***2016 School Nutrition Success Mentoring Sub-Grant***

**(Provided by USDA Team Nutrition South Dakota Training Grant 2014-2016)**

**Applications accepted now through October 15, 2016 or until all funds expended.**

**Email Suzanne Stluka at Suzanne.Stluka@sdstate.edu 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) are pleased to announce the “School Nutrition Success Mentoring” sub-grant opportunity. The Mentoring sub-grant will provide schools with funding to obtain training and technical assistance for child nutrition foodservice professionals. This sub-grant is to enable them to prepare and serve nutritious meals that appeal to children and meet the recommendations of the 2020 Dietary Guidelines for Americans. Budgets are tight and time is often in short supply and the Mentor sub-grant recognizes these factors by allowing time for child nutrition foodservice professionals to be linked with a mentor to help provide them with guidance to achieve a healthier school lunchroom.

**Grant Award: *Schools may apply for awards of up to $2,500 each.***

**How to Submit:** Email completed application to Suzanne Stluka at suzanne.stluka@sdstate.edu.

**Eligible Applicants:**

South Dakota school districts or organizations that participate in the National School Lunch program, and are enrolled as a Team Nutrition School (http://teamnutrition.usda.gov/teamlhtml). The SD DOE and SDSU Extension reserves the right to reject any and all proposals received as a result of this announcement.

**Timeframe:** Applications will be accepted now through October 15, 2016.Notification of grant approval will occur within 1 week of receipt of grant application. Implementation according to the requirements specified below can begin immediately. Funds can be expended through February 28, 2017.

**Sub-Grant Requirements if Awarded:**

* School districts or organizations must enter into a contractual agreement with the identified mentor.
* Ensure that all activities between the mentor and school/organization mentees support and promote children’s participation in child nutrition programs, such as the School Breakfast Program and National School Lunch Program.
* The name of the mentor must be identified in the application. The SD Department of Education (DOE), Child and Adult Nutrition Services (CANS) office has the final approval on the selection of the mentor. Those schools/agencies in need of help in seeking out a mentor will be provided with options from the SD DOE CANS office.
* A final report must be submitted that includes a time record of when meetings with the mentor took place, what was discussed during those meetings, and overall accomplishments.

**Expenses that May Be Included in the Budget:**

* Funding may be requested up to $2,500.
	+ Up to $250 in travel dollars to support travel for the mentor.
	+ Hourly rate of pay for the mentor (typical rate is between $35 to $55 per hour).
	+ Staff time involved in meeting with the mentor beyond the normal workday. Limited to 25% of the sub-grant.

***2016 School Nutrition Success Mentoring Sub-Grants: Application Form***

**(Provided by USDA Team Nutrition State Training Grant 2014-2016)**

**Complete on a computer (boxes will expand as you type); save as a digital file. Email to Suzanne.Stluka@sdstate.edu**

|  |  |
| --- | --- |
| **Name of Local Agency** |  |
| **Agency Mailing Address** |  |
| **City** |  | **State** |  | **Zip Code** |  |
| **Contact Person** **(Project Director of sub-grant)** |  | **Telephone Number** |  | **Fax****Number** |  |
| **E-Mail of Project Director of mini-grant** |  |
| **Name of School or Agency Administrator** |  | Date individual approved |  |
| **Name of School or Agency Finance Officer** |  | Date individual approved |  |

**Mentor Information**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Information** | **Description of Current Role (Position) and Why they Fit the Role of Being a Mentor** |
|  |  |  |

**Project Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Justification** | **Cost** | **Total Cost** |
| Travel for Mentor to Meet with Mentee (School/Agency) |  | \_\_\_ miles x $\_\_\_ per mile = |  |
| Mentor Rate of Pay |  | \_\_\_ hours x $\_\_\_\_ per hour = |  |
| Mentee (School/Agency) Staff Time | \*No more than 25% of total budget. | \_\_\_ hours x $\_\_\_\_ per hour = |  |
| Total Cost | $ |

*Sub-grant funds are being provided by the South Dakota Department of Education—Child & Adult Nutrition Services and South Dakota State University 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.*