

# *OSPI CNS School Meal Programs Information Sheet*

## **Equipment Assistance Grant Application**

This USDA grant provides funds for Local Education Agencies (LEAs) to purchase equipment to serve higher quality meals and expand participation. Funds can be requested for purchases or repairs of at least \$1,000 with no upward limit.

Applications are due in iGrants by 4 pm on March 27, 2023.

Grant Period: Awardees will be notified in late April 2023 and funds must be spent by September 30, 2024.

## **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. If the questions are scored, a possible point value will follow the question below. If no point value is indicated, the question is not scored but rather offers 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? Is it necessary and reasonable for program operations? (5)
4. Will it either improve the quality of your school meals program or expand school meals participation? Please justify your response. (15)
5. What are the current barriers to purchasing this item or repair? (5)
6. How does this purchase or repair support scratch cooking? (5)
7. How does this purchase or repair support storing fresh food from local producers? (5)
8. How does this purchase or repair support receiving food deliveries in a more efficient manner (5)
9. How does this purchase or repair support serving healthier meals (5)
10. How does this purchase or repair support improving food safety (5)
11. How does this purchase or repair support improving working conditions for school nutrition staff (5)
12. How does this purchase or repair support providing more convenience or appeal to students (5)



13. How does this purchase or repair support establishing, maintaining, or expanding the School Breakfast Program (5)

### **Other Scored Criteria**

- Up to 10 points will be assigned for free and reduced-price meal enrollment percentage correlating to the site or central kitchen.
- Up to 10 points will be assigned for your LEA's past history with this grant for the 3 previous school years. Consideration will be given to value of awarded equipment, if applicable.
- 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](mailto: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