



Application Guide for Child Care Expansion Grants



Learn about the grant opportunity and find details on eligibility and allowable expenses as well as a complete list of FAQs at brighterfuturesindiana.org/cccg



Applications must be submitted by Friday, May 12 at 11:59 p.m. EDT

About this Guide

This guide is divided into two sections by application track. Understand your track and proceed to the corresponding section.



Existing Program Expansion Track

Up to \$200,000 per site to update existing facilities and operations to create or reposition additional child care seats.

[Proceed to page 2](#)



New Program Creation Track

Up to \$750,000 per site to establish a new child care program in an underserved area. Applicants must be the intended program operator of the site.

[Skip to page 12](#)



Office of Early Childhood &
Out-of-School Learning



Application Guide for

Existing Program Expansion Track

Up to \$200,000 per site to update existing facilities and operations to create or reposition additional child care seats.



What does it mean to reposition seat capacity, and why might a provider consider it?

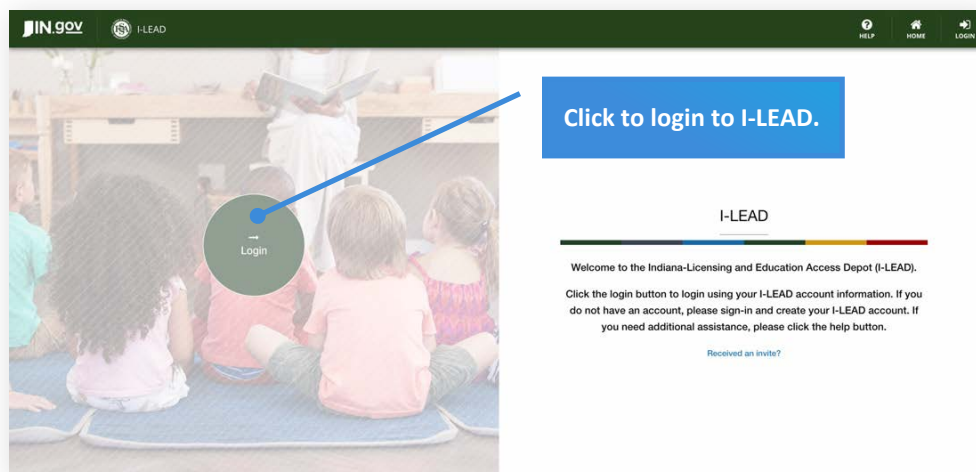
Repositioning existing seat capacity occurs when a provider shifts seats from one age group to another to better serve the needs of families. For example, a provider might have noticed a decline in their preschool/pre-K enrollment, while simultaneously seeing a growing demand or waitlist for families for infant and toddler care. Thus, they might flip a classroom to serve a younger age group.

Adding seats, on the other hand, occurs when a provider increases their program's total number of seats to serve additional children. For example, a provider might increase the number of seats in a preschool classroom, amounting to an overall gain in the number of seats across the program.



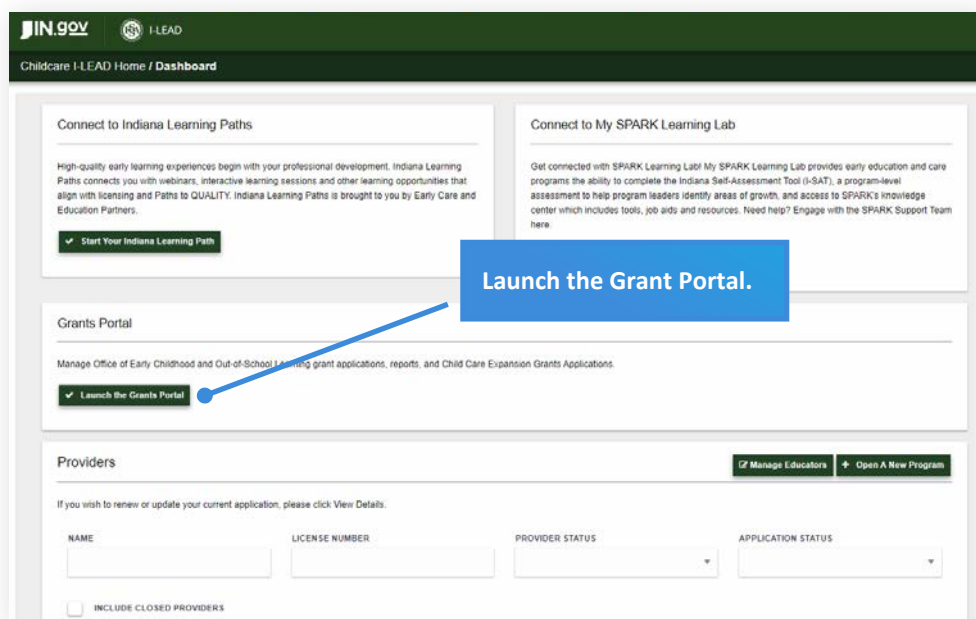
Step 1: Login to I-LEAD.

To apply, providers should login to I-LEAD at ilead.in.gov to access the grant application. Remember that you must be designated as a Program Administrator for your program site to access and complete the grant application.



Step 2: Access the Grant Portal.

Once logged into I-LEAD, Program Administrators will see the Grant Portal box on their homepage with a button that says, "Launch the Grant Portal." Click the button to access the Grant Portal.

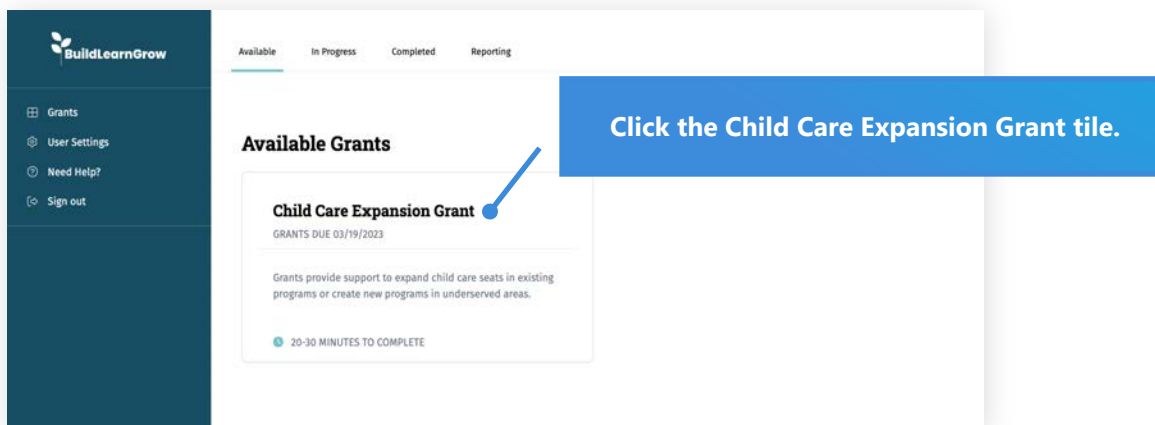


How do I become a Program Administrator for my site?

You will need an existing Program Administrator to invite you to become an admin. Once you accept the emailed invitation, you will be able to manage the site's account. Existing admins can add you by logging into their I-LEAD account, selecting the provider site, clicking "Invite Admin" and adding your information. If you require further assistance, contact SPARK Learning Lab at (800) 299-1627 or email help@indianaspark.com.

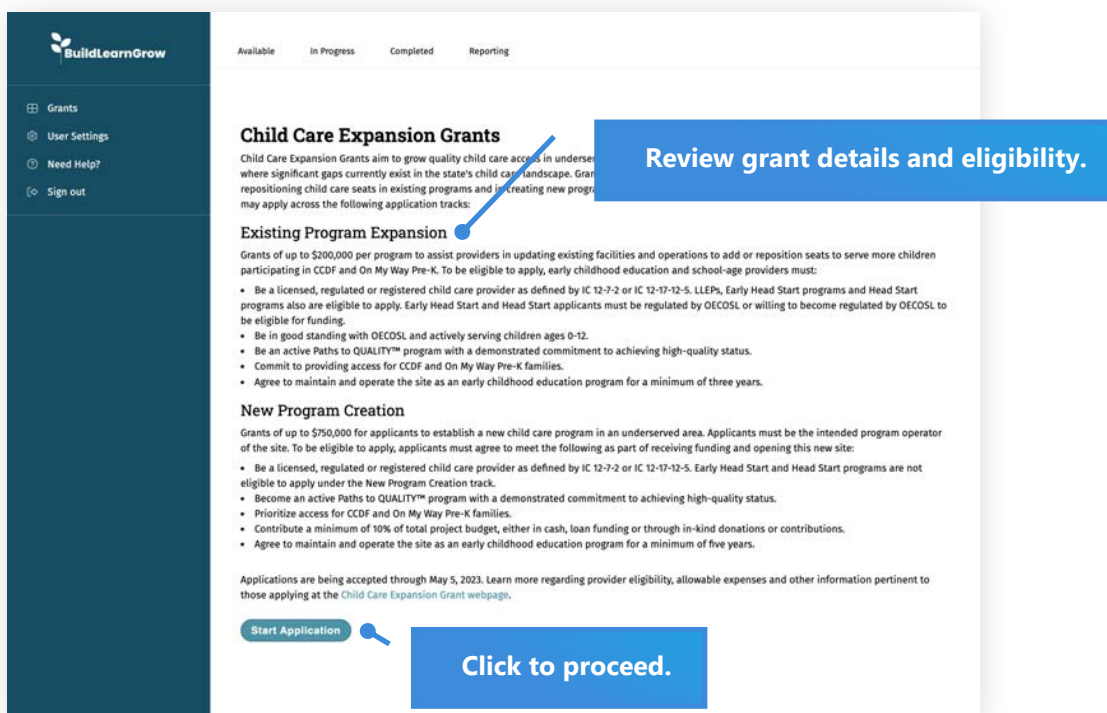
Step 3: Select the Child Care Expansion Grant

Once in the Grant Portal, click on the Child Care Expansion Grant tile to proceed.



Step 4: Review grant eligibility and click Start Application.

Review the grant overview and eligibility requirements for the Existing Program Expansion application track. If you meet all eligibility requirements, click Start Application to proceed.

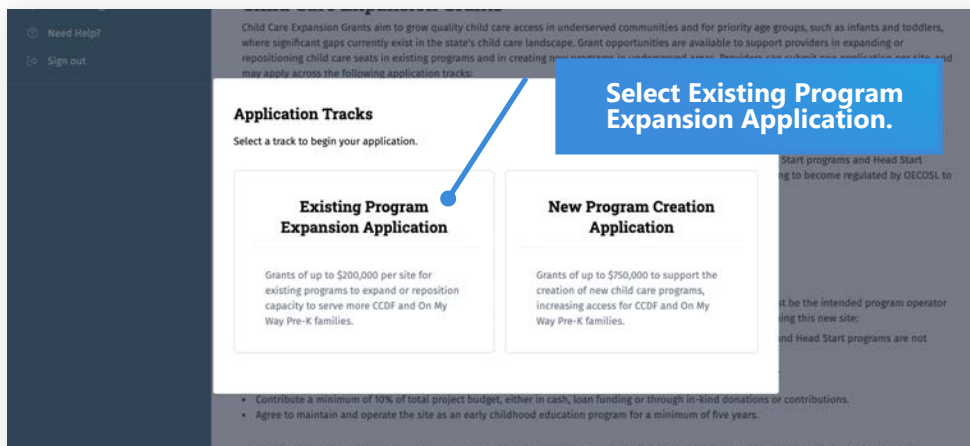



Have questions about your program's eligibility?

For questions about grant eligibility and if your program meets all requirements, contact SPARK Learning Lab at (800) 299-1627 or email help@indianaspark.com.

Step 5: Select your application track.

Click the Existing Program Expansion Application tile.



Application Tracks
Select a track to begin your application.

Existing Program Expansion Application
Grants of up to \$200,000 per site for existing programs to expand or reposition capacity to serve more CCDF and On My Way Pre-K families.

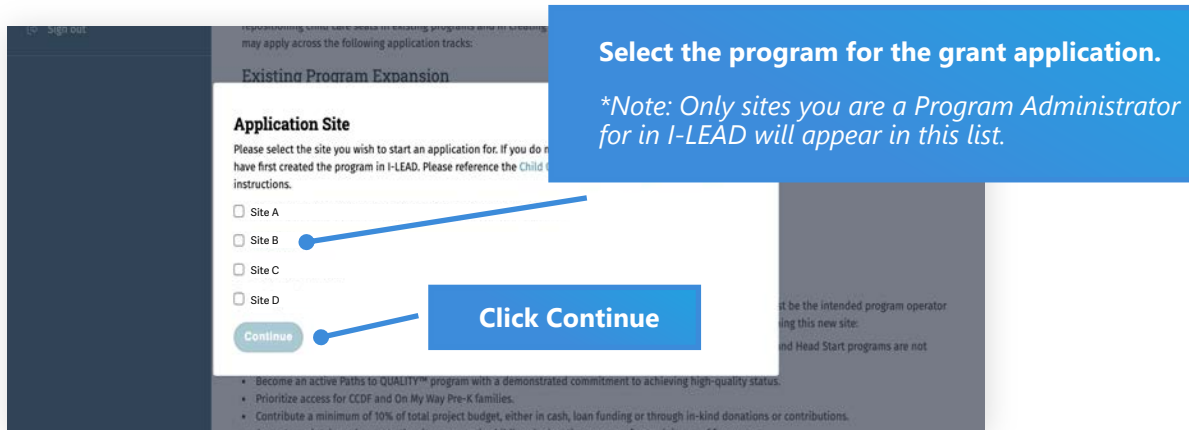
New Program Creation Application
Grants of up to \$750,000 to support the creation of new child care programs, increasing access for CCDF and On My Way Pre-K families.

- Contribute a minimum of 10% of total project budget, either in cash, loan funding or through in-kind donations or contributions.
- Agree to maintain and operate the site as an early childhood education program for a minimum of five years.

Applications are being accepted through May 5, 2023. Learn more regarding provider eligibility, allowable expenses and other information pertinent to

Step 6: Select your program.

Select the existing site seeking funds through the grant application.



Application Site
Please select the site you wish to start an application for. If you do not have first created the program in I-LEAD, please reference the Child Care instructions.

☐ Site A

☐ Site B

☐ Site C

☐ Site D

Continue

Click Continue

**Note: Only sites you are a Program Administrator for in I-LEAD will appear in this list.*

- Become an active Paths to QUALITY™ program with a demonstrated commitment to achieving high-quality status.
- Prioritize access for CCDF and On My Way Pre-K families.
- Contribute a minimum of 10% of total project budget, either in cash, loan funding or through in-kind donations or contributions.
- Agree to maintain and operate the site as an early childhood education program for a minimum of five years.



I don't see one of my sites listed. Why and what should I do?

You will only see sites listed for which you are a Program Administrator in I-LEAD. To become an admin for a site, an existing Program Administrator needs to invite you. Once you accept the emailed invitation, you will be able to manage the site's account. Existing admins can add you by logging into their I-LEAD account, selecting the provider site, clicking "Invite Admin" and adding your information. If you require further assistance, contact SPARK Learning Lab at (800) 299-1627 or email help@indianaspark.com.

For additional questions and support, contact SPARK Learning Lab:

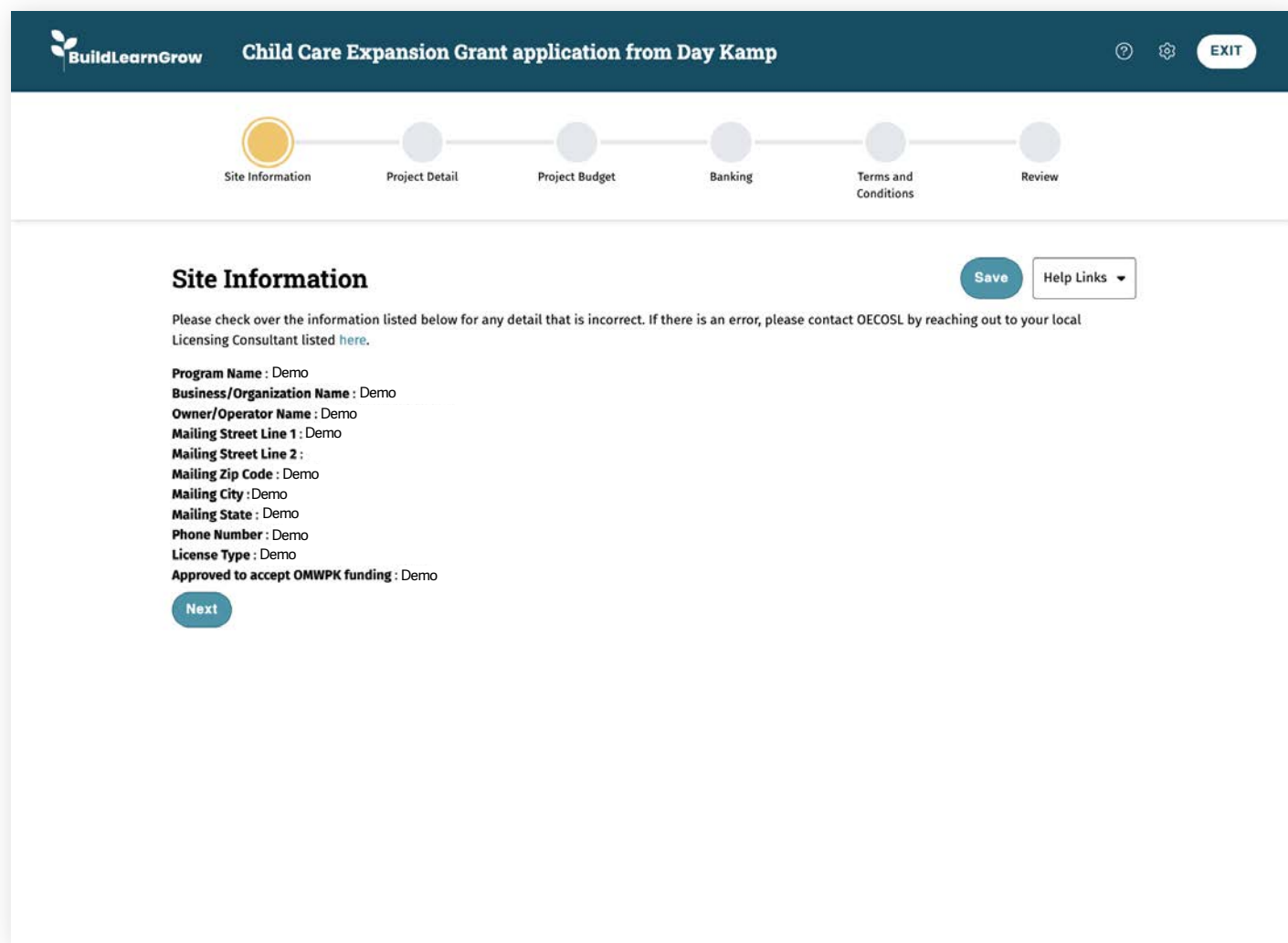
 help@indianaspark.com

 1-800-299-1627

 Live chat on indianaspark.com or in My SPARK Learning Lab

Step 7: Review and confirm general information about your program.

The Program Information page will prompt you to review and confirm general information about your program, including address, contact information, director and license type.



BuildLearnGrow Child Care Expansion Grant application from Day Kamp

Site Information Project Detail Project Budget Banking Terms and Conditions Review

Site Information

Save Help Links ▾

Please check over the information listed below for any detail that is incorrect. If there is an error, please contact OECOSL by reaching out to your local Licensing Consultant listed [here](#).

Program Name : Demo
Business/Organization Name : Demo
Owner/Operator Name : Demo
Mailing Street Line 1 : Demo
Mailing Street Line 2 :
Mailing Zip Code : Demo
Mailing City : Demo
Mailing State : Demo
Phone Number : Demo
License Type : Demo
Approved to accept OMWPK funding : Demo

Next



What do I do if the pre-filled information for my program is incorrect?

If you encounter incorrect pre-filled information in the grant application, please contact your licensing consultant to request an update. Providers should allow up to 48 hours for information updates in the Grant Portal and should wait to submit their application until all information appears correctly.

For additional questions and support, contact SPARK Learning Lab:



help@indianaspark.com



1-800-299-1627



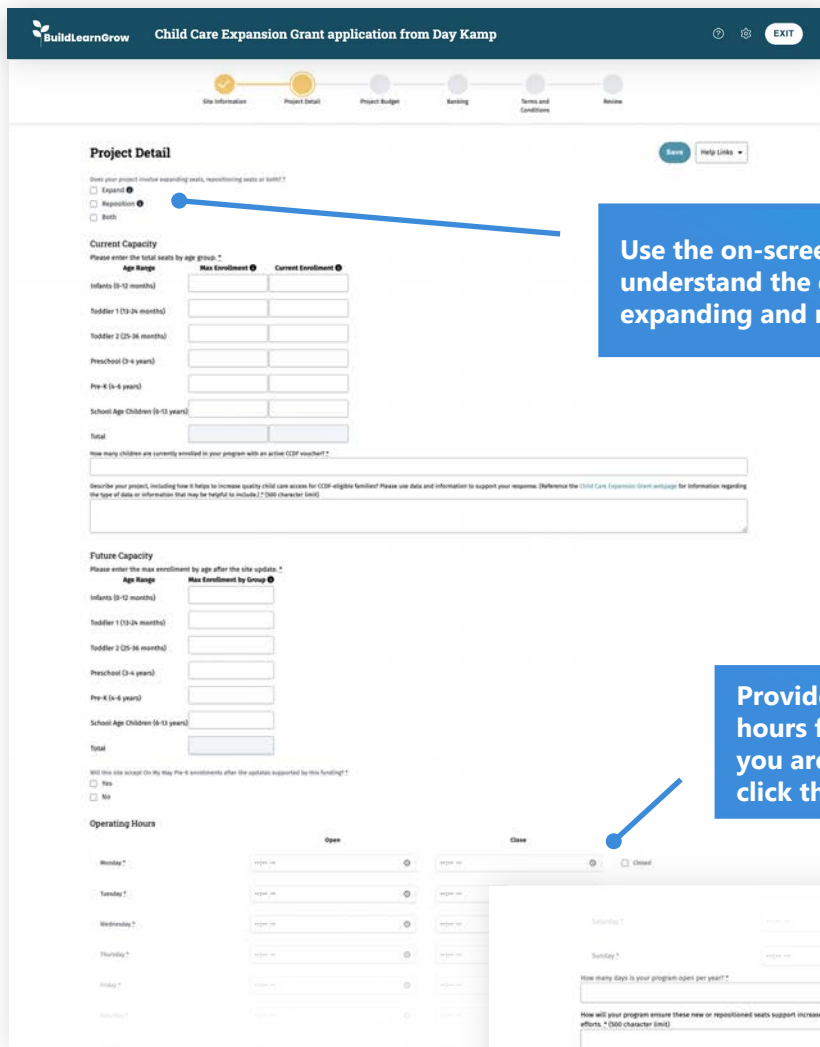
Live chat on indianaspark.com or in My SPARK Learning Lab



Office of Early Childhood &
Out-of-School Learning

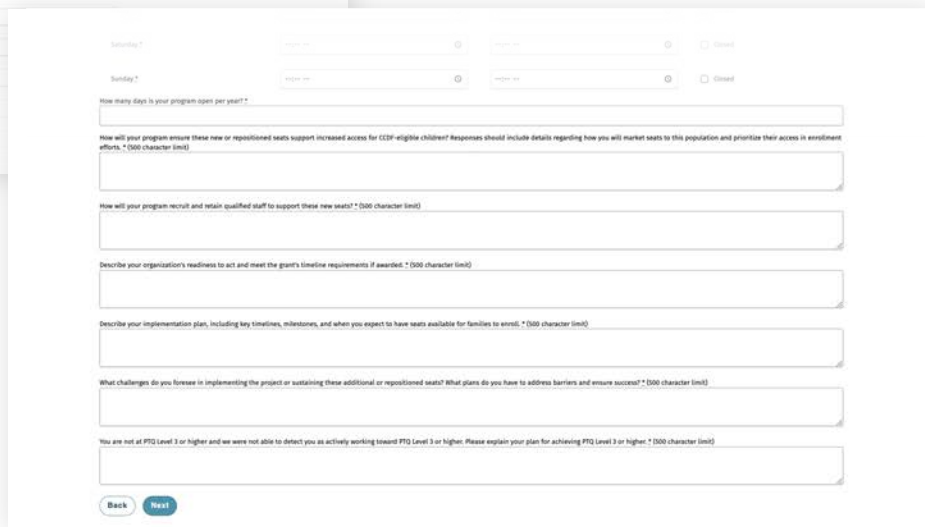
Step 8: Complete the Project Details page.

Provide information regarding your project by answering the below questions. Applicants are encouraged to be clear and concise in their responses.



Use the on-screen tool tips to understand the difference between expanding and repositioning seats.

Provide your regular business hours for each day of the week. If you are not usually open on a day, click the closed check box.




The application asks that I use data to support my project description. Where can I find data sources?

The [Brighter Futures Indiana Data Center](#) offers data related to population, economics, and supply and demand, and can be used as a resource for providers as they apply for the grant. Additionally, the [Indiana Youth Institute's Kids Count Data Book](#) provides a snapshot of child well-being statewide.

Step 9: Provide your project budget.

The maximum amount allowed to be requested in this track is \$200,000. Complete the table by category to show the total cost of implementing your project, the funds you are requesting through this grant opportunity and any funding you have secured from other sources. While there is no requirement for Existing Program Expansion applicants to provide funding from other sources they should be identified in the application if applicable.

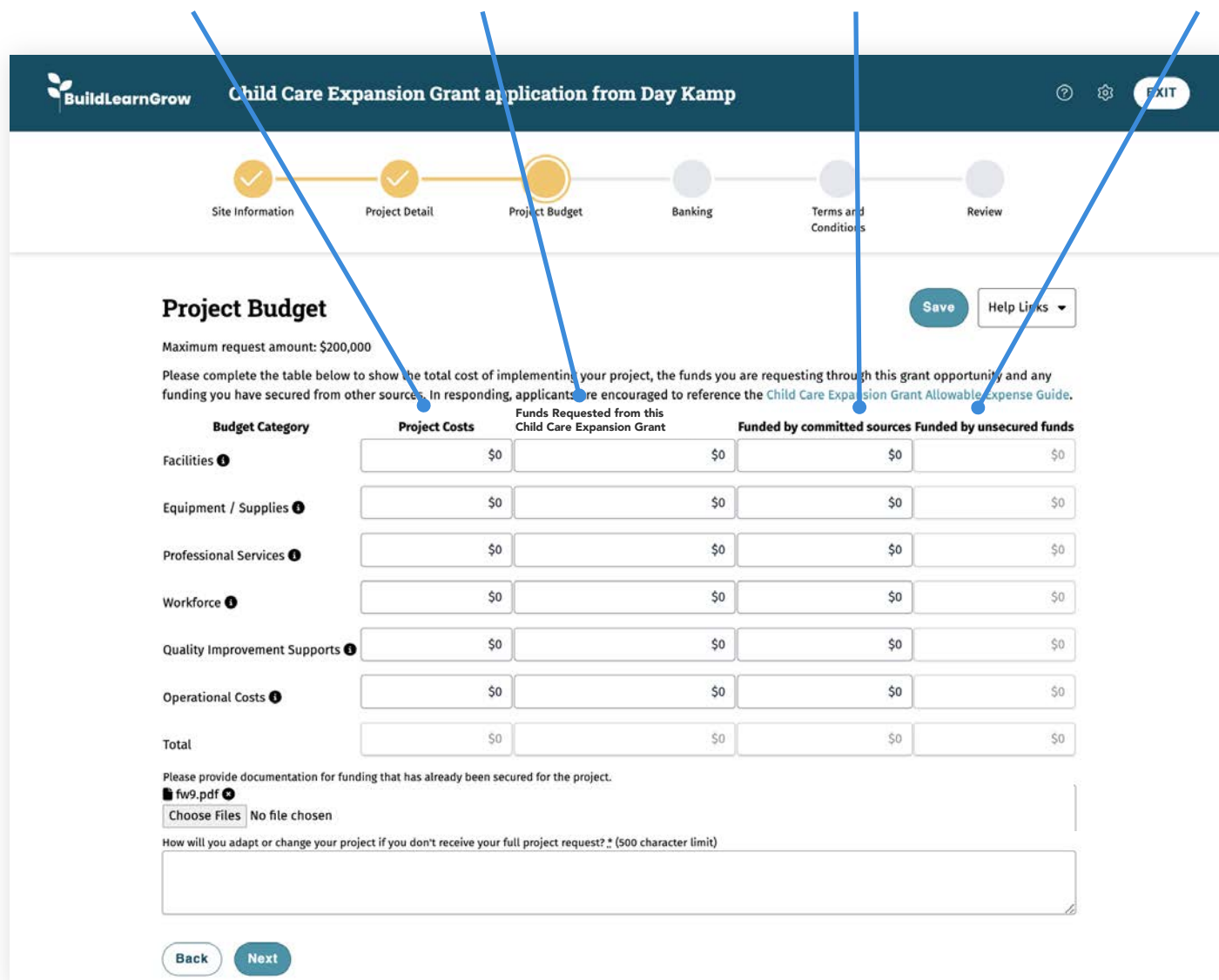
Enter the total cost of the project per budget category.

Enter the funds you are requesting for this project through this grant opportunity.

Enter the funds committed by other sources.

**Examples of other sources include another grant, private donations, bank loans, cash on hand, etc.*

This column auto-calculates to show any unsecured funds for the project beyond what you have secured or requested through this grant opportunity.




Project Budget

Maximum request amount: \$200,000

Please complete the table below to show the total cost of implementing your project, the funds you are requesting through this grant opportunity and any funding you have secured from other sources. In responding, applicants are encouraged to reference the [Child Care Expansion Grant Allowable Expense Guide](#).

Budget Category	Project Costs	Funds Requested from this Child Care Expansion Grant	Funded by committed sources	Funded by unsecured funds
Facilities 1	\$0	\$0	\$0	\$0
Equipment / Supplies 1	\$0	\$0	\$0	\$0
Professional Services 1	\$0	\$0	\$0	\$0
Workforce 1	\$0	\$0	\$0	\$0
Quality Improvement Supports 1	\$0	\$0	\$0	\$0
Operational Costs 1	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

Please provide documentation for funding that has already been secured for the project.

fw9.pdf 

Choose Files No file chosen

How will you adapt or change your project if you don't receive your full project request? * (500 character limit)

[Back](#) [Next](#)

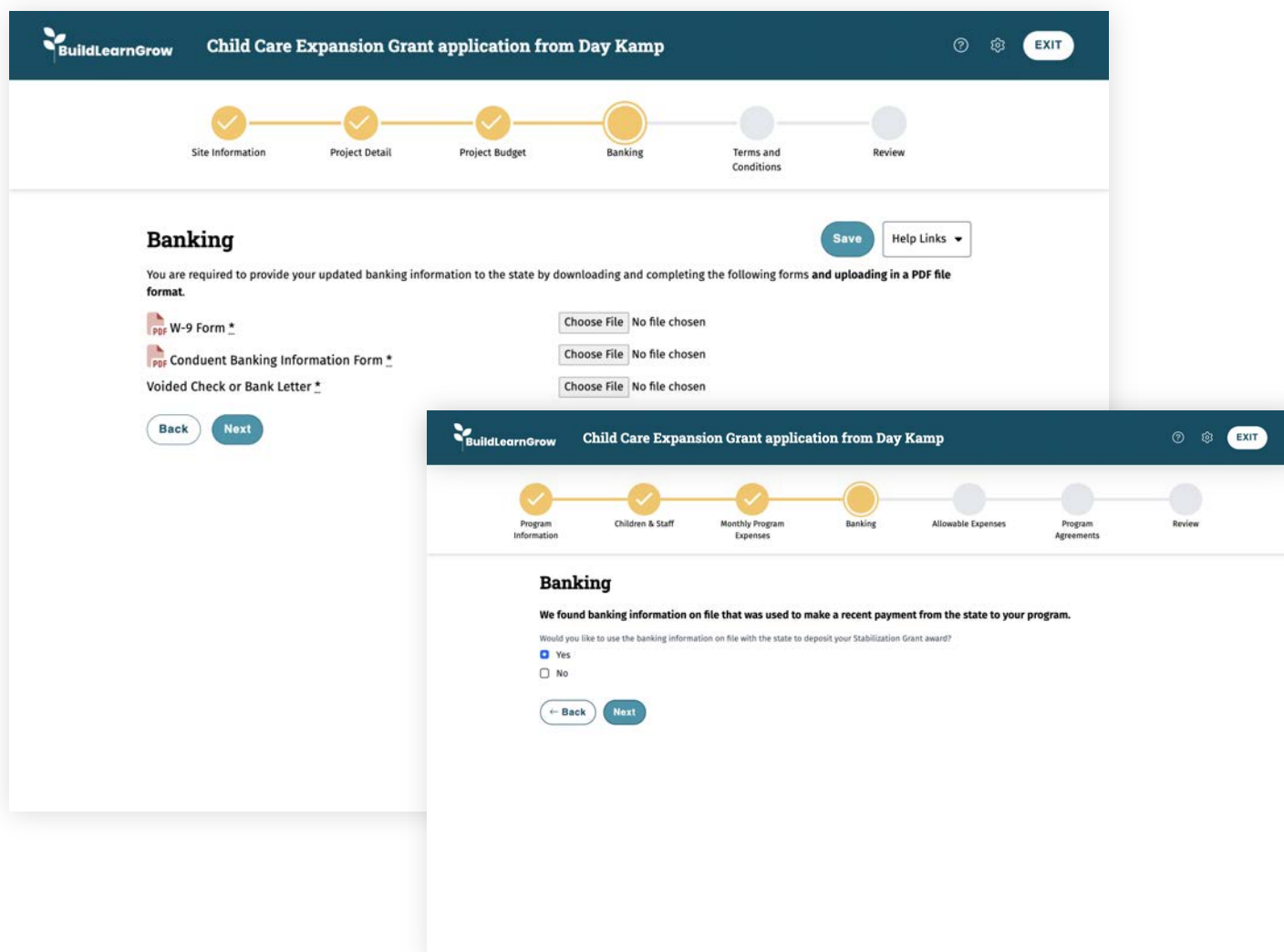


Can I have an example of how to complete this budget?

Yes. A provider is planning to add a room to expand their program. The total project cost will be \$100,000 (column 1). The provider is requesting \$50,000 (column 2) to be funded with this grant and has already secured \$30,000 (column 3) from a private donor. The provider is still working to secure the remaining \$20,000 (column 4) from other sources.

Step 10: Provide your banking information.

You will next confirm or enter banking information for your grant payment. Your current banking information on file will be pre-populated for review and approval. If your information is not pre-populated, you must download, complete and return W-9 and banking information forms. Accurate banking information must be on file to receive a grant award.



BuildLearnGrow Child Care Expansion Grant application from Day Kamp

Site Information Project Detail Project Budget **Banking** Terms and Conditions Review

Banking Save Help Links

You are required to provide your updated banking information to the state by downloading and completing the following forms and uploading in a PDF file format.

PDF W-9 Form * Choose File No file chosen

PDF Conduent Banking Information Form * Choose File No file chosen

Voided Check or Bank Letter * Choose File No file chosen

Back Next

BuildLearnGrow Child Care Expansion Grant application from Day Kamp

Program Information Children & Staff Monthly Program Expenses **Banking** Allowable Expenses Program Agreements Review

Banking

We found banking information on file that was used to make a recent payment from the state to your program.

Would you like to use the banking information on file with the state to deposit your Stabilization Grant award?

☒ Yes

☐ No

Back Next



I need to update my banking information with the state. What should I do?

To update your banking information, complete [this banking form](#), a [W-9](#) and void a check. Send the banking form, W-9 and voided check to OECOSLproviderinquiry@fssa.IN.gov for processing. Please do not send the banking form back to Conduent.

For additional questions and support, contact SPARK Learning Lab:



help@indianaspark.com




1-800-299-1627



Live chat on indianaspark.com or in My SPARK Learning Lab

Step 11: Understand the Terms and Conditions required to accept grant funds.

You must confirm your understanding of Terms and Conditions associated with the acceptance of grants funds, and that if your grant application is selected for award, you will be required to sign a grant agreement before receiving funds.


Child Care Expansion Grant application from Day Kamp
?
⚙️
EXIT

✓ Site Information
✓ Project Detail
✓ Project Budget
✓ Banking
Terms and Conditions
Review

Grant Requirements

Save
Help Links ▾

I understand that if this application is selected for award, my program must agree to specific terms and conditions before accepting grant funds. These terms and conditions will be provided to me in the form of legal agreement, which will define all requirements associated with receiving these grant funds. These include:

- Certifying that all application information is accurate to the best of the applicant's knowledge, and promptly notifying Indiana's Office of Early Childhood and Out of School Learning of any changes, including the closure of the child care program.
- Agreeing to spend funds in accordance with the grant timeline and allowable expenses outlined in the Child Care Expansion Grant Allowable Expense Guide.
- Prioritizing access for children and families eligible for CCDF and On My Way Pre-K and making that known in family marketing and enrollment efforts.
- Following all required grant reporting.
- Maintaining receipts and financial documentation for five years after the award and providing documentation if your program is selected for an audit.
- Ensuring funds from different sources or opportunities do not pay for the same expenses.
- Returning unspent funds to the state in the case of our program's closure.
- Committing to maintaining the program as an early learning facility for at least three years if applying as an existing site, or five years if applying as a new site.

☐ I understand and wish to continue submitting my application.

Back
Next

For additional questions and support, contact SPARK Learning Lab:



help@indianaspark.com



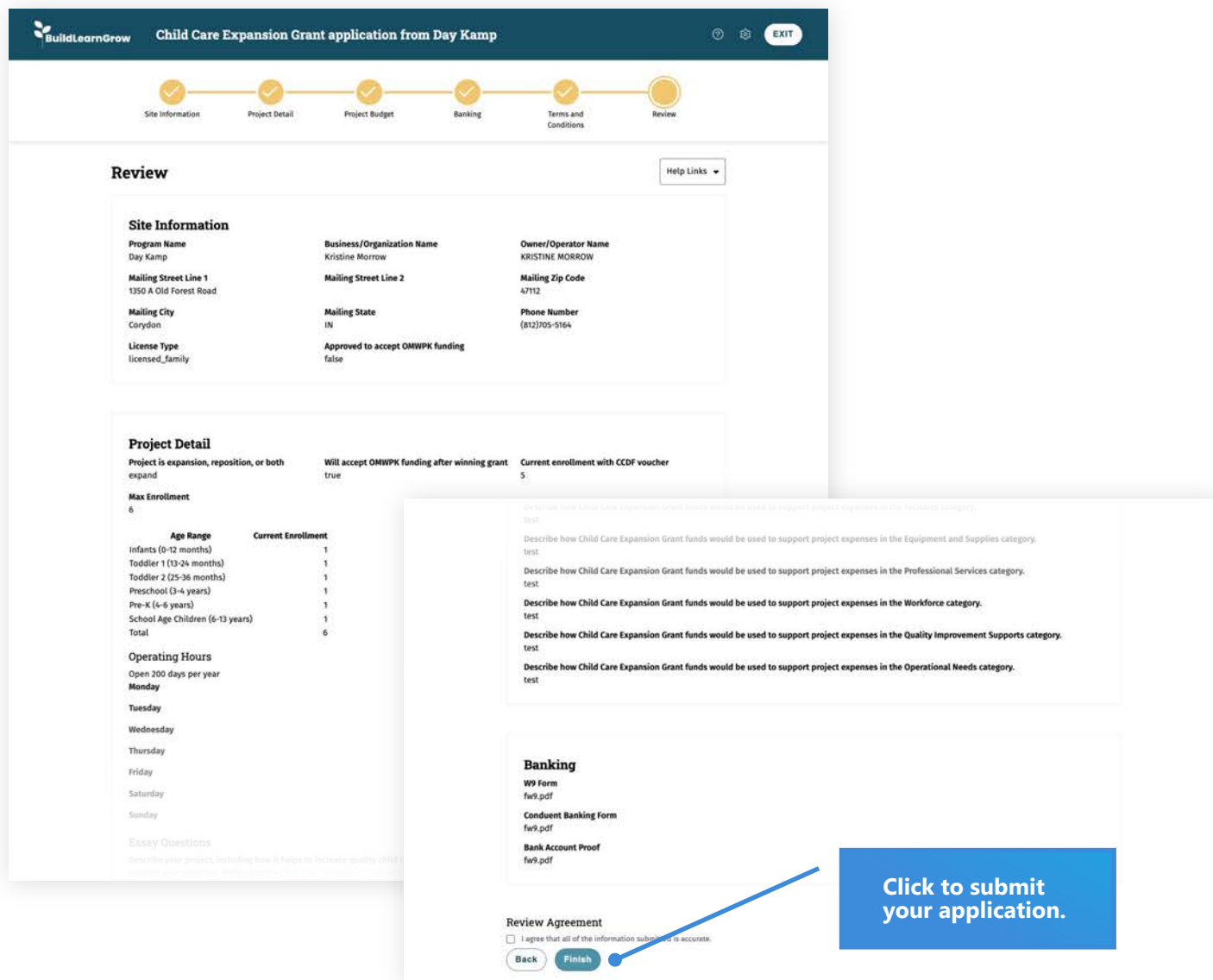
1-800-299-1627



Live chat on indianaspark.com or in My SPARK Learning Lab

Step 12: Review all application information before submitting.

You're almost done! Please take a moment to review your application information one last time to ensure it accurately reflects your program. If the information is correct, click the "Finish" button to submit your application. After submission, applications are not permitted to be reopened or altered.



Child Care Expansion Grant application from Day Kamp

Progress: Site Information (✓), Project Detail (✓), Project Budget (✓), Banking (✓), Terms and Conditions (✓), Review (○)

Review

Site Information

Program Name Day Kamp	Business/Organization Name Kristine Morrow	Owner/Operator Name KRISTINE MORROW
Mailing Street Line 1 1350 A Old Forest Road	Mailing Street Line 2	Mailing Zip Code 47112
Mailing City Corydon	Mailing State IN	Phone Number (812)705-5164
License Type licensed_family	Approved to accept OMWPK funding false	

Project Detail

Project is expansion, reposition, or both expand: true

Will accept OMWPK funding after winning grant: true

Current enrollment with CCDF voucher: 5

Max Enrollment
6

Age Range	Current Enrollment
Infants (0-12 months)	1
Toddler 1 (13-24 months)	1
Toddler 2 (25-36 months)	1
Preschool (3-4 years)	1
Pre-K (4-5 years)	1
School Age Children (6-13 years)	1
Total	6

Operating Hours

Open 200 days per year

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Essay Questions

Describe your project, including how it helps to increase quality child care services in your community. (1000 characters)

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Personnel category.
test

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Equipment and Supplies category.
test

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Professional Services category.
test

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Workforce category.
test

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Quality Improvement Supports category.
test

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Operational Needs category.
test

Banking

W9 Form
fw9.pdf

Conduent Banking Form
fw9.pdf

Bank Account Proof
fw9.pdf

Review Agreement

☐ I agree that all of the information submitted is accurate.

[Back](#) [Finish](#)

Click to submit your application.



Applications may be denied due to falsification of application information. Review your application carefully to make sure the information you provided accurately represents your program. Applications will not be reopened except under special circumstances.

For additional questions and support, contact SPARK Learning Lab:



help@indianaspark.com



1-800-299-1627



Live chat on indianaspark.com or in My SPARK Learning Lab



Office of Early Childhood &
Out-of-School Learning



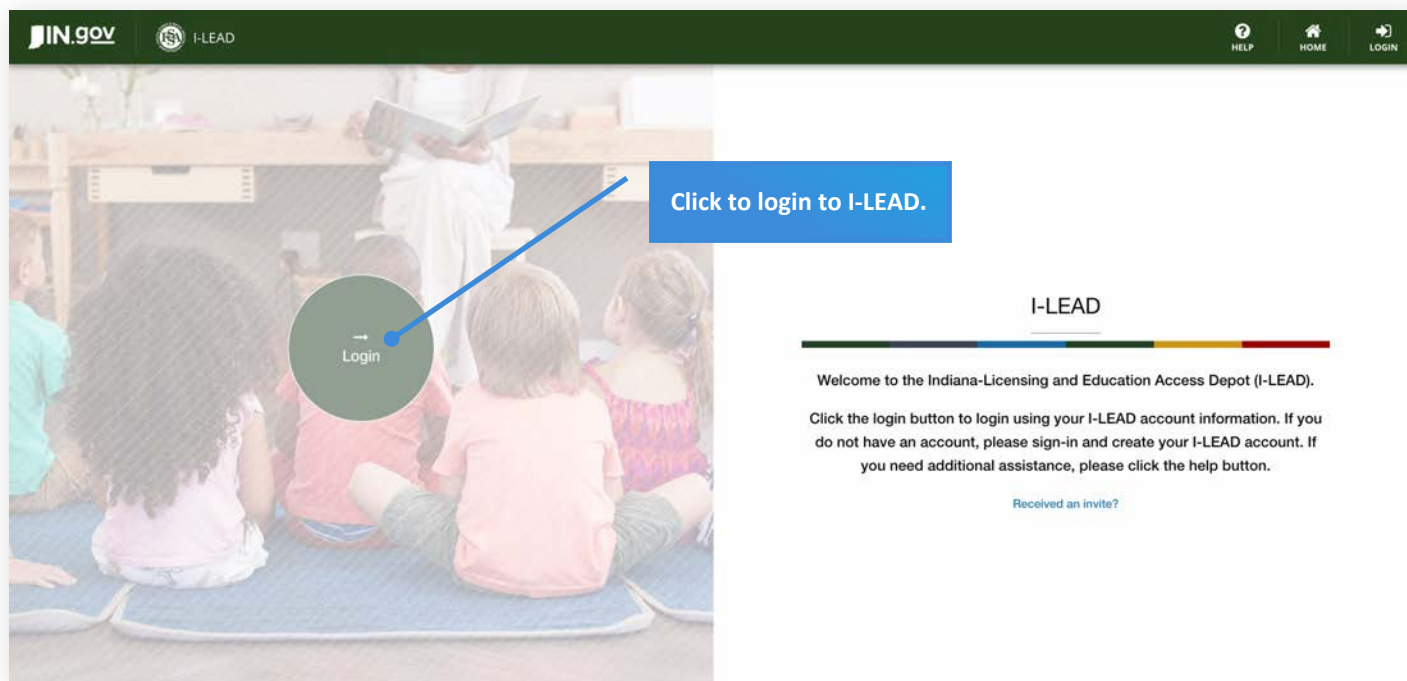
Application Guide for

New Program Creation Track

Up to \$750,000 per site to establish a new child care program in an underserved area. Applicants must be the intended program operator of the site.

Step 1: Login to I-LEAD.

To apply, providers should login to I-LEAD at ilead.in.gov to access the grant application. Remember that you must be designated as a Program Administrator for your program site to access and complete the grant application.



For additional questions and support, contact SPARK Learning Lab:



help@indianaspark.com



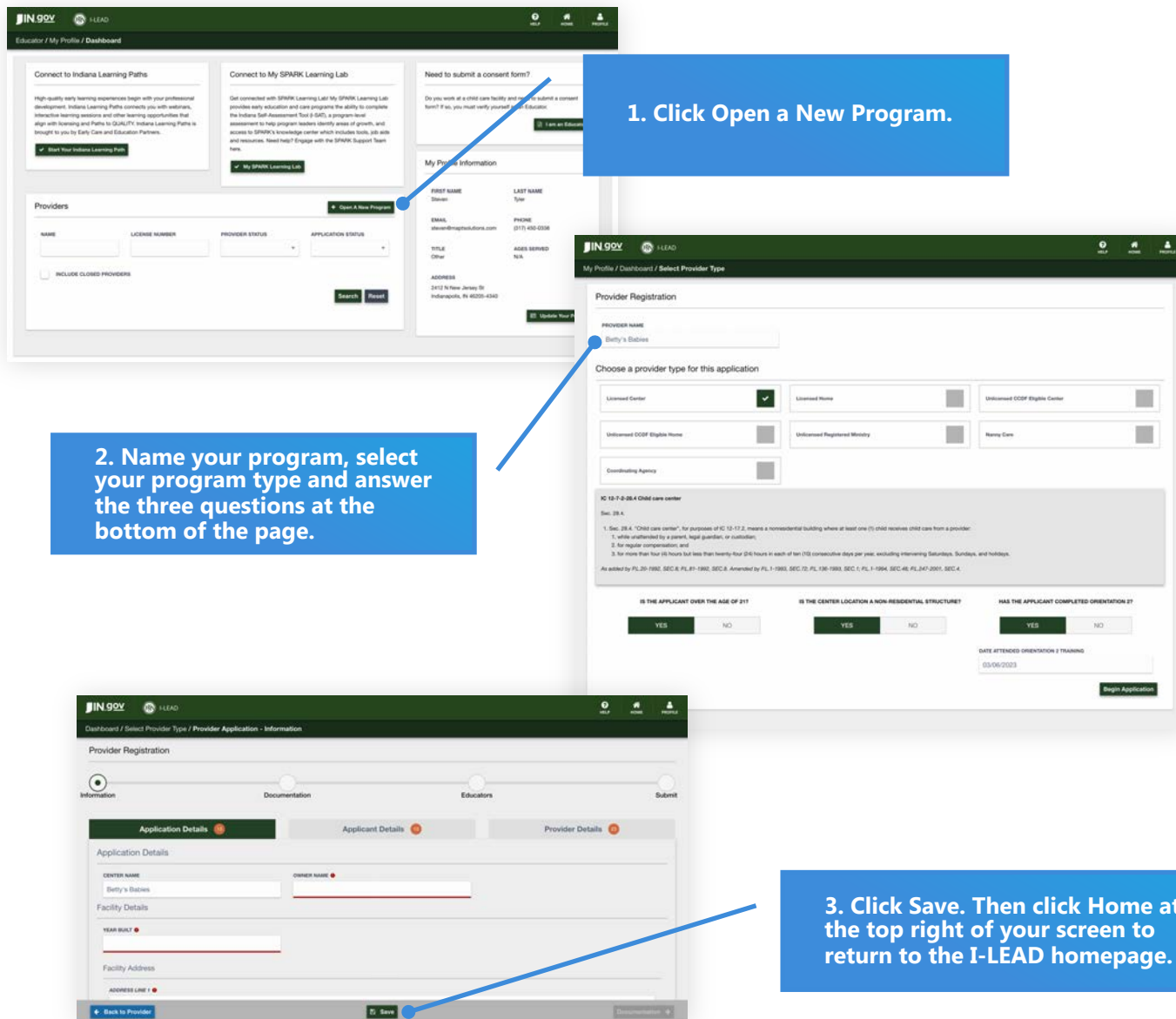
1-800-299-1627



Live chat on indianaspark.com or in My SPARK Learning Lab

Step 2: Establish your new program in I-LEAD.

Before applying for a new program, you must first request to start a new program in the I-LEAD system. Scroll down to the Providers section on your homepage, click the "Open a New Program" button, and follow the on-screen instructions. After you click the "Begin Application" button, you can click Save and return to the I-LEAD home screen. Completing the registration to this point is all that is required to apply for the grant.



The screenshots illustrate the process of creating a new program in the I-LEAD system. The first screenshot shows the 'Providers' section with a 'Start Your Indiana Learning Path' button. The second screenshot shows the 'Provider Registration' form with a 'Begin Application' button. The third screenshot shows the 'Provider Application - Information' form with a 'Save' button. Blue arrows and text boxes provide step-by-step guidance.

1. Click Open a New Program.

2. Name your program, select your program type and answer the three questions at the bottom of the page.

3. Click Save. Then click Home at the top right of your screen to return to the I-LEAD homepage.

For additional questions and support, contact SPARK Learning Lab:



help@indianaspark.com



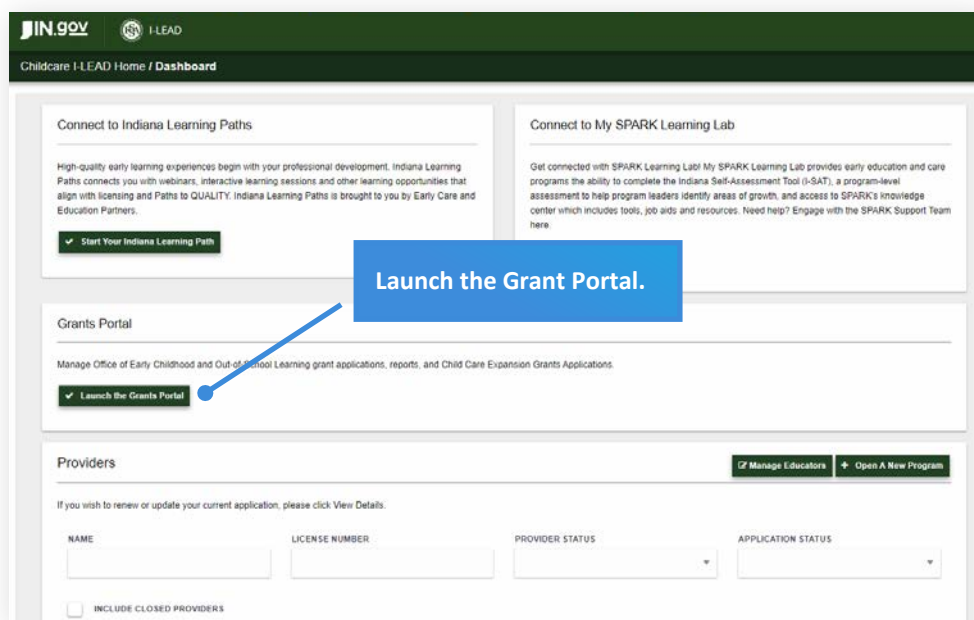
1-800-299-1627



Live chat on indianaspark.com or in My SPARK Learning Lab

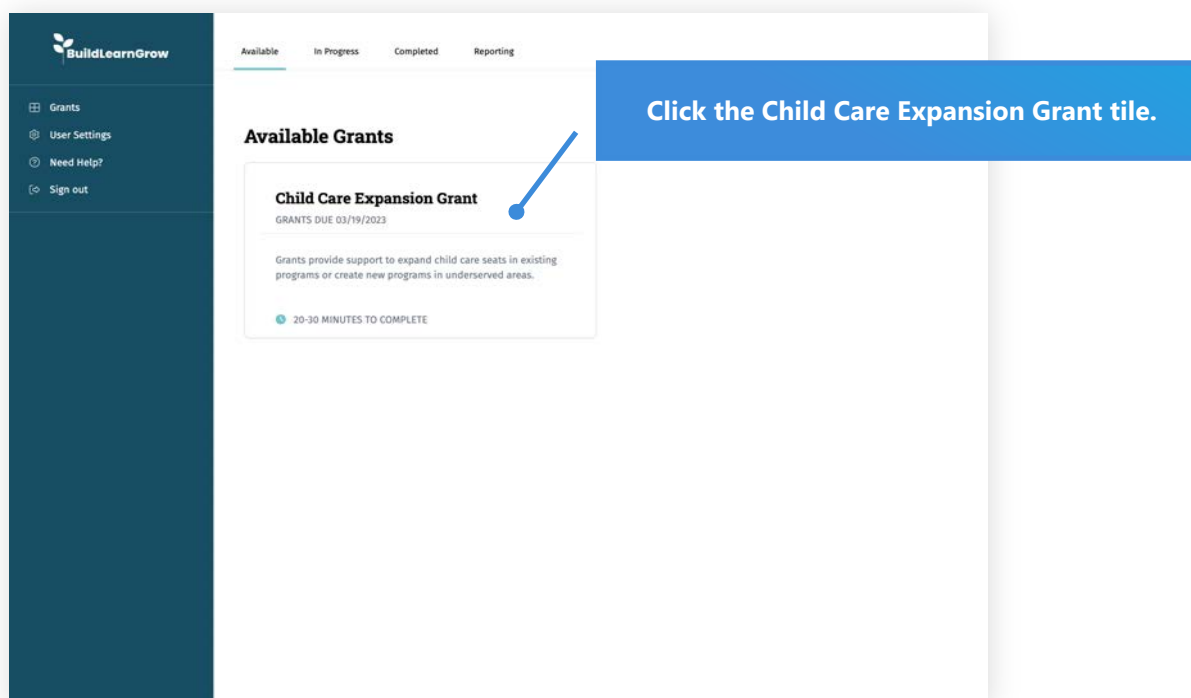
Step 3: Access the Grant Portal.

After you have created your new program site in I-LEAD, the Grant Portal box will appear on your homepage with a button that says, "Launch the Grant Portal." Click the button to access the Grant Portal.



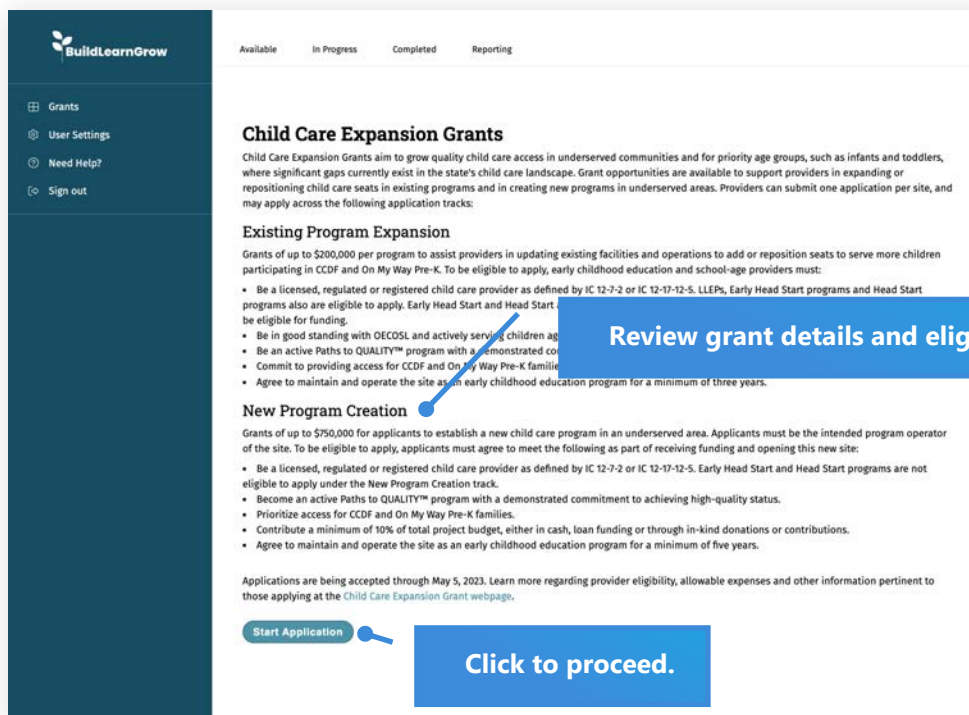
Step 4: Select the Child Care Expansion Grant.

Once in the Grant Portal, click on the Child Care Expansion Grant tile to proceed.



Step 5: Review grant eligibility and click Start Application.

Review the grant overview and eligibility requirements for the New Program Creation application track. If you meet all eligibility requirements, click Start Application to proceed.



Child Care Expansion Grants

Child Care Expansion Grants aim to grow quality child care access in underserved communities and for priority age groups, such as infants and toddlers, where significant gaps currently exist in the state's child care landscape. Grant opportunities are available to support providers in expanding or repositioning child care seats in existing programs and in creating new programs in underserved areas. Providers can submit one application per site, and may apply across the following application tracks:

Existing Program Expansion

Grants of up to \$200,000 per program to assist providers in updating existing facilities and operations to add or reposition seats to serve more children participating in CCDF and On My Way Pre-K. To be eligible to apply, early childhood education and school-age providers must:

- Be a licensed, regulated or registered child care provider as defined by IC 12-7-2 or IC 12-17-12-5. LLEPs, Early Head Start programs and Head Start programs also are eligible to apply. Early Head Start and Head Start programs must be eligible for funding.
- Be in good standing with OECOSL and actively serving children aged 0-5.
- Be an active Paths to QUALITY™ program with a demonstrated commitment to achieving high-quality status.
- Commit to providing access for CCDF and On My Way Pre-K families.
- Agree to maintain and operate the site as an early childhood education program for a minimum of three years.

New Program Creation

Grants of up to \$750,000 for applicants to establish a new child care program in an underserved area. Applicants must be the intended program operator of the site. To be eligible to apply, applicants must agree to meet the following as part of receiving funding and opening this new site:

- Be a licensed, regulated or registered child care provider as defined by IC 12-7-2 or IC 12-17-12-5. Early Head Start and Head Start programs are not eligible to apply under the New Program Creation track.
- Become an active Paths to QUALITY™ program with a demonstrated commitment to achieving high-quality status.
- Prioritize access for CCDF and On My Way Pre-K families.
- Contribute a minimum of 10% of total project budget, either in cash, loan funding or through in-kind donations or contributions.
- Agree to maintain and operate the site as an early childhood education program for a minimum of five years.

Applications are being accepted through May 5, 2023. Learn more regarding provider eligibility, allowable expenses and other information pertinent to those applying at the [Child Care Expansion Grant webpage](#).

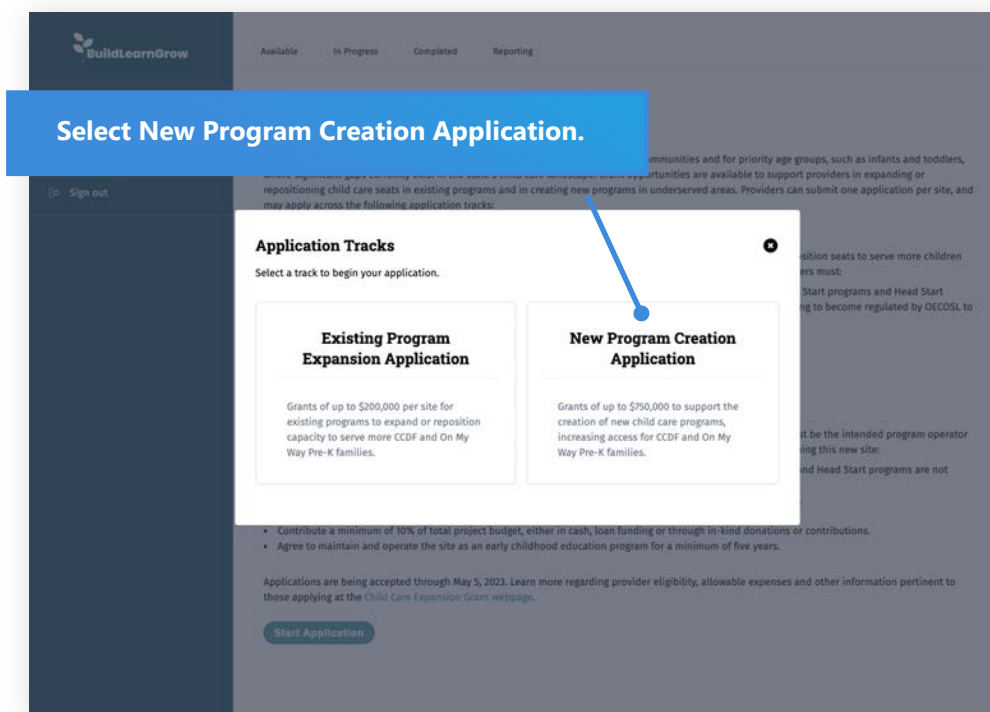
[Start Application](#)

Review grant details and eligibility.

Click to proceed.

Step 6: Select your track.

Click the New Program Creation Application tile.



Application Tracks

Select a track to begin your application.

Existing Program Expansion Application

Grants of up to \$200,000 per site for existing programs to expand or reposition capacity to serve more CCDF and On My Way Pre-K families.

New Program Creation Application

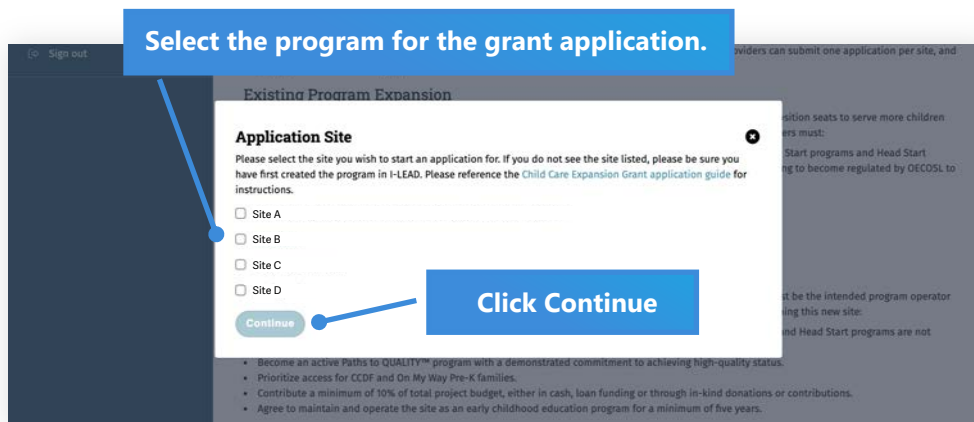
Grants of up to \$750,000 to support the creation of new child care programs, increasing access for CCDF and On My Way Pre-K families.

[Start Application](#)

Select New Program Creation Application.

Step 7: Select your program.

Select the new program seeking funds through the grant application. If you have not created your new site in I-LEAD before starting the application, it will not appear in this list.



Existing Program Expansion

Application Site

Please select the site you wish to start an application for. If you do not see the site listed, please be sure you have first created the program in I-LEAD. Please reference the [Child Care Expansion Grant application guide for instructions](#).

☐ Site A

☐ Site B

☐ Site C

☐ Site D

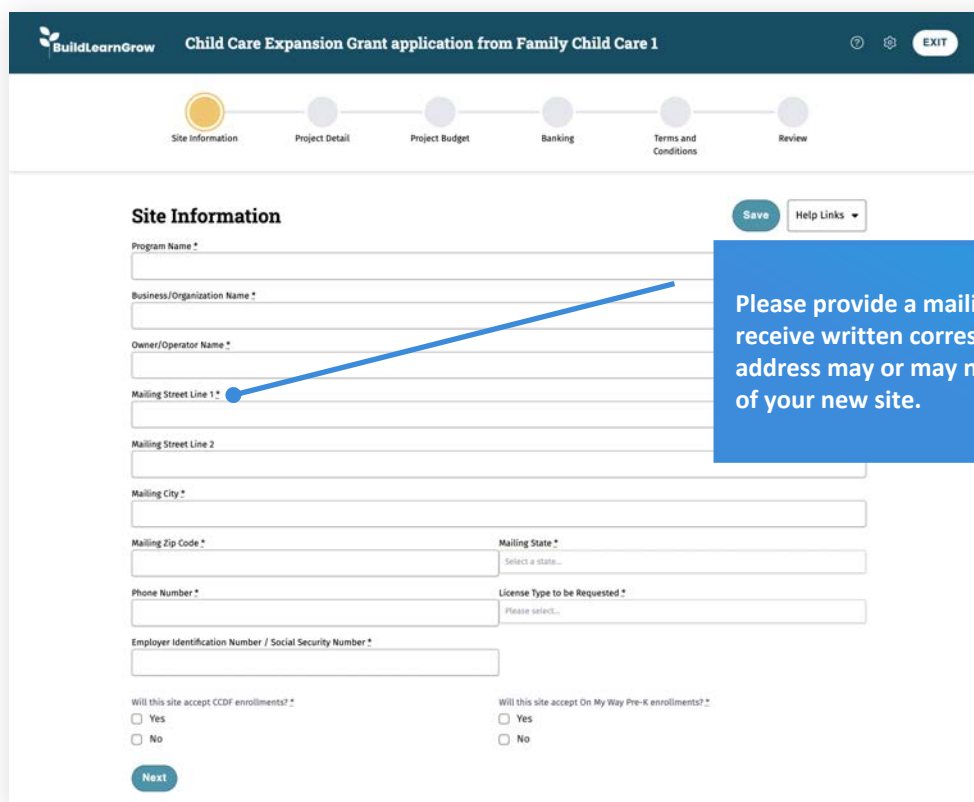
[Continue](#)

Click Continue

- Become an active **Paths to QUALITY™** program with a demonstrated commitment to achieving high-quality status.
- Prioritize access for CCDF and On My Way Pre-K families.
- Contribute a minimum of 10% of total project budget, either in cash, loan funding or through in-kind donations or contributions.
- Agree to maintain and operate the site as an early childhood education program for a minimum of five years.

Step 7: Provide general information about your program.

On the Site Information page, provide general information about your program, including name, mailing address, contact information, license type, etc.



BuildLearnGrow **Child Care Expansion Grant application from Family Child Care 1** [EXIT](#)

Site Information Project Detail Project Budget Banking Terms and Conditions Review

Site Information [Save](#) [Help Links](#)

Program Name *

Business/Organization Name *

Owner/Operator Name *

Mailing Street Line 1 *

Mailing Street Line 2

Mailing City *

Mailing Zip Code * Mailing State *

Phone Number * License Type to be Requested *

Employer Identification Number / Social Security Number *

Will this site accept CCDF enrollments? *

☐ Yes ☐ No

Will this site accept On My Way Pre-K enrollments? *

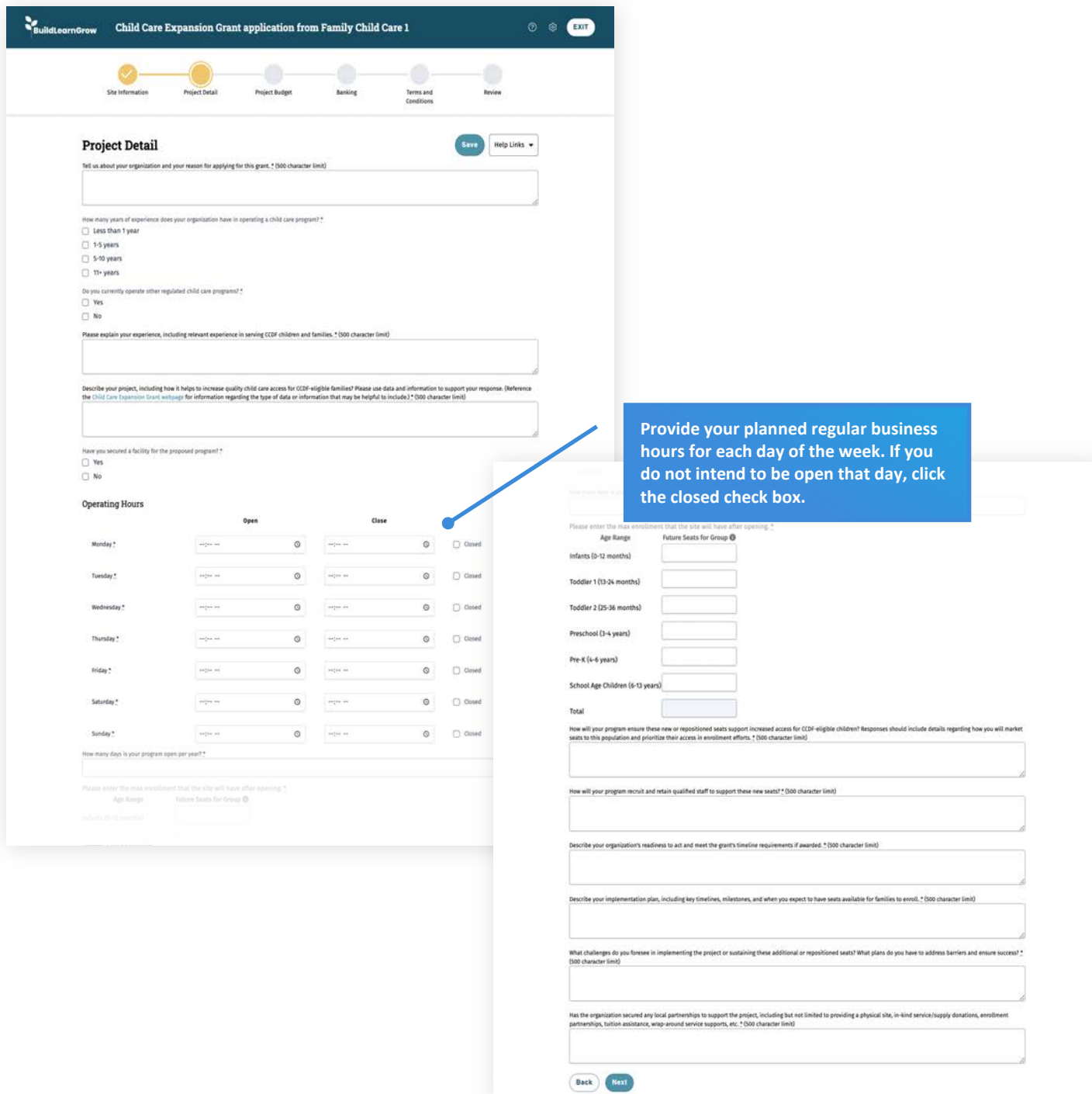
☐ Yes ☐ No

[Next](#)

Please provide a mailing address to receive written correspondence. This address may or may not be the address of your new site.

Step 8: Complete the Project Details page.

Provide information regarding your project by answering the below questions. Applicants are encouraged to be clear and concise in their responses.




The application asks that I use data to support my project description. Where can I find data sources?

The [Brighter Futures Indiana Data Center](#) offers data related to population, economics, and supply and demand, and can be used as a resource for providers as they apply for the grant. Additionally, the [Indiana Youth Institute's Kids Count Data Book](#) provides a snapshot of child well-being statewide.

Step 9: Provide your project budget.

The maximum amount allowed to be requested in this track is \$750,000. Complete the table by category to show the total cost of implementing your project, the funds you are requesting through this grant opportunity and any funding you have secured from other sources. Remember that applicants requesting funds to create a new program site are required to secure funding from other committed sources for at least 10% of the total project cost. Other funding sources could include another grant, private donations, bank loans, cash on hand, etc.

Enter the total project amount for each budget category.

Enter the funds you are requesting for this project through this grant opportunity.

Enter the total funds already secured through other sources. Funds listed here will count toward the 10% match.

This column auto-calculates any unsecured funds beyond what is being requested in this grant application.

Project Budget
Maximum request amount: \$200,000

Please complete the table below to show the total cost of implementing your project, the funds you are requesting through this grant opportunity and any funding you have secured from other sources. Responding applicants are encouraged to reference the [Child Care Expansion Grant Allowable Expense Guide](#).

Budget Category	Project Costs	Funds Requested from this Child Care Expansion Grant	Funds by committed sources	Funds by unsecured funds
Facilities	\$0	\$0	\$0	\$0
Equipment / Supplies	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0
Workforce	\$0	\$0	\$0	\$0
Quality Improvement Supports	\$0	\$0		
Operational Costs	\$0	\$0		
Total	\$0	\$0		

Upload any documentation for funding already secured for the project.

Please provide documentation for funding that has already been secured for the project.

fw9.pdf Choose Files No file chosen

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Facilities category. * (500 character limit)

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Equipment and Supplies category. * (500 character limit)

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Professional Services category. * (500 character limit)

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Workforce category. * (500 character limit)

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Quality Improvement Supports category. * (500 character limit)



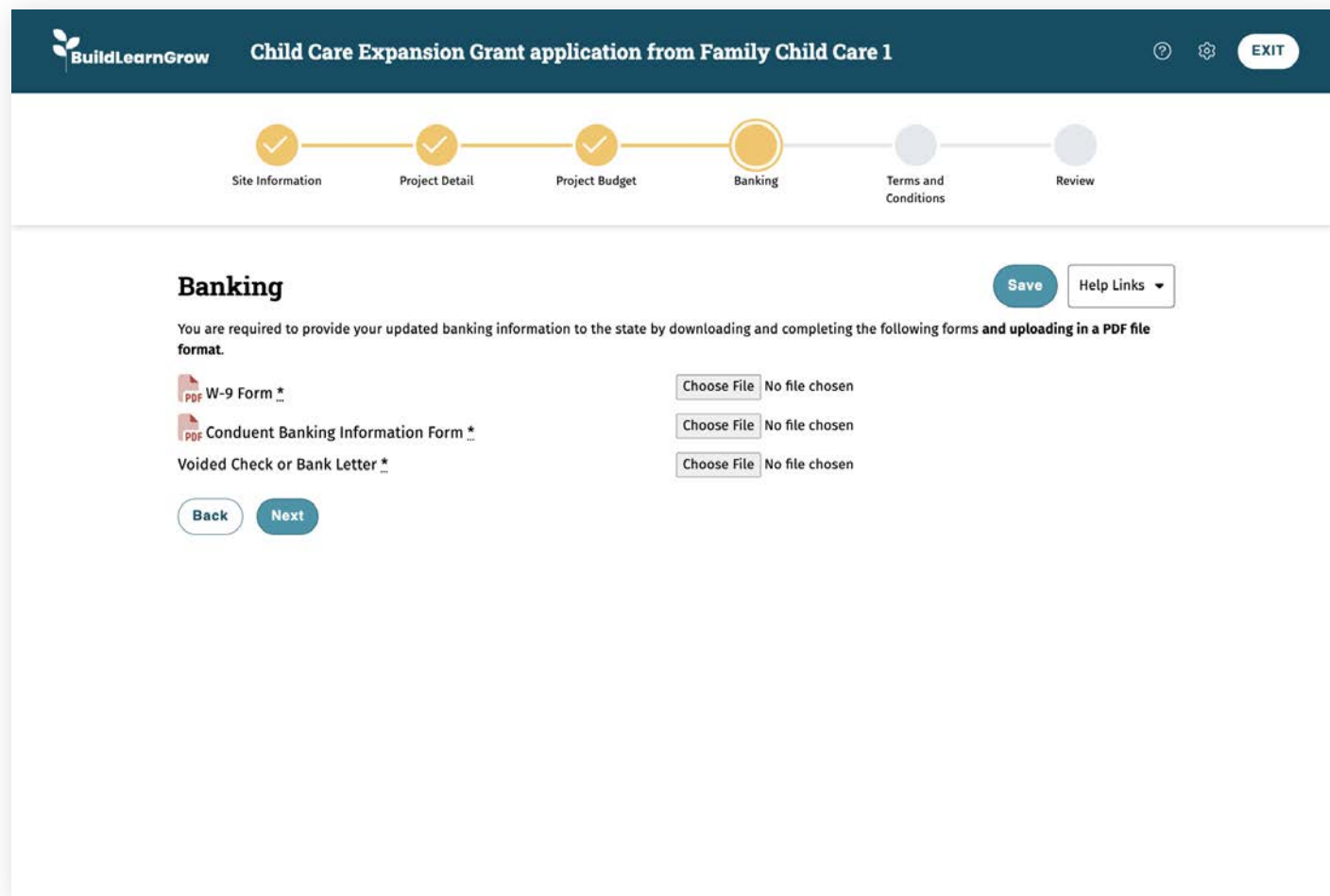
Can I have an example of how to complete this budget?

Yes. A provider is planning to open a new site. The total project cost will be \$1,000,000 (column 1). The provider is requesting \$500,000 (column 2) to be funded with this grant and has already secured \$300,000 (column 3) from a private donor. The provider is still working to secure the remaining \$200,000 (column 4) from other sources.

Step 10: Provide your banking information.

You will next enter banking information for your grant payment. To meet this requirement, you must download, complete and upload W-9 and banking information forms and have accurate banking information on file to receive your grant award.

**If you already have banking information on file for an existing program, you must upload banking information for the new program application even if you choose to use the same bank account for both sites.*



The screenshot shows a web application interface for a grant application. At the top, a dark blue header contains the 'BuildLearnGrow' logo, the title 'Child Care Expansion Grant application from Family Child Care 1', and an 'EXIT' button. Below the header is a progress bar with six steps: 'Site Information', 'Project Detail', 'Project Budget', 'Banking' (the current step, highlighted with a yellow circle), 'Terms and Conditions', and 'Review'. The main content area is titled 'Banking' and includes a 'Save' button and a 'Help Links' dropdown. A message states: 'You are required to provide your updated banking information to the state by downloading and completing the following forms and uploading in a PDF file format.' Below this, there are three file upload sections, each with a 'Choose File' button and 'No file chosen' text: 'W-9 Form *', 'Conduent Banking Information Form *', and 'Voided Check or Bank Letter *'. At the bottom of the form area are 'Back' and 'Next' buttons.

For additional questions and support, contact SPARK Learning Lab:



help@indianaspark.com




1-800-299-1627



Live chat on indianaspark.com or in My SPARK Learning Lab

Step 11: Understand the Terms and Conditions required to accept grant funds.

You must confirm your understanding of Terms and Conditions associated with the acceptance of grants funds, and that if your grant application is selected for award, you will be required to sign a grant agreement before receiving funds.


Child Care Expansion Grant application from Day Kamp
?
⚙️
EXIT

✓
✓
✓
✓
○
○

Site Information
Project Detail
Project Budget
Banking
Terms and Conditions
Review

Grant Requirements

SaveHelp Links

I understand that if this application is selected for award, my program must agree to specific terms and conditions before accepting grant funds. These terms and conditions will be provided to me in the form of legal agreement, which will define all requirements associated with receiving these grant funds. These include:

- Certifying that all application information is accurate to the best of the applicant's knowledge, and promptly notifying Indiana's Office of Early Childhood and Out of School Learning of any changes, including the closure of the child care program.
- Agreeing to spend funds in accordance with the grant timeline and allowable expenses outlined in the Child Care Expansion Grant Allowable Expense Guide.
- Prioritizing access for children and families eligible for CCDF and On My Way Pre-K and making that known in family marketing and enrollment efforts.
- Following all required grant reporting.
- Maintaining receipts and financial documentation for five years after the award and providing documentation if your program is selected for an audit.
- Ensuring funds from different sources or opportunities do not pay for the same expenses.
- Returning unspent funds to the state in the case of our program's closure.
- Committing to maintaining the program as an early learning facility for at least three years if applying as an existing site, or five years if applying as a new site.

☐ I understand and wish to continue submitting my application.

BackNext

For additional questions and support, contact SPARK Learning Lab:



help@indianaspark.com



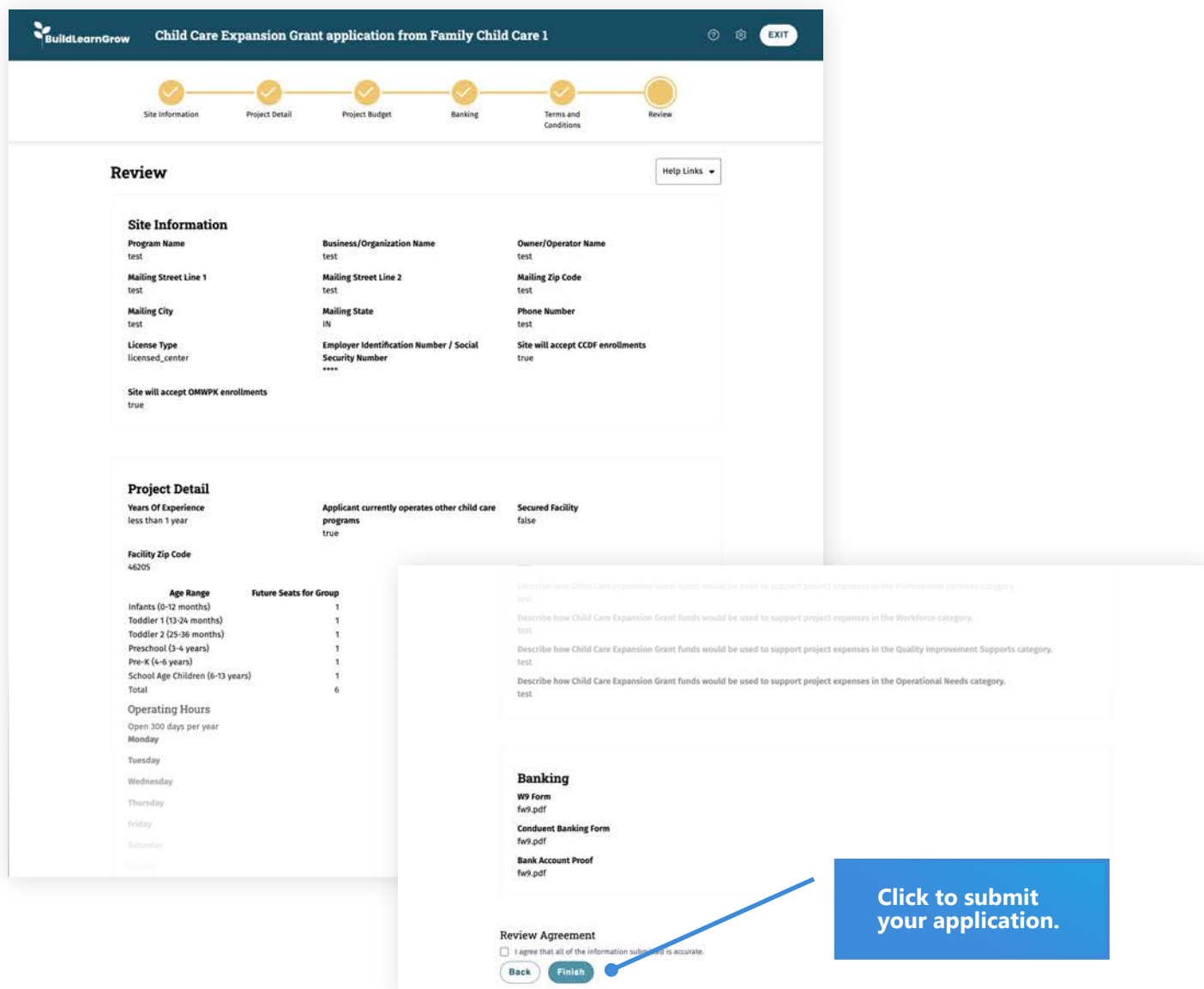
1-800-299-1627



Live chat on indianaspark.com or in My SPARK Learning Lab

Step 12: Review all application information before submitting.

You're almost done! Please take a moment to review your application information one last time to ensure it accurately reflects your program. If the information is correct, click the "Finish" button to submit your application. After submission, applications are not permitted to be reopened or altered.



BuildLearnGrow Child Care Expansion Grant application from Family Child Care 1

Site Information Project Detail Project Budget Banking Terms and Conditions Review

Review

Help Links

Site Information

Program Name test	Business/Organization Name test	Owner/Operator Name test
Mailing Street Line 1 test	Mailing Street Line 2 test	Mailing Zip Code test
Mailing City test	Mailing State IN	Phone Number test
License Type licensed_center	Employer Identification Number / Social Security Number ****	Site will accept CCDF enrollments true
Site will accept OMNWK enrollments true		

Project Detail

Years Of Experience less than 1 year	Applicant currently operates other child care programs true	Secured Facility false
---	--	---------------------------

Facility Zip Code
46205

Age Range	Future Seats for Group
Infants (0-12 months)	1
Toddler 1 (13-24 months)	1
Toddler 2 (25-36 months)	1
Preschool (3-4 years)	1
Pre-K (4-5 years)	1
School Age Children (6-13 years)	1
Total	6

Operating Hours
Open 300 days per year
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Professional Services category.
test

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Workforce category.
test

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Quality Improvement Supports category.
test

Describe how Child Care Expansion Grant funds would be used to support project expenses in the Operational Needs category.
test

Banking

W9 Form
fw9.pdf

Consent Banking Form
fw9.pdf

Bank Account Proof
fw9.pdf

Review Agreement

☐ I agree that all of the information submitted is accurate.

Back Finish

Click to submit your application.



Applications may be denied due to falsification of application information. Review your application carefully to make sure the information you provided accurately represents your program. Applications will not be reopened except under special circumstances.

For additional questions and support, contact SPARK Learning Lab:



help@indianaspark.com



1-800-299-1627



Live chat on indianaspark.com or in My SPARK Learning Lab



Office of Early Childhood &
Out-of-School Learning