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## Mini Grant Tip Sheet

A complete mini grant application consists of the “Best Beginnings Mini Grant Application” form, the “List of Items to Purchase” form and documentation of Montana Practitioner Registry status. Within the application there is documentation required that will be explained below. Both of these forms are in a format that can be edited using Microsoft Word. A typed application and list of items is preferred.

### Application

#### *First Box:*

- Your PS# is your “personal number” that has been issued by licensing, if you are unsure of your number you may leave that area blank.
- Your PV# is your “program (provider) number” issued to you by licensing; it is located on your license or registration certificate.
- Facility type refers to whether your program is a Family, Group or Center.

#### *Second Box:*

The Practitioner Registry is a voluntary professional recognition database, to receive a mini grant you must be CURRENT on the registry. To learn more about the registry: Click [here](#). How to apply: Click [here](#). Required documentation: A copy of your Practitioner Registry certificate or a copy of your receipt indicating that the application fee payment has been processed. If awarded funding and you have not yet submitted a copy of your practitioner registry certificate, a copy will need to be submitted at the time you request reimbursement for your mini grant expenditures.

#### *Third Box:*

- If you answer “yes” to receiving a mini grant in the past and are unsure of your award date, please contact Child Care Connections, 587-7786.
- If you are unsure whether or not you are participating in the STARS to Quality program please contact Brandi or Tori at Child Care Connections, 587-7786.

#### *Fourth Box:*

Why are you requesting funds? If you need additional space, please type, “see attached”. This will prompt the committee to look at your attached items and narrative.

### List of Items to Purchase

Fill out the table. Below please provide a description of why you would like to purchase the items indicated. *For example:* If you request funding for a lap top, how will that lap top be used to improve the quality of your program? *Sample response:* “I would like to purchase a lap top to simplify my sign in/out process for families while tracking immunizations and tuition payments.”