



10th ANNUAL MINI-GRANT FUNDING
**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AS
THE GRANT PROCESS HAS CHANGED FROM LAST YEAR!**

NJSACC is going back to the basics this year. There will be 10 grants of \$2,500 available to **school-age programs that are licensed through the Department of Children and Families Office of Licensing** to help programs focus on licensing standards. Grant funding must be used to either **correct licensing issues or help to maintain licensing standards and should improve health, safety, environment and/or physical facilities.** Programs that submit a Mini-Grant Application will qualify to participate in the grant's competitive process. **Grants must be received NO LATER THAN 5pm, February 26, 2010.** After all applications are reviewed, 10 programs will be selected to receive grants in the amount of \$2,500. Multi-site programs **MUST SELECT ONLY ONE SITE** to apply for the grant. Programs who have received a Mini-Grant from NJSACC last year are not eligible to receive additional funding this year. However, multi-site programs who received a grant last year may apply this year for a **DIFFERENT** site.

Please note that the grant funding is different this year. Projects must focus on licensing standards. Programs who apply for this grant should be prepared to:

- Identify how the money will be used to either correct a licensing violation or to help a program maintain current licensing standards.
- Participate in 2 site visits – one prior to improvement implementation and one after the project is completed. All projects and visits must be completed no later than June 4, 2010.

Applications must be submitted by mail to NJSACC and received on or before Friday, February 26, 2010 no later than 5pm.

NO FAXES OR EMAILS WILL BE ACCEPTED!

Please be sure to use and enclose the CHECKLIST of what must be included to be considered for funding.

The following is a schedule of the mini-grant project process:

January 2010	Programs will be notified of funding grant through mailings and the web.
February 26, 2010	Mini-Grants must be received by NJSACC no later than 5pm.
February 2010	Program award and decline letters will be mailed to all participating programs.
February - March 2010	Program improvements will be implemented
February – June 2010	Two site visits per program will occur.
April - June 2010	Programs will be required to submit financial reports at time of final site visit.

Please be sure to check the grant you are submitting to confirm that all the information is filled out **COMPLETELY**. If you have questions or need additional information please call our office at 908-789-0259.

Sincerely,
Jessica Heiberg
Director of Program Services
NJSACC

Tel: 908-789-0259
Web Site: www.njsacc.org