



Department of Planning & Community & Economic Development
Economic & Community Development Division
Office of Community Services

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December 2008

Director name
Agency name

Dear Ms. :

Enclosed are materials for the 2009 Annual Child Care Grants. Following guidelines set by Madison General Ordinance 3.12 (9)(c), only Madison accredited non-profit childcare programs within the city of Madison will be eligible for these funds. The purpose of this process is to help accredited programs better meet Madison Accreditation Standards through the acquisition of materials, equipment, furnishings and training that support the provision of quality childcare and education. Higher consideration will be given to programs serving low-income families and/or infants and toddlers.

Based on information you submitted in your 2008 City of Madison Child Care Survey (enrollment in accredited programs, children receiving public funding, service to infants and toddlers), “**agency name**” is eligible for a grant award of up to \$.

The grant process has changed slightly for this funding cycle. The new process is as follows:

- 1) Review the enclosed Grant Guidelines for a description of what materials and services are allowable.
- 2) Utilizing program evaluations, teacher and parent surveys and agency goals, etc. identify the need(s) in your agency’s accredited programs.
- 3) Using the attached sheet, generate a prioritized list of materials or services, with costs.
- 4) Develop a clear rationalization of how requested item(s) will address the identified need(s) and help the program better meet City Accreditation Standards.
- 5) Contact the Child Care Specialist assigned to your agency to schedule a meeting to discuss your agency’s need(s) and the materials or services identified to address the need(s). The meeting should take place by February 1, 2009.

Meetings must be held by February 1, 2009. No grants will be considered after this date.

If you have any questions regarding this letter, please contact your Child Care Specialist.

Sincerely,

Jolene Ibeling
Child Care Coordinator