

New Provider Project Budget Instructions

When preparing your proposed operating budget, use these instructions

	Instructions
NEW PROVIDER GRANT	\$50,000
Program Costs	
Program Management and	
1 Operating Reserves 5%	No mandatory
2 Advertising	Amount spent on advertising your
3 Insurance	Annual insurance costs
4 Legal and Professional Fees	Annual cost
5 Total Administration	Add Lines 1-4
Education Program	
6 Program Furniture	Estimates of cost to purchase new age-
7 Program Equipment	Estimates of the cost to purchase
8 Classroom supplies	Estimates of cost of replacement or
9 First Aid supplies	Add estimates of cost to replenish or
10 Food for childcare	Cost of food and snacks
11 Educational supplies	Cost of learning materials
12 Total Education Program	Add Lines 6-11
Minor Repairs	
13 Flooring	Estimate of cost to replace/repair
14 Painting	Estimate of cost to paint childcare area
15 Other	Estimate of costs of other repairs
16 Total Minor Repairs	Add Lines 13-15
Total Costs	Add Lines 5, 12 and 16

ons as a guide. Definitions and examples are

Definitions/Examples

Maximum grant amount for new providers.

Annual cost for Program Management and

5% of grant amount

Flyers, postcards

Business insurance

Accountant, bookkeeper, Attorney

Cost associated with the educational program

Chairs, tables, cribs, mats, changing tables

Computers, air purifiers, staff chairs, dishwasher

Paper products, reusable plates, cups, utensils

First aid kits, re-stock first aid supplies

Food provided and not reimbursed by other food

Workbooks, crayons, manipulatives, age-

appropriate learning toys

Add the total estimated costs of any minor repairs

that can be funded through this program. Costs

can include, but not limited to: r, HVAC repairs,

Repair/replace flooring in childcare areas

Cost to paint childcare areas, lead-based paint

Remove barriers to accessibility, roof repairs,

Total costs must less than or equal to \$50,000