

# Rock County Childcare Grant Program

## Project Request Form

### INSTRUCTIONS

A Project Request Form, for each project, must be completed and submitted (i.e. uploaded), with your Rock County Childcare Grant Program. Please direct any questions regarding this form to Chanel Clark ([CClark@wisconsinearlychildhood.org](mailto:CClark@wisconsinearlychildhood.org)) or Kelly Matthews ([kmatthews@wisconsinearlychildhood.org](mailto:kmatthews@wisconsinearlychildhood.org)).

<b>Childcare Provider Name &amp; Location:</b>	
<b>Childcare Provider License Number:</b>	
<b>Primary Project Contact Person:</b>	
<b>Primary Project Contact Email:</b>	
<b>Primary Project Contact Phone:</b>	

### Allowable Uses of the Rock County Childcare Grant:

Grant proceeds may be applied, in accordance with DCF guidelines and funding formula recommendations, to any of the following uses (Please check the use or uses that best describes your project):

<input type="checkbox"/>	Early childhood staff education/training stipends and tuition assistance.
<input type="checkbox"/>	Early childhood staff wage enhancements and related retention/recruitment premiums.
<input type="checkbox"/>	Expanding and enhancing existing childcare program capacities.
<input type="checkbox"/>	Extending after-hour childcare program offerings.
<input type="checkbox"/>	Increasing current childcare program YoungStar Quality Rating.
<input type="checkbox"/>	Enhancing and/or improving a childcare program's onsite, physical and/or tangible amenities.
<input type="checkbox"/>	Developing collaborative and innovative employer-and-provider childcare slots and/or programming.
<input type="checkbox"/>	Serving as match funding for other grant sources that directly address the childcare access and affordability issues within the Rock County market.
<input type="checkbox"/>	Serving as a contribution and/or a portion of the applicant's capital stack to secure commercial lending (i.e., term loans and lines of credit) for operational and facility-related needs.

### Project Period: One-Time vs. On-going

A project can be classified as either one-time (e.g. training certification, installing a new sink or fence, etc.) or ongoing (i.e. wage enhancements). A project period is the (usual and customary) length of time required to successfully complete said project. More specifically, one-time projects are those which should be completed within *less than six months*. Meanwhile, on-going projects are those with a duration *between*

*six and 12 months.* For capacity and grant compliance reasons, applicants are strongly encouraged to submit and complete consecutive, verses concurrent, one-time and/or ongoing projects.

**Project Description or Narrative**

Complete the following table, by inserting the applicable and/or requested data and information.

One-Time Project Period	Yes <input type="checkbox"/>	No <input type="checkbox"/>
On-Going Project Period	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Start Date (MM/DD/Year)		
End Date (MM/DD/Year)		
Project Type (see the Eligible Uses Table)		
Proposed Project Budget (see the below Table)	\$	

Briefly describe your proposed project, and make sure to highlight how this investment will enhance and/or improve your childcare business:

## Project Sources & Uses Table

Please identify the estimated and/or actual project costs below [NOTE: Match-funding **is not** a program requirement.].

PROPOSED PROJECT BUDGET						
FUNDING SOURCE ⇒	Source 1	Source 2	Source 3	Source 4	Source 5	TOTAL
USE (Expense) ↓	Business	Owner Equity	Bank	RC Childcare Grant	Other	
Building (New Construction / Renovation)	\$	\$	\$	\$	\$	\$
Building - Purchase Existing	\$	\$	\$	\$	\$	\$
Building - Annual Lease Cost	\$	\$	\$	\$	\$	\$
Leasehold Improvements	\$	\$	\$	\$	\$	\$
Permitting & Design Fees	\$	\$	\$	\$	\$	\$
Furniture/Fixtures (Purchased or Leased)	\$	\$	\$	\$	\$	\$
Technology (Software/Hardware)	\$	\$	\$	\$	\$	\$
Equipment (Purchased or Leased)	\$	\$	\$	\$	\$	\$
Training / Tuition Stipends	\$	\$	\$	\$	\$	\$
Payroll (Retention/Attraction Bonus)	\$	\$	\$	\$	\$	\$
Programming / Capacity Enhancements	\$	\$	\$	\$	\$	\$
Employer Collaboration	\$	\$	\$	\$	\$	\$
Other (Describe)	\$	\$	\$	\$	\$	\$
Other (Describe)	\$	\$	\$	\$	\$	\$-
Other (Describe)	\$	\$	\$	\$	\$	\$
<b>TOTAL USE OF FUNDS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

### Funding Distribution, Reporting Requirements & Financial Responsibility:

For projects classified or considered as “one-time”, 50% of the approved project funding will be released when the project is initiated and the remaining 50% will be released when the project has been successfully completed. One-time projects are required to submit a single, one-time project report within 30 days of the project’s completion date.

On-going projects will receive equal installments of the approved project funding during the duration of said project, per the agreed upon project period. On-going projects will be required to submit interim progress reports within 30 days of each funding installment and then a final project report within 30 of the project’s completion date.

All project expenses must be documented, verified and submitted (through the [SignNow](#) platform) within 30 days of the project's completion date.

Each grant recipient is responsible for any tax filing requirements associated with the receipt of this grant (NOTE: RSM will provide each recipient with a completed Form 1099-G).

**Agreement and Acknowledgements:**

I/we understand, acknowledge and agree to comply with all Rock County American Rescue Plan Act (ARPA) Childcare Grant Program requirements and reporting obligations. When requested, I/we also agree to track and share data regarding the outcomes achieved, as well as impacts realized, because of this grant. These outcomes and impacts may include, but are not limited to: the number and types of projects completed; the number of jobs retained/created; educational credentials obtained and/or the number/type of training hours completed; recovered, stabilized, or increased childcare programming capacity or slots; the scope and nature of new/improved employer childcare relationships; access to other grants and loans; increased property values; etc.

Further, I/we certify the information contained in this application is valid, accurate and complete; and if requested, additional project information may need to be provided before a funding decision will be rendered. A photographic or facsimile copy of this attestation may be deemed to be equivalent of the original.

\_\_\_\_\_  
Name and Title of Authorized Childcare Provider Project Contact (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Childcare Provider Project Contact (Signature)