



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

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**draft**

## **Guidelines for 2009 Annual Child Care Grants**

### **January 2009**

**Purpose:** To increase the capacity of Madison Accredited programs to better meet Madison Accreditation Standards and to provide quality care and education.

### **Eligibility:**

In this grant process, following guidelines set by current city ordinance, non-profit childcare programs within the city of Madison that are Madison accredited or in process of accreditation (receiving visits) are eligible for these funds. Agencies that only have an accepted application for accreditation but are not yet receiving observation visits are ineligible for these funds.

### **Funds Available: \$ 40,000**

Maximum amounts are based on the total full time equivalent enrollment in the agency's accredited child care programs. Full time is defined as 5+ hours per day, 5 days a week. Two part time enrollments (that is anything less than 5 hours per day, 5 days a week) equal one full time equivalent.

Additional funds may be awarded if 20% of enrollment of the agency's total enrollment of accredited programs is comprised of children of publicly funded families, or infants and toddlers. See chart below.

#### **ENROLLMENT:**

Under 40 FTEs:	up to \$____	20% children with public funding or 20% infant/toddlers	up to \$
Between 40-59 FTEs:	up to \$____	20% children with public funding or 20% infant/toddlers	up to \$
Between 60-99 FTEs:	up to \$____	20% children with public funding or 20% infant/toddlers	up to \$
Between 100-199 FTEs:	up to \$____	20% children with public funding or 20% infant/toddlers	up to \$
200+ FTEs:	up to \$____	20% children with public funding or 20% infant/toddlers	up to \$

#### **MAXIMUM REQUEST:**

### **Timeline:**

Discussion with Child Care Specialist	February 1, 2009
Training & Construction Completion Date	August 1, 2009
Reimbursement Documentation Due	August 15, 2009

## **Area for Funding:**

- A. Program materials, furnishings and equipment that enhance or extend the learning experiences for children and support the provisions of quality care and education such as:
- Furniture e.g. tables, chairs, bookshelves, inside and outside storage equipment, sensory table, rugs, soft space materials, shade tents, lofts, changing tables, gliders, area rugs, bulletin boards.
  - Program materials e.g. unit blocks and small manipulatives, dramatic play furnishings and materials, board games, books, listening materials and instruments for music experiences, materials for science, math, writing and computer areas, tricycles, durable large motor equipment.
- B. Administrative and Staff Planning Enhancements, such as:
- Administrative equipment e.g. laminator, Xerox machine, telephone/intercom system, cameras.
  - Construction to remodel existing space (to be completed between notice of award and August 1, 2009). The building must be owned by the agency.
  - Kitchen appliances e.g. stove, refrigerator, microwave and laundry equipment.
  - Resource materials that support program development and management of a childcare center e.g. curriculum, administrative or financial materials.
  - Staff office or lounge furniture.
- C. Staff Training (must be completed by August 1, 2009) such as:
- Inservice training
  - Professional development through child care credentials and credit courses, where alternative sources of funding are not available (e.g. TEACH)

## **The Following Areas for Funding Will Not Be Considered:**

- Administrative expenses or funds to replace staff planning or meeting time.
- Bathroom and kitchen consumables.
- Consumables (art and craft materials, balls, hoola-hoops etc.)
- Food.
- Program start-up or expansion.
- Social or special events.
- Special consultants for program enrichment (e.g. gymnastic or dance lessons, music, foreign language).
- Staff salaries, benefits or wage enhancements.
- Staff training (entry level and/or training that must be repeated to meet regulatory requirements such as CPR, First Aid, etc.)
- Transportation or field trip expenses.

Please wait until you have received notification of the grant award  
before ordering materials or services.