Two Bite Club Subgrant
Form PI-6102 Application Instructions

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I. GENERAL INFORMATION

Box # 1: Applicant Agency – child care site applying for funds

Box # 2: Agency Code - the six digit agency code as it appears on your CACFP contract

Box # 3: CESA Number - if unsure please refer to: http://lbstat.dpi.wi.gov/lbstat_newmap2

Box # 4: DUNS Number – the nine digit Data Universal Numbering System (DUNS) number

Box # 5: Childcare Center Mailing Address

Box # 6: Completed

Box # 7: Agency Authorized Representative

Box # 8: Authorized Representative Title

Box # 9: Authorized Representative Email Address

Box #10: Authorized Representative Telephone Number

Box #11: Authorized Representative Fax Number

Box #12: Grant/Project Coordinator – this is the person to be contacted to answer any questions concerning the application

Box #13: Grant/Project Coordinator Title

Box #14: Grant/Project Coordinator Email Address

Box #15: Grant/Project Coordinator Telephone Number

Box #16: Grant/Project Coordinator Fax Number

Box #17: Grant/Project Coordinator Mailing Address

Box #18: Information for each 3- and 4-year old classroom – provide teacher's name, email address, and classroom enrollment.

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II. CERTIFICATION / SIGNATURES

Please read the certification carefully and have the Authorized Representative and Grant Coordinator sign and date in the appropriate boxes.

III. AGREEMENT

Please read the agreement carefully.

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IV. SUBGRANT REQUIREMENTS

The following are requirements of the subgrant:

1. The classroom teacher must implement five nutrition lessons found in the curriculum guide available at http://dpi.wi.gov/team-nutrition/training-grants. Note that all nutrition lessons have a required taste testing activity that must be completed.
2. The classroom teacher must distribute the provided nutrition education newsletters to parents.
3. The classroom teacher must complete a pre- and post-program evaluation.
4. The classroom teacher must administer a parent survey at the end of the grant period.

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V. NARRATIVE

In this section, select if you are willing to utilize USDA and Wisconsin Team Nutrition resources and share your feedback on the resources and grant project. Additionally, describe why you want to implement nutrition education at your site and explain your plan for conducting the lessons and the taste testing activities.

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VI. BUDGET

Subgrant funds can be used to:

1. Purchase food and paper supplies for classroom taste testing and demonstration.
2. Purchase education materials (i.e., books to accompany lessons) as well as print lesson handouts and parent newsletters.
3. Pay for staff time to coordinate and conduct the nutrition education lessons.

The maximum grant award is based on enrollment; you may submit a budget for up to this amount. Please use the following guidelines when determining your requested budget and personnel costs.

Enrollment	Grant Award	Maximum Allowable Personnel Costs
< 25 children	$250	$50
25 – 50 children	$400	$80
50 – 75 children	$600	$120
>75 children	$800	$160

VII. BUDGET SUMMARY

The DPI must determine that the Applicant Agency costs under this subgrant are allowable, reasonable, and necessary. Enter the total cost you are budgeting for staff costs under the *Initial Budget Request* space of the *Personnel* line. This cost may not exceed the maximum amount specified above. Under the *Non-Capital Objects* line, enter your estimated costs for food, paper supplies, and nutrition education materials. The sum of these three lines is the total dollar amount you are requesting and should be entered under the *Initial Budget Request* space of the *Non-Capital Objects* line. Your total request should equal the sum of all your requested item expenses.

You may submit a budget request that is less than the maximum amount. Budget revisions will be considered if planned expenses change. Budget revision requests must be submitted 30 days prior to the expenditure of funds by fax (608-267-0363) or email to Alicia Dill (alicia.dill@dpi.wi.gov) or Kelly Williams (kelly.williams@dpi.wi.gov).