



**FY 2016 Training Grantee Final Report** (for reference only)

Welcome to your final report for the USDA Farm to School Grant Program. This report will allow USDA to document some of the results of your grant project. Once finished with this report, you will be emailed a copy to save in your files. If you have questions or need assistance completing this report, please contact the USDA Farm to School Program at [farmtoschool@fns.usda.gov](mailto:farmtoschool@fns.usda.gov). The deadline for completing this report is March 31st, 2017.

**Section 1. Project Information**

1. Please provide your first and last name.
2. Please provide your email address for follow up if clarification is needed.

**Section 2. Project Management**

3. Please provide a brief summary of the overall project, with emphasis on major goals and objectives achieved and who was served by your project.
4. Were all project goals and objectives completed?
  - Yes (If yes, go to question 6)
  - No (If no, go to question 5)
5. Please briefly describe the goals and objectives that were not completed and why they were not completed.
6. Was the project budget sufficient for meeting the project goals?
  - Yes (If yes, go to question 8)
  - No (If no, go to question 7)
7. Please briefly describe why the budget was insufficient for meeting the project goals.
8. Please provide feedback on your overall grantee experience including any suggestions for improving the program.

**Section 3. Project Network**

USDA is interested in your relationships with other groups or organizations that may have been involved with your farm to school project.

9. For the groups and organizations listed in the chart below, please choose the response that best describes their approximate level of involvement in your project. (If the stakeholder group refers to you or your role, please simply check N/A.)

Stakeholder	Lots of	Some	None, but	None, and	Not sure
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	support and collaboration	support and collaboration	we expect to work with them in the future	we don't expect to work with them in the future	or not applicable (N/A)
Farmers and producers					
Distributors and aggregators					
Processors and manufacturers					
Nutrition services management and administrative staff					
Kitchen management and kitchen staff					
Students					
Teachers					
District/school administrators (e.g. the superintendent, the school board, or the COO etc.)					
PTA/PTO					
Parents/caregivers					
Local chefs					
Local food banks					
Local businesses					
Nonprofit organizations (other than your own if you are a nonprofit)					
Cooperative extension professionals					
University faculty/staff (non-extension)					
Municipal or local government					
State Department of Education					
State Department of Agriculture					
State Department of Health					
Faith-based organizations					

USDA Food and Nutrition Service					
USDA Agricultural Marketing Service					
USDA Rural Development					
USDA Natural Resource Conservation Service					

**10. Which THREE partners were the most important to reaching your project objectives? Choose three from the list below.**

*See list of stakeholders from the chart above*

**11. Why were these groups the most important partners?**

- 1.
- 2.
- 3.

**Section 4. Project Activities**

**12. Please provide your best estimate of how many participants from each of the following groups attended your trainings and/or events. (Please provide numeric answers.)**

- Food service professionals
- Food distributors
- Teachers/Academics
- Cooperative Extension Professionals
- Farmers/Producers
- State agency representatives
- Non-profit representatives
- Parents
- Others (please specify)

**13. Which topics were addressed in your trainings and/or events? (Check all that apply.)**

- Preparation of whole fruits and vegetables
- Processing and storage of fresh fruits and vegetables
- Menu development
- Procurement regulations
- Procurement strategies
- Food service budgeting best practices and innovations
- Recipe development
- Food handling and safety
- Promotion of local foods
- Participation in farm to school curricular activities
- Food waste recovery (i.e. composting)
- Socio-cultural aspects of food
- Farm to school advocacy and policy development
- Good Agricultural Practice (GAP)

- Good Handling Practice (GHP)
- Marketing/selling local foods to schools
- Business planning
- Agricultural education
- Nutrition education
- Gardening skills
- Integrating farm to school concepts into the educational curriculum
- Networking
- Others (please specify)

## **Section 5. Evaluation Findings**

### **14. Please discuss any other evaluation findings that have not been reported above.**

When you submit this report, you will be redirected to a form that will allow you to upload evaluation summaries and other project materials. Please make sure to include the summary of the evaluation completed by your training and event participants.

Thank you for completing this report and all your work as a USDA Farm to School Program grantee.

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