

WeVision Early Ed Alignment Fund – Expansion Checklist

This checklist is designed to support program participants as they pursue their planned expansion. To access grant funds, each component must be received by the Reinvestment Fund team.

Component	Submission (Y/N)	Date Submitted	Date Confirmed
Updated organization chart and/or staffing plan for expansion			
Enrollment and marketing plan			
4-year financial operating projections			
Zoning approval*			
Architect plans			
Building plans			
Construction contract			
Contractor Insurance			
Contractor license			
Landlord letter/HOA approval*			
Additional project funding sources, if total budget exceeds grant amount			

*Checklist items marked with * are only needed if applicable*

All items will be submitted to Reinvestment Fund utilizing a SmartSheet, details on utilizing the SmartSheet will be given during the initial call with grantees. This discussion will also determine if all checklist items are applicable.