
Extraordinary Financial Relief for Child Care Providers Application

Please answer all questions completely, and include all the requested supporting documents, so the Department has the information necessary to make an informed decision. An incomplete application will not be considered for funding. Include this signed cover page with the application.

Name of Center	Contact Person	Title
Phone Number	Mailing Address	
Email	Date of this Application	
\$ Extraordinary Relief Requested	Date program will close without this funding (if applicable)	

- I am applying for funding to open this program (respond to #1 on page 2)
 for funding to prevent closing this program (respond to #2 on page 2)
 to help transition children and families to other child care programs (respond to #3 on page 2)

Average Daily Enrollment	# of Children with CCFAP	Current STARS Level
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I attest that all I have read and understand the Program Guidance, that all information contained in and submitted with this application is true to the best of my knowledge. I attest that without this extraordinary relief the programs operations would not open, cease to function, or be unable to enroll children within the next 90 days.

Signature of Applicant	Date
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Submit this application by mail or by [email](mailto:ahs.dcfccddinfo@vermont.gov) (ahs.dcfccddinfo@vermont.gov)

Applicants should address the appropriate question in less than 3 pages:

1. If you are applying for funding to operate, open or expand, describe the unplanned or emergency need that is preventing your program from operating as planned. Describe in detail how this funding will be used as a one-time assistance to get your operations up and running.
2. If you are applying for funding to sustain your operations, describe in detail how this funding would prevent, *and not merely postpone*, closing of the program. Document that your program will be operating sustainably within the next 12 months.
3. If you are applying for funding to help transition children and families from a closing program to another child care program, describe how the funding will be used over a 60 day transition period to support families securing new child care opportunities in an “orderly fashion.” Explain why tuition from families would not fully cover needs.

Applicants who answered questions #1 or #2 should provide these documents:

- A list of the other sources of funding you approached (and the dates of those efforts) before making this application. (These may include related business parties, parent corporations, fundraising efforts, etc.). These efforts must include at least one financial institution.
- A written notice from a financial institution verifying denial of loan/financing to the center, and which includes the reason(s) for the denial.
- A detailed projection of the next 90 days’ income and expenses (for your child care program only).
- Current year tax returns, including all schedules. For non-profits, the most recent 990 must be attached.
- A complete and actual “Profit and Loss” statement for the last 12 months. For larger organizations with other programs, include the P&L for the child care center only.
- Any other information you believe is critical for the Department to consider.