



***Request for Application: Soy Foods Reimbursement.***

North Dakota Soybean Council is looking to partner with North Dakota schools to support purchasing of soy foods for sampling or menu items on the school’s menu for soy foods month in April, 2024.

***Part A: School District (School Food Authority) Data  
Please type or print legibly.***

School District:

Site(s) included in this application:

Name of contact person:

Phone Number of contact person:

Email address of contact person:

***Part B: Please indicate the costs incurred below:  
Please type or print legibly.***

Food item(s) purchased:

Number of students impacted:

Reimbursement amount requested:

Mailing Address of contact person:

***Part C: General Reaction to Soy Foods in Schools:***

***Please type or print legibly the reaction or comments that students made or had in regard to the soy food(s) that were served.***



## Requirements and Allowable Use of Funds from ND Soybean Council:

- The school will invoice ND Soybean Council (NDSC) for items once they have been purchased, not to exceed the total of \$500.
- NDSC funds will be used to help ND schools incorporate more soy-based food items for their students.
- NDSC will be offered the opportunity to have a local soybean farmer, board member, and/or staff representative visit the school to have lunch with the kids when the items are on the menu.
- NDSC may ask school kitchen staff to be part of an upcoming magazine article that covers the school's use of soy-based food products.
- The school will recognize NDSC as a supporter of the meal the purchased products are used for with logo placement, or other recognition. Also, schools that have a social media presence will post about the meals with photos.
- NDSC funds cannot be used for lobbying or political activity.
- NDSC may ask for additional documentation before submitting payment.

## Requirements from ND Team Nutrition:

- Schools may be featured in webinars, newsletters, social media and reports for NDDPI and USDA
- One (1) photo related to this project must be submitted to [Emily Karel](#)

## Timeline:

- Reimbursement requests must be e-mailed to [Shireen Alemadi](#)
- **Funds are to be dispersed to reimburse expended costs by May 31, 2024.**

## Contact Information:

Please contact [Shireen Alemadi](#) for additional questions and information on reimbursement.

Please contact [Amanda Olson](#) or [Emily Karel](#) for additional questions and information regarding recipes, menus or procuring items.

## CERTIFICATION

I certify that the information in this application is true and correct to the best of my knowledge; that the document has been duly authorized by the governing body of the above-named applicant; that these funds will be used to reimburse costs incurred while promoting soy foods.

**Authorized Representative**

**Date**