Delaware Stars for Early Success
Guidelines for Grants

Delaware Stars for Early Success offers Grants to participating early childhood education and school age programs. Grants are available to participating programs at Star Levels 2, 3 & 4 to provide funding to offset some of the costs associated with creating a high quality early learning environment for young children. Grants are available to programs one time at each Star Level with amounts determined by program type and number of children enrolled.

Grants Guidelines

The purpose of a grant is to provide funding support to Delaware Stars programs improving the quality of care for children. Grants are available to programs at SLD 2, 3, and 4 that are actively working toward the next SLD.

- Grants are available based on annual state funding allocations. Programs may receive a grant one time at each Star Level (2, 3, and 4) to move to the next Star level. Grant funds do not have to be requested all in one amount.
- Grants may not be available to programs that have been re-verified and been moved down a Star Level and then choose to actively move again toward a higher Star Level.
- Grants may not be available to programs that have experienced changes triggering a requirement for re-verification. (Refer to re-verification triggers policy)
- Grants are available to programs at SLD 2, 3, and 4 that are actively working toward the next new SLD. It must be clear on the Quality Improvement Plan (QIP) and in the grant request that the program is working toward the next SLD. Evidence that a program is actively working toward the next SLD must include regular meetings with the TA, progress towards completion of Standards, and progress in preparing for a Practice or Verification ERS.
- Grants must be used for materials and/or professional development to meet the standards in the Quality Improvement Plan. Grants should be utilized for materials and equipment that will increase the quality of care for children and actively engage them in activities.
- Examples of items appropriate to purchase would be child accessible cubbies and low shelving units, appropriate child-size tables and chairs, early childhood curriculums, children’s books, blocks and block accessory sets, etc., as these items engage children in activities and learning.
- Programs should select materials and equipment that are developmentally appropriate and intended for use with the age of children in the classroom and follow the manufacturer’s guidelines.
- Grant funds may not be used for materials and/or professional development that are required to meet Office of Child Care Licensing regulations such as infant cribs, TECE 1 & 2, CPR, Medication Administration training, etc. In addition, items such as swings, strollers, bucket-seat tables, bouncy seats, etc. that do not encourage active engagement would be inappropriate to purchase with grant funds.
- Programs that cannot show evidence of purchasing materials or professional development as requested in previous grants may not be eligible for subsequent grants.
- Any program with an IRS lien may not be eligible for grants.
- Programs that close must return unspent grant funds to Department of Education within 30 days. Department of Education reserves the right to reclaim any materials purchased with grant funds.
- **Orders** for materials and equipment funded by the grant must be placed within 2 weeks of receiving the grant.
- Programs must maintain receipts of purchase, a copy of the grant request and QIP to verify grant funds were used to purchase materials to achieve goals on the QIP. A review of these documents may be conducted at any time by staff of Delaware Stars or the Department of Education. Records documenting utilization of grant funding shall be maintained for 5 years.

The following chart indicates the grant amount allowable based on the type of early childhood program and number of enrolled children. Enrollment is defined as the number of children a program is staffed for at any given time.

<table>
<thead>
<tr>
<th>Program Type</th>
<th># Enrolled Children</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Child Care</td>
<td>Up to 6</td>
<td>Up to $750</td>
</tr>
<tr>
<td>Large Family Child Care</td>
<td>Up to 12</td>
<td>Up to $1,000</td>
</tr>
<tr>
<td>Small ECE Center</td>
<td>13-60</td>
<td>Up to $2,500</td>
</tr>
<tr>
<td>Medium ECE Center</td>
<td>61-120</td>
<td>Up to $3,000</td>
</tr>
<tr>
<td>Large ECE Center</td>
<td>121-200</td>
<td>Up to $4,000</td>
</tr>
<tr>
<td>Extra Large ECE Center</td>
<td>201-300</td>
<td>Up to $5,000</td>
</tr>
</tbody>
</table>

The following chart indicates the grant amounts allowable for School-Age Only programs based on enrollment of children. School Age Only programs must choose one of the following months for determination of enrollment in requesting a grant; October, February or May.

<table>
<thead>
<tr>
<th>Program Type</th>
<th># Enrolled Children</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small School Age Program</td>
<td>Up to 60</td>
<td>$1,000</td>
</tr>
<tr>
<td>Medium School Age Program</td>
<td>61-120</td>
<td>$1,500</td>
</tr>
<tr>
<td>Large School Age Program</td>
<td>121 and Up</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**How to Submit a Grant Request**

Your Stars Technical Assistant (TA) will work with you to submit a Grant request via the Stars database. Grant requests must be approved by the Deputy Director of Delaware Stars and forwarded to the Delaware Department of Education (DOE) for processing of payment.

Programs must be a **vendor** with the State of Delaware in order for payment to be processed. Programs must also have a current Delaware **Business License** number listed in the Stars database in order for a grant payment to be processed.

The information for “Becoming a Vendor” (http://www.delawarestars.udel.edu/wp-content/uploads/2012/08/BecomingaVendorWiththeState.pdf) is posted on the Stars website and your TA can provide assistance.
Agreement of Understanding for Receipt of Delaware Stars Grant

As a recipient of grant funds from the Delaware Department of Education for Delaware Stars quality improvement, I/We agree to the following:

I/We understand that the grant funds are to be utilized to improve the quality of the program and linked to the Delaware Stars Quality Improvement Plan (QIP).

I/We understand that the program is expected to be actively working toward the next Star Level.

I/We understand that receipts must be kept for up to two years to verify the purchases made with the grant funds.

I/We understand that the program must be able to show evidence that materials purchased with grant funds are being utilized in the program and that staff have attended professional development purchased with grant funds.

I/We understand that in the event the program closes, I/We will be expected to return any unused grant funds within 30 days of closure and may be asked to return materials and items purchased with grant funds.

I/We understand that the Department of Education staff or an agent authorized by Department of Education may conduct a random audit of the utilization of these grant funds given to my/our program.

I/We have read and understand the Grant guidelines for Delaware Stars, and agree to adhere to them and to the understandings outlined in this agreement.

__________________________________________  ________________________
Signature of Program Administrator                    Date

__________________________________________  ________________________
Signature of Licensee (if different from Administrator)  Date

__________________________________________  ________________________
Name of Program                                      Facility License Number

__________________________________________
Business License Number or EIN: