



ILLINOIS SCHOOL YEAR 2022–2023 TEAM NUTRITION SCHOOL MEALS RECIPE DEVELOPMENT GRANT

ILLINOIS STATE BOARD OF EDUCATION
NUTRITION DEPARTMENT

Equity • Quality • Collaboration • Community



AGENDA

Background

- FY21 Team Nutrition Training Grant
- Purpose
- Eligibility

Project Components

- Nutrition Education/Community Engagement
- Recipe Development

Partnership with ISBE

- Student Recipe Training
- Taste Test Event
- Deliverables
- Reporting

Application Process

- GATA Prequalification
- Accessing the Application
- Components
- Review Criteria
- Deadline

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BACKGROUND

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TEAM NUTRITION TRAINING GRANT

The Illinois State Board of Education was awarded a Fiscal Year 2021 Team Nutrition Training Grant for School Meal Recipe Development by the USDA



ISBE is offering the *Illinois School Year 2022-2023 Team Nutrition School Meals Recipe Development* subgrant opportunity for SFAs with high schools participating in the National School Lunch Program

Each SFA may be awarded up to \$10,000 to implement farm to school activities that align with student recipe development

This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture.



ILLINOIS SCHOOL YEAR 2022–2023 TEAM NUTRITION SCHOOL MEALS RECIPE DEVELOPMENT GRANT

Purpose: Increase the participation, engagement, and involvement of high school students and their school community in the School Meal Programs by providing the opportunity for student-driven recipe development and activities promoting nutrition education and a connection to Illinois local agriculture

Objectives:

- Develop appealing standardized recipes that utilize local agricultural products and meet USDA requirements for use in school meal service
- Engage students and the school community in the process of developing standardized recipes
- Provide nutrition education to students on local agricultural products featured in the new school meal recipes

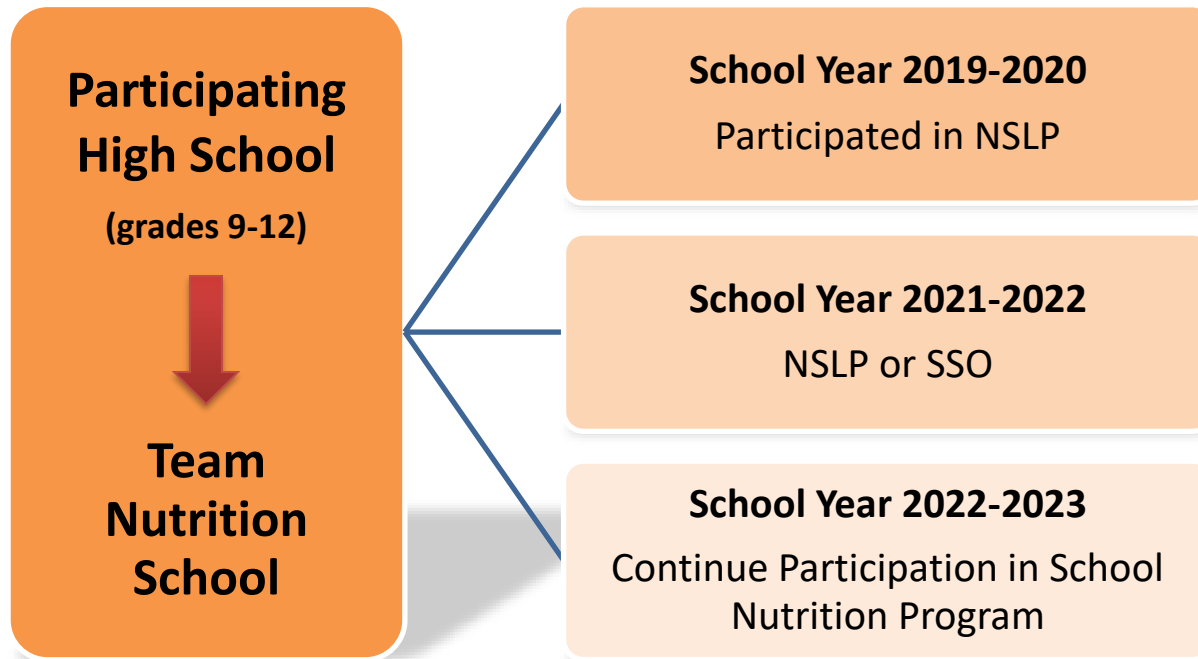


This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture.



ELIGIBILITY

School Food Authority





PROJECT COMPONENTS

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PROJECT COMPONENTS

- Awarded SFAs will implement at least one nutrition education/community engagement activity for students that focuses on the local agricultural products, the local agricultural community and food sources, and the recipes being developed under this grant

Nutrition Education/ Community Engagement



- Awarded SFAs will provide students the opportunity and guidance necessary to develop recipes that focus on the vegetable subgroups and meet the USDA meal pattern and nutritional standards to be served in the School Nutrition Programs for the 9-12 grade group

Recipe Development





NUTRITION EDUCATION / COMMUNITY ENGAGEMENT

Proposed projects may include a variety of activities that would meet the goals of this initiative and relate to the recipes to be developed under this grant

- Examples include, but are not limited to:
 - Local cooking competitions
 - Local taste testing events
 - Chef demonstrations
 - Field trips to farms or production facilities of local agricultural products that are to be featured in the recipes
- Nutrition education/community engagement activities are **not** limited to only the students that are specifically involved in recipe development
 - SFAs are encouraged to plan activities that involve a wider population of students that would benefit from participation in the activity



NUTRITION EDUCATION / COMMUNITY ENGAGEMENT CONSIDERATIONS

CREATE

SFAs have the flexibility to develop their own implementation plan for nutrition education and/or engagement activities

COMMUNICATE

SFAs are required to determine the project activities with input from the school community and in consultation with school nutrition personnel

COLLABORATE

SFAs are encouraged to develop partnerships to help implement the project



NUTRITION EDUCATION / COMMUNITY ENGAGEMENT

Resources

- **Farm to School**
 - The Benefits of Farm to School  (National Farm to School Network)
 - Illinois Farm to School Toolkit (IL Farm to School Network)
 - Illinois Harvest of the Month Program (IL Farm to School Network)
 - MarketMaker Illinois (MarketMaker)
- **Recipe Development**
 - National School Lunch Program Meal Pattern Chart  (USDA)
 - Vegetable Subgroups Chart  (ISBE)
 - Child Nutrition Recipe Box (Institute of Child Nutrition)
 - Illinois...What's in Season  (University of Illinois Extension)
- **Student Engagement**
 - Taste Test Toolkit  (Illinois Farm to School Network)
 - Junior Chef Competitions (Chef Ann Foundation)
 - Chef Demonstrations (Chef Ann Foundation)
 - National Farm to School Month Celebration Toolkit  (National Farm to School Network)

ISBE Nutrition Department

Team Nutrition webpage: <https://www.isbe.net/Pages/team-nutrition.aspx>



PURPOSE OF RECIPE DEVELOPMENT

Increase Consumption

- Vegetables are among one of the most common leftover food items during meal service. Vegetables provide numerous health benefits that are essential for children and adolescents, but in order to reap those benefits vegetables must first be eaten. Involving students in recipe development and incorporating local food products have both been linked to increased vegetable consumption.

Expand Exposure

- Increased variety and choices, such as different preparation methods and forms of vegetable dishes, have been shown to increase vegetable intake. Cultural and regional food practices are vastly different across Illinois, and representation of unique food practices and customs can expose students to new foods and expand taste preferences.

Standardize Recipes

- A standardized recipe is one that consistently produces the same results when following the same procedure and using the same type of equipment, quantity, and quality of ingredients. Standardized recipes are critical to the success of school meals because they provide consistent results, while helping to reduce food waste and food costs.



RECIPE DEVELOPMENT PROCESS

Awarded SFAs will work with students to develop recipes focusing on the NSLP vegetable subgroups.



SFAs will submit at least 3 recipes to ISBE for review.



ISBE will select at least 1 recipe submitted by each SFA to be featured at a taste test event.

Selected recipes will be prepared by a professional chef for the taste test event.



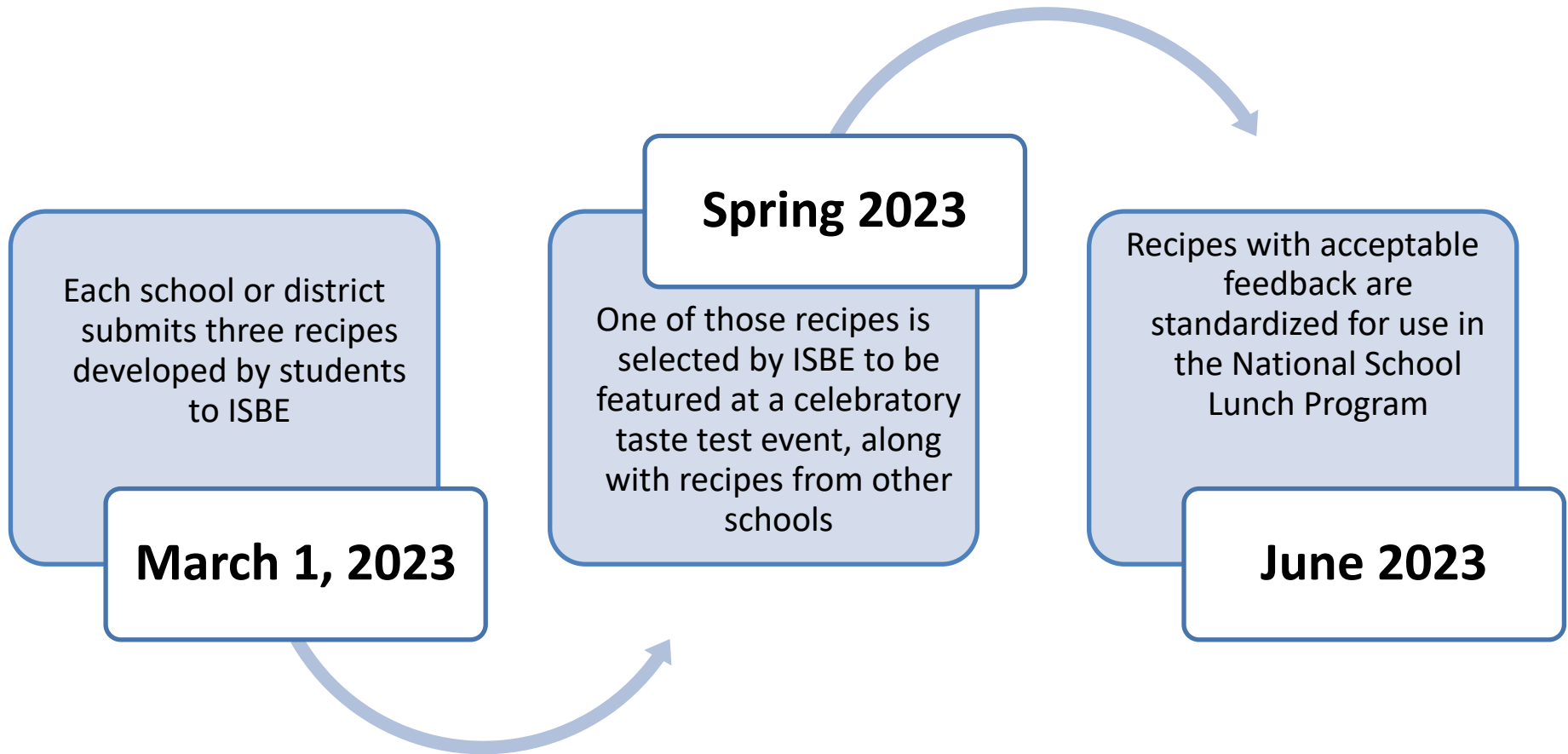
Students from each SFA will be invited to the event to taste test dishes from developed by other IL students.



Recipes that meet USDA acceptability criteria will be standardized by a professional chef for use in the NSLP.



RECIPE DEVELOPMENT TIMELINE





RECIPE DEVELOPMENT CRITERIA

Focus: Develop recipes focusing on the NSLP vegetable subgroups using local vegetables as a main ingredient



Vegetable Subgroups

Dark Green
Red/Orange
Legumes
Starchy
Other



Local Vegetables

Vegetables produced within the
state of Illinois



Main Ingredient

One of the top four
ingredients in the
recipe by weight or
volume

Recipes may be developed for main dishes (entrée) or side dishes.



RECIPE DEVELOPMENT CRITERIA

Refers to vegetables produced within the state of Illinois

*Examples:
Pumpkin, Asparagus,
Winter squash,
Green peas, Green beans,
Sweet corn,
Lima beans*

Recipes featuring these vegetables, or others not already included in a USDA recipe, will be given priority

Any Illinois-grown vegetable can be chosen as a main ingredient to be featured in a recipe





RECIPE DEVELOPMENT CRITERIA

The following nutrition standards apply to recipes developed for main dishes or side dishes.

MAIN DISH

- Contain 450 mg or less of sodium per serving
- Saturated fat must be less than 10% of total calories
- No trans fat

SIDE DISH

- Contain 200 mg or less of sodium per serving
- Saturated fat must be less than 10% of total calories
- No trans fat



RECIPE DEVELOPMENT CRITERIA

The following are not allowable in recipes developed under this grant.

Grain-based Desserts

- Includes cookies, dessert pies, cobblers, fruit turnovers, doughnuts, sweet rolls, toaster pastries, cereal bars, granola bars, brownies, and cake

Non-nutritive Sweeteners

- Artificial, low-calorie, and no-calorie sweeteners that offer no nutritional benefits

Non-domestic Fruits & Vegetables

- Refers to fruits and vegetables produced outside of the U.S.



RECIPE DEVELOPMENT CRITERIA

Each recipe submitted to ISBE must include:

- ☐ Completed recipe template
- ☐ Nutrient analysis
- ☐ Sample menu showing how the recipe contributes toward a reimbursable school meal
- ☐ A description of the importance of the featured vegetable(s) to Illinois
- ☐ A description of how the recipe incorporates cultural and/or regional food preferences or preparation methods (if applicable)



RECIPE SELECTION CRITERIA (TASTE TEST EVENT)

NSLP Requirements

(must be met)

- The recipe features an IL vegetable as the main ingredient
- The recipe meets minimum standards to credit toward an NSLP vegetable subgroup
- The recipe meets or exceeds nutrition standards for a main or side dish
- The recipe does not contain unallowable ingredients

Creativity

*(optional, but priority
points will be given)*

- The recipe and local vegetable(s) featured are unique from others already standardized by the USDA
- The recipe incorporates cultural or regional food preparation practices and customs



RECIPE SELECTION CRITERIA (TASTE TEST EVENT)

NSLP Requirements

(must be met)

- The recipe features an IL vegetable as the main ingredient
- The recipe meets minimum standards to credit toward an NSLP vegetable subgroup
- The recipe meets or exceeds nutrition standards for a main or side dish
- The recipe does not contain unallowable ingredients

Recipes that do not meet the following criteria cannot be considered for the taste test event:

- The recipe features an IL vegetable as the main ingredient
- The recipe meets minimum standards to credit toward an NSLP vegetable subgroup
- The recipe meets or exceeds nutrition standards for a main dish or side dish
- The recipe does not contain unallowable ingredients



RECIPE SELECTION CRITERIA (TASTE TEST EVENT)


Creativity

(optional, but priority points will be given)

- The recipe and local vegetable(s) featured are unique from others already standardized by the USDA
- The recipe incorporates cultural or regional food preparation practices and customs

Child Nutrition Recipe Box

- Features currently standardized *USDA Recipes for Schools*
- Students are highly encouraged to check out these recipes before beginning their own recipe development to avoid duplicating or creating similar recipes
- <https://theicn.org/cnrb/recipes-for-schools/>



Baby Potatoes Persillade USDA Recipe for Schools

5 ★



Baked Sweet Potatoes and Apples USDA Recipe for Schools

0 ★



Black Bean Hummus USDA Recipe for Schools

3 ★



RECIPE SELECTION CRITERIA (TASTE TEST EVENT)

Creativity

(optional, but priority points will be given)

- The recipe and local vegetable(s) featured are unique from others already standardized by the USDA
- The recipe incorporates cultural or regional food preparation practices and customs

Cultural/Regional Food Practices

- Students are highly encouraged to develop recipes that represent cultural or regional food preparation practices and customs
- Students will be asked to describe how the recipe reflects cultural or regional preferences or preparation methods (if applicable) when submitting recipes to ISBE

Examples include, but are not limited to:


- Featuring a vegetable that is specific to a certain region of IL
- Incorporating flavors and spices found in different types of cuisine
- Developing interpretations of dishes commonly found in certain cultures or regions






RECIPE DEVELOPMENT

Resources



- Farm to School

- The Benefits of Farm to School  (National Farm to School Network)
- Illinois Farm to School Toolkit (IL Farm to School Network)
- Illinois Harvest of the Month Program (IL Farm to School Network)
- MarketMaker Illinois (MarketMaker)

- Recipe Development

- National School Lunch Program Meal Pattern Chart  (USDA)
- Vegetable Subgroups Chart  (ISBE)
- Child Nutrition Recipe Box (Institute of Child Nutrition)
- Illinois...What's in Season  (University of Illinois Extension)

- Student Engagement

- Taste Test Toolkit  (Illinois Farm to School Network)
- Junior Chef Competitions (Chef Ann Foundation)
- Chef Demonstrations (Chef Ann Foundation)
- National Farm to School Month Celebration Toolkit  (National Farm to School Network)

ISBE Nutrition Department

Team Nutrition webpage: <https://www.isbe.net/Pages/team-nutrition.aspx>



PARTNERSHIP WITH ISBE

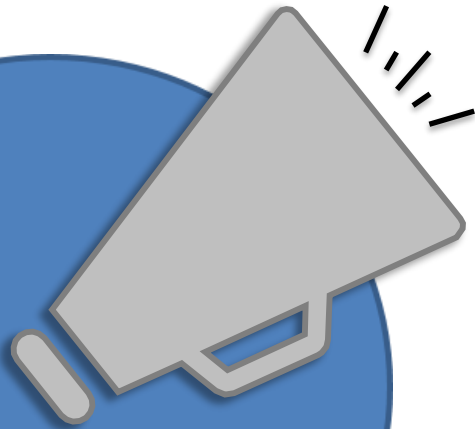
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ISBE IS HERE TO HELP!

ISBE WOULD LIKE TO OFFER THEIR SUPPORT TO GRANTEEES AT ANY TIME THROUGHOUT THE GRANT PERFORMANCE PERIOD

ISBE Nutrition Department wants this to be a fun, positive, and successful experience for grantees and their students. We will be in constant communication with grantees to provide resources, answer questions, and offer general support all along the way!





ISBE STAFF ATTENDANCE AT GRANT-RELATED ACTIVITIES

*ISBE staff is interested in visiting SFAs during grant-related activities!**

Engage with students and the school community

Offer support to grantee's efforts

Share grantee success stories, including photography and videography of the event

All costs associated with a visit by ISBE staff will be paid for by ISBE



STUDENT RECIPE TRAINING

*SFAs will need to coordinate with ISBE early in the grant performance period to allow ISBE to provide students participating in recipe development with a nutrition education presentation to assist with the development process**

The presentation will include information on:



Health benefits of vegetables



NSLP meal pattern/vegetable subgroups



Vegetables grown in Illinois

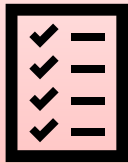


Grant activities related to recipe development

**The presentation may be delivered by ISBE staff in-person at the school or delivered in a virtual format*



TASTE TEST EVENT



ONE RECIPE WILL BE CHOSEN
FROM EACH SCHOOL TO BE
FEATURED AT THE EVENT



A PROFESSIONAL CHEF
WILL PREPARE ALL
RECIPES FOR THE EVENT



A CELEBRATORY
TASTE TEST EVENT
WILL BE HELD TO
RECOGNIZE
STUDENTS
PARTICIPATING IN
RECIPE
DEVELOPMENT



STUDENTS WILL BE GIVEN THE
OPPORTUNITY TO TRY AND
EVALUATE OTHER STUDENTS'
RECIPES FROM OTHER
SCHOOLS








RECIPES THAT ARE
"ACCEPTABLE" WILL BE
STANDARDIZED BY THE
PROFESSIONAL CHEF FOR USE
BY SCHOOLS IN THE NSLP



TASTE TEST EVALUATION

Food Item: [Recipe Name]

Please tell us how you feel about the recipe by rating each criterion below. Any additional feedback you have can be provided in the space for comments.

	 On point!	 Pretty good.	 Adequate.	 Meh.	 Not for me.
Appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Texture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taste	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>






Comments:



ACCEPTABILITY CRITERIA

Food Item: [Recipe Name]

Please tell us how you feel about the recipe by rating each criterion below. Any additional feedback you have can be provided in the space for comments.

	 On point!	 Pretty good.	 Adequate.	 Meh.	 Not for me.
Appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Texture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taste	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

A corresponding point scale will be used for a **total of 20 points possible**

The acceptability threshold will be a **minimum of 12 points**

At least 50 students will taste each recipe, of which 85% will need to give a recipe a score of at least 12

Any recipe with less than an 85% acceptability rate will **not** be standardized for use in the NSLP



DELIVERABLES

Description	Due Date
<u>DELIVERABLE 1:</u> Submit Three Student-Developed Recipes <ul style="list-style-type: none">• Completed recipe template• Nutrient analysis• Sample menu• Significance of the featured vegetable(s) to Illinois• Cultural/regional food preferences or preparation methods	March 1, 2023
<u>DELIVERABLE 2:</u> Nutrition Education/Community Engagement Activity Report	30 days following completion of activity



REPORTING

Expenditure Reports

- Electronic Expenditure Reports (IWAS)
- Minimum of quarterly
- Final expenditure report due no later than 90 days after the grant end date

Performance Reports

- Grant Periodic Reporting System (IWAS)
- Minimum of annually



GRANT PERFORMANCE MEASURES

Number of student-developed recipes created and submitted to ISBE:

Each grantee submits three or more student-developed recipes to ISBE by March 1, 2023.

Recipes must meet USDA meal pattern criteria.

Recipes must utilize an Illinois-grown vegetable as a main ingredient

Number of nutritional education/ community engagement activities provided to students:

Grantee provides one or more community engagement/nutritional education activities during the grant period which relate to the recipe development.

Activities must incorporate nutrition education, food literacy, and/or community engagement as it pertains to the local agricultural products and food sources which are being utilized in the recipe development



APPLICATION PROCESS

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GATA REQUIREMENTS

- Pre-Qualification – *GATA Grantee Portal*
 - GATA status must be in good standing
- FY 2022 Fiscal and Administrative Risk Assessment Internal Controls Questionnaire (ICQ) – *GATA Grantee Portal*
- FY 2023 Organizational Risk Assessment – *system in IWAS*
- FY 2023 Programmatic Risk Assessment – *within grant application*

ISBE GATA ADMINISTRATION DEPARTMENT

(217) 782-5630

GATA@isbe.net

GATA WEBPAGE

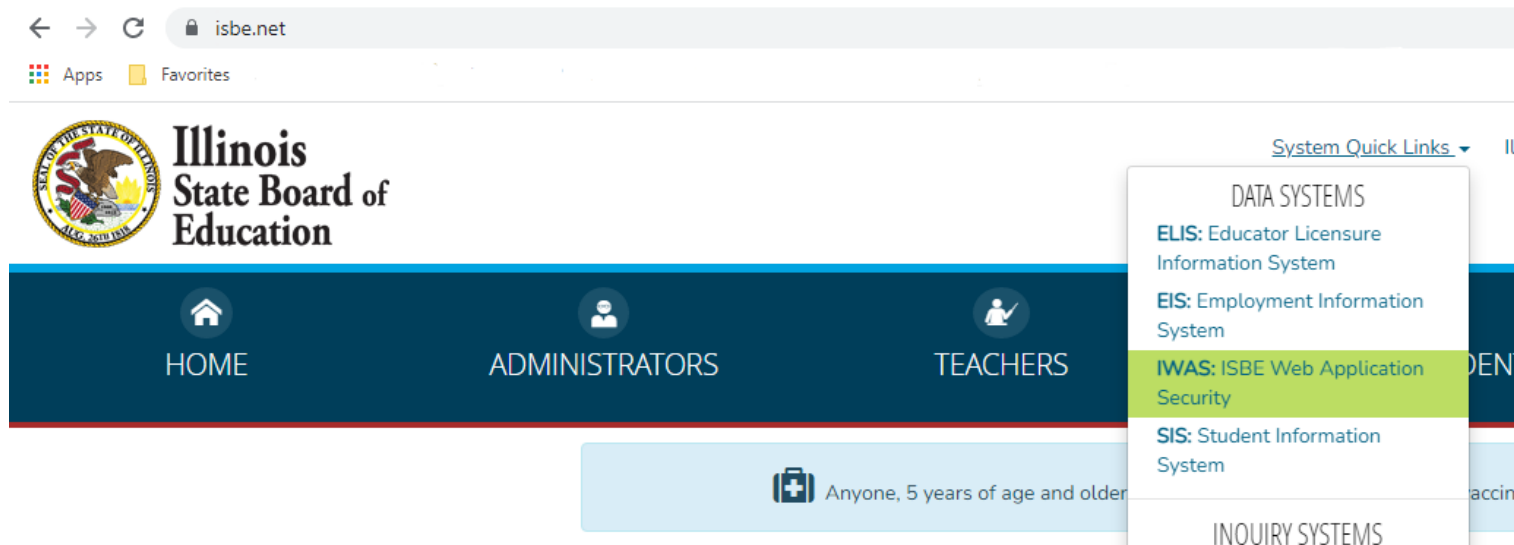
<https://www.isbe.net/Pages/Grant-Accountability-and-Transparency-Act.aspx>



ACCESSING THE APPLICATION

Electronic application in IWAS

<https://sec.isbe.net/iwas/asp/login.asp?js=true>





ACCESSING THE APPLICATION

 **Illinois State Board of Education**
Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

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Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

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System Listing
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 **Active Grants**

Team Nutrition Recipe Development RFP 


Legend:  : System Description - Detailed  : Due Dates  : Profile

[Want to Signup for Other Systems?](#)





ACCESSING THE APPLICATION



Illinois State
Board of Education

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eGMS - Grants Application

SESSION
TIMEOUT 59:46

District Name: RCDT: County:

Application Select [Instructions](#)

This Program Allows you to have multiple projects.
Would you like to create a new project for the current year? ☒ Yes

Year: Project Code:

Project Title:

[Create New Project](#)

[Click to view LEA Dashboard](#)

Select an application from the list(s) below and press one of the following buttons:


[Review Checklist](#)[Print All](#)

[Review Checklist Print All](#)

This Organization has not created any Applications



ACCESSING THE APPLICATION



**Illinois State
Board of Education**

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eGMS - Grants Application

SESSION
TIMEOUT **57:39**

Applicant:
Application: 2022-2023 Team Nutrition Recipe Development RFP - W0
Cycle: Original Application
Project Number: 23-Nutrition-4227-WC

County:

Team Nutrition RFP ▼

[Printer-Friendly](#)
[Click to Return to Application Select](#)

[Overview](#) | [General Information](#) | [Applicant Information](#) | [Amendments](#) | [Program Narrative](#) | [FFATA](#) | [Budget Pages](#) | [Program Risk Assessment](#) | [Assurance Pages](#) | [Submit](#) | [Application History](#) | [Page Lock Control](#) | [Application Print](#)

Overview

Program: Illinois SY 2022-23 Team Nutrition School Meals Recipe Development Grant

Purpose: The purpose of the Illinois SY 2022-23 Team Nutrition School Meals Recipe Development Grant is to increase the participation, engagement, and involvement of high school students and their school community in the School Meal Programs by providing the opportunity for student-driven recipe development and activities promoting nutritional education and a connection to Illinois local agriculture.

Program Type: Federal Competitive Program

CSFA Number: 586-18-0412


CSFA Title: Team Nutrition Grants

CFDA Number: 10.574

CFDA Title: Team Nutrition Grants



ACCESSING THE APPLICATION



Illinois State Board of Education

eGMS - Grants Application

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SESSION TIMEOUT 59:37

Applicant:

County:

Team Nutrition RFP ▾

Application: 2022-2023 Team Nutrition Recipe Development RFP - W0

Cycle: Original Application

Project Number: 23-Nutrition-4227-W0

[Printer-Friendly](#)
[Click to Return to Application Select](#)

Overview	General Information	Applicant Information	Amendments	Program Narrative	FFATA	Budget Pages	Program Risk Assessment	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Program Purpose	Program Description	Background			Program Objectives		Policy Requirements		Funding Information		Review Criteria	

Program Purpose

The purpose of the Illinois SY 2022-23 Team Nutrition School Meals Recipe Development Grant is to increase the participation, engagement, and involvement of high school students and their school community in the School Meal Programs by providing the opportunity for student-driven recipe development and activities promoting nutritional education and a connection to Illinois local agriculture.



APPLICATION COMPONENTS

Overview

General Information

Applicant Information

▶ Program Narrative

FFATA

▶ Budget Pages

Program Risk Assessment

Assurance Pages



PROGRAM NARRATIVE

- Participating Schools
- Project Coordinator
- Organization Commitment
- Organizational Capacity
- ISBE Coordination
- Participating Students
- Project and Plan



PROGRAM NARRATIVE – PARTICIPATING SCHOOLS

Overview	General Information	Applicant Information	Amendments	Program Narrative	FFATA	Budget Pages	Program Risk Assessment	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Participating Schools	Project Coordinator	Organizational Commitment	Organizational Capacity	ISBE Coordination	Participating Students	Project and Plan						

Participating Schools

School(s) participating in recipe development for this grant must meet certain eligibility criteria. The school must be a high school (serving grades ranging from 9-12) that also:

- participated in the National School Lunch Program (NSLP) during School Year 2019-20; and
- participated in NSLP or the Seamless Summer Option (SSO) lunch for School Year 2021-2022 and will continue to operate such a program during School Year 2022-23; and
- must be currently enrolled or, if awarded a grant, must agree to enroll as a [Team Nutrition School](#).

Eligibility criteria will be verified in the Web-based Illinois Nutrition System (WINS) and USDA's Team Nutrition School database.

School(s) Participating in Recipe Development (At least one school's information must be entered - additional schools are optional)

School Name:*

Site Number (as identified in WINS):*

Team Nutrition School:*

☐ Yes, this school is enrolled as a Team Nutrition School.

☐ No, this school is not enrolled as a Team Nutrition School, but agrees to enroll if awarded a grant.

School Name:

Site Number (as identified in WINS):

Team Nutrition School:

☐ Yes, this school is enrolled as a Team Nutrition School.

☐ No, this school is not enrolled as a Team Nutrition School, but agrees to enroll if awarded a grant.

[Add Additional Entries](#)

[Save Page](#)

*Required field



PROGRAM NARRATIVE – PROJECT COORDINATOR

Overview	General Information	Applicant Information	Amendments	Program Narrative	FFATA	Budget Pages	Program Risk Assessment	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Participating Schools	Project Coordinator	Organizational Commitment		Organizational Capacity		ISBE Coordination		Participating Students		Project and Plan		

Project Coordinator

Each applicant must designate a Project Coordinator. The responsibilities of the Project Coordinator include:

- Serving as the main point of contact between ISBE and the Grantee
- Overseeing coordination and implementation of grant activities
- Serving as liaison between key personnel for the grant project
- Ensuring submission of grant reporting and deliverables

Project Coordinator First Name:*

Project Coordinator Last Name:*

Project Coordinator Title:*

Email:*

Phone (10 numerical digits, no punctuation):*

Is the Project Coordinator able and committed to perform the responsibilities listed above?*

☐ Yes

☐ No

Describe the qualifications and experience of the designated Project Coordinator as related to the required activities of this grant, with an emphasis on grant management, project management, and other skills that will ensure overall project success.*

[[count] of 5,000 maximum characters used)

[Save Page](#)

*Required field



PROGRAM NARRATIVE – ORGANIZATIONAL COMMITMENT

Overview	General Information	Applicant Information	Amendments	Program Narrative	FFATA	Budget Pages	Program Risk Assessment	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Participating Schools	Project Coordinator	Organizational Commitment	Organizational Capacity	ISBE Coordination	Participating Students	Project and Plan						

Organizational Commitment Statement

Provide your organization's reason(s) for applying for the grant, then describe your organization's commitment to completing the grant project.*
(0 of 5000 maximum characters used)

The success of the project requires support of the project across multiple levels and areas of the organization. Indicate each level of support of the project below.

<i>Level of Institutional Support:</i>	<i>Will This Level of Institutional Support Be Available?</i>
District Level Administration:*	<input type="radio"/> Yes <input type="radio"/> No
School Level Administration:*	<input type="radio"/> Yes <input type="radio"/> No
School Nutrition Program Food Service Director:*	<input type="radio"/> Yes <input type="radio"/> No

[Save Page](#)

*Required field



PROGRAM NARRATIVE – ORGANIZATIONAL CAPACITY

Overview	General Information	Applicant Information	Amendments	Program Narrative	FFATA	Budget Pages	Program Risk Assessment	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Participating Schools	Project Coordinator	Organizational Commitment	Organizational Capacity	ISBE Coordination	Participating Students	Project and Plan						

Organizational Capacity

Describe any significant strengths, resources, partnerships, and/or similar or relevant past experiences that contribute to your organization's capacity to perform the [required elements of the grant](#).*

(0 of 5000 maximum characters used)

Identify key personnel who will contribute to the grant project. For each person identified, describe their role for the project and how their qualifications and experience will contribute to the success of the project. Key areas of emphasis should include recipe development, relevant culinary experience, experience with the school meal programs and meal pattern requirements, nutrition education, and local agriculture.

First Name:

Last Name:

Title:

Email:

Phone (10 numerical digits, no punctuation):

Define this person's Anticipated Project Role, Qualifications, and Experience.

(0 of 5000 maximum characters used)

[Add Additional Entries](#)

[Save Page](#)

*Required field



PROGRAM NARRATIVE – ISBE COORDINATION

Overview	General Information	Applicant Information	Amendments	Program Narrative	FFATA	Budget Pages	Program Risk Assessment	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Participating Schools	Project Coordinator	Organizational Commitment	Organizational Capacity	ISBE Coordination	Participating Students	Project and Plan						

Coordination of Grant Activities with ISBE

Nutrition Education Presentation for Students

Grantees will be required to coordinate with ISBE to allow for ISBE Nutrition staff to provide students participating in recipe development with a nutrition education presentation focusing on health benefits, food science, and interesting facts on the vegetable subgroups and how the subgroups pertain to the National School Lunch Program meal pattern. The presentation will also include specific information on Illinois agricultural products. In total, this presentation will be no more than 2 hours in length. The presentation may be delivered by ISBE staff in-person at the school or delivered in a virtual or other format, dependent upon scheduling needs and/or public health precautions.

Please indicate preferred format below.

Choose One:*

- ☐ In-Person
☐ Virtual
☐ Other (Explain Below)

Choose One:*

- ☐ Delivered in one session
☐ Delivered in two, smaller sessions

Describe how this training would best fit with your project implementation plan. Provide details on reasoning for preferred formats and the timeframe that would best fit with your project timeline.*

(0 of 5000 maximum characters used)

ISBE Staff Attendance at Grant-Related Activities

Grantees may be asked to allow ISBE staff to visit and/or attend at grant-related activities for the purposes of furthering state agency engagement with students and the school community and allowing ISBE to support grantee efforts and sharing of success stories including photography and videography of the event. All costs associated with a visit by ISBE staff will be paid for by ISBE and not expected to be included in grant budgets.

Is this something you would be able to facilitate/allow for this grant?

Choose One:*

- ☐ Yes
☐ No

Provide additional explanation for your response below.*

(0 of 5000 maximum characters used)

ISBE Recipe Tasting Event

As a culmination to the project activities, ISBE will host a Recipe Tasting Event to celebrate the students' efforts and bring participants together to sample recipes created by themselves and their peers. Each SFA will be invited to send up to approximately 10 attendees to the event which will be hosted by ISBE in the southwest Chicagoland area in April 2023. ISBE will select recipes from among the submissions received to feature at the event. All recipes chosen will be prepared by a professional chef and presented at the event for students to sample and provide feedback.

Travel costs necessary for grantee participants to travel to ISBE's Recipe Tasting Event are an allowable expense and may be included in the grant budget.

Do you intend to send participants to this event?

Choose One:*

- ☐ Yes
☐ No

Provide additional explanation for your response below.*

(0 of 5000 maximum characters used)

*Required field

Save Page



PROGRAM NARRATIVE – PARTICIPATING STUDENTS

Overview	General Information	Applicant Information	Amendments	Program Narrative	FFATA	Budget Pages	Program Risk Assessment	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Participating Schools	Project Coordinator	Organizational Commitment	Organizational Capacity	ISBE Coordination	Participating Students	Project and Plan						

Number of Participating Students
Enter the anticipated number of students that will participate in each component:
How many students will be involved in the Recipe Development component of the project?*

How many additional students (any not included in the number above) will also be involved in the Nutrition Education/Community Engagement Activity component of the project?*

Save Page

Required field*



PROGRAM NARRATIVE – PROJECT AND PLAN

Overview	General Information	Applicant Information	Amendments	Program Narrative	FFATA	Budget Pages	Program Risk Assessment	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Participating Schools	Project Coordinator	Organizational Commitment	Organizational Capacity	ISBE Coordination	Participating Students	Project and Plan						

Project Design and Implementation Plan Narrative

Describe how the required project components will be implemented. Required components include student-led Recipe Development and implementation of at least one Nutrition Education/Community Engagement Activity. Refer to the Program Description and the link below for more detail.

Narrative must include:

A. Project Planning and Consultation

- How the project plan was developed in consultation with nutrition personnel knowledgeable in the requirements of the School Nutrition Programs.
- How input from the school community, such as community partners or other school personnel was considered in developing the project plan.
- A description of any significant community partnerships that will be utilized to aid in implementation of the project such as with local universities, extension services, farmers markets, local growers and grocers, etc.
- A description of how efforts will be made to source locally grown agricultural products for grant activities.

B. Recipe Development

- A detailed description of how students will be involved and engaged in the recipe development process.
- The basis upon which the group of students will be selected/identified to participate in the recipe development process (example: students in a specific culinary arts class).

C. Nutrition Education/Community Engagement

- A detailed description of the nutritional education/community engagement activity, including its focus on local agricultural products, the local agricultural community and food sources, and how it relates to the recipes being developed under this grant.

D. Project Timeline

- A detailed project timeline of activities.

[Additional Information](#)

(0 of 8000 maximum characters used)

Save Page

*Required field



BUDGET PAGES

Overview	General Information	Applicant Information	Amendments	Program Narrative	FFATA	Budget Pages	Program Risk Assessment	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Indirect Cost Calculation						Budget Detail		Budget				

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536)

[Instructions](#)

Itemize and explain each expenditure amount that appears on the Budget Summary. Provide a complete breakdown of eligible employee benefits. Federal Funds: Please review the Instructions link for details that apply to your specific grant regarding teacher's retirement. Contact your program consultant with any additional questions you may have regarding TRS contributions. Click on the "Create Additional Entries" button to enter additional information.

[Description of Function Codes and Object Codes](#)

Function Code	Object Code	Exclude from MTDC**	Expenditure Description and Itemization	Nutrition-4227 Funds	Delete Row
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Create Additional Entries](#)

Total Direct Costs	<input type="text"/>
Less Functions 2530 and 4000, Capital Outlay Costs, Contract amounts over \$25,000	<input type="text"/>
Modified Total Direct Costs	<input type="text"/>
Indirect Cost Rate %	<input type="text"/>
Maximum Indirect Cost *	<input type="text"/>
Indirect Cost	<input type="text"/>
Total Allotment	<input type="text"/>
Grand Total	<input type="text"/>
Allotment Remaining	<input type="text"/>

[NOTE: READ BEFORE IMPORTING - Data Import Instructions](#)

[Data Import Template](#)

[Choose File](#) [No file chosen](#)
[Upload/Validate File](#)

[Calculate Totals](#) [Save Page](#)

*If expenditures are budgeted in Functions 2510, 2520, 2570, 2640, or 2660 by an LEA, the indirect cost rate cannot be used
** Contracts over \$25,000 must be entered in a separate line items and the Exclude from MTDC box selected. (Modified Total Direct Cost)



ALLOWABLE & UNALLOWABLE COSTS

All requested costs must be allowable, allocable, and reasonable in accordance with the OMB Code of Federal Regulations Cost Principles as follows:

- 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.”
- 2 CFR Part 400: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.”

Food

Personnel

Equipment

Training and
Nutrition
Education
Materials

Travel Costs

Specifically
Unallowable
Items



FOOD COSTS

- Grant funds may be used to pay for food if the food is part of a specific grant activity.
- Food purchases must be in accordance with the Buy American Provision.
- Food expenditures may not exceed 20 percent of the funds awarded.

Allowable food costs include:

- Food purchases to develop and test standardized recipes developed under this grant. Local agricultural products featured in the recipes must be procured from a local producer, if available.
- Food purchases and supplies for taste-testing events conducted with students (who attend a NSLP or SSO Lunch participating school) to evaluate or promote the standardized recipes being developed under the grant.
- Food purchased to demonstrate or provide instruction to school nutrition professionals on the preparation of a standardized recipe developed under this grant.
- Food used as part of nutrition education activities with students in accordance with the objectives of this grant.

Unallowable food costs include:

- Purchasing meals and snacks for training participants.
- Foods used to prepare a meal for which reimbursement will be provided under the USDA FNS nutrition assistance programs.
- Foods used as an incentive or prize.
- Foods provided directly to students and families to prepare and eat at home.
- Foods not related to the standardized recipes developed under this grant.



PERSONNEL COSTS

- Must be justified by project roles and activities
- May be used to hire a substitute, administrator, or food service staff to allow for absences necessary to attend grant-related activities, training, or staff development in support of the grant objectives.

EQUIPMENT COSTS

- Grant funds may be used to purchase small foodservice operation equipment, such as slicers, sectionizers, food processors, electric skillets, blenders, coolers, worktables, utility carts, can openers, cutting boards, knives, and mixers.
- Equipment must directly support the development and preparation of standardized recipes as described under this grant.
- The total expenditure for food and nutrition equipment may not exceed 5 percent of the funds awarded.



TRAINING AND NUTRITION EDUCATION MATERIALS

The following training and nutrition education costs are allowed if submitted in a proposed budget and approved by ISBE:

- Costs to provide training to school nutrition professionals on the preparation and meal service of standardized recipes under this grant.
- Costs related to the development of training and education materials to support grant activities such as videography, food styling, graphic design, printing, duplication, translation, online training development, 508 remediation of documents, and shipping.



TRAVEL COSTS

Grant funds may be used for travel costs necessary for conducting grant activities. These may include:

- Travel costs or reimbursement for attending local trainings.
- Travel costs associated with school-sanctioned field trips to visit farms or production facilities of local agricultural products featured in the standardized recipes.
- Travel costs for key personnel and students to attend the taste-test event hosted by ISBE
- Stipends may be used to reimburse for local travel and hotel costs for school nutrition professionals to attend grant related trainings and activities.



SPECIFICALLY UNALLOWABLE ITEMS



Any costs associated with prizes or incentive items related to activities or contests



Clothing such as chef hats, aprons, and shirts



Gardening tools, materials (including seeds, soil, planters, and plants), or equipment

Unallowable food costs include:

- Purchasing meals and snacks for training participants.
- Foods used to prepare a meal for which reimbursement will be provided under the USDA FNS nutrition assistance programs.
- Foods used as an incentive or prize.
- Foods provided directly to students and families to prepare and eat at home.
- Foods not related to the standardized recipes developed under this grant.



APPLICATION DEADLINE

Tuesday, May 31, 2022, at 4:00 pm





APPLICATION REVIEW

- ISBE Merit Based Review Policy and Procedures
https://www.isbe.net/Documents/Merit_Based_Review_Policy.pdf
- Total Points Possible: 90
- Minimum Score: Proposals that score under 63 points will not be funded

SCORING RUBRIC

Selection criteria and point values are as follows:					
Not Provided	Very Limited	Somewhat Limited	Moderate	Strong	Very Strong
0	1	2	3	4	5
Response requirements are absent.	Response provides very few details to meet the criteria requirement.	Response is unclear and lacks enough evidence to meet the criteria requirement.	Response provides moderate detail and conveys potential to meet the criteria requirement.	Response provides good detail and evidence to meet the criteria requirement.	Response exceeds expectations and provides strong evidence to meet criteria requirement.



REVIEW CRITERIA

Overview	General Information	Applicant Information	Amendments	Program Narrative	FFATA	Budget Pages	Program Risk Assessment	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Program Purpose	Program Description	Background	Program Objectives	Policy Requirements	Funding Information	Review Criteria						

Review Criteria

Application Review and Selection Process:

The selection of the grantees will be based upon the overall quality of the application. The scoring is based upon the following criteria:

1. Need This section identifies stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose.
2. Capacity This section shows the ability of an entity to execute the grant project according to the project requirements.
3. Quality This section explains the totality of features and characteristics of a service, project, or product that indicate its ability to satisfy the requirements of the grant program

Proposals that score under 63 points will not be funded.

Tiebreaker

In the event of a tie, the applicant with the higher total anticipated number of participating students will be given priority.

Evaluation Criteria

These overall criteria are built into the rubric below. The points for each section as well as the individual criteria are also included in the rubric.

Following the notification of grant awards, an applicant may request copies of reviewer scores and comment.

Selection criteria and point values are as follows:

Not Provided	Very Limited	Somewhat Limited	Moderate	Response
0	1	2	3	det
Response requirements are absent.	Response provides very few details to meet the criteria requirement.	Response is unclear and lacks enough evidence to meet the criteria requirement.	Response provides moderate detail and conveys potential to meet the criteria requirement.	

Section 1: Organizational Motivation, Commitment, and Capacity to Carryout Grant Activities - 30 Points

- The proposal designates a Project Coordinator who will oversee the grant project and describes the qualifications and experience of the Project Coordinator as related to the required activities of this grant with an emphasis on grant management, project management, and other skills that will ensure overall project success.
- a. The proposal demonstrates the applicant's motivation for applying for the grant aligns with the program purpose and objectives. 5
- b. The proposal indicates support of the project from both district and school level administration and collaboration with the district Food Service Director. 5
- c. The proposal describes significant strengths, resources, partnerships, and/or similar or relevant past experiences that demonstrate the organization's capacity to successfully perform the required elements of the grant. 5
- d. The proposal identifies key personnel who will contribute to the grant project and describes relevant qualifications and experiences related to the required activities of this grant with an emphasis on recipe development, relevant culinary experience, experience with the school meal programs and meal pattern requirements, nutrition education and local agriculture. 5
- e. The proposal supports coordination with ISBE: 5
- *to allow for ISBE Nutrition staff to provide nutrition education presentation to the students participating in recipe development.
 - *to allow for ISBE staff to attend grant-related activities.
 - *to allow for student participation in the Recipe Tasting Event hosted by ISBE.

Section 2: Project Design and Implementation Plan - 45 Points

- a. The proposal provides a detailed plan of how students will be involved and engaged in the recipe development process. 5
- b. The basis upon which the group of students will be selected/identified to participate in the recipe development process is relevant and equitable. 5
- c. The proposal clearly indicates how project activities incorporate nutrition education, food literacy, and/or community engagement. 5
- d. There is a clear connection between grant activities and the local agricultural products, local food sources, and/or unique cultural/regional food practices which are to be utilized in the recipe development. 5
- e. The proposal clearly indicates that the project plan was developed in consultation with school nutrition personnel to ensure requirements of the School Nutrition Programs are met. 5
- f. The proposal clearly indicates that input from the school community, such as community partners or other school personnel (teachers, for example), was considered in developing the project plan. 5
- g. The proposal clearly identifies significant community partnerships that will aid in implementation of the project. 5
- h. The proposal makes a clear indication that efforts will be made to source locally grown agricultural products for grant activities. 5
- i. The proposal provides a detailed project timeline that aligns with the required timeframe for recipe submission and completion of grant activities. 5

Section 3: Project Budget Appropriateness and Efficiency - 15 Points

- a. The proposed costs are reasonable, necessary, allocable and are an allowable use of funds. 5
- b. Each line item of the budget detail provides adequate description that demonstrates how the item supports the project. 5
- c. The budget/budget narrative provides adequate explanation of how the costs were estimated. 5

Total Points Possible: 90



NEXT STEPS

Gauge Interest

- Communicate with SFA staff about interest in applying for the Illinois SY22-23 Team Nutrition School Meals Recipe Development Grant



Develop Plans

- Develop plans that incorporate both grant project components: 1) nutrition education/community engagement, and 2) student-driven recipe development



Apply!

- The deadline to apply is Tuesday, May 31st at 4:00 PM



QUESTIONS CAN BE SUBMITTED THROUGH THE CHAT BOX

**If your question is not able
to be addressed during the
webinar, an ISBE staff person
will reach out to you via
email as soon as possible**





INFORMATION & RESOURCES

ISBE NUTRITION DEPARTMENT TEAM NUTRITION WEBPAGE

<https://www.isbe.net/Pages/team-nutrition.aspx>

CONTACTS

EMILY DURBIN

NUTRITION DEPARTMENT

edurbin@isbe.net

BETH TANNER

NUTRITION DEPARTMENT

etanner@isbe.net