



NEW MEXICO  
**Early Childhood**  
Education & Care Department

2022-2023 Application for Early Care and Education Providers:

New Mexico Grown Grant Application

**IMPORTANT DATES**

<i>Date</i>	<i>Event</i>	<i>Responsible Party</i>
8-16, 2022	Grant Application sent out to possible applicants	ECECD
8-24, 2022	Q and A session for further applicant information	ECECD
8-30, 2022	Applications must be submitted by 5:00 pm	Applicants
9-7, 2022	Sponsors notified of their award	ECECD
9-8, 2022	Training on procurement and reimbursement details	ECDED
7-1, 2022	Funds available to spend for FY 23	ECECD & Grantees
1-3, 2023	Review of expenses year to date & reallocation of funds	ECECD & Grantees
5-19, 2023	Deadline to email invoices for reimbursement	Grantees

**INTRODUCTION**

The New Mexico Early Childhood Education and Care Department (ECECD), through the Family Nutrition Bureau (FNB), is excited to announce \$300,000 in available grant funding for the New Mexico Grown (NM Grown) grant for early care and education providers. This funding is available to early care and education programs who meet certain eligibility criteria, including participation in the Child and Adult Care Food Program (CACFP), and wish to purchase foods grown, raised, harvested, or processed in New Mexico to serve to their children.

**PURPOSE**

ECECD is expanding the NM Grown grant program for early care and education providers because it is critical to engaging families and improving the health and nutrition outcomes of young children in New Mexico. **The purpose of this funding is to provide eligible early care and education providers participating in CACFP with the opportunity to purchase food grown, raised, or harvested in New Mexico.** This opportunity will foster a connection between early care and education providers and local farms and farmers so that local foods can become staples for young children across New Mexico.

**ELIGIBILITY**

The Application is open to licensed child care programs participating in, and in good standing with, CACFP. This includes the following types of programs:

- Child Care Centers, At-Risk Afterschool programs, and Emergency Shelters
- Head Start and Early Head Start programs, AI/AN Head Start, and Migrant/Seasonal Head Start, Licensed Adult Day Care facilities, Pre-K programs and Out of school time programs



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## FUNDING

- Total Funding Available: **\$300,000.00**
- Minimum grant request: **\$500.00 for a 12-month period**
- Early care and education providers may, and are encouraged to, request the amount of funds for a 12-month period they deem necessary to purchase the desired quantity of New Mexico Grown products based on the number of children they serve. Any unspent funds will be returned to the Family Nutrition Bureau. Funding will be dispersed according to the size of the organization; Small organizations (less than 5,000 meals/snacks served per month) are eligible for \$500 to \$2,000. Medium sized organizations (greater than 5,000 but less than 10,000 meals/snacks served per month) are eligible for up to \$4,000 and Larger organizations (more than 10,000 meals/snacks served per month) are eligible for up to \$7,000.
- The amount awarded will be based on the justification of the amount requested and rationale outlined in the organization's purchasing plan regarding whether these costs are reasonable, and the number and size of requests received as compared to the funding that is available.

## ALLOWABLE USE OF FUNDS

The funding is solely for the purchase of products that are grown, raised, harvested or produced in New Mexico. Products that may be purchased with this funding include, but are not limited to:

- Vegetables and/or fruits
- Herbs
- USDA inspected and certified meat products
- Honey
- Grains and/or flour
- Traditional foods (e.g., corn meal including blue corn mush and atole, chicos, hominy, etc.)
- Red Chile (in the form of sauce)
- Plant-based proteins (e.g., beans, tofu, seeds, nuts)

The Family Nutrition Bureau will work with providers to expand the list of products deemed allowable throughout the duration of the grant, and specific guidance on allowable New Mexico products will be provided in award letters.

## REIMBURSEMENT

Grantees will be reimbursed through standard mechanisms established by the Family Nutrition Bureau. Grantees will be expected to email completed excel spreadsheet and receipts for reimbursement to the ECECD Family Nutrition Bureau (FNB) nutritionist for approval by the 15<sup>th</sup> of each month. ECECD will then process payments to the grantees.

**Training on purchase tracking and reimbursement will be provided to all grantees.**



## PRIORITY FUNDING CRITERIA

Applications will be evaluated according to the following criteria:

- 1) **Purpose and Goals.** A short statement explaining the purpose and objective for applying for the New Mexico Grown Grant.
- 2) **Purchasing/Action plan.** A purchasing plan that explains the grant amount requested, the types of New Mexico foods the grantee would like to purchase. Applications that discuss the purchase of local items throughout the year-in both warm and cold-weather months-will receive better evaluations. The proposed plan should include details about any existing relationships or potential vendors the program already works with and any established effort to purchase New Mexico products.
- 3) **Participation in Promotional Activities.** Included in the application should be a commitment to participate in at least 3 promotional programming activities, such as family engagement, participation in NM Grown Week, “Nuevo Thursdays”, and Golden Chile awards.

## DESCRIPTION OF EVALUATION CRITERIA:

**Does Not meet Expectations:** This means the applicant omitted a very large portion of the requested information, failed to provide information, provided inaccurate information, or provided information that is hard to understand.

**Meets Expectations:** The applicant provides general but sufficient detail, and adequately addresses the criteria questions; however, some areas are not fully explained and/or questions remain for the Family Nutrition Bureau. In addition, the application may have some minor inconsistencies and weaknesses.

**Exceeds Expectations:** The applicant provided specific and comprehensive information and provided completed and clearly articulated responses to address the questions. The descriptions are detailed and the ideas are fully developed.

## MANDATORY CONDITIONS:

All successful applications shall assure the Family Nutrition Bureau in writing that:

- 1) Food purchased is “local” as defined in this Grant Application;
- 2) Food is purchased from vendors on the ECECD “Approved Supplier Program List,” (provided in the application) which certifies that the product originated on New Mexico farms that practice sound foods safety standards;
- 3) Local food purchases will be integrated into the organization’s Child and Adult Care Food Program;
- 4) Invoices for reimbursement will be submitted via the required tracking sheet on a regular basis and in a timely manner; and

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GOVERNOR

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- 5) Invoices will include the name of the approved supplier (vendor), name of produce, volume purchased, price, and any other details required by the FNB.

**DEFINITIONS:**

“Fresh” means, Unprocessed or minimally processed

“Local” means, Grown, raised, and/or harvested within the geographic boundaries of New Mexico

“Minimally processed” means, a product that is frozen, dried, or ground/milled.

“New Mexico Grown Week” means, the event every fall where programs celebrate using New Mexico grown agricultural products to foster healthy childcare nutrition and expand NM growers’ ability to keep their production local.

“Nuevo Thursdays” means, an activity of trying a new fruit or vegetable every Thursday.

“New Mexico Golden Chile Award” means, an annual award to programs that engage in NM Grown local food purchasing. Programs must apply for the award.

“Produce” means, the yield of a vegetable or fruit crop

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**NM GROWN GRANT APPLICATION**

Main Contact Information:

Program Name:

Program Address:

Program Phone Number (including area code):

Total Current Child Enrollment:

Program Finance Contact (Person responsible for submission of application)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Program Nutrition Contact (Person responsible for the implementation of grant): *If same as above, no need to fill out.*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Program Data Contact (Person responsible for entering data for reimbursement): *If same as above, no need to fill out.*

Name: \_\_\_\_\_

Is your organization a Sponsor of unaffiliated center(s)? If yes, how many? \_\_\_\_\_

Names of centers that will be included in the grant:

Names of centers that will not be included in the grant:

Total Amount of Grant Funding Requested for a 12-Month Period \_\_\_\_\_



## GRANT APPLICATION NARRATIVE

**1. Eligibility:** Are you participating in the Child and Adult Care Food Program (CACFP)?

- Yes
- No

**2. Purpose and Goals:**

**2.1** Why are you applying for a NM Grown Grant?

**2.2** What objectives do you hope to achieve with the proposed grant funding?

- Support local, NM farmers
- Introduce healthy foods to children
- Discuss local foods with children and families
- Offset cost of healthier food that is otherwise unaffordable
- Other, please specify \_\_\_\_\_

**3. Purchasing Action Plan:**

**3.1** How much grant funding are you requesting and how did you estimate this funding amount? Please explain in detail how this amount is reasonable for your program size.

**3.2** What NM Grown products do you plan to purchase with this grant and why? (Please see the list of approved suppliers/vendors below).



**3.3** If applicable, please list any approved vendors from the Approved Vendor's list (see below) that you are already purchasing from and how frequently you purchase from them.

**3.4** If applicable, how often did your program offer NM Grown products in meals or snacks in the last 12 months? If you are a sponsor organization, please consider the average center in your organization.

- 1 to 2 time(s) per year (annually)
- 3 to 7 times per year (seasonally)
- 8 to 18 times per year (monthly)
- 19 times or more per year (twice a month or more)

**3.5** If applicable, which types of NM Grown foods did your program offer during the last 12 months? Select all that apply:

- Vegetables and/or fruits
- Herbs
- USDA certified and inspected meat products
- Honey
- Grains and/or flour
- Traditional foods (corn meal including blue corn mush and atole, chicos, hominy, etc.)
- Plant-based proteins (beans, tofu, seeds, nuts)
- Meat, poultry, and/or eggs
- Milk and/or other dairy products



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**Promotional Activities**

Please indicate at least three activities you will engage in to promote the use of New Mexico-grown produce:

- Participate in Nuevo Thursdays
- Participate in New Mexico Grown week
- Participate in the Golden Chile Awards
- Family engagement
- Cooking demonstration
- Nutrition education
- Farmer visits to the classroom
- Recipe sharing with children or families
- Fieldtrips (to farms, greenhouses, farmers market or other relevant activities)
- Other (Describe) \_\_\_\_\_

Please explain why you chose these activities and how they will promote the use of NM Grown foods and/or increase the knowledge among children and families of the importance of fresh local foods.





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**ASSURANCES:**

The program assures FNB that it will adhere to FNB's reimbursement policies and procedures.

Initials \_\_\_\_\_

The program assures FNB that it will not purchase any food items grown, raised, or harvested outside of NM with funds provided by the NM Grown Grant.

Initials \_\_\_\_\_

This program assures that food purchased with NM Grown Grant funds is from vendors on the "Approved Supplier Program List," which certifies that the product originated on NM farms that practice sound food safety standards.

Initials \_\_\_\_\_

The program certifies that food purchased with NM Grown Grant funds is in line with purchase guidelines stated in the application. Minimally processed products like dried pinto beans, posole, chile, chicos, and corn meal are allowable purchases.

Initials \_\_\_\_\_

This program certifies that NM-grown products-purchased with NM Grown Grant funds will only be used for the CACFP, and not for use in community meals.

Initials \_\_\_\_\_

I certify that if (name of center/sponsoring organization) is awarded the NM Grown Grant funds that it will follow all FNB regulations, principles, and guidance.

Program Authorizing Official Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### APPENDIX: Approved Supplier List Vendors

Agri-Cultura Network  
Anthony Youth Farm  
BrownKawa Farmstead  
Carrasco Family Farm  
Chispas Farm  
Desert Verde Farm LLC  
Heart of the Dragonfly Farm  
Indigenous Farm Hub  
Jojola Gardens  
La Montanita Coop  
Navajo Agriculture Products Industry  
North Valley Organics  
Red Doc Farm  
Rodriguez S&J Farm  
Roots Farm  
Schwebach Farm, LLC  
Silver Leaf Farms  
Solar punk Farm  
Sungreen Living Foods  
Synergia Ranch  
Tres Hermanas Farm  
Wagner Farms  
Bridgewater Gardens  
Kerby orchard  
Navajo Agriculture Products Industry  
San Juan College Harvest Food Hub  
Wagner Farms  
Big Bay Farms  
Brazos View Farm  
Desert Verde Farm LLC  
Growing Opportunities  
Jansen Gardens  
La Capilla  
Molina de la Isla  
Montoya Orchard  
North Valley Organics  
EW Farms  
Graves Farm and Garden  
Nelson Farm  
Nichols Ranch & Orchards

The Veggie Shack  
Animas Creek Farm  
Anthony Youth Farm  
Backyard Farms  
La Semilla Food Center  
Preferred Produce  
Southern NM Food Hub