



Division of Child Care Resource & Referral Region 5

## Child Care Program Enhancement Grant

**\*This grant is based upon the availability of funds\***

**Purpose:** To assist licensed childcare centers, facilities, family childcare home providers, and out of school time programs in enhancing the quality of the physical classroom and outdoor playground environment by acquiring safety compliant, developmentally appropriate resources.

**Scope:** Inclusive of all areas utilized by children and their families in the childcare program, with a priority being given to improvements which enhance the overall quality of the program.

### **Eligibility:**

- All licensed child care centers, facilities, family in-home providers, and out of school time child care programs who apply must currently be caring for at least one subsidized child.
- Program must have a regular license and have been in operation at the site for which the address is listed on the application for a minimum of two consecutive years.
- Program must be located within a county of MountainHeart North Child Care Resource & Referral Region V's coverage area: Barbour, Berkeley, Grant, Hampshire, Hardy, Jefferson, Lewis, Mineral, Morgan, Pendleton, Preston, Randolph, Taylor, Tucker, and Upshur.

### **General Guidelines:**

- Childcare centers may request up to \$7,500
- Childcare facilities may request up to \$5,000
- Family in-home providers may request up to \$2,500
- Out of school time child care providers may request up to \$2,500
- All applications must be received in the Elkins office by **Monday, March 30th, 2020. Any application received after close of business on March 30th, 2020 will be ineligible.**
- Any playground equipment, surfacing, or fall zone materials must comply with WV Child Care Licensing Regulations and meet Consumer Product Safety Commission safety standards as listed in the "Public Playground Safety Handbook".
- Grants will be awarded one per licensed child care program. In the case of an agency or owner that operates more than one site, each site may be eligible for a grant, but individual applications must be submitted and will be considered separately.
- Application and supporting documents must be received in one mailed submission. Once received, no other mailings, faxes, or emails will be accepted to complete the application.
- Review your application before submitting as no changes will be allowed once received.
- Programs having a current Corrective Action Plan with their Licensing or Regulatory Specialist must request items which would bring the program back into compliance.
- Current Tier II programs who do not have the approved version of the curriculum they selected to utilize on site must purchase the curriculum as part of their grant request. The Quality Improvement Specialist will assist with verifying the correct curriculum purchase.

**Restrictions for Usage of Grant Monies:**

- Cannot be used to purchase equipment which will restrict a child’s motor development
- Cannot be used for capital improvements (ex: for the purchase or construction of any building or facility and for any purchase or improvement of land. However, funds may be used for updating of playground equipment and proper installation, playground fencing, surface material, fall zone material)
- Cannot be used for consumables (arts and crafts materials), staff wages, office supplies, and other administrative purposes
- Cannot be used to purchase technology, software, etc.
- Materials purchased are to be used at the program’s address listed in the application

Examples of appropriate purchases to consider for the grant are in the chart below.

Welcome area for families	Greenhouse/gardening project	Resources for defined interest areas
Tier II approved curriculum	Outdoor art station	Outdoor play equipment/climbers
Outdoor playground surfacing	Add natural elements to playground	Outdoor play space for non-mobile infants
Shade for playground space	Sensory stations	Changing Tables
Portable sinks	Playground fencing	Outdoor music station

**Some suggested reputable vendors include:**

Lakeshore- [www.lakeshorelearning.com](http://www.lakeshorelearning.com)

Nature Explore- <https://natureexplore.org/>

Discount School Supply- [www.discountschoolsapply.com](http://www.discountschoolsapply.com) Kaplan- [www.kaplanco.com](http://www.kaplanco.com)

Community Playthings- [www.communityplaythings.com](http://www.communityplaythings.com) Play with a Purpose- [www.pwap.com](http://www.pwap.com)

\*\*Remember you must calculate taxes, installation, drop ship item fees, and shipping charges into your total cost. You are responsible for anything above the total amount awarded. Many vendors will email you a quote if you give them the item numbers and quantities.

**Grant Application Grading System:** Be advised this is not a first come, first serve grant opportunity. All eligible, completed applications will be reviewed by a grant committee. **The committee reserves the right to award or deny any application, in part or its entirety, based on the availability of funds and items requested within the application.** Not all applicants will receive a grant award. Center applications will be reviewed and scored against other center applications. Facility applications will be reviewed and scored against other facility applications. Family in-home applications will be reviewed and scored against other family in-home applications. Out of school time child care programs will be reviewed and scored against other out of school time child care programs. Grants will be awarded based on demonstration of need as articulated in the Plan of Action narrative and intent for use of those funds to comply with regulatory requirements and meet higher quality standards.

**Refer to the “Child Care Program Enhancement Grant Checklist” page for a list of what must be submitted to complete the application including the supplemental documentation.**

MountainHeart Child Care Resource & Referral is a program of MountainHeart Community Services, Inc. This program is presented with financial assistance as a grant from the WV Department of Health and Human Resources.

# Child Care Program Enhancement Grant Application Form

Program/Provider Name \_\_\_\_\_

Director/Owner Name \_\_\_\_\_

Program Address \_\_\_\_\_ County \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Are you currently serving subsidized children? \_\_\_\_\_ Yes \_\_\_\_\_ No

Total number of staff on site \_\_\_\_\_

Type of Program \_\_\_\_\_ Center \_\_\_\_\_ Facility \_\_\_\_\_ Home

Total Number of Children Enrolled (Full and Part Time, Before/After Care) \_\_\_\_\_

## Read the following statements and sign:

Everything that I have stated in this application is correct to the best of my knowledge. I understand that MountainHeart Child Care Resource and Referral, on behalf of WV DHHR and the Division of Early Care and Education, will retain this application whether or not it is approved.

I, \_\_\_\_\_, self-certify that:

- Upon acceptance and receipt of these grant monies, I will use these funds for their intended purpose
- I understand that **based on the availability of funds**, not all applicants will receive a grant award and my request may be approved in part or its entirety
- I will provide copies of all receipts for purchases by May 29, 2020 or I may be ineligible for future grants available through MountainHeart CCR&R and be responsible for repayment of any unspent amounts that cannot be verified with receipts.
- I will participate in a Technical Assistance visit with the Quality Improvement Specialist and an additional visit with a member of the MountainHeart Professional Development team upon being awarded a grant.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return application to MountainHeart CCR&R by mail or in person only (no email/faxed/copied applications will be accepted) by close of business on Monday, March 30<sup>th</sup>, 2020 to:

MountainHeart Child Care Resource and Referral  
ATTN: Jaime Price  
1200 Harrison Avenue  
Suite 220  
Elkins, WV 26241

*If you have any questions, please contact Jaime Price by email at [Jaime.L.Price@wv.gov](mailto:Jaime.L.Price@wv.gov) or by phone at 304-637-2840.*

**GRANT RECIPIENTS WILL BE NOTIFIED BEGINNING MONDAY, APRIL 13, 2020**

# Child Care Program Enhancement Grant Plan of Action

**Your responses to these questions will be scored in consideration for a grant.**

Do you have a current Corrective Action Plan? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, what items are needed to bring your program into compliance? Have these items been purchased through private funds or the health and safety grant?
What areas in your program would you like to improve?
What are some things you could do to improve in those areas?
How will these improvements make a positive impact on the children and families you serve?

### Child Care Program Enhancement Grant Purchase Chart

Fill out the Purchase Chart with each item or service to be purchased with the Child Care Program Enhancement Grant. All fields must be completed for each item. If you are unsure how to calculate the taxes and shipping, call the vendor and ask for a quote to include all costs so you can have a final total. For example, if there is no shipping on a specific item please write \$0 or "free shipping", do not leave it blank. If you are purchasing playground equipment which must be installed, you must include the cost of proper installation in the total cost you are requesting.

Vendor	Item # and Description	Quantity	Item Cost	Taxes	Shipping	Total Cost for Item	How will this item improve your program?
			\$	\$	\$	\$	
			\$	\$	\$	\$	
			\$	\$	\$	\$	
			\$	\$	\$	\$	
			\$	\$	\$	\$	





Vendor	Item # and Description	Quantity	Item Cost	Taxes	Shipping	Total Cost for Item	How will this item improve your program?
			\$	\$	\$	\$	
			\$	\$	\$	\$	
			\$	\$	\$	\$	
			\$	\$	\$	\$	
			\$	\$	\$	\$	

Total Amount Requested = \$



## Child Care Program Enhancement Grant Checklist

### All applications must submit the following:

- \_\_\_\_\_ Completed Application Form (with an original signature)
- \_\_\_\_\_ Completed Plan of Action
- \_\_\_\_\_ Completed Purchase Chart
- \_\_\_\_\_ Completed W9 (with an original signature)
- \_\_\_\_\_ Copy of Child Care License (must be current and regular)
- \_\_\_\_\_ Copy of Provider Service Agreement (PSA) (current and within 2 years)
- \_\_\_\_\_ Copy of Child Care Center Director WV STARS Career Pathway Credential Certificate (current and active, no expired certificates)

### To earn additional points towards your overall score on the grant grading system please submit:

- \_\_\_\_\_ Copy of family in-home or facility owner/administrator's current WV STARS Career Pathway Credential Certificate (not registry participant number, it is the full credential and must be current and active, not expired)
- \_\_\_\_\_ Copy of current certificate showing Tier II status or NAEYC/NAFCC Accreditation
- \_\_\_\_\_ Copies of a certificate of attendance or highlighted WV STARS transcript showing attendance for Director and any staff to Great Beginnings 2019
- \_\_\_\_\_ Copies of a certificate of attendance or highlighted WV STARS transcript showing attendance for Director and any staff to Celebrating Connections 2019
- \_\_\_\_\_ Copy of a certificate of attendance or highlighted WV STARS transcript showing Director's attendance at the WV Child Care Center Directors Meeting held in October 2019
- \_\_\_\_\_ Copies of certificate of attendance or highlighted WV STARS transcript showing any staff attending either the Infant Toddler Summit or TRAILS Summit held in 2019

\_\_\_\_\_ Copies of a Certificate of Completion for each currently employed staff member who has attended any/all of our module series trainings; WVIT I, WVIT II, Mind in the Making, WV Elements of Family Child Care, Early Childhood Positive Behavior Supports

**For additional points, please also answer the following:**

Has your program participated in Technical Assistance with one of the following services from MountainHeart?

- Quality Improvement Specialist (in the last 1 year) \_\_\_\_\_ yes \_\_\_\_\_ no
- Long Term Technical Assistance (in the last 1 year) \_\_\_\_\_ yes \_\_\_\_\_ no

Name of your participating staff member and MountainHeart Specialist:

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- TRAILS Van (in the last year) \_\_\_\_\_ yes \_\_\_\_\_ no

Do you or one of your currently employed program staff have the WV Training Certificate in Early Care and Education (WVTCECE) available through WV STARS for obtaining 120 hours of training in five years? \_\_\_\_\_ yes \_\_\_\_\_ no

\_\_\_\_\_ Copy of the WV Training Certificate in Early Care and Education

**\*\*\*Do not send originals of your supporting documents as they will not be returned to you.**

**\*\*\*Make a copy of your application for your records.**

**\*\*\*Do not send copies of expired certificates/ documentation**