



NEW MEXICO
Early Childhood
Education & Care Department

2023-2024 New Mexico Grown Grant Application

IMPORTANT DATES

| <i>Date</i> | <i>Event</i> | <i>Responsible Party</i> |
|-------------|---|--------------------------|
| 04/10/2023 | Begin to submit applications for state FY24 by email | ECECD & Applicants |
| Ongoing | Technical assistance available for additional information | Applicants |
| 05/2023 | Awardees announced, rolling basis. | Applicants |
| 07/1/2023 | Funds available to spend for state FY24 | ECECD & Grantees |
| 05/31/2024 | Deadline to report all invoices & details of purchases to ECECD | ECECD & Grantees |
| 06/30/2024 | Deadline to Expend Funds | ECECD & Grantees |
| | | |
| Ongoing | Email receipts by 15th of the month or "send as you spend." | Grantees |

INTRODUCTION

The New Mexico Early Childhood Education and Care Department (ECECD), through the Family Nutrition Bureau (FNB), is excited to announce grant funding for the New Mexico Grown (NM Grown) grant for organizations participating in the Child and Adult Care Food Program (CACFP). This funding is available to organizations 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 to organizations participating in, or eligible to participate in, the Child & Adult Care Food Program because it is critical to engage and improve the health and nutrition outcomes of children and adults in New Mexico. **The purpose of this funding is to provide eligible organizations participating in CACFP with the opportunity to purchase food grown, raised, or harvested in New Mexico.** This opportunity will foster a connection between ECECD organizations and local farmers and ranchers so that local foods can become staples for young children across New Mexico.

ELIGIBILITY

The application is open to organizations participating in, and in good standing* with, the Child and Adult Care Food Program (CACFP). This includes the following types of organizations:

- Child Care Centers, PreK programs, and all Head Start/Early Head Start programs.
- Licensed Adult Day Care facilities, At-Risk Afterschool programs, Emergency Shelters, & Out of School Time programs

*Must be in good standing with CACFP, with no serious deficiencies nor unresolved correct actions.



NEW MEXICO

Early Childhood Education & Care Department

FUNDING

- Total Funding Available: **\$300,000.00**
- Minimum grant request: **\$1,000 for a 12-month period**
- CACFP 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.
- 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 \$1,000 to \$5,000*.
 - **Medium sized organizations** (greater than 5,000 but less than 10,000 meals/snacks served per month) are eligible for up to \$5,000- \$10,000*.
 - **Larger organizations** (more than 10,000 meals/snacks served per month) are eligible for up to \$25,000*.
- 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.

***These funds are based on current funding; these amounts may change based on available appropriations.**

ALLOWABLE USE OF FUNDS

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

- Vegetables and/or fruits
- Herbs
- Honey
- Grains and/or flour
- Traditional foods (e.g., corn meal including blue corn mush and atole, chicos, hominy, etc.)
- Chile
- Plant-based proteins (e.g., beans, tofu, seeds, nuts)
- USDA inspected and certified meat products (beef, pork, bison, lamb/mutton)
 - **Only 40% of award funding may be spent on meat products**

Please see NM Grown Allowable Products list, for full list.

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.



NEW MEXICO

Early Childhood
Education & Care Department

REIMBURSEMENT

This funding is based on reimbursement. Grantees are expected to spend money out-of-pocket to make allowable purchases, then must submit receipts to ECECD for reimbursement. Grantees will be reimbursed through standard mechanisms established by the Family Nutrition Bureau. Grantees will be expected to email completed **purchase log(s)** and **receipts or invoices** to ECECD Family Nutrition Bureau (FNB) nutritionist or food security coordinator, for approval of reimbursements by the 15th of each month, or more frequently. ECECD will then process payments to the grantees through EPICS.

More information on purchase tracking and reimbursement will be provided in the email sent out with the award letter.



NEW MEXICO

Early Childhood Education & Care Department

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. (See questions beginning on page 7)
- 2) **Purchasing/Action plan.** A purchasing plan that explains the grant amount requested, and 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 alongside the required purchase log sheet on a regular basis and in a timely manner; and



NEW MEXICO

Early Childhood
Education & Care Department

- 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:

- **“Local”**: Grown, raised and/or harvested within the geographic boundaries of the State of New Mexico.
- **“Fresh”**: Unprocessed or minimally processed.
- **“Product” / “Produce”**: The yield of a vegetable or fruit crop; meat that is harvested, or other non-produce item that is grown, raised or harvested in NM.
- **“Recently harvested”**: Perishables are delivered within 48 hours of being harvested to the distribution warehouse or to school site.
- **“Minimally processed”** means, a product that is frozen, dried, or ground/milled.
- **“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.
- **“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.
- **“GAP Certified”**: Good Agricultural Practices (GAP) is a voluntary certification program which verifies, through an independent third party audit, that sound food safety practices are being used on a farm or product handling facility.



NEW MEXICO

Early Childhood
Education & Care Department

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 the 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, ranchers, and food hubs
- Introduce healthy, local 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 on last page)



Early Childhood
Education & Care Department

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 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** (Note: Eggs & Poultry are not on NM Grown Allowable products list)
- Milk and/or other dairy products** (Note: Milk/ Dairy are not currently on NM Grown Allowable Products list)



NEW MEXICO

Early Childhood
Education & Care Department

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.



NEW MEXICO

Early Childhood
Education & Care Department

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 _____



Early Childhood

Education & Care Department

APPENDIX: Approved Supplier List

Vendors

Agri-Cultura Cooperative Network
Animas Creek Farm
Anthony Youth Farm
Armijo Farm
Backyard Farms, LLC
Bidii Baby Foods, LLC
Big Baby Farms
Brazos View Farms
BrownKawa Farmstead
Carrasco Family Farm
Cerro Vista Farm
PENDING-Chicoyole Farm
Chispas Farm
Desert Verde Farm
Dominguez Canyon Farms
E.W. Farms LLC
Evelyn's Farm
Fertile Ground Farm
Frontier Food Hub
Graves Farm & Garden
Growing Opportunities Inc.
Harvest Food Hub
PENDING-Heart of the Dragonfly Farm
Indigenous Farm Hub
Isabela Farms
Khalsa Family Farms
La Montanita Cooperative Distribution Center
La Semilla Food Center
LAMB LLC Legacy Acres Market
Los Jardines Institute
M.A. & Sons
MoGro Mobile Grocery
Molino de la Isla Organics LLC
Montoya Orchard
Navajo Agricultural Products Industry
Nelson Farm
Nelson Farms
New Mexico Harvest
Nichols Ranch and Orchards
North Valley Organics
Preferred Produce
Quality Farms
Rancho de Santa Fe / The Fruit Basket
Rancho La Jolla

Red Doc Farm
Red Willow Center
Rodriguez s&j farm
Roots Farm
San Isidro Farms
Schwebach Farm, LLC
Shy-Ky Farm
Silver Leaf Farms
Solarpunk farm
Stahmann's Inc.
Sungreen Living Foods LLC Synergia Ranch Organic
Veggie Shack
Wagner Farms
Windy Hill Farm
Zia Garden

Meat Vendors:

Agri-Cultura Cooperative Network
A LA MADRE
Bill King Ranch, LLC
Foote Family Meats
Harvest Food Hub
High Country Meats
High Plains Processing, LLC - PENDING
KC Best Enterprises, LLC
La Montanita Cooperative Distribution Center
Mesa Meat Processing
Naturally New Mexico Food Products LLC
New Mexico Harvest
Red Doc Farm
Red Mesa Meats
Sol Ranch LLC
Sweet Grass Cooperative
Sweet Mercy Farms
Sysco New Mexico LLC
Talus Wind Heritage Meats
The Good Steward Beef and Cattle Co.
Trilogy Beef Community