

# Plant Based School Meals Grant Interest Webinar

**2024-25**



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# Agenda



Shoreline School District

Grant Information and Timeline

New Application Process

Scoring and Agreements

Procurement Best Practices

Resources and Contacts





# **Grant Information and Timeline**



# Plant Based School Meals Grant

**Grant opened November 14, 2024**

**Total State Funds Available: \$75,000**

Grant award up to \$10,000 per LEA

Only LEAs that have not previously received funding for this grant may apply

Funds are to assist in:

- Implementing more plant-based meal options in SY 24-25
- Funds may be spent on food supplies, delivery costs, equipment, education, and other expenditures

**Grant closes December 19, 2024 (5:00 PM)**

# Where did the grant funds come from?

## General fund- state appropriation of the state budget

30           (u) \$75,000 of the general fund—state appropriation for fiscal  
31 year 2024 and \$75,000 of the general fund—state appropriation for  
32 fiscal year 2025 are provided solely for the office of the  
33 superintendent of public instruction to administer grants to school  
34 districts for a plant-based school meals pilot program. Grants may be  
35 used for food supplies, delivery costs, equipment purchases,  
36 education, and other expenditures to increase access to plant-based  
37 school meals. Grant awards to school districts may not exceed \$10,000  
38 per district and may only be distributed to school districts that  
39 have not received funding for the pilot program previously.

# Why Serve Plant-Based Meals?

1

## **Support Student Health**

May provide health benefits for the prevention and treatment of certain diseases.

2

## **Culturally Appropriate Meals**

Can make school meals more accessible to children following halal, kosher, and other specific cultural dietary practices.

3

## **Support Local Agriculture**

Washington has a bounty of local farmers and food businesses that are growing and selling plant-based protein foods



# Plant-Based Foods- Defined

Foods that exclude eggs, dairy, meat, poultry, seafood, and animal by-products

# Funding Examples

Purchase plant-based  
meat alternatives

Standardize plant-  
based recipes

Conduct student focus  
groups and taste tests

Nutrition or agricultural  
education for students

Creditable plant-based  
fluid cow's milk  
alternatives

Food processing and  
storage equipment to  
prevent cross  
contamination for  
plant-based foods



# Reporting Grant Activities



Report how many students were impacted by grant activities.



Provide a success story with 1-3 photos depicting grant activities.



Report what foods were served and/or included in educational activities.

# 2024-25 Grant Timeline

**November  
14**

Grant  
Opens

Grant  
Reading  
Takes  
Place

Purchase  
Equipment

Submit  
Supporting  
Documents

**December  
19**

Grant  
Closes

**January  
10**

Awardees  
Notified

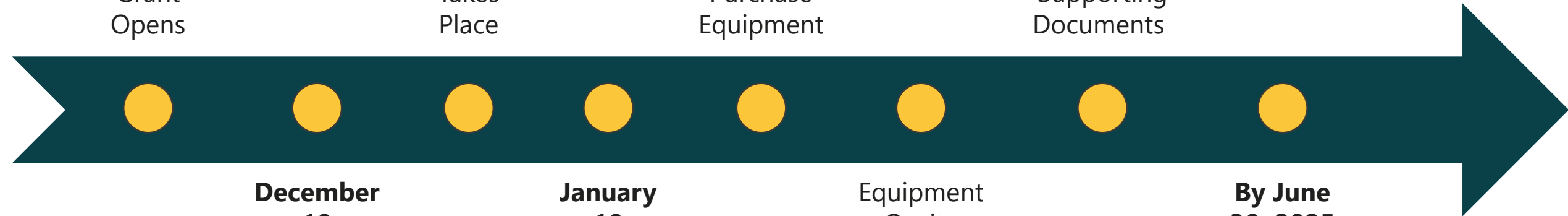
Equipment  
Onsite

+

Grant  
Activities

**By June  
30, 2025**

Submit  
Claims





# **OSPI CNS Application Process**

# CNS Grant Application Workbook



Grant applications will no longer be in iGrants



OSPI CNS created internal user-friendly application specifically for CNS grants



Simplified point system- limited narrative questions

# Grant Application Location



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**



Enter your search terms



[Home](#) [Student Success](#) [Certification](#) [Educator Support](#) [Policy & Funding](#) [Data & Reporting](#) [About OSPI](#)

[Home](#) » [Policy & Funding](#) » [Child Nutrition](#) » Child Nutrition Grants

## Child Nutrition Grants

Child Nutrition Services (CNS) administers a variety of grant opportunities throughout the year.

If you are new to writing grants, use these resources to help you submit the best possible proposal:

- The [Grant Writing tip sheet \(PDF\)](#)
- [Grant Writing Tips Webinar](#)

### POLICY & FUNDING

[OSPI Reports to the Legislature](#)

[School Buildings & Facilities](#)

[Special Education](#)

[School Apportionment](#)

[Legislative Priorities](#)

[OSPI Rulemaking Activity](#)

[Grants Management](#)

### Grant Questions?

[Child Nutrition Services Grant Questions](#)

Phone: 360-725-6200

TTY: 360-664-3631

[Expand all](#)

[Plant-Based School Meals Grant](#)



<https://ospi.k12.wa.us/policy-funding/child-nutrition/child-nutrition-grants>

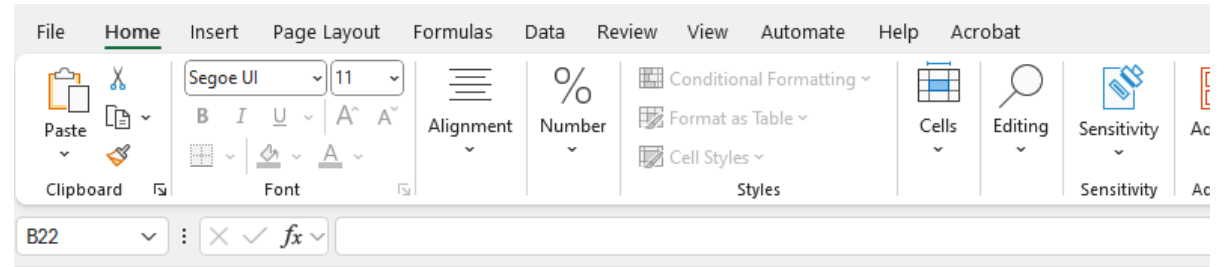
# Grant Application Link

The Washington State Legislature provided funds for school districts seeking to implement more plant-based meals in school year 202-24. These funds will be distributed as competitive grants up to \$10,000 per school district to be spent during the 2024-2025 school year. All districts interested in making more plant-based entrees, sides, and/or dairy alternatives available to students are encouraged to apply. Under this grant, plant-based foods are defined as foods that exclude eggs, dairy, meat, poultry, seafood, and animal byproducts. Preference is given to applicants whose projects incorporate scratch cooking supports, Farm to School strategies, and/or supports for culturally appropriate school meals. Only school districts that have not previously received funding for this grant may apply. *Food Service Management Company representatives cannot certify the grant application.*

- [2024-25 Plant-Based Meals Grant Application \(XLSX\)](#)
- [Plant Based School Meals Grant Reference Sheet \(PDF\)](#)
- [Plant Based School Meals Grant Application Information Sheet \(PDF\)](#)
- [History of Plant Based Meals Grant \(XLSX\)](#)
- [Plant Based Grant Report \(PDF\)](#)

# Grant Application Workbook

- Excel workbook
- Application sections in tabs
- 6 sections (tabs) to complete
- Check-box, drop-down options
- Limited narrative questions



## Washington Office of Superintendent of **PUBLIC INSTRUCTION**

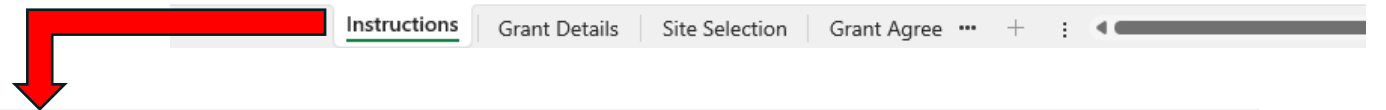
This is the 2024-25 application for the Plant Based School Meals Grant

This application has six sections to complete:

- Grant Details
- Site Selection
- Grant Agreement
- Assurance
- Grant Questions
- Grant Activities

Please complete each tab of this workbook. Once you have completed each tab, send the workbook with any required attachments to CNSGrants@k12.wa.us.

If you have any questions about this grant or your organization's eligibility, please reach out to CNSGrants@k12.wa.us.



Instructions

Grant Details

Site Selection

Grant Agr ... +

Please Select Your Organization

Please Select a Sponsor

The Washington state legislature provided \$75,000 to support grants for schools seeking to implement more plant-based meal options in school year 2024-2025. These funds will be distributed as competitive grants up to \$10,000 per school district to be spent during the 2024-2025 school year. All districts interested in making more plant-based entrees, sides, and/or dairy alternatives available to students on their menu are encouraged to apply. Under this grant, plant-based foods are defined as foods that exclude eggs, dairy, meat, poultry, seafood, and animal by-products. For example, a plant-based entrée could include a vegan black bean chili. Priority for award will be given to districts with the greatest economic need, those with plans for student engagement in their efforts, and districts who plan to use funds in support of providing culturally appropriate meals for their student population. All grant activities must be completed by June 30, 2025. Only school districts that have not previously received funding for the Plant Based School Meals Grant may apply.

How much funding are you requesting?

*Districts and independent schools may request up to \$10,000 total.*

Please place an X next to each reporting requirement you agree to fulfill by June 30, 2025 should you be awarded this grant.

- Report how many students were impacted by grant activities.
- Provide a success story with 1–3 photos depicting grant activities.
- Report what foods were served and/or included in educational activities.

The follow organization officials have read, understand, and agree to these assurances.

Note: A Food Service Management Company representative cannot certify the grant application.

#1 Authorized Representative

Name:

## Grant Details Tab

- Select School District
- Total funding requested
- Reporting requirements
- 2 Authorized Representatives
  - FSMC representative cannot certify the grant application



# Site Selection

Place an 'X' next to the sites that will utilize grant funds



Please place an 'X' Next to the sites you would like to include in this application.  
Leave the box empty if the site is not included in the application.

Site ID	Site	2023 OBD
<input type="checkbox"/> 660734	A J West Elementary	100%
<input type="checkbox"/> 662627	Aberdeen (Weatherwax) High School	69%
<input type="checkbox"/> 660729	Central Park Elementary	63%
<input type="checkbox"/> 660727	Harbor High School	100%
<input type="checkbox"/> 659099	Hopkins Elementary Preschool	100%
<input type="checkbox"/> 660731	McDermoth Elementary	79%
<input type="checkbox"/> 660728	Miller Junior High School	89%
<input type="checkbox"/> 660730	Robert Gray Elementary	100%
<input type="checkbox"/> 664405	Stevens Elementary	100%

# Site Selection- Scoring

- Free and Reduced-Price Percentage (F/RP %)
- Up to 10 points
- 2023 October Building Data (OBD)

<b>F/RP %</b>	<b>Point Value</b>
<b>95-100 %</b>	10
<b>90-94.9%</b>	9
<b>85-89.9%</b>	8
<b>80-84.9%</b>	7
<b>75-79.9%</b>	6
<b>70-74.9%</b>	5
<b>65-69.9%</b>	4
<b>60-64.9%</b>	3
<b>55-59.9%</b>	2
<b>50-54.9%</b>	1
<b>49.9% or less</b>	0

# Grant Agreement

**Please place an X in each of these boxes to agree to the grant requirements.**

Prior to awarding funds, OSPI will ensure that sponsors are in good standing with their and/or School Breakfast Program (SBP) operations.

Funding requests must be relevant to implementing more plant-based meal options a acquisition of land/existing buildings, the improvement of grounds, construction costs this grant and must be funded by the sponsor. Once awarded, funds can only be used award notification. All items purchased must be delivered on-site and projects must b not be reimbursed.

You will comply with the items identified on the Assurance tab/page located within th local procurement laws. As applicable to procurement method, each equipment reque \$10,000 or one (1) quote if less than \$10,000. If a sponsor is unable to obtain the requi the reason.

All items purchased will be delivered and on-site, and all outreach activities complete

Your organization will provide a report to OSPI Child Nutrition Services. At a minimum

1. How many students were impacted by grant activities
2. A success story with 1-3 photos depicting grant activities
3. Report foods served and/or included educational activities

➤ Grant Requirements

➤ Specific to this grant

All items purchased,  
delivered on-site, and  
grant activities completed  
by June 30, 2025.

# Assurance of Compliance

- Civil Rights Compliance
- Non-Discrimination Statement
- Federal regulations (USDA programs)

## I have read and agree to the following Assurance of Compliance

Name:

Title:

Email:

## Assurance of Compliance

If awarded the 2024-25 Plant Based School Meals Grant, the grant recipient shall comply with the following:

### Government-Wide Regulations

2 CFR Part 25: "Universal Identifier and System for Award Management"

2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"

2 CFR Part 175: "Award Term for Trafficking in Persons"

2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Mandatory)"

2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"

2 CFR Part 400: USDA Implementing regulations "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"

2 CFR Part 415: USDA "General Program Administrative Regulations"

2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements"

2 CFR Part 417: USDA "Non-procurement Debarment & Suspension"

2 CFR Part 418: USDA "New Restrictions on Lobbying"

2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"

7 CFR Part 210: "National School Lunch Program"

# Grant Application – Assurances Page

Grant Application and Award =  
Agreement between LEA and OSPI  
CNS



District employees **MUST** sign  
assurances

**FSMC personnel cannot sign assurances → Disqualifies application!**

# Grant Questions

**Please answer the following questions about how you would utilize these funds.**

**1. Please check off which activities you will implement with these grant funds during the 2024–2025 school year. Check all that apply**

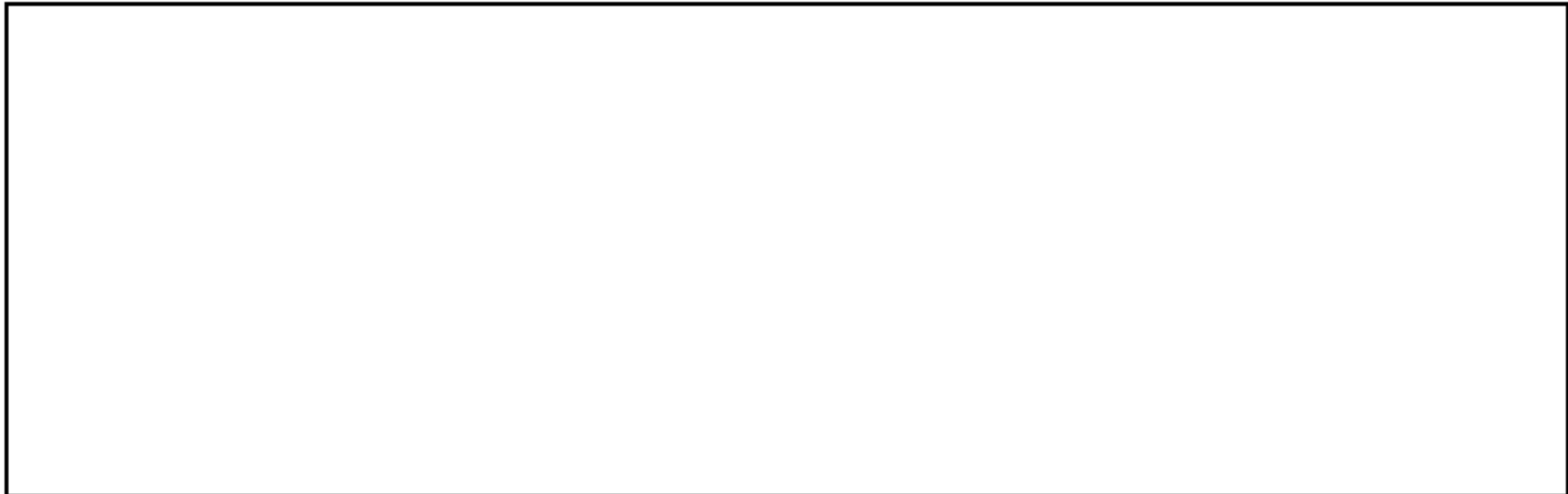
- Teach students about plant-based foods through nutrition or agricultural education.
- Develop culturally appropriate plant-based meals.
- Engage with students in planning, development, and testing of plant-based menu items.
- Create or improve a school garden.
- Standardize plant-based recipes to implement in your menu.
- Purchase equipment to support storage, preparation, and service of plant-based meals.
- Incorporate locally sourced plant-based foods on menu.
- Increase scratch cooking of plant-based meals.
- Purchase plant-based meat alternatives or plant-based fluid cow's milk alternatives.
- Other please describe planned activities:

# Narrative Question

**Address each of the grant activities you checked off in Question 1**

2. Describe how you plan to use these funds. In your response, please be sure to address each of the activities you checked off above.

(10 Points)

A large, empty rectangular box with a black border, intended for the user to write their narrative response to the question.

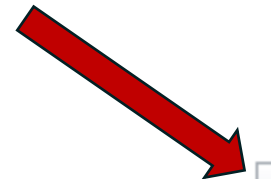
## Question #3

### 3) **Have you applied for applicable federal funds before applying for state grant funds?** (answer does not affect grant scoring)

- Required that LEAs apply for applicable federal grants before applying for state grants.
- If applicable federal grants are not available, please select "yes".
- RCW 28A.235.150: "If applicable, school districts shall demonstrate that they have applied for applicable federal funds before applying for funds under this subsection."

3. Have you applied for applicable federal funds before applying for state grant funds?

Please select





# Grant Activities: Amount Requested

- Enter details for each item requested
- 3 quotes if = \$10,000
- 1 quote if < \$10,000
- Attach all quotes with your completed application
- Quotes should be apples to apples

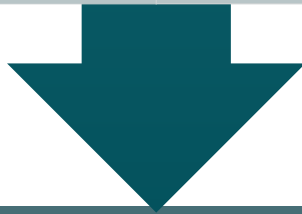
Type	Description	Quantity	Total Cost	Notes
<i>Equipment</i>	<i>Sample Fridge</i>	<i>3</i>	<i>\$ 465.99</i>	<i>Installation and delivery included in total cost.</i>

# Application Review & Instructions

LEA completes application workbook

Link located on OSPI CNS website:

[2024-25 Plant Based School Meals Grant Application](#)



Email completed grant application: [CNSGrants@k12.wa.us](mailto:CNSGrants@k12.wa.us)

Application workbook

Include attachments:  
Bid quotes (as applicable)

# Grant Application

- Before beginning application:
  - Plan equipment needs as applicable
    - Prioritize equipment
  - Focus on your vision!
  - PLAN for delays





# **Procurement Best Practices**

# Procurement Thresholds

Procurement Method	Federal Threshold	WA State Threshold for Public Schools	Sponsor (Local) Threshold
[Red circle]	\$10,000 or less		
		\$74,999 or less	Check with your organization.
			Check with your organization.

# Procurement Best Practices

## **Costs Must Be Reasonable**

Maintain documentation of how “reasonable” was determined.

## **Distribute Equitably**

Purchases should be distributed equitably among qualified suppliers to the extent practicable.

## **Follow All Procurement Laws**

Federal, State, and Local.

# What is Reasonable Cost?

**A cost is reasonable if it does not exceed that which would be incurred by a prudent person under similar circumstances at the time the decision was made to incur the cost.**

## **Consider:**

- Is the cost generally recognized as ordinary and necessary?
- The restraints or requirements imposed by such factors as:
  - Sound business practices
  - Arm's length bargaining
  - Federal, State, Local, Tribal, and other laws and regulations
  - Terms and Conditions for the Federal award

# What is Reasonable Cost?

## **Also consider:**

- Market prices for comparable goods or services
- Whether the Program Sponsor significantly deviates from established practices and policies regarding incurring costs



# Suggestion for documenting reasonable price determination for Micro purchases

## Informal Procurement

- ✓ **Micro purchases** - These prices are determined to be reasonable based on:
  - Research
  - History/experience
  - Other \_\_\_\_\_



# Quote Process



## **Request a Budget:**

Ask the dealer or rep for an estimate to help determine cost.



## **Obtain Quotes:**

= \$10,000 – need 3 quotes  
< \$10,000 – need 1 quote  
Ensure quotes are comparable.



## **Include details:**

Taxes, shipping, delivery, installation, removal of old equipment, warranty, start-up, etc.



## **Consolidate the info:**

Combine separate quotes for equipment and installation into one comprehensive quote.

# Grant Application – Assurances Page

Purpose of grant dollars- informs your application narrative and provides assurances from the local education agency.

- Expend the full grant award by **June 30, 2025**
- Follow all Federal (in particular, 7 CFR 210.21 and 2 CFR 200.317-326), State, and Local procurement laws.
- Upload three quotes for each piece of equipment as part of the grant application, as applicable.



# Resources

# Resources

Language  Translate Disclaimer



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## POLICY & FUNDING

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[Legislative Priorities](#) ▶


[OSPI Rulemaking Activity](#) ▶

[Grants & Grant Management](#) ▶

## Child Nutrition Grants

Child Nutrition Services (CNS) administers a variety of grant opportunities throughout the year.

If you are new to writing grants, use these resources to help you submit the best possible proposal:

- The [Grant Writing tip sheet \(PDF\)](#),
- [Grant Writing Tips Webinar](#) , and;
- [Using the iGrants System for CNS Grants training](#).

## Grant Questions?

### [Child Nutrition Services Grant Questions](#)

Phone: 360-725-6200

TTY: 360-664-3631

<https://ospi.k12.wa.us/policy-funding/child-nutrition/child-nutrition-grants>

# Reference Sheets

## *OSPI Child Nutrition Services Grants Reference Sheet*

### Plant Based School Meals Grant

The Washington State Legislature provided \$75,000 to support grant for schools seeking to implement more plant-based meal options in school year 2024–2025. These funds will be distributed as competitive grants up to \$10,000 per school district to be spent during SY 2024–25. Only school districts that have not previously received funding for the Plant Based School Meals Grant may apply.

### Why Serve Plant-Based School Meals?

There are a variety of benefits to serving plant-based school meal options, including:

**Supporting Student Health:** Well-planned vegetarian diets are healthful, nutritionally adequate, and may provide health benefits for the prevention and treatment of certain diseases. Additionally, many students follow plant-based diets for a variety of reasons.

**Serving Culturally Appropriate Meals:** Providing plant-based menu offerings can make school meals more accessible to children following halal, kosher, and other specific cultural dietary practices.

**Supporting Local Agriculture:** Washington has a bounty of local farmers and food businesses that are growing and selling plant-based protein foods, like lentils and soy products.

### Who Can Apply?

All K-12 schools, including public, private, and tribal schools, participating in the National

## *OSPI Child Nutrition Services Grants Information Sheet*

### Plant Based Meals Grant Application

The Washington State Legislature provided \$75,000 to support grant for schools seeking to implement more plant-based meal options in school year 2024–2025. These funds will be distributed as competitive grants up to \$10,000 per school district to be spent during SY 2024–25. Applications must be certified by two authorized representatives of the Local Education Agency (LEA). Food Service Management Company representatives cannot certify the grant application.

**Applications are due** by 5:00 pm on December 19, 2024

**Grant Period:** January 2025 – June 30, 2025

### Reporting Requirements

- ✓ Report how many students were impacted by grant activities.
- ✓ Provide a success story with 1-3 photos depicting grant activities.
- ✓ Report what foods were served and/or included in educational activities.

### Application Questions

**1. How will this grant help you increase plant-based school meals served? (select all that apply)** (up to 50 points)

	Points
<input type="checkbox"/> Teach students about plant-based foods through nutrition or agricultural education.	8
<input type="checkbox"/> Develop culturally appropriate plant-based meals.	8

# Procurement Resources



Barbara Krogstad, RDN  
Procurement Specialist

Work cell: 360-810-0302



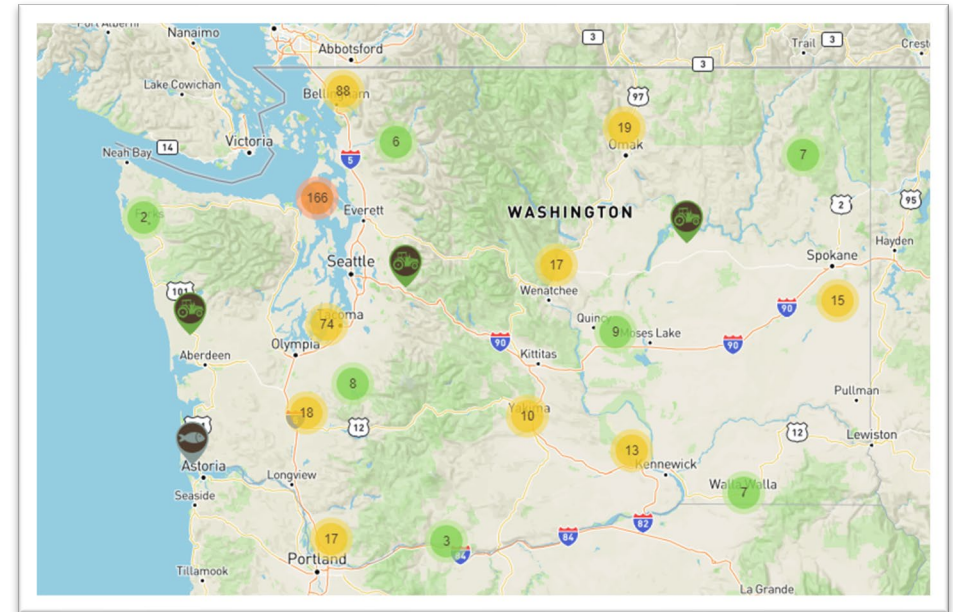
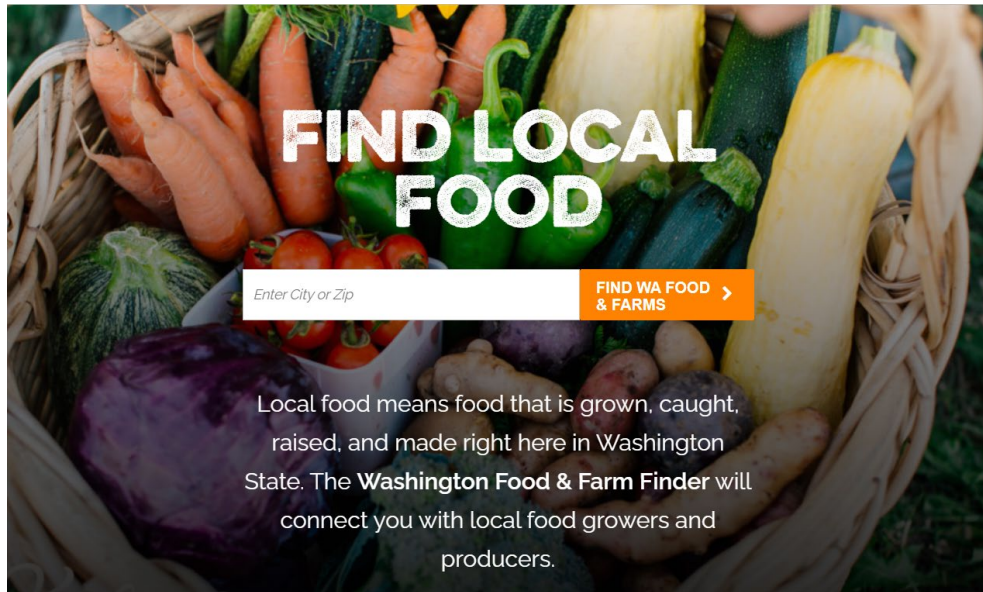
[Barbara.krogstad@k12.wa.us](mailto:Barbara.krogstad@k12.wa.us) or [CNSProcurement@k12.wa.us](mailto:CNSProcurement@k12.wa.us)



<https://ospi.k12.wa.us/policy-funding/child-nutrition/procurement>

# Finding Local Food

Washington Food & Farm Finder: <https://eatlocalfirst.org>





# Culinary Institute of Child Nutrition (CICN)

## Culturally Inclusive Recipes Toolkit for School Nutrition Programs

- Step 1: Preparing and Partnering
- Step 2: Identifying and Sourcing
- Step 3: Testing and Standardizing
- Step 4: Implementing and Marketing
- Step 5: Evaluating and Expanding



# Chef Ann Foundation- The Lunch Toolbox

- Search by 'Vegetarian' (adjust if needed to make plant-based)
- Search by ingredient
- Scale recipes
- Tested in cafeterias and kid-approved



<https://www.thelunchbox.org/recipes-menus/recipes>

# Chef Ann Foundation- More Plants Please!

- Resources to implement plant forward items in school menu
  - Recipes
  - Scratch Cooking Options
  - Promotional Materials
  - Tools and Resources
  - Recorded Webinar



<https://www.thelunchbox.org/fresh-food-initiatives/sustainable-lunchrooms/plant-forward/>

# Plant Based School Meals Grant Awardees! 2023-2024

West Valley SD- Spokane

Shoreline SD



Federal Way SD



Toppenish SD

# 2024-25 Grant Timeline

**November  
14**

Grant  
Opens

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Reading  
Takes  
Place

Purchase  
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Submit  
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**December  
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**January  
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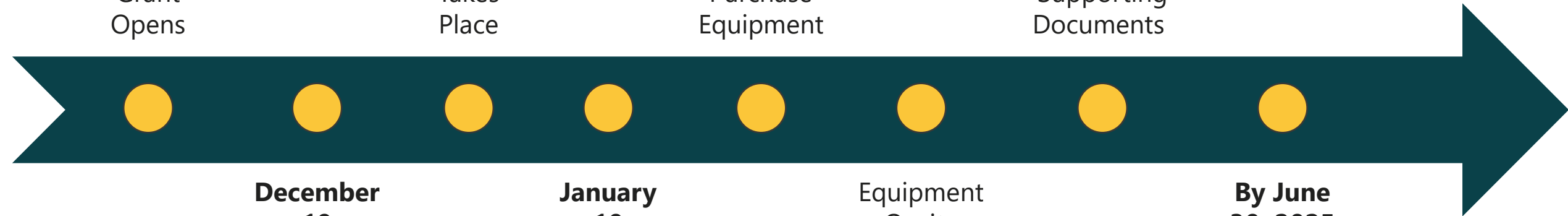
Equipment  
Onsite

+

Grant  
Activities

**By June  
30, 2025**

Submit  
Claims



# Stay Up-To-Date



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Child Nutrition

## 10/28 School Meals and Food Distribution Programs Newsletter

- Update: New Meal Pattern Policy Memos
- Update: Notify OSPI of Milk Shortages
- Update: Basics of Operating the School Meal Programs in Renton on December 4!
- Reminder: Join the School Meals Monthly Webinar on November 7!
- Highlight: Taste Washington Day Celebrations!
- FYI: New School Meals Training Series from Team Nutrition
- Farm to School Corner
- FDP Corner
- Local Food for Schools (LFS) Update
- Important Dates to Remember



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Child Nutrition

## Child Nutrition Newsletters

### School Meals and Food Distribution Program Updates

Program information and [United States Department of Agriculture \(USDA\) policies](#) are sent to program sponsors throughout the year in the form of email updates and OSPI bulletins. There are two ways to be signed up to receive updates from CNS.

**There are two ways to be signed up to receive updates from CNS.**

1. **Mandatory List:** USDA requires CNS to share mandatory information to program sponsors. If you are listed as the program contact in the WINS Application you will receive weekly updates.
2. **Self-Subscribe List:** You can manage the updates you receive by [editing your subscription preferences](#). Additionally, you can receive updates for any program, even though you may not be listed in the WINS sponsor application.

## 2024

### October

- [Week of October 14](#)
  - Update: New Meal Pattern Policy Memos

# Questions?

**Please email**  
CNS Grants Inbox

[CNSGrants@k12.wa.us](mailto:CNSGrants@k12.wa.us)





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