

Portland Growing Child Care Grant Program

Program Description

The City of Portland's Growing Child Care (PGCC) Grant Program provides grants of up to \$15,500 for start-up costs associated with the opening of a home based child care business and up to \$11,000 for existing child care businesses, including home-based, out-of-school (before and after school), and centers to expand and grow their business.

Program Objective

We believe it is essential to support the expansion of existing child care infrastructure, while also opening paths for more child care businesses to start up. The focus of this program is to encourage the start up of home-based child care businesses for up to 12 children as well as assisting existing home-based child care, center based child care and out-of-school child care (before and after school), for profit and nonprofit businesses to increase the number of children served. With this investment, we aim to increase the number of child care slots available along with accessibility through increased acceptance of the Child Care Subsidy Program (CCSP).

Startup Home-based Child Care Business

Tier 1: First Funding Installment

- Up to \$1,000 (paid directly to City Permitting/Inspections for Home Occupation and Conditional Use Permit, Red Cross for CPR/First Aid Training) to complete the permitting and licensing process, including but not limited to: fees, training, permits and other costs to become fully licensed.

Tier 2: Second Funding Installment (Provide copies of City Permits and State License Application)

- Up to \$10,000 for start up costs including but not limited to: infrastructure, supplies, equipment, etc.

Tier 3: Final Funding Installment (Provide copy of State License)

- Up to \$4,000 for initial payroll costs, etc. (can only be used for employees).
- Additional \$500 if Provider is willing to accept State of Maine Child Care Subsidy Program (CCSP) and demonstrates enrollment upon submitting this application. Further information regarding CCSP can be found [HERE](#).

Existing Child Care Business (including Home-Based, Out-of School (before and after school) and Centers.

- Up to \$10,000 grant
 - Eligible costs/expenses: payroll (employee only), infrastructure improvements demonstrating enhancement of COVID-19 safety protocols (such as outdoor play and other) in order to increase slots as a result of this one time investment.

- Additional \$500 if the Provider is currently accepting Child Care Subsidy Program (CCSP) or demonstrates enrollment upon submitting this application. More information regarding the State of Maine CCSP can be found [HERE](#).
- Additional \$500 if the Provider is willing to become a mentor site for CDA trainees in need of a practicum site.

Program Requirements/Eligibility

New/Start Up Child Care Business

- Business is located in Portland or desires to open a home-based child care business in Portland.
- Plan to care for 3-12 children for start-ups (strongly recommended applying to care for up to 12 children).

Existing Child Care Businesses and Out-Of-School Programs

- Business or nonprofit is located in Portland
- Currently licensed childcare business or proof of out-of school program license exemption.
- Must be able to demonstrate increase in enrollment due to funding

Application Review Criteria

- Completeness of Application
- Soundness of Budget
- Motivation/Need
- Education Background
- Teaching Approach
- Experience in child care
- Experience in business management
- Evaluation of personal financial statement, 2021 taxes and personal credit report

With preference given to:

- Number of additional slots as a result of this investment
- Number of infant and toddler slots.
- Quality Rating (existing child care business)
- Hours and number of days (weekly) open for operation.
- Offer extended hours as well as weekend care

Requested Additional Material/Documents

New/Start Up Child Care Business

- City of Portland Growing Child Care Grant Application;
- Personal financial statement - from all owners of the business with 20% ownership or greater;

- 2021 personal tax return;
- Personal credit report (City will pull these).

Existing Child Care Business or Out-Of-School Program

- City of Portland Growing Child Care Grant Application;
- Personal financial statement - from all owners of the business with 20% ownership or greater or balance sheet if a non-profit;
- 2021 personal tax return with schedule C or business tax return or 990;
- Personal credit report (City will pull this.)

Application and Approval Process

The City's Housing and Economic Development Department in collaboration with the City's ARPA Program Coordinator are responsible for administration of the Child Care Grant Program. Applications are submitted to staff for eligibility review and will be presented to a committee for review and approval. Program terminates when the funds run out.

[City Regulations for Home-Based Child Care Businesses and a step by step process for City permits and a State License](#)