

General Application

1. Who is eligible to apply for this grant?

Childcare programs that are licensed, registered, or exempt and located in Sarasota County are eligible, provided they meet all listed eligibility requirements, and did not receive funds in the first round.

2. Can I apply for more than one mini grant?

Yes. You may apply for one, two, or all three mini grant opportunities.

3. Do I have to complete the entire application at once?

Yes, this is a 1st come 1st serve opportunity. Incomplete applications or missing required fields (*) will prevent submission or delay review.

4. What happens if my application is incomplete?

Incomplete applications, including missing documents, will not be considered for funding.

Provider Information

5. What should I enter as the "Legal Name of Child Care Program"?

Enter the official business name registered with the IRS or state. Include your d.b.a. (Doing Business As) if applicable.

6. Who should be listed as the applicant?

The applicant should be the owner, director, or an authorized representative who can legally certify the information.

7. What is the Provider EFS ID#?

This is an identification number assigned to providers contracted with ELC Sarasota (Portal Provider number). If you are not contracted, this will not apply.

8. Can I use a Social Security Number instead of a FEIN?

Yes, if you do not have a FEIN, you may use your SSN. Most Childcare programs have a FEIN #, some Family Home Care providers may not have a FEIN and will use their SSN #.

Eligibility Requirements

9. What does "terminated for cause" mean?

It means a previous ELC contract was ended due to noncompliance, violations, or failure to meet requirements.

10. Will prior violations automatically disqualify me?

Yes, a Class 1 DCF violation within the past two years from the date you are applying for this grant will result in ineligibility.

11. Can I apply if my program is under investigation?

No, programs currently under investigation for fraud or with prior fraud convictions are not eligible.

Financial Documentation

12. Why do I need to submit a W-9?

The W-9 verifies your business information so grant funds can be issued correctly. The most recent reversion is the required document to use and is dated March 2024. The document must be fully completed and signed.

13. What documents are accepted for direct deposit?

You must upload one of the following: voided check, bank issued direct deposit form, completed ELC direct deposit form.

14. What happens if I don't upload financial documents?

Your application will be considered incomplete and will not be eligible for funding.

Use of Grant Funds

15. How can I use the grant funds?

Funds must be used only for allowable expenses listed under each mini grant category. If funds in one or more of the categories is not used it may not be combined with another category. For example, if you do not use all the funds in the Prepare Your Children category you may not shift it to Prepare Your Business unless the item is listed in the Prepare Your Business category.

16. Can I purchase items not specifically listed in the examples?

Yes, if the purchase aligns with the intent and guidelines of the selected grant. If you have questions relating to an item, please contact Lorrie Young, lyoung@elcsarasota.org prior to making the purchase to confirm eligibility.

17. Are food items that will not be used immediately be purchased for storage? No food items are not eligible for reimbursement, but is not limited to boxed drinks, bottled water, pre-packaged snacks, meals ready to eat, and canned food.

17. What expenses are NOT allowed? Funds may not be used for:

- Major renovations or construction are not allowed, Minor building or facility adjustments are allowed, but if a permit is required and it is not obtained, the cost will not be allowed. Receipts/Paid invoices must be received within 15 days of receiving funds.
- Items already paid for by another funding source

18. Can I use funds for items already reimbursed by insurance or FEMA?

No. Duplicate funding is strictly prohibited.

Mini Grant Categories

19. What is the difference between the three mini grants?

- **Prepare Your Children (\$3,000):** Supports children's social-emotional needs and emergency preparedness
- **Technology (\$3,000):** Supports software, communication tools, and technology upgrades

- **Prepare Your Business (\$6,500):** Supports facility improvements, equipment, and operational readiness

20. Can I receive funding for all three grants?

Yes, if eligible and approved.

Facility Improvements & Purchases

21. Are facility upgrades allowed?

Yes, minor improvements are allowed. Major building modifications or additions are not allowed.

22. Do I need permits for renovations?

There are many renovations that do require a permit be obtained through Sarasota County Government. Costs for unpermitted work will not be reimbursed. You can obtain information about permitting at,

<https://www.scgov.net/government/planning-and-development-services/building>

Spending & Documentation Requirements

23. When do I need to submit receipts?

All receipts and/or paid invoices must be submitted within **15 calendar days of receiving the funds.**

24. What documentation is required?

You must submit: Itemized receipts, Paid invoices, Proof of payment. These documents need to be submitted in one document and be clearly labeled with the program name and grant each proof of purchase relates to.

25. What happens if I do not submit receipts on time?

Failure to meet the 15-day requirement will result in repayment of obligations and could impact future funding eligibility.

Changes After Approval

26. What if I need to change how I use the funds?

You must submit an amendment and receive approval from ELC Sarasota **before spending funds differently.**

Attestation & Certification

27. Is typing my name considered a signature?

Yes. Your typed name serves as your legal electronic signature.

28. What am I agreeing to by signing?

You are certifying that:

- All information is true and accurate
- Funds will be used as approved

- No duplicate funding will occur
 - Documentation will be submitted within required timelines
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After Submission

29. How will I know if my application is approved?

You will be notified through official communication from ELC Sarasota.

30. How long does it take to receive funds?

Processing times may vary depending on application review and completeness. Please remember, **receipts/paid invoices must be received within 15 days of receiving funds.**

31. Who can I contact for help?

Contact Lorrie Young, lyoung@elcsarasota.org or 941-954-4830 x 26 for assistance with your application or required documents.