**SCHOOL ACTION PLAN GRANT FUNDING APPLICATION**

**Confirmation of Eligibility**

Before completing this School Action Plan application, please ensure you have read the Pick of the Crop [grant funding guidelines](https://hw.qld.gov.au/pick-of-the-crop/getting-started/). School Action Plans should be completed and submitted before the end of Term 3. Mandatory sections are highlighted with a \*.

This section is designed to help you, and us, understand if you are eligible for this grant.

If you have any questions about the eligibility criteria or submitting the School Action Plan application, please contact your Pick of the Crop Regional Coordinator or email [pickofthecrop@hw.qld.gov.au](mailto:pickofthecrop@hw.qld.gov.au).

**Before proceeding, please confirm the following:**

* You have read and understood the grant funding guidelines.
* Your school is:
  + a Queensland state (primary) school or a special school or P-12 school focusing on P-6 years.
  + located in the following Queensland Department of Education regions: Far North Qld (agreed areas); North Queensland; North Coast; Darling Downs and South West; Central Queensland (agreed area); Metropolitan South; and South East (agreed areas).
* You can demonstrate alignment between actions in your School Action Plan and the provision of opportunities for students to see, taste and learn about vegetables and fruit at school.
* You agree to participate in a review at the end of the school year.

You must confirm that all statements above are true and correct:  I agree  Yes

**EDUCATION REGION**

Select the Department of Education region where your school is located\*:

North Qld  North Coast  Central Queensland  South East  Metro South  Metro North

Darling Downs South West - Please specify:  Darling Downs  South West

Far North Qld - Please specify:  Cape York Peninsula  Torres Strait  Lower Gulf Region  Far North

**SCHOOL DETAILS**

|  |  |
| --- | --- |
| School Name \*: |  |
| School ABN \*: |  |
| Address \*: |  |
| Postal address (if different from above) \*: |  |
| School phone number \*: | (07) |
| School email address \*: |  |
| Enrolment number \*: |  |
| ICSEA (<https://www.myschool.edu.au/>) : |  |
| LGA (<https://schoolsdirectory.eq.edu.au/>): |  |

**PRINCIPAL’S CONTACT DETAILS**

|  |  |
| --- | --- |
| Principal name (Title, First Name, Last Name) \*: |  |
| Principal phone number \*: | (07) |
| Principal email address\*: |  |

**PICK OF THE CROP REGIONAL COORDINATOR**

Who is your Pick of the Crop Regional Coordinator\*? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PICK OF THE CROP SCHOOL CHAMPION AND TEAM DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name (s)** | **Job title** | **Email** | **Phone No** |
| **School Champion(s)** \* |  |  |  |  |
| **Team Member** |  |  |  |  |
| **Team Member** |  |  |  |  |
| **Team Member** |  |  |  |  |
| **Team Member** |  |  |  |  |

**INVOLVEMENT IN PICK OF THE CROP**

|  |  |
| --- | --- |
| Have you previously received Pick of the Crop funding? \* | Yes / No |
| What was the amount of funding (excl GST) you received? \* | $ |
| Do you have any unspent funding? \* | Yes / No |
| How much is the unspent funding? \* | $ |
| What is the amount of Pick of the Crop funding you are requesting this year? \* | $ |

**SCHOOL ACTION PLAN DEVELOPMENT**

**Who** was consulted in the development of your School Action Plan? \*

Teaching staff

School administration staff

School grounds staff

Students

Student Council

P&C or parent organisation

Chaplaincy

Community members e.g. local elders

Other e.g. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why** does your school want to be involved in Pick of the Crop?\*

|  |
| --- |
|  |

**What** are your three main goals for Pick of the Crop?\*

1.

2.

3.

**ENABLERS, BARRIERS AND CHALLENGES**

Can you identify **any potential enablers** that could influence your school’s participation in Pick of the Crop (POTC)?\* Please tick all that apply.

|  |  |  |
| --- | --- | --- |
| Supportive and keen staff  Supportive and keen students  Supportive parent organisation (P&C)  Supportive families and parents  Supportive farmers or producers  Support from POTC regional coordinators | Community connections  Funding  Previous involvement in POTC  Have established school garden  Ability to link with the curriculum | Links with other programs e.g. Breakfast club; OzHarvest FEAST; QCWA; QAST; etc  Supports sustainability in the school  Other |

Please list any other potential enablers that could influence your school’s participation in Pick of the Crop\*.

|  |
| --- |
|  |

Can you identify any potential **barriers or challenges** that could influence your school’s participation in Pick of the Crop?\* Please tick all that apply.

|  |  |  |
| --- | --- | --- |
| Time  Location of school e.g. distance from regional centres  Pests including insects  Limited funding  Cost of supplies | Inactive or small parent organisation (P&C)  Staff knowledge and capability  Lack of volunteers  Change in staff or capacity | Drought or water issues  Other weather issues  Vandalism  Other |

Can you identify any potential barriers or challenges that could influence your school’s participation in Pick of the Crop?\*

How do you plan to overcome the potential barriers or challenges you have highlighted? \*

**SCHOOL INITIATIVES**

**Does your school run or participate in the following** (tick if yes; leave blank if no):

**Breakfast clubs**

Funded and /or run by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days/wk or term:  Daily  2-4/wk  Once/wk  Fortnightly  Monthly  Once/term

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

**School tuckshop**

Run by: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days/wk or term:  Daily  2-4/wk  Once/wk  Fortnightly  Monthly  Once/term

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Fruit or vegetable breaks**

Who provides the produce?  Families  Donations  DoE funding  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days/wk or term:  Daily  2-4/wk  Once/wk  Fortnightly  Monthly  Once/term

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

Student years:  Prep  1  2  3  4  5  6

**Cooking sessions with kids**

Who delivers these?  Teachers  Families  Other programs  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days/wk or term:  Daily  2-4/wk  Once/wk  Fortnightly  Monthly  Once/term

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

Student years:  Prep  1  2  3  4  5  6

**SCHOOL ACTION PLAN**

**Your Action Plan should consider the five Pick of the Crop components.**

1. Food and Grower Connections
2. Teaching and Learning
3. Vegetables and Fruit @ School
4. Healthy School Environments
5. Family and Community Connections

**Your Action Plan should include actions in at least three of the above components and must include action(s) in the Teaching and Learning component.**

* If you have more than 1 action for a component, please add an additional row.
* If no action is planned for a component, please leave the section blank.
* Include all actions related to Pick of the Crop, even if no budget is required.

**Your Action Plan Budget should demonstrate a breakdown of the cost for each item for the Action.**

* ***Expenditure Budget Item -***List the name, for example excursion cost, seedlings, teacher relief scheme (TRS), soil or irrigation.
* ***HWQld funding amount -***How much Pick of the Crop funding is being spent on this item?
* ***Unspent HWQld funding from previous years -***How much funding is unspent from previous years and is being allocated to this item?
* ***Other funding amount -***How much other funding (including in-kind, donations, fundraising etc.) is being spent on this item? If you are unsure, add $0.
* ***Total Amount -***This is the combined calculation of all the funding (e.g. this year’s HWQld funding + unspent HWQld funding + Other funding) for this Item.

Please see the grant funding guidelines for examples of how to complete this section**.**

**[INSERT NAME] SCHOOL ACTION PLAN[[1]](#footnote-2)**

| **Component 1: Food and Grower Connections**  Connecting students with agriculture through growers and producers will help broaden student learning experiences in nutrition, agriculture, sustainability and First Nations perspectives. Connections through classroom work, farm visits and other mutually beneficial opportunities is an ideal opportunity to promote local access to fresh and healthy produce and support local economies.  ***Examples of themes based on 2024 actions***   * Excursions (max $1,000 for transport costs); incursions. * Curriculum links. * Links with other programs. * Inter-school networking or connections. * Purchase of resources to support learning on agriculture and farming. | **Responsible person/s** | **Timeline e.g. Term 1, 2, 3 or 4; full year; ongoing** | **Budget Expenditure** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Expenditure Budget Item | HWQld funding amount ($) | Unspent HWQld funding from previous years ($) | Other funding amount e.g.in-kind ($) | Total Amount ($) |
| ACTION 1**[[2]](#footnote-3)** |  |  |  |  |  |  |  |
| ACTION 2 |  |  |  |  |  |  |  |
| ACTION 3 |  |  |  |  |  |  |  |
| ACTION 4 |  |  |  |  |  |  |  |
| ACTION 5 |  |  |  |  |  |  |  |
| ACTION 6 |  |  |  |  |  |  |  |

| **Component 2: Teaching and Learning**  Evidence-based nutrition programs and resources can support teaching and learning through the curriculum. Schools can explore integrating health messages across subjects.  ***Examples of themes based on 2024 actions***   * Curriculum links * Teacher Relief Scheme (max $650 per day and limited to 2 days) to support planning or professional development * Student-led work * Link with other programs * Delivery of sessions by a nutritionist * Purchase of resources to support teaching and learning of vegetables and fruit | **Responsible person/s** | **Timeline e.g. Term 1, 2, 3 or 4; full year; ongoing** | **Budget Expenditure** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Expenditure Budget Item | HWQld funding amount ($) | Unspent HWQld funding from previous years ($) | Other funding amount e.g.in-kind ($) | Total Amount ($) |
| ACTION 1**[[3]](#footnote-4)** |  |  |  |  |  |  |  |
| ACTION 2 |  |  |  |  |  |  |  |
| ACTION 3 |  |  |  |  |  |  |  |
| ACTION 4 |  |  |  |  |  |  |  |
| ACTION 5 |  |  |  |  |  |  |  |
| ACTION 6 |  |  |  |  |  |  |  |

| **Component 3: Vegetables and Fruit @ School**  Children are inspired to eat more vegetables and fruit when they are exposed to them more often. Encouraging students to see and taste vegetables and fruit through brain breaks, cooking sessions or 'try it' days will support their bodies and minds to become fuelled for better learning and play.  ***Example themes based on 2024 actions***   * Support brain or fruit and veggie breaks (max. $500 on any purchase of produce) * Links with breakfast clubs and/or tuckshops (including reviewing menus; membership to QAST) * Cooking sessions * Links with other programs * 'Try it' or taste days * Free fruit, e.g. Fresh Fruit Fridays | **Responsible person/s** | **Timeline e.g. Term 1, 2, 3 or 4; full year; ongoing** | **Budget Expenditure** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Expenditure Budget Item | HWQld funding amount ($) | Unspent HWQld funding from previous years ($) | Other funding amount e.g.in-kind ($) | Total Amount ($) |
| ACTION 1**[[4]](#footnote-5)** |  |  |  |  |  |  |  |
| ACTION 2 |  |  |  |  |  |  |  |
| ACTION 3 |  |  |  |  |  |  |  |
| ACTION 4 |  |  |  |  |  |  |  |
| ACTION 5 |  |  |  |  |  |  |  |
| ACTION 6 |  |  |  |  |  |  |  |

| **Component 4: Healthy School Environments**  The whole school environment supports learning through food supply, gardens, events and fundraising to encourage a positive food culture for school students and the community.  ***Example themes based on 2024 actions***   * Review and update of school policies and/or plans * Establish, extend, boost or maintain a sustainable school garden (max. $3,000 in year 1; $1,500 in year 2) * Review and update school policies and plans * Promote key messages through Under 8s events * Links with other programs and the community (max $2,000 allocated to one program) * Cooking sessions and/or gardening classes with students * Working with after school care services or tuckshops * Waste management e.g. composting | **Responsible person/s** | **Timeline e.g.**  **Term 1, 2, 3 or 4; full year; ongoing** | **Budget Expenditure** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Expenditure Budget Item | HWQld funding amount  ($) | Unspent HWQld funding from previous years ($) | Other funding amount e.g.in-kind ($) | Total Amount ($) |
| ACTION 1**[[5]](#footnote-6)** |  |  |  |  |  |  |  |
| ACTION 2 |  |  |  |  |  |  |  |
| ACTION 3 |  |  |  |  |  |  |  |
| ACTION 4 |  |  |  |  |  |  |  |
| ACTION 5 |  |  |  |  |  |  |  |
| ACTION 6 |  |  |  |  |  |  |  |

| **Component 5: Family and Community Connections**  Consistent messaging around nutritious food and drink between school, home and beyond is linked to improved health outcomes for children and families. Encouraging families and carers to adopt healthy choices at home supports Pick of the Crop outcomes in schools.  ***Example themes based on 2024 actions***   * EDMs / Newsletters * Social media platforms * Promoting messages for families and carers e.g. healthy lunchboxes; cooking at home * Promotion at school events e.g. sports days; Under 8s day and at transition days * Integrating messaging into fundraising and events * Working with pre-prep or playgroups held within school grounds * Donations and connections with the community * Recipes – development / sharing * Parent workshops or meetings * Developing videos, posters, recipes | **Responsible person/s** | **Timeline e.g. Term 1, 2, 3 or 4; full year; ongoing** | **Budget Expenditure** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Expenditure Budget Item | HWQld funding amount  ($) | Unspent HWQld funding from previous years ($) | Other funding amount e.g.in-kind ($) | Total Amount ($) |
| ACTION 1**[[6]](#footnote-7)** |  |  |  |  |  |  |  |
| ACTION 2 |  |  |  |  |  |  |  |
| ACTION 3 |  |  |  |  |  |  |  |
| ACTION 4 |  |  |  |  |  |  |  |
| ACTION 5 |  |  |  |  |  |  |  |
| ACTION 6 |  |  |  |  |  |  |  |

**BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** |  | **Expected Expenditure** |  |
| HWQld funding request amount\* | $ | Total amount HWQld funding \* | $ |
| Unspent funding from previous year/s\* | $ | Total amount unspent from previous year/s\* | $ |
| Funding from other sources\* | $ | Total amount from other funding (including in-kind) \* | $ |
| **Total income amount**\* | **$** | **Total expenditure amount**\* | **$** |

Note: Total income amount should equal Total expenditure amount.

**OTHER SUPPORT**

* Have you received funding from the Queensland Department of Education for the school food program?\*  Yes / No
* Do you have a Food Coordinator funded by the Department of Education school food program?\*  Yes / No
* Will you receive donations to support your actions for Pick of the Crop?\*  Yes / No

**ADDITIONAL INFORMATION**

**Who are you planning to work with to deliver your School Action Plan?**

|  |  |  |
| --- | --- | --- |
| Deadly Choices  Eat Up!  Farmer Time  George the Farmer  Healthy Kids Project  Junior Landcare  Mushrooms in Schools  OzHarvest FEAST  QCWA Country Kitchens  Queensland Association of School Tuckshops (QAST) |  |  |

Stephanie Alexander Kitchen Gardens Program

SWAP IT

Unsure

**Please list any other organisations you plan to work with to deliver Pick of the Crop.**

**How does your school communicate with your school community**\***?**

Newsletters (Online or hard copies)

Emails

Social media (e.g. Facebook)

Face to face meetings with families and the community

Class Dojo

Other – please expand: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide information on how you plan to sustain Pick of the Crop in your school**\***.**

**CERTIFICATION**

Your School Principal must sign this Certification to confirm the School Action Plan is accurate, and that funding will be managed in accordance with a [Short Form Agreement and Guidelines](https://hw.qld.gov.au/pick-of-the-crop/getting-started/).

**By accepting funding on behalf of my school, I undertake to:**

* ensure all proposed expenditure aligns with the Pick of the Crop’s aim ‘to increase opportunities for Queensland students to learn about and eat more vegetable and fruit’.
* communicate with the Pick of the Crop Regional Coordinator at least once a term to provide updates and feedback on the implementation of the School Action Plan. This may be delegated to your school champion or lead.
* support the Regional Coordinator to attend school meetings or professional development opportunities to present Pick of the Crop to all staff, and to attend network meetings, where possible.
* complete a Review Survey in Term 4 to provide feedback on actions and confirm use of funding.
* participate in any evaluation of Pick of the Crop, as required.
* acknowledge HWQld funding of Pick of the Crop in media activities or communication. This includes using the phrase ‘Pick of the Crop is funded by the Queensland Government through Health and Wellbeing Queensland’ and including #PickoftheCrop and @healthandwellbeingqld on social media (Facebook and Instagram).
* ensure HWQld media consent forms are completed, as required.

I agree \*  Yes

Principal Name \*:

Signature \*:

Date \*:

Once completed, finalised and signed by the School Principal, please send to [pickofthecrop@hw.qld.gov.au](mailto:pickofthecrop@hw.qld.gov.au) and share a copy with your Regional Coordinator.

1. Schools should identify actions in at least three components. List all actions for each component (there can be more than one). [↑](#footnote-ref-2)
2. If no action is planned for this component, please leave the section blank. [↑](#footnote-ref-3)
3. If no action is planned for this component, please leave the section blank. [↑](#footnote-ref-4)
4. If no action is planned for this component, please leave the section blank. [↑](#footnote-ref-5)
5. If no action is planned for this component, please leave the section blank. [↑](#footnote-ref-6)
6. If no action is planned for this component, please leave the section blank. [↑](#footnote-ref-7)