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## Mini-Grant Policy

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### **Purpose**

To establish guidelines for staff and providers for the award of Mini-Grants from the Early Learning Coalition.

### **Policy Statement**

The Early Learning Coalition has funding in the budget to provide Mini-Grants to school-readiness providers based on certain criteria being met. The Coalition will distribute the funds (as available) based upon proper application by the provider and the following guidelines. In the case where the funding has been exhausted by prior requests, or reduced or eliminated by funders, this procedure will cease until such time that funding becomes available.

### **Guidelines for Mini-Grant Award:**

Mini-grants are available to qualifying school readiness providers in an amount not to exceed \$500 if the provider has up to 10 school readiness children enrolled and \$1,000 if the provider has 11+ school readiness children enrolled.

Grants shall be used to purchase the following:

- Classroom materials for children from birth to 12 years
- Curriculum and teacher resources for children from birth to 12 years
- Student assessment tools and coordinating materials for children from birth to 5 years
- Any resources and/or materials used to improve or add to the safety of the learning environment
- Any resources and/or materials used to increase the service level of the provider, including application and/or validation fees for Gold Seal approved accreditations

The Early Learning Coalition will make every effort to provide funding to qualified applicants, but reserves the right to the final determination of all awards, based on priorities of need and availability of funding. When a provider receives a mini-grant, for purposes of determining eligibility the award year will be year 1. Said provider will not be eligible to apply for a mini-grant in the subsequent fiscal year (year 2), but will be eligible to apply again in the next fiscal year (year 3).

### **Funding Priorities**

- Seeking Accreditation
- New FCCH
- Non-QRIS Child Care Center
- All Others

There will be three application period deadlines for each fiscal year as follows:

- August 1
- December 1
- April 1

All applications must be received by close of business on these dates to be considered in the current review period. The applications may be submitted by mail, email, fax or hand delivery. Award recipients will be notified by the Coalition within two weeks after the application deadline.

The Coalition will award a maximum of 60% of the available funding dollars to the August 1 applicants.

In the event an award recipient should close the business or terminate the school readiness agreement within two years of receipt of the grant, all items purchased with this funding or the amount of funding granted shall

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## Early Learning Coalition of Manatee County

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be returned to the Early Learning Coalition. Items returned will be distributed to child care facilities as deemed appropriate by the Early Learning Coalition, and any funds returned will be handled according to Coalition's Fiscal Policies.

All questions will be handled by the Quality Initiatives Department at (941) 757-2900 extension 262 or quality team@elc-manatee.org.