



**Reinvigorate Child Care Stabilization Grants:
Get Ready to Apply!**

Use this checklist to prepare and complete your application.

- Confirm you are an eligible applicant:**
 - Currently a DHS licensed Family Child Care Home or Child Care Center
 - If a Child Care Center, you must be authorized to apply on behalf of your program. You may be the licensee, owner, or fiscal manager.
 - An active license-exempt provider
- Your GrantsConnect log-in information (email address and password).** If you do not have a GrantsConnect account, please refer to the “How to Create an Applicant Profile” document on <http://kids.ri.gov/funding-opportunities.php>
- Your Provider ID (unless License-exempt). Your program’s provider ID is found on the bottom left of your DHS license.**
- If you are a Child Care Center, gather the following information:**
 - The number of classrooms, by age group, on your license;
 - The percent of seats currently open in your program overall and by age group.
 - Meaning, if a family called you today, would you be able to serve their child? For example, if your program is licensed to serve 10 toddlers and you currently have 2 available seats for new children, the percentage of seats available in the toddler class is 20% (2 open seats divided by 10 total seats)
 - The number of Pre-COVID (prior to March 2020) and current staff working directly with children
 - The gender, race, and ethnicity of your Center Director (this is informational only and will not be used to determine awards)
 - Your program’s estimated average monthly expenses
- If you are a Family Child Care Home, Group Family Child Care Home, or License-Exempt provider, gather the following information:**
 - The percent of seats currently open in your program.
 - Meaning, if a family called you today, would you be able to serve their child? For example, if your program is licensed for 8 children and you have 2 available seats for new children, the percent of seats open in your program is 25% (2 open seats divided by 8 total seats).
 - Your program’s estimated average monthly expenses
- NOTE:** If you received a Child Care Stabilization Grant in Spring or Summer of 2021, previously submitted data (including the DUNS, W-9, and payment information) will be utilized in executing this award unless you affirmatively advise our team that new information should be relied upon. If you have questions or need to update any of this information, please contact ChildCareGrants@pcgus.com.



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If you are a **new** applicant who did not receive a Child Care Stabilization Grant in Spring or Summer of 2021, you will also need to:

- **Complete a [W-9 form](#).** Submission of this form is a required part of your grant application. There is a place on the application to upload this document. The form may be uploaded as a PDF, a scanned image, or clear, legible photograph taken with a smart phone. The form asks you to provide the following information:
 - Legal business name
 - Business name if different from legal name (i.e. “DBA” name)
 - Federal tax classification
 - Address
 - Taxpayer ID Number (TIN)
 - Signature and date**Note: The W-9 form must be signed in order for your grant application to be considered.**

- **Find or create your [DUNS number](#).** You will need to include a DUNS number as part of a complete application.
 - *Where do I find my DUNS number?* You may search for your business’s existing DUNS number at: <https://fedgov.dnb.com/webform/CCRSearch.do>
If I don’t have a DUNS number, where can I get one? [Click here](#) for information on how to get a DUNS number. Important: when prompted to select the “Primary Reason for DUNS Number Registration,” please select “I am a US Government Contractor or Grantee” from the dropdown menu.” If you are waiting for your DUNS number, you may start and save your application, and add the DUNS number once received. If you need assistance requesting a DUNS number, please call 1-866-705-5711.

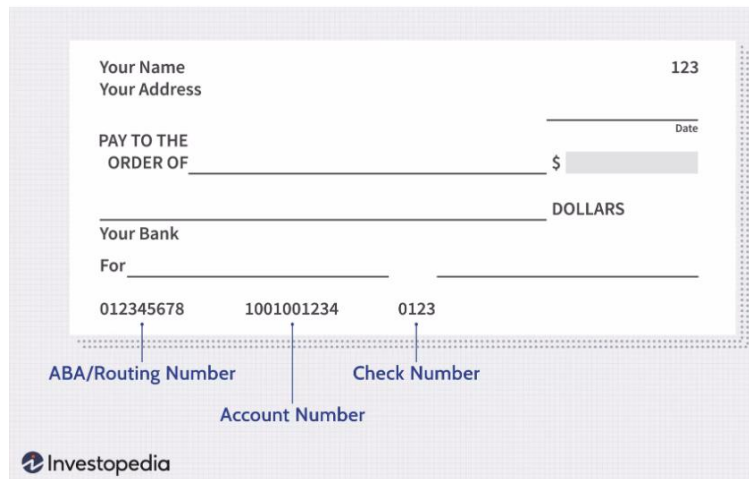
- **Submit Payment Information:** Providers may choose to receive funds through one of the following two payment options:
 - (1) Direct deposit (ACH) – This is the fastest method of receiving these funds upon application approval. If you elect direct deposit as your preferred method of payment, please have your program’s bank account information nearby. As part of your application, you’ll be asked to provide your program’s:
 - Bank account number;
 - Bank routing number; and
 - Bank account type (checking or savings)



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Your bank account number and routing number can be found on a copy of your account check, as displayed below:



For additional information regarding how to find your bank account and routing numbers, visit [this article](#).¹

(2) Check – You may alternatively elect to receive a paper check delivered through the mail; however, electing to do so may delay payment up to 30 business days due to processing and mail delivery.

- Create an applicant profile.** Refer to <http://kids.ri.gov/funding-opportunities.php> for a step-by-step process guide on how to create an applicant profile.

My application is complete. Now what?

Upon submission of your application:

- You will receive a confirmation email of receipt of your application.
- If necessary, you may receive an email or phone call requesting clarification on your application.
- Once your application has been reviewed, you will receive confirmation of your award amount including next steps.
- The award email will detail:
 - The funding amount of your grant and how it will be transmitted;
 - The fact that you *may* be contacted in the future to provide documentation (receipts, invoices, or other proof of spending) detailing how you spent your grant award; and
 - Updates related to future grant application rounds, if applicable or eligible.

¹ Ingall, J. (2020 September 10.) *Routing Number vs. Account Number: What's the Difference?* Investopedia. <https://www.investopedia.com/articles/personal-finance/063015/routing-number-vs-account-number-how-they-differ.asp>