

Quality and Capacity Mini Grant Application

Name: _____ Program Name (if different): _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Email: _____

Setting: Child Care Home License Status: Current License Subsidy Contract: Yes No
 Child Care Center License Exempt
 Preschool Not Licensed Step Up to Quality/Accredited: Yes No

Number of Children Enrolled:
 Infants: _____ Toddlers: _____ Preschoolers: _____ School-agers: _____

Request Purpose(s):
 Curriculum Equipment/Materials/Toys Salary/Bonus Start-Up Training Other _____

Request Budget (including dollars and cents):

Item	Vendor #1	Estimate Cost	Additional Cost (Shipping/Tax)	Vendor #2	Estimate Cost	Additional Cost (Shipping/Tax)	Quantity	Requested Amount*
<i>[Example] Around the World Puppet Set</i>	<i>Lakeshore</i>	<i>\$85.00</i>	<i>\$5.99</i>	<i>Oriental Trading Company</i>	<i>\$24.97</i>	<i>\$12.99</i>	<i>2</i>	<i>\$62.93</i>

* If requesting the highest vendor cost, explain why:

Mark if requesting salary/bonus option, additional documentation MUST BE attached

Total Amount Requested: \$ _____ . ____

How will your request improve the quality of child care services you provide?

Additional information you would like to share to help us determine the Mini Grant award:

To the best of my knowledge, all data in this application is correct, has been authorized by the governing body of the applicant (if not an individual), and the applicant will comply with the proposal criteria if selected for funding. By signing and submitting this application, the applicant is acknowledging that they will provide H3C either a Tax Identification or Social Security Number AND receipts no later than February 5, 2022, to receive reimbursement. The applicant understands that a reimbursement for expenses will be provided within 30 days of submitting all requested documentation to H3C.

Signature: _____ Date: _____



Request for Application: Quality and Capacity Mini Grant

Purpose

The purpose of the Quality and Capacity Mini Grant is to help child care homes, centers, and preschools with the improvement of their program.

Eligibility

Licensed and License Exempt child care providers in the Hall County zip codes of 68801, 68803, 68810, 68824, and 68832 are eligible to submit an application. Priority will be given to those applicants who are actively working to improve the quality of the experience of the children in their care and who currently serve families receiving Child Care Subsidy.

Quality Criteria

- Nebraska Step Up to Quality participation with a higher priority given to those who are actively working to move to the next step OR current accreditation with a nationally recognized organization
- Current Child Care Subsidy agreement with the Nebraska Department of Health and Human Services
- Licensed or License Exempt providers

Application Requirements

- Accepted by email, in-person, or PO Box
- Accepted November 1 to 30, 2021
- Any application received on or after December 1, 2021, may not be eligible for review
- All items on the application must be completed, including signature and date
- Bonus Requests: a description of the bonus criteria AND a list of all individuals receiving a bonus

Selection Process

A panel of individuals from Hall County Community Collaborative's Birth to Eleven subcommittee will review applications. Approved applicants will be notified by email no later than December 15, 2021.

Required Documents

Approved applicants must complete and submit the following documents to Hall County Community Collaborative before payment.

- W-9 (provided by H3C)
- Hall County Community Collaborative ACH enrollment form (provided by H3C)
- Voided check or photocopy of a voided check
- License Exempt and Non-Licensed providers: Proof of current Child Care Subsidy agreement
- Receipts/Invoices dated November 1, 2021 through January 31, 2022

Receiving Funds

- All receipts are due no later than February 5, 2022
- Receipts will be verified by H3C staff
- Payment will be provided by ACH directly into a checking account within 30 days of receiving receipts. In event that the individual does not own a checking account, H3C will provide a paper check. Paper checks are printed once per month.

Expenses

Following are examples of allowable and non-allowable expenses. This list might not contain all items that can be requested. For specific questions, it is suggested to contact the H3C Early Childhood Coordinator at ecc@h3cne.org or 308-385-5975 Ext. 462001 before submitting a grant application.

Allowable Expenses:

Administrative Costs: Hiring and employee bonuses (limited to \$200 per person)

Curriculum Materials: Books, educational software/CD-ROM's, instructional videos, etc.

Developmentally Appropriate Equipment: Including but not limited to children's books, software/CD ROM's, science equipment, infant discovery quilts, music items, art equipment and supplies, etc.

Developmentally Appropriate Toys: Including but not limited to blocks, small cars and trucks, shape sorting toys, stringing beads, dramatic play equipment, multi-cultural dolls, riding toys, games, peg boards, stuffed animals.

Equipment (might be considered): Including but not limited to computers, printers, scanners, cameras, video cameras, DVD players, answering machines, tables.

Training: Classes, workshops, conferences, consultant fees, specialized training (such as infant brain development, care for children with special needs, program curriculum, etc.). Transportation and lodging costs will not be funded.

Non-Allowable Expenses

Administrative Costs: Licensing or inspections fees, advertising, travel fees (including mileage, ground, air, or rail travel)

Consumable or disposable items: Food beverages, paper products, cleaning supplies, soap, paper towel dispensers, laundry items, etc.

Equipment: Items having health or safety concerns such as infant walkers, infant swings, trampolines, etc.

Property and Facilities: Purchasing of buildings, land, or vehicles, air conditioners, humidifiers, water heaters, furnaces, security systems, etc. Construction of showers, sliding glass doors, decks, porches, storage sheds, garage doors, ceilings, windows, wood flooring, tornado shelters, etc.

Rental Property Items That Are Not Movable: Lead paint abatement, fences, smoke detection, etc.