



Free and Healthy School Lunches Programme

Guidelines for the funding of minor capital items

Schools taking part in the free and healthy school lunches programme can apply for limited funding to purchase minor capital items – smaller items and appliances – needed to provide lunches to students. These should be one-off purchases.

Minor capital items are non-fixed assets, such as a fridge, freezer, stove, oven, dishwasher, pots, pans, food storage containers e.g. chilly bins, serving spoons and utensils, tables, trolleys, cutlery and crockery.

A list of Ministry approved items is available from your Regional Principal Advisor.

Only schools can apply for funding – established commercial or catering suppliers contracted to deliver lunches are not eligible to receive funding. Applications from schools outsourcing lunches to external suppliers will be assessed on a case by case basis.

Applying for minor capital items

Schools can apply by completing a **Request for Minor Capital Items** form available from their local Ministry office.

Schools will be asked for details on the items or equipment required, costs including delivery, and why they are important for delivering lunches. Schools should include information on:

- » why the item is essential
- » what alternatives have been considered and why they would not be suitable
- » how not having access to the items restrict being able to deliver a healthy and nutritious lunch.

Schools that want to purchase something not already on the list of approved items should provide three quotes with their application for funding.

Schools should also provide information on where the items will be kept. If this will not be on school premises, details of insurance, security, and if it applies, a written agreement from the owner of the premises to hold the items should be included with the application.

Funding covers smaller items such as appliances, food storage and servery items.

Funding does not cover kitchen upgrades or build. Schools and kura that considering infrastructure changes should discuss this with their Ministry property advisor as part of their five-year property plans.

We will review the application and ask for any additional information if necessary. Applications are reviewed on a regular basis – schools can expect a reply within five working days.

If the minor capital items are approved, funding to purchase the items will be transferred to the school. Payment will be exclusive of GST, as per the accounting rules for furniture and equipment (see <https://www.education.govt.nz/furniture-and-equipment-funding-for-schools/>).

Once purchased, the items becomes school property and must be recorded in the schools asset register. Schools are free to use them for their own use. Ongoing maintenance and repair will be the responsibility of the school.

Additional costs

We will cover any reasonable installation costs needed e.g. plumbing or electrical services. Schools should provide a written quote for the work required with their application.

Funding does not cover changes to infrastructure, fittings or footprints.

