



## 2017 Fuel Up to Play 60 School Nutrition Equipment Grants Up to \$5,000 per school Application Form

**Overview:** Fuel Up to Play 60 is pleased to offer School Nutrition Equipment Grants of **up to \$5,000 per school** for the 2017-2018 School Year. The purpose of these grants is to assist School Nutrition Managers/Directors in the purchase of equipment that will enhance the long term implementation of your school lunch and breakfast programs. Each school may apply for **up to \$5,000** of school nutrition equipment. For schools seeking equipment over \$5,000, contact your State Agency for potential competitive funding under Equipment Assistance grants.

### **Process:**

- Online applications for funding for Fuel Up to Play 60 School Nutrition Equipment Grants will be open from March 6 – April 28.
- Each application is for a single school to apply. If multiple schools from a school district would like to apply, a separate application is required for each school.
- Complete and submit the online application by Friday, April 28.
- The person completing the application must be employed in the school nutrition department.
- The application will be reviewed and if considered for approval you will be contacted by a Fuel Up to Play 60 representative with a Letter of Agreement.
- Upon receiving a signed Letter of Agreement from you, a check will be issued to your school within 4 weeks for funding to purchase the approved school nutrition equipment as outlined in the Letter of Agreement.

### **Eligibility:**

- Only personnel employed in the school nutrition department may apply for this grant.
- School must be located in the continental United States (excluding California but including Alaska)
- School must participate in the National School Lunch Program
- School must include at least one of the grades K-12
- School must be located in a recognized “brick and mortar” school building

### **Application Assistance:**

- For technical assistance with the application: contact the [Fuel Up to Play 60 Help Desk via email](#), or via phone (800) 752-4337, 8:30 am to 5:00 pm ET, Monday – Friday.
- Your [local Dairy Council](#) is available for assistance in developing this application.

1. District Name: \_\_\_\_\_

2. School Name: \_\_\_\_\_

School Street Address: \_\_\_\_\_

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

3. Applicant's Name: \_\_\_\_\_

NOTE: Applicant must be employed in the school nutrition department to apply for this grant

4. Applicant's Job Title :

- District School Nutrition Director
- School Nutrition Manager/ Cafeteria Manager
- Dietitian/Nutrition Professional
- School Nutrition Purchasing Director
- Other School Nutrition Employee (specify title): \_\_\_\_\_

5. Applicant's Email Address: \_\_\_\_\_

6. Phone Number, with area code: \_\_\_\_\_

7. School Enrollment for the 2016-2017 School Year: \_\_\_\_\_

8. Does your school participate in the National School Lunch Program? \_\_\_\_Yes \_\_\_\_No

9. Number of students eligible for Free and Reduced Meals in the 2016-2017 School Year at your school: \_\_\_\_\_

10. **Average Daily Meal Participation** – Average Number of Students participating in SY 2016-2017:

**ADP Breakfast:**

Average number of students in the school participating daily at Breakfast: \_\_\_\_\_

*(If you do not have a Breakfast program, please put 0 in for number of students)*

**ADP Lunch:**

Average number of students in the school participating daily at Lunch: \_\_\_\_\_

## Budget

### 11. Funding Request

- In the online application, there is a limit of TEN line items in the budget (only 5 appear below)
- One school may apply for up to \$5,000
- Be sure to include quantities in your description
- When entering the dollar amounts in the online application, DO NOT USE DOLLAR SIGNS, COMMAS, OR DECIMAL POINTS (e.g., enter 1000 not \$1,000.00)

Equipment Category	Description of equipment, including quantities	TOTAL AMOUNT
Identify Equipment Category (See below)		\$
Identify Equipment Category (See below)		\$
Identify Equipment Category (See below)		\$
Identify Equipment Category (See below)		\$
<b>TOTAL Equipment Grant Requested (May not exceed \$5,000 per school)</b>		\$

#### Equipment Categories for Funding Request:

- Cafeteria equipment for preparation of food (e.g. food prep equipment, yogurt pumps, smoothie machines, etc.)
- Equipment for cold storage of milk or other perishable items (e.g. coolers, insulated bags, refrigerators or freezers, etc.)
- Equipment for transporting or serving food or beverages (e.g. breakfast cart, kiosk, wagon, food bar, serving utensils, etc.)
- Point-of-sale equipment or systems
- Other

### 12. Provide a brief description of how the equipment would be used and how it would help increase school meal participation:

---



---

### 13. Do you agree to provide photos and a brief description of the benefits of implementing this equipment at the end of the 2017-2018 school year? Yes \_\_\_ No \_\_\_

### 14. Do you agree to provide the information below at the end of the 2017-2018 School Year: Yes \_\_\_ No \_\_\_

#### 2017-2018 School Year Data

School	Date of Implementation	Student Enrollment	Number Students Free/Reduced	Breakfast ADP: Number of Students	Lunch ADP: Number of Students
Example: ABC Elementary	October, 2017	403	235	123	345

**Check information -- If your Equipment Grant application is approved:**

15. If your application is approved, who should the check be made out to? Must be the school or school district.  
*(May NOT be an individual or an organization (e.g. PTA))*

\_\_\_\_\_

16. To whose attention should the check be sent?

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

17. Where should the check be mailed? IMPORTANT: Please make sure this is a valid school or school district address. *Please supply a street address, NOT a P.O. Box.*

School/School District Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

18. School's Federal Employer Identification Number: \_\_\_\_\_ - \_\_\_\_\_

*(A 9-digit number in the following format XX- XXXXXXX. Also called the Tax ID Number or the Federal EIN. It is NOT the same as tax-exempt number)*

**School Administrator/Staff Involvement**

Please indicate below that you have support and approval your district's School Nutrition Director:

19. District School Nutrition Director's name:

District School Nutrition Director's email address:

Check this box to indicate your District School Nutrition Director approves this application and will fully support the purchase of the approved school nutrition equipment, if this application is funded.

**Guidelines and Terms**

**Funding Reporting**

- Reporting on the use of the funds is required as outlined in the School Nutrition Equipment Grant Application and any supporting Letter of Agreement.

**Use of Funding**

- Funds recipient agrees to use the funding as outlined in the approved application form and any supporting

Letter of Agreement. Any changes to the use of funding must first be reviewed and approved by the local Dairy Council.

- Funds recipient may be required to repay the local Dairy Council any portion of the funding that is not used for the purpose outlined in the approved application form, and/or not used by the end of the 2017-2018 school year.
- Funds recipient will not use the School Nutrition Equipment Grant Funds to:
  - Influence legislation
  - Influence the outcome of any public election or to carry on, directly or indirectly, any voter registration drive
  - Make any grant to any other individual or organization
  - Undertake any activity other than for charitable, scientific or educational purposes

**Other Terms**

- To be eligible to receive funds, a school must participate in the National School Lunch Program; be located in the continental United States (excluding California but including Alaska); must include at least one of the grades K-12.; must be located in a recognized “brick and mortar” school building.
- Funds received may only be used by the participating school that submits the funding application.
- Funds may not be transferred to another school, institution or individual without prior written approval of the local Dairy Council.
- Schools receiving funds agree to provide information about use of funds if requested by the local Dairy Council.
- All information provided to the local Dairy Council in connection with the School Nutrition Equipment Grant Application, including all related communications, is true, correct and complete.
- Funds recipient will maintain complete and accurate records, and will make such records available to the Dairy Council upon request.
- Funds recipient shall obtain advance written approval from Dairy Council for commercial publication or distribution of all publications or works created, in whole or in part, through the use Dairy Council funds.
- Funds recipient agrees to submit photographs and accompanying signed releases for promotional and informational materials, if requested.
- Funds recipient agrees to share success, if requested, to demonstrate progress made toward creating a healthy and active school community.

####