



Child Care MicroGrant 2009 Program Guidelines

Overview

MetroAction is committed to improving the quality of affordable child care in northeastern Pennsylvania. The following information is intended to provide you with guidelines that MetroAction uses when scoring the MicroGrant applications. Please review this information carefully prior to submitting your application.

Eligibility

- Child care providers located in Carbon, Lackawanna, Luzerne, Monroe, Pike, Susquehanna, Wayne and Wyoming counties;
- Applicants must be in good standing with the Pennsylvania Department of Public Welfare and must not have any pending legal issues or complaints;
- Applicants must be current with all of their taxes;
- Only one applicant per Employer Identification Number (EIN) is eligible;
- The proposed project must utilize innovative approaches and fall within MetroAction's funding priorities.
- Previous MicroGrant recipients are not eligible to apply for another grant until one (1) full year has passed since the most recent MicroGrant distribution but are eligible to apply for one of three (3) scholarships to MetroAction's Small Business Institute (SBI) program.

Use of Funds

MetroAction's Child Care MicroGrant Program is project specific. Projects must improve the quality of affordable child care to be considered. MicroGrant projects must fit into MetroAction's funding priority of Financial Education and Awareness.

Small Business Institute Scholarship applications must describe how the child care center will utilize the business practices learned with measurable and actual methods. In addition, MetroAction is certified through the PA Department of Public Welfare's PA Keys program. Child care providers attending the Small Business Institute earn professional development credits.

Important Notes:

- Four (4) \$500 grants will be awarded.
- Three (3) Small Business Institute (SBI) scholarships will be awarded.
- Applications will only be accepted during the following timeframe: September 1 through October 3, 2009.
- Application materials will NOT be returned to the applicant. Please do not send originals.
- Full repayment of the entire grant amount is required if the child care provider does not expend the grant funds within three (3) months of receiving the award.
- Scholarship recipients must attend a Small Business Institute (SBI) program of their choice within six (6) months of receiving their scholarship. A complete schedule will be provided to all recipients.
- All funds must be used in accordance with the original proposal.
- Project funds cannot be used for overhead, general operating expenses, influencing legislation or travel to, or support of, conferences.

For information on MetroAction's Child Care MicroGrant program, application tips, previous recipient examples and to download an application, please visit www.MetroAction.org



Child Care MicroGrant Application Instructions

MetroAction created the Child Care MicroGrant Program in 2003 to increase the quality of affordable child care in northeastern Pennsylvania. With funding from the Opportunity Finance Network, MetroAction has helped over 24 child care centers improve the care they provide to more than 1,300 local children.

How do I apply?

Once you download either the MicroGrant application or SBI scholarship application from www.MetroAction.org, you must follow these steps:

1. Read the MicroGrant guidelines carefully.
2. Fill out the application completely. Applications may be typed or printed clearly in ink.
3. Include all required attachments and supplemental information.
4. Please be as detailed and specific with your information as possible.
5. Pictures and visuals are acceptable to include with the application. If you are attaching separate sheets, clearly label pages with the section being addressed.
6. Mail or fax the completed application to the following address by the deadline:

MetroAction
Attention: Desiree Ranella
PO Box 431
Scranton, PA 18501
Fax: (570) 347-6262

MetroAction's review committee gives careful consideration to the following criteria:

1. The need for the proposed project and the total number of children impacted.
2. The level that the proposed project fits into MetroAction's funding priority.
3. The extent to which the child care program activities are developmentally appropriate.
4. The innovative components of the child care services to be offered.
5. The degree to which the child care project/program works with or complements the service of other child care activities.
6. How this MicroGrant will assist in project implementation.
7. The applicant's definition of quality childcare.
8. Enrollment status with the Keystone Stars and NAEYC programs.

SBI Scholarship Deadline: September 16, 2009
MicroGrant Application Deadline: October 2, 2009

What happens next?

Once we receive your application, a committee will score the application according to the criteria listed in the MicroGrant guidelines and application instructions. For further assistance in completing this application, MetroAction suggests you participate in a **free teleconference help session on September 11**. To register, please contact MetroAction at (570) 342-7711 ext. 127.

Recipients will be notified via telephone.