

Breakfast Meals for Kids Grant Application Guide 2026-27

OSPI Child Nutrition Services



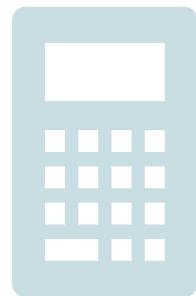
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CNS Grant Application Workbook



CNS Grant applications
are not in iGrants or
EGMS

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



Simplified point system-
limited narrative
questions



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How to Qualify



Be a public school district, charter school, or tribal compact school.



Sponsor a school meal program, these include:

School Breakfast Program (SBP), National School Lunch Program (NSLP)



Your school(s) may prepare meals on-site, receive meals from another school that participates in a USDA Child Nutrition Program; or may contract with a food service management company.



Sponsors must be in good standing to receive grant funds. Prior to awarding funds, OSPI will ensure that sponsors are in good standing with all USDA Child Nutrition Program operations.



Criteria for “Good Standing”

Meets Program Responsibilities

- Operators must fulfill all requirements and standards set by the program they participate in.

Current with Financial Obligations

- Any outstanding debts owed to the USDA or the program must be paid.

Corrective Actions are Complete

- If a review revealed significant operational findings, all required corrective actions must be fully and successfully implemented.

Be in Good Standing with ALL Child Nutrition Programs

- Sponsor is not considered seriously deficient or to have serious management problems with any USDA Child Nutrition Program.



Regaining “Good Standing”

If a program operator loses its good standing due to significant operational findings, it can be restored once:

- All corrective actions have been fully implemented and
- No new or repeated serious management problems are found in subsequent reviews.





WA OSPI Breakfast Meals for Kids Grant

Grant opens September 21, 2026!

Total state funds available: \$400,000

Funds may be used to:

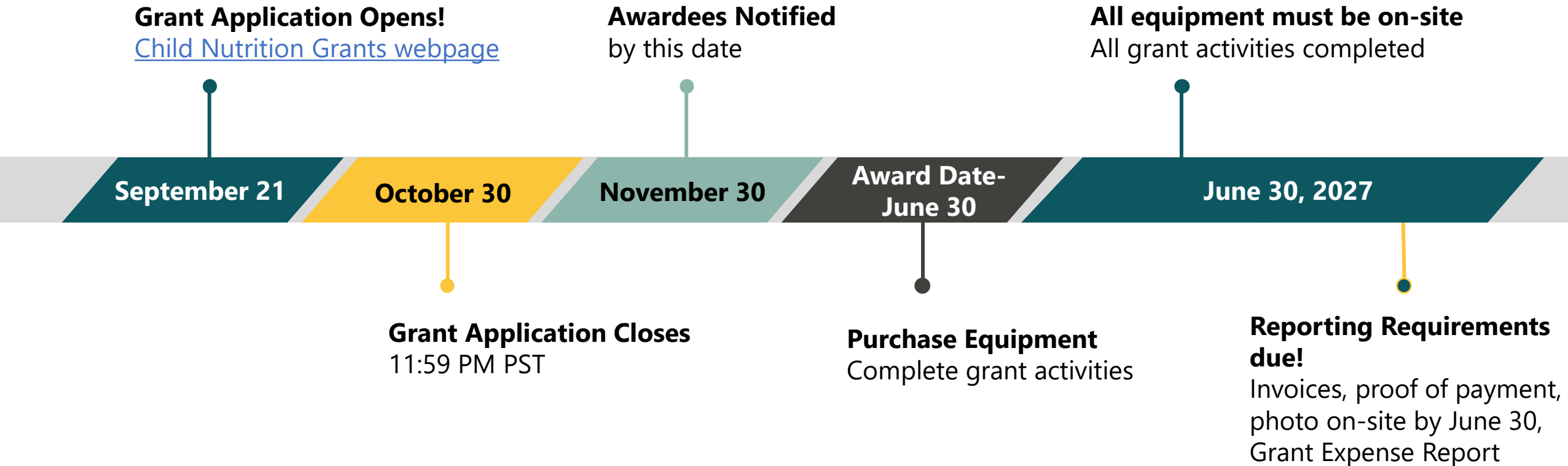
- Start or improve a School Breakfast Program,
- Increase participation and/or quality in an established meal program,
- Or improve the equipment and facilities used in an established meal program.



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Grant closes October 30, 2026

Breakfast Meals for Kids Grant Timeline

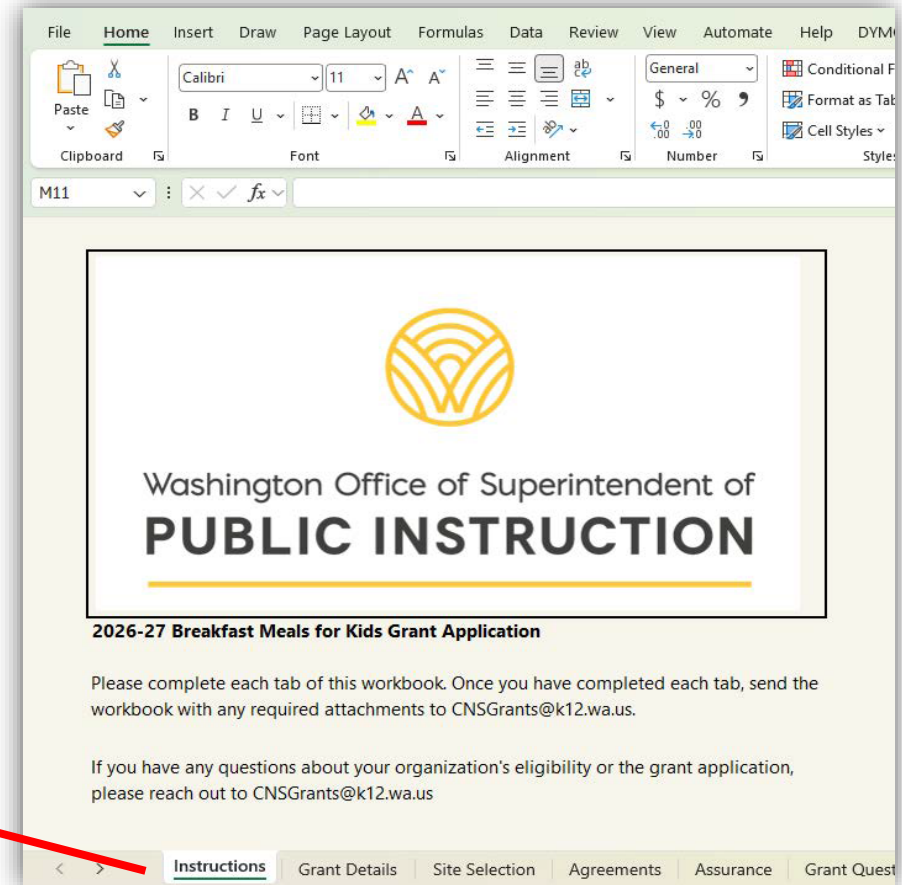


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Reimbursement will be processed in WINS. OSPI's Fiscal team will upload the list of LEAs to be paid, that list will be processed on the 15th of each month and paid out through apportionment.

Grant Application Workbook

- Excel workbook
- Application sections in tabs
- Complete each section
- Check-box, drop-down options
- Limited narrative questions

A screenshot of the Excel application window. The 'Home' tab is selected in the ribbon. The main content area displays the Washington Office of Superintendent of Public Instruction logo and the title '2026-27 Breakfast Meals for Kids Grant Application'. Below the title, there is a paragraph of instructions: '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.' and another paragraph: 'If you have any questions about your organization's eligibility or the grant application, please reach out to CNSGrants@k12.wa.us'. At the bottom of the window, a tab bar shows 'Instructions' (selected), 'Grant Details', 'Site Selection', 'Agreements', 'Assurance', and 'Grant Quest'.

Grant Application Sections

These sections are required for a complete grant application.

Grant Details

- ✓ Select your LEA
- ✓ Requires 2 authorized signatures

Site Selection

- ✓ Sites in LEA will auto-populate
- ✓ Place 'X' in the box next to the site(s) included in application

Agreements

- ✓ Place 'X' in the yellow boxes to agree to grant rules

Assurance

- ✓ Type name, title, email to electronically sign the Assurance of Compliance

Grant Questions

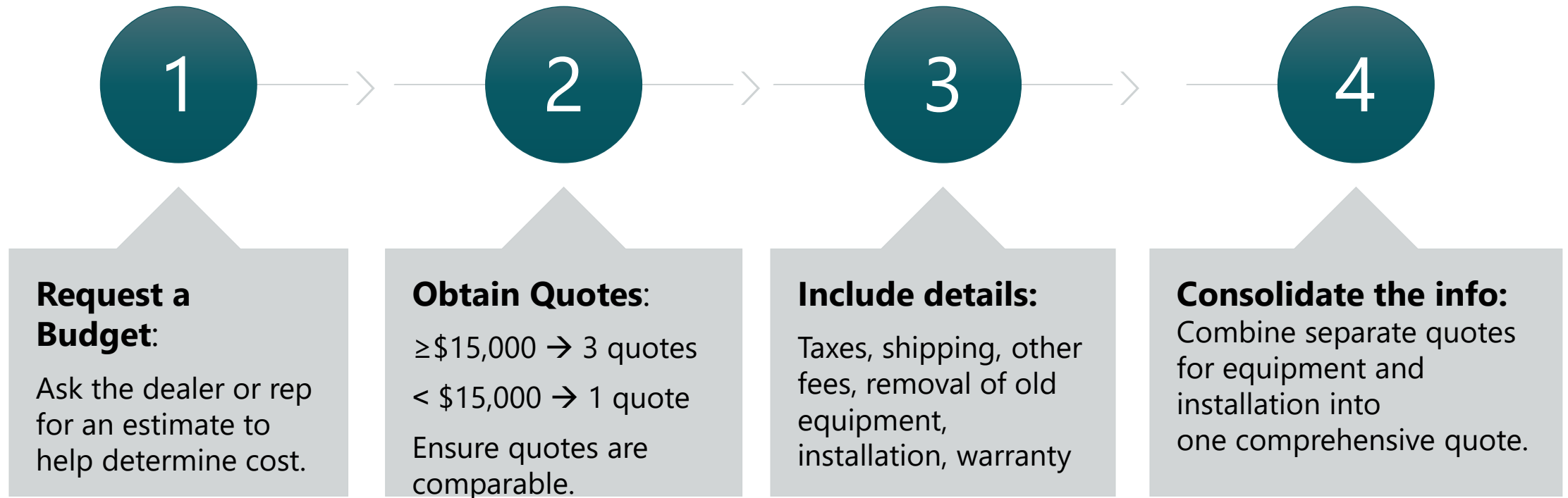
1. Place 'X' in the box(es) next to how grant funds will be used
2. Describe your plan & equipment needed
3. Confirm all grant purchases and activities will be completed by June 30, 2027

Grant Requests

1. Select if you would accept partial funding
2. Enter details for each funding request
3. Include all costs & fees in quotes
4. Prioritize funding requests



Quote Process



Application Instructions



1. LEA completes application workbook

- Link will be on OSPI CNS website on September 21, 2026
- Complete and submit application by October 30, 2026, 11:59 PM PST



2. Email all attachments to CNSGrants@k12.wa.us

- Completed grant application workbook
- Include attachments as applicable: Bid quotes, wellness policy
- Do not send as Google Sheets link- must be downloaded and attached



Grant Supporting Documentation



Photo of
equipment onsite



Invoice including
tax, delivery,
other fees



Proof of payment



Grant Expense
Report form



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These supporting documents will be required for grant reimbursement.

Grant Expense Report



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Child Nutrition Services

State and Federal Project Expenditure Report

Grant Name
Fiscal Year
Grantee Name

ALN #
Program #
Revenue #

Contact Name
Contact Email
Title

OBJECT OF EXPENDITURE

ACTIVITY	TOTAL	DEBIT TRANSFER 0	CREDIT TRANSFER 1	SALARIES CERTIFICATED 2	SALARIES CLASSIFIED 3	BENEFITS AND PAYROLL TAXES 4	SUPPL INSTRUCT RESOURCES AND NONCAPITAL 5	PURCHASED SERVICES 7	TRAVEL 8	CAPITAL OUTLAY 9
42 Food	\$ -	\$ -	XXX	XXX	XXX	XXX	XXX	\$ -	XXX	XXX
44 Food Service Operations	\$ -	\$ -	XXX	XXX	XXX	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenditures to Date Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenditures to Date	\$ -									
TOTAL EXPENDITURES TO DATE	\$ -									
LESS: Cash Received to Date	\$ -									
Payment Amount	\$ -									

I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal, state, or private award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.



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The Grant Expense Report is the CNS version of the State and Federal Project Expenditure Report. This report will be sent to all grant awardees.

Requirements After Award

- Retain all supporting documentation
- Track all grant activities
- Purchase only approved items
- Stay within grant award amount



Grant Writing Tips



Focus first on the need- what is your vision?



Verify that this grant will meet your needs and vision



Start filling out the application early and get at least one other person to review



Collaborate with your team or others in the LEA- business official



Reach out to equipment dealers and reps as a resource- not a sales team





Resources

Resources

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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 Grants System for CNS Grant 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>

CNS Grants Reference Sheet & Scoring

OSPI Child Nutrition Services Information Sheet

2026–27 Breakfast Meals for Kids Grant Scoring Matrix

The Washington State legislature provides annual funding for the Breakfast Meals for Kids Grant. This is a competitive grant for National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) sponsors. Each grant proposal is scored based on the following information and may receive up to 107 total points.

Local Education Agency (LEA)/Site Information Section

Scored by OSPI Child Nutrition Services (CNS)

Points Added by OSPI CNS	Points														
Free and Reduced-Price Percentage (F/R%)—Based on WINS 2025 October Building Data (OBD) of sites included in grant application: <table border="1"> <thead> <tr> <th>Criteria</th> <th>Point Value</th> </tr> </thead> <tbody> <tr> <td>95–100 %</td> <td>10</td> </tr> <tr> <td>90–94.9%</td> <td>9</td> </tr> <tr> <td>85–89.9%</td> <td>8</td> </tr> <tr> <td>80–84.9%</td> <td>7</td> </tr> <tr> <td>75–79.9%</td> <td>6</td> </tr> <tr> <td>70–74.9%</td> <td>5</td> </tr> </tbody> </table>	Criteria	Point Value	95–100 %	10	90–94.9%	9	85–89.9%	8	80–84.9%	7	75–79.9%	6	70–74.9%	5	0 – 10
Criteria	Point Value														
95–100 %	10														
90–94.9%	9														
85–89.9%	8														
80–84.9%	7														
75–79.9%	6														
70–74.9%	5														

OSPI Child Nutrition Services Grants Reference Sheet

Breakfast Meals for Kids Grant

The Washington State Legislature provides funding for annual competitive grants available to public school districts. Funds may be used to:

- ✓ Start a School Breakfast or other school meal program;
- ✓ Increase participation and/or quality in an established meal program;
- ✓ Or improve the equipment and facilities used in an established meal program.

All federal, state, and local procurement laws must be followed.

How to qualify for the grant:

- ✓ Be a public school district, charter school, or tribal compact school.
- ✓ Sponsor a school meal program, these include: School Breakfast Program (SBP), National School Lunch Program (NSLP).
- ✓ Your school(s) may prepare meals on-site, receive meals from another school that participates in a USDA Child Nutrition Program; or may contract with a food service management company.
- ✓ Sponsors must be in good standing to receive grant funds. Prior to awarding funds, OSPI will ensure that sponsors are in good standing with all USDA Child Nutrition Program operations.

This funding may be used to improve or start the SBP or other school meal program by:

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

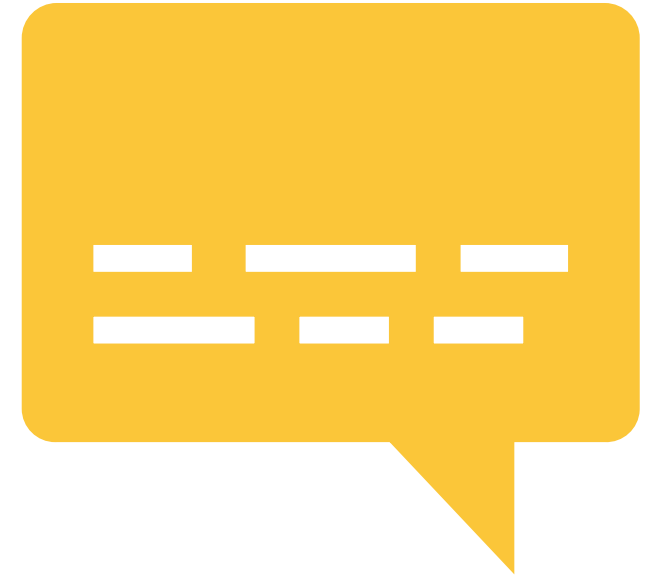
Questions?

OSPI CNS Grants:

CNSGrants@k12.wa.us

OSPI School Meal Programs Team:

SchoolMeals@k12.wa.us



Stay Up to Date



- CARE includes compliance-related information, Policy Memos, program requirement updates, required trainings
- Released first Monday of every month

- SSTAR includes best practices, helpful resources, grants, and optional trainings
- Released third Monday of every month





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