



Mini-Grant Application Form

STEP Mini-Grant Application Form

Quality Improvement Plan (QIP)

1. Name of Family Child Care Home or Center: _____

2. Telephone: (_____) _____ - _____ Date: _____

3. Address: _____
Street City Zip Code

4. Contact Person: _____ 5. Email: _____

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

Describe how this change will be implemented.

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



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

- 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

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

Return completed STEP Mini-Grant Applications to:

**County of Los Angeles Office of Child Care
 Steps To Excellence Project
 Attention: Helen Chavez
 222 South Hill Street, 5th Floor
 Los Angeles, CA 90012**

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.

