Clinic Moving and Expansion Grant Application

The State WIC program provides funding of up to $5,000 to support local agencies in creating traumatic-informed waiting rooms and shared spaces for both participants and staff. This funding is intended to help agencies design environments that promote calm, safety, and dignity for all who enter. The State will make a one-time grant adjustment, and the local agency will purchase items identified in their proposal.

Examples of some allowable purchases may include but are not limited to:

- waiting room toys,
- furnishings that create a more accessible environment,
- Trauma informed artwork,
- ambient noise reduction equipment,
- visual/auditory dividers to enhance confidentiality,
- and scales to meet special needs.

This grant aims to foster welcoming, supportive spaces that reflect trauma informed principles and improve overall program experience by helping local agencies cover costs not generally approved.

Qualifying criteria:

- The local agency must be moving or expanding clinic operations.
- Demonstrated need for updates to meet trauma informed standards.

Application Windows:

Local agencies may apply for this funding at any time during the year; however, grant amendments are processed only twice annually. Applications **must** be submitted:

- by March 15 for the July amendment or,
- by December 15 for the March amendment.

Application process:

Step 1: Complete the Trauma Informed Clinic Assessment tool to help inform your decisions.

Step 2: Complete Part 1 of the application and send it to your assigned Nutrition Consultant. The state will review the application.

Step 3: When your application is approved, you are authorized to purchase items. Invoices must be retained and available for future audits.

Step 4: After purchases are made, **complete Part 2** of the application by providing the actual cost of each item purchased and a link to each item online. Once all items have been received, email the completed Part 2 to WIC-Fiscal@oha.oregon.gov. **Please retain this documentation for fiscal review purposes.**

Step 5: Your grant adjustment will occur either with the July or March grant distributions.

Part 1 Before purchasing, complete and send to your Nutrition Consultant

Date of request: **Agency:**

WIC Coordinator/Contact:

Description of clinic moving or expansion project:

Will items purchased be used by other non-WIC staff or programs? ☐ **YES** ☐ **NO**

If yes, enter the name of the program(s), along with the percentage of the total cost they will cover:

When will the purchases be made:

Request submitted by:

Part 1 continued other side - please include complete list of requested items

PART 1 of the Application

Items	Estimated cost Pre-Purchase	Link to the Product
Example: **Waiting room play table**	**$1,399.95**	**https://www.sensoryedge.com/products/waiting-area-round-magnetic-sand-table**

State Office Use Only

Application approved? ☐ Yes ☐ No Date:

Reason for denial:

Assigned Nutritional Consultant:

WIC Director:

PART 2 of the Application – Report

Complete this table as items are received. **Once all items are received, return this form to** WIC-Fiscal@oha.oregon.gov. **Keep a copy of this as documentation for fiscal review.**

Items	Purchase cost	Link to the Product
Example: **Waiting room play table**	**$1,399.95**	**https://www.sensoryedge.com/products/waiting-area-round-magnetic-sand-table**