



Chinese-American Planning Council, Inc. Asian Child Care Resource & Referral

165 Eldridge Street, G/F New York, NY 10002

Telephone: (212) 941-0030

Business Quality Improvement Grant Specialized Training

Business Quality and Sustainability Grants: provide access to funds to support selected registered/licensed providers that are receiving assessment-based intensive technical assistance and other quality-based services from the CPC-ACCR to receive further child care business training. These grants will go to sites that have successfully participated in an intensive technical assistance project that includes a pre and post-assessment using an Environmental Rating Scale (ERS) or other quality-assessment tool, as well as programs working directly with CPC-ACCR on quality programming. The Business Quality and Sustainability Grant will fund training focusing on business operations for child care settings (\$250).

This grant is made possible through our contract with the New York State Office of Children and Family Services. Enclosed is a grant application, which you should complete and return to us with a copy of your current Registration/License Certificate or Letter of Acknowledgement, issued by the New York City Department of Health and Mental Hygiene.

As we have a limited number of grants to distribute, the following criteria have been established to assist us in the selection process. Priority will be given to child care providers who:

- Have a license or registration that is in good standing
- Are in process of developing a quality improvement plan
- Are presently providing care for children other than their own
- Provide care to low-income/subsidy eligible children
- Provide care to special needs children, or provide care to children whose parents work non-traditional hours, or provide care to children under 3 years old

Note: * In order to receive this grant, you agree to receive the specialized training on Business Management & Administration, and possible follow-ups for technical assistance to enhance and improve your program.

Name: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip code: _____

Daytime Phone: _____ Evening Phone: _____ Email: _____

Registration/License #: _____ Exp. Date: _____ GFDC: _____ FDC: _____

Business Start Date: _____

Please answer the following:

1. How long have you been caring for children? _____
2. How many children are currently enrolled in your program?

# _____ of children 6-23 months	# _____ of children 2-4 years old
# _____ of school-aged children	# _____ of your own children

3. What are your hours of operation?
 Day (7am-6pm) Evening (6pm-11pm) Overnight (11pm-7am) Weekend (Sat/Sun)
4. What population do you serve?
 Children with special needs
 Mildly ill children
 Children with subsidy payments (ACS, HRA)
 Children who speak languages other than English _____
5. Have you received a grant application from another agency?
 If yes, name of agency: _____ Date: _____
6. Are you currently affiliated with a Network?
 If yes, name of Network: _____
7. What is your household size? _____
8. Are you currently or have you been on public assistance? If yes, date: _____
9. Do you want technical assistance with room arrangement? Yes No

Statements of Agreement: I understand that by accepting this grant:

- I am a licensed or registered child care provider.
- I agree to attend and complete the 6-hour specialized training on Business Management & Administration, and possible follow-ups for technical assistance.
- I am willing to serve families with special needs or mildly ill children, parents working non-traditional work hours, and families of diverse languages and cultures.
- My/our child are site makes every attempt to ensure 25% of child care slots are committed to subsidy eligible families.
- If I stop caring for children upon receiving the grant, **Chinese-American Planning Council, Inc.** reserves the right to cancel my enrollment in specialized training on Business Management & Administration.

I have read the above statements and agree to comply with all terms and conditions applicable to the Quality Improvement grant.

Important Reminder

Please submit a copy of your Registration/License and proof of income with this form.

Mail to: Chinese-American Planning Council, Inc.
 Asian Child Care Resource & Referral
 165 Eldridge Street, G/F
 New York, NY 10002

Provider's Signature: _____ **Date:** _____

OFFICE USE ONLY:

Services Planned & Received:

_____ 6-hour specialized training on Business Management & Administration. Date: _____
 Notes: _____
 _____ Follow-Up TA: Date: _____ Note: _____
 _____ Assessment-based TA Provided? Date: _____ Note: _____
 _____ Follow-Up Need: _____