

Children's Services Council of Martin County (CSCMC)

SUPPORT PROGRAM FUNDS

CHILD CARE ENHANCEMENTS

FUND REQUEST FORM INSTRUCTIONS

Child Care Enhancements Fund Request Forms can be obtained from the CSCMC website at www.cscmc.org, under the link "Other Funds Available," or at the CSCMC office.

Mail or Deliver Fund Request Form to:

Children's Services Council of Martin County

2030 S.E. Ocean Boulevard

Stuart, FL 34996-3304

or by Fax: (772) 288-5799

(Telephone: 772-288-5758)

POLICY:

- CSCMC Child Care Enhancements Funds are available to assist eligible Early Childhood Education and Care Programs with 1) accreditation assistance fees associated with attaining national accreditation or a Gold Seal from the State of Florida and/or 2) with securing necessary equipment and program materials to achieve or maintain national accreditation or a Gold Seal from the State of Florida. These funds are granted to accredited Gold Seal centers that are working to improve the following:
 - ECERS-R/ITERS-R (Early Childhood Environment Rating Scale-Revised/Infant Toddler Environment Rating Scale-Revised) score to 4.5 or better as required by CSCMC and/or
 - FLKRS (Florida Kindergarten Readiness Screener) score to 230 or better as required by CSCMC.
- Funds are awarded through individual application to CSCMC for eligible national or Gold Seal accredited Early Childhood Education and Care Programs that are contracted with Early Learning Coalition of Indian River, Martin, & Okeechobee Counties, Inc. (ELCIRMO).
- CSCMC defines equipment as tangible personal property, having a useful life of one year or more with an acquisition cost of \$500 or more per unit.
- Funds are available all year on a first come, first served basis and are subject to the availability of funds.
- CSCMC approval requires that organizations receiving funds submit proof of payment within 60 days after the expense is incurred, or no later than September 1, whichever occurs first.
- **Organizations may request up to a maximum of \$500.00 for 2009-10.**

REQUEST FORM INSTRUCTIONS: Incomplete request forms will not be processed.

- **Provide** all contact information as listed on the form.
- **Provide** the name of the accreditation body and the length of time accredited.
- **Indicate** most recent ECERS/ITERS-R and/or FLKRS scores, if applicable.
- **Request:** Provide a description of the materials and equipment needed.
- **Objective:** Explain how the items requested will assist in achieving or maintaining accreditation and/or improving ECERS-R/ITERS-R and/or FLKRS scores.
- **Other sources of funds:** Are there any other sources of funds available to assist in paying for this request? (e.g. organization's budget, other funders, fees)
- **Amount Requested:** Provide the total amount requested from CSCMC only. Attach a budget narrative, clearly identifying all expenses for which you are requesting reimbursement from CSCMC. Three estimates for each item requested must be attached.
- **Signature:** This request must be signed by a person authorized to sign documents for the organization. Include person's title and signature date.