

WSNA Grant Matrix

	Chapter Grants	Specialized Grants
Amount of Grant	Up to \$650. May be all for instructor fee or for other expenses if instructor fee is less than \$650. MAY NOT be used as a profit source for a chapter.	\$650 instructor fee
Application	Form available on website	Form available on website
Approval	Send to Area Rep for approval; Area Rep forwards to Education Chair	Send to Executive Director for approval
Budget	Required	Required
Class	Must meet Specialized Training Requirement	Healthy Edge, Serving It Safe, Basic Nutrition only
Curriculum	Provided by the chapter or district	Provided by OSPI
Instructor	Chosen by chapter from approved list.	Chapter may request, but assigned by Executive Director
Instructor Fee	Paid directly to instructor. Amount to be agreed upon between chapter & instructor. WSNA Max of \$650. Area or chapter may reimburse instructor for some or all of the instructor's expenses.	Paid directly to instructor, \$650 maximum to include all instructor expenses. <i>Instructor may not receive additional funding from any other source.</i>
Instructor Voucher	Required	Required
Maximum #	Suggest a maximum of 40	Suggest a maximum of 40
Minimum #	Fifteen	Fifteen
No. of Grants Available	One per chapter per fiscal year (July 1 - June 30); two per area per fiscal year	One of each class available per fiscal year (July 1 - June 30) per area. If grants still available March 1, an area may receive more grant money on a first-come, first-served basis.
Procedure after class is held	Chapter completes Section III of application and sends to Executive Director with a copy of the sign-in sheet, the evaluations, and the instructor voucher.	A course outline, signed rosters, evaluations from the class, and grant voucher will be submitted by the instructor to the WSNA Executive Director.
Evaluations	Required	Required