



Proposal and Budget Preparation

Planning a project and preparing a budget for grant submission can be challenging and feel overwhelming. Please use the following guidelines to help you identify requests appropriate to the grant requirements, prioritize your program's greatest needs and complete the necessary research to ensure the grant funds are utilized effectively.

Purpose. The Child Care Impact Grants program, established by Child Care Aware of Kansas in partnership with the Kansas Departments of Health and Environment and Children and Families, is intended to provide financial support for eligible child care programs to address facility and other demonstrated needs related to health and safety and the mitigation of COVID-19.

Funds may be used for the following purposes:

1. Minor Renovations.
 - a. Minor renovations will be considered for home or facility space(s) that are designated for the provision of child care services.
 - b. Minor renovations must clearly support the child care program in meeting CDC health and safety guidelines (<https://www.coronavirus.kdheks.gov/227/Childcare-Foster-care>), mitigating the spread of COVID-19 and/or meeting the requirements of the [Americans with Disabilities Act of 1990](#) (42 U.S.C. 12101, et seq.)
2. Other Activities/Expenses.
 - a. Other activities and expenses may be considered if they are determined necessary to restart or continue operations safely, mitigate the spread of COVID-19 and not covered by other funding sources.

Preparation Questionnaire

1. What minor renovation or other activities/expenses am I considering for this grant?
2. Are the minor renovation or other activities/expenses consistent with the purpose outlined in the grant requirements?
3. If I am considering requesting funds for a minor renovation project, how does the project help my program:
 - a. meet CDC health and safety guidelines?
 - b. mitigate the spread of COVID-19?
 - c. and/or meet the requirements of the Americans with Disabilities Act?

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Preparation Questionnaire

4. If I am considering requesting funds for other activities/expenses, how the other activities/expenses help my program restart or continue operating safely?

5. Is the cost of the minor renovation or other activity/expense reasonable? Are lower-cost options available? Is the price comparable among vendors? Have I received two or more estimates?

6. Can I complete the minor renovation and/or purchase the items in the timeline outlined in the grant?