

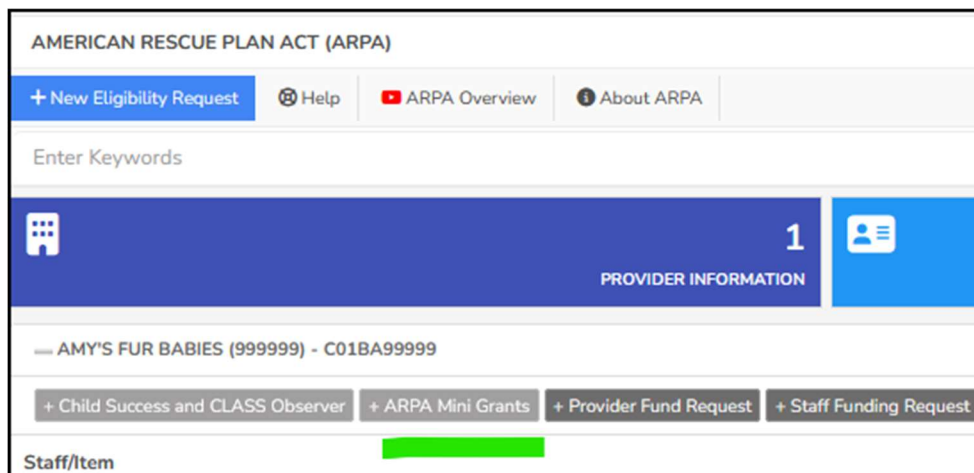
Completion of ARPA Curriculum / CLASS Mini Grants

These instructions are for the completion of the Curriculum or CLASS Improvement Mini Grants. The reimbursement is for expenses in relation to curriculum or CLASS improvement training and development for staff.

Eligibility requirements to participate:

1. Provider is contracted for VPK and/or SR services with the ELC-EC and the ELC-EC is the “home” coalition for the provider.
2. The Provider is not under investigation or has not been convicted of childcare fraud.
3. The provider is not on the Florida Childcare Food Program (CCFP) USDA Disqualified List.
4. The Provider selected participation in the grant on their Provider Eligibility Application. It would have been the first form you completed in the ELC-EC WebAuthor ARPA portal. The Coalition will reach out to you if you apply for this grant and you are missing the selection on your Eligibility Application.
5. Training plans must have a minimum of 10 hours of instructional time.

From the ARPA dashboard you will select the gray box labeled ARPA Mini Grant as shown in the picture below.



The first question to answer is if you are contracted with the Coalition. To participate in any of these mini grants you have to have either a VPK or a school readiness contract. If you are a VPK only provider, you will only be able to use these mini grants towards your VPK classrooms. If you would like to look into becoming a school readiness provider, please contact the coalition at compliance@elc-ec.org.



ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation
ARPA Discretionary Mini Grants					
<p>ELC Contract * Select your level of Contracts with the ELC of the Emerald Coast</p> <p>You MUST be contracted for services to apply for a grant in that area. So if you don't have a SR contract with the Coalition, you cannot write for a grant for your Toddler room.</p> <p>Select ▼</p>					

Once you have selected your contracting level, you will scroll down and fill in the rest of the information. Each one of the required fields is described below.

Be sure to answer the question, select the appropriate information from the drop down, and complete the tables. Grant requests that do not make sense or where documentation does not align with the answers on the application will be rejected back to the provider for correction.

Grant Request Info

Please fill in the following information in order to apply for any of the grants listed below. You may apply for multiple grants as shown below - be sure your budget stays within the not to exceed amounts listed. For example, if you want to do a curriculum training specifically for your 3 VPK classrooms and a separate CLASS training for your 2 toddlers rooms then you would write for 2 separate grants.

Not to exceed amounts for grant requests:

- CLASS improvement - allowed up to 5 grants not to exceed \$2,500 each
- Curriculum support and training - allowed 2 grants not to exceed \$5,000 each
- Conversion Infant/Ones (b-23mos)- allowed 2 grants not to exceed \$20,000 each*
- Conversion Twos (25-35 mos) - allowed 1 grant not to exceed \$15,000 each*

*Both must demonstrate that teachers in those rooms are being paid a minimum of \$15/hr. Reimbursement of that wage is allowable in grant.

Fund request type:

- Mini Grant- **CLASS Improvement**
 - Not to exceed: \$3,500 per classroom/grant request
 - Number of grants allowed per licensed location: 5 of each
- Mini Grant- **Curriculum Support and Training**
 - Not to exceed: \$7,500 per grant request
 - Number of grants allowed per licensed location: 2 of each

Curriculum Used: from the drop down select the curriculum that's being used in that classroom.

Supplemental Program: if you are wanting to purchase or already have purchased a supplemental program to enhance your curriculum, please type in the name of it here. Supplemental curriculum would enhance your existing curriculum to complement, enrich, or extend the content.

Age Group: from the drop down select the age group of the room.

CLASS Dimension: from the drop down select the appropriate CLASS dimension that will be the focus of the training effort.

Training/Conversion Start Date: Key in or select from the calendar the date you will begin training.

Training/Conversion End Date: Key in or select from the calendar the date you finish training.



Training Activities: fill in the information about the activities that are a part of your training plan. Be sure to complete the entire table and list all planned activities.

Desired outcome: write a brief narrative about what you hope to achieve during this training be sure an accountant would understand what you are doing and why.

Weekly goals: for each week of your training plan, list a goal for that particular week’s training activities/implementation.

Training participants: fill in the information for the teachers who are in this training. If the staff have received a class score in the past for the classroom that they are currently in, fill in that field. If the teacher has a not, enter 0.0 as their class score. If you think the teacher had a score in this classroom, but you don't remember what it is or can't find it, please list the score as 9999.

Budget: fill in the table below for all of the expenses including payroll costs for the time period of the training. Click the add more button to add another expense line item. Examples of expenses are listed below (list not inclusive):

- Payroll/staff cost for training time (including documented payroll burden),
- Expenses for the materials/equipment for the room (please see notes),
- Cost of training (if webinar, in person, online training). Cost of management staff to provide training is not allowed unless the staff is certified in the Curriculum or CLASS tool being trained. A copy of certification needs to be provided if claiming that expense.
- Cost of reliability training and expense, to include the cost of the reliability tool. (For Curriculum only).
- List out any other expenses that were incurred in the training process.

Budget * Please provide a proposed budget below. Funds can be used to cover any program costs, including compensating employees for their time.					
Line Item	Description/Justification	Proposed Budget	Amount Spent	Amount Remaining	
<input type="button" value="Add More"/>					

Total budget: this field should automatically add up everything listed in your budget table. Be sure that the total budget equals the total amount you calculated.

Documentation required: you will attach proof of all documentation. If any of the documents listed below are not attached, the application will be rejected back to the provider for correction.

1. Pre-assessment and post-assessment of training participants, if the training does not produce some kind of certificate of completion. Any in-house training done by Provider Staff/Management will require a pre and post assessment on training participants. The Provider will need to submit a copy of their pre and post assessment with their application.
2. Any in-house training being claimed against this grant must also provide: sign in/out sheets, agenda/training covered, list and credentials of trainers, and a list/description of any materials used/given during the training.
3. All expenses being claimed including staff time. Expenses must be clearly labeled and show proof of payment.



Sign: the person responsible for the grant application would then sign electronically and check the box to confirm the electronic signature is legally binding. Although this application is available in your ARPA portal, please print the screen and save it with a copy of your supporting documentation.

Items to note for Mini grant expenses / allowability:

- Supplemental programs are allowed to be purchased with this funding. The Supplemental Program must be integrally tied to your desired outcome and your training plans.
- Reimbursement for teaching staff time being trained is allowed with proper documentation to include the cost of FICA/MC employer payroll taxes. If the person conducting the training is also a staff member, they must be certified in the topic being taught to the teachers for their time/payroll cost to be reimbursed.
- Materials and equipment for the classroom – Classroom materials and equipment to facilitate play such as: books, manipulatives, active play materials that are necessary for the implementation of the teacher-child interaction (CLASS) or curriculum implementations. Any single item costing more than \$1000 will have to have prior approval – please email ERAGrant@elc-ec.org for more information. No technology item (tablet, computer, electronic interactive device, etc) costing more than \$1000 each is allowable.
- The Coalition will advance up to documented expenses that are provided. Providers are permitted to provide an executed purchase order/quote with a vendor for materials/training costs/expenses as written in their plan/budget. Providers understand that any advances will be recovered from future SR/VPK funding should their conversion/training not be completed. Staff time for future training is not able to be paid in advance.