I. Needs Assessment
Examine how well the School Breakfast Program is working in your district or school. Before you move forward with an action plan, conduct a needs assessment (by considering these factors):

- **Current Breakfast Participation Rates**: What is current participation? What are your participation rates for Breakfast and Lunch with total enrollment the school?
- **Breakfast Model** *(breakfast model toolkit)*
  - Which breakfast model(s) you are using? If you are using more than one, which model is used for what grades?
  - Is the model(s) in use the most appropriate for the grade level you are serving?
  - Do you have the necessary (equipment, labor, etc.) to support this model?
- **Student Demographics**: Are there specific populations that are under-served? Which specific populations have high participation rates?
- **Possible Barriers**: Determine what barriers might exist that keep students from participating in the breakfast program? What are some of the reasons breakfast participation does not reach its potential?
- **Strengths**: What strengths does your school or district have that the school breakfast team can utilize? What aspects of your current school breakfast program work well? What individuals and groups are interested in promoting healthier school nutrition environments? Use these toolkits to begin exploring your school's barriers and strengths. [MS Word]
- **Team Members**: Are there key stakeholders missing from the wellness committee or breakfast expansion team? This toolkit addresses this in depth in the Involving Key Stakeholders section.
- **Overall Goals**: Expanding breakfast participation is one strategy to help improve the overall health and academic performance of students. Are there other goals, such as improved behavior or visits to the school nurse that you can measure?
- **Operating Costs**: School districts face many challenges in serving healthy meals within tight financial constraints. The following resources will help you calculate the cost of operating your School Breakfast Program, and help you maximize the cost-effectiveness of the program.

II. Action Plan
Provide a detailed school breakfast program action plan for expansion that the school is seeking to fund

1. Describe your plan to use the grant funds to increase student participation in the School Breakfast Program, include how you will address the barriers to school breakfast participation outlined in the Needs Assessment above.
2. Provide measurable and detailed goals and objectives for how the school will improve the school breakfast program and student participation.
3. Detail the researched-based effective strategies and methods the school will use to expand school breakfast program participation: (for example) changing breakfast delivery method; purchasing breakfast meal service delivery and holding equipment; improving the quality of breakfast meals (meeting the new USDA breakfast meal pattern guidelines); investing in transitioning labor costs; and overcoming barriers to expand SBP participation, etc.
4. How does your implementation plan and purchases align with the budget you proposed?

*Grant proposals will be evaluated based on effective strategies, implementation plan, and budgets.

* A list of eligible schools can be found at [http://www.doe.mass.edu/cnp/](http://www.doe.mass.edu/cnp/)