



QI Grant Cycle 3 Awardees: Steps to Complete your Award Order Form

May 5, 2018

This document will help support Quality Improvement Grant awardees (Cycle 3) complete an order form to access their award. This document is meant to serve as tool before, during, and after the grant application process. Should you need additional assistance at any time, please contact your local Great Start to Quality Resource Center by calling 1-877-614-7328.

Frequently Asked Questions

When is my order form due?

Your program's order form must be submitted on or before **May 31, 2018 at 5:00pm**. No late order forms will be accepted under any circumstance.

How do I complete an order form?

This document includes the steps that you will need to take to submit your order form. See pages 3-6 for specific directions.

Can I save my order form as I work to complete it?

Yes, you will have the ability to save your order form and work on it at another time. Please see page 7 for specific instructions.

What will happen after I submit my order form?

A copy of your completed order form will be sent to you via email after it is submitted. Please save this copy as a record for your program. If there are any questions regarding your order, you will be contacted directly. Should you have any questions about the shipment of your order, please contact Kaplan directly.

STEP 1: Reviewing the Catalog and Item Selections

Your program will need to review the Kaplan Catalog and Screening, Assessment, and Curriculum Catalog to plan for the item choices that you will make. While completing this step, feel free to use the "[Planning Sheet](#)" as a tool to support you during this process. If you would like to use this planning sheet, you can access it here!

Note the Name, Item Number, and Item Price of each item you would like to purchase. You should use your program's Cycle 3 QI Grant application and Quality Improvement Plan to guide your decisions. Please know that Great Start to Quality understands that the needs of your program, and your program's Quality Improvement Plan goals, have likely changed since you submitted your QI Grant application. Because of this, you can make order selections based on your current program needs. This means that items that you choose to include in your order form do not need to support what is included in your QI Grant application or Quality Improvement Plan.

Preschool Block Play Furniture

 <p>4-Sided Block Storage Box</p> <p>24"W x 24"D x 16"H</p> <p>3028</p>	 <p>Neighborhood Carpet (5'10" x 8'4")</p> <p>85989</p> <p>\$232.00</p>	 <p>Neighborhood Carpet (4'1" x 5'10")</p> <p>44469</p> <p>\$125.00</p>	 <p>Rectangular Street Rug - 39" x 58"</p> <p>40900</p> <p>\$40.00</p>
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ITEM NAME

ITEM NUMBER

ITEM PRICE

Infant Toddler Dramatic Play Package	#90757	\$473.00
ITEM NAME	ITEM NUMBER	ITEM PRICE

 <p>Fruit and Food Bags</p>	 <p>Toddler Housekeeping Starter Set</p>	 <p>Sweet Kaplan Kuddle Dolls</p>	 <p>11" Soft Body Baby Dolls (Set of 4)</p>
 <p>Toddler's First Doll Stroller</p>	 <p>Mealtime Set</p>	 <p>When I Grow Up Career Toddler Set (Set of 6)</p>	 <p>Soft Pocketbook</p>

STEP 2: Completing your Program's Order Form

Program Contact Information

Complete this section of the order form. The information that is provided in this section will be used to confirm that your program previously was awarded a QI Grant during Cycle 3. We will also use this information to contact you, if needed. Please confirm that all information within this section is accurate and complete prior to submitting.

Program Mailing Information

Complete this section of the order form. The information in this section should be reflective of the address where you would like your ordered items sent. Please confirm that all information within this section is accurate and complete prior to submitting.

Program Award Information

Complete this section of the order form by confirming the Cycle 3 QI Grant amount that your program was awarded. This information is provided in the application sent to your program via email. If you need support in determining this amount, please contact gsqincentives@ecic4kids.org.

Ordering Information

This section should be completed after you make your selections from the Kaplan catalog. Please see the sample order form on page 5 (referencing the catalog choices on page 3) for examples of how to complete ordering information. You can access your order total as you complete the information for each item you plan to purchase (Scroll down and view “order total”). *It is your responsibility to ensure your award amount is less than or equal to your order total.* Should your order total exceed the amount that your program was awarded, items will be removed from your order form so that your award fund amount covers the order total.

Additional Information

Please answer all questions in this section.

- 1. Did you order materials not included in your original QI Grant application? If yes, then choose the reason(s) below, or select no.**

If all materials that you included in your order form support the activities included in your original QI Grant application, please select no. If not, please choose the reason(s) for making your new order selections.

- 2. Was anything included on your QI Grant application, which cannot be substituted by something in the catalog, that you would like for us to consider purchasing for your program? Great Start to Quality will consider all materials outside of the catalog on a case by case basis, however not all requests will be approved.**

There may be items that were included in your QI Grant application not available in the catalog. If this is the case, and you would like for Great Start to Quality to make this purchase to support your program’s Quality Improvement Plan, you can include it within the answer to this question. Please know that all requests will be reviewed, however not all requests will be approved. Each request will be considered on a case-by-case basis.

Assurances

Order forms will not be accepted unless all assurances are checked, indicating acknowledgement by the applicant.

Example Order Form

Ordering Information

Please use the Kaplan catalog to select the items that you would like to purchase with your award. For each item include the item number, item name, and item price. If you would like to order more than one particular item, change the quantity from 1, to the number you wish to purchase. The amounts for each item that you choose will automatically calculate at the bottom of this form (order total). Your program's award amount will be confirmed prior to the order is placed. If your order amount exceeds the amount that your program was awarded, items will be removed from your order form.

1. Item Number

1. Item Name

1. Item Price

1. Item Quantity

Total Cost Item 1

2. Item Number

2. Item Name

2. Item Price

2. Item Quantity

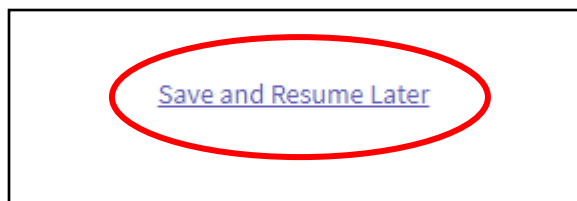
Total Cost Item 2

How to Save your order form

Saving an Order Form

Should you begin working on your order form and decide you will finish it at another time, you do have the ability to save your form. To save your order form:

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:

Save and Resume Later

Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning.

<http://ecic.formstack.com/forms/?i-2099951-8Diqskip6s>

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

Your email address

Send save and resume link

4. 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'.