

PHL Child Care Center CACFP Grants Frequently Asked Questions

Are you a licensed Child Care Center in Philadelphia currently open and serving meals through the Child and Adult Care Program (CACFP)? Apply for one-time flexible grants of \$5,000 to support your meal program.

Learn more on our website: <https://www.reinvestment.com/phlchildnutritionfund/>

Reach out to us with more questions at: phlcnf@reinvestment.com

Or call Karen Bustard: 215-574-5859

I. Grant Eligibility and General Questions

Who is eligible to apply?

- Licensed Child Care Centers located in Philadelphia
- Providers must be currently open and serving children
- Providers must be actively participating in CACFP as a sponsor or site currently serving meals
- Sole proprietors, for-profit and non-profit organizations
- Each legal entity may submit one application

What is the award amount?

All approved grants will be for \$5,000.

What is the deadline for applications?

The deadline for all applications Thursday, June 30th, 2022 at 5pm EST.

How can I apply?

All applications are online through the portal found on Reinvestment Fund's grants platform: reinvestmentfund.smartsimple.com. You can complete the full application through the application portal on any internet accessible device. For more detailed instructions, please review the [Smart Simple Application Portal Registration Guide](#).

If you do not have access to an online system, email PHLCNF@reinvestmentfund.com or call 215-574-5859 to get a paper application accommodation. In order to efficiently administer the program and get funding out quickly, we ask that you please utilize the online system if able.

Can applicants with more than one site apply for multiple awards?

Each legal entity is eligible to receive one PHL Child Care Center CACFP grant. If a provider operates multiple centers under the same legal entity name, they may apply to use funds from a single award across multiple sites.

How can grant funds be used?

Grants may be used to support a variety of needs connected to operating a CACFP meal program, including once-time capital expenses, and ongoing operating expenses. See examples in this table:

Capital Expenses (one-time)

- Kitchen equipment (deep freezers or refrigerators, etc.)
- Appliances (rice cooker, blender, etc.)
- Cookware (pots, pans, etc.)
- Meal program furniture (tables and chairs, storage cart, etc.)

Operating Expenses (ongoing)

- Staff time to prepare and serve meals
- Food costs
- Materials and supplies

*Note, these are examples and not an exhaustive list. Please reach out to phlcnf@reinvestment.com or call 215-574-5859 with any questions about eligible uses.

What is the window to spend grant funds?

Any grant funds spent on operating expenses should be used for meal program expenses incurred between the date of the grant award and December 31, 2022.

Grant fund spent on capital expenses can be used to reimburse the center for expenses incurred between January 1, 2022 through December 31, 2022.

Can I be reimbursed for past equipment I bought?

Yes. For equipment and other capital expenses, you can use this grant to reimburse for expenses that you spent from January 1, 2022 through December 31, 2022. Food and staffing expenses should be spent between the award date and May 31, 2021.

Is this award round just open to Child Care Centers? What about Family and Group Homes?

This round is just open to child care centers. There was a previous round of CACFP support grants open to Family and Group Child Care Homes open January and February 2022.

How many awards will be made?

There is funding available to make 72 awards through this round of grants.

How will award decisions be made?

Applications will be reviewed for meeting eligibility requirements and according for the following priority considerations:

- Centers serving a high proportion of children receiving CCW
- Centers serving infants and toddlers
- Centers open for 24/7 care or extended hours
- Smaller centers (with licensed capacity under 100)
- Project requests that include an equipment component

**Geographic distribution of awards across the city will also be taken into account*

When can I expect to be notified of my application status?

Application notifications will be sent by July 11, 2022.

Will there be grantee reporting that I need to complete disclosing how the money has been spent?

The grant agreement does require the grantee to complete grant reporting. Applicants will be asked to complete a brief report on how grant funds were spent. The report will be available in January 1 and due on January 31, 2023.

How can I get questions answered or receive support in completing my application?

- **Email:** Please direct individual questions by email to PHLCNF@reinvestment.com. We will do our best to respond to all questions within 24 hours (Monday – Friday 9-5pm).
- **Call:** Reach out to Karen Bustard at 215-574-5859.
- **Other tools and resources:** This FAQ document will be updated from time to time with additional content and dates. Please also check for updates to our website: <https://www.reinvestment.com/phlchildnutritionfund/>

I received an award notification email, how do I complete documents and what is the process to receive funding?

1. **Sign Grant Agreement:** You will receive an email within three business day with your grant agreement through DocuSign. If you do not, please check your junk folder for an email from "Documents Via DocuSign" (dse@docusign.net). If you still do not see it please reach out to phlcnf@reinvestment.com. You may sign this agreement online and then mark as complete. Please let us know if you have any questions about the terms in the grant agreement. Please note, if you are a for-profit organization grant awards are taxable income, please contact program staff if you do not wish to receive the grant award.
2. **Upload W-9 and Banking Information:** After we receive your signed agreement, you will receive an email notification asking you to log back into the account through which you submitted the application. You will be prompted to share your banking information for direct deposit and upload a W-9 form.
3. **Confirm Banking Information:** You will receive a call from a staff member at Reinvestment Fund to confirm your bank information by phone. Once confirmed, you can expect a deposit into your bank account within 3 weeks.

If you have questions on the process, please email PHLCNF@reinvestment.com. We will do our best to respond to all questions within 24 hours (Monday – Friday 9-5pm).