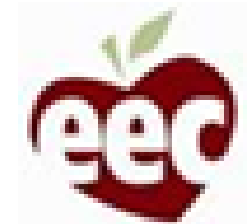




Strengthening your FCC Grant Application

*Administered by MassDevelopment
Funded by the Commonwealth of Massachusetts'
Department of Early Education and Care*



Presentation Road Map

1. Family Child Care (FCC) Capital Grant: Pilot Program Overview
2. Examples of Eligible & Ineligible Funding Requests
3. Ways to Strengthen your Grant Application
4. Next Steps



Family Child Care Capital Grant Pilot Program Overview

Pilot Program Staff:

Diana Figueroa, Vice President of Community Investment at MassDevelopment

Pilot Program Purpose:

The capital investments provided through this program will enable home-based childcare to improve their quality of care by supporting space improvements and building program capacity.

Pilot Program Objectives:

- Increase enrollment up to the provider's current licensed capacity.
- Enable providers to increase their current licensed capacity.
- Meaningfully improve the quality of care and education that can be provided in the program's physical space.

Tier 1 Ineligible Funding Requests

Tier 1: Purchase of Durable Equipment

“Durable” is defined as equipment that has a useful life of three or more years, and “fixed and integrated” in its physical space.

Eligible uses of grant awards in Tier 1 include, but are not limited to, the installation and purchase of:

- Laundry equipment
- Food storage
- Security equipment (not to supervise children)

Eligible Cost



Fixed and integrated.
Attached to wall

Ineligible Cost



This is neither fixed nor integrated

Ineligible items that are not durable, fixed, nor integrated:



Tier 2 Ineligible Funding Requests

Tier 2: Capital Improvements

Providers can apply for funds to make **improvements to the spaces where care is provided.**

Eligible uses of grant awards in Tier 2 include, but are not limited to:

- Improvements to exterior spaces to **enable the use of outdoor areas**, including resurfacing pavement, installing fencing, adding decks/patios
- Improvements to heating, air conditioning, and ventilation systems, including windows and HVAC equipment, particularly those enhancing **energy efficiency.**

This is an example of “fixed and integrated”



This is neither fixed nor integrated...



Examples of Eligible and Ineligible Funding Requests



Basic bathroom upgrades and remodels are not eligible

Essential accessibility upgrades are eligible purchases

How do I Submit a Competitive Grant Application?

4 Key Elements to Submitting a Successful Grant Proposal

1. **Project Purpose** – Tell us about what makes your childcare unique and the importance of your proposal.
2. **Statement of Need** – What problem or need does your project aim to address?
3. **Project Goals and Objectives** – How will your project be implemented? How will you meet your goals?
4. **Budget** – Present a clear and detailed quote that will identify all costs associated with the project.

#3 – Project Goals and Objectives

SMART goals are a way to ensure you have a compelling grant application:

Specific – What will you achieve with the funding?

Measurable – How will you know when you've achieved it?

Achievable – Project will help you achieve a realistic goal

Relevant – The proposed funds contribute to your childcare's growth

Time-Bound – In the case of FCCG, project can be completed within 9 months

Potential Applicant Profile

Project Description:

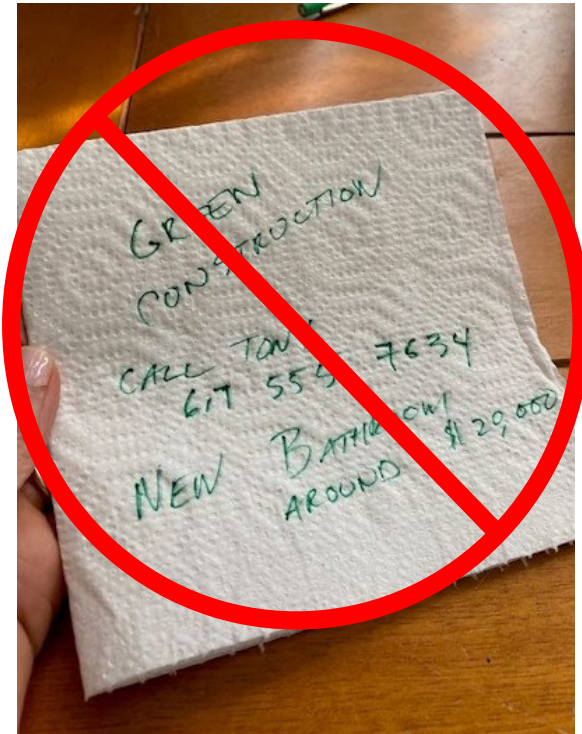
“Our home-based childcare founded in 2010, was born out of the need to support our neighborhood’s working parents and children in my neighborhood. Initially, we started with two children, but over time we have grown to offer care to 6 children. Our goal is to increase our capacity to serve 8 children and extend our hours to offer care in the evening hours within the next year. This grant would allow us to purchase larger kitchen appliances so that we can prepare more meals for our children.”

SMART Goals met:

- ✓ The provider was able to describe how these purchases would benefit the quality of care and grow the childcare business with the support of this grant

#4 – Submitting a clear and detailed budget

Ineligible Quotes:



Why are these ineligible quotes?

- Insufficient information about vendor
- No itemized costs (labor, materials, etc.)
- No detailed scope of work
- No project timeline
- Not dated
- No quote number
- No payment terms
- No signatures
- Information is not clearly legible

A quote must be a separate document that lists in detail the expected costs of the project

How can I verify that my contractor is licensed?

Search on License Verification Sites:

- [Accela Citizen Access](#)
- [Office of Consumer Affairs & Business Regulation](#)
- [Home Improvement Contractor Registration Lookup](#)

Ask your contractor for their license number or official company name to make this process easier!

Office of Consumer Affairs & Business Regulation
Division of Standards and
Division of Occupational Licensure, Office of Public Safety and Inspections

License Verification Site

On this site you can verify the status of a license issued by Division of Standards (DOS) or the Division of Occupational Licensure (DOL), Office of Public Safety and Inspections (OPSI). You can also download a data file of your search results at no cost.

- To check a license issued to an individual issued by DOL, OPSI, click on the [Person Search](#).
- To check a license issued to a facility issued by either the Division of Standards or the Division of Occupational Licensure, Office of Public Safety and Inspections, fill out the form below. Currently, all licenses issued by Division of Standards can be found under Facility Search.

Questions? Contact the relevant agency below:

- **Division of Standards:** [Click here](#)
- **Division of Occupational Licensure, Office of Public Safety and Inspections:** [Click here](#)

Are you looking to renew your DOS license instead? [Click here](#)

Are you looking to renew your DOL, OPSI license instead? [Click here](#)

Search tips:

- It is strongly recommended that you search by **full license number as it appears on the license**, including the prefix (for ex: HE-000000, CSSL-000000, MF000000).
- To narrow down the search, partial values are allowed like first initial or a license prefix. If the license prefix is not known, it is possible to search for just the number if an asterisk or a star is entered before the number (for ex: *123456).
- For licenses with Restrictions, select Profession and leave the License Type as "All", then enter the license prefix (HE, CSSL, CM, or TC) in the license number field. This will include all of the restrictions in the results.

Licenses issued by the [Department of Fire Services](#) can be found [here](#).

Search for Licenses Issued to Companies or Facilities

Profession:

License Type:

License Number:

License Status:

Business Name:

Manager Name:

City:

State:

Zipcode:

County:

Disclaimer: This information is made available as a public service by the [Division of Standards](#) and the [Division of Occupational Licensure, Office of Public Safety and Inspections](#).

What's next?

Round 1 award recipients will be announced this Summer
Applications for Round 2 will also launch this Summer

If you have any questions, call the Help Desk at 1-833-600-2074

Thank You!