



Introduction

Montana Harvest of the Month Mini-Grant Application 2023 All Audience Groups

Overview

The National Center for Appropriate Technology is pleased to provide this mini-grant opportunity to Montana Harvest of the Month (HOM) participants. Nine \$1000 mini-grants will be distributed in April 2023 to HOM participants.

The mini-grants are funded with support from Whole Foods Market in Bozeman.

The submission deadline is March 31, 2023 (11:59 pm MST).

Questions & Clarification

Molly Kirkham (406) 494-8672 or by e-mail: mollyk@ncat.org

Purpose

- Provide a financial incentive and additional technical assistance to sites participating in HOM.
- Fund HOM projects that encourage family engagement and/or youth leadership in HOM activities.
- Obtain feedback from sites on the benefits, challenges, and opportunities associated with participation in HOM.

What Will Mini-grantees Receive?

- Financial incentive to support HOM activities (\$1000/site)
- Technical assistance to expand HOM implementation

Eligible Entities

Eligible entities are split into five categories based on the HOM audience groups. Please reach out if your establishment is not listed here and you are interested in applying.

- K-12: K-12 schools, afterschool programs, and summer food service program
- Early Care and Education: Preschool, day-care providers, family care, camps
- Business and Community: Colleges and universities, groceries, farmers markets, restaurants, cafes, bakeries, food pantries, community centers, fitness and wellness centers, youth homes, shelters
- Healthcare: Hospitals, treatment centers, rehabilitation centers, nursing homes
- Producers: Growers, processors, distributors

Mini-Grantee Requirements

- **Sites must be registered for the HOM program and have completed the baseline survey prior to the submission deadline.** The applicant must assemble a team and meet all regular HOM program requirements. Program requirements differ for each audience group. Registration, reporting links, and HOM program requirements can be found at [Montana Harvest of the Month \(mtharvestofthemonth.org\)](http://mtharvestofthemonth.org).
- The HOM Team will establish a meeting schedule that consists of at least 3 meetings in the grant period. The meetings are designed to strengthen collaboration and plan for or check progress and response to HOM activities.
- Grantees must submit content, such as photos, videos, and descriptions of their activities showcasing at least 2 of the HOM foods. The content should come with photo releases. This could include taste tests, meals, activities, material displays, cooking classes, field trips, presentations, and other creative activities grantees come up with. The NCAT project coordinator may use these submissions in the HOM portal, newsletter, and Facebook page.
- Grantee projects will involve family engagement and/or youth in leadership roles.
- Grantees must attend a virtual training in April 2023 before the grant period begins and complete a verbal progress check-in during the grant period.
- Grantees must keep track of the number of adults and youth who participate in mini-grant activities.
- All funds must be spent by October 1, 2023 to support activities in this proposal and within the grant guidelines.
- A final report must be completed and submitted by October 31, 2023.
- The timeline for grant activities: April 13, 2023 until October 1, 2023

Directions

Please complete each section of the application.

Applications must be submitted online before 11:59pm MST on March 31, 2023.

Applicant Information

HOM Participating Site Name:

Address:

Mailing Address

City

State

Postal code

Contact Person/Team Lead

First Name

Last Name

Position

Email

Phone

Team

Our team is committed to completing grant activities. Each team member is aware of HOM and mini-grant requirements and will assist in meeting them.

Please list the names and contact information of the HOM team members that will be involved in conducting HOM activities.

Team members

Team Member 1 First Name

Team member 1 Last Name

Team Member 1 Position/Affiliation

Team Member 1 Phone

Team Member 1 Email

Team Member 2 First Name

Team Member 2 Last Name

Team Member 2 Position/Affiliation

Team Member 2 Phone

Team Member 2 Email

Team Member 3 First Name

Team Member 3 Last Name

Team Member 3 Position/Affiliation

Team Member 3 Phone

Team Member 3 Email

Team Member 4 First Name	<input type="text"/>
Team Member 4 Last Name	<input type="text"/>
Team Member 4 Position/Affiliation	<input type="text"/>
Team Member 4 Phone	<input type="text"/>
Team Member 4 Email	<input type="text"/>

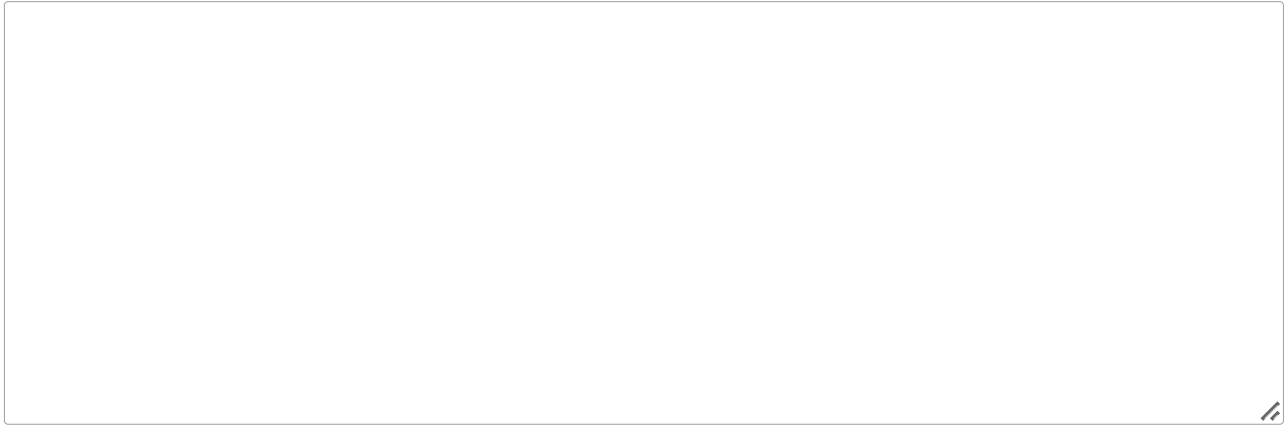
Please describe how the above team members will participate in the HOM implementation.

Harvest of the Month Implementation

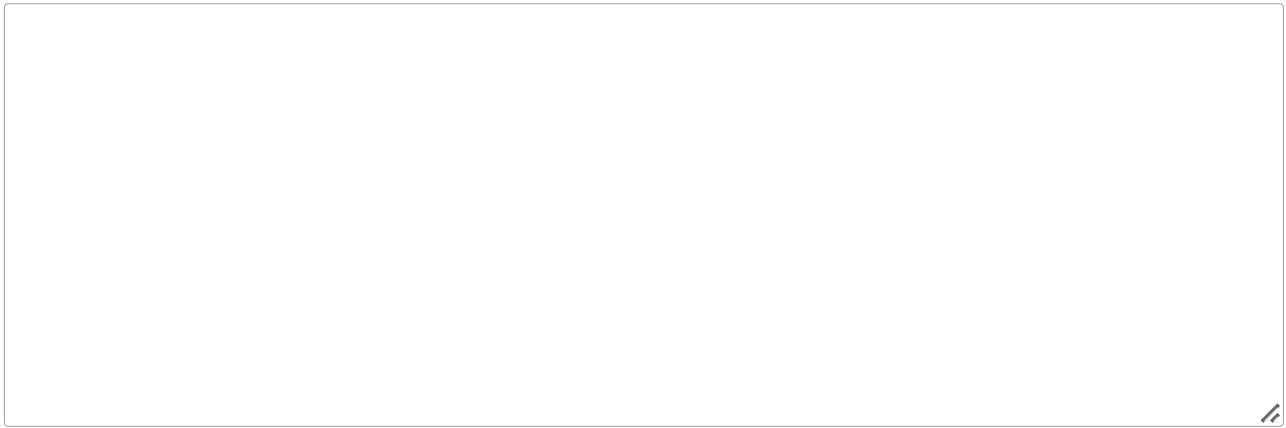
For sites just joining HOM be sure to get acquainted with the getting started resources and HOM program expectations at: <https://mtharvestofthemonth.org/>

In what ways are you currently implementing HOM? How do you plan on building upon your existing activities with this funding? If you are just starting, how do you plan to implement HOM beyond the life of this mini-grant program?

How do you plan to promote your HOM activities to parents and community members?



What are your general goals with HOM?



Family Engagement and/or Youth Leadership

Youth leadership and family engagement are powerful teaching methods for strengthening food and nutrition education. Through this mini-grant you must plan a project that promotes family engagement and/or youth leadership in HOM.

Ways to involve youth leadership include, but are not limited to:

- Recruit youth via classes like family and consumer science, health enhancement, agriculture education, or student organizations like FFA or FCCLA, to conduct taste tests with younger kids or their peers each month.
- Involve youth with recipe development either in their classes or by having them work with the food service manager on recipe development for HOM menu items.
- Have youth lead or assist with the educational activities.
- Have youth help to promote the HOM items and program.

Ways to involve family engagement include, but are not limited to:

- HOM family cooking classes
- Tours, tutorials, workshops, or presentations showcasing HOM items
- HOM trainings for families
- Building and sending recipe boxes home to families

Please describe your project work plan and how it will provide family engagement and/or student leadership opportunities. Your work plan should include objectives, descriptions, parties involved, and intended completion dates.

How many people do you plan on reaching with HOM mini-grant activities?

Adults	<input type="text"/>
Youth	<input type="text"/>

Budget

The mini-grant (\$1000) can be expended to support the implementation of HOM in the following categories and must be spent by October 1, 2023. Please list the approximate dollar amount by each category.

Personnel/Staff Time (substitute pay, or time to work on HOM)	<input type="text"/>
Food	<input type="text"/>
Nutrition Education, Nutrition Resources, or Educational Supplies	<input type="text"/>
Printing or Promotional Supplies for HOM Materials	<input type="text"/>
Professional Development	<input type="text"/>
Other	<input type="text"/>
Total:	<input type="text"/>

Budget Narrative: Describe how the funds will be spent.



Final Approval & Submit

You're almost there!

To finish click the SUBMIT Button to complete this mini-grant application. Please note that after submitting your application, you see a confirmation message of your submission. You can print or save the confirmation page for your records. All submissions will receive a confirmation email. Please note, the confirmation email message is **not** automated and may arrive several days after submission.

Thank you!

Please feel free to contact Molly Kirkham if you need assistance.
mollyk@ncat.org | 406-494-8672