[Fund Name] Frequently Asked Questions

* **Who is eligible to apply?**
  + Any licensed and/or unlicensed Family Child Care Home provider and/or Family, Friend, and Neighbor care provider (unlicensed and license exempt) operating in [insert geographic restriction] is eligible to apply. [Insert any further eligibility restrictions].
* **What expenses are eligible for funding?** 
  + Current eligible expenses [for this round of] funding include XX, XX, and XX. [Example: reimburse for any lost income or additional expenses incurred through COVID-19 disruptions, starting on XX, or make up for future anticipated lost income or additional expenses through XX.]
* **How much funding can I receive?**
  + The maximum funding award amount for this application cycle will be [insert funding maximum], based on a demonstration of eligibility and need.
* **What is the deadline for applications?**
  + Applications will be accepted on a rolling basis and approved as long as they meet eligibility and need, while funds are available (funding at this time is available to support an estimated X-X eligible applicants).
  + All applications must be received through the online portal [or describe alternate methods being made available] by [insert date and time].
* **How can I apply?**
  + All applications are online through the portal found at this link: [insert application link] here. You can complete the full application and confirm all signatures through the application portal, if you have a computer and internet access.
* **How can I apply if I do not have a computer or internet?** 
  + If a paper application is accepted, insert the acceptable means of receiving and submitting this application, being sure to follow any current guidelines on social distancing.
* **Who should I reach out to with questions about the application or online system?**
  + Please reach out to XX with any questions about the fund or with questions about the application process. You can reach this person during the hours of [Monday – Friday, 9am – 5pm, consider alternative hours given the nature of HBCC operating hours].
    - Name
    - Phone:
    - Email:
* **How long will it take to know whether my application was accepted?**
  + After you submit your application, you can expect to hear a response within XX days [via email, phone, letter, all three communication methods?]
* **If accepted, how long will it take to receive funding?**
  + If your application is accepted, and upon receipt of executed grant agreement and [any other required documentation] you can expect to receive funding to your account within the following 2-3 business days.
* **Will I need to report this grant on my taxes?** 
  + Yes. For-profit providers must report this grant as taxable ordinary income on your tax return in the year in which it was received. This is true for individuals (or sole proprietors) also. [The intermediary] will issue an IRS Form 1099-MISC. [GUIDANCE: Intermediary – make sure you can supply these notices or check with your legal counsel to ensure you are supplying appropriate documentation.] Non-profit providers must also report this as income, though this will not be a taxable event.