grant funds have been used, making these records available to Full Plates Full Potential at reasonable times for review and audit. In addition, you shall comply with all reasonable requests from Full Plates Full Potential for information and interviews regarding use of grant funds.
4. Use of funds is restricted to the specifics of your submitted proposal. Any changes will require prior approval from Full Plates Full Potential.
5. Prior notification of any intended significant change in the program, including site closure or redirection of funds, to Full Plates Full Potential is required.
6. Lack of notification to Full Plates Full Potential of any significant change in your grant is grounds for revocation of the grant at the discretion of Full Plates Full Potential.
7. You will adhere to any restrictions and requirements laid out in your award letter.

When signing below I fully understand and agree to comply with the above conditions and requirements of accepting this grant from Full Plates Full Potential.

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Superintendent/Executive Director/President Signature

Date

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Superintendent/Executive Director/President Printed Name and Title

E-Mail

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Primary Program Contact name

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Primary Program Contact Phone Number

E-Mail

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[fullplates.org](http://fullplates.org)

# 2018 GRANT APPLICATION

## General Information

### Organization Name

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### Location

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Program Contact

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Social Media

Please outline which social media platforms you currently utilize along with your handles or usernames so that we can follow and share your latest news and events:

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1. Please indicate the amount of funds your organization is requesting to launch or expand your CACFP At-Risk Afterschool Meals program. *(Note: Grants range from \$500 to \$5,000)*
2. List your organization's three greatest needs in order to increase the amount of snacks and meals served to at-risk children during afterschool hours under the CACFP At-Risk Afterschool meal program. Please see examples below for most common needs:
  - Staffing costs required to plan, prep, prepare, and serve afterschool meals
  - Staffing necessary to provide enrichment activities to attract children
  - Equipment needed to open new sites or support expansion of existing sites *(kitchen equipment, coolers, tables, etc.)*
  - Outreach costs for enhanced marketing and advertising to eligible participants and their families
  - Transportation costs associated with serving multiple or mobile sites and/or with providing busing options for participants
  - Travel costs associated with learning about best practices by visiting existing CACFP At-Risk Afterschool sites throughout the state of Maine
  - Administrative support to implement CACFP At-Risk Afterschool program
  - Other ideas (please explain)

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*Program Model Detail (40%)*

3. Please list three strategies your organization will utilize to increase snacks and meals served under the CACFP At-Risk Afterschool program and explain how funding from FFPF will help your organization serve more snacks and meals throughout the school year.
4. If your organization is not yet approved as a CACFP At-Risk Sponsor, please explain your project plan and timeline for becoming an approved CACFP At-Risk Sponsor.
5. What strategies, if any, has your organization used in past years to increase participation?
6. Please complete the following chart, comparing sponsor data from the past 12 months with your growth projections for the upcoming year.

	<b>Past 12 Months (If Applicable)</b>	<b>Upcoming 12 Months</b>
Number of Sites		
Number of 1 <sup>st</sup> Year Sites		
Number of Serving Days		
Average Daily Children Served		
Total Meals Served		

7. If your organization is launching new At-Risk Afterschool meal sites over the upcoming year, please describe **how and why** the location(s) were chosen.

*Community Partnerships (15%)*

8. Tell us about your organization's outreach and marketing plans. Who is the target audience and how do you plan to ensure this audience knows about CACFP At-Risk Afterschool meals being served by your organization? List any partners your organization will collaborate within your community to promote participation.

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9. How do you plan to leverage volunteers to make your program a success? How will volunteers be recruited?

*Budget (10%)*

10. Please complete the following budget table inputting **projected** program expenses for the entire grant period **only for the afterschool site(s) for which your organization is requesting funding through this grant opportunity**. Insert additional information and rows as needed.

Budget Table			
	Full Plates Full Potential Reimbursements	Other Funding Sources, including USDA	Total
<b>Salaries and Benefits</b>			
Program Manager			
Site Coordinator			
Food Preparation Staff			
<b>Subtotal Salaries</b>	\$ -		
<b>Program Expenses</b>			
Accounting and Record Keeping			
Food			
Equipment (purchase or maintenance)			
Supplies and Disposables			
Outreach Efforts			
Transportation			
Staffing & Enrichment Activities			
<b>Subtotal Program Expenses</b>			

*Please free to provide any additional budget commentary below.*

11. How does your organization plan to sustain increased participation from any funded projects in future years?

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