



investing in children

Child Care Grant Application Instructions

1. Complete the attached *Child Care Grant Application*.
2. Attach a copy of your Quality Start rating *notification letter*.
3. If you have had an ITERS/ECERS assessment, please include the date of the *most recent assessment* and a copy of the first page of the results.
4. Attach a *CCAP printout* from DSS from within the past three months (to document the percent of children in your center who are receiving subsidized care).
5. If you are requesting furniture, equipment, toys or materials, attach the *Furniture and Materials Request List* you can download from this site, listing the specific items you will purchase using this grant. *Please remember that all materials must meet ITERS or ECERS standards.*
6. Include a complete copy of your most recent *tax return* (Form 990 or 1040).
7. Attach evidence of the legal status of the center:
 - for non-profits, a copy of the *IRS letter* confirming your non-profit status.
 - for for-profits, a copy of the *articles of incorporation*, a trust agreement, a charter, certification from the appropriate authorities, or other evidence.

For-Profit Centers Only - Additional Attachment Required

8. Attach a list, including a very brief description, of *other grants received* by the center in the previous 24 months.

Mail or deliver the completed Child Care Grant Application, along with all required attachments, to Beverly Splane, Grants Manager, at IMH.



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Child Care Grant Application

Center Name: _____

Street and Number: _____

City, State, ZIP: _____

Phone: () _____ Fax: () _____

___ Not-for Profit ___ For Profit License Number _____ Capacity _____

Director's Name: _____ Title: _____

Director's email: _____ Cell: () _____

Owner's Name (if different): _____

Owner's email: _____ Cell: () _____

Please list all sources of funds for the center. *(Use an extra sheet if necessary.)*

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

How many infants and one-year-olds are currently enrolled? _____

During what hours? _____ to _____

How many children aged two through six are currently enrolled?

During what hours? _____ to _____

Of the number of children currently enrolled, how many are:

_____ African-American _____ Asian _____ Caucasian/White

_____ Hispanic _____ Mixed Ethnicity

On average, how many children receive CCAP assistance or are in foster care? _____

Total number of staff employed by the center, including the director: _____

Number of: Lead Teachers _____ Assistant Teachers _____ Aides _____

Center Directors _____ Administrative (cook, office, janitorial, etc.) _____

Of the center director and teachers, how many have a CDA? _____ How many have an A.A. degree or higher in early childhood education? _____

What, if any, curriculum is your center using? _____

What is your current number of stars from the Quality Start program? _____

When do you expect to attain your next star? _____

Amount you are requesting for furniture, toys, equipment, etc.: \$ _____

Note: all materials requested must be ITERS or ECERS appropriate.

What do you want to accomplish with this grant: _____

How does this fit into the Quality Start program? _____

Why is this important to your center? _____

Amount you are requesting for curriculum and training: \$ _____

What will these funds be used for (be specific): _____

How does this fit into the Quality Start program? _____

Why is this important to your center? _____

(If this request involves hiring a trainer or consultant, please attach that person's resume.) Note: if this grant is approved, the trainer or consultant must submit lesson plans for approval prior to release of funds.

Signature of Center Owner or Director

Date