

Spark Support Funds Request Form

Who is eligible? Licensed and license exempt (school district-based, tribal programs, etc.) early learning programs and providers participating in Spark. Some publicly funded programs may not be eligible to receive funds.

How much can programs receive? Amounts range from \$1,000 - \$2,000 based on licensed capacity and are a one-time payment. Programs that hold certain national accreditations (NAEYC, NAFCC, ASCI) are eligible for different amounts of funding and should indicate below if they hold one of these accreditations.

When can programs apply for Support Funds? Programs can apply for Support Funds after joining Spark and planning to make quality improvements. These quality improvements must lead to completing and submitting a Spark portfolio to achieve a rating. Programs participating in Spark may also apply for Support Funds at any time including after receiving a rating or if they were previously ineligible. Programs must currently be in operation to receive funds.

What can Support Funds be spent on? Support funds can be spent on anything related to quality improvement such as learning materials, program equipment, safety materials, items for family engagement, and training. Refer to the Spark Portfolio, your Quality Improvement Plan, and the table below for guidance.

Appropriate uses for Support Funds include:	Inappropriate uses for Support Funds include:
<ul style="list-style-type: none"> Curricula/assessment materials Equipment, supplies & classroom materials Laptop/printer supplies for program administration Training/professional development 	<ul style="list-style-type: none"> Capital improvements (permanent structural changes to property) Sectarian materials (e.g. religious texts) Operating costs (electric bill, water, rent, etc.) Personal use not related to program improvements

Will I get more funds after I achieve a rating? Programs will receive funds after they achieve a rating called "Incentive Funds". These funds are to incentivize programs to apply for a Spark rating and help pay for costs of maintaining increased quality. Amounts range from \$500 - \$2500 and are determined by the Star rating achieved, the licensed capacity of the program, and if the program holds certain national accreditations. Incentive funds are sent automatically after the program achieves a rating and have the same spending requirements as Support Funds.

How do I receive Support Funds for my program? Complete and sign this form and submit to the address on the last page along with a WOU Substitute W-9.

Program/Provider Name	Date
<div style="display: flex; justify-content: space-between;"> Program License # <input type="checkbox"/> Not Licensed </div>	()
Spark Contact Name (if different)	Phone #
Does your program hold any of these accreditations?	Email Address
<input type="checkbox"/> NAFCC (National. Assoc. for Family Child Care)	<input type="checkbox"/> ASCI (Association of Christian Schools International)
<input type="checkbox"/> NAEYC (National Assoc. for the Education of Young Children)	<input type="checkbox"/> No/Not sure

Mailing Address: (Must match WOU Substitute W-9.)

Physical Address: Check if same as mailing

Street Address	Street Address
<div style="display: flex; justify-content: space-between;"> City State Zip </div>	<div style="display: flex; justify-content: space-between;"> City State Zip </div>

Check Program Size/Type	Amount
<input type="checkbox"/> Unlicensed/License Exempt*	\$1,000
<input type="checkbox"/> Small Program (1-20 Licensed Capacity)	\$1,000
<input type="checkbox"/> Medium Program (21-49 Licensed Capacity)	\$1,500
<input type="checkbox"/> Large Program (50+ Licensed Capacity)	\$2,000

* Unlicensed programs can submit enrollment documentation if actual enrollment is over 20 to qualify for a larger amount of funds.

Spark Support Funds Budget Table

Planning to Make Quality Improvements

Prioritizing quality improvements is essential to get the most out of Support Funds. As you read through your portfolio you may think of things that you would like to spend funds on to meet requirements to pass certain Spark standards. Check Yes or No in each row to indicate if you are planning on making improvements in that domain, briefly describe the improvements, and estimate the amount of Support Funds it will cost.

Yes	No	Domain	Description	Estimated Cost
<input type="checkbox"/>	<input type="checkbox"/>	Learning & Development (LD)		
<input type="checkbox"/>	<input type="checkbox"/>	Health & Safety (HS)		
<input type="checkbox"/>	<input type="checkbox"/>	Personnel Qualifications (PQ)		
<input type="checkbox"/>	<input type="checkbox"/>	Family Partnerships (FP)		
<input type="checkbox"/>	<input type="checkbox"/>	Administration & Business Practices (AB)		
Total				

I agree that any Spark Support Funds received by me or my program will be used in to increase program quality. I will use our completed Self-Assessment, Quality Improvement Plan or Spark Portfolio as a guide to plan how these funds will be most effectively spent. I will not use funds in any way listed in this document as inappropriate or otherwise reasonably understood to be inappropriate. **By receiving these funds, we commit to submitting a Spark portfolio to apply for a rating.** I also understand there could be tax consequences by accepting these funds and I may want to consult with a tax professional. I agree to keep my receipts for a minimum of 7 years in the event of an audit to verify how the funds were used. I also agree to be subject to such audit if chosen on a random basis or as a result of an investigation.

By signing below, I agree to the above and verify that the information submitted is accurate:

Signature

Date

Printed Name

Title

Send this form with WOU Substitute W-9 to:

Western Oregon University
The Research Institute/Spark
345 N Monmouth Ave
Monmouth, OR 97361

Email: QRISHelp@wou.edu
Questions: 877-768-8290

For Office Use Only	
Amount Requesting:	Amount:
Eligibility Check: <input type="checkbox"/>	Invoice #:
Staff Name:	Index #:
Staff Signature:	Account Code:
Date:	Approved By: