

# Create a Winning Fuel Up to Play 60 Grant Writing Game Plan

Kick off the 2016-2017 school year with FUTP60 funding. The deadlines to apply are June 15 and November 2, 2016. This quick tip guide is intended to lead you through the grant application process step-by-step to get you in the game.



## GET IN THE GAME

Before you start the grant writing process, print a PDF copy of the application and read entirely. The grant application can be found once you log on to [www.fueluptoplay60.com](http://www.fueluptoplay60.com), under "Funds."

## CREATE A WINNING TEAM

Schedule a meeting with your adult team.

- The team can consist of but is not limited to: cafeteria manager, PE teacher, classroom teacher, administrators, school nurse and parents.
- Prior to the meeting, provide the team with a copy of the grant application and make sure they read the Funding Guidelines and Terms (Section 9).

## HUDDLE UP

During the meeting, make a list of current nutrition and physical activity clubs, programs and special events that currently take place in your school. Next, make a list of anything relating to nutrition or physical activity you wish your school had.

Task the adult team with reviewing the FUTP60 playbook, found on the FUTP60 webpage, keeping in mind the lists that were compiled at the previous meeting.

- Ask each team member to select one physical activity and one healthy eating play from the 10 featured Plays that might be a good fit for your school.
- Once each team member selects their plays, ask them to speak to the student team or students they interact with to get feedback on the possible plays.
- The Plays should have a heavy dairy/breakfast focus if possible.
- Funds should mainly be requested for equipment or other sustainable items not for taste tests or cooking classes.

## TEAM PRACTICE

Schedule a follow-up meeting with the adult team to review the interaction they had with the students.

- Collectively decide on healthy eating and physical activity plays that would expand your current programs, and/or start a new one your school.

Use the project budget worksheet (Section 6) within the grant application.

- Itemize a list of materials you would need for each play selected. Make sure to provide details of specific items needed, such as quantity. Remember to include shipping costs.
- Note the budget limitations under each section and make sure to include all dollar amounts for each item listed (from page 1).
- Verify that the total amount requested does not exceed funding limit per school year.
- If budget is not itemized, funding request will be denied. Items in narrative need to match items listed in budget grid.

Develop a timeline.

- Design a calendar for the school year that includes the selected healthy eating and physical activity plays.
- Decide when each play will start: if it will be ongoing, monthly, quarterly, etc.
- Decide which team members will work with students on leading selected plays.
- The timeline should include most, if not all, of the school year.
- Plays should start no later than October 1, 2015 for schools applying in June and February 1, 2016 for schools applying in November.

## **GAME TIME: TACKLING THE ONLINE APPLICATION**

Start the online application.

Sections 1-3:

- The lead program advisor can start the application by entering their contact information.
- Gather school information from the main office staff.
- General information section can be filled out by lead program advisor and main office staff.

Huddle up your adult team to complete the rest of the application, referring back to notes from previous meetings.

Section 4:

- Identify the healthy eating play you have selected.
- Explain the timeline for play to be activated and take place. Kickoff should take place early in the school year to maximize your time with the program.
- In detail, explain what you will do in the play to promote the food groups, especially dairy.
- Make sure to include plans for kickoff and promotion to students.
- Describe in detail how each item in your budget under healthy eating will be used to accomplish your play.
- Explain the changes you hope to see in your school and how the healthy eating plays will continue beyond this school year.
- Work with your district food service office on planning and implementation.
- Make sure to explain how students will lead the play.

Section 5:

- Identify the physical activity play you have selected.
- Explain the timeline for the play to be activated and take place. Kickoff should take place early in the school year to maximize your time with the program.
- Describe in detail how each item in the budget under physical activity will be used to accomplish your play.
- Explain the changes you hope to see in your school and how the physical activity plays will continue beyond this school year.
- Make sure to include plans for kickoff and promotion to students.
- Explain in detail how students will lead the play.

Section 6:

- For the budget, insert the budget you have already compiled with your adult team.
- Itemize each area. If grouping items in same line, itemize each item.
- Any person receiving stipend funds must be listed/named in the budget, be a Program Advisor on the website and have justification provided in Question 26.
- Be sure to follow all school, district and state rules regarding stipends.

Section 7:

- For the overall FUTP60 Plan section, the program is at its best with the majority of the school involved. This is a student led program; teachers should not be leading activities.
- Different tracking methods are important to see the success of the program. Pictures are a great way to capture the program in action and to submit success stories online and to our state Dairy Council office.

- Keeping records of any changes in the cafeteria meal or snack consumption, how it relates to low-fat or fat-free dairy, whole grains and fruits and vegetables can be good indicators of how the program might influence changes in student consumption.
- Graphs or logs of when the plays took place and how many students participated are a great way to track all aspects of the program.
- Having students register and take the wellness pledge online shows great program participation.

Section 8:

- FUTP60 is a team approach. Please fill in the names of the appropriate team members helping to make FUTP60 a success in your school.
- Make sure to get all administrative approvals.

Section 9:

- Please make sure your FUTP60 team understands and accepts funding guidelines and terms before submitting the application.
- Previously funded schools need to achieve touchdown status to be eligible to apply for additional funding. Touchdown status is when you have checked off and completed all 6 steps on your Dashboard. This also includes having one student reach the point level for student ambassador status online.
- Starting June 2014 a change will take place in available funds for Florida schools. Schools that have received a total of \$10,000 or more in FUTP60 grant funding will be eligible to apply for up to \$3,500. This amount will be reduced by \$500 each year until the \$1000 maintenance level is reached. This is intended to allow new schools to participate while still providing support to veteran schools.
- Schools should promote success stories from their FUTP60 program to their local business partners. This can provide the opportunity for additional funding for the future.
- Fuel Up Cups is an easy fundraiser that provides a great profit. If you are a FUTP60 school you are eligible to receive bonus dollars based on the quantity that you sell. For more information visit [www.fuelupcups.com](http://www.fuelupcups.com).

# EXTRA POINT!

**Before submitting your application, check for grammatical errors. It is helpful to save a copy of your answers in a separate word processing document. When you are ready to submit your application, copy and paste into the online form.**

**Double check all budget items requested are itemized and explained in detail.**

**Make sure to describe how your school will carry out each play in detail.**

## COACHING ASSISTANCE

If you need further assistance completing the grant application, please contact our office.

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