

STEP Mini-Grant Application Form

Quality Improvement Plan (QIP)

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1. Name of Family Child Care Home or Center:	
2. Telephone: ()	Date:
3. Address: Street	
4. Contact Person:	5. Email:
Describe the policy, practice, or product to be of the STEP Rating Scale this activity is related	
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Describe how this change will be implemented.
Describe how this change will impact staff performance, development, and/or retention.
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Provide a timeline for implementing this change, including key milestones. All QIP activities must be completed within a three-month timeframe.				
Date	Activity			

STEP Mini-Grant Budget

A). Equipment/Supplies			
Description	Unit Cost	Quantity	Total
		SALES TAX:	
		SHIPPING/HANDLING CHARGES:	
		SUBTOTAL (A):	
B). Consultants/Subcontracts			
Name	Hourly Rate	Number of Hours	Total
		OUDTOTAL (D)	
O) Other		SUBTOTAL (B):	
C). Other	Coot	A delition of Information	Total
Description	Cost	Additional Information	Total
	_		
		SUBTOTAL (C):	
		GRAND TOTAL:	

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	Quote Information			
Printed Materials	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.