

## THE NURTURING CENTER MINI-GRANT APPLICATION PROCESS

For 2017 the Nurturing Center is authorized to convene a mini-grant review committee to review and award or deny mini-grants for Flathead, Lake, Lincoln and Sanders Counties. The annual allocation for this region is \$22,759.00 for the fiscal year 2017. The Nurturing Center has a goal of distributing the funds throughout our region based on the needs of providers. Therefore:

- For this current 2017 semi-annual allocation we have chosen a **maximum award for a family/group home facility as \$1000 and \$1500 for a center. While this award amount is less than the amount allowed by the State, it is our hope that the smaller awards will allow for more providers to participate.**
- 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 team will be comprised of at least 3 individuals, including a licensing representative, someone from The Nurturing Center, and another 3<sup>rd</sup> party chosen from the field of early childhood education and care. Mini-grant review team membership must remain confidential.

Generally, mini grants should be used for the purposes of enriching or improving child care programs. Examples of potential funding ideas include:

- Purchase of cribs that meet the new Federal Standards
- Assisting new providers to become fully registered/licensed
- Licensing compliance needs including: balance of funds needed for full year of insurance, egress windows, play equipment, etc.
- Professional Development, particularly courses taken in preparation to meet STAR One requirements and to assist with year one professional development plans, etc.
- Practitioner registry fees for caregiver not in enrolled formally in STARS
- Business equipment such as a computer to manage CACFP claims and customer billing
- Items needed to assist in continual quality improvement or to meet additional requirements

Please note: Applicants who do not meet any of the levels of priority can still apply and may receive grant funds if funding allows.

### Provider Information:

- Applications can be mailed (146 Third Ave West, Kalispell MT 59901), faxed (406-756-1410), or emailed([chris@nurturingcenter.org](mailto:chris@nurturingcenter.org)) to The Nurturing Center and will be due by 5:00 p.m. **Friday April 7<sup>th</sup>, 2017.**
- **Grantees have 6 months to spend their award** and reimbursement will only be for expenditures made after the date of the mini grant award.
- You must be a current or provisionally registered/licensed child care provider to apply.
- You must be a registered member of the Early Childhood Career Development Practitioner Registry in order to be reimbursed for any grant award. You can start your application at <http://www.mtecp.org/practitioner.html>
- 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.
- Mini grants are reimbursement grants. If you are awarded a mini-grant, you will be required to submit receipts to the State Montana in order to be reimbursed for the items you purchase.
- Programs formally enrolled in STARS are not eligible for mini grants since STARS incentives can be used for like purposes.
- There is no longer a differentiation between regular and infant/toddler mini-grants. They have been combined into the same mini-grant, and providers may only be awarded one mini-grant per award round.
- 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.

**Due Dates: Applications are always due into the Nurturing Center by 5:00 pm on the date due: **Application deadline: Friday April 7<sup>th</sup>, 2017.****

The Nurturing Center  
146 Third Ave. West  
Kalispell, MT 59901  
Fax: (406) 756-1410

**Directions for applying:**

1. All applications must be made on the application form available from the Nurturing Center which is available at [www.nurturingcenter.org](http://www.nurturingcenter.org). Applications submitted on outdated state forms will be returned.
2. Proof of active participation on the Practitioner Registry must be submitted with your application in the form of a copy of your Practitioner Registry Certificate or Professional Development Record. New providers not yet eligible for the Registry can request funding for Registry application fee and initial professional development as part of their mini grant application, and if awarded a mini grantee can submit proof of registry membership with their request for reimbursement.
3. **Fill out all requested information on the page titled “Best Beginnings Mini Grant Application.” Use the page titled “Proposed Budget,” as an opportunity to give an overview of your program need. Write a paragraph indicating why you need a mini grant and for what purpose. Sign the bottom of page 1. Please include both the Mini Grant application and proposed budget in your completed application.**
4. On the Proposed Budget page list kinds/groups of items you are requesting, a brief rationale and cost by category. **Sign the bottom of Proposed Budget page.**
5. Include additional rationale further explanation is needed to illustrate why your program has this particular level of need. Rationale might include a copy of licensing deficiency letter, pictures, clarification of safety issues, or explanation of how you plan to improve your program quality.

For questions related to applying for mini-grants please contact Chris at the Nurturing Center by phone at 406-756-1414 or email [chris@nurturingcenter.org](mailto:chris@nurturingcenter.org)

