



## Shawnee County CARES Grant



The Shawnee County Board of County Commissioners awarded funding from the Coronavirus Aid, Relief and Economic Security Act (“CARES”) to help Shawnee County child care programs meet operational challenges caused by the COVID-19 pandemic, recognizing that child care is an essential and necessary component of the infrastructure of the community. Working in partnership with Child Care Aware® of Eastern Kansas, Child Care Aware® of Kansas will distribute sustainability grants to all licensed family child care and groups home providers, preschools and child care centers in Shawnee County that are in good standing with Kansas Department of Health and Environment (KDHE), apply for the funding, and submit the needed documentation.

- ❖ *Applications for both grants are due in the Child Care Aware® of Kansas office by 5:00pm on Monday November 30, 2020.*
- ❖ *Round 1 grant requests will be reviewed as they are received.*
- ❖ *Round 2 grant requests will not be reviewed until Dec. 2<sup>nd</sup>. These grant awards will be made on a “first come” basis. Applications will be dated & time stamped when they are received in the Child Care Aware® of Kansas office.*
- ❖ *All receipts are due in the Child Care Aware® of Kansas office by 5:00 pm on Monday December 7, 2020*

### Frequently Asked Questions

*What are Round 1 and Round 2 grant awards?*

Round 1 grant applications were made available to child care programs in September. Grant application for a second-round grant requests are available as of November 16, 2020

*If I received Round 1 grant funds, am I eligible to apply for Round 2 funds?*

Yes. You would need to complete the 2nd Round Grant Request Application and the required documents. Receipts from the original grant application cannot be used for the second-round funding opportunity

*If I did not apply for Round 1 grant funds, am I eligible to apply to receive both Round 1 & Round 2?*

Yes. You would need to complete two application forms (round 1 and round 2 forms) and submit both, along with the required documentation

*Who is eligible to apply for a CARES grant?*

KDHE licensed family child care homes, group homes, child care centers, school-age programs & preschools are eligible to apply.

*If I received a previous Covid-19 grant (HERO Relief grant, HEWS) am I eligible to apply?*

Yes. We encourage you to track expenses and keep all receipts for items purchased with these funds to eliminate duplication of multiple grant awards.

*Where can I find the Shawnee County CARES grant application?*

To access the grant application and other required documents, please visit [www.ks.childcareaware.org](http://www.ks.childcareaware.org) click on CARES Grants.

Child care programs that do not have access to a computer or email may request a printed application. To request a printed application, please call 1.855.750.3343 or email [grants@ks.childcareaware.org](mailto:grants@ks.childcareaware.org) for assistance. You may also pick up a copy of the application at the Child Care Aware® of Eastern Kansas office located at 1100 SW Wanamaker Road, Suite 201, Topeka.

*How do I submit my application?*

Applications will be accepted by fax or post mail.

FAX 785.823.3385

Mailing Address

Child Care Aware® of Kansas

SN CARES Grants

PO Box 2294

Salina, KS 67402—2294

*What can the funds be used for?*

Funds can be used for: food/snacks, cleaning/sanitations supplies, technology equipment/service expenses, rent/mortgage, maintenance, equipment, utilities, licensing fees, mileage, advertising, office supplies, professional development, phone/internet, classroom supplies, liability/accident insurance, and/or staff salaries.

*If awarded, how much am I eligible to receive?*

Award amounts are based on the receipts you provide of your expenses during the grant period (September 1- November 30). This chart shows the maximum allowed award based on program type:

Family Child Care/Group Homes	<u>Round 1</u> Up to \$1,200.00 <u>Round 2</u> Up to \$,2000.00
Small Child Care Centers, School-Age programs & Preschools (licensed capacity of less than 100)	<u>Round 1</u> Up to \$5,000.00 <u>Round 2</u> Up to \$8,335.00
Large Child Care Centers, School-Age programs & Preschools (licensed capacity of more than 101)	<u>Round 1</u> Up to \$8,000.00 <u>Round 2</u> Up to \$13,336.00

### *When will payments be received?*

Grant payments for Round 1 grant requests will be processed weekly, based on approved applications and all necessary paperwork being received by CCAKS. We estimate payments will start being made in mid-October.

Grant payments for Round 2 grant requests will be received by Dec. 30, 2020.

Receipts of purchases are a requirement by the funder for this grant. If purchases have been made for items and the receipts are dated 9/1/2020---11/30/2020, they can be submitted with your applications and programs will receive the full grant award in a single payment. Receipts for Round 1 grant application cannot be used for the second round funding opportunity

If you do not have receipts at the time of the submission of your application, you will receive half of the award amount, the 2<sup>nd</sup> half will be issued when all receipts for expenditures have been received.  
**All receipts are due no later than 5:00 pm on 12/7/2020**

### *When and how will receipts for materials/expenses be submitted to Child Care Aware® of Kansas?*

Receipts will only be accepted that are dated 9/1/2020—11/30/2020. The receipts can be submitted at the time your application is submitted. **All receipts must be received no later than 5:00 pm on 12/7/2020.**

Receipts need to be faxed or mailed into Child Care Aware® of Kansas. The receipts need to be legible. Copies are accepted if they are legible. For auditing purposes, receipts will be kept on file by Child Care Aware® of Kansas.

Receipt must include:

- Date of purchase
- Vendor
- Items purchased—clear description of item purchased
- Proof of payment

### *What will I need to keep for my taxes?*

Child Care Aware® of Kansas will provide a 1099 form to all grant recipients. You will claim both this income and the corresponding expense on your tax return. Please consult with your tax preparer for additional information about how this could impact your taxes.

### *If I submitted a W9 and completed a Direct Deposit form for a HERO Relief Grant, will I need to submit this documentation again?*

Child Care Aware® of Kansas must have a completed W9, Direct Deposit form, and a copy of a voided check in order to process your payment. No electronic copies can be accepted for security reasons.

If Child Care Aware® of Kansas has a completed W9 and Direct Deposit form on file dated for 2020, you will not need to submit those again.

*How will I know if I have been awarded a grant?*

An award letter will be sent electronically via email if an email address is provided. Otherwise, the letter will be sent post mail.

*If I have questions, who do I contact?*

You can call Child Care Aware® of Kansas at 855.750.3343 or email [grants@ks.childcareaware.org](mailto:grants@ks.childcareaware.org).