

eGMS - Grants Application

Applicant: County: Team Nutrition RFP ▾
 Application: 2022-2023 Team Nutrition Recipe Development RFP - W0
 Cycle: Original Application [Printer-Friendly](#)
 Project Number: 23-Nutrition-4227 [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
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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
Funding Opportunity Number and Name:	2023-4227-??
Eligible Applicants:	Applicants must be a School Food Authority (SFA) in Illinois with a high school (Grades 9-12) for which the high school a.) participated in the National School Lunch Program (NSLP) during SY 2019-20 and b.) participated in the NSLP or the Seamless Summer Option (SSO) lunch for SY 2021-22 and will continue to operate such a program during SY 2022-23. A School Food Authority is defined as a governing body that is responsible for the administration of one or more schools/sites and has the legal authority to operate the NSLP therein. Additionally, the participating high school(s) must be currently enrolled or, if awarded a grant, must agree to enroll as a Team Nutrition School.
GATA Award Requirements:	The State of Illinois Grant Accountability and Transparency Act (GATA) requires applicants to complete Pre-qualification requirements before applying for any grant. This includes completion of the Grantee Registration and Pre-qualification process through the Illinois GATA Web Portal at the link below. Grant applications must be submitted by the application deadline indicated in this NOFO/RFP. Applicants are advised to complete the Pre-qualification requirements well in advance of the NOFO/RFP deadline. https://www2.illinois.gov/sites/GATA/Grantee/Pages/default.aspx Successful grant applicants will be required to complete an FY 2022 Fiscal and Administrative Risk Assessment in the form of an Internal Controls Questionnaire (ICQ) available through the GATA Web Portal, an FY 2023 Organizational Risk Assessment through the ISBE Web Application Security (IWAS) System, and the FY2023 Programmatic Risk Assessment that is found within the electronic Grant Management System (eGMS) budget. Grant awards will not be executed until the FY 2022 ICQ, Organizational Risk Assessment, and Programmatic Risk Assessment are completed.
Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM):	Each applicant (unless the applicant is an individual or federal or state awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d)) is required to: (i) Be registered in SAM before submitting its application. If you are not registered in SAM, you may do so at www.sam.gov . (ii) Provide a valid DUNS number in its application Dun and Bradstreet . (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active federal, federal pass-through or state award or an application or plan under consideration by a federal or state awarding agency. ISBE may not consider an application for a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.
2 CFR Guidance:	Code of Federal Regulations/Title 2 - Grants and Agreements/Vol 1/2014-01-01192 Guidance is found at https://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1.pdf .
GATA:	Website Rules Legislation For awarded grantees, additional GATA pages will be required after you receive your preliminary approval.
Merit-Based Review and Selection Process for Competitive Grants:	ISBE is required to design and execute a merit-based review and selection process for applications. This process is incorporated by reference in all applicable funding opportunities. Applicants are advised to refer to the ISBE Merit-Based Review Policy, which can be found at https://www.isbe.net/Documents/Merit_Based_Review_Policy.pdf Applicants are advised to refer to the Merit-Based Review Policy document.
Grant Award/Cost Sharing or Matching:	There are no cost sharing or matching requirements for this grant. Additional funding information can be found on the Funding Information page.
Grant Period:	The grant period will begin no sooner than July 1, 2022, and will extend from the execution date of the grant until June 30, 2023.

Grant must be submitted electronically through the Team Nutrition Recipe Development RFP system in the IWAS program listing

Submission Date and Method:	<p>All applications must be submitted electronically through the Team Nutrition RFP system found in the IWAS program listing.</p> <p>Late proposals will be considered only if there are less than 20 successful applicants approved for a grant among the pool of applicants that submitted proposals prior to the competitive deadline. If this happens, late proposals will be considered in the order they were submitted to ISBE. The proposal will be scored according to the review criteria and will be funded if the total overall score is at least 63.</p> <p>Proposals must be submitted electronically by 4 p.m. on Tuesday, May 31, 2022.</p>
Grant Award Notice:	<p>It is anticipated that successful applicants will receive a Notice of Award via email approximately 90 days after the application deadline. The award letter is NOT an authorization to begin performance or expenditures. After the merit-based appeal timeframe has ended, awardees will receive additional information from the program area that includes the next steps for finalizing the grant. Monies spent prior to programmatic approval are done so at the applicant's own risk.</p>
Changes to NOFO/RFP:	<p>ISBE will post any changes made to the NOFO/RFP prior to Saturday, May 21, 2022, at: https://www.isbe.net/Pages/team-nutrition.aspx</p>
Agency Contact:	<p>Applicants are advised to check the site before submitting a proposal.</p> <p>For more information on this NOFO/RFP, contact Emily Durbin.</p> <p>All questions asked concerning this NOFO/RFP will be responded to in a Questions and Answers document found at https://www.isbe.net/Pages/team-nutrition.aspx so all respondents can see all questions and the responses to the questions. Additionally, A technical assistance session will be held at 2 p.m. on April 27, 2022. Registration information is found the above URL. Attendance is not required. Changes to the Q&A document will not be made after May 21, 2022. Applicants are advised to check the site before submitting a proposal.</p>
Funding Note:	<p>For purposes of compliance with Section 511 of P.L. 101-166 (the "Stevens Amendment"), applicants are advised that 100 percent of the funds for this program are derived from federal sources. The total amount of federal funding involved is \$200,000.</p> <p>Additional funding information can be found on the Funding Information page.</p>
Performance Reports:	<p>Programmatic reporting should be completed at a minimum of annually via the IWAS system. Additional reporting requirements may be required, as determined by the applicant's risk assessment.</p>
Expenditure Reports:	<p>Expenditure reports should be completed at a minimum of quarterly via the IWAS system. A final cumulative expenditure report for all expenditures will be due no later than 90 days after the grant end date.</p>
Fiscal Information:	<p>State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures (includes Function and Object Code descriptions) Part 100 - Requirements for Accounting, Budgeting, Financial Reporting, and Auditing</p>

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)
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Applicant: _____ **County:** _____ **Team Nutrition RFP** ▼

Application: 2022-2023 Team Nutrition Recipe Development RFP - W0
Cycle: Original Application [Printer-Friendly](#)
Project Number: 23-Nutrition-4227 [Click to Return to Application Select](#)

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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.

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Program Description

[Additional Details](#)

School Food Authorities (SFAs) will conduct activities centered around the development of nutritious and tasty recipes that incorporate local agricultural products, appeal to students' taste preferences, and meet the School Nutrition Programs meal pattern requirements for the 9-12 grade group, with a specific focus on vegetable subgroups.

Among Illinois' broad agricultural landscape, the state produces vegetables such as pumpkins, sweet corn, lima beans, green peas, green beans, asparagus, and winter squash. While students are encouraged to focus on these specific vegetables, the recipes developed under this grant may feature any Illinois-grown vegetable. In addition, recipes that represent cultural or regional food preparation practices and customs are desirable.

For more information, please see the link in the upper right corner of this page.

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Program Background/History

Team Nutrition is an initiative of the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

Under this initiative, USDA FNS issued the USDA FNS 2021 TN Training Grant Request for Applications (CFDA 10.574) and awarded ISBE a Team Nutrition Training Grant for School Meal Recipe Development. Using this funding, ISBE will award and administer up to \$200,000 in FY2023 subgrants to up to 20 SFAs in Illinois. These subgrants will be competitively awarded with a maximum amount of \$10,000 per SFA.

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Program Objectives

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

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 community engagement/nutritional education 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.

Performance Standards

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

- At minimum, only one student-developed recipe submitted 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 community engagement/nutritional education activities provided to students:

- Grantee provides at least one community engagement/nutritional education activity during the grant period that relates to the recipe development.
- Activity must incorporate nutrition education, food literacy, and/or community engagement as it pertains to the local agricultural products and food sources that are being utilized in the recipe development.

Targets

Three student developed-recipes submitted by March 1, 2023.

One community engagement/nutritional education activity completed during the grant period.

Deliverables and Milestones:

Deliverables shall be submitted using template/forms which will be provided by ISBE.

Deliverable 1: Submit Three Student-Developed Recipes

Due: No later than March 1, 2023

Each recipe submission consists of the following components:

- 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

Deliverable 2: Nutrition Education and Community Engagement Activity Report

Due: 30 days following completion of the activity

The SFA will submit to ISBE an Activity Report within 30 days following completion of the activity. The purpose of the Activity Report is to share about the students' experience with the activity. In addition to the report, SFAs are encouraged to share any materials and/or high-quality photo/video content (with appropriate releases for individuals photographed/filmed) related to the activities for potential sharing and promotion of grant activities by ISBE.

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Policy Requirements

On Oct. 16, 2020, the USDA FNS announced the award of over \$4.1 million in fiscal year (FY) 2021 Team Nutrition Training Grants to state agencies that administer the National School Lunch Program. These grants are assisting states in helping schools offer meals supported by recipes that utilize local agricultural products and reflect local food preparation practices and taste preferences. Illinois was given \$200,000 to administer via 20 grants of up to \$10,000, each.

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Funding Information

Introduction:

The total amount of funding for FY 2023 is \$200,000. A maximum of 20 grants will be awarded. Each applicant may request up to \$10,000.

Cost Sharing or Matching:

There are no cost sharing or matching requirements for this grant.

Indirect Cost Rate:

The federal Uniform Guidance at 2 CFR 200 requires that grantees be provided the opportunity to seek indirect cost reimbursements based on negotiated indirect cost reimbursement rates. Rates are determined and applied as follows.

Local Education Agencies

- * Local Education Agency (LEA) indirect cost rates are developed in accordance with a delegation of authority agreement between ISBE and the U. S. Department of Education (ED). The plan includes both a restricted and unrestricted rate for each individual LEA. Both the restricted and unrestricted LEA rates are published annually on the ISBE website. The rates are available at: <https://www.isbe.net/Pages/Indirect-Cost-Rate-Plan.aspx>. In the past, only the restricted rate was allowed when budgeting indirect cost reimbursements. LEAs have the ability to seek indirect cost reimbursement at the published unrestricted rate for any program other than those identified as restricted by ED.
- * Newly organized LEAs, Regional Offices of Education Intermediate Service Centers, area vocational centers, charter schools, university laboratory schools and governmental entities formed by a joint agreement among LEAs utilize either the statewide average of LEA unrestricted or restricted indirect rates as appropriate, depending on program.
- * LEAs that jointly administer federal program(s) utilize either the approved unrestricted or restricted indirect cost rates for the administrative district of the joint program as appropriate, depending on program.

Non-LEAs

- * For programs eligible for an unrestricted indirect cost rate, not-for-profit entities, community/faith-based organizations, and other non-LEA, non-university subgrantees utilize rates negotiated through the Governor's Office of Management and Budget centralized process in which they will have the option to:
 - Select the 10% diminimus rate.
 - Submit documentation supporting a rate determined through negotiation with their federal cognizant agency.
 - Negotiate a rate.
- Non-LEA, non-university grantees may initiate the unrestricted indirect cost rate negotiation process through the GATA grantee portal at: <https://grants.illinois.gov/portal/>.
 - For federal programs requiring the use of a restricted indirect cost rate, not-for-profit entities, community/faith-based organizations, and other non-LEA subgrantees shall utilize the 8% default rate described at 34 CFR 76.564.
 - Colleges and universities will be limited to a maximum indirect cost rate of 8% or other indirect cost rate calculated by their cognizant federal agency, whichever is less, for grants administered by ISBE.

Costs associated with Fiscal Support Services (2520), Internal Support Services (2570), Staff Support Services (2640), Data Processing Services (2660), and Direction of Business Support Services (2510) charged to the Educational Fund are properly budgeted as indirect costs.

Funding Restrictions:

The indirect cost rate for this program is unrestricted. For a list of allowable and unallowable costs, please see via hyperlink below.

[Allowable and Unallowable Expenditures](#)

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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 comments by contacting [Emily Durbin](#).

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.

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

Possible Points

- The proposal designates a Project Coordinator who will oversee the grant project and describes the qualifications and experience of the Project Coordinator as
- a. 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. 5
 - b. The proposal demonstrates the applicant's motivation for applying for the grant aligns with the program purpose and objectives. 5
 - c. The proposal indicates support of the project from both district and school level administration and collaboration with the district Food Service Director. 5
 - d. 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
- The proposal identifies key personnel who will contribute to the grant project and describes relevant qualifications and experiences related to the required
- e. 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
 - f. 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

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Applicant Information

Program Contact Person:

Last Name*	First Name*	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 1*	<input type="text"/>	
Address 2	<input type="text"/>	
City*	State*	ZIP + 4 *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone*	Email*	
<input type="text"/>	<input type="text"/>	

Budget Contact Person (required fields if different from Program Contact):

Last Name*	First Name*
<input type="text"/>	<input type="text"/>

General Education Provisions Act*

Section 427 of the General Education Provisions Act requires that all applicants provide a description of the steps the applicant proposes to take to ensure equitable access to and participation in this federal program for students, teachers, and other program beneficiaries with special needs. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. The applicant should determine whether these or other barriers may prevent students, teachers, etc., from access to and participation in program activities. Describe the steps that will be taken to overcome any barriers identified.*

(0 of 500 characters used)

Select the area affected by the project:

- District
- City
- County
- Multiple areas (list)
- Statewide
- Other (describe)

Activity Period:*

- Regular Project Year - Activities completed through June 30. No new obligations/activities after June 30 except to pay outstanding obligations made prior to June 30 or to pay for salaries for activities completed prior to June 30 (salaries paid on a 12-month basis, but working only nine months).

Grant Period:*

Begin Date: July 1, 2022, or the receipt date of a substantially approvable application, whichever is later

End Date:

Use this text area for any needed explanations to ISBE in regard to this program.

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Amendments

[Instructions](#)

Use this page to report any amendment details. If this is an Original application, you still need to respond to the first question, save the page, and continue completing your application.

THIS PAGE MUST BE COMPLETED AND SAVED FOR THE ORIGINAL APPLICATION AND FOR ANY SUBSEQUENT AMENDMENTS.

Is this an Original application or Amended application? *

- Original Application Amended Application

Grant Changes

Provide a brief description of the changes, including the function/object codes which have been amended in this submission. (Limited to 1,500 characters)
(0 of 1500 maximum characters used)

[Save Page](#)

*Required field

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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

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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)

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*Required field

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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.

Level of Institutional Support:

Will This Level of Institutional Support Be Available?

District Level Administration:*

- Yes
- No

School Level Administration:*

- Yes
- No

School Nutrition Program Food Service Director:*

- Yes
- No

Save Page

*Required field

eGMS - Grants Application

Applicant: County: Team Nutrition RFP ▼

Application: 2022-2023 Team Nutrition Recipe Development RFP - W0
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Project Number: 23-Nutrition-4227

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

Required Project Components

Each project funded must include the following components.

A. Recipe Development

The SFA will provide students the opportunity and guidance necessary to develop recipes that meet the USDA meal pattern and nutritional standards to be served in the School Nutrition Programs for the 9-12 grade group.

Recipes **must** feature Illinois local agricultural products, specifically focusing on creating menu items that fulfill a vegetable subgroup meal component. SFAs may choose any Illinois-grown vegetable as the main ingredient, however, recipes featuring the above noted vegetables will be given priority. For the purposes of this grant, a main ingredient is defined as one of the top four ingredients in the recipe by weight or volume.

Each recipe **must** meet the following nutritional guidelines, as applicable:

- Contain 200 mg or less of sodium/serving for side dish items
- Contain 450 mg or less of sodium/serving for entrée items
- Saturated fat must be less than 10% of total calories
- Any grain ingredients included must meet USDA's definition for whole-grain rich
- No grain-based desserts may be developed under this grant
- May not contain alcohol or non-nutritive sweeteners
- Only domestically produced fruits and vegetables may be included in recipes

As part of the recipe development process, the student recipes should be included as part of a reimbursable meal during a meal service. At this time, the SFA school nutrition professional(s) should review the recipes for practicality and to ensure they meet the noted requirements prior to being sent to ISBE.

The SFA **must** submit three student-developed recipes to ISBE by **March 1, 2023**.

Each submitted recipe **must** include:

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

B. Nutrition Education and Community Engagement Activity

The SFA **will implement at least one** nutritional 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. All activities and costs **must** be connected to the recipes developed under this grant.

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 of activities can include, but are not limited to, local cooking competitions, local taste-testing events, nutrition education, and field trips to visit farms or production facilities of local agricultural products that are to be featured in the recipes.

The nutrition education/community engagement activity is 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.

The SFA will submit to ISBE an Activity Report within 30 days following completion of the activity. The purpose of the Activity Report is to share about the students' experience with the activity. In addition to the report, SFAs are encouraged to share any materials and/or high-quality photo/video content (with appropriate releases for individuals photographed/filmed) related to the activities for potential sharing and promotion of grant activities by ISBE.

Project Implementation

SFAs have the flexibility to develop their own implementation plan regarding how they will work with students to develop recipes and in selecting the nutrition education and/or engagement activities which they will conduct.

SFAs are required to determine the project activities with input from the school community and in consultation with school nutrition personnel who are knowledgeable in the requirements of the federal School Nutrition Programs.

SFAs are encouraged to develop partnerships to help implement the project, such as with local universities, extension services, farmers markets, local growers, and grocers.

SFAs will be required to coordinate with ISBE early in the grant performance period to allow for ISBE Nutrition Department 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.

SFAs may also 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 or videography of the event. All costs associated with a visit by ISBE staff will be paid for by ISBE and are not expected to be included in grant budgets.

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 with culinary team 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.

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Applicant: County: Team Nutrition RFP ▾

Application: 2022-2023 Team Nutrition Recipe Development RFP - W0
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Project Number: 23-Nutrition-4227

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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

Grant must be submitted electronically through the Team Nutrition Recipe Development RFP system in the IWAS program listing

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)

Save Page

*Required field

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)

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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*

eGMS - Grants Application

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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

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Federal Funding Accountability and Transparency Act (FFATA)

[Instructions](#)

The Federal Funding Accountability and Transparency Act (31 U.S.C. 6102; P.L. 109-282, as amended by section 6202(a) of P.L. 110-252) requires a Prime Awardee, such as a State agency, to report an award of \$25,000 or more made to a subrecipient as of October 1, 2010 [also see 2 CFR part 170].

To fulfill reporting requirements, provide a brief but succinct description of how the funding received will support the activities and actions to meet the purpose and goals of the Federal grant. If there are multiple funding actions, provide a description for each funding action.*

Example of Project Description:

Students will receive agricultural and nutritional enrichment, then create three recipes using Illinois agricultural commodities as a main ingredient (sweet corn, blackberries, and pumpkin). These standardized recipes will be showcased in May of SY23.

Project Description (do not use the & symbol):*

(0 of 255 maximum characters used)

Agency's Annual Gross Revenues:*

Yes No In the previous fiscal year, this organization (including parent organizations, all branches, and all affiliates worldwide) received (a) 80 percent or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements;

AND

(b) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements.

Select the Yes button ONLY if both (a) and (b) are true.

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*Required field

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Indirect Cost Calculation						Budget Detail		Budget				

Indirect Cost Calculation

[Instructions](#)

This page will not be active for programs that have an UNRESTRICTED indirect cost rate (share information with the Budget Detail page) until indirect cost rates are determined for the grant year. It will become active and will be required later in the fiscal year when the updated indirect cost rates for all entities are available. The information presented below is for your information and planning purposes until that time. Please complete item C below. Watch for an IWAS message indicating that rates are loaded to amend and budget for indirect costs.

A. Rates to Be Used for Calculating Indirect Costs

1. If the program is mandated to use a RESTRICTED rate, these rates will be loaded:
 - a. LEAs - rates calculated from the Annual Financial Report
 - b. ROEs, ISCs, EFes, charter schools, university lab schools, and special education joint agreements - the statewide average rate
 - c. Colleges and universities - 8%
 - d. Not-for-profit and community organizations - 8%
2. If the program allows an UNRESTRICTED rate, these rates will be loaded:
 - a. LEAs - rates calculated from the Annual Financial Report
 - b. ROEs, ISCs, EFes, charter schools, university lab schools, and special education joint agreements - the statewide average rate
 - c. Colleges and universities - 8%
 - d. Not-for-profit and community organizations - as selected by the entity; options are 0%, 10% de minimus, or negotiated rate

B. Basis for Calculating Indirect Costs

1. If RESTRICTED rates are used, the Modified Total Direct Cost (MTDC) will be used as the direct cost base.
2. If UNRESTRICTED rates are used, the MTDC will be used as the direct cost base for:
 - a. LEAs
 - b. ROEs, ISCs, EFes, charter schools, university lab schools, and special education joint agreements - the statewide average rate
 - c. Colleges and universities
 - d. For-profit, not-for-profit or community organizations taking the de minimis rate of 10%
3. If UNRESTRICTED rates are used, for-profit and not-for profit community organizations that have a Federal/GOMB negotiated rate may apply their indirect cost rate to a direct cost base other than MTDC, if approved.

THE INDIRECT COST RATE FOR THIS PROGRAM IS: UNRESTRICTED

C. Identify the type of organization applying below. For types (a) through (d), the rate displays on the Budget Detail page and automatically calculates the maximum allowable amount. For type (e), additional questions will appear and must be completed before completing the Budget Detail page.

- (a) LEAs
- (b) ROEs, ISCs, EFes, charter schools, university lab schools, and special education joint agreements - the statewide average rate
- (c) Colleges and universities
- (d) For-profit/Not-for-profit or community organizations using:
 - a de minimis rate of 10%,
 - a rate of 0%, or
 - a Federal/GOMB negotiated rate

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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="checkbox"/>		0	<input type="checkbox"/>
▼	▼	<input type="checkbox"/>		0	<input type="checkbox"/>
▼	▼	<input type="checkbox"/>		0	<input type="checkbox"/>
▼	▼	<input type="checkbox"/>		0	<input type="checkbox"/>
▼	▼	<input type="checkbox"/>		0	<input type="checkbox"/>

[Create Additional Entries](#)

Total Direct Costs	0
Less Functions 2530 and 4000, Capital Outlay Costs, Contract amounts over \$25,000	0
Modified Total Direct Costs	0
Indirect Cost Rate %	0.00
Maximum Indirect Cost *	0

Indirect Cost 0

Total Allotment 0

Grand Total 0
Allotment Remaining 0

[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 MDTC box selected. (Modified Total Direct Cost)

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Indirect Cost Calculation						Budget Detail			Budget			

Budget (Read Only)

[Instructions](#)

LINE	FUNCTION	EXPENDITURE ACCOUNTING	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	SUPPLIES & MATERIALS 400	CAPITAL OUTLAY** 500	OTHER OBJECTS 600	NONCAP EQUIP** 700	TOTAL
1	1000	Instruction								
8	2220	Educational Media Services								
16	2550	Pupil Transportation Services								
17	2560	Food Services								
18	2570	Internal Services*								
21	2630	Information Services								
24	290 0	Other Support Services								
27	4000	Payment to Other Districts and Governmental Units								
29	Total Direct Costs									
30	Indirect Costs									
31	Total Budget									

* If expenditures are shown, the indirect cost rate cannot be used
 ** Capital Outlay cannot be included in the indirect cost calculation.

Superintendent Name: Not calling IWAS Web Service

ALLOWABLE AND 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.”

In addition to federal regulations and state guidance, the USDA FNS 2021 TN Training Grant Request for Applications (CFDA 10.574) defines allowable and unallowable uses of the grant funding for the following types of expenditures.

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

Allowable personnel costs include the Project Coordinator, chef, or school nutrition professional for developing recipes, nutrition educator, trainer, photographer, etc. Personnel costs must be justified by grant project roles and activities.

Funds may be used to hire a substitute teacher, 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. If for attendance at a training or workshop, a record of who attended the training session, how long it lasted, and the purpose of the session is required for accounting purposes.

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.

Technology Costs

Procurement of technology necessary to meet grant objectives is allowable but may not exceed 10 percent of 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 in the southwest Chicagoland area in early April 2023.
- Stipends may be used to reimburse for local travel and hotel costs for school nutrition professionals to attend grant related trainings and activities.

Specific Unallowable Items

Any costs associated with prizes or incentive items related to activities or contests **are not** an allowable use of grant funds.

Clothing such as chef hats, aprons, and shirts **are not** an allowable expense under this grant.

Grant funds **may not** be used to purchase 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.

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Applicant:

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Program Assurances	State Assurances	Debarment			Lobbying	GEPA 442	GATA Assurances		Assurances			

Specific Terms of the Grant

[Instructions](#)

By checking this box, the applicant hereby certifies that he or she has read, understood, and will comply with the assurances listed below, as applicable to the program for which funding is requested.

Subcontracting

No subcontracts or sub-grants are allowed without prior written approval of the State Superintendent of Education. If subcontracts or sub-grants are allowed, then all project responsibilities are to be retained by the grantee to ensure compliance with the terms and conditions of the grant. All subcontracts and sub-grants must be documented and must have the prior written approval of the State Superintendent of Education. Approval of subcontracts and sub-grants shall be subject to the same criteria as are applied to the original proposal/application. The following information is required if any subcontracts/sub-grants are to be utilized:

- Name(s) and address(es) of subcontractor(s)/sub-grantee(s);
- Need and purpose for each subcontract/sub-grant;
- Measurable and time specific services to be provided;
- Associated costs (i.e., amounts to be paid under each subcontract/sub-grant); and
- Projected number of participants to be served.

The grantee may not assign, convey or transfer its rights to the grant award without the prior written consent of the Illinois State Board of Education (ISBE).

1. The grantee will adopt and use proper methods of administering each such program, including:
 - A. The endorsement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program;
 - B. The correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation; and
 - C. The program will be in compliance with the Grant Accountability Transparency Act (GATA).
2. The grantee will cooperate in carrying out any evaluation of the program conducted by or for the State Education Agency.
3. Grantees will submit additional information as may be requested by the State Superintendent of Education.
4. Both applicants and co-applicants have signed a printed copy of all grant assurances and copies with original signatures will be maintained by the primary applicant for review upon request.

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