

### **Policies and Procedures**

Private grant funding for expansion for new Child Care license providers, and current Family Child Care Home I. The sole purpose of the funding is to increase the capacity of high-quality early learning programs in Madison County.

- Applications submitted will be reviewed and approved by the Early Childhood Community Coordinator (ECCC) and Director of the Norfolk Family Coalition.
- There will be a written provider agreement if application is accepted for the expansion grant opportunity.
- All applications, invoices, and receipts must be kept and be filed by the ECCC. Records kept for three years.
- Grantees must be operating for a minimum of three years, or total funds in grants must be paid back in full to The Norfolk Family Coalition.
- Grantees must be open and operating within a 5-month timeframe, from being approved.
- Purchases made under \$500 will be reimbursement-based expenses. Detailed documentation must be provided in order for the provider to be reimbursed.
- Purchases over \$500 will need prior approval by Norfolk Family Coalition (ECCC and Director must approve, along with second signature on checks). Invoices must be submitted and then Norfolk Family Coalition will pay for contractors, supplies, and materials needed.
- The Early Childhood and Family Connections committee will oversee monthly expenditure reports from this grant. As well as the ECCC reporting the justifications to these reports.

### **Specific Program Requirements**

*Childcare programs/providers that are receiving expansion funding must meet the following criteria:*

- Enrolled in Step Up To Quality and have a plan to achieve Step 2 or higher within 12 months. If not enrolled at the date of application; they must be in agreement to apply within 3 months of being opened and operating under the new license.
- Obtain a DHHS contract and have a plan to serve children on childcare subsidy.
- Applicants must also be a member of the Power of Preschool group to show they are active and interested in providing quality learning experiences for children in their care.
- Register and keep information up to date on the Child Care Referral Network.

Examples of allowable expenses:

- Developmentally/age-appropriate equipment (cots and mats, cribs, playpens, highchairs, child-size tables, and chairs, etc).
- Safety equipment (safety gates, locked storage, first-aid kits, smoke detectors, etc.)
- Renovation for new or current childcare program buildings that allows the provider/program to increase licensing capacity.
- Renovations/updates to pass all state licensing regulations.
- Licensing application fees.

Examples of non-allowable expenses:

- Consumable or Disposable Items:
  - Food or beverages
  - Paper products
  - Cleaning supplies
- Travel/mileage invoices
- Purchase of vehicles
- Air conditioners, furnaces, humidifiers, showers, or water heaters
- Construction of:
  - Decks, porches, storage sheds, fences surrounding swimming pools, and security systems.
- Equipment:
  - Infant swings, infant walkers, swimming pools, and trampolines

Expected Outcomes:

Expected outcomes of the opportunity for providers to expand include the following:

- Address childcare capacity concerns.
- Increased accessibility of quality childhood programming for ALL families.
- Provide stable financial support to programs in start-up and/or as programs are working through a quality improvement process.
- Development of a community-wide early childhood network.

**Grant Application Deadline:**

**Applications Reviewed by:**

**Applicants notified of Grant Awards:**