# STRENGTHEN AND GROW
## CHILD CARE GRANTS

## FAMILY CHILD CARE APPLICATION GUIDE

Welcome! This toolkit is intended to help Family Child Care providers apply to the Strengthen and Grow Child Care Grant program. First, read more information about the program and then take the necessary steps to apply. It may be helpful to watch the SGCC Webinar available here prior to reading through this toolkit.

### What is the Strengthen and Grow Child Care Grant?

Before COVID-19, we know it was hard to operate child care. The Strengthen and Grow Child Care program, abbreviated as SGCC, is designed to give you the resources you need to keep your program open and help you do your best work caring for children.

The SGCC gives eligible family child care providers grant money each quarter – or every three months – to provide additional, predictable, and stable funding for your program. At minimum, a family child care provider will receive $2,500 per quarter and a group family child care provider will receive $3,750 per quarter. This money is meant to help you improve your program by investing in your personnel, including yourself, and other things your program needs.

You will receive each quarter's funding at the beginning of each quarter to pay for things your program needs (see the table below). At least half of this funding must be spent on new personnel costs, such as bonuses, raises, fringe benefits, higher education courses for yourself or your employees, scholarships for your employees, and more. You will need to submit an application each quarter to opt-in to the grant program, including a new budget each quarter, and you will need to submit a report at the end of each grant quarter showing how you spent the money.

| SGCC Funding Quarters – Payment Distributed at the Beginning of Each Quarter | | | | |
|---|---|---|---|---|
| | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| Application Window | January 18 – 28, 2022 | March 2022 | June 2022 | September 2022 |
| Funding Period | February – April 2022 | May – July 2022 | August –October 2022 | November 2022 – January 2023 |

Now that you know more about the program, you can take the following steps to apply!

### Step 1: Make Sure Your Program is Eligible

Before you work on your application, make sure that your family child care program is eligible to apply for the Strengthen and Grow Child Care Grant! To be eligible to participate in the program, your Family Child Care program must:

- ☐ Be located in Illinois
- ☐ Have a valid child care license from DCFS (day care home or group day care home)
- ☐ Have been operating as of March 2021 and continue to care for children today
- ☐ Be open at least five days a week and full day (meaning eight or more consecutive hours per day)
- ☐ Accept children from the Child Care Assistance Program (CCAP)

In addition, your program must meet certain requirements related to enrollment and funding. Your program must also meet the following requirements.

- ☐ In any month from January 2020 through the present, at least 10% of the children enrolled in your program have been part of the CCAP program
- ☐ No more than 50% of your program's revenue can come from Preschool for All (PFA), the Prevention Initiative (PI), or Head Start/Early Head Start
- ☐ Is NOT accepting a Child Care Restoration Grant (CCRG) Extension in 2022

***Need help calculating your CCAP enrollment or your revenue? See the examples below!***

If, after calculating these numbers, you can check all the boxes above, your program is eligible to apply for a Strengthen and Grow Child Care Grant.

If you're having trouble determining whether your program is eligible, please call the INCCRRA Helpline at 1-855-939-4858 or email grants@inccrra.org.

## HOW TO CALCULATE YOUR CCAP ENROLLMENT PERCENTAGES

Whether or not a site meets the 10% of CCAP eligibility will be determined based on a site's total licensed capacity compared to the site's enrollment during any month of 2020 and 2021.

You can use the following calculation to determine your site's eligibility.

| How many of my enrolled children participated in CCAP this month? | → | A. _____ | *Note: (if your CCAP enrollment fluctuates, choose a month from Jan 2020 to now where you had the highest CCAP enrollment)* |
|---|---|---|---|
| How many children am I licensed to serve? | → | B. _____ | |
| | A ÷ B = | _____ | x 100 = _____ |

If the final number in the box is greater than 10%, your site meets this SGCC eligibility criteria. If you don't get to 10%, be sure to make sure you are using the highest number of CCAP monthly enrollment during 2020 to 2021.

**Example:**

| How many of my enrolled children participated in CCAP this month? | → | A. ____3____ | *Note: (if your CCAP enrollment fluctuates, choose a month from Jan 2020 to now where you had the highest CCAP enrollment)* |
|---|---|---|---|
| How many children am I licensed to serve? | → | B. ____12____ | |
| | A ÷ B = | ____.25____ | x 100 = ___25%___ |

If the final number in the box is greater than 10%, your site meets this SGCC eligibility criteria. Since the final number is greater than 10% - it is 25% - this program is eligible to apply.

## Calculating your Program or Site's Revenue Percentages

To understand what percentage of your revenue comes from each source, you will need to know and gather the income your program receives across 2021.

- If your program has multiple sites, you will need to calculate the below for each site.
  - If you don't receive any money from the source listed (for example, you don't have a Head Start Grant), just input a zero (0).
  - For this analysis, you should not include in either column the funding you received from the Child Care Restoration Grants or the Child Care Workforce Bonuses.

| How to Calculate Revenue Percentages for Each Site | | | |
|---|---|---|---|
| **A. Child Care Assistance Program and Private Funding** | | **B. Public Grant Funding Sources** | |
| Funding Source | Total Dollars Received in 2021 | Funding Source | Total Dollars Received in 2021 |
| Child Care Assistance Program | | Head Start / Early Head Start or Early Head Start Child Care Partnerships | |
| Parent Tuition Payments | | Preschool for All | |
| Other Sources (e.g., grants from Foundations, loans) | | Prevention Initiative | |
| Total | A. $ | Total | B. $ |

**Example:**

The following is an example for a family child care program that serves a variety of age groups and participates in the Child Care Assistance Program (CCAP), has children through an Early Head Start partnership, and has children who are funded via private pay/tuition.

| How to Calculate Revenue Percentages for Each Site | | | |
|---|---|---|---|
| **A. Child Care Assistance Program and Private Funding** | | **B. Public Grant Funding Sources** | |
| Funding Source | Total Dollars Received in 2021 | Funding Source | Total Dollars Received in 2021 |
| Child Care Assistance Program | $ 8,368 | Head Start / Early Head Start or Early Head Start Child Care Partnerships | $ 36,000 |
| Parent Tuition Payments | $ 46,080 | Preschool for All | $ 0 |
| Other Sources (e.g., grants from Foundations, loans) | $ 0 | Prevention Initiative | $ 0 |
| Total | A. $ 54,449 | Total | B. $ 36,000 |

The total in C. is larger than the total in D., meaning that this program is eligible for the program. The majority of their funds come from CCAP and private funding, not from public funding sources.

## Step 2: Gather Everything You Will Need for Your Application

In order to apply, you'll need to make sure you have done the following preparation steps:

☐ **Access to the Gateways Registry Director Portal**

If you already have your username and password for the Gateways Registry, you should be able to access the application through the Director's Portal by logging in. To learn more about the Director Portal or to contact INCCRRA with any questions, visit the Director Portal website.

☐ **Completed W9 for your business**

You can find the latest W9 form at the IRS Website. Your W9 should match the information you use to file your taxes.

☐ **A DUNS Number**

A DUNS number is a unique nine-character number that is used to identify your organization. If you don't have a DUNS number, it is easy to apply for one and it is free. Visit the Dun & Bradstreet (DUNS) website or call 1-866-705-5711. If you do not know your DUNS number, you can use this same website and number to search for your number.

☐ **Signed SGCC Attestation**

Every program must submit a signed SGCC Attestation declaring that your program is eligible for and will follow all the requirements of the grant program. Make sure to read the SGCC and sign it. You can access the SGCC Attestation on the INCCRRA website.

☐ **Information About the Number of Children You Serve and Your Funding**

Every program will need to include the following information as part of its application:

– Your site/program's annual revenue and where it comes from (e.g., Child Care Assistance Program, Preschool for All, Prevention Initiative, Head Start/Early Head Start, parent tuition, grants, donations, loans). Do not include other funds you've received through Child Care Restoration Grants or Workforce Bonuses.

– The number and ages of children served within your site/program

– Average daily enrollment at your site/program location for December 2021

– The maximum number of children served by the Child Care Assistance Program (CCAP) during any one month from January 2020 until now (the highest number of CCAP children served in one month at each site) at your site/program location

– Whether or not you have a waiting list, and if so, which age groups are on the waiting list at your site/program location

☐ **CCAP Provider ID Number**

This is a 15 digital number that is used when you apply for and receive CCAP funding though the local Child Care Resource and Referral (CCR&R) agency. This can be found on your CCAP certificates you are sent each month. If you do not have a copy of your CCAP certificates you could call your local CCR&R and they can provide your CCAP Provider ID number.

☐ **Quarterly Budget**

As part of your application, you will need to state how you will spend the money your program receives by filling out the quarterly budget sheet. Tips on how to fill out the quarterly budget are on the next page.

## Filling Out Your Quarterly Budget

Family child care homes will receive at least $2,500 per quarter if your program is a Licensed Home and $3,750 per quarter if your program is a Group Home. In addition, programs located in a community with a high Social Vulnerability Index score will receive more money each quarter. The Social Vulnerability Index is a tool for measuring systemic barriers facing folks living in a community, such as low employment, poverty, or crowded housing.

To find your exact quarterly amount, first find your Social Vulnerability Index by entering your address into this tool. Find the range your score falls into below and note the amount you should expect per quarter.

| If your community's Social Vulnerability Index is: | Family Child Care Homes will receive: | Group Child Care Homes will receive: |
|---|---|---|
| Between 0 – 0.5 | $2,500 per quarter | $3,750 per quarter |
| Between 0.5 – 0.75 | $2,750 per quarter | $4,125 per quarter |
| Between 0.75 – 1.0 | $2,875 per quarter | $4,312 per quarter |

Your budget must meet the following requirements

☐ Your quarterly budget will need to add up to exactly the amount you will be getting per quarter

☐ At least 50% of your total budget must be used on new investments in personnel costs, which includes:

- Raises or Wage Enhancements: Wage enhancements or raises for yourself or other staff or salaries for new positions created. As a Family Child Care Provider, you may enter what you plan to pay yourself monthly using these funds.

- Fringe Benefits: This includes enhancements or new fringe benefits provided to employees, including yourself. This could include purchasing new or better health insurance or contributions toward your retirement savings.

- Bonus: Bonuses that will be paid out to employees for the quarter.

- 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.

☐ 50% or less of your budget can go towards other allowable costs:

- 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.

- Utilities: Gas, water, electric, and telephone expenses may all be charged to this line.

- Food Services: Expenses related to snacks and meals not reimbursed by the Child and Adult Care Food Program (CACFP).

- Supplies (Consumables): Educational supplies, food and food supplies, office supplies, and cleaning supplies

- 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.

- 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.

- Contractual Services: Enter the total dollar amount for contractual services. This could include janitorial services, cleaning services, trainers for staff, etc.

- Consultant (Professional Services): Enter the total dollar amount for consultant services, such as nurse consultant, social services consultant, mental health consultant, etc.

- Direct Administrative Costs: Enter the total for administrative costs such as postage, printing, bookkeeping services, etc.

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

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.

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**INVESTING IN PERSONNEL INCLUDES INVESTING IN YOURSELF**

For family child care providers with no employees, you may be wondering how to allocate 50% of your grant for yourself. The following are a few ideas of what you could do with the funds to invest in yourself.

☐ Give Yourself a Raise or Bonus. Visit this Tom Copeland video to learn more about tax consequences, how to manage paying yourself, and impacts on Social Security Benefits.

☐ Save Toward Retirement. For more on what you might need to save for retirement and how to open or invest in an Individual Retirement Account, visit this Tom Copeland video from the federal Office of Child Care

☐ Take a Training or Further Your College Education. You can fund your own college courses or take a training with these funds.

For more supports and ideas about how to invest in your business, contact your local CCR&R.

| Quarterly Strengthen and Grow Child Care Expenditure Worksheet | |
|---|---|
| Estimated Quarterly Award Amount: _____<br>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 | |

## Step 3: Complete Your Application

Now that you have the necessary information, documents, and your budget figured out, you are ready to apply.

☐ **Watch the Webinar or View the Slideshow**
INCCRRA has created a webinar to support providers in filling out their application. The slides from the webinar can be found here. You can access the recording for the webinar here – you will need to enter your name and email.

☐ **Login to Your Directors Portal and Begin Your Application**
You can begin your application by logging into your Director's Portal in the Illinois Gateways Registry.

If you have trouble accessing your application, you can call the INCCRRA helpdesk at 1-855-939-4858 or email at grants@inccrra.org.

## OTHER RESOURCES

There are several other resources available to you at the Strengthen and Grow Child Care (SGCC)  Grants website. Each of the Tip Sheets and resources are also listed below.

- SGCC Flyer: This provides an overview of the program and more information about how to apply.
  - English: https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2207-sgcc-flyer
  - Spanish: https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2216-sgcc-flyer-spanish

- SGCC Frequently Asked Questions: The Frequently Asked Questions (FAQ) document contains answers to the most commonly asked questions about the program. Before you submit a question to INCCRRA, it is best to check here first.
  - English:  https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2208-sgcc-faq
  - Spanish: https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2213-sgcc-faq-spanish

- SGCC Technical Assistance Webinar: This webinar provides an overview of the program and how to apply. You can access a PDF version of the slides or the entire recording of the webinar.
  - Slides: https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2224-sgcc-ta-webinar-slides
  - Webinar Recording (you will need to enter your name and email): https://register.gotowebinar.com/recording/1677021734396892431

- SGCC Preparing to Apply Tip Sheet: Like this toolkit, this provides a checklist of what you will need to apply for SGCC.
  - English: https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2211-sgcc-preparing-to-apply-tipsheet
  - Spanish: https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2214-sgcc-preparing-to-apply-tipsheet-spanish

- SGCC Budget Tip Sheet: Provides additional guidance on getting your quarterly budget ready, as well a form to plan for your quarterly budget.
  - English: https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2209-sgcc-budget-worksheet
  - Spanish: https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2212-sgcc-budget-worksheet-spanish

- Choosing Between Grant Programs SGCC and CCRG Extension: Provides tips on how to determine whether you should apply for an extension of the Child Care Restoration Grants or the Strengthen and Grow Child Care program. Use this tip sheet if you're not sure which program to apply for – each program can only apply for one.
  - English: https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2210-sgcc-choosing-between-grant-programs
  - Spanish: https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2217-sgcc-choosing-between-grant-programs-spanish