

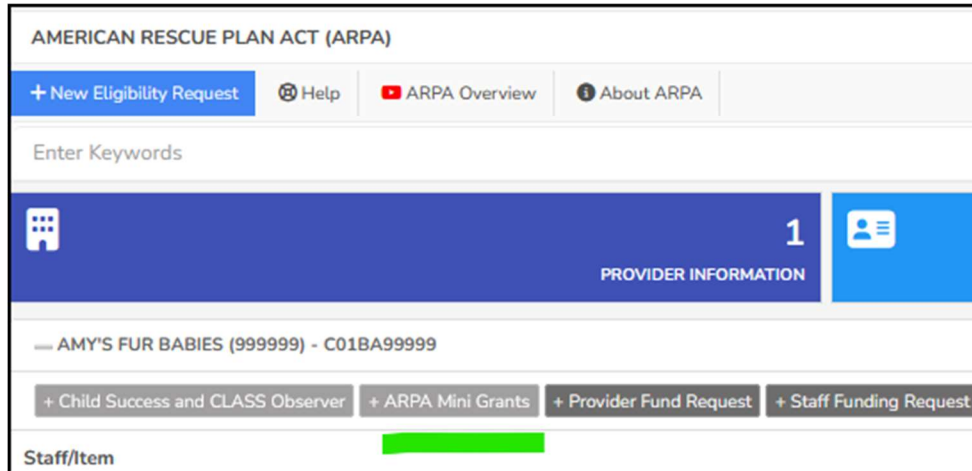
Completion of ARPA Family Engagement Mini Grants

These instructions are for the completion of the Family Engagement Mini Grants. The reimbursement is for expenses in relation to having a Family Engagement activity that brings families together, promotes positive relationships between the parent and teacher, and raises the awareness and importance of high-quality early learning programs/services through an educational family activity.

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. Family engagement must include an educational element and may not be a celebration event like a graduation or party.

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 would like to look into becoming a contracted provider, please contact the coalition at compliance@elc-ec.org.



ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation
ARPA Discretionary Mini Grants					
ELC Contract * Select your level of Contracts with the ELC of the Emerald Coast 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. <input type="text" value="Select"/>					

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 questions, 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.

Fund request type:

Mini Grant- Family Engagement - Not to exceed: \$7,000 per location.

Guidance for Grant:

- Must include an educational element:
 - that is developmentally appropriate for all the age group(s), and
 - that involves the parent participating in a training/educational session with the Provider, and
 - that then involves the parent and child either doing an activity together onsite (at Provider) and/or take-home that is directed by the Provider's instruction.
- There is **NO** allowability for food, drink, decoration, or technology devices in this grant.
- Must have a dated sign-in sheet with parent's names and signatures**.
- Must submit a flyer, letter, or newsletter posting advertising the activity.
- Must provide 5 pictures of the event afterwards.
- Event can take place from Sept 8, 2023 until Jun 15, 2024.

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

Training/Conversion End Date: Key in or select from the calendar the date you finish the activity (it can be the same day.)

Training Activities: fill in the information about the educational activity that you are doing with parents to include the onsite parent training and any take-home elements.

Desired outcome: write a brief narrative about what you hope to achieve with this family engagement event, be sure an accountant would understand what you are doing and why.

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



- Payroll/staff cost for event time (including documented payroll burden),
- Expenses for the materials/supplies for the event (please see Guidance above),
- List out any other expenses that were incurred in the training process – **NO FOOD, DRINK, or DECORATION is allowable.**

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. The write up of the educational element of the activity and copy of flyer that was given/to be given must be provided during application for grant. Parent sign in sheet will be provided within 5 working days of the event being held. See Guidance above.
2. All expenses being claimed including staff time. **Expenses must be clearly labeled and show proof of payment.**
3. Pictures of the event – a minimum of 5 showing parents, children, and staff. These pictures are for proof of activity and will not be used outside of that purpose.

Sign: the person responsible for the grant application would then sign electronically and check the box to confirm the electronic signature is legally binding. Print the screen/application you completed and save it with a copy of your supporting documentation.

Items to note for Mini grant expenses / allowability:

- Reimbursement for staff time being involved is allowed with proper documentation to include the cost of FICA/MC employer payroll taxes.
- Materials and equipment for the activity – materials and equipment to facilitate the activity such as: books, manipulatives, active play materials. NO technology items (tablet, computer, electronic device, etc) are allowable on Family Engagement mini grant.
- ** If the event was held (prior to 4.23.24) and there is not a sign in sheet for parents, then Provider must show documentation that demonstrates that the event was open to all parents of the facility and communicated to them prior to the activity, the activity took place, and parents participated in the educational element of the event.
- 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.