

STRENGTHEN AND GROW CHILD CARE GRANTS



APPLICATION BUDGET WORKSHEET

Strengthen and Grow Child Care (SGCC) Grant Funds can be spent in a variety of categories, but 50% of your total award must be spent on new personnel and workforce development related costs. Only report expenses that you will use Strengthen and Grow Grant Funds for. You cannot charge expenses to the Strengthen and Grow Grant program that are covered by another dedicated funding source (Head Start/Early Head Start, Preschool for All/Prevention Initiative, etc.). Below is a list of the expense categories with definition that can be used. You do not need to have expenses in each category.

Your budget must add up to the awarded grant amount, and 50% of the budget must be allocated to **new** personnel costs. You will not be able to submit the budget successfully until these two requirements are met.

- 1. Personnel Costs (must add to 50% or more of total):**
- 2. Raises or Wage Enhancements:** Wage enhancements or raises for current staff or salaries for new positions created to support existing staff. To be counted as an employee, you must be withholding state and federal taxes and paying the employer's share of FICA. If you are a Family Child Care provider, you may enter what you plan to pay yourself monthly using these funds.
- 3. Fringe Benefits:** This includes enhancements or new fringe benefits provided to employees.
- 4. Bonus:** Bonuses that will be paid out to employees within the month.
- 5. Other Categories:** This could include items such as scholarships, mental health supports, COVID-19 testing, professional development, or substitute costs. You must describe each category on a separate line, adding as many lines as needed.
- 6. Occupancy Costs:** Enter the total dollar amount for rent/mortgage being charged to the grant. If you are a Family Child Care Home, you may charge the percentage of rent/mortgage that is attributable to your home business. For tax reporting, you may be using the simplified method OR the time space percentage method to assign expenses to your business.
- 7. Utilities:** Gas, water, electric, and telephone expenses may all be charged to this line.
- 8. Food Services:** Expenses related to snacks and meals not reimbursed by the Child and Adult Care Food Program (CACFP).
- 9. Supplies (Consumables):** Educational supplies, food and food supplies, office supplies, and cleaning supplies
- 10. COVID-19 Testing and Related Supports:** expenses related to COVID-19, such as COVID testing for yourself, staff, or children or travel expenses or time off for testing.
- 11. Equipment:** Enter the total dollar amount you will spend on equipment, cots, chairs, toys, etc. Examples would be partitions to enforce social distancing or hand washing stations.
- 12. Contractual Services:** Enter the total dollar amount for contractual services. This could include janitorial services, cleaning services, trainers for staff, etc.
- 13. Consultant (Professional Services):** Enter the total dollar amount for consultant services, such as nurse consultant, social services consultant, mental health consultant, etc.
- 14. Direct Administrative Costs:** Enter the total for administrative costs such as postage, printing, bookkeeping services, etc.

15. Other/Miscellaneous: Enter the total dollar amount for costs not captured in the other expense categories.

16. Indirect Costs: Agency indirect costs may be listed here but, you are limited to no more than 10% of the grant amount. Family Child Care Homes may not claim indirect costs.

When applying for a Strengthen and Grow Child Care Grant, programs must submit a budget as part of the online application. Use the worksheet below to prepare your budget for entry online. This will help you think through how the grant can be used within your specific program.

Quarterly Strengthen and Grow Child Care Expenditure Worksheet	
Estimated Quarterly Award Amount: _____ Homes: \$2,500; Group Home: \$3,750; Center \$6,250 per classroom	
A	B
Budget Category	Quarter 1 (3 months: February 2022 – April 2022)
Personnel Expenses (must include 50% of total)	
Wage or Salary Enhancements	
Salary – New Positions	
Fringe Benefit (Increases or New Benefits)	
Bonuses	
Other (e.g., scholarships): _____	
Other: _____	
Other: _____	
Other Expenses	
Salaries (Existing expenses, not enhancements)	
Occupancy Costs	
Utilities	
Food Services	
Supplies (Consumables)	
COVID-19 Testing	
Equipment	
Contractual Services	
Consultant Services	
Direct Administrative Costs	
Other/Miscellaneous	
Totals	
Subtotal: Personnel	
Subtotal: Other Costs	
Indirect Costs (no more than 10%)	
Total	

To help you think through the budget planning process, below are a several sample budgets for each program type.

SAMPLE BUDGET LICENSED FAMILY CHILD CARE (FCC) HOME

This budget includes:

- \$500 bonus paid each month to the FCC Provider (\$1,500)
- \$600 child development class at community college, including tuition and books

Quarterly Strengthen and Grow Child Care Expenditure Worksheet	
Estimated Quarterly Award Amount: \$2,500	
A	B
Budget Category	Quarter 1 (3 months: February 2022 – April 2022)
Personnel Expenses (must include 50% of total)	
A. Wage or Salary Enhancements	
B. Salary – New Positions	
C. Fringe Benefit (Increases or New Benefits)	
D. Bonuses	\$1,500
E. Other (e.g., scholarships): _____	\$600
F. Other: _____	
G. Other: _____	
Other Expenses	
H. Salaries (Existing expenses, not enhancements)	
I. Occupancy Costs	\$400
J. Utilities	
K. Food Services	
L. Supplies (Consumables)	
M. COVID-19 Testing	
N. Equipment	
O. Contractual Services	
P. Consultant Services	
Q. Direct Administrative Costs	
R. Other/Miscellaneous	
Totals	
Subtotal: Personnel Expenses (rows A-G)	\$2,100
Subtotal: Other Expenses (rows H-R)	\$400
Indirect Costs (no more than 10%)	
Total	\$2,500

Note: The personnel expenses are more than 50% of the grant amount.

SAMPLE BUDGET LICENSED GROUP FAMILY CHILD CARE (GFCC) HOME

This budget includes:

- \$500 bonus paid each month to the GFCC Provider (\$1,500)
- \$2 an hour raise for GFCC Assistant, working approximately 40 hours per week across 14 weeks this quarter (\$1,120)
- \$380 towards new curriculum resources
- Funding for mortgage and utilities

Quarterly Strengthen and Grow Child Care Expenditure Worksheet	
Estimated Quarterly Award Amount: \$3,750	
A	B
Budget Category	Quarter 1 (3 months: February 2022 – April 2022)
Personnel Expenses (must include 50% of total)	
A. Wage or Salary Enhancements	\$1,120
B. Salary – New Positions	
C. Fringe Benefit (Increases or New Benefits)	
D. Bonuses	\$1,500
E. Other (e.g., scholarships): _____	
F. Other: _____	
G. Other: _____	
Other Expenses	
H. Salaries (Existing expenses, not enhancements)	
I. Occupancy Costs	\$500
J. Utilities	\$250
K. Food Services	
L. Supplies (Consumables)	
M. COVID-19 Testing	
N. Equipment	\$380
O. Contractual Services	
P. Consultant Services	
Q. Direct Administrative Costs	
R. Other/Miscellaneous	
Totals	
Subtotal: Personnel Expenses (rows A-G)	\$2,620
Subtotal: Other Expenses (rows H-R)	\$1,130
Indirect Costs (no more than 10%)	
Total	\$3,750

Note: The personnel expenses are more than 50% of the grant amount.

SAMPLE BUDGET LICENSED CHILD CARE CENTER

This budget includes:

- This program is planning to apply for the grant for 5 classrooms. Each classroom would receive \$6,250 per quarter, for a total quarterly grant amount of \$31,250.
- Wage/Salary Enhancements (\$7,840 + \$2,800 = \$10,640)
 - \$2.00 raise for each teacher (7 teachers total), 40 hours per week, approximately 14 weeks in the quarter - \$7,840
 - \$1.00 raise for each assistant (5 assistants), 40 hours per week, approximately 14 weeks in the quarter - \$2,800
- Child development classes for 4 teachers, approximate cost \$600 per teacher - \$2,400
- Lowered the employees contribution to health insurance - \$5,000
- Includes funding toward occupancy, utilities, the cost of COVID-19 testing for staff, the cost of new curriculum materials, and the cost of an accountant to provide tax and audit work for the grant (this is listed under direct administrative costs).

Quarterly Strengthen and Grow Child Care Expenditure Worksheet	
Estimated Quarterly Award Amount: \$31,250	
A	B
Budget Category	Quarter 1 (3 months: February 2022 – April 2022)
Personnel Expenses (must include 50% of total)	
A. Wage or Salary Enhancements	\$10,640
B. Salary – New Positions	
C. Fringe Benefit (Increases or New Benefits)	\$5,000
D. Bonuses	
E. Other (e.g., scholarships): tuition and book cost for 4 teachers _____	\$2,400
F. Other: _____	
G. Other: _____	
Other Expenses	
H. Salaries (Existing expenses, not enhancements)	
I. Occupancy Costs	\$3,000
J. Utilities	\$1,000
K. Food Services	
L. Supplies (Consumables)	
M. COVID-19 Testing	\$3,000
N. Equipment	\$3,000
O. Contractual Services	
P. Consultant Services	
Q. Direct Administrative Costs	\$3,210
R. Other/Miscellaneous	

Totals	
Subtotal: Personnel Expenses (rows A-G)	\$18,040
Subtotal: Other Expenses (rows H-R)	\$13,210
Indirect Costs (no more than 10%)	
Total	\$31,250

Note: The personnel expenses are more than 50% of the grant amount.

