



## Child Care Resource Center

Division of Child Care Resource & Referral Region 1

### Child Care Program Quality Enhancement Grant

**Purpose:** To assist licensed child care centers, facilities, and registered family child care homes in enhancing the quality of the physical classroom and outdoor playground environment by acquiring safety compliant, developmentally appropriate equipment and resources.

**Scope:** Inclusive of all areas utilized by children and their families in the child care program, with a priority being given to improvements in the quality of the outdoor physical environment.

**Eligibility:**

- All licensed child care centers, facilities, and registered family child care homes who apply must currently be caring for at least one subsidized child.
- Program must have a regular license or certificate of registration for a minimum of two years.
- Must be located within Region 1's Child Care Resource Center counties: Brooke, Hancock, Marion, Marshall, Monongalia, Ohio, Tyler, and Wetzel.

**General Guidelines:**

- Child care centers may request up to \$2,500
- Child care facilities may request up to \$1,000
- Registered family child care homes may request up to \$500
- All applications must be received in the Morgantown or Wheeling office by **Thursday, June 6, 2019 by close of business, 4:30pm. Any application, including mailed applications, received after this deadline will be ineligible. Dropbox applications will not be accepted after Wednesday, June 5, 2019.**
- Any playground equipment, surfacing, or fall zone materials must be compliant with WV Child Care Licensing Regulations and meet Consumer Product Safety Commission safety standards as listed in the "Public Playground Safety Handbook". Proof of this must be provided with application. The CCRC grant committee will decide whether the provided information is enough for an informed decision to be made. Due to the timing of this grant, time will not be provided to allow for additional information to be submitted.
- Grants will be awarded one per 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.
- Previous Health and Safety Grant recipients of this fiscal year are eligible to apply for this grant.

**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, 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.
- Purchases must directly benefit the children and quality of the early childhood program.

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

Welcome area for families	Greenhouse/gardening project	Furniture and resources to create defined interest areas
Tier II approved curriculum	Outdoor art station	Outdoor play equipment/climbers
Outdoor playground surfacing	Add natural elements to playground	Creating 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:**

Kaplan- [www.kaplanco.com](http://www.kaplanco.com) Community Playthings- [www.communityplaythings.com](http://www.communityplaythings.com) Discount Lakeshore- [www.lakeshorelearning.com](http://www.lakeshorelearning.com) Play with a Purpose- [www.pwap.com](http://www.pwap.com)  
School Supply- [www.discountschoolsupply.com](http://www.discountschoolsupply.com) Nature Explore- <https://natureexplore.org/>

**Grant Application Grading System:** All completed applications will be reviewed by a grant committee. This 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. A limited amount of funding is available for this grant program. 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. Registered family child care home applications will be reviewed and scored against other registered family child care home applications. Grants will be awarded based on demonstration of need as articulated by the applicant in the Plan of Action and intent for use of those funds to comply with regulatory requirements and meet higher quality standards. Photographs of your space can be submitted with your application. In an instance where a decision must be made between programs, submission date will be considered.

Child Care Resource Center, a West Virginia Child Care Resource & Referral, is a program of Catholic Charities West Virginia, 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

Please print clearly. \*\*Any application that is not legible will not be considered for grant rewards.\*\*

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

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

Program Mailing Address: \_\_\_\_\_

Number Street Apt #. Suite #

City State Zip Code

Program Physical Address: \_\_\_\_\_

Number Street Apt #. Suite #

City State Zip Code

Email: \_\_\_\_\_

Main Number: (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_\_) \_\_\_\_\_

I am a/an (check only one):  Registered family child care home  Facility  Child Care Center

Are you currently serving one (1) or more subsidized children?  Yes  No How Many? \_\_\_\_\_

Total number of staff on site including owner/director: \_\_\_\_\_ Total number of classrooms: \_\_\_\_\_

## 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 the Child Care Resource Center, a West Virginia Child Care Resource and Referral agency, 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:  
Program Director/Owner (Please Print)

- 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 or not at all,
- I will provide copies of all receipts for purchases by July 29, 2019 or I may be ineligible for future grants available through the Child Care Resource Center CCR&R,
- I will participate in a Technical Assistance visit by the Child Care Resource Center Quality Improvement Specialist or any other member of the Child Care Resource Center Professional Development team that the Quality Improvement Specialist recommends.

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

Return Application to Child Care Resource Center CCR&R by close of business on Thursday, June 6, 2019. You may go to your local Child Care Resource Center office to drop off your application if you do not wish to mail it. Any questions can be addressed by calling 1-800-585-1603.

**GRANT RECIPIENTS WILL BE NOTIFIED BY THE WEEK OF JUNE 17, 2019**

## Child Care Program Quality Enhancement Grant Plan of Action

Provide a description of your plan for implementing program enhancements including goals, action steps, and expected outcomes.

Describe how the requested items will support and improve the quality of the physical indoor and/or outdoor environment.

## Child Care Program Quality 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. Please note 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.

Item Number And Description	Vendor	Cost	How will this item enhance your program's quality?
Total Amount for this page (page 1)		\$	

Item Number And Description	Vendor	Cost	How will this item enhance your program's quality?
Total Amount for this page (Page 2)	\$		

Item Number And Description	Vendor	Cost	How will this item enhance your program's quality?
Total Amount for this page (page 3)	\$		
Total Amount Requested (all pages)	\$		

## Child Care Program Enhancement Grant Checklist

Submission dates	May 24, 2019 – June 6, 2019
Submission Deadline	June 6, 2019 by 4:30pm in office
Grant Recipients notified by email	Week of June 17, 2019

### All applications must submit the following:

- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Completed Plan of Action (including goals, action steps, and expected outcomes)
- \_\_\_\_\_ Completed Purchase Chart(s)
- \_\_\_\_\_ Copy of Child Care License/Certificate of Registration
- \_\_\_\_\_ Copy of Provider Service Agreement (PSA)
- \_\_\_\_\_ Copy of Child Care Center Director WV STARS Career Pathway Credential Certificate

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

- \_\_\_\_\_ Copy of registered family child care home or facility owner/administrator's current WV STARS Career Pathway Credential Certificate. (Not number assigned as a registry participant. This is an actual certificate for doing the full credential with WV STARS)
- \_\_\_\_\_ Copy of current certificate showing Tier II status or NAEYC Accreditation
- \_\_\_\_\_ 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.

Has your program participated in Technical Assistance with one of the following services from the Child Care Resource Center (CCRC)?

- Quality Improvement Specialist (in the last 1 year)  Yes  No
  - Name of your staff member: \_\_\_\_\_
  - Name of the CCRC Specialist: \_\_\_\_\_
- Long Term Technical Assistance (in the last 2 years)  Yes  No
  - Name of your staff member: \_\_\_\_\_
  - Name of the CCRC Specialist: \_\_\_\_\_
- 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
  - If yes, please attach a copy of the WV Training Certificate in Early Care and Education