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Child Care Accelerate Opportunities to Succeed Grant Request Form

Program grants are available for qualifying participants of Child Care Accelerate to address business goals, opportunities for growth identified in the Business Health Assessment and facility needs highlighted during the program site visit. OTS grant funds can be used for authorized expenses, including but not limited to: materials, equipment, supplies, operational enhancements, approved professional services, professional development, program startup(s), expansion, merger and consolidation expenses, facility Improvements, and drinking water testing and remediation. Areas of need will be identified in the provider's self-assessment and during the site visit. Providers will be able to use and recommend contractors in the Contractor Network to complete facility improvements. To be eligible for OTS grants, providers will agree to the grant terms and conditions as a part of the participation agreement. Providers are eligible if the following conditions have been met: • Agreement to Program terms and conditions • Completion of Business Health Assessment • Completion of facility site visit • Attendance and active participation in scheduled coaching sessions • Compliance with grant specific documentation and record-keeping Following the completion of the grant funded activity(ies), the Participant will submit a project completion report with appropriate supporting documentation.

Childcare Provider Contact Information

Name *

Business Name

Email *

Cell phone *

Address *



About the Business

When was your Child Care Accelerate site visit?



What were your top 3-5 expense recommendations from the Business Health Assessment?

How will the proposed expenditure(s) advance your business? Be thorough in your response.

Are you in good standing with the New Hampshire Department of Health and Human Services?

Yes No

If no, please explain:

NH State Vendor Number *

NH CCLU License #, if applicable

Have you received New Hampshire Department of Health and Human Services grant funding in the past?

Yes No

If yes, please explain:

About the Funding Request

Which Authorized Expense categories are involved in the amount requested? *

- Materials- Expenses incurred for the purchase of center materials for play & learning, safe sleeping, diapering or toileting
- Equipment- Expenses for office equipment that will last and be used longer than a year in the operation of the child care center, such as computers, printers, office furniture, and company vehicles.
- Supplies- Expenses for office supplies and other smaller items to be used within a year of purchase.
- Operational enhancements- Expenses relating to business technology, software, business automation, training and support services, and facility updates such as touch-free faucets or light switches.
- Approved Professional Services- Expenses incurred by working with experts and licensed professionals, such as human resources, marketing, legal and compliance, tax, coaching, strategic planning and operational areas as approved.
- Program startup(s), expansion, merger and consolidation- Expenses incurred relating to Center start-ups, expansions, relocations, mergers, or consolidations. Cannot be applied to purchase cost of new business.
- Certain Facility Improvements- Expenses relating to maintenance/repairs or minor improvements, construction and construction management, code zoning, inspections, permitting, and special education considerations for indoor facilities (classroom design, restroom configurations, storage areas, technology workstations) and outdoor facilities (entrance and exit locations, playground areas, pick up and drop off areas)
- Drinking water testing and remediation- Expenses relating to drinking water testing, remediation plans, and completion of remediation services
- Approved Professional Development- Expenses such as training hours as recommended by the Business Health Assessment or approved provider, CPR, memberships in certain industry specific professional organizations

For each category requested, provide a description and expense detail. Expense Category 1:

For each category requested, provide a description and expense detail. Expense Category 2:

For each category requested, provide a description and expense detail. Expense Category 3:

Total amount of OTS Funding Requested:

Do you have the required supporting documentation for each expense, including but not limited to, receipts of purchase and invoices with proof of payment?

Yes No

If no, please explain and indicate when the supporting documents can be obtained.

Next Steps

Any Questions?

Thank you for completing the application process for the Child Care Accelerate Opportunities to Succeed Grants. Complete forms will be reviewed by the Program Staff and eligible child care provider businesses will be notified of the next steps in the interview and selection process. Businesses selected for participation must complete 1) a Participation Agreement and 2) the Program Invoice within 15 days of acceptance. Failure to do so may result in withdrawal of acceptance into the Program. By selecting Yes below, you acknowledge that the information provided in the Intake is true and accurate and that you will notify Program Staff if there is any change to the information provided or sought. SEED Collective reserves the right to accept or reject applications or have additional interviews at our discretion. If you have any questions about the OTS grant program or application process, please contact info@seedconsults.com.

Yes No

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