New York State Department of Agriculture and Markets

New York State Regional School Food Infrastructure Grant Program RFP #0379

Statewide Financial System Event ID #AGM-RSFI25

2025 Business Plan Template

Please make sure your business plan **addresses all of the following**: you may also include additional details. The business plan should be submitted as an attachment to your application in SFS, it must be saved and uploaded as a PDF.

The Business Plan Template is valued at **50 points** as a part of the evaluation factors.

1. Introduction (10 points)

Provide a background of your organization.

Please provide a detailed description of your proposed project. Please specifically address the questions below in the description.

- What obstacles do schools in the region face in sourcing NYS farm products directly from producers? How will your facility address these problems?
- How will your facility address the required project elements listed below?
    - Defined steps on how the project will increase the use of NYS farm products
    - Multi-school district uses and benefits
    - Workforce/training element and/or community use elements

2. Region/Market Analysis (5 Points)

Please describe the region where your project will be located and why it is conducive logistically to accomplishing the project goals.

Please provide regional hunger metrics with a clear tie to how community use elements will address these needs.

3. Team and Beneficiary Schools (5 points)

Team

Please provide the names and titles of the critical members of your organization.

Please provide a list of individuals associated with the project.

- What degree of experience do the critical persons involved in the project have in grant administration, construction management, school food procurement, school wellness committees, developing and fostering project partnerships and/or conducting outreach to New York State farmers?

- Please provide resumes for all people identified as having a critical role in the project.

Beneficiary Schools

Please provide a complete description of the school districts projected to be involved, including:

- Number of facilities
- Total enrollment
- CEP percentage
- Current farm-to-school activities
- Sample monthly menus
- Local sourcing obstacles faced by each district

4. Farm Partners (10 Points)

Please provide a complete description of the farms and agribusinesses projected to be involved, including:

- Listing of products grown or sourced from NYS ingredients
- Is the farm GAP certified?
  - Does the farm or business participate in NY Grown and Certified?
- The delivery capacity of the farm
- Any plans by the farm to scale operations up
- Are the farms or businesses willing to participate in community events at the facility?

5. Implementation Timeline (10 points)

Describe in detail the proposed tasks and milestones throughout the five-year contract beginning March 15, 2026.

6. Financial Summary (10 points)

Describe any additional funding sources to be used in the project.

Please provide a statement of financial condition for your organization, including the current annual operating budget and the last third-party audit of your organization.

Please describe the budget of the proposed capital project including:

- How the $5 Million of Grant Funds will be used
- Where any remaining capital funds would come from