

**Child Care Connections, Inc.**  
**Mini-Grant Overview**

As of October 1, 2009, Child Care Connections (CCC) is authorized to convene a mini-grant review committee to review and award or deny mini-grants and infant/toddler mini-grants for Gallatin, Park and Meagher Counties.

Mini-grants are of two types – regular and infant/toddler. The maximum award for a family/group home facility is \$1,000 and \$1,500 for a center, although smaller amounts may be applied for and/or awarded. The committee may award less than the amount requested in an application in order to share the funding among other programs.

The mini-grant review committee will be comprised of a minimum of three members selected to prevent bias. It is CCC's decision that our Provider Services and Family Services team members, including eligibility workers, trainers and food program staff will not be a part of the review committee due to the perception of favoritism and their role in assisting facilities with mini-grant applications. The names of the members of the mini-grant review committee will be kept confidential per State of Montana policy.

Applications will be due on the **1st of each month**. Applicants who do not meet any of the levels of priority listed below, can still apply and may receive grant funds if funding allows. Levels of priority for mini-grants are outlined below (Level # 1 is the highest priority & Level # 3 is the lowest priority):

**Level #1: Registration/Licensing**

- New providers who have recently become registered/licensed. (Must be in business under one year).
- Facilities that need to meet licensing compliance issues such as funds needed for a full year of insurance, egress windows, play equipment, etc. CCC will further prioritize any facility that has been referred to CCC for Technical Assistance by QAD for licensing violations.

**Level #2: Equipment**

- Business equipment such as a computer to manage CACFP claims and customer billing.

**Level #3: Professional Development**

- Professional Development, particularly courses necessary to meet STAR One requirements and to assist with year one professional development plans.
- Practitioner registry fees for caregivers not formally in STARS.
- To assist in continual quality improvement or to meet additional requirements to move up in STARS or to achieve national accreditation.

CCC will retain a record of applicants, the date of application, the amount requested, purpose requested and approval or denial.

### **Important To Remember**

- You must be a current registered/licensed or provisionally registered/licensed child care provider to apply.
- You must be a registered member of the Early Childhood Career Development Practitioner Registry. You can start your application at <http://www.mtecp.org/practitioner.html> or contact Marlana at CCC for more info.
- You must remain in business as a licensed/registered child care provider for a period of 12 months from the award date or agree to return all grant funds received.
- Briefly explain why you are requesting the funds on the application form. Use the table provided to itemize the cost and description of the items and submit this along with your application. Once you have been approved for a mini-grant, you cannot substitute for any items that have been requested.
- If you are awarded a mini-grant, you will be required to submit receipts to the state in order to be **reimbursed** for the items you purchase. DO NOT send receipts to CCC.
- Items MAY NOT be purchased prior to the time that the mini-grant is awarded to your program.
- You can receive only one mini grant per program year (October 1<sup>st</sup> – September 30<sup>th</sup>)
- Providers on the National Disqualified List for the CACFP program are not eligible for Montana quality funds including mini-grants.
- Appeal rights are not available for mini-grant decisions.