OSPI 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, OSPI may limit the total amount funded per LEA based on the total grant availability.

Applications are due via email to CNSgrants@k12.wa.us by 11:59 pm on March 26, 2025. Awardees will be notified in late April 2025, and funds must be spent by September 30, 2027.

Reporting Requirements

Awardees must provide supporting documentation including but not limited to photos of the equipment on site, 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. Not all questions are scored, but they offer context to the grant reader.

1. In a couple of words, what purchase or repair are you requesting?
2. Why is this purchase or repair needed? Please talk about obstacles or challenges to making the purchase without this grant.
3. What goals will your purchase support? Mark all that apply.
   - ❑ 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
4. How will this purchase or repair support your school meals program? Talk about how the equipment would support each of the goals you indicated above.
5. Will this purchase or repair will impact your ability to order, store, and use USDA foods?

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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 30 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.

Quotes

LEAs must include appropriate quotes demonstrating your procurement process. These quotes must be included in the submission email for the application to be considered complete.

- Obtain one quote for the request if less than $10,000.
- Obtain three quotes for each request equal to or greater than $10,000. Quotes must be "apples to apples" comparisons. For example, if installation is included in two quotes, but absent from the last quote, this will not be considered three comparable quotes. If you need support understanding procurement requirements, please contact CNS. If you are unable to find at least three quotes, please contact CNSgrants@k12.wa.us for technical assistance no later than 1 week before the grant deadline.
- **Attach all quotes to your submission email.**

Best Practices

- Start the application early and ask questions early.
- 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