

The Partridge Foundation Food and Sustainable Agriculture Systems (FSAS) Fund

The Partridge Fund was created to endow the Partridge Chair in Food and Sustainable Agriculture Systems and to support curriculum and activities around food and sustainable agriculture at COA. From this larger fund a subfund of \$10,000 is allocated annually to support priorities established by the Food Systems Working Group. The priorities of the subfund – referred to as the Food and Sustainable Agriculture Systems (FSAS) Fund – are to:

- Support collaboration between students, staff, and faculty on activities related to food and sustainable agriculture systems (FSAS);
- Support projects based on the farms and in the kitchen;
- Nurture teaching and learning at the College's farms and kitchen;
- Facilitate integration of the College's farms with the larger COA community;
- Support faculty and staff professional development related to FSAS;
- Support new teaching, learning, and research related to FSAS, at both the individual and group level;
- Support extra-curricular FSAS opportunities for advanced students (e.g., conference participation, trainings, etc., when students have expended their individual travel allowances).

Fund Administration

The FSAS Fund is administered by the Food Systems Working Group, which is comprised of a delegation of faculty and staff. As of January, 2016, members of the Working Group include: Kourtney Collum, Anna Davis, Jay Friedlander, Andy Griffiths, David Levinson, Suzanne Morse, Todd Little-Siebold, Ken Sebelin, Doreen Stabinsky, Kristina Swanson, Bonnie Tai, and C.J. Walke. During the 2016/2017 fiscal year the FSAS Fund will be administered through two mechanisms: a small activities fund and a large activities fund.

Small Activities Fund. For projects of \$500 or less, proposals will be accepted on a rolling basis. The Working Group will award up to \$2,000 per fiscal year through this mechanism.

Large Activities Fund. For projects of more than \$500, the Working Group will review proposals twice a year and award up to \$4,000 per period. The deadlines for the 2016/2017 funding cycle are as follows:

- Fall/Winter Application Deadline: **Wednesday, October 12th, 2016**
- Spring/Summer Application Deadline: **Monday, April 17th, 2017**

All students, staff, and faculty are eligible and encouraged to apply to either fund. Anyone cognizant that they will apply at some point should notify the committee as early as possible, even if they do not have a finalized proposal, to help with planning the awards evenly across the year and fairly across students, staff, and faculty. Preference will be given to individuals or projects that do not have an alternative funding source. Decisions will be based on the overall strength of each proposal. All applicants must follow the proposal guidelines described below.

Proposal Guidelines

Every proposal must include:

- a coversheet
- a proposal narrative
- an itemized budget and budget narrative

Proposal instructions and materials will be distributed to the entire COA community via email in Week One of the fall and spring term, and can also be acquired by contacting any member of the Working Group. Student applicants must have a sponsor from either the kitchen, farms, or faculty. The sponsor must indicate support for the project by signing the proposal cover sheet. Any applicant interested in proposing a project at or in collaboration with the kitchen or farms must reach out to appropriate staff before beginning the proposal process.

Proposal Review

Proposals will be reviewed by a subcommittee of the Working Group consisting of at least one representative each from the farms, the kitchen, the faculty, and the student body. **Students, staff, and faculty are to follow the same proposal guidelines.** Subcommittee members must recuse themselves from reviewing any proposals with which they have a conflict of interest. All applicants will receive written feedback from the committee, regardless of the final funding decision. Any questions about applying to the FSAS Fund should be directed to a member of the grants subcommittee. Subcommittee members for the 2016/2017 fiscal year are:

- Kourtney Collum, *Partridge Chair in Food and Sustainable Agriculture Systems*
- Anna Davis, *Beech Hill Farm Manager*
- Ken Sebelin, *Co-Director of Food Services*
- Doreen Stabinsky, *Faculty, Global Environmental Politics*
- Kristina Swanson, *Development Officer*
- Grace Burchard, *Food Systems Working Group Student Representative*

Requirements for Recipients of FSAS Funds

All recipients of FSAS Funds must submit an expense report by the end of the funding cycle. The expense report must include: (1) a letter of no more than one-page explaining how the funds were used, (2) all receipts, and (3) a final itemized budget. Deadlines for submitting expense reports for the 2016/2017 fiscal year are:

- Fall/Winter Reporting Deadline: **Friday, March 24th, 2017**
- Spring/Summer Reporting Deadline: **Friday, June 16th, 2017**

Additionally, recipients are required to share the results or final product of their FSAS funded activity in an appropriate manner. Recipients will work with the Grants Subcommittee to determine how best to disseminate the results to the COA community.

The Working Group will revisit these guidelines during the summer of 2017, reconsider priorities, and make changes to this guiding document accordingly. Whenever changes are made to these guidelines a revised document will be generated and shared with the COA community via email.