



Sample Mini-Grant Application

STEP Mini-Grant Application Form

Quality Improvement Plan (QIP)

1. Name of Family Child Care Home or Center: Happy Hearts Family Child Care
2. Telephone: (909) 222-2323 Date: 11/26/07
3. Address: 1234 Lovely Street Pomona 91765
Street City Zip Code
4. Contact Person: Helen Chavez Email: none

Describe the policy, practice or product to be changed or created. State which component of the STEP Rating Scale this activity is related to.

I want to improve my dramatic play area. I only have a few toys in this area, and I would like to have more variety for the children to play with. This improvement is related to STEP Quality Area 3 "The Learning Environment."

I also want to purchase a computer for my child care business. This will help me access internet resources and enable me to take online child development classes. This improvement is related to STEP Quality Area 5 "Staff Qualifications and Working Conditions."

My child care business doesn't currently have a parent handbook. I intend to hire a child development consultant to create one for my business, in Spanish and English. This is related to STEP Quality Area 6 "Parent and Community Connections."

Describe how this change will be implemented.

I will add more variety to my dramatic play area by buying a kitchen set, kitchen toys, and some costumes for the children to dress-up. I intend to order my materials from Playtime Inc.

I will purchase a computer from an electronics store and install it in a special area in my home where I complete paperwork.

I will hire a bilingual consultant to create a Parent Handbook for my business. Once it's ready, I will make copies and distribute one to each parent and all new parents.

Describe how this change will impact staff performance, development, and/or retention.

Adding more materials to the dramatic play area will improve staff performance because my assistant and I will have more opportunities to play with the children in a way that is both fun and promotes language and thinking.

Buying a computer will help staff development by making more resources like trainings and online classes available.

Creating a Parent Handbook will improve staff performance by making sure that our philosophy and approach to caring and educating children is clear. This will help keep interactions between parents and staff positive.



Provide a timeline for implementing this change, including key milestones. All Quality Improvement Plan activities must be completed within a three month time-frame.

Date	Activity
January 2008	Receive STEP Mini-Grant check.
January 28, 2008	Order dramatic play materials from Playtime Inc. Delivery will take 10 days.
February 11, 2008	Unpack and assemble materials.
February 18, 2008	By this date I will select and buy a computer for my business.
Week of February 18, 2008	By this date I will install the computer.
January 2008	By the end of January I will contract a bilingual child development consultant.
February 2008	The Consultant will interview me and write the Parent Handbook.
February 24, 2008	By this date I will place an order at a copy store to make 50 copies of the Parent Handbook (25 English and 25 Spanish). The order should take 1 week.
March 1, 2008	I will distribute Parent Handbooks to all parents and store extra copies for new parents.



Provide a detailed budget of resources needed to implement this change.

STEP Mini-Grant Budget

A). Equipment/Supplies			
Description	Unit Cost	Quantity	Total
<i>Pretend & Play Combo Kitchen</i>	<i>\$349.00</i>	<i>1</i>	<i>\$349.00</i>
<i>Best-buy Kitchen Playset</i>	<i>\$ 29.95</i>	<i>1</i>	<i>\$ 29.95</i>
<i>Funtime Career Costume Set</i>	<i>\$265.00</i>	<i>1</i>	<i>\$265.00</i>
<i>Computer</i>	<i>\$1,500</i>	<i>1</i>	<i>\$1,500</i>
			SALES TAX: <i>\$176.88</i>
			SHIPPING/HANDLING CHARGES: <i>\$ 96.59</i>
			SUBTOTAL (A): <i>\$2,417.42</i>
B). Consultants/Subcontracts			
Name	Hourly Rate	Number of Hours	Total
<i>Elsa Chavez</i>	<i>\$50.00</i>	<i>60</i>	<i>\$300.00</i>
			SUBTOTAL (B): <i>\$300.00</i>
C). Other			
Description	Cost	Additional Information	Total
<i>Copies of Parent Handbook</i>	<i>\$2.50 per book</i>	<i>I will order 50 copies</i>	<i>\$125.00</i>
			SUBTOTAL (C): <i>\$125.00</i>
			GRAND TOTAL: <i>\$ 2,842.42</i>

Proof of Cost

- a. If you plan to purchase equipment, provide a justification for using a particular vendor, and identify the catalogue and page number listing the item.

You may complete the following table to provide this information:

Item	Vendor Selected	Why This Vendor Was Selected	Catalogue Name	Page No.	Item Price	Shipping Cost
Pretend Kitchen	Playtime Inc.	Offers good variety	Playtime Catalog	121	\$349	15%
Kitchen Playset	Playtime Inc.	Offers good variety	Playtime Catalog	123	\$29.95	15%
Costume Set	Playtime Inc.	Offers good variety	Playtime Catalog	124	\$265	15%
Computer	Egghead Computers	Lowest price, best quality	Egghead Advertising Flyer	3	\$1,500	N/A

- b. If you plan to hire a consultant, provide a justification for using this consultant, the hourly rate and hours needed to complete each deliverable.

You may complete the following table to provide this information:

Description of Service	Consultant's Name	Why This Consultant Was Selected	Consultant's Hourly Rate	Total Number of Hours Needed to Perform Service
Create and translate Parent Handbook	Elsa Torres	She has a M.A. in child development and over 15 years experience in the field.	\$50.00	60

c. If you plan to print materials, specify the materials to be printed and provide at least two quotes.

You may complete the following table to provide this information:

Description of Printed Materials	Quote Information			
	Printer Name #1	Price Quote #1	Printer Name #2	Price Quote #2
50 copies of a Parent Handbook	Copy Place	\$2.50 per book	Copy Mart	\$2.75 per book

Important Notice: Please allow approximately 8 weeks for processing of your Mini-Grant application. Once it has been reviewed, you will receive a letter notifying you whether your Mini-Grant application was approved or denied. The Office of Child Care reserves the right to reject Mini-Grant Applications that are incomplete or do not clearly relate to a component of the STEP rating scale.

