Guide to Completing a Quality Improvement Grant

January 12, 2017
This support document will help guide child care providers in completing a Quality Improvement Grant application. Along with guidance in completing an application, it also provides information that must be reviewed by those seeking to apply. This document is meant to serve as tool before, during, and after the grant application process. Should providers need additional assistance at any time, they should contact their local Great Start to Quality Resource Center by calling 1-877-614-7328.

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What is a Quality Improvement Grant?

Great Start to Quality recognizes that meeting early childhood care and education quality standards can be costly. Quality Improvement Grants (QI Grants) can be used as a resource in obtaining the necessary funds needed to make changes towards quality care. Eligible child care providers may receive up to $4,500 in Quality Improvement Grant funds in order to improve quality. Quality Improvement Grants are made possible through Michigan’s Race to the Top-Early Learning Challenge grant. The goal of the Race to the Top-Early Learning Challenge grant is to support purposeful efforts to ensure that greater numbers of children with high needs are able to access high quality early learning and development programs.

Are you eligible for a Quality Improvement Grant?

To be eligible, a child care provider must meet ALL of the following criteria:

- Be a licensed or registered child care provider or preschool programs, in good standing with Child Care Licensing
- Have a published rating on [www.greatstarttoquality.org](http://www.greatstarttoquality.org)
- Served at least one child receiving a child care subsidy in the last six months AND/OR participate in the Child and Adult Food Care Program (CACFP) and has submitted at least one claim in the past six months
- Have a Quality Improvement Plan with the status ‘created’ on the Great Start to Quality STARS platform

Grant Cycles

The dates and time when the QI Grant application opens and closes is provided in the table below. Those who receive a letter indicating their grant application was approved will be issued funds 45 business days (8-9 weeks) after being notified. Programs are eligible to receive a QI Grant once every other grant cycle. If a program’s application is denied, they are eligible to apply during the next cycle.

<table>
<thead>
<tr>
<th>Grant Application Open</th>
<th>Grant Application Closed</th>
<th>Grant Application Review Completed</th>
<th>Response Letters Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Application accessible at 9:00am)</td>
<td>(Last day to submit at 5:00pm)</td>
<td>(Applications reviewed)</td>
<td>(Timeframe to receive award or denial letter)</td>
</tr>
<tr>
<td>01/17/2017</td>
<td>02/24/2017</td>
<td>03/24/2017</td>
<td>3/27/2017-04/03/2017</td>
</tr>
<tr>
<td>04/10/2017</td>
<td>05/19/2017</td>
<td>06/16/2017</td>
<td>6/19/2017-07/03/2017</td>
</tr>
</tbody>
</table>
Preparing to Apply for a Quality Improvement Grant

<table>
<thead>
<tr>
<th>Purpose of Quality Improvement Grant</th>
<th>Quality Improvement Grants (QI Grants) were designed to help support programs and providers achieve quality based on the indicators included in a Great Start to Quality- Quality Improvement Plan. The indicators included in a Quality Improvement Plan (QIP) support quality efforts that move child care programs above and beyond basic health and safety standards set by licensing. Quality Improvement Grants are intended to help support efforts to increase quality based on current research supporting best practices and developmentally appropriate early childhood education and care. Quality Improvement Grants are not intended to support programs and providers in adhering to licensing rules and regulations, which address basic health and safety standards.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps to take before applying for a QI Grant</td>
<td>1. Update your Quality Improvement Plan (QIP) to ensure that the goals included in your plan are reflective of the improvements you would like to implement. 2. Because Quality Improvement Grants are intended to be used in efforts to support programs currently working towards quality improvement, ensure that your QIP has the status ‘created’. 3. Choose the goals that you would like to begin implementing within your QIP. 4. Determine the items that are needed in supporting this goal. Create a list of these items, where it will be purchased from and the cost (include tax, shipping and handling). You will need this information to complete the application.</td>
</tr>
<tr>
<td>Overview of Quality Improvement Plan Indicators</td>
<td>Quality Improvement Grant funds must be used toward achievement of goals outlined in a program or provider’s Quality Improvement Plan. Grant funds can be used to support the following categories within a Quality Improvement Plan: • Staff Qualifications and Professional Development • Family and Community Partnerships • Administration and Management</td>
</tr>
</tbody>
</table>
The online application is organized similarly to the Quality Improvement Plan. You are able to apply for funds in all six categories, and up to 3 goals within each category.

| What specifically can I request funds for on my application? | Great Start to Quality has provided a list of possible items within each category on a Quality Improvement Plan that could be requested and purchased with QI Grant money (List of Allowable Uses). This list includes suggestions based on items that have been funded in previous QI Grant cycles, along with other ideas that would support program quality improvement based on current research supporting best practices in the early childhood education field. It is not an exhaustive list, meaning that other items may be requested that are not be included on this list. **You should also refer to the full list of grant restrictions/non-allowable list on pg. 11-13 when determining the items you would like to apply for.** |

### List of Allowable Uses

#### Staff Qualifications and Professional Development

| Training opportunities to support staff in obtaining 24 hours of professional development | -Community training opportunities  
-Online training opportunities  
-Costs associated with travel to professional development opportunities (lodging/cost of gas) |
| --- | --- |
| Training opportunities to support staff in obtaining professional development hours focused on cultural competence or inclusive practices | -Community training opportunities  
-Online training opportunities |
| College credits and degrees for T.E.A.C.H. Scholarship Contributions | -For child care homes, grant funds may be used to cover the recipient’s tuition portion (20% of total tuition costs); applicants may apply for funding to cover two semesters of expenses at a time.  
-For child care centers, grant funds may only be used to cover the sponsor’s tuition portion (10% of total tuition) |
costs); applicants may apply for funding to cover two semesters of expenses at a time

<table>
<thead>
<tr>
<th>CDA Support</th>
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</thead>
<tbody>
<tr>
<td>-Application Fee</td>
</tr>
<tr>
<td>-Renewal Fee</td>
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<tr>
<td>-CDA Competency Book</td>
</tr>
</tbody>
</table>

**IMPORTANT:**

If applying for funds to support college tuition in the obtainment of training hours for a CDA and/or credit hours towards an Associate’s degree or Bachelor’s degree, applicants must utilize T.E.A.C.H. scholarships. The utilization of T.E.A.C.H. MUST specifically be called out and cost accounted for in the application (see sample application for additional support).

If applying for funds to support a CDA assessment, applicants must utilize T.E.A.C.H. scholarships. The utilization of T.E.A.C.H. MUST specifically be called out and cost accounted for in the application (see sample application for additional support).

If applying for funds to support training hours (not college tuition) towards increasing professional development hours, you must note that it will be a community or online training.

CPR/First Aid trainings are a non-allowable request.

Out of state trainings are a non-allowable request. Costs associated with traveling to professional development trainings out of state are not allowable. See full list of grant restrictions/non-allowable list on pg. 11-13.

### Family and Community Partnerships

<table>
<thead>
<tr>
<th>Memberships to community associations</th>
</tr>
</thead>
<tbody>
<tr>
<td>-National Association for the Education of Young Children (NAEYC)</td>
</tr>
<tr>
<td>-Local area Chamber of Commerce</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology to support communication with families</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Computer, printer, tablet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family education opportunities and/or family activity events</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Books and Resources for family lending library</td>
</tr>
<tr>
<td>-Parent training opportunities</td>
</tr>
<tr>
<td>-Guest speakers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment and/or technology to support children’s transitions between and among programs, agencies, and schools.</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Car seat</td>
</tr>
<tr>
<td>-Stroller</td>
</tr>
<tr>
<td>-Computer, tablet, printer</td>
</tr>
</tbody>
</table>

**IMPORTANT:**
Funds cannot be used to purchase food for family events. See full list of grant restrictions/non-allowable list on pg. 11-13.

### Administration and Management

| Technology to support updating and maintaining business documents for families, CACFP and CDC reports and contracts | -Computer, printer, scanner, tablet |
| Technology and resources to support the development of personal policies and procedures, including staff evaluations and individual development plans | -Word processing software, computer, printer, ink cartridge |
| Business consultation services | -Financial (accountant)  
- Business/legal (lawyer)  
- Child care professional group (for family and group child care homes without assistants only) |

**IMPORTANT:**
Funds cannot be used to support staff wages, bonuses or benefits. This includes, but is not limited to, gift cards, offsetting costs for free or reduced child care, health insurance costs, and monetary bonuses. Funds cannot be used to purchase adult office furniture. See full list of grant restrictions/non-allowable list on pg. 11-13.

### Environment

| Consultation with a nutritionist | -Support for the development of a Nutrition Plan  
- Support for healthy menu planning |
| Technology to support maintenance of child health records | -Computer, tablet  
- Programs that support tracking health records |
| Materials to support the implementation of an oral care routine | - Toothbrush sanitizer/hygienic toothbrush holder  
- Toothbrush kit/infant finger toothbrush  
- Oral care educational materials |
**Equipment to support increasing the amount of time spent outside (or indoors when whether prohibits outdoor play)**

- Balls, bats, parachute, sand box, sand and water play accessories, sidewalk chalk, child-sized garden tools, watering can, toy trucks and boats, easel, dramatic play items, sensory table, tricycle, scooter, ride on toys, wagon, traffic signs, plastic cones, child sized wheel barrel, sleds, push/pull toys, picnic table, tunnel, tent, shade sails, bean bags, toss games, stacking games, wooden rocking boat, portable basketball hoop, portable soccer net, play house (not installed), balance beam, hollow blocks, rubber stepping stones, outdoor storage bins or boxes to store items and allow accessibility for children.

**IMPORTANT:**
Funds cannot be used to purchase swing sets (any type including wood, plastic or metal), play structures, installed playground equipment, play sets, fencing of any type, or sheds. Funds cannot be used to purchase any type of ground covering. See full list of grant restrictions/non-allowable list on pg. 11-13.

**Curriculum and Instruction**

| Purchase of an approved curriculum (see corresponding approved list) | - Bank Street  
- The Creative Curriculum® for Infants, Toddlers and Two's  
- The Creative Curriculum for Preschool®  
- The Creative Curriculum for Family Child Care®  
- High Scope® Infant and Toddler Curriculum  
- High Scope® Preschool Curriculum  
- Montessori  
- MSU Approach (Kostelnik, et al) toddler and preschool  
- The Project Approach  
- Reggio Emilia  
- Tools of the Mind |
| --- | --- |
| Purchase of an approved developmental screening tool (see corresponding approved list) | - Ages and Stages Questionnaires® (ASQ™)  
- Ages and Stages Questionnaires®: Social Emotional (ASQ: SE™)  
- Battelle Developmental Inventory™ (BDI™)  
- Bayley Scales of Infant and Toddler Development®  
- Birth to Three Assessment and Intervention System  
- BRIGANCE® Early Childhood Screens (0-35 months)  
- BRIGANCE® Early Childhood Screens (3-5 years)  
- Child Development Inventory (CDI) |
<table>
<thead>
<tr>
<th>Assessment or Resource</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>- Denver Developmental Screening Test (DDST)</td>
<td></td>
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<tr>
<td>- Developmental Indicators for the Assessment of Learning (DIAL™)</td>
<td></td>
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<tr>
<td>- Developmental Profile™ (DP™)</td>
<td></td>
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<tr>
<td>- Devereux Early Childhood Assessment (DECA)</td>
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<tr>
<td>- Early Screening Inventory- Revised (ESI-R™)</td>
<td></td>
</tr>
<tr>
<td>- Early Screening Profiles (ESP)</td>
<td></td>
</tr>
<tr>
<td>- Infant Development Inventory (IDI)</td>
<td></td>
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<tr>
<td>- Infant- Toddler and Family Instrument (ITFI)</td>
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<tr>
<td>- Infant- Toddler Development Assessment (IDA)</td>
<td></td>
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<tr>
<td>- Parents' Evaluation of Developmental Status</td>
<td></td>
</tr>
<tr>
<td>- Developmental Milestones (PEDS: DM)</td>
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<tr>
<td>Purchase of an approved assessment (see corresponding approved list)</td>
<td></td>
</tr>
<tr>
<td>- Assessment, Evaluation and Programming System for Infants and Toddlers (AEPS®)</td>
<td></td>
</tr>
<tr>
<td>- Curriculum for Birth to Three Years</td>
<td></td>
</tr>
<tr>
<td>- Assessment, Evaluation and Programming System for Infants and Toddlers (AEPS®)</td>
<td></td>
</tr>
<tr>
<td>- Curriculum for Three to Six</td>
<td></td>
</tr>
<tr>
<td>- BRIGANCE® Inventory of Early Development</td>
<td></td>
</tr>
<tr>
<td>- The Carolina Curriculum for Infants and Toddlers with Special Needs (CCITSN)</td>
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<tr>
<td>- Child Observation Record (COR)</td>
<td></td>
</tr>
<tr>
<td>- Child Observation Record Advantage (COR-Advantage)</td>
<td></td>
</tr>
<tr>
<td>- The Creative Curriculum® Developmental Continuum</td>
<td></td>
</tr>
<tr>
<td>- The Early Learning Accomplishment Profile (E-LAP™)</td>
<td></td>
</tr>
<tr>
<td>- The Learning Accomplishment Profile (LAP-3™)</td>
<td></td>
</tr>
<tr>
<td>- HELP®: 0-3 Years (Hawaii Early Learning Profile)</td>
<td></td>
</tr>
<tr>
<td>- HELP®: 3-6 Years (Hawaii Early Learning Profile)</td>
<td></td>
</tr>
<tr>
<td>- Learning Accomplishment Profile- Diagnostic (LAP-D™)</td>
<td></td>
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<tr>
<td>- Teaching Strategies Gold®</td>
<td></td>
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<tr>
<td>- The Ounce Scale™</td>
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<tr>
<td>- The Work Sampling System®</td>
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<tr>
<td>Resources to support the development and implementation of a cultural competence plan or special needs plan</td>
<td></td>
</tr>
<tr>
<td>- Literature supporting an Anti-bias curriculum</td>
<td></td>
</tr>
<tr>
<td>- Anti-bias children’s books and materials</td>
<td></td>
</tr>
<tr>
<td>Technology or materials to support the implementation of anecdotal note taking</td>
<td></td>
</tr>
<tr>
<td>- Tablet, Computer</td>
<td></td>
</tr>
</tbody>
</table>
**IMPORTANT:**
Funds cannot be used to purchase any curriculum, screening, or assessment tool not included in the approved lists provided. The application MUST specifically name which tool will be purchased, or the application will be denied. See full list of grant restrictions/non-allowable list on pg. 11-13.

<table>
<thead>
<tr>
<th>Program Quality Assessment (PQA®)</th>
<th></th>
</tr>
</thead>
</table>
| Equipment, materials and resources to support goals pertaining to the Preschool Program Quality Assessment (PQA®) | - Adding materials to include many "real" items  
- Adding open-ended materials to interest areas  
- Adding materials to support various types of outdoor play |
| Equipment, materials and resources to support goals pertaining to the Infant-Toddler Program Quality Assessment (PQA®) | - Materials and equipment to create well-organized spaces for distinct kinds of play, including sand, water, book, art, block, house, and small toy areas  
- Shelving and storage units to support the accessibility of materials to children  
- Adding materials for exploration and play that depict a wide range of nonstereotyped role models and cultures  
- Equipment to support child centered feedings and mealtime such as highchairs, child sized table and chairs, child sized utensils, child sized water pitcher  
- Materials and equipment to create accessible outdoor play areas where infants and toddlers can explore such as a play yard, movable tunnel, moveable climber, push/pull toys, rocking horse  
- Equipment to provide space with a distinct, readily accessible changing area in view of children, such as a changing table, shelving/storage units for supplies, portable sink |
| Equipment, materials and resources to support goals pertaining to the Family Child Care Program Quality Assessment (PQA®) | - Materials and equipment to create defined play spaces including shelves, lofts and rugs  
- Adding materials that reflect the home and community environment and special needs of all program children  
- Materials to provide a variety of open-ended activities |

**IMPORTANT:**
Funds cannot be used to support indicators within any Program Quality Assessment related to adherence to licensing rules and regulations, which address basic health and safety.
standards. Funds cannot be used to purchase swing sets (any type including wood, plastic or metal), play structures, play sets, fencing of any type, ground covering of any type. See full list of grant restrictions/non-allowable list on pg. 11-13.

**List of Grant Restrictions**

<table>
<thead>
<tr>
<th>Basic Grant Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Indirect Costs</td>
</tr>
<tr>
<td>• Food</td>
</tr>
<tr>
<td>• Religious Activities</td>
</tr>
<tr>
<td>• Gift Cards</td>
</tr>
<tr>
<td>• Purchase of property</td>
</tr>
<tr>
<td>• Reimbursement of previously expended funds</td>
</tr>
<tr>
<td>• Contributions to political parties</td>
</tr>
<tr>
<td>• Activities and organizations that discriminate based on race, color, religion, national origin, ancestry, sex, height, weight, marital status, physical or mental disability unrelated to the individuals ability to perform the duties of the particular job or position or to receive services</td>
</tr>
<tr>
<td>• Existing obligations, debt, or liabilities</td>
</tr>
<tr>
<td>• Programs that have already occurred</td>
</tr>
</tbody>
</table>

**List of Non-Allowable Items**

<table>
<thead>
<tr>
<th>Materials/equipment necessary to be in compliance with Child Care Licensing and/or maintain a basic healthy and safe environment for children</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CPR/First Aid Training</td>
</tr>
<tr>
<td>• Carbon monoxide detectors, fire extinguishers or smoke detectors</td>
</tr>
<tr>
<td>• First aid kits</td>
</tr>
<tr>
<td>• Sleeping equipment (i.e. cribs, porta cribs, cots, mats, mattresses, beds)</td>
</tr>
<tr>
<td>• Carpet cleaners/Vacuum cleaners</td>
</tr>
<tr>
<td>• Kitchen appliances (i.e. stove, refrigerator, freezer, dishwasher, microwave, toaster)</td>
</tr>
<tr>
<td>• Washing Machines/Dryer</td>
</tr>
<tr>
<td>• Cleaning supplies</td>
</tr>
<tr>
<td>• Toy Sanitizers</td>
</tr>
<tr>
<td>• Child safety gates</td>
</tr>
<tr>
<td>• Updating or installing ground coverings for outside play environment (i.e. woodchips, sand, shredded/recycled rubber, pea gravel, wood mulch)</td>
</tr>
</tbody>
</table>
**Capital Expenditures**

Any type of permanent structure or changes to existing structures, including BUT NOT LIMITED TO:

- Installed indoor play equipment
- Installation of flooring (carpet, tile, wood)
- Cosmetic improvements to the facility
- Installation of blinds/shades
- Decking/Railings
- Gazebos
- Pergolas
- Fencing
- Storage sheds
- Cement Sidewalks, walkways and pavers
- Installed awning
- Installation of security systems/security systems

**Restricted Business Expenses**

- General operating expenses
- Staff salaries/wages, benefits, bonuses
- Service agreements (i.e. cell phone, internet)
- Cell phone
- Office furniture
- Sponsorship of an event, such as concert or conference
- Installation of security systems/security systems
- Property maintenance (i.e. snow blower, lawn mower, weed whacker)
- Rental Equipment (i.e. office furniture, computer equipment)

**Playground equipment**

- Swing sets
- Play structures
- Playscapes
- Installed playground equipment of any kind
- Materials to build any type of play equipment
- Updating or installing ground coverings for outside play environment (i.e. woodchips, sand, shredded/recycled rubber, pea gravel, wood mulch)
- Storage sheds
### List of Non-Allowable Items - Frequently Asked Questions

A goal that I would like to work towards, included in my Quality Improvement Plan, is to increase the amount of time that children spend outside. How can I support this goal if swing sets and play structures are on the non-allowable list?

While Great Start to Quality recognizes that swing sets, play structures and similar equipment can be valuable assets to the outside play environment, there are also many other types of outdoor materials and equipment that are developmentally appropriate, supportive to a wide range of developmental domains and engaging to all age groups. Instead of applying for funds to purchase play structures and swing sets, think about other items the children in your program may enjoy using outside, such as:

- Balls (various types), bats, parachute, sand box, sand and water play accessories, sidewalk chalk, child-sized garden tools, watering can, toy trucks and boats, easel, dramatic play items, sensory table, tricycle, scooter, ride on toys, wagon, traffic signs, plastic cones, child sized wheelbarrow, sleds, push/pull toys, child-sized picnic table, pop-up tunnel, tent, bean bags, toss games, stacking games, wooden rocking boat, portable basketball hoop, portable soccer net, play house, balance beam, hollow blocks, rubber stepping stones

*Accessories for pre-existing swing sets or play structures such as swings, trapeze bars, rope climbers, and gliders are allowable.

Why can’t I apply for items that support maintaining compliance with licensing standards?
The purpose of the Quality Improvement Grant is to support quality efforts that move child care programs above and beyond basic health and safety standards set by licensing. Quality Improvement Grants are intended to help support efforts to increase quality based on current research supporting best practices and developmentally appropriate early childhood education and care. Quality Improvement Grants are not intended to support programs and providers in adhering to licensing rules and regulations, which address basic health and safety standards. Programs and providers should always be in compliance with all licensing regulations, therefore grant money must be utilized towards materials and equipment that licensing rules and regulations do not require.

I would like to increase access to places where children can play and enjoy time outside in the shade. How can I provide shade for children without installing an awning, pergola, or gazebo?

There are many alternative ways to provide shade for children in an outside play environment. Consider applying for funds for:

- Child sized tent
- Picnic table with umbrella
- Free standing umbrellas
- Sand box with attached covering
- Shade sail
- Free standing canopy

I would like to apply for funds to purchase a place to store outside toys and equipment. What can purchase if storage sheds are a non-allowable item?

There are other storage alternatives to storage sheds. Consider applying for a large outdoor storage box or bin. These are portable, and are an allowable request if supported by your QIP.

What equipment and/or materials can I apply for to support infant/toddler programing?

- Equipment to support child centered feedings and mealtime such as highchairs, child sized table and chairs, child sized utensils, child sized water pitcher.
- Materials and equipment to create an accessible outdoor play area where infants and toddlers can explore such as a play yard, portable toys, pop-up tunnel, portable (non-installed) climber, push/pull toys, rocking horse, sensory table, sandbox.
- Equipment to support transitioning infants/toddlers to outdoor spaces or other group activities including stroller, multiple seat stroller, car seat
- Equipment to provide space with a distinct, readily accessible changing area in view of children, such as a changing table, shelving/storage units for supplies, portable sink

The following are included on the Non-Allowable Items list, including these items on an application will result in denial:
- Infant swings, activity saucers, walkers, bouncers
- Cribs, porta cribs, play pens

**Steps to Completing an Application**

**Contact Information**
Complete all fields within the Contact Information Section.
Use the business name and license number that appears on your programs’ state of Michigan child care license or registration.

Licensed and registered programs and providers: Your license number will include the prefix DF, DG, or DC. Your license number will also include 9 numeral digits. It is important that the license number you provide is accurate to ensure we correctly determine whether your program is eligible to apply.

Tribal programs and providers: Tribal programs should use the identifier issued to them by WorkLife Systems when they request to have a profile on www.greatstarttoquality.org. The Great Start to Quality Resource Center should be contacted if assistance is needed in locating this identifier, by calling 1-877-614-7328.

**Eligibility Criteria**
Answer each eligibility criteria question. This will help you to determine whether or not you meet the basic eligibility criteria to apply.

**Enrollment Information**
Answer all questions pertaining to serving children with high needs in regards to your program. This information will be verified when the application is processed.

**Grant Request**
Step 1: Determine which goals from your Quality Improvement Plan will be included in your request along with the items that will be purchased to implement each goal (see ‘Steps to take before apply’ page 4).

Step 2: Select one or more of the following categories, based on your chosen Quality Improvement Plan goals:
- Staff Qualifications and Professional Development
- Family and Community Partnerships
- Administration and Management
- Environment
- Curriculum and Instruction
• Program Quality Assessment (PQA®)

Step 3: Select how many goals you would like to complete within each category. Applications may apply for funding for up to three goals for each category.

Step 4: Complete the Itemized Cost List for each of your goals. Each item on this list should support your program working towards or completing the corresponding goal. The Itemized Cost List should specify all supplies, equipment, and/or materials for which you are requesting funds. Include the name of the item and cost (tax and shipping and handling may be included).

Step 5: Add all requests in the Itemized Cost List to get the total cost for that particular goal.

Assurances

Read through the Assurances. Assurances are what the applicant agrees to upon submitting an application and receiving funds. Applications will not be reviewed for funding unless all assurances are checked, indicating acknowledgement by the applicant. The list of assurances includes:

• Quality Improvement Grant funds will only be used in the manner for which they were requested.

• Quality Improvement Grant funds will not be used to purchase any of the items listed under the “Restrictions” section.

• Grant funds will be spent within 6 months after the award is granted.

• A Quality Improvement Grant awardee must timely submit receipts and other documentation relating to any expenditure of Quality Improvement Grant funds.

• Grant reporting requirements will be completed within 6 months of award notification, as a stipulation of receiving funds.

• The applicant will, to the extent permitted by law, hold Great Start to Quality, the Early Childhood Investment Corporation, the Michigan Department of Education - Office of Great Start, and the Great Start to Quality Resource Center (collectively, the "Agencies") harmless from and shall indemnify the Agencies against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising from, or in connection with, any acts of the applicant, its agents, employees, and subcontractors related to the Quality Improvement Grant.

• The applicant commits to continued participation in Great Start to Quality through Re-Rating or Reassessment, as applicable.

• The applicant commits to operate in compliance with applicable state and federal laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of
173, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, if applicable.

- The applicant certifies that no Quality Improvement Grant funds will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress. The applicant will complete the full certification regarding lobbying, as set forth in 24 C.F.R. Part 82, Appendix A, as a stipulation of receiving funds.

- Failure to comply with these Assurances could result in the forfeiture of the grant and require repayment of funds.

**Authorization and Payment Information**
Provide your full name and signature. By signing, you certify that all information provided on the application is true and accurate. Complete the ‘payment should be sent to’ section. It is very important that you complete this accurately, because this is who your check will be made out to, and where it will be sent. Include, in the Name OR Business Name field, who the check should be made out to. The name entered into this field will be the name that reads on the check.

**Saving an Application**
Should you begin working on your application and decide you will finish it at another time, you do have the ability to save your application. To save your application:

1. Scroll to the bottom of the application. You will see a ‘Save and Resume Later’ hyperlink. Click on it.

2. The question ‘Are you sure you want to leave this form and resume later?’ will appear. Click the button that reads ‘Save and get link’.

3. This information will appear on your screen:
As you can see, you now have the ability copy the link and save it in a safe place. You can also get this link emailed to you directly! Fill out your email address in the appropriate field and click ‘Send save and resume link’.

Applicants can access additional support by:

- Calling your local Great Start to Quality Resource Center at 1-877-614-7328
- Viewing the QI Grant support webinars available on [www.greatstarttoquality.org](http://www.greatstarttoquality.org)
- Using additional support documents, including the QI Grant Sample Report and Checklist, available on [www.greatstarttoquality.org](http://www.greatstarttoquality.org)
- Sending questions to GSQIncentives@ecic4kids.org

**After an Application is Submitted**

**Copy of Application**

A copy of your completed application will be sent to you via email after it is submitted. The application will include the Itemized Cost Lists created for each goal. Please save this copy as a record for your program.

**IMPORTANT:** It is highly recommended that you access your email inbox, to ensure you have received this email after submitting your application. If you do not receive an email that includes the content of your application after submitting, then your application WAS NOT SUCCESSFULLY SUBMITTED. Please contact your local Great Start to Quality Resource Center at 1-877-614-7328, or email GSQIncentives@ecic4kids.org to determine how to proceed.
**Awards**
Each grant application is reviewed to ensure that all requirements are met. If an application meets the necessary requirements, the grantee will first receive a notification informing them of the award being offered. You will receive the funds via check 45 business days (8-9 weeks) after you have been notified with the award letter. Programs are eligible to receive a QI grant every other grant cycle. See Grant Cycles for more information (page1).

**Disbursement of Funds**
Before grant funds are distributed to awardees, each program’s status is confirmed and must remain in good standing with licensing. If a program goes on a provisional license from the time they receive the award letter to the time funds are distributed, they will no longer be eligible to receive their funds. Programs no longer eligible will receive a letter notifying them of their license status, and that they will not receive grant funds based on this status.

**Denials**
Each grant application is reviewed to ensure that all requirements are met. If an application does not meet the necessary requirements, the application will be deemed un-fundable. Determinations are decided based on a thorough review process, therefore, all decisions are final. If an application is determined to be un-fundable, providers are encouraged to apply for another grant during the next cycle. Grantees will be denied for any of the following reasons:

- Does not meet the basic eligibility requirements
- Does not have a Quality Improvement Plan (QIP) with a created status on the Great Start to Quality STARS platform
- Does not include activities that align to their Quality Improvement Plan (QIP) within their application
- Does not request reasonable amounts of funds in relation to the described goals
- Does not complete the application in its entirety
- Requested item(s) that are on the restricted list
- Applicant was awarded a QI Grant during the previous grant cycle
- Applicant failed to fulfill previous reporting obligations

**Reporting**
All grant awardees are required to complete a grant status report six months after receiving their award. Awardees will receive an email with the link to access the reporting form within 45 days of receiving funds. The report may be completed at any time between receiving the link and up to six months later, however the report should be completed once all grant funds are expended. You will receive reminder emails regarding the report until it has been submitted. Awardees must upload copies of receipts for items purchased using grant funds as part of the required reporting.

The grant report is reflective in nature and will be used to determine the effectiveness of the Quality Improvement Grant in relation to the desired outcomes. Upon submitting the application, the grantee will agree to complete the report if awarded grant funds. Therefore,
Writing Goals and Itemized Expenses

Writing a Goal: State the goal, as listed on your QIP that you plan to achieve if you receive funding. Goals MUST be present on your QIP in order to receive funding.

Itemized Expenses: Create a list of all materials, supplies and equipment being requested to support the goal. Each goal will have a corresponding itemized expense list. Include tax and shipping and handling when figuring costs of each item.

The following are examples of goals and corresponding itemized expenses. If you need assistance in determining goals and itemized expenses, please contact your local Great Start to Quality Resource Center by calling 1-877-614-7328.

**Goal:** Increase the amount of lead teachers with Associate’s and Bachelor’s degrees.

**Itemized Expenses:**
One lead teacher is working towards her Bachelor’s degree in ECE. Along with the usage of a T.E.A.C.H. scholarship, my program will cover 10% of her credit hour costs for 2 semesters (6 credit hours each semester). This will cost $275 each semester or $550 total.

One lead teacher is working towards her Bachelor’s degree in Child Psychology. Along with the usage of a T.E.A.C.H. scholarship, my program will cover 10% of her credit hour costs for 2 semesters (6 credit hours each semester). This will cost $300 each semester or $600 total.

One assistant teacher is working towards his Associate’s degree in Child Development. Along with the usage of a T.E.A.C.H. scholarship, my program will cover 10% of his credit hour costs for 2 semesters (6 credit hours each semester). This will cost $100 each semester or $200 total.

**Goal:** All staff will receive 3 hours of professional development training focused on cultural competence or inclusive practices.

**Itemized Expenses:**
A three hour community training titled “Supporting a Diverse Classroom” for 5 staff members. $120 x 5 staff members

**Goal:** Create a staff handbook with written policies and procedures.  

**Itemized Expenses:**  
Dell Computer (Inspiron 22 3000 (Intel)) $775  
Dell Color Multifunction Printer - E525w $300

**Goal:** Increase the amount of time children spend outside by adding more toys and equipment for all age groups to the outside environment.

**Itemized Expenses:**  
Smooth Rider 3-Wheel Scooter 4x$165  
Yellow School Bus Trike 2x$350  
4 Ring Basketball Stand With Storage Bag $230  
Sports Ball & Bag Set (Set of 5) 3x$70  
Transparent Sand and Water Table $350  
Waterfall Discovery Wall™ $80  
Super Duper 4-Kid Play Tent II $65  
On the Go Traffic Signs (Set of 9) $110  
Spray, Sprinkle, Pump and Pour Water Set 4x$70

**Goal:** Use an approved curriculum

**Itemized Expenses:**  
*The Creative Curriculum® for Family Child Care, Second Edition* $120