



## Child Care Sustainability Grant Application

Program Information					
Business Name					
Your First Name		Your Last Name			
Your Phone Number		Your Email Address			
License Number		License Type			
Child Care Program Address					
City		Zip Code		County	
<p>How did you hear about the grant? (drop down menu)</p>   <p>Other:</p>					
<p><b>Please report enrollment and openings as of the date of application.</b> (All fields must be completed, please enter Zero in the fields when applicable)</p>					
Age Categories			Number of Children Currently Enrolled	Number of Current Openings	
Infant (0-17 months) for Family Homes					
Toddler (0-12 months) for Child Care Centers					
Infant (12-17 months) for Child Care Centers					
Toddler (18-35 months) for Family Homes					
Toddler (18-23 months) for Child Care Centers					
Toddler (2 years) for Child Care Centers, Head Start, Preschools					
Preschool (3 years)					
Preschool (4 years)					
Kindergarten (5 years)					
School Age (6 years & older)					
Child Care Sustainability Grant					
<p>The Child Care Sustainability Grants program provides sustainability grants to cover provider costs of operations and potential revenue losses, with stipulations for all licensed child care providers to use a portion of funding for payroll expenses for staff. Family child care providers may use pre-COVID wages to determine their allowable personal pay. These funds may be used for any normal operational expenses or additional expenses providers have due to meeting the CDC guidance to mitigate the spread of COVID and other activities necessary to maintain or resume the operation of programs, including for fixed costs and increased operation expenses.</p> <p>Any improvement or upgrade to a facility that is not specified under the definition of major renovation*, may be considered a minor renovation and may be allowed if it is part of normal operational expenses. These funds may be used for minor renovations related to meeting the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101, et seq.).</p> <p><i>*Major renovation is defined as: (1) structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or (2) extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change. <u>Major remodeling will not be allowed</u> for these funds.</i></p>					

**Award Categories and Amounts:** Child care programs meet the eligibility requirements may apply for funding in the following amounts/categories:

	Number of Months	August Payment	September Payment	October Payment	Total Grant Award
<b>Family Child Care Homes</b>					
Family and Group Child Care Homes	3	\$1,667	\$1,667	\$1,666	\$5,000
<b>Child Care Centers, Preschools, Head Start, School Age Programs and Drop-in Care</b>					
Licensed Capacity 24 or Less	3	\$3,333	\$3,333	\$3,334	\$10,000
Licensed Capacity 25 to 99	3	\$10,000	\$10,000	\$10,000	\$30,000
Licensed Capacity 100+	3	\$20,000	\$20,000	\$20,000	\$60,000

Please check the expenses/items below that will be paid for with the Sustainability Grant:

- |  |   |
|--|---|
| <input type="checkbox"/> Salaries                      | <input type="checkbox"/> Employment Taxes, Self-Employment Tax and Fringe Benefits        |
| <input type="checkbox"/> Food                          | <input type="checkbox"/> Cleaning and Sanitation Supplies & Personal Protective Equipment |
| <input type="checkbox"/> Contractual Services          | <input type="checkbox"/> Rent/Mortgage, Utilities, Telephone/Internet                     |
| <input type="checkbox"/> Equipment and Maintenance     | <input type="checkbox"/> Mileage  |
| <input type="checkbox"/> Office and Classroom Supplies | <input type="checkbox"/> Licensing Fees, Advertising and Software                         |
| <input type="checkbox"/> Professional Development      | <input type="checkbox"/> Liability/Accident Insurance                                     |
| <input type="checkbox"/> Minor Renovation              |   |

**Please read and check to confirm each of the new grant eligibility requirements below:**

☐ My program is licensed and demonstrates substantial compliance with KDHE Child Care Licensing. Substantial compliance means my program does not have a pending or open administrative order due to noncompliance, my program is not operating under a consent agreement, my most recent annual and compliance surveys were closed as in compliance, and there have not been any substantiated complaints on my program within the last 12 months.

☐ I understand that I must submit the Child Care Sustainability Grant Application by 5:00 pm on July 31, 2021.

☐ I understand that, if awarded, the Child Care Sustainability Grant payments will be made based on the following schedule:

- Depending on date of application, August 2021 payment will be processed on either August 16 or August 30, 2021.
- September and October 2021 payments will be made at the end of the month to allow for required monthly tracking forms to be submitted.

☐ I understand that I must complete a monthly tracking form reporting allowable expenses incurred for which I have documentation/receipts on file, spent between March 1, 2020 and January 31, 2022. I must submit monthly tracking forms until all the grant funds have been spent. Once 100% of the grant amount has been reported on the monthly tracking form as an expense, no more monthly tracking forms are required.

- In any monthly tracking form, you may report any allowable expenses incurred between March 1, 2020 and January 31, 2022, that have not been previously reported. Funds must be spent by January 31, 2022.
- All eligible expenses may be only reported once.
- Monthly tracking forms are due monthly on the following dates:
  - September 10, 2021
  - October 11, 2021
  - November 10, 2021
  - December 10, 2021
  - January 10, 2022
  - January 31, 2022
- Providers will be able to request support from a Grants Navigator in their region to aid in the support of their monthly tracking form and other areas of the grant process in which they may need assistance.

- [ ] If awarded, I agree to use the grant funds only for those expenses/items indicated in the Child Care Sustainability Grant application, and that I will keep documents to support the expenses claimed. Expenses claimed can date back to March 1, 2020. Kansas Department for Children and Families requires that I keep ALL documentation of how the funds are expended for 5 years.
- [ ] The facility certifies by checking this box that it will use a portion of the funds or the regular revenue received to continue to pay the salaries and wages of staff or self.
- [ ] If awarded, I agree to only use these funds to pay for things NOT funded by any other funding source (i.e. PPP loans, 2020 Hero Relief grants, 2020 SPARK grants, CCHC grants, Child Care Impact Grants, CACFP, or any other funding).
- [ ] If awarded, I agree to maintain receipts for all expenses reported on the expenditure sheets.
- ***I understand Child Care Aware of Kansas will perform a random audit of receipts and, if selected, my program will be required to submit receipts for all expenses reported on the expenditure sheets or be required to return funds.***
- [ ] I understand all funds must be spent by January 31, 2022. Any unspent funds must be returned to Child Care Aware of Kansas by January 31, 2022.
- \*Grant Navigators will be available for needed support in documentation for expenses and coaching for allowable expenses.
- [ ] If awarded, I agree to complete and submit an Impact Story describing how the Child Care Sustainability Grant funds impacted my program.
- [ ] If awarded a grant, I agree Child Care Aware of Kansas may share information collected with agencies listed below. It is further agreed that all information shared among agencies will be held as confidential, unless otherwise required by law.
- Kansas Department for Children and Families

*The federal government passed the Coronavirus Response and Relief Supplemental Appropriations Act in December and the American Rescue Plan Act in March. These laws provide supplemental funds to help State, Territory, and Tribal Lead Agencies address the impacts of COVID-19. The funds are awarded to the Kansas Department for Children and Families (DCF) and grants will be administered by Child Care Aware of Kansas.*

### Information for W-9 Form

Name (as shown on your income tax return)		Address (number, street)		(apt. or suite no.)	
Business Name/disregarded entity name, if different from above		City		State	ZIP Code
Select appropriate box for federal tax classification (drop down menu)				Social Security Number	
				Or Employer Identification Number	
				*Taxpayer Identification must match name	
(if Other is selected, select one of the following from a drop down menu)					
(if Tax Exempt IRC Code Other is selected, please enter the IRC Code)					

### Information for Direct Deposit

If awarded, I hereby authorize, Child Care Aware of Kansas, to initiate credit entries into my bank account listed below.

**Name of Account Holder:**

**Financial Institution Routing Number (must be 9 digits):**

**Select Type of Account:**

**Account Number**

The diagram shows a check from JOHN PUBLIC, 123 Main Street, Your Town, FL 12345. The check is dated 19\_\_ and for the amount of \$\_\_\_\_\_. The payee is Your Town Bank, Your Town, FL 12345. The routing number is 250000005 and the account number is 123456789022. The check is payable to the order of the account holder. The diagram includes three tips: 1. Call your financial institution to make sure they will accept direct deposits. 2. Verify your account number and routing transit number with your financial institution. 3. Do not use a deposit slip to verify the routing number. A note at the bottom states: NOTE: THE ACCOUNT AND ROUTING NUMBER MAY APPEAR IN DIFFERENT PLACES ON YOUR CHECK.

☐

I do not want any money awarded to go into my bank account, please mail me a check.

### Grant Agreement/Award Acceptance Form

[ ] I certify that to the best of my knowledge all the information in the application is correct. I further agree that if my grant application is approved, I will comply with all grant guidelines as identified in the grant and the funds received will be spent in accordance with the award and intended purpose.

Program Name

Name of Authorized Representative (please print)

*By typing your full name here, you agree that this electronic signature will be an electronic representation of your hand-written signature for all purposes of approving and accepting the terms of this grant application.*

Authorized Signature

Date