

## ***Maximizing Gardening Experience in Schools with High Tunnels:*** **School Application**

### **1. Overview**

#### **Project Objectives:**

The High Tunnel Project will evaluate the potential for high tunnel use in schools by:

- Using the extended growing season afforded by the high tunnel to increase teaching and learning opportunities/curriculum integration for teachers and increase agricultural literacy among students.
- Incorporating guidelines and modified lesson plans into the school gardening curricula for schools that adopt high tunnels.

#### **Eligibility:**

Elementary or secondary schools with an elementary partner in New York that have an existing school garden program. A teacher, food service director or school administrator acts as Project Director. All Project Directors *must* have e-mail and access to the web.

#### **Grant Recipients Receive:**

- High Tunnel
  - Including site consultation, delivery and construction of the structure
- \$1,500 to purchase garden materials and equipment
- Program Support from Cornell University
  - The Horticulture Department will provide guidance in setting up the high tunnel, choosing appropriate sites, crops, etc.
  - New York Agriculture in the Classroom will provide support and guidance in locating and developing appropriate educational materials.

#### **High Tunnel Grant participants agree to:**

- Learn and comply with school safety regulations regarding chemicals and pesticides
- Prominently display the *Cornell High Tunnel Project* signs provided to all Project Directors
- Participate in interviews, focus groups and surveys during each grant year (up to 3 years).
- Submit teacher developed educational materials that incorporate the high tunnel.
- Maintain and use the high tunnel garden for the duration of the grant (up to 3 years)
- Provide Cornell with quarterly email updates
- Serve as a reviewer for lesson plans and teacher guides developed through the grant
- Upon completion of the grant (fall 2013) the project director will notify Cornell if they no longer want the High Tunnel. Cornell will work to find a new location for the structure.

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**Timetable:**

Year 1: 2010 – 2011		
	Fall 2010	<ul style="list-style-type: none"> <li>• Sept/Oct - Site visits, entrance interviews, select dates for delivery of high tunnel</li> <li>• Oct/Nov - High Tunnel Delivery, Construction</li> </ul>
	Winter 2010/2011	<ul style="list-style-type: none"> <li>• Maintain Communication with Cornell University</li> </ul>
	Spring 2011	<ul style="list-style-type: none"> <li>• Spring visits, interviews, discuss summer plans</li> <li>• Applications collected, sites selected for 2<sup>nd</sup> grant year (2011-2012)</li> </ul>
	Fall 2011	<ul style="list-style-type: none"> <li>○ Fall Visits, interviews, discuss fall plans</li> </ul>
Year 2: 2011-2012		
	Fall 2011	<ul style="list-style-type: none"> <li>• Year 1 sites - Maintain quarterly communication with Cornell, visits will be set up on as-needed basis</li> <li>• Sept/Oct - Site visits, entrance interviews, select dates for delivery of high tunnel</li> <li>• Oct/Nov - High Tunnel Delivery, Construction</li> </ul>
	Winter 2011/2012	<ul style="list-style-type: none"> <li>• Maintain Communication with Cornell University</li> </ul>
	Spring 2012	<ul style="list-style-type: none"> <li>• Spring visits, interviews, discuss summer plans</li> <li>• Applications collected, sites selected for 2<sup>nd</sup> grant year (2012-2013)</li> </ul>
	Summer 2012	<ul style="list-style-type: none"> <li>• Maintain Communication with Cornell University</li> </ul>
	Fall 2012	<ul style="list-style-type: none"> <li>• Fall Visits, interviews, discuss fall plans</li> </ul>
Year 3: 2012-2013		
	Fall 2012	<ul style="list-style-type: none"> <li>• Year 1&amp; 2 sites - Maintain quarterly communication with Cornell, visits will be set up on as-needed basis</li> <li>• Sept/Oct - Site visits, entrance interviews, select dates for delivery of high tunnel</li> <li>• Oct/Nov - High Tunnel Delivery, Construction</li> </ul>
	Winter 2012/2013	<ul style="list-style-type: none"> <li>• Maintain Communication with Cornell University</li> </ul>
	Spring 2013	<ul style="list-style-type: none"> <li>• Spring visits, interviews, discuss summer plans</li> </ul>
	Summer 2013	<ul style="list-style-type: none"> <li>• Begin reviewing final draft of Teacher Guide</li> </ul>
	Fall 2013 End of Grant	<ul style="list-style-type: none"> <li>• Fall Visits, interviews, discuss fall plans</li> <li>• Set up focus groups for wrap-up discussion.</li> <li>• Finalize Teacher Guide.</li> </ul>

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**2. Application**

**Contact and School Information:**

Please fill out the following information carefully and accurately. The project Director is the one person (teacher, food service director, and administrator) who will receive all communication from the High Tunnel Grant team at Cornell. Please do not leave black spaces, all fields are required.

Project Director:		Title:	
School:		Building Principal:	
Mailing Address			
City:	Zip:	County:	
School Phone: (      )		Home Phone: (      )	
Email Address(es):			
School/Organization Web Site(s):			
Summer Contact Info: (for project director)			
Total # of Teachers/Classrooms that will be directly involved:			
Total # of Students at your school who may be exposed to the garden:			Grade Levels:
School Status: (check all that apply)			
<input type="checkbox"/> Urban		<input type="checkbox"/> Suburban	
<input type="checkbox"/> Rural		<input type="checkbox"/> Public	
<input type="checkbox"/> Private			

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**SCHOOL'S 9-DIGIT FEDERAL TAX ID NUMBER**

**Required** for the processing of grant checks your school's or district Business Office should have this number, contact us if you have trouble obtaining it. Note: this is **NOT** the school's tax exempt number, and contains no letters.

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**2b. Program Description:**

Please describe your schools existing school garden program. How is your garden used? What are your goals for the garden? How would a High Tunnel improve your garden program? (Max 250 words)

**2c. Site Description:**

High Tunnels require a large amount of space and have specific site requirements (see attached information sheet). Please describe how your school will meet the requirements of the High Tunnel. You may include up to five pictures (electronically). (Max 250 words)

**3. Attachment List**

**Attachment 1 – Letter of Support:**

Attach a short letter of support on letterhead from the principal or superintendent indicating administrative support for the High Tunnel project and verifying that the project director will be made aware of the school’s safety policy regarding chemicals and pesticides.

**Attachment 2 – Project Director’s Agreement:**

Read, sign and attach the following page to your complete application. It is a statement of your commitment to your project and the objectives of the High Tunnel project.

**Attachment 3 – Budget:**

Attach a simple budget that shows how you will spend the \$1500 provided through the High Tunnel Project. Please indicate if you would be able to manage with less than \$1500 due to in-kind donations (example below)

<b>Items</b>	<b>Total Cost</b>	<b>In-Kind Amount</b>	<b>In-Kind Supplier</b>	<b>Supplier</b>	<b>Amount Needed from Grant</b>
Garden Tools	\$100	\$50	Jill’s Store	Jill’s Store	\$50
Seeds	\$200	0		Lowe’s	\$200
Soil	\$300	\$300	Joe’s Farm	Joe’s Farm	0

**Attachment 4 – W-9 Form: Request for Taxpayer Identification Number and Certification:**

Have your schools administration office fill out the form and attach it to your completed application.

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**2. Project Director's Agreement**

I, the High Tunnel Project Director, agree to:

- Learn and comply with school safety regulations regarding chemicals and pesticides
- Prominently display the *Cornell High Tunnel Project* signs provided to all Project Directors
- Participate in interviews, focus groups and surveys during each grant year (up to 3 years).
- Submit teacher developed educational materials that incorporate the high tunnel.
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Signature:

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Name (print):

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Today's date:

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