**School Food Infrastructure Fund Offering**

**How to Apply**

\*Important: This document is to help you think through your ideas before applying for the School Food Infrastructure Fund offered through Farm to Cafeteria Canada.

TO APPLY:

1. Thoroughly review the [About the Grants](https://www.farmtocafeteriacanada.ca/wp-content/uploads/About-the-Grants-SFIF-2025-EN-final.pdf) document.
2. Use the template below to draft your responses and complete the [Workbook](https://www.farmtocafeteriacanada.ca/wp-content/uploads/Work-Book-Template-SFIF-F2CC-EN.xlsx) (including a Budget and Work Plan).
3. Complete and submit your final application and upload your completed documents using the online form (opening April 1). You can save and resume your submission over time if desired. When you click the "Save" button you'll be emailed a link that you can use to resume your application.

All applications must be received no later than

11:59 PM (PST) on May 2.

Questions or inquiries may be directed to grants@farmtocafeteriacanada.ca.

**Section 1/3: Contact Information**

1. Organization Overview
	1. Legal name of organization
	2. Operating name of organization (if different from above)
	3. Address
* Street address
* City/town
* Province/territory
* Postal code
* Country
	1. Mailing Address (if different from above).
	2. Select your organization type:
		1. Incorporated not-for-profit
		2. Registered Charity
	3. Please enter your organization’s registration number
	4. What language/s do the schools you serve provide their services in? (check all that apply)
		1. English
		2. French
		3. Other \_\_\_
	5. Our organization serves a high population of students who identify as(check all that apply)*:\_\_*\_\_\_\_
* First Nations
* Métis
* Inuit
* Other ethnically, culturally or racially diverse populations
* Newcomers
* Refugees
* Food insecure families
* Single parent households
* None of the above
1. **Primary Contact:**
* Name
* Title / Role
* Email address
* Phone number
1. **Second Contact:**
* Name
* Title / Role
* Email address
* Phone number
1. **Third Contact (optional):**
* Name
* Title / Role
* Email address
* Phone number

**Section 2/3: Your Proposal**

\*\* The word counts below are suggestions but the form itself will not have any limits. Feel free to use as many words as you would like to explain.

About your funding ask

1. How much funding are you asking F2CC for?
2. Have you applied or are you planning to apply for School Food Infrastructure Funding through another organization? If yes, who else have you applied to or are you planning to apply to for your proposed initiative?

*(Note that this will not affect the success of your application but what you share will allow us to communicate with these other organizations so that we do not provide duplicate funding for your proposed project).*

About your organization

1. What is the mission / mandate of your organization and how does this align with school food programming? (up to 200 words)
2. Please tell us a bit more about your organization and the schools you serve (up to 300 words)

*Please share information such as, where relevant:*

1. *The region/s you serve*
2. *Approximately how many students, meals, programs and/or K-12 schools you serve*
3. *Approximately how much food you produce, process, store and/or distribute/donate to schools*
4. *Your prior experience with school food programs as well as food security and food sovereignty initiatives*
5. *Any other information that you feel is relevant*
6. Please describe what partnerships and relationships you have within the community, with schools, and within the supply chain to increase students’ access to healthy and culturally responsive foods. (up to 200 words)
7. Should your application be successful, we will ask you to report on measures such as increases in the number of meals served, schools served, students served, and the quantity and dollar value of food produced, processed, stored, and/or distributed/donated. Please explain your organization’s capacity to track and report on these metrics, including any systems or processes in place. (up to 200 words)

About your Proposed Initiative

1. What is the need that your proposal is looking to address? (up to 300 words)
2. What are you looking to do / purchase with the School Food Infrastructure Funding? (up to 300 words)

*In your response, please include what activities you plan to undertake with the purchased equipment.*

1. How is what you’re proposing important? What would be the medium or longer-term outcomes or impacts on the school food landscape? (up to 300 words)

*Please estimate how many additional students, meals, programs and/or schools you will be able to serve and/or how much additional food you will produce, process, store and/or distribute/donate to schools.*

*Please include any other details you would like to share about how your proposed initiative will help ensure that children have the nutritious and culturally relevant meals they need to learn, grow, and reach their full potential.*

1. If not already shared, how will your proposed initiative increase your capacity to serve more local and seasonal food in schools and strengthen your local food system?(up to 300 words)
2. How will your proposed initiative support Indigenous and/or Black food sovereignty? (up to 300 words)
3. Is there anything else you’d like to share with us?

Uploads / additional documents

1. Please upload a completed [Workbook Spreadsheet](https://www.farmtocafeteriacanada.ca/wp-content/uploads/Work-Book-Template-SFIF-F2CC-EN.xlsx) in .xlsx format to share your proposed work plan and budget.

*We do not require you to provide quotes but we encourage you to get estimates of infrastructure or equipment costs as a part of your budget planning.*

1. Please upload a copy of your Certificate of Incorporation.
2. Please upload your most recent approved annual financial statements.

*The highest degree of review or audit available.*

1. a) Feel free to upload other documents that you think would be helpful (price quotes, letters of support that demonstrate the value or impact of the proposed infrastructure or equipment purchases, reports).

b) Feel free to provide links to other documents that you think would be helpful (price quotes, letters of support that demonstrate the value or impact of the proposed infrastructure or equipment purchases, reports). Please ensure the viewing settings allow anyone with the link to access them so that our team can review them.

**Section 3/3: Confirm Submission**

* I confirm that I will be asked to report on project finances, performance indicators and expected outcomes, as articulated in the [About the Grants document](https://www.farmtocafeteriacanada.ca/wp-content/uploads/About-the-Grants-SFIF-2025-EN-final.pdf). Specific details about the indicators to report on will be included in the contract upon being awarded a grant.
* I understand that my organization cannot receive funding for the same project expenses from another Initial Recipient under the SFIF Program
* I confirm that the grant submission is complete and that I have the appropriate authority to submit the application on behalf of the organization
1. Name of person completing the application
2. Email of the person completing the application