

OSPI CNS School Meal Programs Information Sheet

Equipment Assistance Grant Application

This United States Department of Agriculture (USDA) grant provides funds for Local Education Agencies (LEAs) to purchase equipment to serve higher quality meals and expand participation. Funds can be used toward equipment purchases or repairs of at least \$1,000. There is no upward limit for the cost of the requested equipment; however, CNS may limit the total amount funded per LEA based on the total grant availability.

Applications are due in iGrants by 4 pm on March 20, 2024.

Grant Period: Awardees will be notified in late April 2024 and funds must be spent by September 30, 2025.

Reporting Requirements

Awardees must provide supporting documentation including but not limited to delivery receipts, invoices, and proof of payment when submitting a claim for reimbursement.

Application Questions

Use these questions to guide your thinking as you prepare your grant application. They may not appear in the same order within the iGrants application. Not all questions are scored, but they offer context to the grant reader.

1. Are you requesting a purchase or repair?
2. What purchase or repair are you requesting?
3. Why is it needed? Your narrative may address specific obstacles or challenges in acquiring this equipment without adding additional funding.
4. How will this purchase or repair support your school meals program? Your narrative should address how the equipment would support one or more of the following goals: increased scratch cooking, storing food from local producers, receiving food deliveries in a more efficient manner, healthier school meals, improving food safety, improving working conditions for school staff, providing more convenience or appeal to students, establishing, maintaining, or expanding the school breakfast program.
5. Will this purchase or repair will impact your ability to order, store, and use USDA foods?

Other Scored Criteria

- Up to 15 points will be assigned for free and reduced-price meal enrollment percentage correlating to the site or central kitchen.



- Up to 25 points will be assigned for your LEA's history with this grant for the three previous school years. Consideration will be given to value of awarded equipment, if applicable. Priority will be given to LEAs that have demonstrated consistency in applying for this grant without being awarded funding.
- Up to 10 points will be awarded as an economy of scale adjustment, assessed by LEA enrollment as a percentage of total state enrollment.
- 5 points will be assigned for LEAs that include appropriate quotes demonstrating your procurement process.

Best Practices

- Start the application early and ask questions early.
- Ensure you have access to iGrants.
 - Reach out to iGrants Customer Support if needed: CustomerSupport@k12.wa.us
- Identify who you need to work with to complete and submit your application.
- Seek input from collaborative partners to help prioritize equipment.
- Request quotes from more vendors than you need in case one is not able to give you a quote.

Resources

- [CNS Grants Reference Sheet](#)
- [NSLP Equipment Assistance Grant Reference Sheet](#)

Acronym Reference

- CNS - Child Nutrition Services
- NSLP – National School Lunch Program
- OSPI - Office of Superintendent of Public Instruction
- USDA - United States Department of Agriculture