



2024 Harvest of the Month Funding Opportunity

Request for Applications

Application Guidance

Application Deadline: February 15, 2024, 5:00 p.m. CT

www.healthysd.gov

**2024 Harvest of the Month Funding Opportunity
RFA TIMELINE**

Application Release: **January 15, 2024**

Application Submission Due Date: **February 15, 2024 at 5 pm CST**

Award Notice: **March 2024**

Funding Period: **June 1, 2024 – May 31, 2025**

Final Report Due: **May 31, 2025**

Award Amount: **10-15 sites, up to \$2,000 per award**

For questions, contact:

Larissa Skjonsberg
Nutrition & Physical Activity Program Director
South Dakota Department of Health
Office of Disease Prevention & Health Promotion
Larissa.Skjonsberg@state.sd.us

OVERVIEW AND PURPOSE:

The purpose of this funding opportunity is to actively engage children in learning about and exposing them to fruits and vegetables by utilizing Harvest of the Month educational lesson plans, recipes, and supporting materials. Additional information about the Harvest of the Month program can be found at www.HealthySD.gov

The Harvest of the Month funding will support 10-15 programs up to \$2,000 to:

- implement 12 Harvest of the Month lessons in the program's specified timeline
- purchase produce for sampling and preparation of recipes
- print educational materials

ELIGIBILITY:

Pre-schools, schools, after-school and/or summer programs, daycares, or any other youth program (Boys and Girls Club, YMCA, youth camps).

APPLICATION GUIDELINES:

1. The maximum funding award is \$2,000 per applicant. SD DOH reserves the right to grant less than the total amount requested.
2. Funding will be based on points outlined within this guidance.
3. Funding is approved for one funding period (June 1, 2024- May 31, 2025).
4. Prior performance of organizations who have previously received SD DOH funds will be considered when reviewing applications.
5. Late or incomplete applications will not be reviewed.

The following components are required elements of a completed application and must be included to be eligible for funding consideration.

I. Timeline and Project Plan (50 Points Total)

- Applicants are required to submit a timeline and project plan (Sample template found below)

II. Project Budget (50 Points Total)

- Applicants must submit a budget to support the timeline and project plan.
- Using the template provided, formulate your budget request.

III. Organizational Information

- a. This information will be used for follow-up communications and to develop contracts for successful applicants. Must include:

- I. Full Organization Name
- II. Project Lead Name
- III. Preferred E-mail
- IV. Organization Address, City, State, Zip Code
- V. Phone Number
- VI. Organization DUNS/Unique Entity Identifier Number
- VII. Organization's Fiscal Year
- VIII. Name of Authorized Individual
- IX. E-mail of Authorized Individual

IV. Proof of Organization

- a. Please submit:
 1. W-9 Form
 2. Proof of Insurance

The SD DOH reserves the right to reject, in whole or in part, any or all applications, to abandon the need for such services, and to cancel this funding opportunity if it is in the best interest of the SD DOH. The SD DOH reserves the right to grant less than the requested amount.

PROGRESS REPORTING

Awardees must report on activities outlined in their timeline and project plan to monitor compliance with funding objectives. A reporting schedule and template will be provided to all awardees. All reports will be submitted to the SD DOH Nutrition & Physical Activity Program Director. The minimum reporting requirements are listed below:

- Complete Quarterly Progress Reports
 - a. Quarter 1 Report due **September 1, 2024**
 - b. Quarter 2 Report due **December 1, 2024**
 - c. Quarter 3 Report due **March 1, 2025**
 - d. Quarter 4 Report due **May 31, 2025**

GRANTEE REQUIREMENTS:

- Activities must provide education and tasting experience for at least 6 fruits and 6 vegetables, utilizing one *Harvest of the Month* materials. <https://healthysd.gov/category/nutrition/harvest/>. All are available for free download.
- Awardees must sign a contract with SD DOH to receive funds.
- Awardees must submit quarterly progress reports.
- Awardees must ensure the lesson plans outlined in their project plan are met.

- Awardees must obtain written approval from the SD DOH prior to changing application facilitators or fiscal agents.
- Awardees must carry commercial general liability insurance coverage, which cannot be paid for with award funds.
- Awardees must maintain phone and email capability. Notify the SD DOH of any changes in information.

FUNDING CAN BE USED FOR:

- Fruits and vegetables for preparing and sampling as part of educational activity, snack or part of a meal.
- Additional food items may be purchased to make a recipe using the fruit or vegetable of the month
- Nutrition education materials related to fruits and vegetables, such as food models, fruit and vegetable balloons, games, children’s books, music, etc.
- Printing and copying costs for materials used during fruit and vegetable lessons
- Child-friendly tools for food preparation

APPLICATION TECHNICAL ASSISTANCE

The SD DOH is committed to providing quality technical assistance whenever requested. Please contact **Nutrition & Physical Activity Program Director, Larissa Skjonsberg** to answer questions you have during the application process related to the Harvest of the Month funding opportunity RFA guidance document. You can contact Larissa via email at larissa.skjonsberg@state.sd.us or by phone at 605.773.2171.

2024 Harvest of the Month (HOM) Grant Application

(Provided by South Dakota Department of Health)

Please complete the following application, save it digitally, and email it to
Larissa.Skjonsberg@state.sd.us.

Name of Organization:		
Street Address:		
City:	State: SD	Zip Code:
Project Lead Contact Name:		Phone #:
Project Lead Email:		
Organization DUNS/Unique Entity Identifier Number:		
Organization's Fiscal Year:		
Name of Authorized Individual (person who will sign contract):		
Email of Authorized Individual (email of person who will sign contract):		
Signature:	Date:	

Description of Harvest of the Month Project Participants

Grade level/age groups participating:	
Number of children in the program:	
Goals: <ul style="list-style-type: none"> ● Children will be presented with information about various fruits and vegetables, including how and where they are grown and the health benefits of consuming them. ● The child will taste the selected fruits and vegetables without added ingredients and again, if possible, in a recipe. 	

Timeline and Project Plan

Timeline <i>You may choose whatever timeline that works best for your program. Weekly, Monthly, etc. However, 12 lessons need to be completed by May 31, 2025.</i>	Fruit or Vegetable <i>Select 6 fruits Fruit and 6 vegetables Vegetable to highlight the specified timeline.</i>	Describe the proposed activities that will take place to meet the goals and where they will occur, including: <ul style="list-style-type: none"> ● Include a link to the fruit or vegetable Harvest of the Month curriculum you will use <ul style="list-style-type: none"> ▪ Curriculums found on HOM website: https://healthysd.gov/category/nutrition/harvest/ ● Summarize educational activities that will promote the benefits and consumption of fruits and vegetables and provide opportunities to prepare and taste fruits and vegetables.
<i>Example</i> June 1, 2024	Vegetable Cucumber	<ul style="list-style-type: none"> ● https://healthysd.gov/cucumber-lesson-plan/ ● Taste cucumbers and prepare a recipe with cucumbers (i.e., Cucumber Salad) ● Consider equipment needed
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12		

Project Budget

Item	Justification	Total
<ol style="list-style-type: none"> 1. Fruits and vegetables for taste tests and food preparation. 2. Fruits and vegetables purchased to allow youth to sample without added ingredients and in a recipe. 		
<ol style="list-style-type: none"> 1. Fruit and vegetable educational materials. 2. Fruits and vegetable activity worksheets, posters, etc. 		
<ol style="list-style-type: none"> 1. Copying and printing costs. (Each student will receive a handout with recipes.) 		
<ol style="list-style-type: none"> 1. Implementing materials such as small equipment for food preparation. 2. Paper products to serve the food on, small paper plates, spoons, cups, etc., as well as any small equipment. 		
Grand total requested		