

Iowa State University Certification Training Partnership Agreement

This partnership agreement contains information on the Local Food Leader and Community Food Systems certifications and options for hosting certification workshops.

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Local Food Leader Certification

Why get trained in Local Food Leader?

- Increase awareness, understanding, and confidence to work with various individuals, organizations, and institutions to develop their community food system;
- Understand new tools for conducting evaluation of programs, projects, and systems change in their communities;
- Develop new skills for facilitating conversations around topics of food systems and ability to support team work within their own communities, including coalition development;
- Identify their personal values and understand the connections they have to their work in food systems;
- Understand the importance of inclusion and building trust with diverse audiences and stakeholders;
- Increase ability to manage and facilitate conversations effectively between dynamic groups of people;
- Improve networks and relationships with both local and regional cohorts;
- Provide partners with tools and resources in developing various food systems sectors: production, transformation, distribution, consumption, and resource management (grants, best practices, research, etc.);
- Understand business development tools such as plans of work, logic models, project scope, and budgets.

Who Should Participate?

There are two options for participating in the program: to utilize the process as a way to gain foundational knowledge in food systems, or to become a trainer for the curriculum. The Local Food Leader Certification is intended for beginning local food practitioners, although it is open for anyone who is interested in food systems development and collaboration. This training is an opportunity for professional development for anyone involved in their food system.

What support is provided?

Support is provided through a 1-day in person workshop as well as four online intensive modules. The Local Food Leader Certification teaches several foundational competencies critical to a successful food systems development. This training is divided into two parts, the first is an in-person, day-long workshop including: equity in food systems, working in food systems, facilitation and coordination, evaluation and professional development. The second portion of the training is conducted through online modules. The online modules offer intensive curriculum including: community food systems overview, methods of engagement and leadership, creating teams and tools for success, and evaluation. Activities and homework will be provided to ensure full understanding of concepts and skills.

What deliverables do the participants receive?

Each participant will receive a binder of information during the in-person workshop, along with presentations, activities, and dialogue. Participants will also receive access to four online modules with additional activities homework and observation requirements. Upon completion, participants will receive a certificate of completion in Local Food Leader from Iowa State University. By becoming certified, participants will be able to participate in a Local Food Leader Train-the-Trainer.

Host organization responsibilities:

Communities selected for the LFL Certification agree to provide a training site and meals for participants and trainers.



Community Food Systems Certification

Why get trained in the Community Food Systems process?

- Understand community food systems and how they relate to larger community and economic development goals
- Engage and empower community partners to work collectively toward a community food system
- Discern the different sectors of the food system and their impact on community
- Utilize Collective Impact and Strategic Doing methods
- Develop coalitions working toward collective community goals
- Strategically partner with organizations for creative collaborations
- Execute community processes including facilitation, project management, partnership, and building successful teams
- Develop community food systems assessments through mapping, interviews, and public input sessions
- Identify primary and secondary data sources for community food systems assessment and priority projects
- Utilize community food system assessments to determine priority projects
- Understand evaluation methods for determining collective community projects
- Acknowledge the importance of design in community food systems and where it fits within project development
- Provide partners with tools and resources for various food systems sectors: production, transformation, distribution, consumption, and resource management (grants, best practices, research, etc.)
- Apply concepts and skills learned to develop a place-based Community Food Systems Program in your own University or organization.
- Create evaluation methods to understand if projects developed are successful

Who Should Participate?

There are two options for participating in the program: to utilize the process in place-based communities, or to become a trainer for the process as a strategic method for community food systems. The CFS Certification targets educators, researchers, and community and state practitioners who are interested in understanding this process as a community development tool, or for those who wish to utilize this practice in the field to develop place-based community food systems. This training is an open opportunity for professional development for anyone involved in their food system.

What support is provided?

The Community Food Systems Certification will teach the CFS Program processes and phases. It will walk through each phase of the program and offer take-a-way documents for programming in your community. Support is provided through a 2-day in person workshop as well as six online modules. Activities, homework and observation will be provided to ensure full understanding of concepts and skills. In addition, there are opportunities for consultation and mentorship that is determined by each organization's need.

What deliverables do the participants receive?

Each participant will receive a binder of information during the in-person workshop, along with presentations, activities, and dialogue. Participants will also receive access to four online modules with additional activities homework and observation requirements. Upon completion, participants will receive a certificate in Community Food Systems from Iowa State University, and transferable materials for all phases of the Community Food Systems program for replication and implementation. By becoming certified, participants will be able to participate in a CFS Train-the-Trainer.



Additional options for participation: LFL and CFS combined workshops

It is suggested to have foundational knowledge in local food systems and community development before participating in the Community Food Systems Certification. The Local Food Leader workshop would occur the day before the CFS workshop. If your organization is interested in both workshops, it can be organized in multiple ways. Iowa State University staff can host the full day training, or if there are organizations with expertise, we encourage shared presentations with place-based organizations for various components of the training. These options will be discussed and clarified upon signing the agreement and during the initial set-up call for the training.



Host Organization Responsibilities and Fees

Communities selected for the CFS Certification agree to provide a training site and meals for participants and trainers.

Community Food Systems Certification Partner Organization Agreement

Terms:

Final acceptance to participate in the 2-day CFS Certification is contingent upon the submission of the partnership agreement. This should be signed by the primary contact for the training. By submitting the signed agreement, you are agreeing to the responsibilities of the program partners. Return the original signature page with your application and retain a photocopy for future reference.

Please select the training option(s) you would like to host in your region:

- Local Food Leader Certification** (1-day workshop)
Community hosting fee: \$1500 + travel and meals
 - One-day workshop that promotes individual skill development for engagement in food systems; after participating in the workshop individuals can participate in an online certification consisting of four modules. Following certification, individuals can become trainers and teach the curriculum in their region or state.

- Community Food Systems Certification** (2-day workshop)
Community hosting fee: \$2500 + travel and meals
 - Two-day workshop that teaches a strategic process for design and development of food systems; after participating in the workshop individuals can participate in an online certification consisting of 7 modules. Following certification, individuals can become trainers and teach the curriculum in their region or state.

- Both workshops** (LFL & CFS, 3 days of workshops)
Community hosting fee: \$4000 + travel and meals for staff



Acceptance of Terms

I understand the responsibilities of a partner organization for the Community Food Systems Certification. We agree to work cooperatively with the program partners and will fulfill the partnership responsibilities and agree to fees by Iowa State University Food Systems team.

- I agree to support the trainings by providing a meeting location and meals for the training cohort**

Primary Contact: _____
(Printed Name) (Signature) (Date)

State/Region

Proposed dates for workshop(s)

Email

Phone

ISU Partner: _____
(Printed Name) (Signature) (Date)

Please send partnership agreements to Kaley Hohenshell (kaleyh@iastate.edu) Upon receipt of document, Kaley will follow up to confirm date of program, contract for fee and additional logistical information.

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.

