



USDA Farm to School Grant Program

FY 2016 Progress Report *(for reference only)*

For planning, implementation, and support service grantees

Welcome to your progress report for the USDA Farm to School Grant Program. This report is an opportunity to share your project's progress and any project materials developed during the reporting period. At the end of the report you will be provided the option to upload project materials. Once you complete the progress report a copy of your responses will be emailed to you (or your project reporting contact if it is not you) and also sent to your USDA Farm to School Program Regional Lead. If you have any questions, please don't hesitate to contact the USDA Farm to School Program at farmtoschool@fns.usda.gov.

1. Please enter your first and last name.
2. Please briefly describe your project's progress during this reporting period. (Later in the survey there are questions that specifically ask about recent achievements, challenges, and lessons learned.) (400 words or less)
3. Do you anticipate any objectives or activities being delayed during the next reporting period? Please check one.
 - Yes
 - No
4. Do you anticipate any changes to the budget during the next reporting period? Please check one.
 - Yes
 - No
5. Do you anticipate any key personnel changes during the next reporting period? Please check one.
 - Yes
 - No

If available, please provide the name of the individual leaving the project as well as the name and contact information (email address, phone number, and name of organization) of the individual joining the project.

6. Please briefly describe **your greatest achievement** during this reporting period and the key factors supporting this success. (200 words or less)

7. From the list below, please select the most appropriate category your achievement (described above) would fall under. Please check one. The examples are offered to help you identify the best category, but don't feel limited by them.
 - Farm to School Team** (creating a team or working with project partners)
 - Vision, Goals, and Context** (planning and setting goals for your project)
 - Local Foods Procurement** (purchasing and serving local foods in school meals)
 - Food Service Supplies or Infrastructure** (getting new equipment for transporting, processing, storing, preparing or serving local foods)
 - Menu Planning** (program budgeting or menu and recipe development using local foods)
 - Food Safety** (working with state or local requirements and training related to best practices)
 - Promotion and Outreach** (promotion or outreach to students, parents, teachers, administrators, producers, food service staff, media, or the community)
 - School Gardens** (planning, maintaining, training or using local foods from school gardens)
 - Education/Curriculum Integration** (developing or implementing new educational programs or curriculum)
 - Evaluation** (program planning or results from program evaluation activities)
 - Program Sustainability** (creating greater institutional or community support or obtaining additional funds/funding streams)
 - Other (please specify) _____
 - Nothing at this time

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8. Please tell us about **your biggest challenges, problems, or surprises** during this reporting period and how you are working to overcome them. (200 words or less)
9. From the list below, please select the most appropriate category your challenge (described above) would fall under. Please check one. The examples are offered to help you identify the best category, but don't feel limited by them.
- Farm to School Team** (creating a team or working with project partners)
 - Vision, Goals, and Context** (planning and setting goals for your project)
 - Local Foods Procurement** (purchasing and serving local foods in school meals)
 - Food Service Supplies or Infrastructure** (getting new equipment for transporting, processing, storing, preparing or serving local foods)
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 - Other (please specify) _____
 - Nothing at this time

10. Please provide any **general feedback** that will help us improve the overall grantee experience or anything else you'd like us to know about your project at this time. (200 words or less)

You've now completed the progress report. Please contact USDA staff if you need technical assistance or support in administrating your grant. Thank you!

Once you click next (below), your survey will be submitted and you will no longer be able to revise your answers. If you have project materials you would like to attach, please select "yes" below and click next.

11. Do you have any project materials that you would like to include with your report?

- Yes
- No

Sample