



## **IGP RFA 1: Minor Renovation and Repairs Grant Program Application Checklist – Child Care Centers**

***Use this checklist as a guiding document to ensure you have everything needed to submit an application***

### **Project Information**

- Total Project Costs - *See application for details*
- Grant Amount Request - *See application for details*
- Annual Child Care Program Operating Budget (for all programs/sites) - *See application for details*
- Square footage of your current facility – *indoor and outdoor*
- Current Capacity - *Current licensed capacity by age group, current enrollment by age group, current number of classrooms by age group*
- Number of children enrolled by funding categories - *See RFA or application for details*
- Number of child care slots preserved because of this renovation and repair project
- Number of jobs preserved because of this renovation and repair project
- Project Readiness - *Construction Start and completion date (if your project involves construction)*

### **Application Attachments (will vary based on scope of project)**

#### ***\*Indicates a required attachment***

- Narrative description of the project for which you are seeking funding (1 page min, 2 pages max)\*
- Narrative description to describe agency mission/vision/history (1 page min, 2 pages max)\*

## FOR INFORMATIONAL PURPOSES ONLY

- Lease, rental agreement, deed, property tax statement, or mortgage payment coupon. If the lease or rental agreement is month-to-month, a letter from the landlord shall be required confirming intent to continue the lease or rental agreement through the four (4) term of the grant.\*
- If leasing or renting the property, written approval from the property owner for renovations
- CDSS child care facility license for project site\*
- Annual audit, current unaudited financials, or your most recent tax return\*
- System for Award Management (SAM) proof of registration\*
- Registration with Secretary of State – *Required if the applicant is a non-public entity*
- Proof of 501(c)(3) or 501(c)(5) – *Required if the applicant is a non-profit, tax-exempt status*
- Payee Data Record (STD 204) – *Required if the applicant is a non-governmental entity*
- Project design (architectural renderings or drawings made by contractor or playground contractor)
- Bids for Construction/Project Costs – *Details on construction bid requirements can be found in the RFA and application\**
- Budgets for the program site and project should include an Operating Budget, Project Budget, and Grant Budget - *Details on budgets can be found in the application\**
- Proof of reimbursement for work already completed – *Details on reimbursement can be found in the application*
- Before photos of the school/facility\*
- Other documents pertinent to your project – *Details on additional documents can be found in the application*